

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, November 22, 2021  
Held Remotely Via Conference Call  
Dial 1-312-626-6799 or 1-888-788-0099  
When Prompted Enter Meeting ID: 833 1345 2985#  
No Participant ID, Enter # When Prompted  
Meeting No. 22-21

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

1. November 8, 2021 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Administrative Presentations
  - a. Council Calendar Update
2. Council Presentations
3. Maplewood Heritage Award
  - a. Resolution Awarding Gary Bastian the 2019 Heritage Award
  - b. Resolution Awarding Janice Quick the 2020 Heritage Award
4. Strategic Plan Update for Third Quarter 2021
5. Review of Solid Waste Carts Screening and Storage Requirements

**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. Financial Report for Month Ended October 31, 2021
3. Fee Schedule 2022 Ordinance
  - a. Ordinance Establishing 2022 Fee Schedule
  - b. Resolution Authorizing Publication by Title and Summary (4 votes)
4. Cancellation of Uncollectible Ambulance Accounts Receivable
5. Resolution Designating Polling Place Locations for 2022
6. Resolution Approving Annual Liquor License Renewals for 2022
7. Conditional Use Permit Review, Dogtopia, 2015 Woodlynn Avenue
8. Conditional Use Permit Review, Boater's Outlet, 1986 Rice Street
9. Conditional Use Permit Review, TGK Automotive, 2545 Conway Avenue
10. Conditional Use Permit Review, CarMax, 1325 Beam Avenue
11. Agreement with City of St. Paul and Acceptance of Department of Public Safety Grant Money for 2022 "Toward Zero Deaths (TZD) Enforcement"
12. Purchase of Tanker Truck
13. Resolution Accepting Donation from Calvary Church

- 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. Creation of the North End Zoning District
  - a. Ordinance Creating North End Zoning District and Establishing Sign Standards
  - b. Resolution Authorizing Publication of the Ordinance by Title and Summary (4 votes)
  - c. North End Design Guidelines
  - d. Ordinance Amendment to Rezone Properties to North End Zoning District

**K. AWARD OF BIDS**

None

**L. ADJOURNMENT**

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

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

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

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

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

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

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



**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
 7:00 P.M. Monday, November 08, 2021  
 City Hall, Council Chambers  
 Meeting No. 21-21

**A. CALL TO ORDER**

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

Mayor Abrams called attention to the new look of many public safety staff. Public Safety Director Bierdeman explained the department's participation in no-shave November.

**B. PLEDGE OF ALLEGIANCE**

Ellie Doyle, Ryan Doyle, Maryfrances Justice, Liam Pasdo, and Rowan Pasdo lead the council in the Pledge of Allegiance.

**C. ROLL CALL**

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

**D. APPROVAL OF AGENDA**

The following items were added to Council Presentations:

PSA-Leaves  
 Trunk or Treat

Councilmember Cave moved to approve the agenda as amended.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. October 25, 2021 City Council Meeting Minutes**

Councilmember Villavicencio moved to approve the October 25, 2021 City Council Meeting Minutes as submitted.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**F. APPOINTMENTS AND PRESENTATIONS**

**1. Administrative Presentations**

### **a. Council Calendar Update**

City Manager Coleman gave an update to the council calendar and reviewed other topics of concern or interest requested by councilmembers.

## **2. Council Presentations**

### **PSA-Leaves**

Councilmember Juenemann reminded residents not to blow leaves into the streets and please help keep them out of the streets and storm sewers. Republic Services yard waste collection takes place through November.

### **Trunk or Treat**

Mayor Abrams reported the Public Safety Department's Trunk or Treat event was a huge success.

### **Congratulations**

Councilmember Juenemann also congratulated Mannix Clark, member of the Maplewood Advisory Committee, who was just elected to the Roseville Area School Board.

## **3. Swearing-In Ceremony - Police Officers Jeremiah Johnson and Joseph Pasdo**

Public Safety Director Bierdeman addressed the council and introduced Officer Johnson. City Clerk Sindt administered the oath. Officer Johnson addressed the council after the pinning of his badge.

Public Safety Director Bierdeman addressed the council and introduced Officer Pasdo. City Clerk Sindt administered the oath. Officer Pasdo addressed the council after the pinning of his badge.

No Action Required.

## **4. Swearing-In Ceremony - Police Lieutenant Michael Hoemke**

Public Safety Director Bierdeman addressed the council and introduced Lieutenant Hoemke. City Clerk Sindt administered the oath. Lieutenant Hoemke addressed the council after the pinning of his badge.

No Action Required.

## **5. Swearing-In Ceremony - Police Deputy Chief Daniel Busack**

Public Safety Director Bierdeman addressed the council and introduced Deputy Chief Busack. City Clerk Sindt administered the oath. Deputy Chief Busack addressed the council after the pinning of his badge.

No Action Required.

## **6. Resolution of Appreciation for HEDC Commissioner Dennis Unger**

City Manager Coleman gave the staff report.

Councilmember Cave moved to approve the Resolution of Appreciation for Dennis Unger.

Resolution 21-11-2006  
RESOLUTION OF APPRECIATION

WHEREAS, Dennis Unger has been a member of the Maplewood Housing and Economic Development Commission for 10 years, serving from July 2011 to September 2021; and

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

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

WHEREAS, Mr. Unger has shown dedication to his duties and has consistently contributed his leadership and efforts for the benefits of the City;

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

Seconded by Councilmember Juenemann                      Ayes – All

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 item G3 was highlighted.

Councilmember Juenemann moved to approve agenda items G1-G4.

Seconded by Councilmember Cave                              Ayes – All

The motion passed.

**1.      Approval of Claims**

Councilmember Juenemann moved to approve the approval of claims.

**ACCOUNTS PAYABLE:**

|    |              |   |
|----|--------------|---|
| \$ | 1,479,907.37 | Checks # 108085 thru # 108134<br>dated 10/26/21 |
| \$ | 1,113,874.64 | Checks # 108136 thru # 108164<br>dated 11/02/21 |

\$ 899,280.12 Disbursements via debits to checking account  
dated 10/18/21 thru 10/31/21

\$ 3,493,062.13 Total Accounts Payable

**PAYROLL**

\$ 622,492.04 Payroll Checks and Direct Deposits dated 10/29/21

\$ 622,492.04 Total Payroll

\$ 4,115,554.17 GRAND TOTAL

Seconded by Councilmember Cave Ayes – All

The motion passed.

**2. Certification of Delinquent Trash and Miscellaneous Accounts Receivable**

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

Resolution 21-11-2007  
RESOLUTION CERTIFYING DELINQUENT ACCOUNTS RECEIVABLE  
TO THE COUNTY AUDITOR

RESOLVED, that the City Clerk is hereby authorized and directed to certify to the Auditor of Ramsey County the following delinquent accounts, totaling \$72,725.77 for collection with the customers property taxes payable in 2022 and subsequent years, as specified, including interest at the appropriate rate on the total amount.

Delinquent trash collection bills \$62,555.65  
Delinquent miscellaneous bills \$2,932.85  
Sewer service line assessments \$7,237.27

Seconded by Councilmember Cave Ayes – All

The motion passed.

**3. On-Sale Wine License for Omega Sushi LLC, 3001 White Bear Avenue, Ste 27**

City Clerk Sindt answered questions of council.

Councilmember Juenemann moved to approve the On-Sale Wine license for Omega Sushi LLC at 3001 White Bear Avenue, Ste 27.

Seconded by Councilmember Cave Ayes – All

The motion passed.

**4. Resolution Accepting the Labor-Management Committee's Recommendation for 2022 Employee Insurance Benefits**

Councilmember Juenemann moved to approve the resolution affirming recommendations from the Labor-Management Committee for all 2022 employee insurance benefits.

Resolution 21-11-2008  
RESOLUTION

WHEREAS, The Labor-Management Committee met, reviewed and discussed the renewal information from all providers; and

WHEREAS, Consensus from the Labor-Management Committee is to recommend approval of all employee benefits and renewals for 2022; and

WHEREAS, funding for the plan renewals is reflected in the Maplewood 2022 Proposed Budget.

THEREFORE, BE IT RESOLVED that the Maplewood City Council hereby affirms the recommendations of the Labor-Management Committee regarding 2022 employee insurance benefits for the City of Maplewood

Seconded by Councilmember Cave

Ayes – All

The motion passed.

- H. PUBLIC HEARINGS** – *If you are here for a Public Hearing please familiarize yourself with the Rules of Civility printed on the back of the agenda. Sign in with the City Clerk before addressing the council. At the podium please state your name and address clearly for the record. All comments/questions shall be posed to the Mayor and Council. The Mayor will then direct staff, as appropriate, to answer questions or respond to comments.*  
None

- I. UNFINISHED BUSINESS**  
None

- J. NEW BUSINESS**  
None

- K. AWARD OF BIDS**  
None

- L. ADJOURNMENT**

Mayor Abrams adjourned the meeting at 7:37 p.m.

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 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:**

**Dec. 13**      Council: Approval of 2022 Budget  
                 EDA Meeting: 6:30 pm

**Council Comments:**

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

1. Parking Space Requirement Review (2/8/21)
2. Goats and Buckthorn Removal (6/14/21)
3. Review Garbage / Recycling Carts Screening and Storage Ordinance (8/23/21)
4. Review Requirements / law on Zoom vs. live City Council and Commission Meetings (9/27/21)

**Council Schedule for Maplewood Living March 2021 – May 2022:**

| Publication Month | Author              | Article Due Date   |
|-------------------|---------------------|--------------------|
| December 2021     | City manager report | <b>November 16</b> |
| January 2022      | Marylee Abrams      | <b>December 17</b> |
| February 2022     | Kathleen Juenemann  | <b>January 21</b>  |
| March 2022        | Bill Knutson        | <b>February 18</b> |
| April 2022        | Nikki Villavicencio | <b>March 18</b>    |
| May 2022          | Rebecca Cave        | <b>April 15</b>    |

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

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

**REPORT FROM:** Joe Sheeran, HPC Staff Liaison

**PRESENTER:** Joe Sheeran, HPC Staff Liaison

**AGENDA ITEM:** Maplewood Heritage Award  
     a. Resolution Awarding Gary Bastian the 2019 Heritage Award  
     b. Resolution Awarding Janice Quick the 2020 Heritage Award

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

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

**Policy Issue:**

The Maplewood Heritage Award annually recognizes an individual who has positively influenced our City's past or strengthened the preservation of Maplewood history. At its October meeting, the Heritage Preservation Commission recommended Janice Quick as the recipient of the 2020 Maplewood Heritage Award and re-confirmed the 2019 Award for Gary Bastian.

**Recommended Action:**

- a. Motion to approve the resolution awarding Gary Bastian the 2019 Maplewood Heritage Award.
- b. Motion to approve the resolution awarding Janice Quick the 2020 Maplewood Heritage Award.

**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 Maplewood Heritage Award annually recognizes individuals who have positively influenced our City's past or strengthened the preservation of Maplewood history.

**Background:**

NA

**Attachments:**

- 1. Resolution Awarding Gary Bastian the 2019 Heritage Award
- 2. Resolution Awarding Janice Quick the 2020 Heritage Award

RESOLUTION AWARDING  
THE 2019 MAPLEWOOD HERITAGE AWARD TO GARY BASTIAN

WHEREAS, Gary Bastian is a nearly life-long Maplewood resident who served the city with honor in a number of roles, including as Mayor; and

WHEREAS, Gary Bastian's community forums supported the creation of the Open Space Commission to identify, acquire, and preserve open spaces throughout the city; and

WHEREAS, Gary Bastian supported the first voter-approved open space referendum, which secured \$5 million dollars to acquire and preserve open space; and

WHEREAS, Gary Bastian supported the creation of wetlands protections and tree preservation to maintain Maplewood's natural history.

NOW, THEREFORE, IT IS HEREBY RESOLVED for and on behalf of the City of Maplewood, that Gary Bastian is hereby presented the 2019 Maplewood Heritage Award, which recognizes an individual who has significantly contributed to preservation of Maplewood history or historic sites through research, preservation, or education and outreach.

Passed by the Maplewood City Council on November 22, 2021.

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

Attest:

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



RESOLUTION AWARDING  
THE 2020 MAPLEWOOD HERITAGE AWARD TO JANICE QUICK

WHEREAS, Janice Quick, researched and conducted tours of Forest Lawn Cemetery and Lookout Park and created a self-guided walk of Phalen Lake; and

WHEREAS, Janice Quick researched and authored numerous articles for the Maplewood Area Historical Society's newsletter (where she served as a member), Ramsey County History magazine, and St. Paul Almanac; and

WHEREAS, Janice Quick was a dedicated volunteer at the Bruentrup Farm, spending many years teaching children how to make Cornhusk dolls; and

WHEREAS, Janice Quick has presented a number of presentations at Farm events and the Maplewood Library, including a presentation on the History of Forest Lawn's headstones;

NOW, THEREFORE, IT IS HEREBY RESOLVED for and on behalf of the City of Maplewood, that Janice Quick is hereby presented the 2020 Maplewood Heritage Award, which recognizes an individual who has significantly contributed to preservation of Maplewood history or historic sites through research, preservation, or education and outreach.

Passed by the Maplewood City Council on November 22, 2021.

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Marylee Abrams, Mayor

Attest:

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Andrea Sindt, City Clerk

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

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

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

**PRESENTER:** Lois Knutson, Administrative Services & Performance Measurement Coordinator

**AGENDA ITEM:** Strategic Plan Update for Third Quarter 2021

**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 the third quarter of 2021.

**Recommended Action:**

Motion to accept the Strategic Plan Report for Third Quarter of 2021.

**Fiscal Impact:**

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

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

**Strategic Plan Relevance:**

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

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 of our community.

Staff met with all departments in early 2021 and made modifications to the plan. Most of these changes were in response to the COVID-19 pandemic and the affect it has had on City operations.

At the recent City Council retreat, it was proposed that a strategic priority be added concerning Natural Resources and the Environment. It was also proposed that Financial Sustainability be combined with Infrastructure & Asset Management. These proposed changes will take effect as part of our 2022 plan.

#### **Attachments**

1. Strategic Plan Report for Third Quarter 2021
2. Disruptions Report
3. PowerPoint Presentation

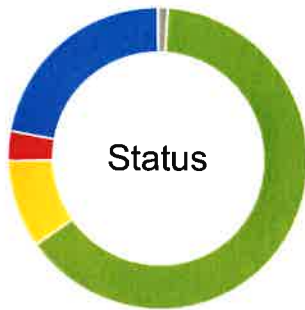


## **Strategic Plan Update - 3rd Quarter 2021**

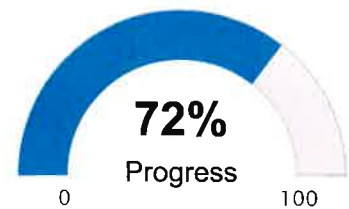
Report Created On: Nov 16, 2021

|                    |             |                     |                   |
|--------------------|-------------|---------------------|-------------------|
| <b>6</b>           | <b>24</b>   | <b>60</b>           | <b>95</b>         |
| Strategic Priority | Key Outcome | Performance Measure | Action Initiative |

## Overall Summary



|                  | %     |
|------------------|-------|
| Status Pending   | 1.05  |
| On Track         | 64.21 |
| Some Disruption  | 9.47  |
| Major Disruption | 3.16  |
| Completed        | 22.11 |



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.

Staff met with all departments in early 2021 and made modifications to the plan. Most of these changes were in response to the COVID-19 pandemic and the affect it has had on City operations.

At the recent City Council retreat, it was proposed that a strategic priority be added concerning Natural Resources and the Environment. It was also proposed that Financial Sustainability be combined with Infrastructure & Asset Management. These proposed changes will take effect as part of our 2022 plan.

### Report Legend

No Update


Overdue

Priority

**Strategic Priority 1**

Progress 67%

**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.



|                 | %     | # |
|-----------------|-------|---|
| Status Pending  | 7.14  | 1 |
| On Track        | 57.14 | 8 |
| Some Disruption | 21.43 | 3 |
| Completed       | 14.29 | 2 |

**Key Outcome 1.1**

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

**Performance Measure 1.1.1**

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

Updated on Oct 13, 2021 21:31:49

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 72%

Employees are engaged in community outreach and are culturally aware



|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 4 |

**Performance Measure 1.2.1**

Progress 70%

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



|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 3 |

Updated on Oct 21, 2021 21:07:56

National Night Out was held in August with over 60 neighborhood parties and dozens of staff participating.

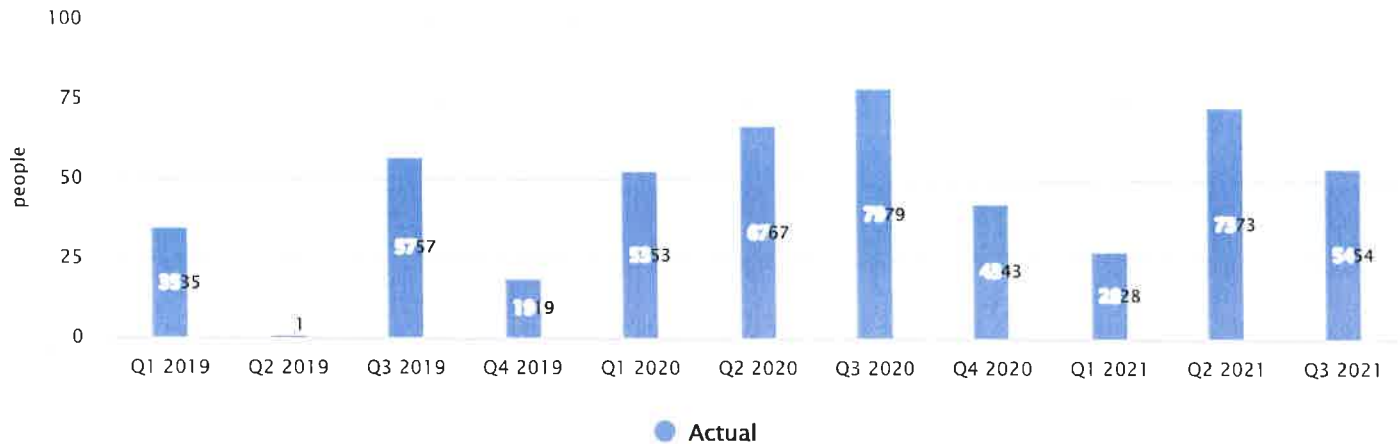
City has contracted with Common Sense Consulting to provide on-going support of the MORE team and the city. Next phase is recruitment and expansion of the MORE team.

## Performance Measure 1.2.1 &gt; KPI

**Benefit earning employees participating in City sponsored community events annually**

Performance Measure 1.2.1 80% of benefit earning employees will participate in City sponsored community events annually

Last Update: Oct 21, 2021 20:47:29

**Performance Measure 1.2.2**

Progress 75%

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

Updated on Oct 14, 2021 20:22:33

Through our Common Senses consulting partners, employees will be going through a series of cultural assessment interviews and work shops, with a broader training and action plan recommendation to result.

|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 1 |

**Key Outcome 1.3**

Progress 80%

The demographics of the organization reflect the community and its needs

|                 | %    | # |
|-----------------|------|---|
| On Track        | 40.0 | 2 |
| Some Disruption | 20.0 | 1 |
| Completed       | 40.0 | 2 |

**Performance Measure 1.3.1**

Progress 80%

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

|                 | %    | # |
|-----------------|------|---|
| On Track        | 40.0 | 2 |
| Some Disruption | 20.0 | 1 |
| Completed       | 40.0 | 2 |

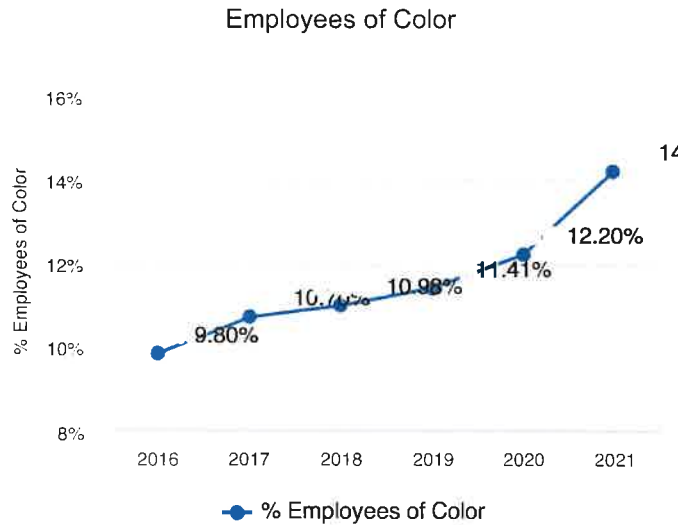
Updated on Nov 15, 2021 17:57:33

The city continues to improve recruitment efforts. Our Public Safety Department continues to take an active role in assisting with recruitment efforts.

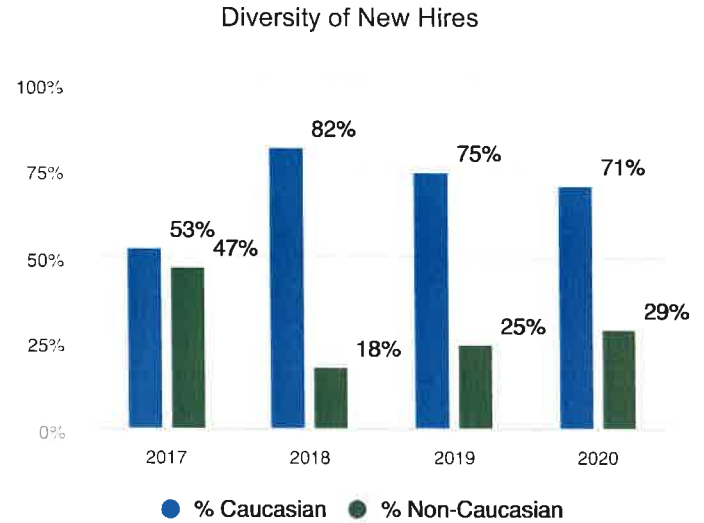
## Performance Measure 1.3.1 &gt; KPI

**Employees of Color**

Performance Measure 1.3.1 Increase the percentage of employees of color among City staff by 2% per year

**Diversity of New Hires**

Performance Measure 1.3.1 Increase the percentage of employees of color among City staff by 2% per year

**Key Outcome 1.4**

Progress 25%

City services and facilities are accessible to our diverse community

**Performance Measure 1.4.1**

Progress 25%

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.



Updated on Oct 21, 2021 13:03:02

**Action Initiative 1.4.1.1: Complete evaluations and make recommendations (50% completed)**

The following is an update on Public Works effort to incorporate 2020 census data in the City's GIS mapping program to aid in evaluating the delivery of services and maintenance of assets through the lens of equity.

- Public Works Department
  - Access to well maintained public utilities and facilities
    - Recommendations - Staff is working with the City's consultant, however the 2020 census data has not yet been made available. This has caused a delay with this initiative. Once the data has been made available staff will resume work on incorporating the information into the City GIS system. Staff will also look to other areas to



evaluate in the meantime.

The following City department programs, facilities and/or essential operations were evaluated through the lens of equity:

- Finance Department
  - Delivery of Financial Services
  - Delivery of Licensing Services
- Police Department
  - Multi-Cultural Advisory Committee (MAC)
  - Recruiting and Retention

#### Key Outcome 1.5

Progress 68%

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

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

#### Performance Measure 1.5.1

Progress 55%

Provide access to a variety of environmental education opportunities.

|                   |       |   |
|-------------------|-------|---|
|                   | %     | # |
| ● Some Disruption | 100.0 | 1 |

Updated on Oct 12, 2021 14:47:53

Staff cohosted a Native Seed Garden Open House at Harvest Park with our partners at Urban Roots and are offering two free environmental education programs to residents at the Nature Center this fall.

#### Performance Measure 1.5.2

Progress 75%

Provide access to a variety of recreational opportunities.

|            |       |   |
|------------|-------|---|
|            | %     | # |
| ● On Track | 100.0 | 2 |

Updated on Oct 12, 2021 14:52:03

Staff have been working with the Maplewood YMCA to provide recreation opportunities for Maplewood residents. Staff has created a webpage dedicated to providing information about recreational opportunities that surrounding communities and other organizations are offering. Staff is also working with the company(REVSPORTS) to offer classes, clinics, etc.at our facilities.

#### Key Outcome 1.6

Create opportunities to include community voice in the city's diversity, equity and inclusion initiatives.

**Performance Measure 1.6.1**

Add 2 or more community liaisons to the MORE Team.

Updated on Nov 15, 2021 17:59:17

The MORE team has not added any community liaisons at this time. The team has begun working with Common Sense Consulting, a diversity, equity and inclusion consultant and will work to establish community liaisons following the implementation of the City's Diversity, Equity and Inclusion Action Plan.

**Performance Measure 1.6.2**

Connect with other community organizations to coordinate DEI initiatives.

Updated on Oct 07, 2021 15:19:09

This is a new initiative, nothing new to report. We have not had a M.O.R.E. Team meeting since this performance measure was added.

**Strategic Priority 2**

Progress 75%

**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



|          | %     | #  |
|----------|-------|----|
| On Track | 100.0 | 10 |

**Key Outcome 2.1**

Progress 75%

**Credit Quality**

Achieve highest possible level of credit quality in the bond market



|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 5 |

**Performance Measure 2.1.1**

Progress 75%

Maintain Excellent Bond Rating of AA+ with S & P



|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 3 |

Updated on Oct 21, 2021 20:54:15

We have already accomplished this in 2021 with the issuance of the 2021A Fire Station Capital Improvement Bonds.

## Performance Measure 2.1.1 &gt; KPI

**S&P Bond Rating**

Performance Measure 2.1.1 Maintain Excellent Bond Rating of AA+ with S &amp; P

Last Update: Nov 15, 2021 18:16:11

| S&P Bond Rating |      |      |      |      |
|-----------------|------|------|------|------|
| 2017            | 2018 | 2019 | 2020 | 2021 |
| AA+             | AA+  | AA+  | AA+  | AA+  |

## Performance Measure 2.1.2

Progress 75%

Maintain S &amp; P rating of "very strong management" under S&amp;P's financial management assessment methodology.



|            | %     | # |
|------------|-------|---|
| ● On Track | 100.0 | 2 |

Updated on Oct 21, 2021 20:54:32

Very strong management score was upheld for the 2021A issuance.

## Performance Measure 2.1.2 &gt; KPI

**S&P Management Score**

Performance Measure 2.1.2 Maintain S &amp; P rating of "very strong management" under S&amp;P's financial management assess...

Last Update: Nov 15, 2021 18:16:19

| S&P Management Score |             |             |             |             |
|----------------------|-------------|-------------|-------------|-------------|
| 2017                 | 2018        | 2019        | 2020        | 2021        |
| Strong               | Very Strong | Very Strong | Very Strong | Very Strong |

## Key Outcome 2.2

Progress 75%

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



|            | %     | # |
|------------|-------|---|
| ● On Track | 100.0 | 1 |

## Performance Measure 2.2.1

Progress 75%

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



|            | %     | # |
|------------|-------|---|
| ● On Track | 100.0 | 1 |

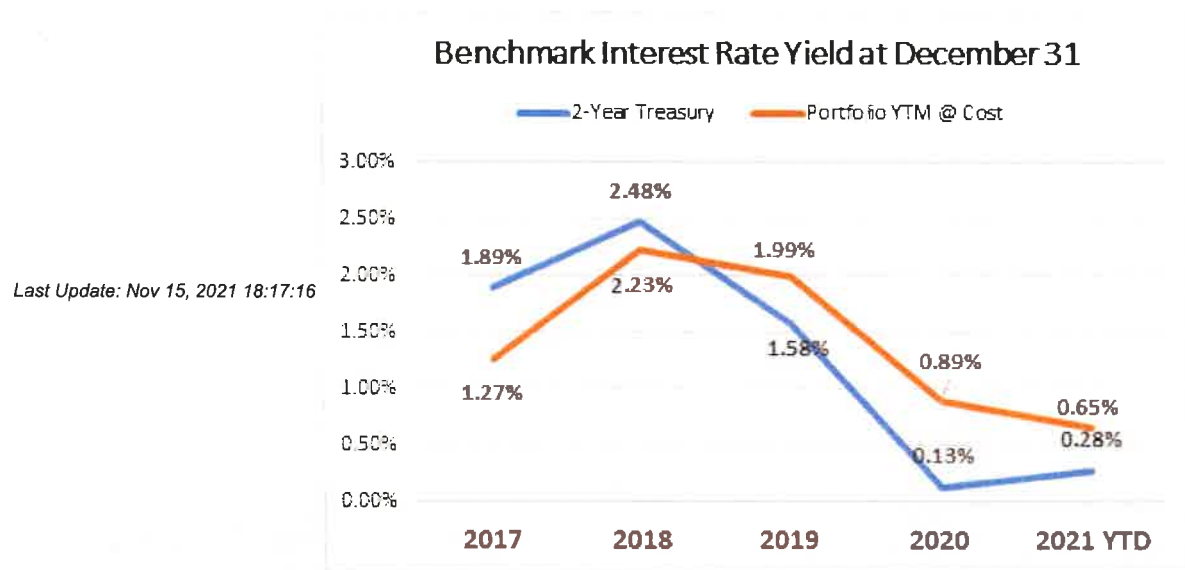
Updated on Oct 21, 2021 20:55:15

This benchmark has been met for the first half of 2021.

## Performance Measure 2.2.1 &gt; KPI

### Interest Rate Yield

*Performance Measure 2.2.1 Maintain average annual rate of return on investments above the 1-year treasury yield rate.*



### Key Outcome 2.3

Progress 75%

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

|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 2 |

### Performance Measure 2.3.1

Progress 75%

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

|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 1 |

Updated on Oct 21, 2021 20:55:47

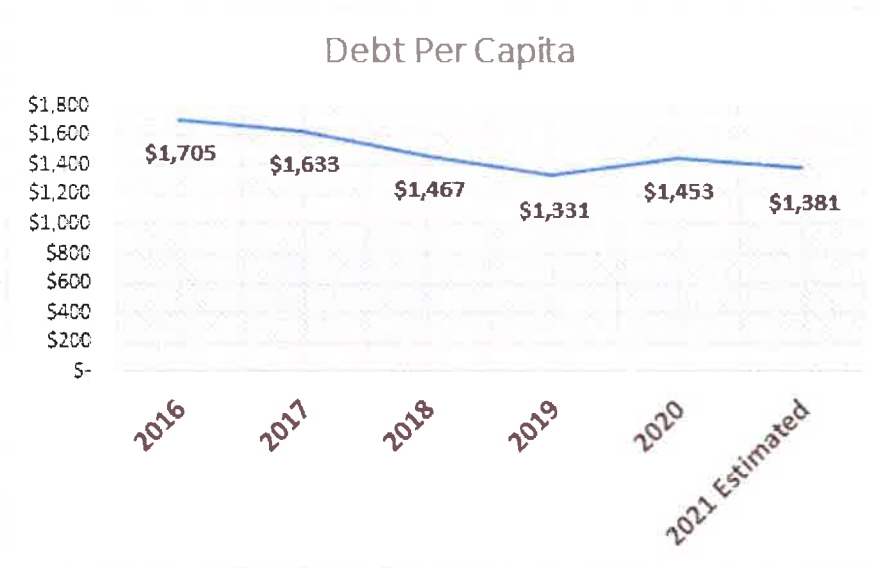
We continue to meet this measure after the 2021A issuance.

## Performance Measure 2.3.1 &gt; KPI

**Debt Per Capita**

Performance Measure 2.3.1 Debt/Capita ratio is no higher than \$1,500

Last Update: Nov 15, 2021 18:18:16

**Performance Measure 2.3.2**

Progress 75%

S &amp; P rating of at least "adequate" on Debt and Contingent Liability measure

On Track

| %     | # |
|-------|---|
| 100.0 | 1 |

Updated on Oct 21, 2021 20:57:29

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 &gt; KPI

**S&P Debt and Contingent Liability Score**

Performance Measure 2.3.2 S &amp; P rating of at least "adequate" on Debt and Contingent Liability measure

Last Update: Nov 15, 2021 18:18:29

| S&P Debt and Contingent Liability Score |      |      |      |      |
|---|------|------|------|------|
| 2017                                    | 2018 | 2019 | 2020 | 2021 |
| Weak                                    | Weak | Weak | Weak | Weak |

**Target Score: Adequate**

**Key Outcome 2.4**

Progress 75%

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

On Track 100.0 % 2 #

**Performance Measure 2.4.1**

Receive the GFOA Distinguished Budget Presentation Award

Updated on Oct 01, 2021 15:05:42

We received the award for the 2021 budget. We will submit the 2022 budget at the end of 2021.

Performance Measure 2.4.1 > KPI

**GFOA Distinguished Budget Award**

Performance Measure 2.4.1 Receive the GFOA Distinguished Budget Presentation Award

Last Update: Nov 15, 2021 18:18:35

| <b>GFOA Distinguished Budget Award</b> |             |             |             |             |             |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>2016</b>                            | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2021</b> |
| <b>Yes</b>                             | <b>Yes</b>  | <b>Yes</b>  | <b>Yes</b>  | <b>Yes</b>  | <b>Yes</b>  |

**Performance Measure 2.4.2**

Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting

Updated on Oct 01, 2021 15:07:28

Received the award for the 2019 CAFR and have submitted the 2020 award.

Performance Measure 2.4.2 > KPI

**GFOA Certificate of Achievement for ACFR**

Performance Measure 2.4.2 Receive the GFOA Certificate of Achievement for Excellence in Financial Reporting

| <b>GFOA Certificate of Achievement for ACFR</b> |             |             |             |
|---|-------------|-------------|-------------|
| <b>2016</b>                                     | <b>2017</b> | <b>2018</b> | <b>2019</b> |
| <b>Yes</b>                                      | <b>Yes</b>  | <b>Yes</b>  | <b>Yes</b>  |

Last Update: Nov 15, 2021 18:18:41

**Performance Measure 2.4.3**

Progress 75%

Maintain budget to actual performance within 1% of budgeted expenditures

|            |       |   |
|------------|-------|---|
|            | %     | # |
| ● On Track | 100.0 | 2 |

Updated on Oct 01, 2021 15:07:11

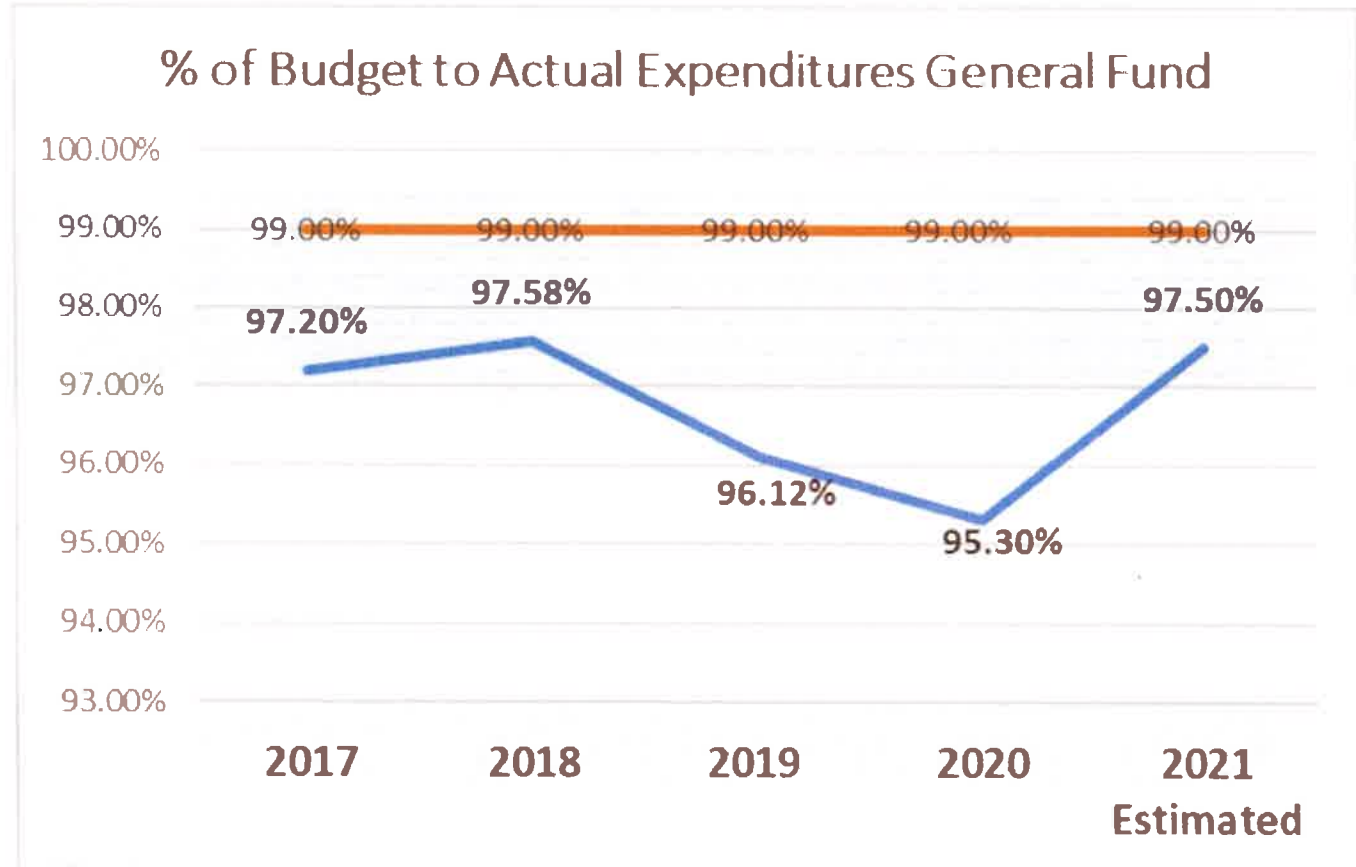
Total expenditures were 95.3% of budget in 2020. This was even lower than the 96.1% achieved in 2019. Much of the positive performance was due to budget cuts related to Covid. The General Fund budget surplus for 2020 exceeded \$3M, due primarily to federal grants and budget cuts. We are well within this budget parameter at Q3 of 2021.

Performance Measure 2.4.3 > KPI

**Budget to Actual**

Performance Measure 2.4.3 Maintain budget to actual performance within 1% of budgeted expenditures

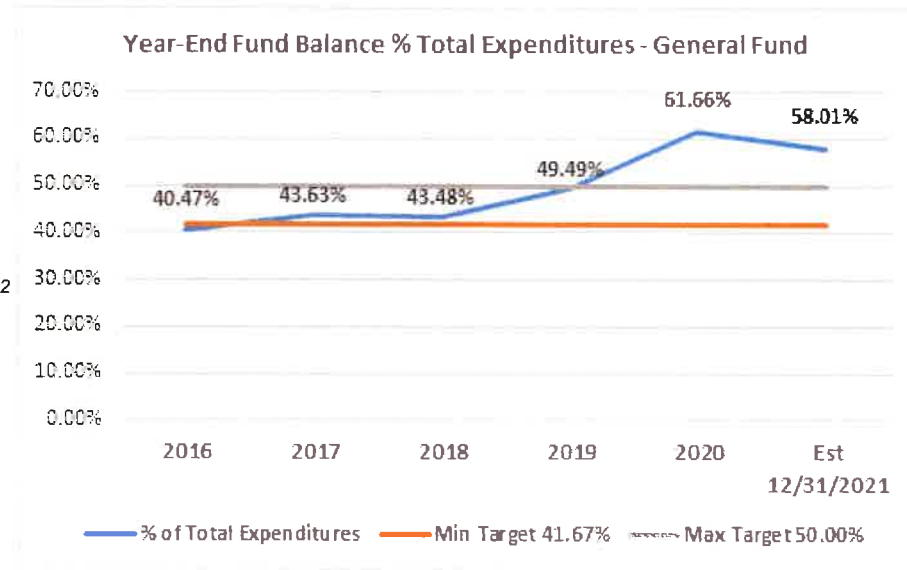
Last Update: Nov 15, 2021 18:18:58



## 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: Nov 15, 2021 18:19:22



### Strategic Priority 3

Progress 80%

**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        | 64.71 | 11 |
| Some Disruption | 5.88  | 1  |
| Completed       | 29.41 | 5  |

### Key Outcome 3.1

Progress 85%

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

|           | %     | # |
|-----------|-------|---|
| On Track  | 66.67 | 2 |
| Completed | 33.33 | 1 |

### Performance Measure 3.1.1

Progress 78%

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

|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 2 |

Updated on Oct 08, 2021 14:08:00

Staff is currently on track to complete the annual cleaning of 1/3 of sanitary sewer mains.

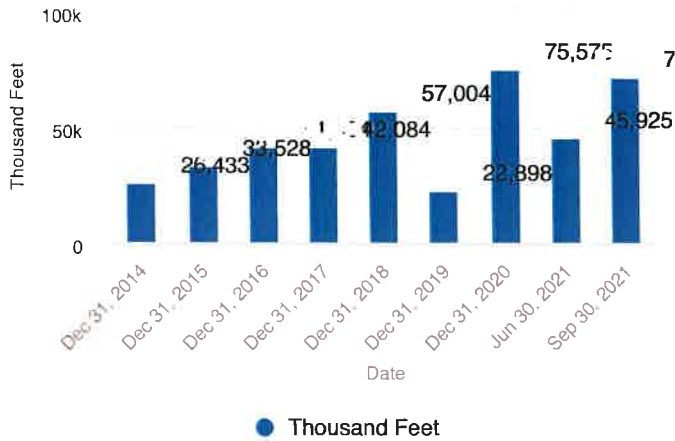


Performance Measure 3.1.1 > KPI

**SS Main # of Feet Inspected Annually**

Performance Measure 3.1.1 Ensure sanitary sewer system is maintained by inspecting and cleaning mains each year.

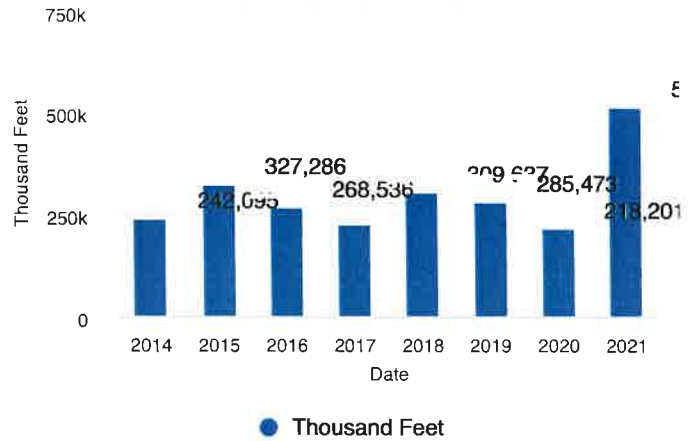
Sanitary Sewer Main - Feet Inspected Annually



**SS Mains Cleaned Annually**

Performance Measure 3.1.1 Ensure sanitary sewer system is maintained by inspecting and cleaning mains each year.

Sanitary Sewer Main - Feet Cleaned Annually



**Performance Measure 3.1.2**

Progress 100%

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



Updated on Oct 01, 2021 15:04:55

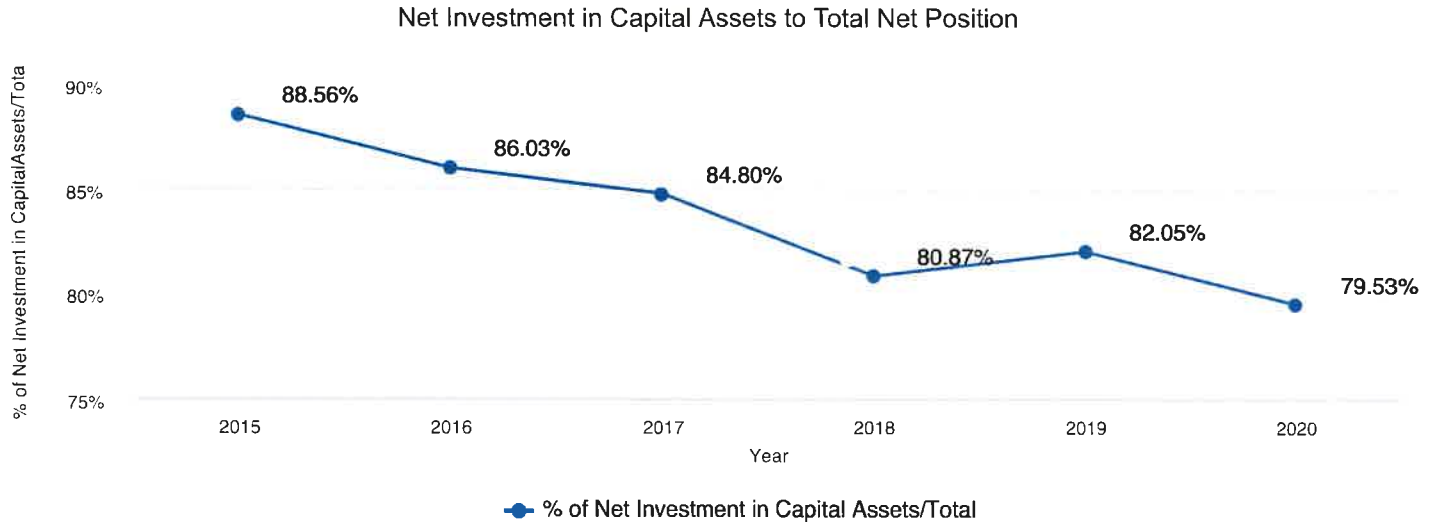
The City's net investment in capital assets percentage to total net position decreased from 82.05% to 79.5% in 2020. Much of the reduction was due to an increase in unrestricted net position, as net investment in capital assets actually increased.

Performance Measure 3.1.2 > KPI

**Net Investment in Capital Assets to Total Net Position**

Performance Measure 3.1.2 Maintain a Net Investment in Capital Assets/Total Net Position Ratio of at least 80%

Last Update: Nov 15, 2021 18:19:47



**Performance Measure 3.1.3**

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

Updated on Oct 08, 2021 14:34:41

Staff has inspected 100% of the 180 structures and have completed the cleaning of structures that have been identified as needing cleaning from the inspections.

**Key Outcome 3.2**

Progress 84%

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

|           |      |   |
|-----------|------|---|
|           |      |   |
|           | %    | # |
| On Track  | 75.0 | 3 |
| Completed | 25.0 | 1 |

**Performance Measure 3.2.1**

Progress 84%

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

|           |      |   |
|-----------|------|---|
|           |      |   |
|           | %    | # |
| On Track  | 75.0 | 3 |
| Completed | 25.0 | 1 |

Updated on Oct 21, 2021 18:50:49

Street ratings have been completed for the year.

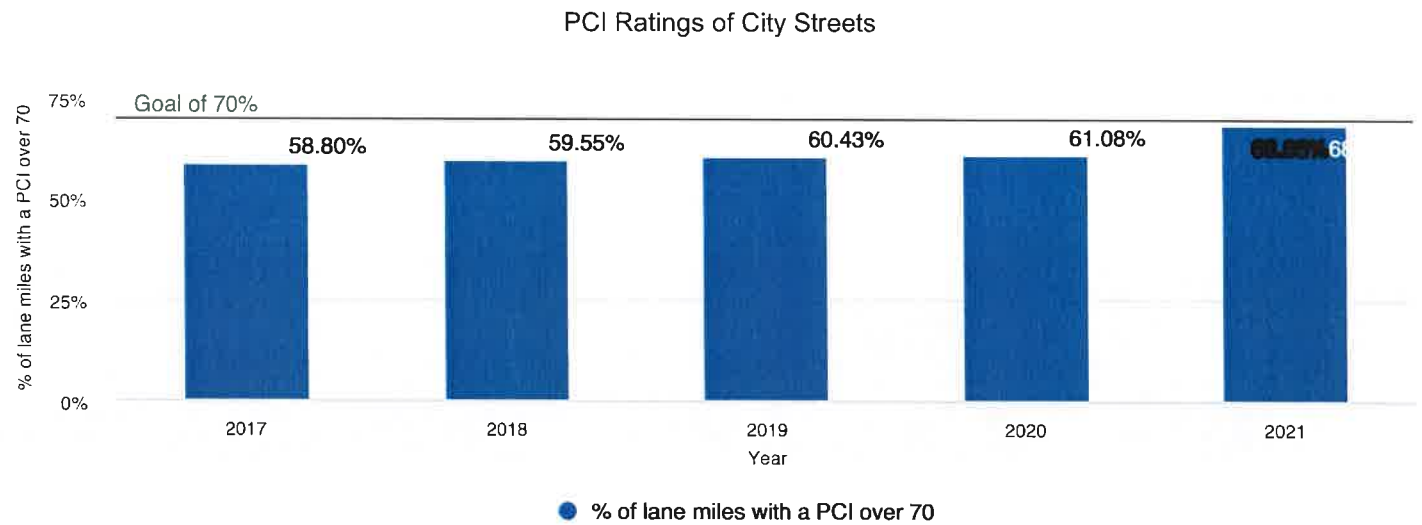
Construction is complete on two of the City's street improvement projects this year; Montana-Nebraska (2.79 miles) and Southcrest-Ferndale (2.55 Miles). Construction is nearing completion on the Sterling Street Bridge Replacement (.05 Miles) and will be completed in 2021. These projects totaling 5.39 miles in length.

Throughout the year, staff also tracks and responds to concerns provided by residents in regards to the condition of our City streets. The Cartegraph GIS system has allowed staff to quickly identify and respond to these issues.

Performance Measure 3.2.1 > KPI

**PCI Ratings of City Streets**

Performance Measure 3.2.1 70% of all roads will have a PCI (Pavement Condition Index) of a minimum of 70



### Miles of Street Improved Annually

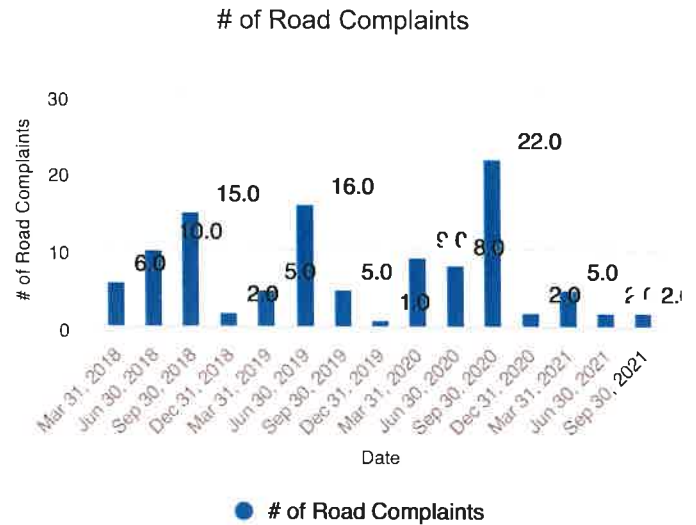
Action Initiative 3.2.1.1 Improve 3.5 miles of road reconstruction/rehabilitation projects each year

Last Update: Oct 21, 2021 18:44:54



### # of Road Complaints

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



### 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 Oct 07, 2021 20:03:00

There is no update at this time.

### Key Outcome 3.3

Progress 79%

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



### Performance Measure 3.3.1

Progress 78%

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



Updated on Oct 21, 2021 18:52:19

To date, two development projects have been proposed that required an engineering review for stormwater quality purposes. This and all future proposals will be 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 Oct 13, 2021 16:50:29

**Jim's Prairie:**

- Walked Preserve with Great River Greening staff to determine restoration tasks needed for inclusion in a upcoming grant proposal, including the possibility of using goats to knock back encroaching brush and buckthorn and work native woodland forb seeds into the soil.

**Applewood Preserve:**

- Staff walked the preserves with Friends of the Mississippi staff Alex Roth and Karen Schik and Cynthia Lane, Ecological Strategies, LLC., to discuss grant tasks, including creation of new management plans, fire break locations and first and second season restoration tasks.
- Downed trees blocking the trails were removed.

**Carver Preserve:**

- Staff walked the preserves with Friends of the Mississippi staff Alex Roth and Karen Schik and Cynthia Lane, Ecological Strategies, LLC., to discuss tasks to include in creation of new management plans, fire break locations and first and second season restoration tasks.
- Staff met with USDA and local partners (Ramsey County and City of St. Paul) to discuss and schedule sharp-shooter removal of deer from Carver Preserve and surrounding areas.

**Gladstone Savanna:**

- Staff hired Sandstrom Land Management to weed and remove small trees from the Gladstone boulevards and water retention structure.
- Staff surveyed for encroachment of invasive buckthorn and Siberian elm to determine need to hire a contractor for removal.

