

AGENDA
MAPLEWOOD CITY COUNCIL

7:00 P.M. Monday, February 08, 2021

Held Remotely Via Conference Call

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

When Prompted Enter Meeting ID: 951 6352 3494#

No Participant ID, Enter # When Prompted

Meeting No. 03-21

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. January 25, 2021 City Council Workshop Meeting Minutes
2. January 25, 2021 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations
 - a. Council Calendar Update
2. Council Presentations
3. Resolution of Appreciation for Candace Okeson, Environmental and Natural Resources Commission
4. Resolution of Appreciation for Denis Dupee, Housing and Economic Development Commission
5. Report on 2020 Strategic Plan

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. Renewal of Contract with Human Resource Attorney
3. Payment for Axon Yearly Maintenance Support & Evidence.com Subscription

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. Maplewood Moose Lodge and Family Center, 1832 Gervais Court East
 - a. Comprehensive Plan Amendment Resolution (Requires 4 Council Votes)
 - b. Zoning Map Amendment Ordinance
 - c. Conditional Use Permit Resolution
2. Home Occupation License Resolution, 2328 Montana Avenue East

K. AWARD OF BIDS

None

L. ADJOURNMENT

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

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

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

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

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

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

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

MINUTES
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
6:30 P.M. Monday, January 25, 2021
Held Remotely via Conference Call

A. CALL TO ORDER

A meeting of the City Council was held remotely via conference call and was called to order at 6:30 p.m. by Mayor Abrams.

B. ROLL CALL

Marylee Abrams, Mayor	Present
Rebecca Cave, Councilmember	Present - arrived during New Business
Kathleen Juenemann, Councilmember	Present
William Knutson, Councilmember	Present
Nikki Villavicencio, Councilmember	Present

C. APPROVAL OF AGENDA

Councilmember Juenemann moved to approve the agenda as submitted.

Seconded by Councilmember Knutson

Ayes – 4, via roll call

Councilmember Cave unavailable for vote

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

1. Review of the 2020 Community Survey

Assistant City Manager/HR Director Sable began the review with background of the survey. Communications Director Sheeran gave the presentation on the survey.

F. ADJOURNMENT

Mayor Abrams adjourned the meeting at 7:00 p.m.

MINUTES
MAPLEWOOD CITY COUNCIL
 7:00 P.M. Monday, January 25, 2021
 Held Remotely Via Conference Call
 Meeting No. 02-21

A. CALL TO ORDER

A meeting of the City Council was held remotely via conference call and was called to order at 7:06 p.m. by Mayor Abrams.

Mayor Abrams highlighted the Ramsey County Library System and the resources available to residents.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Marylee Abrams, Mayor	Present
Rebecca Cave, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
William Knutson, Councilmember	Present
Nikki Villavicencio, Councilmember	Present

D. APPROVAL OF AGENDA

The following items were added to Council Presentations:

Heading Home Ramsey

Councilmember Villavicencio moved to approve the agenda as amended.

Seconded by Councilmember Juenemann Ayes – All, via roll call

The motion passed.

E. APPROVAL OF MINUTES

1. January 11, 2021 City Council Meeting Minutes

Councilmember Juenemann moved to approve the January 11, 2021 City Council Meeting Minutes as submitted.

Seconded by Councilmember Cave Ayes – All, via roll call

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations

a. Council Calendar Update

January 25, 2021
 City Council Meeting Minutes

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

Heading Home Ramsey

Mayor Abrams gave an update on the first meeting of Heading Home Ramsey.

ISD 623 Meeting

Councilmember Knutson added an update on the quarterly meeting he attended.

3. Resolution of Appreciation for Chief Steve Lukin's Service to Maplewood

Communications Director Sheeran introduced and played the video tribute to Chief Lukin.

Mayor Abrams read the Resolution of Appreciation.

Chief Lukin addressed the council with words of thanks.

Councilmember Juenemann moved to approve the resolution of appreciation for Chief Steve Lukin's service to Maplewood

Resolution 21-01-1905

RESOLUTION OF APPRECIATION FOR FIRE CHIEF STEVE LUKIN'S 43 YEARS OF DEDICATED SERVICE TO THE MAPLEWOOD COMMUNITY

WHEREAS, Chief Steve Lukin started his firefighting career in 1977 as a volunteer for the Gladstone Fire Department.

WHEREAS, Chief Lukin rose up the ranks to become Chief of the Maplewood Fire Department, three years after our town's three independent companies merged.

WHEREAS, Chief Lukin managed several major transitions in the Fire/EMS Department, including the transition of paramedic duties from the police department to fire/ems, implementing the new 800-megahertz radio system for police and fire, working on the transition of 911 dispatch to Ramsey County, overseeing two major station consolidations to vastly improve efficiency, and helping establish an all fulltime Firefighter/Paramedic Emergency Medical Service for the City of Maplewood.

WHEREAS, Chief Lukin is a leader in the field, usually one of the first to a scene, especially in cardiac arrest cases, being honored with several Public Safety Department Lifesaving Awards.

WHEREAS, Chief Lukin has served as a mentor, teacher and leader for scores of young public safety professionals

WHEREAS, Chief Lukin is a life-long Maplewood resident who has been a business owner in town and continues to be a friend of the community.

NOW, THEREFORE, IT IS HEREBY RESOLVED for and on behalf of the City of Maplewood, Minnesota, and its citizens that the Chief Steve Lukin, is being extended our gratitude and appreciation for his professionalism and dedicated service over the past four decades.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

4. Presentation from Nature Center Task Force Representatives

City Manager Coleman introduced the item. Assistant City Manager/HR Director Sable began the presentation. Communication Director Sheeran continued the presentation. Nature Center Task Force members Jim Beardsley and Martha Wulff presented the task force recommendations.

Councilmember Juenemann moved to accept the final report and recommendations of the Nature Center Task Force and direct staff to prepare necessary next steps regarding implementation.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

5. Presentation from Parks & Recreation Programming Task Force Representatives

City Manager Coleman introduced the item. Assistant City Manager/HR Director Sable began the presentation. Parks & Recreation Programming Task Force members Dorothy Molstad, Vickie Lee-Her, Beth Watrud, & Michael Ericson presented the task force recommendations.

Councilmember Juenemann moved to accept the final report and recommendations of the Parks and Recreation Programming Task Force and direct staff to prepare necessary next steps regarding implementation.

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

- 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.*

Agenda items G3 and G4 were highlighted.

Councilmember Juenemann moved to approve agenda items G1-G4

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

1. Approval of Claims

Councilmember Juenemann moved to approve the approval of claims.

ACCOUNTS PAYABLE:

\$ 495,973.64	Checks #106971 thru #106981 dated 01/12/21
\$ 622,639.01	Disbursements via debits to checking account dated 01/04/21 thru 01/08/21
\$ 1,107,777.80	Checks #106982 thru #107018 dated 01/19/21
\$ 350,933.04	Disbursements via debits to checking account dated 01/11/21 thru 01/15/21
<hr/>	
\$ 2,577,323.49	Total Accounts Payable

PAYROLL

\$ 720,874.89	Payroll Checks and Direct Deposits dated 01/08/21
\$ 1,617.60	Payroll Deduction check #99104370 thru #99104371 dated 11/13/20
<hr/>	
\$ 722,492.49	Total Payroll
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<u>\$ 3,299,815.98</u>	GRAND TOTAL

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

2. 2021 Pay Equity Report

Councilmember Juenemann moved to approve the 2021 Pay Equity Report for submission to Minnesota Management & Budget Department.

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

3. Resolution to Accept Donation from Schmelz Countryside

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

Resolution 21-01-1906
EXPRESSING ACCEPTANCE OF AND APPRECIATION OF
A DONATION TO THE MAPLEWOOD PUBLIC SAFETY DEPARTMENT

WHEREAS, Schmelz Countryside has presented to the Maplewood Public Safety Department a donation in the amount of \$2,000.00; and

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

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

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

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

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

4. Joint Powers Agreement with Ramsey County to Add Social Worker to Mental Health Outreach Team

Councilmember Juenemann moved to approve the Joint Powers Agreement, Business Associate Agreement and Qualified Service Organization Agreement with Ramsey County to add a social worker to the mental health outreach team.

Seconded by Councilmember Cave

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

1. Resolution Awarding the Sale of G.O. CIP Bonds, Series 2021A

Finance Director Paulseth gave the staff report. Bruce Kimmel with Ehlers provided further information.

Mayor Abrams moved to approve the resolution awarding the sale of General Obligation Capital Improvement Bonds, Series 2021A in the original aggregate principal amount of \$9,500,000; Fixing their form and specifications; directing their execution and delivery; and providing for their payment.

Resolution 21-01-1907

A RESOLUTION AWARDED THE SALE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT BONDS, SERIES 2021A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$9,500,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT

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

Section 1. Sale of Bonds.

1.01 Authority. It is hereby determined that:

(a) Pursuant to Minnesota Statutes, Chapter 475, as amended, including without limitation, Section 475.521 (the "Act"), the City is authorized to finance certain capital improvements under an approved capital improvement plan by the issuance of general obligation bonds of the City payable from ad valorem taxes. Capital improvements include the acquisition or betterment of public lands, buildings or other improvements for the purpose of a city hall, library, public safety facility and public works facility (excluding light rail transit or any activity related to it, or a park, road, bridge, administrative building other than a city hall, or land for any of those activities).

(b) The City held a public hearing on December 14, 2020, regarding the Five-Year Capital Improvement Plan for Issuance of General Obligation CIP Bonds: City of Maplewood, Minnesota 2021-2025 (the "Plan") and regarding the issuance of bonds in the maximum principal amount of \$9,500,000 to finance planned capital improvements, all in accordance with the Act. The Plan authorizes the issuance of bonds to pay the cost of certain capital improvements identified therein, including, without limitation, the construction of a new fire station in the City (the "Project").

(c) Following the public hearing, the City Council of the City (the "City Council") adopted a resolution on December 14, 2020, adopting the Plan and authorizing the issuance of bonds thereunder in the maximum principal amount of \$9,500,000 to finance the Project.

(d) The City Council has determined that, within 30 days after the hearing, no petition for a referendum, signed by voters equal to five (5) percent of the votes cast in the

City in the last general election, on the issuance of bonds to pay costs of the Project was received by the City in accordance with the Act.

(e) As required by the Act, the City has determined that:

- (i) the expected useful life of the Project will be at least 5 years; and
- (ii) the amount of principal and interest due in any year on all outstanding bonds issued by the City under the Act, including the Bonds (as defined below), will not exceed 0.16% of the estimated market value of property in the City for taxes payable in 2021.

(f) It is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Capital Improvement Bonds, Series 2021A (the "Bonds"), in the original aggregate principal amount of \$9,500,000, to provide financing for the Project.

(g) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and the City's municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

1.02. Award to the Purchaser and Interest Rates. The proposal of Robert W. Baird & Co., Inc. (the "Purchaser"), to purchase the Bonds is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$9,926,723.50 (par amount of \$9,500,000.00, plus original issue premium of \$491,304.75, less underwriter's discount of \$64,581.25), plus accrued interest, if any, to the date of delivery for Bonds bearing interest as follows:

<u>Year of Maturity</u>	<u>Interest Rate</u>	<u>Year of Maturity</u>	<u>Interest Rate</u>
2023	3.00%	2033	1.05%
2024	3.00	2034	1.15
2025	3.00	2035	1.25
2026	3.00	2036	1.30
2027	3.00	2037	1.35
2028	3.00	2038	1.40
2029	3.00	2039	1.45
2030	3.00	2040	1.50
2031	2.00	2041	1.55
2032	1.00	2042	1.60

True interest cost: 1.2681681%

1.03. Purchase Contract. Any amount paid by the Purchaser over the minimum purchase price shall be credited to the Debt Service Fund hereinafter created, or deposited in the Construction Fund hereinafter created, as determined by the City's Finance Director (the "Finance Director") upon consultation with the City's municipal advisor. The Mayor and City

Manager are authorized to execute a contract with the Purchaser on behalf of the City, if requested by the Purchaser.

1.04. Terms and Principal Amounts of Bonds. The City will forthwith issue and sell the Bonds pursuant to the Act in the total principal amount of \$9,500,000, originally dated February 24, 2021, in the denomination of \$5,000 each or any integral multiple thereof, numbered No. R-1, and upward, bearing interest as above set forth, and maturing on February 1 in the years and amounts as follows:

(The remainder of this page is intentionally left blank.)

<u>Year of Maturity</u>	<u>Amount</u>	<u>Year of Maturity</u>	<u>Amount</u>
2023	\$125,000	2033	\$505,000
2024	400,000	2034	510,000
2025	410,000	2035	515,000
2026	420,000	2036	520,000
2027	435,000	2037	530,000
2028	445,000	2038	535,000
2029	460,000	2039	545,000
2030	475,000	2040	550,000
2031	490,000	2041	560,000
2032	500,000	2042	570,000

1.05. Optional Redemption. The City may elect on February 1, 2030, and on any day thereafter, to prepay Bonds maturing on or after February 1, 2031. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check or draft issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing February 1, 2022, to the registered owners of

record as of the close of business on the 15th day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City will appoint, a bond registrar, transfer agent, authenticating agent and paying agent (the “Registrar”). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar will keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the 15th day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner’s attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is at any time registered in the bond register as the absolute owner of such Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes, and payments so made to a registered owner or upon the owner’s order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds, sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, written notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) 30 days prior to the date of redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The City appoints Bond Trust Services Corporation, Roseville, Minnesota, as the initial Registrar. The Mayor and the City Manager are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon 30 days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of the City Council, the City Manager must transmit to the Registrar moneys sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Manager and executed on behalf of the City by the signatures of the Mayor and the City Manager, provided that all signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of any Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by

the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the City Manager will deliver the same to the Purchaser thereof upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Form of Bonds. The Bonds will be printed or typewritten in substantially the form set forth in EXHIBIT B attached hereto.

3.02. Approving Legal Opinion. The City Manager is authorized and directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, and to cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Pledges and Covenants.

4.01. Debt Service Fund. The Bonds are payable from the General Obligation Capital Improvement Bonds, Series 2021A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered and maintained by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. Amounts in the Debt Service Fund are irrevocably pledged to the Bonds. To the Debt Service Fund hereby created, there is hereby pledged and irrevocably appropriated and there will be credited: (i) the proceeds of the ad valorem taxes hereinafter levied for the Project (the "Taxes"), (ii) capitalized interest financed from Bond proceeds, if any; (iii) any amount over the minimum purchase price of the Bonds paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03; (iv) all investment earnings on amounts in the Debt Service Fund; and (v) any other funds appropriated for the payment of principal or interest on the Bonds. If a payment of principal or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the Finance Director is directed to pay such principal or interest from the general fund or other funds of the City, and such fund will be reimbursed for those advances out of the proceeds of Taxes when collected.

4.02. Construction Fund. The proceeds of the Bonds, less the appropriations for costs of issuance of the Bonds and any other amount set forth in Section 4.01, together with any other funds appropriated for the Project and Taxes collected during the construction of the Project, will be deposited in a separate construction fund (the "Construction Fund") to be used solely to defray expenses of the Project and the payment of principal and interest on the Bonds prior to the completion and payment of all costs of the Project. Any balance remaining in the Construction Fund after completion of the Project may be used to pay the cost in whole or in part of any other improvement instituted under the Act under the direction of the City Council. When the Project is completed and the cost thereof paid, the Construction Fund is to be closed and any balance remaining therein and subsequent collections of Taxes for the Project are to be deposited in the Debt Service Fund.

4.03. Costs of Issuance. The City authorizes the Purchaser to forward the amount of proceeds of the Bonds allocable to the payment of issuance expenses to Old National

Bank, Chaska, Minnesota, on the closing date for further distribution as directed by the City's municipal advisor.

4.04. Pledge of Tax Levy. For the purpose of paying the principal of and interest on the Bonds, there is levied a direct annual irrevocable ad valorem tax upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The taxes will be credited to the Debt Service Fund above provided and will be in the years and amounts as set forth in EXHIBIT C attached hereto.

4.05. General Obligation Pledge. For the prompt and full payment of principal of and interest on the Bonds, as the same respectively become due, the full faith, credit, and taxing powers of the City are irrevocably pledged. If a payment of principal of or interest on the Bonds becomes due when there is not sufficient money in the Debt Service Fund to pay the same, the City Manager is directed to pay such principal or interest from the general fund of the City, and the general fund will be reimbursed for those advances out of the proceeds of Assessments and Taxes when collected.

4.06. Certification to County Auditor as to Debt Service Fund Amount. It is hereby determined that the estimated collection of the foregoing Taxes will produce at least 5% in excess of the amount needed to meet when due the principal and interest payments on the Bonds. The tax levy herein provided for the Bonds is irrevocable until all of the Bonds are paid, provided that at the time the City makes its annual tax levies the City Finance Director may certify to the Director of Property Records and Revenue of Ramsey County (the "County Auditor") the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.07. Certificate of County Auditor as to Registration. The City Manager is authorized and directed to file a certified copy of this resolution with the County Auditor and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, may be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Final Official Statement. The Mayor and the City Manager are authorized and directed to certify that they have examined the Final Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Final Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the Final Official Statement.

5.03. Other Certificates. The Mayor, the City Manager, and the Finance Director are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor and the City Manager shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04. Electronic Signatures. The electronic signature of the Mayor, the City Manager, and the Finance Director, to this resolution or to any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) "electronic signature" means (a) a manually signed original signature that is then transmitted by electronic means or (b) a signature obtained through DocuSign or Adobe or a similarly digitally auditable signature gathering process; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Rebate. The City will comply with all requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States (unless the City qualifies for any exemption from rebate requirements based on timely expenditure of proceeds of the Bonds, in accordance with the Code and applicable Treasury Regulations).

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or the Project financed by the Bonds, or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

- (a) the Bonds are not "private activity bonds" as defined in Section 141 of the Code;

(b) the City hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than any private activity bonds that are not qualified 501(c)(3) bonds) which will be issued by the City (and all subordinate entities of the City) during calendar year 2021 will not exceed \$10,000,000; and

(d) not more than \$10,000,000 of obligations issued by the City during calendar year 2021 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

6.06. Reimbursement. The City has or may have incurred certain expenditures with respect to the Project that were financed temporarily from other sources but are expected to be reimbursed with proceeds of the Bonds. The City hereby declares its intent to reimburse certain costs of the Project from proceeds of the Bonds (the “Declaration”). This Declaration is intended to constitute a declaration of official intent for purposes of the Section 1.150-2 of the Treasury Regulations promulgated under the Code.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. DTC. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities of the Bonds as set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bonds for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes. The Paying

Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City's obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Manager of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words "Cede & Co." will refer to such new nominee of DTC; and upon receipt of such a notice, the City Manager will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the "Representation Letter") which shall govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and the City Manager and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder

may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this Section.

Section 9. Defeasance. When all Bonds and all accrued interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge the Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

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EXHIBIT A

PROPOSALS



BID TABULATION

\$9,500,000 General Obligation Capital Improvement Bonds, Series 2021A

City of Maplewood, Minnesota

SALE: January 25, 2021

AWARD: BAIRD

Rating: S&P Global Ratings "AA+"

Tax Exempt - Bank Qualified

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
BAIRD				\$9,942,004.40	\$1,485,016.63	1.2620%
Milwaukee, Wisconsin	2023	3.000%	0.220%			
C.L. King & Associates	2024	3.000%	0.250%			
Colliers Securities LLC	2025	3.000%	0.300%			
Vining-Sparks IBG, Limited	2026	3.000%	0.400%			
Partnership	2027	3.000%	0.500%			
Edward Jones	2028	3.000%	0.600%			
Fidelity Capital Markets	2029	3.000%	0.700%			
Crews & Associates, Inc.	2030	3.000%	0.800%			
Davenport & Co. L.L.C.	2031	2.000%	0.850%			
Duncan-Williams, Inc.	2032	1.000%	1.000%			
Loop Capital Markets	2033	1.050%	1.050%			
Country Club Bank	2034	1.150%	1.150%			
Oppenheimer & Co.	2035	1.250%	1.250%			
SumRidge Partners	2036	1.300%	1.300%			
Sierra Pacific Securities	2037	1.350%	1.350%			
Isaak Bond Investments, Inc	2038	1.400%	1.400%			
UMB Bank, N.A.	2039	1.450%	1.450%			
Wintrust Investments, LLC	2040	1.500%	1.500%			
FMS Bonds Inc.	2041	1.550%	1.550%			
First Kentucky Securities Corp.	2042	1.600%	1.600%			
BNYMellon Capital Markets						
Midland Securities						
Multi-Bank Securities Inc.						
First Southern LLC						
Dinosaur Securities						
First Bankers' Banc Securities, Inc.						
Mountainside Securities LLC						
StoneX Financial Inc.						
Commerce Bank, N.A.						

* Subsequent to bid opening the individual maturity amounts were adjusted.

Adjusted Price - \$9,926,723.50

Adjusted Net Interest Cost - \$1,518,018.62

Adjusted TIC - 1.2681%

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January 25, 2021
City Council Meeting Minutes

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
NORTHLAND SECURITIES, INC. Minneapolis, Minnesota				\$9,882,094.65	\$1,488,713.61	1.2690%
FHN FINANCIAL CAPITAL MARKETS Memphis, Tennessee				\$9,912,452.94	\$1,504,576.22	1.2794%
PIPER SANDLER & CO. Minneapolis, Minnesota				\$9,899,202.00	\$1,530,032.97	1.3020%
RAYMOND JAMES & ASSOCIATES, INC. Memphis, Tennessee				\$9,937,143.95	\$1,704,496.29	1.4448%
BOK FINANCIAL SECURITIES, INC. Milwaukee, Wisconsin				\$10,370,196.65	\$1,821,571.13	1.5105%

Bid Tabulation
City of Maplewood, Minnesota
\$9,500,000 General Obligation Capital Improvement Bonds, Series 2021A

January 25, 2021

Page 2

EXHIBIT B
FORM OF BOND

No. R-_____

\$_____

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF MAPLEWOOD

GENERAL OBLIGATION CAPITAL IMPROVEMENT BOND
SERIES 2021A

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
_____ %	February 1, 20__	February 24, 2021	565557 _____

Registered Owner: Cede & Co.

The City of Maplewood, Minnesota, a duly organized and existing municipal corporation in Ramsey County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum set forth above on the Maturity Date specified above, unless called for earlier redemption, with interest thereon from the date hereof at the annual Rate specified above (calculated on the basis of a 360-day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing February 1, 2022, to the person in whose name this Bond is registered at the close of business on the 15th day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft by Bond Trust Services Corporation, Roseville, Minnesota, as Bond Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2030, and on any day thereafter to prepay Bonds due on or after February 1, 2031. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

This Bond is one of an issue in the aggregate principal amount of \$9,500,000 all of like original issue date and tenor, except as to number, maturity date, interest rate, denomination and redemption privilege, all issued pursuant to a resolution adopted by the City Council of the City (the "City Council") on January 25, 2021 (the "Resolution"), for the purpose of providing money to aid in financing a portion of construction costs for a new fire station within the City, as outlined in

January 25, 2021
City Council Meeting Minutes

the City's Five-Year Capital Improvement Plan for Issuance of General Obligation CIP Bonds: City of Maplewood, Minnesota 2021-2025, pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapter 475, as amended, specifically Section 475.521, and the principal hereof and interest hereon are payable from ad valorem taxes, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in taxes pledged, which additional taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The City Council has designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") relating to disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Bond Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Bond Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Bond Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota, to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional or statutory limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Bond Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Maplewood, Ramsey County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Manager and has caused this Bond to be dated as of the date set forth below.

Dated: February 24, 2021

January 25, 2021
City Council Meeting Minutes

CITY OF MAPLEWOOD, MINNESOTA

(Facsimile)
Mayor

(Facsimile)
City Manager

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

**BOND TRUST SERVICES
CORPORATION**

By _____
Authorized Representative

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common

UNIF GIFT MIN ACT

Custodian _____

TEN ENT -- as tenants by entireties

(Cust) _____ (Minor) _____
under Uniform Gifts or Transfers to Minors
Act, State of _____

JT TEN -- as joint tenants with right of
survivorship and not as tenants in common

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

January 25, 2021
City Council Meeting Minutes

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Bond Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address:

(Include information for all joint owners if this Bond is held by joint account.)

Please insert social security or other identifying number of assignee

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration

Registered Owner

Signature of Registrar

Cede & Co.
Federal ID #13-2555119

EXHIBIT C

TAX LEVY SCHEDULE

January 25, 2021
City Council Meeting Minutes

YEAR *	TAX LEVY
2021	\$179,738.60
2022	323,255.63
2023	608,068.13
2024	605,968.13
2025	603,553.13
2026	606,073.13
2027	602,870.63
2028	604,603.13
2029	605,863.13
2030	606,650.63
2031	606,860.63
2032	606,860.63
2033	606,543.00
2034	605,634.75
2035	604,125.38
2036	607,527.38
2037	605,264.63
2038	607,900.13
2039	604,852.50
2040	606,690.00
2041	608,076.00

**Year tax levy collected*

Seconded by Councilmember Juenemann

Ayes— All, via roll call

The motion passed.

J. NEW BUSINESS

1. **Saint John's Hospital, 1575 Beam Avenue East**
 - a. **Conditional Use Permit Amendment Resolution**
 - b. **Design Review Resolution**

Community Development Director Thomson gave the staff report.

Councilmember Juenemann moved to approve a resolution for a conditional use permit amendment which approves a 21,000-square-foot vertical building expansion to be constructed at 1575 Beam Avenue East.

Resolution 21-01-1908 CONDITIONAL USE PERMIT AMENDMENT RESOLUTION

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

Section 1. Background.

January 25, 2021
City Council Meeting Minutes

1.01 Fairview has requested approval of a conditional use permit amendment.

1.02 The property is located at 1575 Beam Avenue East and is legally described as:

PIN: 032922130014 – The Southwest Quarter of the Northeast Quarter of Section 3, Township 29 North, Range 22 West, Ramsey County, Minnesota, according to the Government Survey thereof except the following parcels:

The East 40.00 feet of said Southwest Quarter of the Northeast Quarter lying northerly of the South 660.00 feet thereof.

Commencing at the southwest corner of said Southwest Quarter of the Northeast Quarter, being the center of said Section 3, said point being marked by a Ramsey County monument; thence along the west line of said Southwest Quarter of the Northeast Quarter, North 00 degrees 01 minutes 40 seconds East, assumed basis of bearing, a distance of 703.29; thence on a bearing of East 437.93 feet to the point of beginning; thence continuing on a bearing of East 264.24 feet; thence on a bearing of South 124.13 feet; thence on a bearing of West 264.24 feet; thence on a bearing of North 124.13 feet to the point of beginning.

Subject to easements of record.

Section 2. Standards.

2.01 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 the conditional use permit for a planned unit development amendment request.

1. On January 19, 2021, 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 approve this resolution.

2. On January 25, 2021, 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 approves the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions.

1. All construction shall follow the approved plans, date-stamped December 24, 2020. The planning staff may approve minor changes.

2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void.

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

4. The property owner shall maintain at least 1,252 parking spaces on the hospital campus. Parking spaces shall be at least 9.5 feet wide; employee parking may be 9 feet wide

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

Councilmember Juenemann moved to approve a resolution for a design review for a 21,000-square-foot vertical building expansion to be constructed at 1575 Beam Avenue East.

Resolution 21-01-1909

January 25, 2021
City Council Meeting Minutes

DESIGN REVIEW RESOLUTION

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

Section 1. Background.

1.01 Fairview has requested approval of a design review.

1.02 The property is located at 1575 Beam Avenue East and is legally described as:

PIN: 032922130014 – The Southwest Quarter of the Northeast Quarter of Section 3, Township 29 North, Range 22 West, Ramsey County, Minnesota, according to the Government Survey thereof except the following parcels:

The East 40.00 feet of said Southwest Quarter of the Northeast Quarter lying northerly of the South 660.00 feet thereof.

Commencing at the southwest corner of said Southwest Quarter of the Northeast Quarter, being the center of said Section 3, said point being marked by a Ramsey County monument; thence along the west line of said Southwest Quarter of the Northeast Quarter, North 00 degrees 01 minutes 40 seconds East, assumed basis of bearing, a distance of 703.29; thence on a bearing of East 437.93 feet to the point of beginning; thence continuing on a bearing of East 264.24 feet; thence on a bearing of South 124.13 feet; thence on a bearing of West 264.24 feet; thence on a bearing of North 124.13 feet to the point of beginning.

Subject to easements of record.

1.03 On January 19, 2021, the community design review board reviewed this request. The applicant was provided the opportunity to present information to the community design review board. The community design review board considered all of the comments received and the staff report, which are incorporated by reference into this resolution.

Section 2. Site and Building Plan Standards and Findings.

2.01 City ordinance Section 2-290(b) requires that the community design review board make the following findings to approve plans:

1. That the design and location of the proposed development and its relationship to neighboring, existing or proposed developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.

2. That the design and location of the proposed development are in keeping with the character of the surrounding neighborhood and are not detrimental to the harmonious, orderly and attractive development contemplated by this article and the city's comprehensive municipal plan.

3. That the design and location of the proposed development would provide a desirable

environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures and colors.

Section 3. City Council Action.

3.01.1 The above-described site and design plans are hereby approved based on the findings outlined in Section 3 of this resolution. Subject to staff approval, the site must be developed and maintained in substantial conformance with the design plans date-stamped December 24, 2020. Approval is subject to the applicant doing the following:

1. Obtain a conditional use permit from the city council for this expansion.
2. Repeat this review in two years if the city has not issued a building permit for this project.
3. All requirements of the city engineer, fire marshal and building official must be met.
4. Rooftop vents and equipment shall be screened from view from residential properties to the north and west.
5. All work shall follow the approved plans. The director of community development may approve minor changes.
6. On the west elevation, the existing metal capping on the parapet wall shall remain consistent in its size and placement between the existing brick and new addition materials.

