

Meeting is also available on Comcast Ch. 16 and streaming vod.maplewoodmn.gov

AGENDA
MAPLEWOOD CITY COUNCIL

7:00 P.M. Monday, December 14, 2020

Remotely Via Conference Call

Dial 1-312-626-6799 or 1-888-788-0099

When Prompted Enter Meeting ID: 910 0307 3276 #

No Participant ID, Enter # When Prompted

Meeting No. 23-20

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. November 23, 2020 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations
 - a. Council Calendar Update
2. Council Presentations
3. Progress Report from Nature Center Task Force and Parks & Recreation Programming Task Force

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. Close Project Funds
3. Resolution for 2021 Annual Liquor License Renewals
4. Local Lawful Gambling Permit for the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street
5. 2021 City Council Meeting Calendar
6. 2021 SCORE Grant Agreement
7. Metro-INET Joint Powers Agreement

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.*

1. Truth in Taxation
 - a. Public Hearing
 - b. Resolution Certifying Property Taxes Payable in 2021
 - c. Resolution Adopting the Budget and Financial Policies for 2021 and the Capital Improvement Plan for 2021-2025

2. TIF Development and Financing Plan Modification Districts 1-4 and 1-5
 - a. Public Hearing
 - b. Resolution Approving Development and Financing Plan Modifications Districts 1-4 and 1-5
3. North Fire Station Capital Improvement Plan and Issuance of Bonds
 - a. Public Hearing
 - b. Resolution Adopting CIP and Providing Approval for Bond Issuance

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. Resolution Canvassing Addendum of the Municipal Results of November 3, 2020 General Election
2. Hosanna Karen Baptist Church, 1818 Gervais Court East
 - a. Comprehensive Plan Amendment Resolution (Requires 4 Council Votes)
 - b. Conditional Use Permit Resolution
3. Solid Waste Management Standards
4. Environmental Purchasing Policy

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
7:00 P.M. Monday, November 23, 2020
Held Remotely Via Conference Call
Meeting No. 22-20

A. CALL TO ORDER

A meeting of the City Council was held remotely via conference call and was called to order at 7:00 p.m. by Mayor Abrams.

Mayor Abrams opened the meeting with remarks about the City of Maplewood returning to virtual meetings in response to the increase in COVID cases and the newest Governor’s Executive Order.

B. 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 to Council Presentations:

Update on Nature Center Task Force
Small Businesses

Councilmember Neblett moved to approve the agenda as amended.

Seconded by Councilmember Juenemann Ayes – All, via roll call

The motion passed.

E. APPROVAL OF MINUTES

1. November 9, 2020 City Council Meeting Minutes

Agenda item J3, change expense to expensive.

Councilmember Juenemann moved to approve the November 9, 2020 City Council Meeting Minutes as amended.

Seconded by Councilmember Neblett Ayes – All, via roll call

The motion passed.

2. November 12, 2020 City Council Special Meeting Minutes

Councilmember Juenemann moved to approve the November 12, 2020 City Council Special Meeting Minutes as submitted.

Seconded by Councilmember Neblett

Ayes – All, via roll call

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

Update on Nature Center Task Force

Councilmember Juenemann gave an update on the Nature Center Task Force. Council agreed that an additional meeting in December or January would be appropriate to gather further information.

Small Businesses

Mayor Abrams reminded citizens the effect COVID is having on businesses and encouraged them to shop small businesses, local businesses, and order take-out meals.

Acknowledgement of Maplewood Organization for Racial Equity (M.O.R.E.) Team Work

Councilmember Neblett reported on the M.O.R.E. Team meeting she attended earlier in the day and acknowledged them for the hard work they have been doing.

3. Update on Ponds at Battle Creek Public Engagement

Community Development Director Thomson gave an update on the November 23, 2020 Community Engagement Meeting pertaining to the Ponds at Battle Creek.

Information purposes only, no action required

- 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.*

Councilmember Juenemann moved to approve agenda items G1-G9.

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

1. Approval of Claims

Councilmember Juenemann moved to approve the approval of claims.

ACCOUNTS PAYABLE:

\$ 586,563.78	Checks #106582 thru #106622 dated 11/10/20
\$ 520,613.78	Disbursements via debits to checking account dated 11/02/20 thru 11/06/20
\$ 1,107,777.80	Checks #106749 thru #106768 dated 11/17/20
\$ 655,306.50	Disbursements via debits to checking account dated 11/09/20 thru 11/13/20
<hr/>	
\$ 2,870,261.86	Total Accounts Payable

PAYROLL:

\$ 595,555.78	Payroll Checks and Direct Deposits dated 11/13/20
\$ 1,421.00	Payroll Deduction check #99104370 thru #99104371 dated 11/13/20
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\$ 596,976.78	Total Payroll
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\$ 3,467,238.64	GRAND TOTAL

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

2. Certification of Delinquent Trash and Miscellaneous Accounts Receivable

Councilmember Juenemann moved to approve the resolution certifying delinquent accounts receivable to the County Auditor.

Resolution 20-11-1888

Resolution Certifying Delinquent Accounts Receivable to the County Auditor

RESOLVED, that the City Clerk is hereby authorized and directed to certify to the Auditor of Ramsey County the following delinquent accounts, totaling \$42,126.69 for collection with the customers property taxes payable in 2021, including interest at the rate

Tag	\$3.00
Sign	\$7.00
Poultry Permit (2yr permit)	
Initial Application	\$75.00
Renewal	\$50.00
Goat Permit	
Temporary Keeping of Goats Permit	\$75.00
Renewal	\$75.00
RESIDENTIAL LICENSES/PERMITS/REGISTRATIONS (initial AND renewal, unless noted otherwise)	
Home Occupation License	
Initial Application	Set by CD
Renewal	\$63.00
Recreational Vehicle Permit	
	\$15.00
LIQUOR LICENSES (initial AND renewal, unless noted otherwise)	
Off-Sale Licenses	
3.2% Malt Liquor	\$350.00
Intoxicating Liquor	\$200.00
On-Sale Licenses	
3.2% Malt Liquor	\$500.00
Wine	\$2,000.00
Club	
-Under 200 Members	\$300.00
-Between 201 and 500 members	\$500.00
-Between 501 and 1,000 members	\$650.00
-Between 1,001 and 2,000 members	\$800.00
-Between 2,001 and 4,000 members	\$1,000.00
-Between 4,001 and 6,000 members	\$2,000.00
-Over 6,000 members	\$3,000.00
Intoxicating Liquor	
-Class A	\$7,000.00
-Class B	\$8,500.00
-Class C	\$11,000.00
-Class E	\$4,667.00
2AM	
-Up to \$100,000 in on sale gross receipts for alcoholic beverages	\$300.00
-Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages	\$750.00
-Over \$500,000 in on sale gross receipts for alcoholic beverages	\$1,000.00
-3.2% On Sale Malt Liquor licensees or Set Up license holders	\$200.00
-Did not sell alcoholic beverages for a full 12 months prior to this application	\$200.00
Sunday Sales	\$200.00
Patio	\$200.00
BUSINESS LICENSES/PERMITS/REGISTRATION (initial AND renewal, unless noted otherwise)	
Alarm System Permit - Business	
	\$57.00
Amusement Park License	
	\$388.00
Automobile & Trailer Rental License	
1st Five Rental	\$46.00
Each Additional Rental	\$13.00
Body Art Establishment License	
	\$309.00
Business Registration	
	\$40.00

Catering Food Vehicle	
1st Vehicle	\$129.00
Each Additional Vehicle	\$89.00
Fleet (6+ Vehicles)	\$347.00
Cigarette and Tobacco License	
	\$250.00
Commercial Kennel License	
	\$85.00
Courtesy Bench License	
1st Bench	\$69.00
Each Additional Bench	\$41.00
Currency Exchange Review	
	\$356.00
Food Establishment License	
Full Service	\$673.00
Seasonal (6mo or less)	\$337.00
Special Food Handling	\$103.00
Mobile Food Unit	
Mobile Food Unit - PHF (Potentially Hazardous Food) - 1st Vehicle	\$181.00
- Each Additional Vehicle	\$89.00
- Fleet (6+ Vehicles)	\$520.00
Mobile Food Unit - NPF (Non Perishable Food) - 1st Vehicle	\$76.00
- Each Additional Vehicle	\$46.00
- Fleet (6+ Vehicles)	\$176.00
Gasoline Station License	
1st Pump	\$183.00
Each Additional Pump	\$15.00
Lodging Establishments License	
1 - 15 Units	\$124.00
16 - 35 Units	\$169.00
36 - 100 Units	\$311.00
Over 100 Units	\$356.00
Motor Vehicle Repair License	
	\$162.00
Pawn Shop License	
	\$10,218.00
Massage	
Center	\$259.00
Therapist	\$224.00
New Center Package (Center License, Therapist License (up to 2) and Background Investigations)	\$724.00
Public Pool License	
Hot Tubs	\$118.00
Indoor Swimming Pool	\$118.00
Outdoor Swimming Pool	\$118.00
Combination	\$162.00
Secondhand Dealer License	
	\$367.00
Solid Waste Collection License	
	\$250.00
Used Car Dealer License	
	\$333.00
Annual License/Permit/Registration - Late Fee	
	\$25.00 or 10%,

	whichever is greater
TEMPORARY LICENSES/PERMITS	
Amusement Permit (Carnival /Carnival Rides/Circus)	
	\$381.00
Christmas Tree Lot Permit	
	\$231.00
Fireworks - Pyrotechnic Display Permit	
	\$250.00
Fireworks - Retail Sales Permit	
Exclusive Firework sales	\$350.00
Firework sales with other merchandise	\$100.00
Food Service Permit	
Per Day (received 7 days or more prior to event)	\$55.00
Per Day (received 2-6 days prior to event)	\$80.00
Flea Market Season	\$336.00
Large Assembly Permit	
500 to 1,000 Participants	\$258.00
1,001 to 2,500 Participants	\$515.00
2,501 to 3,500 Participants	\$773.00
3,501 and over Participants	\$1,030.00
Local Lawful Gambling	
	\$58.00
MCC On-Sale Liquor Catering	
Maplewood Providers	\$50.00
Non Maplewood Providers	\$100.00
Noise Control Waiver Permit	
	\$15.00
On-Sale 3.2 Beer License	
	\$55.00
On-Sale Intoxicating Liquor License	
	\$204.00
One-Time Event Permit	
	\$225.00
Special Event Permit	
	\$103.00
Tent Permit	
	\$52.00
Transient Sales Permit	
Up to 5 Days	\$27.00
6+ Days	\$106.00
BACKGROUND INVESTIGATIONS	
Liquor	
	\$500.00
Body Art Establishment	
	\$250.00
Cigarette & Tobacco Sales	
	\$135.00
Lawful Gambling	
	\$250.00
Personal Services	
	\$135.00
Secondhand Dealer	
	\$135.00

Pawn Shop	
	\$500.00
PASSPORTS	
Photos	
	\$10.00
Acceptance Fee	
	\$35.00
ELECTIONS	
Filing Fee	
	\$5.00
Precinct Boundaries and Polling Locations Map 11" x 17"	
	\$3.00
City Map with Street Index 11" X 17"	
	\$3.00
City Map with Street Index 24" x 36"	
	\$5.00
DATA PRACTICES	
Data Subjects	
Paper or Electronic	No fee if it takes less than 15 minutes of staff time to make copies; otherwise (1) actual employee time to make copies; (2) \$0.08 per page, black and white single sided; (3) \$0.89 per page, color copy single sided; (4) CD/DVD \$0.50; (5) standard USPS mailing fee
Members of the Public	
Paper copies	No fee if 30 or fewer pages requested; otherwise \$0.25 per page, black and white single sided if under 100 pages; If more than 100 pages the following fees may apply: (1) actual employee time to search and retrieve and make copies if it takes more than 15 minutes of staff time plus the

	cost of materials (\$0.08 per page, black and white single sided; \$0.89 per page, color copy single sided) and standard USPS mailing fee
Electronic copies	Actual employee time to search and retrieve and make electronic copies if it takes more than 15 minutes of staff time. If the request includes making copies on a media the following additional fees apply: CD/DVD \$0.50 and standard USPS mailing fee
City Maps	
City map with street index 11"x17"	\$3.00
City map with street index 24"x36"	\$5.00

Communications
City of Maplewood - 2021 Fee Schedule

ITEM/ACTIVITY	2021 Fees
Partnership Packages & Rates (Please note: Packages may be customized at the discretion of the Communications Manager, which may change the price of the package)	
Maplewood Leaders	
* Color ¼ - page ad in all 12 editions of Maplewood Living, the City's official newsletter distributed to more than 20,000 homes. (\$5,000 value)	\$9,500.00
* Top-tier sponsorship of the following major City of Maplewood events: State of Maplewood, 4th of July and Community Engagement Breakfast (\$2,200 Value).	
* Partner video (\$2,500)	
* Partnership recognition on City Hall Digital Display (\$1,500 value)	
Maplewood Friends	
* Color ¼ page ad in every other edition of Maplewood Living (6 months), the City's official newsletter distributed to more than 20,000 homes. (\$2,640 Value)	\$3,000.00
* Sponsorship at two City of Maplewood events (\$1,000 – \$1,200 Value).	
* Partnership recognition on City Hall Digital Display (\$1,500 value)	
Maplewood Supporter	
* Color ¼ page ad in three editions of Maplewood Living, the City's official newsletter distributed to more than 20,000 homes. (\$1,500 Value)	\$1,500.00
* Sponsorship at one of the following major City of Maplewood events: State of Maplewood, Community Engagement Breakfast or 4th of July Celebration. (\$500 - \$700 Value)	
Light it Up 4th of July partners ONLY:	
Deluxe Bar-be-que Package	

* Booth at 4th of July Celebration	\$695.00
* Quarter-page ad in one summer edition of Maplewood Living recognizing the partnership	
* Individual ad in city hall digital display	
* Significant signage exposure on event promotional flyers and banners in Maplewood Living, social media, city hall, Maplewood Community Center/YMCA, and at event)	
Pop & Brat Package	
* Placement in city hall digital display with other sponsors	\$295.00
* Signage exposure (on event promotional flyers and banners in Maplewood Living, social media, city hall, Maplewood Community Center/YMCA, and at event)	
Ad Rates for Maplewood Living	
Distributed to 20,000 households monthly - 1/4 Page - Approximately 3.75' (w) x 4.5" (h)	
Single Run	\$498.00
4 Ad Package	\$1,872.00
6 Ad Package	\$2,640.00
12 Ad Package	\$4,968.00

Community Development
City of Maplewood - 2021 Fee Schedule

ITEM/ACTIVITY	2021 Fees
Permits	
<i>*Stated permit fees do not include the surcharge imposed on most permits by the State of Minnesota.</i>	
Building Permits Based on Valuation	
Total Valuation:	
\$1.00 to \$500.00	\$28.05
\$501.00 to 2,000.00	\$28.05 for the first \$500.00 plus \$3.62 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$82.35 for the first \$2,000.00 plus \$16.42 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$460.01 for the first \$25,000.00 plus \$11.97 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$759.17 for the first \$50,000.00 plus \$8.36 for each additional \$1,000.00, or fraction thereof,

	to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,177.17 for the first \$100,000.00 plus \$6.68 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,849.17 for the first \$500,000.00 plus \$5.57 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,634.17 for the first \$1,000,000.00 plus \$4.46 for each additional \$1,000.00, or fraction thereof
Electrical Permit Fee	
*electrical permit fees are the greater of the total inspection fee or total service and circuit calculation plus the administrative fees	
Inspection Fees	
Minimum Fee	\$45.00
Inspection / Reinspection Fee	\$45.00 per Inspection
Residential Maximum Fee (200 amps or Less)	\$190.00
All Other Fees	N/A
New or Repair Services/Power Supply	
0 to 300 amp	\$55.00
400 amp	\$71.00
500 amp	\$87.00
600 amp	\$103.00
800 amp	\$135.00
1,000 amp	\$167.00
Each Additional 100 amps	\$16.00
Transformers and Generators	
1 to 10 kVA	\$5.00
11 to 74 kVA	\$45.00
75 to 299 kVA	\$60.00
Over 299 kVA	\$165.00
Feeders/Circuits	
0 to 100 amps	\$9.00
101 to 200 amps	\$15.00
201 to 300 amps	\$21.00
301 to 400 amps	\$27.00
401 to 500 amps	\$33.00
Each Additional 100 amps	\$6.00

Solar Fees	
0 to 5 kw	\$90.00
5.1 to 10 kw	\$150.00
10.1 to 20 kw	\$225.00
20.1 to 30 kw	\$300.00
30.1 to 40 kw	\$375.00
Over 40 kw	\$375.00 plus \$25.00 for each additional 10 KW
Other Fees	
Residential Panel Replacement	\$110.00
Residential Sub Panel	\$45.00
Apartment Buildings	\$80.00 per unit
Retrofit Lighting	\$0.85 per fixture
Sign Transformer or Driver	\$9.00 per transformer
Swimming Pools and Hot Tubs	\$90.00 plus \$9.00 per circuit
Residential additions, remodels or basement finishes (up to 10 circuits and two inspections)	\$90.00
Residential Accessory Structures	\$55.00 plus \$9.00 per circuit
Traffic Signals	\$8.00 per standard
Street Lights and Parking Lot Lights	\$5.00 per standard
Low Voltage Fire Alarm, Heating and Air Conditioning Controlling Wiring	\$0.85 per device
Electronic Inspection of AC, Furnace, Bath Fan, Fireplace, Water Heater Vent Receptacle	\$40.00
Hourly Rate for Carnivals	\$90.00
Administrative Fees	
State Surcharge	\$1.00
Administrative Fee	\$9.50
Manufactured Home Permit Fee	
New installation or replacement	\$175.00
Residential Mechanical Permit Fee	
Minimum fee	\$40.00
Gas piping – Repair or new installation	\$40.00
Gas or oil fired furnace or boiler	\$40.00
Warm air furnace or hot water heating system	\$40.00
Construction or alt.of any warm air furnace per unit Construction or alteration of each hot water system Installation or replacement of each hot water system per unit Per unit heaters based on first 100,000 BTU input	\$40.00
Air conditioning – new or replacement	\$40.00
Wood burning furnace per unit	\$40.00
Swimming pool heater per unit	\$40.00
Air exchanger	\$40.00
Gas or oil space heater per unit	\$40.00
Gas direct vent heater per unit	\$40.00
Gas fireplace, Gas log or insert	\$40.00
In floor Heat system	\$40.00
Furnace	\$120.00
Other	\$40.00
Commercial Mechanical Permit Fee	

All commercial work	1.5% of estimated job cost + \$78.00
Mechanical plan review	25% of the permit fee
Residential Plumbing Permit Fee	
Minimum fee (includes one fixture opening)	\$45.00
Each additional fixture opening	\$10.00
Commercial Plumbing Permit Fee	
All commercial work	1.75% of estimated job cost Plus \$91.00
Sign Permits	
Billboard	\$500.00
Dynamic Display Sign	\$175.00
Dynamic Display Sign Yearly License Fee	\$175.00
Freestanding Sign	\$175.00
Temporary Sign	\$45.00
Wall Sign	\$110.00
Residential Permit Flat Fee	
Windows	\$145.00
Deck	\$145.00
Residential roof	\$145.00
Residential egress window	\$145.00
Residential siding	\$145.00
Residential Solar Permits	\$200.00
Above-Ground Pools	\$145.00
In-Ground Pools	\$145.00
Drain tile	\$145.00
Building relocation	\$100.00
Miscellaneous Fees	
Plan Review Fee	
When a building permit is required and a plan is required to be submitted, a plan review fee shall be paid. The plan review fees specified are separate fees from the permit fees specified and are in addition to the permit fees.	Plan review fees for all buildings shall be sixty five percent (65%) of the building permit fee, except as modified in M.S.B.C. Section 1300.
When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee shall be charged at the above rate.	
Expiration of plan review: Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.	
Refund Fee	

The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected. The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has paid is withdrawn or canceled before any plan review is done. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.	
Investigation Fee	
If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee, in addition to the permit fee, shall be collected. The investigation fee shall be no more than the amount of the permit fee required. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the city code nor from any penalty prescribed by law.	
Demolition Fee	
Structures not connected to utilities	\$95.00
Structures connected to city utilities	\$220.00
Other Inspections and Fees	
Inspections outside of normal business hours (minimum 2 hour charge)	\$100.00 per hour
Re-inspection fees	\$100.00 per hour
Re-inspection fees from Health Officer on pools	\$100.00 per hour
Inspections with no specific fee indicated (minimum 1/2 hour charge)	\$100.00 per hour
Investigation Fee	\$100.00 per hour
Interior Preparation fee	\$100.00
Occupancy permit	\$100.00
Replacement of inspection record card	\$50.00
Re-issue of approved plans	\$50.00
Housing with services inspection fee	\$50.00
State Surtax Collected	
Permits with a flat fee	\$1.00 per permit
Permits based on valuation	Calculated based on the permit valuation
Use of outside consultants for plan review, inspections and similar costs *Actual costs include administrative and overhead costs.	Actual costs*
Miscellaneous Service Fees	
Abatement Fee	\$300.00
Contractor License / Truth-in Housing Evaluator License	\$130.00
Trash Hauling Exemption (Opt-Out)	\$35.00
Tree replacement fee for trees that cannot be replaced on site	\$60.00 per caliper inch
Truth-in-Housing Filing Fee	\$30.00
Reasonable Accommodation License Application	\$50.00
Health Fees	
Restaurant Plan Review	
Existing restaurant	\$330.00
New restaurant	\$685.00
Lodging Plan Review	
1 - 15 units	\$200.00
16+ units	\$250.00
Mobile Food Unit Plan Review	
	\$250.00
Planning Fees	

Planning Fees	
Administrative Variance	\$500.00
Building Relocation	\$925.00
Comprehensive Plan Amendment ¹	\$1,650.00
Conditional Use Permit (CUP) ^{1,3}	\$1,650.00
CUP Revision ^{1,3}	\$1,000.00
Community Garden CUP ^{1,3}	\$825.00
Community Garden CUP Revision ^{1,3}	\$500.00
Final Plat ²	\$430.00
Front Yard Setback Authorization	\$500.00
Home Occupation	\$1,385.00
Lot Divisions ¹	\$500.00
Planned Unit Development ^{1,3}	\$2,735.00
Preliminary Plat ³	\$2,050.00
Preliminary Plat Revision or Extension	\$990.00
Public Vacation ¹	\$1,200.00
Rezoning ¹	\$1,650.00
Variance ¹	\$1,385.00
Woodlot Alteration Permit	\$375.00
Zoning Compliance Letter	\$100.00
1 County Recording Fee (In Addition to Planning Application Fee)	\$46.00
2 Plat Opinion Letter Fee (In Addition to Planning Application Fee)	\$200.00
3 Development Sign Fee (In Addition to Planning Application Fee)	\$200.00
Community Design Review	
Commercial/Multi-family	\$1,650.00
Minor Construction	\$500.00
Residential	\$500.00
Revision	\$500.00
Comprehensive Sign Plan	\$500.00
³ Development Sign Fee (In Addition to Community Design Review Fee)	\$200.00
Tax-Exempt and Tax Increment Financing Fees	
Tax-Exempt and Mortgage Revenue Financing	
Amount paid with application (non-refundable)*	\$2,500.00
Base charge (% of bond issue) par on the first \$20 million due at closing	0.50%
Par on portion in excess of \$20 million due at closing	0.10%
Refinancing Fee	50% of the above
The City will be reimbursed for any technical changes to a bond issue previously issued at 25% of the above schedule.	
Tax Increment Financing	
Application Fee (non-refundable)	\$6,760.00
Escrow Deposit	\$5,000.00
Code Enforcement Fees	
Excessive Consumption of Inspection Services	
Third Inspection	\$75.00
Fourth Inspection	\$100.00
Each Additional Inspection	\$150.00
Nuisance Abatement	
Abatement Fee	\$300.00
Administrative Fee	25% of abatement cost
Abatement Cost	100% of the cost to complete the abatement
Rental Licensing Fees	

Rental Dwelling License	
Annual License	\$150.00 plus \$50.00 per unit
First Re-Inspection	\$0.00
Second Re-Inspection	\$250.00
Third and Subsequent Re-Inspection	\$500.00

Finance
City of Maplewood - 2021 Fee Schedule

ITEM/ACTIVITY	2021 Fees
Miscellaneous Fees	
Late Penalty (Utility Accounts, Abatements, False Alarms, Etc.) (One-time charge if invoice is not paid within 30 days.)	5%
NSF	\$30.00
Special Assessment Certification Fee	10%
Credit Card Convenience Fee	2.98% + \$0.30/transaction
Utility Rates	
Sewer	
St. Paul (100 cubic ft) (ave 22 units per qtr)	\$3.32
Other (1,000 gallons) (ave 16.5 units per qtr)	\$4.43
Minimum charge - quarterly	\$18.60
Flat rate for well accounts	\$50.27
EUF	
Residential charge - quarterly	\$27.25
Discount fee for raingardens (Little Canada 70%)	\$19.08
Multi Family - monthly	\$57.76
Institutional - monthly	\$70.29
Commercial - monthly	\$89.91
Recycling	
Base Quarterly charge	\$16.56
Additional Cart Fee per Quarter	\$8.20
Water Surcharge	
St. Paul - % of St. Paul water bill (ave \$50/qtr) 22 units per quarter ave for family of 4	7.00%
N. St. Paul - quarterly	3.60
Trash Hauling	
20 EOW – Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$12.51
20 Gallon – Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$13.02
35 Gallon – Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$15.01
65 Gallon – Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$19.44
95 Gallon – Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$23.69
Yard Waste Rate (per season - for residents who opt in) (no tax on yard waste)	\$124.80
Bulky Items Rates (Appliances, Electronics, Furniture, etc.) (plus tax)	\$10-\$35
FRANCHISE FEES	
Gas Utility Monthly Franchise Fee	
Residential	\$3.00
Commercial Non Demand	\$12.00
Commercial Demand	\$100.00
Small Interruptible	\$75.00
Medium & Large Interruptible	\$110.00

Firm Transportation	\$2.50
Interruptible Transportation	\$2.50
Electric Utility Monthly Franchise Fee	
Residential	\$3.00
Small C&I Non-Demand	\$4.75
Small C&I Demand	\$30.00
Large C&I	\$180.00
Public Street Lighting	\$4.00
Municipal Pumping Non-Demand	\$4.00
Municipal Pumping Demand	\$4.00
Cable Franchise Fee	
Cable Franchise Fees - Monthly	5% of gross revenue
Cable PEG Fees - Monthly	2% of gross revenue

Parks & Recreation
City of Maplewood - 2021 Fee Schedule

ITEM/ACTIVITY	2021 Fees
Parks & Recreation	
Wakefield Park Community Building	
Monday-Thursday Meeting Rates: Between 8a-4p (per hour, 2hr min)	\$50.00
Monday-Thursday Meeting Rates: Between 8a-4p Additional Hours (per hour)	\$50.00
Monday-Thursday Regular Rental: 4hrs - Resident	\$150.00
Monday-Thursday Regular Rental: 4hrs - Non Resident	\$190.00
Friday-Sunday Regular Rental: 4hrs - Resident	\$200.00
Friday-Sunday Regular Rental: 4hrs - Non Resident	\$250.00
Friday-Sunday Regular Rental: 7hrs - Resident	\$300.00
Friday-Sunday Regular Rental: 7hrs - Non Resident	\$370.00
Regular Rental Additional Hours (per hour)	\$75.00
Outdoor Patio Exclusive Use Add-on	\$100.00
Picnic Shelter Rental	
Afton Heights Park or 4 Seasons Park Building	\$55.00
Applewood Park	\$55.00
Hazelwood Park	\$55.00
Lion's Park	\$55.00
Maplewood Heights Park	\$35.00
Pleasantview Park	\$35.00
Wakefield Park	\$75.00
Community Gym Rental Fees	
Half Court Rental (per hour per court)	\$40.00
Full Court Rental (per hour per court)	\$60.00
Edgerton Community Gym Entire Gym Rental (8+ hour rental) per hour	\$55.00
Carver Community Gym Entire Gym Rental (8+ hour rental) per hour	\$110.00
Field Rental Fees	
Hazelwood - Soccer - Full Size (per game)	\$65.00
Hazelwood - Soccer - Small Size	\$40.00
Other Locations - Soccer - Full Size	\$55.00
Baseball/Softball (per game)	\$35.00
Baseball/Softball - Tourney (per day/per field)	\$100.00
Volleyball Tourney/Large Group Rental - Harvest, Geranium, Wakefield (per day/per park)	\$300.00
Food Vendor In Park Permit - Weekdays (per day)	\$15.00
Food Vendor In Park Permit - Weekends or Holidays (per day)	\$45.00
Nature Center	
Nature Center Program Fees	

Basic Program Fee per person	\$5.00
School Fee per child	\$4.00
Birthday Party Fee- up to 12 children	\$80.00
Birthday Party Fee- up to 15 children	\$100.00
Basic Outreach Fee- plus mileage	\$130.00
Outreach, additional shows same site- \$30	
Item Rental Fees	
Snowshoes- per pair, for use on site	\$5.00
Room Rental Fees	
Sunroom rental- per hour	\$30.00
Sunroom rental - All day - 5 hours or more	\$150.00
Touch and See Room Reservation- self -guided groups- 45 minutes	\$50.00
Community Garden Rental Plot	
Rental of Garden Plot	\$25.00

Public Safety - Police/Fire/EMS
City of Maplewood - 2021 Fee Schedule

ITEM/ACTIVITY	2021 Fees
POLICE	
Police Reports	
Requester is arrested party	\$0.25 per page (one side or \$0.50 per page double sided)
Public traffic crash report (requester is not involved in crash)	\$0.50 per page
Public traffic crash report (requester is involved in crash)	no charge
Monthly email of public traffic crash reports	\$60.00/month
Certified copy of any report	\$5.00
Evidence Requests	
CD/DVD of digital evidence (photos, audio, video)	\$5.00/disc
911 Audio transcripts	\$50.00 deposit plus actual cost of transcription through current transcription provider and staff time to get audio ready for transcription and staff time to review transcription for accuracy before release
Towing	
Owners of vehicles towed to 1830 or 1902 County Road B E for law enforcement purposes	\$125.00 per vehicle
Overnight Parking Permits	
Permit for vehicle to be parked on a city street overnight good for no more than 365 days	\$50.00 per vehicle/permit
Excessive Calls for Service	
Third and subsequent calls, within 365 days, deemed excessive by definition in ordinance	\$250.00 each
False Alarms	
1st	\$0.00
2nd (within 12 months of the 1st false alarm)	\$0.00

3rd (within 12 months of the 1st false alarm)	\$100.00
4th (within 12 months of the 1st false alarm)	\$200.00
5th (within 12 months of the 1st false alarm)	\$300.00
6th (within 12 months of the 1st false alarm)	\$400.00
7th (within 12 months of the 1st false alarm)	\$500.00
8th (within 12 months of the 1st false alarm)	\$500.00
9th (within 12 months of the 1st false alarm)	\$500.00
10th & Over (within 12 months of the 1st false alarm)	\$500.00
Outside Employment	
Police Officers	\$98.58/hour
Squad Car only available with an officer	no charge
Fingerprinting	
Each fingerprint card	\$15.00
FIRE/EMS	
False Alarm Fees	
Commercial	
Commercial - 1st False	\$0.00
Commercial - 2nd False (within 12 months of the 1st false alarm)	\$0.00
Commercial - 3rd False (within 12 months of the 1st false alarm)	\$200.00
Commercial - 4th False (within 12 months of the 1st false alarm)	\$300.00
Commercial - 5th False and more (within 12 months of the 1st false alarm)	\$400.00
Residential	
Residential - 1st False	\$0.00
Residential - 2nd False (within 12 months of the 1st false alarm)	\$0.00
Residential - 3rd False (within 12 months of the 1st false alarm)	\$200.00
Residential - 4th False (within 12 months of the 1st false alarm)	\$300.00
Residential - 5th False and more (within 12 months of the 1st false alarm)	\$400.00
Ambulance Transport Fees	
Resident	
ALS2 (Advanced Life Support)	\$2,513.00
ALS (Advanced Life Support)	\$2,278.00
BLS (Basic Life Support)	\$1,733.00
No Load	\$656.00
Mileage	\$22.50
Non-Resident	
ALS2 (Advanced Life Support)	\$2,890.00
ALS (Advanced Life Support)	\$2,620.00
BLS (Basic Life Support)	\$1,993.00
No Load	\$754.00
Mileage	\$25.88
Sliding Fee Schedule to Assist Those with a Financial Need	
Annual Income Threshold by Sliding Fee Discount Pay Class and Percent Poverty	
At or Below 100% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	50%
At 125% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	60%
At 150% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	70%
At 175% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	80%
At 200% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	90%
Above 200% of the Poverty Guideline - Patient Responsibility: % of Total Charges	100%
* Must complete the Sliding Fee Application and submit required documentation.	
Outside Employment	
	\$98.58/hour
Equipment Standby - Based on FEMA's current Schedule of Equipment Rates	

Public Works

City of Maplewood - 2021 Fee Schedule

ITEM/ACTIVITY	2021 Fees
Connection Charges	
Sanitary Sewer Service Main Line Permit	
Base Fee	\$114.00
Plus Each Connection to Existing System, New Structures, Alteration, or Re-Inspection	\$59.00
Sanitary Sewer Service Connection Permit	
New Sanitary Sewer Service	\$110.00 per service
Disconnect or Repair	\$39.00 per service
Septic Systems	
Private Individual Septic Systems	\$500.00
Sanitary Sewer Cash Connection Charge	
Residential Connection Charge For all new connections for properties that have not been previously charged or assessed for construction of the public system.	\$4,325.00
Commercial Connection Charge (per front footage) For all new connections for properties that have not been previously charged or assessed for construction of the public system. Commercial Connection Charge = Residential Connection Charge / 75 (Average Lot Width)	\$57.00
Sewer Assessment for City Project	
Residential Sanitary Service Installed to New Main	\$1,530.00
Residential Sanitary Service Installed to Existing Main	\$2,880.00
Comm/Ind Sanitary Service Installed to New Main	\$20.00 cost per front footage
Comm/Ind Sanitary Service Installed to Existing Main	\$38.00 cost per front footage
Sewer Availability Charge (SAC)	
SAC Unit Fee (Rate Set by MCES) 1 SAC Unit = 1 Single family dwelling (SFD) SAC Unit for all other types of developments total number of equivalent SFD SAC Units is determined by MCES.	\$2,485.00
Local SAC Fee per SFD Unit	\$130.00
Water System Fees	
Water Main Cash Connection Charge	
Residential Connection Charge For all new connections for properties that have not previously been charged or assessed for construction of the public system.	\$4,325.00
Commercial Connection Charge For all new connections for properties that have not previously been charged or assessed for construction of the public system. Commercial Connection Charge = Residential Connection Charge / 75 (Average Lot Width)	\$57.00
Water System Assessment for City Project	
Residential Water Service Installed to New Main	\$1,530.00
Residential Water Service Installed to Existing Main	\$1,900.00
Comm/Ind Water Service Installed to New Main	\$20.00 cost per front footage
Comm/Ind Water Service Installed to Existing Main	\$25.00 cost per front footage
Water Availability Charge (WAC)	
WAC Unit Fee The total number of WAC units to be paid is equal to the total number of equivalent SAC Units required as determined by MCES.	\$285.00
Storm Sewer System Fees	

Storm Sewer Permit	
Private Storm Sewer Main Base Fee	\$114.00
Plus Each Connection to Existing System, New Structures, Alteration, or Re-Inspection	\$59.00
Base Escrow (Cover first 10 Connections or New Structures) Escrow released after passing inspection.	\$300.00
Plus Additional Escrow (Per Each Additional Connection or New Structure) Escrow released after passing inspection.	\$30.00
Storm Sewer System Assessment for City Project	
Storm Drainage Improvements Assessment rate will be based on independent special benefit appraisals.	\$1,090.00
Street, Driveway, and Parking Lot Fees	
Driveway and Parking Lot Permits	
Driveway Permit	\$28.00
Parking Lot Paving Permit (\$104.00 Base Fee for 0-50,000SF)	\$104.00
50,000SF and greater = base fee + (SF over 50,000 x 0.002)	
Grading Permit, Plan Review, and Inspection Fee	
Grading Permit, Plan Review, and Inspection Fee Based on Total Estimate Material Moved	
Fee based on complexity of the project, proximity to environmental sensitive areas, and scope of project.	
<=50 C.Y.	\$37.00
51 to 100 C.Y.	\$94.00
101 to 1000 C.Y.	\$94.00
plus each additional 100 C.Y.	\$30.00
1001 to 10,000 C.Y.	\$364.00
plus each additional 1000 C.Y.	\$23.00
10,001 to 100,000 C.Y.	\$571.00
plus each additional 10,000 C.Y.	\$137.00
100,001 to 200,000 C.Y.	\$1,804.00
plus each additional 10,000 C.Y.	\$77.00
200,000 C.Y. or more	\$2,574.00
plus each additional 10,000 C.Y.	\$13.00
Park Availability Charge (PAC)	
PAC	
PAC per Capita Base Unit Charge	\$1,040.00
1 SFD PAC Fee = \$1040 per capita x 3.4 capita = \$3540.00 per SFD	
PAC Commercial Development = % x Land Market Value	9%
Right of Way Permit and Inspection Fees	
Contractor Yearly Registration Fee (per year)	\$40.00
Hole Excavation Permit Fee (per hole)	\$100.00
Trench Excavation Permit	
Base Fee	\$100.00
Plus Each Lineal Foot	\$60.00
Emergency Excavation Permit	\$100.00
Aerial/Obstruction Permit	\$80.00
Permit Extension Fee	\$35.00
Delay Penalty Fee	
Base Fee (up to three days late)	\$35.00
Plus Each Additional Day (per day)	\$10.00
Small Cell	
Attached to City Infrastructure - Requires contract with City to determine monthly rental fee.	\$130.00
Non-City Infrastructure - Contractor license and any additional ROW fees. Contractor will need to contact infrastructure owner to determine any other fees.	

Engineering Review Fees	
Planning and Community Development Applications	
Planning applications and development reviews for engineering conformance to engineering standards and City ordinances. Services performed by City Personnel will be hourly and applied to the application escrow.	Staff Hourly Rate
Grading Fee	
Fee amount based on each individual site.	Varies
Erosion Control Escrow	
Escrow amount based on each individual site.	Varies
Tree Escrow	
\$60 per caliper inch of tree replacement required. Please see the tree standards for more information.	Varies

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

Councilmember Juenemann moved to approve the resolution authorizing publication of ordinance by title and summary.

Resolution 20-11-1889
Fee Schedule for 2021 Summary Authorizing Publication of
Ordinance No. 1016 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. 1016, which creates city code to allow for a 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 is 14 pages in length; 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. 1016 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. 1016, which creates an ordinance to allow for a fee schedule. A summary of the ordinance follows:

**Ordinance No. 1016
An Ordinance Establishing a Fee Schedule for 2021**

November 23 2020
City Council Meeting Minutes

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- 1. City Clerk Fees
- 2. Communications Fees
- 3. Community Development Fees
- 4. Finance Fees
- 5. Parks and Recreation Fees
- 6. Public Safety Fees
- 7. Public Works Fees

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

5. Resolution Designating Polling Place Locations for 2021

Councilmember Juenemann moved to approve the resolution designating polling place locations for 2021.

Resolution 20-11-1890
 City of Maplewood
 Ramsey County, Minnesota

Resolution Designating Polling Place Locations
 2021 Elections

WHEREAS, Minnesota Statutes 204B.16, subd 1 requires the City Council, by ordinance or resolution, to designate polling place locations for the upcoming year; and

WHEREAS, changes to the polling place locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Maplewood hereby designates the following polling place locations for elections conducted in the city in 2021:

- Precinct 1 St. Paul Hmong Alliance Church
1770 McMenemy Street
- Precinct 2 Edgerton Elementary School
1929 Edgerton Street
- Precinct 3 Gladstone Fire Station
1955 Clarence Street
- Precinct 4 Wakefield Park Community Building
1860 Hazelwood Street N.
- Precinct 5 Maplewood Community Center/YMCA
2100 White Bear Avenue N.
- Precinct 6 Redeeming Love Church
2425 White Bear Avenue N.

Precinct 7	First Evangelical Free Church 2696 Hazelwood Street
Precinct 8	Ramsey County Library 3025 Southlawn Drive
Precinct 9	Maplewood Middle School 2410 Holloway Avenue E.
Precinct 10	East Metro Regional Public Safety Training Center 1881 Century Avenue N.
Precinct 11	Beaver Lake Education Center 1060 Sterling Street N.
Precinct 12	Carver Elementary School 2680 Upper Afton Road E.
Precinct 13	Lutheran Church of Peace 47 Century Avenue S.

AND BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate a replacement meeting the requirements of the Minnesota Election Law for any polling place location designated in this Resolution that becomes unavailable for use by the City;

AND BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate an emergency replacement polling place location meeting the requirements of the Minnesota Election Law for any polling place location designated in this Resolution when necessary to ensure a safe and secure location for voting;

AND BE IT FURTHER RESOLVED, that the city clerk is directed to send a copy of this resolution and any subsequent polling place location designations to the Ramsey County Elections Office;

AND BE IT FURTHER RESOLVED, that the city clerk is directed to post a notice of the polling place location changes in the clerk's office.

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

6. Purchase Six 2021 Police Vehicles

Councilmember Juenemann moved to approve the Purchase of Six 2020 Police Vehicles.

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

7. Purchase Two Park Maintenance Machines

Councilmember Juenemann moved to approve the purchase of two park maintenance machines and direct the Mayor and City Manager to enter into a contract with MTI/Toro for the purchase under MN State Contract #178432 in the amount of \$166,787.50.

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

8. Resolution of Intent to Replace Sterling Street Bridge (Bridge No. 92252) in the City of Maplewood, City Project 16-25

Councilmember Juenemann moved to approve the resolution of Intent to Replace, Sterling Street Bridge (Bridge No. 92252) In the City of Maplewood, City Project 16-25.

Resolution 20-11-1891
Intent to Replace the Sterling Street Bridge
(Bridge No. 92252) in the City of Maplewood, City Project No. 16-25

WHEREAS, the City of Maplewood has reviewed the pertinent data on the Sterling Street Bridge, Bridge No. 92252, and

WHEREAS, according to the latest inspection performed by Ramsey County, the bridge has an “unofficial” sufficiency rating of 29.1, and

WHEREAS, the City of Maplewood has identified Bridge No. 92252 as a high priority bridge that is in need of replacement.

NOW, THEREFORE, BE IT RESOLVED, that the Sterling Street Bridge, Bridge No. 92252, is a high priority bridge and the City of Maplewood intends to replace it as soon as possible when funds are available.

STATEMENT OF PURPOSE. The purpose of this resolution is to meet the requirements for the Minnesota Department of Transportation, Office of State Aid, and use the state transportation bond funds for bridge replacement. In order to be eligible for bridge bond monies, local units of government are required to adopt a resolution of proposed bridge replacement projects for the next five years.

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

9. Waiver of Variable Pass-Through Percentage

Councilmember Juenemann moved to approve the signing of the Variable Pass-through Waiver by Mayor Abrams. A condition of the approval is that the grant must be consistent with the policies and programs of the City and will not result in any conflict or adverse effects on any other program or initiative in which the City is currently or likely to be engaged and as approved by the City Manager.

Seconded by Councilmember Neblett

Ayes – All, via roll call

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. Solid Waste Management Ordinance**
 - a. Ordinance Repealing the Solid Waste Management Ordinance and Creating a New Solid Waste Management Ordinance**
 - b. Resolution Authorizing Publication by Title and Summary (4 Votes)**

Community Development Director Thomson gave the staff report.

Councilmember Juenemann moved to approve the ordinance repealing the Solid Waste Management ordinance and creating a new Solid Waste Management ordinance.

Ordinance 1017

An Ordinance Repealing the Solid Waste Management Ordinance and Creating a New Solid Waste Management Ordinance with Certain Modifications

The Maplewood City Council ordains as follows:

Section I. This section repeals the Solid Waste Management ordinance, Chapter 30, Secs. 30-1 to 30-105 and replaces them with a new Solid Waste Management ordinance.

Article I. – In General (Residential, Multiple-Family, Commercial)

Sec. 30-1 - Purpose

The city's goal is to improve solid waste management and to serve the following purposes:

- (a) Achieve a reduction in waste generated.
- (b) Encourage the separation and recovery of materials and energy from waste.
- (c) Ensure the protection of public health and safety and promote city cleanliness and livability.
- (d) Promote best management practices in solid waste management to protect air quality, water quality, and natural resources.

- (e) Be consistent with the requirements of the State statutes, State rules and Ramsey County ordinances, and with State and Ramsey County solid waste plans.
- (f) Provide high quality solid waste and recycling services in the most cost-effective manner possible.
- (g) Coordinate solid waste management among political subdivisions.

The city has authority to enact ordinances for these purposes under Minnesota Statutes, section 412.221, subdivision 22, which requires the city council to provide for or regulate the disposal of garbage and other solid waste. The City Manager or his or her designee shall have the authority to develop policy standards concerning the management of the Solid Waste ordinance. These standards shall not be contrary to this division.

Sec. 30-2 – Definitions

The following words, terms and phrases, when used in this ordinance, shall have the meanings ascribed to them in this ordinance, except where the context clearly indicates a different meaning:

Additional/overflow garbage means garbage in excess of the capacity of the city-provided garbage cart with the lid in the fully closed position.

Appliances include washers, dryers, refrigerators, freezers, air conditioners, dehumidifiers, humidifiers, stoves, ranges, hot water heaters, water softeners and other, similar large household items that require electricity and/or special processing under Minnesota laws, but do not include “electronic waste.”

Bulky waste means all large, bulky household materials which are too large for one person to pick up and/or do not fit within the city-provided garbage cart, and include (but are not limited to) carpeting and padding, mattresses, chairs, couches, tables, appliances and car parts including wheels, rims and tires.

City-contracted garbage hauler is the company that the city contracts with in accordance with Minnesota Statutes, section 115A.94 to provide residential garbage collection and disposal services in the city. The city-contracted garbage hauler is the sole garbage hauler for single-family residential properties in the city, and for other properties that the city has allowed to opt-in to the city-contracted garbage hauler service.

City-contracted recyclables hauler means the hauler(s) contracted by the city to provide collection of designated recyclables in the city for single-family and multiple-family dwellings properties in the city.

City-provided garbage carts are the wheeled containers for residential garbage in the city that are owned by the city and provided to garbage customers for their use; the containers are of various sizes and ownership is retained by the city.

City residential garbage program is the garbage collection through the city-contracted garbage hauler and any collection services outlined in the residential garbage contract.

City residential recycling program is the recyclable collection through the city-contracted

recycling hauler and any collection services outlined in the residential recycling contract.

Collection means the aggregation and transportation of solid waste from the place at which it is generated and includes all activities up to the time when it is delivered to a designated disposal facility.

Collection service is the process of collection and transportation of garbage, yard waste, recyclables, bulky waste and/or source-separated organic materials by a licensed hauler.

Commercial property means properties in the city that are classified generally as commercial or business in the City zoning code which generates garbage and recyclables and are typically serviced by a dumpster form of garbage container.

Composting has the meaning set forth in Minnesota Statutes, section 115A.03, and means the controlled microbial degradation of organic waste to yield a humus-like product.

Contractor's garbage bill is the Contractor's bill for services, from either the city-contracted garbage hauler or a commercial hauler, which is directly submitted to customers.

Construction debris means building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings, roads or other facilities.

Day-certain collection is a city-approved plan for weekly collection services by an established day-certain schedule which requires garbage, yard waste, recyclables, and source-separated compostable materials collections on the same day of the week, and which is based on a five (5) day work week (Monday through Friday).

Designated recyclables shall mean those materials designated as recyclables in the city recycling program in the City of Maplewood Solid Waste Management Standards

Dumpster has the commonly used meaning in the solid waste industry of a commercial garbage container made of metal or durable plastic with a lid that can be serviced by a front-end loading automated or rear-loading semi-automated garbage truck.

Electronic waste (electronic items) has the meaning set forth in Minnesota Statutes, section 115A.1310, subdivision 7 as "covered electronic device" and includes items such as television and computer monitors, computers, computer peripheral devices, fax machines, DVD players, video cassette recorders, other video display devices, cell phones and other small appliances with an electric cord.

Every other week collection garbage service means garbage collection on the same day of the week as day-certain service but on specified every other week dates. Residents must apply to the city to receive approval for this every other week service.

Food scraps means residential food waste and includes meal preparation and left over food from households intentionally separated at the source by residents for the purpose of backyard composting or separate collection for centralized recovery.

Garbage has the meaning set forth in Minnesota Statutes, section 115A.03, subdivision 21, mixed municipal solid waste, and means solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural waste, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.

Household garbage means garbage from residential properties.

Household hazardous waste has the meaning set forth in Minnesota Statutes, section 115A.96, subdivision 1, paragraph (b), and/or Minnesota Pollution Control Agency regulations and means waste generated from household activities that exhibits the characteristics of or that is listed as hazardous waste under agency rules, but does not include waste from commercial activities that is generated, stored, or present in a household and includes items such as paint, fluorescent light bulbs, mercury thermometers, cleaning fluids, herbicides, pesticides, fertilizers and other waste as defined in Minnesota statutes or regulations in that paragraph.

Load sensitive streets are those streets identified by the Public Works Director of the City of Maplewood as being at risk of accelerated deterioration due to excessive or high axle weight loads.

Manufactured home means a dwelling unit that is consistent with Sec. 44-6 of the Maplewood Zoning Code.

Mixed municipal solid waste has the meaning set forth in Minnesota Statutes, section 115A.03, subdivision 21, and includes garbage, refuse and other solid waste from residential, commercial, industrial, and community activities that the generator of the garbage aggregates for collection, but does not include auto hulks, street sweepings, ash, construction debris, tree and agricultural waste and other materials collected, processed and disposed of as separate waste streams.

Multiple-family or multiple-family dwelling for purposes of this ordinance means a building or a portion thereof containing five (5) or more residential dwelling units.

Resident means the person(s) living in a residential dwelling unit.

Residential dwelling unit is a separate dwelling place with a kitchen in buildings with up to four (4) units per structure.

Residential property means a property containing between one (1) and up to four (4) units per structure.

Self-haul is the city-approved method for a resident to contain and transport garbage from their own household to a licensed/permitted mixed municipal solid waste facility. Self-haul requires the specific approval of the city.

Single-family or single-family dwelling means a building, including a manufactured home, containing up to four (4) residential units whose occupants and owner are required to

participate in the city-contracted garbage service unless exempted by the city.

Small Business and Church means a business or church that can have weekly recycling collection accommodated by the City's contracted recycling hauler.

Solid waste has the meaning set forth in Minnesota Statutes, section 116.06, subdivision 22, but is further defined for purposes of this ordinance to include garbage, recyclables, appliances, bulky waste, yard waste, and household hazardous waste.

Source-separated compostable materials has the meaning set forth in Minnesota Statutes, section 115A.03, subdivision 32(a) and means materials that: (1) are separated at the source by waste generators for the purpose of preparing them for use as compost; (2) are collected separately from mixed municipal solid waste; and (3) are comprised of food waste, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable.

Townhouse means a residence for one family that is attached either horizontally or vertically to at least two other residences as defined in Sec. 44-6 of the Maplewood Zoning Code, each with a private outside entrance.

Vectors of disease are animals including, but not limited, to insects, mice, rats, squirrels, crows, flies and other vermin that are capable of carrying, transmitting and/or infecting humans with disease.

Walk-up service means special garbage or recycling service that is provided from the side of the house or garage, for which the contractor walks the cart or recycling container to and from the side of the house or garage and the collection vehicle, and which is applied for on a case by case basis.

Yard waste means garden waste, leaves, lawn cuttings, weeds, prunings, shrub and small tree branches as defined by the City of Maplewood Solid Waste Standards, generated at residential or commercial properties.

Sec. 30-3 – Source Separation Required

All residents and commercial property shall separate all designated recyclables, and other items designated by City of Maplewood Solid Waste Management Standards, from garbage. These source separated items shall be collected for separate recycling, processing or treatment.

Sec. 30-4 - City Recycling Program Generally

The city has established and developed, or encouraged, recycling programs throughout the city, including residential, multiple-family and commercial programs. The city's goal is to promote solid waste reduction and recycling through education and incentives.

Sec. 30-5 - Collection and Disposal Generally

(a) All garbage, recyclables, yard waste, source-separated compostable materials and other waste material accumulated in the city shall be collected and conveyed under

the supervision of the city manager. The city manager or their designee shall have the authority to develop Solid Waste Management Standards concerning days of collection, type and location of waste containers and other matters as they deem necessary to provide for the safe, orderly and cost-efficient preparation, storage, collection and disposal of all waste materials covered in this ordinance. These standards shall not be contrary to this ordinance.

- (b) Except on days of collection when garbage may be put on the curb for collection in residential areas, every person as a householder, occupant or owner of any dwelling, boardinghouse, apartment building or any other structure utilized for dwelling purposes and any restaurant, firm, corporation or establishment that accumulates garbage in the city shall provide and use one or more fly tight, watertight, rodent proof garbage containers that is removed from the public right of way until lawful collection and disposal is made.

Sec. 30-6 - Collection Requirements Generally

It shall be the duty of every garbage hauler, contractor, subcontractor, and person, including their agents and employees, who has contracted or undertaken to remove any garbage, or any other waste material or who is engaged in the removal, loading or unloading of any such substance in the city to do such with dispatch, in a clean manner and with as little danger and prejudice to life and health as possible.

Sec. 30-7 - Hours of Collection

The collection of garbage and recyclables for all properties shall occur between the hours of 6 a.m. to 6 p.m. Collection outside these hours shall be grounds for suspension or revocation of a hauler's license to operate in the city.

Sec. 30-8 - Unauthorized Collections

Any person who permits garbage to be picked up from their premises in the city by an unauthorized or unlicensed collector under this ordinance shall be guilty of a violation of this ordinance.

Sec. 30-9 - Disposal Required

- (a) Every person shall legally dispose of garbage that accumulates upon their property in the city at least once a week or more often as directed by the city manager unless given special permission as per Secs. 30-20 (d) and (e). Every firm, corporation, occupant or owner of any dwelling, boardinghouse, apartment building, manufactured home, or any other structure in the city, including churches and halls, shall have garbage collected by haulers licensed by the city and shall comply with this ordinance and with the dates of collection and requirements therefore as established by the city manager.
- (b) All garbage shall be disposed of in compliance with state law and county policies regarding required processing of waste.

Sec. 30-10 - Unlawful Disposal; Location of Containers for Collection; Disposal of Flammable or Explosive Materials

- (a) No person, business or commercial property in the city shall place any garbage or any other waste material in a street, alley or other public place or upon any private property, whether owned by such person or not, except as provided by this ordinance.
- (b) No person shall throw or place any garbage in any stream, wetland or other body of water in the city.
- (c) No person in the city shall store, sweep or deposit any garbage, or any other waste in such a manner that it may be carried by elements off their property.
- (d) No person shall bury or burn any garbage, or any other waste in the city.
- (e) Highly flammable or explosive materials shall not be placed in city-provided garbage carts for regular collection, but shall be disposed of in accordance with state law and Minnesota Pollution Control Agency regulations.

Sec. 30-11 - Manner of Transporting Materials

All persons engaged in the business of hauling recyclables or garbage and/or yard waste in the city shall transport the materials in enclosed vehicles, carts, dumpsters, bins, or other secure containers so as to prevent any loss of these materials and to prevent litter. Care shall be taken to ensure no blowing or escape of garbage, litter, yard waste or liquids from truck operations occurs during the collection and transportation of garbage, designated recyclables, bulky waste, yard wastes or source-separated compostable materials.

Sec. 30-12 - Obstruction, Delay or Interference with Contractor

- (a) No person shall obstruct, delay or interfere with any contractor or person engaged in the city in removing any offal, garbage, dirt, dead animals, sewage or other like substances or with the proper performance of their contract.
- (b) Scavenging of any waste or material is prohibited.

Sec. 30-13 - Penalty for Violation of Ordinance

Any person violating any of the sections of this ordinance shall be guilty of a misdemeanor, and upon conviction, shall be punished in accordance with Sec. 1-15. The city may also handle violations of this ordinance through the administrative offenses procedures in Sec. 1-17.

Secs. 30-14 – Exceptions for Storm Clean-Up or Other Emergency Circumstances

The City Manager shall have the authority to grant temporary exceptions to the requirements in this ordinance and in the standards for purposes of efficient solid waste management during storm clean-up events or other emergency circumstances. Any such exceptions shall be immediately executed in writing and shall have specific sunset dates specified.

Article II – Recycling Requirements (Residential, Multiple-Family, Commercial)

Sec. 30-15 – Residential Recyclables

- (a) Designated recyclables from residential dwellings that are placed on the curb or alley for collection must be in curbside recycling carts, boxes or paper bags as prescribed by the City of Maplewood Solid Waste Management Standards such that blowing of recyclables does not occur, and recyclables remain as dry and clean as practicable.
- (b) When designated recyclables are placed at the curb or alley line they are the sole property of the city, and shall be removed only by the city-contracted recyclables collector.
- (c) Only the city-contracted recyclables collector or their city-approved sub-contractor may collect and process recyclables set out for recyclables collection at the curb or alley line.
- (d) Occupants of residential properties shall store all recycling in contractor-provided recycling carts between collections. On the designated day of collection in their area they may place the contractor-provided recycling cart on the curb or alley line for collection by the city-contracted recycling hauler.
- (e) Instead of the requirement to place the contractor-provided recycling cart at the curb or alley line, residents with physical challenges may apply to the city for walk-up service as provided by the City of Maplewood Solid Waste Management Standards.
- (f) Every person occupying a residential property shall utilize contractor-provided recycling carts for recycling of designated recyclables. The carts are the property of the contractor, and shall be used solely for recycling of designated recyclables. Only city-provided recycling carts, or approved boxes or paper bags for overflow recyclables, in addition to the cart shall be used for the recycling of designated recyclables.
- (g) Except on specified collection days as provided in Sec. 30-15 (h), all contractor-provided recycling carts shall be located behind the front line of the dwelling, in the garage or screened from view from the street, and at least ten (10) feet from any abutting dwelling or sufficiently distant so as not to be a nuisance to those properties, unless other provisions are allowed by the city due to special site conditions.
- (h) Contractor-provided recycling carts and any additional boxed or bagged overflow recycling may be placed on the alley line or curb line for collection no earlier than 5:00 p.m. on the day before collection. City-provided recycling carts must be removed from the curb line no later than 6:00 a.m. on the day after collection.
- (i) The recycling fee shall be invoiced to every residential dwelling with water and sanitary sewer bills. The fee shall be due and payable the same terms as water and sanitary sewer bills.

Sec. 30-16 – Residential Yard Waste

- (a) Yard waste to be collected by the city's contract garbage hauler shall:
- (1) Be placed on the curb or alley line for collection in carts or state approved compostable or paper bags subject to special arrangements with the city-contracted garbage hauler.
 - (2) Fees for hauling yard waste by the city's contract garbage hauler shall be paid directly to the garbage hauler by the owner, agent, occupant or tenant of the premises at which the yard waste is collected, and such fees shall be paid in full.
- (b) Home lawn and garden waste may be composted in small quantities on a residential lot as long as the compost pile does not create a nuisance for neighbors due to objectionable odor, vectors of disease, attraction of unwanted wildlife, or unsightliness. Compost piles must be placed at least five (5) feet from rear- and side-yard property lines and shall not be placed in a front yard. Residents must follow composting operation guidelines referenced by the City of Maplewood Solid Waste Management Standards.
- (c) Yard waste not collected by the city-contracted garbage hauler, or not composted by the resident or larger shrubs, tree limbs, stumps and roots must be transported to a properly permitted and licensed yard waste transfer, composting, or processing facility. The City of Maplewood Solid Waste Management Standards may allow for exceptions if a tree service provides for on-site chipping to produce a suitable mulch product.

Sec 30-17 - Residential Source-Separated Food Scraps

- (a) Food scraps may be composted in small quantities on a residential lot as long as the compost pile does not create a nuisance for neighbors due to objectionable odor, vectors of disease, attraction of unwanted wildlife, or unsightliness. Compost piles must be placed at least five (5) feet from rear- and side-yard property lines and shall not be placed in a front yard. Residents must follow composting operation guidelines referenced by City of Maplewood Solid Waste Management Standards.
- (b) Food scraps not composted by the resident can be transported to a properly permitted and licensed transfer, composting, or processing facility.
- (c) The City of Maplewood Solid Waste Management Standards may allow for food scraps to be collected by the city's contract garbage hauler.

Sec. 30-18 - Multiple-Family Recycling

- (a) Only the city-contracted recyclables collector or their city-approved sub-contractor may collect and process recyclables set out for collection at the curb, alley, or designated multiple-family collection area as part of the city's recycling program.
- (b) When recyclables are placed at the curb, alley, or designated multiple-family collection area as part of the city's recycling program, they are the sole property of the city, and shall be removed only by the city-contracted recyclables collector or their city-approved sub-contractor.

- (c) Designated recyclables that are placed at the curb, alley, or designated multiple-family collection area for collection must be in recycling carts or recycling dumpsters as prescribed by the City of Maplewood Solid Waste Management Standards. This will ensure that blowing away of recyclables does not occur, and recyclables remain as dry and clean as practicable.
- (d) When recycling carts or recycling dumpsters are not out for collection they must be stored per the city's dumpster screening ordinance.
- (e) The city's recycling fee shall be invoiced to every multiple-family dwelling on a per unit, per monthly fee basis with their water and sanitary sewer bills. The fee shall be due and payable the same terms as water and sanitary sewer bills.
- (f) All multiple-family dwellings are included in the city's recycling program except for multiple-family dwellings who have opted out of the city's recycling program as of the date of this ordinance (November 23, 2020). Those multiple-family dwellings can remain opted out of the city's recycling program under the following conditions:
 - (1) Sale of Property. Upon the sale of the multiple-family dwellings. New property owners will be included in the city's recycling program.
 - (2) Recycling Fee. The city's recycling fee shall not be invoiced to multiple-family dwellings that have opted out of the city's recycling program as of the date of this ordinance (November 23, 2020).
 - (3) Collection Service Required. The owner of a multiple-family dwelling shall make available to the occupants of all dwelling units on the premise services for the collection of designated recyclables.
 - (4) Recycling Information Required. The owner of a multiple-family dwelling shall provide recycling information to the occupants of each dwelling unit on the property consistent with the City of Maplewood Solid Waste Management Standards.
 - (5) Responsibility for Providing and Maintaining Recycling Containers. The owner shall assure adequate recycling containers are provided and maintained by the independent contractor.
 - (6) Transportation and Disposal. Upon collection by the owner's independent hauler, that person shall deliver the designated recyclables to a recyclable material processing center, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a mixed municipal solid waste disposal facility.
 - (7) Annual Report. The owner or manager of a multiple-family dwelling shall file an annual report with the city by January 31 of each year on a form detailed in the City of Maplewood Solid Waste Management Standards.
 - (8) Opting Into the City's Recycling Program. Any multiple-family dwelling that had

opted out of the city's recycling program as of the date of this ordinance (November 23, 2000) can opt back into the city's recycling program at any time under the same regulations as outlined in Sec. 30-18 (a) through (e). Once a multiple-family dwelling has opted back into the city's recycling program, they may not opt out again.

Sec 30-19 – Commercial and Institutional Building Recycling

- (a) Commercial buildings shall ensure that facilities under its control from which mixed municipal solid waste is collected also collect recyclable materials in accordance with state laws and rules and county policies regarding licensed disposal and processing.
- (b) A small business or church can opt into the City's residential recycling program per the City of Maplewood Solid Waste Management Standards.

Article III - Solid Waste Requirements (Residential, Multiple-Family, and Commercial)

Sec. 30-20 – Residential Garbage by City-Contracted Hauler

- (a) Occupants of residential properties shall store all garbage in city-provided garbage carts between collections. On the designated day of collection in their area they may place the city-provided garbage cart on the curb or alley line for collection by the city-contracted garbage hauler.
- (b) Only the city-contracted garbage collector or their city-approved sub-contractor may collect and process garbage set out for collection at the curb or alley line.
- (c) Instead of the requirement to place the city-provided garbage cart at the curb or alley line, residents with physical challenges may apply to the city for walk-up service as provided by the City of Maplewood Solid Waste Management Standards.
- (d) Every person occupying a residential property shall utilize city-provided garbage carts for the disposal of garbage. The carts are the property of the city, and shall be used solely for disposal of garbage. Only city-provided garbage carts, or approved plastic garbage bags for overflow garbage, in addition to the cart shall be used for the disposal of garbage.
- (e) Persons who wish to self-haul their own garbage may apply to the city to do so. Permission may be granted to self-haul if proof is submitted of an environmentally responsible means of disposal that complies with state laws and regulations and county policies and in conformance with the City of Maplewood Solid Waste Management Standards. Residents that are approved by the city for self-haul must remove their garbage at least once per week. Self-haul can only be accomplished with the specific approval of the city using an application form provided in the City of Maplewood Solid Waste Management Standards.
- (f) Persons may apply to the city for less than weekly service on a form provided by City of Maplewood Solid Waste Management Standards. Permission may be granted for less than once per week garbage removal provided that sufficient removal is accomplished to prevent nuisance or unhealthful accumulations of garbage. Such permission will be withdrawn and weekly garbage removal required, if nuisance or

unhealthful conditions exist.

- (g) Except on specified collection days as provided in Sec. 30-20 (h), all city-provided garbage carts shall be located behind the front line of the dwelling, in the garage or screened from view from the street, and at least ten (10) feet from any abutting dwelling or sufficiently distant so as not to be a nuisance to those properties, unless other provisions are allowed by the city due to special site conditions.
- (h) City-provided garbage carts and any additional bagged overflow garbage may be placed on the alley line or curb line for collection no earlier than 5:00 p.m. on the day before collection. City-provided garbage carts must be removed from the curb line no later than 6:00 a.m. on the day after collection.
- (i) Fees for hauling garbage under this ordinance shall be paid directly to the garbage hauler by the owner, agent, occupant or tenant of the premises at which the garbage is collected, and such fees shall be paid in full.

Sec. 30-21 – Residential Bulky Waste

- (a) Residents shall dispose of appliances or any other bulky waste such as furniture, mattresses or large household or garage waste as specified by the City of Maplewood Solid Waste Management Standards.
- (b) Upon resident request, the city-contracted garbage hauler must collect and properly dispose of appliances or other bulky waste in accordance with Sec. 30-28 (e).
- (c) Fees for hauling bulky waste collected by the city-contracted garbage hauler shall be paid directly to the garbage hauler by the owner, agent, occupant or tenant of the premises at which the garbage is collected, and such fees shall be paid in full.

Sec. 30-22 – Residential Delinquent Accounts

- (a) The city contracted garbage hauler is responsible for collection of all fees associated with the collection and processing of garbage from residential properties. The city-contracted hauler shall make good-faith efforts to collect all amounts due, including use of a collection agency. All such efforts shall be documented.
- (b) The St. Paul Regional Water Authority and adjacent cities, as applicable, are responsible for the collection of all fees associated with the City of Maplewood recycling program. The St. Paul Regional Water Authority or the appropriate cities shall make good-faith efforts to collect all amounts due, including use of a collection agency.
- (c) Delinquent accounts shall be defined as those residents who have not paid and are over three (3) months past due.
- (d) If the amount continues to be delinquent past six (6) months the garbage hauler shall submit a written request to the City of Maplewood with adequate documentation of the efforts made to collect the past due amounts. If the city determines that a good faith effort was made and that adequate documentation was submitted, the city shall place the amount on the property taxes associated with the property for which the

amount is due. The city shall follow all practices required by the state and city ordinance to assess the delinquent amount to the property.

Sec. 30-23 - Multiple-Family Garbage Hauling

- (a) The owner, operator or manager of any multiple-family dwelling with more than four (4) units shall have garbage carts or dumpsters service from one commercial hauler licensed to do business in the city. The garbage carts or dumpsters shall be covered, and of a city-approved sanitary type with the proper attachments for lifting onto garbage trucks.
- (b) Garbage shall be removed at least once weekly, and more often if garbage carts or dumpsters become full. Garbage shall be transported and disposed of in accordance with state laws and rules and county policies regarding licensed disposal and processing.
- (c) Multiple-family dwelling townhomes and manufactured homes properties that can have garbage collected curbside in carts can opt into the City's residential garbage program per the City of Maplewood Solid Waste Management Standards.