**Performance Measure 3.3.3**

Progress 80%

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.

|             |  |      |   |
|-------------|--|------|---|
|             |  | %    | # |
| ● On Track  |  | 50.0 | 1 |
| ● Completed |  | 50.0 | 1 |

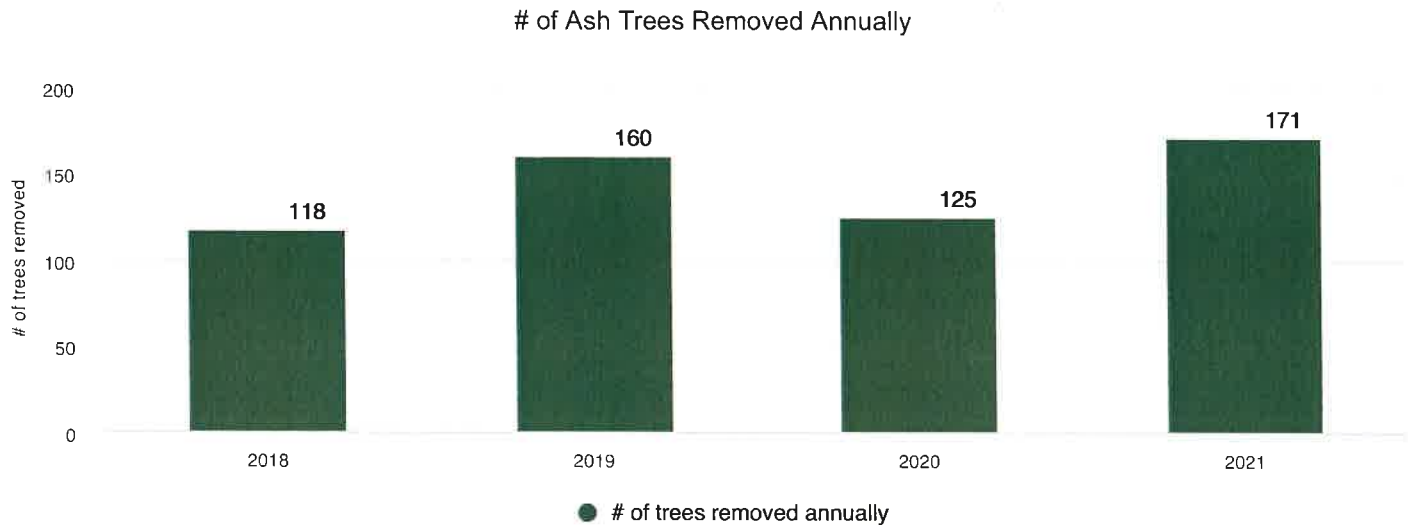
Updated on Oct 12, 2021 14:58:49

Between January and April of this year, 171 ash trees were removed that had confirmed EAB or were suspicious. In total, 177 ash trees were marked, and removal of the remaining 6 trees will take place this fall. The City will again be replacing 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 Ash Trees Removed

Performance Measure 3.3.3 Removal of 100 % of park and boulevard ash trees that are dead or have confirmed Emerald Ash Bor...



Key Outcome 3.4

Progress 75%

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

|                 |      |   |
|-----------------|------|---|
|                 | %    | # |
| On Track        | 40.0 | 2 |
| Some Disruption | 20.0 | 1 |
| Completed       | 40.0 | 2 |

Performance Measure 3.4.1

Progress 100%

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

|           |       |   |
|-----------|-------|---|
|           | %     | # |
| Completed | 100.0 | 2 |

Updated on Oct 12, 2021 15:01:57

The improvements at the Nature Center were completed this summer and the tennis and basketball courts at Vista Hills were replaced in August of 2021.

Performance Measure 3.4.2

Create a rating system for park facilities in Cartegraph

Updated on Oct 12, 2021 15:03:36

Staff completed playground inspections for 2021 and will begin rating park structures/buildings this fall.

**Performance Measure 3.4.3**

Progress 58%

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



Updated on Oct 12, 2021 15:04:15

Staff is working on rating systems for park structures, trails and turf.

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.

**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 Oct 20, 2021 13:36:07

Last fall staff met and reviewed how the prior year's plan went, updated our maps with the new sidewalks or trails constructed in 2020, and modified our plans for the 2020/2021 winter. Crews utilized the updated plan to remove snow from parking lots, trails, and sidewalks meeting the timeframe goals of the policy. This fall staff will be meeting to update maps and evaluate our plan for the 2021/2022 winter season.

**Strategic Priority 4**

Progress 45%

**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 65%

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 66%

Ensure mayor, council members and staff are engaging in Maplewood's social media platforms to increase usage by 3%



Updated on Oct 14, 2021 20:33:18

With changes to the Facebook platform, it is difficult to make an apples to apples comparison. Activity in social media has been steady over the last year, with Mayor Abrams more engaged in feeding communications custom content. The public safety department has also become more proactive, with monthly calendars of important events and milestones to highlight.

Communications is working on some really cool stuff i'll tell you about later.

**Performance Measure 4.1.2**

Progress 58%

Broader outreach through traditional media with at least 5 stories that appear in mainstream Twin Cities news outlets.

|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 1 |

Updated on Oct 14, 2021 20:42:10

In the last quarter internal initiatives that need pushing have slowed. Communications and staff have remained responsive to media needs. In the months ahead, Communications will actively pitch the "fix it" web portal, our community outreach and engagement, MORE Team efforts and the climate adaptation work if tie-in or side-bar opportunities allow.

**Performance Measure 4.1.3**

Host at least 4 live video events including major city announcements, chats, virtual town halls for 2021

Updated on Nov 15, 2021 18:21:14

This has been put on the back burner temporarily as everyone is a bit Zoomed out at this point and looking forward to meeting in-person again.

**Key Outcome 4.2**

Progress 12%

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

|                 | %     | # |
|-----------------|-------|---|
| On Track        | 66.67 | 2 |
| Some Disruption | 33.33 | 1 |

**Performance Measure 4.2.1**

Progress 12%

Establish a working group to establish new city branding by December 2022.

|                 | %     | # |
|-----------------|-------|---|
| On Track        | 66.67 | 2 |
| Some Disruption | 33.33 | 1 |

Updated on Oct 14, 2021 20:42:36

on hold

**Strategic Priority 5**

Progress 78%

**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.

|                  | %     | #  |
|------------------|-------|----|
| On Track         | 48.57 | 17 |
| Some Disruption  | 8.57  | 3  |
| Major Disruption | 8.57  | 3  |
| Completed        | 34.29 | 12 |

**Key Outcome 5.1**

Progress 75%

Maintain a safe work environment and a healthy workforce.

|                 | %     | # |
|-----------------|-------|---|
| On Track        | 71.43 | 5 |
| Some Disruption | 28.57 | 2 |



**Performance Measure 5.1.1**

Progress 75%

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

|                 |       |   |
|-----------------|-------|---|
|                 | %     | # |
| On Track        | 33.33 | 1 |
| Some Disruption | 66.67 | 2 |

Updated on Nov 15, 2021 18:22:30

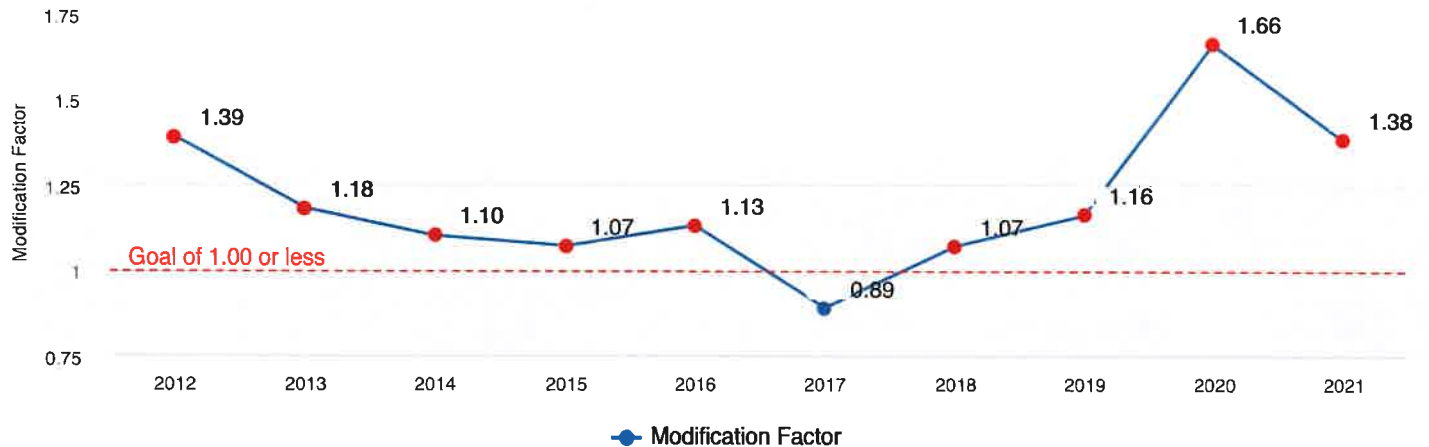
Several high cost claims have raised the MOD Factor over the past few years. The work of the Safety Committee continues per best practices. Current Workers Comp Mod Factor is 1.38, which is a decrease from 2020.

Performance Measure 5.1.1 > KPI

**Workers Compensation MOD Factor**

Performance Measure 5.1.1 The target for the annual Workers' Compensation Experience Modification Factor is 1.0 or less

Workers' Compensation MOD Factor



**Performance Measure 5.1.2**

Progress 75%

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

|          |       |   |
|----------|-------|---|
|          | %     | # |
| On Track | 100.0 | 4 |

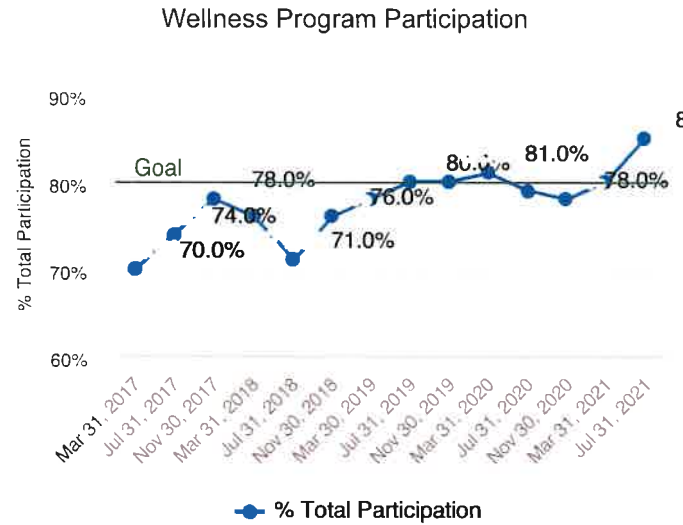
Updated on Oct 21, 2021 21:08:35

Most recent Trimester hit 80% participation

Performance Measure 5.1.2 > KPI

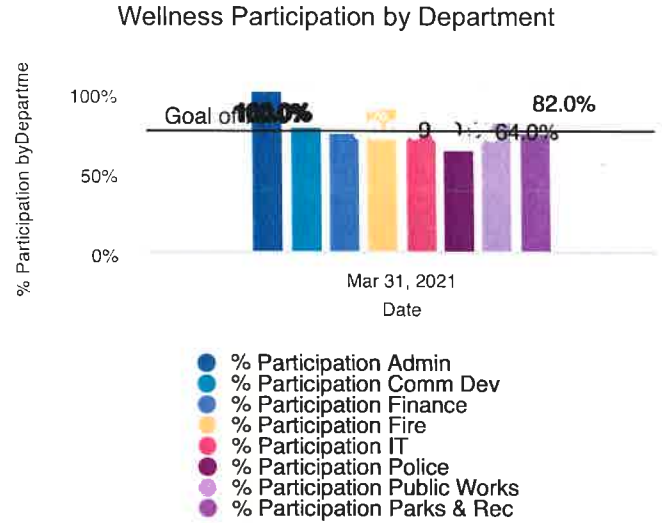
**Overall Wellness Participation**

Performance Measure 5.1.2 Increase employee wellness program participation by 2% per year to reach 80% city-wide and at lea...



**Wellness Participation Trimester by Department**

Performance Measure 5.1.2 Increase employee wellness program participation by 2% per year to reach 80% city-wide and at lea...



**Key Outcome 5.2**

Progress 97%

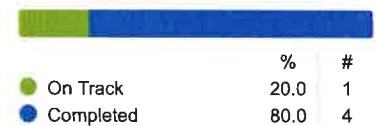
Recruitment and retention of talented and qualified workforce.



**Performance Measure 5.2.1**

Progress 96%

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



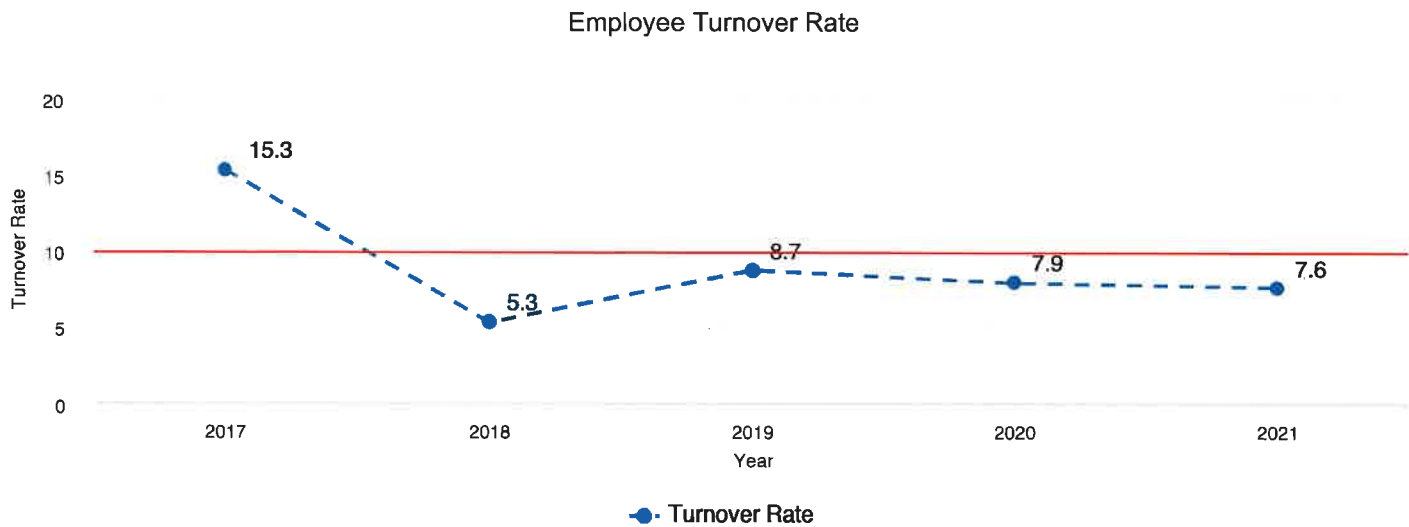
Updated on Apr 16, 2021 17:02:50

City continues to meet this goal

Performance Measure 5.2.1 > KPI

Employee Turnover Rate

Performance Measure 5.2.1 Full-time employee turnover rate will be 10% or less



Performance Measure 5.2.2

Progress 100%

Average time to hire will be 80 days or less

|           |       |   |
|-----------|-------|---|
|           |       |   |
|           | %     | # |
| Completed | 100.0 | 1 |

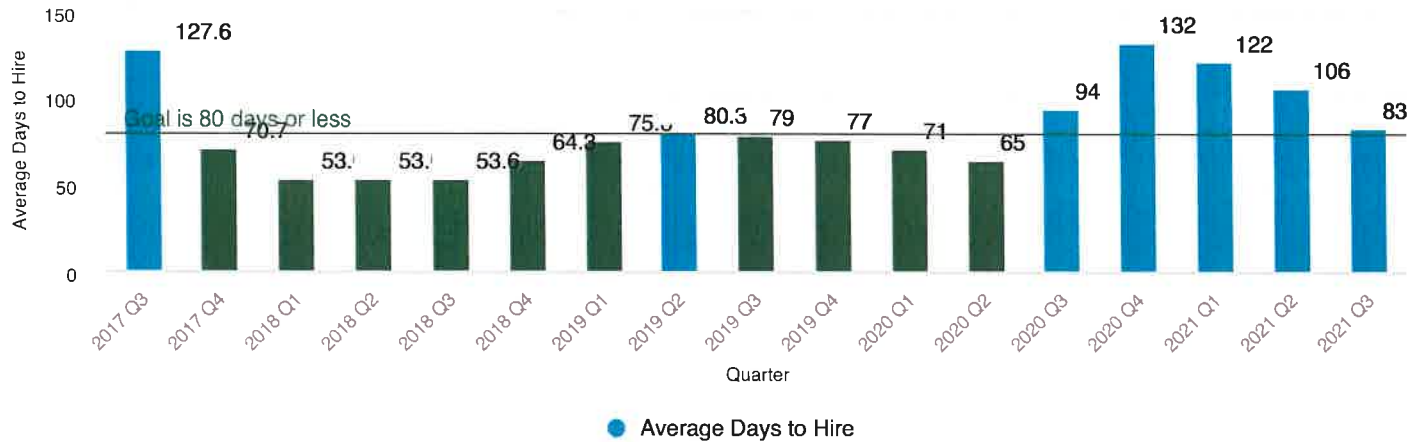
Updated on Nov 15, 2021 18:23:41

Average time to hire is 83 days. We have done many recruitments recently and we are continuing to improve our process.

## Performance Measure 5.2.2 &gt; KPI

## Average Time to Hire

Performance Measure 5.2.2 Average time to hire will be 80 days or less



## Key Outcome 5.3

Progress 83%

Provide timely response to resident needs and requests.



## Performance Measure 5.3.1

Progress 99%

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



Updated on Nov 15, 2021 19:27:14

Accela is being used on a daily basis by most members of the department which will allow us to track plan review timelines once the various components of the software are fully functional by the end of the year.

## Performance Measure 5.3.2

Progress 75%

80% of code enforcement complaints in the City will be closed within 90 days of receipt



Updated on Oct 27, 2021 15:20:38

Staff is now using the new software to manage code complaints. This software is allowing staff to move effectively and track complaints. Staff has also revamped how we take in complaints - standardizing the process of entering them into the software and assigning a code case to staff for follow through.

**Performance Measure 5.3.3**

Progress 75%

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



|            | %     | # |
|------------|-------|---|
| ● On Track | 100.0 | 1 |

*Updated on Oct 12, 2021 15:04:32*

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 Nov 15, 2021 19:12:40*

All field rental and Wakefield building applications have been responded to within 5 business days thus far.

Field rentals wound down and all late summer and fall field rentals were responded to within 5 business days.

We are beginning to receive gym rental applications for the winter and thus far those have all been responded to within 5 business days as well.

**Performance Measure 5.3.5**

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

*Updated on Oct 21, 2021 21:23:50*

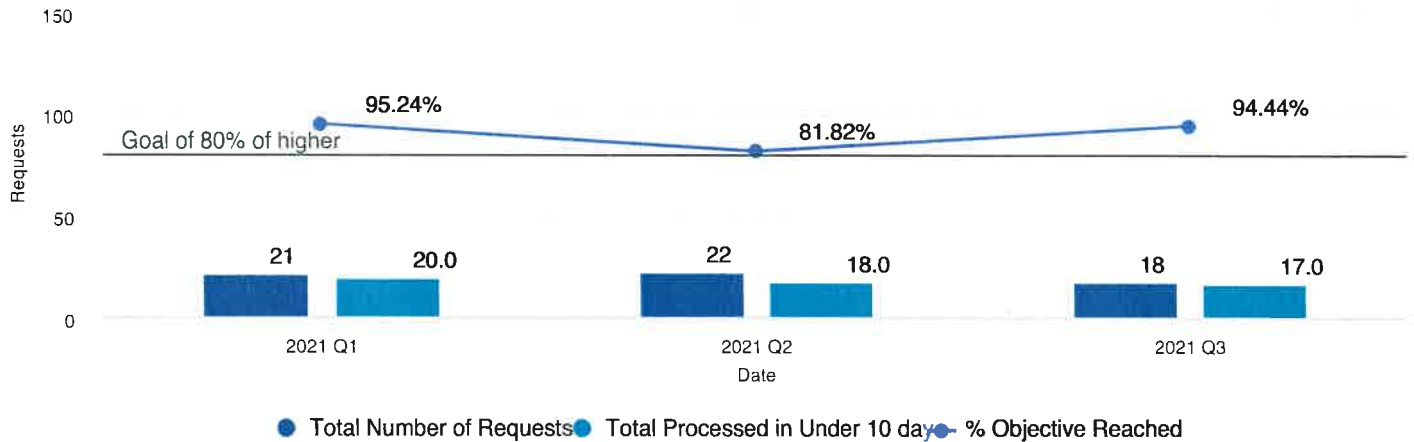
The third quarter of 2021 saw a return to more routine requests and thus a better response time. Staff remains diligent to respond timely to all requests.

## Performance Measure 5.3.5 &gt; KPI

**Data Requests**

Performance Measure 5.3.5 80% of Data Practice requests will be completed within 10 days

Data Request Responses

**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 Oct 08, 2021 14:36:43

2021 Total Reported Issues = 320

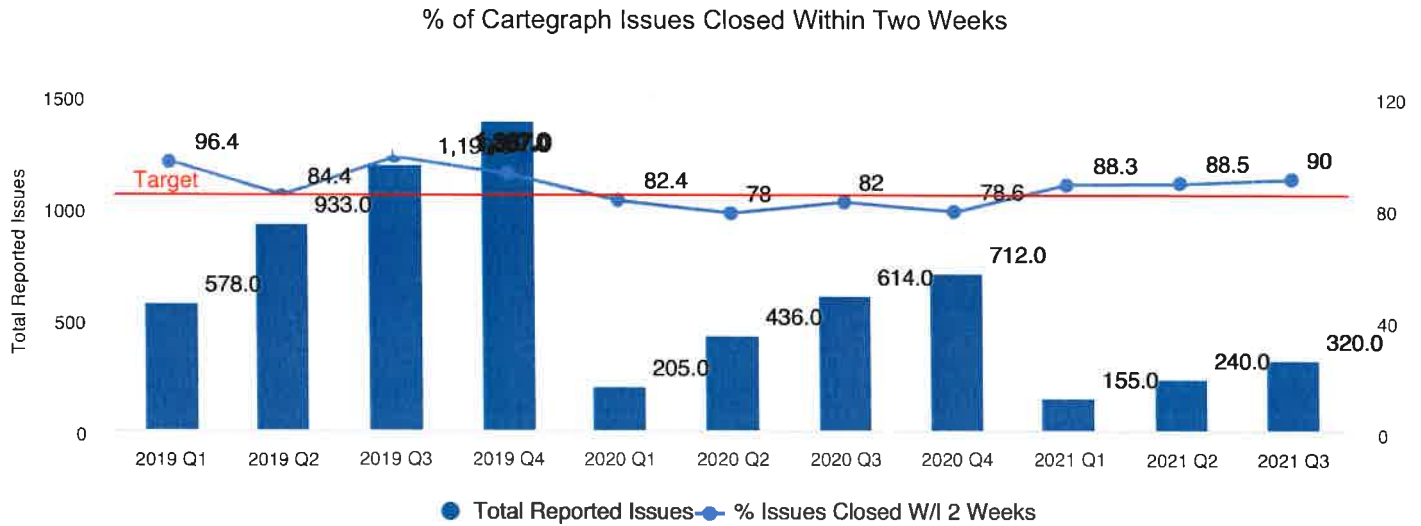
We are continuing to expand the number of areas utilizing Cartegraph to process and report issues. The goal is to have 85% of the reported issues closed within two weeks or less from the reporting date.

Currently, we have 9 issues that remain open and have 94% of the reported issues closed within two weeks.

Performance Measure 5.3.6 > KPI

**% of Cartegraph Issues Closed W/I 2 Weeks**

Performance Measure 5.3.6 Respond, track and resolve/close 85% of all issues reported to Public Works within 2 weeks from t...



**Performance Measure 5.3.7**

80% of residential plans and permits will be reviewed within 10 days or less.

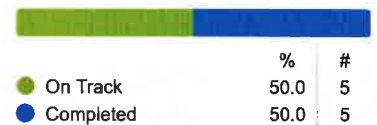
Updated on Nov 15, 2021 19:28:30

Accela is being used on a daily basis by most members of the department which will allow us to track plan review timelines once the various components of the software are fully functional by the end of the year.

**Key Outcome 5.4**

Progress 88%

Practice Continuous Improvement (Best Practices in Employee Operations).



**Performance Measure 5.4.1**

Progress 100%

100% of licensed establishments will be inspected on an annual basis



Updated on Nov 15, 2021 19:08:29

Enforcement staff has returned to the normal pattern of inspections and is working to catch up on a backlog created by COVID-19.

**Performance Measure 5.4.2**

Progress 75%

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

|          | %     | # |
|----------|-------|---|
| On Track | 100.0 | 2 |

Updated on Oct 25, 2021 22:17:59

% of tickets closed within SLA are still well within our target for 2021..

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**

Performance Measure 5.4.2 Ensure the percentage of IT helpdesk request Service Level Agreements met is 90% or above.

Last Update: Oct 25, 2021 22:14:05



**Performance Measure 5.4.3**

Progress 100%

Maintain GreenStep Cities Step 5 status

|           | %     | # |
|-----------|-------|---|
| Completed | 100.0 | 2 |

Updated on Oct 26, 2021 21:17:48

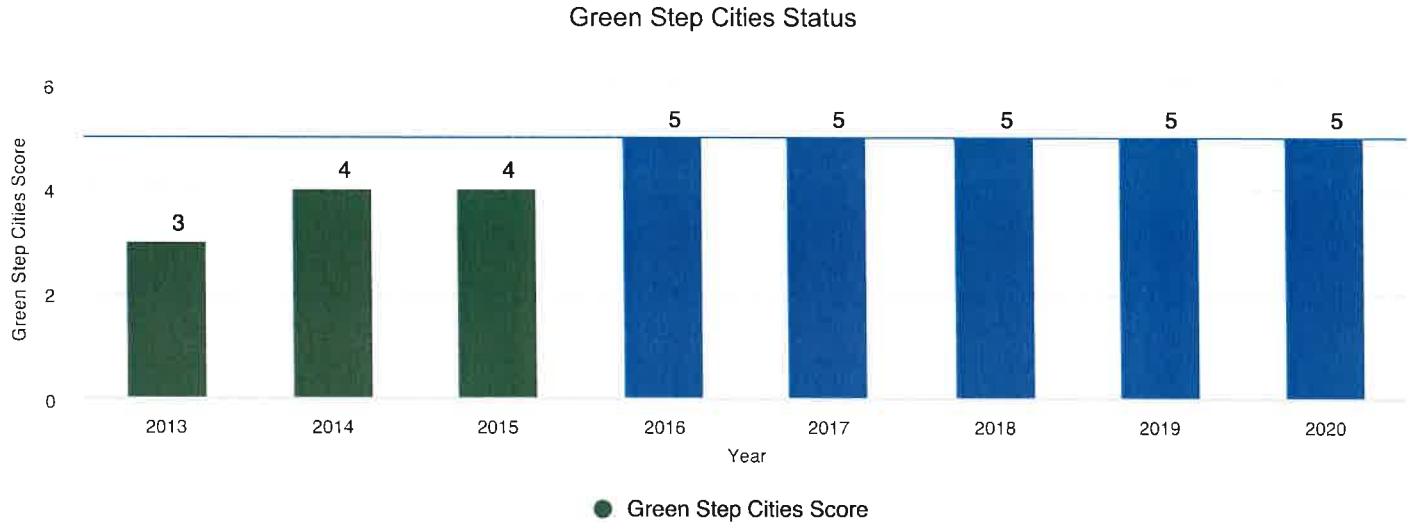
Maplewood entered the GreenStep Cities metrics by the May 2021 deadline. Maplewood has achieved the Step Five award status for year 2020.



## Performance Measure 5.4.3 &gt; KPI

**Green Step Cities chart**

Performance Measure 5.4.3 Maintain GreenStep Cities Step 5 status

**Performance Measure 5.4.4**

Progress 100%

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



Updated on Oct 26, 2021 18:52:14

**On Track - Decrease in Residential Trash:** Republic Services, Maplewood's contracted residential trash hauler, reports overall municipal solid waste collected in 2019 was 8,146.44 tons. In 2018 it was 8,228.74 tons. This is a DECREASE of 82.3 tons of solid waste from 2018 to 2019.

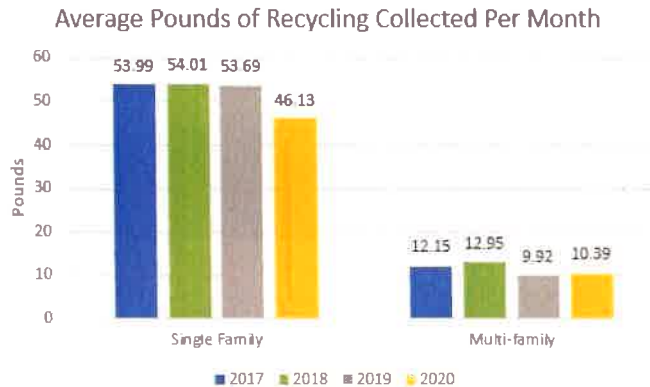
**Not On Track - Increase in Residential Recycling Rates:** Tennis Sanitation, Maplewood's contracted residential recycling hauler, reports single family recycling rates at 53.69 pounds per household per month and multi-family rates at 9.92 pounds per household per month. In 2018 it was 54.01 pounds per household per month for single family and 12.95 pounds per household per month for multi-family. This is a DECREASE in single family rates of .32 pounds per household per month for single family and 3.03 pounds per household per month for multi family.

Performance Measure 5.4.4 > KPI

**Average Pounds of Recycling Collected Per Month**

Performance Measure 5.4.4 Decrease trash and increase recycling in the City's curbside residential solid waste program

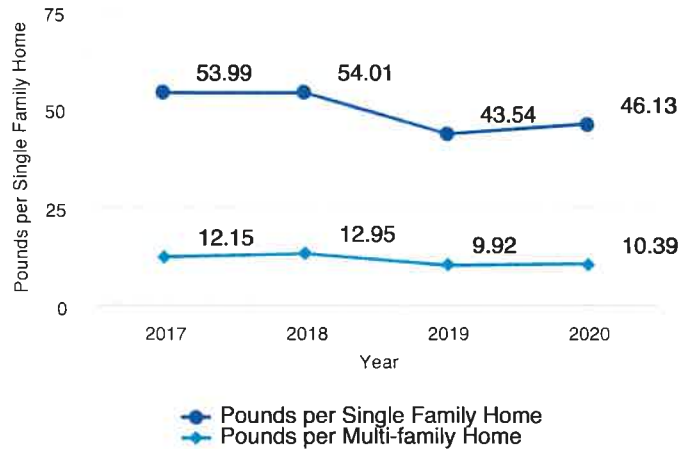
Last Update: Apr 21, 2021 16:17:53



**Recycling Collected Monthly**

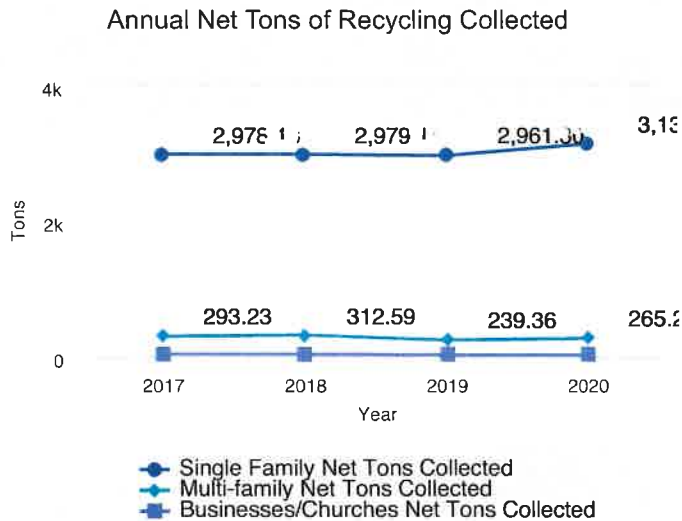
Performance Measure 5.4.4 Decrease trash and increase recycling in the City's curbside residential solid waste program

**Average Pounds of Recycling Collected per Month**



**Annual Net Tons of Recycling Collected**

Performance Measure 5.4.4 Decrease trash and increase recycling in the City's curbside residential solid waste program



**Performance Measure 5.4.5**

Progress 75%

Ensure the percentage of core application/infrastructure uptime is 99.5% or above



Updated on Oct 25, 2021 22:17:29

All is going as expected.

**Key Outcome 5.5**

Progress 45%

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

**Performance Measure 5.5.1**

Progress 80%

Through prevention, enforcement, and problem solving efforts use analysis to mitigate targeted offenses by December 31, 2021. Targeted offenses include crimes against person, auto theft and theft from auto.



Updated on Nov 04, 2021 14:49:54

**Quarter 3: July 1 - September 30, 2021**

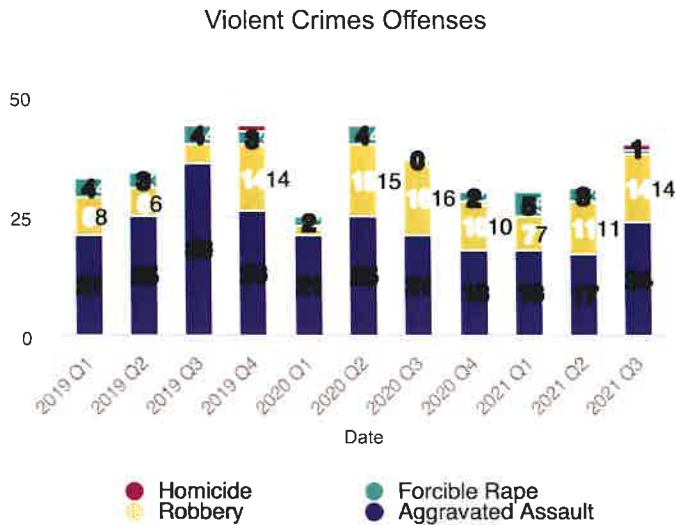
COVID-19 has impacted operations, but in a continued effort to help reduce crime:

- Internal products and tools are continuing to be utilized for information sharing between department personnel, as well as with other law enforcement agencies and the public.
- On-going use of the Electronic Roll Call Log and SARA models to share information among personnel. Continued discussion among leadership as to how to modify and improve these communication and problem solving modules to make them work more efficiently and effectively.
- New Rental Housing/Community Outreach officer planning a large number of Community Outreach Events.
- Significant number of staffing changes and retirements. New Administration has taken place and is developing leadership expectations in line with the current strategic plan.

Performance Measure 5.5.1 > KPI

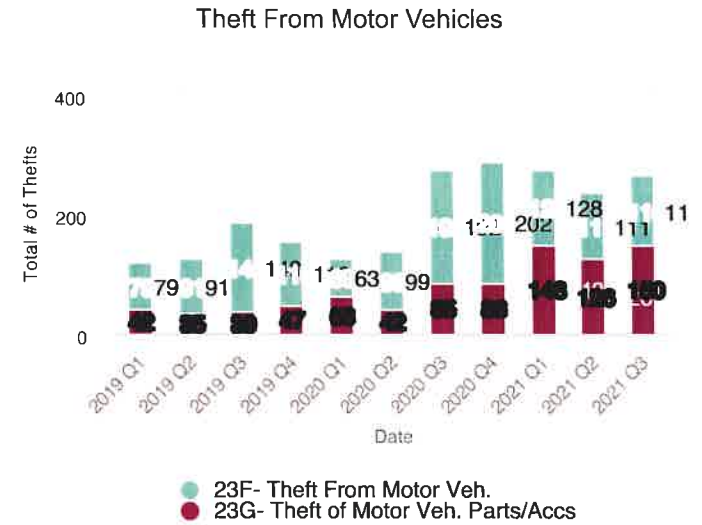
**Violent Crimes Offenses - Quarterly**

Performance Measure 5.5.1 Through prevention, enforcement, and problem solving efforts use analysis to mitigate targeted of...



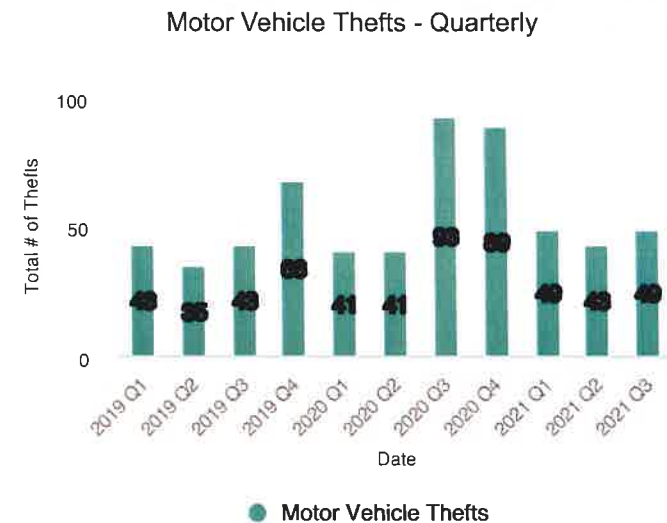
**Theft From Motor Vehicles - Quarterly**

Performance Measure 5.5.1 Through prevention, enforcement, and problem solving efforts use analysis to mitigate targeted of...



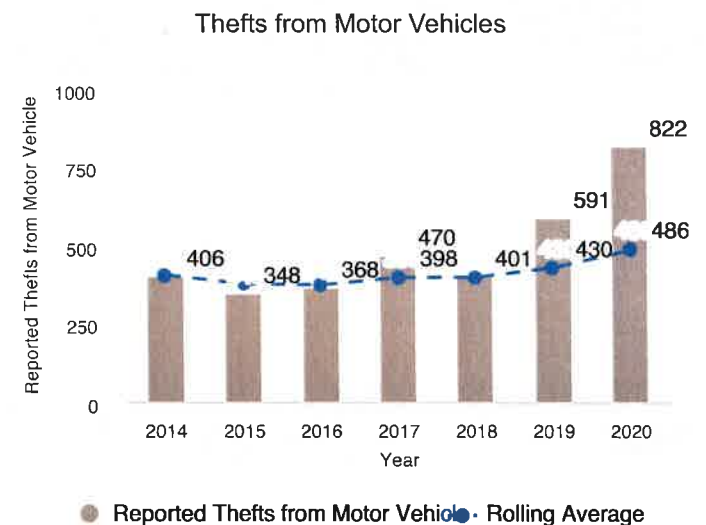
**Motor Vehicle Thefts - Quarterly**

Performance Measure 5.5.1 Through prevention, enforcement, and problem solving efforts use analysis to mitigate targeted of...



**Thefts from Motor Vehicles - Annual w/Rolling Avg**

Performance Measure 5.5.1 Through prevention, enforcement, and problem solving efforts use analysis to mitigate targeted of...



**Performance Measure 5.5.2**

Progress 80%

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



Updated on Oct 14, 2021 19:15:06

In quarter 3 2021, the fire department responded to emergency incidents in 8 minutes or less:

July: 87%

August: 87%

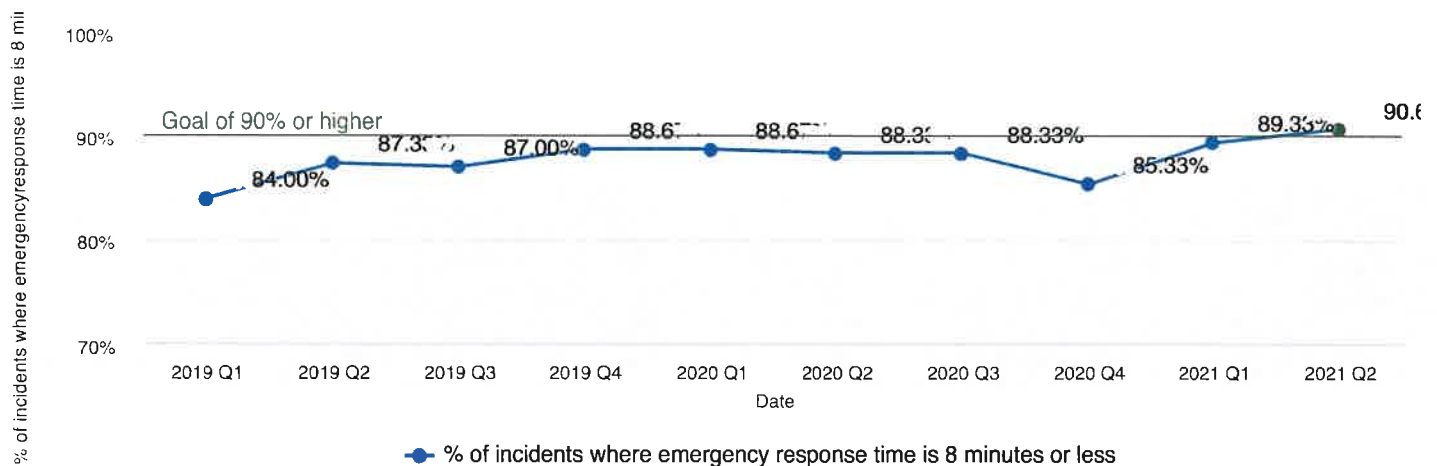
September: 86%

Part of the recommendations to achieve the 90th percentile response time at 8 minutes or less included occupying the new North Fire Station. The department will occupy the new station in June of 2022. Additionally, the department has experienced an 11% call volume increase year to date in 2021 as compared to 2020 which may be driving some of the response time performance down.

## Performance Measure 5.5.2 > KPI

### Emergency Response Time

Performance Measure 5.5.2 Respond to all emergency (lights and siren) incidents in 8 minutes or less (travel time) for 90% ...



### Performance Measure 5.5.3

Progress 10%

Identify, establish and provide fire and EMS prevention programs

|                  | %     | # |
|------------------|-------|---|
| On Track         | 33.33 | 1 |
| Some Disruption  | 33.33 | 1 |
| Major Disruption | 33.33 | 1 |

Updated on Oct 12, 2021 18:02:32

The department continues to make progress in fire and EMS prevention programs. We have conducted fire drill and AED training, a senior roadshow presentation and 22 community outreach events. Additionally, we completed our back to school slow down campaign with several schools at the beginning of the school year and will be hosting our community open house on 10/9/2021 which will include fire exit drills in the home demonstrations, hands only CPR a COVID-19 vaccination clinic and several other activities focused on providing tools to our community to increase the safety of their homes.

**Performance Measure 5.5.4**

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

Updated on Oct 22, 2021 15:17:47

The 2020 report has been completed and is available on the city's/department's website (<https://maplewoodmn.gov/1926/Enforcement-Action-Reports>).

2021 data will become available in early 2022.

**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.

**Key Outcome 6.1**

Progress 73%

Facilitate Investment to Revitalize Neighborhoods

**Performance Measure 6.1.1**

Progress 67%

Attract residential and commercial development within the Gladstone neighborhood



Updated on Nov 16, 2021 21:44:34

City continues to actively work on development projects in Gladstone. We are working with developers on the Gladstone House, funeral home property, and vacant property adjacent to Maplewood Marine that is owned by the city. We also have several developers interested in the former Moose Lodge property.

**Performance Measure 6.1.2**

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

Updated on Nov 15, 2021 19:30:01

Staff from the Community Development Department and elected officials participate in the Rice-Larpenteur Alliance Committees, which meet monthly.

**Performance Measure 6.1.3**

Progress 91%

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



Updated on Nov 15, 2021 19:30:42

A final version of the North End zoning district will be before the City Council for approval in November which includes rezoning properties.

**Key Outcome 6.2**

Progress 47%

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

**Performance Measure 6.2.1**

Progress 0%

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



Updated on Oct 27, 2021 15:20:47

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

**Performance Measure 6.2.2**

Progress 70%

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



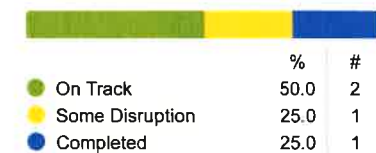
Updated on Oct 27, 2021 15:21:13

Staff and HKGi have created a TOD district for the North End neighborhood. The Council will consider adoption of this new district in November.

**Key Outcome 6.3**

Progress 61%

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

**Performance Measure 6.3.1**

Progress 63%

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



Updated on Nov 15, 2021 19:33:20

The council approved a TIF agreement for the Londin Lane project which includes the construction of 119 new affordable housing units. There are currently seven other multi-family housing projects in Maplewood in various phases of development which would include almost 1,000 new housing units. Of the 1,000 housing units, up to 610 of them would be affordable at varying affordability levels. It is expected that these projects could move forward with construction in the next one to three years, which would meet the comp plan goal of providing 510 affordable housing units by 2028.

**Performance Measure 6.3.2**

Progress 60%

Inspect 100% of the City's rental housing properties by the end of 2022.



|                 | %    | # |
|-----------------|------|---|
| Some Disruption | 50.0 | 1 |
| Completed       | 50.0 | 1 |

Updated on Oct 27, 2021 15:22:17

Staff has returned to in-person inspections. Multi-family buildings are being inspected during the fourth quarter of 2021.



## Disruptions Report 3rd Quarter 2021

City of Maplewood's Strategic Plan

Report Created On: Nov 17, 2021


### Key Outcome 1.3

The demographics of the organization reflect the community and its needs

| Number                       | Description   | Progress                | Status   | Last Update   | Last Update Date |
|------------------------------|---|-------------------------|--|---|------------------|
| Performance Measure<br>1.3.1 | Increase the percentage of employees of color among City staff by 2% per year | <div>Progress 80%</div> | <div><div></div><div></div><div></div></div> <div><div>On Track: 40.0%</div><div>Some Disruption: 20.0%</div><div>Completed: 40.0%</div></div> | The city continues to improve recruitment efforts. Our Public Safety Department continues to take an active role in assisting with recruitment efforts. | Nov 15, 2021     |

### Key Outcome 1.4

City services and facilities are accessible to our diverse community

| Number                       | Description   | Progress     | Status  | Last Update   | Last Update Date |
|------------------------------|---|--------------|---|---|------------------|
| Performance Measure<br>1.4.1 | 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. | Progress 25% |  <ul style="list-style-type: none"> <li>Status Pending: 50.0%</li> <li>Some Disruption: 50.0%</li> </ul> | <p><b>Action Initiative 1.4.1.1: Complete evaluations and make recommendations (50% completed)</b></p> <p>The following is an update on Public Works effort to incorporate 2020 census data in the City's GIS mapping program to aid in evaluating the delivery of services and maintenance of assets through the lens of equity.</p> <ul style="list-style-type: none"> <li>Public Works Department <ul style="list-style-type: none"> <li>Access to well maintained public utilities and facilities <ul style="list-style-type: none"> <li>Recommendations - Staff is working with the City's consultant, however the 2020 census data has not yet been made available. This has caused a delay with this initiative. Once the data has been made available staff will resume work on incorporating the information into the City GIS system. Staff will also look to other areas to evaluate in the meantime.</li> </ul> </li> </ul> </li> </ul> <p>The following City department programs, facilities and/or essential operations were evaluated through the lens of equity:</p> <ul style="list-style-type: none"> <li>Finance Department <ul style="list-style-type: none"> <li>Delivery of Financial Services</li> <li>Delivery of Licensing Services</li> </ul> </li> <li>Police Department <ul style="list-style-type: none"> <li>Multi-Cultural Advisory Committee (MAC)</li> <li>Recruiting and Retention</li> </ul> </li> </ul> | Oct 21, 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<br>1.5.1 | Provide access to a variety of environmental education opportunities. | <div><div>Progress 55%</div></div> | <div><div>Some Disruption</div><div>Some Disruption: 100.0%</div></div> | Staff cohosted a Native Seed Garden Open House at Harvest Park with our partners at Urban Roots and are offering two free environmental education programs to residents at the Nature Center this fall. | Oct 12, 2021     |

#### 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<br>3.4.3 | Maintain a 70% resident satisfaction rating with City's parks, trails and open spaces | <div><div>Progress 58%</div></div> | <div><div>On Track: 66.67%</div><div>Some Disruption: 33.33%</div></div> | Staff is working on rating systems for park structures, trails and turf.<br><br>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. | Oct 12, 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<br>4.2.1 | Establish a working group to establish new city branding by December 2022. | <div><div>Progress 12%</div></div> | <div><div>On Track: 66.67%</div><div>Some Disruption: 33.33%</div></div> | on hold     | Oct 14, 2021     |

#### Key Outcome 5.1

Maintain a safe work environment and a healthy workforce.

| Number                    | Description   | Progress     | Status   | Last Update   | Last Update Date |
|---------------------------|---|--------------|--|---|------------------|
| Performance Measure 5.1.1 | The target for the annual Workers' Compensation Experience Modification Factor is 1.0 or less | Progress 75% | <div><div></div><div></div><div></div></div> <div>On Track: 33.33%<br/>Some Disruption: 66.67%</div> | Several high cost claims have raised the MOD Factor over the past few years. The work of the Safety Committee continues per best practices. Current Workers Comp Mod Factor is 1.38, which is a decrease from 2020. | Nov 15, 2021     |



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

| Number                    | Description   | Progress     | Status   | Last Update  | Last Update Date |
|---------------------------|---|--------------|--|--|------------------|
| Performance Measure 5.3.2 | 80% of code enforcement complaints in the City will be closed within 90 days of receipt | Progress 75% | <div><div></div><div></div><div></div></div> <div>Major Disruption: 66.67%<br/>Completed: 33.33%</div> | Staff is now using the new software to manage code complaints. This software is allowing staff to move effectively and track complaints. Staff has also revamped how we take in complaints - standardizing the process of entering them into the software and assigning a code case to staff for follow through. | Oct 27, 2021     |

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 5.5.3 | Identify, establish and provide fire and EMS prevention programs | Progress 10% | <div><div></div><div></div><div></div><div></div></div> <div>On Track: 33.33%<br/>Some Disruption: 33.33%<br/>Major Disruption: 33.33%</div> | The department continues to make progress in fire and EMS prevention programs. We have conducted fire drill and AED training, a senior roadshow presentation and 22 community outreach events. Additionally, we completed our back to school slow down campaign with several schools at the beginning of the school year and will be hosting our community open house on 10/9/2021 which will include fire exit drills in the home demonstrations, hands only CPR a COVID-19 vaccination clinic and several other activities focused on providing tools to our community to increase the safety of their homes. | Oct 12, 2021     |

Key Outcome 6.3  
Ensure there is a diversity of housing types to meet needs of all types of households.

| Number                       | Description  | Progress     | Status   | Last Update  | Last Update Date |
|------------------------------|--|--------------|--|--|------------------|
| Performance Measure<br>6.3.2 | Inspect 100% of the City's rental housing properties by the end of 2022. | Progress 60% | <br><br>Some Disruption: 50.0%<br>Completed: 50.0% | Staff has returned to in-person inspections. Multi-family buildings are being inspected during the fourth quarter of 2021. | Oct 27, 2021     |

#### Report Legend



No Update



Overdue

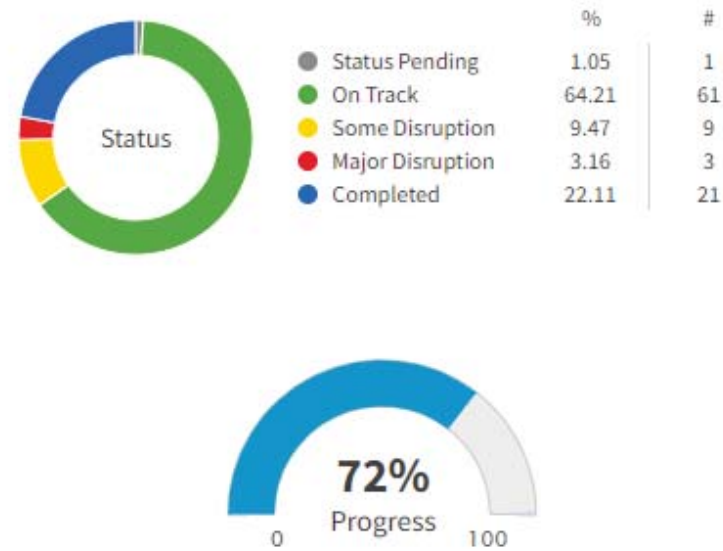


Priority



Strategic Plan Update 3<sup>rd</sup> Quarter 2021  
November 22, 2021

# Plan Status and Progress





## Community Inclusiveness

- Continued progress toward a more diverse workforce (9.8% in 2016 to 13.6% in 2021)
- Community events starting to return to normal
  - National Night Out over 60 block parties held
  - Staff have resumed volunteering with Meals on Wheels
- Collaboration with YMCA and REVSPORTS to provide recreational opportunities







# Financial Sustainability

- Recognition for Financial Reporting
  - Achieved an Excellent Bond Rating (AA+) with S&P
  - Received the GFOA Distinguished Budget Presentation Award for 2021
- Total expenditures within 95.3% of budget in 2020. (Currently at 97.5% for 2021)



## Infrastructure & Asset Management

- 5.34 miles of road reconstruction/rehabilitation projects have been completed in 2021 (Goal is 3.5 miles per year.)
- 68.66% of streets have a PCI of 70 or above (Goal is 70%)
- 171 ash trees removed in 2021 to control the spread of EAB
- Improvements to the Nature Center
- Priory Preserve improvements to walkways and footbridges coming soon





## Integrated Communication

- Smooth transition from virtual meetings back to in-person meetings (and now back to virtual)
- Communications staff will be actively promoting:
  - “Fix-it” web portal
  - Community Outreach and Engagement
  - MORE Team efforts
  - Climate adaptation work



## Operational Effectiveness

- 85% participation in the Wellness Program (up 15% from 2017)
- Maintained GreenStep Cities Step 5 Status for 5<sup>th</sup> consecutive year
- Reported motor vehicle thefts and thefts from vehicles were up in the 3<sup>rd</sup> quarter
- Accela software is being actively used to manage building inspections and permits.
- Average time to hire is 83 days (down from a high of 132)





# Targeted Redevelopment

- Rental Licensing Program
  - Common areas of multi-family buildings have been inspected (approx. 80 buildings)
  - Inspection of individual units will begin
- North End Redevelopment (going to council for approval on 11/22)
  - North End Zoning District Ordinance
  - North End Design Guidelines



# ICMA Certificates in Performance Management



- ICMA awards annual certificates for data-driven management and communication
- Maplewood Received Certificate of Achievement in Performance Management in 2021



# Upcoming Changes for 2022

- Add Environment & Natural Resource Management as a Strategic Priority
- Combine Financial Sustainability with Infrastructure & Asset Management as one category
- Establish Mission Statement and Values for Maplewood's Strategic Plan
- Meet with all departments to review and update plan elements





**CITY COUNCIL STAFF REPORT**

Meeting Date November 22, 2021

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

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

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

**AGENDA ITEM:** Review of Solid Waste Carts Screening and Storage Requirements

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

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

**Policy Issue:**

The city council requested a review of the city's existing residential solid waste carts screening and storage requirements. In addition, the council requested a summary review of adjacent and similar communities to understand what the requirements are around the Twin Cities area.