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

- 2. Montana-Nebraska Area Pavement Rehabilitation, City Project 20-08**
 - a. Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for a Public Hearing**
 - b. Recommendation on Assessment Hearing Date**

Public Works Director Love introduced the report. Assistant City Engineer Jarosch gave the presentation.

Councilmember Juenemann moved to approve a resolution accepting the feasibility report, authorizing the preparation of plans and specifications, and calling for a public hearing at 7:00 p.m. on March 8, 2021 for the Montana-Nebraska Area Pavement Rehabilitation, City Project 20-08.

Resolution 21-01-1910

ACCEPTING FEASIBILITY STUDY, AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS, AND CALLING FOR PUBLIC HEARING

WHEREAS, pursuant to a resolution of the council adopted October 12th, 2020, a report has been prepared by the City Engineering Division with reference to the improvement of Montana-Nebraska Area Pavement Rehabilitation, City Project 20-08,

January 25, 2021
City Council Meeting Minutes

and this report was received by the council on January 25th, 2021.

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

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

1. The City Council will consider the Montana-Nebraska Area Pavement Rehabilitation, City Project 20-08 in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of \$2,328,400.
2. The City Engineer or his designee is the designated engineer for this improvement project and is hereby directed to prepare final plans and specifications for the making of said improvement.
3. The Finance Director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$2,328,400 shall be established. The proposed financing plan is as follows:

Estimated Project Cost Recovery		
Funding Source	Total Amount	% of Total
Street Revitalization Fund	\$886,643	38%
Special Benefit Assessments	\$921,657	40%
Sanitary Sewer Fund	\$119,100	5%
Environmental Utility Fund	\$310,900	13%
W.A.C. Fund	\$90,100	4%
Total Estimated Project Funding:	\$2,328,400	100%

A public hearing shall be held on such proposed improvement on the 8th day of March, 2021 at 7:00 PM. The City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

Council gave consensus to hold the assessment hearings in September of 2021.

3. **Southcrest-Ferndale Area Pavement Rehabilitation, City Project 20-09**
 - a. **Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for a Public Hearing**
 - b. **Recommendation on Assessment Hearing Date**

Assistant City Engineer Jarosch gave the presentation.

Councilmember Juenemann moved to approve a resolution accepting the feasibility report, authorizing the preparation of plans and specifications, and calling for a public hearing at 7:00 p.m. on March 8, 2021 for the Southcrest-Ferndale Area Pavement

January 25, 2021
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Rehabilitation, City Project 20-09.

Resolution 21-01-1911

ACCEPTING FEASIBILITY STUDY, AUTHORIZING PREPARATION OF
PLANS AND SPECIFICATIONS, AND CALLING FOR PUBLIC HEARING

WHEREAS, pursuant to a resolution of the council adopted October 12th, 2020, a report has been prepared by the City Engineering Division with reference to the improvement of Southcrest-Ferndale Area Pavement Rehabilitation, City Project 20-09, and this report was received by the council on January 25th, 2021.

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

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

1. The City Council will consider the Southcrest-Ferndale Area Pavement Rehabilitation, City Project 20-09 in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of \$2,072,200.
2. The City Engineer or his designee is the designated engineer for this improvement project and is hereby directed to prepare final plans and specifications for the making of said improvement.
3. The Finance Director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$2,072,200 shall be established. The proposed financing plan is as follows:

Estimated Project Cost Recovery		
Funding Source	Total Amount	% of Total
Street Revitalization Fund	\$1,005,450	49%
Special Benefit Assessments	\$727,950	35%
Sanitary Sewer Fund	\$106,000	5%
Environmental Utility Fund	\$154,000	7%
W.A.C. Fund	\$78,800	4%
Total Estimated Project Funding:	\$2,072,200	100%

4. A public hearing shall be held on such proposed improvement on the 8th day of March, 2021 at 7:00 PM. The City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

K. AWARD OF BIDS

None

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City Council Meeting Minutes

L. ADJOURNMENT

Each councilmember shared thoughts on current events.

Mayor Abrams adjourned the meeting at 9:42 p.m.

DRAFT

CITY COUNCIL STAFF REPORT
Meeting Date February 8, 2021

REPORT TO: City Council

REPORT FROM: Melinda Coleman, City Manager

PRESENTER: Melinda Coleman, City Manager

AGENDA ITEM: Council Calendar Update

Action Requested: ☐ Motion ☒ Discussion ☐ Public Hearing

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

Policy Issue:

This item is informational and intended to provide the Council an indication on the current planning for upcoming agenda items and the Work Session schedule. These are not official announcements of the meetings, but a snapshot look at the upcoming meetings for the City Council to plan their calendars.

Recommended Action:

No motion needed. This is an informational item.

Upcoming Agenda Items and Work Sessions Schedule:

Feb. 22 Workshop: Ponds of Battle Creek Redevelopment Review with Perkins & Will
 Council Meeting: North End Fire Station Update

Council Comments:

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

1. Rules regarding approval of minutes – Info provided on January 25.
2. Quarterly Financial Reporting
3. Parking Space Requirement Review

CITY COUNCIL STAFF REPORT

Meeting Date February 8, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Shann Finwall, AICP, Environmental Planner

PRESENTER: Jeff Thomson, Community Development Director

AGENDA ITEM: Resolution of Appreciation for Candace Okeson, Environmental and Natural Resources Commissioner

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

When citizen members end their time of service on a commission, the City considers adoption of a resolution of appreciation recognizing the individual for their time committed to serving Maplewood.

Recommended Action:

Motion to approve a Resolution of Appreciation for Candace Okeson, Environmental and Natural Resources Commissioner.

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 appreciates its citizen volunteers and provides recognition for members upon resignation.

Background

Candace Okeson resigned as a member of the Environmental and Natural Resources (ENR) Commission on December 11, 2020. Ms. Okeson served on the Commission for three years and three months, from September 11, 2017, to December 11, 2020.

Committee Action

On January 26, 2021, the ENR Commission recommended approval of the Resolution of Appreciation for Candace Okeson.

Attachments

1. Resolution of Appreciation for Candace Okeson

RESOLUTION OF APPRECIATION

WHEREAS, Candace Okeson has been a member of the Maplewood Environmental and Natural Resources Commission for three years and three months, serving from September 11, 2017, to December 11, 2020. Ms. Okeson has served faithfully in those capacities; and

WHEREAS, the Environmental and Natural Resources Commission and City Council have appreciated her experience, insights and good judgment; and

WHEREAS, Ms. Okeson has freely given of her time and energy, without compensation, for the betterment of the City of Maplewood; and

WHEREAS, Ms. Okeson has shown dedication to her duties and has consistently contributed her leadership and efforts for the benefit of the City.

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

*Passed by the Maplewood
City Council on February 8, 2021*

Marylee Abrams, Mayor

Attest:

Andrea Sindt, City Clerk

CITY COUNCIL STAFF REPORT

Meeting Date February 8, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Jeff Thomson, Community Development Director

PRESENTER: Jeff Thomson, Community Development Director

AGENDA ITEM: Resolution of Appreciation for Denis Dupee, Housing and Economic Development Commission

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

When commissioners end their time and service on a board or commission, the city considers a resolution of appreciation recognizing the individual for their service to the City of Maplewood.

Recommended Action:

Motion to adopt the Resolution of Appreciation for Denis Dupee.

Fiscal Impact:

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

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

Strategic Plan Relevance:

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

The City of Maplewood appreciates its citizen volunteers who serve on the City's boards and commissions and works to provide recognition for members upon resignation.

Background

Denis Dupee's term on the Housing and Economic Development Commission ended on September 30, 2020, and Mr. Dupee decided not to apply for reappointment to the commission. Mr. Dupee served on the commission since November 2017. HEDC reviewed the resolution at its meeting on January 21, 2021, and unanimously recommended its adoption.

Attachments

1. Resolution of Appreciation

RESOLUTION OF APPRECIATION

WHEREAS, Denis Dupee has been a member of the Maplewood Housing and Economic Development Commission for 3 years, serving from November 2017 to September 2020; and

WHEREAS, the Housing and Economic Development Commission and the City Council appreciate his experience, insights, and good judgment; and

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

WHEREAS, Mr. Dupee has shown dedication to his duties and has consistently contributed his leadership and efforts for the benefit of the City.

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

Adopted by the Maplewood City Council on February 8, 2021

Marylee Abrams, Mayor

Attest:

Andrea Sindt, City Clerk

CITY COUNCIL STAFF REPORT

Meeting Date February 8, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Lois Knutson, Administrative Services & Performance Measurement Coordinator
Mike Sable, Assistant City Manager / HR Director

PRESENTER: Lois Knutson, Administrative Services & Performance Measurement Coordinator

AGENDA ITEM: Report on 2020 Strategic Plan

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

Staff is presenting the attached report, which is a progress update on the status of the City's Strategic Priorities for 2020.

Recommended Action:

Motion to accept the 2020 Strategic Plan Report.

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 executive report on the Strategic Plan includes all six pillars of the plan.

Background

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment.

The Mayor and City Council, along with the City Manager and Senior Management team, embarked on a systematic process for moving toward a vision in a manner that involves the development and prioritization of strategic goals along with measurable strategies and objectives.

The Strategic Plan consists of SIX strategic priorities, a series of Key Outcomes and underlying Performance Measures, which describe desired outcomes and performance success factors.

Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful.

In January 2018, staff began reporting on our plan using Envisio, a software company that implements a web-based solution, to align employees with the strategic plan and performance measures to accomplish organizational outcomes.

Strategic planning is a continual journey and our plan is modified every year to ensure that it is up to date and reflects the changing dynamics and needs of our community.

Significant progress has been made on all six of our Strategic Priorities. We are 77% towards completion of our goals.

Attachments

1. 2020 Strategic Plan Report
2. Disruptions Report
3. 2020 Year in Review Presentation



Strategic Plan Update - 2020 - Year In Review

Report Created On: Feb 03, 2021

6	23	60	108
Strategic Priority	Key Outcome	Performance Measure	Action Initiative

Overall Summary

Status

	%
Status Pending	0.93
On Track	24.07
Some Disruption	11.11
Major Disruption	7.41
Upcoming	1.85
Completed	54.63

77%

Progress

Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment.

The Mayor and City Council, along with the City Manager and Senior Management team, embarked on a systematic process for moving toward a vision in a manner that involves the development and prioritization of strategic goals along with measurable strategies and objectives.

The Strategic Plan consists of SIX strategic priorities, a series of Key Outcomes and underlying Performance Measures, which describe desired outcomes and performance success factors.

Effective strategic planning articulates not only where an organization is going and the actions needed to make progress, but also how it will know if it is successful.

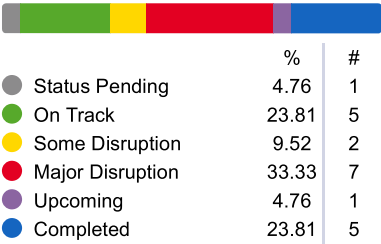
In January 2018, staff began reporting on our plan using Envisio, a software company that implements a web-based solution, to align employees with the strategic plan and performance measures to accomplish organizational outcomes.

Strategic planning is a continual journey and our plan is modified every year to ensure that it is up to date and reflects the changing dynamics and needs of our community.

Significant progress has been made on all six of our Strategic Priorities. We are 77% towards completion of our goals.

Strategic Priority 1 Progress 42%

Community Inclusiveness: Create a city where everyone is valued and respected, and celebrate our strengths as a diverse multi-cultural, multi-lingual community. We recognize that our different perspectives and experiences that bind us together make us stronger.



Key Outcome 1.1 Progress 100%

Maplewood is a welcoming community where residents are accepted and engaged.



Performance Measure 1.1.1 Progress 100%

70% of residents view Maplewood as an open and accepting community.

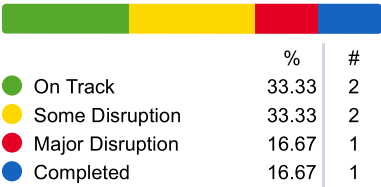


Updated on Jan 25, 2021 17:28:49

National Citizen Survey completed in December 2020. Currently, 64% of residents feel welcomed. 69% feel the city does a good job respecting and valuing people from diverse backgrounds.

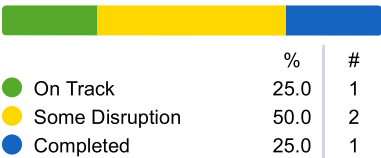
Key Outcome 1.2 Progress 38%

Employees are engaged in community outreach and are culturally aware



Performance Measure 1.2.1 Progress 44%

80% of benefit earning employees will participate in City sponsored community events annually



Updated on Jan 25, 2021 17:29:03

Some community events have returned - including Food Drive and Coat Drive for community members in need. COVID-19 precautions are still being followed.

Performance Measure 1.2.1 > KPI

Benefit earning employees participating in City sponsored community events annually

Last Update: Jan 29, 2021 15:41:13

Performance Measure 1.2.2

Progress 25%

80% of benefit earning employees will participate in cultural awareness / diversity training



Updated on Jan 25, 2021 17:30:25

Staff is looking at online Diversity and Inclusion training exclusively as in-person training is difficult due to the COVID situation. Outreach with the Government Alliance on Race and Equity and International City/County Managers Association UNITE Conference materials included.

Key Outcome 1.3

Progress 70%

The demographics of the organization reflect the community and its needs



Performance Measure 1.3.1

Progress 70%

Increase the percentage of employees of color among City staff by 2% per year



Updated on Jan 25, 2021 17:41:40

The city continues to improve recruitment efforts

Performance Measure 1.3.1 > KPI

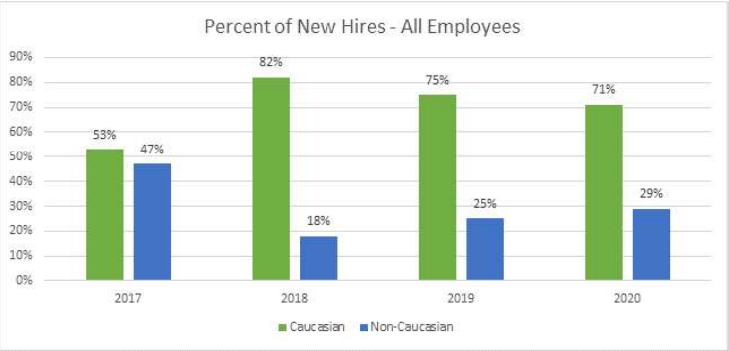
Percentage of employees of color

Last Update: Jan 25, 2021 20:58:12

Target 0.0

Percent of New Hires - All Employees

Last Update: Feb 03, 2021 16:28:46



Key Outcome 1.4

Progress 0%

City services and facilities are accessible to our diverse community

	%	#
Status Pending	50.0	1
Upcoming	50.0	1

Performance Measure 1.4.1

Progress 0%

Each City department or division will evaluate two (2) existing departmental programs, facilities and/or essential operations, through the lens of equity, to ensure that delivery of public services are fair and equitable.

	%	#
Status Pending	50.0	1
Upcoming	50.0	1

Updated on Jan 25, 2021 21:00:36

Staff and our City Consultant have developed a pedestrian crossing policy. As part of this policy a priority is given towards Environmental Justice populations when deciding application of the policy, funding of projects, and application of safety measures. City staff also reviewed and revised the City's assessment policy to ensure the City is following the process per state statutes. A key part of the assessment policy is for it to be applied equally to all property owners.

In an effort to reflect the values established in the City's Strategic Initiative of Community Inclusiveness, the RFP for the proposed construction of the North Fire Station included the representation/employment/utilization of underrepresented populations as a scoring factor in the RFP selection process.

Other departments are in the process of evaluating their programs, facilities and essential operations.

Key Outcome 1.5

Progress 19%

Parks & Recreation programs that embrace diversity, celebrate arts and culture, value health and wellness, and promote stewardship of the environment.

	%	#
Major Disruption	100.0	6

Performance Measure 1.5.1

Progress 15%

Provide at least 175 environmental education programs annually.



	%	#
● Major Disruption	100.0	2

Updated on Jan 12, 2021 17:20:35

On March 13, 2020, the city closed the Nature Center due to the COVID-19 pandemic and there are currently no naturalists on staff. As a result, no nature programming has taken place since August.

Performance Measure 1.5.1 > KPI

of programs

Last Update: Jan 25, 2021 21:42:08

— Target: 175 | Milestone Date: Dec 31, 2019

Performance Measure 1.5.2

Progress 25%

Increase youth scholarship utilization by 10% by December 31, 2020.



	%	#
● Major Disruption	100.0	2

Updated on Jan 12, 2021 17:15:45

Due to COVID-19 program cancellations, no youth scholarships have been requested or awarded.

Performance Measure 1.5.2 > KPI

Annual Youth Scholarship Recipients

Last Update: Jan 25, 2021 21:43:18

Comment

Due to COVID-19 program cancellations, no youth scholarships have been requested or awarded.

Performance Measure 1.5.3



Increase activities for actively aging adults by 30% in 2020.



	%	#
● Major Disruption	100.0	2

Updated on Jan 12, 2021 17:15:34

All actively aging adult programs cancelled due to Covid-19, loss of staff and budgetary concerns

Performance Measure 1.5.3 > KPI

of daytrips and classes

Last Update: Jan 25, 2021 21:44:05

— Target 30.0

Strategic Priority 2 Progress 100%

Financial Sustainability: Maintain a positive financial position by balancing revenues and expenditures for operations, debt management, and capital investments. Provide quality city services at a level that reflects community values and that are supported by available resources



Key Outcome 2.1 Progress 100%

Credit Quality

Achieve highest possible level of credit quality in the bond market



Performance Measure 2.1.1 Progress 100%

Maintain Excellent Bond Rating of AA+ with S & P



Updated on Dec 28, 2020 14:38:10

AA+ rating was affirmed for the 2020B issuance.

Performance Measure 2.1.1 > KPI

S&P Bond Rating

Last Update: Jan 29, 2021 15:20:17

S&P Bond Rating			
2017	2018	2019	2020
AA+	AA+	AA+	AA+

Performance Measure 2.1.2 Progress 100%

Maintain S & P rating of “very strong management” under S&P’s financial management assessment methodology.



Updated on Dec 28, 2020 14:38:27

Very strong management score was upheld for the 2020B issuance.

Performance Measure 2.1.2 > KPI

S&P Management Score

Last Update: Jan 29, 2021 15:20:01

S&P Management Score			
2017	2018	2019	2020
Strong	Very Strong	Very Strong	Very Strong

Key Outcome 2.2

Progress 100%

Maintain an investment strategy that maximizes yield without compromising safety, liquidity and diversity.

Completed	100.0	1

Performance Measure 2.2.1

Progress 100%

Maintain average annual rate of return on investments above the 1-year treasury yield rate.

Completed	100.0	1

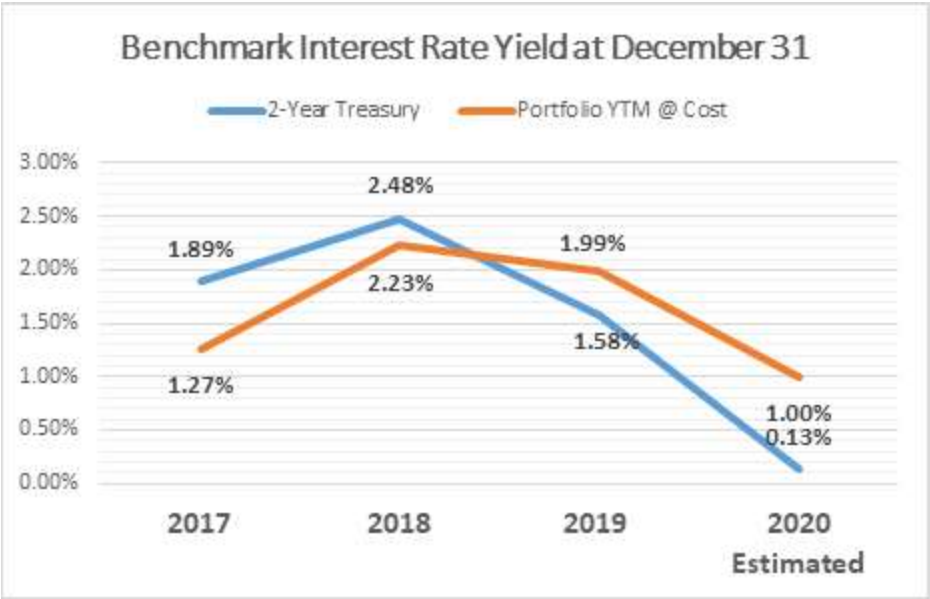
Updated on Dec 28, 2020 14:39:05

We are still maintaining this benchmark, even though portfolio yields are dropping.

Performance Measure 2.2.1 > KPI

Interest Rate Yield

Last Update: Jan 28, 2021 22:31:08



Key Outcome 2.3

Progress 100%

Strategically manage the debt portfolio in a manner that balances long-term financial sustainability with community needs.

Completed	100.0	2

Performance Measure 2.3.1 Progress 100%

Debt/Capita ratio is no higher than \$1,500

	%	#
Completed	100.0	1

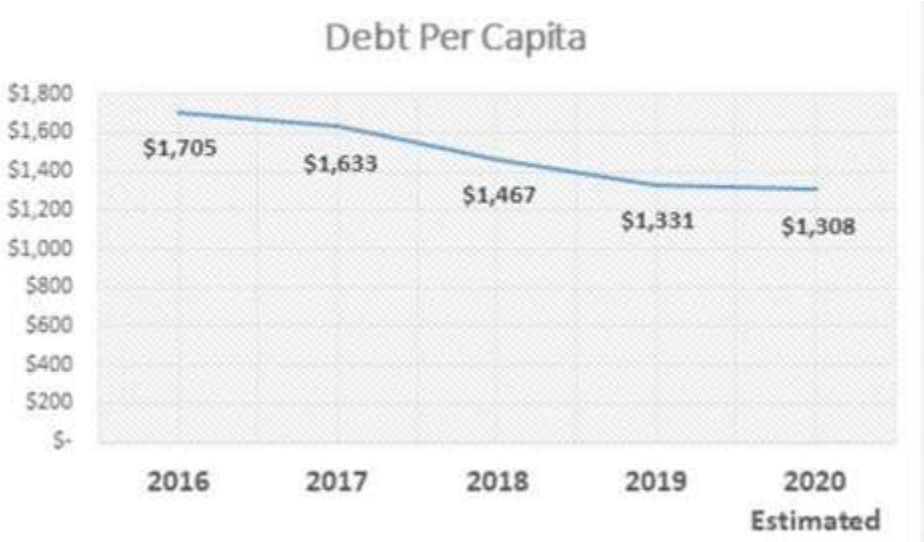
Updated on Dec 28, 2020 14:39:19

We continue to meet this measure after the 2020B issuance.

Performance Measure 2.3.1 > KPI

Debt Per Capita

Last Update: Jan 29, 2021 15:19:40



Performance Measure 2.3.2 Progress 100%

S & P rating of at least “adequate” on Debt and Contingent Liability measure

	%	#
Completed	100.0	1

Updated on Dec 28, 2020 14:39:45

We are working toward this goal and still expect to meet it by the end of the 5-year CIP period.

Performance Measure 2.3.2 > KPI

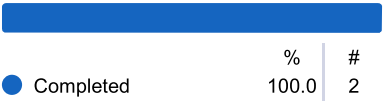
S&P Debt and Contingent Liability Score

Last Update: Jan 29, 2021 15:19:19

S&P Debt and Contingent Liability Score			
2017	2018	2019	2020
Weak	Weak	Weak	Weak

Key Outcome 2.4 Progress 100%

Develop an annual budget that meets community needs and is alignment with the strategic plan and City financial policies.



Performance Measure 2.4.1

Receive the GFOA Distinguished Budget Presentation Award

Updated on Jan 25, 2021 21:59:01

Received the award for the 2020 budget.

Performance Measure 2.4.1 > KPI

GFOA Distinguished Budget Award

Last Update: Jan 29, 2021 15:19:07

GFOA Distinguished Budget Award				
2016	2017	2018	2019	2020
Yes	Yes	Yes	Yes	Yes

Performance Measure 2.4.2

Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting

Updated on Jan 25, 2021 22:19:07

Received the award for the 2019 CAFR.

Performance Measure 2.4.2 > KPI

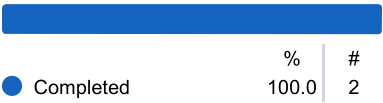
GFOA Certificate of Achievement for CAFR

Last Update: Jan 28, 2021 22:51:21

GFOA Certificate of Achievement for CAFR			
2016	2017	2018	2019
Yes	Yes	Yes	Yes

Performance Measure 2.4.3 Progress 100%

Maintain budget to actual performance within 1% of budgeted expenditures



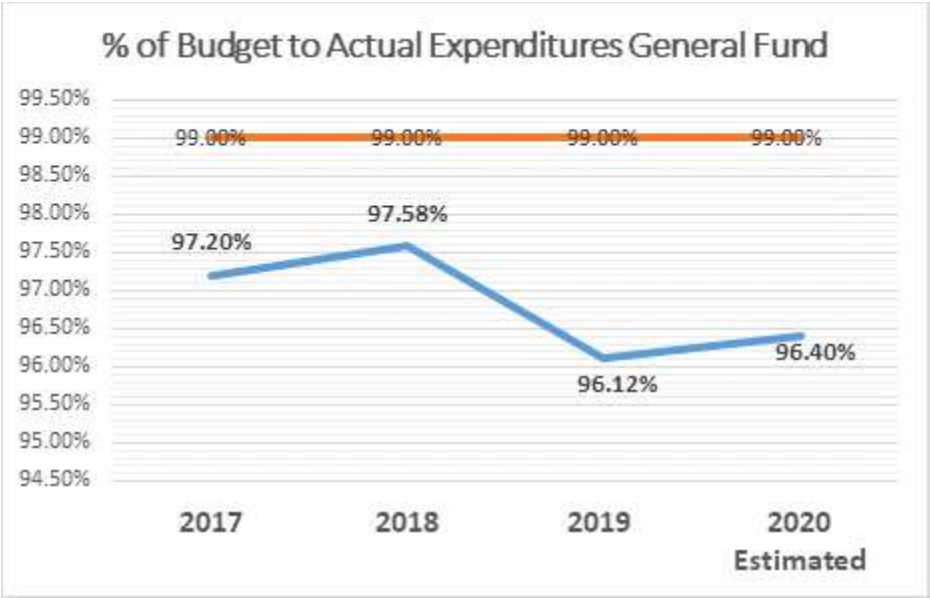
Updated on Dec 28, 2020 14:41:37

Total expenditures were 96.1% of budget for 2019. We encouraged strict adherence to the budget in 2020 and expect more than \$2M surplus when the books are closed.

Performance Measure 2.4.3 > KPI

Budget to Actual

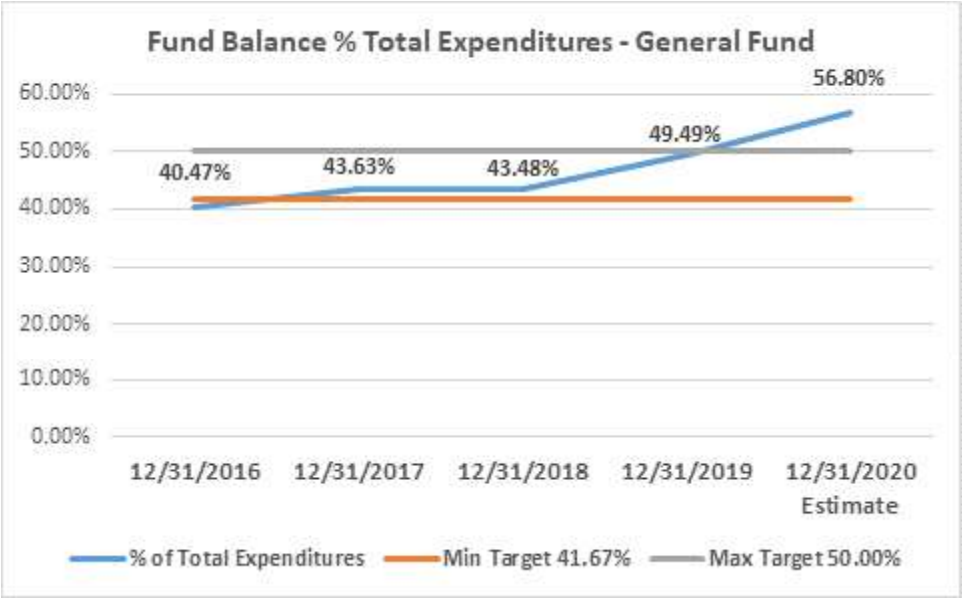
Last Update: Jan 28, 2021 22:48:18



General Fund Budget to Actual performance on an annual basis

Action Initiative 2.4.3.1 Develop budget with adequate contingency and flexibility

Last Update: Jan 28, 2021 22:49:51



Strategic Priority 3

Progress 86%

Infrastructure & Asset Management: Provide safe, efficient, sustainable, cost-effective, and well-maintained roads and transportation systems. Build, maintain, and manage capital assets to preserve long-term investment and ensure uninterrupted support services.

	%	#
On Track	11.11	2
Some Disruption	22.22	4
Completed	66.67	12

Key Outcome 3.1

Progress 100%

Capital assets (buildings, grounds and equipment) shall be maintained at a sustainable level that will protect the City's investment.