Section 30-24 – Multiple-Family Bulky Waste

The owner, operator or manager of any building containing more than four (4) dwelling units shall provide on-site disposal of large or bulky waste for all occupants. Disposal of these items shall be in compliance with all state laws and regulations and county policies.

Sec. 30-25 – Commercial Garbage

- (a) The owner, operator or manager of any firm or corporation shall have a dumpster or equivalent service from a commercial hauler licensed to do business in the city. The dumpsters shall be of a minimum capacity of one cubic yard, covered, and of a city-approved sanitary type with the proper attachments for lifting onto garbage trucks.
- (b) Garbage shall be removed at least once weekly, and more often if garbage carts or dumpsters become full. Garbage shall be transported and disposed of in accordance with state laws and rules and county policies regarding licensed disposal and processing.

Article V - Collection Licenses (Residential, Multiple-Family, and Commercial)

Sec. 30-26 - Collection Licenses Required

It shall be unlawful for any person to collect any garbage, designated recyclables, or other solid waste in the city from any residential, multiple-family, or commercial property without having first secured a license from the city to do so.

Sec. 30-27 - Application; Fee; Duration

- (a) Any person desiring a license to collect garbage, yard waste, recyclables, or other solid waste in the city shall apply for a license to the city clerk by first submitting an

application with the name and address of the applicant.

- (b) The application described in subsection (a) of this section shall be submitted to the city manager. Upon finding that the applicant is responsible, has proper equipment for such collection and that no nuisance is liable to be created by the granting of the license, the city manager shall endorse and approve the application.
- (c) Before any license may be issued, the applicant shall pay to the city clerk a license fee imposed, set, established and fixed by the city council, by resolution, from time to time, which fee shall accompany the application.
- (d) No license issued under this article shall be for a longer period than one year, and all licenses shall expire on December 31 of each year.

Sec. 30-28 – Licensee Operating Requirements

The applicant shall:

- (a) Use tandem axles or flotation tires to reduce the per-axle weight of all trucks used for collection of solid waste.
- (b) Provide maps of service routes configured so that customers on load-sensitive streets will be among the first served on such routes to minimize damage to load-sensitive streets and alleys.
- (c) Provide collection carts or dumpsters to customers upon their request.
- (d) Provide collection of yard waste to customers upon their request.
- (e) Provide special or extraordinary collection services, such as bulky waste removal.
- (f) Provide special service collection arrangements for customers to accommodate their physical health concerns.
- (g) Properly contain all garbage or recyclables such that no blowing or escape from trucks of solid or liquid waste or recyclables occurs.
- (h) Provide information to all customers that may be required of the city by county, metropolitan, state, or federal governments.

Sec. 30-29 – Insurance

The applicant for the license required under this article shall provide a certificate of insurance in the amounts specified in this section for collecting garbage. Such insurance policy shall be subject to the approval of the city manager. The applicant must also provide a comprehensive general policy of liability insurance with minimum coverages as stated. At a minimum, the insurance shall conform to the following requirements:

- (a) General liability in the following amounts:

- (1) Bodily injury, per occurrence, or combined single limit, \$1,500,000.00.
 - (2) Property damage, \$500,000.00.
- (b) Auto liability in the following amounts:
- (1) Property damage or combined single limit, \$500,000.00.
 - (2) Bodily injury in the following amounts:
 - a) Per person, \$1,000,000.00.
 - b) Per occurrence, \$1,000,000.00.
- (c) Workers Compensation Insurance as specified by the Minnesota Department of Occupational Health and Safety and federal law.

Sec. 30-30 - Vehicle Requirements

Each garbage collector licensed under this article shall provide a covered or enclosed truck, tank or trailer so constructed that the contents will not leak or spill from it, in which all garbage collected shall be conveyed to an approved disposal facility. The truck or conveyance used shall be kept clean and as free from offensive odors as possible and shall not be allowed to stand in any street, alley or public place longer than is reasonably necessary to collect garbage. Any litter or truck fluid leaks shall be immediately cleaned up. Significant release of any truck fluid leaks shall be immediately noticed to the appropriate authorities. Each truck used under a city license shall remain in compliance with all federal and Minnesota Department of Transportation rules and regulations.

Sec. 30-31 - Pickup Schedules (Residential)

Each residential licensee under this article shall consent to and follow a schedule of pickups, setting the day and area of pickups, as established by City of Maplewood Solid Waste Management Standards, to limit area pickups for residential collection of garbage or recycling carts to the same day per week each week.

Sec. 30-32 - Duty of Licensees to Report Accumulations of Garbage

Each licensee under this article shall report any accumulations of garbage that violates this ordinance or other city ordinances to the city as per City of Maplewood Solid Waste Management Standards.

Sec. 30-33 – Prohibited Mailings (Residential and Multiple Family)

No notices shall be sent from licensees or other persons to dwellings within the City of Maplewood or dwelling unit owners that are subject to or participating in the City recycling or garbage program. These prohibited mailings shall include those for advertising rates or services not available under the city's contract for recycling or garbage collection services or any other services covered under the city contract for garbage service. No notices shall be sent to any residential dwelling in the City of Maplewood by licensees without prior written approval by the City of Maplewood.

Sec. 30-34 - Suspension or Revocation

- (a) Failure by a licensee under this article to comply with this ordinance shall be grounds for revocation of the license by the city council after a hearing for the purpose.
- (b) If the city finds a violation of this ordinance by a licensee under this article and the city orders correction of the violation which the licensee fails to make, the city may suspend the licensee's right to operate under the terms of the license and order his appearance at the next regular meeting of the city council for a hearing on whether the suspension should continue in effect.
- (c) Continued willful or egregious violations of this ordinance by any licensed or unlicensed hauler of solid waste shall result in fines and/or liquidated damages as deemed reasonable by the city council.

Sec. 30-35 - Volume-Based Rates (Residential)

- (a) The city's contract hauler for residential garbage shall provide to its residential customers a system of volume-based rates. A volume-based rate includes a solid waste collection charge and a disposal charge based on the volume of the solid waste generated by the customer.
- (b) The city shall determine the increments upon which the volume-based rate will depend and the difference between the rates for each increment.

Article VI – Disposal Sites (Generally)

Sec. 30-36 - Unlawful Deposit of Garbage and Other Substances

- (a) No manure or pet feces, garbage, or other waste which may be detrimental to health, shall be deposited at any place within the city limits.
- (b) No unauthorized landfill (or dump) for garbage materials and other solid waste shall be operated within the city by any person.

Section II. This ordinance shall be effective following its adoption and publication.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

Councilmember Juenemann moved to approve the resolution authorizing publication by title and summary (4 votes).

Resolution 20-11-1892

Resolution Authorizing Publication of Ord. No. 1017 By Title and Summary

WHEREAS, the City Council of the City of Maplewood has adopted Ordinance No. 1017, an ordinance repealing the Solid Waste ordinance and creating a new Solid Waste ordinance; and

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

WHEREAS, the ordinance is several pages in length; and

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

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. 1017 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The Maplewood City Council has adopted Ordinance No. 1017, repealing the Solid Waste ordinance and creating a new Solid Waste Management ordinance as summarized below:

1. Goal: The goal of the Solid Waste Management ordinance is to improve solid waste management and to serve the following purposes:
 - a. Achieve a reduction in waste generated.
 - b. Encourage the separation and recovery of materials and energy from waste.
 - c. Ensure the protection of public health and safety and promote city cleanliness and livability.
 - d. Promote best management practices in solid waste management to protect air quality, water quality, and natural resources.
 - e. Be consistent with the requirements of the State statutes, State rules and Ramsey County ordinances, and with State and Ramsey County solid waste plans.
 - f. Provide high quality solid waste and recycling services in the most cost-effective manner possible.
 - g. Coordinate solid waste management among political subdivisions.
2. Amendments: Substantial amendments from the previous Solid Waste Management ordinance and the new Solid Waste Management ordinance are as follows:
 - a. Multiple-family dwellings:
 - 1) All multiple-family dwellings are included in the City's recycling program, unless they had opted out as of the date of the new ordinance. Those dwellings can remain opted out of the City's recycling program until such time as the multiple-family dwelling is sold.

- 2) Allowing for the collection of recycling from multiple-family dwellings from dumpsters in addition to carts as outlined in the City's recycling contract.
- b. Hours of collection – 6 a.m. to 6 p.m. for all trash and recycling collection.
- c. Payment of fees – outlines billing for residential recycling on water bills.
- d. Small business and church recycling – allowing small businesses and churches to opt into the City's recycling program and allowing the collection of recycling in dumpsters and carts from those dwellings as outlined in the City's recycling contract.
- e. Commercial building recycling – collection of recyclables from commercial buildings in accordance with State law and County policy.
- f. Organics – food scrap recycling.
- g. Delinquent accounts – delinquent accounts are defined as an account that is three months past due as outlined in the City's trash contract. The city-contracted trash hauler can impose administrative service fees on bills that are delinquent per the contract. The city-contractor can request that the City assess delinquent accounts that are six months or more past due.
- h. Licensing – amending the auto liability coverage amounts from \$5 million to \$1 million.

BE IT FURTHER RESOLVED by the City Council of the City of Maplewood that the City Clerk keep a copy of the ordinance in her office at city hall for public inspection.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

Mayor Abrams recused herself from the next agenda item and passed the gavel to Acting Mayor Knutson due to a business relationship.

2. Conditional Use Permit and Home Occupation License Resolution, Home-Based Lawn Care Business with Storage of Commercial Vehicles, 821 Bartelmy Lane North

Community Development Director Thomson gave the staff report.

Councilmember Juenemann moved to approve the resolution denying the request for a conditional use permit and a home occupation license for a home-based lawn care business with the storage of commercial vehicles at 821 Bartelmy Lane North.

Resolution 20-11-1893
Resolution Denying a Conditional Use Permit and
Home Occupation License

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

- 1.01 Jeremy Hirdler is proposing a home-based lawn care business with the storage of commercial vehicles.
- 1.02 The property is located at 821 Bartelmy Lane North and is legally described as:
- Lot 14, Block 2, Minnehaha Highlands, Ramsey County, Minnesota.
- Property Identification Number 25-29-22-34-0065

Section 2. Standards.

- 2.01 Section 44-6 defines a heavy commercial vehicle as one with more than one-ton nominal rated carrying capacity including trucks, trailers, and earth moving equipment such as a bobcat.
- 2.02 Section 44-108(2)(a) and 44-102(1) allows the storage or parking of heavy commercial vehicles on a residential property with a conditional use permit as long as it meets the following standards:
1. The owner or operator of the vehicle or commercial equipment must reside on the property.
 2. The vehicle or commercial equipment shall be parked in an enclosed structure or on a hard-surface driveway that meets the applicable zoning district requirements.
 3. Noise from idling the engine shall not exceed the L50 standards provided for in state statutes. The owner or operator shall not let the vehicle's engine idle for more than 30 minutes in any one-hour period. In no circumstance may the owner or operator run or let the engine idle for more than two periods, lasting 30 minutes each, in one 24-hour period.
- 2.03 Section 14-56 outlines the licensing requirements for home occupations on residential property.

Section 3. Findings.

- 3.01 The proposal does not meet the specific conditional use permit and home occupation license standards and exceeds what code has outlined for home-based businesses.

Section 4. City Review Process

3.01 The City conducted the following review when considering this conditional use permit and home occupation license request.

1. On October 20, 2020, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission gave everyone at the hearing a chance to speak and present written statements. The Planning Commission recommended that the City Council deny this resolution.
2. On November 23, 2020, the City Council discussed this resolution. They considered reports and recommendations from the Planning Commission and city staff.

Section 4. City Council Action.

4.01 The City Council hereby denies the resolution. Denial is based on the findings outlined in Section 2 of this resolution.

Seconded by Councilmember Neblett

Ayes – 4, via roll call
Abstain – Mayor Abrams, due to a business relationship

The motion passed.

Acting Mayor Knutson passed the gavel back to Mayor Abrams to resume the meeting.

3. Cobblestone Court Apartments, 2585 and 2605 Conway Ave E

Community Development Director Thomson gave the staff report. Bill Mague, Director of Acquisitions & Special Projects with Aeon provided additional information.

Councilmember Juenemann moved to approve the Loan Agreement with Aeon Maplewood I Preservation JV.

Seconded by Councilmember Smith

Ayes – All, via roll call

The motion passed.

Councilmember Juenemann moved to approve the Subordination Agreement.

Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

K. AWARD OF BIDS

None

L. ADJOURNMENT

Each councilmember shared thoughts on current events.

Mayor Abrams adjourned the meeting at 8:34 p.m.

DRAFT

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 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:

Dec. 28 Council Meeting: Not scheduled
Jan. 11 Council Meeting: Oath of Office for Abrams, Cave, Knutson and Villavicencio; City Council Appointments for 2021
Jan. 25 Council Meeting: Feasibility Studies for 2021 Street Projects

Council Comments:

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

NA

CITY COUNCIL STAFF REPORT

Meeting Date December 14, 2020

REPORT TO: City Council

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

PRESENTER: Michael Sable, Assistant City Manager / HR Director

AGENDA ITEM: Progress Report from Nature Center Task Force and Parks and Recreation Programming Task Force

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 update on the current progress of the Nature Center and Parks and Recreation Task Forces.

The COVID-19 pandemic has led to significant shifts in the city's service model for Parks and Recreation and Nature Center programming and their financial sustainability moving forward. Task Forces comprised of residents, stakeholders, public agencies, partners and staff were formed to engage in a comprehensive review of the future of Parks & Recreation and Nature Center programs and services in the City of Maplewood.

Recommended Motion:

No action required.

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.

Background

On July 13, 2020, the City Council passed a resolution for Formation of the Parks and Recreation Programming Task Force and Nature Center Task Force.

On August 24, 2020, the City Council appointed residents and stakeholders to the two Task Forces.

On September 17, 2020, the Nature Center Task Force held its first meeting.

On September 22, 2020 the Parks and Recreation Programming Task Force held its first meeting.

Each group has met six (6) times since and are currently preparing reports for the City Council with recommendations.

Attachments

None

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MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Ellen Paulseth, Finance Director
DATE: December 8, 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:

\$ 682,739.87	Checks #106769 thru #106805 dated 11/24/20
\$ 175,447.85	Disbursements via debits to checking account dated 11/16/20 thru 11/20/20
\$ 73,372.70	Checks #106807 thru # 106820 dated 12/01/20
\$ 209,626.46	Disbursements via debits to checking account dated 11/23/20 thru 11/27/20
\$ 537,767.03	Checks # 106821 thru # 106855 dated 12/08/20
\$ 535,247.08	Disbursements via debits to checking account dated 11/30/20 thru 12/04/20
<u>\$ 2,214,200.99</u>	Total Accounts Payable

PAYROLL

\$ 625,317.05	Payroll Checks and Direct Deposits dated 11/27/20
\$ 2,208.55	Payroll Deduction check # 99104383 thru # 99104385 dated 11/27/20
<u>\$ 627,525.60</u>	Total Payroll
<u><u>\$ 2,841,726.59</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

11/19/2020

Check	Date	Vendor	Description	Amount	
106769	11/24/2020	00213	BREDEMUS HARDWARE CO INC	REPLACE 1902 PW ENTRY DOOR	4,963.20
	11/24/2020	00213	BREDEMUS HARDWARE CO INC	REPLACE FINANCE DEPT EGRESS DOOR	3,477.13
106770	11/24/2020	00283	CENTURY COLLEGE	PICO, STICO, DMICO TRAINING	425.00
106771	11/24/2020	00519	FLEXIBLE PIPE TOOL CO.	2 YR PIPETECH SUPPORT SRVS - CCTV	1,994.20
106772	11/24/2020	06084	LINCOLN FINANCIAL GROUP	MONTHLY PREMIUM - NOVEMBER	8,168.63
106773	11/24/2020	00985	METROPOLITAN COUNCIL	WASTEWATER - DECEMBER	297,410.22
106774	11/24/2020	05670	PETERSON COUNSELING/CONSULTING	HEALTH CHECK IN'S 10/14 - 10/28	1,200.00
106775	11/24/2020	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - OCTOBER	37,638.23
	11/24/2020	01337	RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - OCTOBER	7,289.58
	11/24/2020	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - OCTOBER	683.28
	11/24/2020	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - OCTOBER	209.04
106776	11/24/2020	04845	TENNIS SANITATION LLC	RECYCLING FEE - OCTOBER	62,556.00
106777	11/24/2020	04192	TRANS-MEDIC	EMS BILLING - OCTOBER	7,192.80
106778	11/24/2020	01819	WINDSTREAM	LOCAL PHONE SERVICE 10/15 - 11/14	595.37
106779	11/24/2020	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	3,516.08
	11/24/2020	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,146.29
	11/24/2020	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	181.48
	11/24/2020	01190	XCEL ENERGY	FIRE SIRENS	52.13
106780	11/24/2020	04808	ALADTEC, INC.	SCHEDULING PROGRAM FEES	2,851.00
106781	11/24/2020	06160	AWARDS NETWORK	EMPLOYEE RECOGNITION AWARDS 2020	100.00
106782	11/24/2020	04136	AZURE PROPERTIES	ESCROW REL - 3000 WHITE BEAR AVE	5,190.55
106783	11/24/2020	05972	BHE COMMUNITY SOLAR, LLC	COMMUNITY SOLAR GARDEN-SEPT	8,115.49
106784	11/24/2020	06030	CENTENNIAL FLOORING	CARPET/FLOORING INSTALL PD 324/331	2,415.00
106785	11/24/2020	05313	GRAPHIC DESIGN, INC.	ENVELOPES - PD	318.15
	11/24/2020	05313	GRAPHIC DESIGN, INC.	BUSINESS CARDS & APPT CARDS	235.20
106786	11/24/2020	06009	HEALTHCALL, LLC	COMMUNITY PARAMEDIC SOFTWARE-OCT	920.00
106787	11/24/2020	03330	HOISINGTON KOEGLER GROUP INC	ZONING ORDINANCE UPDATE	3,415.00
106788	11/24/2020	00820	KUSTOM SIGNALS INC	SQUAD RADARS	3,942.00
106789	11/24/2020	00917	MACQUEEN EMERGENCY	REPAIR SCBA VALVE ASSY - SHIPPING	12.54
106790	11/24/2020	03818	MEDICA	MONTHLY PREMIUM - DECEMBER	161,777.59
106791	11/24/2020	00986	METROPOLITAN COUNCIL	MONTHLY SAC - OCTOBER	4,920.30
106792	11/24/2020	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - OCTOBER	3,695.67
106793	11/24/2020	05356	NORTH SUBURBAN ACCESS CORP	PRODUCTION SERVICES - OCTOBER	892.25
106794	11/24/2020	04507	NORTHERN TECHNOLOGIES, LLC	PROJ 19-10 DENNIS-MCCLELLAND AREA	3,288.96
106795	11/24/2020	00001	ONE TIME VENDOR	BRANNON- RECYCLING/STORM SEWER	724.39
106796	11/24/2020	00001	ONE TIME VENDOR	REIMB SUE ANN VANG - TREE ESCROW	550.00
106797	11/24/2020	00001	ONE TIME VENDOR	REFUND E PRICE - TRANS MEDIC	103.32
106798	11/24/2020	00001	ONE TIME VENDOR	REIMB K ELMASRY - DOWNSPOUT	100.00
106799	11/24/2020	00001	ONE TIME VENDOR	REFUND P LUNDGREN - TRANS MEDIC	97.35
	11/24/2020	00001	ONE TIME VENDOR	REFUND P LUNDGREN - TRANS MEDIC	91.01
	11/24/2020	00001	ONE TIME VENDOR	REFUND P LUNDGREN - TRANS MEDIC	90.71
	11/24/2020	00001	ONE TIME VENDOR	REFUND P LUNDGREN - TRANS MEDIC	90.71
106800	11/24/2020	05918	PERKINS + WILL INC.	PONDS AT BATTLE CREEK PLAN	2,941.50
106801	11/24/2020	01340	REGIONS HOSPITAL	MEDICAL SUPPLIES	102.48
106802	11/24/2020	01383	ROSEVILLE AREA SCHOOLS	SHARED FACILITY COST OF EDGERTON	26,339.00
106803	11/24/2020	02001	CITY OF ROSEVILLE	PHONE & IT SUPPORT SRVS - NOVEMBER	6,230.00
106804	11/24/2020	05914	SHRED-N-GO, INC.	SHREDDING EVENT HELD OCTOBER 19	2,050.00
106805	11/24/2020	04207	STRYKER SALES CORP.	COMMUNITY PARAMEDIC SOFTWARE-OCT	882.00
	11/24/2020	04207	STRYKER SALES CORP.	RESTRAINT STRAP SETS	559.04

37 Checks in this report.

682,739.87

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
11/18/2020	MN State Treasurer	Drivers License/Deputy Registrar	28,216.36
11/19/2020	MN State Treasurer	Drivers License/Deputy Registrar	56,395.74
11/20/2020	MN State Treasurer	Drivers License/Deputy Registrar	60,148.98
11/16/2020	MN Dept of Natural Resources	DNR electronic licenses	1,212.42
11/20/2020	Optum Health	DCRP & Flex plan payments	488.00
11/16/2020	Delta Dental	Dental Premium	2,019.35
11/16/2020	Empower - State Plan	Deferred Compensation	26,967.00
			175,447.85

Check Register
City of Maplewood

12/01/2020

Check	Date	Vendor	Description	Amount	
106807	12/01/2020	05823	CENTURYLINK	ANALOG LINE FOR POLICE FAX MACHINE	65.65
106808	12/01/2020	04782	DOHENTY'S AUTO BODY REPAIR INC	REPAIR VEHICAL M331 FIRE/EMS	404.95
106809	12/01/2020	00453	EHLERS, INC.	4D ANALYSIS - AEON PROJECT	331.25
	12/01/2020	00453	EHLERS, INC.	TIF 1-4 : 2020 MODIFICATION	187.50
	12/01/2020	00453	EHLERS, INC.	TIF 1-5 : 2020 MODIFICATION	187.50
106810	12/01/2020	00755	JEFFERSON FIRE & SAFETY INC	LEATHER HELMETS	1,404.56
106811	12/01/2020	06087	LEADS ONLINE LLC	ONLINE INVESTIGATION SYS SRVS PKG	3,227.00
106812	12/01/2020	01083	M D R A	DUES FOR DEPUTY #149 MAPLEWOOD	770.00
106813	12/01/2020	00917	MACQUEEN EMERGENCY	EMTC COMPRESSOR SERVICE	690.00
106814	12/01/2020	01126	NCPERS GROUP LIFE INS. MN	MONTHLY PREMIUM - DECEMBER	496.00
106815	12/01/2020	06111	QUADIENT FINANCE USA, INC.	POSTAGE - CITY HALL POSTAGE MACHINE	1,561.13
106816	12/01/2020	04256	SHI INTERNATIONAL CORP	SHAREPOINT ONLINE SUBSCRIPTION	9,519.30
	12/01/2020	04256	SHI INTERNATIONAL CORP	ACROBAT PRO/CREATIVE CLOUD	7,060.45
	12/01/2020	04256	SHI INTERNATIONAL CORP	OFFICE 365 G1 SUBSCRIPTION	1,775.00
106817	12/01/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-013	181.81
106818	12/01/2020	02464	US BANK	PAYING AGENT & ACCEPTANCE FEE	225.00
106819	12/01/2020	05994	VISION33 INC.	ACCELA IMPLEMENTATION ASSIST	11,424.60
106820	12/01/2020	01730	W W GOETSCH ASSOCIATES, INC.	MUNICIPAL WASTEWATER PUMPING CON1	27,677.00
	12/01/2020	01730	W W GOETSCH ASSOCIATES, INC.	PLUGS/RECEPTICLE - LIFT STATION 8	6,184.00
14 Checks in this report.				<u><u>73,372.70</u></u>	

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
11/23/2020	MN State Treasurer	Drivers License/Deputy Registrar	51,641.63
11/23/2020	MN Dept of Revenue	Sales Tax	830.00
11/23/2020	MN Dept of Revenue	Fuel Tax	342.86
11/23/2020	Delta Dental	Dental Premium	2,738.03
11/24/2020	MN State Treasurer	Drivers License/Deputy Registrar	28,471.17
11/25/2020	MN State Treasurer	Drivers License/Deputy Registrar	39,630.38
11/27/2020	MN State Treasurer	Drivers License/Deputy Registrar	39,366.73
11/27/2020	US Bank VISA One Card*	Purchasing card items	45,719.28
11/27/2020	Optum Health	DCRP & Flex plan payments	886.38
			209,626.46

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
11/10/2020	11/12/2020	OFFICE DEPOT #1090	\$60.21	REGAN BEGGS
11/16/2020	11/18/2020	VERITIV-MIDWEST	\$1,608.75	REGAN BEGGS
11/07/2020	11/09/2020	AMZN MKTP US*280E76DJ0	\$20.99	CHAD BERGO
11/17/2020	11/18/2020	TRI-STATE BOBCAT	\$550.00	TROY BRINK
11/12/2020	11/13/2020	RED WING SHOE #727	\$288.74	BRENT BUCKLEY
11/12/2020	11/13/2020	THE UPS STORE 2171	\$12.30	DANIEL BUSACK
11/13/2020	11/16/2020	SQ *FIELD TRAINING SOLUTI	\$1,475.00	DANIEL BUSACK
11/18/2020	11/18/2020	BONE FROG GUN CLUB INC	\$1,434.86	DANIEL BUSACK
11/06/2020	11/09/2020	FLEET FARM 2700	\$5.07	SCOTT CHRISTENSON
11/06/2020	11/09/2020	J H LARSON ELECTRICAL COM	\$2,780.00	SCOTT CHRISTENSON
11/06/2020	11/09/2020	J H LARSON ELECTRICAL COM	\$250.00	SCOTT CHRISTENSON
11/11/2020	11/12/2020	CINTAS CORP	\$93.30	SCOTT CHRISTENSON
11/16/2020	11/18/2020	MENARDS MAPLEWOOD MN	\$60.73	SCOTT CHRISTENSON
11/18/2020	11/19/2020	CINTAS CORP	\$112.50	SCOTT CHRISTENSON
11/18/2020	11/20/2020	THE HOME DEPOT #2801	\$20.92	SCOTT CHRISTENSON
11/10/2020	11/11/2020	TRUGREEN LP *5744	\$331.79	SHAWN CONWAY
11/10/2020	11/12/2020	MINN FIRE SVC CERT BOARD	\$120.00	SHAWN CONWAY
11/13/2020	11/16/2020	GALLS	\$13.50	KERRY CROTTY
11/16/2020	11/17/2020	IN *ENVUE TELEMATICS LLC	\$520.00	KERRY CROTTY
11/06/2020	11/09/2020	TRUE SHOT GUN CLUB ONLINE	\$1,453.90	MICHAEL DUGAS
11/09/2020	11/10/2020	LANGUAGE LINE	\$122.41	CASSIE FISHER
11/12/2020	11/13/2020	CINTAS CORP	\$49.99	CASSIE FISHER
11/19/2020	11/20/2020	CINTAS CORP	\$49.99	CASSIE FISHER
11/06/2020	11/09/2020	VZWRLSS*APOCC VISB	\$7,500.37	MYCHAL FOWLDS
11/11/2020	11/12/2020	AT&T*BILL PAYMENT	\$31.25	MYCHAL FOWLDS
11/11/2020	11/12/2020	WEB*NETWORKSOLUTIONS	\$3.99	MYCHAL FOWLDS
11/12/2020	11/13/2020	CAN*CANONFINANCIAL CFS	\$1,270.57	MYCHAL FOWLDS
11/12/2020	11/13/2020	CAN*CANONFINANCIAL CFS	\$316.84	MYCHAL FOWLDS
11/12/2020	11/13/2020	CAN*CANONFINANCIAL CFS	\$331.57	MYCHAL FOWLDS
11/17/2020	11/17/2020	COMCAST CABLE COMM	\$4.50	MYCHAL FOWLDS
11/17/2020	11/18/2020	ZOOM.US	\$472.29	MYCHAL FOWLDS
11/17/2020	11/18/2020	CITY OF MAPLEWOOD	\$1.00	MYCHAL FOWLDS
11/18/2020	11/19/2020	ZOHO-ANALYTICS	\$74.12	MYCHAL FOWLDS
11/18/2020	11/19/2020	IDU*INSIGHT PUBLIC SEC	\$1,891.56	MYCHAL FOWLDS
11/19/2020	11/19/2020	APPLE.COM/US	\$9.66	MYCHAL FOWLDS
11/19/2020	11/19/2020	APPLE.COM/US	\$40.80	MYCHAL FOWLDS
11/19/2020	11/19/2020	APPLE.COM/US	\$40.80	MYCHAL FOWLDS
11/20/2020	11/20/2020	LOFFLER COMPANIES, INC	\$1,496.17	MYCHAL FOWLDS
11/08/2020	11/09/2020	AMZN MKTP US*285ZX5280 AM	\$6.96	NICK FRANZEN
11/08/2020	11/09/2020	AMZN MKTP US*2815K6210 AM	\$5.92	NICK FRANZEN
11/12/2020	11/13/2020	COSTCO WHSE #1021	\$279.15	NICK FRANZEN
11/17/2020	11/19/2020	THE HOME DEPOT #2801	\$24.78	TAMARA HAYS
11/17/2020	11/19/2020	THE HOME DEPOT #2801	\$72.16	TAMARA HAYS
11/18/2020	11/20/2020	THE HOME DEPOT #2801	\$20.06	TAMARA HAYS
11/12/2020	11/16/2020	MENARDS MAPLEWOOD MN	\$15.33	DON JONES
11/06/2020	11/09/2020	IPROMOTEU	\$336.00	LOIS KNUTSON
11/17/2020	11/19/2020	OFFICE DEPOT #1090	\$142.11	LOIS KNUTSON
11/13/2020	11/16/2020	MENARDS MAPLEWOOD MN	\$6.98	ERIC KUBAT
11/06/2020	11/09/2020	ASPEN MILLS	\$215.50	STEVE LUKIN
11/06/2020	11/09/2020	ASPEN MILLS	\$62.65	STEVE LUKIN
11/06/2020	11/09/2020	AIRGAS USA, LLC	\$257.05	STEVE LUKIN
11/10/2020	11/11/2020	ASPEN MILLS	\$284.00	STEVE LUKIN
11/10/2020	11/11/2020	ASPEN MILLS	\$127.90	STEVE LUKIN
11/10/2020	11/11/2020	ASPEN MILLS	\$119.90	STEVE LUKIN
11/11/2020	11/12/2020	AIRGAS USA, LLC	\$141.06	STEVE LUKIN

11/14/2020	11/16/2020	AMAZON.COM*201I21370 AMZN	\$44.51	MICHAEL MONDOR
11/17/2020	11/19/2020	EVEREST EMERGENCY VEHICLE	\$171.54	MICHAEL MONDOR
11/17/2020	11/19/2020	BOUND TREE MEDICAL LLC	\$75.78	MICHAEL MONDOR
11/06/2020	11/09/2020	CINTAS CORP	\$73.95	BRYAN NAGEL
11/11/2020	11/12/2020	AMAZON.COM*283BB3KB2 AMZN	\$535.75	BRYAN NAGEL
11/08/2020	11/09/2020	AMAZON.COM*282BM42X0 AMZN	\$35.90	MICHAEL NYE
11/08/2020	11/09/2020	AMAZON.COM*2832M0H92 AMZN	\$94.90	MICHAEL NYE
11/08/2020	11/09/2020	AMZN MKTP US*2816K6H02	\$42.99	MICHAEL NYE
11/09/2020	11/10/2020	AMZN MKTP US*282MY9QN2	\$25.61	MICHAEL NYE
11/10/2020	11/11/2020	AMZN MKTP US*285MN7YD1	\$286.83	MICHAEL NYE
11/14/2020	11/16/2020	AMAZON.COM*201Y22CJ2	\$38.34	MICHAEL NYE
11/16/2020	11/17/2020	AMZN MKTP US*538Q469L3	\$173.01	MICHAEL NYE
11/19/2020	11/20/2020	RED WING SHOE #727	\$212.49	JORDAN ORE
11/09/2020	11/10/2020	LIFE ASSIST INC	\$1,073.84	KENNETH POWERS
11/09/2020	11/11/2020	BOUND TREE MEDICAL LLC	\$502.90	KENNETH POWERS
11/09/2020	11/11/2020	BOUND TREE MEDICAL LLC	\$552.10	KENNETH POWERS
11/16/2020	11/18/2020	BOUND TREE MEDICAL LLC	\$250.00	KENNETH POWERS
11/06/2020	11/09/2020	FACTORY MTR PTS #19	\$32.04	STEVEN PRIEM
11/10/2020	11/12/2020	NORTHERN TOOL+EQUIP	\$8.99	STEVEN PRIEM
11/12/2020	11/13/2020	POMP S TIRE #021	\$1,224.00	STEVEN PRIEM
11/12/2020	11/13/2020	TRI-STATE BOBCAT	\$193.76	STEVEN PRIEM
11/13/2020	11/16/2020	0391-AUTOPLUS	\$142.95	STEVEN PRIEM
11/13/2020	11/16/2020	0391-AUTOPLUS	\$16.28	STEVEN PRIEM
11/13/2020	11/16/2020	AN FORD WHITE BEAR LAK	\$287.49	STEVEN PRIEM
11/13/2020	11/16/2020	NUSS TRUCK & EQUIPMENT	\$400.82	STEVEN PRIEM
11/16/2020	11/18/2020	WHEELCO BRAKE &SUPPLY	\$68.94	STEVEN PRIEM
11/16/2020	11/18/2020	AN FORD WHITE BEAR LAK	\$24.31	STEVEN PRIEM
11/17/2020	11/18/2020	DELEGARD TOOL COMPANY	\$82.32	STEVEN PRIEM
11/17/2020	11/19/2020	AN FORD WHITE BEAR LAK	\$95.00	STEVEN PRIEM
11/18/2020	11/19/2020	0391-AUTOPLUS	\$139.51	STEVEN PRIEM
11/18/2020	11/20/2020	METRO PRODUCTS INC	\$46.21	STEVEN PRIEM
11/19/2020	11/20/2020	WINTER EQUIPMENT CO	\$1,938.16	STEVEN PRIEM
11/19/2020	11/20/2020	TERMINAL SUPPLY-MINN 7	\$210.40	STEVEN PRIEM
11/09/2020	11/10/2020	THE STAR TRIBUNE ONLINE	\$850.00	TERRIE RAMEAUX
11/13/2020	11/16/2020	THE STAR TRIBUNE ONLINE	\$590.00	TERRIE RAMEAUX
11/05/2020	11/09/2020	ON SITE SANITATION INC	\$22.00	AUDRA ROBBINS
11/09/2020	11/10/2020	ASCAP LICENSE FEE	\$181.50	AUDRA ROBBINS
11/18/2020	11/19/2020	CINTAS CORP	\$64.59	AUDRA ROBBINS
11/16/2020	11/18/2020	THE HOME DEPOT #2801	\$68.43	ROBERT RUNNING
11/11/2020	11/12/2020	CINTAS CORP	\$75.51	SCOTT SCHULTZ
11/11/2020	11/12/2020	CINTAS CORP	\$18.51	SCOTT SCHULTZ
11/11/2020	11/12/2020	CINTAS CORP	\$55.42	SCOTT SCHULTZ
11/11/2020	11/12/2020	CINTAS CORP	\$19.04	SCOTT SCHULTZ
11/18/2020	11/19/2020	CINTAS CORP	\$189.22	SCOTT SCHULTZ
11/18/2020	11/19/2020	CINTAS CORP	\$18.51	SCOTT SCHULTZ
11/18/2020	11/19/2020	CINTAS CORP	\$19.04	SCOTT SCHULTZ
11/18/2020	11/19/2020	CINTAS CORP	\$39.10	SCOTT SCHULTZ
11/07/2020	11/09/2020	STORCHAK CLEANERS	\$28.57	MICHAEL SHORTREED
11/07/2020	11/09/2020	BONE FROG GUN CLUB INC	\$3,207.20	MICHAEL SHORTREED
11/17/2020	11/18/2020	SCSU DRIVING RANGE	\$330.00	MICHAEL SHORTREED
11/17/2020	11/18/2020	SCSU DRIVING RANGE	\$495.00	MICHAEL SHORTREED
11/19/2020	11/20/2020	SCSU DRIVING RANGE	\$165.00	MICHAEL SHORTREED
11/19/2020	11/20/2020	SLUMBERLAND 08	\$660.00	MICHAEL SHORTREED
11/20/2020	11/20/2020	PANERA BREAD #601305 O	\$25.43	MICHAEL SHORTREED
11/19/2020	11/20/2020	U OF M CONTLEARNING	\$235.00	TYLER STRONG
11/05/2020	11/09/2020	BOUND TREE MEDICAL LLC	\$987.00	ERIC ZAPPA

11/10/2020	11/11/2020	LIFE ASSIST INC	\$203.65	ERIC ZAPPA
11/11/2020	11/13/2020	BOUND TREE MEDICAL LLC	\$1,031.99	ERIC ZAPPA
			\$45,719.28	

Check Register
City of Maplewood

12/03/2020

Check	Date	Vendor	Description	Amount	
106821	12/08/2020	05114	BOLTON & MENK, INC.	PROJ 19-22 CO RD B & ARCADE	33,668.50
	12/08/2020	05114	BOLTON & MENK, INC.	GENERAL GIS ASSISTANCE	2,145.00
106822	12/08/2020	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - OCTOBER	745.20
	12/08/2020	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - NOVEMBER	535.95
106823	12/08/2020	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - NOVEMBER	9,930.28
	12/08/2020	05353	MANSFIELD OIL CO	CONTRACT DIESEL - NOVEMBER	5,172.46
	12/08/2020	05353	MANSFIELD OIL CO	CONTRACT DIESEL - NOVEMBER	2,217.84
106824	12/08/2020	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	1,109.33
	12/08/2020	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	465.65
106825	12/08/2020	01190	XCEL ENERGY	ELECTRIC UTILITY	13,681.16
	12/08/2020	01190	XCEL ENERGY	ELECTRIC UTILITY	992.33
	12/08/2020	01190	XCEL ENERGY	ELECTRIC UTILITY	345.09
	12/08/2020	01190	XCEL ENERGY	GAS UTILITY	158.30
	12/08/2020	01190	XCEL ENERGY	GAS UTILITY	102.35
	12/08/2020	01190	XCEL ENERGY	ELECTRIC UTILITY	49.08
	12/08/2020	01190	XCEL ENERGY	ELECTRIC UTILITY	17.79
106826	12/08/2020	05891	APPLE INC.	IPAD KEYBOARDS	3,339.00
106827	12/08/2020	05948	BLUE NET, INC.	BINDTUNING WEB PARTS/SUBSCRIPTION	2,850.00
106828	12/08/2020	06030	CENTENNIAL FLOORING	CARPETING INSTALL PD #310 & #332	2,150.00
106829	12/08/2020	06221	COMPUTER INTEGRATION TECH INC	O365 MIGRATION ASSISTANCE	195.00
106830	12/08/2020	00464	EMERGENCY AUTOMOTIVE TECH, INC	NEW SQUAD EQ & SHIPPING #955	13,607.39
106831	12/08/2020	00003	ESCROW REFUND	REFUND BOATER OUTLET-2000 RICE ST	4,847.87
106832	12/08/2020	00003	ESCROW REFUND	ESCROW LAND LOGIC 1210 FERNDALE	600.00
106833	12/08/2020	06009	HEALTHCALL, LLC	COMMUNITY PARAMEDIC SOFTWARE-NOV	920.00
106834	12/08/2020	02137	KENNEDY & GRAVEN CHARTERED	ATTORNEY FEES - OCTOBER	7,319.00
106835	12/08/2020	00532	MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEE LABOR REL-OCT	560.00
106836	12/08/2020	06133	NO WAIT INSIDE, LLC	NOWAITINSIDE SERVICE	937.10
106837	12/08/2020	04062	NOR-ELL INC.	NAME PLATES - NEW OFFICERS/CSO'S	160.00
106838	12/08/2020	04507	NORTHERN TECHNOLOGIES, LLC	PROJ 19-10 DENNIS-MCCLELLAND AREA	4,982.50
	12/08/2020	04507	NORTHERN TECHNOLOGIES, LLC	PROJ 19-11 SCHALLER AREA PAVEMENT	431.25
106839	12/08/2020	05918	PERKINS + WILL INC.	PONDS AT BATTLE CREEK PLAN	8,824.50
106840	12/08/2020	00020	POLICE RESERVE	K MAUSTON - POLICE RESERVE	135.00
106841	12/08/2020	00020	POLICE RESERVE	M HELLER - POLICE RESERVE	97.00
106842	12/08/2020	00020	POLICE RESERVE	T TOUSIGNANT - POLICE RESERVE	94.00
106843	12/08/2020	00020	POLICE RESERVE	M METTY - POLICE RESERVE	92.00
106844	12/08/2020	00020	POLICE RESERVE	J JOHNSON - POLICE RESERVE	90.00
106845	12/08/2020	00020	POLICE RESERVE	N NEDEAU - POLICE RESERVE	64.00
106846	12/08/2020	00020	POLICE RESERVE	M PRINGLE - POLICE RESERVE	60.00
106847	12/08/2020	00020	POLICE RESERVE	L LILLY - POLICE RESERVE	52.00
106848	12/08/2020	00020	POLICE RESERVE	C WANHALA - POLICE RESERVE	46.00
106849	12/08/2020	00020	POLICE RESERVE	G RIOS - POLICE RESERVE	45.00
106850	12/08/2020	00020	POLICE RESERVE	D HALL - POLICE RESERVE	22.00
106851	12/08/2020	02086	ST PAUL AREA CHAMBER OF COMM	BRE&A CONTRACT	5,000.00
106852	12/08/2020	01836	ST PAUL, CITY OF	REPAIR EVP DETECTOR FIRE STATION 1	567.74
	12/08/2020	01836	ST PAUL, CITY OF	REPAIR EVP DETECTOR FIRE STATION 1	566.00
106853	12/08/2020	05842	MIKE TURNBULL	FIRE MARSHAL SERVICES 07/24 - 09/01	1,032.00
106854	12/08/2020	06123	VALLEY PAVING, INC.	PROJ 19-22 CO RD B & ARCADE PMT#7	406,204.37
106855	12/08/2020	01876	WHAT WORKS INC	CONSULTANT FEES TEAMWORKS	540.00

35 Checks in this report.

537,767.03

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
11/30/2020	MN Dept of Natural Resources	DNR electronic licenses	381.70
11/30/2020	Empower - State Plan	Deferred Compensation	26,856.00
11/30/2020	U.S. Treasurer	Federal Payroll Tax	111,169.63
12/1/2020	MN State Treasurer	Drivers License/Deputy Registrar	67,159.38
12/1/2020	Accela Credit Card Billing	Credit Card Billing Fee	0.10
12/1/2020	Delta Dental	Dental Premium	884.70
12/1/2020	P.E.R.A.	P.E.R.A.	140,452.28
12/1/2020	ICMA (Vantagepointe)	Deferred Compensation	8,223.00
12/1/2020	Labor Unions	Union Dues	3,681.52
12/1/2020	MidAmerica - ING	HRA Flex plan	15,619.18
12/1/2020	MN State Treasurer	State Payroll Tax	26,612.69
12/1/2020	ICMA (Vantagepointe)	Retiree Health Savings	1,680.00
12/2/2020	MN State Treasurer	Drivers License/Deputy Registrar	38,729.31
12/3/2020	MN State Treasurer	Drivers License/Deputy Registrar	49,087.15
12/4/2020	MN State Treasurer	Drivers License/Deputy Registrar	44,055.88
12/4/2020	MN Dept of Natural Resources	DNR electronic licenses	449.60
12/4/2020	Optum Health	DCRP & Flex plan payments	204.96
			535,247.08

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>
	11/27/20	ABRAMS, MARYLEE	560.80	
	11/27/20	JUENEMANN, KATHLEEN	493.60	
	11/27/20	KNUTSON, WILLIAM	493.60	
	11/27/20	NEBLETT, SYLVIA	493.60	
	11/27/20	SMITH, BRYAN	493.60	
	11/27/20	COLEMAN, MELINDA	6,835.20	
	11/27/20	KNUTSON, LOIS	3,403.95	
	11/27/20	SABLE, MICHAEL	4,935.59	
	11/27/20	CHRISTENSON, SCOTT	2,419.77	
	11/27/20	DOUGLASS, TOM	3,009.52	
	11/27/20	JAHN, DAVID	2,342.73	
	11/27/20	HERZOG, LINDSAY	2,327.75	
	11/27/20	RAMEAUX, THERESE	3,766.82	
	11/27/20	DEBILZAN, JUDY	2,590.50	
	11/27/20	OSWALD, BRENDA	2,792.00	
	11/27/20	PAULSETH, ELLEN	5,712.55	
	11/27/20	RUEB, JOSEPH	4,596.11	
	11/27/20	ARNOLD, AJLA	1,580.76	
	11/27/20	BEGGS, REGAN	2,314.59	
	11/27/20	COLE, DEBORAH	3,726.33	
	11/27/20	EVANS, CHRISTINE	2,319.20	
	11/27/20	LARSON, MICHELLE	2,316.89	
	11/27/20	SINDT, ANDREA	3,941.09	
	11/27/20	ABRAHAM, JOSHUA	2,685.79	
	11/27/20	AMAH-CLARKE, ALFREDA	1,916.80	
	11/27/20	HANSON, MELISSA	2,048.00	
	11/27/20	HOCKBEIN, JUDY	1,223.80	
	11/27/20	KRAMER, PATRICIA	1,719.00	
	11/27/20	MOY, PAMELA	2,081.28	
	11/27/20	OLSON, THOMAS	1,856.00	
	11/27/20	OSTER, ANDREA	2,366.18	
	11/27/20	VITT, JULIANNE	1,332.43	
	11/27/20	WEAVER, KRISTINE	3,499.76	
	11/27/20	WINKELMAN, JULIA	1,302.08	
	11/27/20	BJORNSTAD, MYRON	240.00	
	11/27/20	ABEL, CLINT	2,359.02	
	11/27/20	ALDRIDGE, MARK	4,299.60	
	11/27/20	ARBOGAST, JOSEPH	2,343.26	
	11/27/20	BAKKE, LONN	4,008.30	
	11/27/20	BARTZ, PAUL	201.25	
	11/27/20	BELDE, STANLEY	3,957.48	
	11/27/20	BENJAMIN, MARKESE	4,117.72	
	11/27/20	BERGERON, ASHLEY	3,937.55	
	11/27/20	BIERDEMAN, BRIAN	4,893.22	
	11/27/20	BROWN, RAE	2,287.87	
	11/27/20	BURT-MCGREGOR, EMILY	3,997.97	
	11/27/20	BUSACK, DANIEL	4,893.22	
	11/27/20	COLEMAN, ALEXANDRA	3,520.92	
	11/27/20	CONDON, MITCHELL	3,769.12	
	11/27/20	CRUZ, TREANA	2,088.00	

11/27/20	DEMULLING, JOSEPH	4,385.24	
11/27/20	DUGAS, MICHAEL	5,026.97	
11/27/20	FISHER, CASSANDRA	2,702.59	
11/27/20	FORSYTHE, MARCUS	4,158.61	
11/27/20	FRITZE, DEREK	4,730.73	
11/27/20	GABRIEL, ANTHONY	4,117.72	
11/27/20	GEISELHART, BENJAMIN	2,343.26	
11/27/20	HAWKINSON JR, TIMOTHY	4,235.93	
11/27/20	HELLE, KERRY	4,839.20	
11/27/20	HENDRICKS, JENNIFER	2,119.20	
11/27/20	HER, PHENG	4,257.74	
11/27/20	HOEMKE, MICHAEL	339.64	
11/27/20	JOHNSON, KEVIN	5,069.91	666.38
11/27/20	KANDA, MADELINE	2,514.86	
11/27/20	KHAREL, RAM	290.00	
11/27/20	KIM, WINSTON	2,514.86	
11/27/20	KONG, TOMMY	3,958.72	
11/27/20	KORAN, MARIE	2,103.39	
11/27/20	KROLL, BRETT	3,923.40	
11/27/20	KUCHENMEISTER, JASON	1,891.20	
11/27/20	LANGNER, TODD	5,125.02	
11/27/20	LENERTZ, NICHOLAS	3,078.68	
11/27/20	LOPEZ, ARTURO	261.00	
11/27/20	LYNCH, KATHERINE	4,035.02	
11/27/20	MARINO, JASON	3,924.62	
11/27/20	MCCARTY, GLEN	4,086.77	
11/27/20	MCKENZIE, JONATHAN	261.00	
11/27/20	MICHELETTI, BRIAN	3,730.18	
11/27/20	MURRAY, RACHEL	4,216.72	
11/27/20	NADEAU, SCOTT	5,992.05	
11/27/20	NYE, MICHAEL	5,026.97	
11/27/20	OLSON, JULIE	3,957.48	
11/27/20	PARKER, JAMES	4,335.53	
11/27/20	PEREZ, GUSTAVO	3,160.31	
11/27/20	PETERS, DANIEL	3,559.57	
11/27/20	SALCHOW, CONNOR	3,258.35	
11/27/20	SHEA, STEPHANIE	2,225.79	
11/27/20	SHORTREED, MICHAEL	5,157.79	
11/27/20	SPARKS, NICOLLE	2,670.11	
11/27/20	STARKEY, ROBERT	3,944.54	
11/27/20	STEINER, JOSEPH	4,582.76	
11/27/20	STOCK, AUBREY	3,260.69	
11/27/20	SWETALA, NOAH	2,670.11	
11/27/20	TAUZELL, BRIAN	4,438.38	
11/27/20	THAO, JAY	398.75	
11/27/20	THIENES, PAUL	4,406.05	
11/27/20	WENZEL, JAY	3,686.38	
11/27/20	WIETHORN, AMANDA	3,119.32	
11/27/20	XIONG, KAO	4,260.75	
11/27/20	XIONG, TUOYER	3,258.35	
11/27/20	ZAPPA, ANDREW	4,255.21	
11/27/20	BARRETTE, CHARLES	4,226.63	
11/27/20	BAUMAN, ANDREW	4,194.49	
11/27/20	BEITLER, NATHAN	4,024.78	
11/27/20	CAMPBELL, MACLANE	406.00	
11/27/20	CONWAY, SHAWN	4,671.34	
11/27/20	CRAWFORD JR, RAYMOND	5,122.71	
11/27/20	CRUMMY, CHARLES	3,385.86	
11/27/20	DABRUZZI, THOMAS	5,465.99	
11/27/20	DANLEY, NICHOLAS	3,866.86	586.52
11/27/20	DAVISON, BRADLEY	3,302.31	

11/27/20	DAWSON, RICHARD	4,085.02	
11/27/20	HAGEN, MICHAEL	3,405.22	
11/27/20	HALWEG, JODI	6,957.41	
11/27/20	HAWTHORNE, ROCHELLE	3,677.83	
11/27/20	KUBAT, ERIC	4,229.92	
11/27/20	LANDER, CHARLES	4,441.72	
11/27/20	LO, CHING	1,598.56	
11/27/20	LUKIN, STEVEN	5,667.35	
11/27/20	MALESKI, MICHAEL	4,016.11	
11/27/20	MARTIN, MICHAEL	4,228.00	
11/27/20	MCGEE, BRADLEY	3,908.51	
11/27/20	MERKATORIS, BRETT	5,741.14	
11/27/20	MONDOR, MICHAEL	5,474.97	
11/27/20	NEILY, STEVEN	4,547.46	
11/27/20	NIELSEN, KENNETH	4,198.99	
11/27/20	NOVAK, JEROME	4,506.42	
11/27/20	POWERS, KENNETH	4,914.84	
11/27/20	SEDLACEK, JEFFREY	5,637.33	
11/27/20	STREFF, MICHAEL	6,466.91	101.25
11/27/20	WARDELL, JORDAN	5,301.88	
11/27/20	ZAPPA, ERIC	4,689.00	
11/27/20	CORTESI, LUANNE	2,316.89	
11/27/20	JANASZAK, MEGHAN	3,023.16	
11/27/20	BRINK, TROY	3,202.15	
11/27/20	BUCKLEY, BRENT	2,908.35	
11/27/20	EDGE, DOUGLAS	2,915.28	
11/27/20	JONES, DONALD	2,912.97	
11/27/20	MEISSNER, BRENT	2,908.35	
11/27/20	MLODZIK, JASON	2,076.89	
11/27/20	NAGEL, BRYAN	4,631.80	
11/27/20	OSWALD, ERICK	3,051.32	
11/27/20	RUNNING, ROBERT	3,202.15	
11/27/20	TEVLIN, TODD	2,938.66	
11/27/20	ZAHNOW, LANCE	2,343.77	
11/27/20	BURLINGAME, NATHAN	3,278.40	
11/27/20	DUCHARME, JOHN	3,343.02	
11/27/20	ENGSTROM, ANDREW	3,365.90	
11/27/20	JAROSCH, JONATHAN	4,508.31	
11/27/20	LINDBLOM, RANDAL	3,343.02	
11/27/20	LOVE, STEVEN	5,650.67	
11/27/20	STRONG, TYLER	3,032.00	
11/27/20	ZIEMAN, SCOTT	112.00	
11/27/20	HAYS, TAMARA	2,582.49	
11/27/20	HINNENKAMP, GARY	3,039.02	
11/27/20	NAUGHTON, JOHN	2,638.30	
11/27/20	ORE, JORDAN	2,582.49	
11/27/20	SAKRY, JASON	2,394.50	
11/27/20	STOKES, KAL	2,031.50	
11/27/20	JOHNSON, ELIZABETH	2,341.00	
11/27/20	JOHNSON, RANDY	4,462.88	
11/27/20	KROLL, LISA	2,351.20	
11/27/20	KUCHENMEISTER, GINA	2,285.60	
11/27/20	THOMSON, JEFFREY	4,945.50	
11/27/20	FINWALL, SHANN	4,190.82	
11/27/20	MARTIN, MIKE	4,221.93	
11/27/20	DREWRY, SAMANTHA	2,885.79	
11/27/20	WESTLUND, RONALD	3,072.69	
11/27/20	WELLENS, MOLLY	3,243.32	
11/27/20	REININGER, RUSSELL	2,623.39	
11/27/20	BRENEMAN, NEIL	3,272.61	
11/27/20	LO, SATHAE	30.00	

11/27/20	ROBBINS, AUDRA	4,617.58	
11/27/20	BERGO, CHAD	3,785.10	
11/27/20	SCHMITZ, KEVIN	2,384.51	
11/27/20	SHEERAN JR, JOSEPH	4,111.24	
11/27/20	ADAMS, DAVID	2,588.32	
11/27/20	HAAG, MARK	3,841.36	
11/27/20	JENSEN, JOSEPH	2,828.37	
11/27/20	SCHULTZ, SCOTT	4,601.89	
11/27/20	WILBER, JEFFREY	2,677.68	
11/27/20	PRIEM, STEVEN	2,965.41	
11/27/20	WOEHRLE, MATTHEW	3,490.76	500.00
11/27/20	XIONG, BOON	2,544.25	
11/27/20	FOWLDS, MYCHAL	4,700.18	
11/27/20	FRANZEN, NICHOLAS	5,022.20	170.71
11/27/20	GERONSIN, ALEXANDER	3,142.56	
11/27/20	RENNER, MICHAEL	3,114.40	
		625,317.05	

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman
REPORT FROM: Ellen Paulseth, Finance Director
PRESENTER: Ellen Paulseth, Finance Director
AGENDA ITEM: Close Project Funds

Action Requested: Motion Discussion Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

City funds are periodically closed out due to projects being completed or for funds no longer needed for various reasons. The closing of funds often requires the transfer of residual funds, which requires approval of the City Council.

Recommended Action:

Motion to approve the transfers dated 12/14/2020 to close Project Funds 18-01 Ferndale/Ivy Area Street Improvements and 18-27 Mailand/Crestview/Forest Area Pavement and authorize the Finance Director to make the necessary accounting entries to close the funds and transfer residual funds to the Street Revitalization Fund.

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.

The transfers are a component of the City's annual budget or for the restructuring of accounts. They provide for operational effectiveness.

Background

The Ferndale/Ivy Street Improvement Project has a surplus of \$425,079.44 and the Mailand/Crestview/Forest Area Pavement Project has a surplus of \$136,640.67.

Attachments

1. List of Transfers Dated December 14, 2020

Transfers and Budget Adjustments Dated 12/14/2020

Transfer From:	Transfer To:	Effective:	Amount:
Ferndale/Ivy 523	SRF 499	12/14/2020	425,079.44
Mailand/Crestview 529	SRF 499	12/14/2020	136,848.35
TOTAL TRANSFERS			561,927.79

CITY COUNCIL STAFF REPORT

Meeting Date December 14, 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: Resolution for 2021 Annual Liquor License Renewals

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

City issued liquor licenses are due to expire December 31, 2020. Prior to issuance of a new license, valid January 1, 2021 through December 31, 2021, City Council approval is required.

Recommended Action:

Motion to approve the resolution for 2021 annual liquor license renewals for Off-Sale, On-Sale and Wine.

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.

City Code and State Statute require City Council approval prior to the issuance of Off-Sale, On-Sale and Wine licenses.

Background

The licensees in the attached Resolution have been notified of the renewal requirement on or before December 31, 2020 and are eligible to renew their licenses, contingent upon the receipt of their completed license renewal documentation and required fees.

Attachments

1. Resolution for the 2021 Liquor License Renewals

**RESOLUTION
2021 LIQUOR LICENSE RENEWALS**

RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, RAMSEY COUNTY, MINNESOTA, that the following Off-Sale, On-Sale and Wine Liquor licenses, having been previously duly issued by this Council, are hereby approved for renewal for one year, effective January 1, 2021, with approvals granted herein subject to satisfactory receipt of renewal documentation with fees submitted:

Off-Sale 3.2 Beer Licenses

<i>Cub Foods #30244</i> 100 County Road B West	<i>Speedway #4022</i> 1750 White Bear Avenue North
<i>Cub Foods #31264</i> 2390 White Bear Avenue North	<i>Speedway #4089</i> 11 Century Avenue South
<i>Holiday Stationstore #480</i> 1535 Beam Avenue North	<i>Holiday #3519</i> 1285 Cope Avenue East

Off-Sale Intoxicating Liquor Licenses

<i>61 Liquors</i> 2700 Maplewood Drive North	<i>Hy-Vee Wine & Spirits</i> 2515 White Bear Avenue North, Ste A17 & A18
<i>Big Discount Liquor</i> 2515 White Bear Avenue North	<i>Maplewood Liquor</i> 2950 White Bear Avenue North, Suite 2
<i>Costco Wholesale #1021</i> 1431 Beam Avenue East	<i>Maplewood Liquor 'n Tobacco</i> 2728 Stillwater Road East
<i>Cub Discount Liquor</i> 100 County Road B West	<i>Merwin Liquors</i> 1700 Rice Street North
<i>Happy Hours</i> 2227 White Bear Avenue North	<i>Party Time Liquor</i> 1835 Larpenteur Avenue East
<i>Heritage Liquor LLC</i> 1347 Frost Avenue East	<i>Sarrack's Int'l. Wine & Spirits</i> 2305 Stillwater Road East
<i>Hillside Liquor</i> 1690 McKnight Road North, Suite B	

On-Sale 3.2 Beer Licenses

<i>Bambu Asian Cuisine</i> 1715 Beam Ave East, Suite A	<i>Taste of India</i> 1745 Cope Avenue East
<i>Groceries & Nepali Kitchen</i> 1700 Rice Street North, Suite J	<i>Tono Pizzeria + Cheesesteaks</i> 3088 White Bear Avenue North, Suite B

On-Sale Intoxicating Liquor Licenses

5-8 Tavern & Grill

2289 Minnehaha Avenue East

Acapulco Mexican Restaurant

3069 White Bear Avenue North

Aramark

2350 Minnehaha Avenue East, Bldg 278

Bleachers Bar & Grill

2220 White Bear Avenue North

Buffalo Wild Wings #118

3085 White Bear Avenue North

Chili's Grill & Bar #224

1800 Beam Avenue East

Crooked Pint Ale House

1734 Adolphus Street North

Goodrich Golf Course

1820 North Van Dyke North

Lancer at Edinburgh

2166 Maplewood Drive North

McCarron's Pub and Grill

1986 Rice Street North

Olive Garden Italian Restaurant #1200

1749 Beam Avenue East

Osaka Sushi & Hibachi

1900 County Road D East, Suite 140

Outback Steakhouse #2412

1770 Beam Avenue East

Q Bar & Lounge

3001 White Bear Avenue North, Space 27

Red Lobster Restaurant #0283

2925 White Bear Avenue North

T.G.I. Friday's #0472

3087 White Bear Avenue North

The Dog House Bar & Grill

2029 Woodlynn Avenue East

The Ponds at Battle Creek

601 Century Avenue South

Tokyo Sushi – All You Can Eat

1935 Beam Avenue East, Suite 1

Unison Restaurant & Banquet

1800 White Bear Avenue North, Suite A & B

On-Sale Wine/Strong Beer Licenses

Bambu Asian Cuisine

1715 Beam Avenue East, Suite A

Groceries & Nepali Kitchen

1700 Rice Street North, Suite J

Taste of India

1745 Cope Avenue East

Tono Pizzeria + Cheesesteaks

3088 White Bear Avenue North, Suite B

Adopted by the Maplewood City Council on December 14, 2020.

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 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: Local Lawful Gambling Permit for the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

A request for a Local Lawful Gambling permit has been submitted by the Church of the Presentation of the Blessed Virgin Mary. Approval of the request would allow lawful gambling activity to be conducted during the church's School Auction, held virtually on February 6th, 2021.

Recommended Action:

Motion to approve the Local Lawful Gambling permit for the Church of the Presentation of the Blessed Virgin Mary on February 6th, 2021.

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 local gambling permit, per City Code Sec. 22-12.

Background

Lawful gambling activity conducted at this event is exempt from state licensure under MN §349.166. MN §349.213 authorizes cities to require a local permit for conduct of lawful gambling exempt from state licensing requirements.

Attachments

None

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Andrea Sindt, City Clerk
PRESENTER: Melinda Coleman
AGENDA ITEM: 2021 City Council Meeting Calendar

Action Requested: Motion Discussion Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

Approval of a city council meeting calendar helps City Council, staff, applicants and residents plan ahead for the year. The City Council reserves the right to cancel or add meetings as needed as long as all notice requirements are met.

Recommended Action:

Motion to approve the 2021 city council meeting calendar with the meetings on the second and fourth Mondays with the exception of cancelling the December 27 meeting.

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.

Per Minn. Stat. 13D.04, a schedule of regular meetings of a public body is to be kept on file at its primary office.

Background

City Council meetings are held at 7pm on the second and fourth Mondays of the month. Typically, a City Council Manager Workshop precedes each meeting, starting no earlier than 5pm.

After reviewing the 2021 calendar, no observed holiday coincides with a meeting date. The only proposed change to the meeting schedule, as per the practice of past years, is cancelling the December 27 meeting.

Attachments

1. 2021 City Council Meeting Calendar

2021 Maplewood City Council Meeting Calendar

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Council Meeting at 7pm, Workshop at 5pm
 Holiday

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Shann Finwall, AICP, Environmental Planner
PRESENTER: Jeff Thomson, Community Development Director
AGENDA ITEM: 2021 SCORE Grant Agreement

Action Requested: Motion Discussion Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

Ramsey County offers Select Committee on Recycling and the Environment (SCORE) grants to cities to enhance or improve their recycling efforts. SCORE grant funding is awarded on a per capita basis and is intended to help fund the City's recycling program. Maplewood has historically used SCORE funding to help offset the cost of collecting residential recyclables through the City's recycling contract. SCORE funds can also be used for administration, promotion activities, equipment, and/or organics collection.

Recommended Action:

Motion to approve the 2021 SCORE Grant Agreement.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$98,220 SCORE grant funding with an additional \$18,709 if the City achieves recycling incentives.

Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: The 2021 recycling program budget will be subsidized by the Ramsey County SCORE grant for amounts of \$98,220 to \$116,929 (depending on incentives) to help fund the collection of recyclables in the City.

Strategic Plan Relevance:

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

The 2020 SCORE grant funds will be used to offset the cost of residential recycling collection by Tennis Sanitation.

Background

October 26, 2020: The City Council authorized the submittal of the 2021 SCORE grant application.

December 2, 2020: Ramsey County awarded Maplewood's 2021 SCORE grant and finalized the Agreement.

Discussion

Attached find the final 2021 SCORE Grant Agreement. The City of Maplewood was awarded \$98,220. In addition, the City is eligible for an additional \$18,709 if the City achieves recycling incentives. Incentives outlined in the Agreement include the promotion of BizRecycling to businesses and institutions for organics recycling and food waste reduction programs and the promotion of free resources and grants to multi-unit buildings to improve recycling.

In 2020 the City's SCORE grant was \$98,150 with an incentive of \$18,695. To achieve the incentive in 2020 Maplewood promoted free resources and grants to apartments and multi-unit buildings with updates on the new recycling contract and solid waste ordinance and increased the number of businesses, churches, and institutions in the curbside recycling program (from 17 in 2019 to 29 in 2020).

Attachments

1. 2021 SCORE Funding Agreement

**AGREEMENT BETWEEN
RAMSEY COUNTY AND THE CITY OF MAPLEWOOD
FOR A SCORE FUNDING RECYCLING GRANT**

This Agreement is between Ramsey County (the "County") and the City of Maplewood (the "City").

1. OBLIGATIONS

a. Collection

1. The Municipality shall ensure residential recycling service is available weekly or every other week to residents at their place of residence, including all multi-unit dwellings and manufactured home parks.
2. The Municipality shall provide recycling for at least the following materials at curbside and multi-unit dwelling properties:
 - a. Paper.
 - b. Cardboard.
 - c. Glass bottles.
 - d. Metal cans.
 - e. Cartons.
 - f. Plastic beverage and food containers.
 - g. Organics when present.
3. Ensure the collection of textiles for recycling is available to residents through curbside collection and to multi-unit dwellings through special collection or drop-off.
4. The Municipality shall add additional recyclable materials as reliable markets become available.
5. The Municipality shall maintain a long-term funding mechanism for its residential recycling programs.
6. For eligibility for additional incentive resources, the Municipality commits to the following (choose up to two):

Bulky Waste Collection. Establish an efficient and effective program to provide collection of bulky waste items from single family homes at no cost or a discounted price and that also prioritizes recycling and/or reuse.

Engage Small Businesses. Include small businesses in curbside recycling services and actively engage those businesses to participate in the service.

✓ **Promote BizRecycling.** Actively work with and promote BizRecycling to businesses and institutions in collaboration with Ramsey/Washington Recycling & Energy for organics recycling and food waste reduction programs.

✓ **Promote Multi-unit Recycling Improvements.** Actively work with and promote free resources and grants to multi-unit building in collaboration with Ramsey/Washington Recycling & Energy to improve and/or start recycling at multi-unit dwellings.

Organics drop-off site. Co-sponsor an organics drop-off site with the county (for suburban cities only).

Additional eligible incentive.