**Recommended Action:**

Discuss and provide feedback to the staff regarding the review of solid waste carts screening and storage requirements. Staff is not recommending any changes to the ordinance requirements at this time.

**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 Maplewood City Council periodically reviews ordinance requirements to ensure they are effective and still viable.

**Background**

Maplewood ordinance states that garbage and recycling *"carts shall be located behind the front line of the dwelling, in the garage or screened from view from the street, and at least ten feet from any abutting dwelling or sufficiently distant so as not to be a nuisance to those properties, unless other provisions are allowed by the city due to special site conditions."* In addition, the ordinance states that garbage and recycling carts may be placed at the curb no earlier than 5:00 p.m. the day before collection and must be removed from the curb no later than 6:00 a.m. the day after collection.

Enforcement of these requirements in Maplewood is done on a complaint-basis. Staff is not proactively enforcing these standards. The following is a review of the ordinance requirements of adjacent and similar communities and how they regulate the screening and storage of solid waste carts.

#### Roseville

*Trash cans and recycling bins must be stored so they are not visible from the street except on collection day.*

#### Vadnais Heights

*Containers shall be kept in the rear of the premises, in the garage located on premises, or the side yard, provided that it is adequately screened from the street and neighbor views except on the designated collection day.*

#### White Bear Lake

*Garbage and recycling containers must be stored inside or behind the front line of the house or related garage.*

#### North Saint Paul

*There shall be no front yard storage of trash or trash containers except in the 24 hour period prior to a scheduled pickup in residential districts.*

#### Oakdale

*Trash and recycling containers must be located on the side or back of the house or garage, or inside the garage or a shed.*

#### Woodbury

*Except for the day of collection, refuse/waste and recycling containers must be located indoors or be fully hidden behind a solid fence or wall no less than five feet in height so as not to be visible from adjoining properties and all right-of-ways.*

#### Richfield

*Garbage, recyclable, and yard waste containers must be stored in an enclosed structure or the rear or side of the property immediately adjacent to a principal or accessory structure. Containers may not be stored in front of any part of the principal building on the property except for garbage pickup day.*

#### Burnsville

*Outdoor bins shall be kept within 5 feet of the house or garage and behind the front of the building facing the street.*

#### Saint Louis Park

*Carts stored outside must be:*

- *At least four feet (4') from interior lot lines adjacent to a house, and*
- *Behind the building line adjacent to any street.*

*Carts and yard waste containers may also be stored in the alley right of way immediately next to your garage. The cart may not extend into the alley itself.*

#### New Hope

*Carts shall be screened from all principal residential structure within 50 feet and from the adjacent streets.*

In staff's review of the summary of ordinance samples from around the Twin Cities, Maplewood is consistent with how most cities regulate the storage of solid waste carts – keeping them out of the front yard and requiring them to be located in a garage or to the side or rear of the house.

**Next Steps**

To promote additional awareness and compliance of the trash and recycling container storage requirements, city staff will be including an article in the December *Maplewood Living* informing the community of the current ordinance requirements.

**Attachments**

1. None.

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**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Ellen Paulseth, Finance Director  
**PRESENTER:** Ellen Paulseth, Finance Director  
**AGENDA ITEM:** Approval of Claims

|                          |  |                                     |   |                                       |
|--------------------------|--|-------------------------------------|---|---------------------------------------|
| <b>Action Requested:</b> | <input checked="" type="checkbox"/> Motion | <input type="checkbox"/> Discussion | <input type="checkbox"/> Public Hearing     |                                       |
| <b>Form of Action:</b>   | <input type="checkbox"/> Resolution        | <input type="checkbox"/> Ordinance  | <input type="checkbox"/> Contract/Agreement | <input type="checkbox"/> Proclamation |

**Policy Issue:**

The City Manager has reviewed the bills and authorized payment in accordance with City Council policies.

**Recommended Action:**

Motion to approve the approval of claims.

**ACCOUNTS PAYABLE:**

|       |              |  |
|-------|--------------|--|
| \$    | 267,180.78   | Checks # 108166 thru # 108201<br>dated 11/09/21                              |
| \$    | 462,750.08   | Checks # 108202 thru # 108232<br>dated 11/16/21                              |
| \$    | 925,418.26   | Disbursements via debits to checking account<br>dated 11/01/21 thru 11/14/21 |
| <hr/> |              |  |
| \$    | 1,655,349.12 | Total Accounts Payable   |

**PAYROLL**

|       |              |   |
|-------|--------------|---|
| \$    | 645,077.41   | Payroll Checks and Direct Deposits dated 11/12/21 |
| <hr/> |              |   |
| \$    | 645,077.41   | Total Payroll                                     |
| <hr/> |              |   |
| \$    | 2,300,426.53 | GRAND TOTAL                                       |

**Background**

A detailed listing of these claim has been provided. 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**

1. Listing of Paid Bills

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

| Check  | Date       | Vendor | Description                    | Amount                               |            |
|--------|------------|--------|--------------------------------|--------------------------------------|------------|
| 108166 | 11/04/2021 | 05947  | OAKDALE/LAKE ELMO              | PRAYER BREAKFAST - MAYOR ABRAMS      | 35.00      |
| 108167 | 11/09/2021 | 05114  | BOLTON & MENK, INC.            | GENERAL GIS ASSISTANCE               | 765.00     |
|        | 11/09/2021 | 05114  | BOLTON & MENK, INC.            | GENERAL GIS ASSISTANCE               | 255.00     |
| 108168 | 11/09/2021 | 00585  | GOPHER STATE ONE-CALL          | NET BILLABLE TICKETS - OCTOBER       | 662.85     |
| 108169 | 11/09/2021 | 05353  | MANSFIELD OIL CO               | CONTRACT GASOLINE - OCTOBER          | 8,861.99   |
|        | 11/09/2021 | 05353  | MANSFIELD OIL CO               | CONTRACT DIESEL - OCTOBER            | 4,055.41   |
|        | 11/09/2021 | 05353  | MANSFIELD OIL CO               | CONTRACT DIESEL - OCTOBER            | 1,736.81   |
| 108170 | 11/09/2021 | 01160  | NEWMAN SIGNS, INC.             | ALUMINUM BLANKS FOR SIGNS            | 234.87     |
| 108171 | 11/09/2021 | 01337  | RAMSEY COUNTY-PROP REC & REV   | 2021 SPEC ASSESMENT SERVICES         | 5,567.50   |
|        | 11/09/2021 | 01337  | RAMSEY COUNTY-PROP REC & REV   | TIF ADMIN COST 2020                  | 5,058.37   |
| 108172 | 11/09/2021 | 01574  | T A SCHIFSKY & SONS, INC       | ASPHALT & TACK OIL                   | 728.27     |
|        | 11/09/2021 | 01574  | T A SCHIFSKY & SONS, INC       | BITUMINOUS MATERIALS                 | 319.61     |
|        | 11/09/2021 | 01574  | T A SCHIFSKY & SONS, INC       | A/C ASPHALT                          | 132.05     |
| 108173 | 11/09/2021 | 06114  | ACROSS THE STREET PRODUCTIONS  | BLUE CARD TRAIN-THE-TRAINER          | 4,500.00   |
| 108174 | 11/09/2021 | 00043  | ADAM'S PEST CONTROL INC        | QUARTERLY SERVICE - PUBLIC WORKS     | 182.02     |
|        | 11/09/2021 | 00043  | ADAM'S PEST CONTROL INC        | QUARTERLY SERVICE - CITY HALL        | 99.11      |
|        | 11/09/2021 | 00043  | ADAM'S PEST CONTROL INC        | QUARTERLY SRVS - PARK/REC GARAGE     | 62.17      |
| 108175 | 11/09/2021 | 06163  | AL TECHNOLOGIES, LLC           | ONLINE BENEFITS ADMIN FEE- NOV       | 364.00     |
| 108176 | 11/09/2021 | 00100  | ANCOM                          | REMOVE ALERTING EQUIP STATION #3     | 520.00     |
| 108177 | 11/09/2021 | 05974  | BODY KNOWLEDGE LLC             | BODY COMP ANALYSIS - HEALTH FAIR     | 700.00     |
| 108178 | 11/09/2021 | 05786  | COLONIAL LIFE PROCESSING CTR   | MONTHLY PREMIUM BCN:E4677316-OCT     | 285.02     |
| 108179 | 11/09/2021 | 02789  | COMCAST CABLE COMM INC         | FIBER OPTIC LEASE FOR FS#3           | 419.20     |
| 108180 | 11/09/2021 | 03874  | COMMERCIAL FURNITURE SERVICES  | NATURE CENTER-FURNITURE/SHELVING     | 9,245.40   |
| 108181 | 11/09/2021 | 03067  | CRAIG RAPP LLC                 | CONSULTANT FOR COUNCIL RETREAT       | 6,865.00   |
| 108182 | 11/09/2021 | 03645  | CUMMINS SALES AND SERVICE      | EMERGENCY GENERATOR MAINT-FD#1       | 2,276.96   |
| 108183 | 11/09/2021 | 00464  | EMERGENCY AUTOMOTIVE TECH, INC | REMOTE SPOTLIGHTS                    | 729.64     |
| 108184 | 11/09/2021 | 00857  | LEAGUE OF MINNESOTA CITIES     | LMC CLASS - N VILLAVICENCIO          | 10.00      |
| 108185 | 11/09/2021 | 03818  | MEDICA                         | MONTHLY PREMIUM - NOVEMBER           | 166,736.42 |
| 108186 | 11/09/2021 | 05838  | MINNESOTA BENEFIT ASSOCIATION  | MONTHLY PREMIUM                      | 269.07     |
| 108187 | 11/09/2021 | 01126  | NCPERS GROUP LIFE INS. MN      | MONTHLY PREMIUM - NOVEMBER           | 512.00     |
| 108188 | 11/09/2021 | 06257  | NINE NORTH                     | PRODUCTION SERVICES - OCTOBER        | 1,155.00   |
| 108189 | 11/09/2021 | 06133  | NO WAIT INSIDE, LLC            | NOWAITINSIDE SERVICE                 | 1,600.00   |
| 108190 | 11/09/2021 | 00001  | ONE TIME VENDOR                | REIMB L SWANSON - SPRINKLER REPAIR   | 133.04     |
| 108191 | 11/09/2021 | 00001  | ONE TIME VENDOR                | REIMB S YARITZ - SPRINKLER REPAIR    | 104.46     |
| 108192 | 11/09/2021 | 00001  | ONE TIME VENDOR                | REIMB M COMER - SPRINKLER REPAIR     | 70.48      |
| 108193 | 11/09/2021 | 01510  | PIONEER PRESS                  | NEWSPAPER SUBSCRIPTION 24WEEKS       | 477.72     |
| 108194 | 11/09/2021 | 06111  | QUADIENT FINANCE USA, INC.     | POSTAGE - 1902 POSTAGE MACHINE 6297  | 1,000.00   |
| 108195 | 11/09/2021 | 04130  | SCHINDLER ELEVATOR CORP        | QUARTERLY MAINT - 1902 PW 11/1 -1/31 | 827.43     |
| 108196 | 11/09/2021 | 04256  | SHI INTERNATIONAL CORP         | ACROBAT PRO/CREATIVE CLOUD           | 7,060.45   |
| 108197 | 11/09/2021 | 00198  | ST PAUL REGIONAL WATER SRVS    | WATER UTILITY                        | 5,933.42   |
| 108198 | 11/09/2021 | 01522  | STATE OF MINNESOTA             | PERSONNEL DATA WORKSHOP-ARNOLD       | 250.00     |
| 108199 | 11/09/2021 | 06107  | TOKLE INSPECTIONS, INC.        | ELECTRICAL INSPECTIONS - SEPTEMBER   | 21,156.84  |
|        | 11/09/2021 | 06107  | TOKLE INSPECTIONS, INC.        | ELECTRICAL INSPECTIONS - OCTOBER     | 4,523.20   |
| 108200 | 11/09/2021 | 02464  | US BANK                        | PAYING AGENT & ACCEPTANCE FEE        | 225.00     |
| 108201 | 11/09/2021 | 01753  | WEATHER WATCH, INC.            | WINTER WEATHER SERVICE               | 475.00     |

36 Checks in this report.

267,180.78

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

| Check  | Date       | Vendor | Description                    | Amount                                 |                   |
|--------|------------|--------|--------------------------------|--|-------------------|
| 108202 | 11/16/2021 | 05805  | AXON ENTERPRISE, INC.          | BODY WORN CAMERAS                      | 2,706.33          |
| 108203 | 11/16/2021 | 00211  | BRAUN INTERTEC CORP.           | NORTH FIRE STATION CONST PROJ          | 2,200.50          |
|        | 11/16/2021 | 00211  | BRAUN INTERTEC CORP.           | NORTH FIRE STATION CONST PROJ          | 1,411.00          |
| 108204 | 11/16/2021 | 00283  | CENTURY COLLEGE                | FIRE TRAINING COURSE - MALESKI         | 250.00            |
| 108205 | 11/16/2021 | 05598  | KELLY & LEMMONS, P.A.          | PROSECUTION SERVICES - OCTOBER         | 16,250.00         |
|        | 11/16/2021 | 05598  | KELLY & LEMMONS, P.A.          | ADV PMT TO BACHMAN PRINTNG             | 200.41            |
| 108206 | 11/16/2021 | 00875  | LOFFLER COMPANIES, INC.        | CANON COPIER USAGE FEES - OCT          | 1,692.96          |
| 108207 | 11/16/2021 | 05944  | MIDAMERICA ADMINISTRATIVE &    | ADMIN FEES-HRA DEBIT CARD-3RD QTR      | 3,096.00          |
| 108208 | 11/16/2021 | 01409  | S E H                          | NEW FIRE STATION                       | 2,247.60          |
| 108209 | 11/16/2021 | 00132  | ASPEN MILLS                    | DEPARTMENT UNIFORM BADGE UPDATE        | 8,076.25          |
| 108210 | 11/16/2021 | 06151  | CBW ENTERTAINMENT GROUP LLC    | PARTIAL REFUND OF LIQUOR LIC 2021      | 2,750.00          |
| 108211 | 11/16/2021 | 06009  | HEALTHCALL, LLC                | COMMUNITY PARAMEDIC SOFTWARE-OCT       | 920.00            |
| 108212 | 11/16/2021 | 00789  | KATH FUEL OIL SERVICE CO       | BULK OIL 15W40 & 0W20                  | 6,283.51          |
| 108213 | 11/16/2021 | 01897  | KRAUS-ANDERSON CONSTRUCTION CO | NORTH FIRE STATION CONST PROJ          | 30,511.66         |
| 108214 | 11/16/2021 | 06278  | KVERNSTOEN, RONNHOLMS & ASSOC  | ACOUSTIC CONSULTING - WAKEFIELD        | 975.00            |
| 108215 | 11/16/2021 | 00532  | MADDEN GALANTER HANSEN, LLP    | HR ATTORNEY FEE LABOR REL-OCT          | 92.85             |
|        | 11/16/2021 | 00532  | MADDEN GALANTER HANSEN, LLP    | HR LEGAL FEES ARB & ADMIN - OCT        | 76.00             |
| 108216 | 11/16/2021 | 05222  | MARTIN-MCALLISTER              | PUBLIC SAFETY ASSESSEMENT              | 2,750.00          |
| 108217 | 11/16/2021 | 00392  | MN DEPARTMENT OF COMMERCE      | UNCLAIMED PROPERTY AP                  | 214.43            |
| 108218 | 11/16/2021 | 06268  | NORTHLAND GRADING & EXCAVATING | PROJ 16-25 STERLING STREET BRIDGE      | 158,726.43        |
| 108219 | 11/16/2021 | 04092  | NORTHWEST ASPHALT, INC.        | PROJ 20-09 SOUTHCREST-FERNDALE         | 99,355.92         |
| 108220 | 11/16/2021 | 02923  | OAKDALE FIRE DEPARTMENT        | EMTF SITE MANAGER - 10/09 & 10/16/2021 | 639.63            |
|        | 11/16/2021 | 02923  | OAKDALE FIRE DEPARTMENT        | EMTF SITE MANAGER - 9/16/2021          | 185.82            |
| 108221 | 11/16/2021 | 03903  | OFFICE OF SECRETARY OF STATE   | NOTARY COMMISSION - M DUGAS            | 120.00            |
| 108222 | 11/16/2021 | 03903  | OFFICE OF SECRETARY OF STATE   | NOTARY COMMISSION-KUCHENMEISTER        | 120.00            |
| 108223 | 11/16/2021 | 00001  | ONE TIME VENDOR                | REIMB S SOMMER - SPRINKLER REPAIR      | 223.79            |
| 108224 | 11/16/2021 | 00001  | ONE TIME VENDOR                | REIMB D MEKALA - SPRINKLER REPAIR      | 125.00            |
| 108225 | 11/16/2021 | 01338  | RAMSEY COUNTY-VITAL RECORDS    | NOTARY COMMISSION - A ARNOLD           | 20.00             |
| 108226 | 11/16/2021 | 01340  | REGIONS HOSPITAL               | MEDICAL SUPPLIES                       | 99.94             |
| 108227 | 11/16/2021 | 06014  | REHDER FORESTRY CONSULTING     | TREE INSPECTION SRVS - OCTOBER         | 4,760.26          |
| 108228 | 11/16/2021 | 04207  | STRYKER SALES CORP.            | COMMUNITY PARAMEDIC SOFTWARE-SEP       | 882.00            |
| 108229 | 11/16/2021 | 05287  | TACTICAL SOLUTIONS             | CERTIFICATIONS RADAR & LASER UNITS     | 746.00            |
| 108230 | 11/16/2021 | 01649  | TRI-STATE BOBCAT, INC.         | BRUSHCAT RENTAL FEE                    | 1,100.00          |
| 108231 | 11/16/2021 | 05842  | MIKE TURNBULL                  | FIRE MARSHAL SERVICES 08/02 - 08/18    | 1,044.00          |
| 108232 | 11/16/2021 | 06123  | VALLEY PAVING, INC.            | PROJ 19-22 CO RD B & ARCADE PMT#12     | 111,896.79        |
|        |            |        |                                |  | <u>462,750.08</u> |

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

| Settlement  |                              |                                  |               |
|-------------|------------------------------|----------------------------------|---------------|
| <u>Date</u> | <u>Payee</u>                 | <u>Description</u>               | <u>Amount</u> |
| 11/1/2021   | Accela Credit Card Billing   | Credit Card Billing Fee          | 30.00         |
| 11/1/2021   | Delta Dental                 | Dental Premium                   | 4,249.74      |
| 11/1/2021   | Empower - State Plan         | Deferred Compensation            | 26,440.00     |
| 11/1/2021   | MN State Treasurer           | Drivers License/Deputy Registrar | 47,236.38     |
| 11/2/2021   | MN State Treasurer           | Drivers License/Deputy Registrar | 62,090.04     |
| 11/3/2021   | MN State Treasurer           | Drivers License/Deputy Registrar | 18,726.88     |
| 11/4/2021   | MN State Treasurer           | Drivers License/Deputy Registrar | 52,507.64     |
| 11/5/2021   | MN Dept of Natural Resources | DNR electronic licenses          | 571.70        |
| 11/5/2021   | MN State Treasurer           | Drivers License/Deputy Registrar | 46,327.58     |
| 11/5/2021   | Optum Health                 | DCRP & Flex plan payments        | 35.00         |
| 11/8/2021   | Delta Dental                 | Dental Premium                   | 829.08        |
| 11/8/2021   | MN State Treasurer           | Drivers License/Deputy Registrar | 48,717.45     |
| 11/9/2021   | MN State Treasurer           | Drivers License/Deputy Registrar | 59,589.87     |
| 11/10/2021  | MN State Treasurer           | Drivers License/Deputy Registrar | 83,277.29     |
| 11/12/2021  | MidAmerica                   | HRA Flex Plan - AUL              | 15,122.96     |
| 11/12/2021  | ICMA (Vantagepointe)         | Deferred Compensation            | 9,608.80      |
| 11/12/2021  | ICMA (Vantagepointe)         | Retiree Health Savings           | 33,023.33     |
| 11/12/2021  | Labor Unions                 | Union Dues                       | 4,725.50      |
| 11/12/2021  | MN State Treasurer           | Drivers License/Deputy Registrar | 91,518.99     |
| 11/12/2021  | MN State Treasurer           | State Payroll Tax                | 26,841.54     |
| 11/12/2021  | Optum Health                 | DCRP & Flex plan payments        | 4,923.55      |
| 11/12/2021  | P.E.R.A.                     | P.E.R.A.                         | 126,323.70    |
| 11/12/2021  | U.S. Treasurer               | Federal Payroll Tax              | 113,069.13    |
| 11/12/2021  | US Bank VISA One Card*       | Purchasing Card Items            | 49,632.11     |
|             |                              |                                  | <hr/> <hr/>   |
|             |                              |                                  | 925,418.26    |

\*Detailed listing of VISA purchases is attached.



## Purchasing Card Items

| Transaction<br>Date | Posting<br>Date | Merchant Name             | Transaction<br>Amount | Name              |
|---------------------|-----------------|---------------------------|-----------------------|-------------------|
| 10/29/2021          | 11/03/2021      | OFFICE DEPOT #1090        | \$236.94              | REGAN BEGGS       |
| 10/29/2021          | 11/03/2021      | OFFICEMAX/OFFICEDEPT#6874 | \$10.45               | REGAN BEGGS       |
| 10/25/2021          | 10/26/2021      | MICHAELS STORES 2744      | \$81.81               | ASHLEY BERGERON   |
| 10/26/2021          | 10/28/2021      | CITY OF COTTAGE GROVE     | (\$75.00)             | ASHLEY BERGERON   |
| 10/28/2021          | 10/29/2021      | WALGREENS #01751          | \$53.03               | ASHLEY BERGERON   |
| 10/28/2021          | 10/29/2021      | COSTCO WHSE #1021         | \$235.99              | ASHLEY BERGERON   |
| 10/31/2021          | 11/01/2021      | CVS/PHARMACY #01751       | \$43.30               | ASHLEY BERGERON   |
| 11/03/2021          | 11/05/2021      | BEST WESTERN ST CLOUD     | \$368.28              | BRIAN BIERDEMAN   |
| 10/25/2021          | 10/28/2021      | OFFICE DEPOT #1090        | \$162.39              | NEIL BRENEMAN     |
| 11/02/2021          | 11/02/2021      | DISPLAYS2GO               | \$90.11               | NEIL BRENEMAN     |
| 10/22/2021          | 10/25/2021      | EBAY O*19-07764-39888     | \$158.00              | DANIEL BUSACK     |
| 10/23/2021          | 10/25/2021      | VERTX.COM                 | \$159.99              | DANIEL BUSACK     |
| 10/24/2021          | 10/25/2021      | EBAY O*22-07768-88482     | (\$35.00)             | DANIEL BUSACK     |
| 10/24/2021          | 10/25/2021      | EBAY O*22-07768-88482     | \$35.00               | DANIEL BUSACK     |
| 10/27/2021          | 10/28/2021      | GRAFIX SHOPPE             | \$55.00               | DANIEL BUSACK     |
| 11/03/2021          | 11/05/2021      | BEST WESTERN ST CLOUD     | \$368.28              | DANIEL BUSACK     |
| 10/28/2021          | 10/29/2021      | FERGUSON ENT, INC 1659    | \$364.80              | SCOTT CHRISTENSON |
| 11/03/2021          | 11/04/2021      | STATE SUPPLY              | \$1,431.08            | SCOTT CHRISTENSON |
| 10/22/2021          | 10/25/2021      | TRUGREEN LP *5635         | \$125.00              | SHAWN CONWAY      |
| 10/26/2021          | 10/28/2021      | GEAR WASH                 | \$228.73              | SHAWN CONWAY      |
| 10/27/2021          | 10/28/2021      | FROGGY'S FOG              | \$1,049.99            | SHAWN CONWAY      |
| 10/26/2021          | 10/27/2021      | IN *VIRTUE PRINTING       | \$121.76              | LUANNE CORTESI    |
| 11/03/2021          | 11/04/2021      | INT'L ASSOC OF FIRE CHIE  | \$97.50               | THOMAS DABRUZZI   |
| 11/03/2021          | 11/05/2021      | MINNESOTA STATE FIRE CHIE | \$60.00               | THOMAS DABRUZZI   |
| 10/23/2021          | 10/26/2021      | OTC BRANDS INC            | \$35.98               | BRAD DAVISON      |
| 10/31/2021          | 11/01/2021      | HY-VEE MAPLEWOOD 1402     | \$191.74              | BRAD DAVISON      |
| 10/31/2021          | 11/01/2021      | HEJNY RENTAL INC          | \$242.81              | BRAD DAVISON      |
| 11/01/2021          | 11/02/2021      | CAB STORE WOODBURY, MN    | \$154.98              | RICHARD DAWSON    |
| 11/02/2021          | 11/03/2021      | CORT FURNITURE RENTAL     | \$197.39              | RICHARD DAWSON    |
| 11/02/2021          | 11/03/2021      | AMAZON.COM*JB0IT1IY3 AMZN | \$11.23               | RICHARD DAWSON    |
| 11/02/2021          | 11/04/2021      | THE HOME DEPOT #2801      | \$18.48               | RICHARD DAWSON    |
| 11/03/2021          | 11/04/2021      | BCA TRAINING EDUCATION    | \$250.00              | JOSEPH DEMULLING  |
| 10/27/2021          | 10/28/2021      | GOPHER PLUMBING SUPPLY    | \$56.67               | TOM DOUGLASS      |
| 10/27/2021          | 10/28/2021      | FBI LEEDA INC             | \$695.00              | MICHAEL DUGAS     |
| 10/29/2021          | 11/01/2021      | NORTH AMERICAN RESCUE LL  | \$666.79              | MICHAEL DUGAS     |
| 11/01/2021          | 11/02/2021      | BCA TRAINING EDUCATION    | \$250.00              | MICHAEL DUGAS     |
| 10/22/2021          | 10/25/2021      | TMOBILE*POSTPAID TEL      | \$334.97              | MYCHAL FOWLDS     |
| 10/23/2021          | 10/25/2021      | COMCAST CABLE COMM        | \$144.71              | MYCHAL FOWLDS     |
| 10/28/2021          | 10/29/2021      | BESTBUYCOM806512198433    | \$999.99              | MYCHAL FOWLDS     |
| 10/28/2021          | 10/29/2021      | CDW GOVT #POLICE DEPAR    | \$4,572.70            | MYCHAL FOWLDS     |
| 10/28/2021          | 10/29/2021      | AMZN MKTP US*9T92X8XR3    | \$39.69               | MYCHAL FOWLDS     |
| 11/03/2021          | 11/03/2021      | COMCAST CABLE COMM        | \$25.04               | MYCHAL FOWLDS     |
| 10/23/2021          | 10/25/2021      | AMAZON.COM*2Y5X36KV1      | \$139.95              | NICK FRANZEN      |
| 10/24/2021          | 10/25/2021      | AMAZON.COM*2Y3YW49D0      | \$40.76               | NICK FRANZEN      |
| 10/26/2021          | 10/27/2021      | AMAZON.COM*5Y0GT0Y73 AMZN | \$93.96               | NICK FRANZEN      |
| 10/26/2021          | 10/27/2021      | DIGICERT INC              | \$344.00              | NICK FRANZEN      |
| 10/30/2021          | 11/01/2021      | BACKBLAZE                 | \$140.00              | NICK FRANZEN      |
| 11/04/2021          | 11/05/2021      | ZOHO CORPORATION          | \$5,223.00            | NICK FRANZEN      |
| 10/29/2021          | 11/01/2021      | BCA TRAINING EDUCATION    | \$75.00               | DEREK FRITZE      |
| 11/04/2021          | 11/05/2021      | GREETINGCARDUNIVERS       | \$31.46               | TIMOTHY HAWKINSON |
| 10/27/2021          | 10/28/2021      | SAFE-FAST(MW)             | \$1,451.70            | TAMARA HAYS       |
| 10/27/2021          | 10/28/2021      | GRAINGER                  | \$64.52               | TAMARA HAYS       |
| 10/26/2021          | 10/27/2021      | CUB FOODS #1599           | \$149.12              | LINDSAY HERZOG    |
| 10/26/2021          | 10/28/2021      | STARBUCKS STORE 57157     | \$77.10               | LINDSAY HERZOG    |
| 10/22/2021          | 10/25/2021      | SITEONE LANDSCAPE SUPPLY, | \$4.98                | GARY HINNENKAMP   |
| 10/28/2021          | 10/29/2021      | FEDEX 940659685711        | \$9.65                | GARY HINNENKAMP   |
| 11/03/2021          | 11/05/2021      | BEST WESTERN ST CLOUD     | \$368.28              | MICHAEL HOEMKE    |

|            |            |                           |            |                     |
|------------|------------|---------------------------|------------|---------------------|
| 10/29/2021 | 11/01/2021 | MENARDS OAKDALE MN        | \$13.37    | DAVID JAHN          |
| 11/01/2021 | 11/02/2021 | SHERWIN WILLIAMS 703127   | \$85.68    | DAVID JAHN          |
| 11/02/2021 | 11/03/2021 | WPY*AMERICAN PUBLIC WORKS | \$334.75   | JON JAROSCH         |
| 10/25/2021 | 10/26/2021 | CUB FOODS #1599           | \$22.94    | LOIS KNUTSON        |
| 10/26/2021 | 10/26/2021 | DOORDASH*BAMBU ASIAN C    | \$150.10   | LOIS KNUTSON        |
| 10/21/2021 | 10/25/2021 | MINNESOTA STATE FIRE CHIE | \$60.00    | ERIC KUBAT          |
| 10/21/2021 | 10/25/2021 | NORTHERN TOOL+EQUIP       | \$34.99    | ERIC KUBAT          |
| 10/22/2021 | 10/25/2021 | THE BIG BLUE BOX          | \$190.00   | JASON KUCHENMEISTER |
| 10/25/2021 | 10/26/2021 | KAT-KEYS SAFE & LOCK      | \$425.00   | JASON KUCHENMEISTER |
| 10/25/2021 | 10/26/2021 | IN *ARROWHEAD SCIENTIFIC  | \$283.76   | JASON KUCHENMEISTER |
| 10/26/2021 | 10/26/2021 | ULINE *SHIP SUPPLIES      | \$383.42   | JASON KUCHENMEISTER |
| 10/28/2021 | 10/29/2021 | PEAVEY CORP.              | \$44.78    | JASON KUCHENMEISTER |
| 10/29/2021 | 11/01/2021 | PEAVEY CORP.              | \$88.21    | JASON KUCHENMEISTER |
| 11/04/2021 | 11/05/2021 | PEAVEY CORP.              | \$117.71   | JASON KUCHENMEISTER |
| 10/22/2021 | 10/27/2021 | OFFICE DEPOT #1090        | \$105.50   | CHING LO            |
| 11/02/2021 | 11/03/2021 | DALCO ENTERPRISES         | \$133.24   | CHING LO            |
| 10/27/2021 | 10/28/2021 | LEATHERMAN TOOL GROUP     | \$2,014.74 | MICHAEL MONDOR      |
| 10/27/2021 | 10/28/2021 | HEJNY RENTAL INC          | \$151.28   | MICHAEL MONDOR      |
| 11/01/2021 | 11/02/2021 | ASPEN MILLS               | \$1,048.25 | MICHAEL MONDOR      |
| 11/01/2021 | 11/02/2021 | AIRGAS USA, LLC           | \$97.18    | MICHAEL MONDOR      |
| 11/01/2021 | 11/02/2021 | AIRGAS USA, LLC           | \$74.95    | MICHAEL MONDOR      |
| 11/02/2021 | 11/03/2021 | IN *MARIE RIDGEWAY LICSW, | \$150.00   | MICHAEL MONDOR      |
| 10/23/2021 | 10/25/2021 | CINTAS CORP               | \$58.41    | BRYAN NAGEL         |
| 10/23/2021 | 10/25/2021 | CINTAS CORP               | \$186.02   | BRYAN NAGEL         |
| 10/23/2021 | 10/25/2021 | CINTAS CORP               | \$160.49   | BRYAN NAGEL         |
| 10/27/2021 | 10/28/2021 | CINTAS CORP               | \$106.37   | BRYAN NAGEL         |
| 10/27/2021 | 10/28/2021 | CINTAS CORP               | \$89.85    | BRYAN NAGEL         |
| 10/27/2021 | 10/28/2021 | CINTAS CORP               | \$12.75    | BRYAN NAGEL         |
| 10/27/2021 | 10/28/2021 | CINTAS CORP               | \$16.35    | BRYAN NAGEL         |
| 10/27/2021 | 10/28/2021 | CINTAS CORP               | \$52.86    | BRYAN NAGEL         |
| 10/28/2021 | 10/29/2021 | CINTAS CORP               | \$62.44    | BRYAN NAGEL         |
| 11/03/2021 | 11/04/2021 | CINTAS CORP               | \$116.41   | BRYAN NAGEL         |
| 11/03/2021 | 11/04/2021 | CINTAS CORP               | \$180.57   | BRYAN NAGEL         |
| 11/03/2021 | 11/04/2021 | CINTAS CORP               | \$15.05    | BRYAN NAGEL         |
| 11/03/2021 | 11/04/2021 | CINTAS CORP               | \$80.69    | BRYAN NAGEL         |
| 11/03/2021 | 11/04/2021 | CINTAS CORP               | \$12.75    | BRYAN NAGEL         |
| 10/27/2021 | 10/28/2021 | SAFE-FAST(MW)             | \$205.46   | JOHN NAUGHTON       |
| 11/03/2021 | 11/05/2021 | MENARDS OAKDALE MN        | \$73.91    | JOHN NAUGHTON       |
| 10/25/2021 | 10/26/2021 | BCA TRAINING EDUCATION    | \$75.00    | MICHAEL NYE         |
| 10/28/2021 | 11/01/2021 | MENARDS OAKDALE MN        | \$168.74   | JORDAN ORE          |
| 10/29/2021 | 11/01/2021 | FLEET FARM ECOM 4000      | \$569.97   | JORDAN ORE          |
| 10/26/2021 | 10/27/2021 | LIFE ASSIST INC           | \$110.40   | KENNETH POWERS      |
| 10/26/2021 | 10/27/2021 | LIFE ASSIST INC           | \$1,069.38 | KENNETH POWERS      |
| 10/27/2021 | 10/28/2021 | LIFE ASSIST INC           | \$367.00   | KENNETH POWERS      |
| 10/29/2021 | 11/01/2021 | BOUND TREE MEDICAL LLC    | \$48.08    | KENNETH POWERS      |
| 10/29/2021 | 11/01/2021 | LIFE ASSIST INC           | \$247.70   | KENNETH POWERS      |
| 11/01/2021 | 11/02/2021 | LIFE ASSIST INC           | \$145.28   | KENNETH POWERS      |
| 11/02/2021 | 11/03/2021 | LIFE ASSIST INC           | \$162.75   | KENNETH POWERS      |
| 11/02/2021 | 11/04/2021 | BOUND TREE MEDICAL LLC    | \$296.10   | KENNETH POWERS      |
| 11/02/2021 | 11/04/2021 | BOUND TREE MEDICAL LLC    | \$62.58    | KENNETH POWERS      |
| 11/04/2021 | 11/05/2021 | TELEFLEX LLC              | \$1,115.50 | KENNETH POWERS      |
| 10/25/2021 | 10/26/2021 | TURFWERKS - DAVIS EQUIP   | \$48.05    | STEVEN PRIEM        |
| 10/25/2021 | 10/26/2021 | 0391-AUTOPLUS             | \$37.97    | STEVEN PRIEM        |
| 10/27/2021 | 10/28/2021 | TRI-STATE BOBCAT          | \$114.58   | STEVEN PRIEM        |
| 10/28/2021 | 10/29/2021 | WHEELCO NEWPORT           | \$219.88   | STEVEN PRIEM        |
| 10/28/2021 | 10/29/2021 | 0391-AUTOPLUS             | \$43.27    | STEVEN PRIEM        |
| 10/28/2021 | 10/29/2021 | SP *TRACTORMAT            | \$193.85   | STEVEN PRIEM        |
| 10/28/2021 | 10/29/2021 | ZIEGLER INC COLUMBUS      | \$346.50   | STEVEN PRIEM        |
| 10/29/2021 | 11/01/2021 | 0391-AUTOPLUS             | \$68.69    | STEVEN PRIEM        |
| 10/29/2021 | 11/01/2021 | METRO PRODUCTS INC        | \$97.99    | STEVEN PRIEM        |

|            |            |                           |            |                   |
|------------|------------|---------------------------|------------|-------------------|
| 11/02/2021 | 11/03/2021 | COMOLUBE AND SUPPLIES INC | \$76.03    | STEVEN PRIEM      |
| 11/02/2021 | 11/03/2021 | TRI-STATE BOBCAT          | \$45.71    | STEVEN PRIEM      |
| 11/02/2021 | 11/03/2021 | TRI-STATE BOBCAT          | \$82.91    | STEVEN PRIEM      |
| 11/03/2021 | 11/04/2021 | KATH FUEL                 | \$62.00    | STEVEN PRIEM      |
| 11/03/2021 | 11/04/2021 | POMP S TIRE #021          | \$314.90   | STEVEN PRIEM      |
| 11/03/2021 | 11/04/2021 | FACTORY MTR PTS #19       | \$340.54   | STEVEN PRIEM      |
| 11/03/2021 | 11/04/2021 | 0391-AUTOPLUS             | \$86.98    | STEVEN PRIEM      |
| 11/03/2021 | 11/04/2021 | 0391-AUTOPLUS             | \$47.91    | STEVEN PRIEM      |
| 11/03/2021 | 11/04/2021 | TRI-STATE BOBCAT          | \$123.43   | STEVEN PRIEM      |
| 11/04/2021 | 11/05/2021 | 0391-AUTOPLUS             | \$18.30    | STEVEN PRIEM      |
| 10/29/2021 | 11/01/2021 | PERSONNEL EVALUATION      | \$1,250.00 | TERRIE RAMEAUX    |
| 11/02/2021 | 11/04/2021 | MINNESOTA OCCUPATIONAL HE | \$2,038.00 | TERRIE RAMEAUX    |
| 11/04/2021 | 11/05/2021 | CUSTOM RUBBER STAMP CO    | \$43.84    | TERRIE RAMEAUX    |
| 10/22/2021 | 10/25/2021 | AMZN MKTP US*2Y3JE02A1    | \$20.98    | MICHAEL RENNER    |
| 10/27/2021 | 10/28/2021 | AMZN MKTP US*TF9XT1ZM3    | \$82.23    | MICHAEL RENNER    |
| 10/28/2021 | 10/28/2021 | ULINE *SHIP SUPPLIES      | \$3,779.35 | AUDRA ROBBINS     |
| 10/29/2021 | 11/01/2021 | AMZN MKTP US*IJ4309W83    | \$36.50    | AUDRA ROBBINS     |
| 10/29/2021 | 11/01/2021 | ON SITE SANITATION INC    | \$857.15   | AUDRA ROBBINS     |
| 11/03/2021 | 11/04/2021 | CINTAS CORP               | \$72.86    | AUDRA ROBBINS     |
| 11/02/2021 | 11/03/2021 | OAKDALE RENTAL CENTER     | \$284.00   | ROBERT RUNNING    |
| 11/04/2021 | 11/05/2021 | DELEGARD TOOL COMPANY     | \$862.20   | ROBERT RUNNING    |
| 10/22/2021 | 10/27/2021 | OFFICE DEPOT #1090        | \$206.98   | STEPHANIE SHEA    |
| 10/25/2021 | 10/26/2021 | MICHAELS STORES 2744      | \$205.09   | STEPHANIE SHEA    |
| 10/26/2021 | 10/27/2021 | THOMSON WEST*TCD          | \$611.10   | STEPHANIE SHEA    |
| 10/26/2021 | 10/29/2021 | OFFICE DEPOT #1090        | \$11.06    | STEPHANIE SHEA    |
| 10/28/2021 | 10/29/2021 | CINTAS CORP               | \$49.99    | STEPHANIE SHEA    |
| 10/29/2021 | 11/01/2021 | IN *ENVUE TELEMATICS LLC  | \$624.00   | STEPHANIE SHEA    |
| 11/04/2021 | 11/05/2021 | CINTAS CORP               | \$49.99    | STEPHANIE SHEA    |
| 10/29/2021 | 11/01/2021 | PIONEER PRESS CIRC        | \$104.00   | JOE SHEERAN       |
| 10/31/2021 | 11/01/2021 | HY-VEE MAPLEWOOD 1402     | \$118.52   | JOE SHEERAN       |
| 10/31/2021 | 11/01/2021 | CUB FOODS #1599           | \$266.29   | JOE SHEERAN       |
| 11/01/2021 | 11/03/2021 | CUB FOODS #1599           | (\$27.86)  | JOE SHEERAN       |
| 10/22/2021 | 10/25/2021 | EMERGENCY AUTOMOTIVE TE   | \$176.54   | MICHAEL SHORTREED |
| 10/29/2021 | 11/01/2021 | PAYPAL *NTOA              | \$229.00   | JOSEPH STEINER    |
| 11/03/2021 | 11/05/2021 | BEST WESTERN ST CLOUD     | \$368.28   | JOSEPH STEINER    |
| 10/31/2021 | 11/01/2021 | FLEET FARM ECOM 4000      | \$199.99   | KAL STOKES        |
| 11/02/2021 | 11/03/2021 | WPY*AMERICAN PUBLIC WORKS | \$334.75   | TYLER STRONG      |

\$49,632.11

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,<br/>Severance,<br/>Conversion<br/>incl in Amount</u> |
|----------------|-------------------|------------------------|---------------|--|
|                | 11/12/21          | ABRAMS, MARYLEE        | 560.80        |  |
|                | 11/12/21          | CAVE, REBECCA          | 493.60        |  |
|                | 11/12/21          | JUENEMANN, KATHLEEN    | 493.60        |  |
|                | 11/12/21          | KNUTSON, WILLIAM       | 493.60        |  |
|                | 11/12/21          | VILLAVICENCIO, NICHOLE | 493.60        |  |
|                | 11/12/21          | COLEMAN, MELINDA       | 6,835.20      |  |
|                | 11/12/21          | KNUTSON, LOIS          | 3,403.98      |  |
|                | 11/12/21          | CHRISTENSON, SCOTT     | 2,481.83      |  |
|                | 11/12/21          | DOUGLASS, TOM          | 2,637.82      |  |
|                | 11/12/21          | JAHN, DAVID            | 2,514.82      |  |
|                | 11/12/21          | HERZOG, LINDSAY        | 2,902.82      |  |
|                | 11/12/21          | RAMEAUX, THERESE       | 3,766.82      |  |
|                | 11/12/21          | DEBILZAN, JUDY         | 2,590.49      |  |
|                | 11/12/21          | PAULSETH, ELLEN        | 5,912.55      |  |
|                | 11/12/21          | RACETTE, THOMAS        | 2,601.08      |  |
|                | 11/12/21          | RUEB, JOSEPH           | 4,596.11      |  |
|                | 11/12/21          | STANLEY, JENNIFER      | 3,507.40      |  |
|                | 11/12/21          | ARNOLD, AJLA           | 2,293.82      |  |
|                | 11/12/21          | BEGGS, REGAN           | 2,314.59      |  |
|                | 11/12/21          | CROSS, JULIA           | 1,856.00      |  |
|                | 11/12/21          | EVANS, CHRISTINE       | 2,439.20      |  |
|                | 11/12/21          | LARSON, MICHELLE       | 2,316.89      |  |
|                | 11/12/21          | SINDT, ANDREA          | 3,941.09      |  |
|                | 11/12/21          | ABRAHAM, JOSHUA        | 2,685.79      |  |
|                | 11/12/21          | HANSON, MELISSA        | 2,146.72      |  |
|                | 11/12/21          | HOCKBEIN, JUDY         | 1,203.47      |  |
|                | 11/12/21          | KRAMER, PATRICIA       | 1,343.67      |  |
|                | 11/12/21          | MOY, PAMELA            | 1,884.33      |  |
|                | 11/12/21          | OLSON, THOMAS          | 3,021.68      | 1,450.13   |
|                | 11/12/21          | OSTER, ANDREA          | 2,323.82      |  |
|                | 11/12/21          | SCHORR, JENNIFER       | 1,061.28      |  |
|                | 11/12/21          | VITT, JULIANNE         | 1,252.23      |  |
|                | 11/12/21          | WEAVER, KRISTINE       | 3,457.40      |  |
|                | 11/12/21          | ALDRIDGE, MARK         | 3,779.69      |  |
|                | 11/12/21          | BAKKE, LONN            | 3,771.71      |  |
|                | 11/12/21          | BARTZ, PAUL            | 490.00        |  |
|                | 11/12/21          | BELDE, STANLEY         | 3,957.48      |  |
|                | 11/12/21          | BENJAMIN, MARKESE      | 3,670.82      |  |
|                | 11/12/21          | BERGERON, ASHLEY       | 3,953.95      |  |
|                | 11/12/21          | BIERDEMAN, BRIAN       | 6,806.54      | 1,085.66   |
|                | 11/12/21          | BROWN, RAE             | 2,614.72      |  |
|                | 11/12/21          | BURT-MCGREGOR, EMILY   | 3,552.37      |  |
|                | 11/12/21          | BUSACK, DANIEL         | 5,411.95      |  |
|                | 11/12/21          | COLEMAN, ALEXANDRA     | 2,109.91      |  |
|                | 11/12/21          | CONDON, MITCHELL       | 4,478.02      |  |
|                | 11/12/21          | CRUZ, TREANA           | 2,373.67      |  |
|                | 11/12/21          | DEMULLING, JOSEPH      | 4,385.25      |  |
|                | 11/12/21          | DUGAS, MICHAEL         | 4,765.19      |  |
|                | 11/12/21          | FORSYTHE, MARCUS       | 3,515.90      |  |
|                | 11/12/21          | FRITZE, DEREK          | 4,793.73      |  |
|                | 11/12/21          | GABRIEL, ANTHONY       | 4,480.25      |  |
|                | 11/12/21          | GEISELHART, BENJAMIN   | 2,768.15      |  |

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|----------|-----------------------|-----------|-----------|
| 11/12/21 | HAWKINSON JR, TIMOTHY | 3,730.60  |           |
| 11/12/21 | HENDRICKS, JENNIFER   | 2,504.44  |           |
| 11/12/21 | HER, PHENG            | 4,049.24  |           |
| 11/12/21 | HER, TERRELL          | 2,373.96  |           |
| 11/12/21 | HOADLEY, JOSHUA       | 377.00    |           |
| 11/12/21 | HOEMKE, MICHAEL       | 5,977.93  |           |
| 11/12/21 | KANDA, MADELINE       | 2,670.11  |           |
| 11/12/21 | KIM, WINSTON          | 2,670.11  |           |
| 11/12/21 | KONG, TOMMY           | 3,686.38  |           |
| 11/12/21 | KROLL, BRETT          | 3,786.84  |           |
| 11/12/21 | KUCHENMEISTER, GINA   | 2,259.20  |           |
| 11/12/21 | KUCHENMEISTER, JASON  | 2,042.29  |           |
| 11/12/21 | LENERTZ, NICHOLAS     | 3,444.25  |           |
| 11/12/21 | LYNCH, KATHERINE      | 4,759.05  |           |
| 11/12/21 | MARINO, JASON         | 4,316.28  |           |
| 11/12/21 | MATTHEIS, TAWNY       | 2,287.87  |           |
| 11/12/21 | MCCARTY, GLEN         | 3,849.62  |           |
| 11/12/21 | METRY, ALESIA         | 1,105.00  |           |
| 11/12/21 | MURRAY, RACHEL        | 4,135.11  |           |
| 11/12/21 | NYE, MICHAEL          | 4,378.49  |           |
| 11/12/21 | OLSON, JULIE          | 4,096.40  |           |
| 11/12/21 | PARKER, JAMES         | 3,787.01  |           |
| 11/12/21 | PASDO, JOSEPH         | 348.00    |           |
| 11/12/21 | PEREZ, GUSTAVO        | 3,576.45  |           |
| 11/12/21 | PETERS, DANIEL        | 3,323.78  |           |
| 11/12/21 | SALCHOW, CONNOR       | 2,996.95  |           |
| 11/12/21 | SANCHEZ, ISABEL       | 2,287.87  |           |
| 11/12/21 | SHEA, STEPHANIE       | 2,612.64  |           |
| 11/12/21 | SHORTREED, MICHAEL    | 66,685.37 | 64,206.97 |
| 11/12/21 | SPARKS, NICOLLE       | 3,121.23  |           |
| 11/12/21 | STARKEY, ROBERT       | 4,051.28  |           |
| 11/12/21 | STEINER, JOSEPH       | 4,765.19  |           |
| 11/12/21 | STOCK, AUBREY         | 2,966.56  |           |
| 11/12/21 | SWETALA, NOAH         | 3,520.92  |           |
| 11/12/21 | TAUZELL, BRIAN        | 4,138.56  |           |
| 11/12/21 | WENZEL, JAY           | 3,730.40  |           |
| 11/12/21 | WIETHORN, AMANDA      | 2,941.81  |           |
| 11/12/21 | XIONG, KAO            | 3,653.52  |           |
| 11/12/21 | XIONG, TUOYER         | 2,996.95  |           |
| 11/12/21 | ZAPPA, ANDREW         | 1,619.82  |           |
| 11/12/21 | AMAH-CLARKE, ALFREDA  | 2,012.00  |           |
| 11/12/21 | BARRETTE, CHARLES     | 3,839.58  |           |
| 11/12/21 | BAUMAN, ANDREW        | 3,972.94  |           |
| 11/12/21 | BEITLER, NATHAN       | 3,123.50  |           |
| 11/12/21 | CAMPBELL, MACLANE     | 2,435.58  |           |
| 11/12/21 | CONWAY, SHAWN         | 4,471.96  |           |
| 11/12/21 | CRAWFORD JR, RAYMOND  | 3,546.88  |           |
| 11/12/21 | CRUMMY, CHARLES       | 3,322.70  |           |
| 11/12/21 | DABRUZZI, THOMAS      | 4,587.97  |           |
| 11/12/21 | DANLEY, NICHOLAS      | 3,546.16  |           |
| 11/12/21 | DAVISON, BRADLEY      | 5,299.83  |           |
| 11/12/21 | DAWSON, RICHARD       | 5,099.32  |           |
| 11/12/21 | HAGEN, MICHAEL        | 3,302.78  |           |
| 11/12/21 | HALWEG, JODI          | 4,371.51  |           |
| 11/12/21 | HAWTHORNE, ROCHELLE   | 3,328.63  |           |
| 11/12/21 | KUBAT, ERIC           | 3,807.30  |           |
| 11/12/21 | LANDER, CHARLES       | 3,495.51  |           |
| 11/12/21 | LANIK, JAKE           | 2,727.58  |           |
| 11/12/21 | LO, CHING             | 607.50    |           |

|          |                     |          |
|----------|---------------------|----------|
| 11/12/21 | LUKIN, STEVEN       | 1,880.00 |
| 11/12/21 | MALESKI, MICHAEL    | 3,165.45 |
| 11/12/21 | MCGEE, BRADLEY      | 5,134.94 |
| 11/12/21 | MERKATORIS, BRETT   | 4,563.58 |
| 11/12/21 | MONDOR, MICHAEL     | 5,474.97 |
| 11/12/21 | NEILY, STEVEN       | 3,402.38 |
| 11/12/21 | NIELSEN, KENNETH    | 3,133.46 |
| 11/12/21 | NOVAK, JEROME       | 3,952.99 |
| 11/12/21 | POWERS, KENNETH     | 4,258.93 |
| 11/12/21 | SEDLACEK, JEFFREY   | 4,596.05 |
| 11/12/21 | STREFF, MICHAEL     | 3,643.38 |
| 11/12/21 | WARDELL, JORDAN     | 3,366.48 |
| 11/12/21 | WILLIAMSON, MICHAEL | 3,549.10 |
| 11/12/21 | ZAPPA, ERIC         | 3,280.46 |
| 11/12/21 | CORTESI, LUANNE     | 2,316.89 |
| 11/12/21 | JANASZAK, MEGHAN    | 3,175.14 |
| 11/12/21 | BRINK, TROY         | 2,923.50 |
| 11/12/21 | BUCKLEY, BRENT      | 2,830.36 |
| 11/12/21 | EDGE, DOUGLAS       | 2,642.92 |
| 11/12/21 | JONES, DONALD       | 2,730.61 |
| 11/12/21 | MEISSNER, BRENT     | 2,675.99 |
| 11/12/21 | MLODZIK, JASON      | 2,307.09 |
| 11/12/21 | NAGEL, BRYAN        | 4,631.80 |
| 11/12/21 | OSWALD, ERICK       | 2,702.92 |
| 11/12/21 | RUNNING, ROBERT     | 2,903.50 |
| 11/12/21 | TEVLIN, TODD        | 2,708.61 |
| 11/12/21 | ZAHNOW, LANCE       | 2,178.59 |
| 11/12/21 | BURLINGAME, NATHAN  | 3,278.40 |
| 11/12/21 | DUCHARME, JOHN      | 3,343.02 |
| 11/12/21 | ENGSTROM, ANDREW    | 3,338.40 |
| 11/12/21 | JAROSCH, JONATHAN   | 4,959.30 |
| 11/12/21 | LINDBLOM, RANDAL    | 3,343.02 |
| 11/12/21 | LOVE, STEVEN        | 6,091.22 |
| 11/12/21 | STRONG, TYLER       | 3,181.61 |
| 11/12/21 | ZIEMAN, SCOTT       | 48.00    |
| 11/12/21 | GERNES, CAROLE      | 2,767.41 |
| 11/12/21 | FRIBERG, DAVID      | 2,086.89 |
| 11/12/21 | HAYS, TAMARA        | 2,633.69 |
| 11/12/21 | HINNENKAMP, GARY    | 2,880.62 |
| 11/12/21 | NAUGHTON, JOHN      | 2,640.62 |
| 11/12/21 | ORE, JORDAN         | 2,633.69 |
| 11/12/21 | STOKES, KAL         | 2,130.71 |
| 11/12/21 | HAMMOND, ELIZABETH  | 2,467.43 |
| 11/12/21 | JOHNSON, ELIZABETH  | 2,409.80 |
| 11/12/21 | JOHNSON, RANDY      | 4,462.88 |
| 11/12/21 | KROLL, LISA         | 2,457.10 |
| 11/12/21 | THOMSON, JEFFREY    | 5,145.50 |
| 11/12/21 | FINWALL, SHANN      | 3,974.61 |
| 11/12/21 | MARTIN, MICHAEL     | 4,221.93 |
| 11/12/21 | DREWRY, SAMANTHA    | 2,970.59 |
| 11/12/21 | LENTZ, DANIEL       | 3,103.10 |
| 11/12/21 | WESTLUND, RONALD    | 3,015.54 |
| 11/12/21 | WELLENS, MOLLY      | 3,412.10 |
| 11/12/21 | BRENEMAN, NEIL      | 3,272.61 |
| 11/12/21 | CAMPBELL, KEVIN     | 90.00    |
| 11/12/21 | GORACKI, GERALD     | 81.00    |
| 11/12/21 | LO, SATHAE          | 102.00   |
| 11/12/21 | ROBBINS, AUDRA      | 4,817.58 |
| 11/12/21 | BERGO, CHAD         | 3,787.41 |

|          |                     |            |           |
|----------|---------------------|------------|-----------|
| 11/12/21 | SCHMITZ, KEVIN      | 2,384.49   |           |
| 11/12/21 | SHEERAN JR, JOSEPH  | 4,274.79   |           |
| 11/12/21 | ADAMS, DAVID        | 3,364.89   |           |
| 11/12/21 | HAAG, MARK          | 2,905.81   |           |
| 11/12/21 | JENSEN, JOSEPH      | 2,582.49   |           |
| 11/12/21 | SCHULTZ, SCOTT      | 4,601.89   |           |
| 11/12/21 | WILBER, JEFFREY     | 2,616.19   |           |
| 11/12/21 | PRIEM, STEVEN       | 2,967.72   |           |
| 11/12/21 | WOEHRLE, MATTHEW    | 3,748.42   | 900.00    |
| 11/12/21 | XIONG, BOON         | 2,596.90   |           |
| 11/12/21 | FOWLDS, MYCHAL      | 5,181.02   |           |
| 11/12/21 | FRANZEN, NICHOLAS   | 3,855.18   |           |
| 11/12/21 | GERONSIN, ALEXANDER | 3,234.24   |           |
| 11/12/21 | RENNER, MICHAEL     | 3,454.40   |           |
|          |                     | 645,077.41 | 67,642.76 |

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

**REPORT TO:** Melinda Coleman

**REPORT FROM:** Ellen Paulseth, Finance Director

**PRESENTER:** Ellen Paulseth, Finance Director

**AGENDA ITEM:** Financial Report for the Month Ended October 31, 2021

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

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

**Policy Issue:**

The City Council receives monthly financial reports at Council meetings, in addition to the emailed reports to provide greater transparency for taxpayers and interested parties.