	%	#
Completed	100.0	3

Performance Measure 3.1.1

Progress 100%

Ensure sanitary sewer system is maintained by inspecting and cleaning mains each year.

	%	#
Completed	100.0	2

Updated on Jan 05, 2021 17:33:13

Staff has completed cleaning 1/3 of the sanitary sewer mains in 2020.

Performance Measure 3.1.1 > KPI

Sanitary sewer main cleaned annually (thousand feet)

Last Update: Feb 02, 2021 21:37:05

Target: 272.77 Milestone Date: Dec 31, 2019

Sanitary sewer main inspected annually (thousand feet)

Last Update: Feb 02, 2021 21:37:59

Performance Measure 3.1.2

Progress 100%

Maintain a Net Investment in Capital Assets/Total Net Position Ratio of at least 80%

	%	#
Completed	100.0	1

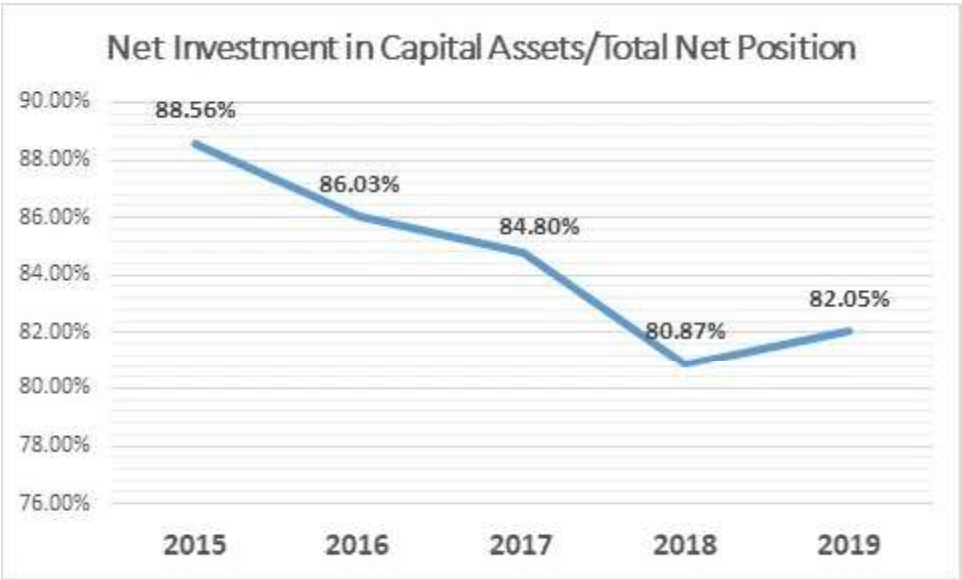
Updated on Jan 25, 2021 22:35:23

The % of net investment in capital assets to total net position increased from 80.87% in 2018 to 82.05% in 2019. At this time we are still waiting for final numbers for 2020. This is a sign that the City is improving its investment in infrastructure. The development of the vehicle rating system is complete and is now being used by our mechanics. This rating system will help the city manage it's fleet and the timing for replacement vehicles

Performance Measure 3.1.2 > KPI

% of Budget to Actual Expenditures General Fund

Last Update: Jan 29, 2021 15:18:47



Comment
The final 2020 numbers are not yet available.

Performance Measure 3.1.3

Enter 100% of facilities into asset management software for tracking

Updated on Jan 04, 2021 21:25:06

Staff has entered 100% of facilities into Cartegraph.

Performance Measure 3.1.4

Annually inspect 100% of stormwater BMPs and clean as needed.

Updated on Jan 05, 2021 16:08:24

Staff has inspected 100% of the 161 structures and have completed the cleaning of structures that have been identified as needing cleaning from the inspections.

Key Outcome 3.2 Progress 100%

Local City roads managed to provide a high quality transportation system.

			%	#
<div></div>			100.0	4
<div>Completed</div>				

Performance Measure 3.2.1

Progress 100%

70% of all roads will have a PCI (Pavement Condition Index) of a minimum of 70

	%	#
● Completed	100.0	4

Updated on Jan 05, 2021 15:34:43

City Staff have completed street ratings on the 1/3 of our streets designated for rating in 2020. The 2020 Street Improvement projects are complete. These improvement projects represent an investment into maintaining a high-quality street system in Maplewood.

Performance Measure 3.2.1 > KPI

% of Lane Miles with a PCI rating over 70

Last Update: Jan 05, 2021 18:10:50

— Target 70.0

Miles of Street Improved Annually

Action Initiative 3.2.1.1 Improve 3.5 miles of road reconstruction/rehabilitation projects each year

Last Update: Dec 24, 2020 17:50:22

— Target 3.5

of Road Complaints

Action Initiative 3.2.1.4 Track all resident concerns/complaints about road conditions in Cartegraph.

Last Update: Jan 04, 2021 21:17:53

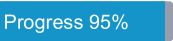
Performance Measure 3.2.2

City roads plowed to full width within 8 hours after snow has stopped falling for 90% of all average snow events (3-6 inches)

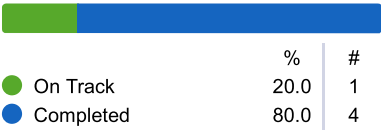
Updated on Jan 05, 2021 16:09:02

After each snow event all city roads have been plowed to full width within 8 hours after the snow has stopped falling.

Key Outcome 3.3



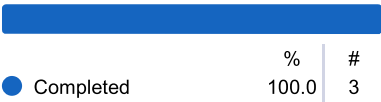
Natural Resources are managed to ensure high ecological quality and long-term sustainability.



Performance Measure 3.3.1



100% of development/redevelopment projects will meet the City storm water quality requirements



Updated on Jan 05, 2021 15:33:09

To date, eight development projects have been proposed that required an engineering review. All of these proposals have been reviewed to ensure they meet the City's storm water quality requirements.

Performance Measure 3.3.2

Active management of a minimum of 8 natural areas per year

Updated on Jan 25, 2021 22:37:16

Prairie management and invasive species control has been completed at Prairie Farm Preserve, Jim's Prairie, Priory Preserve, and Maplewood Nature Center. There were no spring prescribed burns or group volunteer activities due to COVID-19.

Performance Measure 3.3.3



Removal of 100 % of park and boulevard ash trees that are dead or have confirmed Emerald Ash Borer and work towards replacement of the tree canopy.



Updated on Jan 12, 2021 17:15:19

In February and March, 87 ash trees were removed that had confirmed EAB or were suspicious. In total, 125 ash trees were marked, but removals were delayed until February due to the purchase of the bucket truck. Removal of the remaining 38 trees took place this fall and the City replaced 38 boulevard trees in November of this year with funding help from a DNR grant that the city was awarded.

Performance Measure 3.3.3 > KPI


of trees removed

Last Update: Jan 25, 2021 22:42:05

Key Outcome 3.4

Progress 62%

City parks, trails and open spaces are well-maintained, accessible, and meet the changing needs of the community.

		
	%	#
● On Track	16.67	1
● Some Disruption	66.67	4
● Completed	16.67	1

Performance Measure 3.4.1

Progress 83%

Implement a minimum of 1 recommendation from the 2015 Parks System Master Plan

	%	#
Some Disruption	50.0	1
Completed	50.0	1

Updated on Jan 12, 2021 17:10:52

We are in the process of completing improvements at the Nature Center that were previously put on hold. Staff are currently reviewing playground inspections, surveys and the Parks System Master Plan to create a work plan for 2021. Parks CIP projects have been put on hold for 2020 and possibly 2021 due to budgetary concerns as a result of COVID-19.

Performance Measure 3.4.2

Maintain a rating system for playgrounds in Cartegraph

Updated on Jan 29, 2021 16:38:51

Staff have completed the 2020 playground inspections process and the results have been successfully entered into Cartegraph.

Performance Measure 3.4.3

Progress 51%

Maintain a 70% resident satisfaction rating with City's parks, trails and open spaces



Updated on Jan 12, 2021 17:07:28

Staff is working on rating systems for city owned parking lots, trails and turf. Due to Covid-19 and changes to the Parks and Recreation Department, the implementation of these rating systems are on hold but we are still doing research and figuring out the best way to use Cartegraph to implement our plans.

We are working with the Communications Department to create resident surveys and to utilize social media to educate and inform the public about what is happening in our parks and open spaces. The National Citizens Survey results are in and Community members rate the overall quality of Maplewood's parks and recreation system high, with an 82 percent favorability score.

Performance Measure 3.4.4

Parking lots, trails and sidewalks cleared within 48 hours after street clearing operations are finished for 90% of all average snow events (3 – 6 inches)

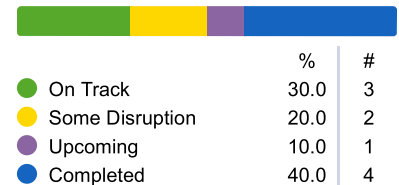
Updated on Jan 05, 2021 15:26:52

This fall staff met and reviewed how last years plan went, updated our maps with the new sidewalks or trails constructed in 2020, and modified our plans for the coming winter. With the onset of winter our crews have utilized the updated plan to remove snow from parking lots, trails, and sidewalks meeting the timeframe goals of the policy.

Strategic Priority 4

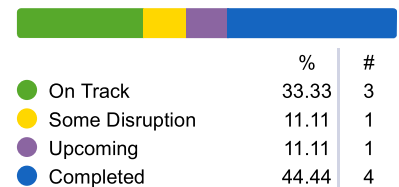
Progress 73%

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

**Key Outcome 4.1**

Progress 79%

A more informed and engaged community by proactively telling the City's story and establishing Maplewood as a regional leader.

**Performance Measure 4.1.1**

Progress 87%

Increase social media engagement and on-line presence by an average of 3% in 2020.



Updated on Jan 15, 2021 02:57:47

Social media numbers and hits are steady... Depending on content and the need to release certain info, there have been spikes. More ongoing tracking is suggested for 2021.

Performance Measure 4.1.2

Progress 60%

Ensure at least 2 or more videos per month appear on the City of Maplewood's digital platforms



Updated on Jan 15, 2021 02:58:24

We have met and exceeded this goal. Different metric is suggested for 2021

Performance Measure 4.1.3

Progress 90%

Ensure residents are informed on a wide variety of City news and initiatives in the areas of environmental education, Public Safety, Finance, Public Works, and Parks & Recreation at least 5 times per month.



Updated on Jan 15, 2021 03:00:34

In 2020, Living scaled down to 4 pages from 8. This is a cost saving measure and also warranted because there are fewer recreational program ads, with the suspension of rec programming. However, with core city news, Living, the website, social media and traditional media featured a wide variety of stories on each core department.

Key Outcome 4.2

Progress 20%

Retain and attract community members, businesses and visitors through a regional branding campaign.

**Performance Measure 4.2.1**

Progress 20%

Establish a new city branding by December 2020

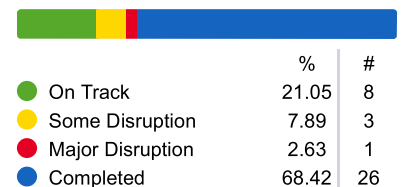


Updated on Jan 15, 2021 03:00:54

On hold. Refine and carry over to 2021

Strategic Priority 5

Progress 91%

Operational Effectiveness: Create a culture that is built on trust, conveys clearly identified goals and expectations, and is focused on the city's long-range mission and vision. Value organizational efficiencies which are based on performance measurement, accountability, and best practices.**Key Outcome 5.1**

Progress 100%

Maintain a safe work environment and a healthy workforce.



Performance Measure 5.1.1

Progress 100%

The target for the annual Workers' Compensation Experience Modification Factor is 1.0 or less

	%	#
Completed	100.0	3

Updated on Jan 25, 2021 17:31:59

Several high cost claims have raised the MOD Factor. The work of the Safety Committee continues per best practices.

Performance Measure 5.1.1 > KPI

Annual Workers' Compensation Experience Modification Factor is 1.0 or less

Last Update: Jan 29, 2021 16:04:15

— Target 1.0

Performance Measure 5.1.2

Progress 100%

Increase employee wellness program participation by 2% per year to reach 80% by 2020 city-wide and at least 76% in each department.

	%	#
Completed	100.0	4

Updated on Jan 25, 2021 17:32:50

City's wellness program participation continues.

Performance Measure 5.1.2 > KPI

Employee wellness program participation

Last Update: Jan 25, 2021 17:32:37

Target 80.0

Key Outcome 5.2 Progress 92%

Recruitment and retention of talented and qualified workforce.

	%	#
On Track	33.33	2
Completed	66.67	4

Performance Measure 5.2.1 Progress 90%

Full-time employee turnover rate will be 10% or less

		%	#
On Track	40.0	2	
Completed	60.0	3	

Updated on Jan 25, 2021 17:39:50

City continues to meet this goal

Performance Measure 5.2.1 > KPI

Employee Turn-Over Rate

Last Update: Jan 29, 2021 17:19:35

Target 10.0

Comment

2016: This is the year when the YMCA assumed operations at the MCC. Many positions were eliminated.

Performance Measure 5.2.2 Progress 100%

Average time to hire will be 80 days or less

	%	#
Completed	100.0	1

Updated on Jan 25, 2021 17:40:58

Average time to hire is 132 days. This is because of a prolonged hiring process in one department which has struggled to find qualified candidates with the necessary licensure.

Performance Measure 5.2.2 > KPI

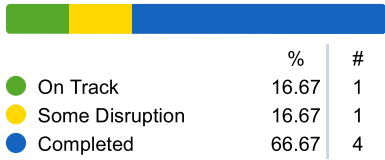
Average time to hire will be 80 days or less

Last Update: Jan 25, 2021 17:33:24

Target 80.0

Key Outcome 5.3 Progress 98%

Provide timely response to resident needs and requests.



Performance Measure 5.3.1 Progress 98%

80% of complete commercial plans and permits reviewed within 30 days or less



Updated on Jan 15, 2021 19:36:42

A go-live date has been set for January 4, 2021 - with new staff on-board further adjustments are being made to the software to make it effective for internal and external use. .

Performance Measure 5.3.2 Progress 98%

Respond to and verify code enforcement complaints in the City within 1 week of receipt



Updated on Dec 22, 2020 18:47:12

The most significant update since the last report is the implementation of a new software that will manage code complaints. This software will allow staff to move effectively and track complaints.

Performance Measure 5.3.3 Progress 100%

Respond to maintenance requests in our parks and open spaces within 5 business days.



Updated on Jan 12, 2021 17:10:11

We continue working towards improving our response times to maintenance requests in our Parks System by improving communication between staff and utilizing Cartegraph software to track issues and manage assets.

Performance Measure 5.3.4

85% of completed field permit and facility rental applications are answered within 5 business days.

Updated on Jan 29, 2021 17:38:28

We will begin taking field applications in February for 2021. Since last update we have not had additional field rentals.

Performance Measure 5.3.5

80% of Data Practice requests will be completed within 10 days

Updated on Feb 01, 2021 15:18:41

The fourth quarter of 2020 proved consistent with the first two quarters of 2020 with 13 data requests with similar response times. Overall, 2020 had more data requests than 2019 with a marginally quicker response. In all we responded between three to four days which is due to records being managed properly in respect to storage and retention.

Performance Measure 5.3.5 > KPI

Completion Time

Last Update: Jan 04, 2021 16:27:48

— Target 10.0

Performance Measure 5.3.6

Respond, track and resolve/close 85% of all issues reported to Public Works within 2 weeks from the reported date

Updated on Jan 04, 2021 21:15:08

2020 Total Reported Issues = 712

We are continuing to expand the number of areas utilizing Cartegraph to process and report issues. The goal is to have 85% of the reported issues closed within two weeks or less from the reporting date.

Currently, we have 18 issues that remain open and have 78.6% of the reported issues closed within two weeks.

Performance Measure 5.3.6 > KPI

Respond, track and resolve/close 85% of all issues reported within 2 weeks from the reported date

Last Update: Jan 04, 2021 21:15:40

Target 85.0

Key Outcome 5.4 Progress 90%

Practice Continuous Improvement (Best Practices in Employee Operations).

	%	#
On Track	20.0	2
Some Disruption	20.0	2
Completed	60.0	6

Performance Measure 5.4.1 Progress 95%

80% of licensed establishments will be inspected on an annual basis

	%	#
Some Disruption	100.0	1

Updated on Dec 22, 2020 18:47:57

The main driver during this reporting period continues to be COVID-19. Due to this virus, our enforcement staff has ensured all food establishments, lodging establishments and pools are complying with the Governor's Executive Orders. These inspections have required multiple inspections with several locations to ensure continued compliance. Education is also a major component of our work at this time.

Performance Measure 5.4.2 Progress 100%

Ensure the percentage of IT helpdesk request Service Level Agreements met is 90% or above.

	%	#
Completed	100.0	2

Updated on Jan 25, 2021 23:23:38

% of tickets closed within SLA are still well within our target for the year. We saw more tickets being delayed in April and May as IT staff continued to equip employees with the means to work from home and support them once there.

When we refer to SLA's we're talking about a service level agreement. In other words it's a commitment to our customers to have tickets completed within a predetermined amount of time. We have 4 priority levels each with a time frame assigned to them. Low - 5 business days, Normal - 3 business days, High - 8 hours and Emergency - 4 hours. When we talk about meeting our SLA's we are referring to resolving the ticket within the time frames above.

Performance Measure 5.4.2 > KPI

percentage of IT helpdesk request SLA’s met is 90% or above

Last Update: Jan 25, 2021 23:36:06

Target 90.0

Performance Measure 5.4.3 Progress 88%

Maintain GreenStep Cities Step 5 status

		
	%	#
Some Disruption	50.0	1
Completed	50.0	1

Updated on Dec 22, 2020 18:48:06

The City continued to maintain its status of Step 5.

Performance Measure 5.4.3 > KPI

Maintain GreenStep Cities Step 5 status

Last Update: Jan 29, 2021 16:23:13

Target 5.0

Performance Measure 5.4.4

Progress 63%

Decrease trash and increase recycling in the City's curbside residential solid waste program

On Track

%	#
100.0	2

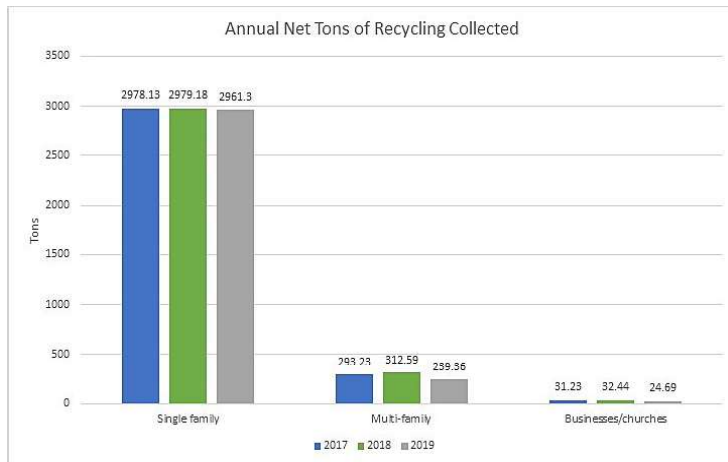
Updated on Feb 03, 2021 15:41:55

2020 numbers will be available in mid February. Throughout 2020 Maplewood did outreach to increase the number of business, churches, and institutions in the curbside recycling program. Because of these efforts, Maplewood now has 29 businesses that have opted into curbside recycling (compared to 17 in 2019). Disruptions related to COVID have made this type of outreach more challenging.

Performance Measure 5.4.4 > KPI

Annual Net Tons of Recycling Collected

Last Update: Feb 03, 2021 15:44:06

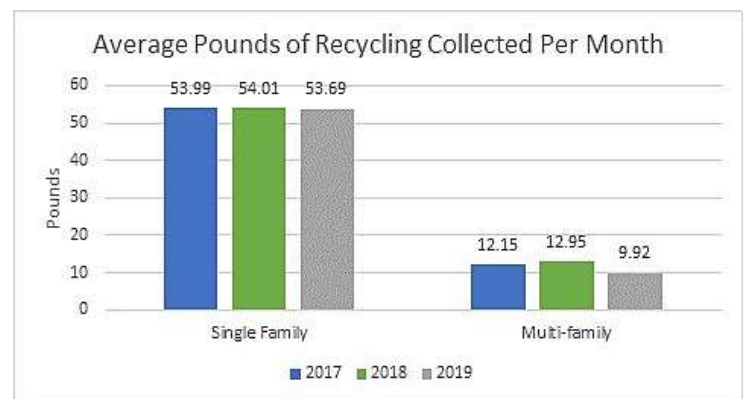


Comment

2020 numbers will be available in mid-February.

Average Pounds of Recycling Collected Per Month

Last Update: Feb 03, 2021 15:43:10



Comment

2020 numbers will be available in mid-February.

Performance Measure 5.4.5

Progress 100%

Ensure the percentage of core application/infrastructure uptime is 99% or above

Completed

%	#
100.0	3

Updated on Jan 25, 2021 23:28:59

As staff continues to work from home we're keeping a close eye on our network utilization. IT staff was confident that the systems that had been put in place over the years could support this increase in remote connections and we were right. We have had no large scale outages for any systems or applications over the past 3 months.

Key Outcome 5.5

Progress 82%

Ensure a Safe and Secure Community through prevention and risk reduction programs.

On Track	33.33	3
Major Disruption	11.11	1
Completed	55.56	5

Performance Measure 5.5.1

Progress 80%

Through prevention and enforcement efforts reduce targeted offenses by 10% and/or increase clearance rates by December 31, 2020 (measured on a five year average). Targeted offenses include crimes against person, auto theft and theft from auto.



Updated on Jan 29, 2021 16:26:40

Quarter 4: October 1 - December 31, 2020

COVID-19 has impacted operations, but in a continued effort to help reduce crime:

- Internal products and tools are continuing to be created and are being utilized thus increasing information sharing between department personnel, as well as with other law enforcement agencies and the public.
- The public-facing community crime map website is available and being mentioned on social media to bring it to the larger community's attention, and officers have been reminded of its existence as a resource.
- To assist with problem-solving efforts, 11 problem-solving strategies incorporating SARA models were created and logged in the 4th quarter for a total of 36 total SARA models created and logged in 2020.
- The officers in our Street Crimes Unit, our Auto Theft Detective, our Violent Crimes Detective, and our new Rental Housing/Community Outreach officer are working collaboratively with street patrol officers as well as business partners and other stakeholders to successfully target hot spots and disorder.

Performance Measure 5.5.1 > KPI

Motor Vehicle Thefts Reported

Last Update: Jan 29, 2021 16:34:30

Comment

Based on 2015-2019 data, our 5-year Motor Vehicle Theft average is 153 reports per year. In 2020, we took 265 motor vehicle theft reports, which is a 73% increase from the 5-year average.

Theft from Auto Reports

Last Update: Jan 29, 2021 16:35:14

Comment

Based on 2015-2019 data, our 5-year Theft from Auto average is 436 reports per year. In 2020, we took 822 theft from auto reports, which is a 89% increase from the 5-year average.

Crimes Against Persons Offenses

Last Update: Jan 29, 2021 16:36:06

Part I crimes against persons offenses (Homicide, Rape, Robbery, and Assault) were down collectively 12% in 2020 compared to 2019.

Offenses	2020	2019	1 Yr % Chg
Homicide	-	1	▼ -100%
Forcible Rape	7	14	▼ -50%
Robbery	43	32	▲ 34%
Agg. Assault	86	108	▼ -20%
Total Violent Crime Offenses	136	155	▼ -12%

Comment

According to the BCA crime reporting system self-service portal, Part I Crimes Against Persons offenses (Homicide, Forcible Rape, Robbery, and Aggravated Assault) were down collectively 12% in 2020 compared to 2019.

Performance Measure 5.5.2

Progress 90%

Respond to all emergency (lights and siren) incidents in 8 minutes or less (travel time) for 90% of the incidents

	%	#
● On Track	50.0	1
● Completed	50.0	1

Updated on Jan 12, 2021 22:39:35

The fire department's response times have been consistent in Quarters 1, 2, 3 and 4 in 2020. We have completed a report that allows us to evaluate response times in different geographical areas. Overall, we are slightly below our established bench mark of responding to 90% of emergency calls in 8 minutes or less. In quarter 1 we responded to 88.67 of emergency incidents in 8 minutes or less followed by 88.33% in Q2 , 88.33% in Q3 and 85.33% in Q4. We will continue to monitor and discuss deployment options at monthly leadership team meetings and at the department's quarterly strategic planning review meetings..

Prior to the COVID-19 pandemic, the department was on pace to have a 5% call volume increase. As of the end of 2020, the department has experienced a 3.8% reduction in call volume. This drop was largely driven by decreased EMS call volume (5.1% decrease).

The department continues to move forward with the Fitch recommendations and hope to occupy our new station, with our new deployment in May/June of 2022.

Performance Measure 5.5.2 > KPI

% of incidents where emergency response time is 8 minutes or less

Last Update: Jan 11, 2021 21:08:16

Target 90.0

Performance Measure 5.5.3 Progress 100%

Reduce repeat utilization of the EMS system for targeted initiatives by 5%



Updated on Jan 12, 2021 22:43:54

The fire department has continued to proactively visit Mental Health Outreach patients and is adding an embedded social worker to the team in 2021 in partnership with Ramsey County. The department also track high utilizers of the 911 system weekly and reviews all cases where an individual has utilized the 911 system 3 times or greater in a 90 day period. The department's community paramedic program has conducted outreach to over 65 individuals in Q4 2021 and hopes to have statistically significant results to report in 2021. At this point, we have not reached this goal but have established a meaningful framework to expect successes in 2021.

Performance Measure 5.5.4 Progress 50%

Identify, establish and provide fire and EMS prevention programs



Updated on Jan 12, 2021 22:45:18

COVID-19 has had a major disruption on the department's ability to conduct community events. All traditional community events were paused in March due to COVID-19. As a continuation to non-traditional community outreach events the public safety department participated in the Giving tree, in which fire department personnel participated in purchasing (with their own money) gifts, wrapping and delivering gifts. In December, the public safety department created the "Santa Surprise" where Santa toured the City of Maplewood with public safety and public works vehicles. The tour traveled through each part of the city and focused on multi-family occupancies along the route.

We have been unable to safely restart the home safety visit initiative. We will continue to monitor recommendations by MDH and CDC and work with partner agencies to attempt to revive this program in 2021.

Performance Measure 5.5.5

Analyze crime, arrest and use of force data in a non-biased manner through the annual Enforcement Action Report.

Updated on Jan 11, 2021 20:46:47

The 2019 report has been completed and is available on the city's/department's website (<https://maplewoodmn.gov/1917/Annual-Reports>). 2020 data will become available in early 2021.

Strategic Priority 6

Progress 62%

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



	%	#
● On Track	72.73	8
● Some Disruption	9.09	1
● Completed	18.18	2

Key Outcome 6.1

Progress 63%

Facilitate Investment to Revitalize Neighborhoods



	%	#
● On Track	100.0	4

Performance Measure 6.1.1

Progress 57%

Encourage attractive residential and commercial development within the Gladstone neighborhood



	%	#
● On Track	100.0	3

Updated on Jan 15, 2021 19:37:28

City continues to actively work on development projects in Gladstone. We are working with developers on former Moose Lodge, the funeral home property, the vacant property south of The Shores of Lake Phalen, and the Gladstone House property.

Performance Measure 6.1.2

Continue participation in the Rice – Larpenteur Alliance with City of Roseville and City of St. Paul.

Updated on Jan 15, 2021 19:37:44

The permanent Rice-Larpenteur Alliance has been appointed and launched. Meetings have been online during the pandemic. The terms of the permanent Alliance positions are three years. The City will continue to participate in the executive and other committee assignments. The vision is to create a safe, engaging and inviting neighborhood center that includes common spaces, a high-quality pedestrian environment and robust reinvestment for the diverse people of the surrounding communities to live, conduct business, and play together.

Performance Measure 6.1.3

Progress 80%

Rezone 100% of properties designated for transit-oriented development (TOD) in the 2040 Comp Plan



	%	#
● On Track	100.0	1

Updated on Jan 15, 2021 19:38:06

The planning commission reviewed a draft of a zoning district for the North End this fall. Additional public outreach and council review will occur in early 2021.

Key Outcome 6.2

Progress 43%

Improve economic condition and appearance of the North End and ensure regional and community-wide needs are met through future planning and development.



	%	#
● On Track	66.67	2
● Some Disruption	33.33	1

Performance Measure 6.2.1

Progress 0%

Reduce the number of business vacancies by 10% in 3 to 5 years



	%	#
● Some Disruption	100.0	1

Updated on Dec 22, 2020 18:48:43

Staff has not yet determined the best method to determine the number of business vacancies in the area.

Performance Measure 6.2.2

Progress 65%

Add 1 multi-family housing development to the North End within 3 to 5 years



	%	#
● On Track	100.0	2

Updated on Dec 22, 2020 18:56:39

Staff and HKGi have created a TOD district for the North End neighborhood. This work will continue into 2021. We are also working with developers on potential land purchases for redevelopment

Key Outcome 6.3

Progress 76%

Ensure there is a diversity of housing types to meet needs of all types of households.



	%	#
● On Track	50.0	2
● Completed	50.0	2

Performance Measure 6.3.1

Progress 53%

Work to incorporate the Met Council's goal of adding 510 affordable housing units by 2028



	%	#
● On Track	100.0	2

Updated on Feb 03, 2021 15:47:20

The city explored and implemented an additional affordable housing program at the end of 2020. The city partnered with Ramsey County to provide \$500,000 in county and city financial assistance to preserve existing affordable housing units.