Guidelines for fulfilling the Municipality's obligations for this incentive are included in the Recycling Performance Work Plan as described below in 1(b).

b. Recycling Performance Work Plan

During 2021, the Municipality shall implement the strategies on the Recycling Performance Work Plan, specific to the Municipality, attached as Exhibit 1, to measure its progress towards achieving recycling goals. Work plans may be updated if agreed to by both parties in writing.

c. Reimbursement

1. Expenses eligible for reimbursement must be in accordance with the established eligible expenses. Funds not spent by the Municipality during the budget year will be retained by the County. Unspent funds may be used by the County for SCORE-eligible expenditures as determined by the County. If applicable, the Municipality shall use the SCORE funds as specified by the Joint Powers Agreement for Recycling Funding dated July 1, 2019.
2. The County shall reimburse the Municipality a maximum not to exceed sum of **\$98,220** in base funding and **\$18,709** in incentive funding. Subject to the provisions of section 1(c)(5) below, the Municipality shall receive two payments for base funds. A payment of 50% of the total base funding award will be made within 35 days of receipt of an invoice, and in no case prior to the first day of March. The second payment of 50% of the total base funding award will be made within 35 days of receipt of an invoice, and in no case before the first day of June. The Municipality may invoice for the entire incentive funding amount upon completion of the incentive project by submitting an invoice and appropriate documentation of expenses.
3. The Municipality shall not use grant funds for expenses, or a portion of expenses, which have been or will be reimbursed by other parties, or for expenses that do not meet the eligibility criteria outlined in the SCORE grant application.
4. The County's obligation under this Agreement is subject to the availability and provision of funding from the State of Minnesota. The County may immediately cancel this Agreement or reduce the reimbursement to the Municipality to the extent funds received from the State are reduced or eliminated. The County is acting as fiscal agent for the Municipality and in no event shall be obligated to reimburse the Municipality in an amount in excess of that actually received from the State.
5. The County may deny reimbursement to the Municipality, or seek recovery of payments disbursed to the Municipality, if the Municipality is unable to verify that recycling collection service is provided at each place of residence, including multi-unit dwellings and manufactured home parks. The amount that the County may deny or seek recovery of, is that portion of the grant amount equivalent to the proportion of households not provided recycling collection service.

d. Program and Performance Reports

1. The Municipality shall submit a year-end report to the County through ReTRAC, the County's recycling and solid waste data management tool, by February 15, 2022. The report is to include information on recycling at all residential units, including multi-unit dwellings and manufactured home parks, even if the Municipality does not provide collection services to those units. The Municipality is responsible for providing complete and accurate information for all applicable screens in the ReTRAC database.
2. The Municipality shall submit a midyear status report through ReTRAC by August 2, 2021.

e. Financial Reports

1. The Municipality shall submit, if requested by the County in its sole discretion, an audited financial report that shows how funds received from the County pursuant to this Agreement were disbursed.
2. Financial reports shall be in a form to be determined by the County, in its sole discretion.
3. If the municipality has a Joint Powers Agreement for Recycling Funding, the Municipality shall submit a letter which certifies that SCORE funds have been used pursuant to the Joint Powers Agreement and this Agreement.

2. TERM

The term of this Agreement shall be from January 1, 2021 through December 31, 2021.

3. CANCELLATION

Either party may cancel this Agreement at any time upon thirty (30) days written notice to the other party. In the event of termination, the Municipality shall be entitled to reimbursement for those eligible expenses incurred up to the termination date, provided the expenses have been incurred according to the budget shown in Attachment A and the Municipality is not otherwise in default of any terms and conditions in this Agreement.

4. DEFAULT

Any of the following shall constitute default on the part of the Municipality:

- a. The failure of the Municipality to use funds in a manner consistent with this Agreement and Attachment A.
- b. The failure of the Municipality or its (sub)contractor(s) to use their best efforts to ensure the maximum collection and marketing of recyclable materials from all residential units.
- c. The failure of the Municipality to provide information satisfactory to the County as required in this Agreement, including information for the report required under Section 1(d).
- d. The failure of the Municipality to meet any terms and conditions of this Agreement.

5. GENERAL CONDITIONS

- a. All services and duties performed by the Municipality pursuant to this Agreement shall be performed to the satisfaction of the County and in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations as a condition of payment. The Municipality agrees that it will comply with all federal, State and local statutes and ordinances relating to nondiscrimination.
- b. The Municipality is an independent contractor and shall not be the employee of the County for any purpose. The County shall not be responsible for the payment of any taxes, either federal or State, on behalf of the Municipality, nor shall the County be responsible for any fringe benefits. No Civil Service or other rights of employment will be acquired by virtue of the Municipality's services.
- c. The Municipality and County each agree to defend, hold harmless and indemnify the other party, its officials, agents, and employees from any liability, loss or damage it may suffer as a result of demands, claims, judgments or costs arising out of or caused by reason of the indemnifying party's performance of its respective obligations under the provisions of this Agreement. This provision shall not be construed nor operate as a waiver of any applicable limits of or exceptions to liability set by law.
- d. Under no circumstances, however, shall either party be required to pay on behalf of itself or the other party, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The statutory limits of liability for some or all of the parties may not be added together or stacked to increase the maximum amount of liability for any party.
- e. All data collected, created, received, maintained or disseminated for any purpose in the course of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, or any other applicable State statute, any State rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.
- f. All books, records, documents and accounting procedures and practices of the Municipality and its (sub)contractor(s), if any, relative to this Agreement are subject to examination by the County and the State Auditor, as appropriate, in accordance with the provisions of Minnesota Statutes §16C.05, Subd. 5.
- g. The Municipality shall make all reasonable efforts to ensure that their employees, officials and subcontractors do not engage in violence while performing under this agreement. Violence, as defined by the Ramsey County Workplace Violence Prevention and Respectful Workplace Policy, is defined as words and actions that hurt or attempt to threaten or hurt people; it is any action involving the use of physical force, harassment, intimidation, disrespect or misuse of power and authority, where the impact is to cause pain, fear or injury.
- h. The Municipality will be required to pay any subcontractor within ten days of receipt of payment from the County for undisputed services provided by the subcontractor. The Municipality will be required to pay interest of 1½ percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly

interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. SCORE funds may not be used towards interest penalty payments. For an unpaid balance of less than \$100.00, the Municipality shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Municipality must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

- i. All equipment purchased using funds provided in this Agreement shall remain the property of the Municipality.
- j. Any amendments to this Agreement shall be in writing and signed by both parties.

6. WASTE REDUCTION

The Municipality shall comply with Minnesota Statutes §115A.151 regarding recycling in local government facilities. The Municipality and its (sub)contractor(s) shall participate in a recycling program for at least four broad types of recyclable materials and shall favor the purchase of recycled products in its procurement processes. All reports, publications and documents produced as a result of this Agreement shall be printed on both sides of the paper, where commonly accepted publishing practices allow, on recycled and recyclable paper using soy-based inks, and shall be bound in a manner that does not use glue.

7. PUBLIC ENTITIES MANAGEMENT OF WASTE

The Municipality shall comply with Minnesota Statutes §115A.46 and §115A.471 when arranging for the management of mixed municipal solid waste and assure delivery of such waste to a waste processing facility for resource recovery.

8. Recycling Markets Support Fund

Ramsey County will reserve for the Municipality a portion of the Ramsey County Recycling Markets Support Fund (RMSF). This portion will be equal to the proportion of the county's population residing in the municipality, according to the most recent population estimates posted by the Metropolitan Council, multiplied by the total amount of the RMSF. To gain access to these funds, the Municipality must first apply to Ramsey County, in accordance with the guidelines in place at the time for distribution of the RMSF. The Municipality will be allowed to seek reimbursement for incurred expenses, in accordance with its application as approved by Ramsey County. Ramsey County shall reimburse the Municipality for adequately documented requests consistent with such an approved application and the RMSF guidelines. The Municipality must provide evidence, upon request, that no RMSF monies were used to transport materials to a landfill and/or landfill recyclable materials. Ramsey County reserves the right at any time to amend the total amount of the RMSF, to amend the guidelines for distribution of the RMSF or to eliminate the RMSF.

RAMSEY COUNTY

CITY OF MAPLEWOOD

Ryan O'Connor, County Manager

By _____
Title: _____

Date: _____

Date: _____

Approval Recommended:

Approved as to Form:

Kathy Hedin, Interim Public Health Director

By _____
Municipality Attorney

Approved as to form and insurance:

Assistant County Attorney

By _____
Clerk-Treasurer

Exhibit 1

Maplewood 2021 Recycling Performance Work Plan

Minimum Requirements

1. Complete all 2021 SCORE requirements, including reporting on time and submitting a mid-year status report.
2. Provide outreach to all residents about the municipality's recycling program and submit copies of materials to Ramsey County.
3. Use Ramsey County materials and information when and where appropriate to promote increased recycling, reuse and repair (e.g., Fix-it Clinics), medicine collection, household hazardous waste, organic waste and yard waste participation.
 - a. Send materials to Ramsey County for review prior to distribution.
 - b. Include county contact information on materials:
 - i. 24/7 Recycling & Disposal Hotline: 651-633-EASY (3279)
 - ii. RamseyRecycles.com
 - c. Provide links to the Ramsey County web pages on municipality website.
4. Use hauler data to identify those not recycling and target educational materials.
5. Ensure all multi-unit properties are meeting State law requirements to recycle and are receiving free Ramsey County resources.
6. Increase opportunities for recycling in public spaces.
 - a. All recycling bins must be paired with a trash bin and in good condition.
 - b. Labels must be readable.
 - c. Promote Ramsey County's event container lending program and green event planning tips.
7. Implement a "Green" purchasing procurement policy for city functions and facilities to use reusable, recyclable or compostable packaging.
8. Ensure the collection of textiles for recycling is available to residents through curbside collection and to multi-unit dwellings through special collection or drop-off.
9. Enforce recycling contracts, including the assessment of penalties for non-compliance.
 - a. Audit reporting by obtaining hauler weight tickets.
 - b. Have labels replaced if not readable.
10. Attend County Recycling Coordinator meetings and attend a yearly composition study.

Additional Incentive Activities Approved:

1. Promote BizRecycling. Actively work with and promote BizRecycling to businesses and institutions in collaboration with Ramsey/Washington Recycling & Energy for organics recycling and food waste reduction programs.
2. Promote Multi-unit Recycling Improvements. Actively work with and promote free resources and grants to multi-unit building in collaboration with Ramsey/Washington Recycling & Energy to improve and/or start recycling at multi-unit dwellings.

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Mychal Fowlds, IT Director
PRESENTER: Mychal Fowlds, IT Director
AGENDA ITEM: Metro-INET Joint Powers Agreement

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. For a number of reasons, listed in this report and attachment, a formal JPA is being created which the Maplewood City Council is being asked to approve.

Recommended Action:

Motion to approve entering into Metro-INET joint powers agreement.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is a yearly cost approved by the board each prior year. The amount in 2020 equals 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 continuing to partner with 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. To continue to realize the efficiencies that we've created, joining the JPA is required.

Background

Currently the City of Roseville provides information technology (IT) services and infrastructure to Maplewood and 43 other local governmental agencies. The City first began providing IT services in 1999 and since that time this collaboration has evolved to what is Metro-INET today.

On March 16, Roseville staff presented an update to the Roseville City Council on the efforts to transform Metro-INET from a Roseville operation to joint powers authority model. From that meeting, the Roseville City Council indicated a desire to pursue evolving Roseville's Metro-INET to a joint powers authority.

As this work and conversation began with the members of Metro-INET, the world was plunged into the COVID-19 pandemic. As a result, many months were lost as Metro-INET members dealt with the pandemic in their community and its impact on their organizations.

A working group of Mychal Fowlds and staff from 5 other communities, along with Metro-INET staff, have been working with Attorney Jim Strommen of Kennedy and Graven to craft the draft joint powers agreement which will need to be ratified by each Metro-INET member. The draft document has been sent to all members for their review by each member's attorney. To-date, there has been no issues with the proposed agreement from other members and many members are scheduling consideration by their board or City Council in December. Given the short time remaining this year, it is expected that the approvals by all members will not be completed until the first couple of months in 2021.

Once the member approvals are completed, Metro-INET will constitute itself and begin the process of transition from a City of Roseville enterprise to a joint powers authority. One of the first actions the Metro-INET Board will need to take is to hire an Executive Director to assist the Board in the transition. It is expected that it will take all of 2021 to fully transition Metro-INET, including having the City of Roseville IT staff become employees of the Metro-INET joint powers authority.

Details of the JPA are outlined in a memo prepared by Roseville City Manager Pat Trudgeon to Metro-INET members and provided as Attachment 1. The final draft of the JPA is included as Attachment 2. The JPA has been reviewed by City Attorney Batty and he finds the agreement acceptable.

Attachments

1. Memo to Metro-INET members
2. Metro-INET Joint Powers Agreement



Memo

To: Metro-INET Members
cc: Pete Bauer & Jason Swalley, Metro-INET
From: Patrick Trudgeon, Roseville City Manager
Date: December 1, 2020
Re: Metro-INET Joint Powers Agreement

Metro-INET originally started as a collaboration between Roseville and Mounds View to share IT resources in 1999. Since that time, Metro-INET has grown to 35 member organizations receiving full IT services and 9 associate members receiving limited IT services.

Not only has the number of Metro-INET members grown, each member agency's needs have grown exponentially. Some examples in recent years include the deployment of laser fiche, remote computer access, electronic door access, wireless access points, as well as body cam support for law enforcement.

Currently, Metro-INET is under organizational control of the Roseville City Manager and Roseville City Council. All Metro-INET employees are actually Roseville employees and fall under Roseville personnel policy, its liability coverage, and compensation structure. The Roseville City Manager makes employment decisions for Metro-INET including the hiring and termination of employees. The City of Roseville includes the \$3.5 million Metro-INET budget as part of its city budget.

While this arrangement has worked for many years, the following issues is making it harder to keep Metro-INET sustainable into the future:

- Roseville City Council concern about the amount of Metro-INET staff and the added liability and carrying costs for that amount of employees
- Roseville City Council concern the use of space within City given other city department space needs
- The Roseville employee compensation plan lags behind the market for other local governments and especially with LOGIS, a joint powers entity that provides IT services to many local governments in the Twin Cities. LOGIS has recruited several Metro-INET staff members over the past couple of years
- As a result of the Roseville compensation plan and organizational structure, it is not possible to create the necessary executive leadership to guide the large \$3.5 million Metro-INET enterprise

- Finally, it should be noted that the Roseville City Council could at any time decide to no longer be the lead agency for Metro-INET and as a result, breakup Metro-INET and let members figure out how to best provide IT services for their organization. It should be pointed out that Roseville City Council **has not** discussed doing this, but it is always a potential concern in the future.

Having Metro-INET as a joint powers entity does provide members more direct control over governance of Metro-INET, including costs, personnel, and policies and takes away uncertainty of the future of Metro-INET.

In 2020, a sub-committee of Metro-INET members met to work on a draft of the joint powers agreement. Working with Attorney Jim Strommen of Kennedy and Graven, the sub-committee finalized the JPA document. The sub-committee shared the draft JPA agreement with the League of Minnesota Cities General Counsel and the League of Minnesota Insurance Trust staff for their review. They suggested several changes to the document that have been incorporated into the final versions. Finally, the sub-committee distributed the draft document to all members so that their specific city/board attorney could review the document. To-date, we have not received any significant comments that change the document.

The highlights of the joint powers agreement are as follows:

- The initial members of the JPA will be the current members of Metro-INET
- JPA is planned to become effective on 1/1/2021
- Metro-INET will be governed by a Board of Directors with each member having a Director and Alternate designated
- Metro-INET board meetings subject to open meeting law
- Each member will have the number of votes equivalent to its share of the budget
- Members will not be allowed to vote if they are in default of their financial obligation or violation of IT security policies
- Metro-INET board will meet at least four times (Jan., April, July, Oct.) annually
- Metro-INET board will have officers elected to 3-year terms
- Metro-INET board will have power take all action in establishing and managing the operations of Metro-INET
- Metro-INET board will enter into a contract with a member to serve as the fiscal and operations agent for the organization
- Metro-INET board will hire an executive director who will be responsible for day-to-day operations
- The executive director will have broad authority to run the operations of Metro-INET
- The executive director can be terminated by a 2/3 vote of the Metro-INET board
- The Metro-INET board will establish an executive committee consisting of the 5 board officers. The fiscal agent and Executive Director will serve as ex officio members of the executive committee in an advisory and non-voting capacity
- The executive committee would meet on a more frequent basis and work on duties as assigned by the board such as the budget and administrative issues
- The JPA outlines the schedule for the creation and consideration of the annual budget.
- The JPA creates 3 different classes of charges

- Class 1 – Core Services
- Class 2 – Supplemental
- Class 3 – Necessary additional charges
- The class charges are described in more detail as Attachment A of the JPA
- The JPA outlines procedures for members to withdraw from Metro-INET
- JPA creates a Metro-INET “Associate” which is an entity that is receiving a contractual service from Metro-INET
- The JPA has no termination date but does outline procedures to dissolve the organization

For 2021, there are no additional costs that will be borne by members by entering into the JPA. Costs for the transition have been incorporated into the budget numbers given to each member earlier in 2020. It is expected that starting in 2022, there will be additional administrative costs for the JPA. The final financial impact, however, will be decided by the newly constituted Metro-INET board.

**JOINT POWERS AGREEMENT
FOR THE ESTABLISHMENT OF
THE NORTH EAST METROPOLITAN AREA MUNICIPAL
INTERNETWORKING COLLABORATIVE, TO BE KNOWN AS
“METRO-INET”**

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**JOINT POWERS AGREEMENT FOR THE ESTABLISHMENT OF
THE NORTH EAST METROPOLITAN AREA MUNICIPAL
INTERNETWORKING COLLABORATIVE**

The parties to this joint powers agreement (“JPA”) are local governmental units (“LGUs”) of the State of Minnesota authorized to enter into this JPA. This JPA is made and entered into pursuant to Minnesota Statutes, Section 471.59.

**ARTICLE I
GENERAL PURPOSE**

Section 1.1. Purpose. The general purpose of this JPA is to provide for an organization that the participating Members may jointly and cooperatively provide for the development and operation of IT Services for the use and benefit of the Members, and others. To the extent permitted by law, the Members will support the establishment of the IT Services and seek to expand the number of participating agencies either as Members or as non-Member LGUs receiving services from Metro-INET.

**ARTICLE II
DEFINITION OF TERMS**

Section 2.1. Definitions. The terms defined in this Article shall have the meanings given them for the purposes of this JPA.

Section 2.1.1. Metro-INET. “Metro-INET” means the “North East Metropolitan Area Municipal Internetworking Collaborative,” the organization created by this JPA.

Section 2.1.2. IT Services. “IT Services” means the development, operation and maintenance of advanced internet networking and data services through ownership or lease of any and all systems, equipment, technology or means and methods necessary to provide competitive, up-to-date IT services to Members and non-Member LGUs.

Section 2.1.3. Board. “Board” means the Board of Directors of Metro-INET, consisting of one Director from each LGU participating as a Member of Metro-INET pursuant to this JPA.

Section 2.1.4. LGU. “LGU” means any city, township, independent public safety organization, watershed management organization, watershed district, cable commission or other political subdivision of the State of Minnesota that is qualified to enter into joint powers agreements as defined in Minnesota Statutes, Section 471.59, and as it may be amended from time to time.

Section 2.1.5. Member. “Member” means an LGU that enters into this JPA and is at the time involved, a Member in good standing.

Section 2.1.6. Associate. “Associate” means an LGU that is not a Member but has agreed to affiliate with Metro-INET in accordance with Article XI and other applicable JPA provisions.

Section 2.1.7. Data. “Data” means all information in digital form that can be transmitted or processed.

ARTICLE III MEMBERSHIP

Section 3.1. Eligibility. Any Minnesota LGU is eligible to be a Member of Metro-INET.

Section 3.2. Execution of JPA and Payment of Member Charges. An LGU desiring to be a Member shall execute a copy of this JPA and shall pay all Member charges, prorated if appropriate, under Article IX.

Section 3.3. Initial Members. The initial Members of Metro-INET shall be the City of Roseville (“Roseville”) and those LGUs that are parties to a joint powers agreement or an otherwise existing contractual arrangement for IT Services from Roseville, on or prior to December 31, 2020. Upon the execution of this JPA by an initial Member, the clerk or other corresponding officer shall file with the Roseville City Manager a copy of the executed JPA, together with a certified copy of the authorizing resolution or other action. The resolution authorizing the execution of this JPA shall also designate the Member’s Director and Alternate Director (“Alternate”).

Section 3.4 Transition of Initial Member IT Services Agreements. Any joint powers agreement or contract for IT Services between two or more Metro-INET Members that has not been terminated prior to the Effective Date of this JPA shall be terminated by the affected parties at the earliest possible date, without disrupting the delivery of IT Services to the affected parties. After the Effective Date, any term of an earlier agreement for IT Services still in force shall be interpreted not to conflict with this JPA, which shall supersede the earlier agreement if the earlier agreement and this JPA cannot be reconciled. The Board shall have authority to take any action it deems reasonable and prudent to facilitate the transition to Metro-INET by any initial Member, including the creation of a committee authorized to assist affected parties in the termination of earlier agreements and to seek Board approval of action necessary to facilitate the transition.

Section 3.5. Effective Date. This JPA shall become effective on January 1, 2021 [[or other date agreed upon by the initial Members]] (“Effective Date”). Within thirty (30) days after the Effective Date, the Roseville City Manager shall call the first meeting of the Board, which shall be held not later than fifteen (15) days after the notice has been delivered to each Director and Alternate.

Section 3.6. New Members. LGUs that do not qualify for initial membership under Section 3.3 and seek to join Metro-INET shall be admitted by a vote of the Board as it determines at its organizational meeting, or as soon thereafter as the Board may decide and adopt in the bylaws.

Section 3.7. Conditions of Membership. The Board may impose additional conditions upon the admission of new Members.

Section 3.8. Appointment of Directors. Directors and Alternates shall be appointed by the Member governing body to serve until their successors are appointed and qualified. Directors shall be the chief administrative officer of the Member.

ARTICLE IV BOARD OF DIRECTORS

Section 4.1. Governing Body. Metro-INET shall be governed by a Board of Directors consisting of a Director and Alternate from each Member. At the organizational meeting and annually thereafter, the Board shall elect an executive committee that may advise or act for the Board as the Board may delegate to the executive committee as necessary, upon meetings duly called, as provided in Article VIII.

Section 4.2. Appointment of Alternate Directors. Each Member shall appoint one Alternate to the Director. The Alternate shall be entitled to attend all meetings of the Board and may vote in the absence of the Director.

Section 4.3. No Proxy Voting. There shall be no voting by proxy. All votes must be cast in person at Board meetings by the Director or Alternate, unless the meeting is duly conducted in accordance with Minnesota Statutes, Sections 13D.02 (interactive TV) or 13D.021 (telephone or other electronic means allowed if health pandemic or emergency).

Section 4.4. Notice of Change of Director or Alternate Director. When the Member changes its designated Director or Alternate the Member shall provide written notice to Metro-INET with the name, email address and mailing address of the person so appointed.

Section 4.5. Compensation of Directors and Alternate Directors. Directors and Alternates shall serve without compensation from Metro-INET, but it shall not prevent a Member from providing compensation for its Director or Alternate if such compensation is lawfully authorized by such Member.

Section 4.6. Number of Votes Held by Directors. Unless otherwise expressly provided herein, each Director shall have the number of votes equivalent to the Member's share of Metro-INET's annual budget, as established by the Board and calculated as follows: Each Member's percentage share of Metro-INET's annual budget shall be determined by Member use of Metro-INET IT Services. Said Member share shall be rounded up to the nearest whole number, and that number shall be the Member's total number of votes in any vote of the Board. Members shall have at least one vote. The number of votes for initial Members, and the total votes of the Directors for the initial Board, shall be as set forth in the attached Exhibit A, and is subject to change annually with the addition or subtraction of Members. The number of votes for each Director shall be recalculated annually upon the adoption by the Board of the next fiscal year budget. Upon the addition of a new Member, the Board shall estimate the new Member's share of Metro-INET's annual budget for the period prior to adoption of the succeeding year's budget and assign the proportionate number of votes to the new Member for the remainder of that fiscal year. The number of votes of existing Members shall not change during the year that new Member or Members join Metro-INET.

Section 4.7. Quorum. The presence of at least ten (10) Directors of Members in good standing at a regular or special meeting shall constitute a quorum of the Board allowing it to transact business, provided that the ten Directors hold at least a majority of the total Member votes.

Section 4.8. Motions. A majority of the Member vote totals represented by those Directors present at a meeting is required to pass all motions, unless a greater majority is provided in this JPA.

Section 4.9. Suspension of Vote. A Director, or Alternate shall not be eligible to vote during the time the Member they represent has been notified by Metro-INET that it is in default on any required assessment, contract or other contribution to Metro-INET or regarding security breaches or other acts deemed by the Board to materially impair the quality of IT Services provided by Metro-INET. During the existence of such default, the vote(s) of such Member shall not be counted for the purposes of a meeting quorum or majority on a Board meeting vote. If a Member remains in default for a period of more than forty-five (45) days after written notice on failure to pay any billing from Metro-INET or notice of other default referenced above, the Board may act to terminate the Member from Metro-INET by a majority vote of the Board at a regular meeting or special meeting called for that purpose.

Section 4.10. Bylaws. At the Metro-INET organizational meeting the Board shall adopt bylaws governing its procedures, including but not limited to, the time, place and frequency of its regular meetings or procedures and voting majorities required for certain votes. Such bylaws may be amended from time to time pursuant to Section 4.8 of this JPA.

Section 4.11. Remuneration of Director or Alternate Expenses. The Board shall have no obligation to pay remuneration of Director or Alternate expenses, which shall be subject to the policies of Member appointing them. The Board may, however, in its sole discretion, pay the reasonable and necessary expenses of officers, Directors and Alternates incurred in connection with special duties they undertake on behalf of Metro-INET, but such reimbursement shall not include the expenses incurred solely for attending meetings of Metro-INET within the seven-county Twin Cities metropolitan area.

Section 4.12. Removal of Directors. Any Director or Alternate shall be subject to removal by the governing body of the Member.

Section 4.13. Director Vacancies. A vacancy on the Board shall be promptly filled by the governing body of the Member whose position on the Board is vacant.

ARTICLE V MEETINGS AND OFFICERS

Section 5.1. Special Meetings. Special meetings of the Board may be called: (a) by the chair; (b) by the executive committee; or (c) upon the written request of a majority of the Directors. Subject to an emergency exception, as defined by statute, at least three (3) days' written notice of

special meetings shall be published and given to all Directors and Alternates. Such notice shall include the agenda for the special meeting and the time, date and location of the meeting.

Section 5.2. Regular Meetings. The specific date, time and location of regular meetings of the Board shall be determined by the Board as provided in the Bylaws. The Board shall be required to meet at least four (4) times a year. Its regular meetings shall be held on the dates and at times of each January, April, July and October as determined by the Board at the October meeting and duly published to establish the four regular meetings.

Section 5.3. Notice of Regular Meetings. Notice of regular meetings of the Board shall be given to the Directors and Alternates by the secretary at least fifteen (15) days in advance of the meeting and the agenda for such meetings shall accompany the notice. However, business at regular meetings of the Board need not be limited to matters set forth in the agenda.

Section 5.4. Public Meetings. Meetings of the Board and of the executive committee shall be considered “public” meetings. Notices, agendas, and schedules of such meetings shall be given, maintained and distributed pursuant to the Open Meeting Law, Minnesota Statutes, Section 13D.01, et seq.

Section 5.5. Officers. The officers of the Board shall consist of the chair, vice-chair, secretary and two (2) officers-at-large, who shall be elected by the Directors at the organizational meeting of the Board. The chair and vice-chair shall be elected to three-year (3) terms, commencing at the organizational meeting of the Board and every three (3) years thereafter. The secretary shall be elected to a two-year (2) term, commencing at the organizational meeting of the Board, and shall be elected to three-year (3) terms following the completion of the initial term every three (3) years thereafter. The officers-at-large shall be elected to a one-year (1) term, commencing at the organizational meeting of the Board, and shall be elected to three-year (3) terms following the completion of the initial term every three (3) years thereafter. The intent of the election of officers is to ultimately establish three-year (3), staggered terms of officers with the chair and vice-chair being elected in the same year. Other than the organizational meeting of the Board, new officers shall take office at the adjournment of the meeting of the Board at which they are elected.

Section 5.6. Chair and Vice Chair. The chair shall preside at all meetings of the Board and the executive committee. The vice-chair shall act as chair in the absence of the chair.

Section 5.7. Secretary. The secretary shall be responsible for keeping a record of all of the proceedings of the Board and the executive committee.

Section 5.8. Officer Vacancies. A vacancy shall immediately occur in the office of any officer upon his or her resignation, death or upon ceasing to be an employee of the Member. Upon a vacancy occurring in any office, the Alternate shall serve until the Member appoints a new Director.

ARTICLE VI POWERS AND DUTIES OF THE BOARD

Section 6.1. Powers and Duties. The powers and duties of the Board shall include the powers set forth in this Article.

Section 6.2. General Purpose. The Board shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization including, but not limited to, the establishment of data processing and information systems, engaging in the development and implementation of the necessary programs therefor, acquiring any necessary site, purchasing any necessary supplies, equipment and machinery, employing any necessary personnel and operating and maintaining any systems for the handling of data processing and management information for the Members and for others. Any of the foregoing activities, or any other activities authorized by the JPA, may be accomplished by entering into contracts, leases or other agreements with others, whenever the Board shall deem this to be advisable.

Section 6.3. Governance. The Board shall have full supervisory control and management of the affairs of Metro-INET including the power to make contracts as it deems necessary to make effective any power to be exercised by Metro-INET pursuant to this JPA; to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of the organization; to acquire, hold and dispose of property both real and personal as the Board deems necessary; and to contract for space, materials, supplies and personnel with a Member or Members or with others.

Section 6.4. Membership Dues. The Board may establish and collect membership dues.

Section 6.5. Service Charges. The Board may establish and collect charges for its services to Members and to others.

Section 6.6. Gifts, Loans and Grants. The Board may accept gifts, apply for and use grants or loans of money or other property from the state, or any other governmental units or organizations and may enter into agreements required in connection therewith and may hold, use and dispose of such moneys or property in accordance with the terms of the gift, grant, loan or agreement relating thereto.

Section 6.7. Annual Audit. The Board shall cause an annual independent audit of the books to be made and shall make an annual financial accounting and report in writing to the Members. Its books and records shall be available for and open to examination by its Members at all reasonable times.

Section 6.8. Annual Budget. The Board shall establish the annual budget for the organization as provided in this JPA.

Section 6.9. Delegation to Executive Committee. The Board may delegate authority to the executive committee of the Board, between Board meetings. Such delegation of authority shall be by resolution of the Board and may be conditioned in such manner as the Board may determine.

Section 6.10. Accumulation and Maintenance of Capital. The Board may accumulate and maintain reasonable working capital reserves and may invest and reinvest funds not currently needed for the purposes of the organization. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of city funds.

Section 6.11. Data, Data Processing and Management Information Systems. The Board shall make Metro-INET data processing and management information systems available to its Members, subject to reasonable charges for the development and processing thereof. Metro-INET shall not own Member Data, which shall be returned to the Member upon its withdrawal made pursuant to this JPA or upon dissolution.

Section 6.12. PERA. The Board may provide for any of its employees to be members of the Public Employees Retirement Association and may make any required employer contributions to that organization and any other employer contributions which municipalities are authorized or required by law to make.

Section 6.13. Necessary and Incidental Powers. The Board may exercise any other power necessary and incidental to the implementation of its aforementioned powers and duties.

ARTICLE VII FISCAL AND OPERATIONAL SERVICES; EXECUTIVE DIRECTOR

Section 7.1. Fiscal and Operations Agent. The Board shall designate a Member to serve as the fiscal and operations agent of Metro-INET (“Fiscal Agent”). The Fiscal Agent shall provide services as set forth in the JPA and on additional matters as may be determined by the Board through authorization for services by contract with Metro-INET. The Fiscal Agent shall be responsible for management of all of Metro-INET’s funds, for the keeping and storing of Metro-INET’s financial records, recommending to the Board and maintaining adequate insurance coverage of Metro-INET consistent with municipal liability limitations under Minnesota law, and to provide for the annual financial audit and accounting of all Metro-INET related activities. The Fiscal Agent shall be responsible for collecting and preserving all Metro-INET records and data pursuant to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The Fiscal Agent shall post a fidelity bond or other insurance against loss of organization funds in an amount approved by the Board, at the expense of Metro-INET.

Section 7.2. Executive Director. The Board shall hire an executive director to be responsible for the management of the day-to-day operations of Metro-INET, executing the policy directives of the Board, including, the power to implement contracts authorized by the Board, the prosecution and defense or other participation in actions or proceedings in law; to employ personnel or retain as consultants such persons as he or she may deem necessary to carry out Metro-INET functions; to conduct such research and investigation as necessary on any matter related to or affecting the general purposes of Metro-INET; to manage real and personal property

acquired by Metro-INET; and to investigate, advise the Board regarding contracts for space, materials, supplies and personnel either with a Member or Members or with third parties and coordinating with Members for the implementation of internet connection, system maintenance and data processing. The executive director shall prepare a report to the Board regarding the operations of Metro-INET for each quarterly and annual meeting of the Board.

Section 7.3. Term of Executive Director. The executive director shall serve for an indefinite period as defined by the contract, which may be terminated and the director removed by a vote of a two-thirds majority of the total votes of the Board.

ARTICLE VIII EXECUTIVE COMMITTEE

Section 8.1. Membership of Executive Committee. The Board shall establish an executive committee consisting of five (5) voting members. Its members shall consist of the five (5) officers of the Board as defined in Article V, Section 5.5. The Fiscal Agent and Executive Director shall serve as *ex officio* members of the executive committee in an advisory and non-voting capacity.

Section 8.2. Bylaws of Executive Committee. The executive committee may adopt bylaws governing its own procedures, which shall be subject to this JPA, the bylaws of the Board, and any resolutions or other directives of the Board.

Section 8.3. Quorum. Three (3) members of the executive committee shall constitute a quorum and a majority of the executive committee members present at a meeting where a quorum exists may act, notwithstanding the number of votes held by each member in accordance with Article IV, Section 4.6.

Section 8.4. Regular Meetings. The specific date, time and location of regular meetings of the executive committee shall be determined by the executive committee. The executive committee shall meet at least four (4) times a year. Notice of regular meetings of the executive committee shall be given to the members of the executive committee and the executive director at least seven (7) days in advance and the agenda for such meetings shall accompany the notice.

Section 8.5. Special Meetings. Special meetings of the executive committee may be called by the chair or upon the call of any two other members of the executive committee. The date, time and location of the special meeting shall be fixed by the person or persons calling it. At least three (3) days advance written notice of such special meeting shall be given to all members of the executive committee by the person or persons calling the meeting.

Section 8.6. Notice of Meetings. Pursuant to the Open Meeting Law, all meetings of the executive committee shall be noticed and published at least three (3) days prior to the meeting.

Section 8.7. Duties and Responsibilities. The executive committee shall have the following duties and responsibilities: (a) to exercise the powers and perform the duties delegated to it by the Board and subject to such conditions and limitations as may be imposed by the Board; (b) to cause to be prepared a proposed annual budget each year which shall be submitted to the

Board at least thirty (30) days before the annual meeting for the Board's review and ratification; and (c) to present a full report of its activities at each regular meeting of the Board.

Section 8.8. Preparation and Modification of Charges. The executive committee shall have the responsibility to prepare and modify charges for the use of the programs and facilities of Metro-INET, both as to Members and non-members, subject to Board approval.

ARTICLE IX FINANCIAL MATTERS

Section 9.1. Fiscal Year. The fiscal year of Metro-INET shall be the calendar year.

Section 9.2. Adoption of Annual Budget. The annual budget of Metro-INET must be adopted in the following manner:

- (a) prior to May 1 the Board will supply each member with a proposed preliminary budget for the coming fiscal year;
- (b) prior to the meeting of the Board in July the Board will supply each Member with a proposed budget adjusted for withdrawal notifications received pursuant to Article XI;
- (c) the annual budget for the coming fiscal year shall be adopted at the July Board meeting.

Promptly after adoption of the budget, the Board must mail copies of the budget to the chief administrative officer of each Member. Upon adoption of the budget each Member is obligated to Metro-INET for the budgeted revenues and cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with this Article.

Section 9.3. Cost Sharing Charges. The Board shall have authority to fix cost sharing charges for all Members in an amount sufficient to provide the funds required by the budgets of the organization. The Board shall notify the chief administrative officer of each Member of the amounts of such charges, on or before May 1 of each year. The Board shall prepare, and may amend, a document setting forth the cost sharing charges and policies for Members and rates for services provided to non-members. Such document(s) and policies shall be made available to Members for review and comment upon request.

Section 9.4. Invoices to Members. Invoices for all charges shall be sent to the Members by the Fiscal Agent and shall be due when rendered. Any Member whose charges have not been paid within forty-five (45) days after the date of the invoice may be declared in default by the Board or executive committee and shall not be entitled to further voting privileges nor to have its Director hold any office nor to use any Metro-INET facilities or programs until such time as the default is cured and Metro-INET has been paid in full. Additionally, in the event that such charges have not been paid within forty-five (45) days of the date of the invoice, and such default remains uncured after a reasonable time following notice to cure, the membership of such Member may be

terminated by a majority vote of the Board. In the event of a dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice with respect to the Member's right to dispute the amount of the charge and to pursue any legal remedies available to it.

Section 9.5. Classification of Cost Sharing Charges. The charges to the Members of Metro-INET shall be divided, for cost sharing purposes, into three different classes, as further described in Exhibit A to this JPA and incorporated herein:

- (a) Core Services (“*Class 1 Charges*”). Class 1 Charges shall cover all of Metro-INET’s general administrative and operational expenses for core services in having a member participate as a domain member of Metro-INET. Core services are generally defined as services provided by Metro-INET that provides IT support to the Member and its employees to conduct the Member’s business. These core services may change over time upon Board approval based on different needs of Members. Changes in the delivery of Class 1 Charges shall be paid by each Member as fixed monthly, quarterly or annual membership dues, as determined by the Board. The amount of Class 1 Charges required to be paid by each Member shall be determined annually by the executive committee, upon approval by the Board. Class 1 Charges shall be prorated to new Members and not retroactively applied to them.
- (b) Supplemental Services (“*Class 2 Charges*”). Class 2 Charges shall cover the costs of design and development of computer programs and systems and other capital costs for services requested by the Member. Supplemental services are generally defined as services provided by Metro-INET at the request of the Member to meet its specific needs. These supplemental services may change over time upon Board approval based on different needs of Members and changes in the delivery of such services. Class 2 Charges shall be paid by each Member as fixed monthly, quarterly or annual membership dues, as determined by the Board. The amount of Class 2 Charges required to be paid by each Member shall be determined annually by the executive committee, upon approval by the Board. Class 2 Charges shall not be retroactively applied to new Members.
- (c) Necessary Additional Charges (“*Class 3 Charges*”). Class 3 Charges shall cover the costs of system operation and maintenance in serving non-members, on an “as requested” basis as determined by the Board when it deems such charges necessary. The amount of such charges that are applicable to each non-member shall be determined by the Board. The amount of the charges shall cover all costs incurred by Metro-INET in providing these services to the non-member. The Board shall have authority to negotiate and enter into contracts with non-members receiving Class 3 Charges.

Section 9.6. Special Financial Assistance from Members. It is anticipated that certain Members may be in a position to extend special financial assistance to Metro-INET in the form of grants, or other in-kind payments including use of facilities or other infrastructure deemed beneficial to Metro-INET. The Board shall credit any such in-kind payment against any charges

which the granting Member would otherwise have to pay. The Board may also enter into an agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards charges which have been made or in the future may be made against one or more specified Members.

Section 9.7. Expenditures. Board funds may be expended by the Board in accordance with procedures established by law for the expenditure of funds by cities. Orders, checks, drafts and other legal instruments shall be signed by the chair or vice-chair and countersigned by the secretary or such other person as shall be designated by the Board.

Section 9.8. Contracts. Contracts shall be let and purchases shall be made in accordance with the legal requirements applicable to contracts and purchases by Minnesota cities.

ARTICLE X WITHDRAWAL

Section 10.1. Notice of Withdrawal. Any Member may at any time prior to June 1 of a given year, give written notice of withdrawal from Metro-INET. Written notice of withdrawal submitted prior to June 1 shall be a timely withdrawal and the Member shall not be responsible for its share of the next year's budget not already made the obligation of the Member by a prior, multi-year budget commitment approved by the Board. The withdrawing Member's financial obligation prior to withdrawal upon timely notice will be based on the Class 1, 2 and 3 Charges outstanding for the remainder of the calendar year and additional years for which the Board committed Metro-INET to such financial obligation while the Member was with Metro-INET as a Member. In such case the Member shall be responsible for the net present value of its a pro rata share of such commitment. Written notice of withdrawal after June 1, shall be untimely for purposes of withdrawal prior to the next calendar year but shall serve as notice for withdrawal effective the year following. A Member's nonpayment of charges as set forth herein or its failure to comply with Metro-INET operational security requirements or other policy prescribed by the Board, without cure after written notice and a reasonable time to cure, shall constitute the Member's notice of withdrawal from Metro-INET as determined by the Board pursuant to Section 4.8 at a regular or special meeting. All Member withdrawals shall take effect at the end of the applicable fiscal year, unless otherwise provided by the Board.

Section 10.2. Claim to Assets upon Withdrawal. A Member's withdrawal from Metro-INET at a time when such withdrawal does not result in dissolution of the organization shall forfeit the Member's claim to any assets of the organization except that it shall have access to any software developed for its use while it was a Member in accordance with and subject to the provisions of Article XIII, Section 13.5(b).

Section 10.3. Financial Obligations upon Withdrawal. Upon withdrawal the Member shall continue to be responsible (1) for all of its prorated share of any unpaid Class 2 Charges; (2) for its share of Class 1 Charges to the effective date of withdrawal; (3) for its share of any Class 3 Charges to the effective date of withdrawal; and (4) for any contractual obligations it has separately incurred with Metro-INET.

Section 10.4. Financial Obligations prior to Withdrawal. A Member who has not given notice of withdrawal on or before June 1 of a given year is obligated for the budgeted revenues and the cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with Article IX.

ARTICLE XI ASSOCIATES

Section 11.1. Associates. It is understood that certain LGUs may desire to enter into a contractual arrangement with Metro-INET for limited IT Services. Such LGUs may affiliate with Metro-INET as “Associates.”

Section 11.2. Admission of Associates. An LGU desiring to become an Associate may do so in the same manner as is applicable to becoming a Member, except as otherwise provided in this Article.

Section 11.3. Confirmation of Associate Status. At the time of joining Metro-INET as an Associate, the LGU shall indicate in writing that it is not joining as a Member but as an Associate.

Section 11.4. Appointment of Director and Alternate Director. An Associate may appoint a Director and an Alternate Director to the Board but such Director (or Alternate) shall be without voting power, shall not be eligible to serve as an officer and shall not be counted for quorum purposes.

Section 11.5. Charges. The Board shall establish the charges to be paid by Associates and for that purpose it may classify Associates in accordance with their varying circumstances.

Section 11.6. Application to Become a Member. An Associate may apply for membership status and become a Member upon the requisite vote as required in Article III, Section 3.5.

Section 11.7. Notice of Withdrawal as Associate. An Associate may discontinue its association with Metro-INET at any time by giving written notice of withdrawal to the secretary. Withdrawal shall not relieve such withdrawing Associate from its obligation to pay any charges which the Associate has incurred up to the time of withdrawal.

ARTICLE XII DISSOLUTION

Section 12.1. Dissolution. Metro-INET shall be dissolved whenever: (1) the total number of remaining Members is less than five; or (2) by two-thirds of the votes represented by all Members of the Board.

Section 12.2. Effectuation of Dissolution. In the event of dissolution, the Board shall determine the measures necessary to effectuate the dissolution and shall provide for the taking of such measures as promptly as circumstances permit and subject to the provisions of this JPA.

Section 12.3. Distribution of Assets and Payment of Outstanding Obligations. Upon dissolution, the remaining assets of Metro-INET and payment of all of its outstanding obligations, the remaining assets of Metro-INET shall be distributed among the then existing Members in proportion to their contributions, as determined by the Board.

Section 12.4. Allocation of Deficit. If, upon dissolution, there is an organizational deficit, such deficit shall be charged to and paid by the Members on a pro rata basis, based upon the Class 1 and 2 Charges incurred by such Members during the two years preceding the event which gave rise to the dissolution.

Section 12.5. Distribution of Computer Software. In the event of dissolution the following provisions shall govern the distribution of computer software owned by or licensed to Metro-INET:

- (a) All such software shall be an asset of Metro-INET.
- (b) A Member or former Member may use (but may not authorize reuse by others) any software developed during its membership upon (1) paying any unpaid sums due Metro-INET; (2) paying the costs of taking such software; and (3) complying with reasonable rules and regulations of the Board relating to the taking and use of such software. Such rules and regulations may include a reasonable time within which such software must be taken by any Member or former Member desiring to do so.

ARTICLE XIII INDEMNIFICATION

Section 13.1. Cooperative Activity of Single Governmental Unit. Metro-INET shall be considered a separate and distinct public entity to which the Members have transferred all responsibility and control for actions taken pursuant to this JPA. To the fullest extent permitted by law, actions by the Members pursuant to this JPA are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Members that they shall be deemed a “single governmental unit” for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subdivision 1a (a); provided further that for purposes of that statute, each Member expressly declines responsibility for the acts or omissions of the other party. The Members are not liable for the acts or omissions of the other Members except to the extent to which they have agreed in writing to be responsible.

Section 13.2. Indemnification. Metro-INET shall defend, indemnify and hold harmless the Members against all claims, losses, liabilities, suits, judgments, costs and expenses arising out of action or inaction of the Board, its Directors or Alternates, the Fiscal Agent, the executive director and other employees or agents of Metro-INET pursuant to this JPA. Metro-INET shall defend and indemnify the employees of any Member acting pursuant to the JPA except for any act or omission for which the Member’s employee is guilty of malfeasance, willful neglect of duty or

bad faith. A Member shall defend, indemnify and hold harmless Metro-INET against all claims, losses, liabilities, suits, judgments, costs, and expenses arising out of action or inaction of the Member regarding the Member's Data. This JPA to defend and indemnify does not constitute a waiver by Metro-INET or any Member of the limitations on liability provided by Minnesota Statutes, Chapter 466.

ARTICLE XIV AMENDMENT

Section 14.1. Amendment of JPA. This JPA sets forth all understandings of the Members. All prior agreements, understandings, representations whether consistent or inconsistent, verbal or written, concerning this JPA, are merged into and superseded by this written JPA. No modification or amendment to the JPA shall be binding unless all Members agree in writing to the proposed change or amendment.

ARTICLE XV MISCELLANEOUS

Section 15.1. Data Practices. The Members agree to comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data created, collected, received, stored, used, maintained or disseminated by Metro-INET. If a Member receives a request to release the data referred to in this section, it must immediately notify the executive director. The executive director will give the Member who has received the data request instructions concerning the release of the data to the requester before the data is released.

Section 15.2. Audit. The books, records and documents relevant to this JPA are subject to audit by the Members and the State of Minnesota at reasonable times upon written notice.

Section 15.3. Counterparts. This JPA may be executed simultaneously in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

Section 15.4. Headings. The subject headings of the sections and subsections of the JPA are included for purposes of convenience only, and shall not affect the construction of interpretation of any of its provisions.

Section 15.5. Severability. In case any one or more of the provisions of this JPA shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this JPA will not in any way be affected or impaired thereby.

Section 15.6. Applicable Law. This JPA shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this JPA shall be heard in Minnesota state district or courts with the venue being in Ramsey County, and the Members waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

**ARTICLE XVI
DURATION**

Section 16.1. Term. This JPA shall continue in effect indefinitely until terminated in accordance with its terms.

IN WITNESS WHEREOF, the undersigned local governmental unit has caused this JPA to be signed and delivered on its behalf.

(Name of LGU)

By: _____

Its: _____

By: _____

Its: _____

Dated: _____, 20____.

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Ellen Paulseth, Finance Director
PRESENTER: Ellen Paulseth, Finance Director
AGENDA ITEM: Truth in Taxation

Action Requested: Motion Discussion Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

State law requires the City to adopt a 2021 budget and certify a property tax levy for taxes payable in 2021 to Ramsey County by December 30, 2020. The City must hold a public hearing to obtain input on the budget and tax levy. The hearing is scheduled for December 14, 2020 at 7:00 PM. After the public hearing, the Council will consider adoption of the 2021 budget and tax levy and the 2021-2025 capital improvement plan. The amount of the proposed property tax levy is \$23,217,300, a 0% increase over the prior year's levy.

Recommended Action:

- a. Hold the public hearing.
- b. Motion to approve the resolution certifying property taxes payable in 2021.
- c. Motion to approve the resolution adopting the budget and financial policies for 2021, and the capital improvement plan for 2021-2025.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$23,217,300
 Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: Property taxes

Strategic Plan Relevance:

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

The budget and property tax levy provide the resources to implement all areas of the strategic plan.

Background

The 2021 budget process started with a strategic planning session, followed by a preliminary overview of budget challenges in July, two Council budget workshops in August and adoption of a preliminary levy in September. The planning process also included a CIP workshop and a review of the CIP at the Planning Commission. Budget challenges include an increase in workers' compensation premiums and an increase in debt service requirements.

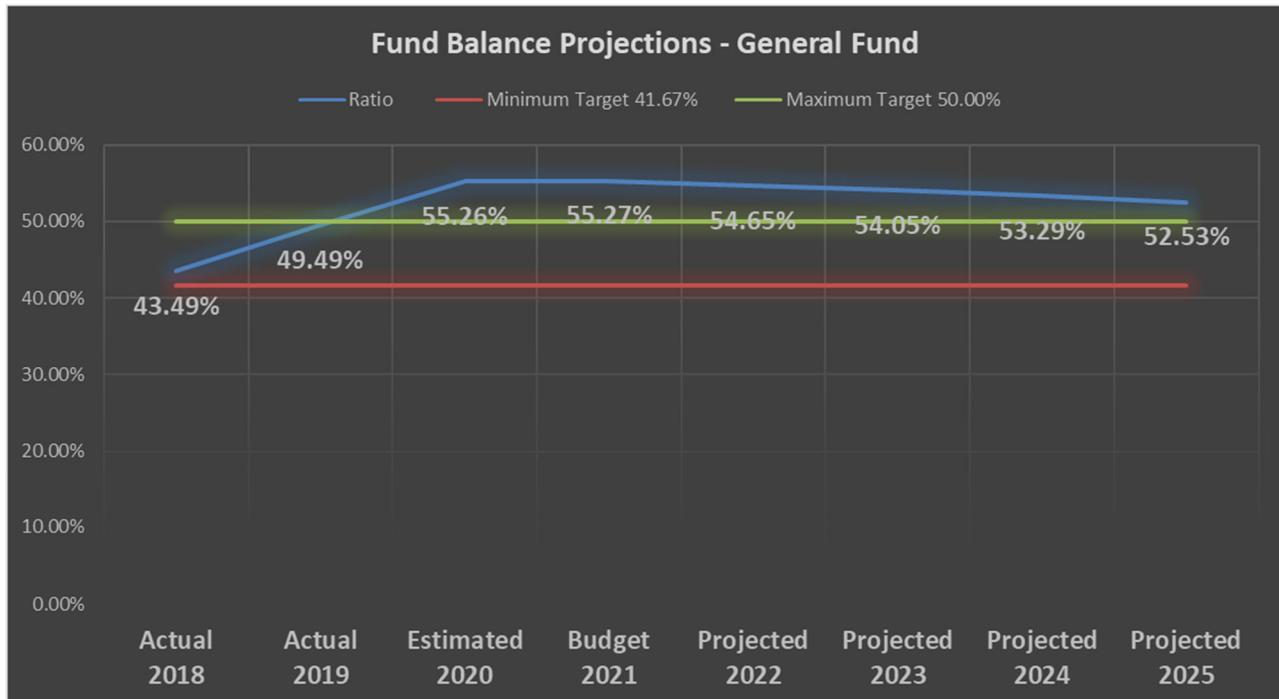
Proposed Tax Levy - the proposed 2021 tax levy is itemized below:

Fund	Adopted 2020 Levy	Preliminary 2021 Levy	\$ Increase (Decrease)	% Increase (Decrease)
General Fund	\$ 17,481,000	\$ 17,324,330	\$ (156,670)	-0.9%
Debt Service Funds	4,682,300	4,909,890	227,590	4.9%
EDA Fund	120,000	100,000	(20,000)	-16.7%
Capital Project Funds	934,000	883,080	(50,920)	-5.5%
Total Levy	\$ 23,217,300	\$ 23,217,300	\$ -	0.0%

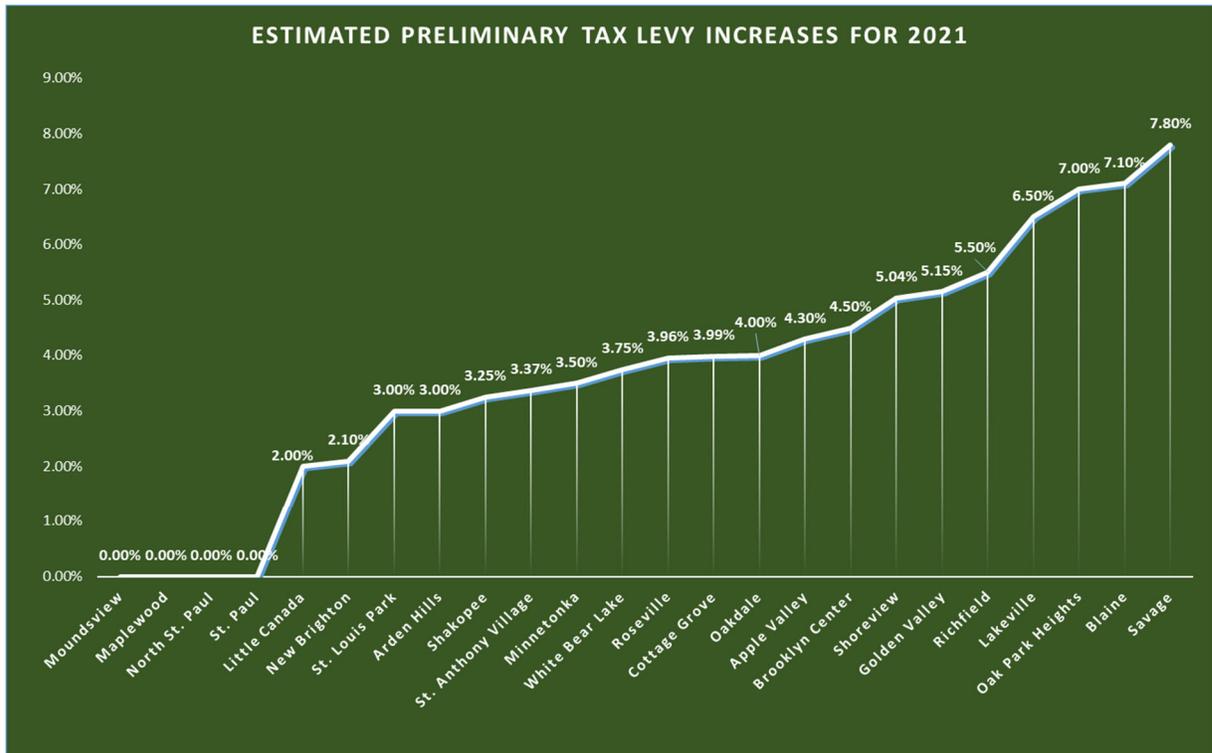
City Property Tax Impact on Residential Properties – the median value home in Maplewood will increase in value by 6.2% from \$245,400 to \$260,700 for taxes payable in 2021, resulting in a “shift” of tax burden to homeowners. City taxes will decrease 0.6%, or \$6, in the median value home.

Market Value for Pay 2020	Market Value for Pay 2021	Taxable Market Value for Pay 2021	City Tax \$ Amount 2020	City Tax \$ Amount 2021	\$ Increase (Decrease)	% Increase (Decrease)
94,200	100,000	71,800	298	301	3	0.9%
141,200	150,000	126,300	530	530	0	0.0%
235,400	250,000	235,300	994	988	(6)	-0.6%
245,400	260,700	246,900	1,043	1,037	(6)	-0.6%
376,600	400,000	398,800	1,691	1,675	(16)	-0.9%

Fund Balance - the impact of the proposed tax levy on the General Fund is shown below. The City’s policy is to maintain an unassigned fund balance of at least 41.67%, or five months, of expenditures. The proposed budget and tax levy for 2021 exceeds those requirements.



Comparable Levy Increases – proposed property tax levy increases in 2021 for various other cities are shown below. The average of the group sample is 3.7%.



Capital Improvement Plan - The Capital Improvement Plan (CIP) coordinates the planning, financing and timing of major equipment purchases and construction projects. Adopting the CIP does not commit the Council to the proposed projects. Each project will be brought before the Council for approval before implementation. By adopting the 2021 Budget, funding for equipment purchases and projects will be appropriated. The remaining years included in the CIP are for planning purposes and will not be funded until a budget is adopted for that year.

Total expenditures in the 2021-2025 CIP are \$73,661,721. Major projects for 2021 include:

1. Southcrest/Ferndale Area Pavement
2. Montana/Nebraska Area Pavement
3. Gervais Area Pavement

Financial Policies – a summary of revisions to the 2021 financial policies is described below:

1. Debt policy – lower debt limit ceiling from \$1,500 to \$1,450 per capita.
2. Investment policy – minor housekeeping changes.
3. Fund balance policy – minor housekeeping changes.
4. Accounts payable and EFT policy – new for 2021.
5. Purchasing policy – amended to require technology purchases be approved by IT Director.
6. Information Security Policy – new for 2021.

Attachments

1. Resolution Certifying Property Taxes Payable in 2021
2. Resolution Adopting the Budget and Financial Policies for 2020 and CIP for 2021-2025
3. 2020 General Fund Budget Summary
4. 2020 Financial Management Policies
5. Power Point Presentation

**RESOLUTION
CERTIFYING PROPERTY TAXES PAYABLE IN 2021**

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

The following amounts be levied for property taxes payable in 2021, upon the net tax capacity in the City of Maplewood, for the following purposes:

General Fund	\$17,324,330
Debt Service Funds	4,909,890
Capital Improvement Fund	85,000
Building Fund	200,000
Public Safety Equipment Fund	390,000
Community Center Fund	208,080
Maplewood Area EDA	100,000
TOTAL NET TAX CAPACITY LEVY	\$23,217,300

BE IT FURTHER RESOLVED that a market value based referendum levy for property taxes payable in 2021 be levied for the following purpose:

2013B Fire Safety Refunding Bonds	\$0
TOTAL MARKET VALUE BASED LEVY	\$0

BE IT FURTHER RESOLVED that the total certified City of Maplewood 2021 levy is:

TOTAL CERTIFIED LEVY	\$23,217,300
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BE IT FURTHER RESOLVED that the scheduled debt service levies have been adjusted as shown below for a total debt service levy of \$4,909,890.

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	Levy year 2020 PAYABLE 2021 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO IMP 2007B	5,090,000	15-Oct-07	\$ 338,322.88	-338,322.88	\$ -
GO IMP REFUNDING 2009A	4,680,000	1-Apr-09	186,516.34	-186,516.34	0.00
GO IMP 2011A	10,000,000	1-Jun-11	413,908.49	-413,908.49	0.00
GO 2012A	5,780,000	1-Jul-12	113,201.31	-58,581.31	54,620.00
GO 2013A refunding	6,180,000	1-Jun-13	437,120.30	-0.30	437,120.00
GO 2013B refunding	3,700,000	18-Dec-13	214,462.50	0.50	214,463.00
GO 2014A	7,745,000	1-Aug-14	520,875.78	0.22	520,876.00
GO Imp 2015A refunding	3,790,000	1-Jan-15	402,147.50	0.50	402,148.00
GO 2015B	1,215,000	8-Jul-15	116,130.00	-68,670.00	47,460.00
GO 2015C refunding	7,990,000	8-Jul-15	456,644.79	0.21	456,645.00
GO 2016A	3,765,000	8-Sep-16	281,744.16	-0.16	281,744.00
GO 2016B refunding	5,775,000	8-Sep-16	581,180.00	-196,796.00	384,384.00
GO Imp Refunding 2017B	3,145,000	11-May-17	546,000.06	-0.06	546,000.00
GO 2017A	3,850,000	11-May-17	105,946.48	159,999.52	265,946.00
GO 2018A	6,940,000	14-Jun-18	287,686.20	170,994.80	458,681.00
GO 2019A	4,475,000	18-Jul-19	158,411.57	93,423.43	251,835.00
GO 2020A	5,480,000	4-Nov-20	657,684.51	-414,829.51	242,855.00
GO 2020B	6,200,000	1-Jul-20	345,112.97	0.03	345,113.00
			\$6,163,095.84	-\$1,253,205.84	\$4,909,890.00

**RESOLUTION
ADOPTING THE BUDGET AND FINANCIAL POLICIES FOR 2021
AND THE CAPITAL IMPROVEMENT PLAN FOR 2021-2025**

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota that a budget for 2021 is hereby adopted as summarized below:

Revenues:

Fund	2020	2021	\$ Change	% Change
	Original Budget	Budget		
General	\$ 22,526,390	\$ 21,483,770	\$ (1,042,620)	-4.63%
Special Revenue	909,500	797,000	(112,500)	-12.37%
Debt Service	7,208,930	7,390,110	181,180	2.51%
Capital Projects	8,312,613	7,898,458	(414,155)	-4.98%
Enterprise	13,355,000	13,939,525	584,525	4.38%
Internal Service	11,436,630	8,991,127	(2,445,503)	-21.38%
TOTAL	\$ 63,749,063	\$ 60,499,990	\$ (3,249,073)	-5.10%

Expenditures:

Fund	2020	2021	\$ Change	% Change
	Original Budget	Budget		
General	\$ 23,316,390	\$ 22,673,770	\$ (642,620)	-2.76%
Special Revenue	822,340	866,940	44,600	5.42%
Debt Service	8,313,793	8,430,651	116,858	1.41%
Capital Projects	18,661,720	18,886,160	224,440	1.20%
Enterprise	11,450,867	11,512,448	61,581	0.54%
Internal Service	10,734,330	8,935,467	(1,798,863)	-16.76%
TOTAL	\$ 73,299,440	\$ 71,305,436	\$ (1,994,004)	-2.72%

Other Financing Sources/Uses (Net):

Fund	2020	2021	\$ Change	% Change
	Original Budget	Budget		
General	\$ 1,240,000	\$ 1,290,000	\$ 50,000	4.03%
Special Revenue	364,000	(36,000)	(400,000)	-109.89%
Debt Service	975,979	979,869	3,890	0.40%
Capital Projects	9,938,292	10,853,960	915,668	9.21%
Enterprise	(1,140,546)	(1,149,429)	(8,883)	0.78%
Internal Service	(375,000)	-	375,000	N/A
TOTAL	\$ 11,002,725	\$ 11,938,400	\$ 935,675	8.50%

BE IT FURTHER RESOLVED that the 2021-2025 Capital Improvement Plan, with projects totaling \$73,661,721, is hereby adopted.

BE IT FURTHER RESOLVED that the 2021 Financial Management Policies, as included in the budget document and attached below, will supersede all existing policies and are hereby adopted.

BE IT FURTHER RESOLVED that budgets for public improvements will be amended when the Council approves the project and establishes the budget for the project.

BE IT FURTHER RESOLVED that the budgets for Governmental Funds are adopted for financial reporting and management control and the budgets for all other funds are adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts within a fund shall only require the approval of the City Manager or designee. However, City Council approval is required for transfers between funds and from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year, except appropriations for capital improvement projects which will not lapse until the project is completed or canceled by the City Council.



City of Maplewood

2021 General Fund Budget Summary

General Fund

Date of Adoption: December 14, 2020

General Fund (101)

	Actual 2019	Original Budget 2020	Estimated 2020	Proposed Budget 2021	Budget % Incr/(Decr)
Revenues:					
Property Taxes	\$ 15,980,159	\$ 17,481,000	\$ 17,100,000	\$ 17,324,330	-0.90%
Other Taxes	-	-	-	-	0.00%
Special Assessments	101	-	-	-	0.00%
Licenses & Permits	1,444,503	1,328,000	1,400,000	1,316,000	-0.90%
Intergovernmental	1,456,057	1,557,110	1,500,000	1,243,100	-20.17%
Charges for Service	1,106,725	1,780,000	1,560,000	1,337,500	-24.86%
Fines & Forfeits	163,016	166,000	148,000	160,000	-3.61%
Interest	311,788	87,560	85,000	50,000	-42.90%
Miscellaneous Revenue	61,673	126,720	70,000	52,840	-58.30%
Total Revenues	20,524,022	22,526,390	21,863,000	21,483,770	-4.63%
Expenditures:					
Current					
Community Development	1,317,755	1,481,840	1,390,000	1,550,630	4.64%
General Government	3,126,801	3,423,100	3,360,000	3,454,350	0.91%
Parks & Recreation	524,297	1,314,050	1,200,000	1,458,000	10.95%
Public Safety	11,542,162	12,724,670	12,550,000	12,836,600	0.88%
Public Works	3,997,573	4,372,730	4,000,000	3,374,190	-22.84%
Total Current Expenditures	20,508,588	23,316,390	22,500,000	22,673,770	-2.76%
Capital Outlay					
Public Safety	-	-	-	-	0.00%
Public Works	-	-	-	-	0.00%
Total Capital Outlay	-	-	-	-	0.00%
Total Expenditures	20,508,588	23,316,390	22,500,000	22,673,770	-2.76%
Excess of Revenues Over (Under) Expenditures	15,434	(790,000)	(637,000)	(1,190,000)	50.63%
Other Financing Sources (Uses)					
Transfers In	1,387,670	1,240,000	3,276,622	1,290,000	4.03%
Transfers Out	(60,578)	-	(356,069)	-	0.00%
Sale of General Fixed Assets	321	-	-	-	0.00%
Total Other Financing Sources (Uses)	1,327,413	1,240,000	2,920,553	1,290,000	4.03%
Net Change in Fund Balance	1,342,847	450,000	2,283,553	100,000	
Fund Balances:					
Beginning of Year	8,806,237	10,149,084	10,149,084	12,432,637	
End of Year	\$ 10,149,084	\$ 10,599,084	\$ 12,432,637	\$ 12,532,637	

City of Maplewood, Minnesota

Financial Management Policies



Maplewood

Adopted by the Maplewood City Council: December 14, 2020

FINANCIAL MANAGEMENT POLICIES

The City of Maplewood has an important responsibility to its citizens to plan the adequate funding of services desired by the public, to manage the municipal finances wisely, and to carefully account for public funds. The City strives to ensure that it is capable of adequately funding and providing local government services needed by the community. The City will maintain or improve its infrastructure on a systematic basis to insure the maintenance of quality neighborhoods for its citizens.

In order to achieve these goals, this plan has the following objectives for the City's fiscal performance:

1. To be proactive, rather than reactive, in the City's policy-making efforts to ensure that important decisions are not controlled by financial problems or emergencies.
2. To enhance the City Council's policy-making ability by providing accurate financial information related to the various authority or service levels provided by the City.
3. To assist in sound management of the City government by providing accurate and timely information on financial condition.
4. To provide sound principles to guide the City Council with decisions that will have significant financial impact on the City.
5. To set forth operational principals that minimize the cost of local government, to the extent consistent with services desired by the public, and minimize financial risk.
6. To utilize revenue policies and forecasting tools to prevent undue or unbalanced reliance on certain revenues, especially property taxes, and that also distribute the cost of municipal services fairly and provide adequate funds to operate desired programs.
7. To provide essential public facilities and prevent deterioration of the City's infrastructure and various facilities.
8. To protect and enhance the City's credit rating and prevent default on municipal debts.
9. Ensure the legal use and protection of City funds through a good system of financial and accounting controls.
10. Record expenditures in a manner that allocates to current taxpayers or users the full cost of providing current services.
11. To adopt a balanced budget in the General Fund that will ensure an adequate, stable fund balance.

To achieve these objectives the following fiscal policies have been adopted by the City Council to guide the City's budgeting and financial planning process. Each fiscal policy section includes a statement of purpose and a description of the policy.

- 1. REVENUE MANAGEMENT POLICY**
- 2. CASH AND INVESTMENTS POLICY**
- 3. RESERVES POLICY**
- 4. OPERATING BUDGET POLICY**
- 5. ACCOUNTS PAYABLE AND EFT PAYMENTS POLICY**
- 6. CAPITAL IMPROVEMENT PLAN POLICY**
- 7. ECONOMIC DEVELOPMENT AUTHORITY FUND POLICY**
- 8. DEBT MANAGEMENT POLICY**
- 9. ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY**
- 10. RISK MANAGEMENT POLICY**
- 11. GRANT MANAGEMENT POLICY**
- 12. PUBLIC PURPOSE EXPENDITURE POLICY**
- 13. CAPITAL ASSETS POLICY**
- 14. PROCUREMENT POLICY**
- 15. INFORMATION SECURITY POLICY**

1. REVENUE MANAGEMENT POLICY

It is essential to responsibly manage the City's revenue sources to provide maximum service value to the community. The most important revenue policy guidelines established by the City Council are for the two major sources of city revenue: property taxes and fees/charges.