**Recommended Action:**

No action is required.

**Fiscal Impact:**

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

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

**Strategic Plan Relevance:**

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

Financial reports are primarily about communication and transparency; however, the budget covers all areas of the strategic plan.

**Background**

Council members receive an emailed financial report on a monthly basis, in addition to the council meeting report. The council meeting report allows greater access of the information to the public. This report includes the monthly investment and General Fund budget report for the month ended October 31, 2021. Notes to the financial report precede the report.

**Attachments**

1. Financial Report for the Month Ended October 31, 2021



## Notes to Financial Report for Month Ended October 31, 2021

### **Investments**

- The investment portfolio meets investment policy parameters for diversification by security sector and maturity range.
- Total portfolio yield to maturity is .71%, down from the previous month of .72%.
- Interest earnings meet budget year-to-date expectations at 82.67% year-to-date.

### **General Fund Budget**

#### ***Revenues***

- The County settles property taxes in two main installments, July and December; therefore, this monthly report reflects the first half of property tax revenues. The City received 52.5% of budgeted property tax revenues in July.
- Licenses and Permits exceed budget expectations for the year at 103.5%, due to continued robust building permit activity.
- Charges for services are slightly below budget at 78.6% year-to-date. DMV charges are at 65.97%, including drivers' license fees, which are in the same account. This should increase slightly by the end of the year; however, we expect this account to be below budget for the year. This is due primarily to the pandemic, and the resulting delay in new car purchases due to supply chain issues.
- Most intergovernmental revenue arrives in the second half of the year. As of the end of October, 106.4% of the intergovernmental revenue has been collected. The State of Minnesota disburses the Police and Fire Aids in October, which is the primary driver in the intergovernmental revenue budget.
- Investment earnings are negative due to an annual reversing entry to convert the investment portfolio from market value back to book value on January 1. This is normal and will work its way out by the end of the year. We expect interest earnings to be close to budget for the year with a positive market value adjustment.
- Total revenues are at 60.1% of budget for the year, slightly above prior year levels at the same period. Revenues are approximately as expected for this time of year.

#### ***Expenditures***

- Departmental expenditures are at or below expected levels year-to-date.
- DMV wages (reflected in Finance) are above normal because a federal ARPA grant is offsetting expenses for two additional lobby employees.
- Total expenditures are at 79.0% for the year, with the budget expectation being 83.3% for October 31. This compares with 77.7% at the same time in the prior year.

#### ***Transfers In/Out***

- Budgeted Transfers in from Enterprise Funds are complete for the year. There may be additional transfers as necessary throughout the year.



Monthly Financial Report *(unaudited)*  
Month Ending October 31, 2021

Prepared By:

A stylized, cursive signature in black ink, likely belonging to the Finance Director.

Finance Director

Approved By:

A cursive signature in black ink that reads "Melinda Coleman".

City Manager

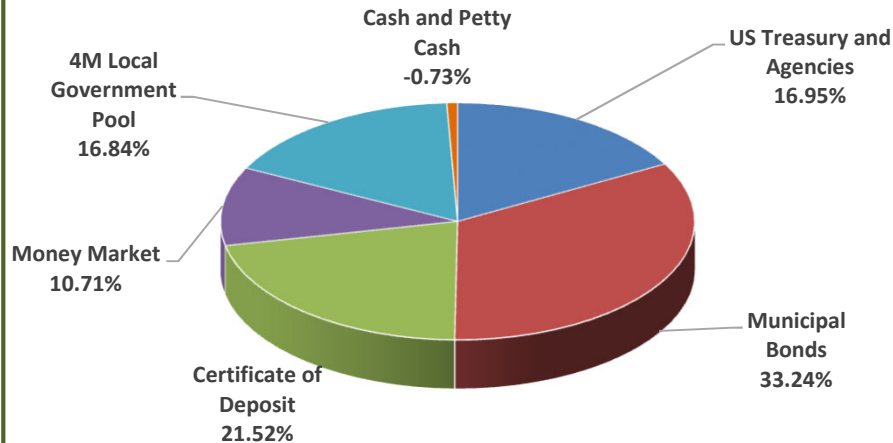
# CITY OF MAPLEWOOD

## Monthly Investment Summary Report

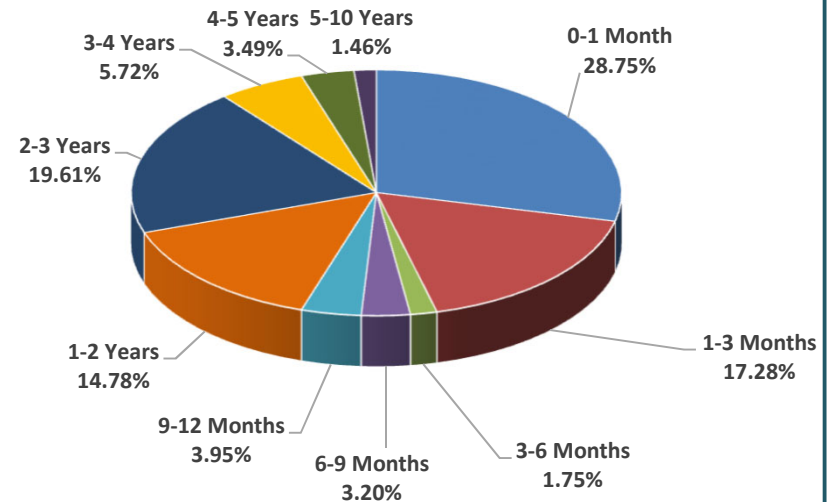
Period Ending: October 31, 2021



### Diversification - by Security Sector



### Diversification - Maturity Range



| Portfolio                       |              |                      |                |
|---------------------------------|--------------|----------------------|----------------|
| Fixed Income Assets             | YTM@Cost     | Book Value           | %              |
| US Treasury and Agencies        | 0.37%        | 8,309,518.15         | 17.21%         |
| Municipal Bonds                 | 0.90%        | 16,290,559.14        | 33.74%         |
| Certificate of Deposit          | 1.72%        | 10,546,659.66        | 21.84%         |
| <b>Yield to Maturity @ Cost</b> | <b>1.15%</b> | <b>35,146,736.95</b> | <b>72.78%</b>  |
| <b>Weighted Average</b>         |              |                      |                |
| Money Market & LGIP             |              |                      |                |
| Money Market                    | 0.03%        | 5,250,923.21         | 10.87%         |
| 4M Local Government Pool        | 0.03%        | 8,251,504.50         | 17.09%         |
| <b>Yield to Maturity @ Cost</b> | <b>0.03%</b> | <b>13,502,427.71</b> | <b>27.96%</b>  |
| <b>Weighted Average</b>         |              |                      |                |
| Cash and Liquid Assets          |              |                      |                |
| Cash and Petty Cash             | 0.00%        | (360,215.77)         | -0.75%         |
| <b>Yield to Maturity @ Cost</b> | <b>0.00%</b> | <b>(360,215.77)</b>  | <b>-0.75%</b>  |
| <b>Weighted Average</b>         |              |                      |                |
| <b>Yield to Maturity @ Cost</b> | <b>0.71%</b> | <b>48,288,948.89</b> | <b>100.00%</b> |
| <b>Weighted Average</b>         |              |                      |                |

| Portfolio                       |              |                      |                |
|---------------------------------|--------------|----------------------|----------------|
| Total Assets                    | YTM@Cost     | Book Value           | %              |
| 0-1 Month                       | 0.12%        | 13,882,211.94        | 28.75%         |
| 1-3 Months                      | 0.72%        | 8,345,763.02         | 17.28%         |
| 3-6 Months                      | 1.88%        | 844,764.81           | 1.75%          |
| 6-9 Months                      | 1.04%        | 1,546,483.89         | 3.20%          |
| 9-12 Months                     | 1.25%        | 1,907,175.64         | 3.95%          |
| 1-2 Years                       | 1.44%        | 7,138,825.17         | 14.78%         |
| 2-3 Years                       | 0.76%        | 9,467,945.10         | 19.61%         |
| 3-4 Years                       | 0.81%        | 2,763,106.83         | 5.72%          |
| 4-5 Years                       | 0.63%        | 1,685,290.45         | 3.49%          |
| 5-10 Years                      | 1.01%        | 707,382.04           | 1.46%          |
| <b>Yield to Maturity @ Cost</b> | <b>0.71%</b> | <b>48,288,948.89</b> | <b>100.00%</b> |
| <b>Weighted Average</b>         |              |                      |                |

| Interest Earned During Period - Book Value |            |        |  |
|--|------------|--------|--|
| Current Month                              | 26,261.06  |        |  |
| Year to Date                               | 348,886.35 |        |  |
| Annual Budget                              | 422,030.00 | 82.67% |  |



**City of Maplewood, Minnesota**  
**General Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**October 31, 2021**

|  | 2021               |                      |                                   | 2020              |                     |                                   |
|--|--------------------|----------------------|-----------------------------------|-------------------|---------------------|-----------------------------------|
|  | Amended<br>Budget  | YTD<br>Actual        | Percent<br>Of Actual<br>To Budget | Amended<br>Budget | YTD<br>Actual       | Percent<br>Of Actual<br>To Budget |
| <b>Revenues:</b>   |                    |                      |                                   |                   |                     |                                   |
| TAXES  | \$ 17,324,330      | \$ 9,091,504         | 52.5 %                            | \$ 17,481,000     | \$ 9,156,133        | 52.4 %                            |
| SPECIAL ASSESSMENTS  | 0                  | 18                   | 0.0 %                             | 0                 | 949                 | 0.0 %                             |
| LICENSES AND PERMITS   | 1,316,000          | 1,362,389            | 103.5 %                           | 1,328,000         | 1,406,674           | 105.9 %                           |
| FINES AND FORFEITS   | 160,000            | 88,033               | 55.0 %                            | 166,000           | 97,853              | 58.9 %                            |
| INTERGOVERNMENTAL  | 1,243,100          | 1,322,609            | 106.4 %                           | 1,557,110         | 1,489,015           | 95.6 %                            |
| CHARGES FOR SERVICES   | 1,337,500          | 1,051,090            | 78.6 %                            | 1,780,000         | 1,219,031           | 68.5 %                            |
| INVESTMENT EARNINGS  | 50,000             | (91,556)             | (183.1%)                          | 87,560            | 50,233              | 57.4 %                            |
| MISCELLANEOUS  | 52,840             | 93,595               | 177.1 %                           | 126,720           | 75,658              | 59.7 %                            |
| Total revenues   | <u>21,483,770</u>  | <u>12,917,681</u>    | 60.1 %                            | <u>22,526,390</u> | <u>13,495,546</u>   | 59.9 %                            |
| <b>Expenditures:</b>   |                    |                      |                                   |                   |                     |                                   |
| COMMUNITY DEVELOPMENT  | 1,550,630          | 1,251,396            | 80.7 %                            | 1,481,840         | 1,158,181           | 78.2 %                            |
| ADMINISTRATION   | 1,863,190          | 1,299,542            | 69.7 %                            | 1,889,880         | 1,443,142           | 76.4 %                            |
| FINANCE  | 1,436,150          | 1,327,260            | 92.4 %                            | 1,375,520         | 1,157,596           | 84.2 %                            |
| FIRE   | 2,422,850          | 2,014,367            | 83.1 %                            | 2,486,050         | 2,270,443           | 91.3 %                            |
| LEGISLATIVE  | 155,010            | 109,407              | 70.6 %                            | 157,700           | 133,356             | 84.6 %                            |
| PARKS  | 1,458,000          | 1,203,343            | 82.5 %                            | 1,314,050         | 696,074             | 53.0 %                            |
| POLICE   | 10,413,750         | 8,124,334            | 78.0 %                            | 10,238,620        | 7,883,668           | 77.0 %                            |
| PUBLIC WORKS   | 3,374,190          | 2,576,716            | 76.4 %                            | 4,372,730         | 3,363,803           | 76.9 %                            |
| Total expenditures   | <u>22,673,770</u>  | <u>17,906,365</u>    | 79.0 %                            | <u>23,316,390</u> | <u>18,106,263</u>   | 77.7 %                            |
| Excess (deficit) of revenues over expenditures                                       | <u>(1,190,000)</u> | <u>(4,988,684)</u>   | 419.2 %                           | <u>(790,000)</u>  | <u>(4,610,717)</u>  | 583.6 %                           |
| <b>Other financing sources (uses):</b>   |                    |                      |                                   |                   |                     |                                   |
| TRANSFERS IN   | 1,290,000          | 1,315,000            | 101.9 %                           | 1,240,000         | 3,040,488           | 245.2 %                           |
| TRANSFERS OUT  | 0                  | 0                    | 0.0 %                             | 0                 | (356,069)           | 0.0 %                             |
| Total other financing sources (uses)   | <u>1,290,000</u>   | <u>1,315,000</u>     | 101.9 %                           | <u>1,240,000</u>  | <u>2,684,419</u>    | 216.5 %                           |
| Excess (deficit) of revenues over expenditures<br>and other financing sources (uses) | 100,000            | (3,673,684)          | 3,673.7%                          | 450,000           | (1,926,298)         | (428.1%)                          |
| Fund balance - beginning   | 0                  | 13,694,729           | 0.0 %                             | 0                 | 10,149,083          | 0.0 %                             |
| Fund balance - ending  | <u>\$ 100,000</u>  | <u>\$ 10,021,045</u> | 0,021.0 %                         | <u>\$ 450,000</u> | <u>\$ 8,222,785</u> | 1,827.3 %                         |
| Norm = 83.3 %  |                    |                      |                                   |                   |                     |                                   |

# Revenue Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

## 101 GENERAL FUND

000

| <i>Account Number</i>                   | <i>Adjusted Estimate</i> | <i>Revenues</i> | <i>Year-to-date Revenues</i> | <i>Balance</i> | <i>Prct Rcvd</i> |
|---|--------------------------|-----------------|------------------------------|----------------|------------------|
| 000-3011 TAXES - CURRENT                | 17,324,330.00            | 9,023,255.90    | 9,023,255.90                 | 8,301,074.10   | 52.08            |
| 000-3012 TAXES - DELINQUENT             | 0.00                     | 77,507.46       | 77,507.46                    | -77,507.46     | 0.00             |
| 000-3014 TAXES-FORFTD TAX SALE APP      | 0.00                     | 992.24          | 992.24                       | -992.24        | 0.00             |
| 000-3016 TAXES-MOBILE HOMES             | 0.00                     | 3,103.38        | 3,103.38                     | -3,103.38      | 0.00             |
| 000-3017 TAXES-INTEREST                 | 0.00                     | -16,279.80      | -16,279.80                   | 16,279.80      | 0.00             |
| 000-3018 TAXES - OTHER                  | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3019 TAXES - EXCESS TIF             | 0.00                     | 2,924.41        | 2,924.41                     | -2,924.41      | 0.00             |
| 000-3031 CABLE TV FRANCHISE TAXES       | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3110 SPECIALASSESSMENTS CURRENT     | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3130 SPECIALASSESSMENTS DELINQUENT  | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3140 SPECIALASSESSMENTS DEFERRED    | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3160 SP. ASSESS.-PENALTIES/INTEREST | 0.00                     | 17.60           | 17.60                        | -17.60         | 0.00             |
| 000-3170 SP/A FORFTD TAX SALE APRT      | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3190 SP/A DEFERRED - COUNTY         | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3201 LIQUOR                         | 190,000.00               | 48,036.25       | 48,036.25                    | 141,963.75     | 25.28            |
| 000-3203 CIGARETTE                      | 10,000.00                | 11,860.00       | 11,860.00                    | -1,860.00      | 118.60           |
| 000-3204 ENTERTAINMENT-AMUSEMENTS       | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3205 GENERAL BUSINESS               | 142,000.00               | 145,935.75      | 145,935.75                   | -3,935.75      | 102.77           |
| 000-3207 CONTRACTOR                     | 55,000.00                | 48,230.00       | 48,230.00                    | 6,770.00       | 87.69            |
| 000-3208 GARBAGE & RUBBISH REMOVAL      | 3,000.00                 | 750.00          | 750.00                       | 2,250.00       | 25.00            |
| 000-3209 SERVICE & REPAIR STATIONS      | 14,000.00                | 13,465.00       | 13,465.00                    | 535.00         | 96.18            |
| 000-3210 BUSINESS REGISTRATION FEE      | 4,000.00                 | 4,525.00        | 4,525.00                     | -525.00        | 113.13           |

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## Revenue Status Report

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CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

### 101 GENERAL FUND

000

| <u>Account Number</u>                          | <u>Adjusted<br/>Estimate</u> | <u>Revenues</u> | <u>Year-to-date<br/>Revenues</u> | <u>Balance</u> | <u>Prct<br/>Rcvd</u> |
|--|------------------------------|-----------------|----------------------------------|----------------|----------------------|
| 000-3219 MISCELLANEOUS                         | 23,000.00                    | 5,056.00        | 5,056.00                         | 17,944.00      | 21.98                |
| 000-3301 BUILDING                              | 530,000.00                   | 732,950.28      | 732,950.28                       | -202,950.28    | 138.29               |
| 000-3302 ELECTRIC PERMIT FEES                  | 55,000.00                    | 92,508.50       | 92,508.50                        | -37,508.50     | 168.20               |
| 000-3303 HEATING                               | 180,000.00                   | 140,477.60      | 140,477.60                       | 39,522.40      | 78.04                |
| 000-3304 PLUMBING                              | 80,000.00                    | 52,847.60       | 52,847.60                        | 27,152.40      | 66.06                |
| 000-3306 ANIMAL                                | 0.00                         | 3,175.00        | 3,175.00                         | -3,175.00      | 0.00                 |
| 000-3319 MISCELLANEOUS                         | 30,000.00                    | 62,572.06       | 62,572.06                        | -32,572.06     | 208.57               |
| 000-3321 MISC LIC/PERMITS - TASTE OF MAPLEWOOD | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3401 FINES                                 | 120,000.00                   | 71,474.20       | 71,474.20                        | 48,525.80      | 59.56                |
| 000-3402 PENALTIES                             | 40,000.00                    | 16,559.00       | 16,559.00                        | 23,441.00      | 41.40                |
| 000-3512 FEDERAL DISASTER AID                  | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3513 FEDERAL EMERGENCY MGMT ASSISTANCE     | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3516 FEDERAL POLICE GRANTS                 | 140,000.00                   | 38,695.18       | 38,695.18                        | 101,304.82     | 27.64                |
| 000-3517 MISC FEDERAL GRANTS                   | 0.00                         | 20,196.46       | 20,196.46                        | -20,196.46     | 0.00                 |
| 000-3520 STATE FIRE AID                        | 195,000.00                   | 221,250.07      | 221,250.07                       | -26,250.07     | 113.46               |
| 000-3521 STATE LOCAL GOVT. AID                 | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3522 STATE MN DOT GRANTS                   | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3523 STATE HOMESTEAD CREDIT                | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3524 STATE POLICE AID                      | 435,000.00                   | 487,972.22      | 487,972.22                       | -52,972.22     | 112.18               |
| 000-3526 STATE ST. MTNCE. AID                  | 275,000.00                   | 275,000.00      | 275,000.00                       | 0.00           | 100.00               |
| 000-3527 STATE POLICE GRANTS                   | 100,000.00                   | 130,814.70      | 130,814.70                       | -30,814.70     | 130.81               |
| 000-3528 STATE FIRE/PARAMEDIC GRANTS           | 8,000.00                     | 82,874.87       | 82,874.87                        | -74,874.87     | 1035.94              |
| 000-3530 MISC. STATE AID/GRANTS                | 10,000.00                    | 14,240.00       | 14,240.00                        | -4,240.00      | 142.40               |

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# Revenue Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

## 101 GENERAL FUND

000

| <i>Account Number</i>                           | <i>Adjusted Estimate</i> | <i>Revenues</i> | <i>Year-to-date Revenues</i> | <i>Balance</i> | <i>Prct Rcvd</i> |
|---|--------------------------|-----------------|------------------------------|----------------|------------------|
| 000-3531 COUNTY ROAD BRIDGE AID                 | 1,700.00                 | 0.00            | 0.00                         | 1,700.00       | 0.00             |
| 000-3532 STATE LOCAL PERFORMANCE AID            | 5,700.00                 | 0.00            | 0.00                         | 5,700.00       | 0.00             |
| 000-3534 COUNTY - OTHER GRANTS/AID              | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3541 OTHER GOVT SCHL LIAS OFF PROG          | 72,700.00                | 49,440.00       | 49,440.00                    | 23,260.00      | 68.01            |
| 000-3542 OTHER GOVT JPA                         | 0.00                     | 2,125.89        | 2,125.89                     | -2,125.89      | 0.00             |
| 000-3544 OTHER GOVT-MISC. GRANTS                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3610 ELECTION SERVICES                      | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3611 GENERAL GOVT.-TAXABLE                  | 200.00                   | 22.36           | 22.36                        | 177.64         | 11.18            |
| 000-3612 GENERAL GOVT. NON TAXABLE              | 100.00                   | 149.11          | 149.11                       | -49.11         | 149.11           |
| 000-3613 GENERAL-MOTOR VEHICLE FEES             | 552,000.00               | 364,130.08      | 364,130.08                   | 187,869.92     | 65.97            |
| 000-3614 GENERAL GOVT. DRIVERS LIC FEES         | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3615 DNR FILING FEES                        | 6,000.00                 | 5,068.50        | 5,068.50                     | 931.50         | 84.48            |
| 000-3616 GENERAL GOVT ADMIN. CH/SWR FND         | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3617 PASSPORT FEES                          | 135,000.00               | 141,564.81      | 141,564.81                   | -6,564.81      | 104.86           |
| 000-3618 INVESTMENT MGMT. FEES REVENUE          | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3619 GEN.GOV.-ADMIN CHR-PIP FUNDS           | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3620 ADMINISTRATIVE CHARGES -T.I.F          | 25,000.00                | 0.00            | 0.00                         | 25,000.00      | 0.00             |
| 000-3624 PUBLIC SAFETY MISCELLANEOUS            | 35,000.00                | 21,043.00       | 21,043.00                    | 13,957.00      | 60.12            |
| 000-3625 D.A.R.E. PROGRAM                       | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3626 PAWNBROKER TRANSACTION FEES            | 20,000.00                | 0.00            | 0.00                         | 20,000.00      | 0.00             |
| 000-3627 TOW/IMPOUND FEES                       | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3628 PUBLIC WORKS ABATEMENT PROPERTY CHARGE | 2,500.00                 | 1,200.00        | 1,200.00                     | 1,300.00       | 48.00            |
| 000-3629 ADMIN. FEE ABATEMENT PROPERTIES        | 500.00                   | 367.96          | 367.96                       | 132.04         | 73.59            |

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## Revenue Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

000

| <u>Account Number</u>                      | <u>Adjusted<br/>Estimate</u> | <u>Revenues</u> | <u>Year-to-date<br/>Revenues</u> | <u>Balance</u> | <u>Prct<br/>Rcvd</u> |
|--|------------------------------|-----------------|----------------------------------|----------------|----------------------|
| 000-3631 PUBLIC WORKS ENG CH/SP FUND       | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3632 PUBLIC WORKS COUNTOUR MAPS        | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3633 PUBLIC WORKS MISC.                | 500.00                       | 87,867.30       | 87,867.30                        | -87,367.30     | 17573.46             |
| 000-3641 RECREATION PROGRAM FEES           | 0.00                         | -6,429.36       | -6,429.36                        | 6,429.36       | 0.00                 |
| 000-3643 REC. - NATURE CTR. FEES           | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3681 COMM DEV-PLAN CHECK FEES          | 235,000.00                   | 299,478.35      | 299,478.35                       | -64,478.35     | 127.44               |
| 000-3682 COMM DEV-MISCELLANEOUS            | 55,000.00                    | 60,451.40       | 60,451.40                        | -5,451.40      | 109.91               |
| 000-3683 COMM/DEV CNTY RECORD FEES         | 500.00                       | 276.00          | 276.00                           | 224.00         | 55.20                |
| 000-3685 COMM DEV-RENTAL LICENSING         | 270,000.00                   | 75,850.00       | 75,850.00                        | 194,150.00     | 28.09                |
| 000-3691 SUPPRESSION SERVICES              | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3692 FIRE DEPT. MISC. CHARGES          | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3693 LIFE SAFETY INSPECTION FEE        | 200.00                       | 50.00           | 50.00                            | 150.00         | 25.00                |
| 000-3694 EXTRICATION FEES                  | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3801 INTEREST ON INVESTMENTS           | 50,000.00                    | -91,556.43      | -91,556.43                       | 141,556.43     | -183.11              |
| 000-3802 RENT                              | 1,500.00                     | 1,620.00        | 1,620.00                         | -120.00        | 108.00               |
| 000-3803 DONATIONS & CONTRIBUTIONS         | 0.00                         | 138.55          | 138.55                           | -138.55        | 0.00                 |
| 000-3804 SALE OF PROPERTY                  | 0.00                         | 2,308.27        | 2,308.27                         | -2,308.27      | 0.00                 |
| 000-3806 SURTAX RETAINER                   | 500.00                       | 292.09          | 292.09                           | 207.91         | 58.42                |
| 000-3807 S.A.C. RETAINER                   | 2,500.00                     | 2,387.84        | 2,387.84                         | 112.16         | 95.51                |
| 000-3809 OTHER                             | 44,840.00                    | 35,129.75       | 35,129.75                        | 9,710.25       | 78.34                |
| 000-3810 DRUG & ALCOHOL AWARENESS PROGRAMS | 1,000.00                     | 382.47          | 382.47                           | 617.53         | 38.25                |
| 000-3811 ADVERTISING FEES                  | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |
| 000-3812 REVENUE BOND FEES                 | 0.00                         | 0.00            | 0.00                             | 0.00           | 0.00                 |

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# Revenue Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

## 101 GENERAL FUND

000

| <i>Account Number</i>                          | <i>Adjusted Estimate</i> | <i>Revenues</i> | <i>Year-to-date Revenues</i> | <i>Balance</i> | <i>Prct Rcvd</i> |
|--|--------------------------|-----------------|------------------------------|----------------|------------------|
| 000-3814 ADVERTISING FEES - TASTE OF MAPLEWOOD | 2,500.00                 | 0.00            | 0.00                         | 2,500.00       | 0.00             |
| 000-3816 OTHER - TASTE OF MAPLEWOOD            | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3823 NATURE CENTER - DONATIONS             | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 000-3872 RENTALS-ROOM                          | 0.00                     | 51,330.78       | 51,330.78                    | -51,330.78     | 0.00             |
| 000-3873 RECREATION CONCESSIONS                | 0.00                     | 5.59            | 5.59                         | -5.59          | 0.00             |
| 101-3643 REC.- NATURE CTR. FEES                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total BIRTHDAY PARTIES                         | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 102-3643 REC.- NATURE CTR. FEES                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total COMMUNITY GROUPS                         | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 103-3643 REC.- NATURE CTR. FEES                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total CONCESSIONS                              | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 104-3643 REC.- NATURE CTR. FEES                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total PUBLIC PROGRAMS                          | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 105-3643 REC.- NATURE CTR. FEES                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total MAILING LIST                             | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 106-3643 REC.- NATURE CTR. FEES                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total DAYCARE/PRESCHOOL                        | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 107-3643 REC.- NATURE CTR. FEES                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total SCHOOLS                                  | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| 108-3643 REC.- NATURE CTR. FEES                | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total RENTAL EQUIPMENT                         | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |

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Revenue Status Report  
  
CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND  
000 '

| <i>Account Number</i>           | <i>Adjusted Estimate</i> | <i>Revenues</i> | <i>Year-to-date Revenues</i> | <i>Balance</i> | <i>Prct Rcvd</i> |
|---------------------------------|--------------------------|-----------------|------------------------------|----------------|------------------|
| 109-3643 REC.- NATURE CTR. FEES | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total CONSULTING & TRAINING     | 0.00                     | 0.00            | 0.00                         | 0.00           | 0.00             |
| Total '                         | 21,483,770.00            | 12,917,681.24   | 12,917,681.24                | 8,566,088.76   | 60.13            |

# Revenue Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

101 GENERAL FUND

999 TRANSFERS

| <i><b>Account Number</b></i> | <i><b>Adjusted<br/>Estimate</b></i> | <i><b>Revenues</b></i> | <i><b>Year-to-date<br/>Revenues</b></i> | <i><b>Balance</b></i> | <i><b>Prct<br/>Rcvd</b></i> |
|------------------------------|-------------------------------------|------------------------|---|-----------------------|-----------------------------|
| 000-3999 TRANSFERS IN        | 1,290,000.00                        | 1,315,000.00           | 1,315,000.00                            | -25,000.00            | 101.94                      |
| <b>Total TRANSFERS</b>       | 1,290,000.00                        | 1,315,000.00           | 1,315,000.00                            | -25,000.00            | 101.94                      |
| <b>Total GENERAL FUND</b>    | 22,773,770.00                       | 14,232,681.24          | 14,232,681.24                           | 8,541,088.76          | 62.50                       |
| <br><b>Grand Total</b>       | <br>22,773,770.00                   | <br>14,232,681.24      | <br>14,232,681.24                       | <br>8,541,088.76      | <br>62.50                   |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 101 CITY COUNCIL

| <u>Account Number</u>                  | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u>   | <u>Prct<br/>Used</u> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4011 OVERTIME PAY                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4025 WAGES/TEMPORARY               | 63,100.00                         | 53,492.72           | 53,492.72                            | 0.00                                 | 9,607.28         | 84.77                |
| 000-4040 RETIREMENT BENEFITS           | 7,980.00                          | 6,650.00            | 6,650.00                             | 0.00                                 | 1,330.00         | 83.33                |
| 000-4050 INSURANCE BENEFITS            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4090 WORKERS' COMPENSATION         | 130.00                            | 108.31              | 108.31                               | 0.00                                 | 21.69            | 83.32                |
| 000-4110 SUPPLIES - OFFICE             | 250.00                            | 120.16              | 120.16                               | 0.00                                 | 129.84           | 48.06                |
| 000-4120 PROGRAM SUPPLIES              | 5,000.00                          | 2,827.89            | 2,827.89                             | 0.00                                 | 2,172.11         | 56.56                |
| 000-4160 SUPPLIES - EQUIPMENT          | 250.00                            | 0.00                | 0.00                                 | 0.00                                 | 250.00           | 0.00                 |
| 000-4165 SMALL EQUIPMENT               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4170 BOOKS                         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4220 SIGNS & SIGNALS               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4310 TELEPHONE                     | 1,200.00                          | 541.39              | 541.39                               | 0.00                                 | 658.61           | 45.12                |
| 000-4330 POSTAGE                       | 100.00                            | 254.66              | 254.66                               | 0.00                                 | -154.66          | 254.66               |
| 000-4360 PUBLISHING                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4370 INSURANCE                     | 500.00                            | 416.78              | 416.78                               | 0.00                                 | 83.22            | 83.36                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS   | 45,000.00                         | 17,287.00           | 17,287.00                            | 0.00                                 | 27,713.00        | 38.42                |
| 000-4390 TRAVEL & TRAINING             | 4,000.00                          | 395.00              | 395.00                               | 0.00                                 | 3,605.00         | 9.88                 |
| 000-4400 VEHICLE ALLOWANCE             | 200.00                            | 0.00                | 0.00                                 | 0.00                                 | 200.00           | 0.00                 |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4480 FEES FOR SERVICE              | 12,000.00                         | 7,865.24            | 7,865.24                             | 0.00                                 | 4,134.76         | 65.54                |
| 000-4490 FEES - CONSULTING             | 0.00                              | 6,865.00            | 6,865.00                             | 0.00                                 | -6,865.00        | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 200.00                            | 0.00                | 0.00                                 | 0.00                                 | 200.00           | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4580 INTERNAL I. T. CHARGES        | 15,100.00                         | 12,583.31           | 12,583.31                            | 0.00                                 | 2,516.69         | 83.33                |
| <b>Total CITY COUNCIL</b>              | <b>155,010.00</b>                 | <b>109,407.46</b>   | <b>109,407.46</b>                    | <b>0.00</b>                          | <b>45,602.54</b> | <b>70.58</b>         |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND

102 ADMINISTRATION

| <i>Account Number</i>                  | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>   | <i>Prct<br/>Used</i> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 308,500.00                        | 249,586.28          | 249,586.28                           | 0.00                                 | 58,913.72        | 80.90                |
| 000-4011 OVERTIME PAY                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4020 WAGES/PART-TIME               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4025 WAGES/TEMPORARY               | 500.00                            | 0.00                | 0.00                                 | 0.00                                 | 500.00           | 0.00                 |
| 000-4030 LEAVE BENEFITS                | 4,320.00                          | 3,600.00            | 3,600.00                             | 0.00                                 | 720.00           | 83.33                |
| 000-4040 RETIREMENT BENEFITS           | 48,240.00                         | 40,200.00           | 40,200.00                            | 0.00                                 | 8,040.00         | 83.33                |
| 000-4050 INSURANCE BENEFITS            | 38,760.00                         | 32,300.00           | 32,300.00                            | 0.00                                 | 6,460.00         | 83.33                |
| 000-4090 WORKERS' COMPENSATION         | 4,960.00                          | 4,133.31            | 4,133.31                             | 0.00                                 | 826.69           | 83.33                |
| 000-4110 SUPPLIES - OFFICE             | 500.00                            | 389.15              | 389.15                               | 0.00                                 | 110.85           | 77.83                |
| 000-4120 PROGRAM SUPPLIES              | 4,500.00                          | 3,291.55            | 3,291.55                             | 0.00                                 | 1,208.45         | 73.15                |
| 000-4160 SUPPLIES - EQUIPMENT          | 500.00                            | 0.00                | 0.00                                 | 0.00                                 | 500.00           | 0.00                 |
| 000-4165 SMALL EQUIPMENT               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4170 BOOKS                         | 0.00                              | 20.07               | 20.07                                | 0.00                                 | -20.07           | 0.00                 |
| 000-4310 TELEPHONE                     | 2,100.00                          | 1,616.87            | 1,616.87                             | 0.00                                 | 483.13           | 76.99                |
| 000-4330 POSTAGE                       | 300.00                            | 252.23              | 252.23                               | 0.00                                 | 47.77            | 84.08                |
| 000-4360 PUBLISHING                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4370 INSURANCE                     | 0.00                              | 0.02                | 0.02                                 | 0.00                                 | -0.02            | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS   | 4,000.00                          | 4,020.16            | 4,020.16                             | 0.00                                 | -20.16           | 100.50               |
| 000-4390 TRAVEL & TRAINING             | 10,000.00                         | 3,696.39            | 3,696.39                             | 0.00                                 | 6,303.61         | 36.96                |
| 000-4391 EDUCATION REIMBURSEMENTS      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE             | 2,400.00                          | 1,800.00            | 1,800.00                             | 0.00                                 | 600.00           | 75.00                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4480 FEES FOR SERVICE              | 1,500.00                          | 568.96              | 568.96                               | 0.00                                 | 931.04           | 37.93                |
| 000-4490 FEES - CONSULTING             | 7,500.00                          | 0.00                | 0.00                                 | 0.00                                 | 7,500.00         | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4550 DUPLICATING COSTS             | 3,500.00                          | 1,363.97            | 1,363.97                             | 0.00                                 | 2,136.03         | 38.97                |
| 000-4580 INTERNAL I. T. CHARGES        | 20,700.00                         | 17,250.00           | 17,250.00                            | 0.00                                 | 3,450.00         | 83.33                |
| 000-4630 EQUIPMENT - OFFICE            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| <b>Total ADMINISTRATION</b>            | <b>462,780.00</b>                 | <b>364,088.96</b>   | <b>364,088.96</b>                    | <b>0.00</b>                          | <b>98,691.04</b> | <b>78.67</b>         |

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Expenditure Status Report  
  
CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND  
  
103 LEGAL SERVICES

| <i>Account Number</i> |                        | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i> | <i>Prct<br/>Used</i> |
|-----------------------|------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4020              | WAGES/PART-TIME        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4025              | WAGES/TEMPORARY        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4040              | RETIREMENT BENEFITS    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4050              | INSURANCE BENEFITS     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4110              | SUPPLIES - OFFICE      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4310              | TELEPHONE              | 500.00                            | 398.90              | 398.90                               | 0.00                                 | 101.10         | 79.78                |
| 000-4370              | INSURANCE              | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4390              | TRAVEL & TRAINING      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4480              | FEES FOR SERVICE       | 150,000.00                        | 87,078.33           | 87,078.33                            | 0.00                                 | 62,921.67      | 58.05                |
| 000-4490              | FEES - CONSULTING      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4970              | JUDGEMENTS & LOSSES    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4975              | SMALL LIABILITY CLAIMS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| Total LEGAL SERVICES  |                        | 150,500.00                        | 87,477.23           | 87,477.23                            | 0.00                                 | 63,022.77      | 58.12                |

## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

101 GENERAL FUND

114 SAFETY

| <i>Account Number</i>                | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i> | <i>Prct<br/>Used</i> |
|--------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4110 SUPPLIES - OFFICE           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4120 PROGRAM SUPPLIES            | 1,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,000.00       | 0.00                 |
| 000-4370 INSURANCE                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4390 TRAVEL & TRAINING           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4480 FEES FOR SERVICE            | 10,000.00                         | 10,398.97           | 10,398.97                            | 0.00                                 | -398.97        | 103.99               |
| 000-4490 FEES - CONSULTING           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4550 DUPLICATING COSTS           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| <b>Total SAFETY</b>                  | <b>11,000.00</b>                  | <b>10,398.97</b>    | <b>10,398.97</b>                     | <b>0.00</b>                          | <b>601.03</b>  | <b>94.54</b>         |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 115 BUILDING OPERATIONS

| <u>Account Number</u>                | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|--------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES   | 175,040.00                        | 149,114.72          | 149,114.72                           | 0.00                                 | 25,925.28      | 85.19                |
| 000-4011 OVERTIME PAY                | 10,300.00                         | 12,735.65           | 12,735.65                            | 0.00                                 | -2,435.65      | 123.65               |
| 000-4020 WAGES/PART-TIME             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4025 WAGES/TEMPORARY             | 3,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 3,000.00       | 0.00                 |
| 000-4030 LEAVE BENEFITS              | 2,450.00                          | 2,041.00            | 2,041.00                             | 0.00                                 | 409.00         | 83.31                |
| 000-4040 RETIREMENT BENEFITS         | 33,210.00                         | 27,679.00           | 27,679.00                            | 0.00                                 | 5,531.00       | 83.35                |
| 000-4050 INSURANCE BENEFITS          | 35,590.00                         | 29,660.00           | 29,660.00                            | 0.00                                 | 5,930.00       | 83.34                |
| 000-4090 WORKERS' COMPENSATION       | 18,680.00                         | 15,566.69           | 15,566.69                            | 0.00                                 | 3,113.31       | 83.33                |
| 000-4110 SUPPLIES - OFFICE           | 400.00                            | 0.00                | 0.00                                 | 0.00                                 | 400.00         | 0.00                 |
| 000-4130 SUPPLIES - JANITORIAL       | 16,000.00                         | 11,266.61           | 11,266.61                            | 0.00                                 | 4,733.39       | 70.42                |
| 000-4160 SUPPLIES - EQUIPMENT        | 25,000.00                         | 15,877.58           | 15,877.58                            | 0.00                                 | 9,122.42       | 63.51                |
| 000-4165 SMALL EQUIPMENT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4170 BOOKS                       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4180 MAINTENANCE MATERIALS       | 1,000.00                          | 410.38              | 410.38                               | 0.00                                 | 589.62         | 41.04                |
| 000-4190 CHEMICALS                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4210 FUEL & OIL                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4220 SIGNS & SIGNALS             | 1,000.00                          | 97.03               | 97.03                                | 0.00                                 | 902.97         | 9.70                 |
| 000-4230 SMALL TOOLS                 | 1,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,000.00       | 0.00                 |
| 000-4240 UNIFORMS & CLOTHING         | 1,000.00                          | 5,558.03            | 5,558.03                             | 0.00                                 | -4,558.03      | 555.80               |
| 000-4290 MISCELLANEOUS COMMODITIES   | 7,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 7,000.00       | 0.00                 |
| 000-4310 TELEPHONE                   | 1,900.00                          | 1,467.99            | 1,467.99                             | 0.00                                 | 432.01         | 77.26                |
| 000-4320 UTILITIES                   | 99,000.00                         | 76,621.10           | 76,621.10                            | 0.00                                 | 22,378.90      | 77.40                |
| 000-4325 SOLAR SYSTEM                | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4360 PUBLISHING                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4370 INSURANCE                   | 13,000.00                         | 10,833.31           | 10,833.31                            | 0.00                                 | 2,166.69       | 83.33                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 500.00                            | 30.00               | 30.00                                | 0.00                                 | 470.00         | 6.00                 |
| 000-4390 TRAVEL & TRAINING           | 1,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,000.00       | 0.00                 |
| 000-4391 EDUCATION REIMBURSEMENTS    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE           | 100.00                            | 0.00                | 0.00                                 | 0.00                                 | 100.00         | 0.00                 |
| 000-4410 REPAIR & MAINT/BUILDINGS    | 70,000.00                         | 53,444.43           | 53,444.43                            | 0.00                                 | 16,555.57      | 76.35                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT  | 27,000.00                         | 17,310.90           | 17,310.90                            | 0.00                                 | 9,689.10       | 64.11                |
| 000-4480 FEES FOR SERVICE            | 36,000.00                         | 22,963.20           | 22,963.20                            | 0.00                                 | 13,036.80      | 63.79                |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

101 GENERAL FUND

115 BUILDING OPERATIONS

| <i>Account Number</i>               | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>    | <i>Prct<br/>Used</i> |
|-------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|----------------------|
| 000-4490 FEES - CONSULTING          | 12,000.00                         | 0.00                | 0.00                                 | 0.00                                 | 12,000.00         | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4540 INTERNAL RENTAL - VEHICLE  | 4,500.00                          | 3,750.00            | 3,750.00                             | 0.00                                 | 750.00            | 83.33                |
| 000-4590 MISC. CONTRACTUAL SERVICES | 35,000.00                         | 0.00                | 0.00                                 | 0.00                                 | 35,000.00         | 0.00                 |
| 000-4610 VEHICLES                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4630 EQUIPMENT - OFFICE         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4640 EQUIPMENT - OTHER          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4720 LAND IMPROVEMENT           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4759 OTHER CONSTRUCTION COSTS   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| <b>Total BUILDING OPERATIONS</b>    | <b>630,670.00</b>                 | <b>456,427.62</b>   | <b>456,427.62</b>                    | <b>0.00</b>                          | <b>174,242.38</b> | <b>72.37</b>         |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 116 HUMAN RESOURCES ADMINISTRATION

| <u>Account Number</u>                       | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u>    | <u>Prct<br/>Used</u> |
|---|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES          | 181,600.00                        | 185,053.07          | 185,053.07                           | 0.00                                 | -3,453.07         | 101.90               |
| 000-4011 OVERTIME PAY                       | 1,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,000.00          | 0.00                 |
| 000-4020 WAGES/PART-TIME                    | 58,210.00                         | 16,632.37           | 16,632.37                            | 0.00                                 | 41,577.63         | 28.57                |
| 000-4025 WAGES/TEMPORARY                    | 10,000.00                         | 0.00                | 0.00                                 | 0.00                                 | 10,000.00         | 0.00                 |
| 000-4030 LEAVE BENEFITS                     | 3,360.00                          | 2,800.00            | 2,800.00                             | 0.00                                 | 560.00            | 83.33                |
| 000-4040 RETIREMENT BENEFITS                | 45,130.00                         | 37,610.00           | 37,610.00                            | 0.00                                 | 7,520.00          | 83.34                |
| 000-4050 INSURANCE BENEFITS                 | 22,680.00                         | 18,900.00           | 18,900.00                            | 0.00                                 | 3,780.00          | 83.33                |
| 000-4090 WORKERS' COMPENSATION              | 3,820.00                          | 3,183.31            | 3,183.31                             | 0.00                                 | 636.69            | 83.33                |
| 000-4110 SUPPLIES - OFFICE                  | 1,500.00                          | 318.47              | 318.47                               | 0.00                                 | 1,181.53          | 21.23                |
| 000-4120 PROGRAM SUPPLIES                   | 2,500.00                          | 1,273.75            | 1,273.75                             | 0.00                                 | 1,226.25          | 50.95                |
| 000-4160 SUPPLIES - EQUIPMENT               | 800.00                            | 122.00              | 122.00                               | 0.00                                 | 678.00            | 15.25                |
| 000-4165 SMALL EQUIPMENT                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4170 BOOKS                              | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4310 TELEPHONE                          | 1,600.00                          | 1,772.93            | 1,772.93                             | 0.00                                 | -172.93           | 110.81               |
| 000-4330 POSTAGE                            | 500.00                            | 253.20              | 253.20                               | 0.00                                 | 246.80            | 50.64                |
| 000-4360 PUBLISHING                         | 10,000.00                         | 22,111.00           | 22,111.00                            | 0.00                                 | -12,111.00        | 221.11               |
| 000-4370 INSURANCE                          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS        | 1,500.00                          | 175.00              | 175.00                               | 0.00                                 | 1,325.00          | 11.67                |
| 000-4390 TRAVEL & TRAINING                  | 7,500.00                          | 124.00              | 124.00                               | 0.00                                 | 7,376.00          | 1.65                 |
| 000-4391 EDUCATION REIMBURSEMENTS           | 12,000.00                         | 0.00                | 0.00                                 | 0.00                                 | 12,000.00         | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE                  | 2,450.00                          | 1,800.00            | 1,800.00                             | 0.00                                 | 650.00            | 73.47                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4480 FEES FOR SERVICE                   | 50,000.00                         | 24,439.62           | 24,439.62                            | 0.00                                 | 25,560.38         | 48.88                |
| 000-4490 FEES - CONSULTING                  | 2,000.00                          | 5,000.00            | 5,000.00                             | 0.00                                 | -3,000.00         | 250.00               |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4550 DUPLICATING COSTS                  | 1,500.00                          | 326.94              | 326.94                               | 0.00                                 | 1,173.06          | 21.80                |
| 000-4580 INTERNAL I. T. CHARGES             | 53,200.00                         | 44,333.31           | 44,333.31                            | 0.00                                 | 8,866.69          | 83.33                |
| 000-4630 EQUIPMENT - OFFICE                 | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| <b>Total HUMAN RESOURCES ADMINISTRATION</b> | <b>472,850.00</b>                 | <b>366,228.97</b>   | <b>366,228.97</b>                    | <b>0.00</b>                          | <b>106,621.03</b> | <b>77.45</b>         |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 201 FINANCE

| <i>Account Number</i>                | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>    | <i>Prct<br/>Used</i> |
|--------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES   | 466,090.00                        | 389,374.59          | 389,374.59                           | 0.00                                 | 76,715.41         | 83.54                |
| 000-4011 OVERTIME PAY                | 0.00                              | 418.80              | 418.80                               | 0.00                                 | -418.80           | 0.00                 |
| 000-4020 WAGES/PART-TIME             | 0.00                              | 1,090.65            | 1,090.65                             | 0.00                                 | -1,090.65         | 0.00                 |
| 000-4025 WAGES/TEMPORARY             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4030 LEAVE BENEFITS              | 6,530.00                          | 5,441.00            | 5,441.00                             | 0.00                                 | 1,089.00          | 83.32                |
| 000-4040 RETIREMENT BENEFITS         | 83,760.00                         | 69,800.00           | 69,800.00                            | 0.00                                 | 13,960.00         | 83.33                |
| 000-4050 INSURANCE BENEFITS          | 72,850.00                         | 60,710.00           | 60,710.00                            | 0.00                                 | 12,140.00         | 83.34                |
| 000-4090 WORKERS' COMPENSATION       | 6,870.00                          | 5,725.00            | 5,725.00                             | 0.00                                 | 1,145.00          | 83.33                |
| 000-4110 SUPPLIES - OFFICE           | 2,500.00                          | 847.64              | 847.64                               | 0.00                                 | 1,652.36          | 33.91                |
| 000-4120 PROGRAM SUPPLIES            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT        | 1,500.00                          | 434.56              | 434.56                               | 0.00                                 | 1,065.44          | 28.97                |
| 000-4165 SMALL EQUIPMENT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4170 BOOKS                       | 190.00                            | 16.45               | 16.45                                | 0.00                                 | 173.55            | 8.66                 |
| 000-4290 MISCELLANEOUS COMMODITIES   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4310 TELEPHONE                   | 2,600.00                          | 2,100.81            | 2,100.81                             | 0.00                                 | 499.19            | 80.80                |
| 000-4330 POSTAGE                     | 2,200.00                          | 832.18              | 832.18                               | 0.00                                 | 1,367.82          | 37.83                |
| 000-4360 PUBLISHING                  | 200.00                            | 0.00                | 0.00                                 | 0.00                                 | 200.00            | 0.00                 |
| 000-4370 INSURANCE                   | 4,000.00                          | 3,333.31            | 3,333.31                             | 0.00                                 | 666.69            | 83.33                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 800.00                            | 515.00              | 515.00                               | 0.00                                 | 285.00            | 64.38                |
| 000-4390 TRAVEL & TRAINING           | 5,500.00                          | 1,669.84            | 1,669.84                             | 0.00                                 | 3,830.16          | 30.36                |
| 000-4391 EDUCATION REIMBURSEMENTS    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE           | 2,600.00                          | 2,368.48            | 2,368.48                             | 0.00                                 | 231.52            | 91.10                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4480 FEES FOR SERVICE            | 65,000.00                         | 65,627.79           | 65,627.79                            | 0.00                                 | -627.79           | 100.97               |
| 000-4490 FEES - CONSULTING           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4550 DUPLICATING COSTS           | 3,800.00                          | 1,308.59            | 1,308.59                             | 0.00                                 | 2,491.41          | 34.44                |
| 000-4580 INTERNAL I. T. CHARGES      | 62,100.00                         | 51,750.00           | 51,750.00                            | 0.00                                 | 10,350.00         | 83.33                |
| 000-4630 EQUIPMENT - OFFICE          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4901 LATE PAYMENT PENALTIES      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4940 CASH OVER & SHORT           | 0.00                              | 0.43                | 0.43                                 | 0.00                                 | -0.43             | 0.00                 |
| <b>Total FINANCE</b>                 | <b>789,090.00</b>                 | <b>663,365.12</b>   | <b>663,365.12</b>                    | <b>0.00</b>                          | <b>125,724.88</b> | <b>84.07</b>         |