Performance Measure 6.3.2

Progress 100%

Inspect 20% of the City's rental housing units by the end of 2020



	%	#
● Completed	100.0	2

Updated on Jan 15, 2021 19:41:46

The city inspected a majority of the multi-family rental properties in 2020. Due to the coronavirus pandemic, we will not be inspecting occupied units at this time.

Disruptions Report 4th Quarter 2020

Strategic Plan 2020

Report Created On: Feb 03, 2021

Key Outcome 1.2

Employees are engaged in community outreach and are culturally aware

Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 1.2.1	80% of benefit earning employees will participate in City sponsored community events annually	Progress 44%	<p> ● On Track: 25.0% ● Some Disruption: 50.0% ● Completed: 25.0% </p>	Some community events have returned - including Food Drive and Coat Drive for community members in need. COVID-19 precautions are still being followed.	Jan 25, 2021
Performance Measure 1.2.2	80% of benefit earning employees will participate in cultural awareness / diversity training	Progress 25%	<p> ● On Track: 50.0% ● Major Disruption: 50.0% </p>	Staff is looking at online Diversity and Inclusion training exclusively as in-person training is difficult due to the COVID situation. Outreach with the Government Alliance on Race and Equity and International City/County Managers Association UNITE Conference materials included.	Jan 25, 2021



Key Outcome 1.5

Parks & Recreation programs that embrace diversity, celebrate arts and culture, value health and wellness, and promote stewardship of the environment.


Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 1.5.1	Provide at least 175 environmental education programs annually.	Progress 15%	<p> ● Major Disruption: 100.0% </p>	On March 13, 2020, the city closed the Nature Center due to the COVID-19 pandemic and there are currently no naturalists on staff. As a result, no nature programming has taken place since August.	Jan 12, 2021
Performance Measure 1.5.2	Increase youth scholarship utilization by 10% by December 31, 2020.	Progress 25%	<p> ● Major Disruption: 100.0% </p>	Due to COVID-19 program cancellations, no youth scholarships have been requested or awarded.	Jan 12, 2021
Performance Measure 1.5.3	Increase activities for actively aging adults by 30% in 2020.	Progress 18%	<p> ● Major Disruption: 100.0% </p>	All actively aging adult programs cancelled due to Covid-19, loss of staff and budgetary concerns	Jan 12, 2021

F5, Attachment 2

Key Outcome 3.4**City parks, trails and open spaces are well-maintained, accessible, and meet the changing needs of the community.**

Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 3.4.1	Implement a minimum of 1 recommendation from the 2015 Parks System Master Plan	Progress 83%	 <ul style="list-style-type: none"> Some Disruption: 50.0% Completed: 50.0% 	We are in the process of completing improvements at the Nature Center that were previously put on hold. Staff are currently reviewing playground inspections, surveys and the Parks System Master Plan to create a work plan for 2021. Parks CIP projects have been put on hold for 2020 and possibly 2021 due to budgetary concerns as a result of COVID-19.	Jan 12, 2021
Performance Measure 3.4.3	Maintain a 70% resident satisfaction rating with City's parks, trails and open spaces	Progress 51%	 <ul style="list-style-type: none"> On Track: 25.0% Some Disruption: 75.0% 	<p>Staff is working on rating systems for city owned parking lots, trails and turf. Due to Covid-19 and changes to the Parks and Recreation Department, the implementation of these rating systems are on hold but we are still doing research and figuring out the best way to use Cartegraph to implement our plans.</p> <p>We are working with the Communications Department to create resident surveys and to utilize social media to educate and inform the public about what is happening in our parks and open spaces. The National Citizens Survey results are in and Community members rate the overall quality of Maplewood's parks and recreation system high, with an 82 percent favorability score.</p>	Jan 12, 2021

Key Outcome 4.1**A more informed and engaged community by proactively telling the City's story and establishing Maplewood as a regional leader.**

Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 4.1.1	Increase social media engagement and on-line presence by an average of 3% in 2020.	Progress 87%	 <ul style="list-style-type: none"> On Track: 25.0% Some Disruption: 25.0% Completed: 50.0% 	Social media numbers and hits are steady... Depending on content and the need to release certain info, there have been spikes. More ongoing tracking is suggested for 2021.	Jan 14, 2021

Key Outcome 4.2
Retain and attract community members, businesses and visitors through a regional branding campaign.

Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 4.2.1	Establish a new city branding by December 2020	<div>Progress 20%</div>	<div>Some Disruption</div> ● Some Disruption: 100.0%	On hold. Refine and carry over to 2021	Jan 14, 2021

Key Outcome 5.3
Provide timely response to resident needs and requests.

Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 5.3.1	80% of complete commercial plans and permits reviewed within 30 days or less	<div>Progress 98%</div>	<div>Some Disruption</div> ● Some Disruption: 50.0% ● Completed: 50.0%	A go-live date has been set for January 4, 2021 - with new staff on-board further adjustments are being made to the software to make it effective for internal and external use. .	Jan 15, 2021

Key Outcome 5.4
Practice Continuous Improvement (Best Practices in Employee Operations).




Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 5.4.1	80% of licensed establishments will be inspected on an annual basis	<div>Progress 95%</div>	<div>Some Disruption</div> ● Some Disruption: 100.0%	The main driver during this reporting period continues to be COVID-19. Due to this virus, our enforcement staff has ensured all food establishments, lodging establishments and pools are complying with the Governor's Executive Orders. These inspections have required multiple inspections with several locations to ensure continued compliance. Education is also a major component of our work at this time.	Dec 22, 2020
Performance Measure 5.4.3	Maintain GreenStep Cities Step 5 status	<div>Progress 88%</div>	<div>Some Disruption</div> ● Some Disruption: 50.0% ● Completed: 50.0%	The City continued to maintain its status of Step 5.	Dec 22, 2020

Key Outcome 5.5
Ensure a Safe and Secure Community through prevention and risk reduction programs.

Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 5.5.4	Identify, establish and provide fire and EMS prevention programs	<div>Progress 67%</div>	<div><div></div><div></div></div> <div>● Major Disruption: 33.33% ● Completed: 66.67%</div>	COVID-19 has had a major disruption on the department's ability to conduct community events. All traditional community events were paused in March due to COVID-19. As a continuation to non-traditional community outreach events the public safety department participated in the Giving tree, in which fire department personnel participated in purchasing (with their own money) gifts, wrapping and delivering gifts. In December, the public safety department created the "Santa Surprise" where Santa toured the City of Maplewood with public safety and public works vehicles. The tour traveled through each part of the city and focused on multi-family occupancies along the route. We have been unable to safely restart the home safety visit initiative. We will continue to monitor recommendations by MDH and CDC and work with partner agencies to attempt to revive this program in 2021.	Jan 12, 2021

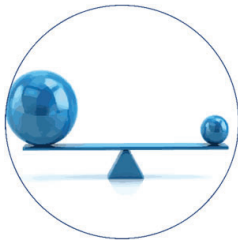
Key Outcome 6.2
Improve economic condition and appearance of the North End and ensure regional and community-wide needs are met through future planning and development.

Number	Description	Progress	Status	Last Update	Last Update Date
Performance Measure 6.2.1	Reduce the number of business vacancies by 10% in 3 to 5 years	<div>Progress 0%</div>	<div><div></div></div> <div>● Some Disruption: 100.0%</div>	Staff has not yet determined the best method to determine the number of business vacancies in the area.	Dec 22, 2020

Report Legend  No Update  Overdue  **Priority**



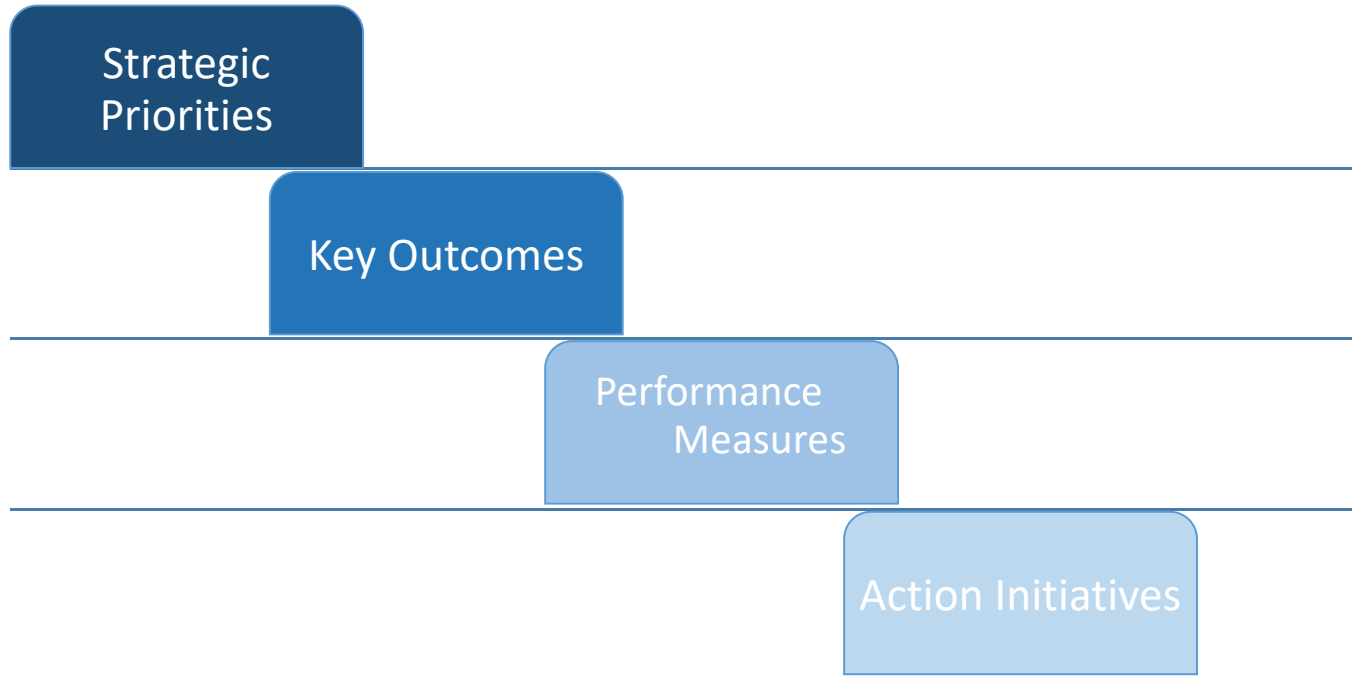
Strategic Plan Update 2020 Year in Review
February 8, 2021



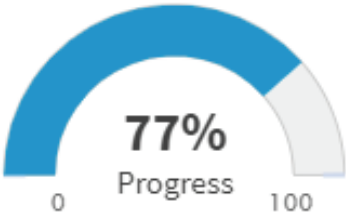
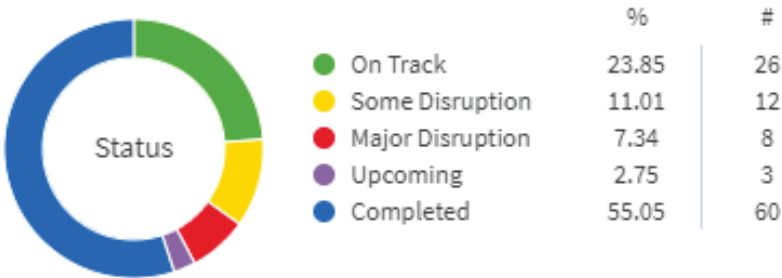
Community Inclusiveness
Financial Sustainability
Infrastructure and Asset Management
Integrated Communications
Operational Effectiveness
Targeted Redevelopment



Plan Elements



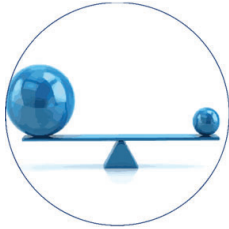
2020 Year in Review





Community Inclusiveness

- Making progress toward a more diverse workforce (9.8% in 2016 to 12.2% in 2020)
- 64% of residents feel welcomed and 69% feel respected and valued
- Nature Center Closed and Recreational Programming was suspended
- Large In-person Community Events were cancelled



Financial Sustainability

- Recognition for Financial Reporting
 - Achieved an Excellent Bond Rating (AA+) with S&P
 - Received the GFOA Distinguished Budget Presentation Award for 2020
 - Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for 2019
- General Fund performance exceeded expectations and will end 2020 with a surplus.
- Interest revenue is within benchmark parameters, but rates steadily trended down throughout 2020. Interest revenue exceeded budget but a low interest rate environment is persisting into 2021.





Infrastructure & Asset Management

- 5.8 miles of road reconstruction/rehabilitation projects were completed in 2020 (Goal is 3.5 miles per year.)
- 125 ash trees were removed in 2020 to control the spread of EAB
- Resident survey shows 85% satisfaction with city parks and 82% satisfaction with Parks & Rec opportunities
- IT network upgrades were put on hold due to pandemic changing focus of IT support.





Integrated Communication

- Communications moved up its purchase of equipment for remote broadcasting.
- Smooth transition to virtual meetings.
- Continued active presence on social media.
- Branding initiative was postponed.





Operational Effectiveness

- Staff in all departments adapted to challenges associated with COVID-19.
- 79.3% participation in the Wellness Program (up 5% from 2018)
- Maintained GreenStep Cities Step 5 Status
- Respond to all emergency (lights and siren) incidents in 8 minutes or less (travel time), for 87.6% of incidents in 2020.
- Crimes against persons offenses were down collectively 12% from 2019 to 2020
- Reported motor vehicle thefts and thefts from vehicles were up.
- Disruptions in implementation of Accela software for building inspections
- Worker's Compensation MOD Factor continues to be high





Targeted Redevelopment

- Rental Licensing Program
 - Staff were hired
 - Completed initial licensing for multi-family properties
 - Beginning licensing of single-family homes
- City partnered with Ramsey County to provide \$500,000 in county and city financial assistance to preserve existing affordable housing units.
- Community Development staff working to develop method to count business vacancies in North End area.
- Health Inspections focus changed to COVID-19 related issues.



Next Steps



- Department meetings to evaluate and evolve for 2021
- Possible meeting with the Council post-COVID
- Public Safety Strategic Plan reporting in Envisio
- Assist other departments in creating their own Strategic Plans

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MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Ellen Paulseth, Finance Director
DATE: February 2, 2021
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:

\$ 610,778.15	Checks #107019 thru #107041 dated 01/26/21
\$ 539,780.09	Disbursements via debits to checking account dated 01/19/21 thru 01/22/21
\$ 346,737.05	Checks #107044 thru #107071 dated 02/02/21
\$ 10,909,047.31	Disbursements via debits to checking account dated 01/25/21 thru 01/29/21
<u>\$ 12,406,342.60</u>	Total Accounts Payable

PAYROLL

\$ 848,172.58	Payroll Checks and Direct Deposits dated 01/22/21
\$ 2,462.00	Payroll Deduction check #99104442 thru #99104444 dated 01/22/21
<u>\$ 850,634.58</u>	Total Payroll
<u><u>\$ 13,256,977.18</u></u>	GRAND TOTAL

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

Attachments

Check Register
City of Maplewood

01/22/2021

Check	Date	Vendor	Description	Amount	
107019	01/26/2021	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - DEC 1230352020	2,632.00
107020	01/26/2021	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - JANUARY	10,024.30
	01/26/2021	05353	MANSFIELD OIL CO	CONTRACT DIESEL - JANUARY	5,224.37
	01/26/2021	05353	MANSFIELD OIL CO	CONTRACT DIESEL - JANUARY	2,239.27
107021	01/26/2021	00985	METROPOLITAN COUNCIL	WASTEWATER - FEBRUARY	303,460.53
107022	01/26/2021	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - DECEMBER	37,638.23
	01/26/2021	01337	RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - DECEMBER	7,289.58
	01/26/2021	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - DECEMBER	683.28
107023	01/26/2021	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	6,025.77
	01/26/2021	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,532.41
	01/26/2021	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	366.17
	01/26/2021	01190	XCEL ENERGY	FIRE SIRENS	51.97
107024	01/26/2021	06163	AL TECHNOLOGIES, LLC	ONLINE BENEFITS ADMIN FEE- JAN	362.25
107025	01/26/2021	06030	CENTENNIAL FLOORING	CARPETING INSTALL PD #304 & 311	2,150.00
107026	01/26/2021	00371	DAKOTA COUNTY TECH COLLEGE	DEFENSIVE DRIVING FOR SNOW PLOW	1,200.00
	01/26/2021	00371	DAKOTA COUNTY TECH COLLEGE	DEFENSIVE DRIVING FOR SNOW PLOW	1,200.00
107027	01/26/2021	00453	EHLERS, INC.	TIF SERVICES - LOWER AFTON APTS	1,518.75
	01/26/2021	00453	EHLERS, INC.	TIF 1-4 : 2020 MODIFICATION	596.25
	01/26/2021	00453	EHLERS, INC.	TIF 1-5 : 2020 MODIFICATION	596.25
107028	01/26/2021	03330	HOISINGTON KOEGLER GROUP INC	ZONING ORDINANCE UPDATE	1,095.00
107029	01/26/2021	03591	INSIDE THE TAPE LLC	HOMICIDE INV & CRIME MGMT TRAINING	100.00
107030	01/26/2021	06224	KIESLER POLICE SUPPLY	PEPPERBALL ORDER PD	6,780.00
	01/26/2021	06224	KIESLER POLICE SUPPLY	PEPPERBALL ORDER PD	356.00
107031	01/26/2021	00827	L M C I T	CLAIM DEDUCTIBLE 00453412	8,660.88
107032	01/26/2021	00912	M T I DISTRIBUTING INC.	2021 TORO GM 5900	87,108.16
107033	01/26/2021	00532	MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEE LABOR REL-DEC	176.00
107034	01/26/2021	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - DECEMBER	3,097.23
107035	01/26/2021	04807	NUSS TRUCK & EQUIPMENT	2021 MACK GR42B SINGLE AXLE CHASSIS	112,641.00
107036	01/26/2021	00001	ONE TIME VENDOR	REFUND UNIVERISTY AUTO-FALSE ALARM	300.00
107037	01/26/2021	00001	ONE TIME VENDOR	REFUND C THOR - SPRING SOCCER 2020	130.00
107038	01/26/2021	00001	ONE TIME VENDOR	REFUND J DUNBAR - FLOOR HOCKEY	55.00
107039	01/26/2021	01836	ST PAUL, CITY OF	ANIMAL BOARDING SRVS SEPT-DEC	2,440.00
107040	01/26/2021	04207	STRYKER SALES CORP.	COMMUNITY PARAMEDIC SOFTWARE-JAN	882.00
107041	01/26/2021	05241	WARNING LITES OF MN, INC.	TRAFFIC CONES 90-28"	1,165.50
23 Checks in this report.				610,778.15	

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/19/2021	MN State Treasurer	Drivers License/Deputy Registrar	28,999.42
1/19/2021	Delta Dental	Dental Premium	1,476.05
1/20/2021	MN State Treasurer	Drivers License/Deputy Registrar	19,444.23
1/20/2021	MN Dept of Revenue	Sales Tax	107.00
1/20/2021	MN Dept of Revenue	Fuel Tax	541.50
1/21/2021	MN State Treasurer	Drivers License/Deputy Registrar	50,151.39
1/21/2021	Delta Dental	Dental Premium	930.00
1/22/2021	MN State Treasurer	Drivers License/Deputy Registrar	86,590.51
1/22/2021	US Bank VISA One Card*	Purchasing card items	46,018.22
1/22/2021	Optum Health	DCRP & Flex plan payments	145.62
1/22/2021	U.S. Treasurer	Federal Payroll Tax	144,073.18
1/22/2021	P.E.R.A.	P.E.R.A.	127,803.86
1/22/2021	MN State Treasurer	State Payroll Tax	33,499.11
			539,780.09

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
01/13/2021	01/15/2021	OFFICE DEPOT #1090	\$85.26	REGAN BEGGS
01/13/2021	01/15/2021	OFFICE DEPOT #1080	\$8.97	REGAN BEGGS
01/06/2021	01/07/2021	MINNESOTA CHIEFS OF POLIC	\$172.00	BRIAN BIERDEMAN
01/11/2021	01/12/2021	TARGET 00011858	\$10.92	NEIL BRENEMAN
01/11/2021	01/12/2021	TARGET 00011858	\$10.06	NEIL BRENEMAN
01/11/2021	01/12/2021	GRAINGER	\$171.44	TROY BRINK
01/11/2021	01/12/2021	GRAINGER	\$32.32	TROY BRINK
01/12/2021	01/14/2021	THE HOME DEPOT #2801	\$19.68	TROY BRINK
01/14/2021	01/15/2021	COVERT TRACK GROUP INC	\$1,200.00	DANIEL BUSACK
01/05/2021	01/06/2021	VIKING ELECTRIC-CREDIT DE	\$379.20	SCOTT CHRISTENSON
01/05/2021	01/07/2021	WEBER AND TROSETH INC	\$365.90	SCOTT CHRISTENSON
01/05/2021	01/07/2021	WEBER AND TROSETH INC	\$45.00	SCOTT CHRISTENSON
01/05/2021	01/07/2021	WEBER AND TROSETH INC	\$50.00	SCOTT CHRISTENSON
01/05/2021	01/07/2021	WEBER AND TROSETH INC	\$85.00	SCOTT CHRISTENSON
01/05/2021	01/07/2021	WEBER AND TROSETH INC	\$522.40	SCOTT CHRISTENSON
01/06/2021	01/07/2021	VIKING ELECTRIC-CREDIT DE	\$694.80	SCOTT CHRISTENSON
01/12/2021	01/13/2021	ENGINEERED SALES CO	\$1,597.29	SCOTT CHRISTENSON
01/14/2021	01/15/2021	JOHN J MORGAN COMPANY	\$290.55	SCOTT CHRISTENSON
01/14/2021	01/15/2021	MINNEAPOLIS REGIONAL CHAM	\$20.00	MELINDA COLEMAN
01/07/2021	01/08/2021	INT'L ASSOC OF FIRE CHIE	\$290.00	SHAWN CONWAY
01/09/2021	01/11/2021	GALLS	\$4,995.54	KERRY CROTTY
01/03/2021	01/05/2021	MENARDS MAPLEWOOD MN	\$6.42	THOMAS DABRUZZI
01/09/2021	01/11/2021	THE HOME DEPOT #2801	\$25.41	THOMAS DABRUZZI
01/11/2021	01/12/2021	GRUBER'S POWER EQUIPMENT	\$3.22	THOMAS DABRUZZI
01/12/2021	01/13/2021	FEDEX 940559933720	\$11.27	THOMAS DABRUZZI
01/14/2021	01/15/2021	NATIONAL REGISTRY EMT	\$152.00	THOMAS DABRUZZI
01/09/2021	01/11/2021	PEDIATRIC EMERGENCY STAND	\$780.00	RICHARD DAWSON
01/10/2021	01/12/2021	THE HOME DEPOT #2801	\$25.44	RICHARD DAWSON
01/10/2021	01/12/2021	THE HOME DEPOT #2801	\$129.00	RICHARD DAWSON
01/11/2021	01/12/2021	AMZN MKTP US*LM73893O3	\$25.74	RICHARD DAWSON
01/05/2021	01/07/2021	USPCA	\$50.00	JOSEPH DEMULLING
01/06/2021	01/07/2021	GALLS	\$83.94	JOSEPH DEMULLING
01/12/2021	01/13/2021	OPTICSPLANET, INC.	\$504.11	MICHAEL DUGAS
01/14/2021	01/15/2021	CINTAS CORP	\$49.99	CASSIE FISHER
01/05/2021	01/06/2021	VRSN DOTGOVREGISTRATION	\$400.00	MYCHAL FOWLDS
01/06/2021	01/07/2021	VZWRLSS*APOCC VISB	\$8,976.75	MYCHAL FOWLDS
01/06/2021	01/07/2021	WEB*NETWORKSOLUTIONS	\$3.99	MYCHAL FOWLDS
01/07/2021	01/08/2021	VISION33 INC	\$1,980.00	MYCHAL FOWLDS
01/10/2021	01/11/2021	AT&T*BILL PAYMENT	\$31.25	MYCHAL FOWLDS
01/13/2021	01/15/2021	MAVERICKLABEL.COM	\$194.49	MYCHAL FOWLDS
01/14/2021	01/15/2021	CAN*CANONFINANCIAL CFS	\$316.84	MYCHAL FOWLDS
01/14/2021	01/15/2021	CAN*CANONFINANCIAL CFS	\$1,270.57	MYCHAL FOWLDS
01/14/2021	01/15/2021	CAN*CANONFINANCIAL CFS	\$331.57	MYCHAL FOWLDS
01/11/2021	01/12/2021	APPROVED OPTICS	\$699.37	NICK FRANZEN
01/12/2021	01/13/2021	AMZN MKTP US*B90NQ8FL3 AM	\$214.85	NICK FRANZEN
01/13/2021	01/14/2021	APPROVED OPTICS	\$221.75	NICK FRANZEN
01/13/2021	01/14/2021	CDW GOVT #6574333	\$2,100.00	NICK FRANZEN
01/09/2021	01/11/2021	BCA TRAINING EDUCATION	\$375.00	DEREK FRITZE
01/11/2021	01/12/2021	FASTENAL COMPANY 01MNT11	\$3.50	MARK HAAG
01/12/2021	01/14/2021	MENARDS OAKDALE MN	\$42.80	MARK HAAG
01/05/2021	01/07/2021	THE HOME DEPOT #2801	\$25.49	TAMARA HAYS
01/12/2021	01/14/2021	THE HOME DEPOT 2801	\$349.00	TAMARA HAYS
01/05/2021	01/07/2021	THE HOME DEPOT #2801	\$38.60	GARY HINNENKAMP
01/06/2021	01/07/2021	DALCO ENTERPRISES	\$858.16	DAVID JAHN
01/04/2021	01/05/2021	U OF M CONTLEARNING	\$175.00	JON JAROSCH
01/05/2021	01/06/2021	SHRED-IT USA LLC	\$68.04	LOIS KNUTSON

01/12/2021	01/14/2021	MENARDS MAPLEWOOD MN	\$11.80	ERIC KUBAT
01/05/2021	01/05/2021	ULINE *SHIP SUPPLIES	\$85.94	JASON KUCHENMEISTER
01/07/2021	01/08/2021	PAYPAL *IAPE	\$50.00	JASON KUCHENMEISTER
01/14/2021	01/15/2021	DALCO ENTERPRISES	\$10.75	CHING LO
01/04/2021	01/05/2021	AMZN RENTAL *537DZ01S3	\$37.37	MICHAEL MONDOR
01/07/2021	01/08/2021	EVEREST EMERGENCY VEHICLE	\$108.26	MICHAEL MONDOR
01/08/2021	01/11/2021	INT'L ASSOC OF FIRE CHIE	\$240.00	MICHAEL MONDOR
01/13/2021	01/14/2021	AMAZON.COM*1K69D9TG3	\$10.36	MICHAEL MONDOR
01/13/2021	01/14/2021	CERTIFIED LABORATORIES	\$418.59	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$207.37	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$43.10	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$167.44	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$60.35	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$43.60	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$21.39	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$102.81	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$24.27	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$19.04	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$59.92	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$142.03	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$24.27	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$43.60	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$19.04	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$102.81	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$24.27	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$59.92	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$19.04	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$115.87	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$24.27	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$19.04	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$39.10	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$42.31	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$36.18	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$158.70	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$139.50	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$158.70	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$139.50	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$131.70	BRYAN NAGEL
01/14/2021	01/15/2021	CINTAS CORP	\$93.30	BRYAN NAGEL
01/11/2021	01/12/2021	AMZN MKTP US*IU6Z903Z3	\$53.90	MICHAEL NYE
01/12/2021	01/13/2021	AMZN MKTP US*3493Y58K3	\$44.95	MICHAEL NYE
01/13/2021	01/14/2021	AMZN MKTP US*2L6Z13VQ3	\$43.25	MICHAEL NYE
01/04/2021	01/05/2021	LIFE ASSIST INC	\$241.92	KENNETH POWERS
01/04/2021	01/05/2021	0391-AUTOPLUS	\$15.70	STEVEN PRIEM
01/04/2021	01/05/2021	CRYSTEEL TRUCK EQUIPMENT	\$377.05	STEVEN PRIEM
01/05/2021	01/06/2021	FACTORY MTR PTS #19	\$98.58	STEVEN PRIEM
01/05/2021	01/06/2021	FACTORY MTR PTS #19	\$63.26	STEVEN PRIEM
01/05/2021	01/06/2021	FACTORY MTR PTS #19	\$360.44	STEVEN PRIEM
01/05/2021	01/06/2021	AN FORD WHITE BEAR LAK	\$20.93	STEVEN PRIEM
01/05/2021	01/06/2021	MIDWAY FORD COMPANY	\$21.01	STEVEN PRIEM
01/06/2021	01/07/2021	0391-AUTOPLUS	\$8.20	STEVEN PRIEM
01/06/2021	01/08/2021	ZIEGLER INC COLUMBUS	\$349.69	STEVEN PRIEM
01/07/2021	01/08/2021	KATH FUEL	\$520.00	STEVEN PRIEM
01/07/2021	01/08/2021	AN FORD WHITE BEAR LAK	\$70.43	STEVEN PRIEM
01/07/2021	01/11/2021	WHEELCO BRAKE & SUPPLY	\$161.96	STEVEN PRIEM
01/07/2021	01/11/2021	0391-AUTOPLUS	\$14.81	STEVEN PRIEM
01/07/2021	01/11/2021	AN FORD WHITE BEAR LAK	\$80.70	STEVEN PRIEM