A. Purpose

The purpose of this policy is to establish broad goals to assist the City in managing its revenue. These goals will consider diversification and stabilization, equity, economic development, and collections.

i. Diversification

The City will strive to maintain a diversified revenue base to prevent fluctuations in revenue. Property taxes add stability to the revenue base, but should not be the sole source of revenue. When possible, the City will seek out new sources of revenue to diversify the tax base. This could include long-term solutions, such as franchise fees or additional fees and charges. Short-term solutions should also be considered, such as a one-time sale of assets.

The City will strive to support policies that promote economic development in the City to encourage a diversified local economy and expand the tax base.

ii. Equity

The City will strive to ensure that funding is derived from a fair, equitable and adequate resource base, while minimizing tax differential burdens. Services having a citywide benefit shall be financed with revenue sources generated from a broad base, such as property taxes and state aids. Services where the customer determines the use should be financed with user fees, charges, and assessments related to the level of service provided.

iii. Economic Development

The City's revenue sources should not unduly reduce the City's economic competitiveness or negatively impact individual choices in the local economy.

The City's overall revenue structure should be designed to recapture some of the financial benefits resulting from economic and community development investments. The City will strive to keep a total revenue mix that encourages growth and keeps Maplewood economically competitive.

iv. Collections

City staff should engage in vigilant collections of outstanding balances due to the

City. However, the cost of collections should not exceed the marginal extra revenue obtained or absorb a large percentage of the amount collected. City staff and collections contractors may write off accounts receivable in amounts of \$5.00 or less without Council approval.

B. Property Taxes

When possible, property tax increases should accommodate incremental adjustments. Further, when discussing property taxes, the City should simultaneously explore other revenue and expenditure alternatives that will maximize the City's future financial flexibility and ability to provide services. This may include considering options such as debt management, fees and charges, cost allocation, use of reserves, and expenditure cuts.

Possible factors for considering an increase in property tax include:

- Maintenance of City services.
- Long-term protection of the City's infrastructure.
- Meeting legal mandates imposed by outside agencies.
- Maintaining adequate fund balance and reserve funds sufficient to maintain or improve the City's bond rating.
- Funding City development and redevelopment projects that will clearly result in future tax base increases. The expenditures of development and redevelopment funds must be in accordance with a defined strategy as shown in the City's Comprehensive Plan, Capital Improvement Program and other Council documents.

Property tax increases to meet other purposes will be based on the following criteria:

- A clear expression of community need.
- The existence of community partnerships willing to share resources.

C. Service Fees and Charges

The City will consider service fees and charges wherever appropriate for the purposes of keeping the property tax rate at a minimum and to fairly allocate the full cost of services to the users of those services. Service fees and charges broaden the base to include tax exempt properties, which still have municipal costs associated with the property. Specifically, the City may:

- Establish utility rates sufficient to fund both the operating costs and the long-term depreciation and replacement of the utility systems.

- As part of the City's enterprise effort, evaluate City services and pursue actions to accomplish the following:
 - ✓ Find community based partners to share in service delivery.
 - ✓ Make services financially self-supporting or, when possible, profitable.
- Annually review City services and identify those for which charging user fees are appropriate. These services will be identified as enterprise services and a policy for establishing fees will be set for each. Included as part of this process may be a market analysis that compares our fees to comparable market cities.
- Identify some enterprise services as entrepreneurial in nature. The intent of entrepreneurial services will be to maximize revenues to the extent the market allows.
- Waive or offer reduced fees to youth, seniors, community service groups, and other special population groups identified by the Council as requiring preferential consideration based on policy goals.

Selected criteria are used to determine the specific rate to charge for a fee for service. The approach for establishing the rate criteria is determined by the policy relating to the fee in the City policies and procedures manual. The rate criteria can be one of five approaches:

- Market Comparison
 - Attempt to set fees in the upper quartile of the market.
- Maximum set by External Source
 - Fees set by legislation, International Building Code, etc.
- Entrepreneurial Approach
 - Fees will be at the top of the market.
- Recover the Cost of Service
 - Program will be self-supporting.
- Utility Fees
 - A rate study will be updated or reviewed each year.

D. Non-recurring and Volatile Revenues

Non-recurring revenues should be directed towards one-time uses and should not be relied on to fund ongoing programs. Several one-time revenue sources, such as intergovernmental transfers, grants, and insurance dividends are outside direct City

control and must be relied upon conservatively. The City Manager and Finance Director shall ensure that the budget preparation process includes an evaluation of all major non-recurring revenues, in order to minimize reliance on unpredictable revenues for ongoing operating costs.

Volatile revenues, such as court fines, interest earnings and building permits can produce undependable yields and should not be heavily depended on to fund ongoing programs. High yields from these sources should be treated in a manner similar to non-recurring revenues. Revenues can be considered volatile if they vary by more than 10% from budgetary estimates.

2. CASH AND INVESTMENTS POLICY

Effective cash management is essential to good fiscal management. Investment returns on funds not immediately required can provide a significant source of revenue for the City. Investment policies must be well-founded and uncompromisingly applied in their legal and administrative aspects in order to protect the City funds being invested.

A. Purpose

The purpose of this policy is to establish the City's investment objectives and establish specific guidelines that the City will use in the investment of city funds. It will be the responsibility of the Finance Director to invest city funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio. Investments will be made, based on statutory constraints, in safe, low risk instruments.

B. Scope/Funds

This policy applies to the investment of all city funds available for investment and not needed for immediate expenditure. The City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

C. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director.

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

- i. **Safety:** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to minimize the risk of market fluctuations, such as credit risk and interest rate risk. Credit risk is the risk that the borrower will be unable to make their debt service payments to the investors. Interest rate risk is the risk that rates will (for example) rise while the investments you hold have lower rates – if the City were to sell their investments prior to

maturity in this case, they would have to sell the investments at a loss.

- ii. **Liquidity:** The investment portfolio must remain sufficiently liquid to meet all operating costs that may be reasonably anticipated. The portfolio must be structured so that securities mature concurrent with cash needs to meet anticipated demands. Cash needs will be determined based on cash flow forecasts.
- iii. **Diversification of instruments:** A variety of investment vehicles must be used to minimize the exposure to risk of loss. The investment portfolio must be diversified by individual financial institution, government agency, or by corporation (in the case of commercial paper) to reduce the exposure to risk of loss.
- iv. **Diversification of maturity dates:** Investment maturity dates should vary in order to ensure that the City will have money available when needed.
- v. **Yield:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

D. Oversight

The City Manager shall oversee the City's investment program. The Finance Director will maintain a more detailed and comprehensive investment policy based on the principles established by the City Council and consistent with the most current guidelines within the public sector. On at least an annual basis, the Finance Director shall provide a status report to the City Council. Annually, the City Council shall designate depositories for investment purposes.

E. The City shall invest in the following instruments as allowed by Minnesota Statute 118A:

- i. **Government Securities:** Direct obligations of the federal government or its agencies, with the principal fully guaranteed by the U.S. Government or its agencies.
- ii. **Certificates of Deposit:** A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$250,000, or the amount set, by the Federal Deposit Insurance Corporation (FDIC).
- iii. **Repurchase Agreement:** An investment that consists of two simultaneous transactions, where an investor purchases securities from a bank or dealer. At the same time, the selling bank or dealer agrees to

repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.

- iv. **Prime Commercial Paper:** An investment used by corporations to finance receivables. A short-term (matures in 270 days or less), unsecured promissory note is issued for a maturity specified by the purchaser. Corporations market their paper through dealers who in turn market the paper to investors. The City will only purchase commercial paper issued by U.S. corporations or their Canadian subsidiaries that has been rated highest quality (A1, P1 and F1) by two of three rating agencies.
- v. **State or Local Government Securities:** Any security that is a General Obligation of any state or local government rated "A" or better by a national bond rating service.
- vi. **Statewide Investment Pools:** Statewide investment pools that invest in authorized instruments according to M.S. §118A.04, such as the Minnesota Municipal Money Market (4M) Fund.
- vii. **Money Market Mutual Funds:** Money market mutual funds that invest primarily in U.S. Government and agency issues and repurchase agreements.

F. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business or that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

G. Internal Controls, Audits, External Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft, or misuse. Accordingly, compliance with City policies and procedures should be assured by the Finance Director, and addressed through the annual audit (CAFR) process.

H. Authorized Financial Institution and Dealer

In accordance with Minnesota Statutes §118.02, the responsibility for

conducting investment transactions resides with the City Council. Also, the Council shall be responsible for designating the depositories of the funds. Depositories shall be selected through a banking services procurement process, which shall include a comprehensive review of credit characteristics and financial history by the Finance Director or reliance on selection criteria by an independent third party. In selecting depositories, the creditworthiness of the institutions under consideration shall be examined. The City Council shall designate depositories after a recommendation from staff.

Only approved security broker/dealers authorized in Minnesota Statutes 118A.06 shall be utilized for safekeeping and custody.

All financial institutions and broker/dealers must supply the following as appropriate:

- i. Audited financial statements;
- ii. Proof of Financial Industry Regulatory Authority (FINRA) certification,
- iii. Proof of state registration;
- iv. Completed broker/dealer questionnaire for firms who are not major regional or national firms;
- v. Certification of having read the City's investment policy.

I. Broker Representations

Municipalities must obtain from their brokers certain representations regarding future investments. The City of Maplewood will provide each broker with information regarding the municipality's investment restrictions. Before engaging in investment transactions with the City of Maplewood, the supervising officer at the securities broker/dealer shall submit a certification stating that the officer has reviewed the investment policies and objectives, as well as applicable state laws, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City of Maplewood. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the city's funds.

J. Collateralization

The City funds must be deposited in financial institutions that provide at least \$250,000 in government insurance protection. At no time will deposits in any one institution exceed the insured amount unless such excesses are protected by pledged securities. Pledged securities, computed at market value, will be limited to the following:

- i. United States Treasury bills, notes or bonds that mature within five

years;

- ii. Issues of United States government agencies guaranteed by the United States government;
- iii. General obligation securities of any state or local government with taxing powers rated "A" or better, or revenue obligation securities of any state or local government with taxing powers rated AA or better, provided no single issue exceeds \$300,000 with maturities not exceeding five years;
- iv. Irrevocable standby letters of credit issued by Federal Home Loan Banks accompanied by written evidence that the bank's public debt is rated AA or better;
- v. Time deposits that are fully insured by any federal agency.

In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110 percent (110%) of the market value of principal and accrued interest. Collateral shall be deposited in the name of the City of Maplewood, subject to release by the City's Finance Director. All certificates of deposit and repurchase agreements purchased by the City shall be held in third-party safekeeping by an institution designated as primary agent. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument rate maturity and other pertinent information. All deposits will be insured or collateralized in accordance with Minnesota Statutes Chapter 118. No other collateral except as designated above will be authorized for use as collateral for City funds.

K. Safekeeping and Custody

When investments purchased by the City are held in safekeeping by a broker/dealer, they must provide asset protection of \$500,000 through the Securities Investor Protection Corporation (SIPC) and the current required amount of supplemental insurance protection.

L. Diversification

It is the policy of the City to diversify its investment portfolios to eliminate the risk of loss resulting from the over concentration of assets in a specific maturity, a specific issuer, or a specific class of maturities.

The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Liquidity is necessary to pay for recurring operations. Maturities should not be extended beyond the dates necessary to meet these projected liquidity needs and should be staggered in such a way that avoids

over concentration in a specific maturity sector. Extended maturities may be utilized to take advantage of higher yields; however, no more than 20% of the total investment portfolio should extend beyond five (5) years and in no circumstance should any extend beyond ten (10) years.

The portfolio will reflect diversity by class of maturity and issuer. The following limits are imposed for investments of a specific class:

- i. **Commercial Paper:** At any one time, no more than 20% of the total portfolio shall consist of commercial paper investments. Maximum holdings for any one issuer of commercial paper will be 5% of the total portfolio.
- ii. **Certificates of Deposit:** At any one time, no more than 70% of the total portfolio shall consist of certificates of deposit. Maximum holdings for any one issuer of a certificate of deposit will be \$250,000, or the amount insured by the Federal Deposit Insurance Corporation (FDIC), unless collateral is provided in accordance with this policy and Minnesota Statute Chapter 118. Maximum holdings for any one issuer of collateralized certificates of deposit will be 5% of the total portfolio.
- iii. **Government Securities:** At any one time, no more than 70% of the total portfolio shall be invested in obligations of the federal government or its agencies.
- iv. **Repurchase Agreements:** At any one time, no more than 5% of the total portfolio shall be invested in repurchase agreements.
- v. **State or Local Government Securities:** At any one time, no more than 50% of the total portfolio shall be invested in State or local government securities. Maximum holdings for any one issuer of state or local government securities will be 10% of the total portfolio.
- vi. **Money Market Funds:** At any one time, no more than 70% of the total portfolio shall be invested in authorized money market mutual funds.

M. Investment Reporting

The Finance Director shall prepare an investment report at least quarterly, including a management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. The investment reporting function shall include requirements for budgetary reporting, interim reporting, internal reporting, and annual reporting.

- i. **Budgetary Reporting:** As part of the annual budget, interest income shall be estimated for all funds based on a formal cash flow forecast. This forecast shall take into account the historical pattern

of inflows and outflows of general fund cash, the adopted fiscal policies and any other pertinent factors affecting cash flow. The budget document shall explicitly state the assumptions of the cash flow forecast, the assumed interest rate on short-term investment and the interest estimated for any long-term investments.

- ii. **Interim Reporting:** The investment portfolios for the City funds shall be provided to the Council with the periodic budget versus actual reports. These reports shall be sequenced by maturity and shall state the type of investment, annualized rate of return based on the daily interest amount. The Finance Director shall summarize any changes in investment strategy or anticipated variances from the investment income budgeted as part of monthly reporting process.
- iii. **Internal Reporting:** Finance Department procedures shall ensure that investment portfolios are maintained on the City's records system on a daily basis and available to management or the City Council at any time. Management shall be provided investment portfolios monthly together with their budget versus actual reports.
- iv. **Annual Reporting:** Within 90 days of the City's fiscal year-end, the Finance Director shall prepare a written comprehensive fiscal report on the investment program and investment activity. This report shall include:
 - a. A summary of the investment activity and rate of return for the fiscal year then ended;
 - b. A discussion of how the year's investment activity compares to the stated objectives and the budgeted amount;
 - c. A detailed comparison of book yield with other benchmarks. Benchmarks for comparison may include: the Minnesota Municipal Money Market fund; other state investment pools that have similar investment restrictions; treasury bill rates that are indicative of a strictly passive investment strategy; performance indexes, as set forth in the Government Finance Officers' monthly publication of the Public Investor (e.g. the 10 bill index); or any other index that may be deemed appropriate;
 - d. A discussion of the outlook for interest rates and the economic trend for the upcoming year, investment strategies to be implemented and budgetary expectations for investment income.

N. Investment Committee

The City Council may appoint an investment committee to serve at its pleasure. The mission of the committee shall be to monitor the City's investment portfolio and make recommendations to the Finance Director and City Manager. The committee shall consist of five members defined as follows: the City Finance Director, the City Manager, two City Council members, and one member of the community who has a background in public finance and no financial connection with the City. The Finance Director shall serve as the facilitator of the committee. The committee shall meet as often as it sees fit, but no less than once per year and no more than once per quarter.

O. Interest Earnings

Interest earnings will be credited to all major funds with a positive cash balance at the end of each month, based on the average cash balances during that month. Market value adjustments will be credited to the source of the invested monies monthly based on the average cash balances during that month. The City will use the average yield of the one-year Treasury note as a benchmark for performance comparisons.

P. Conclusion

The intent of this policy is to ensure the safety of all City funds. The main goal of the City will be to achieve a benchmark rate of return while maintaining the safety of its principal.

3. RESERVES POLICY

A. Purpose

It is important for the financial stability of the City to maintain reserve funds for unanticipated expenditures or unforeseen emergencies, as well as to provide adequate working capital for current operating needs to avoid short-term borrowing. The Reserve Policy of the City is managed closely with the City's Debt Management Policy. The City may choose to consider paying cash for capital projects that can be anticipated and planned for in advance. Therefore the City's reserve levels fluctuate, in part, based on capital project plans.

In establishing an appropriate fund balance, the City needs to consider the demands of cash flow, capital asset purchases, need for emergency reserves, ability to manage fluctuations of major revenue sources, credit rating and long-term fiscal health.

B. Classifications

Fund balances in governmental funds are reported in classifications that disclose constraints for which amounts in those funds can be spent. These fund balance classifications apply to governmental funds:

- i. **Nonspendable:** Consists of amounts that are not in spendable form, such as inventories and prepaid items.
- ii. **Restricted:** Consists of amounts related to externally imposed constraints, established by creditors, grantors or regulatory agencies.
- iii. **Committed:** Consists of amounts that have internally imposed constraints, established by resolution of the City Council. The committed amounts cannot be used for any other purpose unless the Council removes or changes the specified use by resolution of the City Council.
- iv. **Assigned:** Consists of amounts that are intended to be used for a specific purpose; intent can be expressed by the City Council or by a delegate of the City Council.
- v. **Unassigned:** Consists of the residual classification for the General Fund and also reflects negative residual amounts in other funds.

C. Authorization

The City Council authorizes the Finance Director and/or City Manager to assign fund balance that reflects the City's intended use of the specified funds. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, and then use unrestricted resources as needed. When unrestricted resources are available for use, it is the City's policy to use resources in the following order: 1) committed, 2) assigned, 3) unassigned.

D. Fund Balance Policies

- i. **General Fund:** The General Fund is established to account for all revenues and expenditures which are not required to be accounted for in other funds. Revenue sources include property taxes, license and permit fees, fines and forfeits, program revenues, intergovernmental revenues, investment earnings, and transfers in. The General Fund's resources finance a wide range of functions, including the operations of general government, public safety, and public works. The General Fund may have committed fund balances at year-end for purchase order encumbrances and budget carryovers. The General Fund may have a portion of its fund balance classified as nonspendable if there are long-term receivables, inventories, or prepaid items. The General Fund is the only fund that can have any unassigned fund balance. The City's unassigned fund balance in the General Fund shall be maintained at a minimum level of 41.67%, with a desired level of 50%, of annual general fund operating expenditures.
- ii. **Special Revenue Funds:** Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. Governmental accounting standards require that substantial inflows of revenues into a special revenue fund be either restricted or committed in order for the fund to be considered a special revenue fund. The City will maintain fund balances in the Special Revenue Funds at a level which will avoid issuing short-term debt to meet the cash flow needs of the current operating budget.
- iii. **Debt Service Funds:** Debt service fund balances are considered restricted. The resources being accumulated in the funds are for payments of principal and interest maturing in current and future years. The City's fund balance in the Debt Service fund shall be at a minimum level of 50% of annual debt service expenditures. Because the majority of annual debt service is paid on February 1 and August 1 of each year, funds must be available for payment of February 1 debt service.
- iv. **Capital Project Funds:** Capital project fund balances are considered restricted or committed. The resources being accumulated are for current and future projects. Capital project funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital assets. The fund balances in these funds within the Capital Improvement budget vary annually based upon the timing of construction projects. The City will maintain reserves in the Capital Project Funds at a

minimum level sufficient to provide adequate working capital for current expenditure needs. The maximum amount of reserves should include the amount necessary to pay for future capital projects. Future capital projects must be identified and quantified in a written finance plan for the fund in the City's annual budget document.

- v. **Enterprise Funds:** The City will maintain reserves in the Enterprise Funds at a minimum level sufficient to provide adequate working capital for current expenditure needs. Generally, the City shall strive for a minimum of 3-months operating cash in these funds. The maximum amount of reserves should include the amount necessary to pay for future capital needs. Future capital projects must be identified and quantified in a written finance plan for the fund in the City's annual budget document. Rates and fees in these funds will be analyzed annually for a five-year period to provide for level rate changes. Enterprise Fund net position (equity) will be classified in one of the following categories:

a. Net Investment in Capital Assets

The component of net position, which is the difference between the Assets and deferred outflows of resources and the Liabilities and deferred inflows of resources of Enterprise Funds, that consists of capital assets less both accumulated depreciation and the outstanding balance of debt that is directly attributable to the acquisition, construction or improvement of the capital assets.

b. Restricted

The component of net position that consists of assets with constraints placed on their use by either external parties or through constitutional provisions or enabling legislation.

c. Unrestricted

The difference between the Assets and deferred outflows of resources and the Liabilities, deferred inflows of resources and net position of Enterprise Funds that is not reported as net investment in capital assets or restricted net position.

- vi. **Internal Service Funds:** These funds are used to allocate common costs among the various funds and programs of the city. Deficits and surpluses are allowed however the goal is to maintain reserves at 10% of budgeted expenditures.

- vii. **Stabilization Arrangements:** Stabilization arrangements are

defined as setting aside amounts for use in emergency situations or when revenue shortages or budgetary imbalances arise. The City will set aside amounts by resolution as deemed necessary that can only be expended when certain circumstances under which a need for stabilization arises. The need for stabilization will only be utilized for situations that are not expected to occur routinely.

- viii. **Committed Specific Revenue Sources in Special Revenue Funds:** The specific revenue source of each special revenue fund and the specific purposes for which they are committed are as follows, less any amounts that are classified as nonspendable or restricted by their nature:

Special Revenue Fund	Specific Revenue Sources	Committed For
Charitable Gambling Tax	Charitable Gambling Taxes	Economic Development
Fire Training Fund	100% of Fund Balance	Public Safety
Police Services	100% of Fund Balance	Public Safety
Tree Preservation	100% of Fund Balance	Public Works
Communications	100% of Fund Balance	Communications
Maplewood EDA	100% of Fund Balance	Economic Development

The State and Federal Grants Funds are subject to externally enforceable legal restrictions and are classified as restricted.

4. OPERATING BUDGET POLICY

A. Purpose

The operating budget is the annual financial plan for funding the costs of City services and programs. The general operating budget includes the General Fund, Special Revenue Funds, and Capital Project Funds. Enterprise operations are budgeted in separate Enterprise Funds.

B. Balanced Budget

The City Manager shall submit a balanced budget for the General Fund in which appropriations shall not exceed the total of the estimated revenues and available fund balance. Balanced budget is defined as a budget in which current revenues plus net operating transfers and one-time use of excess reserves will be sufficient to support budgeted expenditures. One-time revenues or use of excess reserves will not be used to fund on-going expenditures. One-time funding sources shall only be used to fund capital improvements, equipment, one-time expenditures, or to improve fund balance. The City will provide for all current expenditures with current revenues. The City will avoid all budgetary procedures that balance current expenditures at the expense of meeting future years' budgets, such as postponing expenditures, rolling over short-term debt, and using reserves to balance the operating budget.

C. Budget Period

The City's budget year is the calendar year. The City legally adopts an annual budget for the General Fund. Budgets for Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, and Internal Service Funds are adopted for management purposes only.

D. Basis of Budgeting

The modified accrual basis will be used for all Governmental Funds in the budget. The accrual basis will be used for the budgets of the Enterprise Funds. The basis of budgeting is the same as the basis of accounting used in the City's audited financial statements.

E. Budget Amendment Process

Budget appropriations are by department total within the General Fund rather than by account. Budget changes that involve the transfer of appropriations among accounts only require the approval of the City Manager or designee. Council approval is required for budget changes that involve a transfer of appropriations between funds or from contingency accounts. The budget changes can be made at any Council meeting. For budget changes that can be approved by the City Manager or designee, the department head must complete

a budget transfer request form on which the following is indicated: budget transfer amount, accounts involved, purpose, justification, date approved by department head, and department head initials. This form is submitted to the Finance Director for review. Upon approval by the Finance Director, a copy of the form is given to the department head.

F. Long-Term Financial Forecasts

The City Manager will coordinate the development of the five-year capital improvement plan budget and ten-year outlook with the development of the operating budget. Operating costs associated with new capital improvements will be projected and included in future operating budget forecasts. The budget will provide for adequate maintenance of the capital plant and equipment, and for their orderly replacement. The impact on the operating budget from any new programs or activities being proposed should be minimized by providing funding with newly created revenues whenever possible.

G. Budget Form and Information

Excess revenues from a specific fiscal year will be placed into the City's reserves in a manner consistent with the City's fund balance reserve policies. The operating budget will describe the goals to be achieved and the services and programs to be delivered for the level of funding. All unencumbered appropriations for the City's operating budget lapse at year end. Amounts reserved for encumbrances are classified as assigned fund balance. Budget carryovers from a prior fiscal year must be approved by the City Manager, Finance Director and City Council.

H. Level of Control

The City Manager will ensure that a budgetary control system is in place to adhere to the adopted budget. The City Manager may approve the transfer of budget amounts between accounts within a department's budget. City Council approval is required for any increase in a department's budget. The budget changes can be made at any Council meeting. The legal level of budgetary control is at the department level in budgeted funds.

I. Performance Measurement

The Finance Department will provide regular monthly reports comparing actual revenues and expenditures to the budgeted amounts. Each year the City will strive to obtain the Government Finance Officers Association Distinguished Budget Award. The City's annual Budget shall be made available to citizens and the public upon request and available on the City's website. The City shall maintain transparency and accountability of its financial resources and assets.

5. ACCOUNTS PAYABLE AND EFT PAYMENTS POLICY

A. Purpose

The purpose of this policy is to ensure that payments are initiated, executed, and handled in a secure manner and to ensure that adequate banking controls are maintained.

B. Scope

This policy shall govern the use of EFT (Electronic Funds Transfers) and establish financial controls and management procedures for all payments. Payments are made by check or EFT. Examples of EFT payments include Automated Clearing House (ACH) transfers and wire payments.

C. Procedures

EFT:

- i. The use of EFT for payments shall be preferred when a credit card is not used.
- ii. Payroll and payroll taxes will be paid and submitted by EFT;
- iii. The procedures to initiate, approve, record and report an EFT payment are subject to the same financial policies, procedures, and controls that govern disbursements made by any other means.
- iv. Vendors requesting EFT payments will provide banking information on a form provided by the City. Accounts Payable staff will confirm the banking instructions with the vendor to prevent fraud and strengthen the integrity of the data. Vendors must complete and return a Form W-9 "Request for Taxpayer Identification Number and Certification" to the Finance Department.
- v. All EFT payments will be initiated by secure computer-based systems. Phone transfers will only be used if approved in advance by the Finance Director or another authorized representative other than the initiator.
- vi. The mechanism by which EFT payment requests are communicated to the disbursing bank will have adequate controls to prevent unauthorized access. These controls should include password protected user accounts, Personal Identification Numbers (PIN's) and a designated administrator.
- vii. The Finance Director will designate a primary administrator to manage and control access to the systems used to process EFT transactions. The administrator shall ensure that adequate separation of duties exists in accordance with accepted internal control standards. In addition, the administrator shall ensure approval and maintenance of user system ID's and user permissions, including authorized representatives and their associated transfer limits.

- viii. For recurring EFT payments, the administrator will coordinate the establishment of a template with receiving and disbursing bank information that may not be altered without the approval of two authorized signatures.
- ix. Bank activity will be monitored daily for unusual or unexpected transactions.
- x. Reconciliation of bank activity to the general ledger will be performed in a timely manner with all exceptions resolved.

Check Disbursements:

- i. All new vendors must be authorized by the Assistant Finance Director or Finance Director. Qualified vendors must complete and return a Form W-9 "Request for Taxpayer Identification Number and Certification" to the Finance Department.
 - ii. Payments are to be made on original invoices received from vendors. Payments are not to be made based on statements from vendors.
 - iii. The Accounts Payable staff will verify the information contained on the invoice, including the vendor name, address, purchase order, and amount.
 - iv. Qualified claims will be paid within 30 days of receipt.
 - v. Invoices will be submitted and paid according to the timeline established by the Finance Department.
 - vi. Checks will not be issued to "Cash".
 - vii. All claims must be verified by the person who placed the order and approved through the City's established approval process.
 - viii. The Finance Department will separate roles and responsibilities of employees performing accounts payable duties to ensure appropriate segregation of duties, in an attempt to reduce the risk of fraud and error.
 - ix. Positive pay will be utilized for all payments made by check.
 - x. Reconciliation of bank activity to the general ledger will be performed in a timely manner with all exceptions resolved.
- All paid claims will be reported to the City Council in accordance with established City policies.

6. CAPITAL IMPROVEMENT PLAN POLICY

A. Purpose

The demand for services and the cost of building and maintaining the City's infrastructure continues to increase. The City cannot afford to accomplish every project or meet every service demand. Therefore, a methodology must be employed that provides a realistic projection of community needs, the meeting of those needs, and a framework to support City Council prioritization of those needs. That is the broad purpose of the CIP.

B. Scope

The CIP includes the scheduling of public improvements for the community over a five-year period and takes into account the community's financial capabilities as well as its goals and priorities. A "capital improvement" is defined as any major nonrecurring expenditure for physical facilities of government. Typical expenditures are the cost of land acquisition or interest in land, construction of roads, utilities and parks. Vehicles and equipment can be covered in a CIP or covered separately under an equipment schedule. The CIP is directly linked to goals and policies, land use, and community facility sections of the Comprehensive Plan since these sections indicate general policy of development, redevelopment, and maintenance of the community.

C. CIP Development Process

- Compile and prioritize projects. Staff will consolidate and prioritize recommended projects into the proposed Capital Improvement Plan.
- Devise proposed funding sources for proposed projects. Proposed funding sources will be clearly stated for each project.
- Project and analyze total debt service related to the total debt of the City.
- A debt study will be provided, summarizing the combined property tax impact of all the existing and proposed debt.

On an annual basis, the City Council will evaluate the proposed CIP for the following:

- Project Prioritization;
- Funding Source Acceptability;
- Acceptable Financial Impact on Tax Levy, Total Debt, and Utility Rate Levels;
- The City should annually consider a variety of financing options, including issuing equipment certificates, cash financing, tax-exempt leasing, or direct bank investment as appropriate financing mechanisms to meet capital needs.

7. ECONOMIC DEVELOPMENT AUTHORITY POLICY

A. Purpose

The Economic Development Authority (EDA) was created by the City Council, who acted to appoint the members of the City council to serve as the Board of Commissioners. Under M.S. Chapter 469, Economic Development, cities are permitted to establish an EDA. M.S. § 469.107 gives authority to the City Council to levy a tax up to 0.01813 percent of estimated market value in the City. The Revenue Management Policy of the City, as included in this Financial Management Plan, sets policy for when a tax levy may be considered. The EDA is subject to the statutory levy limits of the City. This policy section establishes the amount of tax levy that will be considered for the EDA.

B. Funding

The City Council may annually appropriate money to the EDA from a tax levy or other available source. The appropriation can be equivalent to the maximum that could be provided by a tax levy for economic development purposes. The annual tax levy shall be set based on the amount needed when combined with other available sources achieves the funding level set by this policy.

To provide other sources (non-tax) of funding to the EDA, the City Council shall annually review the fund balance in the General Fund to determine whether sufficient unreserved fund balance is available for transfer from the General Fund to the EDA. The decision shall be made at the time the annual EDA tax levy is established. If other sources of revenue are not available, the EDA may request the tax levy at the maximum allowed.

C. Procedure for Using Funds

Expenditures may be made from the EDA based on the following criteria:

1. The EDA appropriates the funds as part of the annual budget, or
2. The EDA authorizes an amendment to the EDA budget outside the annual appropriation process.

8. DEBT MANAGEMENT POLICY

A. Purpose

The purpose of the debt policy is to ensure that debt is used wisely and that future financial flexibility remains relatively unconstrained. Debt is an important mechanism to fund capital expenditures. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future constituencies. Debt management is an integral part of the financial management of the City. Adequate resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain or enhance the City's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that issued debt can be repaid and prevent default on any municipal debt. A high debt level places a financial burden on taxpayers and can create economic problems for the community. The debt policies ensure that the City's outstanding debt does not weaken the City's financial structure, provides manageable limits on debt, and allows for the best possible credit rating.

B. Policy

Wise and prudent use of debt provides fiscal and service advantages. Overuse of debt places a burden on the fiscal resources of the City and its taxpayers. The following guidelines provide a framework and limit on debt utilization:

i. Conditions for Issuance

- a. The City will confine long-term borrowing to capital improvements, equipment, or projects that have a life of at least five years and cannot be financed from current revenues.
- b. Net general obligation debt will not exceed the statutory limit of 3% of the estimated market value of taxable property in the City, as required by M.S. § 475.53.
- c. The City shall use a competitive bidding process for the sale of debt unless the use of a negotiated process is warranted due to adverse market conditions, timing requirements, or a unique pledge or debt structure. The City will award competitively issued debt on the true interest cost (TIC) basis.
- d. The City should strongly consider market conditions (i.e., interest rates, construction market) when planning for the issuance of debt. The City should consider issuing debt, rather than paying cash, when interest rates are lower.

- e. Debt should be structured in a manner that distributes costs and benefits appropriately. Intergenerational equity aspects should be considered when financing capital assets. The debt payments should be distributed over the useful life of the asset.
- f. Long-term forecasts should support the assumption that the City will be able to repay the debt without causing financial distress.
- g. Interfund borrowing for periods of more than one year shall only be undertaken for capital expenditures. A payment schedule for the borrowed amounts shall be established by the City Council. Interest charges for interfund loans utilizing tax increment bonds will be in accordance with Minnesota Statutes, §469.178, Subd 7.

ii. Restrictions on Debt Issuance

- a. Where possible, the City will issue revenue (including general obligation backed revenue) or other self-supporting type bonds instead of general obligation bonds.
- b. The City will not use long-term debt for current operations.
- c. The City should not issue debt with a longer amortization period than the life of the asset being financed.
- d. When possible, the City should use pay-as-you-go financing for equipment and other minor capital assets.

iii. Financial Limitations

- a. The City will strive to keep the total maturity length of general obligation bonds below 20 years and structure the bonds to allow for retirement of at least 50% of the principal within 2/3 of the term of the bond issue.
- b. Bond rating categories shall be used as a means of assessing the City's financial condition. The City will strive to achieve and maintain a ratio of governmental funds debt service to expenditures that will result in an adequate, or better than adequate, debt and contingent liability profile rating from the rating agencies.
- c. The City will strive to limit the amount of net direct outstanding debt at or below the range of \$900 not to exceed \$1,450 per capita.

- d. The City will maintain regular communications with bond rating agencies about its financial condition and will follow a policy of full disclosure in every financial report and bond statement. The City will comply with Securities and Exchange Commission (SEC) reporting requirements.
- e. The City is committed to providing continuing disclosure to certain financial and operating data and material event notices as required by Securities and Exchange Commission (SEC) Rule 15c2-12. The Finance Department shall be responsible for the preparation of all disclosure documents and releases required under Rule 15c2-12.
- f. When feasible, the City will use refunding mechanisms to reduce interest costs and evaluate the use of debt reserves to lower overall annual debt service. Refunding of outstanding debt shall only be considered when present value savings of at least 3.0% of the principal amount of the refunded bonds are produced, according to Minnesota statutes. Savings from refundings will be distributed evenly over the life of the refunded bonds unless special circumstances warrant a different savings structure.
- g. Retirement funds will be examined annually to ensure adequate balances and funding progress.
- h. The City should maintain the highest credit rating possible.

iv. Professional Service Providers

- a. Municipal financial advisors should be selected through a process of evaluating formal proposals every 5 years. Selection should be based on, but not limited to, experience with the type, size, and structure of the bonds typically issued, ability to commit sufficient time to accomplish necessary tasks, and lack of potential conflicts of interest.
- b. Proposals for bond counsel should be solicited and considered on an occasional or as-needed basis. Consideration should be given to experience with municipal debt, ability to commit sufficient time to accomplish necessary tasks, and lack of potential conflicts of interest.
- c. The City should strategically maintain good relations with rating agencies and a positive perception in the marketplace.

C. Conduit Debt Policy

The City of Maplewood is granted the power to issue conduit revenue bonds and other conduit revenue obligations under Minnesota Statutes, Section 469.152-469.165, as amended, and Minnesota Statutes, Chapter 462C, as amended. The Maplewood City Council, being aware that such financing may prevent the emergence of blighted land, excessive unemployment and the need for redevelopment financing from the State and Federal governments, has expressed its support for the use of such financing but has reserved the right to approve or reject projects on a case-by-case basis. The following criteria have been developed as a guide for review of applications:

i. Criteria

- a. The project is to be compatible with the overall development plans and objectives of the City and neighborhood where the project is located.
- b. New businesses locating in Maplewood must show new tax base being generated by the project.
- c. Locating in areas of the City that the City wishes to develop, redevelop, or which in any way complements any development plans or policy of the City, will constitute a prime purpose under these guidelines. It is also the City's intent to assist in business expansions or relocations within the City where it can be shown that such would have a substantial, favorable impact on employment, tax base, or both.
- d. It is the City's intent to assist new or existing businesses in the acquisition of existing facilities, where such acquisition will maintain the stability of the tax base, employment, or both.
- e. The project must not put a burden on existing City services or utilities beyond that which can be reasonably and economically accommodated.
- f. The applicant (and/or the lessee) must show sufficient equity in the project. Applicant must provide a copies of all financing agreements for review by the City.
- g. The credit rating and method of offering conduit* bonds or notes of the City are important considerations. The City will not entertain applications for such financings unless (i) the debt is rated investment grade by a nationally recognized rating agency or (ii) the debt is sold in a private placement. Debt will be considered sold in a private

- placement (i) if no advertising or solicitation of the general public occurs, and (ii) if the bonds are initially sold to not more than ten purchasers (not including any underwriter or placement agent as a purchaser) and (iii) the City receives written certification from each initial purchaser (or each underwriter or placement agent based on its reasonable belief) that: (a) such purchaser has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and the risks of the debt, and (b) such purchaser is not purchasing for more than one account or with a view to distributing the debt. In addition, for a private placement either (a) all bonds or notes (except for one bond or note) must remain in minimum denominations of not less than \$100,000, with the exception of charter schools which may have minimum denominations of \$25,000 or (b) investment letters from not only each initial purchaser, but from any subsequent purchaser must be obtained which contains the above described certifications from the purchasers. Any offering material for a private placement must prominently state in effect that: "THE CITY OF MAPLEWOOD HAS NOT ASSUMED ANY RESPONSIBILITY TO REVIEW THIS OFFERING MATERIAL AND HAS NO RESPONSIBILITY FOR ITS ACCURACY OR COMPLETENESS. THE CITY HAS NO FINANCIAL OBLIGATION OF ANY NATURE WITH RESPECT TO THE OFFERED BONDS." Finally, to qualify as a private placement the financing documents must require annual financial statements from the benefited private party (or the ultimate provider of credit) to be delivered to each investor (or a trustee).
- h. *The term "conduit" refers to any type of City revenue obligation the proceeds of which are loaned to a private party and for which the City has no financial obligation.
- i. Applications for acquisition of or replacement of machinery and equipment will be discouraged unless in conjunction with a totally new business in Maplewood, a physical plant expansion of an existing business, or where it is shown that the equipment acquisition is essential to the continued operation of the business in Maplewood. Also, it is the City's intent to assist where possible in the acquisition of pollution control equipment for any new or existing business being required to meet mandated standards.
- j. A further permitted use under these guidelines are projects, whether profit or nonprofit, engaged in providing health care services, including hospitals, nursing homes, and related medical facilities, when either of the following findings can be made:
- Number of new jobs is increased.
 - The project would provide a facility or service considered desirable or necessary by the community.

The following procedures have been developed to facilitate the application for financing:

ii. Procedures

- a. The applicant shall make an application for financing on forms available from the Finance Department of the City of Maplewood. The completed application is to be returned to the Finance Director, accompanied by the processing fee, whereupon the application will be forwarded to the City Council with a staff recommendation. Specific findings shall be made and recited regarding the criteria as well as satisfaction of public purposes of the applicable statutes.
- b. The application cannot be considered by the City until tentative City Code findings and requirements have been made with respect to zoning, building plans, platting, streets and utility services.
- c. The applicant is to select qualified financial consultants and/or underwriters, as well as legal counsel, to prepare all necessary documents and materials. The City may rely on the opinion of such experts and the application shall be accompanied by a financial analysis (pro forma income statement, debt service coverage, mortgage terms, etc.) by the underwriter as to the economic feasibility of the project and the underwriter's ability to market the financing. Financial material submitted is to also include most recent fiscal year-end, audited, financial statements of the applicant and/or of any major lessee tenant, if readily available.
- d. Further, in the case of the tax exempt mortgage placements, the applicant will be required to furnish the City, before passage of the Final Resolution, a comfort letter (but not necessarily a letter of commitment) from the lending institution, to the affect that said lending institution has reviewed the economic feasibility of the project, including the financial responsibility of the guarantors and find that, in their professional judgment, it is an economically viable project.
- e. The applicant shall furnish along with the application, a description of the project, plat plan, rendering of proposed building, etc., and a brief description of the applicant company, all in such form as shall be required at the time of application. This data, as necessary, may be furnished to members of the City Council for background information.
- f. If an allocation of bonding authority is required under Minnesota Statutes, Chapter 474A, as amended, the applicant shall be required to pay any required application fee and provide any required application deposit as specified in Chapter 474A, without regard to whether the application fee or application deposit will be refunded.

- g. The applicant shall covenant in the applicable conduit bond documents to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the “Code”), and the applicable Treasury Regulations, including, but not limited to: (i) the arbitrage and rebate requirements of Section 148 of the Code; and (ii) the qualified bonds provisions of Sections 141(e), 142, 143, 144, and 145 of the Code. The applicant shall be the party responsible for monitoring the conduit bonds for compliance with such requirements and to remediate nonqualified bonds in accordance with the requirements of the Code and applicable Treasury Regulations. The applicant shall be the party responsible for monitoring compliance with the requirements of Section 148 of the Code.
- h. The applicant shall covenant in the applicable conduit bond documents to reimburse the City for all costs paid or incurred by the City (including the fees of attorneys, financial advisors, accountants, and other advisors) as a result of the City’s response to or compliance with an audit, inspection, or compliance check (random or otherwise), by the Internal Revenue Service, the Minnesota Department of Revenue, the Minnesota Office of the State Auditor, or any other governmental agency with respect to the conduit bonds or the project financed with the proceeds of the conduit bonds.

The following administrative fees and provisions apply to the application for financing:

iii. Administrative Fees and Provisions

- a. The City Council reserves the right to deny any application for financing at any stage of the proceedings prior to adopting the final resolution authorizing issuance of the industrial development financing. The City Council may waive any provision of this Conduit Bonds Policy if the City Council determines that such waiver is in the best interests of the City.
- b. The City is to be reimbursed, and held harmless, for and from any out-of-pocket costs related to the actual or proposed issuance of conduit revenue bonds. In addition, a nonrefundable processing fee of \$2,500 must be submitted with the application. Upon closing, an administrative fee is due and payable to the City based on the following schedule:

On the first \$20,000,000	.50% of par
On portion in excess of \$20,000,000	.10% of par

- c. In the case of a refinancing, the fee shall be calculated at 50% of the above schedule. The City will be reimbursed for any technical changes to a bond issue previously issued at 25% of the above schedule.
- d. All applications and supporting materials and documents shall remain the property of the City. Note that all such materials may be subject to disclosure and/or public review under applicable provisions of State law.
- e. The Finance Department shall, report all conduit debt issues in the Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles and shall report any material events with regard to all conduit debt issued by the City, and still outstanding, to the City Council.
- f. The applicant will be responsible for providing the City any required arbitrage reports, continuing disclosure reports, and annual financial statements after the issuance of the debt.

D. Post-Issuance Compliance Policy for Tax-Exempt Governmental Bonds

The City of Maplewood issues tax-exempt governmental bonds to finance capital improvements. As an issuer of tax-exempt governmental bonds, the City is required by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder (the "Treasury Regulations"), to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of such bonds. In addition, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations, impose record retention requirements on the City with respect to its tax-exempt governmental bonds. This Post- Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the "Policy") has been approved and adopted by the City to ensure that the City complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations.

- i. **Effective Date and Term.** The effective date of this Policy is the date of approval by the City Council of the City and shall remain in effect until superseded or terminated by action of the City Council of the City. This Policy amends and restates the Post- Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds adopted by the City Council of the City on June 10, 2012.
- ii. **Responsible Parties.** The Finance Director of the City shall be the party primarily responsible for ensuring that the City successfully carries out

its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Finance Director will be assisted by the staff of the Finance Department of the City and by other City staff and officials when appropriate. The Finance Director of the City will also be assisted in carrying out post-issuance compliance requirements by the following organizations:

- a. Bond Counsel (the law firm primarily responsible for providing bond counsel services for the City);
- b. Municipal Advisor (the organization primarily responsible for providing financial advisor services to the City);
- c. Paying Agent (the person, organization, or City officer primarily responsible for providing paying agent services for the City); and
- d. Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the City).

The Finance Director shall be responsible for assigning post-issuance compliance responsibilities to members of the Finance Department, other staff of the City, Bond Counsel, Paying Agent, and Rebate Analyst. The Finance Director shall utilize such other professional service organizations as are necessary to ensure compliance with the post-issuance compliance requirements of the City. The Finance Director shall provide training and educational resources to City staff who are responsible for ensuring compliance with any portion of the post-issuance compliance requirements of this Policy.

iii. Post-Issuance Compliance Actions. The Finance Director shall take the following post-issuance compliance actions or shall verify that the following post-issuance compliance actions have been taken on behalf of the City with respect to each issue of tax-exempt governmental bonds issued by the City:

- a. The Finance Director shall prepare a transcript of principal documents (this action will be the primary responsibility of Bond Counsel).
- b. The Finance Director shall file with the Internal Revenue Service (the "IRS"), within the time limit imposed by Section 149(e) of the Code and applicable Treasury Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G (this action will be the primary responsibility of Bond Counsel).

- c. The Finance Director shall prepare an “allocation memorandum” for each issue of tax-exempt governmental bonds in accordance with the provisions of Treasury Regulations, Section 1.148-6(d)(1), that accounts for the allocation of the proceeds of the tax-exempt bonds to expenditures not later than the earlier of:
- eighteen (18) months after the later of (A) the date the expenditure is paid, or (B) the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or
 - the date sixty (60) days after the earlier of (A) the fifth anniversary of the issue date of the tax-exempt bond issue, or (B) the date sixty (60) days after the retirement of the tax-exempt bond issue.

Preparation of the allocation memorandum will be the primary responsibility of the Finance Director (in consultation with the Municipal Advisor and Bond Counsel).

- d. The Finance Director, in consultation with Bond Counsel, shall identify proceeds of tax-exempt governmental bonds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.
- e. In consultation with Bond Counsel, the Finance Director shall determine whether the City is subject to the rebate requirements of Section 148(f) of the Code with respect to each issue of tax-exempt governmental bonds. In consultation with Bond Counsel, the Finance Director shall determine, with respect to each issue of tax-exempt governmental bonds of the City, whether the City is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Finance Director shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of tax-exempt governmental bonds of the City and each fifth anniversary thereafter to arrange for calculations of the rebate requirements with respect to such tax-exempt governmental bonds. If a rebate payment is required to be paid by the City, the Finance Director shall prepare or cause to be prepared the Arbitrage Rebate,

Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment. If the City is authorized to recover a rebate payment previously paid, the Finance Director shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

- iv. **Procedures for Monitoring, Verification, and Inspections.** The Finance Director shall institute such procedures as the Finance Director shall deem necessary and appropriate to monitor the use of the proceeds of tax-exempt governmental bonds issued by the City, to verify that certain post-issuance compliance actions have been taken by the City, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Finance Director shall establish the following procedures:
- a. The Finance Director shall monitor the use of the proceeds of tax-exempt governmental bonds to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148-2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.
 - b. The Finance Director shall monitor the use of all bond-financed facilities in order to: (i) determine whether private business uses of bond-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and (ii) determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities. The Finance Director shall provide training and educational resources to any City staff who have the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use of bond-financed facilities and as to

the limitations on the private security or payments with respect to bond-financed facilities.

- c. The Finance Director shall undertake the following with respect to each outstanding issue of tax-exempt governmental bonds of the City: (i) an annual review of the books and records maintained by the City with respect to such bonds; and (ii) an annual physical inspection of the facilities financed with the proceeds of such bonds, conducted by the Finance Director with the assistance with any City staff who have the primary responsibility for the operation, maintenance, or inspection of such bond-financed facilities.

- v. **Record Retention Requirements.** The Finance Director shall collect and retain the following records with respect to each issue of tax-exempt governmental bonds of the City and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the City; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications, brochures, and newspaper articles related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii) reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence, including letters, faxes or emails, relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit,

credit enhancement transactions, and financial derivatives entered into subsequent to the date of issue; (xviii) bidding of financial products for investment securities; (xix) copies of all Form 8038- Ts, Form 8038-Rs, and Form 8038-CPs filed with the IRS and any other forms or documents filed with the IRS; (xx) the transcript prepared with respect to such tax-exempt governmental bonds, including but not limited to (a) official statements, private placement documents, or other offering documents, (b) minutes and resolutions, orders, or ordinances or other similar authorization for the issuance of such bonds, and (c) certification of the issue price of such bonds; and (xxi) documents related to government grants associated with the construction, renovation, or purchase of bond-financed facilities.

The records collected by the Finance Director shall be stored in any format deemed appropriate by the Finance Director and shall be retained for a period equal to the life of the tax-exempt governmental bonds with respect to which the records are collected (which shall include the life of any bonds issued to refund any portion of such tax-exempt governmental bonds or to refund any refunding bonds) plus three (3) years. The Finance Director shall also collect and retain reports of any IRS examination of the City or any of its bond financings.

- vi. **Remedies.** In consultation with Bond Counsel, the Finance Director shall become acquainted with the remedial actions (including redemption or defeasance) under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the *de minimus* limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Finance Director shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post-issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.
- vii. **Continuing Disclosure Obligations.** In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the City has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the "Continuing Disclosure Document") prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the City that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the City to assist the underwriters of the City's bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and

- interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the City are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12. The Finance Director is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.
- viii. Other Post-Issuance Actions.** If, in consultation with Bond Counsel, Municipal Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Director determines that any additional action not identified in this Policy must be taken by the Finance Director to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the Finance Director shall take such action if the Finance Director has the authority to do so. If, after consultation with Bond Counsel, Municipal Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Director and the City Manager determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the City Manager shall recommend to the City Council that this Policy be so amended or supplemented.
- ix. Taxable Governmental Bonds.** Most of the provisions of this Policy, other than the provisions of Section 7, are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Policy, the Finance Director shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such taxable governmental bonds. The Finance Director shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.
- x. Qualified 501(c)(3) Bonds.** If the City issues bonds to finance a facility to be owned by the City but which may be used, in whole or in substantial part, by a nongovernmental organization that is exempt

from federal income taxation under Section 501(a) of the Code as a result of the application of Section 501(c)(3) of the Code (a “501(c)(3) Organization”), the City may elect to issue the bonds as “qualified 501(c)(3) bonds” the interest on which is exempt from federal income taxation under Sections 103 and 145 of the Code and applicable Treasury Regulations. Although such qualified 501(c)(3) bonds are not governmental bonds, at the election of the Finance Director, for purposes of this Policy, the Finance Director shall treat such issue of qualified 501(c)(3) bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such qualified 501(c)(3) bonds.

9. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

A. Purpose

The key to effective financial management is to provide accurate, current, and meaningful information about the City's operations to guide decision making and enhance and protect the City's financial position.

B. Policy

- i. The City's accounting system will maintain records on a basis consistent with generally accepted accounting standards (GAAP) and principles for local government accounting as set forth by the Government Accounting Standards Board (GASB) and in conformance with the State Auditor's requirements per State Statutes. This allows for the modified accrual basis of accounting for populations exceeding 2,500, or cash basis for smaller communities.
- ii. The City will establish and maintain a high standard of accounting practices.
- iii. The City will follow a policy of full disclosure written in clear and understandable language in all reports on its financial condition.
- iv. The Finance Department will provide timely monthly and annual financial reports to users.
- v. An independent public accounting firm will perform an annual audit and issue an opinion on the City's financial statements.
- vi. Annually the City Council and staff will meet with the Auditors to review the audit report.
- vii. Periodic financial reports on budget performance will be provided to the City Council monthly.
- viii. The City shall annually submit the Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA) for the purpose of earning the Certificate of Achievement for Excellence in Financial Reporting.
- ix. The City's CAFR shall be made available to citizens and the general public upon request and on the City's website. The City shall strive to maintain full transparency and accountability of all of its financial resources and assets.
- x. The City Council may appoint an audit committee for the purpose of

providing independent review and oversight of the City's financial reporting processes, framework of internal control, and independent auditors. The Committee will consist of the City Manager, Finance Director, and two members of the City Council. The Committee will establish guidelines for operation and scope of work.

10. RISK MANAGEMENT POLICY

A. Purpose

A comprehensive risk management plan seeks to manage the risks of loss encountered in the everyday operations of an organization. Risk management involves such key components as risk avoidance, risk reduction, risk assumption, and risk transfers through the purchase of insurance. The purpose of establishing a risk management policy is to help maintain the integrity and financial stability of the City, protect its employees from injury, and reduce overall costs of operations.

B. Policy

- i. The City will maintain a risk management program that minimizes the impact of legal liabilities, natural disasters or other emergencies through the following activities:
 - a. Loss prevention - prevent losses where possible.
 - b. Loss control - reduce or mitigate losses.
 - c. Loss financing - provide a means to finance losses.
 - d. Loss information management - collect and analyze data to make prudent prevention, control and financing decisions.
- ii. The City will review and analyze all areas of risk in order to, whenever possible, avoid and reduce risks or transfer risks to other entities. Of the risks that must be retained, it shall be the policy to fund the risks which the City can afford and transfer all other risks to insurers.
- iii. The City will maintain an active safety committee comprised of City employees.
- iv. The City will periodically conduct educational safety and risk avoidance programs within its various divisions.
- v. The City will, on an ongoing basis, analyze the feasibility of self-funding and other cooperative funding options in lieu of purchasing outside insurance in order to provide the most cost-effective coverage.
- vi. The Finance Director will maintain effective internal control policies designed to help safeguard the City's assets.
- vii. Staff will report to the Council annually on the results of the City's risk management program for the preceding year.

11. GRANT MANAGEMENT POLICY

A. Policy

- i. The City will aggressively pursue all available grant opportunities. Each grant shall be evaluated on the long-term financial impact to the City. The City will only accept grants for one-time or capital items or when the continued funding of the program can be incorporated into the City's future budgets.
- ii. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor.
- iii. The wishes and instructions of the donor will be strongly considered when managing and expending gifts and donation.
- iv. The Finance Department must be notified of all grant applications prior to submission of the grant application. The Finance Department must also be notified of all related requests for reimbursement at the time of request.

12. PUBLIC PURPOSE EXPENDITURE POLICY

A. Purpose

The City Council recognizes that public funds may only be spent if the expenditure meets a public purpose and the expenditure relates to the governmental purpose for which the City of Maplewood was created.

The meaning of “public purpose” is constantly evolving. The Minnesota Supreme Court has followed a broad approach and has generally concluded that “public purpose” means an activity that meets ALL of the following standards:

- The activity will primarily benefit the community as a body.
- The activity is directly related to functions of government.
- The activity does not have as its primary objective the benefit of a private interest whether profit or not-for-profit.

This policy is intended to provide guidelines regarding which expenditures are for public purposes and authorized in accordance with the City’s annual budget process, and which expenditures are not considered falling within the public purpose definition and are therefore not allowed. There is a public benefit in ensuring high employee productivity and morale.

B. Responsibility

The City Manager is the responsible authority overseeing all City expenditures and as such is the chief purchasing agent for the City. Responsibility for administering this Public Purpose Expenditure Policy has been delegated to the Finance Department. Further, all officers and employees authorized by their Department to make purchases for the benefit of their respective departments are responsible for complying with this policy and corresponding procedures.

C. Policy

Expenditures of public funds must comply with the public purpose standards defined above. When reviewing an expenditure to verify the standards have been met, the City Manager, or his/her designee, should consider the time of day the event is held, the business purpose of the event, whether the event was intended to attract non-City employees, the frequency of the event, and the reasonableness of the cost. The following guidelines address specific examples of public expenditures, but examples are not meant to be all-inclusive.

i. Examples of Permitted Expenditures for Meals and Refreshments

Use of City funds in reasonable amounts for meals and/or refreshments for elected and appointed city officials and employees are permitted in the following circumstances, with Department Head approval:

- City-sponsored events of a community-wide interest where staff are required to be present (e.g., 4th of July Festival, National Night Out, Citizens Police Academy). City council, boards and commissions meetings held during or adjacent to a meal hour.
- Meetings related to City business at which the attendees include non-city representatives.
- Professional association meetings, conferences and training when meals are included as part of the registration or program fee, or in accordance with the travel policy.
- Election judge training meetings.
- Annual employee recognition and appreciation events (e.g., service awards, de minimis food and beverage, employee Christmas breakfast.
- Annual recognition events for volunteer and non-employees (e.g., annual fire department banquet and volunteer appreciation lunch).
- Fire department meetings and in-house training sessions.
- Multi-departmental meetings scheduled during or adjacent to a meal hour when no other meeting time is available.
- Work activities requiring continuous service when it is not possible to break for meals (e.g., election days, water main breaks, emergency snow removal, time-sensitive public safety responses).
- Healthy snacks and incentives of moderate value provided to attendees of safety, health, and wellness programs for City employees.
- Events recognizing completion of a significant work-related project (City Manager approval required).

ii. Examples of Other Permitted Expenditures

- Up to \$100 may be used toward a retirement or farewell recognition event when an employee retires or resigns after a minimum of 10 years with the City. The funds may be used for a cake, beverages, decorations, and a plaque. The funds may not be used for a gift.
- Uniforms, clothing or apparel that is considered necessary for safety or for visible staff recognition by the public (e.g. safety footwear and eyewear for maintenance personnel, shirts purchased to identify staff leadership status at events).
- Staff time and equipment use for city sponsored employee events as approved by City Council and/or City Manager as allowed by state statute (e.g. set-up for annual employee picnic).
- City expenditures for non-profit organizations allowed by state statute.

iii. Prohibited Expenditures

Use of City funds for meals and/or refreshments for elected and appointed City officials and employees are prohibited:

- Food and refreshments for routine work meetings.
- Alcoholic beverages.
- Employee functions or celebrations that are solely social in nature (e.g., birthdays, holiday luncheon, ice cream social).
- Fundraisers for non-City related events (e.g., Chamber of Commerce).
- Participation in optional activities unless included as part of an overall conference registration fee (e.g. optional golf rounds, sporting events, concerts).
- Employee-sponsored fundraising events (e.g., charitable giving campaign).
- For funeral flower arrangements upon death of an employee, elected official, or one of their immediate family members.
- Clothing or apparel that is not considered necessary for safety or for visible staff recognition by the public (e.g. sweatshirts for a job well done, departmental shirts given to staff to promote team spirit).
- Employee coffee, supplies, kitchen utensils, and coffee services.

iv. Permitted Use of Assets

Specific City assets such as equipment may be used by City employees for personal reasons only when City management has established the following:

- Costs and wear resulting from use of the assets are reasonable and minimized.
- Administrative controls are in place to ensure that the use is appropriate and not abused.
- There is a documented/demonstrated City benefit by such usage (e.g. such as the Mobile Device Policy or Information Security Policy) as approved by the City Manager.

Such permitted use may include:

- Incidental and de minimis use of City-owned electronic equipment such as City-owned mobile devices, tablets, copiers, etc. as specifically covered under other City policies.
- Incidental and de minimis use of non-motorized tools, such as hammers and wrenches.

v. Prohibited Use of Assets

Examples of use of City assets for personal use is prohibited in the following circumstances:

- City employees washing personal autos at the public works facility car wash.
- Employees borrowing City-owned non-motorized or motorized tools for personal use.

vi. Documentation

All expenses allowed above must be fully documented. The expected documentation will include: date and time of the event, business reason for the event (agenda from a meeting is sufficient), staff and non-city representatives in attendance, and a receipt for the actual purchase. Supervisor approval and written documentation is required for use of City assets. Failure to provide sufficient documentation may result in a denial of the expense.

Any expenditure for meals or refreshments that exceeds \$250 for one event must have prior, written authorization by the Department Head, before the purchase is made. Any expenditure for meals or

refreshments that exceeds \$500 for one event must have prior, written authorization by the City Manager, before the purchase is made. Failure to obtain the necessary authorization may result in denial of the claim.

vii. Special Requests

From time to time, there may be an event that is a proper public expenditure, but that is not contemplated by the policy above. Departments may submit to the City Manager, or the City Manager's designee, a request for such a public expenditure in writing. This request must show how the expenditure is related to a public purpose as stated in the Purpose section above. Only expenditures that meet all of the findings in the Purpose section above may be approved.

viii. Periodic Review

This policy shall be reviewed at least once every five years by the City Manager or designee.

13. CAPITAL ASSETS POLICY

A. Purpose

It is essential for financial reporting and cost accounting purposes that City departments follow a uniform policy for capitalizing expenditures. Capital expenditures are used to acquire assets or improve the useful life of existing assets. The purpose of the capital assets policy is to provide a plan for the replacement and purchase of capital assets without significantly impacting the annual property tax levy.

B. Capitalization Thresholds

The City will maintain a schedule of individual capital assets with values in excess of the amounts shown below and an estimated useful life of greater than two years:

Asset Type	Threshold
Land and land improvements	Always
Construction in Progress	Always
Easements	\$ 50,000
Buildings and building improvements	\$ 50,000
Infrastructure	\$100,000
Machinery and Equipment	\$ 10,000
Intangible Assets	\$ 50,000
Capital Leases	\$ 10,000

Capital assets purchased through the issuance of debt should be capitalized and depreciated over their estimated useful life, regardless of cost.

C. Recording Capital Assets

Capital assets should be recorded and reported at historical cost. When the historical cost of a capital asset is not practicably determinable, the estimated historical cost of the asset should be determined by appropriate methods. Estimated historical cost should be identified in the records, including the basis of determination. Donated capital assets should be recorded at fair value at the time of acquisition.

D. Contributed (Donated) Capital

Acceptance of contributions of capital assets shall be in accordance with applicable Minnesota Statutes and shall be approved by the City Council. Contributed capital assets should be recorded and depreciated in the same manner as all other capital assets. In addition, capital assets acquired through contribution from an outside source should be identified in the records of the City, including documentation of the actual or estimated value and the basis of determination. For financial reporting purposes, depreciation for contributed

capital shall be recorded separately from depreciation on other capital assets.

E. Intangible Assets

Intangible assets possess three characteristics:

- Lack of physical substance,
- Initial useful life in excess of one year, and
- Nonfinancial in nature.

Examples of intangible assets include easements, land use rights, patents, trademarks, copyrights, or software that is purchased, licensed or internally generated.

An intangible asset should be recognized in the statement of net position only if it is identifiable. This means that the asset can either be:

- Sold, transferred, licensed, rented or exchanged, or
- Arose from contractual or other legal rights, regardless of whether those rights are transferable or separable.

Donated intangible assets should be recorded at the fair market value as of the donation acceptance date.

F. Improvements

The City will maintain its assets to protect its capital investment and to minimize future capital expenditures.

Capital asset improvement costs should be capitalized if:

- The costs exceed the capitalization threshold, and
- One of the following criteria is met:
 - ✓ The value of the asset or estimated life is increased by 25% of the original cost or life period, or
 - ✓ The cost results in an increase in the capacity of the asset, or
 - ✓ The efficiency of the asset is increased by more than 10% of its current value.

Otherwise the cost should be classified as a repair and maintenance expense under the appropriate department and expense category.

G. Depreciating Capital Assets

Capital assets will be depreciated over their estimated useful lives unless they are:

- Inexhaustible (i.e., land and land improvements, certain works of art and historical treasures, or
- Construction work in progress.

For financial reporting purposes, the straight-line method will be used to calculate depreciation with no salvage value. No depreciation will be taken in the year of acquisition and a full year of depreciation will be taken in the year of retirement.

For depreciation purposes, the following guidelines will be used to estimate the useful life of the asset:

Buildings and Building Improvements	Useful Life
Buildings – wood frame	30 years
Buildings – brick/block	50 years
Buildings – temporary/portable	20 years
Roofing	20 years
Siding	20 years
HVAC/Plumbing/Electrical systems	20 years
Fire suppression systems	10 years
Security systems	10 years
Cabling	10 years
Flooring	10 years
Elevators	20 years
Windows	15 years
Infrastructure	Useful Life
Streets, including curb and gutter	30 years
Storm drain systems	30 years
Parking lots	25 years
Sidewalks	25 years
Pedestrian bridges	25 years
Dams	40 years
Paved trails	25 years
Street lights	25 years
Water/Sewer mains and lines	50 years
Water storage facilities	50 years
Water supply facilities	40 years
Lift stations	30 years

Other Improvements	Useful Life
Fencing and gates	10 years
Outside sprinkler systems	20 years
Athletic fields, bleachers	25 years
Septic systems	20 years
Swimming pools	20 years
Tennis and basketball courts	25 years
Fountains	20 years
Retaining walls	20 years
Outdoor lighting	20 years
Monuments	10 years
Traffic signals	20 years
Light poles	20 years
Landscaping and trees	20 years
Boat launch pads	25 years
Equipment, Machinery and Vehicles	Useful Life
Appliances	5 years
Audio/Visual equipment	5 years
Business machines/office equipment	5 years
Radio and communications equipment	5 years
Computer equipment/software	3 years
Furniture and cabinets	10 years
Water softeners/heaters	5 years
Grounds equipment – mowers, etc.	3 years
Machinery	7 years
Tools	5 years
Playground equipment	10 years
Photocopiers	3 years
ATV's and snowmobiles	3 years
Motor vehicles – cars, light trucks	5 years
Light equipment	5 years
Street sweeper	5 years
Heavy trucks	10 years
Heavy equipment – loaders, graders	10 years

H. Historical Treasures and Works of Art

Historical treasures and works of art are items which are considered inexhaustible and held for public exhibition, educational purposes, or research in enhancement of public service instead of financial gain. Examples are paintings, sculptures, photography, maps, manuscripts, musical instruments, recordings, film, furnishings, artifacts, tools, weapons, and other memorabilia. These items are generally considered inexhaustible and are, therefore, not depreciated.

14. PROCUREMENT POLICY

Introduction:

The purchasing procedures are required because they:

1. Ensure purchases conform to legal requirements;
2. Prevent expenditures from exceeding the budget;
3. Provide proper documentation for purchases;
4. Prevent payment for items not received;
5. Ensure accurate accounting;
6. Provide payment of all bills within 35 days of receipt; and
7. Prevent duplicate payments on the same invoice.

All purchasing by local government units is regulated by State law. Because of these laws and because of the unique nature of budget and tax levy procedures for funding City government, all City employees must conform to these purchasing policies and procedures. The Finance Department will review and approve all purchases and employee reimbursements and will ensure that all purchases and payments are legal, properly coded, and well documented.

If the purchase is over \$50,000 Council approval is required prior to the purchase. However, Council approval is not required on purchases ***over \$50,000 for postage, ATM funds, regular utility bills, insurance premiums, payments due to other units of government or payments required to be made before the next regular meeting of the Council to avoid endangering public safety, damaging public or private property, or interrupting City services.***

Items **under \$50,000** (materials, supplies, and equipment for day-to-day use) must be purchased at the best price available subject to appropriate guidelines and procedures. A minimum of **two verbal quotations** should be obtained whenever possible on purchases of \$10,000 to \$29,999 and a minimum of **two written quotations** should be obtained whenever possible on purchases of \$30,000 to \$49,999. These written quotations must be attached to a requisition (or payment authorization form) which is submitted to the Finance.

For purchases **between \$50,000 and \$174,999, the City Manager or designee will determine if the purchase will need to be made on a formal bid basis and meet all procedural requirements or if it will require two or more written quotations from prospective vendors.**

All purchases of merchandise, materials, equipment, and repair or maintenance services **totaling \$175,000 or more** (except emergency purchases and purchases made using cooperative purchasing) must be purchased on a **formal bid basis** and meet all procedural requirements. The Council must approve all bid awards.