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 301 CITY CLERK

| <u>Account Number</u>                  | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 369,330.00                        | 220,601.47          | 220,601.47                           | 0.00                                 | 148,728.53     | 59.73                |
| 000-4011 OVERTIME PAY                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4020 WAGES/PART-TIME               | 35,380.00                         | 31,637.53           | 31,637.53                            | 0.00                                 | 3,742.47       | 89.42                |
| 000-4025 WAGES/TEMPORARY               | 0.00                              | 3,106.80            | 3,106.80                             | 0.00                                 | -3,106.80      | 0.00                 |
| 000-4030 LEAVE BENEFITS                | 5,670.00                          | 4,729.00            | 4,729.00                             | 0.00                                 | 941.00         | 83.40                |
| 000-4040 RETIREMENT BENEFITS           | 73,180.00                         | 60,981.00           | 60,981.00                            | 0.00                                 | 12,199.00      | 83.33                |
| 000-4050 INSURANCE BENEFITS            | 63,270.00                         | 52,729.00           | 52,729.00                            | 0.00                                 | 10,541.00      | 83.34                |
| 000-4090 WORKERS' COMPENSATION         | 5,720.00                          | 4,766.69            | 4,766.69                             | 0.00                                 | 953.31         | 83.33                |
| 000-4110 SUPPLIES - OFFICE             | 4,000.00                          | 2,010.40            | 2,010.40                             | 0.00                                 | 1,989.60       | 50.26                |
| 000-4120 PROGRAM SUPPLIES              | 400.00                            | 0.00                | 0.00                                 | 0.00                                 | 400.00         | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT          | 7,000.00                          | 4,408.73            | 4,408.73                             | 0.00                                 | 2,591.27       | 62.98                |
| 000-4165 SMALL EQUIPMENT               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4170 BOOKS                         | 0.00                              | 11.09               | 11.09                                | 0.00                                 | -11.09         | 0.00                 |
| 000-4240 UNIFORMS & CLOTHING           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4310 TELEPHONE                     | 4,000.00                          | 2,651.44            | 2,651.44                             | 0.00                                 | 1,348.56       | 66.29                |
| 000-4330 POSTAGE                       | 9,000.00                          | -6,886.00           | -6,886.00                            | 0.00                                 | 15,886.00      | 76.51                |
| 000-4360 PUBLISHING                    | 3,000.00                          | 2,880.45            | 2,880.45                             | 0.00                                 | 119.55         | 96.02                |
| 000-4370 INSURANCE                     | 1,000.00                          | 833.31              | 833.31                               | 0.00                                 | 166.69         | 83.33                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS   | 700.00                            | 420.00              | 420.00                               | 0.00                                 | 280.00         | 60.00                |
| 000-4390 TRAVEL & TRAINING             | 3,000.00                          | 125.00              | 125.00                               | 0.00                                 | 2,875.00       | 4.17                 |
| 000-4400 VEHICLE ALLOWANCE             | 300.00                            | 203.28              | 203.28                               | 0.00                                 | 96.72          | 67.76                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4480 FEES FOR SERVICE              | 15,000.00                         | 25,989.63           | 25,989.63                            | 0.00                                 | -10,989.63     | 173.26               |
| 000-4490 FEES - CONSULTING             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 300.00                            | 115.00              | 115.00                               | 0.00                                 | 185.00         | 38.33                |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4540 INTERNAL RENTAL - VEHICLE     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4550 DUPLICATING COSTS             | 7,200.00                          | 4,929.08            | 4,929.08                             | 0.00                                 | 2,270.92       | 68.46                |
| 000-4580 INTERNAL I. T. CHARGES        | 38,800.00                         | 32,333.31           | 32,333.31                            | 0.00                                 | 6,466.69       | 83.33                |
| 000-4630 EQUIPMENT - OFFICE            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4640 EQUIPMENT - OTHER             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND

301 CITY CLERK

| <u>Account Number</u>         | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|-------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4940 CASH OVER & SHORT    | 0.00                              | 43.71               | 43.71                                | 0.00                                 | -43.71         | 0.00                 |
| 000-4945 UNCOLLECTIBLE CHECKS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| Total CITY CLERK              | 646,250.00                        | 448,619.92          | 448,619.92                           | 0.00                                 | 197,630.08     | 69.42                |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 303 DEPUTY REGISTRAR

| <u>Account Number</u>                | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u>    | <u>Prct<br/>Used</u> |
|--------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES   | 265,150.00                        | 370,158.23          | 370,158.23                           | 0.00                                 | -105,008.23       | 139.60               |
| 000-4011 OVERTIME PAY                | 1,000.00                          | 98.80               | 98.80                                | 0.00                                 | 901.20            | 9.88                 |
| 000-4020 WAGES/PART-TIME             | 170,020.00                        | 120,427.60          | 120,427.60                           | 0.00                                 | 49,592.40         | 70.83                |
| 000-4025 WAGES/TEMPORARY             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4030 LEAVE BENEFITS              | 5,990.00                          | 4,991.00            | 4,991.00                             | 0.00                                 | 999.00            | 83.32                |
| 000-4040 RETIREMENT BENEFITS         | 78,940.00                         | 65,781.00           | 65,781.00                            | 0.00                                 | 13,159.00         | 83.33                |
| 000-4050 INSURANCE BENEFITS          | 64,040.00                         | 53,369.00           | 53,369.00                            | 0.00                                 | 10,671.00         | 83.34                |
| 000-4090 WORKERS' COMPENSATION       | 5,720.00                          | 4,766.69            | 4,766.69                             | 0.00                                 | 953.31            | 83.33                |
| 000-4110 SUPPLIES - OFFICE           | 1,800.00                          | 1,867.12            | 1,867.12                             | 0.00                                 | -67.12            | 103.73               |
| 000-4160 SUPPLIES - EQUIPMENT        | 1,800.00                          | 3,114.76            | 3,114.76                             | 0.00                                 | -1,314.76         | 173.04               |
| 000-4165 SMALL EQUIPMENT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4310 TELEPHONE                   | 200.00                            | 145.80              | 145.80                               | 0.00                                 | 54.20             | 72.90                |
| 000-4330 POSTAGE                     | 4,500.00                          | 802.60              | 802.60                               | 0.00                                 | 3,697.40          | 17.84                |
| 000-4370 INSURANCE                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 800.00                            | 770.00              | 770.00                               | 0.00                                 | 30.00             | 96.25                |
| 000-4390 TRAVEL & TRAINING           | 200.00                            | 0.00                | 0.00                                 | 0.00                                 | 200.00            | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE           | 700.00                            | 428.12              | 428.12                               | 0.00                                 | 271.88            | 61.16                |
| 000-4480 FEES FOR SERVICE            | 600.00                            | 528.25              | 528.25                               | 0.00                                 | 71.75             | 88.04                |
| 000-4550 DUPLICATING COSTS           | 6,800.00                          | 4,491.86            | 4,491.86                             | 0.00                                 | 2,308.14          | 66.06                |
| 000-4580 INTERNAL I. T. CHARGES      | 38,800.00                         | 32,333.31           | 32,333.31                            | 0.00                                 | 6,466.69          | 83.33                |
| 000-4630 EQUIPMENT - OFFICE          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4940 CASH OVER & SHORT           | 0.00                              | -179.54             | -179.54                              | 0.00                                 | 179.54            | 0.00                 |
| <b>Total DEPUTY REGISTRAR</b>        | <b>647,060.00</b>                 | <b>663,894.60</b>   | <b>663,894.60</b>                    | <b>0.00</b>                          | <b>-16,834.60</b> | <b>102.60</b>        |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

**101 GENERAL FUND**

**304 ELECTIONS**

| <i>Account Number</i>                  | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>   | <i>Prct<br/>Used</i> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4011 OVERTIME PAY                  | 5,500.00                          | 0.00                | 0.00                                 | 0.00                                 | 5,500.00         | 0.00                 |
| 000-4020 WAGES/PART-TIME               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4025 WAGES/TEMPORARY               | 80,700.00                         | 0.00                | 0.00                                 | 0.00                                 | 80,700.00        | 0.00                 |
| 000-4040 RETIREMENT BENEFITS           | 7,010.00                          | 5,841.00            | 5,841.00                             | 0.00                                 | 1,169.00         | 83.32                |
| 000-4110 SUPPLIES - OFFICE             | 1,100.00                          | 31.38               | 31.38                                | 0.00                                 | 1,068.62         | 2.85                 |
| 000-4120 PROGRAM SUPPLIES              | 800.00                            | 0.00                | 0.00                                 | 0.00                                 | 800.00           | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT          | 1,400.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,400.00         | 0.00                 |
| 000-4310 TELEPHONE                     | 1,400.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,400.00         | 0.00                 |
| 000-4330 POSTAGE                       | 2,900.00                          | 251.76              | 251.76                               | 0.00                                 | 2,648.24         | 8.68                 |
| 000-4360 PUBLISHING                    | 2,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 2,000.00         | 0.00                 |
| 000-4370 INSURANCE                     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4390 TRAVEL & TRAINING             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE             | 300.00                            | 0.00                | 0.00                                 | 0.00                                 | 300.00           | 0.00                 |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT    | 16,100.00                         | 16,079.86           | 16,079.86                            | 0.00                                 | 20.14            | 99.87                |
| 000-4480 FEES FOR SERVICE              | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 300.00                            | 332.50              | 332.50                               | 0.00                                 | -32.50           | 110.83               |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4550 DUPLICATING COSTS             | 300.00                            | 191.38              | 191.38                               | 0.00                                 | 108.62           | 63.79                |
| 000-4640 EQUIPMENT - OTHER             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| <b>Total ELECTIONS</b>                 | <b>119,810.00</b>                 | <b>22,727.88</b>    | <b>22,727.88</b>                     | <b>0.00</b>                          | <b>97,082.12</b> | <b>18.97</b>         |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 401 POLICE

| <u>Account Number</u>                  | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 5,535,270.00                      | 4,203,398.16        | 4,203,398.16                         | 0.00                                 | 1,331,871.84   | 75.94                |
| 000-4011 OVERTIME PAY                  | 390,000.00                        | 338,219.85          | 338,219.85                           | 0.00                                 | 51,780.15      | 86.72                |
| 000-4020 WAGES/PART-TIME               | 63,580.00                         | 14,562.87           | 14,562.87                            | 0.00                                 | 49,017.13      | 22.90                |
| 000-4025 WAGES/TEMPORARY               | 12,000.00                         | 7,330.00            | 7,330.00                             | 0.00                                 | 4,670.00       | 61.08                |
| 000-4030 LEAVE BENEFITS                | 78,380.00                         | 65,319.00           | 65,319.00                            | 0.00                                 | 13,061.00      | 83.34                |
| 000-4040 RETIREMENT BENEFITS           | 1,223,390.00                      | 1,019,491.00        | 1,019,491.00                         | 0.00                                 | 203,899.00     | 83.33                |
| 000-4050 INSURANCE BENEFITS            | 848,370.00                        | 706,979.00          | 706,979.00                           | 0.00                                 | 141,391.00     | 83.33                |
| 000-4090 WORKERS' COMPENSATION         | 415,260.00                        | 346,050.00          | 346,050.00                           | 0.00                                 | 69,210.00      | 83.33                |
| 000-4110 SUPPLIES - OFFICE             | 13,200.00                         | 4,160.30            | 4,160.30                             | 0.00                                 | 9,039.70       | 31.52                |
| 000-4120 PROGRAM SUPPLIES              | 31,200.00                         | 53,169.05           | 53,169.05                            | 0.00                                 | -21,969.05     | 170.41               |
| 000-4140 SUPPLIES - VEHICLE            | 3,100.00                          | 809.77              | 809.77                               | 0.00                                 | 2,290.23       | 26.12                |
| 000-4160 SUPPLIES - EQUIPMENT          | 95,600.00                         | 97,654.28           | 97,654.28                            | 0.00                                 | -2,054.28      | 102.15               |
| 000-4165 SMALL EQUIPMENT               | 15,300.00                         | 37,500.00           | 37,500.00                            | 0.00                                 | -22,200.00     | 245.10               |
| 000-4210 FUEL & OIL                    | 94,000.00                         | 47,441.70           | 47,441.70                            | 0.00                                 | 46,558.30      | 50.47                |
| 000-4240 UNIFORMS & CLOTHING           | 68,200.00                         | 64,610.21           | 64,610.21                            | 0.00                                 | 3,589.79       | 94.74                |
| 000-4290 MISCELLANEOUS COMMODITIES     | 27,600.00                         | 0.00                | 0.00                                 | 0.00                                 | 27,600.00      | 0.00                 |
| 000-4310 TELEPHONE                     | 46,000.00                         | 33,671.01           | 33,671.01                            | 0.00                                 | 12,328.99      | 73.20                |
| 000-4330 POSTAGE                       | 2,100.00                          | 727.06              | 727.06                               | 0.00                                 | 1,372.94       | 34.62                |
| 000-4370 INSURANCE                     | 73,000.00                         | 60,833.31           | 60,833.31                            | 0.00                                 | 12,166.69      | 83.33                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS   | 6,100.00                          | 22,462.14           | 22,462.14                            | 0.00                                 | -16,362.14     | 368.23               |
| 000-4390 TRAVEL & TRAINING             | 60,200.00                         | 58,528.15           | 58,528.15                            | 0.00                                 | 1,671.85       | 97.22                |
| 000-4391 EDUCATION REIMBURSEMENTS      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE             | 0.00                              | 210.56              | 210.56                               | 0.00                                 | -210.56        | 0.00                 |
| 000-4420 REPAIR & MAINT/VEHICLE        | 103,100.00                        | 60,406.98           | 60,406.98                            | 0.00                                 | 42,693.02      | 58.59                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT    | 25,000.00                         | 2,751.62            | 2,751.62                             | 0.00                                 | 22,248.38      | 11.01                |
| 000-4440 REPAIR & MAINT/RADIO          | 5,200.00                          | 6,967.68            | 6,967.68                             | 0.00                                 | -1,767.68      | 133.99               |
| 000-4475 FEES FOR DISPATCHING          | 365,500.00                        | 266,639.49          | 266,639.49                           | 0.00                                 | 98,860.51      | 72.95                |
| 000-4480 FEES FOR SERVICE              | 317,800.00                        | 212,004.41          | 212,004.41                           | 0.00                                 | 105,795.59     | 66.71                |
| 000-4482 PROSECUTION FEES              | 198,000.00                        | 146,250.00          | 146,250.00                           | 0.00                                 | 51,750.00      | 73.86                |
| 000-4490 FEES - CONSULTING             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 0.00                              | 1,678.50            | 1,678.50                             | 0.00                                 | -1,678.50      | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

101 GENERAL FUND

401 POLICE

| <u>Account Number</u>              | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u>      | <u>Prct<br/>Used</u> |
|------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|---------------------|----------------------|
| 000-4540 INTERNAL RENTAL - VEHICLE | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00                | 0.00                 |
| 000-4550 DUPLICATING COSTS         | 11,300.00                         | 6,174.90            | 6,174.90                             | 0.00                                 | 5,125.10            | 54.65                |
| 000-4580 INTERNAL I. T. CHARGES    | 286,000.00                        | 238,333.31          | 238,333.31                           | 0.00                                 | 47,666.69           | 83.33                |
| 000-4610 VEHICLES                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00                | 0.00                 |
| 000-4630 EQUIPMENT - OFFICE        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00                | 0.00                 |
| 000-4640 EQUIPMENT - OTHER         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00                | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00                | 0.00                 |
| 000-4940 CASH OVER & SHORT         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00                | 0.00                 |
| <b>Total POLICE</b>                | <b>10,413,750.00</b>              | <b>8,124,334.31</b> | <b>8,124,334.31</b>                  | <b>0.00</b>                          | <b>2,289,415.69</b> | <b>78.02</b>         |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 404 FIRE

| <u>Account Number</u>                  | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 1,047,790.00                      | 841,349.11          | 841,349.11                           | 0.00                                 | 206,440.89     | 80.30                |
| 000-4011 OVERTIME PAY                  | 140,000.00                        | 184,820.19          | 184,820.19                           | 0.00                                 | -44,820.19     | 132.01               |
| 000-4020 WAGES/PART-TIME               | 27,970.00                         | 42,691.91           | 42,691.91                            | 0.00                                 | -14,721.91     | 152.63               |
| 000-4025 WAGES/TEMPORARY               | 5,000.00                          | 2,771.93            | 2,771.93                             | 0.00                                 | 2,228.07       | 55.44                |
| 000-4030 LEAVE BENEFITS                | 15,060.00                         | 12,550.00           | 12,550.00                            | 0.00                                 | 2,510.00       | 83.33                |
| 000-4040 RETIREMENT BENEFITS           | 258,220.00                        | 215,181.00          | 215,181.00                           | 0.00                                 | 43,039.00      | 83.33                |
| 000-4050 INSURANCE BENEFITS            | 172,070.00                        | 143,391.00          | 143,391.00                           | 0.00                                 | 28,679.00      | 83.33                |
| 000-4060 FIREFIGHTERS PENSION BENEFITS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4090 WORKERS' COMPENSATION         | 116,640.00                        | 97,200.00           | 97,200.00                            | 0.00                                 | 19,440.00      | 83.33                |
| 000-4110 SUPPLIES - OFFICE             | 2,000.00                          | 1,363.94            | 1,363.94                             | 0.00                                 | 636.06         | 68.20                |
| 000-4120 PROGRAM SUPPLIES              | 10,000.00                         | 8,989.62            | 8,989.62                             | 0.00                                 | 1,010.38       | 89.90                |
| 000-4130 SUPPLIES - JANITORIAL         | 2,200.00                          | 2,071.85            | 2,071.85                             | 0.00                                 | 128.15         | 94.18                |
| 000-4140 SUPPLIES - VEHICLE            | 500.00                            | 98.04               | 98.04                                | 0.00                                 | 401.96         | 19.61                |
| 000-4160 SUPPLIES - EQUIPMENT          | 58,000.00                         | 17,044.33           | 17,044.33                            | 0.00                                 | 40,955.67      | 29.39                |
| 000-4165 SMALL EQUIPMENT               | 35,000.00                         | 41,130.02           | 41,130.02                            | 0.00                                 | -6,130.02      | 117.51               |
| 000-4170 BOOKS                         | 1,000.00                          | 824.45              | 824.45                               | 0.00                                 | 175.55         | 82.45                |
| 000-4180 MAINTENANCE MATERIALS         | 0.00                              | 318.94              | 318.94                               | 0.00                                 | -318.94        | 0.00                 |
| 000-4190 CHEMICALS                     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4210 FUEL & OIL                    | 20,000.00                         | 11,498.11           | 11,498.11                            | 0.00                                 | 8,501.89       | 57.49                |
| 000-4220 SIGNS & SIGNALS               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4230 SMALL TOOLS                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4240 UNIFORMS & CLOTHING           | 24,000.00                         | 16,254.92           | 16,254.92                            | 0.00                                 | 7,745.08       | 67.73                |
| 000-4290 MISCELLANEOUS COMMODITIES     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4310 TELEPHONE                     | 11,000.00                         | 9,678.88            | 9,678.88                             | 0.00                                 | 1,321.12       | 87.99                |
| 000-4320 UTILITIES                     | 30,000.00                         | 22,883.81           | 22,883.81                            | 0.00                                 | 7,116.19       | 76.28                |
| 000-4330 POSTAGE                       | 500.00                            | 255.32              | 255.32                               | 0.00                                 | 244.68         | 51.06                |
| 000-4360 PUBLISHING                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4370 INSURANCE                     | 21,300.00                         | 17,750.00           | 17,750.00                            | 0.00                                 | 3,550.00       | 83.33                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS   | 3,500.00                          | 9,006.55            | 9,006.55                             | 0.00                                 | -5,506.55      | 257.33               |
| 000-4390 TRAVEL & TRAINING             | 46,650.00                         | 42,485.86           | 42,485.86                            | 0.00                                 | 4,164.14       | 91.07                |
| 000-4391 EDUCATION REIMBURSEMENTS      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

**101 GENERAL FUND**

**404 FIRE**

| <i>Account Number</i>               | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>    | <i>Prct<br/>Used</i> |
|-------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|----------------------|
| 000-4410 REPAIR & MAINT/BUILDINGS   | 15,000.00                         | 9,493.07            | 9,493.07                             | 0.00                                 | 5,506.93          | 63.29                |
| 000-4420 REPAIR & MAINT/VEHICLE     | 73,500.00                         | 37,641.77           | 37,641.77                            | 0.00                                 | 35,858.23         | 51.21                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT | 11,000.00                         | 11,342.62           | 11,342.62                            | 0.00                                 | -342.62           | 103.11               |
| 000-4440 REPAIR & MAINT/RADIO       | 4,000.00                          | 684.00              | 684.00                               | 0.00                                 | 3,316.00          | 17.10                |
| 000-4475 FEES FOR DISPATCHING       | 72,000.00                         | 52,531.92           | 52,531.92                            | 0.00                                 | 19,468.08         | 72.96                |
| 000-4480 FEES FOR SERVICE           | 110,850.00                        | 32,638.28           | 32,638.28                            | 0.00                                 | 78,211.72         | 29.44                |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT | 300.00                            | 2,218.64            | 2,218.64                             | 0.00                                 | -1,918.64         | 739.55               |
| 000-4540 INTERNAL RENTAL - VEHICLE  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4550 DUPLICATING COSTS          | 4,000.00                          | 1,809.84            | 1,809.84                             | 0.00                                 | 2,190.16          | 45.25                |
| 000-4580 INTERNAL I. T. CHARGES     | 74,000.00                         | 61,666.69           | 61,666.69                            | 0.00                                 | 12,333.31         | 83.33                |
| 000-4610 VEHICLES                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4630 EQUIPMENT - OFFICE         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4640 EQUIPMENT - OTHER          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| <b>Total FIRE</b>                   | <b>2,413,050.00</b>               | <b>1,951,636.61</b> | <b>1,951,636.61</b>                  | <b>0.00</b>                          | <b>461,413.39</b> | <b>80.88</b>         |

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Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND  
  
413 EMERGENCY MANAGEMENT

| Account Number                       | Adjusted<br>Appropriation | Expenditures | Year-to-date<br>Expenditures | Year-to-date<br>Encumbrances | Balance    | Prct<br>Used |
|--------------------------------------|---------------------------|--------------|------------------------------|------------------------------|------------|--------------|
| 000-4020 WAGES/PART-TIME             | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4025 WAGES/TEMPORARY             | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4040 RETIREMENT BENEFITS         | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4110 SUPPLIES - OFFICE           | 0.00                      | 183.82       | 183.82                       | 0.00                         | -183.82    | 0.00         |
| 000-4120 PROGRAM SUPPLIES            | 0.00                      | 434.68       | 434.68                       | 0.00                         | -434.68    | 0.00         |
| 000-4160 SUPPLIES - EQUIPMENT        | 0.00                      | 24,566.21    | 24,566.21                    | 0.00                         | -24,566.21 | 0.00         |
| 000-4165 SMALL EQUIPMENT             | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4210 FUEL & OIL                  | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4240 UNIFORMS & CLOTHING         | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4310 TELEPHONE                   | 400.00                    | 0.00         | 0.00                         | 0.00                         | 400.00     | 0.00         |
| 000-4320 UTILITIES                   | 600.00                    | 425.40       | 425.40                       | 0.00                         | 174.60     | 70.90        |
| 000-4330 POSTAGE                     | 0.00                      | 1.41         | 1.41                         | 0.00                         | -1.41      | 0.00         |
| 000-4370 INSURANCE                   | 500.00                    | 416.69       | 416.69                       | 0.00                         | 83.31      | 83.34        |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 300.00                    | 0.00         | 0.00                         | 0.00                         | 300.00     | 0.00         |
| 000-4390 TRAVEL & TRAINING           | 500.00                    | 0.00         | 0.00                         | 0.00                         | 500.00     | 0.00         |
| 000-4400 VEHICLE ALLOWANCE           | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4420 REPAIR & MAINT/VEHICLE      | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT  | 7,500.00                  | 7,184.13     | 7,184.13                     | 0.00                         | 315.87     | 95.79        |
| 000-4480 FEES FOR SERVICE            | 0.00                      | 29,517.64    | 29,517.64                    | 0.00                         | -29,517.64 | 0.00         |
| 000-4550 DUPLICATING COSTS           | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| 000-4640 EQUIPMENT - OTHER           | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00       | 0.00         |
| Total EMERGENCY MANAGEMENT           | 9,800.00                  | 62,729.98    | 62,729.98                    | 0.00                         | -52,929.98 | 640.10       |

## Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 501 PUBLIC WORKS ADMINISTRATION

| <i>Account Number</i>                  | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i> | <i>Prct<br/>Used</i> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 116,500.00                        | 97,254.37           | 97,254.37                            | 0.00                                 | 19,245.63      | 83.48                |
| 000-4011 OVERTIME PAY                  | 0.00                              | 50.83               | 50.83                                | 0.00                                 | -50.83         | 0.00                 |
| 000-4020 WAGES/PART-TIME               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4025 WAGES/TEMPORARY               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4030 LEAVE BENEFITS                | 1,630.00                          | 1,360.00            | 1,360.00                             | 0.00                                 | 270.00         | 83.44                |
| 000-4040 RETIREMENT BENEFITS           | 21,100.00                         | 17,581.00           | 17,581.00                            | 0.00                                 | 3,519.00       | 83.32                |
| 000-4050 INSURANCE BENEFITS            | 21,520.00                         | 17,931.00           | 17,931.00                            | 0.00                                 | 3,589.00       | 83.32                |
| 000-4110 SUPPLIES - OFFICE             | 3,000.00                          | 2,062.62            | 2,062.62                             | 0.00                                 | 937.38         | 68.75                |
| 000-4120 PROGRAM SUPPLIES              | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT          | 3,000.00                          | 288.56              | 288.56                               | 0.00                                 | 2,711.44       | 9.62                 |
| 000-4165 SMALL EQUIPMENT               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4170 BOOKS                         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4210 FUEL & OIL                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4290 MISCELLANEOUS COMMODITIES     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4310 TELEPHONE                     | 200.00                            | 26.53               | 26.53                                | 0.00                                 | 173.47         | 13.27                |
| 000-4330 POSTAGE                       | 5,000.00                          | 824.54              | 824.54                               | 0.00                                 | 4,175.46       | 16.49                |
| 000-4370 INSURANCE                     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS   | 3,200.00                          | 3,097.32            | 3,097.32                             | 0.00                                 | 102.68         | 96.79                |
| 000-4390 TRAVEL & TRAINING             | 4,000.00                          | 150.00              | 150.00                               | 0.00                                 | 3,850.00       | 3.75                 |
| 000-4400 VEHICLE ALLOWANCE             | 500.00                            | 400.00              | 400.00                               | 0.00                                 | 100.00         | 80.00                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT    | 1,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,000.00       | 0.00                 |
| 000-4480 FEES FOR SERVICE              | 4,600.00                          | 49,214.49           | 49,214.49                            | 0.00                                 | -44,614.49     | 1,069.88             |
| 000-4490 FEES - CONSULTING             | 6,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 6,000.00       | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4550 DUPLICATING COSTS             | 6,400.00                          | 4,166.96            | 4,166.96                             | 0.00                                 | 2,233.04       | 65.11                |
| 000-4580 INTERNAL I. T. CHARGES        | 124,700.00                        | 103,916.69          | 103,916.69                           | 0.00                                 | 20,783.31      | 83.33                |
| 000-4630 EQUIPMENT - OFFICE            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4710 LAND PURCHASE                 | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4759 OTHER CONSTRUCTION COSTS      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4940 CASH OVER & SHORT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |

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Expenditure Status Report  
  
CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND  
  
501 PUBLIC WORKS ADMINISTRATION

| <i>Account Number</i>             | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i> | <i>Prct<br/>Used</i> |
|-----------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4945 UNCOLLECTIBLE CHECKS     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| Total PUBLIC WORKS ADMINISTRATION | 322,350.00                        | 298,324.91          | 298,324.91                           | 0.00                                 | 24,025.09      | 92.55                |

## Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 502 STREET MAINTAINANCE

| <i>Account Number</i>                  | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i> | <i>Prct<br/>Used</i> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 318,610.00                        | 198,381.20          | 198,381.20                           | 0.00                                 | 120,228.80     | 62.26                |
| 000-4011 OVERTIME PAY                  | 5,000.00                          | 4,969.64            | 4,969.64                             | 0.00                                 | 30.36          | 99.39                |
| 000-4020 WAGES/PART-TIME               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4025 WAGES/TEMPORARY               | 7,200.00                          | 0.00                | 0.00                                 | 0.00                                 | 7,200.00       | 0.00                 |
| 000-4030 LEAVE BENEFITS                | 4,460.00                          | 3,719.00            | 3,719.00                             | 0.00                                 | 741.00         | 83.39                |
| 000-4040 RETIREMENT BENEFITS           | 57,730.00                         | 48,110.00           | 48,110.00                            | 0.00                                 | 9,620.00       | 83.34                |
| 000-4050 INSURANCE BENEFITS            | 67,220.00                         | 56,019.00           | 56,019.00                            | 0.00                                 | 11,201.00      | 83.34                |
| 000-4090 WORKERS' COMPENSATION         | 103,980.00                        | 86,650.00           | 86,650.00                            | 0.00                                 | 17,330.00      | 83.33                |
| 000-4120 PROGRAM SUPPLIES              | 1,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,000.00       | 0.00                 |
| 000-4140 SUPPLIES - VEHICLE            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT          | 4,000.00                          | 3,105.80            | 3,105.80                             | 0.00                                 | 894.20         | 77.65                |
| 000-4165 SMALL EQUIPMENT               | 6,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 6,000.00       | 0.00                 |
| 000-4180 MAINTENANCE MATERIALS         | 100,000.00                        | 98,617.08           | 98,617.08                            | 0.00                                 | 1,382.92       | 98.62                |
| 000-4190 CHEMICALS                     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4210 FUEL & OIL                    | 28,000.00                         | 15,027.18           | 15,027.18                            | 0.00                                 | 12,972.82      | 53.67                |
| 000-4220 SIGNS & SIGNALS               | 10,000.00                         | 13,163.56           | 13,163.56                            | 0.00                                 | -3,163.56      | 131.64               |
| 000-4230 SMALL TOOLS                   | 500.00                            | 391.74              | 391.74                               | 0.00                                 | 108.26         | 78.35                |
| 000-4240 UNIFORMS & CLOTHING           | 10,000.00                         | 6,300.66            | 6,300.66                             | 0.00                                 | 3,699.34       | 63.01                |
| 000-4290 MISCELLANEOUS COMMODITIES     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4310 TELEPHONE                     | 10,500.00                         | 5,865.40            | 5,865.40                             | 0.00                                 | 4,634.60       | 55.86                |
| 000-4320 UTILITIES                     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4370 INSURANCE                     | 25,000.00                         | 20,833.31           | 20,833.31                            | 0.00                                 | 4,166.69       | 83.33                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS   | 100.00                            | 0.00                | 0.00                                 | 0.00                                 | 100.00         | 0.00                 |
| 000-4390 TRAVEL & TRAINING             | 3,000.00                          | 120.00              | 120.00                               | 0.00                                 | 2,880.00       | 4.00                 |
| 000-4400 VEHICLE ALLOWANCE             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT    | 1,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,000.00       | 0.00                 |
| 000-4480 FEES FOR SERVICE              | 35,000.00                         | 23,880.42           | 23,880.42                            | 0.00                                 | 11,119.58      | 68.23                |
| 000-4490 FEES - CONSULTING             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 3,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 3,000.00       | 0.00                 |
| 000-4540 INTERNAL RENTAL - VEHICLE     | 170,000.00                        | 141,666.69          | 141,666.69                           | 0.00                                 | 28,333.31      | 83.33                |
| 000-4610 VEHICLES                      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |

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Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND

502 STREET MAINTAINANCE

| <i>Account Number</i>             | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i> | <i>Prct<br/>Used</i> |
|-----------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4630 EQUIPMENT - OFFICE       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4640 EQUIPMENT - OTHER        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4710 LAND PURCHASE            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4759 OTHER CONSTRUCTION COSTS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4975 SMALL LIABILITY CLAIMS   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| Total STREET MAINTAINANCE         | 971,300.00                        | 726,820.68          | 726,820.68                           | 0.00                                 | 244,479.32     | 74.83                |



## Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 503 ENGINEERING

| <i>Account Number</i>                | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>    | <i>Prct<br/>Used</i> |
|--------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES   | 388,270.00                        | 322,682.19          | 322,682.19                           | 0.00                                 | 65,587.81         | 83.11                |
| 000-4011 OVERTIME PAY                | 25,000.00                         | 491.77              | 491.77                               | 0.00                                 | 24,508.23         | 1.97                 |
| 000-4020 WAGES/PART-TIME             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4025 WAGES/TEMPORARY             | 20,000.00                         | 8,080.00            | 8,080.00                             | 0.00                                 | 11,920.00         | 40.40                |
| 000-4030 LEAVE BENEFITS              | 5,440.00                          | 4,531.00            | 4,531.00                             | 0.00                                 | 909.00            | 83.29                |
| 000-4040 RETIREMENT BENEFITS         | 72,170.00                         | 60,141.00           | 60,141.00                            | 0.00                                 | 12,029.00         | 83.33                |
| 000-4050 INSURANCE BENEFITS          | 67,770.00                         | 56,479.00           | 56,479.00                            | 0.00                                 | 11,291.00         | 83.34                |
| 000-4160 SUPPLIES - EQUIPMENT        | 1,500.00                          | 322.79              | 322.79                               | 0.00                                 | 1,177.21          | 21.52                |
| 000-4165 SMALL EQUIPMENT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4170 BOOKS                       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4230 SMALL TOOLS                 | 1,000.00                          | 45.03               | 45.03                                | 0.00                                 | 954.97            | 4.50                 |
| 000-4240 UNIFORMS & CLOTHING         | 1,000.00                          | 454.13              | 454.13                               | 0.00                                 | 545.87            | 45.41                |
| 000-4290 MISCELLANEOUS COMMODITIES   | 2,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 2,000.00          | 0.00                 |
| 000-4310 TELEPHONE                   | 5,000.00                          | 3,094.24            | 3,094.24                             | 0.00                                 | 1,905.76          | 61.88                |
| 000-4360 PUBLISHING                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4370 INSURANCE                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 500.00                            | 228.00              | 228.00                               | 0.00                                 | 272.00            | 45.60                |
| 000-4390 TRAVEL & TRAINING           | 4,000.00                          | 750.00              | 750.00                               | 0.00                                 | 3,250.00          | 18.75                |
| 000-4391 EDUCATION REIMBURSEMENTS    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE           | 200.00                            | 400.00              | 400.00                               | 0.00                                 | -200.00           | 200.00               |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT  | 8,000.00                          | 2,000.00            | 2,000.00                             | 0.00                                 | 6,000.00          | 25.00                |
| 000-4480 FEES FOR SERVICE            | 12,000.00                         | 2,063.38            | 2,063.38                             | 0.00                                 | 9,936.62          | 17.19                |
| 000-4490 FEES - CONSULTING           | 12,000.00                         | 2,639.64            | 2,639.64                             | 0.00                                 | 9,360.36          | 22.00                |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4540 INTERNAL RENTAL - VEHICLE   | 30,000.00                         | 25,000.00           | 25,000.00                            | 0.00                                 | 5,000.00          | 83.33                |
| 000-4610 VEHICLES                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4630 EQUIPMENT - OFFICE          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4640 EQUIPMENT - OTHER           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4761 LEGAL & FISCAL              | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| <b>Total ENGINEERING</b>             | <b>655,850.00</b>                 | <b>489,402.17</b>   | <b>489,402.17</b>                    | <b>0.00</b>                          | <b>166,447.83</b> | <b>74.62</b>         |

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 514 SNOW AND ICE CONTROL

| <u>Account Number</u>                | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|--------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES   | 144,250.00                        | 116,560.10          | 116,560.10                           | 0.00                                 | 27,689.90      | 80.80                |
| 000-4011 OVERTIME PAY                | 30,000.00                         | 4,331.22            | 4,331.22                             | 0.00                                 | 25,668.78      | 14.44                |
| 000-4020 WAGES/PART-TIME             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4025 WAGES/TEMPORARY             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4030 LEAVE BENEFITS              | 2,020.00                          | 1,681.00            | 1,681.00                             | 0.00                                 | 339.00         | 83.22                |
| 000-4040 RETIREMENT BENEFITS         | 29,970.00                         | 24,979.00           | 24,979.00                            | 0.00                                 | 4,991.00       | 83.35                |
| 000-4050 INSURANCE BENEFITS          | 31,880.00                         | 26,569.00           | 26,569.00                            | 0.00                                 | 5,311.00       | 83.34                |
| 000-4120 PROGRAM SUPPLIES            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4140 SUPPLIES - VEHICLE          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT        | 5,000.00                          | 234.25              | 234.25                               | 0.00                                 | 4,765.75       | 4.69                 |
| 000-4165 SMALL EQUIPMENT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4180 MAINTENANCE MATERIALS       | 90,000.00                         | 63,198.32           | 63,198.32                            | 0.00                                 | 26,801.68      | 70.22                |
| 000-4190 CHEMICALS                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4210 FUEL & OIL                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4220 SIGNS & SIGNALS             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4230 SMALL TOOLS                 | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4240 UNIFORMS & CLOTHING         | 400.00                            | 0.00                | 0.00                                 | 0.00                                 | 400.00         | 0.00                 |
| 000-4290 MISCELLANEOUS COMMODITIES   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4310 TELEPHONE                   | 300.00                            | 819.80              | 819.80                               | 0.00                                 | -519.80        | 273.27               |
| 000-4320 UTILITIES                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4370 INSURANCE                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4390 TRAVEL & TRAINING           | 2,500.00                          | 2,100.00            | 2,100.00                             | 0.00                                 | 400.00         | 84.00                |
| 000-4400 VEHICLE ALLOWANCE           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4480 FEES FOR SERVICE            | 3,000.00                          | 83.00               | 83.00                                | 0.00                                 | 2,917.00       | 2.77                 |
| 000-4490 FEES - CONSULTING           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4540 INTERNAL RENTAL - VEHICLE   | 200,000.00                        | 166,666.69          | 166,666.69                           | 0.00                                 | 33,333.31      | 83.33                |
| 000-4610 VEHICLES                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4630 EQUIPMENT - OFFICE          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4640 EQUIPMENT - OTHER           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

101 GENERAL FUND

514 SNOW AND ICE CONTROL

| <u>Account Number</u>             | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|-----------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4710 LAND PURCHASE            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4759 OTHER CONSTRUCTION COSTS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| <b>Total SNOW AND ICE CONTROL</b> | 539,320.00                        | 407,222.38          | 407,222.38                           | 0.00                                 | 132,097.62     | 75.51                |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 516 FORESTRY

| <u>Account Number</u>               | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u>   | <u>Prct<br/>Used</u> |
|-------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES  | 100,240.00                        | 72,560.86           | 72,560.86                            | 0.00                                 | 27,679.14        | 72.39                |
| 000-4011 OVERTIME PAY               | 0.00                              | 922.83              | 922.83                               | 0.00                                 | -922.83          | 0.00                 |
| 000-4020 WAGES/PART-TIME            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4030 LEAVE BENEFITS             | 1,400.00                          | 1,169.00            | 1,169.00                             | 0.00                                 | 231.00           | 83.50                |
| 000-4040 RETIREMENT BENEFITS        | 17,760.00                         | 14,800.00           | 14,800.00                            | 0.00                                 | 2,960.00         | 83.33                |
| 000-4050 INSURANCE BENEFITS         | 21,900.00                         | 18,250.00           | 18,250.00                            | 0.00                                 | 3,650.00         | 83.33                |
| 000-4140 SUPPLIES - VEHICLE         | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT       | 2,000.00                          | 1,652.56            | 1,652.56                             | 0.00                                 | 347.44           | 82.63                |
| 000-4165 SMALL EQUIPMENT            | 2,000.00                          | 2,300.00            | 2,300.00                             | 0.00                                 | -300.00          | 115.00               |
| 000-4210 FUEL & OIL                 | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4240 UNIFORMS & CLOTHING        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4310 TELEPHONE                  | 100.00                            | 207.60              | 207.60                               | 0.00                                 | -107.60          | 207.60               |
| 000-4370 INSURANCE                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4390 TRAVEL & TRAINING          | 1,300.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,300.00         | 0.00                 |
| 000-4420 REPAIR & MAINT/VEHICLE     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4480 FEES FOR SERVICE           | 100,000.00                        | 86,655.57           | 86,655.57                            | 0.00                                 | 13,344.43        | 86.66                |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT | 8,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 8,000.00         | 0.00                 |
| <b>Total FORESTRY</b>               | <b>254,700.00</b>                 | <b>198,518.42</b>   | <b>198,518.42</b>                    | <b>0.00</b>                          | <b>56,181.58</b> | <b>77.94</b>         |

## Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 601 PARKS & REC. ADMINISTRATION

| <i>Account Number</i>                        | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>   | <i>Prct<br/>Used</i> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES           | 198,760.00                        | 164,992.46          | 164,992.46                           | 0.00                                 | 33,767.54        | 83.01                |
| 000-4011 OVERTIME PAY                        | 5,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 5,000.00         | 0.00                 |
| 000-4025 WAGES/TEMPORARY                     | 17,000.00                         | 29,229.75           | 29,229.75                            | 0.00                                 | -12,229.75       | 171.94               |
| 000-4030 LEAVE BENEFITS                      | 2,780.00                          | 2,319.00            | 2,319.00                             | 0.00                                 | 461.00           | 83.42                |
| 000-4040 RETIREMENT BENEFITS                 | 39,900.00                         | 33,250.00           | 33,250.00                            | 0.00                                 | 6,650.00         | 83.33                |
| 000-4050 INSURANCE BENEFITS                  | 24,000.00                         | 20,000.00           | 20,000.00                            | 0.00                                 | 4,000.00         | 83.33                |
| 000-4090 WORKERS' COMPENSATION               | 15,770.00                         | 13,141.69           | 13,141.69                            | 0.00                                 | 2,628.31         | 83.33                |
| 000-4110 SUPPLIES - OFFICE                   | 2,500.00                          | 655.47              | 655.47                               | 0.00                                 | 1,844.53         | 26.22                |
| 000-4120 PROGRAM SUPPLIES                    | 2,500.00                          | 1,654.47            | 1,654.47                             | 0.00                                 | 845.53           | 66.18                |
| 000-4160 SUPPLIES - EQUIPMENT                | 300.00                            | 1,765.93            | 1,765.93                             | 0.00                                 | -1,465.93        | 588.64               |
| 000-4165 SMALL EQUIPMENT                     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4170 BOOKS                               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4310 TELEPHONE                           | 1,900.00                          | 2,664.17            | 2,664.17                             | 0.00                                 | -764.17          | 140.22               |
| 000-4330 POSTAGE                             | 5,000.00                          | 338.05              | 338.05                               | 0.00                                 | 4,661.95         | 6.76                 |
| 000-4360 PUBLISHING                          | 1,000.00                          | 125.00              | 125.00                               | 0.00                                 | 875.00           | 12.50                |
| 000-4370 INSURANCE                           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS         | 1,000.00                          | 1,010.00            | 1,010.00                             | 0.00                                 | -10.00           | 101.00               |
| 000-4390 TRAVEL & TRAINING                   | 1,500.00                          | 370.00              | 370.00                               | 0.00                                 | 1,130.00         | 24.67                |
| 000-4400 VEHICLE ALLOWANCE                   | 500.00                            | 2,000.00            | 2,000.00                             | 0.00                                 | -1,500.00        | 400.00               |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT          | 2,800.00                          | 467.46              | 467.46                               | 0.00                                 | 2,332.54         | 16.70                |
| 000-4480 FEES FOR SERVICE                    | 10,000.00                         | 2,440.93            | 2,440.93                             | 0.00                                 | 7,559.07         | 24.41                |
| 000-4490 FEES - CONSULTING                   | 2,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 2,000.00         | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4540 INTERNAL RENTAL - VEHICLE           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4550 DUPLICATING COSTS                   | 2,700.00                          | 3,347.85            | 3,347.85                             | 0.00                                 | -647.85          | 123.99               |
| 000-4580 INTERNAL I. T. CHARGES              | 20,700.00                         | 17,250.00           | 17,250.00                            | 0.00                                 | 3,450.00         | 83.33                |
| 000-4630 EQUIPMENT - OFFICE                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| <b>Total PARKS &amp; REC. ADMINISTRATION</b> | <b>357,610.00</b>                 | <b>297,022.23</b>   | <b>297,022.23</b>                    | <b>0.00</b>                          | <b>60,587.77</b> | <b>83.06</b>         |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 602 PARK MAINTENANCE

| <u>Account Number</u>                | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|--------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES   | 375,840.00                        | 301,116.01          | 301,116.01                           | 0.00                                 | 74,723.99      | 80.12                |
| 000-4011 OVERTIME PAY                | 8,000.00                          | 4,644.49            | 4,644.49                             | 0.00                                 | 3,355.51       | 58.06                |
| 000-4025 WAGES/TEMPORARY             | 20,000.00                         | 14,976.00           | 14,976.00                            | 0.00                                 | 5,024.00       | 74.88                |
| 000-4030 LEAVE BENEFITS              | 5,260.00                          | 4,381.00            | 4,381.00                             | 0.00                                 | 879.00         | 83.29                |
| 000-4040 RETIREMENT BENEFITS         | 68,830.00                         | 57,360.00           | 57,360.00                            | 0.00                                 | 11,470.00      | 83.34                |
| 000-4050 INSURANCE BENEFITS          | 79,030.00                         | 65,860.00           | 65,860.00                            | 0.00                                 | 13,170.00      | 83.34                |
| 000-4090 WORKERS' COMPENSATION       | 23,650.00                         | 19,708.31           | 19,708.31                            | 0.00                                 | 3,941.69       | 83.33                |
| 000-4120 PROGRAM SUPPLIES            | 0.00                              | 290.55              | 290.55                               | 0.00                                 | -290.55        | 0.00                 |
| 000-4130 SUPPLIES - JANITORIAL       | 0.00                              | 251.48              | 251.48                               | 0.00                                 | -251.48        | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT        | 15,000.00                         | 11,731.25           | 11,731.25                            | 0.00                                 | 3,268.75       | 78.21                |
| 000-4165 SMALL EQUIPMENT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4170 BOOKS                       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4180 MAINTENANCE MATERIALS       | 40,000.00                         | 42,624.72           | 42,624.72                            | 0.00                                 | -2,624.72      | 106.56               |
| 000-4210 FUEL & OIL                  | 20,000.00                         | 12,999.91           | 12,999.91                            | 0.00                                 | 7,000.09       | 65.00                |
| 000-4220 SIGNS & SIGNALS             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4230 SMALL TOOLS                 | 500.00                            | 279.35              | 279.35                               | 0.00                                 | 220.65         | 55.87                |
| 000-4240 UNIFORMS & CLOTHING         | 6,000.00                          | 3,335.63            | 3,335.63                             | 0.00                                 | 2,664.37       | 55.59                |
| 000-4290 MISCELLANEOUS COMMODITIES   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4310 TELEPHONE                   | 3,300.00                          | 2,568.07            | 2,568.07                             | 0.00                                 | 731.93         | 77.82                |
| 000-4320 UTILITIES                   | 58,000.00                         | 59,375.34           | 59,375.34                            | 0.00                                 | -1,375.34      | 102.37               |
| 000-4370 INSURANCE                   | 23,000.00                         | 19,166.69           | 19,166.69                            | 0.00                                 | 3,833.31       | 83.33                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4390 TRAVEL & TRAINING           | 3,000.00                          | 3,590.00            | 3,590.00                             | 0.00                                 | -590.00        | 119.67               |
| 000-4400 VEHICLE ALLOWANCE           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4410 REPAIR & MAINT/BUILDINGS    | 0.00                              | 400.00              | 400.00                               | 0.00                                 | -400.00        | 0.00                 |
| 000-4420 REPAIR & MAINT/VEHICLE      | 5,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 5,000.00       | 0.00                 |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT  | 0.00                              | 281.01              | 281.01                               | 0.00                                 | -281.01        | 0.00                 |
| 000-4480 FEES FOR SERVICE            | 49,000.00                         | 57,052.13           | 57,052.13                            | 0.00                                 | -8,052.13      | 116.43               |
| 000-4490 FEES - CONSULTING           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT  | 1,500.00                          | 1,910.56            | 1,910.56                             | 0.00                                 | -410.56        | 127.37               |
| 000-4540 INTERNAL RENTAL - VEHICLE   | 198,000.00                        | 165,000.00          | 165,000.00                           | 0.00                                 | 33,000.00      | 83.33                |
| 000-4610 VEHICLES                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

101 GENERAL FUND

602 PARK MAINTENANCE

| <u>Account Number</u>         | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u> | <u>Prct<br/>Used</u> |
|-------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4630 EQUIPMENT - OFFICE   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4640 EQUIPMENT - OTHER    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4720 LAND IMPROVEMENT     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| 000-4970 JUDGEMENTS & LOSSES  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| <b>Total PARK MAINTENANCE</b> | 1,002,910.00                      | 848,902.50          | 848,902.50                           | 0.00                                 | 154,007.50     | 84.64                |