01/08/2021	01/11/2021	KATH FUEL	\$360.00	STEVEN PRIEM
01/08/2021	01/11/2021	CW MILL EQUIPMENT CO	\$179.65	STEVEN PRIEM
01/08/2021	01/11/2021	0391-AUTOPLUS	\$41.42	STEVEN PRIEM
01/08/2021	01/11/2021	AN FORD WHITE BEAR LAK	\$358.25	STEVEN PRIEM
01/08/2021	01/11/2021	AN FORD WHITE BEAR LAK	\$93.15	STEVEN PRIEM
01/11/2021	01/12/2021	FACTORY MTR PTS #19	\$80.75	STEVEN PRIEM
01/11/2021	01/12/2021	EMERGENCY AUTOMOTIVE TE	\$33.60	STEVEN PRIEM
01/11/2021	01/12/2021	0391-AUTOPLUS	\$100.55	STEVEN PRIEM
01/11/2021	01/12/2021	TRI-STATE BOBCAT	\$127.50	STEVEN PRIEM
01/12/2021	01/13/2021	COMOLUBE AND SUPPLIES INC	\$76.03	STEVEN PRIEM
01/12/2021	01/14/2021	MENARDS MAPLEWOOD MN	\$25.74	STEVEN PRIEM
01/13/2021	01/14/2021	KATH FUEL	\$438.20	STEVEN PRIEM
01/14/2021	01/15/2021	TOWMASTER	\$91.47	STEVEN PRIEM
01/14/2021	01/15/2021	POMP S TIRE #021	\$526.44	STEVEN PRIEM
01/14/2021	01/15/2021	0391-AUTOPLUS	\$353.04	STEVEN PRIEM
01/14/2021	01/15/2021	TRI-STATE BOBCAT	\$127.50	STEVEN PRIEM
01/06/2021	01/08/2021	MINNESOTA OCCUPATIONAL HE	\$262.20	TERRIE RAMEAUX
01/13/2021	01/14/2021	PIONEER PRESS ADV	\$2,660.00	TERRIE RAMEAUX
01/04/2021	01/05/2021	AMAZON.COM*PY1GS5Y53	\$100.99	MICHAEL RENNER
01/11/2021	01/11/2021	AMZN MKTP US*R315210G3	\$382.10	MICHAEL RENNER
01/14/2021	01/15/2021	AMZN MKTP US*E24MO8DZ3	\$59.89	MICHAEL RENNER
01/13/2021	01/14/2021	CINTAS CORP	\$64.59	AUDRA ROBBINS
01/07/2021	01/08/2021	MINN COR INDUSTRIES	\$35.00	JOSEPH RUEB
01/06/2021	01/08/2021	OFFICE DEPOT #1090	\$24.38	STEPHANIE SHEA
01/06/2021	01/08/2021	OFFICE DEPOT #1090	\$46.79	STEPHANIE SHEA
01/05/2021	01/06/2021	KUNO SERVICES LLC	\$53.69	MICHAEL SHORTREED
01/05/2021	01/07/2021	FBI NATIONAL ACADEMY ASSO	\$110.00	MICHAEL SHORTREED
01/07/2021	01/08/2021	AMERICAN FLOOR MATS	\$234.60	MICHAEL SHORTREED
01/12/2021	01/13/2021	AMZN MKTP US*HW76K7MT3	\$182.32	MICHAEL SHORTREED
01/13/2021	01/14/2021	AMERICAN FLOOR MATS	\$234.60	MICHAEL SHORTREED
01/13/2021	01/14/2021	ROGUE	\$525.53	MICHAEL SHORTREED
01/14/2021	01/15/2021	GOPHER SPORT	\$145.80	MICHAEL SHORTREED
01/04/2021	01/05/2021	AMAZON.COM*EG1ZI7QD3 AMZN	\$11.09	ANDREA SINDT
01/05/2021	01/06/2021	5.11, INC.	\$170.70	JOSEPH STEINER
01/12/2021	01/13/2021	LIFE ASSIST INC	\$112.60	ERIC ZAPPA
01/12/2021	01/14/2021	BOUND TREE MEDICAL LLC	\$215.88	ERIC ZAPPA

\$46,018.22

Check Register
City of Maplewood

01/28/2021

Check	Date	Vendor	Description	Amount
107044	01/26/2021	06225 BREMER BANK NATIONAL ASSOC.	INTEREST PAYMENT FOR 2020A BONDS	25,824.50
107045	02/02/2021	05114 BOLTON & MENK, INC.	GENERAL GIS ASSISTANCE	3,165.00
107046	02/02/2021	06084 LINCOLN FINANCIAL GROUP	MONTHLY PREMIUM - JANUARY	8,058.25
107047	02/02/2021	01202 NYSTROM PUBLISHING CO INC	MAPLEWOOD LIVING - JANUARY	6,453.99
107048	02/02/2021	05013 YALE MECHANICAL LLC	FALL HVAC MAINT - PUBLIC WORKS	2,096.00
	02/02/2021	05013 YALE MECHANICAL LLC	FALL HVAC MAINT - PUBLIC WORKS	1,181.93
	02/02/2021	05013 YALE MECHANICAL LLC	HVAC REPAIRS - SOUTH FS	265.45
107049	02/02/2021	05891 APPLE INC.	IPADS	3,395.00
107050	02/02/2021	05638 ARVIG ENTERPRISES INC	FIBER LOCATE CONTRACT 2020	1,457.28
107051	02/02/2021	04848 AVESIS	MONTHLY PREMIUM - JAN & FEB	835.60
107052	02/02/2021	05823 CENTURYLINK	ANALOG LINE FOR POLICE FAX MACHINE	65.32
107053	02/02/2021	05639 COLBERT ENGRAVING & TROPHIES	LOCKER PLATES/PAR TAGS/PASSPORTS	382.40
107054	02/02/2021	05786 COLONIAL LIFE PROCESSING CTR	MONTHLY PREMIUM BCN:E4677316-JAN	300.70
107055	02/02/2021	05807 COMMUNITY HEALTH CHARITIES	RECEPIENT #130765254 - PLEDGES	412.00
107056	02/02/2021	05594 FOUNDATION BUSINESS SYSTEMS	SRVS FEE PERMI TRACK MS4 APP-2021	1,330.00
107057	02/02/2021	02137 KENNEDY & GRAVEN CHARTERED	ATTORNEY FEES - DECEMBER	7,683.81
107058	02/02/2021	03818 MEDICA	MONTHLY PREMIUM - FEBRUARY	174,737.47
107059	02/02/2021	05838 MINNESOTA BENEFIT ASSOCIATION	MONTHLY PREMIUM	293.87
107060	02/02/2021	05173 MN ENVIRONMENTAL FUND	ANNUAL PLEDGES - 2020	351.00
107061	02/02/2021	01126 NCPERS GROUP LIFE INS. MN	MONTHLY PREMIUM - FEBRUARY	528.00
107062	02/02/2021	05356 NORTH SUBURBAN ACCESS CORP	PRODUCTION SERVICES - DECEMBER	705.20
107063	02/02/2021	04092 NORTHWEST ASPHALT, INC.	PROJ 19-11 SCHALLER PAVEMENT PMT#4	73,412.39
107064	02/02/2021	06111 QUADIENT FINANCE USA, INC.	POSTAGE - CITY HALL POSTAGE MACHINE	3,000.00
107065	02/02/2021	04130 SCHINDLER ELEVATOR CORP	QUARTERLY MAINT - 1902 PW 02/01-04/30	827.43
107066	02/02/2021	04256 SHI INTERNATIONAL CORP	O365 ENT SECURITY/SUB ALL USERS	21,150.00
107067	02/02/2021	01578 T R F SUPPLY CO.	SHOP TOWELS & ICE MELT	1,058.55
	02/02/2021	01578 T R F SUPPLY CO.	SAFETY GLOVES - FORESTRY	407.40
107068	02/02/2021	01698 GREATER TWIN CITIES UNITED WAY	ANNUAL PLEDGE - 2020	240.00
107069	02/02/2021	05241 WARNING LITES OF MN, INC.	SOLAR ASSIST FLASHERS-STOP SIGNS	169.00
107070	02/02/2021	06226 WESTMOR INDUSTRIES LLC	LINE LEAK TESTS & OIL SUMP TESTS	3,121.10
107071	02/02/2021	01771 CITY OF WHITE BEAR LAKE	RAMSEY CO GIS USER GROUP FEES-2021	3,828.41
28 Checks in this report.				<u>346,737.05</u>

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/25/2021	MN State Treasurer	Drivers License/Deputy Registrar	110,723.18
1/25/2021	MN Dept of Natural Resources	DNR electronic licenses	1,070.50
1/25/2021	Delta Dental	Dental Premium	2,528.24
1/25/2021	ICMA (Vantagepointe)	Retiree Health Savings	90,434.22
1/25/2021	ICMA (Vantagepointe)	Deferred Compensation	9,070.01
1/25/2021	Labor Unions	Union Dues	3,713.28
1/25/2021	MidAmerica - ING	HRA Flex plan	20,787.75
1/25/2021	Empower - State Plan	Deferred Compensation	66,283.25
1/26/2021	MN State Treasurer	Drivers License/Deputy Registrar	55,753.73
1/27/2021	MN State Treasurer	Drivers License/Deputy Registrar	60,224.23
1/27/2021	US Bank	Debt Service payments	10,418,692.51
1/28/2021	MN State Treasurer	Drivers License/Deputy Registrar	32,041.94
1/29/2021	MN State Treasurer	Drivers License/Deputy Registrar	35,875.97
1/29/2021	MN Dept of Natural Resources	DNR electronic licenses	1,353.20
1/29/2021	Optum Health	DCRP & Flex plan payments	495.30
			10,909,047.31

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

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversion incl in Amount</u>
	01/22/21	ABRAMS, MARYLEE	560.80	
	01/22/21	CAVE, REBECCA	493.60	
	01/22/21	JUENEMANN, KATHLEEN	493.60	
	01/22/21	KNUTSON, WILLIAM	493.60	
	01/22/21	VILLAVICENCIO, NICHOLE	493.60	
	01/22/21	COLEMAN, MELINDA	8,544.00	1,708.80
	01/22/21	KNUTSON, LOIS	4,228.15	824.20
	01/22/21	SABLE, MICHAEL	5,652.85	496.72
	01/22/21	CHRISTENSON, SCOTT	2,437.05	
	01/22/21	DOUGLASS, TOM	4,592.42	2,202.40
	01/22/21	JAHN, DAVID	3,326.96	
	01/22/21	HERZOG, LINDSAY	2,327.75	
	01/22/21	RAMEAUX, THERESE	9,018.12	5,251.32
	01/22/21	DEBILZAN, JUDY	2,590.49	
	01/22/21	OSWALD, BRENDA	2,792.01	
	01/22/21	PAULSETH, ELLEN	7,085.75	1,373.20
	01/22/21	RUEB, JOSEPH	4,746.12	150.00
	01/22/21	ARNOLD, AJLA	2,025.54	
	01/22/21	BEGGS, REGAN	2,314.59	
	01/22/21	COLE, DEBORAH	27,275.85	27,275.85
	01/22/21	EVANS, CHRISTINE	3,448.80	1,129.60
	01/22/21	LARSON, MICHELLE	2,316.89	
	01/22/21	SINDT, ANDREA	10,183.41	6,242.32
	01/22/21	ABRAHAM, JOSHUA	2,685.79	
	01/22/21	AMAH-CLARKE, ALFREDA	1,916.80	
	01/22/21	HANSON, MELISSA	2,048.00	
	01/22/21	HOCKBEIN, JUDY	1,113.60	
	01/22/21	KRAMER, PATRICIA	1,330.49	
	01/22/21	MOY, PAMELA	1,855.36	
	01/22/21	OLSON, THOMAS	1,856.00	
	01/22/21	OSTER, ANDREA	4,583.02	2,259.20
	01/22/21	VITT, JULIANNE	1,146.83	
	01/22/21	WEAVER, KRISTINE	3,404.46	
	01/22/21	WINKELMAN, JULIA	1,177.40	
	01/22/21	ABEL, CLINT	1,003.67	764.66
	01/22/21	ALDRIDGE, MARK	7,471.00	3,631.20
	01/22/21	ARBOGAST, JOSEPH	2,471.96	128.70
	01/22/21	BAKKE, LONN	4,982.80	956.80
	01/22/21	BELDE, STANLEY	4,262.70	
	01/22/21	BENJAMIN, MARKESE	7,341.40	3,554.88
	01/22/21	BERGERON, ASHLEY	3,560.62	
	01/22/21	BIERDEMAN, BRIAN	12,930.89	8,037.67
	01/22/21	BROWN, RAE	2,416.57	128.70
	01/22/21	BURT-MCGREGOR, EMILY	3,446.36	
	01/22/21	BUSACK, DANIEL	8,100.01	3,206.79
	01/22/21	COLEMAN, ALEXANDRA	2,785.55	671.05
	01/22/21	CONDON, MITCHELL	2,996.95	
	01/22/21	CRUZ, TREANA	2,088.00	

01/22/21	DEMULLING, JOSEPH	6,986.82	2,756.40
01/22/21	DUGAS, MICHAEL	8,863.81	4,323.20
01/22/21	FISHER, CASSANDRA	2,782.59	
01/22/21	FORSYTHE, MARCUS	3,996.00	
01/22/21	FRITZE, DEREK	9,210.89	4,883.00
01/22/21	GABRIEL, ANTHONY	3,852.76	
01/22/21	GEISELHART, BENJAMIN	2,418.48	
01/22/21	HAWKINSON JR, TIMOTHY	3,868.41	
01/22/21	HELLE, KERRY	5,342.74	503.54
01/22/21	HENDRICKS, JENNIFER	2,119.20	
01/22/21	HER, PHENG	7,367.08	3,532.80
01/22/21	HOEMKE, MICHAEL	387.05	
01/22/21	KANDA, MADELINE	2,897.53	521.95
01/22/21	KHAREL, RAM	406.00	
01/22/21	KIM, WINSTON	2,575.78	178.75
01/22/21	KONG, TOMMY	7,453.75	3,631.20
01/22/21	KORAN, MARIE	2,103.39	
01/22/21	KROLL, BRETT	3,822.20	
01/22/21	KUCHENMEISTER, JASON	1,891.20	
01/22/21	LANGNER, TODD	4,051.48	
01/22/21	LENERTZ, NICHOLAS	3,323.78	
01/22/21	LOPEZ, ARTURO	348.00	
01/22/21	LYNCH, KATHERINE	3,709.22	47.10
01/22/21	MARINO, JASON	8,774.34	4,743.00
01/22/21	MCCARTY, GLEN	3,849.62	
01/22/21	METRY, ALESIA	463.75	
01/22/21	MICHELETTI, BRIAN	3,667.06	
01/22/21	MURRAY, RACHEL	3,840.10	
01/22/21	NADEAU, SCOTT	5,992.05	
01/22/21	NYE, MICHAEL	8,026.19	3,242.40
01/22/21	OLSON, JULIE	4,101.00	
01/22/21	PARKER, JAMES	7,443.81	3,656.80
01/22/21	PEREZ, GUSTAVO	3,789.40	653.60
01/22/21	PETERS, DANIEL	2,996.95	
01/22/21	SALCHOW, CONNOR	3,568.81	653.60
01/22/21	SHEA, STEPHANIE	3,310.99	1,085.20
01/22/21	SHORTREED, MICHAEL	10,610.27	2,478.40
01/22/21	SPARKS, NICOLLE	2,719.46	
01/22/21	STARKEY, ROBERT	4,468.53	847.20
01/22/21	STEINER, JOSEPH	5,601.00	1,100.80
01/22/21	STOCK, AUBREY	3,472.15	147.08
01/22/21	SWETALA, NOAH	2,670.11	
01/22/21	TAUZELL, BRIAN	6,981.23	2,285.50
01/22/21	THAO, JAY	199.38	
01/22/21	THIENES, PAUL	4,378.49	
01/22/21	WENZEL, JAY	3,686.38	
01/22/21	WIETHORN, AMANDA	2,996.95	
01/22/21	XIONG, KAO	3,788.46	
01/22/21	XIONG, TUOYER	5,938.11	3,268.00
01/22/21	ZAPPA, ANDREW	3,991.98	338.88
01/22/21	BARRETTE, CHARLES	6,936.07	2,064.24
01/22/21	BAUMAN, ANDREW	4,504.66	
01/22/21	BEITLER, NATHAN	3,089.05	12.91
01/22/21	CAMPBELL, MACLANE	406.00	
01/22/21	CONWAY, SHAWN	5,290.06	1,031.20
01/22/21	CRAWFORD JR, RAYMOND	5,946.84	2,064.24
01/22/21	CRUMMY, CHARLES	4,818.31	1,858.32
01/22/21	DABRUZZI, THOMAS	6,407.84	2,318.40
01/22/21	DANLEY, NICHOLAS	2,882.03	

01/22/21	DAVISON, BRADLEY	4,084.47	625.68
01/22/21	DAWSON, RICHARD	7,019.25	2,318.40
01/22/21	HAGEN, MICHAEL	5,282.94	1,858.32
01/22/21	HALWEG, JODI	8,609.93	4,407.06
01/22/21	HAWTHORNE, ROCHELLE	4,321.67	
01/22/21	KUBAT, ERIC	6,500.02	2,318.40
01/22/21	LANDER, CHARLES	5,989.84	2,064.24
01/22/21	LANIK, JAKE	2,688.79	63.90
01/22/21	LO, CHING	1,745.71	
01/22/21	LUKIN, STEVEN	58,224.11	58,224.11
01/22/21	MALESKI, MICHAEL	3,185.01	
01/22/21	MCGEE, BRADLEY	3,185.01	
01/22/21	MERKATORIS, BRETT	4,821.36	
01/22/21	MONDOR, MICHAEL	5,474.97	
01/22/21	NEILY, STEVEN	4,702.30	619.44
01/22/21	NIELSEN, KENNETH	2,959.99	
01/22/21	NOVAK, JEROME	5,990.43	2,158.56
01/22/21	POWERS, KENNETH	7,721.08	1,376.16
01/22/21	SEDLACEK, JEFFREY	8,000.53	4,490.08
01/22/21	STREFF, MICHAEL	9,665.84	6,055.70
01/22/21	WARDELL, JORDAN	3,588.67	179.19
01/22/21	WILLIAMSON, MICHAEL	396.00	
01/22/21	ZAPPA, ERIC	4,499.00	573.40
01/22/21	CORTESI, LUANNE	3,587.69	1,270.80
01/22/21	JANASZAK, MEGHAN	3,023.16	
01/22/21	BRINK, TROY	5,790.85	2,816.00
01/22/21	BUCKLEY, BRENT	5,270.58	2,560.80
01/22/21	EDGE, DOUGLAS	5,293.51	2,560.80
01/22/21	JONES, DONALD	5,288.20	2,560.80
01/22/21	MEISSNER, BRENT	2,701.78	
01/22/21	MLODZIK, JASON	2,205.39	
01/22/21	NAGEL, BRYAN	9,148.60	4,516.80
01/22/21	OSWALD, ERICK	2,716.71	
01/22/21	RUNNING, ROBERT	2,974.85	
01/22/21	TEVLIN, TODD	4,013.49	1,280.40
01/22/21	ZAHNOW, LANCE	2,214.37	
01/22/21	BURLINGAME, NATHAN	3,278.41	
01/22/21	DUCHARME, JOHN	3,343.02	
01/22/21	ENGSTROM, ANDREW	3,338.40	
01/22/21	JAROSCH, JONATHAN	5,599.91	1,091.60
01/22/21	LINDBLOM, RANDAL	4,457.14	1,114.12
01/22/21	LOVE, STEVEN	5,650.67	
01/22/21	STRONG, TYLER	3,032.00	
01/22/21	GERNES, CAROLE	2,767.40	
01/22/21	HAMRE, MILES	2,529.60	
01/22/21	HAYS, TAMARA	2,723.70	
01/22/21	HINNENKAMP, GARY	3,039.02	
01/22/21	NAUGHTON, JOHN	2,783.47	
01/22/21	ORE, JORDAN	2,629.56	
01/22/21	SAKRY, JASON	2,525.08	
01/22/21	STOKES, KAL	2,144.27	
01/22/21	HAMMOND, ELIZABETH	1,980.59	
01/22/21	JOHNSON, ELIZABETH	2,340.99	
01/22/21	JOHNSON, RANDY	4,462.88	
01/22/21	KROLL, LISA	2,359.20	
01/22/21	KUCHENMEISTER, GINA	2,285.60	
01/22/21	THOMSON, JEFFREY	6,286.30	1,340.80
01/22/21	FINWALL, SHANN	3,972.30	
01/22/21	MARTIN, MICHAEL	8,284.33	4,062.40

01/22/21	DREWRY, SAMANTHA	2,885.79	
01/22/21	WESTLUND, RONALD	2,858.19	
01/22/21	WELLENS, MOLLY	6,630.74	3,345.60
01/22/21	REININGER, RUSSELL	2,623.39	
01/22/21	BJORK, BRANDON	132.00	
01/22/21	BRENEMAN, NEIL	6,442.21	3,169.60
01/22/21	GORACKI, GERALD	360.00	
01/22/21	KUCHENMEISTER, JACK	36.00	
01/22/21	KUCHENMEISTER, JUSTIN	36.00	
01/22/21	LO, SATHAE	352.00	
01/22/21	MCKANE, QUINN	72.00	
01/22/21	MOORE, PATRICK	72.00	
01/22/21	ROBBINS, AUDRA	6,840.38	2,222.80
01/22/21	WHITE, LINDA	300.00	
01/22/21	BERGO, CHAD	7,485.01	3,697.60
01/22/21	SCHMITZ, KEVIN	4,686.09	2,301.60
01/22/21	SHEERAN JR, JOSEPH	4,274.79	
01/22/21	ADAMS, DAVID	2,588.30	
01/22/21	HAAG, MARK	2,976.16	
01/22/21	JENSEN, JOSEPH	2,884.55	
01/22/21	SCHULTZ, SCOTT	10,332.61	4,623.12
01/22/21	WILBER, JEFFREY	2,929.61	
01/22/21	PRIEM, STEVEN	2,965.41	
01/22/21	WOEHRLE, MATTHEW	2,774.69	
01/22/21	XIONG, BOON	2,633.85	
01/22/21	FOWLDS, MYCHAL	4,700.18	
01/22/21	FRANZEN, NICHOLAS	8,720.88	3,707.20
01/22/21	GERONSIN, ALEXANDER	3,199.64	
01/22/21	RENNER, MICHAEL	2,876.40	68.00
		848,172.58	

CITY COUNCIL STAFF REPORT

Meeting Date February 8, 2021

REPORT TO: Melinda Coleman, City Manager

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

PRESENTER: Michael Sable, Assistant City Manager/HR Director

AGENDA ITEM: Renewal of Contract with Human Resource Attorney

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

The existing contract term between the City of Maplewood and Madden Galanter Hansen, LLP expired; and it is recommended the City Council consider a new one-year agreement through December 31, 2021.

Recommended Action:

Motion to approve the Consulting Services Agreement between the City of Maplewood and Madden Galanter Hansen, LLP and authorize the Mayor and City Manager to execute the contract on behalf of the City.

Fiscal Impact:

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is budgeted at \$50,000

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

Strategic Plan Relevance:

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

N/A

Background

Since January 26, 2015, the City has contracted with the law firm Madden Galanter Hansen, LLP to provide legal services related to Human Resources matters. Ms. Susan Hansen has been the lead attorney representing the City.

Ms. Hansen has assisted with human resource matters, including general consultation and advice, PELRA (public employee labor relations act), contract interpretation, arbitrations, grievances, and

investigations. Ms. Hansen has met the City's expectations regarding service and ability in providing sound advice and guidance.

The firm proposes an hourly fee arrangement of \$180 per hour for advice and consultation on human resource and labor law matters. For arbitration and grievances and other administrative hearing representations they propose a rate of \$190 per hour. For litigation and appellate court cases, they propose an hourly rate of \$200 per hour.

Attachments

1. Consulting Services Agreement

CITY OF MAPLEWOOD CONSULTING SERVICES AGREEMENT

This AGREEMENT is made and entered into by and between the City of Maplewood, Minnesota, hereinafter referred to as "City," and Madden Galanter Hansen, LLP, Attorneys at Law, 7600 France Avenue South, Suite 290, Bloomington, Minnesota 55435, hereinafter referred to as "Consultant."

RECITALS

- a. Consultant is Madden Galanter Hansen, LLP, is experienced in providing human resources and labor relations assistance and services; and
- b. The City seeks to enter into an agreement for the necessary provision of human resources and labor relations assistance and services.

NOW, THEREFORE, in consideration of the mutual undertakings and agreement contained within this Agreement, the City and Consultant hereby agree as follows:

1. Scope of Services

- A. Consultant agrees to provide to the City professional human resources and labor relations services, including guidance on employment matters and labor relations issues, representation in grievance matters and consultation with management staff in grievance steps, contract administration, assistance in negotiations, disciplinary matters and procedures, grievance procedures, personnel matters, legal support to the Police Civil Service Commission, and training.
- B. In addition to the services in paragraph 1.A. herein, Consultant agrees to provide services to include, but not limited to, the following:
 - a. Representation in interest and grievance arbitration cases; representation in unit determination and unit clarification proceedings; and special projects;
 - b. Representation involved in strike situations, including strikes and strike planning.
- C. At the request of the City, court preparation and court appearances of any type.

2. Compensation and Terms of Payment

- A. The hourly rate for the services outlined in Section 1, Scope of Services, paragraph A shall be One Hundred Eighty and 00/100 (\$180.00) Dollars.
- B. The hourly rate for the services outlined in Section 1, Scope of Services, paragraph B shall be One Hundred Ninety and 00/100 (\$190.00) Dollars.
- C. The hourly rate for the services outlined in Section 1, Scope of Services, paragraph C shall be Two Hundred and 00/100 (\$200.00) Dollars.
- D. The City shall reimburse Consultant for out-of-pocket costs incurred in performing services under this Agreement, for example, mileage reimbursement at the IRS rate, photocopying costs at \$.15 per copy, facsimile transmissions at \$.50 per page, long distance telephone charges and parking fees.
- E. Consultant shall provide invoices on a monthly basis to the authorized agent of the City for payment of work completed. The authorized agent shall have the authority to review the invoices, and no payment shall be made without the approval of the authorized agent. Payments shall be made within thirty (30) days after receipt of invoices for services performed and acceptance of such services by the authorized agent of the City.

3. Condition of Payment

All services provided by Consultant pursuant to this Agreement shall be performed to the satisfaction of the City, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. Payment shall be withheld for work found by the City to be unsatisfactory, or performed in violation of federal, state and local laws, ordinances, rules or regulations. If Consultant and the City agree, any controversy or claim arising out of or relating to this Agreement shall be settled between the parties by mediation. Each party shall pay its own costs resulting from the utilization of the arbitration process. The fees and costs charged by the American Arbitration Association shall be borne equally by the parties.

4. Term of Agreement

This Agreement shall be effective from September 1, 2020 through December 31, 2021.

5. Authorized Agents

The City of Maplewood shall appoint an authorized agent for the purpose of administration of this Agreement. Consultant is notified of the authorized agent of the City of Maplewood as follows:

Melinda Coleman
City Manager
City of Maplewood
1830 County Road B East
Maplewood, MN 55109

The City is notified of the authorized agent for the Consultant as follows:

Madden Galanter Hansen, LLP
Attorneys at Law
7760 France Avenue South, Suite 290
Bloomington, Minnesota 55435

6. City and State Audit

Pursuant to Minn. Stat. § 16C.05, subd. 5 (1998), the books, records, documents, and accounting procedures and practices of Consultant relative to this Agreement shall be subject to examination by the City and State Auditor. Complete and accurate records of the work performed pursuant to this Agreement shall be kept by Consultant for a minimum of six (6) years following termination of this Agreement for such auditing purposes. The retention period shall be automatically extended during the course of any administrative or judicial action involving the City of Maplewood regarding matters to which the records are relevant. The retention period shall be automatically extended until the administrative or judicial action is finally completed or until the authorized agent of the City notifies Consultant in writing that the records need no longer be kept.

7. Indemnity

Provider agrees to defend, indemnify and hold the City, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses resulting directly or indirectly from any negligent act or omission on the part of the Consultant, or its subcontractors, partners or independent contractors or any of their agents or employees, in the performance of any of the work or services to be performed or furnished by the Consultant or the subcontractors, partners or independent contractors or any of their agents or employees under the Agreement.

Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of all services furnished by Consultant under this

Agreement. Consultant shall, without additional compensation, correct or revise any errors or deficiencies in Consultant's final reports and services.

8. Indemnification and Insurance

- A. Indemnification. The Consultant agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur or be required to pay arising out of the Consultant's performance or failure to adequately perform its obligations pursuant to this Agreement.
- B. Insurance. Consultant agrees to maintain insurance to protect itself and the City under the indemnity provision set forth above and professional liability insurance. Consultant will carry Workers Compensation insurance as required by Minnesota statutes.

9. Subcontracts

Consultant shall not subcontract any portion of the work to be performed under this Agreement nor assign this Agreement without prior written approval of the authorized agent of the City. Consultant shall ensure and require that any subcontractor agrees to and complies with all the terms of this Agreement. Any subcontractor of Consultant used to perform any portion of this Agreement shall report to and bill Consultant directly. Consultant shall be solely responsible for the breach, performance or nonperformance of any subcontractor.

10. Force Majeure

City and Consultant agree that Consultant shall not be liable for any delay or inability to perform this Agreement, directly or indirectly caused by or resulting from strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of Consultant and the City.