All purchases must be handled through use of appropriate procedures and forms.

PROCEDURES FOR PURCHASES UNDER \$50,000

Generally, these purchases will be of materials, supplies, and equipment for day-to-day use.

Purchases of food including meals, snacks and beverages for city employees is not allowed for department meetings or in-house training sessions unless there is a speaker or trainer who is not a city employee. Excluded from this limitation are purchases of food for (a) City Council meetings held at meal time, (b) employee recognition events such as the employee Christmas breakfast and city employee picnic/social event/holiday event, (c) training of election judges, (d) Fire Department meetings and in-house training sessions or (e) as approved in advance by the City Manager.

The City of Maplewood may contribute up to \$100 toward a retirement or farewell recognition event when an employee retires or resigns after a minimum of 10 years with the City. The money may be used for a cake, beverages, decoration and a plaque of appreciation for the promotion of the City. The money may not be used for a gift. Gifts must be paid for by contributions by other employees. Individual departments are responsible for organizing and communicating farewell or retirement parties. The expense will be charged to the Administrative Division of the department in which the person was employed.

< \$10,000	Only one verbal quotation is required; however, the purchase is to be at the best possible price. These purchases should be processed on a VISA purchasing card whenever possible. If the vendor will not accept a purchasing card, then it should be processed on a Payment Authorization form unless a purchase order is required, in which case a requisition is prepared. The form must be signed by an authorized purchaser with the appropriate purchase limits.
\$10,000 to \$29,999	Verbal quotations should be obtained from at least two possible vendors and those quotations should be listed on the Payment Authorization or requisition which is submitted for approval. The form must be signed by an authorized purchaser with the appropriate purchase limits.
\$30,000 to \$49,999	A minimum of two written quotations should be obtained whenever possible and attached to the appropriate forms which are submitted for approval. The form must be signed by an authorized purchaser with the appropriate purchase limits.

PROCEDURES FOR PURCHASES FROM \$30,000 TO \$49,999

1. Obtain quotations by supplying prospective vendors with a description or specifications of the merchandise, materials, equipment, or services to be purchased. A minimum of two (2) written quotations, whenever possible, shall be supplied for such purchases. If two quotations cannot be obtained, an explanation must be included as to the reason for only one bid.
2. If the purchase is over \$50,000 Council approval is required before the purchase can be made. To obtain Council approval, an agenda report must be prepared and submitted to the City Council. For details on this procedure, see your department head or supervisor.
3. Prepare the requisition form according to the requisition form procedures if the transaction is not eligible for processing on a payment authorization form. The quotations are to be attached

to the requisition or payment authorization form and be maintained as part of the City's records.

PROCEDURES FOR PURCHASES FROM \$50,000 TO \$174,999

The City Manager or his/her designee will make the determination if the purchase needs to be made on a formal bid basis or if the purchase can be made by obtaining a minimum of two written quotations.

If two or more written quotations are required:

1. Obtain quotations by supplying prospective vendors with a description or specifications of the merchandise, materials, equipment, or services to be purchased. A minimum of two (2) written quotations, whenever possible, shall be supplied for such purchases. If two quotations cannot be obtained, an explanation must be included as to the reason for only one bid.
2. If the purchase is over \$50,000 Council approval is required before the purchase can be made. To obtain Council approval, an agenda report must be prepared and submitted to the City Council. For details on this procedure, see your department head or supervisor.
3. Prepare the requisition form according to the requisition form procedures if the transaction is not eligible for processing on a payment authorization form. The quotations are to be attached to the requisition or payment authorization form and be maintained as part of the City's records.

If a formal bid basis is required:

1. It is the responsibility of the requesting department to prepare specifications. After specifications have been prepared, they shall be submitted to the City Manager for approval. No advertisement for bids shall be published until specifications are approved by the City Manager.
2. Advertisement in the official local newspaper (and other publications if appropriate) at least ten (10) days in advance of bid opening is required. The City may use its web site or a recognized industry trade journal as an alternative method to disseminate solicitations of bids, requests for information, and requests for proposals if certain steps are followed to designate the method (MN Stat. 331A.03, subd. 3).
3. Time must be allowed between the date of bid opening and bid award to permit examination and tabulation of bids and submission of recommendation to the City Manager and Council.
4. Council award of bid. The Council may wish to table an award on a difficult matter, thereby delaying the purchase. Therefore, careful consideration must be given to the complexity of an item and thorough information must be provided.
5. Once the Council has awarded the bid, a requisition form must be prepared by the department head with a notation indicating the date that the City Council approved the bid award. Also, a copy of the agenda report must be attached to the requisition. For construction contracts, a payment authorization form should be completed, instead of a requisition, each time an application for payment is ready to be processed.

If the item will be purchased using cooperative purchasing, Council approval is required before the purchase can be made. To obtain Council approval, an agenda report must be prepared and submitted to the City Council. For details on this procedure, see your department head or supervisor.

PROCEDURES FOR PURCHASES \$175,000 AND OVER

All merchandise, materials, or equipment purchases totaling \$175,000 or more (except emergency purchases and items purchased using cooperative purchasing) must be purchased on a formal bid basis. The following procedural requirements must be met before an item may be purchased:

1. It is the responsibility of the requesting department to prepare specifications. After specifications have been prepared, they shall be submitted to the City Manager for approval. No advertisement for bids shall be published until specifications are approved by the City Manager.
2. Advertisement in the official local newspaper (and other publications if appropriate) at least ten (10) days in advance of bid opening is required for purchases less than \$200,000. The City may use its web site or a recognized industry trade journal as an alternative method to disseminate solicitations of bids, requests for information, and requests for proposals if certain steps are followed to designate the method (MN Stat. 331A.03, subd. 3).
3. If the purchase is \$200,000 or more, the first advertisement must appear no less than twenty-one (21) days before bid opening and the second notice shall be published between that time and the deadline for bids. In the case of public improvement projects, publication must be made twice in the official newspaper and twice in the "Construction Bulletin" no less than three (3) weeks before the deadline for submission of bids for the first notice and the second notice shall be published between that time and the deadline for bids.
4. Time must be allowed between the date of bid opening and bid award to permit examination and tabulation of bids and submission of recommendation to the City Manager and Council.
5. Council award of bid. The Council may wish to table an award on a difficult matter, thereby delaying the purchase. Therefore, careful consideration must be given to the complexity of an item and thorough information must be provided.
6. Once the Council has awarded the bid, a requisition form must be prepared by the department head with a notation indicating the date that the City Council approved the bid award. Also, a copy of the agenda report must be attached to the requisition. For construction contracts, a payment authorization form should be completed, instead of a requisition, each time an application for payment is ready to be processed.

If the item will be purchased using cooperative purchasing, Council approval is required before the purchase can be made. To obtain Council approval, an agenda report must be prepared and submitted to the city Council. For details on this procedure, see your department head or supervisor.

SOLE SOURCE PURCHASES

If there is no ability to solicit multiple bids, departments must demonstrate that the purchase from a particular vendor is sufficiently justified as a sole source. Sole source means that a single vendor is uniquely qualified to meet the department's procurement objective. To be considered a sole source and therefore exempt from the bid process, one of the following conditions must be met:

1. The actual product or service needed is the only one that will meet the department's need or requirement, and it can only be purchased from one source (manufacturer or distributor).
2. The product or service must match or be compatible with current equipment or services.
3. The product needed is specifically required for use in conjunction with a grant or contract.
4. The service needed is controlled or mandated by the local, state, or federal government.
5. Artistic services.
6. An unusual or compelling urgency exists.

If the need meets one of the above criteria, the department can either negotiate with the vendor directly or can request that the Finance Department negotiate with the vendor on its behalf.

PURCHASES FROM EMPLOYEE-OWNED COMPANIES

Before making a purchase in excess of \$200 from, or entering into a contract with, a business entity owned wholly, or in part, by an employee of the City of Maplewood, City employees must obtain at least two (2) price quotes which are to be kept on file in the Finance Department for one (1) year after receipt. On purchases under \$10,000, price quotes can be copies of the latest price listings, excerpts from current catalogs or written quotes provided by vendor. On purchases totaling \$10,000 to \$49,999, there must be two written quotations from prospective vendors. Before the purchase is made, it must be reviewed by the supervisor of the employee making the purchase to confirm that the decision to make a purchase from, or enter into a contract with, the business entity owned wholly, or in part, by the City employee is based on rational economic factors including, but not limited to, price and availability of goods and services. Two price quotes are not needed when services are purchased from an independent contractor who is a recreation referee, official or instructor.

A business entity owned wholly, or in part, by a City employee shall be defined as: an entity organized for profit, including an individual, sole proprietorship, partnership, corporation, joint venture, association, or cooperative in which the City employee or a member of the City employee's immediate family has a financial interest excluding interests consisting solely of publicly issued stock holdings constituting equal to or lesser than 5% of the entity's total public stock issue.

A member the City employee's immediate family is defined as: the City employee's spouse, the City employee's child, the City employee's parent, or the City employee's sibling.

COOPERATIVE PURCHASING

Per MN Statute 471.345, subd. 15, municipalities may contract for the purchase of supplies, materials, or equipment by utilizing contracts that are available through the state's cooperative purchasing venture authorized by section 16C.11.

If a municipality does not utilize the state's cooperative purchasing venture, a municipality may contract for the purchase of supplies, materials, or equipment without regard to the competitive bidding requirements if the purchase is through a national municipal association's purchasing alliance or cooperative created by a joint powers agreement that purchases items from more than

one source on the basis of competitive bids or competitive quotations.

Cooperative purchasing is intended to save government agencies time and money when purchasing common products. Of course, there are no guaranteed savings, but cooperative buying power is a time-tested method of savings.

Cooperative purchasing is currently allowed through the following sources:

State of Minnesota's Cooperative Purchasing Venture (CPV) Program
U.S. Communities Government Purchasing Alliance
National Intergovernmental Purchasing Alliance Company (National IPA)
Houston-Galveston Area Council (HGACBuy)
BuyBoard National Purchasing Cooperative
National Cooperative Purchasing Alliance (NCPA)
TCPN Cooperative Purchasing Group
The Interlocal Purchasing System (TIPS)
Savvik Buying Group (North Central EMS Cooperation)
Sourcewell (formerly NJPA)
University of Minnesota Purchasing Services

ETHICS

Ethical business standards shall govern all procurement transactions. Infractions of City policy shall be reported to the City Manager or Human Resources Director. Disciplinary action for those violating the City's ethical business standards will be taken in accordance with applicable City policies, up to and including termination of employment.

City personnel shall not solicit or accept a significant gift from a supplier or prospective supplier. A significant gift is defined as an item, service, favor, monies, credits, or discounts not available to others which could influence purchasing decisions, and also may include the payment of travel costs for City personnel to visit a vendor's location (airfare, hotel, etc.) City personnel may accept trivial items as a matter of courtesy, but may not solicit them. Acceptance of social invitations to occasional business meals, entertainment, and hospitality will be subject to prudent judgment as to whether the invitation places or appears to place the recipient under any obligation, the appropriateness of the occasion, frequency, and choice of facilities. Questions about the value of a gift or appropriateness of an invitation should be referred to your supervisor to ensure compliance with the City's conflict of interest policy.

It is also inappropriate for end users to make purchasing decisions based on marketing strategies by vendors that provide gifts or gift cards which could benefit them personally. Often the pricing offered, as well as future pricing, is much higher than pricing available through the cooperative purchasing contracts or other vendors. If a gift or gift card is received, it is the property of the City.

It is the policy of the City of Maplewood that its employees conduct the affairs of the City in accordance with the highest ethical, legal, and moral standards. An employee must not be in a position to make a decision for the City if his or her personal, professional, or economic interests (or those of an immediate and extended family member) may be directly influenced or affected by the outcome.

ADVERTISING FOR BIDS

Guidelines:

All purchases \$200,000 and over (except emergency purchases and items purchased using cooperative purchasing) require solicitation and receipt of sealed competitive bids. Also, on purchases between \$50,000 and \$199,999, the City Manager or his/her designee will make the determination on whether the purchase requires solicitation and receipt of sealed competitive bids or two or more written quotations.

Procedures:

1. Advertisement for public bids shall be placed in the City's official newspaper (or alternate method if designated by the City) at least ten (10) working days prior to the date of bid opening.
2. If the purchase is \$200,000 or more, the first advertisement must appear no less than twenty-one (21) days before bid opening and the second notice shall be published between that time and the deadline for bids. In the case of public improvement projects, publication must be made twice in the official newspaper and twice in the "Construction Bulletin" no less than three (3) weeks before the deadline for submission of bids for the first notice and the second notice shall be published between that time and the deadline for bids.
3. The department requesting the bids will prepare the bid specification and the following must be adhered to:
 - bids must be typed or written in ink;
 - bids must be signed in ink;
 - all erasures or changes must be initialed;
 - bids must be received no later than stated in the advertisement of bids; and,
 - public improvement project bids must be signed by the City Clerk.
4. The advertisement for bids will include:
 - date and time by which bids must be submitted;
 - location for delivery of bids; and
 - date, time, and place of bid opening.
5. Bid Security. If the purchase is \$100,000 or more the bid must be accompanied by cash, certified check, cashier's check, or bid bond payable to the City of Maplewood in an amount equal to five percent (5%) of the total bid, conditioned that if the bidder is the successful bidder, he/she will enter into a contract in accordance with said bid and will furnish such performance bonds as specified. The security of the successful bidder will be held until delivery of the goods or services has been completed.
6. Bids are received by the City Clerk's office.
7. Council will award the bid and the award will be based on, but not limited to, the factors of price, delivery date, City's experience with the products/services proposed, City's evaluation of the bidders ability to service City in terms of the requirements as called for in the specifications, quality of merchandise offered, and analysis and comparison of specifications.

AFFIRMATIVE ACTION

The City of Maplewood is committed to developing mutually beneficial relationships with small, minority-owned, women-owned, disadvantaged, veteran-owned, and local business enterprises. Maplewood has developed an initiative to create opportunity for vendors to market their products to the City and encourage departments to offer opportunities to such vendors.

TECHNOLOGY PURCHASES

All technology purchases, including hardware and software purchases and agreements, must be reviewed and approved by the IT Director before purchasing. The IT Department will coordinate and facilitate all technology purchases and agreements for individual departments and the enterprise as a whole. New software and technology, providing enhanced capabilities not previously deployed by the City, must also be approved by the City Manager. These procedures are designed to ensure maximum efficiency of the City's technology resources at an enterprise level.

PROMPT PAYMENT OF CITY BILLS

State law required municipalities to pay obligations with a standard payment period except where good faith disputes exist. A city whose council has at least one regularly scheduled meeting per month *must pay bills within 35 days of receipt*. A city or joint powers organization which does not have at least one regularly scheduled meeting per month must pay bills within 45 days of receipt. The date of receipt is defined as the completed delivery of the goods or services or the satisfactory installation or assembly, or the receipt of the invoice for the delivery of goods, whichever is later.

Cities have the responsibility to notify vendors of invoice errors within 10 days of receipt. The statute also requires cities to calculate and pay interest of 1½ percent per month on bills not paid within the standard payment period. State law specifies \$10 as the minimum monthly interest penalty payment for the unpaid balance of any one overdue bill or \$100 or more. For unpaid balances less than \$100, the city shall calculate and pay the actual interest penalty due the vendor.

In cases of delayed payments due to good faith disputes with vendors, no interest penalties accrue. Where such delayed payments are not in good faith, the vendor may recover costs and attorneys' fees. Statute applies to all purchases of goods, leases and rents, and contracts for services, construction, repair and remodeling entered into on or after January 1, 1986. Purchases or contracts for service with a public utility or telephone company are not subject to the requirements of this statute. (Statute No. 471.425)

All City employees that receive bills should promptly send them to the Finance Department with the appropriate forms so that they can be paid within 35 days of receipt. Checks for the payment of bills are mailed every Tuesday. This payment processing is referred to as "regular accounts payable processing." All documentation for checks must be submitted to the Accounts Payable Technician in the Finance Department by 4:30 p.m. on Wednesdays. If payment of the bill by regular accounts payable processing would result in a late payment charge, a special check will be issued when requested by the department making the purchase, provided the late payment charge is over \$2.00.

STATE SALES AND USE TAX

Purchases made by cities are generally exempt from sales and use tax. To make tax-exempt purchases, the City must provide the seller with a completed Form ST3. Use tax is similar to the sales tax and is the same rate. The use tax must be paid when the City makes taxable purchases without paying sales tax. An example of this would be a taxable purchase from a vendor outside of Minnesota who does not charge the City sales tax. In this case, the City has to pay use tax to the State of Minnesota and complete a tax return.

In order to meet this legal requirement, the department making the purchase should calculate the use tax. Then in the coding section of the appropriate form for the purchase, the use tax amount should be added to the same account that the purchase is coded to. In addition, the use tax amount should also be listed in the coding section as a negative amount and coded to account 101-2031. For example, if a taxable purchase was made from an out-of-state vendor for Department/Program 202 and no sales tax was charged, the account coding would be as follows:

\$106.88	101-202-000-4110
(6.88)	101-2031

As a result, the vendor would be paid \$100 and \$6.88 would be paid to the State of Minnesota.

PURCHASE DISCOUNTS

Some vendors offer a discount of 1% to 2% for payment of their invoices within the discount period. If this discount is over \$2.00, a special check should be requested. However, occasionally the department that purchased the goods sends the invoice and/or receipt of goods to the Finance Department after the discount period has expired. In these cases, the purchase discount lost will be added to the total purchase price and coded to the appropriate expenditure account.

FINAL PAYMENTS ON CITY CONSTRUCTION CONTRACTS

The State of Minnesota requires the filing of Form IC-134 prior to the final payment of any contract involving employees under code section 270C.66 CONTRACTS WITH STATE: WITHHOLDING.

"No department of the state of Minnesota, nor any political or governmental subdivision of the state, shall make final settlement with any contractor under a contract requiring the employment of employees for wages by said contractor and by subcontractors until satisfactory showing is made that said contractor or subcontractor has complied with the provisions of section 290.02. A certificate by the commission of revenue shall satisfy this requirement with respect to the contractor or subcontractor."

Before final payment can be made on any contract which involves the payment of wages by a contractor of the city to any employee, or subcontractors with employees that performed work on a job for the city, the contractor must furnish to the city a copy of Form IC-134 that has been certified by the Minnesota Department of Revenue. These forms should be kept on file in your department with all other contract documents for possible review by the auditors. Contractors and subcontractors should obtain the IC-134 forms from the State of Minnesota.

Subcontractors or sole contractors must provide their certified IC-134 form to the prime contractor when their portion of work is completed. The prime contractor then submits all certified IC-134 forms to the City when requesting their final payment.

15. INFORMATION SECURITY POLICY

Introduction

This Policy document encompasses all aspects of security surrounding confidential City information and must be distributed to all City employees. All City employees must read this document in its entirety and sign the form confirming they have read and fully understand this policy. This document will be reviewed and updated on an annual basis or when relevant to include newly developed security standards into the policy and re-distributed to all employees and contractors where applicable.

A. Information Security Policy

The City handles sensitive cardholder information daily. Sensitive Information must have adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations, along with guarding the future of the organization.

The City commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. To this end management are committed to maintaining a secure environment in which to process cardholder information so that we can meet these promises.

Employees handling sensitive cardholder data should ensure:

- Handle City and cardholder information in a manner that fits with their sensitivity and classification;
- Limit personal use of City information and telecommunication systems and ensure it doesn't interfere with your job performance;
- The City reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems and network traffic for any purpose;
- Do not use e-mail, internet and other City resources to engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
- Do not disclose personnel information unless authorized;
- Protect sensitive cardholder information;
- Keep passwords and accounts secure;
- Request approval from management prior to establishing any new software or hardware, third party connections, etc.;
- Do not install unauthorized software or hardware, including modems and wireless access unless you have explicit management approval;

- Always leave desks clear of sensitive cardholder data and lock computer screens when unattended;
- Information security incidents must be reported, without delay, to the individual responsible for incident response.

We each have a responsibility for ensuring our department's systems and data are protected from unauthorized access and improper use. If you are unclear about any of the policies detailed herein you should seek advice and guidance from your supervisor.

B. Network Security

A high-level network diagram of the network is maintained and reviewed on a yearly basis. The network diagram provides a high level overview of the cardholder data environment (CDE), which at a minimum shows the connections in and out of the CDE. Critical system components within the CDE, such as POS devices, databases, web servers, etc., and any other necessary payment components, as applicable should also be illustrated.

In addition, ASV should be performed and completed by a PCI SSC Approved Scanning Vendor, where applicable. Evidence of these scans should be maintained for a period of 18 months.

C. Acceptable Use Policy

The City's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the City's established culture of openness, trust and integrity. The City is committed to protecting the employees, partners and the City from illegal or damaging actions, either knowingly or unknowingly by individuals. The City will maintain an approved list of technologies and devices and personnel with access to such devices as detailed in Appendix B.

- Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
- Employees should take all necessary steps to prevent unauthorized access to confidential data which includes card holder data.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature.
- All POS and PIN entry devices should be appropriately protected and secured so they cannot be tampered or altered.
- The List of Devices in Appendix B will be regularly updated when devices are modified, added or decommissioned. An inventory of devices will be regularly

performed and devices inspected to identify any potential tampering or substitution of devices.

- Users should be trained in the ability to identify any suspicious behavior where any tampering or substitution may be performed. Any suspicious behavior will be reported accordingly.
- Information contained on portable computers is especially vulnerable, special care should be exercised.
- Postings by employees from a City email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of the City, unless posting is in the course of business duties.
- Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

D. Protect Stored Data

- All sensitive cardholder data stored and handled by the City and its employees must be securely protected against unauthorized use at all times. Any sensitive card data that is no longer required by the City for business reasons must be discarded in a secure and irrecoverable manner.
- If there is no specific need to see the full PAN (Permanent Account Number), it has to be masked when displayed.
- PAN'S which are not protected as stated above should not be sent to the outside network via end user messaging technologies like chats, ICQ messenger etc.,

It is strictly prohibited to store:

- i. The contents of the payment card magnetic stripe (track data) on any media whatsoever.
- ii. The CVV/CVC (the 3 or 4-digit number on the signature panel on the reverse of the payment card) on any media whatsoever.
- iii. The PIN or the encrypted PIN Block under any circumstance.

E. Information Classification

Data and media containing data must always be labeled to indicate sensitivity level.

- **Confidential data** might include information assets for which there are legal requirements for preventing disclosure or financial penalties for disclosure, or data that would cause severe damage to the City if disclosed or modified. **Confidential data includes cardholder data.**
- **Internal Use data** might include information that the data owner feels should be protected to prevent unauthorized disclosure.

- **Public data** is information that may be freely disseminated.

F. Access to the Sensitive Cardholder Data

All Access to sensitive cardholder should be controlled and authorized. Any job functions that require access to cardholder data should be clearly defined.

- Any display of the card holder should be restricted at a minimum to the first 6 and the last 4 digits of the cardholder data.
- Access to sensitive cardholder information such as PAN's, personal information and business data is restricted to employees that have a legitimate need to view such information.
- No other employees should have access to this confidential data unless they have a genuine business need.
- If cardholder data is shared with a Service Provider (3rd party) then a list of such Service Providers will be maintained as detailed in Appendix C.
- The City will ensure a written agreement that includes an acknowledgement is in place that the Service Provider will be responsible for the cardholder data that the Service Provider possess.
- The City will ensure that a there is an established process, including proper due diligence is in place, before engaging with a Service provider.
- The City will have a process in place to monitor the PCI DSS compliance status of the Service provider.

G. Physical Security

Access to sensitive information in both hard and soft media format must be physically restricted to prevent unauthorized individuals from obtaining sensitive data.

- Media is defined as any printed or handwritten paper, received faxes, floppy disks, back-up tapes, computer hard drive, etc.
- Media containing sensitive cardholder information must be handled and distributed in a secure manner by trusted individuals.
- Visitors must always be escorted by a trusted employee when in areas that hold sensitive cardholder information.
- Procedures must be in place to help all personnel easily distinguish between employees and visitors, especially in areas where cardholder data is accessible. "Employee" refers to full-time and part-time employees, temporary employees and personnel, and consultants who are "resident" on City sites. A "visitor" is defined as a vendor, guest of an employee, service personnel, or anyone who needs to physically enter the premises for a short duration, usually not more than one day.
- A list of devices that accept payment card data should be maintained.
- The list should include make, model and location of the device.

- The list should have the serial number or a unique identifier of the device
- The list should be updated when devices are added, removed or relocated
- POS devices surfaces are periodically inspected to detect tampering or substitution.
- Personnel using the devices should be trained and aware of handling the POS devices
- Personnel using the devices should verify the identity of any third party personnel claiming to repair or run maintenance tasks on the devices, install new devices or replace devices.
- Personnel using the devices should be trained to report suspicious behavior and indications of tampering of the devices to the appropriate personnel. The City sites. A “visitor” is defined as a vendor, guest of an employee, service personnel, or anyone who needs to enter the premises for a short duration, usually not more than one day.
- Strict control is maintained over the external or internal distribution of any media containing cardholder data and has to be approved by management
- Strict control is maintained over the storage and accessibility of media
- All computer that store sensitive cardholder data must have a password protected screensaver enabled to prevent unauthorized use.

H. Protect Data in Transit

All sensitive cardholder data must be protected securely if it is to be transported physically or electronically.

- Cardholder data (PAN, track data, etc.) must never be sent over the internet via email, instant chat or any other end user technologies.
- If there is a business justification to send cardholder data via email or by any other mode then it should be done after authorization and by using a strong encryption mechanism (i.e. – AES encryption, PGP encryption, IPSEC, etc.).
- The transportation of media containing sensitive cardholder data to another location must be authorized by the Information Technology Director, logged and inventoried before leaving the premises. Only secure courier services may be used for the transportation of such media. The status of the shipment should be monitored until it has been delivered to its new location.

I. Disposal of Stored Data

- All data must be securely disposed of when no longer required by the City, regardless of the media or application type on which it is stored.
- An automatic process must exist to permanently delete on-line data, when no longer required.
- All hard copies of cardholder data must be manually destroyed when no longer required for valid and justified business reasons. A quarterly process must be in

place to confirm that all non-electronic cardholder data has been appropriately disposed of in a timely manner.

- The City will have procedures for the destruction of hardcopy (paper) materials. These will require that all hardcopy materials are crosscut shredded, incinerated or pulped, so they cannot be reconstructed.
- The City will have documented procedures for the destruction of electronic media. These will require:
 - All cardholder data on electronic media must be rendered unrecoverable when deleted e.g. through degaussing or electronically wiped using military grade secure deletion processes or the physical destruction of the media;
 - If secure wipe programs are used, the process must define the industry accepted standards followed for secure deletion.
- All cardholder information awaiting destruction must be held in lockable storage containers clearly marked "To Be Shredded" - access to these containers must be restricted.

J. Security Awareness and Procedures

The policies and procedures outlined below must be incorporated into City practice to maintain a high level of security awareness. The protection of sensitive data demands regular training of all employees and contractors.

- Review handling procedures for sensitive information and hold periodic security awareness meetings to incorporate these procedures into day to day City practice.
- Distribute this security policy document to all City employees to read. It is required that all employees confirm that they understand the content of this security policy document by signing an acknowledgement form (see Appendix A).
- All employees that handle sensitive information will undergo background checks (such as criminal and credit record checks, within the limits of the local law) before they commence their employment with the City.
- All third parties with access to credit card account numbers are contractually obligated to comply with card association security standards (PCI/DSS).
- City security policies must be reviewed annually and updated as needed.

K. Credit Card (PCI) Security Incident Response Plan

- The City PCI Security Incident Response Team (PCI Response Team) is comprised of the Information Security Technology and Merchant Services. The City PCI security incident response plan is as follows:
 1. Each department must report an incident to the Information Security Officer (preferably) or to another member of the PCI Response Team.

2. That member of the team receiving the report will advise the PCI Response Team of the incident.
3. The PCI Response Team will investigate the incident and assist the potentially compromised department in limiting the exposure of cardholder data and in mitigating the risks associated with the incident.
4. The PCI Response Team will resolve the problem to the satisfaction of all parties involved, including reporting the incident and findings to the appropriate parties (credit card associations, credit card processors, etc.) as necessary.
5. The PCI Response Team will determine if policies and processes need to be updated to avoid a similar incident in the future, and whether additional safeguards are required in the environment where the incident occurred, or for the institution.

The City PCI Security Incident Response Team:

Information Technology
Director
Communications Director
Finance Director
City Attorney
Assistant Finance Director
City Manager

Information Security PCI Incident Response Procedures:

- A department that reasonably believes it may have an account breach, or a breach of cardholder information or of systems related to the PCI environment in general, must inform the City PCI Incident Response Team. After being notified of a compromise, the PCI Response Team, along with other designated staff, will implement the PCI Incident Response Plan to assist and augment department response plans.

Incident Response Notification

Escalation Members:

Escalation – First Level:
Information Technology
Director Finance Director
Assistant Finance Director
Legal Counsel
Risk Manager
City Manager
Escalation – Second Level:
The Mayor

City Council
Internal Audit
External Auditors

External Contacts:

Merchant
Provider Card
Internet Service Provider
Internet Service Provider of Intruder
Communication Carriers (local and long distance)
Insurance Carrier
External Response Team as applicable (CERT Coordination)
Law Enforcement Agencies

In response to a systems compromise, the PCI Response Team and designees will:

- i. Ensure compromised system/s is isolated on/from the network.
- ii. Gather, review and analyze the logs and related information from various central and local safeguards and security controls
- iii. Conduct appropriate forensic analysis of compromised system.
- iv. Contact internal and external departments and entities as appropriate.
- v. Make forensic and log analysis available to appropriate law enforcement or card industry security personnel, as required.
- vi. Assist law enforcement and card industry security personnel in investigative processes, including in prosecutions.

The credit card companies have individually specific requirements that the Response Team must address in reporting suspected or confirmed breaches of cardholder data. See below for these requirements.

Incident Response notifications to various card schemes:

- i. In the event of a suspected security breach, alert the information security officer or your line manager immediately.
- ii. The security officer will carry out an initial investigation of the suspected security breach.
- iii. Upon confirmation that a security breach has occurred, the security officer will alert management and begin informing all relevant parties that may be affected by the compromise.

VISA Steps

If the data security compromise involves credit card account numbers, implement the following procedure:

- Shut down any systems or processes involved in the breach to limit the extent, and prevent further exposure.
- Alert all affected parties and authorities such as the Merchant Bank (your Bank), Visa Fraud Control, and the law enforcement.
- Provide details of all compromised or potentially compromised card numbers to Visa Fraud Control within 24 hrs.
- For more Information visit:
http://usa.visa.com/business/accepting_visa/ops_risk_management/cisp_if_compromised.html

Visa Incident Report Template

This report must be provided to VISA within 14 days after initial report of incident to VISA. The following report content and standards must be followed when completing the incident report. Incident report must be securely distributed to VISA and Merchant Bank. Visa will classify the report as "VISA Secret"*.

- I. Executive Summary
 - a. Include overview of the incident
 - b. Include RISK Level(High, Medium, Low)
 - c. Determine if compromise has been contained
- II. Background
- III. Initial Analysis
- IV. Investigative Procedures
 - a. Include forensic tools used during investigation
- V. Findings
 - a. Number of accounts at risk, identify those stores and compromised
 - b. Type of account information at risk
 - c. Identify ALL systems analyzed. Include the following:
 - Domain Name System (DNS) names
 - Internet Protocol (IP) addresses
 - Operating System (OS) version
 - Function of system(s)
 - d. Identify ALL compromised systems. Include the following:
 - DNS names
 - IP addresses
 - OS version
 - Function of System(s)
 - e. Timeframe of compromise
 - f. Any data exported by intruder

- g. Establish how and source of compromise
- h. Check all potential database locations to ensure that no CVV2, Track 1 or Track 2 data is stored anywhere, whether encrypted or unencrypted (e.g., duplicate or backup tables or databases, databases used in development, stage or testing environments, data on software engineers' machines, etc.)
- i. If applicable, review VisaNet endpoint security and determine risk
- VI. Compromised Entity Action
- VII. Recommendations
- VIII. Contact(s) at entity and security assessor performing investigation

*This classification applies to the most sensitive business information, which is intended for use within VISA. Its unauthorized disclosure could seriously and adversely impact VISA, its employees, member banks, business partners, and/or the Brand.

MasterCard Steps:

- I. Within 24 hours of an account compromise event, notify the MasterCard Compromised Account Team via phone at 1-636-722-4100.
- II. Provide a detailed written statement of fact about the account compromise (including the contributing circumstances) via secured e-mail to compromised_account_team@mastercard.com.
- III. Provide the MasterCard Merchant Fraud Control Department with a complete list of all known compromised account numbers.
- IV. Within 72 hours of knowledge of a suspected account compromise, engage the services of a data security firm acceptable to MasterCard to assess the vulnerability of the compromised data and related systems (such as a detailed forensics evaluation).
- V. Provide weekly written status reports to MasterCard, addressing open questions and issues until the audit is complete to the satisfaction of MasterCard.
- VI. Promptly furnish updated lists of potential or known compromised account numbers, additional documentation, and other information that MasterCard may request.
- VII. Provide finding of all audits and investigations to the MasterCard Merchant Fraud Control department within the required time frame and continue to address any outstanding exposure or recommendation until resolved to the satisfaction of MasterCard.

Once MasterCard obtains the details of the account data compromise and the list of compromised account numbers, MasterCard will:

- i. Identify the issuers of the accounts that were suspected to have been compromised and group all known accounts under the respective parent

member IDs.

- ii. Distribute the account number data to its respective issuers.

Employees of the City will be expected to report to the security officer for any security related issues. The role of the security officer is to effectively communicate all security policies and procedures to employees within the City and contractors. In addition to this, the security officer will oversee the scheduling of security training sessions, monitor and enforce the security policies outlined in both this document and at the training sessions and finally, oversee the implantation of the incident response plan in the event of a sensitive data compromise.

Discover Card Steps

- I. Within 24 hours of an account compromise event, notify Discover Fraud Prevention at (800) 347-3102
- II. Prepare a detailed written statement of fact about the account compromise including the contributing circumstances
- III. Prepare a list of all known compromised account numbers
- IV. Obtain additional specific requirements from Discover Card

American Express Steps

- I. Within 24 hours of an account compromise event, notify American Express Merchant Services at (800) 528-5200 in the U.S.
- II. Prepare a detailed written statement of fact about the account compromise including the contributing circumstances
- III. Prepare a list of all known compromised account numbers Obtain additional specific requirements from American Express.

L. Transfer of Sensitive Information Policy

- All third-party companies providing critical services to the City must provide an agreed Service Level Agreement.
- All third-party companies providing hosting facilities must comply with the City's Physical Security and Access Control Policy.
- All third-party companies which have access to Card Holder information must:
 - i. Adhere to the PCI DSS security requirements.
 - ii. Acknowledge their responsibility for securing the Card Holder data.

- iii. Acknowledge that the Card Holder data must only be used for assisting the completion of a transaction, supporting a loyalty program, providing a fraud control service or for uses specifically required by law.
- iv. Have appropriate provisions for business continuity in the event of a major disruption, disaster or failure.
- v. Provide full cooperation and access to conduct a thorough security review after a security intrusion by a Payment Card industry representative, or a Payment Card industry approved third party.

M. User Access Management

- Access to City is controlled through a formal user registration process beginning with a formal notification from HR or from a line manager.
- Each user is identified by a unique user ID so that users can be linked to and made responsible for their actions. The use of group IDs is only permitted where they are suitable for the work carried out.
- There is a standard level of access; other services can be accessed when specifically authorized by HR/line management.
- The job function of the user decides the level of access the employee has to cardholder data
- A request for service must be made in writing (email or hard copy) by the newcomer's line manager or by HR. The request is free format, but must state:

Name of person making request;
Job title of the newcomers and workgroup;
Start date;
Services required (default services are: MS Outlook, MS Office and Internet access).

- Each user will be given a copy of their new user form to provide a written statement of their access rights, signed by an IT representative after their induction procedure. The user signs the form indicating that they understand the conditions of access.
- Access to all the City systems is provided by IT and can only be started after proper procedures are completed.
- As soon as an individual leaves the City employment, all his/her system logons must be immediately revoked.
- As part of the employee termination process HR (or line managers in the case of contractors) will inform IT operations of all leavers and their date of leaving.

N. Access Control Policy

- Access Control systems are in place to protect the interests of all users of the City computer systems by providing a safe, secure and readily accessible environment in which to work.
- The City will provide all employees and other users with the information they need to carry out their responsibilities in an as effective and efficient manner as possible.
- Generic or group IDs shall not normally be permitted, but may be granted under exceptional circumstances if sufficient other controls on access are in place.
- The allocation of privilege rights (e.g. local administrator, domain administrator, super-user, root access) shall be restricted and controlled, and authorization provided jointly by the system owner and IT Services. Technical teams shall guard against issuing privilege rights to entire teams to prevent loss of confidentiality.
- Access rights will be accorded following the principles of least privilege and need to know.
- Every user should attempt to maintain the security of data at its classified level even if technical security mechanisms fail or are absent.
- Users electing to place information on digital media or storage devices or maintaining a separate database must only do so where such an action is in accord with the data's classification.
- Users are obligated to report instances of non-compliance to the City CISO.
- Access to the City IT resources and services will be given through the provision of a unique Active Directory account and complex password.
- No access to any the City IT resources and services will be provided without prior authentication and authorization of a user's the City Windows Active Directory account.
- Password issuing, strength requirements, changing and control will be managed through formal processes. Password length, complexity and expiration times will be controlled through Windows Active Directory Group Policy Objects.
- Access to Confidential, Restricted and Protected information will be limited to authorized persons whose job responsibilities require it, as determined by the data owner or their designated representative. Requests for access permission to be granted, changed or revoked must be made in writing.
- Users are expected to become familiar with and abide by the City policies, standards and guidelines for appropriate and acceptable usage of the networks and systems.
- Access for remote users shall be subject to authorization by IT Services and be provided in accordance with the Remote Access Policy and the Information

Security Policy. No uncontrolled external access shall be permitted to any network device or networked system.

- Access to data is variously and appropriately controlled according to the data classification levels described in the Information Security Management Policy.
- Access control methods include logon access rights, Windows share and NTFS permissions, user account privileges, server and workstation access rights, firewall permissions, IIS intranet/extranet authentication rights, SQL database rights, isolated networks and other methods as necessary.
- A formal process shall be conducted at regular intervals by system owners and data owners in conjunction with IT Services to review users' access rights. The review shall be logged and IT Services shall sign off the review to give authority for users' continued access rights.

Appendix A – Agreement to Comply Form – Agreement to Comply With Information Security Policies

Employee Name (printed)

Department

I agree to take all reasonable precautions to assure that City internal information, or information that has been entrusted to the City by third parties such as customers, will not be disclosed to unauthorized persons. At the end of my employment or contract with the City, I agree to return all information to which I have had access as a result of my position. I understand that I am not authorized to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the City manager who is the designated information owner.

I have access to a copy of the Information Security Policies, I have read and understand these policies, and I understand how it impacts my job. As a condition of continued employment, I agree to abide by the policies and other requirements found in the City security policy. I understand that non-compliance will be cause for disciplinary action up to and including dismissal, and perhaps criminal and/or civil penalties.

I also agree to promptly report all violations or suspected violations of information security policies to the designated security officer.

Employee Signature

Date

Appendix B – List of Devices

Asset/Device Name	Description	Owner/Approved User	Location

Appendix C - List of Service Providers

Name of Service Provider	Contact Details	Services Provided	PCI DSS Compliant	PCI DSS Validation Date



**Truth in Taxation Hearing
2021 Budget and Tax Levy
December 14, 2020**

Property Taxes



\$\$\$\$\$\$

How much will I pay? What do I get?





Strategic Priorities

Financial Stability



Integrated Communication



Infrastructure & Asset Management



Community Inclusiveness



Targeted Redevelopment



Operational Effectiveness





Emerald Ash Borer Eradication



What Do You Get?



2021 Property Tax Levy Increase 0%

Fund	Adopted 2020 Levy	Preliminary 2021 Levy	\$ Increase (Decrease)	% Increase (Decrease)
General Fund	\$ 17,481,000	\$ 17,324,330	\$ (156,670)	-0.9%
Debt Service Funds	4,682,300	4,909,890	227,590	4.9%
EDA Fund	120,000	100,000	(20,000)	-16.7%
Capital Project Funds	934,000	883,080	(50,920)	-5.5%
Total Levy	\$ 23,217,300	\$ 23,217,300	\$ -	0.0%

Increase of \$0





Property Tax Impact of Preliminary City Levy

Market Value for Pay 2020	Market Value for Pay 2021	Taxable Market Value for Pay 2021	City Tax \$ Amount 2020	City Tax \$ Amount 2021	\$ Increase (Decrease)	% Increase (Decrease)
94,200	100,000	71,800	298	301	3	0.9%
141,200	150,000	126,300	530	530	0	0.0%
235,400	250,000	235,300	994	988	(6)	-0.6%
245,400	260,700	246,900	1,043	1,037	(6)	-0.6%
376,600	400,000	398,800	1,691	1,675	(16)	-0.9%

★ Median Value Home in Maplewood (increase in residential value 6.2%)

**Decrease
\$6 per year**

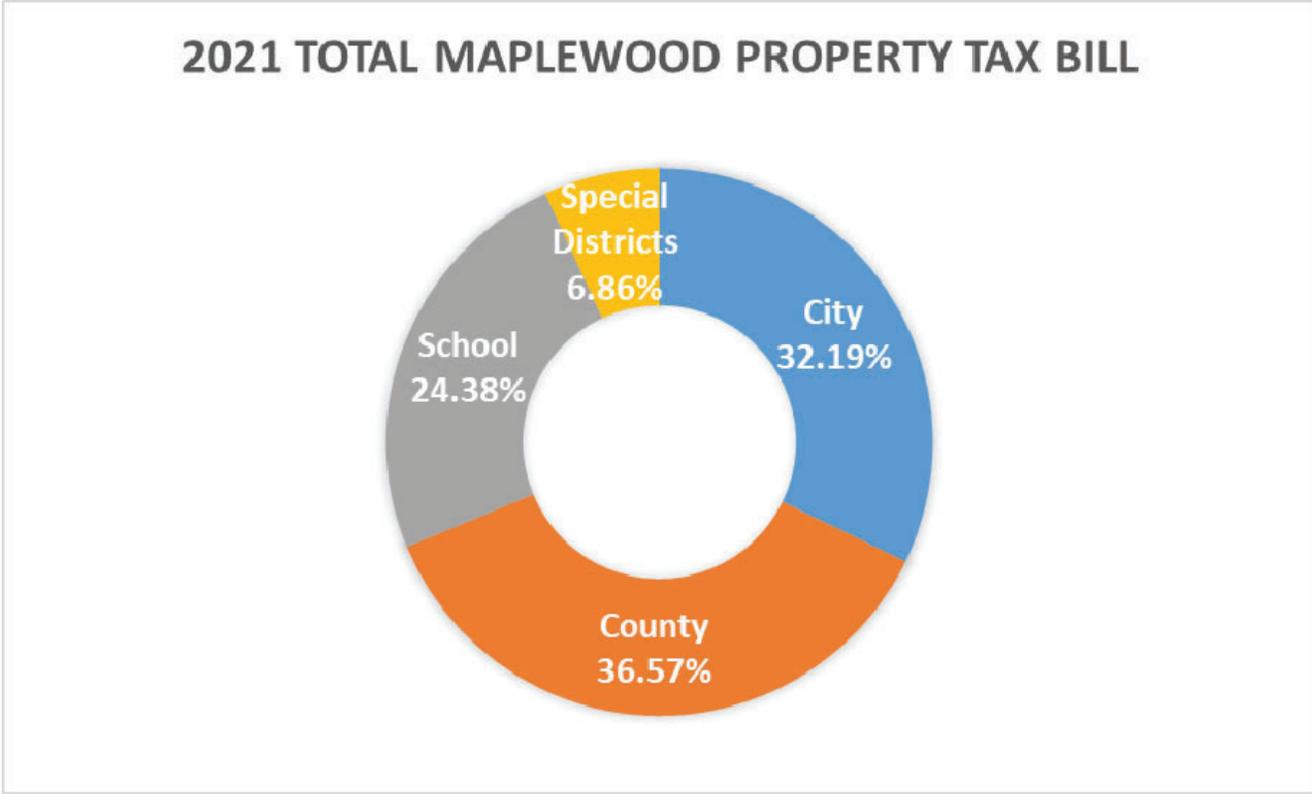
Total 2021 City Budget

Fund	2020	2021	\$ Change	% Change
	Original Budget	Budget		
General	\$ 23,316,390	\$ 22,673,770	\$ (642,620)	-2.76%
Special Revenue	822,340	866,940	44,600	5.42%
Debt Service	8,313,793	8,430,651	116,858	1.41%
Capital Projects	18,661,720	18,886,160	224,440	1.20%
Enterprise	11,450,867	11,512,448	61,581	0.54%
Internal Service	10,734,330	8,935,467	(1,798,863)	-16.76%
TOTAL	\$ 73,299,440	\$ 71,305,436	\$ (1,994,004)	-2.72%





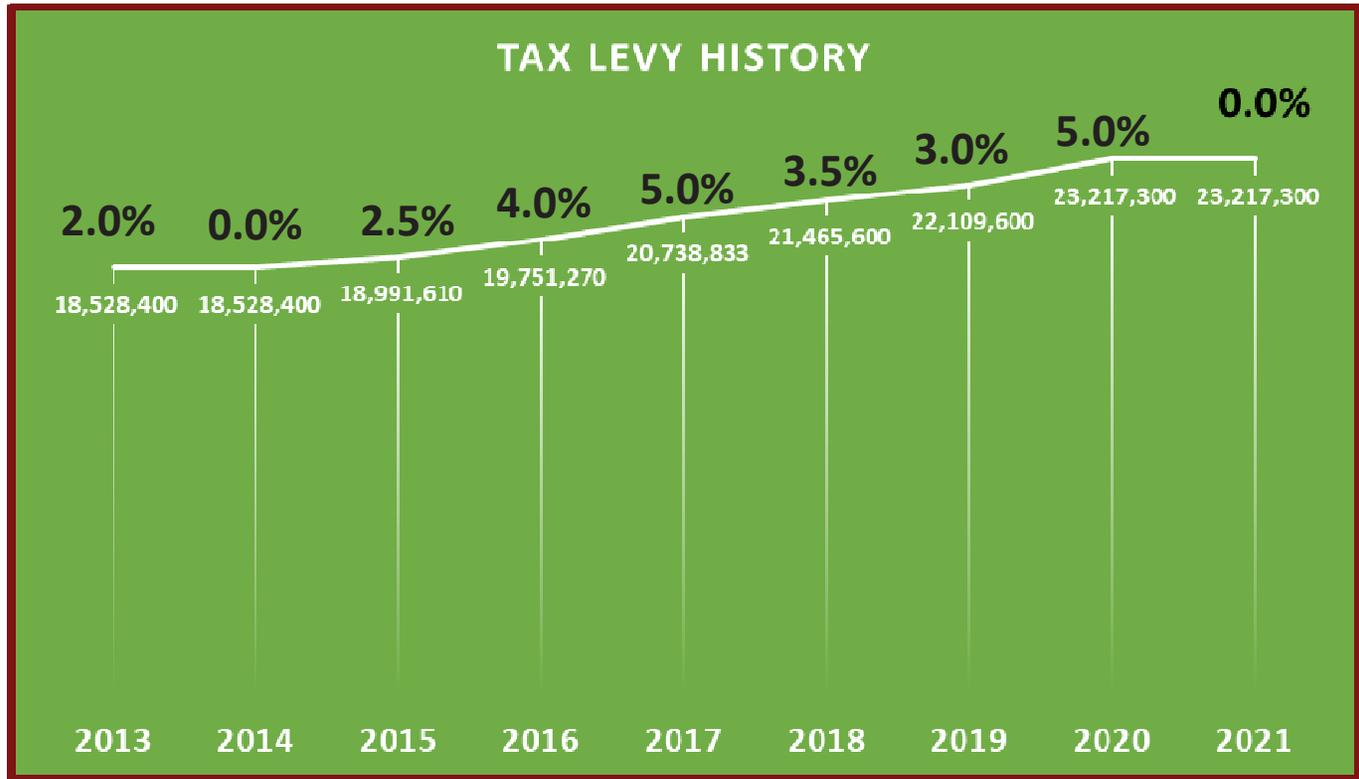
Who Gets My Property Taxes?



Special Districts include: Met Council, Mosquito Control, Regional Rail, and Watersheds

Tax Levy History

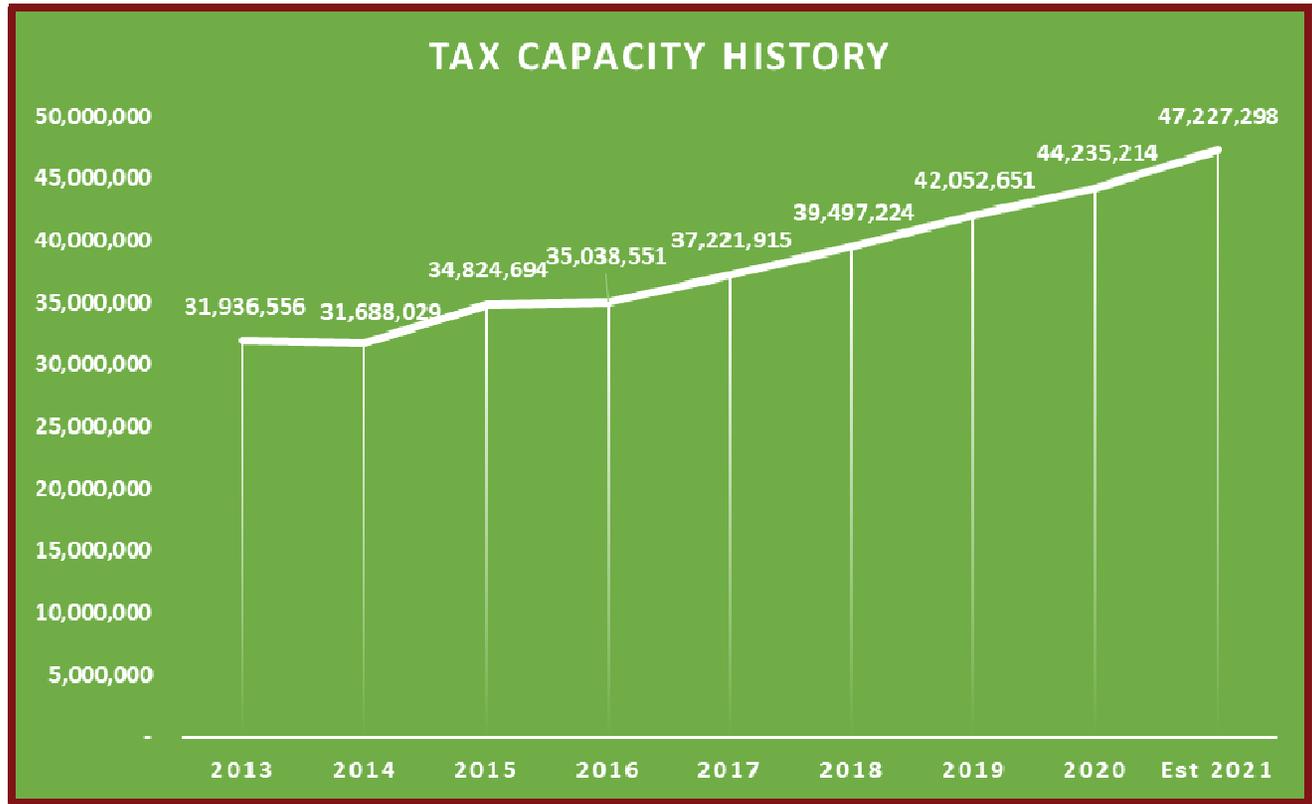
Average Annual Increase 2021 and Previous Eight Years is 2.8%





Tax Capacity History

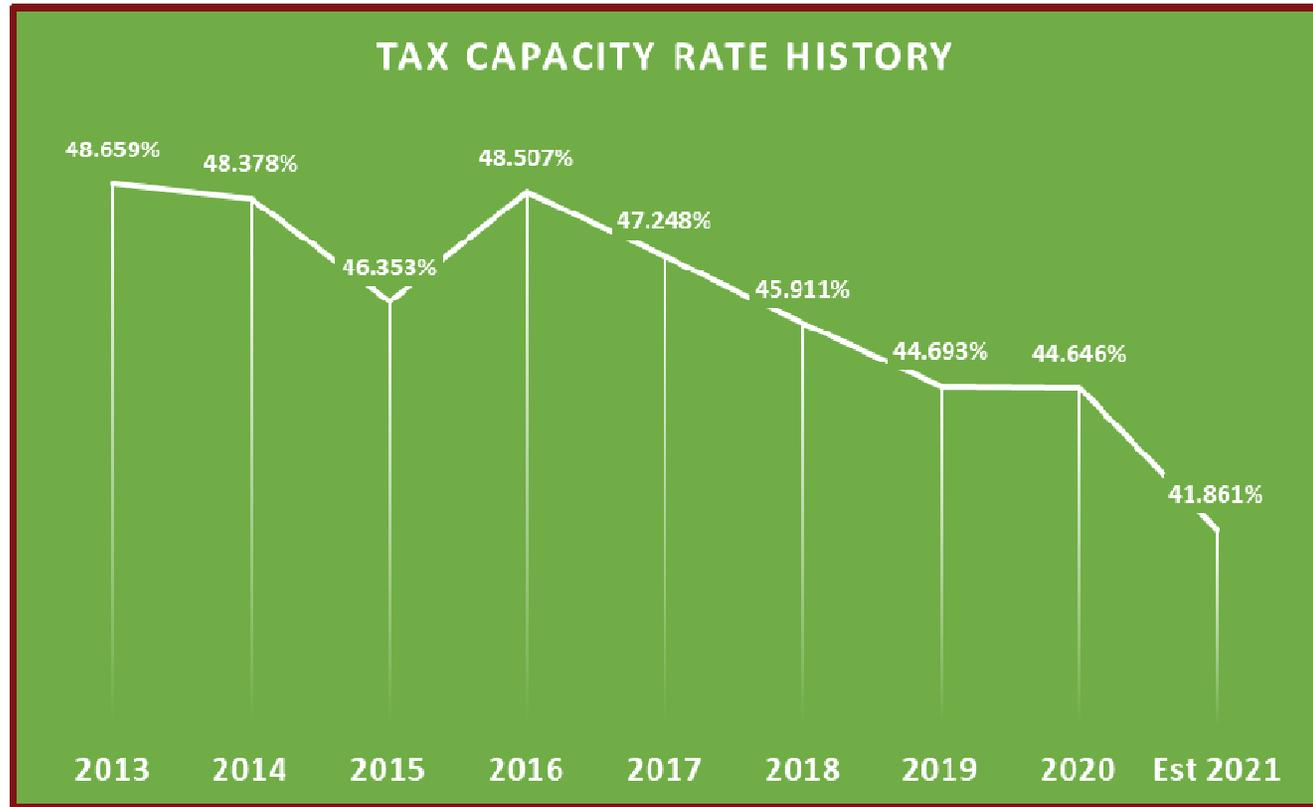
Average Annual Increase 2021 and Previous Eight Years is 3.8%





Tax Capacity Rate History

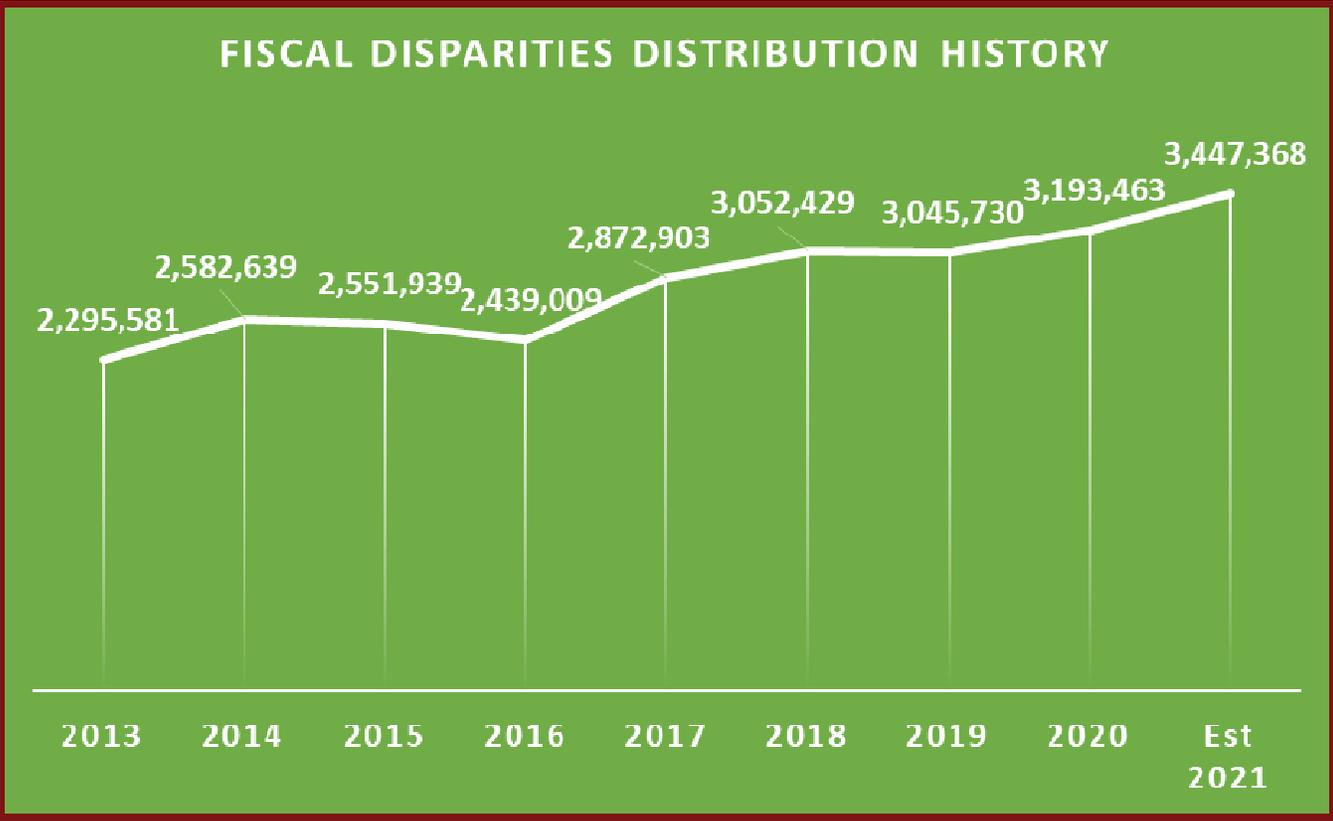
Average Annual Decrease 2021 and Previous Eight Years is $-.50\%$





Fiscal Disparities Distribution History

Average Annual Increase 2021 and Previous Eight Years is 5.8%





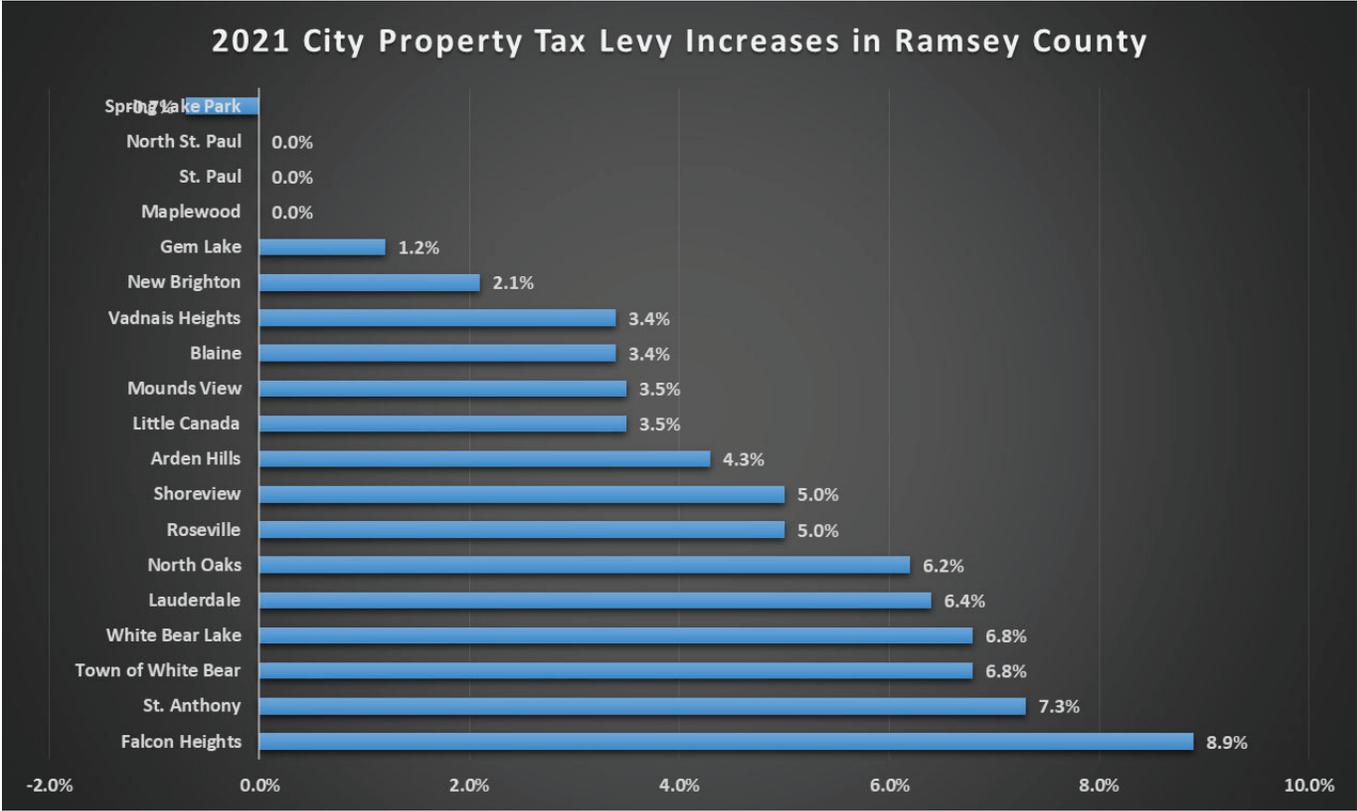
Historical Analysis of Maplewood Tax Rate Calculation Factors

Year	City Tax Levy	Tax Capacity	Fiscal Disparities	Tax Rate
2013	18,528,400	31,936,556	2,295,581	48.659%
2014	18,528,400	31,688,029	2,582,639	48.378%
2015	18,991,610	34,824,694	2,551,939	46.353%
2016	19,751,270	35,038,551	2,439,009	48.507%
2017	20,738,833	37,221,915	2,872,903	47.248%
2018	21,465,600	39,497,224	3,052,429	45.911%
2019	22,109,600	42,052,651	3,045,730	44.693%
2020	23,217,300	44,235,214	3,193,463	44.646%
2021	23,217,300	47,227,298	3,447,368	41.861%
Average Annual Increase/Decrease	2.8%	3.8%	5.8%	-0.5%



Ramsey County 2021 Levy Increases

Average 3.8%



Levy Historical Analysis

Historical Levy Percentage +/- Change Analysis for Ramsey County

Taxing Authority	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Average over 12 Years
Ramsey County	2.7%	2.8%	1.7%	1.8%	-0.1%	-0.2%	2.5%	2.8%	4.4%	4.4%	4.80%	0.00%	2.3%
Arden Hills	2.3%	0.8%	1.8%	3.0%	2.1%	3.1%	3.5%	4.7%	4.0%	4.0%	5.00%	4.30%	3.2%
Blaine	-7.5%	5.8%	-1.9%	1.1%	-1.2%	-6.1%	2.8%	13.4%	11.7%	17.0%	0.00%	3.40%	3.2%
Falcon Heights	5.0%	1.5%	-2.0%	6.5%	0.0%	0.0%	8.3%	8.9%	24.0%	25.0%	7.90%	8.90%	7.8%
Gem Lake	-10.7%	-19.1%	-14.6%	-6.8%	-9.7%	10.4%	16.1%	48.9%	3.3%	4.6%	22.00%	1.20%	3.8%
Lauderdale	2.4%	1.6%	3.0%	2.0%	1.0%	1.3%	8.4%	4.7%	8.1%	5.8%	4.40%	6.40%	4.1%
Little Canada	3.4%	3.9%	0.0%	2.0%	3.0%	3.0%	2.4%	2.9%	7.0%	3.0%	5.00%	3.50%	3.3%
Maplewood	3.1%	5.2%	2.3%	3.9%	0.4%	4.4%	4.0%	5.3%	3.6%	3.1%	5.10%	0.00%	3.4%
Mounds View	8.6%	2.4%	0.2%	0.2%	2.2%	1.9%	0.9%	3.0%	8.2%	9.4%	4.50%	3.50%	3.8%
New Brighton	0.0%	0.0%	-1.5%	1.4%	-8.0%	1.9%	3.9%	9.9%	9.6%	9.8%	9.20%	3.10%	3.3%
North Oaks	6.2%	4.9%	1.9%	3.3%	1.8%	2.0%	4.0%	6.6%	7.9%	8.7%	9.90%	6.20%	5.3%
North St. Paul	14.4%	1.6%	-0.2%	1.9%	-0.1%	6.6%	11.2%	15.6%	9.0%	8.8%	5.40%	0.00%	6.2%
Roseville	9.3%	3.1%	1.9%	16.3%	4.5%	1.9%	3.8%	5.1%	6.1%	4.9%	8.70%	5.00%	5.9%
St. Anthony	3.8%	6.4%	8.6%	7.5%	2.8%	9.3%	-0.1%	7.0%	5.1%	5.5%	0.20%	7.30%	5.3%
St. Paul	6.0%	0.0%	5.0%	1.9%	0.0%	2.4%	1.9%	7.9%	23.9%	10.5%	22.20%	0.00%	6.8%
Shoreview	4.2%	3.8%	-0.6%	3.4%	3.3%	3.5%	3.9%	3.9%	4.9%	4.5%	5.50%	5.00%	3.8%
Spring Lake Park	6.9%	-3.3%	-1.3%	-17.2%	2.4%	8.8%	4.2%	0.2%	7.1%	3.8%	5.50%	-0.70%	1.4%
Vadnais Heights	13.1%	4.7%	-0.7%	1.3%	3.0%	2.0%	9.8%	3.6%	3.4%	3.4%	6.90%	3.40%	4.5%
White Bear Lake	2.0%	0.1%	-0.1%	1.9%	0.0%	1.9%	1.7%	5.1%	8.5%	12.9%	9.00%	6.80%	4.2%
White Bear Twp	-1.0%	7.7%	2.4%	0.9%	-1.5%	1.2%	5.0%	2.3%	7.6%	5.5%	22.00%	20.20%	6.0%
Weighted Average City/Twp	5.5%	1.4%	3.2%	3.3%	0.5%	2.7%	2.9%	6.9%	16.0%	8.6%	6.2%	1.5%	4.9%



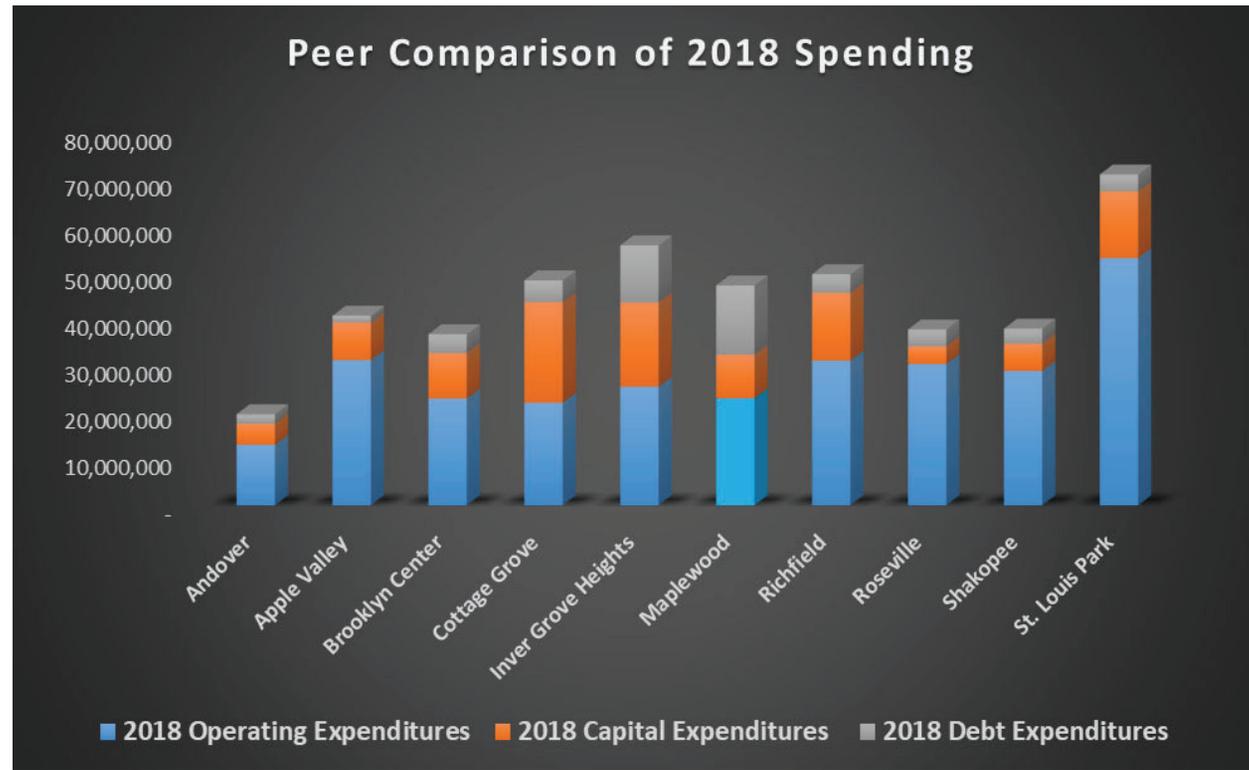
Peer Spending Comparisons

Peer City	2018 Population	2018 Taxable Tax Capacity	2018 Certified Tax Levy	2018 Current Expenditures	2018 Capital Outlay	2018 Debt Service	2018 Total Expenditures	Debt & Capital/Total	Debt Service /Total Exp	Outstanding Bonded Debt	Total Debt Per Capita
Brooklyn Center	32,299	17,596,546	17,105,950	22,964,072	9,811,817	4,029,165	36,805,054	37.61%	10.95%	41,435,000	1,283
Andover	32,728	30,007,904	10,424,617	12,999,992	4,602,080	2,001,367	19,603,439	33.69%	10.21%	27,700,000	846
Inver Grove Heights	35,381	36,245,198	21,041,791	25,543,498	18,103,407	12,274,085	55,920,990	54.32%	21.95%	53,910,000	1,524
Roseville	36,272	48,644,776	20,275,655	30,399,139	3,821,571	3,609,550	37,830,260	19.64%	9.54%	22,945,000	633
Richfield	36,436	30,001,418	20,621,911	31,141,886	14,600,653	3,962,997	49,705,536	37.35%	7.97%	66,935,000	1,837
Cottage Grove	37,341	31,648,068	15,235,000	22,065,494	21,628,684	4,718,547	48,412,725	54.42%	9.75%	37,925,000	1,016
Maplewood	40,710	39,497,224	21,186,011	23,002,825	9,378,460	14,934,927	47,316,212	51.38%	31.56%	59,516,483	1,462
Shakopee	41,506	46,102,556	19,230,500	28,911,846	5,905,898	3,189,130	38,006,874	23.93%	8.39%	32,350,000	779
St. Louis Park	48,910	63,328,213	31,748,368	53,178,460	14,388,878	3,618,761	71,186,099	25.30%	5.08%	56,280,000	1,151
Apple Valley	53,429	51,055,165	24,843,790	31,250,801	8,096,679	1,445,208	40,792,688	23.39%	3.54%	21,170,000	396
Average	39,501	39,412,707	20,171,359	28,145,801	11,033,813	5,378,374	44,557,988	36.10%	11.89%	42,016,648	1,093
<i>Maplewood % of Average</i>	103.1%	100.2%	105.0%	81.7%	85.0%	277.7%	106.2%	142.3%	265.4%	141.6%	133.8%





Peer Spending Comparisons *continued*



Utility Fund Rates



Utility Rates Impact on Average Home				
	Quarterly Charge		Increase/(Decrease)	
	2020 Rates	2021 Rates	Amount	Percent
Sanitary Sewer	\$3.25/unit	\$3.32/unit	\$0.07	2.2%
Environmental Utility	27.25	27.25	\$0.00	0.0%
Recycling	13.25	16.56	\$3.31	25.0%
WAC St. Paul	7%	7%	\$0.00	0.0%
WAC North St. Paul	3.60	3.60	\$0.00	0.0%
Average St. Paul Bill	\$115.50	\$120.35	\$4.85	4.2%
Average North St. Paul Bill	\$115.60	\$120.45	\$4.85	4.2%

Capital Improvement Plan 2020-2024

Total \$73,661,721

Category	2021	2022	2023	2024	2025	Total
Buildings	10,897,000	380,000	120,000	200,000	300,000	11,897,000
Equipment	1,382,000	2,497,000	1,221,000	2,087,000	1,168,000	8,355,000
Parks	150,000	2,685,000	430,000	1,905,000	455,000	5,625,000
Redevelopment	-	100,000	1,000,000	100,000	1,000,000	2,200,000
Streets	5,730,000	11,041,650	11,283,921	9,446,650	8,082,500	45,584,721
TOTAL	18,159,000	16,703,650	14,054,921	13,738,650	11,005,500	73,661,721





Amendments to Financial Policies

Debt Policy

- Change debt limit ceiling from \$1,500 to \$1,450 per capita.