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND  
  
604 NATURE CENTER

| Account Number                       | Adjusted<br>Appropriation | Expenditures | Year-to-date<br>Expenditures | Year-to-date<br>Encumbrances | Balance   | Prct<br>Used |
|--------------------------------------|---------------------------|--------------|------------------------------|------------------------------|-----------|--------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES   | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4011 OVERTIME PAY                | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4020 WAGES/PART-TIME             | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4025 WAGES/TEMPORARY             | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4030 LEAVE BENEFITS              | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4040 RETIREMENT BENEFITS         | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4050 INSURANCE BENEFITS          | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4110 SUPPLIES - OFFICE           | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4120 PROGRAM SUPPLIES            | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4130 SUPPLIES - JANITORIAL       | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4160 SUPPLIES - EQUIPMENT        | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4165 SMALL EQUIPMENT             | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4170 BOOKS                       | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4180 MAINTENANCE MATERIALS       | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4190 CHEMICALS                   | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4210 FUEL & OIL                  | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4220 SIGNS & SIGNALS             | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4230 SMALL TOOLS                 | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4240 UNIFORMS & CLOTHING         | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4290 MISCELLANEOUS COMMODITIES   | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4310 TELEPHONE                   | 0.00                      | 930.70       | 930.70                       | 0.00                         | -930.70   | 0.00         |
| 000-4320 UTILITIES                   | 1,700.00                  | 3,201.88     | 3,201.88                     | 0.00                         | -1,501.88 | 188.35       |
| 000-4330 POSTAGE                     | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4360 PUBLISHING                  | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4370 INSURANCE                   | 6,000.00                  | 5,000.00     | 5,000.00                     | 0.00                         | 1,000.00  | 83.33        |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4390 TRAVEL & TRAINING           | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4391 EDUCATION REIMBURSEMENTS    | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4400 VEHICLE ALLOWANCE           | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4410 REPAIR & MAINT/BUILDINGS    | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT  | 0.00                      | 0.00         | 0.00                         | 0.00                         | 0.00      | 0.00         |
| 000-4480 FEES FOR SERVICE            | 0.00                      | 275.00       | 275.00                       | 0.00                         | -275.00   | 0.00         |



## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

101 GENERAL FUND

604 NATURE CENTER

| <i>Account Number</i>                  | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>   | <i>Prct<br/>Used</i> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|------------------|----------------------|
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4540 INTERNAL RENTAL - VEHICLE     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4550 DUPLICATING COSTS             | 0.00                              | 1,064.00            | 1,064.00                             | 0.00                                 | -1,064.00        | 0.00                 |
| 000-4630 EQUIPMENT - OFFICE            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4640 EQUIPMENT - OTHER             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4720 LAND IMPROVEMENT              | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4940 CASH OVER & SHORT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| <b>Total NATURE CENTER</b>             | <b>7,700.00</b>                   | <b>10,471.58</b>    | <b>10,471.58</b>                     | <b>0.00</b>                          | <b>-2,771.58</b> | <b>135.99</b>        |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 605 OPEN SPACE MANAGEMENT

| <u>Account Number</u>                  | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u>   | <u>Prct<br/>Used</u> |
|--|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES     | 19,030.00                         | 17,766.97           | 17,766.97                            | 0.00                                 | 1,263.03         | 93.36                |
| 000-4011 OVERTIME PAY                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4020 WAGES/PART-TIME               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4025 WAGES/TEMPORARY               | 7,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 7,000.00         | 0.00                 |
| 000-4030 LEAVE BENEFITS                | 270.00                            | 229.00              | 229.00                               | 0.00                                 | 41.00            | 84.81                |
| 000-4040 RETIREMENT BENEFITS           | 3,890.00                          | 3,241.00            | 3,241.00                             | 0.00                                 | 649.00           | 83.32                |
| 000-4050 INSURANCE BENEFITS            | 3,330.00                          | 2,779.00            | 2,779.00                             | 0.00                                 | 551.00           | 83.45                |
| 000-4110 SUPPLIES - OFFICE             | 500.00                            | 0.00                | 0.00                                 | 0.00                                 | 500.00           | 0.00                 |
| 000-4120 PROGRAM SUPPLIES              | 600.00                            | 87.98               | 87.98                                | 0.00                                 | 512.02           | 14.66                |
| 000-4160 SUPPLIES - EQUIPMENT          | 800.00                            | 216.27              | 216.27                               | 0.00                                 | 583.73           | 27.03                |
| 000-4165 SMALL EQUIPMENT               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4170 BOOKS                         | 100.00                            | 0.00                | 0.00                                 | 0.00                                 | 100.00           | 0.00                 |
| 000-4180 MAINTENANCE MATERIALS         | 2,000.00                          | 308.64              | 308.64                               | 0.00                                 | 1,691.36         | 15.43                |
| 000-4190 CHEMICALS                     | 300.00                            | 0.00                | 0.00                                 | 0.00                                 | 300.00           | 0.00                 |
| 000-4210 FUEL & OIL                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4220 SIGNS & SIGNALS               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4240 UNIFORMS & CLOTHING           | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4310 TELEPHONE                     | 200.00                            | 0.00                | 0.00                                 | 0.00                                 | 200.00           | 0.00                 |
| 000-4360 PUBLISHING                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4370 INSURANCE                     | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4390 TRAVEL & TRAINING             | 500.00                            | 250.00              | 250.00                               | 0.00                                 | 250.00           | 50.00                |
| 000-4400 VEHICLE ALLOWANCE             | 700.00                            | 0.00                | 0.00                                 | 0.00                                 | 700.00           | 0.00                 |
| 000-4480 FEES FOR SERVICE              | 15,000.00                         | 2,805.11            | 2,805.11                             | 0.00                                 | 12,194.89        | 18.70                |
| 000-4490 FEES - CONSULTING             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4610 VEHICLES                      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4630 EQUIPMENT - OFFICE            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4640 EQUIPMENT - OTHER             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4690 CONSTRUCTION - OTHER          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| 000-4720 LAND IMPROVEMENT              | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00             | 0.00                 |
| <b>Total OPEN SPACE MANAGEMENT</b>     | <b>54,220.00</b>                  | <b>27,683.97</b>    | <b>27,683.97</b>                     | <b>0.00</b>                          | <b>26,536.03</b> | <b>51.06</b>         |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
 1/1/2021 through 10/31/2021

101 GENERAL FUND

622 LIGHT IT UP MAPLEWOOD

| <u>Account Number</u>               | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u>   | <u>Prct<br/>Used</u> |
|-------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|------------------|----------------------|
| 000-4025 WAGES/TEMPORARY            | 0.00                              | 360.00              | 360.00                               | 0.00                                 | -360.00          | 0.00                 |
| 000-4120 PROGRAM SUPPLIES           | 1,500.00                          | 602.18              | 602.18                               | 0.00                                 | 897.82           | 40.15                |
| 000-4360 PUBLISHING                 | 2,500.00                          | 0.00                | 0.00                                 | 0.00                                 | 2,500.00         | 0.00                 |
| 000-4370 INSURANCE                  | 500.00                            | 416.69              | 416.69                               | 0.00                                 | 83.31            | 83.34                |
| 000-4480 FEES FOR SERVICE           | 22,060.00                         | 17,884.00           | 17,884.00                            | 0.00                                 | 4,176.00         | 81.07                |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT | 9,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 9,000.00         | 0.00                 |
| <b>Total LIGHT IT UP MAPLEWOOD</b>  | <b>35,560.00</b>                  | <b>19,262.87</b>    | <b>19,262.87</b>                     | <b>0.00</b>                          | <b>16,297.13</b> | <b>54.17</b>         |

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## Expenditure Status Report

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CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

### 101 GENERAL FUND

### 701 COMMUNITY DEVELOPMENT ADMIN.

| <u>Account Number</u>                     | <u>Adjusted<br/>Appropriation</u> | <u>Expenditures</u> | <u>Year-to-date<br/>Expenditures</u> | <u>Year-to-date<br/>Encumbrances</u> | <u>Balance</u>    | <u>Prct<br/>Used</u> |
|---|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES        | 434,110.00                        | 373,708.71          | 373,708.71                           | 0.00                                 | 60,401.29         | 86.09                |
| 000-4011 OVERTIME PAY                     | 0.00                              | 5,318.16            | 5,318.16                             | 0.00                                 | -5,318.16         | 0.00                 |
| 000-4020 WAGES/PART-TIME                  | 48,720.00                         | 41,129.87           | 41,129.87                            | 0.00                                 | 7,590.13          | 84.42                |
| 000-4025 WAGES/TEMPORARY                  | 2,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 2,000.00          | 0.00                 |
| 000-4030 LEAVE BENEFITS                   | 6,760.00                          | 5,631.00            | 5,631.00                             | 0.00                                 | 1,129.00          | 83.30                |
| 000-4040 RETIREMENT BENEFITS              | 87,740.00                         | 73,119.00           | 73,119.00                            | 0.00                                 | 14,621.00         | 83.34                |
| 000-4050 INSURANCE BENEFITS               | 83,710.00                         | 69,760.00           | 69,760.00                            | 0.00                                 | 13,950.00         | 83.34                |
| 000-4090 WORKERS' COMPENSATION            | 6,490.00                          | 5,408.31            | 5,408.31                             | 0.00                                 | 1,081.69          | 83.33                |
| 000-4110 SUPPLIES - OFFICE                | 3,000.00                          | 2,330.55            | 2,330.55                             | 0.00                                 | 669.45            | 77.69                |
| 000-4120 PROGRAM SUPPLIES                 | 1,500.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,500.00          | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT             | 3,000.00                          | 282.21              | 282.21                               | 0.00                                 | 2,717.79          | 9.41                 |
| 000-4165 SMALL EQUIPMENT                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4170 BOOKS                            | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4220 SIGNS & SIGNALS                  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4290 MISCELLANEOUS COMMODITIES        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4310 TELEPHONE                        | 3,300.00                          | 3,798.74            | 3,798.74                             | 0.00                                 | -498.74           | 115.11               |
| 000-4330 POSTAGE                          | 5,000.00                          | 1,085.83            | 1,085.83                             | 0.00                                 | 3,914.17          | 21.72                |
| 000-4360 PUBLISHING                       | 1,000.00                          | 0.00                | 0.00                                 | 0.00                                 | 1,000.00          | 0.00                 |
| 000-4370 INSURANCE                        | 24,000.00                         | 20,000.00           | 20,000.00                            | 0.00                                 | 4,000.00          | 83.33                |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS      | 5,000.00                          | 1,438.00            | 1,438.00                             | 0.00                                 | 3,562.00          | 28.76                |
| 000-4390 TRAVEL & TRAINING                | 6,200.00                          | 199.00              | 199.00                               | 0.00                                 | 6,001.00          | 3.21                 |
| 000-4400 VEHICLE ALLOWANCE                | 2,400.00                          | 2,000.00            | 2,000.00                             | 0.00                                 | 400.00            | 83.33                |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4480 FEES FOR SERVICE                 | 17,800.00                         | 41,160.54           | 41,160.54                            | 0.00                                 | -23,360.54        | 231.24               |
| 000-4490 FEES - CONSULTING                | 25,000.00                         | 19,325.92           | 19,325.92                            | 0.00                                 | 5,674.08          | 77.30                |
| 000-4520 OUTSIDE RENTAL - EQUIPMENT       | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4530 OUTSIDE RENTAL-PROPERTY/BLDGS    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4550 DUPLICATING COSTS                | 6,400.00                          | 2,350.80            | 2,350.80                             | 0.00                                 | 4,049.20          | 36.73                |
| 000-4580 INTERNAL I. T. CHARGES           | 60,800.00                         | 50,666.69           | 50,666.69                            | 0.00                                 | 10,133.31         | 83.33                |
| 000-4630 EQUIPMENT - OFFICE               | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4940 CASH OVER & SHORT                | 0.00                              | 132.99              | 132.99                               | 0.00                                 | -132.99           | 0.00                 |
| 000-4945 UNCOLLECTIBLE CHECKS             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| <b>Total COMMUNITY DEVELOPMENT ADMIN.</b> | <b>833,930.00</b>                 | <b>718,846.32</b>   | <b>718,846.32</b>                    | <b>0.00</b>                          | <b>115,083.68</b> | <b>86.20</b>         |

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## Expenditure Status Report

CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

**101 GENERAL FUND**

**703 BUILDING INSPECTIONS**

| <i>Account Number</i>                | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i>    | <i>Prct<br/>Used</i> |
|--------------------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|-------------------|----------------------|
| 000-4010 WAGES/FULL-TIME EMPLOYEES   | 390,400.00                        | 260,912.61          | 260,912.61                           | 0.00                                 | 129,487.39        | 66.83                |
| 000-4011 OVERTIME PAY                | 0.00                              | 5,531.67            | 5,531.67                             | 0.00                                 | -5,531.67         | 0.00                 |
| 000-4020 WAGES/PART-TIME             | 56,760.00                         | 61,437.76           | 61,437.76                            | 0.00                                 | -4,677.76         | 108.24               |
| 000-4025 WAGES/TEMPORARY             | 21,000.00                         | 0.00                | 0.00                                 | 0.00                                 | 21,000.00         | 0.00                 |
| 000-4030 LEAVE BENEFITS              | 6,260.00                          | 5,219.00            | 5,219.00                             | 0.00                                 | 1,041.00          | 83.37                |
| 000-4040 RETIREMENT BENEFITS         | 79,110.00                         | 65,929.00           | 65,929.00                            | 0.00                                 | 13,181.00         | 83.34                |
| 000-4050 INSURANCE BENEFITS          | 55,880.00                         | 46,569.00           | 46,569.00                            | 0.00                                 | 9,311.00          | 83.34                |
| 000-4090 WORKERS' COMPENSATION       | 6,840.00                          | 5,700.00            | 5,700.00                             | 0.00                                 | 1,140.00          | 83.33                |
| 000-4120 PROGRAM SUPPLIES            | 0.00                              | 50.64               | 50.64                                | 0.00                                 | -50.64            | 0.00                 |
| 000-4160 SUPPLIES - EQUIPMENT        | 2,000.00                          | 893.50              | 893.50                               | 0.00                                 | 1,106.50          | 44.68                |
| 000-4165 SMALL EQUIPMENT             | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4170 BOOKS                       | 3,000.00                          | 680.89              | 680.89                               | 0.00                                 | 2,319.11          | 22.70                |
| 000-4240 UNIFORMS & CLOTHING         | 1,300.00                          | 265.48              | 265.48                               | 0.00                                 | 1,034.52          | 20.42                |
| 000-4310 TELEPHONE                   | 2,500.00                          | 2,550.64            | 2,550.64                             | 0.00                                 | -50.64            | 102.03               |
| 000-4370 INSURANCE                   | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4380 SUBSCRIPTIONS & MEMBERSHIPS | 1,500.00                          | 641.00              | 641.00                               | 0.00                                 | 859.00            | 42.73                |
| 000-4390 TRAVEL & TRAINING           | 5,000.00                          | 1,415.00            | 1,415.00                             | 0.00                                 | 3,585.00          | 28.30                |
| 000-4391 EDUCATION REIMBURSEMENTS    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4400 VEHICLE ALLOWANCE           | 750.00                            | 0.00                | 0.00                                 | 0.00                                 | 750.00            | 0.00                 |
| 000-4410 REPAIR & MAINT/BUILDINGS    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4420 REPAIR & MAINT/VEHICLE      | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4430 REPAIRS & MTNCE./EQUIPMENT  | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4480 FEES FOR SERVICE            | 64,900.00                         | 58,503.06           | 58,503.06                            | 0.00                                 | 6,396.94          | 90.14                |
| 000-4540 INTERNAL RENTAL - VEHICLE   | 19,500.00                         | 16,250.00           | 16,250.00                            | 0.00                                 | 3,250.00          | 83.33                |
| 000-4610 VEHICLES                    | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4630 EQUIPMENT - OFFICE          | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| 000-4730 BUILDING IMPROVEMENT        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00              | 0.00                 |
| <b>Total BUILDING INSPECTIONS</b>    | <b>716,700.00</b>                 | <b>532,549.25</b>   | <b>532,549.25</b>                    | <b>0.00</b>                          | <b>184,150.75</b> | <b>74.31</b>         |

expstat.rpt  
11/15/2021 4:00PM  
Periods: 0 through 10

Expenditure Status Report  
  
CITY OF MAPLEWOOD  
1/1/2021 through 10/31/2021

101 GENERAL FUND  
  
999 TRANSFERS

| <i>Account Number</i>  | <i>Adjusted<br/>Appropriation</i> | <i>Expenditures</i> | <i>Year-to-date<br/>Expenditures</i> | <i>Year-to-date<br/>Encumbrances</i> | <i>Balance</i> | <i>Prct<br/>Used</i> |
|------------------------|-----------------------------------|---------------------|--------------------------------------|--------------------------------------|----------------|----------------------|
| 000-4999 TRANSFERS OUT | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| Total TRANSFERS        | 0.00                              | 0.00                | 0.00                                 | 0.00                                 | 0.00           | 0.00                 |
| Total GENERAL FUND     | 22,673,770.00                     | 17,906,364.91       | 17,906,364.91                        | 0.00                                 | 4,767,405.09   | 78.97                |
| Grand Total            | 22,673,770.00                     | 17,906,364.91       | 17,906,364.91                        | 0.00                                 | 4,767,405.09   | 78.97                |

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

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

**REPORT FROM:** Ellen Paulseth, Finance Director

**PRESENTER:** Ellen Paulseth, Finance Director

**AGENDA ITEM:** Fee Schedule 2022 Ordinance  
     a. Ordinance Establishing 2022 Fee Schedule  
     b. Resolution Authorizing Publication by Title and Summary (4 votes)

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

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

**Policy Issue:**

The City charges fees for services rendered directly to individuals and organizations when it is not prudent to assess those fees to all taxpayers. The comprehensive schedule of City fees is attached and must be approved by the Council through adoption of an ordinance. The ordinance has been amended to provide for the collection of unpaid fees by special assessment through the property tax process.

**Recommended Action:**

- a. Motion to adopt the ordinance establishing a fee schedule for 2022;
- b. Motion to approve the resolution authorizing publication of ordinance by title and summary.

**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: Provides revenues to fund budget

**Strategic Plan Relevance:**

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

Fees included in the schedule relate to all departments and areas of the strategic plan. Charges for services represent approximately 38% of the City's revenue stream on a government-wide basis.

**Background**

For efficiency and transparency, all City fees are included in one comprehensive fee schedule. The fee schedule is available for viewing on the City's website.

Following is a summary of proposed changes:

### City Clerk

- Add temporary body art event for \$100 **new**.

### Community Development Fees

- Add administrative penalties approved 6/28/2021.

### Finance Rates and fees *(utility fees will be discussed in budget presentation)*

- Sewer rates raised 15.7% to accommodate Met Council increase;
- Credit card convenience fee as determined by the processor;
- Yard waste rate increase from \$124.80 to \$129.80;
- Include Pay-as-you-throw trash rates (see detail below\*);
- Remove extra recycling cart fee of \$8.25;
- Trash hauling rates pursuant to contract.

### Parks and Recreation

- Remove outdoor patio exclusive use add-on fee;
- Remove Carver Community Gym rental.

### Public Works

- Wetland buffer sign increase from \$30 to \$35.

### **Note: \*Pay-as-you-throw detail provided by Environmental Planner Shann Finwall**

*The 2020 to 2025 residential trash contract with Republic Services outlines a Pay as You Throw (PAYT) methodology. The goal of PAYT is to increase the percentage of price increments between trash cart sizes to encourage a reduction in trash and an increase in recycling. Trash hauling fees include the collection cost (cost to collect the trash from the residential property), disposal cost (the tipping fee charged to the hauler to dispose of the trash at the Ramsey/Washington Recycling and Energy Center), state and county taxes, and a City cart fee. The collection cost is set in the contract and increases by approximately 4% each year. The PAYT rates are created by adjusting the disposal cost of the trash only.*

*To calculate the new PAYT increments, the total 2022 disposal revenue was calculated using the 3.58 percent increase in the disposal fee from 2021 (\$84 per ton) to 2022 (\$87 per ton) times the current number and size of carts (\$803,826). The disposal fee is then adjusted to create greater increments, while retaining the 3.58 percent increase overall. Following is a chart with the 2021 overall trash rates, 2022 collection/disposal/and overall trash rates, comparison of PAYT price change increments from 2022 rates and the original RFP, and the change in price from 2021 to 2022. The City Council approves the 2022 overall trash rates.*

### **Attachments**

1. Ordinance Establishing A Fee Schedule for 2022
2. Resolution Authorizing Publication of Ordinance by Title and Summary
3. Proposed 2022 Fee Schedule



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

**AN ORDINANCE ESTABLISHING A FEE SCHEDULE FOR 2022**

**Section I.** The Maplewood City Council adopts the following schedule to the Maplewood Code of Ordinances:

**Section II.** The fees established in this ordinance supersede all fees established by ordinance, resolution, or policy prior to this ordinance.

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

**Section IV.** This ordinance shall be effective January 1, 2022.

Adopted on this 22<sup>nd</sup> day of November 2021.

**BY THE CITY COUNCIL:**

\_\_\_\_\_  
Mayor

**ATTEST:**

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

**CITY OF MAPLEWOOD**

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

**FEE SCHEDULE FOR 2022 SUMMARY  
AUTHORIZING PUBLICATION OF ORDINANCE NO. \_\_\_\_ BY TITLE AND SUMMARY**

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

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

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

WHEREAS, the ordinance is 14 pages in length; and

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

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

**PUBLIC NOTICE**

The City Council of the City of Maplewood has adopted Ordinance No. \_\_\_\_, which creates an ordinance to allow for a fee schedule. A summary of the ordinance follows:

**Ordinance No. \_\_\_\_  
An Ordinance Establishing a Fee Schedule for 2022**

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



Maplewood

FEE SCHEDULE  
2022

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Note: Sales taxes will be added to fees wherever applicable.

# City Clerk

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY   | 2021        | 2022 Proposed |
|---|-------------|---------------|
| <b>LICENSING</b>  |             |               |
| <b>ANIMAL PERMITS/REGISTRATIONS (initial AND renewal, unless noted otherwise)</b>               |             |               |
| <b>Dangerous/Potentially Dangerous Dog Registration</b>   |             |               |
| Dangerous Dog   | \$150.00    | \$150.00      |
| Potentially Dangerous Dog   | \$100.00    | \$100.00      |
| Appeal Request  | \$100.00    | \$100.00      |
| Tag   | \$3.00      | \$3.00        |
| Sign  | \$7.00      | \$7.00        |
| <b>Poultry Permit (2yr permit)</b>  |             |               |
| Initial Application   | \$75.00     | \$75.00       |
| Renewal   | \$50.00     | \$50.00       |
| <b>Goat Permit</b>  |             |               |
| Temporary Keeping of Goats Permit   | \$75.00     | \$75.00       |
| Renewal   | \$75.00     | \$75.00       |
| <b>RESIDENTIAL LICENSES/PERMITS/REGISTRATIONS (initial AND renewal, unless noted otherwise)</b> |             |               |
| <b>Home Occupation License</b>  |             |               |
| Initial Application   | Set by CD   | Set by CD     |
| Renewal   | \$63.00     | \$63.00       |
| <b>Recreational Vehicle Permit</b>  |             |               |
|   | \$15.00     | \$15.00       |
| <b>LIQUOR LICENSES (initial AND renewal, unless noted otherwise)</b>                            |             |               |
| <b>Off-Sale Licenses</b>  |             |               |
| 3.2% Malt Liquor  | \$350.00    | \$350.00      |
| Intoxicating Liquor   | \$200.00    | \$200.00      |
| <b>On-Sale Licenses</b>   |             |               |
| 3.2% Malt Liquor  | \$500.00    | \$500.00      |
| Wine  | \$2,000.00  | \$2,000.00    |
| Club  |             |               |
| -Under 200 Members  | \$300.00    | \$300.00      |
| -Between 201 and 500 members  | \$500.00    | \$500.00      |
| -Between 501 and 1,000 members  | \$650.00    | \$650.00      |
| -Between 1,001 and 2,000 members  | \$800.00    | \$800.00      |
| -Between 2,001 and 4,000 members  | \$1,000.00  | \$1,000.00    |
| -Between 4,001 and 6,000 members  | \$2,000.00  | \$2,000.00    |
| -Over 6,000 members   | \$3,000.00  | \$3,000.00    |
| Intoxicating Liquor   |             |               |
| -Class A  | \$7,000.00  | \$7,000.00    |
| -Class B  | \$8,500.00  | \$8,500.00    |
| -Class C  | \$11,000.00 | \$11,000.00   |
| -Class E  | \$4,667.00  | \$4,667.00    |
| 2AM   |             |               |
| -Up to \$100,000 in on sale gross receipts for alcoholic beverages                              | \$300.00    | \$300.00      |
| -Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages       | \$750.00    | \$750.00      |
| -Over \$500,000 in on sale gross receipts for alcoholic beverages                               | \$1,000.00  | \$1,000.00    |
| -3.2% On Sale Malt Liquor licensees or Set Up license holders                                   | \$200.00    | \$200.00      |
| -Did not sell alcoholic beverages for a full 12 months prior to this application                | \$200.00    | \$200.00      |
| Sunday Sales  | \$200.00    | \$200.00      |
| Patio   | \$200.00    | \$200.00      |
| <b>BUSINESS LICENSES/PERMITS/REGISTRATION (initial AND renewal, unless noted otherwise)</b>     |             |               |
| <b>Alarm System Permit - Business</b>   |             |               |
|   | \$57.00     | \$57.00       |
| <b>Amusement Park License</b>   |             |               |
|   | \$388.00    | \$388.00      |
| <b>Automobile &amp; Trailer Rental License</b>  |             |               |
| 1st Five Rental   | \$46.00     | \$46.00       |
| Each Additional Rental  | \$13.00     | \$13.00       |
| <b>Body Art Establishment License</b>   |             |               |
|   | \$309.00    | \$309.00      |
| <b>Business Registration</b>  |             |               |
|   | \$40.00     | \$40.00       |
| <b>Catering Food Vehicle</b>  |             |               |
| 1st Vehicle   | \$129.00    | \$129.00      |
| Each Additional Vehicle   | \$89.00     | \$89.00       |
| Fleet (6+ Vehicles)   | \$347.00    | \$347.00      |

# City Clerk

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021                                    | 2022 Proposed                           |
|--|---|---|
| <b>Cigarette and Tobacco License</b>   |   |   |
|  | \$250.00                                | \$250.00                                |
| <b>Commercial Kennel License</b>   |   |   |
|  | \$85.00                                 | \$85.00                                 |
| <b>Courtesy Bench License</b>  |   |   |
| 1st Bench  | \$69.00                                 | \$69.00                                 |
| Each Additional Bench  | \$41.00                                 | \$41.00                                 |
| <b>Currency Exchange Review</b>  |   |   |
|  | \$356.00                                | \$356.00                                |
| <b>Food Establishment License</b>  |   |   |
| Full Service   | \$673.00                                | \$673.00                                |
| Seasonal (6mo or less)   | \$337.00                                | \$337.00                                |
| Special Food Handling  | \$103.00                                | \$103.00                                |
| <b>Mobile Food Unit</b>  |   |   |
| Mobile Food Unit - PHF (Potentially Hazardous Food) - 1st Vehicle                              | \$181.00                                | \$181.00                                |
| - Each Additional Vehicle  | \$89.00                                 | \$89.00                                 |
| - Fleet (6+ Vehicles)  | \$520.00                                | \$520.00                                |
| Mobile Food Unit - NPF (Non Perishable Food) - 1st Vehicle                                     | \$76.00                                 | \$76.00                                 |
| - Each Additional Vehicle  | \$46.00                                 | \$46.00                                 |
| - Fleet (6+ Vehicles)  | \$176.00                                | \$176.00                                |
| <b>Gasoline Station License</b>  |   |   |
| 1st Pump   | \$183.00                                | \$183.00                                |
| Each Additional Pump   | \$15.00                                 | \$15.00                                 |
| <b>Lodging Establishments License</b>  |   |   |
| 1 - 15 Units   | \$124.00                                | \$124.00                                |
| 16 - 35 Units  | \$169.00                                | \$169.00                                |
| 36 - 100 Units   | \$311.00                                | \$311.00                                |
| Over 100 Units   | \$356.00                                | \$356.00                                |
| <b>Motor Vehicle Repair License</b>  |   |   |
|  | \$162.00                                | \$162.00                                |
| <b>Pawn Shop License</b>   |   |   |
|  | \$10,218.00                             | \$10,218.00                             |
| <b>Massage</b>   |   |   |
| Center   | \$259.00                                | \$259.00                                |
| Therapist  | \$224.00                                | \$224.00                                |
| New Center Package (Center License, Therapist License (up to 2) and Background Investigations) | \$724.00                                | \$724.00                                |
| <b>Public Pool License</b>   |   |   |
| Hot Tubs   | \$118.00                                | \$118.00                                |
| Indoor Swimming Pool   | \$118.00                                | \$118.00                                |
| Outdoor Swimming Pool  | \$118.00                                | \$118.00                                |
| Combination  | \$162.00                                | \$162.00                                |
| <b>Secondhand Dealer License</b>   |   |   |
|  | \$367.00                                | \$367.00                                |
| <b>Solid Waste Collection License</b>  |   |   |
|  | \$250.00                                | \$250.00                                |
| <b>Used Car Dealer License</b>   |   |   |
|  | \$333.00                                | \$333.00                                |
| <b>Annual License/Permit/Registration - Late Fee</b>   |   |   |
|  | \$25.00 or 10%,<br>whichever is greater | \$25.00 or 10%,<br>whichever is greater |
| <b>TEMPORARY LICENSES/PERMITS</b>  |   |   |
| <b>Amusement Permit (Carnival /Carnival Rides/Circus)</b>                                      |   |   |
|  | \$381.00                                | \$381.00                                |
| <b>Body Art Event</b>  |   |   |
|  | \$100.00                                | \$100.00                                |
| <b>Christmas Tree Lot Permit</b>   |   |   |
|  | \$231.00                                | \$231.00                                |
| <b>Fireworks - Pyrotechnic Display Permit</b>  |   |   |
|  | \$250.00                                | \$250.00                                |
| <b>Fireworks - Retail Sales Permit</b>   |   |   |
| Exclusive Firework sales   | \$350.00                                | \$350.00                                |
| Firework sales with other merchandise  | \$100.00                                | \$100.00                                |

# City Clerk

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021       | 2022 Proposed |
|--|------------|---------------|
| <b>Food Service Permit</b>                                     |            |               |
| Per Day (received 7 days or more prior to event)               | \$55.00    | \$55.00       |
| Per Day (received 2-6 days prior to event)                     | \$80.00    | \$80.00       |
| Flea Market Season   | \$336.00   | \$336.00      |
| <b>Large Assembly Permit</b>                                   |            |               |
| 500 to 1,000 Participants                                      | \$258.00   | \$258.00      |
| 1,001 to 2,500 Participants                                    | \$515.00   | \$515.00      |
| 2,501 to 3,500 Participants                                    | \$773.00   | \$773.00      |
| 3,501 and over Participants                                    | \$1,030.00 | \$1,030.00    |
| <b>Local Lawful Gambling</b>                                   |            |               |
|  | \$58.00    | \$58.00       |
| <b>MCC On-Sale Liquor Catering</b>                             |            |               |
| Maplewood Providers  | \$50.00    | \$50.00       |
| Non Maplewood Providers  | \$100.00   | \$100.00      |
| <b>Noise Control Waiver Permit</b>                             |            |               |
|  | \$15.00    | \$15.00       |
| <b>On-Sale 3.2 Beer License</b>                                |            |               |
|  | \$55.00    | \$55.00       |
| <b>On-Sale Intoxicating Liquor License</b>                     |            |               |
|  | \$204.00   | \$204.00      |
| <b>One-Time Event Permit</b>                                   |            |               |
|  | \$225.00   | \$225.00      |
| <b>Special Event Permit</b>                                    |            |               |
|  | \$103.00   | \$103.00      |
| <b>Tent Permit</b>   |            |               |
|  | \$52.00    | \$52.00       |
| <b>Transient Sales Permit</b>                                  |            |               |
| Up to 5 Days   | \$27.00    | \$27.00       |
| 6+ Days  | \$106.00   | \$106.00      |
| <b>BACKGROUND INVESTIGATIONS</b>                               |            |               |
| <b>Liquor</b>  |            |               |
|  | \$500.00   | \$500.00      |
| <b>Body Art Establishment</b>                                  |            |               |
|  | \$250.00   | \$250.00      |
| <b>Cigarette &amp; Tobacco Sales</b>                           |            |               |
|  | \$135.00   | \$135.00      |
| <b>Lawful Gambling</b>   |            |               |
|  | \$250.00   | \$250.00      |
| <b>Personal Services</b>                                       |            |               |
|  | \$135.00   | \$135.00      |
| <b>Secondhand Dealer</b>                                       |            |               |
|  | \$135.00   | \$135.00      |
| <b>Pawn Shop</b>   |            |               |
|  | \$500.00   | \$500.00      |
| <b>PASSPORTS</b>   |            |               |
| <b>Photos</b>  |            |               |
|  | \$10.00    | \$10.00       |
| <b>Acceptance Fee</b>  |            |               |
|  | \$35.00    | \$35.00       |
| <b>ELECTIONS</b>   |            |               |
| <b>Filing Fee</b>  |            |               |
|  | \$5.00     | \$5.00        |
| <b>Precinct Boundaries and Polling Locations Map 11" x 17"</b> |            |               |
|  | \$3.00     | \$3.00        |
| <b>City Map with Street Index 11" X 17"</b>                    |            |               |
|  | \$3.00     | \$3.00        |
| <b>City Map with Street Index 24" x 36"</b>                    |            |               |
|  | \$5.00     | \$5.00        |

# City Clerk

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY                      | 2021  | 2022 Proposed   |
|------------------------------------|---|---|
| <b>DATA PRACTICES</b>              |   |   |
| <b>Data Subjects</b>               |   |   |
| Paper or Electronic                | No fee if it takes less than 15 minutes of staff time to make copies; otherwise (1) actual employee time to make copies; (2) \$0.08 per page, black and white single sided; (3) \$0.89 per page, color copy single sided; (4) CD/DVD \$0.50; (5) standard USPS mailing fee  | No fee if it takes less than 15 minutes of staff time to make copies; otherwise (1) actual employee time to make copies; (2) \$0.08 per page, black and white single sided; (3) \$0.89 per page, color copy single sided; (4) CD/DVD \$0.50; (5) standard USPS mailing fee  |
| <b>Members of the Public</b>       |   |   |
| Paper copies                       | No fee if 30 or fewer pages requested; otherwise \$0.25 per page, black and white single sided if under 100 pages; If more than 100 pages the following fees may apply: (1) actual employee time to search and retrieve and make copies if it takes more than 15 minutes of staff time plus the cost of materials (\$0.08 per page, black and white single sided; \$0.89 per page, color copy single sided) and standard USPS mailing fee | No fee if 30 or fewer pages requested; otherwise \$0.25 per page, black and white single sided if under 100 pages; If more than 100 pages the following fees may apply: (1) actual employee time to search and retrieve and make copies if it takes more than 15 minutes of staff time plus the cost of materials (\$0.08 per page, black and white single sided; \$0.89 per page, color copy single sided) and standard USPS mailing fee |
| Electronic copies                  | Actual employee time to search and retrieve and make electronic copies if it takes more than 15 minutes of staff time. If the request includes making copies on a media the following additional fees apply: CD/DVD \$0.50 and standard USPS mailing fee  | Actual employee time to search and retrieve and make electronic copies if it takes more than 15 minutes of staff time. If the request includes making copies on a media the following additional fees apply: CD/DVD \$0.50 and standard USPS mailing fee  |
| <b>City Maps</b>                   |   |   |
| City map with street index 11"x17" | \$3.00  | \$3.00  |
| City map with street index 24"x36" | \$5.00  | \$5.00  |



# Communications

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021       | 2022 Proposed |
|--|------------|---------------|
| <b>Partnership Packages &amp; Rates</b> (Please note: Packages may be customized at the discretion of the Communications Manager, which may change the price of the package) |            |               |
| <b>Maplewood Leaders</b>   |            |               |
| * Color ¼ - page ad in all 12 editions of Maplewood Living, the City's official newsletter distributed to more than 20,000 homes. (\$5,000 value)                            | \$9,500.00 | \$9,500.00    |
| * Top-tier sponsorship of the following major City of Maplewood events: State of Maplewood, 4th of July and Community Engagement Breakfast (\$2,200 Value).                  |            |               |
| * Partner video (\$2,500)  |            |               |
| * Partnership recognition on City Hall Digital Display (\$1,500 value)   |            |               |
| <b>Maplewood Friends</b>   |            |               |
| * Color ¼ page ad in every other edition of Maplewood Living (6 months), the City's official newsletter distributed to more than 20,000 homes. (\$2,640 Value)               | \$3,000.00 | \$3,000.00    |
| * Sponsorship at two City of Maplewood events (\$1,000 – \$1,200 Value).   |            |               |
| * Partnership recognition on City Hall Digital Display (\$1,500 value)   |            |               |
| <b>Maplewood Supporter</b>   |            |               |
| * Color ¼ page ad in three editions of Maplewood Living, the City's official newsletter distributed to more than 20,000 homes. (\$1,500 Value)                               | \$1,500.00 | \$1,500.00    |
| * Sponsorship at one of the following major City of Maplewood events: State of Maplewood, Community Engagement Breakfast or 4th of July Celebration. (\$500 - \$700 Value)   |            |               |
| <b>Light it Up 4th of July partners ONLY:</b>  |            |               |
| <b>Deluxe Bar-be-que Package</b>   |            |               |
| * Booth at 4th of July Celebration   | \$695.00   | \$695.00      |
| * Quarter-page ad in one summer edition of Maplewood Living recognizing the partnership  |            |               |
| * Individual ad in city hall digital display   |            |               |
| * Significant signage exposure on event promotional flyers and banners in Maplewood Living, social media, city hall, Maplewood Community Center/YMCA, and at event)          |            |               |
| <b>Pop &amp; Brat Package</b>  |            |               |
| * Placement in city hall digital display with other sponsors   | \$295.00   | \$295.00      |
| * Signage exposure (on event promotional flyers and banners in Maplewood Living, social media, city hall, Maplewood Community Center/YMCA, and at event)                     |            |               |
| <b>Ad Rates for Maplewood Living</b>   |            |               |
| <b>Distributed to 20,000 households monthly - 1/4 Page - Approximately 3.75' (w) x 4.5" (h)</b>  |            |               |
| Single Run   | \$498.00   | \$498.00      |
| 4 Ad Package   | \$1,872.00 | \$1,872.00    |
| 6 Ad Package   | \$2,640.00 | \$2,640.00    |
| 12 Ad Package  | \$4,968.00 | \$4,968.00    |

# Community Development

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021   | 2022 Proposed  |
|--|--|--|
| <b>Permits</b>   |  |  |
| <i>* Stated permit fees do not include the surcharge imposed on most permits by the State of Minnesota.</i>                                      |  |  |
| <b>Building Permits Based on Valuation</b>   |  |  |
| <b>Total Valuation:</b>  |  |  |
| \$1.00 to \$500.00   | \$28.05  | \$28.05  |
| \$501.00 to 2,000.00   | \$28.05 for the first \$500.00 plus<br>\$3.62 for each additional \$100.00,<br>or fraction thereof, to and<br>including \$2,000.00                 | \$28.05 for the first \$500.00 plus<br>\$3.62 for each additional \$100.00,<br>or fraction thereof, to and<br>including \$2,000.00                 |
| \$2,001.00 to \$25,000.00  | \$82.35 for the first \$2,000.00 plus<br>\$16.42 for each additional<br>\$1,000.00, or fraction thereof, to<br>and including \$25,000.00           | \$82.35 for the first \$2,000.00 plus<br>\$16.42 for each additional<br>\$1,000.00, or fraction thereof, to<br>and including \$25,000.00           |
| \$25,001.00 to \$50,000.00   | \$460.01 for the first \$25,000.00<br>plus \$11.97 for each additional<br>\$1,000.00, or fraction thereof, to<br>and including \$50,000.00         | \$460.01 for the first \$25,000.00<br>plus \$11.97 for each additional<br>\$1,000.00, or fraction thereof, to<br>and including \$50,000.00         |
| \$50,001.00 to \$100,000.00  | \$759.17 for the first \$50,000.00<br>plus \$8.36 for each additional<br>\$1,000.00, or fraction thereof, to<br>and including \$100,000.00         | \$759.26 for the first \$50,000.00<br>plus \$8.36 for each additional<br>\$1,000.00, or fraction thereof, to<br>and including \$100,000.00         |
| \$100,001.00 to \$500,000.00   | \$1,177.17 for the first<br>\$100,000.00 plus \$6.68 for each<br>additional \$1,000.00, or fraction<br>thereof, to and including<br>\$500,000.00   | \$1,177.26 for the first<br>\$100,000.00 plus \$6.68 for each<br>additional \$1,000.00, or fraction<br>thereof, to and including<br>\$500,000.00   |
| \$500,001.00 to \$1,000,000.00   | \$3,849.17 for the first<br>\$500,000.00 plus \$5.57 for each<br>additional \$1,000.00, or fraction<br>thereof, to and including<br>\$1,000,000.00 | \$3,849.26 for the first<br>\$500,000.00 plus \$5.57 for each<br>additional \$1,000.00, or fraction<br>thereof, to and including<br>\$1,000,000.00 |
| \$1,000,001.00 and up  | \$6,634.17 for the first<br>\$1,000,000.00 plus \$4.46 for each<br>additional \$1,000.00, or fraction<br>thereof                                   | \$6,634.26 for the first<br>\$1,000,000.00 plus \$4.46 for each<br>additional \$1,000.00, or fraction<br>thereof                                   |
| <b>Electrical Permit Fee</b>   |  |  |
| <i>*electrical permit fees are the greater of the total inspection fee or total service and circuit calculation plus the administrative fees</i> |  |  |
| <b>Inspection Fees</b>   |  |  |
| Minimum Fee  | \$45.00  | \$45.00  |
| Inspection / Reinspection Fee  | \$45.00 per Inspection   | \$45.00 per Inspection   |
| Residential Maximum Fee (200 amps or Less)   | \$190.00   | \$190.00   |
| All Other Fees   | N/A  | N/A  |
| <b>New or Repair Services/Power Supply</b>   |  |  |
| 0 to 300 amp   | \$55.00  | \$55.00  |
| 400 amp  | \$71.00  | \$71.00  |
| 500 amp  | \$87.00  | \$87.00  |
| 600 amp  | \$103.00   | \$103.00   |
| 800 amp  | \$135.00   | \$135.00   |
| 1,000 amp  | \$167.00   | \$167.00   |
| Each Additional 100 amps   | \$16.00  | \$16.00  |
| <b>Transformers and Generators</b>   |  |  |
| 1 to 10 kVA  | \$5.00   | \$5.00   |
| 11 to 74 kVA   | \$45.00  | \$45.00  |
| 75 to 299 kVA  | \$60.00  | \$60.00  |
| Over 299 kVA   | \$165.00   | \$165.00   |
| <b>Feeders/Circuits</b>  |  |  |
| 0 to 100 amps  | \$9.00   | \$9.00   |
| 101 to 200 amps  | \$15.00  | \$15.00  |
| 201 to 300 amps  | \$21.00  | \$21.00  |
| 301 to 400 amps  | \$27.00  | \$27.00  |
| 401 to 500 amps  | \$33.00  | \$33.00  |
| Each Additional 100 amps   | \$6.00   | \$6.00   |
| <b>Solar Fees</b>  |  |  |
| 0 to 5 kw  | \$90.00  | \$90.00  |
| 5.1 to 10 kw   | \$150.00   | \$150.00   |
| 10.1 to 20 kw  | \$225.00   | \$225.00   |
| 20.1 to 30 kw  | \$300.00   | \$300.00   |
| 30.1 to 40 kw  | \$375.00   | \$375.00   |
| Over 40 kw   | \$375.00 plus \$25.00 for each<br>additional 10 KW   | \$375.00 plus \$25.00 for each<br>additional 10 KW   |

# Community Development

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY   | 2021  | 2022 Proposed                               |
|---|---|---|
| <b>Other Fees</b>   |   |   |
| Residential Panel Replacement   | \$110.00                                    | \$110.00                                    |
| Residential Sub Panel   | \$45.00                                     | \$45.00                                     |
| Apartment Buildings   | \$80 per unit                               | \$80.00 per unit                            |
| Retrofit Lighting   | \$0.85 per fixture                          | \$0.85 per fixture                          |
| Sign Transformer or Driver  | \$9.00 per transformer                      | \$9.00 per transformer                      |
| Swimming Pools and Hot Tubs   | \$90.00 plus \$9.00 per circuit             | \$90.00 plus \$9.00 per circuit             |
| Residential additions, remodels or basement finishes (up to 10 circuits and two inspections)                    | \$90.00                                     | \$90.00                                     |
| Residential Accessory Structures  | \$55.00 plus \$9.00 per circuit             | \$55.00 plus \$9.00 per circuit             |
| Traffic Signals   | \$8.00 per standard                         | \$8.00 per standard                         |
| Street Lights and Parking Lot Lights  | \$5.00 per standard                         | \$5.00 per standard                         |
| Low Voltage Fire Alarm, Heating and Air Conditioning Controlling Wiring   | \$0.85 per device                           | \$0.85 per device                           |
| Electronic Inspection of AC, Furnace, Bath Fan, Fireplace, Water Heater Vent Receptacle                         | \$40.00                                     | \$40.00                                     |
| Hourly Rate for Carnivals   | \$90.00                                     | \$90.00                                     |
| <b>Administrative Fees</b>  |   |   |
| State Surcharge   | \$1.00                                      | \$1.00                                      |
| Administrative Fee  | \$9.50                                      | \$9.50                                      |
| <b>Manufactured Home Permit Fee</b>   |   |   |
| New installation or replacement   | \$175.00                                    | \$175.00                                    |
| <b>Residential Mechanical Permit Fee</b>  |   |   |
| Minimum fee   | \$40.00                                     | \$40.00                                     |
| Gas piping – Repair or new installation   | \$40.00                                     | \$40.00                                     |
| Gas or oil fired furnace or boiler  | \$40.00                                     | \$40.00                                     |
| Warm air furnace or hot water heating system  | \$40.00                                     | \$40.00                                     |
| Construction or alt. of any warm air furnace per unit Construction or alteration of each hot water system       | \$40.00                                     | \$40.00                                     |
| Installation or replacement of each hot water system per unit Per unit heaters based on first 100,000 BTU input |   |   |
| Air conditioning – new or replacement   | \$40.00                                     | \$40.00                                     |
| Wood burning furnace per unit   | \$40.00                                     | \$40.00                                     |
| Swimming pool heater per unit   | \$40.00                                     | \$40.00                                     |
| Air exchanger   | \$40.00                                     | \$40.00                                     |
| Gas or oil space heater per unit  | \$40.00                                     | \$40.00                                     |
| Gas direct vent heater per unit   | \$40.00                                     | \$40.00                                     |
| Gas fireplace, Gas log or insert  | \$40.00                                     | \$40.00                                     |
| In floor Heat system  | \$40.00                                     | \$40.00                                     |
| Furnace   | \$120.00                                    | \$120.00                                    |
| Other   | \$40.00                                     | \$40.00                                     |
| <b>Commercial Mechanical Permit Fee</b>   |   |   |
| All commercial work   | 1.5% of estimated job cost +<br>\$78.00     | 1.5% of estimated job cost +<br>\$78.00     |
| Mechanical plan review  | 25% of the permit fee                       | 25% of the permit fee                       |
| <b>Residential Plumbing Permit Fee</b>  |   |   |
| Minimum fee (includes one fixture opening)  | \$45.00                                     | \$45.00                                     |
| Each additional fixture opening   | \$10.00                                     | \$10.00                                     |
| <b>Commercial Plumbing Permit Fee</b>   |   |   |
| All commercial work   | 1.75% of estimated job cost Plus<br>\$91.00 | 1.75% of estimated job cost Plus<br>\$91.00 |
| <b>Sign Permits</b>   |   |   |
| Billboard   | \$500.00                                    | \$500.00                                    |
| Dynamic Display Sign  | \$175.00                                    | \$175.00                                    |
| Dynamic Display Sign Yearly License Fee   | \$175.00                                    | \$175.00                                    |
| Freestanding Sign   | \$175.00                                    | \$175.00                                    |
| Temporary Sign  | \$45.00                                     | \$45.00                                     |
| Wall Sign   | \$110.00                                    | \$110.00                                    |
| <b>Residential Permit Flat Fee</b>  |   |   |
| Windows   | \$145.00                                    | \$145.00                                    |
| Deck  | \$145.00                                    | \$145.00                                    |
| Residential roof  | \$145.00                                    | \$145.00                                    |
| Residential egress window   | \$145.00                                    | \$145.00                                    |
| Residential siding  | \$145.00                                    | \$145.00                                    |
| Residential Solar Permits   | \$200.00                                    | \$200.00                                    |
| Above-Ground Pools  | \$145.00                                    | \$145.00                                    |
| In-Ground Pools   | \$145.00                                    | \$145.00                                    |
| Drain tile  | \$145.00                                    | \$145.00                                    |
| Building relocation   | \$100.00                                    | \$100.00                                    |

# Community Development

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021  | 2022 Proposed   |
|--|---|---|
| <b>Miscellaneous Fees</b>  |   |   |
| <b>Plan Review Fee</b>   |   |   |
| When a building permit is required and a plan is required to be submitted, a plan review fee shall be paid. The plan review fees specified are separate fees from the permit fees specified and are in addition to the permit fees.  | Plan review fees for all buildings shall be sixty five percent (65%) of the building permit fee, except as modified in M.S.B.C. Section 1300. | Plan review fees for all buildings shall be sixty five percent (65%) of the building permit fee, except as modified in M.S.B.C. Section 1300. |
| When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee shall be charged at the above rate.   |   |   |
| Expiration of plan review: Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.              |   |   |
| <b>Refund Fee</b>  |   |   |
| The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected. The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has paid is withdrawn or canceled before any plan review is done. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment. |   |   |
| <b>Investigation Fee</b>   |   |   |
| If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee, in addition to the permit fee, shall be collected. The investigation fee shall be no more than the amount of the permit fee required. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of the city code nor from any penalty prescribed by law.   |   |   |
| <b>Demolition Fee</b>  |   |   |
| Structures not connected to utilities  | \$95.00   | \$95.00   |
| Structures connected to city utilities   | \$220.00  | \$220.00  |
| <b>Other Inspections and Fees</b>  |   |   |
| Inspections outside of normal business hours (minimum 2 hour charge)   | \$100.00 per hour   | \$100.00 per hour   |
| Re-inspection fees   | \$100.00 per hour   | \$100.00 per hour   |
| Re-inspection fees from Health Officer on pools  | \$100.00 per hour   | \$100.00 per hour   |
| Inspections with no specific fee indicated (minimum 1/2 hour charge)   | \$100.00 per hour   | \$100.00 per hour   |
| Investigation Fee  | \$100.00 per hour   | \$100.00 per hour   |
| Interior Preparation fee   | \$100.00  | \$100.00  |
| Occupancy permit   | \$100.00  | \$100.00  |
| Replacement of inspection record card  | \$50.00   | \$50.00   |
| Re-issue of approved plans   | \$50.00   | \$50.00   |
| Housing with services inspection fee   | \$50.00   | \$50.00   |
| <b>State Surtax Collected</b>  |   |   |
| Permits with a flat fee  | \$1.00 per permit   | \$1.00 per permit   |
| Permits based on valuation   | Calculated based on the permit valuation  | Calculated based on the permit valuation  |
| Use of outside consultants for plan review, inspections and similar costs<br>*Actual costs include administrative and overhead costs.  | Actual costs*   | Actual costs*   |
| <b>Miscellaneous Service Fees</b>  |   |   |
| Abatement Fee  | \$300.00  | \$300.00  |
| Contractor License / Truth-in Housing Evaluator License  | \$130.00  | \$130.00  |
| Trash Hauling Exemption (Opt-Out)  | \$35.00   | \$35.00   |
| Tree replacement fee for trees that cannot be replaced on site   | \$60.00 per caliper inch  | \$60.00 per caliper inch  |
| Truth-in-Housing Filing Fee  | \$30.00   | \$30.00   |
| Reasonable Accommodation License Application   | \$50.00   | \$50.00   |
| <b>Health Fees</b>   |   |   |
| <b>Restaurant Plan Review</b>  |   |   |
| Existing restaurant  | \$330.00  | \$330.00  |
| New restaurant   | \$685.00  | \$685.00  |
| <b>Lodging Plan Review</b>   |   |   |
| 1 - 15 units   | \$200.00  | \$200.00  |
| 16+ units  | \$250.00  | \$250.00  |
| <b>Mobile Food Unit Plan Review</b>  |   |   |
|  | \$250.00  | \$250.00  |