11. Data Practices

Consultant, its agents, employees and any subcontractors of Consultant in providing all services hereunder, agree to abide by the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as amended, and Minn. Rules promulgated pursuant to Ch. 13. The Consultant agrees to hold the City, its officers, department heads and employees harmless from any claims resulting from the Consultant's unlawful disclosure, failure to disclose, or use of data protected under state and federal laws.

12. Termination

This Agreement may be terminated by either party, with or without cause, upon thirty (30) days written notice to Consultant or the Authorized Agent of the City, subject to the Minnesota Rules of Professional Conduct.

13. Independent Contractor

It is agreed that nothing contained in this Agreement is intended or should be construed as creating the relationship of copartner, joint ventures, or an association with the City and Consultant. Consultant is an independent contractor and neither it, its employees, agents, subcontractors nor representatives shall be considered employees, agents or representatives of the City. Except as otherwise provided herein, Consultant shall maintain, in all respects, its present control over the means and personnel by which this Agreement is performed. From any amounts due Consultant, there shall be no deduction for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Consultant.

14. Notices

Any notices to be given under this agreement shall be given by enclosing the same in a sealed envelope, postage prepaid, and depositing the same in the United States Postal Service, addressed to Consultant at its address stated herein, and to the authorized agent of the City at the address stated herein.

15. Controlling Law

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

16. Successors and Assigns

The City and Consultant, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this agreement. Neither the City

nor Consultant shall assign, sublet, or transfer any interest in this agreement without prior written consent of the other.

17. Changes

The parties agree that no change or modification to this agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this agreement. The execution of the change shall be authorized and signed in the same manner as for this agreement.

18. Separability

In the event any provision of this agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the agreement to fail its purpose. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

19. Entire Agreement


It is understood and agreed that the entire agreement of the parties is contained herein and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the City and Consultant relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

CITY OF MAPLEWOOD

MADDEN GALANTER HANSEN, LLP

By _____
Melinda Coleman
City Manager

By  _____
Susan K. Hansen

Date _____

By _____
Mayor Marylee Abrams

Date _____

CITY COUNCIL STAFF REPORT

Meeting Date February 8, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Mychal Fowlds, IT Director

PRESENTER: Mychal Fowlds, IT Director

AGENDA ITEM: Payment for Axon Yearly Maintenance Support & Evidence.com Subscription

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

Support contracts for software are a major necessity because there are always fixes and updates and without the support contracts we're entitled to none of these. Also, to speak with any of our third-party vendors a support contract is required. In addition to the yearly support contract, this item also includes our yearly subscription for the "Officer Safety" plan which will be explained in greater detail below.

Recommended Action:

Motion to approve payment for Axon yearly maintenance support and Evidence.com subscription.

Fiscal Impact:

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$93,664.

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

Strategic Plan Relevance:

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

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

Background

In 2017 the City purchased and implemented body cameras and interview room cameras from Axon (formerly Taser). Along with the capital items the City chose to enroll in Axon's "Officer Safety" plan to address the storage of the video created by those camera systems. The "Officer Safety" plan is a subscription based, hosted solution which includes one Smart weapon (taser), two Axon camera upgrades, full warranty, repair and replacement coverage and unlimited Evidence.com storage for

all officers. In addition to the storage of files on Evidence.com, the site also provides a number of tools to assist the Public Safety department. Tools include the ability to create and share case data, redaction tools for video, transcription assistance and the ability for the public to upload evidence. This agenda item includes the yearly payment for this subscription.

This item also includes the software and hardware maintenance payments for the Police Department interview room systems purchased from Axon (Taser). This system includes touch panels to control the recording in each interview room and the camera systems themselves.

Attachments

1. Axon invoices



Axon Enterprise, Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: (480) 991-0797
Fax: (480) 991-0791
AR@axon.com
www.axon.com

Invoice

Page 1 of 2
G3, Attachment 1

Invoice No SI-1709330
Invoice Date 13-Jan-21
Payment Term Net 30
Payment Due Date 12-Feb-21
Sales Order SO210650402
Customer account 108037
Purchase Order YEAR 5 00009476
Customer reference

BILL TO:

MAPLEWOOD POLICE DEPT
1830 E COUNTY ROAD B
MAPLEWOOD, MN 55109
USA

SHIP TO:

MAPLEWOOD POLICE DEPT
1830 E COUNTY ROAD B
MAPLEWOOD, MN 55109
USA

Item number	Description	Quantity	Unit price	[USD]Amount
85100	AXON AUTO TAGGING SERVICE: ANNUAL PAYMENT	62	180.00	11,160.00
85110	EVIDENCE.COM INCLUDED STORAGE	180	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	2,480	0.00	0.00
85134	OFFICER SAFETY PLAN STANDARD YEAR 5 PAYMENT	62	1,188.00	73,656.00
89501	PROFESSIONAL EVIDENCE.COM LICENSE: YEAR 5 PAYMENT	6	468.00	2,808.00

Please see <https://www.axon.com/legal/sales-terms-and-conditions> for all sales terms and conditions

Invoice Total	87,624.00
Shipping	0.00
Sales Tax	0.00
Total	87,624.00
Amount Received	0.00
BALANCE DUE	USD 87,624.00

Continued on next page



Axon Enterprise, Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: (480) 991-0797
Fax: (480) 991-0791
AR@axon.com
www.axon.com

Invoice

Page 2 of 2
G3, Attachment 1

Invoice No	SI-1709330
Invoice Date	13-Jan-21
Payment Term	Net 30
Payment Due Date	12-Feb-21
Sales Order	SO210650402
Customer account	108037
Purchase Order	YEAR 5 00009476
Customer reference	

RETURN THIS PORTION WITH YOUR PAYMENT

MAPLEWOOD POLICE DEPT
1830 E COUNTY ROAD B
MAPLEWOOD, MN 55109
USA

BALANCE DUE	87,624.00
Currency	USD

For ACH Payments:(Preferred Method)

Account Name	Axon Enterprise, Inc.
Account Number	634912729
Bank Routing/Transit	122100024
Reference Number	SI-1709330

For Wire Transfers:

Beneficiary	Axon Enterprise, Inc.
Account Number	634912729
Bank Routing/Transit	021000021
SWIFT Code	CHASUS33
Reference Number	SI-1709330

For Lockbox Payments Mail To:

Axon Enterprise, Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Reference Number SI-1709330

Please reference the invoice number on your ACH, Wire or Check payment

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire transfer

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End



Axon Enterprise, Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: (480) 991-0797
Fax: (480) 991-0791
AR@axon.com
www.axon.com

Invoice

Page 1 of 2
G3, Attachment 1

Invoice No SI-1709322
Invoice Date 13-Jan-21
Payment Term Net 30
Payment Due Date 12-Feb-21
Sales Order SO210650372
Customer account 108037
Purchase Order YEAR 5 00009564
Customer reference

BILL TO:

MAPLEWOOD POLICE DEPT
1830 E COUNTY ROAD B
MAPLEWOOD, MN 55109
USA

SHIP TO:

MAPLEWOOD POLICE DEPT
1830 E COUNTY ROAD B
MAPLEWOOD, MN 55109
USA

Item number	Description	Quantity	Unit price	[USD]Amount
50054	INTERVIEW ROOM STANDARD EVIDENCE.COM LICENSE YEAR 5 PAYMENT	2	828.00	1,656.00
50054	INTERVIEW ROOM STANDARD EVIDENCE.COM LICENSE YEAR 5 PAYMENT	3	828.00	2,484.00
50072	AXON STREAMING SERVER SOFTWARE MAINTENANCE ANNUAL PAYMENT	2	350.00	700.00
50074	AXON CLIENT SOFTWARE MAINTENANCE ANNUAL PAYMENT	1	300.00	300.00
50074	AXON CLIENT SOFTWARE MAINTENANCE ANNUAL PAYMENT	3	300.00	900.00
85110	EVIDENCE.COM INCLUDED STORAGE	160	0.00	0.00
85110	EVIDENCE.COM INCLUDED STORAGE	240	0.00	0.00

Please see <https://www.axon.com/legal/sales-terms-and-conditions> for all sales terms and conditions

Invoice Total	6,040.00
Shipping	0.00
Sales Tax	0.00
Total	6,040.00
Amount Received	0.00
BALANCE DUE	USD 6,040.00

Continued on next page



Axon Enterprise, Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Ph: (480) 991-0797
Fax: (480) 991-0791
AR@axon.com
www.axon.com

Invoice

Page 2 of 2
G3, Attachment 1

Invoice No	SI-1709322
Invoice Date	13-Jan-21
Payment Term	Net 30
Payment Due Date	12-Feb-21
Sales Order	SO210650372
Customer account	108037
Purchase Order	YEAR 5 00009564
Customer reference	

RETURN THIS PORTION WITH YOUR PAYMENT

MAPLEWOOD POLICE DEPT
1830 E COUNTY ROAD B
MAPLEWOOD, MN 55109
USA

BALANCE DUE	6,040.00
Currency	USD

For ACH Payments:(Preferred Method)

Account Name	Axon Enterprise, Inc.
Account Number	634912729
Bank Routing/Transit	122100024
Reference Number	SI-1709322

For Wire Transfers:

Beneficiary	Axon Enterprise, Inc.
Account Number	634912729
Bank Routing/Transit	021000021
SWIFT Code	CHASUS33
Reference Number	SI-1709322

For Lockbox Payments Mail To:

Axon Enterprise, Inc.
PO BOX 29661
DEPARTMENT 2018
PHOENIX, AZ 85038-9661
Reference Number SI-1709322

Please reference the invoice number on your ACH, Wire or Check payment

Important Note: By selecting the wire transfer payment method, you agree to accept the processing & transaction fees charged by the bank relating to this wire transfer

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End

CITY COUNCIL STAFF REPORT

Meeting Date February 8, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Elizabeth Hammond, Planner

PRESENTER: Jeff Thomson, Community Development Director

AGENDA ITEM: Maplewood Moose Lodge and Family Center, 1832 Gervais Court East

- a. Comprehensive Plan Amendment Resolution (Requires 4 Council Votes)
- b. Zoning Map Amendment Ordinance
- c. Conditional Use Permit Resolution

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

Gary Lenart on behalf of the Maplewood Moose Lodge and Family Center has submitted a request to re-guide the property located at 1832 Gervais Court East, from High Density Residential to Employment and rezone the property from (LBC) Limited Business Commercial to (M1) Light Manufacturing. The Comprehensive Plan Amendment and Zoning Map Amendment are required as the current designations do not allow for a social club/place of amusement, recreation or assembly. The applicant is requesting a Conditional Use Permit (CUP) to allow for the Moose Lodge and Family Center to operate on the property. A Conditional Use Permit is required for this type of use prior to operation.

Recommended Action:

- a. Motion to approve a resolution for a Comprehensive Plan Amendment for the property located at 1832 Gervais Court East, re-guiding the property's future land use designation from *High-Density Residential* to *Employment*.
- b. Motion to approve an ordinance for a Zoning Map Amendment for the property located at 1832 Gervais Court East, rezoning the property from *LBC, Limited Business Commercial* to *M1, Light Manufacturing*.
- c. Motion to approve a resolution for a Conditional Use Permit for the property located at 1832 Gervais Court East, allowing *a place of amusement, recreation or assembly* to operate on the property and subject to certain conditions of approval.

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:

- | | | |
|---|---|---|
| <input type="checkbox"/> Financial Sustainability | <input type="checkbox"/> Integrated Communication | <input type="checkbox"/> Targeted Redevelopment |
| ✓ Operational Effectiveness | <input type="checkbox"/> Community Inclusiveness | <input type="checkbox"/> Infrastructure & Asset Mgmt. |

The city deemed the applicant's application complete on December 14, 2020. The initial 60-day review deadline for a decision is February 12, 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:

Gary Lenart on behalf of the Maplewood Moose Lodge and Family Center is requesting land use approvals to allow for the group to purchase the property located at 1832 Gervais Court East and begin operating a social club in the existing building. This property and the property to the west (Saints North Family Skate Center) were part of a senior housing development approved in 2020, however that project is no longer moving forward. The applicant's plan currently does not include exterior or interior renovations, the building would be repurposed for the social club with minor interior modifications and a planned future parking lot expansion on the south side of the building.

Comprehensive Plan Amendment

The Comprehensive Plan was amended when the senior housing project was approved, to allow for the high-density residential project. Now that the project is not moving forward, staff is recommending that the future land use be changed back to what the 2040 plan had guided the land for originally, which is *Employment*. This designation would allow for the property to be rezoned and used for the lodge and family center.

Zoning Map Amendment

The property is currently zoned Limited Business Commercial, which does not permit the proposed type of use. The applicant is requesting to rezone the property to M1, Light Manufacturing, which allows for all uses permitted and conditional in the BC, Business Commercial district. A place of amusement, recreation or assembly is specifically listed as a conditional use in the district. The rezoning request would align with the neighboring properties to the west, which are also located in the M1, Light Manufacturing district.

Conditional Use Permit

The proposed use requires a Conditional Use Permit in the M1, Light Manufacturing district. Specific conditions have been added to the attached resolution to ensure the proposed use complies with the required findings of City Ordinance.

A future parking lot expansion as indicated in the applicant's submittal will require further design review by the Community Design Review Board. City Code Section 44-17 requires that places of public assemblage provide a minimum of one off-street parking space for every four seats. Staff has added a condition requiring before any permits are issued the applicant must submit a seating chart and parking plan to staff for review. All city parking requirements must be satisfied before a certificate of occupancy can be issued by the city.

Lastly, the applicant indicated a desire to install outdoor horseshoe pits on the property. If the applicant would like to proceed with installing any exterior recreational areas, further design review by the Community Design Review Board is required.

Staff Review*Public Safety*

The Fire Department reviewed the proposal and will require the building to meet any applicable fire and safety codes.

Engineering

The Engineering Department reviewed the proposal and has provided a report detailing the requirements dated December 30, 2020 (attached).

Environmental Health

The City's Environmental Health Official reviewed the proposal and determined that the applicant will need to apply for an annual food permit and go through the plan review process associated with the permit prior to operation.

Board and Commission Review

The current proposal does not require review by the Community Design Review Board. However, if the applicant proposes future modifications to the site or the building, those changes would be subject to review by the City.

January 19, 2021: The Planning Commission held a public hearing and unanimously recommended approval of the Comprehensive Plan Amendment, Zoning Map Amendment and Conditional Use Permit.

Citizen Comments

Staff surveyed the surrounding property owners within 500 feet of the proposed site for their opinion about this proposal. Staff did not receive comments or feedback regarding the proposal from the adjacent property owners.

Reference Information*Site Description*

Site Size: 0.93 acres
Existing Land Use: vacant commercial office - warehouse building

Surrounding Land Uses

North: Norgard Court Apartments and Redeeming Love Church
East: Century Link Office Building
South: Highway 36
West: Currently vacant skating rink and entertainment center. Recently the City approved a proposal for a religious facility to locate in the building.

Planning

Existing Land Use: Commercial office - warehouse building
Future Land Use: High-Density Residential
Existing Zoning: Limited Business Commercial

Attachments:

1. Comprehensive Plan Amendment Resolution
2. Zoning Map Amendment Ordinance
3. Conditional Use Permit Resolution
4. Overview Map
5. 2040 Future Land Use Map

6. Zoning Map
7. Applicant's Narrative
8. Site Plan and Building Layout
9. Report from the Assistant City Engineer, dated December 30, 2020
10. Planning Commission Meeting Minutes, dated January 19, 2021

COMPREHENSIVE PLAN AMENDMENT RESOLUTION

Resolution approving the comprehensive plan amendment re-guiding the property at 1832 Gervais Court East from High-Density Residential to Employment.

Be it resolved by the City Council of the City of Maplewood, Minnesota, as follows:

Section 1. Background.

1.01 Gary Lenart, on behalf of the Maplewood Moose Lodge and Family Center has requested approval of a comprehensive plan amendment.

1.02 The property is located at 1832 Gervais Court East and is legally described as:

PIN: 112922320004 – The East ½ of the East 201.55 feet of the West 632.30 feet of the Northwest Quarter of the Southwest Quarter of Section 11, Township 29, Range 22, Except the South 450 feet and the North 33 feet taken for road, except that portion taken for Highway 36, Ramsey County, Minnesota.

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 January 19, 2021, 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 February 8, 2021, 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 February 8, 2021.

_____ by the City Council of the City of Maplewood, Minnesota, on February 8, 2021.

ORDINANCE NO. _____

A ZONING MAP AMENDMENT ORDINANCE REZONING THE PROPERTY AT 1832 GERVAIS COURT EAST FROM LBC, LIMITED BUSINESS COMMERCIAL TO M1, LIGHT MANUFACTURING

The Maplewood City Council ordains as follows:

Section 1.

- 1.01 The property at 1832 Gervais Court East is hereby rezoned from LBC, Limited Business Commercial to M1, Light Manufacturing.
- 1.02 The property is legally described as:
- The East ½ of the East 201.55 feet of the West 632.30 feet of the Northwest Quarter of the Southwest Quarter of Section 11, Township 29, Range 22, Except the South 450 feet and the North 33 feet taken for road, except that portion taken for Highway 36, Ramsey County, Minnesota.
- 1.03 The property identification number is: 112922320004

Section 2.

- 2.01 Section 44-1165 outlines criteria the City Council must consider when considering a zoning map amendment. This ordinance is based on the following findings:
1. Assure itself that the proposed change is consistent with the spirit, purpose and intent of city code.
 2. Determine that the proposed change will not substantially injure or detract from the use of neighboring properties or from the character of the neighborhood and that the use of the property adjacent to the area included in the proposed change or plan is adequately safeguarded.
 3. Determine that the proposed change will serve the best interests and conveniences of the community, where applicable, and the public welfare.
 4. Consider the effect of the proposed change upon the logical, efficient, and economical extension of public services and facilities, such as public water, sewers, police and fire protection and schools.
 5. Be guided in its study, review and recommendation by sound standards of subdivision practice where applicable.
 6. Impose such conditions, in addition to those required, as are necessary to ensure that the intent of this chapter is complied with, which conditions may include but not be limited to harmonious design of buildings; planting and the maintenance of a sight or sound screen; the minimizing of noxious, offensive or hazardous elements; and adequate standards of parking and sanitation.

Section 3.

3.01 The City Council hereby _____ the ordinance. Approval is based on the findings outlined in section 2 of this ordinance. Approval is subject to the following conditions:

1. The City must conduct a life/safety inspection of the property. Any issue in noncompliance of the City's life/safety standards must be corrected.
2. The development must further comply with all conditions outlined in City Council Resolution No. _____ for a conditional use permit approved by the Maplewood City Council on February 8, 2021.
3. Metropolitan Council approval of Resolution No. _____ for a comprehensive plan amendment _____ by the Maplewood City Council on February 8, 2021.

Section 4.

4.01

1. This ordinance shall be effective following its adoption and publication.

Approved by the City Council of the City of Maplewood, Minnesota, on this 8th day of February, 2021.

Marylee Abrams, Mayor

ATTEST:

Andrea Sindt, City Clerk

CONDITIONAL USE PERMIT RESOLUTION

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

Section 1. Background.

1.01 Gary Lenart, on behalf of the Maplewood Moose Lodge and Family Center, has requested approval of a conditional use permit to operate on the property.

1.02 The property is located at 1832 Gervais Court East and is legally described as:

PIN: 112922320004 – The East ½ of the East 201.55 feet of the West 632.30 feet of the Northwest Quarter of the Southwest Quarter of Section 11, Township 29, Range 22, Except the South 450 feet and the North 33 feet taken for road, except that portion taken for Highway 36, Ramsey County, Minnesota.

Section 2. Standards.

2.01 City Ordinance Section 44-637(a) (1) by Section 44-512 (3) requires a Conditional Use Permit for a place of amusement, recreation or assembly.

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 January 19, 2021, 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 approve this resolution.
2. On February 8, 2021, 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. Any site or building modifications are subject to City review.
3. The future parking lot expansion noted on the applicant's plans will be subject to design review by the City's Community Design Review Board.
4. Prior to the issuance of any permits, the applicant shall submit a seating chart and parking plan to staff for review. All city parking requirements must be satisfied before a certificate of occupancy can be issued by the city.
5. The applicant shall submit a parking restriping plan and maintenance plan for staff approval.
6. The applicant shall comply with the City's tree preservation ordinance and tree replacement requirements.
7. The applicant shall meet the requirements detailed in the attached report from the Assistant City Engineer, dated December 30, 2020.
8. Signs shall follow the City's sign ordinance. Signs shall not be installed unless the applicant first obtains sign permits.
9. 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.

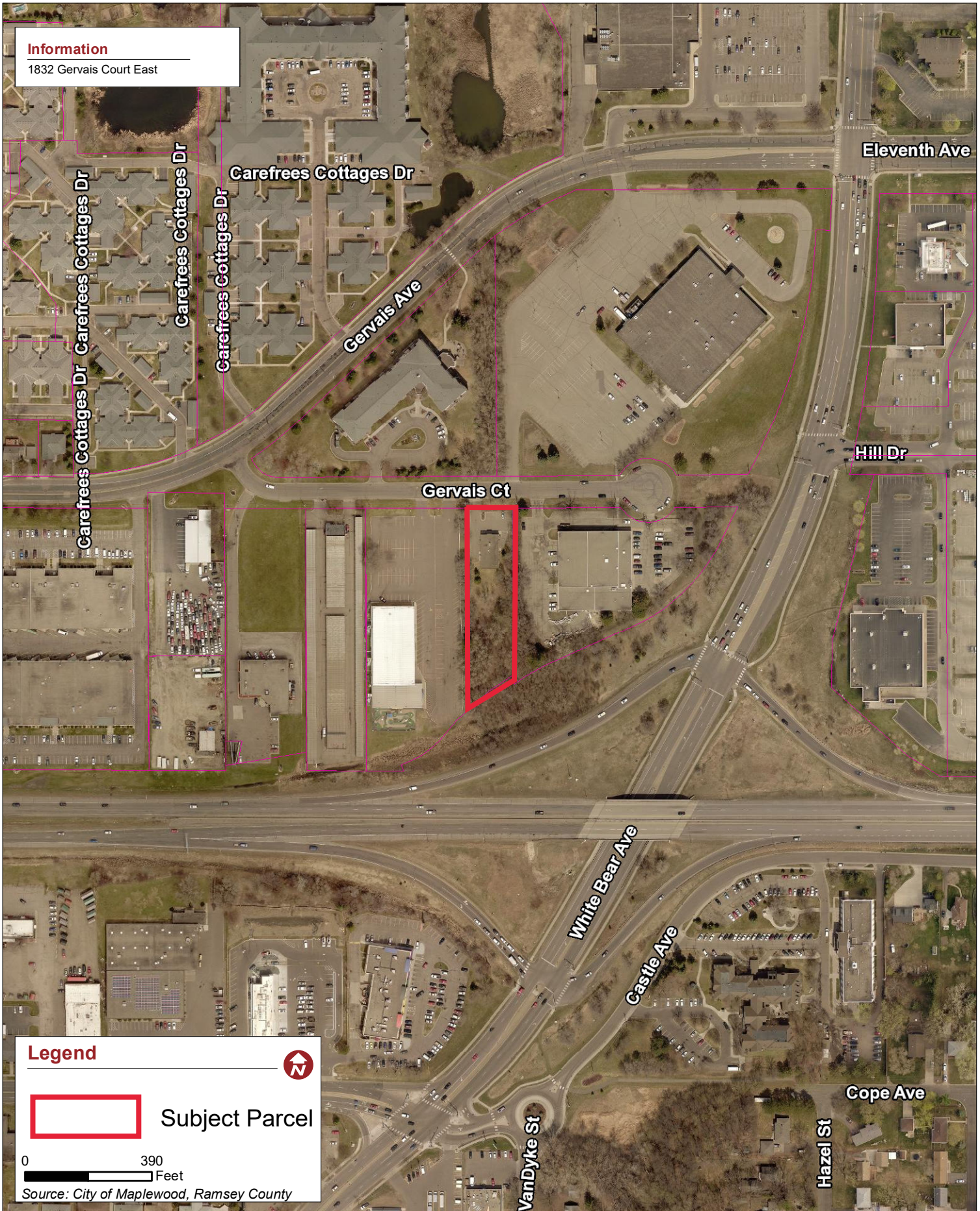
10. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year. The City Council shall review this permit in one year.
11. All of the applicant's parking shall be confined to the site and not allowed on city streets or neighboring properties.
12. The applicant shall comply with all requirements of the building official, fire chief and city engineer.
13. The applicant shall submit an application to the City's Environmental Health Official for an annual food permit prior to operation.
14. Metropolitan Council approval of Resolution No. _____ for a Comprehensive Plan Amendment _____ by the Maplewood City Council on February 8, 2021.