Investment Policy

- Minor housekeeping modifications.

Fund Balance Policy

- Minor housekeeping modifications.

Accounts Payable and EFT Policy

- Procedures for electronic payments.

Purchasing Policy

- Procedures for IT purchases.

Information Security Policy

- Procedures for PCI credit card security.



Council Considerations

- Recommendation

- Adopt 2021 Levy at 0.0% increase over the prior year;
- Adopt 2021 Budget totaling \$71,305,436;
- Adopt 2021-2025 CIP totaling \$73,661,721;
- Adopt 2021 Financial Management Policies.



Questions?



CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Ellen Paulseth, Finance Director
PRESENTER: Ellen Paulseth, Finance Director
AGENDA ITEM: TIF Development and Financing Plan Modifications for Districts 1-4 and 1-5
 a. Public Hearing
 b. Resolution Approving Development and Financing Plan Modifications Districts 1-4 and 1-5

Action Requested: Motion Discussion Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

The City Council will consider development plan and budget modifications for two of the City’s tax increment financing districts, 1-4 and 1-5 (Carefree Cottages Affordable Senior Housing), which will provide for more effective utilization of tax increment revenue. These modifications and pooling of the funds will allow the use of surpluses from these districts for new affordable housing project costs, thereby maximizing the revenue. If the modifications are not approved, the surplus funds will be returned to the County and the City will receive approximately one-third of the surplus in the next tax settlement. The remainder will be returned to the County and School District.

Recommended Action:

- a. Hold the public hearing;
- b. Approve the Resolution Adopting A Modification to the Development Plan for Development District No. 1 and a Modification to the Tax Increment Financing Plans for Tax Increment Financing Districts No. 1-4 and 1-5.

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 TIF budget modifications will allow the City to address the strategic plan objectives more effectively, specifically goals relating to affordable housing.

Background

A document describing the modifications has been prepared by the City's TIF consultants, Ehlers, and is attached to this report. This is the 7th modification for District 1-4 and the 4th modification for District 1-5. A representative from Ehlers will be available for assistance with the public hearing.

Attachments

1. Modification to the Tax Increment Financing Plan District No. 1-4
2. Modification to the Tax Increment Financing Plan District No. 1-5
3. Resolution Adopting a Modification to the Development Plan for Development District No. 1 and a Modification to the Tax Increment Financing Plans for Tax Increment Financing Districts No. 1-4 and 1-5.



MODIFICATION TO THE TAX INCREMENT FINANCING PLAN

Tax Increment Financing District No. 1-4

Located in Development District No. 1
(a housing district)

Maplewood Economic Development Authority,
City of Maplewood, Ramsey County, Minnesota

Adopted: December 23, 1991
Modification #1: February 10, 1992
Modification #2: May 24, 1993
Modification #3: February 9, 1998
Modification #4: September 27, 1999
Modification #5: March 12, 2001
Modification #6: September 22, 2008

Modification #7 Public Hearing: December 14, 2020

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Modification to the Tax Increment Financing Plan for Housing District No. 1-4

Foreword

The City of Maplewood (the "City"), staff and consultants have prepared the following information to expedite the Modification of Housing District No. 1-4 (the "District"), a housing tax increment financing district, located in Development District No. 1.

Statutory Authority

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes Sections 469.124 - 469.133*, inclusive, as amended, and *M.S., Sections 469.174 to 469.1794*, inclusive, as amended (the "Tax Increment Financing Act" or "TIF Act"), to assist in financing public costs related to this project.

This section contains the Modification to the Tax Increment Financing Plan (the "Modification") for the District. Other relevant information is contained in the Development Program for Development District No. 1.

Statement of Objectives

The District currently consists of 2 parcels of land and adjacent and internal rights-of-way. The District was created to facilitate construction of the Carefree Cottages Affordable Senior Housing development the City. The EDA entered into an agreement with Carefree Cottages of Maplewood, LLC as the developer, and development began in 1993. The TIF Plan is being modified to increase the budget for additional affordable housing within the community and in order to accommodate potential developer repayments. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

The activities contemplated in the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Development District No. 1 and the District.

Estimated Public Costs

As modified December 14, 2020

Section 6.7 of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-4 shall be amended as follows:

The December 14, 2020 Amendment contains the cumulative estimated project costs, including the previously identified costs from the original and previous amendments. The total project cost, including financing costs (interest) listed in the table on the following page does not exceed the total projected tax increments for the District as shown in the Sources of Revenue section.

ESTIMATED PROJECT COSTS

USES	September 8, 2008	December 14, 2020
Land/Building Acquisition	\$ -	\$ -
Site Improvements/Preparation	105,449	105,449
Affordable Housing	-	494,551
Utilities	-	-
Other Qualifying Improvements	469,587	500,000
Administrative Costs (up to 10%)	13,597	35,000
PROJECT COSTS TOTAL	\$ 588,633	\$ 1,135,000
Interest	599,567	500,000
PROJECT AND INTEREST COSTS TOTAL	\$ 1,188,200	\$ 1,635,000

Estimated costs associated with the District are subject to change among categories without a modification to this TIF Plan. The cost of all activities to be considered for tax increment financing will not exceed, without formal modification, the budget above pursuant to the applicable statutory requirements. The EDA may expend funds for qualified housing activities outside of the District boundaries.

Section 6.9 of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-4 shall be amended as follows:

ESTIMATED SOURCES OF REVENUE

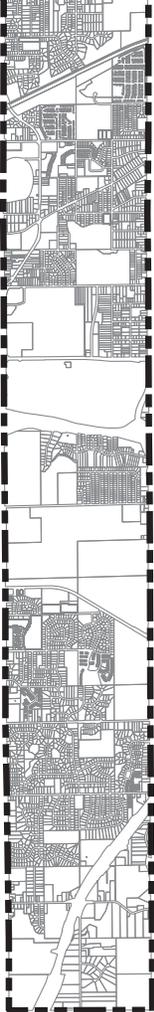
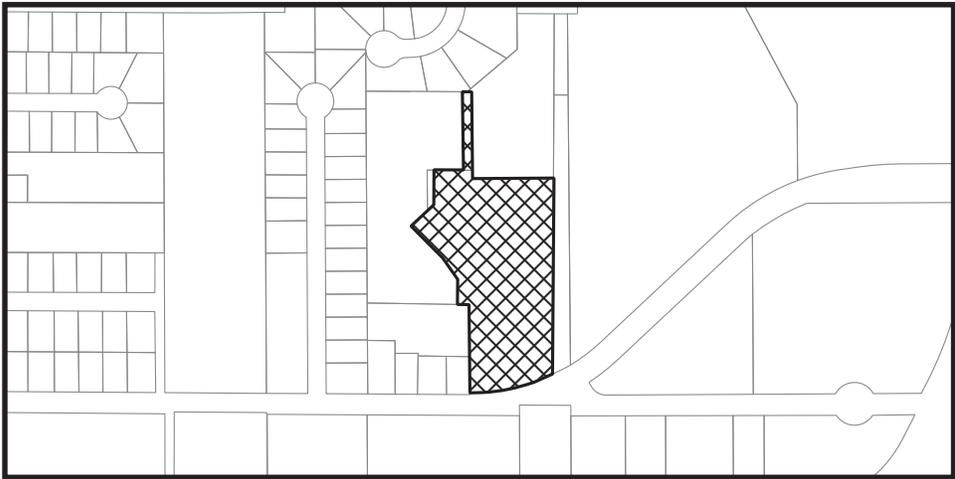
SOURCES	September 8, 2008	December 14, 2020
Tax Increment	\$ 1,065,836	\$ 1,600,000
Interest	6,193	35,000
Bond Proceeds	108,000	0
Grants	8,029	0
Other	142	0
TOTAL	\$ 1,188,200	\$ 1,635,000

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The EDA reserves the right to incur bonds or other indebtedness as a result of the TIF Plan. Any refunding amounts will be deemed a budgeted cost without a formal TIF Plan Modification. This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$1,135,000. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

Appendix A: Map of Development District No. 1 and the TIF District

Tax Increment Financing District 1-4



Legend

-  TIF District 1-4
-  Development District #1
-  Parcels



Appendix B: September 22, 2008 TIF Plan Modification

City of Maplewood, Minnesota

Modification to the Development Program

for

Development District No. 1

And

Modification to the Tax Increment Financing Plan

for

Tax Increment Financing (Housing) District No. 1-4

Original Plan Adopted: December 23, 1991

1st Modified Plan Dated: February 10, 1992

2nd Modified Plan Adopted: May 24, 1993

3rd Modified Plan Adopted: February 9, 1998

4th Modified Plan Adopted: September 27, 1999

5th Modified Plan Adopted: March 12, 2001

6th Modified Plan Adopted: September 22, 2008

Prepared by:

SPRINGSTED INCORPORATED
380 Jackson Street, Suite 300
St. Paul, MN 55101-2887
(651) 223-3000
WWW.SPRINGSTED.COM

Purpose of the Amendment to the Tax Increment Financing Plan

The City has established Tax Increment Financing District No. 1-4 within Municipal Development District No. 1. The City is not enlarging the boundaries of either Tax Increment Financing District No. 1-4 or Municipal Development District No. 1. The City hereby modifies the Tax Increment Financing Plan to authorize the use of future tax increments from Tax Increment District No. 1-4 to be used to fund additional project costs as included in Section 6.7. The City is modifying the Tax Increment Financing Plan to facilitate the financing of future TIF eligible project costs within the TIF District and/or Development District.

Attached are the Estimated Impact on Other Taxing Jurisdictions Report, Assumptions Report, and Projected Tax Increment Report. This modification is not expected to impact any other sections of the Development Program and TIF Plan.

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CITY OF MAPLEWOOD, MINNESOTA
MUNICIPAL DEVELOPMENT DISTRICT NO. 1
TAX INCREMENT FINANCING DISTRICT NO. 1-4

MODIFICATION NO. 6

Section 4.07 Estimated Public Costs

Section 6.7 of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-4 shall be amended to include the following costs:

ESTIMATED PROJECT COSTS

	December 23, 1991	September 27, 1999	September 8, 2008
Land Acquisition			
Site Improvements	728,293		
Public Improvements		112,065	105,449
Capitalized Interest			
Loan Principal Payments			
Loan Interest Payments	766,907	540,124	599,567
Administrative Expenses		5,218	13,597
Other – Unallocated	2,480,525		
Transfers Out – Debt Service 1999 TIF Bonds		283,360	469,587
TOTAL PROJECT COSTS	3,975,725	940,767	1,188,199

The September 27, 1999 Amendment contains the cumulative estimated project costs, including the previously identified costs from the original and 1992, 1993 and 1998 amendments. The March 12, 2001 Amendment extended the duration of the District to the statutory maximum of December 31, 2020, but did not alter the estimated project costs.

The September 8, 2008 Amendment contains the cumulative estimated project costs, including the previously identified costs from the original and previous amendments. Attached are the Estimated Impact on Other Taxing Jurisdictions Report, Assumptions Report, and Projected Tax Increment Report.

Section 6.9 Sources of Revenue

The revenues to pay the Public Costs of the Development District are the proceeds of the Tax Increment Bonds, Tax Increments, and any other available sources of revenue which the City may apply to pay Public Costs.

ESTIMATED SOURCES OF REVENUE

	December 23, 1991	September 27, 1999	September 8, 2008
Tax Increment	3,975,725	823,517	1,065,836
Investment Earnings	0	1,968	6,193
Bond Proceeds		115,282	108,000
Grants			8,029
Other			141
TOTAL REVENUE	3,975,725	940,767	1,188,199

Section 6.11 Estimated Impact of Tax Increment Financing

Page 3 shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the remaining life of the TIF District, since the estimated captured tax capacity is not expected to increase as a result of this modification, and the proposed developments would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The fiscal and economic implications of the proposed tax increment financing district, as pursuant to Minnesota Statutes, Section 469.175, Subdivision 2, are listed below.

1. The total amount of tax increment that will be generated over the remaining life of the district is estimated to be \$506,976.
2. To the extent any future projects in TIF District 1-4 generate any public cost impacts on city-provided services such as police and fire protection, public infrastructure, and borrowing costs attributable to the district, such costs will be levied upon the taxable net tax capacity of the City, excluding that portion captured by the District.
3. The amount of tax increments over the life of the district that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is estimated to be \$100,316.
4. The amount of tax increments over the life of the district that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same is estimated to be \$216,206.
5. The amount of tax increments over the life of the district that would be attributable to city levies, assuming the city's share of the total local tax rate for all taxing jurisdictions remained the same is estimated to be \$151,265.
6. No additional information has been requested by the county or school district that would enable it to determine additional costs that will accrue to it due to the development proposed for the district.

Estimated Impact on Other Taxing Jurisdictions Report

**City of Maplewood, Minnesota
Tax Increment Financing (Housing) District No. 1-4
Carefree Cottages Phase I**

Taxing Jurisdiction	Without Project or TIF District		With Project and TIF District						
	2007/2008 Taxable Net Tax Capacity (1)	2007/2008 Local Tax Rate	2007/2008 Taxable Net Tax Capacity (1)	Projected Retained Captured Net Tax Capacity +	=	New Taxable Net Tax Capacity	Hypothetical Adjusted Local Tax Rate (*)	Hypothetical Decrease In Local Tax Rate (*)	Hypothetical Tax Generated by Retained Captured N.T.C. (*)
City of Maplewood	43,433,094	30.800%	43,433,094	\$44,920		43,478,014	30.768%	0.032%	13,821
Ramsey County	492,574,011	44.023%	492,574,011	44,920		492,618,931	44.019%	0.004%	19,773
ISD #622	86,019,427	20.426%	86,019,427	44,920		86,064,347	20.415%	0.011%	9,171
Other (2)	---	7.979%	---	44,920		---	7.979%	---	---
Totals		103.228%					103.182%	0.046%	

* **Statement 1:** If the projected Retained Captured Net Tax Capacity of the TIF District was hypothetically available to each of the taxing jurisdictions above, the result would be a lower local tax rate (see Hypothetical Adjusted Tax Rate above) which would produce the same amount of taxes for each taxing jurisdiction. In such a case, the total local tax rate would decrease by 0.046% (see Hypothetical Decrease in Local Tax Rate above). The hypothetical tax that the Retained Captured Net Tax Capacity of the TIF District would generate is also shown above.

Statement 2: Since the projected Retained Captured Net Tax Capacity of the TIF District is not available to the taxing jurisdictions, then there is no impact on taxes levied or local tax rates.

- (1) Taxable net tax capacity = total net tax capacity - captured TIF - fiscal disparity contribution, if applicable.
- (2) The impact on these taxing jurisdictions is negligible since they represent only 7.73% of the total tax rate.

Projected Tax Increment Report

**City of Maplewood, Minnesota
Tax Increment Financing (Housing) District No. 1-4
Carefree Cottages Phase I**

Annual Period Ending (1)	Total Net Tax Capacity (2)	Less: Original Net Tax Capacity (3)	Less: Fiscal Disp. @ NA (4)	Retained Captured Net Tax Capacity (5)	Times: Tax Capacity Rate (6)	Annual Gross Tax Increment (7)	Less: State Aud. Deduction 0.360% (8)	Less: Admin. Retainage 10.00% (9)	Annual Net Revenue (10)
12/31/08	31,825	455	0	31,370	103.228%	32,383	117	354	31,912
12/31/09	32,780	455	0	32,325	103.228%	33,368	120	354	32,894
12/31/10	33,763	455	0	33,308	103.228%	34,383	124	354	33,905
12/31/11	34,776	455	0	34,321	103.228%	35,429	128	354	34,947
12/31/12	35,819	455	0	35,364	103.228%	36,506	131	354	36,021
12/31/13	36,894	455	0	36,439	103.228%	37,615	135	354	37,126
12/31/14	38,001	455	0	37,546	103.228%	38,758	140	354	38,264
12/31/15	39,141	455	0	38,686	103.228%	39,935	144	354	39,437
12/31/16	40,315	455	0	39,860	103.228%	41,147	148	354	40,645
12/31/17	41,524	455	0	41,069	103.228%	42,395	153	354	41,888
12/31/18	42,770	455	0	42,315	103.228%	43,681	157	354	43,170
12/31/19	44,053	455	0	43,598	103.228%	45,006	162	354	44,490
12/31/20	45,375	455	0	44,920	103.228%	46,370	167	354	45,849
12/31/21	0	0	0	0	103.228%	0	0	0	0
						\$506,976	\$1,826	\$4,602	\$500,548

H2, Attachment 1

**CITY OF MAPLEWOOD, MINNESOTA
 TAX INCREMENT FINANCING DISTRICT
 Housing District
 SUMMARY OF CASH FLOW OBLIGATIONS**

1-4

Levy Year (1)	Collect Year (2)	Mature Year (3)	Estimated Increment (4)	Less: Admin. Expenses (5)	Annual Net Increment (6)	Interest Earnings 2.00% (7)	Additional Transfers in/(out) (8)	TIF Note Payment (9)	Transfers to 1999B D/S Fund in/(out) (10)	Annual Surplus (Deficit) (11)	FUND BALANCE (12)
Prior to 2005 Amounts			452,222	(8,002)	444,220	3,164	0	(452,222)			5,883
2004	2005	2006	47,492	(345)	47,147	198	0	(47,492)		(147)	5,736
2005	2006	2007	29,943	(294)	29,649	417	0	(29,943)		123	5,859
2006	2007	2008	31,029	(354)	30,675	617	0	(31,029)		263	6,122 *
2007	2008	2009	32,266	(354)	31,912	122	0	(15,956)	(15,956)	122	6,244
2008	2009	2010	33,248	(354)	32,894	125	0	0	(32,894)	125	6,369
2009	2010	2011	34,259	(354)	33,905	127	0	0	(33,905)	127	6,497
2010	2011	2012	35,301	(354)	34,947	130	0	0	(34,947)	130	6,627
2011	2012	2013	36,375	(354)	36,021	133	0	0	(36,021)	133	6,759
2012	2013	2014	37,480	(354)	37,126	135	0	0	(37,126)	135	6,894
2013	2014	2015	38,618	(354)	38,264	138	0	0	(38,264)	138	7,032
2014	2015	2016	39,791	(354)	39,437	141	0	0	(39,437)	141	7,173
2015	2016	2017	40,999	(354)	40,645	143	0	0	(40,645)	143	7,316
2016	2017	2018	42,242	(354)	41,888	146	0	0	(41,888)	146	7,463
2017	2018	2019	43,524	(354)	43,170	149	0	0	(43,170)	149	7,612
2018	2019	2020	44,844	(354)	44,490	152	0	0	(44,490)	152	7,764
2019	2020	2021	46,203	(354)	45,849	155	0	(22,925)	(30,844)	(7,764)	0
			1,065,836	(13,597)	1,052,239	6,193	0	(599,567)	(469,587)		

- (4) Estimated tax increment less state auditor fee of 0.36%, and collection less of 3%
- (5) Administrative expenses are assumed equal to 2007 amount
- (6) Annual net increment (tax increment less state auditor fee less admin. expenses).
- (7) Interest Earnings - No earnings projected
- (8) Additional Transfers in/(out)
- (9) Annual Payment on \$728,293 TIF Note
- (10) Transfers to 1999B Debt Service Fund
- (11) Annual surplus/(deficit).

* Cumulative fund balance as of 12/31/07 from 2007 OSA TIF Reports

Inflation Assumption 3.00%

City #	1-4
County #	5726
School District	622
Type	Hsg
1st Collection	1995
Last Collection	12/31/2020
TC Rate %	103.228%
TC Rate (Pay Year)	2008



MODIFICATION TO THE TAX INCREMENT FINANCING PLAN

Tax Increment Financing District No. 1-5

Located in Development District No. 1
(a housing district)

Maplewood Economic Development Authority,
City of Maplewood, Ramsey County, Minnesota

Adopted: May 24, 1993
Modification #1: February 9, 1998
Modification #2: September 27, 1999
Modification #3: September 22, 2008

Modification #4 Public Hearing: December 14, 2020

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Modification to the Tax Increment Financing Plan for Housing District No. 1-5

Foreword

The City of Maplewood (the "City"), staff and consultants have prepared the following information to expedite the Modification of Housing District No. 1-5 (the "District"), a housing tax increment financing district, located in Development District No. 1.

Statutory Authority

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes Sections 469.124 - 469.133*, inclusive, as amended, and *M.S., Sections 469.174 to 469.1794*, inclusive, as amended (the "Tax Increment Financing Act" or "TIF Act"), to assist in financing public costs related to this project.

This section contains the Modification to the Tax Increment Financing Plan (the "Modification") for the District. Other relevant information is contained in the Development Program for Development District No. 1.

Statement of Objectives

The District currently consists of 2 parcels of land and adjacent and internal rights-of-way. The District was created to facilitate construction of the Carefree Cottages Affordable Senior Housing development the City. The EDA entered into an agreement with Carefree Cottages of Maplewood, LLC as the developer, and development began in 1993. The TIF Plan is being modified to increase the budget for additional affordable housing within the community and in order to accommodate potential developer repayments. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

The activities contemplated in the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Development District No. 1 and the District.

Estimated Public Costs

As modified December 14, 2020

Section 6.7 of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-5 shall be amended as follows:

The December 14, 2020 Amendment contains the cumulative estimated project costs, including the previously identified costs from the original and previous amendments. The total project cost, including financing costs (interest) listed in the table on the following page does not exceed the total projected tax increments for the District as shown in the Sources of Revenue section.

ESTIMATED PROJECT COSTS

USES	September 8, 2008	December 14, 2020
Land/Building Acquisition	\$ -	\$ -
Site Improvements/Preparation	86,042	86,042
Affordable Housing	-	413,958
Utilities	-	-
Other Qualifying Improvements	335,181	500,000
Administrative Costs (up to 10%)	11,157	40,000
PROJECT COSTS TOTAL	\$ 432,380	\$ 1,040,000
Interest	475,129	500,000
PROJECT AND INTEREST COSTS TOTAL	\$ 907,509	\$ 1,540,000

Estimated costs associated with the District are subject to change among categories without a modification to this TIF Plan. The cost of all activities to be considered for tax increment financing will not exceed, without formal modification, the budget above pursuant to the applicable statutory requirements. The EDA may expend funds for qualified housing activities outside of the District boundaries.

Section 6.9 of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-5 shall be amended as follows:

ESTIMATED SOURCES OF REVENUE

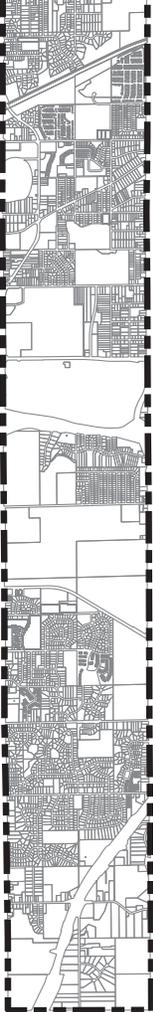
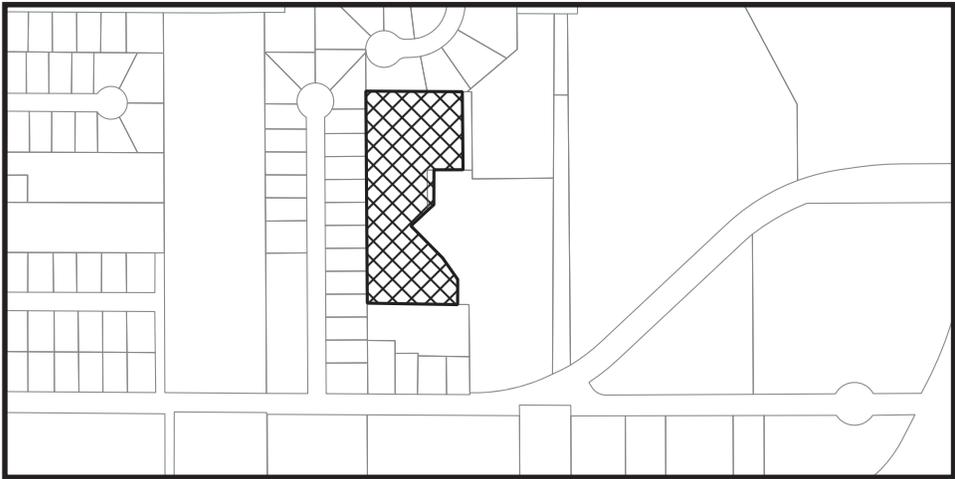
SOURCES	September 8, 2008	December 14, 2020
Tax Increment	\$ 806,359	\$ 1,500,000
Interest	6,415	40,000
Bond Proceeds	88,123	0
Grants	6,496	0
Other	116	0
TOTAL	\$ 907,509	\$ 1,540,000

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The EDA reserves the right to incur bonds or other indebtedness as a result of the TIF Plan. Any refunding amounts will be deemed a budgeted cost without a formal TIF Plan Modification. This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of \$1,040,000. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

Appendix A: Map of Development District No. 1 and the TIF District

Tax Increment Financing District 1-5



Legend

-  TIF District 1-5
-  Development District #1
-  Parcels



Appendix B: September 22, 2008 TIF Plan Modification

City of Maplewood, Minnesota

Modification to the Development Program

for

Development District No. 1

And

**Modification to the Tax Increment
Financing Plan**

for

**Tax Increment Financing (Housing)
District No. 1-5**

Original Plan Adopted: May 24, 1993

1st Modified Plan Dated: February 9, 1998

2nd Modified Plan Adopted: September 27, 1999

3rd Modified Plan Adopted: September 22, 2008

Prepared by:

SPRINGSTED INCORPORATED
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Purpose of the Amendment to the Tax Increment Financing Plan

The City has established Tax Increment Financing District No. 1-5 within Municipal Development District No. 1. The City is not enlarging the boundaries of either Tax Increment Financing District No. 1-5 or Municipal Development District No. 1. The City hereby modifies the Tax Increment Financing Plan to authorize the use of future tax increments from Tax Increment District No. 1-5 to be used to fund additional project costs as included in Section 6.7. The City is modifying the Tax Increment Financing Plan to facilitate the financing of future TIF eligible project costs within the TIF District and/or Development District.

Attached are the Estimated Impact on Other Taxing Jurisdictions Report, Assumptions Report, and Projected Tax Increment Report. This modification is not expected to impact any other sections of the Development Program and TIF Plan.

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CITY OF MAPLEWOOD, MINNESOTA
MUNICIPAL DEVELOPMENT DISTRICT NO. 1
TAX INCREMENT FINANCING DISTRICT NO. 1-5

MODIFICATION NO. 6

Section 4.07 Estimated Public Costs

Section 6.7 of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-5 shall be amended to include the following costs:

ESTIMATED PROJECT COSTS

	December 23, 1991	September 27, 1999	September 8, 2008
Land Acquisition			
Site Improvements	574,987		
Public Improvements		91,444	86,042
Capitalized Interest			
Loan Principal Payments			
Loan Interest Payments	706,334	400,195	475,129
Administrative Expenses		15,115	11,157
Other – Unallocated	2,074,179		
Transfers Out – Debt Service 1999 TIF Bonds		231,220	335,181
TOTAL PROJECT COSTS	3,355,500	737,974	907,509

The September 27, 1999 Amendment contains the cumulative estimated project costs, including the previously identified costs from the original and 1998 amendments.

The September 8, 2008 Amendment contains the cumulative estimated project costs, including the previously identified costs from the original and previous amendments. Attached are the Estimated Impact on Other Taxing Jurisdictions Report, Assumptions Report, and Projected Tax Increment Report.

Section 6.9 Sources of Revenue

The revenues to pay the Public Costs of the Development District are the proceeds of the Tax Increment Bonds, Tax Increments, and any other available sources of revenue which the City may apply to pay Public Costs.

ESTIMATED SOURCES OF REVENUE

	December 23, 1991	September 27, 1999	September 8, 2008
Tax Increment	3,355,500	631,448	806,359
Investment Earnings	0	12,456	6,415
Bond Proceeds		94,070	88,123
Grants			6,496
Other			116
TOTAL REVENUE	3,355,500	737,974	907,509

Section 6.11 Estimated Impact of Tax Increment Financing

Page 3 shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the remaining life of the TIF District, since the estimated captured tax capacity is not expected to increase as a result of this modification, and the proposed developments would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The fiscal and economic implications of the proposed tax increment financing district, as pursuant to Minnesota Statutes, Section 469.175, Subdivision 2, are listed below.

1. The total amount of tax increment that will be generated over the remaining life of the district is estimated to be \$386,807.
2. To the extent any future projects in TIF District 1-5 generate any public cost impacts on city-provided services such as police and fire protection, public infrastructure, and borrowing costs attributable to the district, such costs will be levied upon the taxable net tax capacity of the City, excluding that portion captured by the District.
3. The amount of tax increments over the life of the district that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is estimated to be \$76,539.
4. The amount of tax increments over the life of the district that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same is estimated to be \$164,959.
5. The amount of tax increments over the life of the district that would be attributable to city levies, assuming the city's share of the total local tax rate for all taxing jurisdictions remained the same is estimated to be \$115,411.
6. No additional information has been requested by the county or school district that would enable it to determine additional costs that will accrue to it due to the development proposed for the district.

Estimated Impact on Other Taxing Jurisdictions Report

**City of Maplewood, Minnesota
Tax Increment Financing (Housing) District No. 1-5
Carefree Cottages Phase II**

Taxing Jurisdiction	Without Project or TIF District		With Project and TIF District					
	2007/2008 Taxable Net Tax Capacity (1)	2007/2008 Local Tax Rate	2007/2008 Taxable Net Tax Capacity (1)	Projected Retained Captured Net Tax Capacity +	New Taxable Net Tax Capacity =	Hypothetical Adjusted Local Tax Rate (*)	Hypothetical Decrease In Local Tax Rate (*)	Hypothetical Tax Generated by Retained Captured N.T.C. (*)
City of Maplewood	43,433,094	30.800%	43,433,094	\$34,167	43,467,261	30.776%	0.024%	10,515
Ramsey County	492,574,011	44.023%	492,574,011	34,167	492,608,178	44.020%	0.003%	15,040
ISD #622	86,019,427	20.426%	86,019,427	34,167	86,053,594	20.418%	0.008%	6,976
Other (2)	---	7.979%	---	34,167	---	7.979%	---	---
Totals		103.228%				103.193%	0.035%	

* **Statement 1:** If the projected Retained Captured Net Tax Capacity of the TIF District was hypothetically available to each of the taxing jurisdictions above, the result would be a lower local tax rate (see Hypothetical Adjusted Tax Rate above) which would produce the same amount of taxes for each taxing jurisdiction. In such a case, the total local tax rate would decrease by 0.035% (see Hypothetical Decrease in Local Tax Rate above). The hypothetical tax that the Retained Captured Net Tax Capacity of the TIF District would generate is also shown above.

Statement 2: Since the projected Retained Captured Net Tax Capacity of the TIF District is not available to the taxing jurisdictions, then there is no impact on taxes levied or local tax rates.

- (1) Taxable net tax capacity = total net tax capacity - captured TIF - fiscal disparity contribution, if applicable.
- (2) The impact on these taxing jurisdictions is negligible since they represent only 7.73% of the total tax rate.

Projected Tax Increment Report

**City of Maplewood, Minnesota
Tax Increment Financing (Housing) District No. 1-5
Carefree Cottages Phase II**

Annual Period Ending (1)	Total Net Tax Capacity (2)	Less: Original Net Tax Capacity (3)	Less: Fiscal Disp. @ NA (4)	Retained Captured Net Tax Capacity (5)	Times: Tax Capacity Rate (6)	Annual Gross Tax Increment (7)	Less: State Aud. Deduction 0.360% (8)	Less: Admin. Retainage 10.00% (9)	Annual Net Revenue (10)
12/31/08	24,283	340	0	23,943	103.228%	24,716	89	350	24,277
12/31/09	25,011	340	0	24,671	103.228%	25,468	92	350	25,026
12/31/10	25,762	340	0	25,422	103.228%	26,242	94	350	25,798
12/31/11	26,535	340	0	26,195	103.228%	27,040	97	350	26,593
12/31/12	27,331	340	0	26,991	103.228%	27,862	100	350	27,412
12/31/13	28,151	340	0	27,811	103.228%	28,708	103	350	28,255
12/31/14	28,995	340	0	28,655	103.228%	29,580	106	350	29,124
12/31/15	29,865	340	0	29,525	103.228%	30,478	110	350	30,018
12/31/16	30,761	340	0	30,421	103.228%	31,403	113	350	30,940
12/31/17	31,684	340	0	31,344	103.228%	32,356	116	350	31,890
12/31/18	32,634	340	0	32,294	103.228%	33,337	120	350	32,867
12/31/19	33,613	340	0	33,273	103.228%	34,347	124	350	33,873
12/31/20	34,622	455	0	34,167	103.228%	35,270	127	350	34,793
12/31/21	0	0	0	0	103.228%	0	0	0	0
						\$386,807	\$1,391	\$4,550	\$380,866

**CITY OF MAPLEWOOD, MINNESOTA
 TAX INCREMENT FINANCING DISTRICT
 Housing District
 SUMMARY OF CASH FLOW OBLIGATIONS**

1-5

Levy Year	Collect Year	Mature Year	Estimated Increment	Less: Admin. Expenses	Annual Net Increment	Interest Earnings 2.00%	Additional Transfers in/(out)	TIF Note Payment	Transfers to 1999 D/S Fund in/(out)	Annual Surplus (Deficit)	FUND BALANCE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Prior to 2005 Amounts			333,066	(5,619)	327,447	3,300	0	(333,065)			6,375
2004	2005	2006	39,276	(345)	38,931	200	0	(39,276)		(145)	6,230
2005	2006	2007	24,760	(293)	24,467	413	0	(24,760)		120	6,350
2006	2007	2008	23,841	(350)	23,491	572	0	(23,841)		222	6,572 *
2007	2008	2009	24,627	(350)	24,277	131	0	(24,277)		131	6,703
2008	2009	2010	25,376	(350)	25,026	134	0	(12,513)	(12,513)	134	6,838
2009	2010	2011	26,148	(350)	25,798	137	0	0	(25,798)	137	6,974
2010	2011	2012	26,943	(350)	26,593	139	0	0	(26,593)	139	7,114
2011	2012	2013	27,762	(350)	27,412	142	0	0	(27,412)	142	7,256
2012	2013	2014	28,605	(350)	28,255	145	0	0	(28,255)	145	7,401
2013	2014	2015	29,474	(350)	29,124	148	0	0	(29,124)	148	7,549
2014	2015	2016	30,368	(350)	30,018	151	0	0	(30,018)	151	7,700
2015	2016	2017	31,290	(350)	30,940	154	0	0	(30,940)	154	7,854
2016	2017	2018	32,240	(350)	31,890	157	0	0	(31,890)	157	8,011
2017	2018	2019	33,217	(350)	32,867	160	0	0	(32,867)	160	8,171
2018	2019	2020	34,223	(350)	33,873	163	0	0	(33,873)	163	8,335
2019	2020	2021	35,143	(350)	34,793	167	0	(17,397)	(25,898)	(8,335)	0
			806,359	(11,157)	795,202	6,415	0	(475,129)	(335,181)		

- (4) Estimated tax increment less state auditor fee of 0.36%, and collection less of 3%
- (5) Administrative expenses are assumed equal to 2007 amount
- (6) Annual net increment (tax increment less state auditor fee less admin. expenses).
- (7) Interest Earnings - No earnings projected
- (8) Additional Transfers in/(out)
- (9) Annual Payment on \$574,987 TIF Note
- (10) Transfers to 1999B Debt Service Fund
- (11) Annual surplus/(deficit).

* Cumulative fund balance as of 12/31/07 from 2007 OSA TIF Reports

City #	1-5
County #	5726
School District	622
Type	Hsg
1st Collection	1995
Last Collection	12/31/2020
TC Rate %	103.228%
TC Rate (Pay Year)	2008

Inflation Assumption 3.00%

**CITY OF MAPLEWOOD
RAMSEY COUNTY, MINNESOTA**

RESOLUTION _____

RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PLAN FOR DEVELOPMENT DISTRICT NO. 1 AND A MODIFICATION TO THE TAX INCREMENT FINANCING PLANS FOR TAX INCREMENT FINANCING DISTRICTS NO. 1-4 AND 1-5.

BE IT RESOLVED by the City Council (the "Council") of the City of Maplewood, Minnesota (the "City"), as follows:

Section 1. Recitals.

1.01. The City Council of the City of Maplewood (the "City") heretofore established Tax Increment Financing Districts No. 1-4 and 1-5 (the "TIF Districts") and adopted the Tax Increment Financing Plans therefor on December 23, 1991 and May 24, 1993, respectively.

1.02. It has been proposed that the City modify the Development District Program (the "Development Program") for Development District No. 1 (the "Project") and modify the Tax Increment Financing Plans (the "Modifications") for TIF Districts No. 1-4 and 1-5, located within Development District No. 1, all pursuant to and in accordance with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended (the "Acts"). Generally, the substantive change to the Tax Increment Financing Plans for TIF Districts No. 1-4 and 1-5 is an increase the budgets for additional affordable housing within the community and in order to accommodate potential developer repayments.

1.03. The Council has investigated the facts and has caused the Modifications to be prepared.

1.04. The City has performed all actions required by law to be performed prior to the adoption of the Modifications.

1.05 The City Council has fully reviewed the contents of the modified Development Program and the Modifications and has on December 14, 2020 conducted a public hearing thereon at which the views of all interested persons were received orally or in writing.

Section 2. Findings for the Modifications.

2.01. The Council hereby finds that the Modifications are intended, and, in the judgment of this Council, the effect of such actions will be to provide an impetus for development and to accomplish certain objectives as specified in the Modifications, which are hereby incorporated herein.

2.02 The Council reaffirms the findings previously made with respect to TIF Districts No. 1-4 and 1-5.

2.03. The Modifications conform in all respects to the requirements of the Acts and will help fulfill a need to develop an area of the City which is already built up, to provide housing opportunities, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose. The City believes these benefits directly derive from the tax increment assistance provided under the TIF Plan. A private developer will receive only the assistance needed to make this development financially feasible. As such, any private benefits received by a developer are incidental

and do not outweigh the primary public benefits.

Section 3. Approval of the Modifications; Filing.

3.01. The Modification to Project and the Modifications to the TIF Plans for TIF Districts No. 1-4 and 1-5 are hereby approved and shall be placed on file in the office of the City Clerk. Approval of the Modifications does not constitute approval of any project or a Development Agreement with any developer.

3.02. The staff of the City are authorized to file the Modifications with the State Department of Revenue and the Ramsey County Auditor.

3.03. The staff of the City, the City's advisors and legal counsel are authorized and directed to proceed with the implementation of the Modifications and for this purpose to negotiate, draft, prepare and present to this Council for its consideration all further plans, resolutions, documents and contracts necessary for this purpose.

ADOPTED by the City Council of the City of Maplewood this 14th day of December 2020.

Marylee Abrams, Mayor

ATTEST:

Andrea Sindt, City Clerk

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Ellen Paulseth, Finance Director

PRESENTER: Ellen Paulseth, Finance Director

AGENDA ITEM: North Fire Station Capital Improvement Plan and Issuance of Bonds
 a. Public Hearing
 b. Resolution Adopting CIP and Providing Approval for Bond Issuance

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

The City Council is considering the issuance of \$10M General Obligation Capital Improvement Bonds for the construction of the new North Fire Station. The Capital Improvement Bonds will be issued pursuant to M.S. § 475.521, which requires a public hearing on the proposed improvement and the approval of a Capital Improvement Plan by a 3/5th vote of Council membership.

Recommended Action:

- a. Hold the public hearing;
- b. Adopt the resolution Adopting a Five-Year Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$10,000,000

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 construction of the North Fire Station will allow the City to consolidate functions and reduce its capital footprint, which allows the fire department to achieve its strategic plan objectives more efficiently.

Background

The City Council has previously approved moving forward with bids and proposals for the construction of the North Fire Station. The project costs are estimated at \$13.1M, to be financed as follows:

Capital Improvement Bonds	\$10,000,000
Fire Station Capital Project Fund #432	2,100,000
Interfund Loan	<u>1,000,000</u>
Total	<u>\$13,100,000</u>

Proceeds from the sale of the two remaining fire station properties will be deposited into the North Fire Station Debt Service Fund to help service the debt.

The CIP Statute requires the City Council to consider eight factors in preparing the CIP and authorizing general obligation bonds to finance capital improvements:

1. Condition of the City's existing infrastructure, including projected need for repair or replacement.
2. Likely demand for the improvement(s).
3. Estimated cost of the improvement(s).
4. Available public resources.
5. Level of overlapping debt in the City.
6. Relative benefits and costs of alternative uses of funds.
7. Operating costs of the proposed improvement(s).
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

The findings for these eight factors are included in the attached CIP document prepared by Ehlers.

Attachments

1. Five-Year CIP for Issuance of G.O. CIP Bonds (North Fire Station)
2. Resolution Adopting a Five-Year Capital Improvement Plan and Providing Preliminary Approval for the Issuance of Bonds

December 14, 2020

FIVE - YEAR CAPITAL IMPROVEMENT PLAN FOR
ISSUANCE OF GENERAL OBLIGATION CIP BONDS:

City of Maplewood, Minnesota

2021 - 2025



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

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I. INTRODUCTION

In 2003, the Minnesota State Legislature adopted a statute (Section 475.521, referred to herein as the “CIP Act”) that allows cities to issue municipal bonds under a capital improvement plan without a referendum requirement (except for the so-called “reverse referendum” petition provision described below). The CIP Act applies to specific capital improvements for the purposes of city halls, public works, and public safety facilities. The 2005 Legislature added towns to the meaning of a municipality, as well as libraries and town halls to the meaning of a capital improvement under the CIP Act.

Throughout this plan, the term “Capital Improvement” refers only to those improvements identified in the CIP Act, as summarized above. Capital expenditures for other public improvements in the City of Maplewood (the “City”) will be funded through other means identified in the City’s regular capital improvement planning and budgeting processes and are not governed by this plan.

II. PURPOSE

A Capital Improvement as defined in the CIP Act is a major expenditure of municipal funds for the acquisition or betterment to public lands, buildings, or other improvements used as a city hall, town hall, library, public safety, or public works facility, any of which have a useful life of 5 years or more. For the purposes of the CIP Act, Capital Improvements do not include light rail transit or related activities, parks, road/bridges, administrative buildings other than a city or town hall, or land for those facilities. A Capital Improvement Plan (“CIP”), as identified by the CIP Act is a document designed to anticipate Capital Improvement expenditures over a five-year period so that they may be acquired, constructed and/or installed in a cost-effective and efficient manner. The CIP must set forth the estimated schedule, timing, and details of specific Capital Improvements by year, together with the estimated cost, need for improvement, and sources of revenue to pay for the improvement.

The City believes the capital improvement process is an important element of responsible fiscal management and engages in adoption of a comprehensive capital improvement plan for city-wide capital

expenditures annually as part of its budgeting process. That annual capital planning process is related to but distinct from this document: the CIP as referenced in the CIP Act described above.

As potential expenditures are reviewed, the municipality considers the benefits, costs, alternatives and impact on operating expenditures. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. To offset financially difficult times, good planning is essential for the wise use of limited financial resources.

III. PLANNING PROCESS

The City Council annually reviews its capital expenditures according to their priority, fiscal impact, and available funding as part of its budgeting process. The City assembles the specific capital expenditures to be undertaken within the next five years, and prepares a plan based on project priorities and available funding sources. In subsequent years, the process is repeated as expenditures are completed and new needs arise.

If the plan calls for general obligation bonds to finance certain Capital Improvements (referred to herein as “CIP Bonds”), the City Council must follow an additional set of procedures. The City may adopt a CIP specifically for those Capital Improvements and address various factors identified within the CIP Act. This CIP, therefore, supplements the City’s established capital planning process.

The Council must hold a public hearing regarding issuance of the CIP Bonds to obtain public comment on the matter. Notice of such hearing must be published in the official newspaper of the municipality at least 14, but not more than 28 days prior to the date of the public hearing. In addition, the notice may be posted on the City’s official web site.

The Council must approve the sale of CIP Bonds by a 3/5ths vote of its membership. However, issuance of CIP Bonds is also subject to reverse referendum: if a petition is signed by voters equal to at least five percent of the votes cast in the City in last general election and is filed with the City Clerk within 30 days after the public hearing regarding the CIP Bonds, the CIP Bonds may not be issued unless approved by a majority of voters voting on the question of issuing the obligations.

Further, the maximum debt service in any year on all City CIP Bonds outstanding and proposed to be issued is an amount equal to 0.16% of the estimated market value of property in the city, using the market value for the taxes-payable year in which the bonds are issued.

After the CIP has been approved and general obligation bonds have been authorized, the City works with its municipal advisor to prepare a bond sale and repayment schedule. Assuming no petition for a referendum is filed, the bonds are sold, and when proceeds from the sale of the bonds (and any other identified revenue sources) become available, prior qualifying expenditures for specified Capital Improvements can be reimbursed and new expenditures made.

IV. PROJECT SUMMARY

The only project to be undertaken with this CIP for the years 2021 to 2025 is the construction of a new fire station in the City (see Appendix A for a description of the project in the City's comprehensive capital plan). The aggregate principal amount of CIP Bonds to be issued under this CIP shall not exceed \$10,000,000, and the City will use cash reserves to fund all project costs not financed with the CIP Bonds. All other foreseeable capital expenditures within the City government will be funded through other means as identified within the City's annual budgeting process.

The CIP Act requires the City Council to consider eight factors in preparing the CIP and authorizing general obligation bonds to finance capital improvements thereunder:

1. Condition of the City's existing infrastructure, including projected need for repair or replacement.
2. Likely demand for the improvement(s).
3. Estimated cost of the improvement(s).
4. Available public resources.
5. Level of overlapping debt in the City.
6. Relative benefits and costs of alternative uses of funds.
7. Operating costs of the proposed improvement(s).
8. Alternatives for providing services most efficiently through shared facilities with other cities or local governments.

The City has considered the eight points as they relate to the fire station project and the issuance of CIP Bonds. The findings are as follows:

Conditions of City Infrastructure and Need for the Project

The new fire station is a proposed 30,000 s.f. facility to be built on the existing site of the North Fire Station. The proposed station gives the fire department the opportunity to consolidate functions and reduce its capital footprint, replacing two of the City's outdated and deteriorating stations (North Station and Central Station). The new station will include proper housing and safety considerations for employees while also ensuring that the department has adequate space for current and future apparatus, an adequate training and community space that can also serve as an emergency operations center, and will allow for the consolidation of the department's administrative functions.

In 2011, the City Council approved a restructuring of the fire department, resulting in a reduction in the number of fire stations from five to three. In order to better serve the community, one new station was built in the middle of the city's southern leg. The North and Central Stations will be replaced to meet the City's fire prevention and protection needs, accommodating departmental growth for the next 30 years.

Demand for the Project

Two of the City's three existing fire stations are deficient and unable to meet the City's current and future operational needs. In 2017, the fire department hired a third-party consultant to conduct a Fire Station Location and Operational review. One of the recommendations from the study was to consolidate the North and Central Fire Stations, demolish the existing North Fire Station and rebuild on the existing site. Following the study, the department hosted a series of community meetings and gathered community feedback via surveys and other digital platforms.

In 2019, the fire department hired an architectural firm to conduct a space needs assessment. The needs assessment included feedback from stakeholders at all levels of the organization. The recommendations of the needs assessment include a 30,000 square foot fire station to meet the needs of the department now and modestly into the future.

Estimated Cost of the Project

The fire station project is estimated to cost \$13,100,000 inclusive of construction and soft costs. Construction contracts are anticipated to be awarded February 2021. The CIP Bonds to be issued to finance approximately \$10 million of the project cost will be subject to (a) City Council authorization following the CIP public hearing on December 14, 2020 and then (b) City Council award following the City's competitive public offering to bond underwriting firms on January 25, 2021.

Availability of Public Resources

The City proposes to fund the fire station project with CIP Bond proceeds and other available resources. Given the significant estimated cost of the project, debt is necessary to provide for the costs and preserve necessary operating resources for the City.

Level of Overlapping Debt

The final official statement for the City's Series 2020B bonds, issued July 2020, contained the following table of overlapping debt.

Taxing District	2019/20 Adjusted Taxable Net Tax Capacity	% In City	Total G.O. Debt²	City's Proportionate Share
Ramsey County	\$ 663,489,369	7.7440%	\$135,325,000	\$ 10,479,568
I.S.D. No. 622 (North St. Paul-Maplewood-Oakdale)	108,300,930	40.1937%	366,000,000	³ 147,108,942
I.S.D. No. 623 (Roseville Area Schools)	79,733,353	8.6704%	171,455,000	³ 14,865,834
I.S.D. No. 624 (White Bear Lake Area Schools)	96,839,739	0.9677%	315,530,000	³ 3,053,384
Metropolitan Council	4,576,187,142	1.1228%	221,800,000	⁴ 2,490,370
City's Share of Total Overlapping Debt				<u>\$177,998,099</u>

Relative Costs and Benefits of Alternative Uses of the Funds

The space limitations within the City's current North and Central fire stations, their physical locations and age, and the City's desire for increased operational efficiencies drive the need for this project. The City

explored alternatives such as renovation and expansion of existing facilities but determined this would not fully meet the City’s future needs.

Operating Costs of the Proposed Improvements

The City anticipates that replacing the North and Central Stations with a single new station will save it an estimated \$40,000 per year due primarily to lower maintenance costs and increased energy efficiency.

Options for Shared Facilities with Other Cities or Local Government

The City determined that utilizing fire protection services from a station in a neighboring city was not a viable alternative to the City’s plans to replace the current North and Central Stations with a single new station.

V. FINANCING

The aggregate principal amount of CIP Bonds to be issued under the CIP shall not exceed \$10,000,000, and the City will use cash reserves to fund all fire station project costs not financed with the CIP Bonds. The City will pledge future property taxes to the payment of principal and interest on the CIP Bonds, although it also anticipates using the proceeds from the sale of the two existing fire station properties to offset its future debt levy requirements. Estimated sources and uses of funds and debt service payments for the proposed CIP Bonds are shown in Appendix B.

In financing the CIP, two significant statutory limitations apply. First, under Chapter 475, cities cannot incur debt that is to be repaid solely with property taxes, in an aggregate amount exceeding 3% of the assessor’s estimated market value (EMV) for the city. The final official statement for the City’s Series 2020B bonds, issued July 2020, contained the following 3% debt limit calculation:

2019/20 Assessor's Estimated Market Value	\$4,392,023,000
Multiply by 3%	<u>0.03</u>
Statutory Debt Limit	\$ 131,760,690
Less: Long-Term Debt Outstanding Being Paid Solely from Taxes	<u>(7,740,000)</u>
Unused Debt Limit	<u><u>\$ 124,020,690</u></u>

Adding an additional \$10 million of CIP Bonds, therefore, will leave the City with approximately \$114 million of unused statutory debt capacity.

Second, the CIP Act specifies that the total amount of principal and interest payable in any single calendar year on all CIP Bonds issued by the City cannot exceed 0.16% of the City's total estimated market value. Using the \$4.4 billion estimated market value in the table above, the City's maximum CIP Bond debt service is therefore just over \$7 million.

The highest cumulative annual amount of debt service payments on the City's existing CIP Bonds plus the proposed new CIP Bonds are estimated to not exceed \$1.2 million in any future year. As such, annual CIP Bond debt service will be within the \$7 million annual limit under the CIP Act.

VI. PLAN CONTINUATION

The City should review and update this CIP as needed, using the process outlined in this document.

APPENDIX A

North Fire Station Construction

Estimated Start Date: 01/01/2021

Estimated Completion Date: 12/31/2021

The new station is a proposed 30,000 square foot fire station that will be built on the existing site of the North fire station. The proposed station gives the department the opportunity to consolidate functions, replacing two of the City's outdated and deteriorating stations. The station will include proper housing and safety considerations for employees while also ensuring that the department has adequate space for current and future apparatus, an adequate training and community space that can also serve as an emergency operations center and will include the relocation of all of the department's administrative functions. The facility will focus on function and operations, sustainability and community pride and will accommodate departmental growth for the next 30 years. The new station will feature 7 drive through apparatus bays, public/support areas, adequate dorms and living areas and will include state of the art technology that focuses on a reduction of the impacts of cancer and heart disease in the fire service.

In 2017, the Fire Department hired a third party consultant to conduct a Fire Station Location and Operational review. One of the recommendations from the study was to consolidate the North and Central Fire Stations, demolish the existing North Fire Station and rebuild on the existing site. Following the study, the department hosted a series of community meetings and gathered community feedback via surveys and other digital platforms. In 2019, the department hired an architectural firm to conduct a space needs assessment. The needs assessment included feedback from stakeholders at all levels of the organization. The recommendations of the needs assessment include a 30,000 square foot fire station to meet the needs of the department now and modestly into the future. The total project cost established by the space needs assessment is \$10,700,000. Overall, work on this project spans from 2011 to current. The department in partnership with other City staff have worked diligently to come to a solution that will allow the department to continue to meet the community's needs.



- **Category:** Public Safety
- **Contact Person:** EMS Chief
- **Useful Life:**30 years
- **Project Number:**FD21.05
- **Budget Impact Comments:** The new station will be paid for through the issuance of bonds, utilization of the fire equipment fund and proceeds from sales of property. While the costs of the project are significant, the fire station project will reduce the department's overall capital footprint, while eliminating inefficiencies and maintenance costs of operating three stations, two of which are outdated and in need of serious repairs, renovation and/or reconstruction. Estimated savings in excess of \$40,000 per year.

How much will this project cost?

Capital Costs \$13,100,000

How much will this project save?

Maintenance \$40,000

Funding Sources

G.O. Bonds \$10,000,000

Fire Building Fund \$ 3,100,000

Note: Proceeds from the sale of the two old fire stations (after completion of the new station) estimated at \$2,500,000, will be deposited in the debt service fund for payment of principal and interest.

APPENDIX B

Maplewood, Minnesota

\$10,000,000 General Obligation CIP Bonds, Series 2021A
Assumes Current Market BQ AA+ Rates plus 25bps
20 Years

Estimated Sources & Uses

Dated 02/24/2021 | Delivered 02/24/2021

Sources Of Funds

Par Amount of Bonds	\$10,000,000.00
Total Sources	\$10,000,000.00

Uses Of Funds

Total Underwriter's Discount (1.000%)	100,000.00
Costs of Issuance	78,000.00
Deposit to Project Fund	9,822,000.00
Total Uses	\$10,000,000.00

Maplewood, Minnesota

\$10,000,000 General Obligation CIP Bonds, Series 2021A

Assumes Current Market BQ AA+ Rates plus 25bps

20 Years

Estimated Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/24/2021	-	-	-	-	-
02/01/2022	-	-	127,652.79	127,652.79	127,652.79
08/01/2022	-	-	68,182.50	68,182.50	-
02/01/2023	170,000.00	0.500%	68,182.50	238,182.50	306,365.00
08/01/2023	-	-	67,757.50	67,757.50	-
02/01/2024	470,000.00	0.500%	67,757.50	537,757.50	605,515.00
08/01/2024	-	-	66,582.50	66,582.50	-
02/01/2025	475,000.00	0.550%	66,582.50	541,582.50	608,165.00
08/01/2025	-	-	65,276.25	65,276.25	-
02/01/2026	475,000.00	0.600%	65,276.25	540,276.25	605,552.50
08/01/2026	-	-	63,851.25	63,851.25	-
02/01/2027	480,000.00	0.700%	63,851.25	543,851.25	607,702.50
08/01/2027	-	-	62,171.25	62,171.25	-
02/01/2028	480,000.00	0.800%	62,171.25	542,171.25	604,342.50
08/01/2028	-	-	60,251.25	60,251.25	-
02/01/2029	485,000.00	1.000%	60,251.25	545,251.25	605,502.50
08/01/2029	-	-	57,826.25	57,826.25	-
02/01/2030	490,000.00	1.100%	57,826.25	547,826.25	605,652.50
08/01/2030	-	-	55,131.25	55,131.25	-
02/01/2031	495,000.00	1.200%	55,131.25	550,131.25	605,262.50
08/01/2031	-	-	52,161.25	52,161.25	-
02/01/2032	500,000.00	1.300%	52,161.25	552,161.25	604,322.50
08/01/2032	-	-	48,911.25	48,911.25	-
02/01/2033	510,000.00	1.400%	48,911.25	558,911.25	607,822.50
08/01/2033	-	-	45,341.25	45,341.25	-
02/01/2034	515,000.00	1.500%	45,341.25	560,341.25	605,682.50
08/01/2034	-	-	41,478.75	41,478.75	-
02/01/2035	525,000.00	1.600%	41,478.75	566,478.75	607,957.50
08/01/2035	-	-	37,278.75	37,278.75	-
02/01/2036	530,000.00	1.700%	37,278.75	567,278.75	604,557.50
08/01/2036	-	-	32,773.75	32,773.75	-
02/01/2037	540,000.00	1.800%	32,773.75	572,773.75	605,547.50
08/01/2037	-	-	27,913.75	27,913.75	-
02/01/2038	550,000.00	1.850%	27,913.75	577,913.75	605,827.50
08/01/2038	-	-	22,826.25	22,826.25	-
02/01/2039	560,000.00	1.900%	22,826.25	582,826.25	605,652.50
08/01/2039	-	-	17,506.25	17,506.25	-
02/01/2040	570,000.00	1.950%	17,506.25	587,506.25	605,012.50
08/01/2040	-	-	11,948.75	11,948.75	-
02/01/2041	585,000.00	2.000%	11,948.75	596,948.75	608,897.50
08/01/2041	-	-	6,098.75	6,098.75	-
02/01/2042	595,000.00	2.050%	6,098.75	601,098.75	607,197.50
Total	\$10,000,000.00	-	\$1,950,190.29	\$11,950,190.29	-

CITY OF MAPLEWOOD, MINNESOTA

RESOLUTION _____

ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND PROVIDING PRELIMINARY APPROVAL FOR THE ISSUANCE OF BONDS THEREUNDER

BE IT RESOLVED by the City Council (the "Council") of the City of Maplewood, Ramsey County, Minnesota (the "City"), as follows:

Section 1. Background.

1.01. Pursuant to Minnesota Statutes, Section 475.521, as amended (the "Act"), cities are authorized to adopt a capital improvement plan and carry out programs for the financing of capital improvements. Pursuant to the Act, the City may issue general obligation bonds to finance the costs of capital improvements described in the capital improvement plan.

1.02. Before the approval of the capital improvement plan and the issuance of any bonds under the Act, the City is required to hold a public hearing on the capital improvement plan and the issuance of bonds thereunder.

1.03 The City has caused to be prepared the Five-Year Capital Improvement Plan for Issuance of General Obligation CIP Bonds: City of Maplewood, Minnesota 2021-2025 (the "Plan").

1.04. On the date hereof, the Council conducted a duly noticed public hearing regarding adoption of the Plan pursuant to the requirements of the Act and the issuance of general obligation bonds in one or more series thereunder in order to finance a portion of the capital improvements identified in the Plan, including the construction of a new fire station in the City (the "Project").

1.05. The City has determined that it is in the best interests of the City to authorize the issuance and sale of general obligation capital improvement plan bonds in one or more series pursuant to the Act in a maximum principal amount of \$10,000,000 (the "Bonds").

1.06. In considering the Plan, the Council has considered for each project and for the overall Plan:

1. the condition of the City's existing infrastructure, including the projected need for repair and replacement;
2. the likely demand for the improvement;
3. the estimated cost of the improvement;
4. the available public resources;
5. the level of overlapping debt in the City;
6. the relative benefits and costs of alternative uses of the funds;
7. operating costs of the proposed improvements; and
8. alternatives for providing services more efficiently through shared facilities with other local government units.

Section 2. Plan Approved; Bonds Authorized.

2.01. The Council finds that the Plan will provide for certain capital improvements, including the Project, which serves the interest of the City as a whole. The Plan is hereby approved.

2.02. City staff are hereby authorized to do all other things and take all other actions as may be necessary or appropriate to carry out the Plan in accordance with any applicable laws and regulations, subject to the contingency in Section 2.03 below.

2.03. The City gives preliminary approval to the issuance of the Bonds in the maximum principal amount of \$10,000,000, provided that if a petition requesting a vote on issuance of the Bonds, signed by voters equal to five percent (5%) of the votes cast in the last general election, is filed with City Manager by January 13, 2021, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election. The authorization to issue the Bonds is subject to expiration of the 30-day period without the City's receipt of a qualified petition under the Act, or if a qualified petition is filed, upon the approving vote of a majority of the voters voting on the question of issuance of the Bonds.

2.04. To provide money to finance the Project, the City will issue and sell the Bonds, to be designated as the General Obligation Capital Improvement Bonds, Series 2021A (the "Series 2021A Bonds"), in the proposed aggregate principal amount of \$10,000,000 (subject to the contingency in Section 2.03 and subject to adjustment on or before the date of sale of the Series 2021A Bonds), pursuant to the Act. The Series 2021A Bonds will be issued, sold, and delivered in accordance with the terms of a pre-sale report prepared by Ehlers & Associates, Inc. (the "Pre-Sale Report"). Ehlers & Associates, Inc., as municipal advisor to the City, is authorized to assist the City in the offer and sale of the Series 2021A Bonds. The officers, employees, and agents of the City are hereby authorized to assist Ehlers & Associates, Inc. with respect to its activities in connection with the issuance and sale of the Series 2021A Bonds.

2.05. The City is authorized by Minnesota Statutes, Section 475.60, subdivision 2(9), as amended, to negotiate the sale of the Series 2021A Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale.

Section 3. Authorization to Offer Bonds. The City Manager and the Finance Director of the City, together with Ehlers & Associates, Inc., are authorized and directed to prepare and distribute an Official Statement with respect to the Series 2021A Bonds, apply for a rating from one or more rating agencies with respect to the Series 2021A Bonds, negotiate the sale of the Series 2021A Bonds, and take such other actions as are necessary or appropriate in anticipation of the award and sale of the Series 2021A Bonds in accordance with the Pre-Sale Report. The City Council will meet at or after 7:00 P.M. on Monday, January 25, 2021, to consider proposals on the Series 2021A Bonds, award the sale of the Series 2021A Bonds, and take any other appropriate actions with respect to the Series 2021A Bonds.

Section 4. Authorization of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City, is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates, and instruments relating to the Series 2021A Bonds. The officers, employees, and agents of the City are hereby authorized to assist Kennedy & Graven, Chartered, with respect to the preparation of such documents, certificates, and instruments and its other activities in connection with the issuance and sale of the Series 2021A Bonds.