# Community Development

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY   | 2021                                       | 2022 Proposed                              |
|---|--|--|
| <b>Administrative Penalties</b>   |  |  |
| <b>First Offense</b>  |  |  |
| Level One Violation   | \$50.00                                    | \$50.00                                    |
| Level Two Violation   | \$100.00                                   | \$100.00                                   |
| Level Three Violation   | \$400.00                                   | \$400.00                                   |
| <b>Second Offense (within 24 month of prior)</b>  |  |  |
| Level One Violation   | \$100.00                                   | \$100.00                                   |
| Level Two Violation   | \$200.00                                   | \$200.00                                   |
| Level Three Violation   | \$800.00                                   | \$800.00                                   |
| <b>Third/Subsequent Offense (within 24 months of at least two)</b>  |  |  |
| Level One Violation   | \$200.00                                   | \$200.00                                   |
| Level Two Violation   | \$400.00                                   | \$400.00                                   |
| Level Three Violation   | \$1,000.00                                 | \$1,000.00                                 |
| <b>Planning Fees</b>  |  |  |
| <b>Planning Fees</b>  |  |  |
| Administrative Variance   | \$500.00                                   | \$500.00                                   |
| Building Relocation   | \$925.00                                   | \$925.00                                   |
| Comprehensive Plan Amendment <sup>1</sup>   | \$1,650.00                                 | \$1,650.00                                 |
| Conditional Use Permit (CUP) <sup>1,3</sup>   | \$1,650.00                                 | \$1,650.00                                 |
| CUP Revision <sup>1,3</sup>   | \$1,000.00                                 | \$1,000.00                                 |
| Community Garden CUP <sup>1,3</sup>   | \$825.00                                   | \$825.00                                   |
| Community Garden CUP Revision <sup>1,3</sup>  | \$500.00                                   | \$500.00                                   |
| Final Plat <sup>2</sup>   | \$430.00                                   | \$430.00                                   |
| Front Yard Setback Authorization  | \$500.00                                   | \$500.00                                   |
| Home Occupation   | \$1,385.00                                 | \$1,385.00                                 |
| Lot Divisions <sup>1</sup>  | \$500.00                                   | \$500.00                                   |
| Planned Unit Development <sup>1,3</sup>   | \$2,735.00                                 | \$2,735.00                                 |
| Preliminary Plat <sup>3</sup>   | \$2,050.00                                 | \$2,050.00                                 |
| Preliminary Plat Revision or Extension  | \$990.00                                   | \$990.00                                   |
| Public Vacation <sup>1</sup>  | \$1,200.00                                 | \$1,200.00                                 |
| Rezoning <sup>1</sup>   | \$1,650.00                                 | \$1,650.00                                 |
| Variance <sup>1</sup>   | \$1,385.00                                 | \$1,385.00                                 |
| Woodlot Alteration Permit   | \$375.00                                   | \$375.00                                   |
| Zoning Compliance Letter  | \$100.00                                   | \$100.00                                   |
| 1 County Recording Fee (In Addition to Planning Application Fee)  | \$46.00                                    | \$46.00                                    |
| 2 Plat Opinion Letter Fee (In Addition to Planning Application Fee)   | \$200.00                                   | \$200.00                                   |
| 3 Development Sign Fee (In Addition to Planning Application Fee)  | \$200.00                                   | \$200.00                                   |
| <b>Community Design Review</b>  |  |  |
| Commercial/Multi-family   | \$1,650.00                                 | \$1,650.00                                 |
| Minor Construction  | \$500.00                                   | \$500.00                                   |
| Residential   | \$500.00                                   | \$500.00                                   |
| Revision  | \$500.00                                   | \$500.00                                   |
| Comprehensive Sign Plan   | \$500.00                                   | \$500.00                                   |
| <sup>3</sup> Development Sign Fee (In Addition to Community Design Review Fee)  | \$200.00                                   | \$200.00                                   |
| <b>Tax-Exempt and Tax Increment Financing Fees</b>  |  |  |
| <b>Tax-Exempt and Mortgage Revenue Financing</b>  |  |  |
| Amount paid with application (non-refundable)*  | \$2,500.00                                 | \$2,500.00                                 |
| Base charge (% of bond issue) par on the first \$20 million due at closing  | 0.50%                                      | 0.50%                                      |
| Par on portion in excess of \$20 million due at closing   | 0.10%                                      | 0.10%                                      |
| Refinancing Fee   | 50% of the above                           | 50% of the above                           |
| The City will be reimbursed for any technical changes to a bond issue previously issued at 25% of the above schedule. |  |  |
| <b>Tax Increment Financing</b>  |  |  |
| Application Fee (non-refundable)  | \$6,760.00                                 | \$6,760.00                                 |
| Escrow Deposit  | \$5,000.00                                 | \$5,000.00                                 |
| <b>Code Enforcement Fees</b>  |  |  |
| <b>Excessive Consumption of Inspection Services</b>   |  |  |
| Third Inspection  | \$75.00                                    | \$75.00                                    |
| Fourth Inspection   | \$100.00                                   | \$100.00                                   |
| Each Additional Inspection  | \$150.00                                   | \$150.00                                   |
| <b>Nuisance Abatement</b>   |  |  |
| Abatement Fee   | \$300.00                                   | \$300.00                                   |
| Administrative Fee  | 25% of abatement fee                       | 25% of abatement cost                      |
| Abatement Cost  | 100% of the cost to complete the abatement | 100% of the cost to complete the abatement |

Community Development  
City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY                      | 2021                           | 2022 Proposed                  |
|------------------------------------|--------------------------------|--------------------------------|
| Rental Licensing Fees              |                                |                                |
| Rental Dwelling License            |                                |                                |
| Annual License                     | \$150.00 plus \$50.00 per unit | \$150.00 plus \$50.00 per unit |
| First Re-Inspection                | \$0.00                         | \$0.00                         |
| Second Re-Inspection               | \$250.00                       | \$250.00                       |
| Third and Subsequent Re-Inspection | \$500.00                       | \$500.00                       |

# Finance

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021                       | 2022 Proposed                            |
|--|----------------------------|--|
| <b>Miscellaneous Fees</b>  |                            |  |
| Late Penalty (Utility Accounts, Abatements, False Alarms, Etc.) (One-time charge if invoice is not paid within 30 days.) | 5%                         | 5%                                       |
| NSF  | \$30.00                    | \$30.00                                  |
| Special Assessment Certification Fee   | 10%                        | 10%                                      |
| Credit Card Convenience Fee  | 2.98% + \$0.30/transaction | Credit Card Processor will charge a fee. |
| <b>Utility Rates</b>   |                            |  |
| <b>Sewer</b>   |                            |  |
| St. Paul (100 cubic ft) (ave 22 units per qtr)   | \$3.32                     | \$3.84                                   |
| Other (1,000 gallons) (ave 16.5 units per qtr)   | \$4.42                     | \$5.11                                   |
| Minimum charge - quarterly   | \$18.60                    | \$21.52                                  |
| Flat rate for well accounts  | \$50.27                    | \$58.16                                  |
| <b>EUF</b>   |                            |  |
| Residential charge - quarterly   | \$27.25                    | \$27.25                                  |
| Discount fee for raingardens (Little Canada 70%)   | \$19.08                    | \$19.08                                  |
| Multi Family - monthly   | \$57.76                    | \$57.76                                  |
| Institutional - monthly  | \$70.29                    | \$70.29                                  |
| Commercial - monthly   | \$89.91                    | \$89.91                                  |
| <b>Recycling</b>   |                            |  |
| Base Quarterly charge  | \$16.56                    | \$16.56                                  |
| Additional Cart Fee per Quarter  | \$8.20                     | \$0.00                                   |
| <b>Water Surcharge</b>   |                            |  |
| St. Paul - % of St. Paul water bill (ave \$50/qtr) 22 units per quarter ave for family of 4                              | 7.00%                      | 7.00%                                    |
| N. St. Paul - quarterly  | \$3.60                     | \$3.60                                   |
| <b>Trash Hauling</b>   |                            |  |
| 20 EOW - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.                        | \$12.51                    | \$12.45                                  |
| 20 Gallon - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.                     | \$13.02                    | \$13.00                                  |
| 35 Gallon - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.                     | \$15.01                    | \$14.05                                  |
| 65 Gallon - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.                     | \$19.44                    | \$20.00                                  |
| 95 Gallon - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.                     | \$23.69                    | \$25.00                                  |
| Yard Waste Rate (per season - for residents who opt in) (no tax on yard waste)   | \$124.80                   | \$129.80                                 |
| Bulky Items Rates (Appliances, Electronics, Furniture, etc.) (plus tax)  | \$10-\$35                  | \$10-\$35                                |
| <b>FRANCHISE FEES</b>  |                            |  |
| <b>Gas Utility Monthly Franchise Fee</b>   |                            |  |
| Residential  | \$3.00                     | \$3.00                                   |
| Commercial Non Demand  | \$12.00                    | \$12.00                                  |
| Commercial Demand  | \$100.00                   | \$100.00                                 |
| Small Interruptible  | \$75.00                    | \$75.00                                  |
| Medium & Large Interruptible   | \$110.00                   | \$110.00                                 |
| Firm Transportation  | \$2.50                     | \$2.50                                   |
| Interruptible Transportation   | \$2.50                     | \$2.50                                   |
| <b>Electric Utility Monthly Franchise Fee</b>  |                            |  |
| Residential  | \$3.00                     | \$3.00                                   |
| Small C&I Non-Demand   | \$4.75                     | \$4.75                                   |
| Small C&I Demand   | \$30.00                    | \$30.00                                  |
| Large C&I  | \$180.00                   | \$180.00                                 |
| Public Street Lighting   | \$4.00                     | \$4.00                                   |
| Municipal Pumping Non-Demand   | \$4.00                     | \$4.00                                   |
| Municipal Pumping Demand   | \$4.00                     | \$4.00                                   |
| <b>Cable Franchise Fee</b>   |                            |  |
| Cable Franchise Fees - Monthly   | 5% of gross revenue        | 5% of gross revenue                      |
| Cable PEG Fees - Monthly   | 2% of gross revenue        | 2% of gross revenue                      |

# Parks & Natural Resources

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY   | 2021     | 2022 Proposed |
|---|----------|---------------|
| <b>Parks &amp; Recreation</b>   |          |               |
| <b>Wakefield Park Community Building</b>  |          |               |
| Monday-Thursday Meeting Rates: Between 8a-4p (per hour, 2hr min)                        | \$50.00  | \$50.00       |
| Monday-Thursday Meeting Rates: Between 8a-4p Additional Hours (per hour)                | \$50.00  | \$50.00       |
| Monday-Thursday Regular Rental: 4hrs - Resident   | \$150.00 | \$150.00      |
| Monday-Thursday Regular Rental: 4hrs - Non Resident                                     | \$190.00 | \$190.00      |
| Friday-Sunday Regular Rental: 4hrs - Resident   | \$200.00 | \$200.00      |
| Friday-Sunday Regular Rental: 4hrs - Non Resident                                       | \$250.00 | \$250.00      |
| Friday-Sunday Regular Rental: 7hrs - Resident   | \$300.00 | \$300.00      |
| Friday-Sunday Regular Rental: 7hrs - Non Resident                                       | \$370.00 | \$370.00      |
| Regular Rental Additional Hours (per hour)  | \$75.00  | \$75.00       |
| Outdoor Patio Exclusive Use Add-on  | \$100.00 | \$0.00        |
| <b>Picnic Shelter Rental</b>  |          |               |
| Afton Heights Park or 4 Seasons Park Building   | \$55.00  | \$55.00       |
| Applewood Park  | \$55.00  | \$55.00       |
| Hazelwood Park  | \$55.00  | \$55.00       |
| Lion's Park   | \$55.00  | \$55.00       |
| Maplewood Heights Park  | \$35.00  | \$35.00       |
| Pleasantview Park   | \$35.00  | \$35.00       |
| Wakefield Park  | \$75.00  | \$75.00       |
| <b>Community Gym Rental Fees</b>  |          |               |
| Half Court Rental (per hour per court)  | \$40.00  | \$40.00       |
| Full Court Rental (per hour per court)  | \$60.00  | \$60.00       |
| Edgerton Community Gym Entire Gym Rental (8+ hour rental) per hour                      | \$55.00  | \$55.00       |
| Carver Community Gym Entire Gym Rental (8+ hour rental) per hour                        | \$110.00 | \$0.00        |
| <b>Field Rental Fees</b>  |          |               |
| Hazelwood - Soccer - Full Size (per game)   | \$65.00  | \$65.00       |
| Hazelwood - Soccer - Small Size   | \$40.00  | \$40.00       |
| Other Locations - Soccer - Full Size  | \$55.00  | \$55.00       |
| Baseball/Softball (per game)  | \$35.00  | \$35.00       |
| Baseball/Softball - Tourney (per day/per field)   | \$100.00 | \$100.00      |
| Volleyball Tourney/Large Group Rental - Harvest, Geranium, Wakefield (per day/per park) | \$300.00 | \$300.00      |
| Food Vendor In Park Permit - Weekdays (per day)   | \$15.00  | \$15.00       |
| Food Vendor In Park Permit - Weekends or Holidays (per day)                             | \$45.00  | \$45.00       |
| <b>Nature Center</b>  |          |               |
| <b>Nature Center Program Fees</b>   |          |               |
| Basic Program Fee per person  | \$5.00   | \$5.00        |
| School Fee per child  | \$4.00   | \$4.00        |
| Birthday Party Fee- up to 12 children   | \$80.00  | \$80.00       |
| Birthday Party Fee- up to 15 children   | \$100.00 | \$100.00      |
| Basic Outreach Fee- plus mileage  | \$130.00 | \$130.00      |
| Outreach, additional shows same site- \$30  |          |               |
| <b>Item Rental Fees</b>   |          |               |
| Snowshoes- per pair, for use on site  | \$5.00   | \$5.00        |
| <b>Room Rental Fees</b>   |          |               |
| Sunroom rental- per hour  | \$30.00  | \$30.00       |
| Sunroom rental - All day - 5 hours or more  | \$150.00 | \$150.00      |
| Touch and See Room Reservation- self-guided groups- 45 minutes                          | \$50.00  | \$50.00       |
| <b>Community Garden Rental Plot</b>   |          |               |
| Rental of Garden Plot   | \$25.00  | \$25.00       |



# Public Safety - Police/Fire/EMS

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY   | 2021  | 2022 Proposed   |
|---|---|---|
| <b>POLICE</b>   |   |   |
| <b>Police Reports</b>   |   |   |
| Requester is arrested party   | \$0.25 per page (one side or \$0.50 per page double sided)  | \$0.25 per page (one side or \$0.50 per page double sided)  |
| Public traffic crash report (requester is not involved in crash)                          | \$0.50 per page   | \$0.50 per page   |
| Public traffic crash report (requester is involved in crash)                              | no charge   | no charge   |
| Monthly email of public traffic crash reports   | \$60.00/month   | \$60.00/month   |
| Certified copy of any report  | \$5.00  | \$5.00  |
| <b>Evidence Requests</b>  |   |   |
| CD/DVD of digital evidence (photos, audio, video)   | \$5.00/disc   | \$5.00/disc   |
| 911 Audio transcripts   | \$50.00 deposit plus actual cost of transcription through current transcription provider and Staff time to get audio ready for transcription and Staff time to review transcription for accuracy before release | \$50.00 deposit plus actual cost of transcription through current transcription provider and Staff time to get audio ready for transcription and Staff time to review transcription for accuracy before release |
| <b>Towing</b>   |   |   |
| Owners of vehicles towed to 1830 or 1902 County Road B E for law enforcement purposes     | \$125.00 per vehicle  | \$125.00 per vehicle  |
| <b>Overnight Parking Permits</b>  |   |   |
| Permit for vehicle to be parked on a city street overnight good for no more than 365 days | \$50.00 per vehicle/permit  | \$50.00 per vehicle/permit  |
| <b>Excessive Calls for Service</b>  |   |   |
| Third and subsequent calls, within 365 days, deemed excessive by definition in ordinance  | \$250.00 each   | \$250.00 each   |
| <b>False Alarms</b>   |   |   |
| 1st   | \$0.00  | \$0.00  |
| 2nd (within 12 months of the 1st false alarm)   | \$0.00  | \$0.00  |
| 3rd (within 12 months of the 1st false alarm)   | \$100.00  | \$100.00  |
| 4th (within 12 months of the 1st false alarm)   | \$200.00  | \$200.00  |
| 5th (within 12 months of the 1st false alarm)   | \$300.00  | \$300.00  |
| 6th (within 12 months of the 1st false alarm)   | \$400.00  | \$400.00  |
| 7th (within 12 months of the 1st false alarm)   | \$500.00  | \$500.00  |
| 8th (within 12 months of the 1st false alarm)   | \$500.00  | \$500.00  |
| 9th (within 12 months of the 1st false alarm)   | \$500.00  | \$500.00  |
| 10th & Over (within 12 months of the 1st false alarm)                                     | \$500.00  | \$500.00  |
| <b>Outside Employment</b>   |   |   |
| Police Officers   | \$98.58/hour  | \$101.54/hour   |
| Squad Car only available with an officer  | no charge   | no charge   |
| <b>Fingerprinting</b>   |   |   |
| Each fingerprint card   | \$15.00   | \$15.00   |

# Public Safety - Police/Fire/EMS

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021         | 2022 Proposed |
|--|--------------|---------------|
| <b>FIRE/EMS</b>  |              |               |
| <b>False Alarm Fees</b>  |              |               |
| <b>Commercial</b>  |              |               |
| Commercial - 1st False   | \$0.00       | \$0.00        |
| Commercial - 2nd False (within 12 months of the 1st false alarm)                         | \$0.00       | \$0.00        |
| Commercial - 3rd False (within 12 months of the 1st false alarm)                         | \$200.00     | \$200.00      |
| Commercial - 4th False (within 12 months of the 1st false alarm)                         | \$300.00     | \$300.00      |
| Commercial - 5th False and more (within 12 months of the 1st false alarm)                | \$400.00     | \$400.00      |
| <b>Residential</b>   |              |               |
| Residential - 1st False  | \$0.00       | \$0.00        |
| Residential - 2nd False (within 12 months of the 1st false alarm)                        | \$0.00       | \$0.00        |
| Residential - 3rd False (within 12 months of the 1st false alarm)                        | \$200.00     | \$200.00      |
| Residential - 4th False (within 12 months of the 1st false alarm)                        | \$300.00     | \$300.00      |
| Residential - 5th False and more (within 12 months of the 1st false alarm)               | \$400.00     | \$400.00      |
| <b>Ambulance Transport Fees</b>  |              |               |
| <b>Resident</b>  |              |               |
| ALS2 (Advanced Life Support)   | \$2,513.00   | \$2,513.00    |
| ALS (Advanced Life Support)  | \$2,278.00   | \$2,278.00    |
| BLS (Basic Life Support)   | \$1,733.00   | \$1,733.00    |
| No Load  | \$656.00     | \$656.00      |
| Mileage  | \$22.50      | \$22.50       |
| <b>Non-Resident</b>  |              |               |
| ALS2 (Advanced Life Support)   | \$2,890.00   | \$2,890.00    |
| ALS (Advanced Life Support)  | \$2,620.00   | \$2,620.00    |
| BLS (Basic Life Support)   | \$1,993.00   | \$1,993.00    |
| No Load  | \$754.00     | \$754.00      |
| Mileage  | \$25.88      | \$25.88       |
| <b>Sliding Fee Schedule to Assist Those with a Financial Need</b>                        |              |               |
| Annual Income Threshold by Sliding Fee Discount Pay Class and Percent Poverty            |              |               |
| At or Below 100% of the Poverty Guideline - Patient Responsibility: % of Total Charges * | 50%          | 50%           |
| At 125% of the Poverty Guideline - Patient Responsibility: % of Total Charges *          | 60%          | 60%           |
| At 150% of the Poverty Guideline - Patient Responsibility: % of Total Charges *          | 70%          | 70%           |
| At 175% of the Poverty Guideline - Patient Responsibility: % of Total Charges *          | 80%          | 80%           |
| At 200% of the Poverty Guideline - Patient Responsibility: % of Total Charges *          | 90%          | 90%           |
| Above 200% of the Poverty Guideline - Patient Responsibility: % of Total Charges         | 100%         | 100%          |
| * Must complete the Sliding Fee Application and submit required documentation.           |              |               |
| <b>Outside Employment</b>  |              |               |
|  | \$98.58/hour | \$101.54/hour |
| <b>Equipment Standby - Based on FEMA's current Schedule of Equipment Rates</b>           |              |               |

# Public Works

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021                           | 2022 Proposed                  |
|--|--------------------------------|--------------------------------|
| <b>Connection Charges</b>  |                                |                                |
| <b>Sanitary Sewer Service Main Line Permit</b>   |                                |                                |
| Base Fee   | \$114.00                       | \$114.00                       |
| Plus Each Connection to Existing System, New Structures, Alteration, or Re-Inspection  | \$59.00                        | \$59.00                        |
| <b>Sanitary Sewer Service Connection Permit</b>  |                                |                                |
| New Sanitary Sewer Service   | \$110.00 per service           | \$110.00 per service           |
| Disconnect or Repair   | \$39.00 per service            | \$39.00 per service            |
| <b>Septic Systems</b>  |                                |                                |
| Private Individual Septic Systems  | \$500.00                       | \$500.00                       |
| <b>Sanitary Sewer Cash Connection Charge</b>   |                                |                                |
| Residential Connection Charge<br>For all new connections for properties that have not been previously charged or assessed for construction of the public system.   | \$4,325.00                     | \$4,325.00                     |
| Commercial Connection Charge (per front footage)<br>For all new connections for properties that have not been previously charged or assessed for construction of the public system.<br>Commercial Connection Charge = Residential Connection Charge / 75 (Average Lot Width) | \$57.00                        | \$57.00                        |
| <b>Sewer Assessment for City Project</b>   |                                |                                |
| Residential Sanitary Service Installed to New Main   | \$1,530.00                     | \$1,530.00                     |
| Residential Sanitary Service Installed to Existing Main  | \$2,880.00                     | \$2,880.00                     |
| Comm/Ind Sanitary Service Installed to New Main  | \$20.00 cost per front footage | \$20.00 cost per front footage |
| Comm/Ind Sanitary Service Installed to Existing Main   | \$38.00 cost per front footage | \$38.00 cost per front footage |
| <b>Sewer Availability Charge (SAC)</b>   |                                |                                |
| SAC Unit Fee (Rate Set by MCES)<br>1 SAC Unit = 1 Single family dwelling (SFD) SAC Unit for all other types of developments total number of equivalent SFD SAC Units is determined by MCES.  | \$2,485.00                     | \$2,485.00                     |
| Local SAC Fee per SFD Unit   | \$130.00                       | \$130.00                       |
| <b>Water System Fees</b>   |                                |                                |
| <b>Water Main Cash Connection Charge</b>   |                                |                                |
| Residential Connection Charge<br>For all new connections for properties that have not previously been charged or assessed for construction of the public system.   | \$4,325.00                     | \$4,325.00                     |
| Commercial Connection Charge<br>For all new connections for properties that have not previously been charged or assessed for construction of the public system.<br>Commercial Connection Charge = Residential Connection Charge / 75 (Average Lot Width)                     | \$57.00                        | \$57.00                        |
| <b>Water System Assessment for City Project</b>  |                                |                                |
| Residential Water Service Installed to New Main  | \$1,530.00                     | \$1,530.00                     |
| Residential Water Service Installed to Existing Main   | \$1,900.00                     | \$1,900.00                     |
| Comm/Ind Water Service Installed to New Main   | \$20.00 cost per front footage | \$20.00 cost per front footage |
| Comm/Ind Water Service Installed to Existing Main  | \$25.00 cost per front footage | \$25.00 cost per front footage |
| <b>Water Availability Charge (WAC)</b>   |                                |                                |
| WAC Unit Fee<br>The total number of WAC units to be paid is equal to the total number of equivalent SAC Units required as determined by MCES.  | \$285.00                       | \$285.00                       |
| <b>Storm Sewer System Fees</b>   |                                |                                |
| <b>Storm Sewer Permit</b>  |                                |                                |
| Private Storm Sewer Main Base Fee  | \$114.00                       | \$114.00                       |
| Plus Each Connection to Existing System, New Structures, Alteration, or Re-Inspection  | \$59.00                        | \$59.00                        |
| Base Escrow (Cover first 10 Connections or New Structures)<br>Escrow released after passing inspection.  | \$300.00                       | \$300.00                       |
| Plus Additional Escrow (Per Each Additional Connection or New Structure)<br>Escrow released after passing inspection.  | \$30.00                        | \$30.00                        |
| <b>Storm Sewer System Assessment for City Project</b>  |                                |                                |
| Storm Drainage Improvements<br>Assessment rate will be based on independent special benefit appraisals.  | \$1,090.00                     | \$1,090.00                     |
| <b>Street, Driveway, and Parking Lot Fees</b>  |                                |                                |
| <b>Driveway and Parking Lot Permits</b>  |                                |                                |
| Driveway Permit  | \$28.00                        | \$28.00                        |
| Parking Lot Paving Permit (\$104.00 Base Fee for 0-50,000SF)<br>50,000SF and greater = base fee + (SF over 50,000 x 0.002)   | \$104.00                       | \$104.00                       |

# Public Works

## City of Maplewood - 2022 Fee Schedule

| ITEM/ACTIVITY  | 2021              | 2022 Proposed     |
|--|-------------------|-------------------|
| <b>Grading Permit, Plan Review, and Inspection Fee</b>   |                   |                   |
| <b>Grading Permit, Plan Review, and Inspection Fee Based on Total Estimate Material Moved</b>  |                   |                   |
| <i>Fee based on complexity of the project, proximity to environmental sensitive areas, and scope of project.</i>   |                   |                   |
| <=50 C.Y.  | \$37.00           | \$37.00           |
| 51 to 100 C.Y.   | \$94.00           | \$94.00           |
| 101 to 1000 C.Y.   | \$94.00           | \$94.00           |
| plus each additional 100 C.Y.  | \$30.00           | \$30.00           |
| 1001 to 10,000 C.Y.  | \$364.00          | \$364.00          |
| plus each additional 1000 C.Y.   | \$23.00           | \$23.00           |
| 10,001 to 100,000 C.Y.   | \$571.00          | \$571.00          |
| plus each additional 10,000 C.Y.   | \$137.00          | \$137.00          |
| 100,001 to 200,000 C.Y.  | \$1,804.00        | \$1,804.00        |
| plus each additional 10,000 C.Y.   | \$77.00           | \$77.00           |
| 200,000 C.Y. or more   | \$2,574.00        | \$2,574.00        |
| plus each additional 10,000 C.Y.   | \$13.00           | \$13.00           |
| <b>Park Availability Charge (PAC)</b>  |                   |                   |
| <b>PAC</b>   |                   |                   |
| PAC per Capita Base Unit Charge<br>1 SFD PAC Fee = \$1040 per capita x 3.4 capita = \$3540.00 per SFD  | \$1,040.00        | \$1,040.00        |
| PAC Commercial Development = % x Land Market Value   | 9%                | 9%                |
| <b>Right of Way Permit and Inspection Fees</b>   |                   |                   |
| Contractor Yearly Registration Fee (per year)  | \$40.00           | \$40.00           |
| Hole Excavation Permit Fee (per hole)  | \$100.00          | \$100.00          |
| Trench Excavation Permit   |                   |                   |
| Base Fee   | \$100.00          | \$100.00          |
| Plus Each Lineal Foot  | \$60.00           | \$60.00           |
| Emergency Excavation Permit  | \$100.00          | \$100.00          |
| Aerial/Obstruction Permit  | \$80.00           | \$80.00           |
| Permit Extension Fee   | \$35.00           | \$35.00           |
| Delay Penalty Fee  |                   |                   |
| Base Fee (up to three days late)   | \$35.00           | \$35.00           |
| Plus Each Additional Day (per day)   | \$10.00           | \$10.00           |
| Small Cell   |                   |                   |
| Attached to City Infrastructure - Requires contract with City to determine monthly rental fee.   | \$130.00          | \$130.00          |
| Non-City Infrastructure - Contractor license and any additional ROW fees.<br>Contractor will need to contact infrastructure owner to determine any other fees.   |                   |                   |
| <b>Engineering Review Fees</b>   |                   |                   |
| <b>Planning and Community Development Applications</b>   |                   |                   |
| Planning applications and development reviews for engineering conformance to engineering standards and City ordinances. Services performed by City Personnel will be hourly and applied to the application escrow. | Staff Hourly Rate | Staff Hourly Rate |
| <b>Grading Fee</b>   |                   |                   |
| Fee amount based on each individual site.  | Varies            | Varies            |
| <b>Erosion Control Escrow</b>  |                   |                   |
| Escrow amount based on each individual site.   | Varies            | Varies            |
| <b>Tree Escrow</b>   |                   |                   |
| \$60 per caliper inch of tree replacement required. Please see the tree standards for more information.  | Varies            | Varies            |
| <b>Sign</b>  |                   |                   |
| Wetland Buffer   | \$30.00           | \$35.00           |

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Ellen Paulseth, Finance Director  
**PRESENTER:** Ellen Paulseth, Finance Director  
**AGENDA ITEM:** Cancellation of Uncollectible Ambulance Accounts Receivable

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

**Policy Issue:**

Generally accepted accounting principles (GAAP) provide rules for guidance and standards in recording and reporting financial information. Each year the City estimates the amount of uncollectible accounts receivable and makes an allowance on the financial report to recognize the estimate of uncollectible accounts and the corresponding bad debt expense. Periodically, the City should perform an actual (direct) write-off of the uncollectible accounts that are finally deemed uncollectible so those amounts do not remain on the balance sheet. This direct write-off does not affect the net accounts receivable or the annual revenue because the bad debt has already been expensed. It will simply remove the allowance and lower the overall accounts receivable to a realistic amount. Under GAAP recommendations, a direct write-off occurs on an annual basis. Uncollectible accounts prior to 9/30/2019 are considered for write-off at this time.

**Recommended Action:**

Motion to cancel the uncollectible ambulance accounts receivable for accounts dated prior to 9/30/2019, in the amount of \$625,287.53.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$625,287.53  
 Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: Ambulance Fund

**Strategic Plan Relevance:**

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

This action is in accordance with GAAP and is done annually. The cancellation of the accounts will not affect the net position of the ambulance fund, because the accounts were already placed in an uncollectible account on the balance sheet. However, a direct write-off should take place when collection efforts have been exhausted, or if it becomes clear that the account will not be collected.

**Background**

The direct write-off of uncollectible accounts should be done annually. While accounting staff can make entries for the estimates of uncollectible accounts, only the City Council can actually write off the accounts. The accounts are uncollectible for various reasons. In some cases, the patients are no longer living or were uninsured. The City utilizes an outside billing company for ambulance collections. Most of the uncollectible accounts have been submitted to the Revenue Recapture program. They will remain in Revenue Recapture after the cancellation. If the City eventually collects on the account, the funds will be deposited in the ambulance fund as miscellaneous revenue.

In total, uncollectible accounts in the amount of \$625,287.53 involve approximately 15.0% of total discounted annual revenue for 2019. Please note that total revenue has already been discounted through Medicare, Medicaid, and private insurance contracts. The discount amount for this period is \$6,246,572. Total revenue for the same period is \$10,408,389. In this context, the uncollectible accounts compared to pre-discounted revenue is approximately 6.0%.

Accounts being cancelled are on the attached list.

**Attachments**

1. List of Uncollectible Accounts through 9/30/2019

## Ambulance Accounts Prior to 9/30/2019

| Call No    | Call Date  | Amount   | Call No    | Call Date  | Amount   | Call No    | Call Date  | Amount   |
|------------|------------|----------|------------|------------|----------|------------|------------|----------|
| 500        | 11/1/2018  | 2,437.75 | MW8005593  | 11/15/2018 | 78.64    | MW8006311  | 12/26/2018 | 98.54    |
| 546        | 3/3/2019   | 1,834.25 | MW8005619  | 11/16/2018 | 86.89    | MW8006318  | 12/27/2018 | 1,246.00 |
| MW8004782  | 10/1/2018  | 2,625.50 | MW8005632  | 11/17/2018 | 37.70    | MW8006319  | 12/27/2018 | 1,688.32 |
| MW8004796  | 10/1/2018  | 415.18   | MW8005642  | 11/18/2018 | 1,733.00 | MW8006320C | 12/27/2018 | 1,825.25 |
| MW8004817  | 10/3/2018  | 656.00   | MW8005676  | 11/19/2018 | 577.83   | MW8006325  | 12/27/2018 | 2,327.50 |
| MW8004863  | 10/5/2018  | 100.00   | MW8005679  | 11/19/2018 | 1,922.00 | MW8006353  | 12/29/2018 | 92.35    |
| MW8004864  | 10/5/2018  | 89.40    | MW8005690  | 11/20/2018 | 1,757.75 | MW8006356  | 12/29/2018 | 1,890.50 |
| MW8004865  | 10/5/2018  | 2,181.92 | MW8005702  | 11/21/2018 | 265.00   | MW8006375  | 12/30/2018 | 100.00   |
| MW8004883  | 10/7/2018  | 77.16    | MW8005733  | 11/23/2018 | 2,381.50 | MW8006381  | 12/30/2018 | 200.00   |
| MW8004888  | 10/7/2018  | 2,388.25 | MW8005756  | 11/25/2018 | 2,062.88 | MW8006388  | 12/30/2018 | 2,433.25 |
| MW8004890  | 10/7/2018  | 265.00   | MW8005782  | 11/26/2018 | 100.75   | MW8006395  | 12/31/2018 | 200.00   |
| MW8004898  | 10/8/2018  | 2,967.64 | MW8005787  | 11/26/2018 | 2,395.00 | MW8006396  | 12/31/2018 | 45.80    |
| MW8004950  | 10/11/2018 | 265.00   | MW8005837  | 11/29/2018 | 262.12   | MW8006416  | 12/31/2018 | 100.00   |
| MW8004968  | 10/12/2018 | 1,544.47 | MW8005839  | 11/29/2018 | 656.00   | MW9000005  | 1/1/2019   | 76.68    |
| MW8004980  | 10/12/2018 | 100.00   | MW8005851  | 11/30/2018 | 656.00   | MW9000023  | 1/2/2019   | 80.00    |
| MW8004983  | 10/12/2018 | 2,720.93 | MW8005866  | 11/30/2018 | 1,847.74 | MW9000030  | 1/2/2019   | 85.74    |
| MW8005005  | 10/14/2018 | 2,424.25 | MW8005867C | 11/30/2018 | 1,924.25 | MW9000032  | 1/2/2019   | 87.40    |
| MW8005009C | 10/14/2018 | 1,454.49 | MW8005889  | 12/2/2018  | 100.00   | MW9000035C | 1/2/2019   | 593.55   |
| MW8005030  | 10/15/2018 | 1,913.00 | MW8005899  | 12/2/2018  | 95.15    | MW9000043  | 1/3/2019   | 1,768.75 |
| MW8005055  | 10/17/2018 | 37.99    | MW8005930  | 12/3/2018  | 1,789.25 | MW9000056  | 1/3/2019   | 2,803.75 |
| MW8005056  | 10/17/2018 | 420.56   | MW8005956  | 12/5/2018  | 1,588.19 | MW9000064  | 1/4/2019   | 50.00    |
| MW8005058C | 10/17/2018 | 1,958.00 | MW8005971  | 12/5/2018  | 1,746.50 | MW9000091  | 1/5/2019   | 2,291.50 |
| MW8005073  | 10/18/2018 | 25.00    | MW8005990C | 12/6/2018  | 2,876.21 | MW9000099  | 1/5/2019   | 22.93    |
| MW8005096  | 10/20/2018 | 2,702.82 | MW8005993  | 12/6/2018  | 2,503.00 | MW9000115  | 1/6/2019   | 2,129.50 |
| MW8005134  | 10/22/2018 | 2,444.50 | MW8005997  | 12/7/2018  | 2,469.25 | MW9000117  | 1/6/2019   | 429.14   |
| MW8005192C | 10/24/2018 | 2,428.75 | MW8006006  | 12/7/2018  | 1,906.47 | MW9000118  | 1/6/2019   | 1,447.83 |
| MW8005221  | 10/26/2018 | 100.00   | MW8006023  | 12/8/2018  | 2,300.50 | MW9000125  | 1/7/2019   | 50.00    |
| MW8005223  | 10/26/2018 | 99.57    | MW8006059  | 12/11/2018 | 76.28    | MW9000138  | 1/7/2019   | 38.72    |
| MW8005238  | 10/27/2018 | 2,350.00 | MW8006061  | 12/11/2018 | 265.00   | MW9000159  | 1/9/2019   | 77.13    |
| MW8005240  | 10/27/2018 | 1,347.00 | MW8006064  | 12/11/2018 | 1,735.04 | MW9000170  | 1/9/2019   | 2,437.75 |
| MW8005246  | 10/28/2018 | 2,122.40 | MW8006082  | 12/12/2018 | 1,881.50 | MW9000171  | 1/9/2019   | 115.59   |
| MW8005270  | 10/29/2018 | 1,636.73 | MW8006085  | 12/12/2018 | 609.75   | MW9000175  | 1/10/2019  | 2,618.75 |
| MW8005313  | 10/31/2018 | 74.80    | MW8006097  | 12/13/2018 | 97.75    | MW9000181  | 1/10/2019  | 265.00   |
| MW8005318  | 11/1/2018  | 1,733.00 | MW8006102  | 12/13/2018 | 754.00   | MW9000187  | 1/10/2019  | 1,861.25 |
| MW8005381  | 11/4/2018  | 77.46    | MW8006109  | 12/13/2018 | 1,775.75 | MW9000189  | 1/10/2019  | 2,713.17 |
| MW8005383  | 11/4/2018  | 2,168.98 | MW8006137  | 12/16/2018 | 1,867.37 | MW9000212  | 1/12/2019  | 2,052.52 |
| MW8005388  | 11/4/2018  | 100.00   | MW8006147  | 12/16/2018 | 2,399.50 | MW9000214  | 1/12/2019  | 76.98    |
| MW8005398  | 11/5/2018  | 2,715.76 | MW8006154  | 12/17/2018 | 243.55   | MW9000224  | 1/13/2019  | 450.33   |
| MW8005410C | 11/6/2018  | 2,873.00 | MW8006174  | 12/17/2018 | 2,053.89 | MW9000225  | 1/13/2019  | 79.85    |
| MW8005417  | 11/6/2018  | 1,501.79 | MW8006203  | 12/19/2018 | 1,762.25 | MW9000230C | 1/13/2019  | 2,386.00 |
| MW8005426  | 11/7/2018  | 253.83   | MW8006216  | 12/20/2018 | 2,798.57 | MW9000243  | 1/13/2019  | 2,408.50 |
| MW8005470  | 11/8/2018  | 2,277.68 | MW8006261  | 12/22/2018 | 1,635.59 | MW9000246  | 1/14/2019  | 656.00   |
| MW8005513  | 11/11/2018 | 85.86    | MW8006267  | 12/23/2018 | 2,031.82 | MW9000249  | 1/14/2019  | 431.93   |
| MW8005545  | 11/13/2018 | 99.87    | MW8006292  | 12/24/2018 | 2,401.75 | MW9000270  | 1/15/2019  | 2,338.75 |
| MW8005555  | 11/14/2018 | 1,935.50 | MW8006302  | 12/25/2018 | 265.00   | MW9000291  | 1/16/2019  | 367.30   |
| MW8005557  | 11/14/2018 | 73.92    | MW8006304C | 12/25/2018 | 1,937.75 | MW9000292  | 1/16/2019  | 265.00   |

## Ambulance Accounts Prior to 9/30/2019

| Call No    | Call Date | Amount   | Call No    | Call Date | Amount   | Call No    | Call Date | Amount   |
|------------|-----------|----------|------------|-----------|----------|------------|-----------|----------|
| MW9000322  | 1/18/2019 | 191.11   | MW9000959  | 2/21/2019 | 2,424.25 | MW9001564  | 3/25/2019 | 2,302.75 |
| MW9000323  | 1/18/2019 | 92.67    | MW9000962  | 2/22/2019 | 171.89   | MW9001597  | 3/27/2019 | 100.00   |
| MW9000343  | 1/19/2019 | 2,341.00 | MW9000968  | 2/22/2019 | 250.00   | MW9001611  | 3/28/2019 | 2,485.00 |
| MW9000364  | 1/20/2019 | 2,435.50 | MW9000993  | 2/23/2019 | 1,899.50 | MW9001639  | 3/29/2019 | 2,348.61 |
| MW9000367  | 1/21/2019 | 93.58    | MW9000998  | 2/23/2019 | 2,881.39 | MW9001640  | 3/30/2019 | 467.75   |
| MW9000375  | 1/21/2019 | 230.39   | MW9001009  | 2/24/2019 | 1,922.00 | MW9001648  | 3/30/2019 | 2,011.12 |
| MW9000408  | 1/23/2019 | 102.48   | MW9001013  | 2/24/2019 | 265.00   | MW9001662  | 4/1/2019  | 1,990.05 |
| MW9000432  | 1/24/2019 | 2,651.06 | MW9001024C | 2/25/2019 | 2,503.00 | MW9001675  | 4/2/2019  | 99.01    |
| MW9000461  | 1/26/2019 | 614.60   | MW9001038  | 2/25/2019 | 389.08   | MW9001676  | 4/2/2019  | 1,014.05 |
| MW9000483  | 1/28/2019 | 2,819.28 | MW9001039C | 2/25/2019 | 2,503.00 | MW9001691  | 4/3/2019  | 1,933.25 |
| MW9000494  | 1/28/2019 | 2,855.51 | MW9001059  | 2/27/2019 | 88.29    | MW9001701  | 4/3/2019  | 2,521.00 |
| MW9000540  | 1/30/2019 | 101.58   | MW9001066  | 2/27/2019 | 250.00   | MW9001717  | 4/4/2019  | 2,785.63 |
| MW9000553C | 1/30/2019 | 2,455.75 | MW9001072  | 2/27/2019 | 1,786.27 | MW9001720  | 4/4/2019  | 2,611.00 |
| MW9000557C | 1/30/2019 | 1,895.00 | MW9001073  | 2/27/2019 | 2,013.70 | MW9001731  | 4/5/2019  | 1,762.88 |
| MW9000585  | 2/1/2019  | 1,960.25 | MW9001081  | 2/28/2019 | 2,166.40 | MW9001750  | 4/6/2019  | 94.78    |
| MW9000601  | 2/1/2019  | 2,016.29 | MW9001121  | 3/2/2019  | 2,068.00 | MW9001761  | 4/7/2019  | 1,784.75 |
| MW9000621  | 2/3/2019  | 98.19    | MW9001130  | 3/3/2019  | 1,787.00 | MW9001771  | 4/7/2019  | 1,904.00 |
| MW9000641  | 2/4/2019  | 2,368.00 | MW9001134  | 3/3/2019  | 80.00    | MW9001772  | 4/7/2019  | 525.35   |
| MW9000652  | 2/4/2019  | 2,296.00 | MW9001137  | 3/3/2019  | 100.00   | MW9001790  | 4/8/2019  | 84.38    |
| MW9000658  | 2/5/2019  | 2,402.00 | MW9001175  | 3/5/2019  | 76.22    | MW9001802  | 4/8/2019  | 2,338.75 |
| MW9000680  | 2/6/2019  | 1,850.00 | MW9001178  | 3/5/2019  | 265.00   | MW9001805  | 4/8/2019  | 2,246.62 |
| MW9000697  | 2/7/2019  | 1,587.85 | MW9001192  | 3/6/2019  | 175.00   | MW9001808  | 4/8/2019  | 838.36   |
| MW9000702  | 2/7/2019  | 285.60   | MW9001195  | 3/6/2019  | 80.00    | MW9001814  | 4/9/2019  | 1,931.00 |
| MW9000716  | 2/8/2019  | 91.16    | MW9001206  | 3/7/2019  | 2,381.50 | MW9001831  | 4/9/2019  | 2,462.50 |
| MW9000723  | 2/9/2019  | 2,503.00 | MW9001226  | 3/8/2019  | 100.00   | MW9001844  | 4/10/2019 | 1,693.04 |
| MW9000739  | 2/9/2019  | 91.46    | MW9001229  | 3/9/2019  | 1,890.50 | MW9001849  | 4/11/2019 | 2,744.22 |
| MW9000742  | 2/9/2019  | 553.60   | MW9001242  | 3/9/2019  | 93.58    | MW9001854  | 4/11/2019 | 265.00   |
| MW9000759  | 2/10/2019 | 2,037.00 | MW9001268  | 3/10/2019 | 100.00   | MW9001860  | 4/11/2019 | 77.73    |
| MW9000764  | 2/11/2019 | 489.35   | MW9001275  | 3/11/2019 | 2,482.75 | MW9001886  | 4/12/2019 | 87.55    |
| MW9000770  | 2/11/2019 | 1,780.99 | MW9001277  | 3/11/2019 | 2,146.85 | MW9001900  | 4/13/2019 | 2,871.04 |
| MW9000793  | 2/12/2019 | 200.00   | MW9001302  | 3/12/2019 | 130.00   | MW9001943  | 4/16/2019 | 2,329.75 |
| MW9000801  | 2/12/2019 | 1,845.50 | MW9001318  | 3/13/2019 | 2,852.92 | MW9001966  | 4/17/2019 | 227.52   |
| MW9000805  | 2/13/2019 | 2,165.00 | MW9001331  | 3/13/2019 | 265.00   | MW9002006  | 4/20/2019 | 2,762.34 |
| MW9000813  | 2/14/2019 | 1,789.25 | MW9001360  | 3/14/2019 | 2,119.81 | MW9002036  | 4/21/2019 | 656.00   |
| MW9000823  | 2/14/2019 | 476.30   | MW9001365  | 3/14/2019 | 1,931.00 | MW9002042  | 4/22/2019 | 2,453.50 |
| MW9000829  | 2/15/2019 | 2,016.29 | MW9001420  | 3/17/2019 | 2,381.50 | MW9002054C | 4/22/2019 | 628.43   |
| MW9000835  | 2/15/2019 | 1,888.25 | MW9001432C | 3/18/2019 | 1,994.00 | MW9002067  | 4/23/2019 | 2,169.29 |
| MW9000837  | 2/15/2019 | 1,649.06 | MW9001448  | 3/19/2019 | 117.73   | MW9002088  | 4/24/2019 | 488.90   |
| MW9000876  | 2/18/2019 | 2,635.53 | MW9001451  | 3/19/2019 | 98.86    | MW9002125  | 4/26/2019 | 100.00   |
| MW9000891  | 2/18/2019 | 2,886.56 | MW9001458  | 3/19/2019 | 1,862.50 | MW9002131  | 4/26/2019 | 1,391.00 |
| MW9000911  | 2/20/2019 | 125.00   | MW9001490  | 3/21/2019 | 2,482.75 | MW9002135C | 4/26/2019 | 1,897.25 |
| MW9000914  | 2/20/2019 | 2,419.75 | MW9001491  | 3/21/2019 | 86.19    | MW9002137  | 4/27/2019 | 656.00   |
| MW9000925  | 2/20/2019 | 2,868.45 | MW9001540  | 3/24/2019 | 367.30   | MW9002150  | 4/28/2019 | 2,713.17 |
| MW9000945  | 2/21/2019 | 123.35   | MW9001551  | 3/24/2019 | 2,424.25 | MW9002192  | 4/29/2019 | 87.55    |
| MW9000949  | 2/21/2019 | 2,030.68 | MW9001555  | 3/25/2019 | 2,381.50 | MW9002213  | 4/30/2019 | 265.00   |
| MW9000957  | 2/21/2019 | 1,919.75 | MW9001556  | 3/25/2019 | 98.71    | MW9002225  | 5/1/2019  | 285.94   |



## Ambulance Accounts Prior to 9/30/2019

| Call No    | Call Date | Amount   | Call No    | Call Date | Amount   | Call No    | Call Date | Amount   |
|------------|-----------|----------|------------|-----------|----------|------------|-----------|----------|
| MW9002235  | 5/1/2019  | 2,832.22 | MW9002891  | 6/7/2019  | 754.00   | MW9003525  | 7/9/2019  | 101.58   |
| MW9002241  | 5/2/2019  | 101.43   | MW9002904C | 6/7/2019  | 2,746.81 | MW9003536  | 7/10/2019 | 105.81   |
| MW9002245  | 5/2/2019  | 175.00   | MW9002914  | 6/8/2019  | 265.00   | MW9003547  | 7/10/2019 | 2,055.11 |
| MW9002257C | 5/3/2019  | 1,931.00 | MW9002917  | 6/8/2019  | 88.00    | MW9003550C | 7/11/2019 | 2,288.03 |
| MW9002272  | 5/4/2019  | 1,865.75 | MW9002919  | 6/8/2019  | 86.49    | MW9003562  | 7/11/2019 | 2,487.25 |
| MW9002273  | 5/4/2019  | 100.67   | MW9002925  | 6/9/2019  | 1,958.00 | MW9003589C | 7/12/2019 | 2,444.50 |
| MW9002284  | 5/4/2019  | 2,871.04 | MW9002929  | 6/9/2019  | 1,798.25 | MW9003639  | 7/15/2019 | 1,982.75 |
| MW9002301  | 5/5/2019  | 262.26   | MW9002946  | 6/10/2019 | 2,365.75 | MW9003668  | 7/16/2019 | 85.74    |
| MW9002355  | 5/8/2019  | 2,850.33 | MW9002978  | 6/11/2019 | 2,504.04 | MW9003689  | 7/17/2019 | 88.15    |
| MW9002386  | 5/10/2019 | 2,795.98 | MW9002986  | 6/12/2019 | 2,658.82 | MW9003693  | 7/17/2019 | 101.73   |
| MW9002388  | 5/10/2019 | 41.00    | MW9002997- | 6/12/2019 | 100.00   | MW9003696  | 7/17/2019 | 1,906.25 |
| MW9002390  | 5/10/2019 | 2,156.04 | MW9003005  | 6/13/2019 | 1,838.75 | MW9003697  | 7/17/2019 | 80.75    |
| MW9002395  | 5/10/2019 | 2,467.00 | MW9003009  | 6/13/2019 | 2,638.12 | MW9003738C | 7/19/2019 | 1,940.00 |
| MW9002404  | 5/11/2019 | 81.81    | MW9003019  | 6/14/2019 | 1,753.25 | MW9003770  | 7/21/2019 | 265.00   |
| MW9002434  | 5/13/2019 | 2,182.01 | MW9003026  | 6/14/2019 | 2,471.50 | MW9003774  | 7/21/2019 | 2,476.00 |
| MW9002477  | 5/15/2019 | 643.20   | MW9003038  | 6/15/2019 | 2,648.47 | MW9003775  | 7/21/2019 | 2,660.50 |
| MW9002479  | 5/16/2019 | 84.68    | MW9003044  | 6/15/2019 | 2,803.75 | MW9003781  | 7/22/2019 | 1,398.12 |
| MW9002499C | 5/17/2019 | 485.00   | MW9003057  | 6/15/2019 | 722.81   | MW9003786  | 7/22/2019 | 175.00   |
| MW9002521  | 5/17/2019 | 2,514.25 | MW9003115  | 6/19/2019 | 356.50   | MW9003790  | 7/22/2019 | 2,031.82 |
| MW9002555  | 5/19/2019 | 97.50    | MW9003139  | 6/20/2019 | 2,503.00 | MW9003791  | 7/22/2019 | 150.00   |
| MW9002564  | 5/20/2019 | 465.05   | MW9003146  | 6/20/2019 | 2,437.75 | MW9003793  | 7/22/2019 | 92.07    |
| MW9002571  | 5/20/2019 | 102.33   | MW9003166  | 6/21/2019 | 1,125.38 | MW9003799  | 7/22/2019 | 1,079.40 |
| MW9002585  | 5/21/2019 | 2,343.25 | MW9003181  | 6/22/2019 | 2,080.99 | MW9003801  | 7/23/2019 | 545.74   |
| MW9002600  | 5/22/2019 | 2,343.25 | MW9003182C | 6/22/2019 | 2,839.98 | MW9003806  | 7/23/2019 | 265.00   |
| MW9002605  | 5/22/2019 | 2,442.25 | MW9003200  | 6/23/2019 | 2,426.50 | MW9003835  | 7/24/2019 | 100.00   |
| MW9002615  | 5/22/2019 | 2,062.75 | MW9003221C | 6/24/2019 | 1,935.50 | MW9003868  | 7/26/2019 | 87.55    |
| MW9002633  | 5/23/2019 | 2,852.92 | MW9003230  | 6/25/2019 | 1,769.00 | MW9003888  | 7/27/2019 | 300.00   |
| MW9002638  | 5/23/2019 | 2,788.22 | MW9003236  | 6/25/2019 | 70.00    | MW9003907  | 7/28/2019 | 502.40   |
| MW9002649  | 5/24/2019 | 1,996.25 | MW9003256  | 6/26/2019 | 1,798.75 | MW9003938  | 7/30/2019 | 1,818.50 |
| MW9002673  | 5/25/2019 | 2,343.25 | MW9003278  | 6/27/2019 | 100.52   | MW9003940  | 7/30/2019 | 2,697.64 |
| MW9002701  | 5/27/2019 | 100.00   | MW9003298  | 6/28/2019 | 2,347.75 | MW9003962  | 7/31/2019 | 92.22    |
| MW9002702  | 5/27/2019 | 2,341.00 | MW9003317  | 6/28/2019 | 2,431.00 | MW9003969  | 7/31/2019 | 1,346.54 |
| MW9002731  | 5/29/2019 | 1,825.25 | MW9003339  | 6/30/2019 | 1,913.00 | MW9003971  | 8/1/2019  | 89.81    |
| MW9002748  | 5/30/2019 | 2,437.75 | MW9003341  | 6/30/2019 | 1,886.00 | MW9003976  | 8/1/2019  | 763.73   |
| MW9002753  | 5/30/2019 | 89.43    | MW9003358  | 7/1/2019  | 134.05   | MW9003987  | 8/1/2019  | 754.00   |
| MW9002781  | 6/1/2019  | 2,458.00 | MW9003372- | 7/2/2019  | 1,881.50 | MW9004030  | 8/3/2019  | 91.01    |
| MW9002783  | 6/1/2019  | 2,684.70 | MW9003375  | 7/2/2019  | 2,431.00 | MW9004034  | 8/3/2019  | 1,892.75 |
| MW9002786  | 6/2/2019  | 1,807.25 | MW9003408  | 7/3/2019  | 2,419.75 | MW9004054  | 8/5/2019  | 377.20   |
| MW9002791  | 6/2/2019  | 2,080.99 | MW9003430  | 7/4/2019  | 113.96   | MW9004055  | 8/5/2019  | 107.32   |
| MW9002819  | 6/4/2019  | 2,808.92 | MW9003439  | 7/4/2019  | 78.94    | MW9004070  | 8/6/2019  | 1,671.62 |
| MW9002829- | 6/4/2019  | 514.14   | MW9003462  | 7/6/2019  | 2,478.25 | MW9004095  | 8/7/2019  | 1,793.75 |
| MW9002836  | 6/4/2019  | 87.85    | MW9003474  | 7/6/2019  | 2,505.25 | MW9004099  | 8/7/2019  | 91.16    |
| MW9002841  | 6/4/2019  | 1,915.25 | MW9003476  | 7/7/2019  | 2,491.75 | MW9004101  | 8/7/2019  | 100.37   |
| MW9002846  | 6/5/2019  | 2,860.68 | MW9003503  | 7/8/2019  | 2,698.75 | MW9004106  | 8/8/2019  | 87.55    |
| MW9002864  | 6/5/2019  | 100.67   | MW9003511  | 7/9/2019  | 1,341.45 | MW9004109  | 8/8/2019  | 91.91    |
| MW9002888  | 6/7/2019  | 100.00   | MW9003521  | 7/9/2019  | 2,018.88 | MW9004113  | 8/8/2019  | 2,507.50 |

## Ambulance Accounts Prior to 9/30/2019

| Call No    | Call Date | Amount   | Call No              | Call Date | Amount            |
|------------|-----------|----------|----------------------|-----------|-------------------|
| MW9004143  | 8/10/2019 | 2,383.75 | MW9004712            | 9/9/2019  | 1,604.25          |
| MW9004164  | 8/11/2019 | 75.00    | MW9004740            | 9/11/2019 | 92.22             |
| MW9004192  | 8/13/2019 | 2,324.75 | MW9004747            | 9/11/2019 | 2,620.00          |
| MW9004193  | 8/13/2019 | 438.46   | MW9004786            | 9/13/2019 | 79.24             |
| MW9004203  | 8/13/2019 | 1,734.25 | MW9004801            | 9/13/2019 | 2,883.98          |
| MW9004204  | 8/13/2019 | 100.00   | MW9004830            | 9/15/2019 | 240.00            |
| MW9004229  | 8/15/2019 | 106.86   | MW9004862            | 9/16/2019 | 82.42             |
| MW9004237  | 8/15/2019 | 91.46    | MW9004916            | 9/19/2019 | 175.00            |
| MW9004248  | 8/15/2019 | 1,780.25 | MW9004921            | 9/19/2019 | 240.00            |
| MW9004249  | 8/15/2019 | 88.15    | MW9004933            | 9/20/2019 | 2,016.29          |
| MW9004262  | 8/16/2019 | 2,710.58 | MW9004943            | 9/21/2019 | 2,096.52          |
| MW9004267  | 8/16/2019 | 265.00   | MW9004958            | 9/21/2019 | 91.76             |
| MW9004293  | 8/18/2019 | 100.37   | MW9004971            | 9/23/2019 | 380.35            |
| MW9004295C | 8/18/2019 | 1,787.00 | MW9004974            | 9/23/2019 | 1,748.75          |
| MW9004309  | 8/19/2019 | 95.69    | MW9005002            | 9/24/2019 | 2,446.75          |
| MW9004326  | 8/20/2019 | 76.53    | MW9005012            | 9/25/2019 | 100.00            |
| MW9004331  | 8/20/2019 | 1,852.25 | MW9005029            | 9/25/2019 | 1,849.00          |
| MW9004352  | 8/21/2019 | 2,370.25 | MW9005038            | 9/26/2019 | 102.64            |
| MW9004355  | 8/22/2019 | 97.35    | MW9005050            | 9/26/2019 | 2,289.25          |
| MW9004363  | 8/22/2019 | 265.00   | MW9005063            | 9/27/2019 | 186.10            |
| MW9004364  | 8/22/2019 | 2,442.25 | MW9005076-           | 9/27/2019 | 2,829.63          |
| MW9004367  | 8/22/2019 | 88.30    | MW9005080            | 9/28/2019 | 1,761.33          |
| MW9004410  | 8/24/2019 | 265.00   |                      |           |                   |
| MW9004411  | 8/24/2019 | 1,379.98 |                      |           |                   |
| MW9004436  | 8/25/2019 | 2,264.74 |                      |           |                   |
| MW9004440  | 8/26/2019 | 1,944.50 |                      |           |                   |
| MW9004444  | 8/26/2019 | 80.00    |                      |           |                   |
| MW9004448  | 8/27/2019 | 96.31    |                      |           |                   |
| MW9004454  | 8/27/2019 | 81.06    |                      |           |                   |
| MW9004481  | 8/28/2019 | 2,705.40 |                      |           |                   |
| MW9004491  | 8/28/2019 | 1,820.75 |                      |           |                   |
| MW9004495  | 8/29/2019 | 1,854.50 |                      |           |                   |
| MW9004522  | 8/30/2019 | 2,525.50 |                      |           |                   |
| MW9004535  | 8/30/2019 | 92.07    |                      |           |                   |
| MW9004537  | 8/31/2019 | 80.15    |                      |           |                   |
| MW9004549  | 9/1/2019  | 100.00   |                      |           |                   |
| MW9004563  | 9/2/2019  | 1,877.00 |                      |           |                   |
| MW9004587  | 9/3/2019  | 2,111.47 |                      |           |                   |
| MW9004590  | 9/3/2019  | 265.00   |                      |           |                   |
| MW9004604  | 9/4/2019  | 175.00   |                      |           |                   |
| MW9004633  | 9/5/2019  | 2,280.27 |                      |           |                   |
| MW9004645  | 9/6/2019  | 2,296.00 |                      |           |                   |
| MW9004666  | 9/7/2019  | 98.71    |                      |           |                   |
| MW9004673  | 9/7/2019  | 265.00   |                      |           |                   |
| MW9004691  | 9/8/2019  | 100.37   |                      |           |                   |
| MW9004706C | 9/9/2019  | 485.00   |                      |           |                   |
|            |           |          | <b>Accounts: 482</b> |           | <b>625,287.53</b> |

**CITY COUNCIL STAFF REPORT**

Meeting Date November 22, 2021

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

**REPORT FROM:** Andrea Sindt, City Clerk

**PRESENTER:** Andrea Sindt, City Clerk

**AGENDA ITEM:** Resolution Designating Polling Place Locations for 2022

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

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

**Policy Issue:**

Per Minnesota Statutes 204B.16, by December 31 of each year, designation of a polling place for each precinct must be done by the governing body of each municipality.