_____ by the City Council of the City of Maplewood, Minnesota, on February 8, 2021.



Information

1832 Gervais Court East



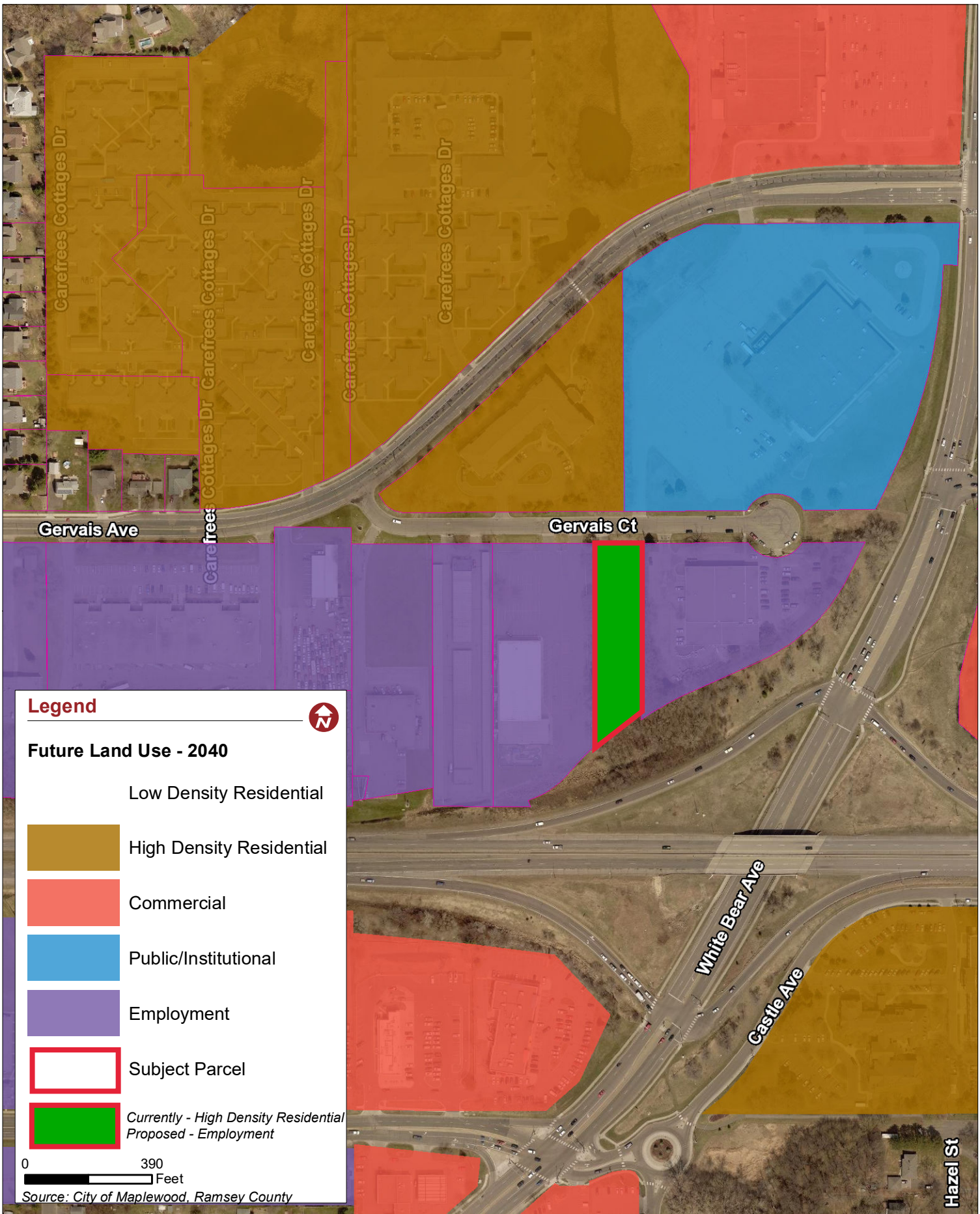
Legend

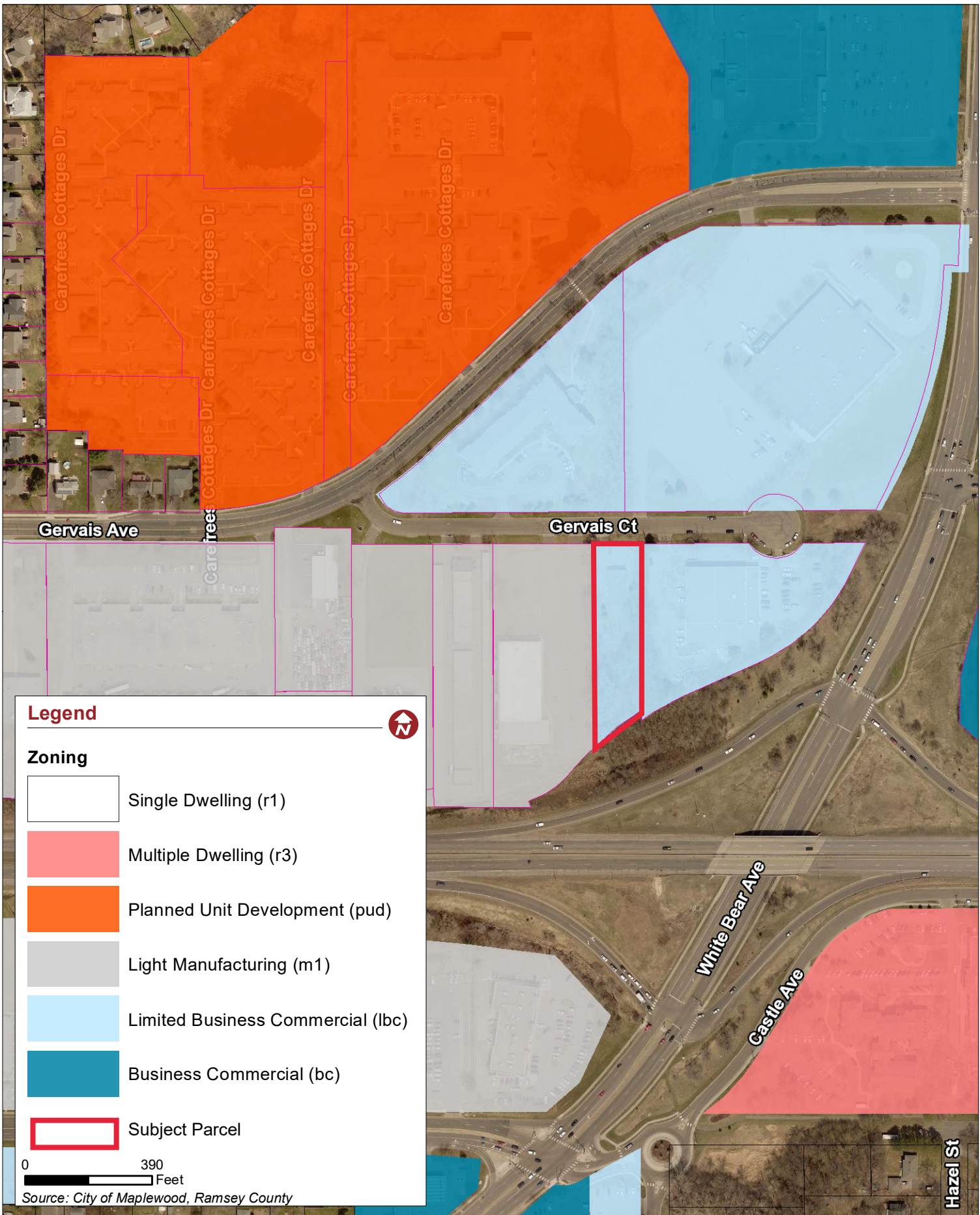


Subject Parcel

0 390
Feet

Source: City of Maplewood, Ramsey County





1832 Gervais Ct

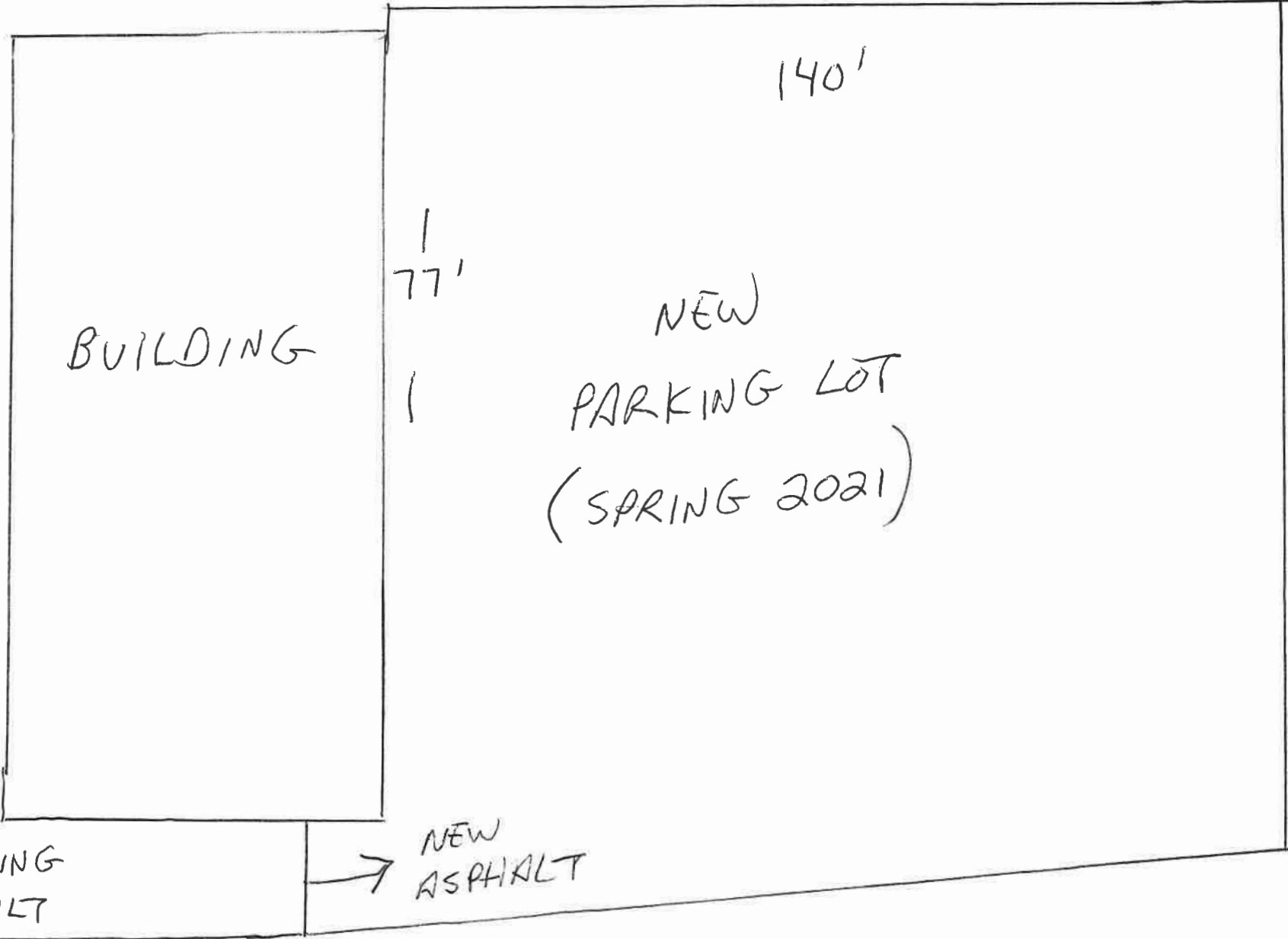
Our intended use is to re-open the Maplewood Moose Lodge. I believe the City of Maplewood should approve our request because we sold our old property at 1946 English to the City for their renovation plan. We also purchased the land at 3033 Hazelwood (Hazelwood and County Road D) from the City. We cannot afford to build a new Lodge on Hazelwood due to the cost of new construction. The Moose Lodge is a non-profit agency. We found the building on Gervais Ct and it will be perfect for our needs. The seller accepted our offer and there is earnest money down. The City once again will collect taxes and gaming revenue from us. I don't see any reason why the utility system would change. We are considered a family center. We were on English St since 1964. The Lodge has donated to many youth programs from our gaming money. There are senior dances several times a month for the elderly in the community. As far as detracting from the neighboring properties, the lodge would always be mowed , weeds under control, flowers, and there is a sprinkling system in place. As of now, the property looks unkept.

Thank you, Gary Lenart

Maplewood Moose Lodge Administrator

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TREES

I hereby certify that this plan, specification or
 contract was prepared by me or under my direct
 supervision and that I am a duly registered
 architect for the State of New York.
 I understand the laws of the

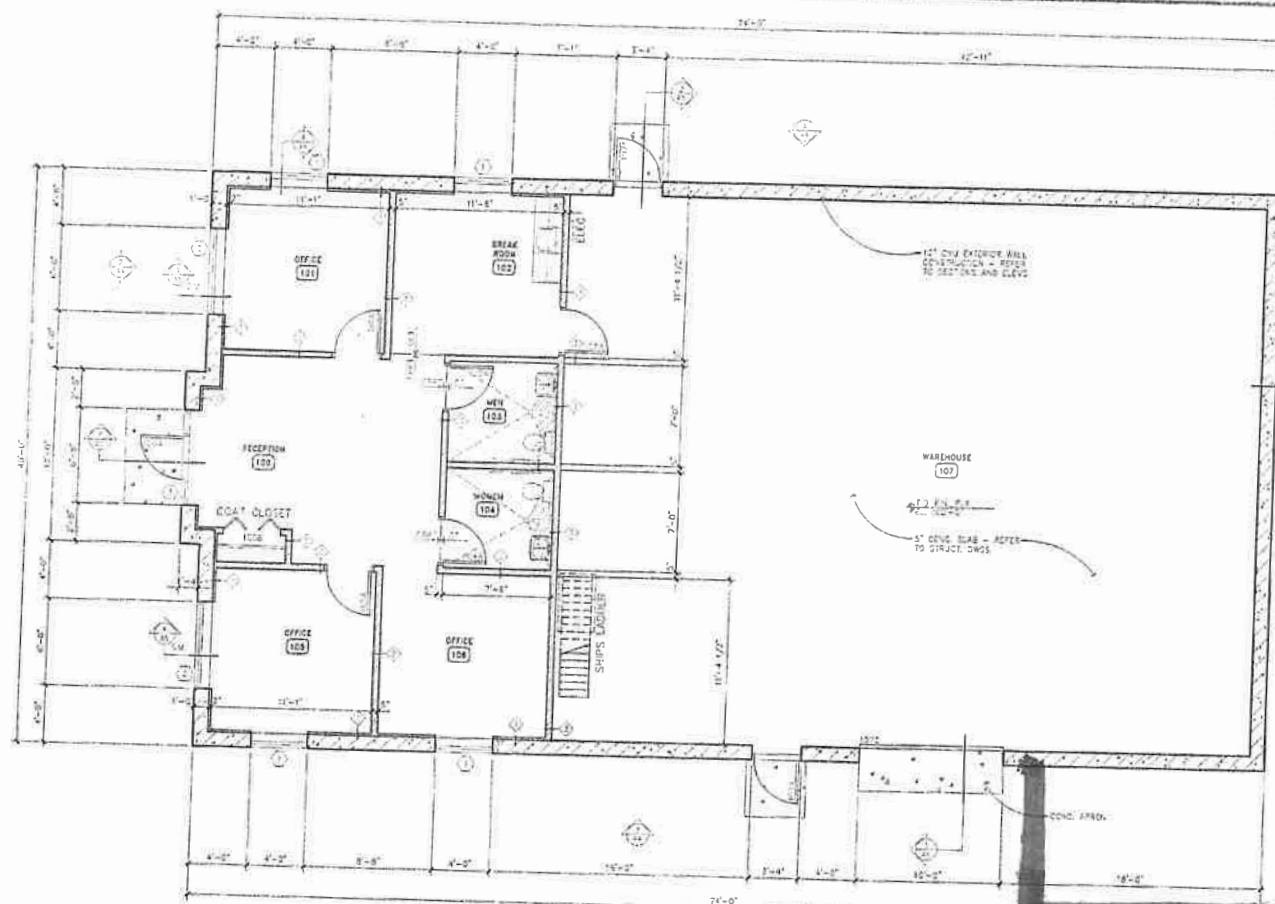
State of New York
 March 20, 1914
 [Signature]
 1630

ACCESS POWER
OFFICE WAREHOUSE FACILITY

FLOOR PLAN AND SCHEDULES

J1, Attachment 8

A2



1 FLOOR PLAN

ROOM FINISH SCHEDULE

ROOM NUMBER	ROOM NAME	FLOOR			WALL-M		WALL-E		WALL-S		WALL-W		CEILING			REMARKS	
		MAT	FIN	DATE	MAT	FIN	MAT	FIN	MAT	FIN	MAT	FIN	MAT	FIN	HGT		
103	MECH ROOM	COND	CHIT	10/1	CH	CH	PT	CH	PT	CH	PT	CH	PT	CH	PT	10-0	
104	REST	COND	CHIT	10/1	CH	CH	PT	CH	PT	CH	PT	CH	PT	CH	PT	10-0	
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DOOR SCHEDULE.

DOOR NUMBER	DOOR SIZE	DOOR		FRAME		LIGHT GROUP	DATING	REMARKS
		EPLY	FIG.	TYPE	FIN.			
100A	2'-0" x 7'-0"	1	117	1	12			
200A	2'-0" x 7'-0"	1	117	1	12			
201A	2'-0" x 7'-0"	1	117	1	12			
202A	2'-0" x 7'-0"	1	117	1	12			
203A	2'-0" x 7'-0"	1	117	1	12			
204A	2'-0" x 7'-0"	1	117	1	12			
205A	2'-0" x 7'-0"	1	117	1	12			
206A	2'-0" x 7'-0"	1	117	1	12			
207A	2'-0" x 7'-0"	1	117	1	12			
208A	2'-0" x 7'-0"	1	117	1	12			
209A	2'-0" x 7'-0"	1	117	1	12			
210A	2'-0" x 7'-0"	1	117	1	12			
211A	2'-0" x 7'-0"	1	117	1	12			
212A	2'-0" x 7'-0"	1	117	1	12			
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MATERIAL LEGEND

SYMBOL	DESCRIPTION
WM	* HIGH WH. COLORED BARK
DB	1/2" DOWEL BUSH (WH. W)
PA	PAINT
ACB	ACRYLIC BOARD BKT
MS	MESH
HW	YELLOW METAL
CONC	CONCRETE
WCT	1/2" WNG. COMPRESSION BKT
CL	CLAY
CT	CHALKY FILL
EPI	EPIK PAINT
EXP	EXPLODED TO SUBSTITUTION ABOVE
CO2	CONCRETE BLOCK
AL	ALUMINUM

WALL TYPES

- ① 5/8" TYPE 'X' G.P. DS. OVER 1-1/2" 'F' FLASHING AND INSULATION
- ② 3-5/8" METAL STUDS @ 16" OC W/ 5/8" TYPE 'X' G.P. SD. EA. SDE TO E.C.
- ③ 3-5/8" METAL STUDS @ 16" OC W/ 5/8" TYPE 'X' G.P. DS. EA. SDE TO STRUCT.
- ④ 3-5/8" METAL STUDS @ 16" OC. W/ 5/8" TYPE 'X' G.P. DS. EA. SDE TO 5'-0" AFF.

Engineering Plan Review

PROJECT: Moose Lodge – 1832 Gervais Court
PROJECT NO: 20-30

COMMENTS BY: Jon Jarosch, P.E. – Assistant City Engineer

DATE: 12-30-2020

PLAN SET: Concept Sketch

The applicant is proposing to use the existing building at 1832 Gervais Court to operate the currently closed Moose Lodge. Part of this use includes the proposed construction of a parking lot in the spring of 2021.

The proposed use of the building does not trigger any stormwater requirements, however the proposed parking lot would generate over 10,000 square feet of new impervious surfaces. As such, the applicant is required to meet the City's stormwater quality, rate control, and other stormwater management requirements.

This review does not constitute a final review of the plans, as the applicant will need to submit construction documents and stormwater management details for final review. The following are engineering review comments on the design and act as conditions prior to issuing permits.

Drainage and Stormwater Management

- 1) The applicant shall provide information detailing how the proposed site improvements will meet the City's stormwater management standards.
- 2) The project shall be submitted to the Ramsey-Washington Metro Watershed District (RWMWD) for review, as the project is very near the threshold which triggers RWMWD's requirements. All conditions of RWMWD shall be met. A copy of the project's RWMWD permit (if necessary) shall be submitted to the City prior to issuance of a grading permit.
- 3) The Owner shall submit a signed copy of the joint storm-water maintenance agreement being prepared for the Ramsey-Washington Metro Watershed District (if RWMWD requirements are triggered) to the City. If RWMWD requirements are not triggered, a stormwater maintenance agreement between the owner and City shall be prepared and signed.

Sanitary Sewer and Water Service

- 4) The applicant shall be responsible for paying any SAC, WAC, or PAC charges related to the improvements proposed with this project. A SAC determination will be required for the proposed use of the building.

Other

- 5) The applicant shall satisfy the requirements of all other permitting agencies. Please provide copies of other required permits and approvals.

Public Works Permits

The following permits are required by the Maplewood Public Works Department for this project as depicted on the concept plans. Further permits may be required if additional site work is required in order to meet stormwater management standards. The applicant should verify the need for other City permits with the Building Department.

- 6) Grading and erosion control permit
- 7) Parking Lot permit

- END COMMENTS -

**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, JANUARY 19, 2021
7:00 P.M.
(THIS MEETING WAS HELD REMOTELY VIA CONFERENCE CALL)**

E. PUBLIC HEARING

1. 7:00 p.m. or later: Maplewood Moose Lodge and Family Center, 1832 Gervais Court East

- a. Comprehensive Plan Amendment Resolution**
- b. Rezoning Resolution**
- c. Conditional Use Permit Resolution**

Chairperson Arbuckle opened the public hearing.

No one spoke.

Chairperson Arbuckle closed the public hearing.

Commissioner Desai moved to approve a resolution for a Comprehensive Plan Amendment for the property located at 1832 Gervais Court East regarding the property's future land-use designation from from high-density residential to employment and moved to approve a resolution approving a Rezoning Application for the property located at 1832 Gervais Court East rezoning the property from LBC-Limited Business Commercial to M1-Light Manufacturing and moved to approve a resolution approving a Conditional Use Permit for the property located at 1832 Gervais Court East allowing a place of amusement, recreation or assembly to operate on the property and subject to certain conditions of approval.

Seconded by Commissioner Ige.

Ayes – All

The motion passed.

This item will go to the city council on February 8, 2021.

CITY COUNCIL STAFF REPORT

Meeting Date February 8, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Elizabeth Hammond, Planner

PRESENTER: Jeff Thomson, Community Development Director

AGENDA ITEM: Home Occupation License, 2328 Montana Avenue East

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

Renee McCoy has applied for a home occupation license to allow for private fitness classes at the residential property located at 2328 Montana Avenue East. The applicant would like to offer in-person pilates instruction classes in a portion of the residence. To move forward with this proposal, the applicant needs city approval of a home occupation license.

Recommended Action:

Motion to approve a resolution for a home occupation license for a home-based business, offering private fitness classes at the residential property located at 2328 Montana Avenue 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 December 28, 2020. Minnesota State Statute 15.99 requires that the city take action on land use permits within 60 days. The 60-day review deadline for a decision on the home occupation license and conditional use permit is February 26, 2021.

Background:

Renee McCoy has applied for a home occupation license to allow for private fitness classes at the residential property located at 2328 Montana Avenue East. The applicant would like to offer private in-person pilates instruction classes, in a portion of the residence. The applicant hopes to have on

average fifteen (15) customers a week, with no more than one person at a scheduled time, and with time allotted between each scheduled class.

The classes would be offered Monday through Friday between 8:00 am and 6:00 pm. The customers would be able to park in the property owner's driveway spot during their scheduled class. The business would be operated entirely within the residence as would all equipment related to the fitness classes. There are no employees other than the homeowner (applicant). There are no proposed exterior changes or signage on the property related to the business.

Home Occupation License

Section 14-56 outlines the licensing for home occupations on residential property if any of the following circumstances would occur on the property more than 30 days each year:

1. Employment of a nonresident in the home occupation.
2. Customers or customers' vehicles on the premises.
3. Manufacture, assembly or processing of products or materials on the premises.
4. More than one vehicle associated with the home occupation which is classified as a light commercial vehicle.
5. A vehicle used in the home occupation and parked on the premises, which exceeds a three-quarter-ton payload capacity.
6. If the home occupation produces any waste that should be treated or regulated.

Staff Review

Public Safety

Reviewed, no comment.

Engineering

Reviewed, no comment.

Building

Reviewed, no comment.

Environmental Health

Reviewed, no comment.

Board and Commission Review

January 19, 2021: The planning commission held a public hearing and voted unanimously to recommend approval of the home occupation license.

Citizen Comments

Staff surveyed the surrounding property owners within 500 feet of the proposed site for their opinion about this proposal. Staff received three (4) responses as shown below.

1. We live at 2340 Montana Ave E and have no objects to Renee McCoy's request. (Jim & Teresa Zakrzewski, 2340 Montana Avenue East)

2. My mother has the living unit below Renee McCoy, and she has no problem with Renee, receiving Home occupation license. (Marshall Tator, address not provided)
3. Hello, this is in response to a request for input on the Home Occupation License request for Renee McCoy at 2328 Montana Avenue East. I'm a nearby neighbor from the condo property where the Pilates classes would be offered. I think the primary concerns regarding home businesses are potential disruption to the neighborhood setting and a negative impact on adjacent neighbors. Based on the detailed application, none of these concerns are apparent. As there is no signage, no one would know if classes were held in the building. Street parking will not be impacted, nor parking for adjacent condo owners. Clearly, noise will not be an issue either for this type of limited activity. I believe the license should be granted to the applicant. (Carl Schwartz, 2384 Montana Avenue East)
4. As a neighbor and acquaintance of Renee McCoy (2328 Montana Ave. E), I am confident that she will comply with COVID protocol, as well as control access to the shared residence and driveway at this address. She is a responsible and good neighbor, and I support her in this endeavor. (Theresa Fleming, 2366 Montana Ave. E)

Reference Information

Site Description: Townhome
Site Size: 0.03 acres

Surrounding Land Uses

North: Single Dwellings
 East: Single Dwellings
 South: Single Dwellings
 West: Single Dwellings

Planning

Existing Land Use: Low-Density Residential
 Existing Zoning: Single Dwelling

Attachments:

1. Home Occupation License Resolution
2. Overview Map
3. 2040 Future Land Use Map
4. Zoning Map
5. Application and Questionnaire
6. Condo Association Rules and Guidelines
7. Real Estate Property Information and Floor Plan
8. Photos
9. Planning Commission Meeting Minutes, dated January 19, 2021

HOME OCCUPATION LICENSE RESOLUTION

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

Section 1. Background.

- 1.01 Renee McCoy is proposing a home-based fitness instruction business.
- 1.02 The property is located at 2328 Montana Avenue East and is legally described as:
- Unit 2328, Condominium Number 212, Acorn Greenhouses Condominiums, Ramsey County, Minnesota
- Property Identification Number 24-29-22-23-0050

Section 2. Standards.

- 2.01 Section 14-56 outlines the licensing requirements for home occupations on residential property.

Section 3. Findings.

- 3.01 The proposal meets the specific home occupation license standards.

Section 4. City Review Process

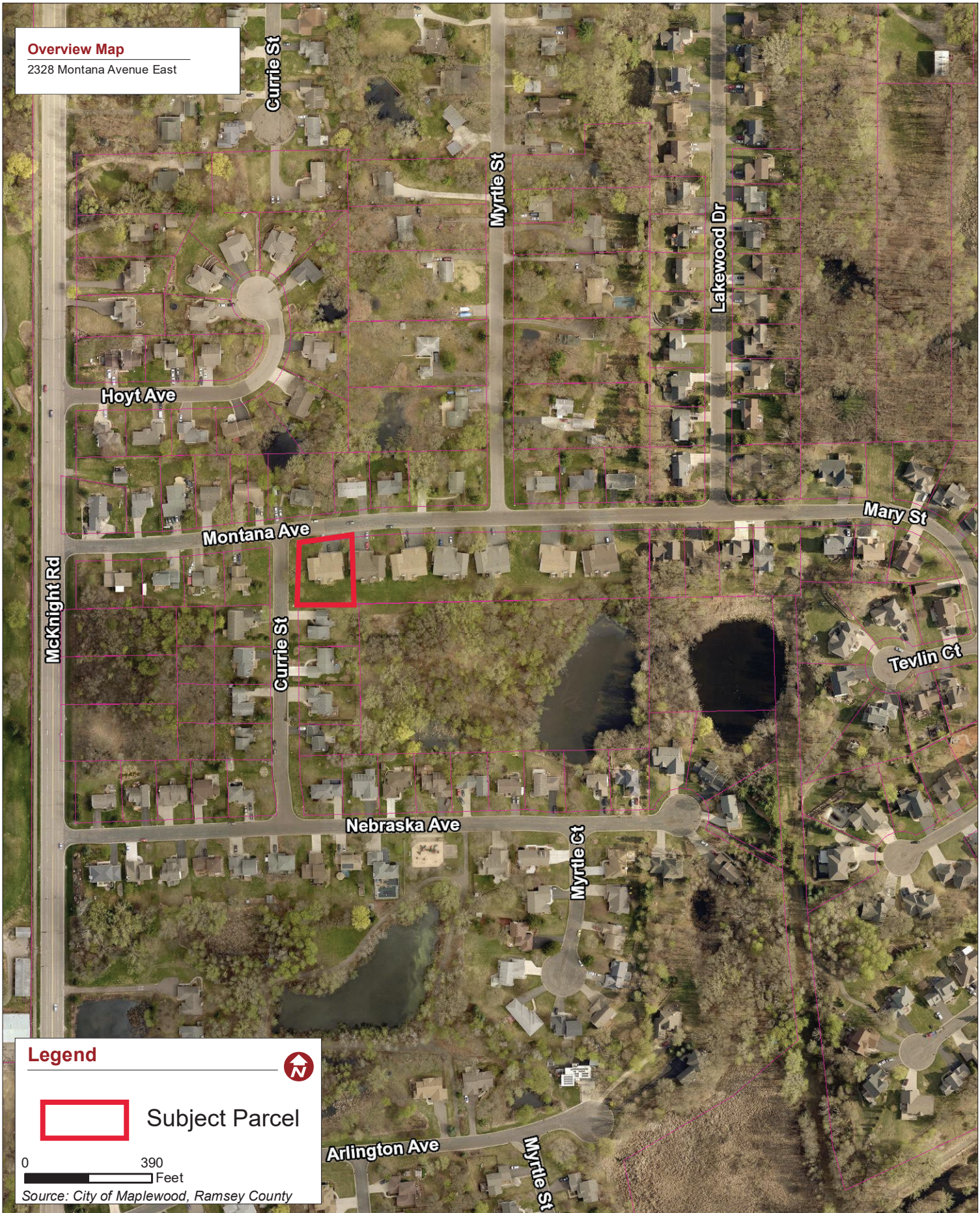
- 4.01 The City conducted the following review when considering this home occupation license request.
1. On January 19, 2021, the Planning Commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The Planning Commission gave everyone at the hearing a chance to speak and present written statements. The Planning Commission recommended that the City Council approve this resolution.
 2. On February 8, 2021, the City Council discussed this resolution. They considered reports and recommendations from the Planning Commission and city staff.

Section 5. City Council Action.

- 5.01 The City Council hereby _____ the resolution. Approval is based on the findings outlined in Section 2 of this resolution. Approval is subject to the applicant doing the following:
1. The applicant must apply to the City Clerk for a business license. This license must be renewed with the City Clerk on an annual basis.
 2. Hours of operation for the business are limited to Monday through Friday, between 8:00 am and 6:00 pm.
 3. Parking shall be provided on the property, in the property owner's driveway. Public streets cannot be used for customer parking.

4. There shall only be one customer visiting the business at any time.
5. Other than the home occupation license holder, there shall be no other outside employees.

_____ by the City Council of the City of Maplewood, Minnesota, on February 8, 2021.







HOME OCCUPATION QUESTIONNAIRE

(Attach a separate page if additional space is needed)

1. Describe your home occupation: I am a qualified, experienced and caring Pilates teacher and will be offering one-on-one training sessions in my home on top-quality Pilates apparatus. A client would park in my driveway in front of 4-unit condo building. I would escort client to and from my unit. COVID: masks required, 30 minutes minimum between for cleaning all surfaces touched.
2. How many nonresident employees would work on-site? 0 Hand sanitizer before and after sessions.
 How many nonresident employees would work off-site? 0
 How often would off-site employees visit your home? 0
3. What percentage of each level of your home's floor area, including the basement, would you use in conducting the home occupation? 18%
4. If the business would be in an accessory building, what percentage of that structure's floor area would be used? N/A
5. Where on the premises would the home occupation be conducted?
In rear section of unit, in room labeled Bedroom 1
6. Describe any changes in the outside appearance of the building or property, other than one wall-mounted sign of not more than two square feet?
NONE - NO SIGNAGE AT ALL OUTSIDE UNIT/BUILDING
7. What percentage of gross sales would come from the sale of a product(s) produced off-site? ZERO
8. How many customer or employee vehicles would be parked on the premises at any one time?
ONE
9. Describe the type, payload capacity and number of each type of vehicle to be used in the home occupation and where they would be parked. N/A
10. What would be the average number of customers expected to visit the premises each week? 15
 The average number of employee/subcontractor visits to the premises each week? ZERO
 What time of day and which days of the week would you expect these visits to occur?
Between 8 AM and 6 PM. MONDAY THROUGH FRIDAY
11. Describe any delivery vehicles that will make deliveries or ship products from the property. Include the type, amount, hours and frequency of deliveries.
NONE

12. Describe the type of equipment, including ventilation systems, which would be used. Describe how you would keep the use of this equipment unnoticeable to your neighbors. Pilates reformer with tower apparatus.
MOVEMENTS are resisted or supported by Springs
which are quiet. I have been working out on it for
five years here with no complaints from neighbors.
13. Describe the amount and type of any chemicals, gasoline, hazardous substances or similar material that would be used. Also, describe where these materials will be stored.
NONE
14. Describe how you would dispose of any hazardous materials.
N/A

I have attached the Rules and Guidelines for Acorn Greenhouses Condominium. Section 8 concerning business activity is highlighted.