Section 5. Covenants and Undertakings. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Minnesota Statutes, Chapter 475, as amended.

Approved by the City Council of the City of Maplewood, Minnesota, this 14th day of December, 2020.

Mayor

Attest:

City Manager

CITY COUNCIL STAFF REPORT

Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Andrea Sindt, City Clerk

PRESENTER: Andrea Sindt, City Clerk

AGENDA ITEM: Resolution Canvassing Addendum of the Municipal Results of November 3, 2020 General Election

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

The local offices on the November 3, 2020 General Election included a two-year special election for mayor, two councilmember positions, both four (4) year terms, and a two-year special election for councilmember. These results were appropriately canvassed by the city council on November 12, 2020. Per court order, additional absentee ballots identified on November 13, 2020 at Ramsey County Elections, were directed to be processed and counted. No outcomes of any races were affected by these ballots. In accordance with court order, Ramsey County provided new abstracts to accurately reflect votes cast. The city council shall act as the canvassing board, canvass the results and declare the results of the election.

Recommended Action:

Motion to approve the resolution canvassing the addendum of municipal results of the November 3, 2020 General Election.

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.

In adherence to court order, canvassing boards affected by these absentee ballots shall submit an addendum to its regular report to reflect updated totals to Ramsey County.

Background

On Saturday, October 31, 2020, the State Voter Registration System (SVRS) was down during in-person absentee voting hours. As advised by MN OSS emergency procedures, Ramsey County election officials implemented the use of signature envelopes with the absentee ballots and

applications. The volume of voters at 90 Plato Blvd W was such that it was not possible for election officials to update SVRS with all of the ballots on Saturday. Staff secured the unprocessed ballots in appropriately labeled boxes. One box containing 318 of these ballots was mistakenly placed with processed ballots. This error was discovered November 13, 2020 by Ramsey County election judges.

Ramsey County Canvassing Board acknowledged this error on November 18, 2020 and notified each candidate. A petition was filed for this error to be corrected.

On November 19, 2020, the petition was granted and Ramsey County Ballot Board opened the 318 absentee ballots and accepted and counted 307. Specific to Maplewood, 19 ballots were part of those counted.

Ramsey County has provided an addendum Abstract of Votes Cast detailing the results from the November 3, 2020 General Election. The following is a summary with the original count for reference:

Mayoral 2yr Special Election Candidates:

	<u>Final Count</u>	<u>Original Count</u>
Marylee Abrams	10568	10563
Bob Cardinal	7928	7924

Councilmember Candidates (two four-year seats):

	<u>Final Count</u>	<u>Original Count</u>
Rebecca Cave	7274	7270
Garrett Krueger	5439	5436
Sylvia E. Neblett	7004	7002
Nikki Villavicencio	7980	7977

Councilmember 2yr Special Election Candidates:

	<u>Final Count</u>	<u>Original Count</u>
Bill Knutson	8856	8851
Diana Longrie	8035	8033

As mentioned previously, no outcomes were affected by these ballots. As such, the mayoral candidate receiving the highest votes is Marylee Abrams. The four-year councilmember candidates receiving the highest number of votes are Nikki Villavicencio and Rebecca Cave. The prevailing two-year councilmember candidate is Bill Knutson.

Pursuant to State Statute 205.185, the issuance of the certificate of election to each successful candidate will occur after the contest time has expired and the required certificate of filing per State Statute 211A.05 has been submitted.

Attachments

1. Resolution
2. Abstract of Votes Cast dated 11-20-2020
3. Certification
4. Court Order
5. Affected Precincts

**Resolution
Canvassing Addendum of Results of General Election**

WHEREAS, a State General Election was held on November 3, 2020; and

WHEREAS, the ballot included two candidates for the Maplewood mayor two-year special election, four candidates for two Maplewood councilmember positions, both four year terms and two candidates for a Maplewood councilmember two-year special election; and

WHEREAS, the city council served as the canvassing board, canvassed the results and declared the results of the election on November 12, 2020; and

WHEREAS, the one mayoral special election candidate receiving the highest votes, the two four-year councilmember candidates receiving the highest votes and the one two-year councilmember special election candidate receiving the highest votes were declared; and

WHEREAS, Ramsey County election officials located a box of 318 uncounted absentee ballots on November 13, 2020 at 90 Plato Blvd W from October 31, 2020; and

WHEREAS, Ramsey County Canvassing Board acknowledged this error on November 16, 2020 and notified all candidates; and

WHEREAS, a petition was filed to correct this error and the court ordered these ballots to be processed and counted and an addendum reflecting the true count to be certified by canvassing boards; and

WHEREAS, among these accepted and counted absentee ballots, 19 were from Maplewood voters and these votes have been added to the previous audited totals:

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Maplewood, Ramsey County, Minnesota, acting as a canvassing board on December 14, 2020, hereby declares:

1. The following results from the November 3, 2020, State General Election as specified by the addendum Abstract of Votes Cast:

Mayor 2yr Special Election Candidates:

Marylee Abrams	10568
Bob Cardinal	7928

Councilmember Candidates (two four-year seats):

Rebecca Cave	7274
Garrett Krueger	5439
Sylvia E. Neblett	7004
Nikki Villavicencio	7980

Councilmember 2yr Special Election Candidates:

Bill Knutson	8856
Diana Longrie	8035

2. The two-year mayoral special election candidate who received the highest number of votes in the General Election is Marylee Abrams.

3. The two councilmember candidates who received the highest number of votes in the General Election are Nikki Villavicencio and Rebecca Cave.

4. The two-year councilmember special election candidate who received the highest number of votes in the General Election is Bill Knutson.

5. The clerk is hereby directed to certify the results of the election to the county auditor.

Adopted this 14th day of December, 2020.

Marylee Abrams, Mayor

Date

Attest:

Andrea Sindt, City Clerk

Date

Abstract of Votes Cast
In the Precincts of the City of Maplewood
State of Minnesota
at the State General Election
Held Tuesday, November 3, 2020

as compiled from the official returns.

Summary of Totals
City of Maplewood
Tuesday, November 3, 2020 State General Election

Number of persons registered as of 7 a.m.	25343
Number of persons registered on Election Day	1775
Number of accepted regular, military, and overseas absentee ballots and mail ballots	14201
Number of federal office only absentee ballots	41
Number of presidential absentee ballots	0
Total number of persons voting	22706

Summary of Totals
City of Maplewood
Tuesday, November 3, 2020 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Special Election for Mayor (Maplewood)

NP Marylee Abrams 10568	NP Bob Cardinal 7928	WI WRITE-IN 92
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Council Member at Large (Maplewood) (Elect 2)

NP Nikki Villavicencio 7980	NP Garrett Krueger 5439	NP Sylvia E. Neblett 7004	NP Rebecca Cave 7274	WI WRITE-IN 197
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Special Election for Council Member at Large (Maplewood)

NP Diana Longrie 8035	NP Bill Knutson 8856	WI WRITE-IN 107
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Detail of Election Results
 City of Maplewood
 Tuesday, November 3, 2020 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
62 0130 : MAPLEWOOD P-01	2188	136	1942
62 0140 : MAPLEWOOD P-02	1900	124	1720
62 0150 : MAPLEWOOD P-03	2043	168	1819
62 0160 : MAPLEWOOD P-04	1859	131	1651
62 0170 : MAPLEWOOD P-05	1449	92	1231
62 0180 : MAPLEWOOD P-06	1798	101	1636
62 0190 : MAPLEWOOD P-07	2376	181	2128
62 0200 : MAPLEWOOD P-08	2165	197	1954
62 0210 : MAPLEWOOD P-09	1422	102	1244
62 0220 : MAPLEWOOD P-10	1257	110	1068
62 0230 : MAPLEWOOD P-11	1885	154	1703
62 0240 : MAPLEWOOD P-12	2338	152	2117
62 0250 : MAPLEWOOD P-13	2663	127	2493
City of Maplewood Total:	25343	1775	22706

Detail of Election Results
 City of Maplewood
 Tuesday, November 3, 2020 State General Election

Office Title: Special Election for Mayor (Maplewood)

Precinct	NP Marylee Abrams	NP Bob Cardinal	WI WRITE-IN
62 0130 : MAPLEWOOD P-01	852	748	10
62 0140 : MAPLEWOOD P-02	805	639	5
62 0150 : MAPLEWOOD P-03	867	640	8
62 0160 : MAPLEWOOD P-04	742	618	6
62 0170 : MAPLEWOOD P-05	522	483	9
62 0180 : MAPLEWOOD P-06	765	636	1
62 0190 : MAPLEWOOD P-07	1028	703	6
62 0200 : MAPLEWOOD P-08	864	725	5
62 0210 : MAPLEWOOD P-09	550	454	8
62 0220 : MAPLEWOOD P-10	521	318	2
62 0230 : MAPLEWOOD P-11	800	546	9
62 0240 : MAPLEWOOD P-12	1058	610	11
62 0250 : MAPLEWOOD P-13	1194	808	12
Total:	10568	7928	92

Office Title: Council Member at Large (Maplewood) (Elect 2)

Precinct	NP Nikki Villavicencio	NP Garrett Krueger	NP Sylvia E. Neblett	NP Rebecca Cave	WI WRITE-IN
62 0130 : MAPLEWOOD P-01	676	479	550	628	16
62 0140 : MAPLEWOOD P-02	610	407	588	515	23
62 0150 : MAPLEWOOD P-03	669	400	596	610	16
62 0160 : MAPLEWOOD P-04	542	451	494	563	12
62 0170 : MAPLEWOOD P-05	422	276	391	412	12
62 0180 : MAPLEWOOD P-06	672	381	507	537	11

Detail of Election Results
 City of Maplewood
 Tuesday, November 3, 2020 State General Election

Office Title: Council Member at Large (Maplewood) (Elect 2)

Precinct	NP Nikki Villavicencio	NP Garrett Krueger	NP Sylvia E. Neblett	NP Rebecca Cave	WI WRITE-IN
62 0190 : MAPLEWOOD P-07	752	464	669	653	21
62 0200 : MAPLEWOOD P-08	673	479	620	633	19
62 0210 : MAPLEWOOD P-09	427	319	398	444	14
62 0220 : MAPLEWOOD P-10	344	266	294	328	6
62 0230 : MAPLEWOOD P-11	595	424	489	500	17
62 0240 : MAPLEWOOD P-12	770	484	658	650	13
62 0250 : MAPLEWOOD P-13	828	609	750	801	17
Total:	7980	5439	7004	7274	197

Office Title: Special Election for Council Member at Large (Maplewood)

Precinct	NP Diana Longrie	NP Bill Knutson	WI WRITE-IN
62 0130 : MAPLEWOOD P-01	761	737	12
62 0140 : MAPLEWOOD P-02	621	688	13
62 0150 : MAPLEWOOD P-03	708	692	9
62 0160 : MAPLEWOOD P-04	578	685	4
62 0170 : MAPLEWOOD P-05	427	496	9
62 0180 : MAPLEWOOD P-06	562	705	1
62 0190 : MAPLEWOOD P-07	706	805	13
62 0200 : MAPLEWOOD P-08	676	778	9
62 0210 : MAPLEWOOD P-09	413	517	6
62 0220 : MAPLEWOOD P-10	419	336	4
62 0230 : MAPLEWOOD P-11	600	636	6
62 0240 : MAPLEWOOD P-12	727	776	14
62 0250 : MAPLEWOOD P-13	837	1005	7

Detail of Election Results
City of Maplewood
Tuesday, November 3, 2020 State General Election

Office Title: Special Election for Council Member at Large (Maplewood)

Total:	8035	8856	107
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We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 3, 2020

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Maplewood Clerk. Witness our official signature at _____ in _____ County this _____ day of _____, 2020.

Member of canvassing board

State of Minnesota
City of Maplewood

I, _____, Clerk of the City of Maplewood do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Maplewood State General Election held on Tuesday, November 3, 2020.

Witness my hand and official seal of office this _____ day of _____, 2020.

CLERK'S CERTIFICATE AS TO ABSTRACT OF VOTES CAST

STATE OF MINNESOTA)
)SS
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting City Clerk of the City of Maplewood, State of Minnesota, do hereby certify that I have carefully compared the attached copy of the Abstract of Votes Cast in the General Election held on November 3, 2020, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as City Clerk of said municipality this 14th day of December, 2020.

Andrea Sindt, City Clerk

STATE OF MINNESOTA
COUNTY OF RAMSEY

DISTRICT COURT
SECOND JUDICIAL DISTRICT

Jamie Becker-Finn,

Case Type: Civil Other/Misc.
File No.: 62-CV-20-5458
Judge: John H. Guthmann

Petitioner,

v.

**ORDER GRANTING PETITION TO
CORRECT OBVIOUS ERRORS**

Ramsey County,

Respondent.

On November 19, 2020, the above-entitled matter came before the Honorable John H. Guthmann, District Court Judge, via telephone hearing in Ramsey County District Court. At issue was petitioner’s Petition for Correction of Obvious Errors. Petitioner Jamie Becker-Finn appeared on her own behalf, pro se. Respondent Ramsey County appeared by Assistant Ramsey County Attorney Robert B. Roche. Based on the filings of record, the arguments of the parties, and the proceedings herein, the court hereby issues the following Findings of Fact, Conclusions of Law, and Order.

FINDINGS OF FACT

1. At the hearing, the parties represented to the court that the proposed Findings of Fact provided by respondent are accurate. Therefore, the court adopts the following as its Findings of Fact.

2. As required by Minnesota law, Ramsey County opened election offices for voting on the Saturday before Election Day – October 31, 2020. At approximately 9:45 a.m. that day, the Minnesota Office of the Secretary of State (“MN OSS”) notified local elections officials that the Statewide Voter Registration System (“SVRS”) was not operational. The SVRS is a computer

system that elections officials use to, among other things, ensure that a person who has cast a ballot has not already voted.

2. When the SVRS went down on the morning of October 31, 2020, the MN OSS notified local elections officials that they should continue allowing voters to submit ballots using prescribed emergency procedures. To ensure that ballots submitted while the SVRS was down were properly recorded—and to prevent any possible double voting—Ramsey County implemented emergency procedures provided by the MN OSS so voting could continue.

3. During the time that the SVRS was down, Ramsey County elections officials manually paired absentee ballots and signature envelopes with the applications that corresponded with the ballots. Staff then secured these ballots so that they could be entered into the SVRS once the system came back online.

4. The SVRS was again operational at approximately 3:45 p.m. on October 31, 2020. Because of the volume of ballots that were received during the time the system was down, it was not possible for elections officials to update the system with all of the ballots that had been cast on the evening of October 31, 2020. Elections staff were therefore instructed to secure the unprocessed ballots in locked ballot boxes and to store those boxes in a secure room to be completed the next day.

5. After a thorough review, the Ramsey County Elections Office concluded that one of these boxes of unprocessed absentee ballots was labelled correctly but was erroneously placed and stored with ballots that had been processed rather than with the ballots that had not yet been processed as it should have been.

6. The error was discovered on November 13, 2020 when teams of Ramsey County election judges were sorting absentee ballots in preparation for a standard post-election review that

was scheduled for November 16, 2020. The election judge teams discovered the above-mentioned sealed ballot box, which contained 318 completed absentee ballot signature envelopes.

7. Each of the 318 envelopes was attached to a completed absentee ballot application corresponding to a specific voter. All of the materials are dated October 31, 2020, and all are from the 90 W. Plato absentee voting location in Saint Paul. Voters from any precinct in Ramsey County were able to cast absentee ballots at this location on October 31. The box was discovered in an area reserved for the secure storage of voted ballots despite the fact that these ballots had not been processed and counted.

8. Ramsey County believes that human error resulted in these ballots being improperly stored with voted ballots on the night of October 31, 2020. As a result, these ballots were not counted as they should have been. Ramsey County elections officials have thoroughly checked the voted ballots and did not locate any other uncounted ballots besides the ballots at issue in the present Petition. Moreover, given the margins in the races in the affected precincts and the number of ballots from each precinct, Ramsey County elections officials concluded that the uncounted ballots will not alter the outcome of any races.

9. On November 18, 2020, the Ramsey County Canvassing Board unanimously voted that election judges had made an obvious error in counting or recording votes within the meaning of Minn. Stat. § 204C.39. The Ramsey County Canvassing Board therefore notified each candidate that appeared on the ballot in any of the precincts involved.

10. On November 18, 2020, Petitioner Jamie Becker-Finn, a candidate for the Minnesota House of Representative whose vote totals could be impacted by the above error, filed a petition pursuant to Minn. Stat. § 204C.39, subd.1, for the correction of obvious errors.

11. To date, no other candidate filed a Petition as a result of the Ramsey County Canvassing Board's notice nor has any other person or organization filed a response to the instant Petition.

12. Because the State Canvassing Board meetings on November 24, 2020, the relief requested in the Petition is time sensitive and requires immediate action by the court.

CONCLUSIONS OF LAW

1. Petitioner has alleged that Ramsey County election officials made an obvious error by failing to process and count the 318 absentee ballots referenced in her Petition.

2. Respondent confirmed that an obvious error was made and agrees with Petitioner that any valid votes included among the 318 absentee ballots at issue should be processed and counted according to Minnesota law so they can be included in the vote totals before the State Canvassing Board meets on November 24, 2020.

3. The court agrees with Petitioner and Respondent and concludes that an obvious error was made and that any valid ballots included among the 318 absentee ballots at issue should be processed and counted according to Minnesota law so they can be included in the vote totals before the State Canvassing Board meets on November 24, 2020.

ORDER

IT IS THEREFORE HEREBY ORDERED

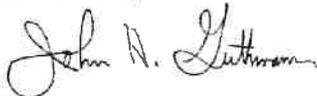
1. The Petition for Correction of Obvious Errors is **GRANTED**.
2. Members of the Ramsey County Ballot Board shall open the 318 absentee ballots referenced in this Petition, accept or reject them according to Minnesota law, count all accepted ballots, and transmit the results of the count to the Ramsey County Canvassing Board.

3. The Ramsey County Canvassing Board shall submit an addendum to its regular report to reflect updated totals including any accepted ballots from the 318 absentee ballots referenced in this petition pursuant to Minn. Stat. § 204C.39, subd. 3.

THERE BEING NO JUST REASON FOR DELAY, LET JUDGMENT BE ENTERED ACCORDINGLY

Date: November 19, 2020

BY THE COURT:



Guthmann, John (Judge)
Nov 19 2020 3:00 PM

John H. Guthmann
Judge of District Court

Precinct Name	
MAPLEWOOD P-02	1
MAPLEWOOD P-03	2
MAPLEWOOD P-07	2
MAPLEWOOD P-08	2
MAPLEWOOD P-10	1
MAPLEWOOD P-11	3
MAPLEWOOD P-12	2
MAPLEWOOD P-13	6
NORTH ST. PAUL P-3	2
ROSEVILLE P-10	1
SHOREVIEW P-6	1
ST. PAUL W-1 P-01	1
ST. PAUL W-1 P-02	4
ST. PAUL W-1 P-03	3
ST. PAUL W-1 P-04	1
ST. PAUL W-1 P-05	1
ST. PAUL W-1 P-06	5
ST. PAUL W-1 P-07	1
ST. PAUL W-1 P-08	5
ST. PAUL W-1 P-09	3
ST. PAUL W-1 P-10	1
ST. PAUL W-1 P-11	1
ST. PAUL W-1 P-13	6
ST. PAUL W-1 P-15	1
ST. PAUL W-2 P-01	3
ST. PAUL W-2 P-02	5
ST. PAUL W-2 P-03	5
ST. PAUL W-2 P-04	2
ST. PAUL W-2 P-05	11
ST. PAUL W-2 P-07	8
ST. PAUL W-2 P-08	2
ST. PAUL W-2 P-09	7
ST. PAUL W-2 P-11	10
ST. PAUL W-2 P-12	16
ST. PAUL W-2 P-13	2
ST. PAUL W-2 P-14	14
ST. PAUL W-2 P-15	19
ST. PAUL W-3 P-01	1
ST. PAUL W-3 P-02	4
ST. PAUL W-3 P-03	5
ST. PAUL W-3 P-05	5
ST. PAUL W-3 P-06	1
ST. PAUL W-3 P-08	2
ST. PAUL W-3 P-09	3
ST. PAUL W-3 P-11	2
ST. PAUL W-3 P-12	3
ST. PAUL W-3 P-14	9
ST. PAUL W-4 P-03	4
ST. PAUL W-4 P-07	1
ST. PAUL W-4 P-09	2
ST. PAUL W-4 P-10	3
ST. PAUL W-4 P-13	3
ST. PAUL W-4 P-15	1
ST. PAUL W-5 P-01	2
ST. PAUL W-5 P-02	3
ST. PAUL W-5 P-04	3
ST. PAUL W-5 P-05	1
ST. PAUL W-5 P-06	2
ST. PAUL W-5 P-07	2
ST. PAUL W-5 P-08	3

State Senate Districts:

38 (1)
 42 (2)
 43 (10)
 53 (12)
 64 (63)
 65 (124)
 66 (21)
 67 (85)

State House Districts:

38B (1)
 42A (1)
 42B (1)
 43A (8)
 43B (2)
 53A (12)
 64A (30)
 64B (33)
 65A (27)
 65B (97)
 66A (3)
 66B (18)
 67A (26)
 67B (59)

County Comm. Districts:

1 (3)
 2 (1)
 7 (24)

City Offices:

Maplewood (19)
 North St. Paul (2)
 Roseville (1)
 Shoreview (1)
 Vadnais Heights (1)
 White Bear Township (1)

School District Offices:

622 (21)
 625 (292)

ST. PAUL W-5 P-09	3
ST. PAUL W-6 P-01	2
ST. PAUL W-6 P-03	1
ST. PAUL W-6 P-04	6
ST. PAUL W-6 P-05	6
ST. PAUL W-6 P-06	1
ST. PAUL W-6 P-08	3
ST. PAUL W-6 P-09	5
ST. PAUL W-6 P-10	1
ST. PAUL W-6 P-11	2
ST. PAUL W-7 P-01	6
ST. PAUL W-7 P-02	1
ST. PAUL W-7 P-03	2
ST. PAUL W-7 P-05	4
ST. PAUL W-7 P-06	5
ST. PAUL W-7 P-07	3
ST. PAUL W-7 P-08	1
ST. PAUL W-7 P-09	9
ST. PAUL W-7 P-10	4
ST. PAUL W-7 P-11	5
ST. PAUL W-7 P-12	14
ST. PAUL W-7 P-13	6
VADNAIS HEIGHTS P-4	1
WHITE BEAR LAKE W-5 P-1	1
WHITE BEAR TWP P-1	1

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager

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

PRESENTER: Jeff Thomson, Community Development Director

AGENDA ITEM: Hosanna Karen Baptist Church, 1818 Gervais Court East
 a. Comprehensive Plan Amendment Resolution (Requires 4 Council Votes)
 b. Conditional Use Permit Resolution

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

Lah Htoo, of Hosanna Karen Baptist Church, is proposing to purchase the building at 1818 Gervais Court and convert the existing building into a church. Earlier this year this property, and the site to the east, were approved by the city to redevelop into a senior housing building, but this project is no longer moving forward. To move forward with this current project, the applicant needs city council approval of the following applications: comprehensive plan amendment and a conditional use permit.

Recommended Action:

- a. Motion to approve a resolution for a comprehensive plan amendment regarding 1818 Gervais Court East from High Density Residential to Institutional. Approval of this resolution requires four council votes.
- b. Motion to approve a resolution for a conditional use permit for a church to be located at 1818 Gervais Court East.

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.

The city deemed the applicant's application complete on November 9, 2020. The initial 60-day review deadline for a decision is January 8, 2021. As stated in Minnesota State Statute 15.99, the city is allowed to take an additional 60 days if necessary to complete the review.

Background:

Lah Htoo, of Hosanna Karen Baptist Church, is proposing to purchase the building at 1818 Gervais Court East and convert the existing building into a church. Hosanna Karen Baptist Church is a newer congregation, splitting from another church, and seeking a permanent home. The church consists of 450 members.

Earlier this year this property, and the site to the east, were approved by the city to redevelop into a senior housing building, but this project is no longer moving forward. The church is not proposing any changes to the site or building at this time.

Comprehensive Plan Amendment

Because of the senior housing project that was approved earlier this year, the property at 1818 Gervais Court East is currently guided by the 2040 Comprehensive Plan as High Density Residential. The 2040 Comprehensive Plan has guided churches in Maplewood as Institutional. The applicant is seeking to reguide the property at 1818 Gervais Court to Institutional.

Conditional Use Permit

Site Conditions

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

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

Parking

The church is proposing a gathering space to accommodate up to 450 people. For a church, city ordinance requires one parking space per every four seats – meaning 113 spaces are required. The site currently has approximately 110 marked parking spaces, but the site has plenty of room to add additional marked parking spaces. The applicant should be required to submit to staff a seating chart for the main gathering space showing how 450 seats will be accommodated and a site plan showing the location of all required parking spaces.

Department Comments*Engineering*

Jon Jarosch, assistant city engineer, reviewed this project and had no comments

Environmental

Shann Finwall, environmental planner, review this project and recommended the applicant be required to comply with the city's tree preservation ordinance in regards to any potential future tree removal or landscaping improvements.

Building

A full building and fire code review will be required before any occupancy will be granted for this building to be used as a church.

Commission Review

November 17, 2020: The planning commission held a public hearing and recommended approval of this project.

Citizen Comments

Staff surveyed the 14 surrounding property owners within 500 feet of the proposed site for their opinion about this proposal. Staff received two responses as shown below.

1. We thoroughly would encourage you to proceed with granting the conditional use permit for the Hosanna Karen Church. We believe that they will be good neighbors and also will be a great addition to the Maplewood community at large. In my opinion, the benefits of having them in this location will be good for Maplewood. (Mike Smith, Lead Pastor, Redeeming Love Church, 2425 White Bear Ave North)
2. I am responding to your request for comments on the Hosanna Karen Baptist Church's conditional use permit. I think it would be a great location for it and support it. (Joe Gilbert, 1832 Gervais Court East)

Reference Information*Site Description*

Site Size: 2.77 acres

Existing Land Use: Saints North entertainment center

Surrounding Land Uses

North:	Senior housing facility
East:	Office building
South:	Highway 36
West:	Self-storage facility

Planning

Existing Land Use: High Density Residential

Existing Zoning: Light Manufacturing (M-1) and Limited Business Commercial (LBC)

Attachments:

1. Comprehensive Plan Amendment Resolution
2. Conditional Use Permit Resolution
3. Overview Map
4. 2040 Future Land Use Map
5. Zoning Map
6. Applicant's Narrative
7. Draft Planning Commission Minutes, November 17, 2020

COMPREHENSIVE PLAN AMENDMENT RESOLUTION

Resolution approving the comprehensive plan amendment regarding the property at 1818 Gervais Court East from High Density Residential to Institutional.

Be it resolved by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

1.01 Lah Htoo, of Hosanna Karen Baptist Church, has requested approval of a comprehensive plan amendment.

1.02 The property is located at 1818 Gervais Court East and is legally described as:

PIN: 112922320013 – The East 226.325 feet of the West 531.425 feet of the Northwest Quarter of the Southwest Quarter of Section 11, Township 29, Range 22, lying Northerly of State Trunk Highway No. 36, except the Northerly 33 feet of the Easterly 100.775 feet.

Section 2. Criteria.

2.01 The 2040 Comprehensive Plan states the document may require amending due to a property owner request to change land use designation to allow a proposed development or redevelopment.

2.02 The 2040 Comprehensive Plan amendment process follows the same City identified public hearing process as the major update process used to develop the 2040 Comprehensive Plan. Amendments are required to submit and gain approval from the Metropolitan Council.

Section 3. Findings

3.01 The requested amendment would meet the goals and policies outlined in the 2040 Comprehensive Guide Plan.

Section 4. City Review Process

4.01 The City conducted the following review when considering this amendment request.

1. On November 17, 2020, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve the comprehensive plan amendment.
2. On December 14, 2020, the city council discussed the comprehensive plan amendment. They considered reports and recommendations from the planning commission and city staff.

Section 5. City Council

5.01 The above described comprehensive plan amendment is _____ based on the findings outlined in section 3 of this resolution. Approval is subject to, and only effective upon, the following conditions:

1. Review and approval of the Metropolitan Council as provided by state statute.
2. The development must further comply with all conditions outlined in City Council Resolution No. _____ for a conditional use permit _____ by the Maplewood City Council on December 14, 2020.

_____ by the City Council of the City of Maplewood, Minnesota, on December 14, 2020.

CONDITIONAL USE PERMIT RESOLUTION

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

1.01 Lah Htoo, of Hosanna Karen Baptist Church, has requested approval of a conditional use permit for a church.

1.02 The property is located at 1818 Gervais Court East and is legally described as:

PIN: 112922320013 – The East 226.325 feet of the West 531.425 feet of the Northwest Quarter of the Southwest Quarter of Section 11, Township 29, Range 22, lying Northerly of State Trunk Highway No. 36, except the Northerly 33 feet of the Easterly 100.775 feet.

Section 2. Standards.

2.01 City Ordinance Section 44-1092(3) requires a Conditional Use Permit for a Church.

2.02 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.

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

Section 3. Findings.

3.01 The proposal meets the specific conditional use permit standards.

Section 4. City Review Process

4.01 The City conducted the following review when considering this conditional use permit request.

1. On November 17, 2020, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve this resolution.
2. On December 14, 2020, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff.

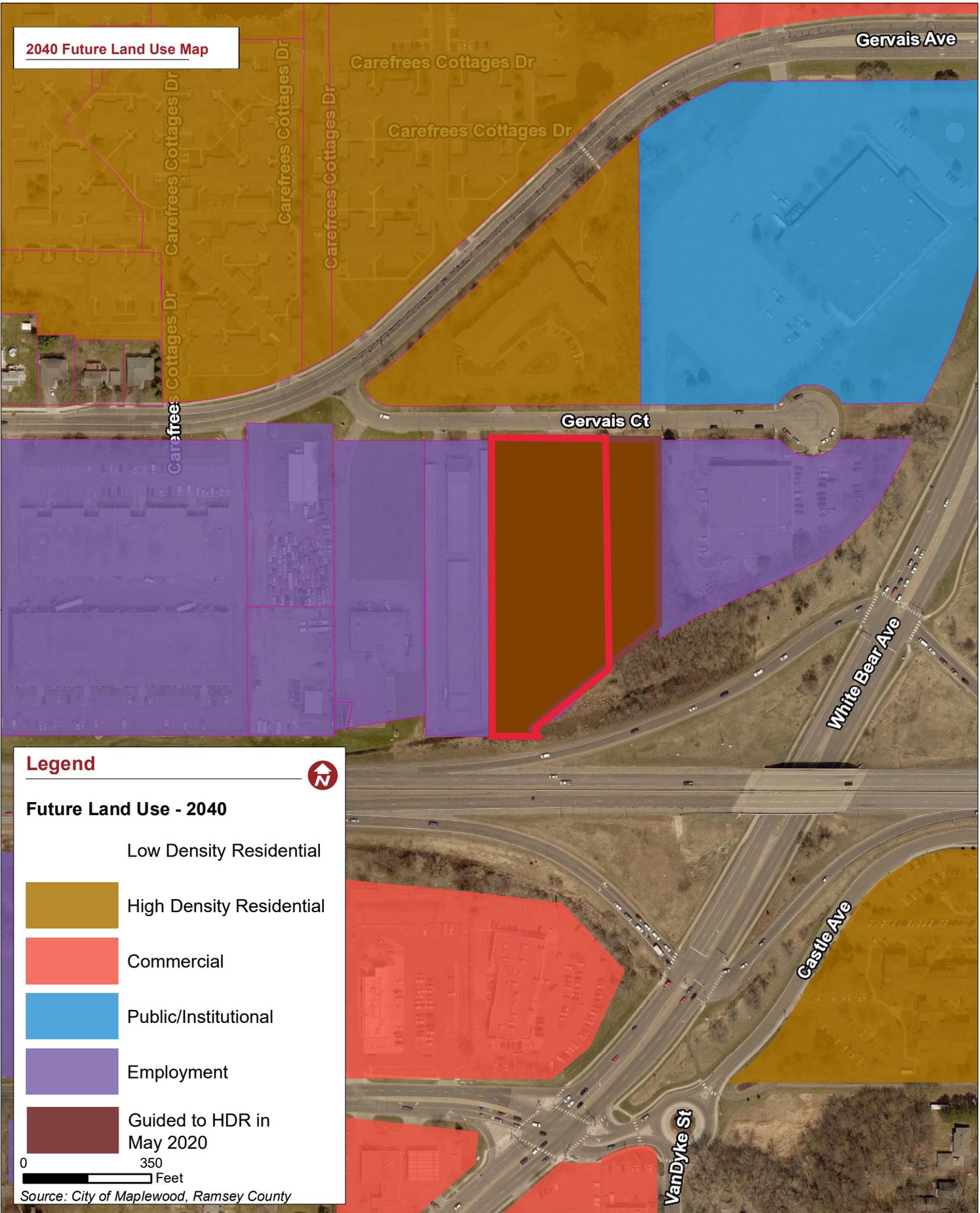
Section 5. City Council

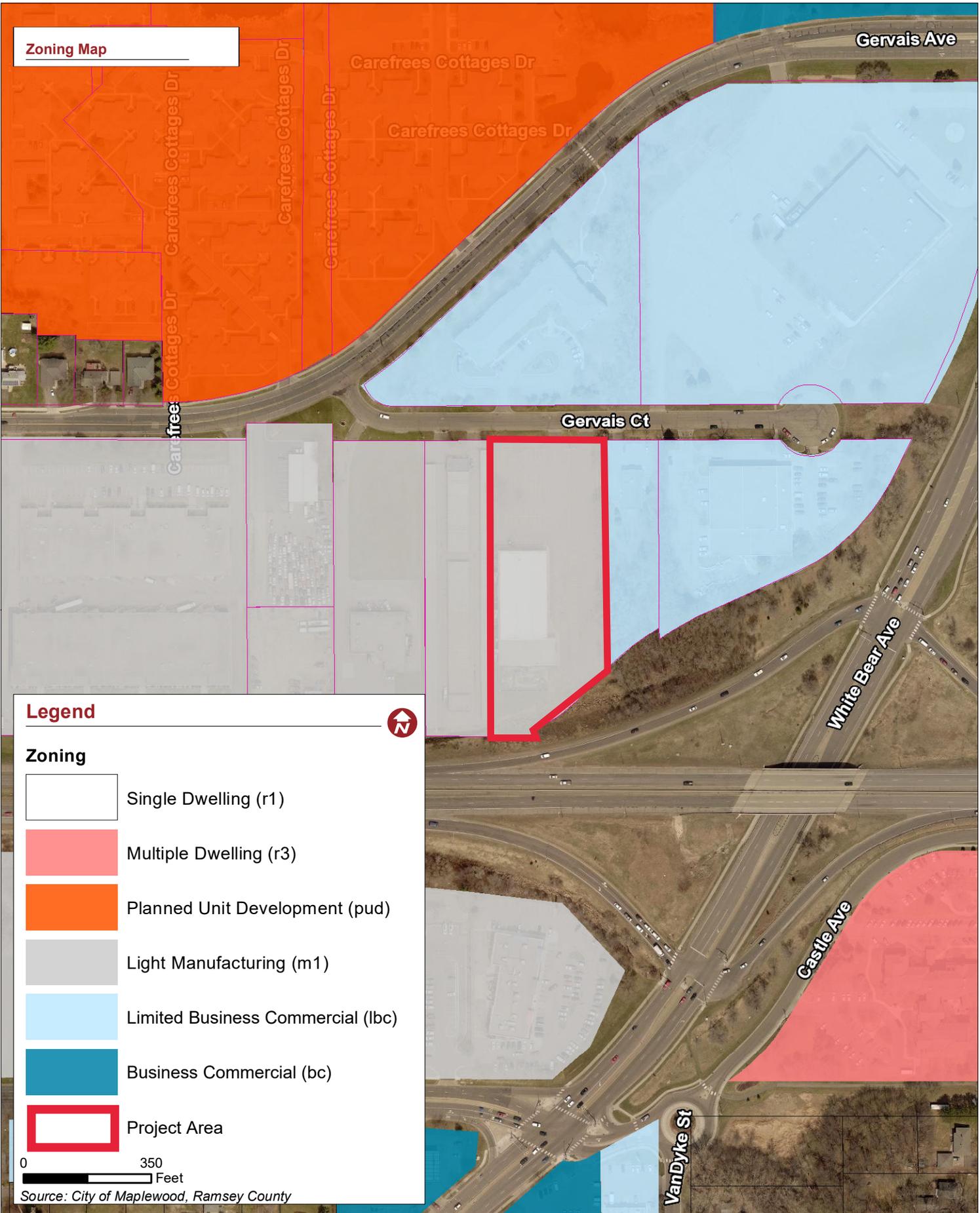
5.01 The city council hereby _____ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions: (additions are underlined and deletions are crossed out):

1. Applicant shall submit a seating chart and a parking plan to city staff.
2. No exterior site or building exterior changes, except signage, shall take place unless approved by the city. Signs shall follow the city's sign ordinance. Signs shall not be installed unless the applicant first obtains sign permits.
3. Any and all trash receptacles shall be contained within an enclosed structure. Design of a new structure shall be subject to the city's design review process.
4. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year. The city council shall review this permit in one year.
5. All of the applicant's parking shall be confined to the site and not allowed on city streets or neighboring properties.
6. The applicant shall submit a parking restriping plan and maintenance plan for staff approval.
7. The applicant shall comply with all requirements of the building official, fire chief and city engineer.

_____ by the City Council of the City of Maplewood, Minnesota, on December 14, 2020.







Zoning Map

Legend



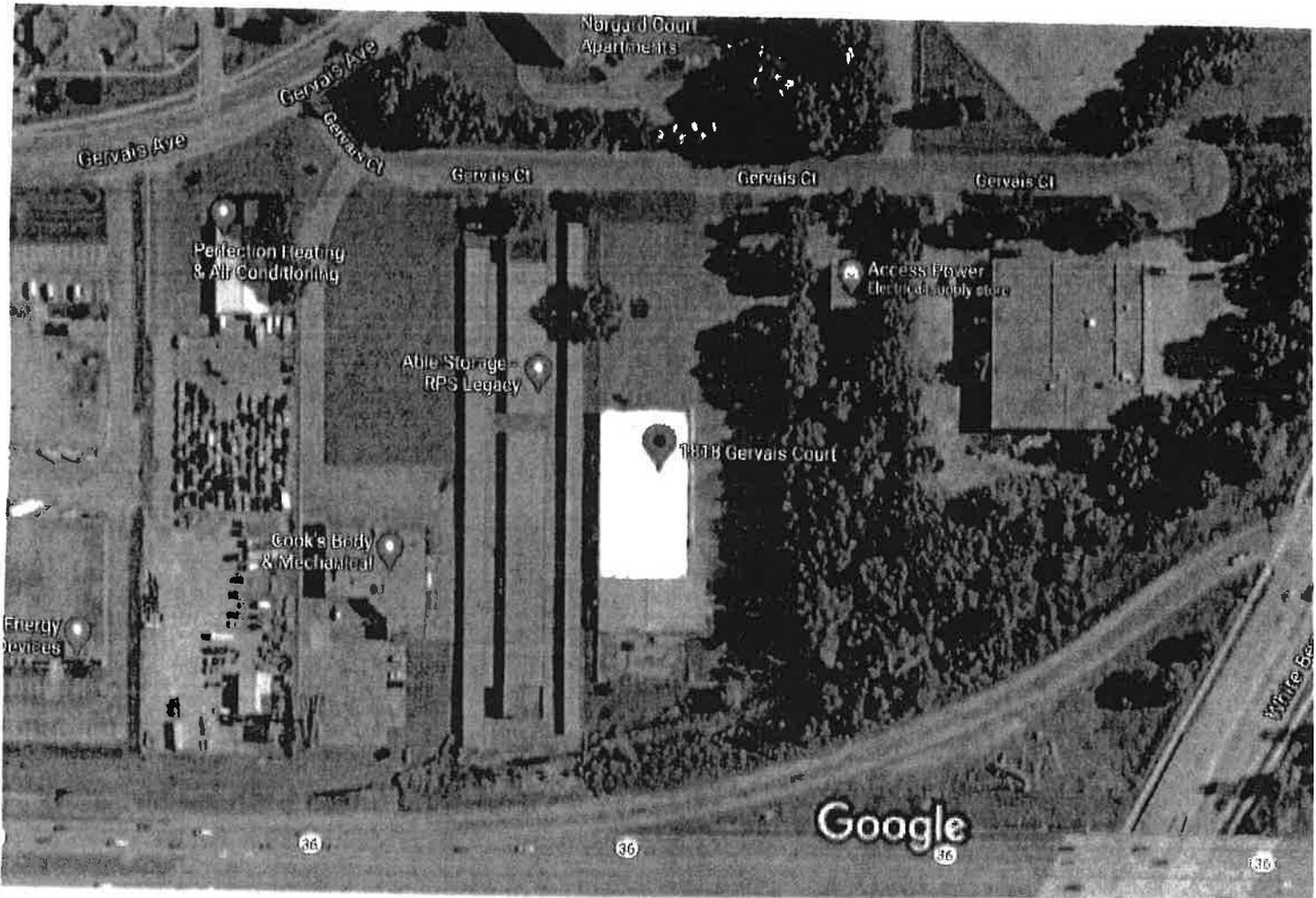
Zoning

- Single Dwelling (r1)
- Multiple Dwelling (r3)
- Planned Unit Development (pud)
- Light Manufacturing (m1)
- Limited Business Commercial (lbc)
- Business Commercial (bc)
- Project Area

0 350 Feet

Source: City of Maplewood, Ramsey County

overhead view



A church sanctuary and church related activities; religious education, weddings, funerals, social events and staging church mission outreach

Current Church Membership 450

DRAFT
MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, NOVEMBER 17, 2020
7:00 P.M.
(THIS MEETING WAS HELD REMOTELY VIA CONFERENCE CALL)

E. PUBLIC HEARING

- 1. 7:00 p.m. or later: Hosanna Karen Baptist Church, 1818 Gervais Court East**
 - a. Comprehensive Plan Amendment Resolution
 - b. Conditional Use Permit Resolution

Vice Chairperson Desai opened the public hearing.

Ron Hanson, the realtor representing Hosanna Karen Baptist Church- and La Htoo, the applicant spoke.

Vice Chairperson Desai closed the public hearing.

Commissioner Ige moved to approve a resolution for a Comprehensive Plan Amendment regarding 1818 Gervais Court East from high-density residential to institutional and to approve a resolution for a Conditional Use Permit for a church to be located at 1818 Gervais Court East.

Seconded by Commissioner Dahm.

Ayes – All

The motion passed.

This item will go to the city council on December 14, 2020.

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Shann Finwall, AICP, Environmental Planner
PRESENTER: Jeff Thomson, Community Development Director
AGENDA ITEM: Solid Waste Management Standards

Action Requested: Motion Discussion Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

The City developed Solid Waste Management Standards (SWMS) to outline the storage, collection, and transportation of residential solid waste. The standards serve as instructions for residents to follow as part of the solid waste collection system. They do not replace or supersede city ordinances. The city manager's authority for adopting or amending the standards comes from the city's Solid Waste Management Ordinance (SWMO).

Recommended Action:

Motion to approve the Solid Waste Management Standards.

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 SWMO and Standards create operational effectiveness by protecting public health and safety and promoting City cleanliness and livability. It is also an important component of the City's green infrastructure – the purpose of which is to achieve a reduction in waste generated by using best management practices to protect air quality, water quality, and natural resources.

Background

November 23, 2020: The City Council approved amendments to the SWMO.

Solid Waste Management Standards

The City adopted SWMS after the organization of its trash hauling system in 2011. The Standards are consistent with the SWMO, but also include requirements for the storage, collection, and transportation of solid waste. Attached find the amended SWMS which reflects amendments to the SWMO approved by the City Council, as well as detailed instructions for single-family, multiple-family, and commercial properties that will assist in the implementation of the ordinance. The amended standards include the following sections:

1. Single-Family Residential Solid Waste
 - Recycling
 - Yard Waste
 - Food Scraps Recycling
 - Bulky Waste
 - Garbage
2. Multiple-Family Residential Solid Waste
 - Recycling
 - Yard Waste
 - Food Scraps Recycling
 - Bulky Waste
 - Garbage
3. Commercial Solid Waste

Attachments

1. Solid Waste Management Standards
2. Comparison of Previous and Amended Solid Waste Management Standards

**City of Maplewood
Solid Waste Management Standards ***

* As Authorized by the 2020 Amendments to the
City Solid Waste Management Ordinance (Chapter 30)
December 14, 2020

**City of Maplewood
Community Development Department
1902 County Road B East
Maplewood, MN 55109**

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 C. Single-Family Residential Food Scraps Recycling 4

 D. Single-Family Residential Bulky Waste 4

 E. Single-Family Residential Garbage 5

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 C. Multiple-Family Residential Bulky Waste 12

 D. Multiple-Family Residential Garbage 12

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Section 1. Introduction

The City of Maplewood has developed these standards as specific requirements for the storage, collection and transportation of solid waste. The goals of these standards are to:

- Achieve a reduction in waste generated.
- Encourage the separation and recovery of materials and energy from waste.
- Ensure the protection of public health and safety and promote city cleanliness and livability.
- Promote best management practices in solid waste management to protect air quality, water quality, and natural resources.
- Be consistent with the requirements of the State statutes, State rules and Ramsey County ordinances, and with State and Ramsey County solid waste plans.
- Provide high quality solid waste and recycling services in the most cost-effective manner possible.
- Implement the city's Solid Waste Management Ordinance (SWMO), Chapter 30 of the city's code of ordinances through detailed instructions.

To accomplish the above goals, it is important for the city to have specific and consistent instructions for residents to follow as part of the solid waste collection system. These standards do not replace or supersede city ordinances. The city manager's authority for adopting or amending these standards comes from the city's SWMO Chapter 30.

Section 2. Definitions

All terms used within these standards shall have the same definition as per the SWMO, Chapter 30, Section 2.

Section 3. Single-Family Residential Solid Waste

A. Single-Family Residential Recycling

- 1) Only the city-contracted recycling hauler or their city-approved sub-contractor may collect and process recyclables set out for collection at the curb or alley as part of the city's single-family residential recycling program.
- 2) All residents are required to separate and recycle all designated recyclable materials. If set out for curbside or alley side collection, recyclable materials are to be placed in the recycling cart supplied by the city-contracted recycling hauler and not placed in the city-provided garbage cart.
- 3) Recyclable materials included as part of the city's single sort recycling system (consistent with the current City of Maplewood Solid Waste Guide) include:
 - (a) Mixed paper: Newspapers (including inserts), magazines, phone books, office and school papers, junk mail, box board such as snack and cereal boxes, pop/beer/water boxes, other fridge/freezer box board, paper egg cartons, pizza boxes, corrugated cardboard, shredded paper (bagged and sealed).

- (b) Glass: Food and beverage containers including glass jars and bottles.
 - (c) Plastic: Rigid food, beverage, and other household consumer product bottles and containers (e.g., tubs, bowls, cups, etc.) including packaging with plastics recycling symbols #1, #2, and #5, plastic toys, drained motor oil bottles, flower and shrub containers, landscape edging, laundry baskets, plastic buckets and pails and clear plastic take-out (clamshell) containers.
 - (d) Metal: Beverage, food and pet food containers including aluminum cans, tinned-steel cans and aerosol cans; and other household scrap metal items (3 feet or smaller) such as pots, pans and silverware
 - (e) Milk cartons and juice boxes.
 - (f) Linens: Including clothes and shoes, placed in a sturdy, sealed plastic bag.
 - (g) Other materials: Items that from time to time are designated as recyclable by the city.
- 4) Recyclable materials are to be clean and kept as dry as practicable between use by the resident and collection by the city-contracted recycling hauler.
 - 5) The city-contracted recycling hauler shall supply 35, 65, or 95 gallon recycling carts for the weekly collection of recyclables.
 - 6) The city-contracted recycling hauler shall be responsible for the physical maintenance of the recycling carts, including repairs of damage to the carts, and replacement of destroyed carts.
 - 7) The resident is responsible for the appropriate use and safety of the recycling carts, including both the interior and exterior of the carts. The resident shall rinse or wash the interior of the carts as needed, and shall keep the carts free of markings or graffiti.
 - 8) Recycling may be placed at the curb or alley line for collection. Recycling may be set out for collection no earlier than 5:00 p.m. on the day before the collection day. Recycling collection will occur between 6 a.m. and 6 p.m. Recycling carts must be removed to their storage location no later than 6 a.m. on the day after collection.
 - 9) Residents that have physical challenges or other special needs may request “walk up” service which is approved by the city. The city shall notify the city-contracted recycling hauler. Walk up service will allow the resident to keep the recyclables at a back door or other visible location for collection by the city-contracted recycling hauler. In the winter, a clear path from the street or alley must be shoveled for the “walk up” service to be made.

- 10) St. Paul Regional Water Services and adjacent cities, as applicable, are responsible for the collection of all fees associated with the city recycling program. St. Paul Regional Water Services or the appropriate cities shall make good-faith efforts to collect all amounts due, including use of a collection agency.

B. Single-Family Residential Yard Waste

- 1) Yard waste must not be placed in the garbage.
- 2) Yard waste shall be properly disposed of by:
 - (a) Backyard composting:
 - (1) Home lawn and garden waste may be composted in small quantities on a residential lot as long as the compost pile does not create a nuisance for neighbors due to objectionable odor, vectors of disease or unsightliness.
 - (2) Backyard composting must be done in a structure that prohibits the entry or nesting of rodents and vermin. Composting of meats or fats that attract rodents and vermin is prohibited in backyard composting.
 - (3) Compost structures must be placed at least five feet from rear- and side-yard property lines and shall not be placed in a front yard. Compost structures shall be properly maintained and shall not be unsightly.
 - (4) Residents must follow composting operation guidelines as published by the University of Minnesota Extension Service or other reputable gardening experts.
 - (b) In-place mulching (as by “mulching mowers”).
 - (c) Collected by the city-contracted garbage hauler separate from the garbage and for an additional fee.
 - (d) Collected by an independent lawn service separate from the city-contracted garbage hauler.
 - (e) Taken by the resident or property owner to an approved county or private yard waste drop-off or transfer facility.
- 3) Yard waste not collected by the city-contracted garbage hauler or not composted by the resident, or tree limbs, stumps and roots greater than six (6) inches in diameter must be transported to a properly permitted and licensed yard waste transfer or composting facility. Exceptions to this requirement are allowed if a tree service provides for on-site chipping to produce a suitable mulch product. Such on-site chipping and mulch depositing must be prior approved by the resident or property owner.

C. Single-Family Residential Food Scraps Recycling

- 1) Food Scraps can be recycled as follows:
 - a) Backyard composting:
 - (1) Food scraps may be composted in small quantities on a residential lot as long as the compost pile does not create a nuisance for neighbors due to objectionable odor, vectors of disease or unsightliness.
 - (2) Backyard composting must be done in a structure that prohibits the entry or nesting of rodents and vermin. Composting of meats or fats that attract rodents and vermin is prohibited in backyard composting.
 - (3) Compost structures must be placed at least five feet from rear- and side-yard property lines and shall not be placed in a front yard. Compost structures shall be properly maintained and shall not be unsightly.
 - (4) Residents must follow composting operation guidelines as published by the University of Minnesota Extension Service or other reputable gardening experts.
 - (c) Collected by the city-contracted garbage hauler separate from the garbage.
 - (d) Curbside collection of food scraps in durable compostable bags within the city garbage carts per the Ramsey/Washington Recycling & Energy Center food scraps recycling program when available.
 - (e) Taken by the resident or property owner to an approved county or private food scraps drop-off or transfer facility.

D. Single-Family Residential Bulky Waste

- 1) All bulky waste, large appliances, electronic waste and similar items not included in the garbage or recycling programs shall be properly disposed of. No such items may be disposed of in streams, ponds, waterways or roadside ditches or on vacant or public land, or on property whether owned or not owned by the waste generator.
- 2) Upon resident request, all licensed city-contracted garbage haulers must collect and properly dispose of appliances or bulky waste on the next garbage collection day, or within one (1) week of a resident's request, whichever comes first. An additional fee may be charged by the hauler for this service; the fee, if any, for such service is the responsibility of the generator of the appliances or bulky waste if known, or the property owner on whose property the item is on, and must be paid in full.

- 3) Electronic waste must be properly disposed of, either through special arrangements with the city-contracted garbage hauler, hauling of electronic waste by the resident to a legitimate electronic waste drop off facility, take back service at a retailer, or other approved disposal method. An additional fee may be charged by the hauler for this service; the fee, if any, for such service is the responsibility of the generator of the electronic waste or the property owner on whose property the item is on and must be paid in full.

E. Single-Family Residential Garbage

1) Garbage Cart Standards

- (a) Residents must contain their garbage in wheeled carts provided by the city.
- (b) Each residential household, unless exempted from service by the city in accordance with the Solid Waste Ordinance, Chapter 30, shall have a wheeled garbage cart(s) of sufficient size to contain all household garbage from one collection day until the next.
- (c) Garbage must be placed in the wheeled garbage cart, so that spillage or blowing of garbage does not occur during the collection process.
- (d) Only household garbage, as defined in the Solid Waste Ordinance, Chapter 30, shall be placed in the wheeled garbage carts. Items prohibited from disposal with garbage in the carts include, but may not be limited to: designated recyclables, tree and shrub waste, other yard waste, construction and demolition debris, automotive parts or fluids, electronic waste, or household hazardous waste.
- (e) Exemptions from service by the city-contracted garbage hauler shall only occur in accordance with the Solid Waste Ordinance, Chapter 30, and shall be at the sole discretion of the city. Examples of alternate disposal methods to qualify for exemption from service may include:
 - (1) Written permission to dispose of garbage in a family member's or neighbor's garbage cart which is collected by a licensed garbage hauler (shared service); or
 - (2) Use of a commercial dumpster owned or leased for use by a commercial property. (This commercial property may be owned or leased by the applicant, or the applicant may be an employee who has written permission from his/her employer to use the employer's commercial dumpster.)
 - (3) Self-haul to a city-approved environmentally secure location in accordance with state and county law and policies.

The city shall make available a form for applicants to apply for the exemption. The city will charge a one-time fee for the exemption, such

fee to be approved by the city council yearly. The city shall have sole discretion to grant or not grant an exemption request.

The city shall arrange for regular verification of proper disposal of garbage and waste at the property for which the request for exemption from garbage service is made. Evidence of improper garbage or waste disposal shall be reason to immediately require service by the city-contracted garbage hauler.

- (f) The cart size and collection frequency shall be sufficient to store and contain all garbage normally generated between collections such that the cart lid fully closes and there are no extra bags of garbage next to the cart.
- (g) Sizes of carts available are 95 gallon, 65 gallon, 35 gallon and 20 gallon. All wheeled garbage carts are owned by the City of Maplewood.
- (h) If the garbage cart lid cannot be closed or there are overflow bags of garbage set out for collection that cannot be contained in the cart, a cart of larger size shall be required; or, a second cart shall be required if the cart in place is already the largest, 95 gallon cart. This requirement may be imposed by the city if a resident has overflow garbage for up to two (2) weeks (out of any consecutive five (5) weeks) where the cart lid cannot be closed or there are overflow bags set out for collection.
- (i) If a resident wishes to exchange their cart for a different size, they will request one from the city-contracted garbage hauler. The city-contracted garbage hauler shall bill the new cart fee from the date the cart is delivered to the resident. If a resident requests a cart exchange more than once per calendar year, the city-contracted garbage hauler may impose a service charge. The amount of this charge shall be established per the city contract and as approved by the city.
- (j) If overflow garbage is placed next to the wheeled garbage cart for collection, it shall be securely bagged such that animals and vermin may not access the contents of the bag. The city-contracted garbage hauler may charge an additional fee for collection of any extra bags of garbage. The amount of this fee shall be established per the city contract and as approved by the city.
- (k) The bill payer shall be responsible for payment of fees for garbage collection service and fees for collection of any extra bags to the city-contracted garbage hauler.

2) Garbage Cart Collection

- (a) Garbage collection by the city-contracted garbage hauler shall occur once per week, on days and in areas designated by the city. Slight schedule changes may be made, with sufficient advance notice by the city-

contracted garbage hauler for major holidays, or adverse weather conditions.

- (b) If every-other-week service for a 20-gallon-cart is desired by the resident, such service must be approved by the city. The city will notify the city-contracted garbage hauler of the approval. Approval or denial of the request shall be at the sole discretion of the city.
- (c) The city-contracted garbage hauler may approve the temporary discontinuation of service due to:
 - (1) an extended vacation of three weeks or more, or
 - (2) vacancy of a property.

Resident must notify city-contracted garbage hauler of an end date for such temporary discontinuation.

- (d) Unless separate provisions are made between the city-contracted garbage hauler and the resident (i.e., walk up service) all collection of garbage shall occur at the street line or alley line, as specified by the city-contracted garbage hauler.
- (f) Wheeled garbage carts may be set out for collection no earlier than 5:00 p.m. on the day before the collection day. Garbage collection will occur between 6 a.m. and 6 p.m. Garbage carts must be removed to their storage location no later than 6 a.m. on the day after collection.
- (g) Wheeled garbage carts shall be placed for collection at the alley or curb line, at least five feet on either side of parked cars, and at least three feet away from other objects, with the opening facing the street or alley.
- (h) Residents that have physical challenges or other special needs may request “walk up” service which is approved by the city. The city will notify the city-contracted garbage hauler. Walk up service will allow the resident to keep the cart at the garage, back door or other visible location for collection by the city-contracted garbage hauler. In the winter, a clear path from the street or alley must be shoveled for the “walk up” service to be made. Regular verification of proper disposal of garbage and waste will be made at the property for which the request for “walk up” service is made. Evidence of improper garbage or waste storage, collection or disposal shall be reason to immediately require standard curbside garbage cart set-out procedures.

3) Garbage Cart Storage

- (a) Wheeled garbage carts must be returned to their storage location no later than 6:00 a.m. on the day after the collection day.
- (b) Wheeled garbage carts shall be located behind the front line of the dwelling, in the garage or screened from view from the street, and at least ten feet from any abutting dwelling or sufficiently distant so as not to be a

nuisance to those properties, unless other provisions are allowed by the city due to special site conditions.

4) Maintenance of Carts

- (a) The city shall own the wheeled garbage carts; residents are granted exclusive use of the carts at their address only. Carts shall not be removed from the assigned premises. If a resident moves, the cart shall be collected by the city-contracted garbage hauler.
- (b) The city-contracted garbage hauler shall be responsible for the physical maintenance of the wheeled garbage carts, including repairs of damage to the carts, and replacement of destroyed carts.
- (c) The resident is responsible for the appropriate use and safety of the wheeled garbage carts and shall be accountable for willful damage or destruction of the wheeled garbage cart.
- (d) If a wheeled garbage cart requires physical maintenance, including replacement of wheels, lid, or repairs or other wearing or damage, the resident shall call the city-contracted garbage hauler to request such service. The city-contracted garbage hauler shall promptly perform such maintenance.
- (e) Residents shall keep the inside and the outside of wheeled garbage carts clean. There shall be no markings, such as graffiti or stickers, on the outside of the carts that are not placed there by the city or by the city-contracted garbage hauler. Any markings that appear on the outside of the cart that are not placed there by the city or city-contracted garbage hauler shall be promptly removed. Residents shall routinely wash or rinse out the interior of the wheeled garbage cart so that offensive odors are not detected outside of the empty wheeled garbage cart.
- (f) If a wheeled garbage cart is found by the city to have been willfully damaged or destroyed, the resident shall be responsible for payment to replace the wheeled garbage cart. The city shall have sole determination of willful damage or destruction of a wheeled garbage cart.

5) Delinquent Accounts

- (a) The city-contracted garbage hauler is responsible for collection of all fees associated with the collection and processing of garbage from residential properties. The city-contracted hauler shall make good-faith efforts to collect all amounts due, including use of a collection agency. All such efforts shall be documented.
- (b) Delinquent accounts shall be defined as those residents who have not paid and are over three (3) months past due.
- (c) If delinquent accounts have not been paid within six (6) months, the city shall declare the amount delinquent. The city-contracted garbage hauler

shall submit a written request to the city with adequate documentation of the efforts made to collect the past due amounts. If the city determines that a good faith effort was made and that adequate documentation was submitted, the city shall place the amount on the property taxes associated with the property for which the amount is due.

- (d) The city shall follow all practices required by the state and city ordinance to assess the delinquent amount to the property.
- 6) Resolution of Disputes
- (a) If there is a dispute between the resident and the city-contracted garbage hauler regarding extra service charges or required cart size, such disputes shall be forwarded by the resident to the city.
 - (b) The city shall make a determination regarding the dispute, and notify the resident and the city-contracted garbage hauler of the determination. The determination of the city shall be final unless the resident desires to seek further remedy in District Court.

Section 4. Multiple-Family Residential Solid Waste

A. Multiple-Family Residential Recycling

- 1) Only the city-contracted recycling hauler or their city-approved sub-contractor may collect and process recyclables set out for collection at the curb, alley, or designated multiple-family collection area as part of the city's multiple-family recycling program.
- 2) The city-contracted recycling hauler will supply 95 gallon recycling carts or recycling dumpsters for the collection of recyclables from multiple-family properties.
- 3) The city and the city-contracted recycling hauler will coordinate the number and placement of recycling carts or dumpsters with the owner or manager of multiple-family properties to ensure they are convenient for residents to place recyclables, and accessible by the city-contracted recycling hauler for collection.
- 4) The property owner or manager is responsible for the appropriate use and safety of the recycling carts and dumpsters, including both the interior and exterior of the carts and dumpsters. The property owner or manager shall rinse or wash the interior of the carts or dumpsters as needed, and shall keep the carts and dumpsters free of markings or graffiti.
- 5) The city-contracted recycling hauler shall be responsible for the physical maintenance of the recycling carts and recycling dumpsters, including repairs of damaged carts and dumpsters and replacement of destroyed carts and dumpsters.

- 6) All residents are required to separate and recycle all designated recyclable materials. Recyclable materials are to be placed in the designated recycling carts or recycling dumpsters supplied by the city-contracted recycling hauler, and not placed in the garbage cart or dumpster.
- 7) Recyclable materials included as part of the city's single sort recycling system (consistent with the current City of Maplewood Solid Waste Guide) include:
 - (a) Mixed paper: Newspapers (including inserts), magazines, phone books, office and school papers, junk mail, box board such as snack and cereal boxes, pop/beer/water boxes, other fridge/freezer box board, paper egg cartons, pizza boxes, corrugated cardboard, shredded paper (bagged and sealed).
 - (b) Glass: Food and beverage containers including glass jars and bottles.
 - (c) Plastic: Rigid food, beverage, and other household consumer product bottles and containers (e.g., tubs, bowls, cups, etc.) including packaging with plastics recycling symbols #1, #2, and #5, plastic toys, drained motor oil bottles, flower and shrub containers, landscape edging, laundry baskets, plastic buckets and pails and clear plastic take-out (clamshell) containers.
 - (d) Metal: Beverage, food and pet food containers including aluminum cans, tinned-steel cans and aerosol cans; and other household scrap metal items (3 feet or smaller) such as pots, pans and silverware
 - (e) Milk cartons and juice boxes.
 - (f) Linens: Including clothes and shoes, placed in a sturdy, sealed plastic bag.
 - (g) Other materials: Items that from time to time are designated as recyclable by the city.
- 8) Recyclable materials are to be clean, and kept as dry as practicable between use by the resident and collection by the city-contracted recycling hauler.
- 9) When recyclables are placed at the curb, alley, or designated multiple-family collection area as part of the city's recycling program, they are the sole property of the city and shall be removed only by the city-contracted recycling hauler or their city-approved sub-contractor.
- 10) When recycling carts or recycling dumpsters are not out for collection they must be stored per the city's dumpster screening ordinance.
- 11) It is unlawful for any person, other than the city's recycling contractor or owner's independent hauler, to collect, remove, or dispose of designated recyclables after the materials have been placed or deposited for collection in the recycling carts. The owner, owner's employees, owner's independent hauler's employees, or

city's recycling contractor's employees may not collect or "scavenge" through recycling in any manner

- 12) The city's recycling fee shall be invoiced to every multiple-family dwelling on a per unit, per monthly fee basis with their water and sanitary sewer bills. The fee shall be due and payable the same terms as water and sanitary sewer bills.

- 13) All multiple-family dwellings are included in the city's recycling program except for multiple-family dwellings who have opted out of the city's recycling program as of the date of the Solid Waste Ordinance (November 23, 2020). Those multiple-family dwellings can remain opted out of the city's recycling program under the following conditions:
 - (a) Upon the sale of the multiple-family property. New property owners will be included in the city's recycling program.
 - (b) The city's recycling fee shall not be invoiced to multiple-family dwellings that have opted out of the city's recycling program as of the date of this ordinance (November 23, 2020).
 - (c) The owner of a multiple-family dwelling shall make available to the occupants of all dwelling units on the premise services for the collection of designated recyclables.
 - (d) The owner of a multiple-family dwelling shall provide recycling information to the occupants of each dwelling unit on the property.
 - (e) The owner shall assure adequate recycling carts are provided and maintained by the independent contractor.
 - (f) Upon collection by the owner's independent hauler, that person shall deliver the designated recyclables to a recyclable material processing center, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a mixed municipal solid waste disposal facility.
 - (g) The owner or manager of a multiple-family dwelling shall file an annual report with the city by January 31 of each year. The report will detail the following information from the previous year's recycling:
 - (1) Property name, address, number of units, property manager and owner contact information.
 - (2) Independent hauler name and contact information.
 - (3) Recycling collection information including frequency of collection, types of containers, location of containers.
 - (4) Recycling tonnages and residual rates.

- (h) Any multiple-family dwelling that had opted out of the city's recycling program as of the date of this ordinance (November 23, 2000) can opt back into the city's recycling program at any time. Once a multiple-family dwelling has opted back into the city's recycling program, they may not opt out again.

B. Multiple-Family Residential Food Scrap Recycling

- 1) Food Scraps can be recycled as follows:
 - a) Collected by an independent garbage hauler separate from the garbage.
 - b) Taken by the resident or property owner to an approved county or private food scraps drop-off or transfer facility.

C. Multiple-Family Residential Bulky Waste

- 1) Each owner or manager of a building containing more than four (4) dwelling units shall provide for bulky waste services for all units.
- 2) Adequate provision on the property must be made by the owner for the convenient and proper disposal of bulky materials by residents. Bulky materials placed by residents for disposal shall be collected by a licensed hauler at least weekly.
- 3) Provision must be made by the owner for differential processing and disposal of the types of bulky waste generated by residents, including burnable bulky waste, recyclable bulky waste (appliances) and electronic waste.
- 4) Each owner of a building containing more than four (4) dwelling units shall prohibit the disposal of household hazardous waste, or other prohibited waste in garbage or recycling carts, and shall provide educational information to all residents in the building on the proper transportation and disposal of household hazardous waste.

D. Multiple-Family Residential Garbage

- 1) Each property having more than four (4) residential units shall have weekly collection of garbage from carts or dumpsters provided by an independent hauler licensed by the city.
 - (a) The carts and dumpsters shall be an approved sanitary type that is covered, water-tight, rodent and vermin proof, with the proper attachments for lifting onto garbage trucks.
 - (b) Garbage shall be removed more often than weekly in dumpsters if they become full.

- (c) Garbage shall be transported and disposed of in accordance with state laws and rules and county policies regarding licensed disposal and processing.
- 2) Multiple-family residential properties that use a cart-style service may apply to the city to opt into the city's residential garbage program.

Section 5. Commercial Solid Waste

- A. Commercial buildings must have garbage and recycling collected by a licensed hauler in accordance with state laws and rules and county policies.
- B. A small business or church can apply to the city to opt into the city's residential recycling program.

**City of Maplewood
Solid Waste Management Standards ***

* As Authorized by the ~~2012~~2020 Amendments to the
City Solid Waste Management Ordinance (Chapter 30)

~~June 11, 2012~~

December 14, 2020

**City of Maplewood
Community Development Department
~~1830~~1902 County Road B East
Maplewood, MN 55109**



Section 1. Introduction

The City of Maplewood has developed these standards as specific requirements for the storage, collection and transportation of ~~residential~~ solid waste. The goals of these standards are to:

- ❖ Achieve a reduction in waste generated.
- ❖ Encourage the separation and recovery of materials and energy from waste.
- ❖ Ensure the protection of public health and safety and promote city cleanliness and livability.
- ❖ Promote best management practices in solid waste management to protect air quality, water quality, and natural resources.
- ❖ Be consistent with the requirements of the State statutes, State rules and Ramsey County ordinances, and with State and Ramsey County solid waste plans.
- ❖ Provide high quality solid waste and recycling services in the most cost-effective manner possible.
- ❖ Implement the city's Solid Waste Management Ordinance (SWMO), Chapter 30 of the city's code of ordinances through detailed instructions.

To accomplish the above goals, it is important for the city to have specific and consistent instructions for residents to follow as part of the solid waste collection system. These standards do not replace or supersede city ordinances. The city manager's authority for adopting or amending these standards comes from the city's SWMO Chapter 30, ~~sections 30-1 and 30-5(a).~~

~~These standards address:~~

- ~~❖ Eligible items to be included in the garbage;~~
- ~~❖ Garbage cart set out instructions;~~
- ~~❖ Resident's garbage storage requirements;~~
- ~~❖ Recycling programs;~~
- ~~❖ Bulky waste, yard waste and other waste collection and disposal requirements;~~
- ~~❖ Multiple family and commercial solid waste collection and disposal requirements;~~
- ~~❖ Payment of charges and delinquent fees;~~
- ~~❖ Administrative fees; and~~
- ~~❖ Other collection system details that are part of the city's garbage collection system.~~

Section 1. — 2. Definitions

All terms used within these standards shall have the same definition as per the SWMO ~~Sec.~~ Chapter 30-2. For convenience, frequently used terms are listed and defined below:

~~*Additional/overflow garbage* means garbage in excess of the capacity of the city provided~~

~~garbage cart with the lid in the fully closed position.~~

~~**Appliances** include washers, dryers, refrigerators, freezers, air conditioners, dehumidifiers, humidifiers, stoves, ranges, hot water heaters, water softeners and other, similar large household items that require electricity and/or special processing under Minnesota laws, but do not include “electronic waste.”~~

~~**Bulky waste** means all large, bulky household materials which are too large for one person to pick up and/or do not fit within the city-provided garbage cart, and include (but are not limited to) carpeting and padding, mattresses, chairs, couches, tables, appliances and car parts including wheels, rims and tires.~~

~~**City-contracted garbage hauler** is the company that the city contracts with in accordance with Minnesota Statutes, section 115A.94 to provide residential garbage collection and disposal services in the city. The city-contracted garbage hauler is the sole garbage hauler for residential properties in the city, and for other properties that the city has allowed to opt-in to the city-contracted garbage hauler service.~~

~~**City-contracted recyclables hauler** means the hauler(s) contracted by the city to provide collection of designated recyclables in the city for single and multiple family residential properties in the city.~~

~~**City-provided garbage carts** are the wheeled containers for residential garbage that are owned by the city and provided to garbage customers for their use; the containers are of various sizes and ownership is retained by the city.~~

~~**Collection** means the aggregation and transportation of solid waste from the place at which it is generated and includes all activities up to the time when it is delivered to a designated disposal facility.~~

~~**Collection service** is the process of collection and transportation of garbage, yard waste, recyclables, bulky waste or source-separated organic materials by a licensed hauler.~~

~~**Commercial property** means properties in the city that are classified generally as commercial or business in the City zoning code which generates garbage and recyclables and are typically serviced by a dumpster form of garbage container.~~

~~**Composting** has the meaning set forth in Minnesota Statutes, section 115A.03, and means the controlled microbial degradation of organic waste to yield a humus-like product.~~

~~**Contractor’s garbage bill** is the Contractor’s bill for services, from either the city-contracted garbage hauler or a commercial hauler, which is directly submitted to customers.~~

~~**Construction debris** means building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition of buildings, roads or other facilities.~~

~~**Day-certain collection** is a city-approved plan for weekly collection services by an established day-certain schedule which requires garbage, yard waste, recyclables, and source-separated compostable materials collections on the same day of the week, and which is based on a five (5)-day work week (Monday through Friday).~~

~~**Designated recyclables** shall mean those materials designated as recyclables in the city recycling program in the, Section 2.2 of these Standards.~~

~~**Dumpster** has the commonly used meaning in the solid waste industry of a commercial garbage container made of metal or durable plastic with a lid that can be serviced by a front-end loading automated or rear loading semi-automated garbage truck.~~

~~**Electronic waste (electronic items)** has the meaning set forth in Minnesota Statutes, section 115A.1310, subdivision 7 as “covered electronic device” and includes items such as television and computer monitors, computers, computer peripheral devices, fax machines, DVD players, video cassette recorders, other video display devices, cell phones and other small appliances with an electric cord.~~

~~**Every other week collection garbage service** means garbage collection on the same day of the week as day certain service but on specified every other week dates. Residents must apply to the city to receive approval for this every other week service.~~

~~**Food waste** means residential food waste and includes meal preparation and left over food scraps from households intentionally separated at the source by residents for the purpose of backyard composting or separate collection for centralized recovery.~~

~~**Garbage** has the meaning set forth in Minnesota Statutes, section 115A.03, subdivision 21, mixed municipal solid waste, and means solid waste from residential, commercial, industrial, and community activities that the generator of the waste aggregates for collection, but does not include auto hulks, street sweepings, ash, construction debris, mining waste, sludges, tree and agricultural waste, tires, lead acid batteries, motor and vehicle fluids and filters, and other materials collected, processed, and disposed of as separate waste streams.~~

~~**Household garbage** means garbage from residential properties.~~

~~**Household hazardous waste** has the meaning set forth in Minnesota Statutes, section 115A.96, subdivision 1, paragraph (b), and/or Minnesota Pollution Control Agency regulations and means waste generated from household activities that exhibits the characteristics of or that is listed as hazardous waste under agency rules, but does not include waste from commercial activities that is generated, stored, or present in a household and includes items such as paint, fluorescent light bulbs, mercury thermometers, cleaning fluids, herbicides, pesticides, fertilizers and other waste as defined in Minnesota statutes or regulations in that paragraph.~~

~~**Load sensitive streets** are those streets identified by the Public Works Director of the City of Maplewood as being at risk of accelerated deterioration due to excessive or high axle weight loads.~~

~~**Manufactured home** means a dwelling unit that is consistent with Section 44-6 of the Maplewood Zoning Code.~~

~~**Mixed municipal solid waste** has the meaning set forth in Minnesota Statutes, section 115A.03, subdivision 21, and includes garbage, refuse and other solid waste from~~

~~residential, commercial, industrial, and community activities that the generator of the garbage aggregates for collection, but does not include auto hulks, street sweepings, ash, construction debris, tree and agricultural waste and other materials collected, processed and disposed of a separate waste streams.~~

~~**Multiple-family dwelling or unit** for purposes of this ordinance means a building or a portion thereof containing five (5) or more residential dwelling units.~~

~~**Recyclable materials (recyclables)** means materials that are separated from mixed municipal solid waste for the purpose of recycling or including items such as paper, glass, plastics, metals, textiles, automobile oil, batteries, and other recyclable items as designated in the City of Maplewood Solid Waste Management Standards.~~

3. Single-Family Residential dwelling unit is a separate dwelling place with a kitchen in buildings with up to four (4) units per structure. Solid Waste

~~**Residential property** means a property containing between one (1) and up to four (4) units per structure.~~

~~**Self-haul** is the city-approved method for a resident to contain and transport garbage from their own household to a city-approved, environmentally secure facility in accordance with state law and county policies. Self-haul requires the specific approval of the city.~~

~~**Single-family dwelling unit** means a building, including a manufactured home, containing up to four (4) residential units whose occupants and owner are required to participate in the city-contracted garbage service unless exempted by the city.~~

~~**Solid waste** has the meaning set forth in Minnesota Statutes, section 116.06, subdivision 22(1)(9) but is further defined for purposes of this ordinance to include garbage, recyclables, appliances, bulky waste, yard waste, and household hazardous waste items.~~

~~**Source-separated compostable materials** has the meaning set forth in Minnesota Statutes, section 115A.03, subdivision 32(a) and means materials that: (1) are separated at the source by waste generators for the purpose of preparing them for use as compost; (2) are collected separately from mixed municipal solid waste; and (3) are comprised of food waste, fish and animal waste, plant materials, diapers, sanitary products, and paper that is not recyclable.~~

~~**Townhouse** means a residence for one family that is attached either horizontally or vertically to at least two other residences as defined in Section 44-6 of the Maplewood Zoning Code, each with a private outside entrance.~~

~~**Vectors of disease** are animals including, but not limited, to insects, mice, rats, squirrels, crows, flies and other vermin that are capable of carrying, transmitting and/or infecting humans with disease.~~

~~**Walk-up service** means special garbage or recycling service that is provided from the side of the house or garage, for which the contractor walks the cart or recycling container to and from the side of the house or garage and the collection vehicle, and which is applied for on~~

~~a case by case basis.~~

~~**Yard waste** means garden waste, leaves, lawn cuttings, weeds, prunings, shrub and small tree branches as defined by the City of Maplewood Solid Waste Standards, generated at residential or commercial properties.~~

Section 2. Residential Recycling Program

2.1—A. Single-Family Residential Recycling

1) Only the city-contracted recycling hauler or their city-approved sub-contractor may collect and process recyclables set out for collection at the curb or alley as part of the city's single-family residential recycling program.

2) All residents are required to separate and recycle all designated recyclable materials. If set out for curbside or ~~alleyside/alley side~~ collection, recyclable materials are to be placed in the ~~appropriate container(s) for recycling; cart supplied by the city-contracted recycling hauler~~ and ~~are not to be~~ placed in the city-provided garbage cart.

2.2—
3) Recyclable materials included as part of the city's single sort recycling system (consistent with the current City of Maplewood ~~Residential Recycling~~Solid Waste Guide) include:

(a) Mixed paper: Newspapers (including inserts), magazines, phone books, office and school papers, junk mail, box board such as snack and cereal boxes, ~~frozen food boxes,~~ pop/beer/water boxes, other fridge/freezer box board, paper egg cartons, pizza boxes, corrugated cardboard, shredded paper ~~in (bagged and sealed paper bags, egg cartons-).~~

(b) Glass: Food and beverage containers including glass jars and bottles.

(c) Plastic: Food and Rigid food, beverage, and other household consumer product bottles and containers (e.g., tubs, bowls, cups, etc.) including rigid plastic containers packaging with plastics recycling symbols #1, #2, #3, #4, #5, and #7 (but not #6 polystyrene), and #5, plastic toys, drained motor oil bottles, flower and shrub containers, landscape edging, laundry baskets, plastic buckets and pails and clear plastic take-out (~~clam shell~~clamshell) containers.

(d) Metal: Beverage, food and pet food containers including aluminum cans, tinned-steel cans, and aerosol cans; and other household scrap metal items (3 feet or smaller) such as pots, pans and silverware that will fit in the recycling bin.

(e) Milk cartons and juice boxes.

(f) ~~_____~~ Linens: ~~_____~~ Including clothes and shoes, placed in a sturdy, sealed plastic bag.

(g) ~~_____~~ Other materials: ~~_____~~ Items that from time to time are designated as recyclable by the city.

~~2.3~~

4) ~~_____~~ Recyclable materials are to be clean, and kept as dry as practicable between use by the resident and collection by the ~~city-contracted recycling contractor-~~ hauler.

5) ~~_____~~ The city-contracted recycling hauler shall supply 35, 65, or 95 gallon recycling carts for the weekly collection of recyclables.

6) ~~_____~~ The city-contracted recycling hauler shall be responsible for the physical maintenance of the recycling ~~containers-~~ carts, including repairs of damage to the ~~containers-~~ carts, and replacement of destroyed ~~containers-~~ carts.

~~2.4~~

7) ~~_____~~ The ~~customer-~~ resident is responsible for the appropriate use and safety of the recycling ~~containers-~~ carts, including both the interior and exterior of the ~~containers-~~ carts. The ~~customer-~~ resident shall rinse or wash the interior of the ~~container-~~ carts as needed, and shall keep the ~~containers-~~ carts free of markings or graffiti.

~~2.5~~ Recyclables

8) ~~_____~~ Recycling may be placed at the curb or alley line for collection.

~~Recyclables~~ Recycling may be set out for collection no earlier than 5:00 p.m. on the day before the collection day. ~~Recyclables~~ Recycling collection will occur between ~~7~~ 6 a.m. and ~~7~~ 6 p.m. ~~Recyclables containers-~~ Recycling carts must be removed to their storage location no later than 6 a.m. on the day after collection.

~~2.6~~

9) ~~_____~~ Residents that have physical challenges or other special needs may request “walk up” service: which is approved by the city. The city shall notify the city-contracted recycling hauler. Walk up service will allow the ~~customer-~~ resident to keep the recyclables at a back door or other visible location for collection by the city-~~contracted~~ recyclables recycling hauler. In the winter, a clear path from the street or alley must be shoveled for the “walk up” service to be made. ~~Residents requesting this service must apply for it using the “Request for Walk Up Service” Appendix D of this document.~~

Section 3. Multiple-Family Recycling Program

~~3.1~~ ~~_____~~ Each owner of a building containing five (5) or more dwelling units shall provide for recycling services for all units.

~~3.2~~ ~~_____~~ The owner of a multiple-family dwelling shall make recycling services available to the occupants of all dwelling units on the premise. The recyclables collection services shall be available on the premises. This collection service shall be for at least the designated recyclables collected in the city’s residential recycling program. The collection schedule and recycling containers’ capacity shall provide for regular removal

~~of the recyclables such that there is adequate storage capacity available in the recyclables containers to prevent overflowing containers. The owner may use the city's recycling contractor to provide the recycling collection services or they may independently contract with another licensed hauler and/or recycling contractor to provide the recycling collection services at the owner's expense.~~

~~3.3 Recyclable materials shall include the same list as per the city's residential recycling program (see Sec. 2.2 above) unless the city approves a variance in writing.~~

~~3.4 All recyclable materials placed by residents in the multiple family recyclables collection containers must be collected at least bi-weekly and processed and marketed for recycling by a properly licensed recycling company, and all recyclables must be appropriately recycled as per Minnesota laws and regulations.~~

~~3.5 Adequate containers shall be provided and maintained by the owner or by the recyclables hauler, whichever provides the recycling collection service, for all recyclable materials. Containers shall be:~~

~~(a) Sufficient in number and size to meet the demands for recycling services created by the occupants;~~

~~(b) Equipped with self closing lids such that residents may easily place recyclables in the containers but recyclables shall not be exposed to wind, rain and snow and human and animal scavengers are discouraged from accessing or removing recyclables;~~

~~(c) Equipped with standardized labels identifying the type of recyclable material to be deposited in each container and colored differently from other containers for mixed garbage or trash;~~

~~(d) Maintained in proper operating condition, reasonably clean and sanitary and free of markings or graffiti;~~

~~(e) Repaired or replaced on a reasonable schedule if stolen or broken.~~

~~3.6 The owner of a multiple family dwelling shall provide recycling educational information to the occupants of each dwelling unit on the property. The educational information shall notify the occupants of the availability of collection services, describe the procedures required to prepare the designated recyclables for collection, and identify the dates and times of collection. If the owner elects to use the city's recycling contractor, the city's recycling contractor will supply the owner with the information needed to create this education program. The educational information must be provided to all residents at least once every six (6) months and to new residents within two (2) weeks of residence. The information will explain the reasons to recycle, recyclables to be separated from solid waste, the manner of separation and the location of the containers provided for recycling. The educational information may consist of fliers, posters, presentations or other effective means to enhance resident compliance with recycling requirements.~~

- ~~3.7 Container Location. Containers shall be stored on the premises in a location that is convenient for residents to place recyclables. Recycling containers shall be placed in a location on the premises that permits access for collection purposes but does not obstruct pedestrian or vehicular traffic. All such locations shall comply with the city's zoning and other ordinances.~~
- ~~3.8 Transportation and Disposal. Upon collection by the city's recycling contractor or the owner's independent hauler, that person shall deliver the designated recyclables to a recyclable material processing center, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. No recyclable materials placed by residents in the multiple-family recyclables collection containers will be collected or disposed of as garbage. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a mixed municipal solid waste disposal facility. The contractor or hauler shall transport all designated recyclables in a covered vehicle so the recyclables do not drop or blow onto any public street or private or public property during transport.~~
- ~~3.9 Scavenging Prohibited. It is unlawful for any person, other than the city's recycling contractor or owner's independent hauler, to collect, remove, or dispose of designated recyclables after the materials have been placed or deposited for collection in the recycling containers. The owner, owner's employees, owner's independent hauler's employees, or city's recycling contractor's employees may not collect or "scavenge" through recycling in any manner.~~
- ~~3.10 Annual Report. Each owner or manager of a multiple-family dwelling that does not participate in the city's contract recycling program shall file an annual report with the city by January 31 of each year. The report form shall be provided by the city (see Appendix F to this document) and shall contain, at a minimum, the following information:~~
- ~~(a) Name of the owner and building manager and their contact information;~~
 - ~~(b) Address of the multiple-family dwelling;~~
 - ~~(c) Number of dwelling units;~~
 - ~~(d) Description of recycling collection services made available to occupants, including location of containers, frequency of collection and whether collection services are provided by the owner, the owner's employees, or a licensed collector;~~
 - ~~(e) Copy of the educational information required in Section 3.6, above, with the frequency by which the information was distributed;~~
 - ~~(f) Tonnage for each type of material recycled as provided by the owner's independent recycling contractor; and~~
 - ~~(g) Name and address of the licensed hauler/recycler that provides collection services and where the recyclables were taken for processing.~~

Section 4. Residential Garbage Cart Standards

The City of Maplewood understands the importance of a clean, litter-free and livable community and wishes to provide for cost-efficient collection of garbage from residential properties. To achieve these goals the city has implemented the requirement that customers must contain their garbage in wheeled carts provided by the city.

4.1—Each residential household, unless exempted from service by the city in accordance with Maplewood Code of Ordinances Chapter 30, shall have a wheeled garbage cart(s) of sufficient size to contain all household garbage from one collection day until the next.

(a)—Garbage must be bagged in either paper or plastic bags of any size before placement in the wheeled garbage cart, so that spillage or blowing of garbage does not occur during the collection process.

(b)—Only household garbage, as defined in Section 30.2 of the Maplewood Code of Ordinances shall be placed in the wheeled garbage carts. ~~Items prohibited from disposal with garbage in the carts include, but may not be limited to: designated recyclables, tree and shrub waste, other yard waste, construction and demolition debris, automotive parts or fluids, electronic waste, or household hazardous waste.~~

(c)—Exemptions from service by the city contracted hauler shall only occur in accordance with Maplewood Code of Ordinances Chapter 30, 10) St. Paul Regional Water Services and shall be at the sole discretion of the city. ~~Examples of alternate disposal methods to qualify for exemption from service may include:~~

- Written permission to dispose of garbage in a neighbor's garbage cart (shared service); or
- Use of a commercial dumpster owned or leased for use by a commercial property. (This commercial property may be owned or leased by the applicant, or the applicant may be an employee who has written permission from his/her employer to use the employer's commercial dumpster.)

The forms to request exemption from service is attached to this document adjacent cities, as Appendix A.

(d)—The City of Maplewood shall have sole discretion to grant or not grant an exemption request in Section 4.1(c) above. The city shall arrange for regular verification of proper disposal of garbage and waste at the property for which the request for exemption from garbage service is made. ~~Evidence of improper garbage or waste disposal shall be reason to immediately require service by the city contracted garbage hauler.~~

4.2—The cart size and collection frequency shall be sufficient to store and contain all garbage normally generated between collections such that the cart lid fully closes and thereapplicable, are no extra bags of garbage next to the cart.

- ~~(a) — Sizes of carts available are 95 gallon, 65 gallon, 32 gallon and 20 gallon. All wheeled garbage carts are owned by the City of Maplewood.~~
- ~~(b) — If the garbage cart lid cannot be closed or there are overflow bags of garbage set out for collection that cannot be contained in the cart, a cart of larger size shall be required; or, a second cart shall be required if the cart in place is already the largest, 95 gallon cart. This requirement may be imposed by the city if a resident has overflow garbage for up to two (2) weeks (out of any consecutive five (5) weeks) where the cart lid cannot be closed or there are overflow bags set out for collection~~
- ~~(c) — A larger cart may be requested, or required, once per calendar year with no service charge for cart pickup and delivery. If a customer wishes to have a larger cart, they will request same from the city contracted garbage hauler. The city contracted garbage hauler shall bill the higher cart fee from the date it receives the request for the larger cart from the customer; there shall be no charge for additional bags from the time the larger cart request is received until the larger cart is delivered to the customer. If a larger cart is requested or required more than once per calendar year, the city contracted garbage hauler may impose a service charge. The amount of this charge shall be established per the city contract and as approved by the city.~~
- ~~(d) — If overflow garbage is placed next to the wheeled garbage cart for collection, it shall be securely bagged such that animals and vermin may not access the contents of the bag. The city contracted garbage hauler may charge an additional fee for collection of any extra bags of garbage. The amount of this fee shall be established per the city contract and as approved by the city.~~
- ~~(e) — The bill payer shall be responsible for paymentthe collection of all fees for garbage collection service and fees for collection of any extra bags to the city-contracted garbage hauler.~~
- ~~(f) — If a customer wishes to have a smaller cart, they will request same from the city-contracted garbage hauler. The city-contracted garbage hauler shall bill the lower cart fee from the date it receives the request for the smaller cart from the customer. There shall be no service charge for a customer to request, and receive, a smaller cart.~~

~~Section 5. Residential Garbage Cart Collection by Garbage Hauler and Storage of Carts~~

~~5.1 — Garbage collection by the city contracted garbage hauler shall occur once per week, on days and in areas designated by the city. Slight schedule changes may be made, with sufficient advance notice by the city contracted garbage hauler for major holidays, or for adverse weather conditions.~~

~~5.2 — If every other week service is desired by the customer, such service may be applied for using the form, “Request for Every Other Week Garbage~~

~~Removal” Appendix B of this document associated with the city. Approval or denial of the request shall be at the sole discretion of the city.~~

- 5.3 ~~— If temporary discontinuation of service is desired by the customer due to vacancy of the property of over two months or more, such service discontinuation may be applied for using the form, “Request for Temporary Exemption from City Contractor Provided Garbage Removal,” Appendix C of this document. The request shall be made to the city. Approval or denial of the request shall be at the sole discretion of the city. Discontinuation of service for a temporary vacancy due to an extended vacation shall be arranged between the customer and the city contracted hauler.~~
- 5.4 ~~— The city shall arrange for regular verification of proper disposal of garbage and waste at the property for which the request for exemption from garbage service is made as per Sections 5.2 and 5.3 above. Evidence of improper garbage or waste disposal shall be reason to immediately require weekly removal of garbage.~~
- 5.5 ~~— Unless separate provisions are made between the city contracted garbage hauler and the customer (for example, see Sec. 5.8 below), all collection of garbage shall occur at the street line or alley line, as specified by the city contracted garbage hauler.~~
- 5.6 ~~— Wheeled garbage carts may be set out for collection no earlier than 5:00 p.m. on the day before the collection day.~~
- 5.7 ~~— Wheeled carts shall be placed for collection at the alley or curb line, at least five feet either side of parked cars, and at least three feet from recycling containers, with the opening facing the street or alley. Carts that are not placed in this manner may not be collected by the city contracted garbage hauler.~~
- 5.8 ~~— Residents that have physical challenges or other special needs may request “walk up” service. Walk up service will allow the customer to keep the cart at the garage, back door or other visible location for collection by the city contracted garbage hauler. In the winter, a clear path from the street or alley must be shoveled for the “walk up” service to be made. Residents requesting this service must apply for it using the “Request for Walk Up Service” Appendix D of this document.~~
- 5.9 ~~— Regular verification of proper disposal of garbage and waste will be made at the property for which the Request for Walk Up Service location is made as per Section 5.8 above. Evidence of improper garbage or waste storage, collection or disposal shall be reason to immediately require standard curbside garbage cart set out procedures.~~
- 5.10 ~~— Wheeled garbage carts must be returned to their storage location no later than 6:00 a.m. on the day after the collection day.~~
- 5.11 ~~— Wheeled garbage carts shall be located behind the front line of the dwelling, in the garage or screened from view from the street, and at least ten feet from any abutting dwelling or sufficiently distant so as not to be a nuisance to those properties, unless other provisions are allowed by the city due to special site conditions.~~

Section 6. Maintenance of Wheeled Residential Garbage Carts

- ~~6.1 The city shall own the wheeled garbage carts; residents are granted exclusive use of the carts at their address only. Carts shall not be removed from the assigned premises. program. St. If a resident moves, the cart shall remain at the assigned premises.~~
- ~~6.2 The city contracted garbage hauler shall be responsible for the physical maintenance of the wheeled garbage carts, including repairs of damage to the carts, and replacement of destroyed carts.~~
- ~~6.3 The customer is responsible for Paul Regional Water Services or the appropriate use and safety of the wheeled garbage carts and shall be accountable for willful damage or destruction of the wheeled garbage cart. cities shall make good-faith efforts to collect all amounts due, including use of a collection agency.~~
- ~~6.4 If a wheeled garbage cart requires physical maintenance, including replacement of wheels, lid, or repairs of other wearing or damage, the customer shall call the city contracted garbage hauler to request such service. The city contracted garbage hauler shall promptly perform such maintenance.~~
- ~~6.5 Customers shall keep the inside and the outside of wheeled garbage carts clean. There shall be no markings, such as graffiti or stickers, on the outside of the carts that are not placed there by the City of Maplewood or by the city contracted garbage hauler. Any markings that appear on the outside of the cart that are not placed there by the city contracted garbage hauler or the City of Maplewood shall be promptly removed by the customer. Customers shall routinely wash or rinse out the interior of the wheeled garbage cart so that offensive odors are not detected outside of the empty wheeled garbage cart.~~
- ~~6.6 If a wheeled garbage cart is found by the City of Maplewood to have been willfully damaged or destroyed, the customer shall be responsible for payment to replace the wheeled garbage cart. The City of Maplewood shall have sole determination of willful damage or destruction of a wheeled garbage cart.~~

Section 7. Multiple

B. Single-Family Solid Waste Standards

- ~~7.1 Each property must provide for the separation of recyclables, yard waste, bulky waste, and other items designated in these standards from garbage, and shall insure the appropriate processing or disposal of all solid waste in accordance with Minnesota statutes and county policies.~~
- ~~7.2 Each property having more than five (5) residential units shall have weekly garbage dumpster or equivalent service, provided by a commercial type hauler licensed by the city~~

- ~~(a) The dumpsters shall be of a minimum capacity of one cubic yard, covered, and of an approved sanitary type with the proper Residential attachments for lifting onto garbage trucks. The dumpsters shall be water tight and rodent and vermin proof.~~
- ~~(b) Garbage shall be removed more often than weekly if dumpsters become full. Garbage shall be transported and disposed of in accordance with state laws and rules and county policies regarding licensed disposal and processing.~~
- ~~(c) Multiple family properties that use a cart style service may opt into the city contracted garbage service.~~

~~**Section 8. Collection and Composting of Tree and Shrub Waste, Other Yard Waste, and Source Separated Compostable Materials**~~

~~8.~~

- ~~1) Yard waste shall be properly disposed of by: must not be placed in the garbage.~~
- ~~2) Yard waste shall be properly disposed of by:

 - ~~(a) Backyard composting or in place mulching (as by "mulching mowers");~~
 - ~~(b) Collected by the city contracted garbage hauler separate from the garbage and for an additional fee.~~
 - ~~(c) Collected by an independent lawn service separate from the city contracted garbage hauler.~~
 - ~~(d) Taken by the resident or property owner to an approved county or private yard waste drop off or transfer facility.~~
 - ~~(e) Including yard waste in a source separated organics collection program, if available.~~~~

~~8.2~~

- ~~(1) Home lawn, and garden waste, and kitchen food scraps may be composted in small quantities on a residential lot as long as the compost pile does not create a nuisance for neighbors due to objectionable odor, vectors of disease or unsightliness.~~
- ~~(a)~~
- ~~(2) Backyard composting must be done in a structure that prohibits the entry or nesting of rodents and vermin. Composting of meats or fats that attract rodents and vermin is prohibited in backyard composting.~~
- ~~(b)~~
- ~~(3) Compost structures must be placed at least five feet from rear- and side-yard property lines and shall not be placed in a front yard. Compost structures shall be properly maintained and shall not be unsightly.~~
- ~~(e)~~

- (4) Residents must follow composting operation guidelines as published by the University of Minnesota Extension Service or other reputable gardening experts.
- 8.
- (b) In-place mulching (as by “mulching mowers”).
- (c) Collected by the city-contracted garbage hauler separate from the garbage and for an additional fee.
- (d) Collected by an independent lawn service separate from the city-contracted garbage hauler.
- (e) Taken by the resident or property owner to an approved county or private yard waste drop-off or transfer facility.
- 3) Yard-waste not collected by the city-contracted garbage hauler or not composted by the resident, or tree limbs, stumps and roots greater than six (6) inches in diameter must be transported to a properly permitted and licensed yard waste transfer or composting facility. Exceptions to this requirement are allowed if a tree service provides for on-site chipping to produce a suitable mulch product. Such on-site chipping and mulch depositing must be prior approved by the resident or property owner.

C. Single-Family Residential Food Scraps Recycling

1) Food Scraps can be recycled as follows:

a) Backyard composting:

- (1) Food scraps may be composted in small quantities on a residential lot as long as the compost pile does not create a nuisance for neighbors due to objectionable odor, vectors of disease or unsightliness.
- (2) Backyard composting must be done in a structure that prohibits the entry or nesting of rodents and vermin. Composting of meats or fats that attract rodents and vermin is prohibited in backyard composting.
- (3) Compost structures must be placed at least five feet from rear- and side-yard property lines and shall not be placed in a front yard. Compost structures shall be properly maintained and shall not be unsightly.
- (4) Residents must follow composting operation guidelines as published by the University of Minnesota Extension Service or other reputable gardening experts.

- (c) Collected by the city-contracted garbage hauler separate from the garbage.

~~(d) 8.4 Reserved for Source Separated Organics program.~~

~~8.5 Reserved for standards relating to separation and collection of source separated organic waste at multiple family dwelling properties.~~

~~**Section 9.** Curbside collection of food scraps in durable compostable bags within the city garbage carts per the Ramsey/Washington Recycling & Energy Center food scraps recycling program when available.~~

~~(e) Taken by the resident or property owner to an approved county or private food scraps drop-off or transfer facility.~~

D. Single-Family Residential Bulky Waste, **Large Appliances and Electronic Waste**

~~9.~~

1) All bulky waste, large appliances, electronic waste and similar items not included in the garbage or recycling programs shall be properly disposed of. No such items may be disposed of in streams, ponds, waterways or roadside ditches or on vacant or public land, or on property whether owned or not owned by the waste generator.

~~9.~~

2) Upon ~~customer~~resident request, all licensed city-contracted garbage haulers must collect and properly dispose of appliances or bulky waste on the next garbage collection day, or within ~~two (2) business days~~one (1) week of a ~~customer's~~resident's request, whichever comes first. An additional fee may be charged by the hauler for this service; the fee, if any, for such service is the responsibility of the generator of the appliances or bulky waste if known, or the property owner on whose property the item is on, and must be paid in full.

~~9.~~

3) Electronic waste must be properly disposed of, either through special arrangements with the city-contracted garbage hauler, hauling of electronic waste by the resident to a legitimate electronic waste drop off facility, take back service at a retailer, or other approved disposal method. An additional fee may be charged by the hauler for this service; the fee, if any, for such service is the responsibility of the generator of the electronic waste or the property owner on whose property the item is on and must be paid in full.

~~9.4 Each owner of a building containing more than five (5) dwelling units shall provide for bulky waste services for all units.~~

~~(a) Adequate provision on the property must be made by the owner for the convenient and proper disposal of bulky materials by residents. Bulky materials placed by residents for disposal shall be collected by a licensed hauler at least weekly.~~

~~(b) Provision~~

E. Single-Family Residential Garbage

1) Garbage Cart Standards

- (a) Residents must contain their garbage in wheeled carts provided by the city.
- (b) Each residential household, unless exempted from service by the city in accordance with the Solid Waste Ordinance, Chapter 30, shall have a wheeled garbage cart(s) of sufficient size to contain all household garbage from one collection day until the next.
- (c) Garbage must be placed in the wheeled garbage cart, so that spillage or blowing of garbage does not occur during the collection process.
- (d) Only household garbage, as defined in the Solid Waste Ordinance, Chapter 30, shall be placed in the wheeled garbage carts. Items prohibited from disposal with garbage in the carts include, but may not be limited to: designated recyclables, tree and shrub waste, other yard waste, construction and demolition debris, automotive parts or fluids, electronic waste, or household hazardous waste.
- (e) Exemptions from service by the city-contracted garbage hauler shall only occur in accordance with the Solid Waste Ordinance, Chapter 30, and shall be at the sole discretion of the city. Examples of alternate disposal methods to qualify for exemption from service may include:
made
 - (1) Written permission to dispose of garbage in a family member's or neighbor's garbage cart which is collected by a licensed garbage hauler (shared service); or
 - (2) Use of a commercial dumpster owned or leased for use by the ~~owner~~ commercial property. (This commercial property may be owned or leased by the applicant, or the applicant may be an employee who has written permission from his/her employer to use the employer's commercial dumpster.)
 - (3) Self-haul to a city-approved environmentally secure location in accordance with state and county law and policies.

The city shall make available a form for applicants to apply for the exemption. The city will charge a one-time fee for differential processing and the exemption, such fee to be approved by the city council yearly. The city shall have sole discretion to grant or not grant an exemption request.

The city shall arrange for regular verification of proper disposal of the types of bulky waste generated by residents, including burnable bulky waste, recyclable bulky waste (appliances) and electronic garbage and waste at the property for which the request for exemption from garbage service is made. Evidence of improper garbage or waste disposal shall be reason to immediately require service by the city-contracted garbage hauler.

~~9.5 Each owner of a building containing more than five (5) dwelling units shall prohibit the disposal of household hazardous waste, or other prohibited waste in garbage or recycling containers, and shall provide educational information to all residents in the building on the proper transportation and disposal of household hazardous waste.~~

Section 10. Home Owner Associations

~~10.1 Home owner associations that utilize garbage carts and that have existing garbage collection contracts that meet the minimum requirements of these standards are not required to have city contracted garbage collection services.~~

~~10.2 Home owner associations may apply to the city to opt in to the city contracted garbage collection service by submitting the application form attached as Appendix F to this document.~~

~~10.3 Home owner associations that have city contracted garbage services must continue to have city contracted garbage services.~~

Section 11. Commercial Solid Waste Standards

~~(This section is presented to facilitate the conceptual discussion of solid waste management standards for commercial properties. If standards for commercial properties are desired, appropriate language must be added to the Ordinance.)~~

~~11.1 Each business or commercial property must provide for the separation of designated recyclables, bulky waste and other items designated in these standards from garbage, and shall insure the appropriate processing or disposal of all solid waste in accordance with Minnesota statutes, Minnesota Pollution Control Agency regulations and county policies.~~

~~11.2 Each business or commercial property shall have weekly garbage dumpster or equivalent service, provided by a commercial hauler licensed by the city.~~

~~(a~~

~~(f) The dumpsterscart size and collection frequency shall be of a minimum capacity of one cubic yard, covered, and of an approved sanitary type with the proper attachments for lifting onto garbage trucks. The dumpsters shall be water tight and rat and vermin proof. If garbage carts are used, there shall be adequate capacity in size and/or number of carts to sufficient to store and contain all wastegarbage normally generated between collections such that the cart lid fully closes and there are no extra bags of garbage next to the cart.~~

~~(g) Sizes of carts available are 95 gallon, 65 gallon, 35 gallon and 20 gallon. All wheeled garbage carts are owned by the City of Maplewood.~~

- (h) If the garbage cart lid cannot be closed or there are overflow bags of garbage set out for collection that cannot be contained in the cart, a cart of larger size shall be required; or, a second cart shall be required if the cart in place is already the largest, 95 gallon cart. This requirement may be imposed by the city if a resident has overflow garbage for up to two (2) weeks (out of any consecutive five (5) weeks) where the cart lid cannot be closed or there are overflow bags set out for collection.
- (i) If a resident wishes to exchange their cart for a different size, they will request one from the city-contracted garbage hauler. The city-contracted garbage hauler shall bill the new cart fee from the date the cart is delivered to the resident. If a resident requests a cart exchange more than once per calendar year, the city-contracted garbage hauler may impose a service charge. The amount of this charge shall be established per the city contract and as approved by the city.
- (j) If overflow garbage is placed next to the wheeled garbage cart for collection, it shall be securely bagged such that animals and vermin may not access the contents of the bag. The city-contracted garbage hauler may charge an additional fee for collection of any extra bags of garbage. The amount of this fee shall be established per the city contract and as approved by the city.

~~(b) — Garbage shall be removed at least once weekly, and more often if garbage carts or dumpsters become full. Garbage shall be transported and disposed of in accordance with state laws and rules and county policies regarding licensed disposal and processing.~~

~~11.3 Each business or commercial property shall provide for recycling services for all units.~~

- ~~(a) — Adequate containers shall be provided by the owner or by the recyclables hauler for all recyclable materials. Containers shall be stored on the premises in a location that is convenient for building tenants to place recyclables and for haulers to collect recyclables. The containers for recycling will be covered and secured so that building tenants may easily place recyclables in the containers. Recyclables shall not be exposed to wind, rain and snow. The recycling container lids should also discourage human and animal scavengers from accessing or removing recyclables.~~
- ~~(b) — Recyclable materials shall include the same list as the city's residential recycling program (see Sec. 2.2 above) unless the city approves a variance in writing, in addition to any business-specific recyclables for which a market is available (e.g., metal turnings, printing rolls or end runs, or other types of commercial or industrial scrap commodities).~~
- ~~(c) — All recyclable materials placed by building tenants in the commercial recyclables collection containers should be collected at least bi-weekly and processed and marketed for recycling by a properly licensed recycling~~

~~company, and all recyclables must be appropriately recycled as per Minnesota laws and regulations. No recyclable materials placed by building tenants in the recyclables collection containers will be collected or disposed of as garbage.~~

~~(k) The bill payer shall be responsible for payment of fees for garbage~~

~~(d) Recycling education information should be provided to all building tenants that explains the reasons to recycle, recyclables to be separated from solid waste, the manner of separation and the location of the containers provided for recycling. If English is not the language spoken by specific tenants, education shall be provided to them in a language and/or format that is understandable by them. The education information may consist of fliers, posters, presentations or other methods as appropriate. The education program may be conducted by the owner or by the recyclables hauler.~~

~~11.4 Reserved for standards relating to separation and collection of yard waste at commercial properties.~~

~~11.5 Reserved for standards relating to separation and service and fees for collection of organic waste at commercial properties any extra bags to the city-contracted garbage hauler.~~

2) Garbage Cart Collection

~~(a) Garbage collection by the city-contracted garbage hauler shall occur once per week, on days and in areas designated by the city. Slight schedule changes may be made, with sufficient advance notice by the city-contracted garbage hauler for major holidays, or adverse weather conditions.~~

~~(b) If every-other-week service for a 20-gallon-cart is desired by the resident, such service must be approved by the city. The city will notify the city-contracted garbage hauler of the approval. Approval or denial of the request shall be at the sole discretion of the city.~~

~~(c) The city-contracted garbage hauler may approve the temporary discontinuation of service due to:~~

- ~~(1) an extended vacation of three weeks or more, or~~
- ~~(2) vacancy of a property.~~

~~Resident must notify city-contracted garbage hauler of an end date for such temporary discontinuation.~~

~~(d) Unless separate provisions are made between the city-contracted garbage hauler and the resident (i.e., walk up service) all collection of garbage shall occur at the street line or alley line, as specified by the city-contracted garbage hauler.~~

- (f) Wheeled garbage carts may be set out for collection no earlier than 5:00 p.m. on the day before the collection day. Garbage collection will occur between 6 a.m. and 6 p.m. Garbage carts must be removed to their storage location no later than 6 a.m. on the day after collection.
- (g) Wheeled garbage carts shall be placed for collection at the alley or curb line, at least five feet on either side of parked cars, and at least three feet away from other objects, with the opening facing the street or alley.
- (h) Residents that have physical challenges or other special needs may request “walk up” service which is approved by the city. The city will notify the city-contracted garbage hauler. Walk up service will allow the resident to keep the cart at the garage, back door or other visible location for collection by the city-contracted garbage hauler. In the winter, a clear path from the street or alley must be shoveled for the “walk up” service to be made. Regular verification of proper disposal of garbage and waste will be made at the property for which the request for “walk up” service is made. Evidence of improper garbage or waste storage, collection or disposal shall be reason to immediately require standard curbside garbage cart set-out procedures.

3) Garbage Cart Storage

- (a) Wheeled garbage carts must be returned to their storage location no later than 6:00 a.m. on the day after the collection day.
- (b) Wheeled garbage carts shall be located behind the front line of the dwelling, in the garage or screened from view from the street, and at least ten feet from any abutting dwelling or sufficiently distant so as not to be a nuisance to those properties, unless other provisions are allowed by the city due to special site conditions.

4) Maintenance of Carts

- (a) The city shall own the wheeled garbage carts; residents are granted exclusive use of the carts at their address only. Carts shall not be removed from the assigned premises. If a resident moves, the cart shall be collected by the city-contracted garbage hauler.
- (b) The city-contracted garbage hauler shall be responsible for the physical maintenance of the wheeled garbage carts, including repairs of damage to the carts, and replacement of destroyed carts.
- (c) The resident is responsible for the appropriate use and safety of the wheeled garbage carts and shall be accountable for willful damage or destruction of the wheeled garbage cart.
- (d) If a wheeled garbage cart requires physical maintenance, including replacement of wheels, lid, or repairs or other wearing or damage, the resident shall call the city-contracted garbage hauler to request such

service. The city-contracted garbage hauler shall promptly perform such maintenance.

Section 12.

(e) Residents shall keep the inside and the outside of wheeled garbage carts clean. There shall be no markings, such as graffiti or stickers, on the outside of the carts that are not placed there by the city or by the city-contracted garbage hauler. Any markings that appear on the outside of the cart that are not placed there by the city or city-contracted garbage hauler shall be promptly removed. Residents shall routinely wash or rinse out the interior of the wheeled garbage cart so that offensive odors are not detected outside of the empty wheeled garbage cart.

(f) If a wheeled garbage cart is found by the city to have been willfully damaged or destroyed, the resident shall be responsible for payment to replace the wheeled garbage cart. The city shall have sole determination of willful damage or destruction of a wheeled garbage cart.

5) Delinquent Accounts

12.1(a) The city-contracted garbage hauler is responsible for collection of all fees associated with the collection and processing of garbage from residential properties. The city-contracted hauler shall make good-faith efforts to collect all amounts due, including use of a collection agency. All such efforts shall be documented.

~~12.2 The St. Paul Water Authority and adjacent cities, as applicable, are responsible for the collection of all fees associated with the City of Maplewood recycling program. The~~

~~(b) St. Paul Water Authority or the appropriate cities shall make good faith efforts to collect all amounts due, including use of a collection agency.~~

~~12.3 Delinquent accounts shall be defined as those residents who have not paid and are over~~
three (3) months past due.

~~12.4(c) If the amount continues to be delinquent past the three (3) months, the City of Maplewood, the city shall declare the amount delinquent. The entity~~
The city-contracted garbage hauler shall submit a written request to the City of Maplewood city with adequate documentation of the efforts made to collect the past due amounts. If the city determines that a good faith effort was made and that adequate documentation was submitted, the city shall place the amount on the property taxes associated with the property for which the amount is due.

(d) The city shall follow all practices required by the state and city ordinance to assess the delinquent amount to the property.

Section 13.

6) Resolution of Disputes

13.1

(a) If there is a dispute between the ~~customer~~resident and ~~the city-~~contracted garbage hauler regarding extra service charges or required cart size, such disputes shall be forwarded by the ~~customer~~resident to the ~~City of Maplewood~~city.

~~13.2~~

(b) The ~~dispute shall be in writing, and shall contain the following information:~~

~~(a) Date of the dispute;~~

~~(b) Nature of the dispute (cart size, charges for extra garbage, missed service, etc.);~~

~~(c) Any and all evidence related to the dispute (photographs, neighbor's statements, etc.); and~~city

~~(d) Requested resolution of the dispute.~~

~~The dispute shall be mailed or delivered to:~~

~~City of Maplewood
City Manager
1830 County Road B East
Maplewood, MN 55109~~

~~13.3~~ ~~The City of Maplewood~~ shall make a determination regarding the dispute, and notify the ~~customer~~resident and the ~~city-designated~~contracted garbage hauler of the determination. The determination of the city shall be final, unless the ~~customer~~resident desires to seek further remedy in District Court.

Section ~~14. Reserved for Standard on Household Hazardous~~4. Multiple-Family Residential Solid Waste

A. Multiple-Family Residential Recycling

1) Only the city-contracted recycling hauler or their city-approved sub-contractor may collect and process recyclables set out for collection at the curb, alley, or designated multiple-family collection area as part of the city's multiple-family recycling program.

2) The city-contracted recycling hauler will supply 95 gallon recycling carts or recycling dumpsters for the collection of recyclables from multiple-family properties.

3) The city and the city-contracted recycling hauler will coordinate the number and placement of recycling carts or dumpsters with the owner or manager of multiple-family properties to ensure they are convenient for residents to place recyclables, and accessible by the city-contracted recycling hauler for collection.

4) The property owner or manager is responsible for the appropriate use and safety of the recycling carts and dumpsters, including both the interior and exterior of

the carts and dumpsters. The property owner or manager shall rinse or wash the interior of the carts or dumpsters as needed, and shall keep the carts and dumpsters free of markings or graffiti.

- 5) The city-contracted recycling hauler shall be responsible for the physical maintenance of the recycling carts and recycling dumpsters, including repairs of damaged carts and dumpsters and replacement of destroyed carts and dumpsters.
- 6) All residents are required to separate and recycle all designated recyclable materials. Recyclable materials are to be placed in the designated recycling carts or recycling dumpsters supplied by the city-contracted recycling hauler, and not placed in the garbage cart or dumpster.
- 7) Recyclable materials included as part of the city's single sort recycling system (consistent with the current City of Maplewood Solid Waste Guide) include:
 - (a) Mixed paper: Newspapers (including inserts), magazines, phone books, office and school papers, junk mail, box board such as snack and cereal boxes, pop/beer/water boxes, other fridge/freezer box board, paper egg cartons, pizza boxes, corrugated cardboard, shredded paper (bagged and sealed).
 - (b) Glass: Food and beverage containers including glass jars and bottles.
 - (c) Plastic: Rigid food, beverage, and other household consumer product bottles and containers (e.g., tubs, bowls, cups, etc.) including packaging with plastics recycling symbols #1, #2, and #5, plastic toys, drained motor oil bottles, flower and shrub containers, landscape edging, laundry baskets, plastic buckets and pails and clear plastic take-out (clamshell) containers.
 - (d) Metal: Beverage, food and pet food containers including aluminum cans, tinned-steel cans and aerosol cans; and other household scrap metal items (3 feet or smaller) such as pots, pans and silverware
 - (e) Milk cartons and juice boxes.
 - (f) Linens: Including clothes and shoes, placed in a sturdy, sealed plastic bag.
 - (g) Other materials: Items that from time to time are designated as recyclable by the city.
- 8) Recyclable materials are to be clean, and kept as dry as practicable between use by the resident and collection by the city-contracted recycling hauler.
- 9) When recyclables are placed at the curb, alley, or designated multiple-family collection area as part of the city's recycling program, they are the sole property of the city and shall be removed only by the city-contracted recycling hauler or their city-approved sub-contractor.

- 10) When recycling carts or recycling dumpsters are not out for collection they must be stored per the city's dumpster screening ordinance.
- 11) It is unlawful for any person, other than the city's recycling contractor or owner's independent hauler, to collect, remove, or dispose of designated recyclables after the materials have been placed or deposited for collection in the recycling carts. The owner, owner's employees, owner's independent hauler's employees, or city's recycling contractor's employees may not collect or "scavenge" through recycling in any manner
- 12) The city's recycling fee shall be invoiced to every multiple-family dwelling on a per unit, per monthly fee basis with their water and sanitary sewer bills. The fee shall be due and payable the same terms as water and sanitary sewer bills.
- 13) All multiple-family dwellings are included in the city's recycling program except for multiple-family dwellings who have opted out of the city's recycling program as of the date of the Solid Waste Ordinance (November 23, 2020). Those multiple-family dwellings can remain opted out of the city's recycling program under the following conditions:
- (a) Upon the sale of the multiple-family property. New property owners will be included in the city's recycling program.
- (b) The city's recycling fee shall not be invoiced to multiple-family dwellings that have opted out of the city's recycling program as of the date of this ordinance (November 23, 2020).
- (c) The owner of a multiple-family dwelling shall make available to the occupants of all dwelling units on the premise services for the collection of designated recyclables.
- (d) The owner of a multiple-family dwelling shall provide recycling information to the occupants of each dwelling unit on the property.
- (e) The owner shall assure adequate recycling carts are provided and maintained by the independent contractor.
- (f) Upon collection by the owner's independent hauler, that person shall deliver the designated recyclables to a recyclable material processing center, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a mixed municipal solid waste disposal facility.
- (g) The owner or manager of a multiple-family dwelling shall file an annual report with the city by January 31 of each year. The report will detail the following information from the previous year's recycling:
- (1) Property name, address, number of units, property manager and

owner contact information.

(2) Independent hauler name and contact information.

(3) Recycling collection information including frequency of collection, types of containers, location of containers.

(4) Recycling tonnages and residual rates.

(h) Any multiple-family dwelling that had opted out of the city's recycling program as of the date of this ordinance (November 23, 2000) can opt back into the city's recycling program at any time. Once a multiple-family dwelling has opted back into the city's recycling program, they may not opt out again.

B. Multiple-Family Residential Food Scrap Recycling

1) Food Scraps can be recycled as follows:

a) Collected by an independent garbage hauler separate from the garbage.

b) Taken by the resident or property owner to an approved county or private food scraps drop-off or transfer facility.

C. Multiple-Family Residential Bulky Waste

1) Each owner or manager of a building containing more than four (4) dwelling units shall provide for bulky waste services for all units.

2) Adequate provision on the property must be made by the owner for the convenient and proper disposal of bulky materials by residents. Bulky materials placed by residents for disposal shall be collected by a licensed hauler at least weekly.

3) Provision must be made by the owner for differential processing and disposal of the types of bulky waste generated by residents, including burnable bulky waste, recyclable bulky waste (appliances) and electronic waste.

4) Each owner of a building containing more than four (4) dwelling units shall prohibit the disposal of household hazardous waste, or other prohibited waste in garbage or recycling carts, and shall provide educational information to all residents in the building on the proper transportation and disposal of household hazardous waste.

D. Multiple-Family Residential Garbage

1) Each property having more than four (4) residential units shall have weekly collection of garbage from carts or dumpsters provided by an independent hauler licensed by the city.

(a) The carts and dumpsters shall be an approved sanitary type that is covered, water-tight, rodent and vermin proof, with the proper attachments for lifting onto garbage trucks.

(b) Garbage shall be removed more often than weekly in dumpsters if they become full.

(c) Garbage shall be transported and disposed of in accordance with state laws and rules and county policies regarding licensed disposal and processing.

2) Multiple-family residential properties that use a cart-style service may apply to the city to opt into the city's residential garbage program.

Section 5. Commercial Solid Waste

A. Commercial buildings must have garbage and recycling collected by a licensed hauler in accordance with state laws and rules and county policies.

B. A small business or church can apply to the city to opt into the city's residential recycling program.

CITY COUNCIL STAFF REPORT
Meeting Date December 14, 2020

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Shann Finwall, AICP, Environmental Planner
PRESENTER: Jeff Thomson, Community Development Director
AGENDA ITEM: Environmental Purchasing Policy

Action Requested: Motion Discussion Public Hearing
Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

The Environmental Purchasing Policy establishes guidelines for environmental purchasing as an addition to Maplewood's existing procurement policies.

Recommended Action:

Motion to approve the Environmental Purchasing Policy.

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.

Adopting an Environmental Purchasing Policy (EPP) demonstrates the City's commitment to buying goods, materials, services, and capital improvements in a manner that reflects Maplewood's core values of fiscal responsibility, social equity, community, and environmental stewardship. In addition, establishing environmental purchasing policies is a GreenStep Cities best practice and will help the City achieve its energy and sustainability goals.

Background

Environmental purchasing is the practice of ensuring that all purchases prioritize goods and services that have a lower impact on the environment and human health when compared to competing products. Environmental purchasing considers metrics such as pollution, toxicity, waste generation, water and energy use, recycled content, and greenhouse gas emissions in addition to price when determining which products to purchase. As a part of a purchasing policy, it is intended

to shift purchasing decisions toward more sustainable alternatives while remaining fiscally responsible.

Maplewood Environmental Purchasing Policy History

2009: The Energy Efficiency and Conservation Strategy approved by the City Council in 2009 outlined several strategies for creating more energy-efficient City operations, including the adoption of an EPP.

2011: The Green Team and Environmental and Natural Resources (ENR) Commission drafted the original EPP which was approved by the Maplewood Management Team in April 2011.

2019: The City's Sustainability Intern Meg Hannasch researched environmental purchasing trends, interviewed City purchasers, reviewed the document with the GreenStep Cities MPCA contacts, and proposed amendments to the City's 2011 EPP. The Green Team and the ENR Commission reviewed the updates and offered comments and feedback.

June 17, 2020: The Green Team finalized the EPP revisions and recommended approval of the amended document.

August 17, 2020: The ENR Commission recommended approval of the EPP with revisions.

October 21, 2020: The Green Team recommended approval of the final EPP revisions.

Environmental Purchasing Policy Revisions

The 2011 EPP has been revised as follows: 1) the document has been simplified; 2) ambiguous language and definitions have been removed; 3) strategies that don't pertain to purchasing have been deleted; 4) a table of contents has been added; 5) updates have been made to the policy based on - recommendations by the Minnesota Pollution Control Agency, GreenStep Cities EPP guidelines, and other sustainable purchasing best practices. Following is the updated EPP outline and descriptions:

Statement of Policy

Shift City purchasing to the procurement of goods and services that have a reduced effect on the natural environment and human health when compared to competing products and services that serve the same purpose. The policy will ensure socially-responsible procurement and the promotion of social equity through contracts. Preference for local businesses shall be accorded to promote businesses in the City that provide environmentally preferable products and services.

Purpose

- Minimize health risks to city staff and residents
- Minimize the City's contribution to global climate change
- Improve air quality
- Protect the quality of ground and surface waters
- Minimize the City's consumption of resources and energy

Scope

The scope of the policy applies to all City departments and employees, vendors, contractors, and grantees for all products and services provided to the City to the greatest extent possible.

Exceptions

The City will follow the EPP whenever possible and compatible with local, state, and federal law; without reducing safety, quality, or effectiveness; where the product or service is available at a reasonable cost in a reasonable period.

Areas of Purchasing

The document identifies environmental purchasing strategies in the following areas:

- Electronics
- Energy
- Fleet
- Green Building - Cleaning and Management
- Landscaping and Natural Resource Management
- Pollution Prevention
- Recycled Content Products
- Water Conservation
- Local Food

Roles and Responsibilities

The document outlines roles and responsibilities for the management of the policy as follows:

- **Steering Committee:** The Environmental Planner and the Green Team will serve as the steering committee for the EPP.
- **Departments:** Department Heads will have the responsibility of ensuring adoption within their department and report any issues to the Steering Committee.
- **Training:** EPP training will take place during annual supervisory training. Supervisors will be responsible for training relevant City staff buyers. Contractors and grantees shall include instruction on the requirements of the policy by the supervisor and City staff buyer.
- **Contractors:** Successful bidders shall certify in writing that the environmental attributes claimed in formal competitive bids are accurate.

Implementation Strategies

Future strategies for implementation of the policy are included as follows:

- **Purchasing Committee:** Establish a City operations purchasing committee.
- **IPM Guidelines:** Establish integrated pest management guidelines for future purchasing decisions related to the long-term prevention of pests in buildings and landscaping.
- **Fleet Study:** Conduct a fleet study to right-size the City's fleet, determining which vehicles can be converted to electric or hybrid as well as other improvements that can reduce environmental impacts and save money over the life of the vehicle.
- **Financing:** Create a financing mechanism for funding City operation sustainability projects.

Attachments

1. Maplewood Environmental Purchasing Policy

Environmental Purchasing Policy

DECEMBER 14, 2020

Maplewood





Maplewood Environmental Purchasing Policy

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Maplewood Environmental Purchasing Policy

1.0 EFFECTIVE DATE

This policy will take effect on December 15, 2020.

2.0 STATEMENT OF POLICY

It is the policy of the City of Maplewood to shift City purchasing to the procurement of goods and services that have a reduced effect on the natural environment and human health when compared to competing products and services that serve the same purpose. The policy will ensure socially-responsible procurement and the promotion of social equity through contracts. Preference for local businesses shall be accorded to promote businesses in the City that provide environmentally preferable products and services.

The City will purchase goods and services that:

- are energy efficient;
- meet energy efficiency standards;
- have reduced toxicity;
- are beneficial to indoor air quality;
- conserve on water;
- have a high percentage of recycled content;
- minimize waste;
- are plant-based;
- are locally produced;
- consider the embodied energy;
- take into account the life-cycle greenhouse gas impact; and
- promote equity.

3.0 PURPOSE AND SCOPE

The purpose of this policy is to:

- minimize health risks to City staff and residents;
- minimize the City's contribution to global climate change;
- improve air quality;
- protect the quality of ground and surface waters; and
- minimize the City's consumption of resources and energy.

The scope of the policy applies to all City departments and employees, vendors, contractors, and grantees for all products and services provided to the City to the greatest extent practical.

4.0 DEFINITIONS



Maplewood Environmental Purchasing Policy

“Biodegradable Products Institute or BPI” is a nonprofit compostable products certification association.

“Buyer” means personnel authorized to purchase or contract for purchases on behalf of the City of Maplewood.

“Certified Weed-Free” is a certification program by the Minnesota Crop Improvement Association for weed-free forage and gravel. The certification includes a list of standards that provide land managers assurance that noxious weeds will not be spread through the movement of forage, hay, mulch, or gravel brought in to the property.

“Climate-Friendly Food” means food that was grown, produced, transported, and stored with minimal impacts to the environment.

“Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, contractors or other entity that has a contract with the City of Maplewood or serves in a subcontracting capacity with an entity having a contract with the City of Maplewood for the provision of goods or services.

“Eco Logo” is a certification program for products, services and packaging that will reduce environmental impacts. Eco Logo certification indicates a product has undergone rigorous scientific testing, exhaustive auditing, or both, to prove its compliance with stringent, third-party environmental performance standards including: materials, energy, manufacturing and operations, health and environment, product performance and use, and product stewardship and innovation.

“Electronic Product Environmental Assessment Tool or EPEAT” is a resource maintained by the Green Electronics Council for purchasers, manufacturers, resellers and others wanting to find or promote electronic products with positive environmental attributes. EPEAT registered products must meet environmental performance criteria that address materials selection, design for product longevity, reuse and recycling, energy conservation, end-of-life management, and corporate performance.

“Energy Star” means the U.S. Environmental Protection Agency’s (EPA) energy efficiency product labeling program.

“Energy Efficient” means a product that is in the upper twenty-five percent (25%) of energy efficiency for all similar products, or that is at least thirty percent (30%) more efficient than the minimum level that meets federal standards.

“Federal Energy Management Program or FEMP” is a program of the Department of Energy that issues a series of product energy-efficiency recommendations that identify recommended efficiency levels for energy-using products.

“Fleet Study” means a study of vehicles used in City operations to determine vehicle usage, run-time, idling, and fuel consumption.



Maplewood Environmental Purchasing Policy

“Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. Green Seal is a registered certification mark that may appear only on certified products.

“Great Green Printer Certified” means a printing company that voluntarily participates in the Printing Industry Midwest’s Great Green Printer initiative. Printers demonstrate their commitment to minimize their impact on human health and the environment while producing quality printed products.

“Integrated Pest Management” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Least toxic pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment.

“Practical” means whenever possible and compatible with local, state, and federal law; without reducing safety, quality, or effectiveness; where the product or service is available at a reasonable cost in a reasonable period.

“Post-Consumer Content” means the product was manufactured with recycled material either collected from a recycling program or waste recovered during the normal manufacturing process.

“Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes post-consumer content but does not include excess resources of the manufacturing process.

“Recycled Content” means the percentage of recovered material, including post-consumer content materials, in a product.

“Reused” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting, or minor repairs.

“Third Party Certification of Electronics Recyclers” means nationally recognized third-party certification programs that define environmentally sound management of electronic equipment. There are three programs that offer this certification: E-Stewards Standard for Responsible Recycling and Reuse of Electronic Equipment, Responsible Recycling Practices (R2), and R2/RIOS.

“Water Sense” is a voluntary partnership program sponsored by the U.S. EPA for water-efficient products that use twenty percent (20%) less water, save energy, and perform as



Maplewood Environmental Purchasing Policy

well as or better than regular models. Examples of water sense products include spray sprinkler bodies, irrigation controllers, bathroom sink faucets/accessories, showerheads, toilets, and flushing urinals.

5.0 AREAS OF PURCHASING

1. ELECTRONICS

- a. Purchase information technology products that meet at least the EPEAT Bronze rating level, across commodities for which an active EPEAT registry exists, where practical.
- b. Request for Proposals and Contracts will give preference to the procurement of environmentally preferable electronic equipment including EPEAT registered products.
- c. The City will implement environmentally sound electronic equipment recycling through Third-Party Certification of Electronics Recyclers.

2. ENERGY

- a. New and replacement equipment for lighting, heating, ventilation, refrigeration and air conditioning systems, water consuming fixtures and process equipment and all such components shall meet or exceed Federal Energy Management Program (FEMP) recommended levels.
- b. Energy Star certified products where there is a U.S. EPA Energy Star rating. When an Energy Star rating is not available, products shall meet or exceed the FEMP recommended levels.
- c. When energy is purchased, renewable or green sources are preferred. These include solar power or photovoltaics, community solar garden, wind power, geothermal, and hydroelectric energy sources with a higher renewable percentage than required by Minnesota law and do not include fossil fuels (coal, oil or natural gas).

3. FLEET

- a. Prioritize new electric or hybrid vehicles over gas-powered vehicles.
- b. Replace gas-powered vehicles with:
 - 1) electric or hybrid vehicles that are suitable for each task.



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- 2) the most fuel-efficient vehicles available that are suitable for each task.
- c. Vehicle and equipment fuels made from non-wood, plant-based contents such as vegetable oils are encouraged and where life cycle environmental impacts are judged to be lower than alternatives.

4. GREEN BUILDING - CLEANING AND MANAGEMENT

- a. A Green Building Code review and analysis is required for any new, expanded, renovated, or remodeled building that is owned or financed by the City of Maplewood. The review will ensure the building meets the City's Green Building Code standards as outlined in Section 12-41.
- b. All cleaning or products (i.e. for janitorial or automotive use) shall at a minimum meet Green Seal or Eco Logo Standards where practical.
- c. Purchase products that are fragrance-free and low in volatile organic compounds (VOC).
- d. If pesticides are needed for pest management in City buildings, the City will purchase the least toxic pesticide products.

5. LANDSCAPING AND NATURAL RESOURCE MANAGEMENT

- a. **Plant/Seed/Forage Purchases**
 - 1) Organic and/or neonicotinoid free plants and seeds shall be purchased where practical to reduce pesticide use and protect pollinators.
 - 2) Straw and weed-free forage and mulch shall be purchased, including certified weed-free hay.
 - 3) Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.
 - 4) Only plants that are not on the Ramsey County Cooperative Weed Management Area's "Do Not Plant List" shall be purchased.
 - 5) Non-native plants that self-seed shall be avoided, to prevent spread beyond the planting area.



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b. Pesticides and Herbicides

- 1) The purchase of pesticides and herbicides shall be carefully researched to ensure the effectiveness on the target species and appropriate rates of application.
- 2) Minimal amounts of pesticides and herbicides should be purchased at a time to reduce hazards of storage and possible employee exposure.
- 3) When considering two pesticides and herbicides to purchase that are equally effective, the product that is the least harmful to the environment and non-target species should be chosen.

c. Hardscapes and Landscape Structures

- 1) Locally sourced hardscape, mulch, and landscape structures are encouraged. Examples include locally sourced rock, mulch, and compost.
- 2) Hardscapes and landscape structures constructed of recycled or reused content materials are encouraged.
- 3) Durable landscaping tools and material purchases are preferred over items of lesser quality where practical.

6. POLLUTION PREVENTION

- a. Purchase products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when purchasing building maintenance materials such as paint, carpeting, flooring, adhesives, furniture, and casework.
- b. Purchase products and equipment that are heavy metal free (no lead, cadmium, or mercury).
- c. Purchase renewably-derived fuels or fuels that are cleaner and less-polluting than gasoline and conventional diesel fuel, including biodiesel, natural gas, and electricity.
- d. The purchase of all pentachlorophenol, arsenic, and creosote-treated wood by the City is prohibited.

7. RECYCLED CONTENT PRODUCTS

- a. All dishware purchased for City events will be:
 - 1) reusable; or



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- 2) made from compostable material that is certified by the Biodegradable Products Institute (BPI); or
- 3) recyclable.
- b. Use printing services that are Great Green Printer certified.
- c. All products shall contain the highest post-consumer content, but at least thirty percent (30%) post-consumer content.
- d. Purchase white and colored copy paper that is one-hundred percent (100%) post-consumer content.
- e. When specifying asphalt concrete, aggregate base or Portland cement concrete for road construction projects, the City of Maplewood shall use recycled, reusable, or reground materials and consistent with accepted engineering practices.
- f. Specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, and barricades.
- g. Asphalt and roadbed aggregate should contain the highest percentage of recycled content material possible.

8. WATER CONSERVATION

- a. Purchase U.S. EPA Water Sense certified products.

9. LOCAL FOOD

- a. Purchase climate-friendly food for City events.

6.0 ROLES AND RESPONSIBILITIES

- 1. The Environmental Planner and the Green Team will serve as the steering committee for the Environmental Purchasing Policy. The steering committee will update the City Manager and Department Heads from time to time on the policy, covering:
 - a. Status of the policy’s implementation.
 - b. Informal data on purchases of environmentally preferable products.
 - c. Financial implications of the policy, if any.
 - d. Overall accomplishment and challenges
 - e. Recommendations for the future.



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2. Each Department Head will have the responsibility of ensuring adoption within their department and report any issues to the above parties.
3. Environmental Purchasing Policy training will take place during annual supervisory training. Supervisors will be responsible for training relevant City staff buyers. Contractors and grantees shall include instruction on the requirements of the policy by the supervisor and City staff buyer.
4. Successful bidders shall certify in writing that the environmental attributes claimed in formal competitive bids are accurate. Contractors shall be required to specify the minimum or actual percentage of recovered and post-consumer content in their products, even when such percentages are zero. Where products or services have no logo or certification, third-party verification of claims by companies such as Scientific Certification Systems or UL may be requested as appropriate.

7.0 IMPLEMENTATION STRATEGIES

1. Establish a City operations purchasing committee made up of the Environmental Planner, Green Team members, and purchasers to review and make recommendations on environmental purchasing best practices. Best practices to include, but not limited to:
 - a. Creation of an environmentally-preferred product list.
 - b. Development of buying guidelines for environmentally-preferred products.
 - c. List of bulk purchase products that reduce waste.
2. Establish integrated pest management guidelines for future purchasing decisions related to the long-term prevention of pests in buildings and landscaping.
3. Conduct a fleet study to right-size the City's fleet, determining which vehicles can be converted to electric or hybrid as well as other improvements that can reduce environmental impacts and save money over the life of the vehicle. The study will include best practices for purchasing and budgeting for the fleet.
4. Create a financing mechanism for funding future City operations sustainability projects.