I am a member of the Board and presented my home business proposal to them. It was approved after being reviewed by the association's lawyer.

However, permission can be revoked if activity from my business becomes a detriment to other residents.

Renee McCoy



Acorn Greenhouses Condominium Association Rules and Guidelines August 2020

J2, Attachment 6

1. Introduction

The following are the general Rules and Guidelines regarding the Acorn Greenhouses Condominium Association (hereinafter, the Association). The Board of Directors (hereinafter, the Board) has the authority to enforce these Rules and Guidelines. Failure to adhere to any of the following may result in the assessment of fines. Refer to the Association's Declaration and Bylaws for further information regarding assessments.

2. General

- a. The Board shall be informed of sales agreements for all units and provided with the name, address, email address and phone number of the buyer and the forwarding address of the seller. The seller is responsible for providing the Bylaws and Condominium Association Rules and Guidelines to the buyer.
- b. Renting of condominium units is prohibited.
Exception: If the Owner is living on the premises for the duration of the rental/lease, this prohibition does not apply.
- c. Failure to comply with any of the rules herein may result in a fine of \$50.00 per incident per month for ongoing infractions. This will be added to your association dues. A preliminary note will be mailed to an owner informing them of any violation.

3. Parking and Driving

- a. No vehicle in a non-operational condition shall be left anywhere on the property, except in a resident's garage.
- b. Vehicles are prohibited on unpaved areas. Any resident driving or parking on unpaved areas at any time will be reported to the Maplewood Police Department for ticketing and/or towing. Any damage due to the above shall be charged to the Unit Owner.
- c. No vehicle belonging to any resident, family member, guest, tenant or employee of the resident shall be parked in such a manner as to impede or prevent ready access to any garage other than their own.
- d. No commercial vehicle, construction equipment, trailer or recreational vehicle, including but not limited to boats, campers, and RVs, over 9,000 pounds gross vehicle weight, or commercial vehicles, as defined by Maplewood City Code (Article VI, Division 2, Sec. 36-61), may park in the driveways for more than 30 days in any calendar year.
- e. No traffic by snowmobiles or any other motorized vehicle shall be driven on common ground. Likewise, bicycle riding is prohibited on common grounds.
- f. The Board maintains the authority to remove vehicles or equipment not in compliance with these Rules and Guidelines by towing at the expense of the owner of the vehicle or equipment.

4. Indoor Common Areas

- a. Children are not allowed to play in the halls.
- b. No toys, shoes, mats or carpeting, boots, etc. should be allowed in the halls at any time.

5. Use of Decks and Patios

- a. Decks and patios must be used with consideration for neighbors. Use of appropriate deck furniture is advised. No clotheslines, laundry, broken furniture or equipment shall be stored on decks or patios.



Acorn Greenhouses Condominium Association
Rules and Guidelines
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J2, Attachment 6

- b. Potted plants must be in heavy containers that cannot be upset by wind. Potted plants must be tended such that no liquid, dirt or debris escapes from upper balconies to lower balconies.
- c. Bird feeders containing seed must not be placed anywhere on the buildings or mowed lawn areas. They may be placed on outlot C (wooded area behind the buildings) with Board approval.
- d. Antennae or satellite dish antennae may be attached to your deck rail or supporting post with approval of the Board. Any antenna installed will only be allowed on the outside south wall or roof upon receipt of Board approval and paying a \$500.00 damage deposit, which will not be interest bearing. The damage deposit will be refunded if and when the antenna is removed, less cost of any wall or roof repair made necessary as a result of installation or removal. Installation and removal must be performed by a licensed and insured installer.

6. Grilling and Fuel Storage

- a. Barbecue grills may not be used on any balcony above ground level, or on any ground floor patio within 15 feet (4,572 mm) of the structure. Neither shall any person store or use any fuel, barbecue, torch, or other similar heating or lighting chemical or device in these designated locations (see 2020 Minnesota State Fire Code, Appendix O, Section 1 on page 111 – 112).
- b. Grills may be used on the lawn, unless the climate has been overly dry, or on the driveway no closer than 15 feet to the building. If possible, a hose attached to a water source should be available while grilling. Once cooled, grills shall be stored in the Owner's garage, or under the decks.
- c. Propane cylinders shall not be used or stored indoors at any time. They shall be stored in the Owner's garage or under the deck when not in use. They shall be stored away from any sources of ignition.

7. Garages and Driveways

- a. Overhead garage doors must remain closed when garages are not being entered, exited or attended by unit owners or family members. Building security is jeopardized by any overhead garage door left open.
- b. No changing of oil, greasing or repairs using gas and/or oil may be done on any blacktop surface. If oil changes are performed within the owner's garage, waste oil from oil changing must be disposed of in a manner approved of by the Minnesota Pollution Control Agency.
- c. Vehicles that leak fluids (oil, grease, antifreeze or other fluids) must not be parked on the driveways. If liquids are leaking from a vehicle, as a temporary measure, a protective mat must be placed under it.

8. Noise and Disturbances

- a. Residents shall not engage in any business activity that will be to the detriment of other residents, such as excessive traffic, noise or activity inside or outside the unit.
- b. No harmful or offensive activity shall be carried on in any unit, the garage or in the common areas and facilities; nor shall anything be done therein, either willfully or negligently that may be or become an annoyance or nuisance to the other residents. No resident/owner shall do or permit anything to be done that will interfere with the rights, comforts or convenience of the other residents.
- c. Smoking is prohibited in all indoor common areas, limited common areas and outdoor limited areas on the property. This includes, but is not limited to hallways, stairways, foyers, garages, outdoor decks, patios, exterior landings, front steps, and entry ways. No owner shall smoke in said areas or permit smoking by any occupant, agent, tenant, invitee, guest, friend, or family member in said areas.

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- d. In consideration of others, restrict the operation of major appliances (washer and dryer, dishwasher, vacuuming) and excessive noisy activities between the hours of 10:30 p.m. and 7:30 a.m.

9. Architectural Control

- a. Any modifications to a Unit must be approved by the Board prior to commencement of the modification being requested. Refer to Appendix A for the Home Modification/Improvement Application form.
- b. No radio, television or other antennae shall be installed by residents anywhere on the property. No one shall be allowed on any roof area for any purpose without the approval of the Board.
- c. Any damage to the property of others, including the common areas and facilities, resulting from misuse of such facilities, of any nature or character whatsoever, shall be paid for by the owner of the unit causing such damage or expense.
- d. No resident shall permit anything to be done or kept in their unit or in the common areas that will result in a cancellation or increase in the cost of insurance on the property or contents thereof, or that would be in violation of any law.
- e. No resident shall paint, stain or otherwise change the color of any portion of the exterior of the building except with paint of the proper color and with Board approval. Interior common area enhancements can be made with the approval of 3 of 4 Owners of the unit.
- f. Wooden deck maintenance, waterproofing and sealing is the responsibility of the Owner. When applying a sealant, only a clear, matte-finish sealant is to be used (i.e., no colored staining or painting).
- g. No additional buildings, tents or structures of any kind shall be placed, erected, kept or maintained on the property permanently or temporarily.

10. Garbage and Refuse Disposal

- a. No Homeowner's lot or any part of the Association-owned grounds shall be used or maintained as a dumping ground for rubbish.
- b. Trash, garbage or other waste shall only be kept in sanitary containers or sealed plastic garbage bags.
- c. Trash and garbage will be collected weekly. Garbage containers shall be returned to the owner's garage on the same day as garbage pick-up.
- d. Christmas trees must not be left in any common area, exterior or interior, at any time. Trees must be wrapped before taking them through the carpet area to avoid needles in the carpeting. Owner must provide for his/her tree disposal. Trees must not be disposed of in Outlot C (woods behind our property).

11. Winter Weather and Snow Removal Guidelines

- a. Engine warmers may be plugged in during winter months when necessary. However, the Fire Marshall and the City of Maplewood Fire Code prohibit long-term use of any extension cords for any purpose, regardless of the season as the weight of a garage door may damage the cord, resulting in a short (fire hazard). Additionally, exposure to elements such as heat and cold will damage and compromise the integrity of the cord and the safety of residents and property. In addition, there is the potential for an increase in insurance liability and corresponding increase in insurance premiums for the Association.

Attached is the real estate property information sheet for my condo unit.

AND

And as best I could, I measured the dimensions of each room and drew up a floor plan.

I came up with a square footage of 1,425, although the property sheet states 1,185 sq ft.

The area in Bedroom 1 that I have designated for client Pilates training is 207 square feet and will be more than adequate for this activity. If using the figure of 1,185 sq ft, it is 18% of the unit's living space.

Photos included show:

Outside of building and my driveway.

Exercise area and Pilates apparatus.

Cross Property Property Full

Emailed: 07 May 2015 Views: 16 Last Viewed: 14 May 2015

Emailed: 07 May 2015 Views: 16 Last Viewed: 14 May 2015

Property Full Display, Single Family Residential, MLS #: 4594153 Type: For Sale

2328 Montana Avenue E #2328, Maplewood MN 55119-3148

Status: Active List Price: \$99,900

Original List Price: \$99,900



RAMSEY



Map Page: 109 Map Coord: B2

Directions:

McKnight Rd to Montana Ave, E., to home.

TAX INFORMATION

Property ID: 24292230050 Short Format
 Tax Year: 2014
 Tax Amt: \$1,260
 Assess Bal: \$
 Tax w/assess: \$1,254
 Assess Pend: No
 Homestead: Yes

Total Bed/Bath: 2/2 Garage: 1 Year Built: 1981
 Style: (CC) Manor/Village
 Const Status: Previously Owned
 Foundation Size: 1,185
 AbvGrdFinSqFt: 1,185
 BelGrdFinSqFt:
 Total Fin SqFt: 1,185
 Acres: 0.04
 Lot Size: Common
 Yearly/Seasonal: Yearly
 List Date: 05/05/2015

Received By MLS: 05/05/2015

Days On Market: 10 PDOM: 10 CDOM: 300

General Property Information

Legal Description: UNIT NO 2328
 County: Ramsey
 Postal City: Maplewood
 School District: 622 - North St Paul-Maplewood, 651-748-7410
 Manufactured Home?: No
 Complex/Dev/Sub: Acorn Greenhouses Common Wall: Yes
 Restrictions/Covts: Pets-Cats Allowed, Rentals not Permitted, Mandatory Owners Assoc
 Lot Description: Zero Lot Line
 Assoc Mgmt Comp: Acron Greenhouses Assoc Mgmt Co Phone #: 612-767-2130
 Association Fee: \$235 Assoc Fee Frequency: Monthly
 Assoc Fee Includes: Sanitation, Snow/Lawn Care, Outside Maintenance, Hazard Insurance, Water/Sewer, Security System, Professional Mgmt, Parking Space
 Road Frontage: City
 Zoning: Residential-Single Accessibility: None

Remarks

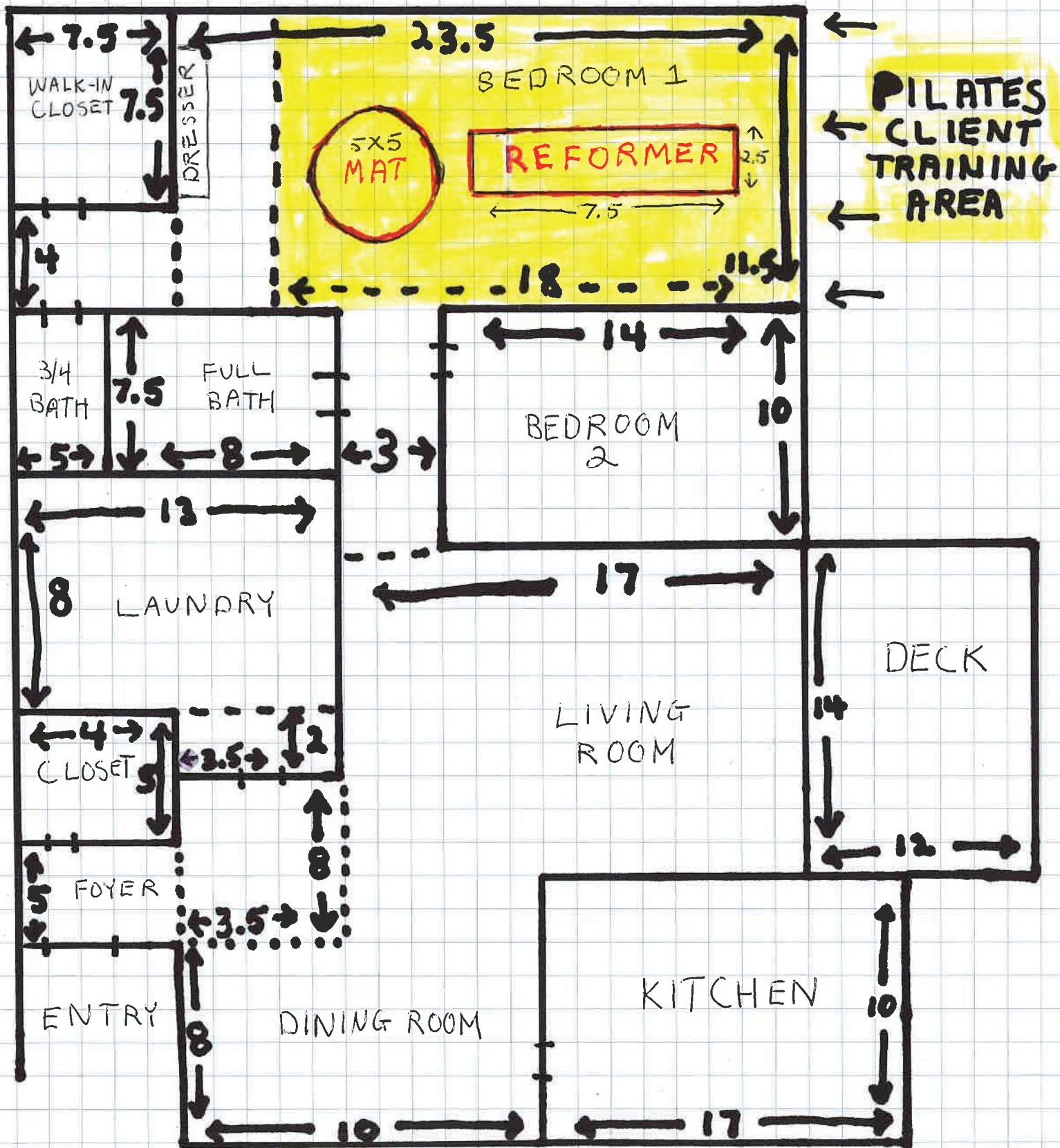
Agent Remarks: Townhome/condo-all on one level, Once you walk up 14 steps. Lg Laundry utility room in unit! Newer carpet, furnace, C/A, water htr. Needs some updates & De-cluttering but priced to sell. Nice Area

Public Remarks: One level upper unit on 2nd floor. Secure bldg. Newer carpet, furnace, C/A & H2O heater. Lg livingrm/sliding door to deck. Mstr suite has 3/4 bath & walk in closet. Formal dining/eat in kitchen. Laundry. Needs De cluttering use your imagination. Great Area

Structure Information

Room	Level	Dimen	Other Rooms	Level	Dimen	Heat:	Forced Air
Living Rm	Upper	21x14	Laundry	Upper	13x9	Fuel:	Natural Gas
Dining Rm	Upper	13x11	Deck	Upper	14x12	Air Cond:	Central
Family Rm						Water:	City Water/Connected
Kitchen	Upper	18x10	Bathrooms			Sewer:	City Sewer/Connected
Bedroom 1	Upper	24x12	Total: 2 3/4: 1	1/4: 0		Garage:	1
Bedroom 2	Upper	12x10	Full: 1 1/2: 0			Oth Prkg:	2
Bedroom 3						Pool:	
Bedroom 4							

Bath Description: Main Floor Full Bath, Main Floor 3/4 Bath, Private Master
 Dining Room Desc: Separate/Formal Dining Room, Eat In Kitchen
 Family Room Char: Main Level
 Fireplaces: 0 Fireplace Characteristics:
 Appliances: Range, Exhaust Fan/Hood, Dishwasher, Refrigerator, Washer, Dryer
 Basement: None
 Exterior: Brick/Stone
 Roof: Asphalt Shingles, Age 8 Years or Less
 Townhouse Char: Single-Level
 Amenities-Shared: Deck, Security Building
 Amenities-Unit: Deck, Natural Woodwork, Kitchen Window, Walk-In Closet
 Parking Char: Attached Garage, Driveway - Asphalt, Garage Door Opener
 Special Search: Main Floor Laundry, Main Floor Bedroom, All Living Facilities on One Level



2328 MONTANA AVE EAST SQUARE FOOTAGE

FOYER	4 X 5	20
CLOSET	4 X 5	20
LAUNDRY	13 X 8 + 3.5 X 2	111
DINING ROOM	10 X 8	80
KITCHEN	17 X 10	170
DECK	12 X 14	168
LIVING ROOM AREA BETWEEN DINING ROOM AND LAUNDRY	17 X 12 } + 3.5 X 8 }	232
BEDROOM 2	14 X 10	140
HALLWAY	3 X 10	30
FULL BATH	8 X 7.5	60
3/4 BATH	5 X 7.5	37.5
BEDROOM 1 AREA BETWEEN WALK-IN CLOSET & BATH WALL	23.5 X 11.5 } + 7.5 X 4 }	300.25
WALK-IN CLOSET	7.5 X 7.5	56.25

SQUARE TOTAL FOOTAGE = 1425

CLIENT SPACE	18 X 11.5	207
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WITHIN THAT:
PILATES REFORMER
AND TOWER

7.5 X 2.25

17

CIRCULAR MAT

5 X 5 round

25

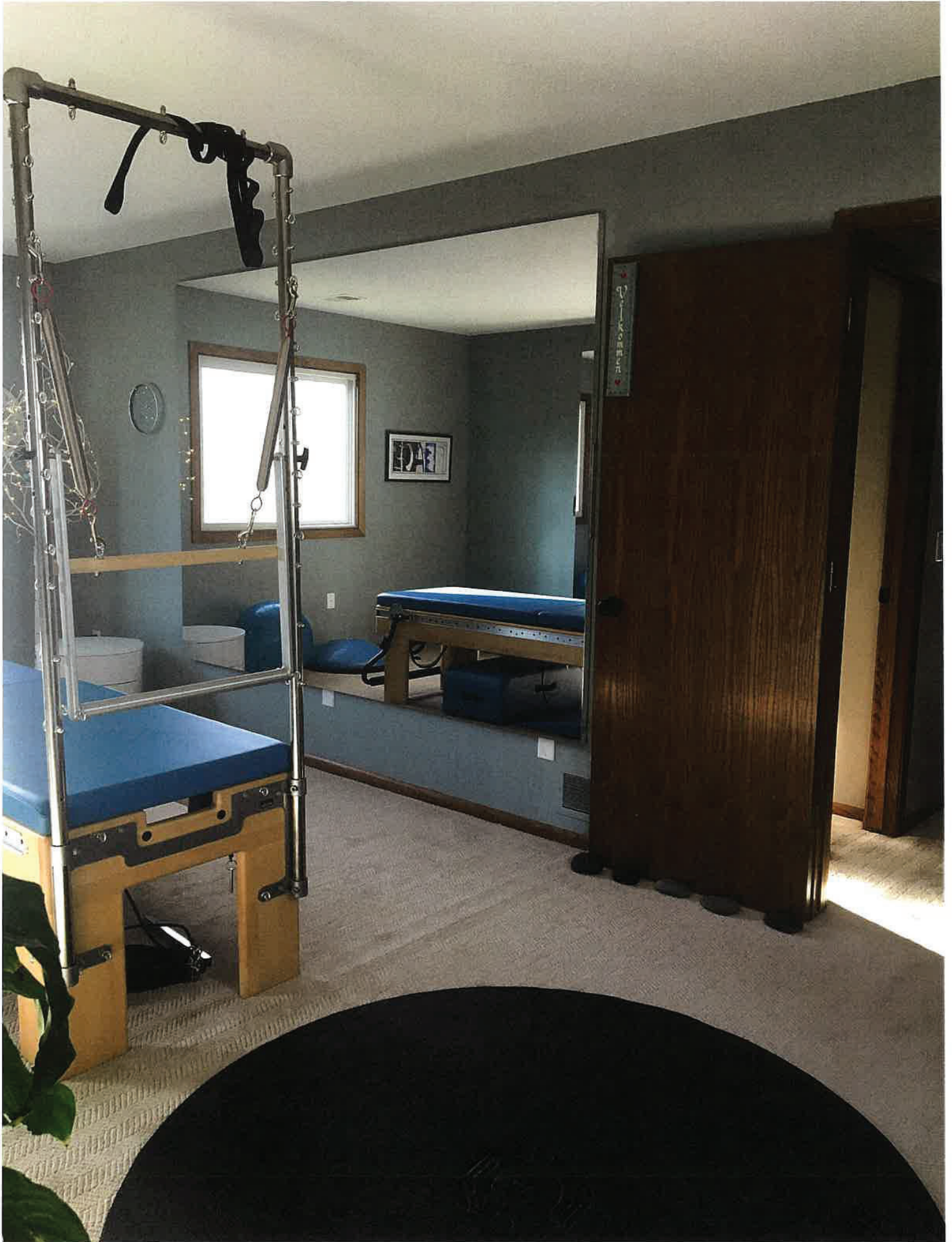


J2, Attachment 8





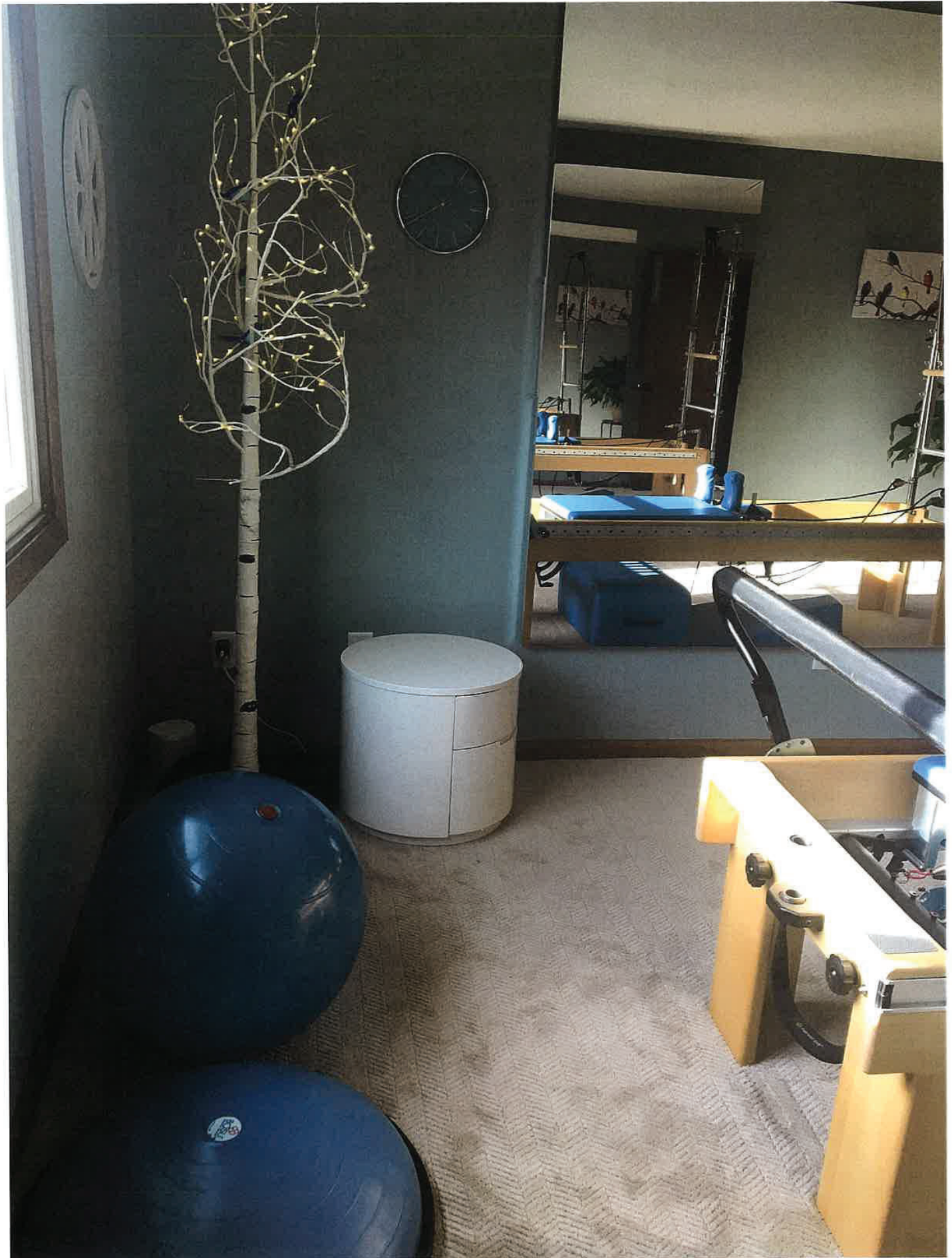






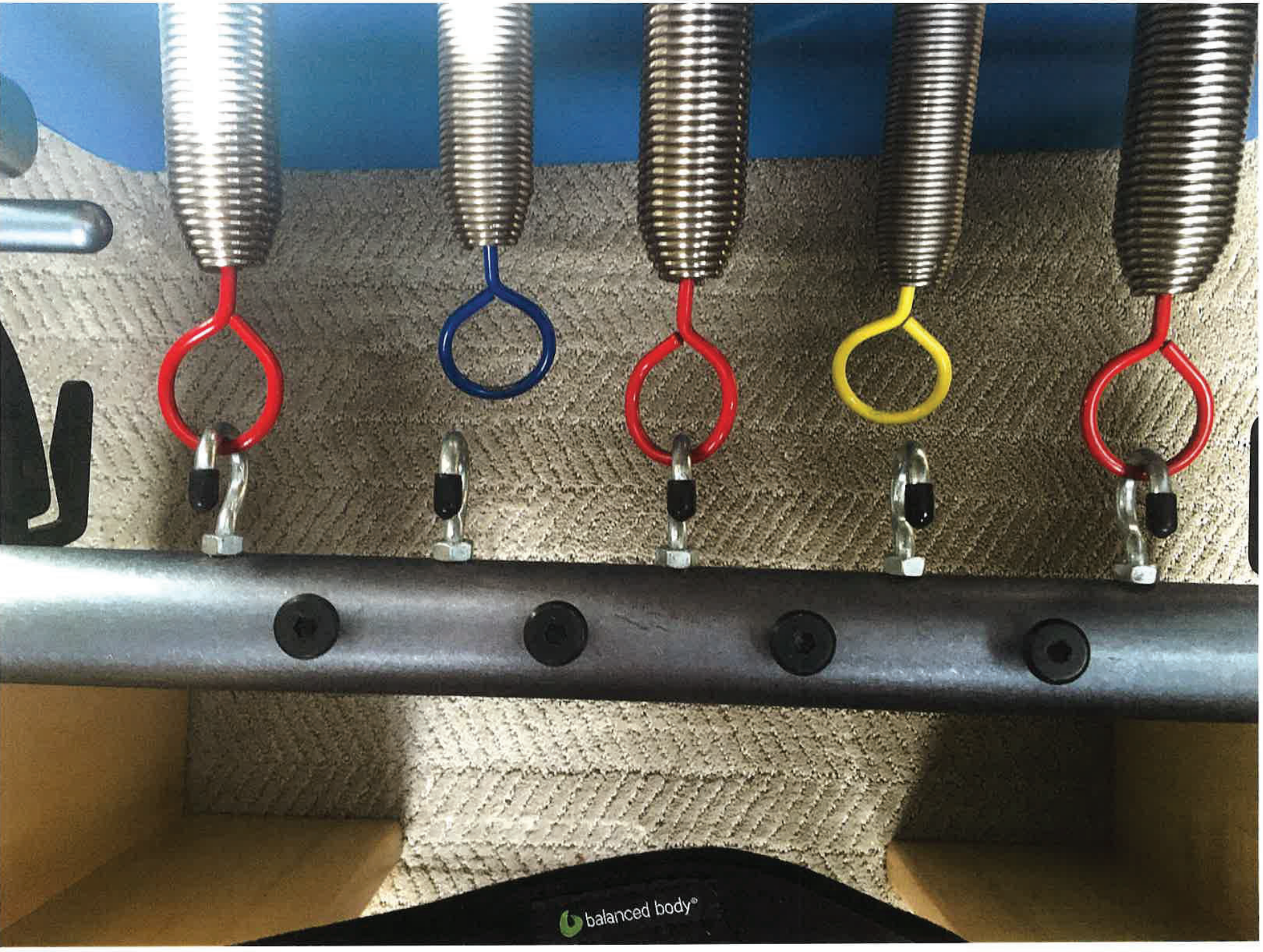
J2, Attachment 8







J2, Attachment 8



**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, JANUARY 19, 2021
7:00 P.M.
(THIS MEETING WAS HELD REMOTELY VIA CONFERENCE CALL)**

E. PUBLIC HEARING

1. 7:00 p.m. or later: Home Occupation License Resolution, 2328 Montana Avenue East

Chairperson Arbuckle opened the public hearing.

Renee McCoy, the applicant addressed the commission.

Chairperson Arbuckle closed the public hearing.

Commissioner Desai moved to approve a resolution for a Home Occupation License for a home based business offering private fitness classes at the residential property located at 2328 Montana Avenue East.

Seconded by Commissioner Ige.

Ayes – All

The motion passed.

This item will go to the city council on February 8, 2021.