**Recommended Action:**

Motion to approve the resolution designating polling place locations for 2022.

**Fiscal Impact:**

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

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

**Strategic Plan Relevance:**

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

The annual designation of polling locations is required by state statute.

**Background**

The designation of polling locations by resolution must be completed by December 31 even though the polling locations will need to be re-established after the redistricting is complete in the spring of 2022.

Certain polling location changes were implemented for the 2021 election and will remain for 2022. First, St Paul Hmong Alliance Church, a gracious host for many years, decided not to hold non-church related events at this time. There are no other options in the area for a polling location and Edgerton Elementary has sufficient parking and space in the gym to serve two precincts. Therefore,

the St Paul Hmong Alliance Church polling location will move to Edgerton Elementary. This will result in Edgerton Elementary being the polling location for both Precinct 1 and Precinct 2.

Another change remaining from 2021 is the Gladstone Fire Station polling location will move to Gladstone Community Center.

Lastly, new in 2022, the Maplewood Middle School polling location will be moved to the newly constructed Justice Alan Page Elementary School on the same site.

### **Attachments**

1. Resolution Designating Polling Locations for 2022

City of Maplewood  
Ramsey County, Minnesota

Resolution Designating Polling Place Locations  
2022 Elections

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

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

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

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

|             |   |
|-------------|---|
| Precinct 1  | Edgerton Elementary School<br>1929 Edgerton Street                          |
| Precinct 2  | Edgerton Elementary School<br>1929 Edgerton Street                          |
| Precinct 3  | Gladstone Community Center<br>1945 Manton Street                            |
| Precinct 4  | Wakefield Park Community Building<br>1860 Hazelwood Street N.               |
| Precinct 5  | Maplewood Community Center/YMCA<br>2100 White Bear Avenue N.                |
| Precinct 6  | Redeeming Love Church<br>2425 White Bear Avenue N.                          |
| Precinct 7  | First Evangelical Free Church<br>2696 Hazelwood Street                      |
| Precinct 8  | Ramsey County Library<br>3025 Southlawn Drive                               |
| Precinct 9  | Justice Alan Page Elementary School<br>2410 Holloway Avenue E.              |
| Precinct 10 | East Metro Regional Public Safety Training Center<br>1881 Century Avenue N. |
| Precinct 11 | Beaver Lake Education Center<br>1060 Sterling Street N.                     |
| Precinct 12 | Carver Elementary School<br>2680 Upper Afton Road E.                        |
| Precinct 13 | Lutheran Church of Peace<br>47 Century Avenue S.                            |

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

AND BE IT FURTHER RESOLVED, that the city clerk is hereby authorized to designate an emergency replacement polling place location meeting the requirements of the Minnesota Election

Law for any polling place location designated in this Resolution when necessary to ensure a safe and secure location for voting;

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

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

Approved by Maplewood City Council on November 22, 2021.

**CITY COUNCIL STAFF REPORT**

Meeting Date November 22, 2021

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

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

**PRESENTER:** Andrea Sindt, City Clerk

**AGENDA ITEM:** Resolution Approving Annual Liquor License Renewals for 2022

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

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

**Policy Issue:**

City issued liquor licenses are due to expire December 31, 2021. City Council approval is required prior to issuance of a new license, valid January 1, 2022 through December 31, 2022.

**Recommended Action:**

Motion to approve the resolution for 2022 annual liquor license renewals for Off-Sale, On-Sale and Wine.

**Fiscal Impact:**

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

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

**Strategic Plan Relevance:**

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

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

**Background**

The licensees in the attached Resolution have been notified of the renewal requirement due on or before December 31, 2021 and are eligible to renew their licenses, contingent upon the receipt of their completed license renewal documentation and required fees.

**Attachments**

1. Resolution for the 2022 Liquor License Renewals

## RESOLUTION 2022 LIQUOR LICENSE RENEWALS

RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, RAMSEY COUNTY, MINNESOTA, that the following Off-Sale, On-Sale and Wine Liquor licenses, having been previously duly issued by this city council, are hereby approved for renewal for one year, effective January 1, 2022, with approvals granted herein subject to satisfactory receipt of renewal documentation with fees submitted and subject to such terms and conditions as previously agreed to or imposed by the city council pursuant to city code section 6-130:

### **Off-Sale 3.2 Beer Licenses**

---

|  |  |
|--|--|
| <i>Cub Foods #30244</i><br>100 County Road B West          | <i>Hy-Vee Fast &amp; Fresh Express</i><br>2521 White Bear Avenue North |
| <i>Cub Foods #31264</i><br>2390 White Bear Avenue North    | <i>Maplewood Holiday #3519</i><br>1285 Cope Avenue East                |
| <i>Holiday Stationstore #480</i><br>1535 Beam Avenue North | <i>Speedway #4022</i><br>1750 White Bear Avenue North                  |
| <i>Hy-Vee</i><br>2501 White Bear Avenue North              | <i>Speedway #4089</i><br>11 Century Avenue South                       |

### **Off-Sale Intoxicating Liquor Licenses**

---

|   |   |
|---|---|
| <i>61 Liquors</i><br>2700 Maplewood Drive North                 | <i>Hy-Vee Wine &amp; Spirits</i><br>2515 White Bear Avenue North, Suite A17 & A18 |
| <i>Big Discount Liquor</i><br>2520 White Bear Avenue North      | <i>Maplewood Liquor</i><br>2950 White Bear Avenue North, Suite 2                  |
| <i>Costco Wholesale #1021</i><br>1431 Beam Avenue East          | <i>Maplewood Liquor 'n Tobacco</i><br>2728 Stillwater Road East                   |
| <i>Cub Discount Liquor</i><br>100 County Road B West            | <i>Merwin Liquors</i><br>1700 Rice Street North, Suite D                          |
| <i>Happy Hours</i><br>2227 White Bear Avenue North              | <i>Party Time Liquor</i><br>1835 Larpenteur Avenue East                           |
| <i>Heritage Liquor</i><br>1347 Frost Avenue East                | <i>Sarrack's International Wine &amp; Spirits</i><br>2305 Stillwater Road East    |
| <i>Hillside Liquor</i><br>1690 McKnight Road North, Suite B & C |   |

### **On-Sale 3.2 Beer Licenses**

---

|  |  |
|--|--|
| <i>Asia Fusion Kitchen</i><br>1700 Rice Street North, Suite G            | <i>Omega Sushi</i><br>3001 White Bear Avenue North, Space 27                 |
| <i>Groceries &amp; Nepali Kitchen</i><br>1700 Rice Street North, Suite J | <i>Taste of India</i><br>1745 Cope Avenue East                               |
| <i>Indian Masala</i><br>27 Century Avenue North                          | <i>Tono Pizzeria + Cheesesteaks</i><br>3088 White Bear Avenue North, Suite B |



**On-Sale Intoxicating Liquor Licenses**

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|   |   |
|---|---|
| <i>5-8 Tavern &amp; Grill</i><br>2289 Minnehaha Avenue East               | <i>Millions Crab</i><br>1745 Beam Avenue  |
| <i>Acapulco Mexican Restaurant</i><br>3069 White Bear Avenue North        | <i>Myth Live</i><br>3090 Southlawn Drive North                                      |
| <i>Bleachers Bar &amp; Grill</i><br>2220 White Bear Avenue North          | <i>Olive Garden Italian Restaurant #1200</i><br>1749 Beam Avenue East               |
| <i>Buffalo Wild Wings #118</i><br>3085 White Bear Avenue North            | <i>Osaka Sushi &amp; Hibachi</i><br>1900 County Road D East, Suite 140              |
| <i>Chili's Grill &amp; Bar</i><br>1800 Beam Avenue East                   | <i>Outback Steakhouse #2412</i><br>1770 Beam Avenue East                            |
| <i>Crooked Pint Ale House</i><br>1734 Adolphus Street North               | <i>Red Lobster Restaurant #0283</i><br>2925 White Bear Avenue North                 |
| <i>Eurest Dining Services</i><br>2350 Minnehaha Avenue East, Building 278 | <i>T.G.I. Friday's #472</i><br>3087 White Bear Avenue North                         |
| <i>Goodrich Golf Course</i><br>1820 North Van Dyke North                  | <i>The Dog House Bar &amp; Grill</i><br>2029 Woodlynn Avenue East                   |
| <i>Johnny Kitchen &amp; Bar</i><br>1900 County Road D East, Suite 135     | <i>Tokyo Sushi – All You Can Eat</i><br>1935 Beam Avenue East, Suite 103            |
| <i>Lancer Food &amp; Beverage</i><br>2166 Maplewood Drive North           | <i>Unison Restaurant &amp; Banquet</i><br>1800 White Bear Avenue North, Suite A & B |
| <i>McCarron's Pub and Grill</i><br>1986 Rice Street North                 |   |

**On-Sale Wine/Strong Beer Licenses**

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|  |  |
|--|--|
| <i>Asia Fusion Kitchen</i><br>1700 Rice Street North, Suite G            | <i>Omega Sushi</i><br>3001 White Bear Avenue North, Space 27                 |
| <i>Groceries &amp; Nepali Kitchen</i><br>1700 Rice Street North, Suite J | <i>Taste of India</i><br>1745 Cope Avenue East                               |
| <i>Indian Masala</i><br>27 Century Avenue North                          | <i>Tono Pizzeria + Cheesesteaks</i><br>3088 White Bear Avenue North, Suite B |

Adopted by the Maplewood City Council on November 22, 2021.

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Elizabeth Hammond, Planner  
**PRESENTER:** Jeff Thomson, Community Development Director  
**AGENDA ITEM:** Conditional Use Permit Review, Dogtopia, 2015 Woodlynn Avenue East

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

**Policy Issue:**

The conditional use permit (CUP) review for Dogtopia located at 2015 Woodlynn Avenue East is due for its annual review.

**Recommended Action:**

Motion to approve the CUP review for Dogtopia located at 2015 Woodlynn Avenue East and review again only if a problem arises or a major change is proposed.

**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.

City ordinance requires conditional use permits be reviewed by the council within one year of the date of initial approval unless such review is waived by council decision. At the one-year review, the council may specify an indefinite term or specific term, not to exceed five years, for subsequent reviews.

**Background**

Dogtopia provides daycare, boarding and spa services for dogs. The CUP allows for an outdoor recreational area which is located behind the building. The outdoor recreational area is approximately 1,000 sq. ft. with artificial turf, and enclosed by a privacy fence eight (8) feet in height. Staff inspected the property and found that the conditions of the CUP have been achieved. Staff does not find any reason to continue reviewing the CUP unless a problem arises or a major site change is proposed.

**Timeline/Previous Actions**

September 14, 2020, the City Council approved a CUP to allow an outdoor play area for a dog daycare on the property.

**Reference Information***Site Description*

Site Size: 3.01 acres  
Existing Land Use: Shopping Center

*Surrounding Land Uses*

North: Sibley Cove Apartments  
South: Plaza 3000 Shopping Center  
East: Birch Glen Apartments  
West: Auto Repair

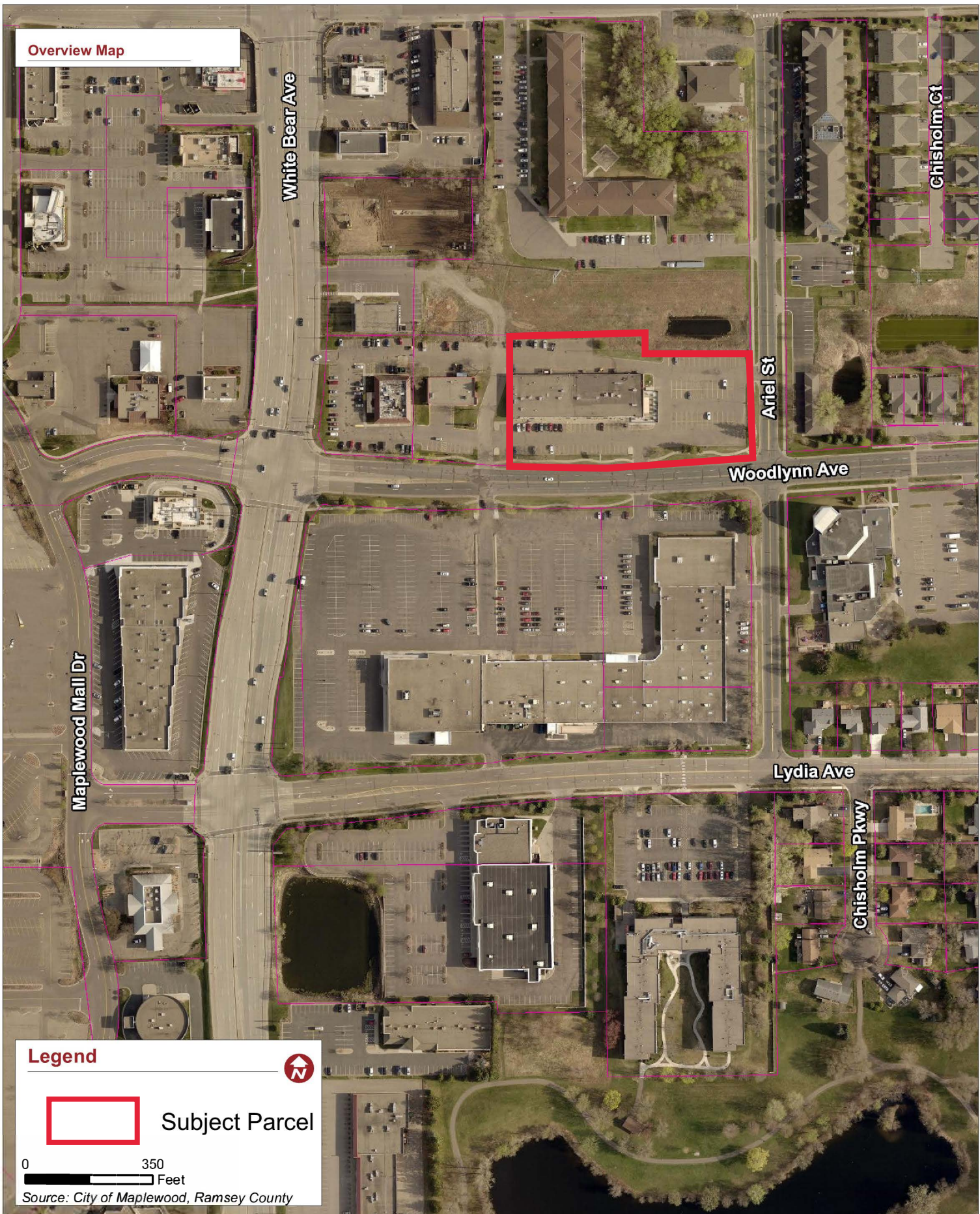
*Planning*

Existing Land Use: Commercial (C)  
Existing Zoning: Shopping Center (SC)

**Attachments**

1. Overview Map
2. Site Plan
3. September 14, 2020 City Council Minutes

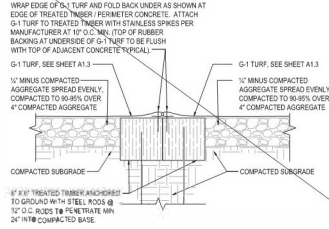




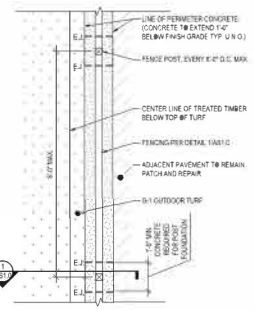


# GENERAL NOTES

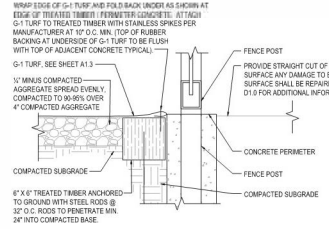
- SITE MODIFICATIONS ARE LIMITED TO OUTDOOR PLAY. NO OTHER EXTERIOR WORK PROPOSED.
- KEY NOTES
- LOCATION OF LEASE LINE
- FENCED IN OUTDOOR PLAY AREA. SEE DETAILS 1-4 AND 1-5.
- MAIN ENTRY DOOR. SEE SHEET A-1 FOR ADDITIONAL INFORMATION.
- ACCESSIBLE PATH OF TRAVEL
- EXISTING CONCRETE SIDEWALK
- EXISTING PARKING STRIPING
- EXISTING CONCRETE RAMP
- NEW 4" BOLLARD
- PERSON SIGN



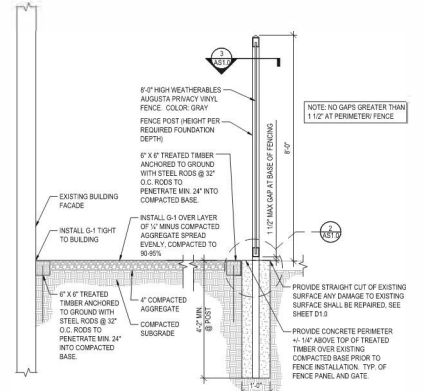
4 TURF SEAM DETAIL  
AS1.0 SCALE: 1-1/2" = 1'-0"



3 PLAY AREA FENCE PLAN  
AS1.0 SCALE: 1/2" = 1'-0"

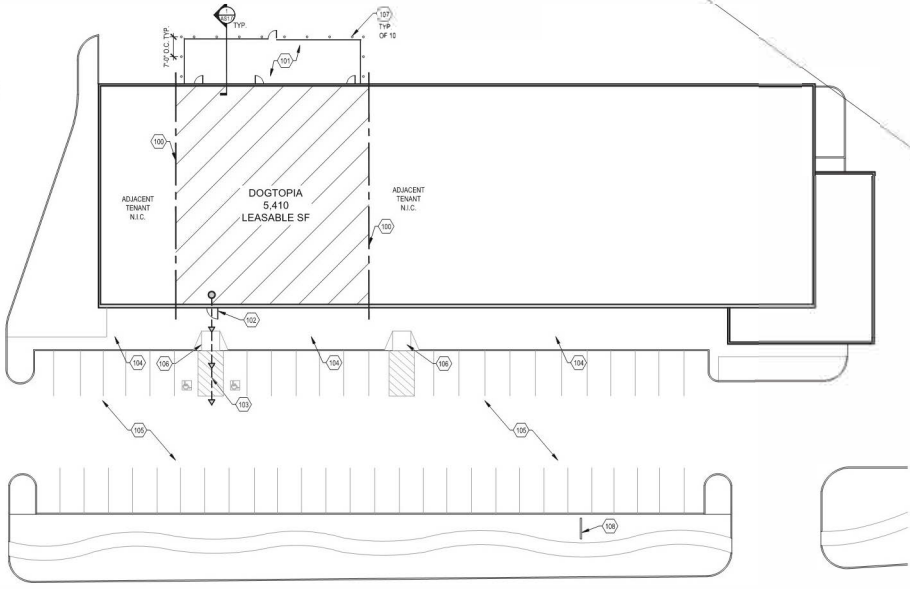


2 TURF PERIMETER DETAIL  
AS1.0 SCALE: 1-1/2" = 1'-0"

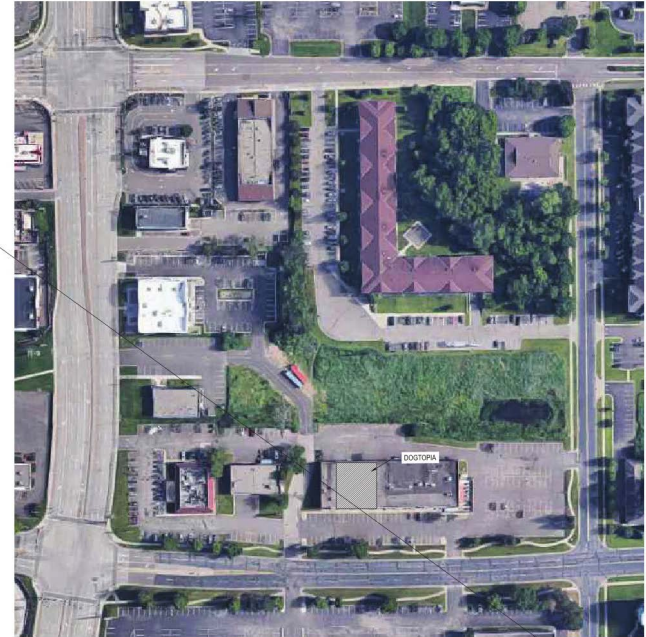


1 PLAY AREA FENCE SECTION  
AS1.0 SCALE: 1/2" = 1'-0"

NOTE: ALTERNATIVE LAYOUTS MUST BE REVIEWED AND APPROVED WITH ADA / DSO



ARCHITECTURAL EXTERIOR PLAN  
SCALE: 1" = 20'



OVERALL SITE PLAN  
NOT TO SCALE  
TRUE NORTH

ANY L. SCHULTZ  
ARCHITECT  
No. 51849  
17710 Dutton Avenue  
Lakewood, Ohio 44107  
Phone (216) 521-5154  
Fax (216) 521-4824  
www.dogtopiainc.com

ARCHITECTS, INC.  
17710 Dutton Avenue  
Lakewood, Ohio 44107  
Phone (216) 521-5154  
Fax (216) 521-4824  
www.dogtopiainc.com

dogtopia

DOGTOPIA

2017 WOODLYN AVENUE  
LAKESIDE, OHIO 44130  
MARLEWOOD, MN 55109

FRANCHISEE

UNITS: 100/110

REVISIONS

| # | DATE | TYPE |
|---|------|------|
| 1 |      |      |
| 2 |      |      |
| 3 |      |      |
| 4 |      |      |
| 5 |      |      |

ARCHITECTURAL  
SITE PLAN

DATE 07/08/20

JOB NO. 19492

AS1.0

SHEET NO.

~~Resolution 20-09-1849~~  
~~EXPRESSING ACCEPTANCE OF AND APPRECIATION OF~~  
~~A DONATION TO THE MAPLEWOOD PUBLIC SAFETY DEPARTMENT~~

~~WHEREAS, Country Financial has presented to the Maplewood Public Safety Department a donation in the amount of \$1500.00; and~~

~~WHEREAS, this donation is intended for the purpose of enhancing department initiatives to benefit the Department and the community; and~~

~~WHEREAS, the Maplewood City Council is appreciative of the donation and commends Country Financial 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 Neblett~~

~~Ayes All, via roll call~~

~~The motion passed.~~

**5. Dogtopia, 2015 Woodlynn Avenue East, Conditional Use Permit Resolution**

Councilmember Juenemann moved to approve the conditional use permit resolution to allow an outdoor play area for a dog daycare at 2015 Woodlynn Avenue East.

Resolution 20-09-1850  
 CONDITIONAL USE PERMIT RESOLUTION

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

Section 1. Background.

1.01 Alissa Bert and Cindy Lang, of Dogtopia, have requested approval of a conditional use permit.

1.02 The property located at 2015 Woodlynn Avenue East is legally described as:

PIN: 022922120011; Part of Section 2, Township 29, Range 22, Ramsey County, Minnesota, described as follows: The East 178.13 ft. of the South 100 ft. of the North 10 acres together with the East 178.13 ft. of the South 10 acres of the North 20 acres of part of the North one-half of the

Northwest quarter of Section 2, Township 29, Range 22, North of the North line of Woodlynn Avenue, and the West 90.31 ft. of the South 33.18 ft. of the North 681.33 ft. and the South 640 ft. of the North 1321.33 ft. of the West 329.31 ft. of the Northeast quarter of Section 2, Township 29, Range 22, lying North of the North line of Woodlynn Avenue.

Section 2. Standards.

2.01 City Ordinance Sections 44-597(1) and 44-597(2) requires a Conditional Use Permit for any recreation use or exterior use.

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

September 14, 2020  
City Council Meeting Minutes

4.01 The City conducted the following review when considering this conditional use permit request.

1. On August 18, 2020, the planning commission held a public hearing. City staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve this resolution.
2. On September 14, 2020, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff.

Section 5. City Council

5.01 The city council hereby approved the resolution. Approval is based on the findings outlined in section 5 of this resolution. Approval is subject to the following conditions:

1. The use of this property shall be limited to the type of operation described in this staff report. Any change in operations will require an amendment to the conditional use permit.
2. Hours of operation for dog pick-ups and drop-offs shall be limited to 7:00 a.m. to 7:00 p.m.
3. Outdoor use of the recreational area shall be limited to the hours of 7 a.m. to 7 p.m.
4. Drop-off and pick-up services shall not block the public right-of-way and shall occur onsite within designated parking spaces.
5. Prior to the issuance of any permits, the applicant must:
  - a. Submit and receive approval for landscaping and grading from the city engineer.
  - b. Submit a detailed plan for the proposed fence and sunshade.
6. Repair all fencing as needed and ensure that the site is tidy at all times.
7. Any exterior improvements will require design approval.
8. All signs require a separate sign permit and must meet city code requirements.
9. The city council shall review this permit in one year.



Seconded by Councilmember Neblett

Ayes – All, via roll call

The motion passed.

**~~6. Land Use Development Agreement with SUSO 4 Mapleridge LP~~**

~~Councilmember Juenemann moved to approve the Land Use Development Agreement with SUSO 4 Mapleridge, LP.~~

~~Seconded by Councilmember Neblett~~

~~Ayes – All, via roll call~~

~~The motion passed.~~

**~~7. Resolution Accepting Assessment Roll and Ordering Assessment Hearing for October 12, 2020, Dennis McClelland Area Street Improvements, City Project 19-10~~**

~~Councilmember Juenemann moved to approve the Resolution Accepting Assessment Roll and Ordering Assessment Hearing, for the Dennis McClelland Area Street Improvements, City Project 19-10.~~

~~Resolution 20-09-1851~~

**~~ACCEPTING ASSESSMENT ROLL AND ORDERING ASSESSMENT HEARING~~**

~~WHEREAS, the Clerk and the City Engineer have, at the direction of the City Council, prepared an assessment roll for the Dennis McClelland Area Street Improvements, City Project 19-10, and the said assessment roll is on file in the office of the City Engineer.~~

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

~~1. A hearing shall be held on the 12<sup>th</sup> day of October 2020, at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.~~

~~2. The City Clerk is hereby directed to cause a notice of hearing on the proposed assessment to be published in the official newspaper, at least two weeks prior to the hearing, and to mail notices to the owner of all property affected by said assessment.~~

~~The notice of hearing shall state the date, time and place of hearing, the general nature of the improvement, the area to be assessed, that the proposed assessment roll is on file with the Clerk and City Engineer and that written or oral objections will be considered.~~

~~Seconded by Councilmember Neblett~~

~~Ayes – All, via roll call~~

~~The motion passed.~~

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Elizabeth Hammond, Planner  
**PRESENTER:** Jeff Thomson, Community Development Director  
**AGENDA ITEM:** Conditional Use Permit Review, Boaters Outlet, 2000 Rice Street

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

**Policy Issue:**

The conditional use permit (CUP) review for Boaters Outlet located at 2000 Rice Street is due for its annual review.

**Recommended Action:**

Motion to approve the CUP review for Boaters Outlet located at 2000 Rice Street and review again only if a problem arises or a major change is proposed.

**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.

City ordinance requires conditional use permits be reviewed by the council within one year of the date of initial approval unless such review is waived by council decision. At the one-year review, the council may specify an indefinite term or specific term, not to exceed five years, for subsequent reviews.

**Background**

Boaters Outlet provides boat storage to its customers over the winter months. The boats are stored on the backside of the property at 2000 Rice Street. The CUP allows for additional storage and staging space on a portion of the adjacent property at 1986 Rice Street. This additional space, which is leased from McCarron's Pub and Grill, is primarily used in fall and spring when the boats come in and leave the property and for additional storage. Staff inspected the property and verified

that the conditions of the CUP have been achieved. Staff does not find any reason to continue reviewing the CUP unless a problem arises or a major site change is proposed.

### **Timeline/Previous Actions**

On May 8, 2017, the City Council approved several land use permits for Boaters Outlet located at 2000 Rice Street, including a conditional use permit for a metal building in the Business Commercial Zoning District, a conditional use permit for the exterior storage of boats, and design review.

On September 28, 2020, the City Council approved a CUP for additional outdoor storage which would be located on the adjacent property 1986 Rice Street. Boater's Outlet leases space from McCarron's Pub and Grill and stores boats in a fenced in area behind the parking lot. The City Council approved a CUP to allow the exterior storage of boats at 1986 Rice Street for the benefit of Boaters Outlet at 2000 Rice Street.

### **Reference Information**

*Site Description*                      Fenced in land behind existing restaurant parking lot.  
*Site Size:*                              8,000 sq. ft. leased area within the 1.43 acre lot.

### **Surrounding Land Uses**

*North:*                                      Boater's Outlet  
*South:*                                      Vacant Lot and Manage A Wetland  
*East:*                                        Rice Street Gardens  
*West:*                                        Rice Street and Galilee Evangelical Lutheran Church

### **Planning**

*Existing Land Use:*                      Mixed-Use Community  
*Existing Zoning:*                        Business Commercial (BC)

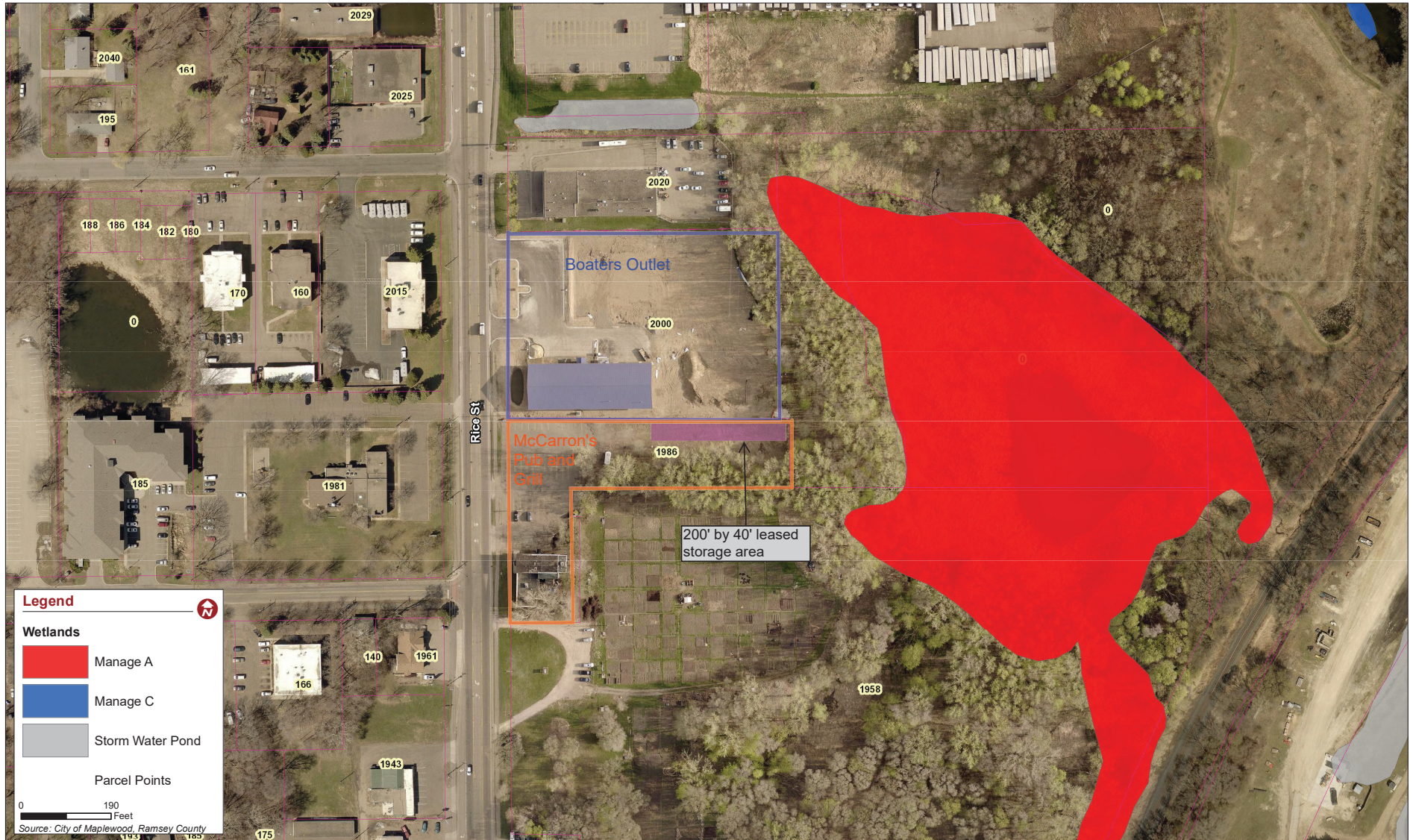
### **Attachments**

1. Overview Map
2. Site Plan
3. Elevation
4. September 28, 2020 City Council Minutes

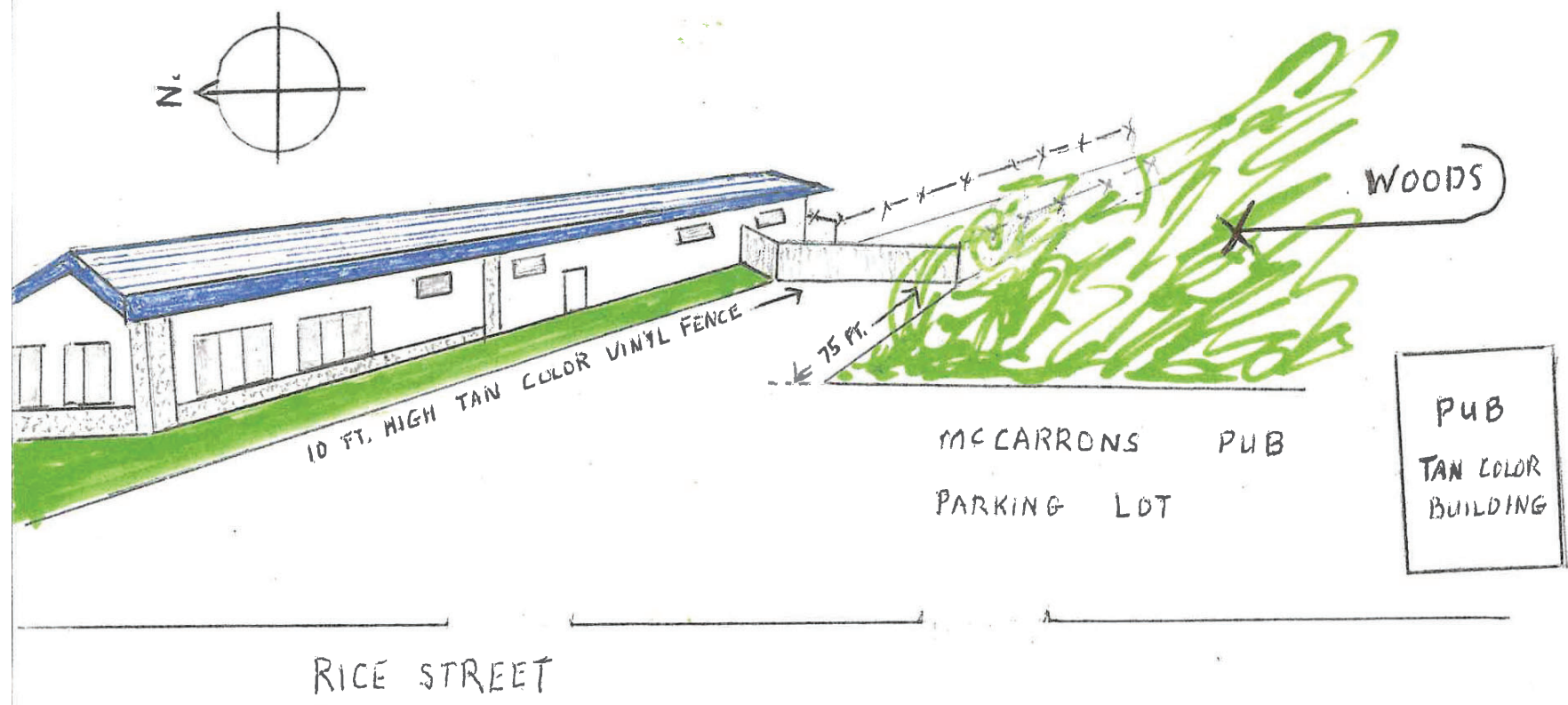












Received August 4, 2020

Elevation

**J. NEW BUSINESS****1. Conditional Use Permit Resolution, Boaters Outlet Exterior Storage, 2000/1986 Rice Street**

Community Development Director Thomson gave the staff report.

Councilmember Knutson moved to approve the resolution for a conditional use permit to allow the exterior storage of boats at 1986 Rice Street for the benefit of Boaters Outlet at 2000 Rice Street.

Resolution 20-09-1864  
CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Glenn Kloskin, owner of Boaters Outlet at 2000 Rice Street, and George Sonnen, owner of McCarron's Pub and Grill at 1986 Rice Street, have applied for a conditional use permit for exterior storage of boats at 1986 Rice Street, for the benefit of Boaters Outlet retail and boat storage facility at 2000 Rice Street;

WHEREAS, Section 44-512 (4) of the Business Commercial district states that a conditional use permit may be granted for exterior storage in the Business Commercial district;

WHEREAS, this permit applies to the property located at 1986 Rice Street.

WHEREAS, the legal description and property identification number of the property is:

That part of the West half of the Northwest Quarter (W 1 /2 of NW 1 /4) of Section 18, Township 29 North, Range 22 West, described as follows: Commencing on the West line thereof at a point 473 feet North of the Southwest corner of said West Half of the Northwest Quarter (W 1 /2 of NW 1 /4); thence East 152 feet; thence North 158 feet; thence West 10 feet; thence North 44 feet; thence West 142 feet; thence South 202 feet to the place of beginning; also commencing at a point on the West line of said West half of the Northwest Quarter (W 1 /2 of NW 1 /4) 675 Feet North of the Southwest corner thereof; thence East 470 feet; thence North 100 feet; thence West 470 feet; thence South 100 feet to the point of beginning, Ramsey County, Minnesota

PIN 182922230009

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

1. On September 15, 2020, the Planning Commission held a public hearing. The City staff published a notice in the paper and sent notices to the surrounding property owners. The Planning Commission gave everyone at the hearing a chance to speak and present written statements. The Planning Commission also considered the reports and recommendations of City staff. The Planning Commission recommended that the City Council approve this permit.

2. On September 28, 2020, the City Council considered reports and recommendations of City staff and the Planning Commission.

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

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

Approval is subject to the following conditions:

1. All construction shall follow the site plan date-stamped August 4, 2020, approved by the City. Staff may approve minor changes.
2. This permit allows Boaters Outlet to use an 8,000 square foot area at 1986 Rice Street for the storage of boats for their retail boat sales and storage business at 2000 Rice Street.
3. Prior to use of the leased storage area, the applicant must obtain the following:
  - a. Fence permit.
  - b. Grading permit.
  - c. Watershed district permit.
4. The proposed use must be substantially started within one year of City Council



approval or the permit shall become null and void. The City Council may extend this deadline for one year.

5. The City Council shall review this permit in one year.

Seconded by Councilmember Juenemann

Ayes – All, via roll call

The motion passed.

**~~2. Zoning Map Amendment Ordinance, Single Dwelling Residential (R-1) to Double Dwelling Residential (R-2), 680 Viking Drive~~**

~~Community Development Director Thomson gave the staff report.~~

~~Councilmember Neblett moved to approve the zoning map amendment ordinance for the property at 680 Viking Drive from single dwelling residential (R-1) to double dwelling residential (R-2).~~

~~Ordinance 1015~~

~~A ZONING MAP ORDINANCE AMENDMENT REZONING THE PROPERTY AT 680 VIKING DRIVE FROM R1, SINGLE DWELLING RESIDENCE DISTRICT, TO R2, DOUBLE DWELLING RESIDENCE DISTRICT~~

~~The Maplewood City Council ordains as follows:~~

~~Section 1:~~

- ~~1.1 The property at 680 Viking Drive is hereby rezoned from R1, single dwelling residence district, to R2, Double Dwelling Residence District.~~
- ~~1.2 The property is legally described as W 75 FT OF E 229.76 FT MOL OF N 487.37 FT MOL OF SW 1/4 OF SE 1/4 (SUBJ TO HWY & ESMTS) IN SEC 8 TN 29 RN 22~~
- ~~1.3 The property identification number for the lot is: 082922430037~~

~~Section 2:~~

- ~~2.1 This ordinance is based on the following findings:~~
  - ~~1. The proposed change is consistent with the spirit, purpose and intent of the City's Double Dwelling (R2) Zoning District.~~
  - ~~2. The proposed change will not substantially injure or detract from the use of neighboring property 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. The proposed change will serve the best interests and conveniences of the community, where applicable, and the public welfare.~~
  - ~~4. The proposed change will allow for the logical, efficient, and economical extension of public services and facilities, such as public water, sewers, police and fire protection and schools.~~

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

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

**REPORT FROM:** Elizabeth Hammond, Planner

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

**AGENDA ITEM:** Conditional Use Permit Review, TGK Automotive Service, 2545 Conway Avenue East

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

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

**Policy Issue:**

The conditional use permit (CUP) review for TGK Automotive Service located at 2545 Conway Avenue East is due for its annual review.

**Recommended Action:**

Motion to approve the CUP review for TGK Automotive Service located at 2545 Conway and review again only if a problem arises or a major change is proposed.

**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.

City ordinance requires conditional use permits be reviewed by the council within one year of the date of initial approval unless such review is waived by council decision. At the one-year review, the council may specify an indefinite term or specific term, not to exceed five years, for subsequent reviews.

**Background**

TGK Automotive Service provides motor vehicle maintenance and repair services on the subject property. The CUP allows for the motor vehicle maintenance garage to operate within the business commercial (BC) zoning district. Staff inspected the property and verified that the conditions of the CUP have been achieved. Staff does not find any reason to continue reviewing the CUP unless a problem arises or a major site change is proposed.

**Timeline/Previous Actions**

On October 14, 2019, the City Council approved the CUP to allow for a 1,952 square foot building addition to the existing automotive service building.

On October 12, 2020, the City Council reviewed the CUP and moved to review the CUP again in one year.

**Reference Information***Site Description*

Site Size: 0.58 Acres

*Surrounding Land Uses*

North: 3M Company  
 South: Conway Avenue and 3M Company  
 East: Qwest  
 West: 3M Company

*Planning*

Existing Land Use: Commercial (C)  
 Existing Zoning: Business Commercial (BC)

**Attachments**

1. Overview Map
2. Site Plan
3. Elevations
4. October 14, 2019 City Council Minutes







**TGK AUTOMOTIVE SPECIALISTS - ADDITION**  
2545 CONWAY AVE E,  
NAPLEWOOD, MN 55119

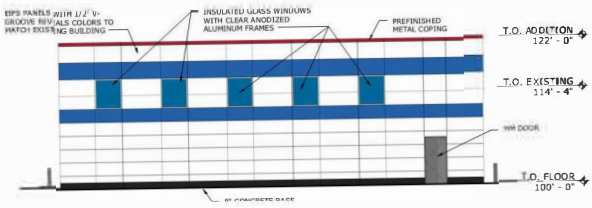
## A2



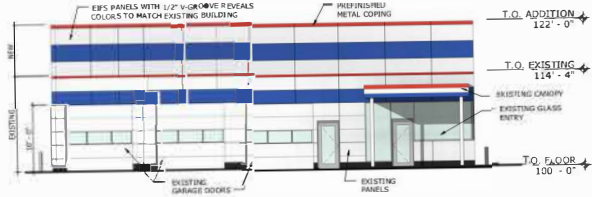
CONWAY AVE



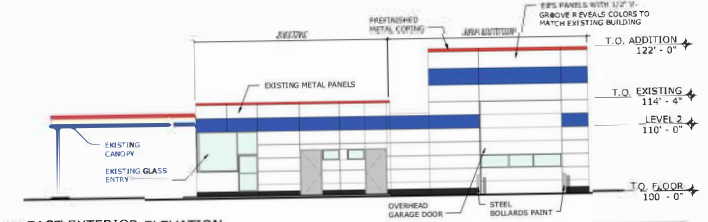
1. ACCESSIBLE PARKING SIGNAGE  
1" = 1'-0"



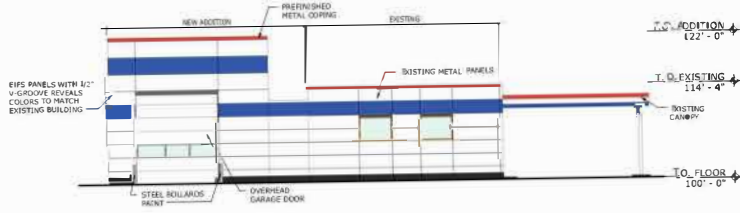
1 NORTH EXTERIOR ELEVATION  
1/8" = 1'-0"



2 SOUTH EXTERIOR ELEVATION  
1/8" = 1'-0"



3 EAST EXTERIOR ELEVATION  
1/8" = 1'-0"



4 WEST EXTERIOR ELEVATION  
1/8" = 1'-0"

**KOMA**  
ARCHITECTS & ENGINEERS PLLC  
1111 CONWAY AVE. SUITE 200  
MINNEAPOLIS, MN 55419  
TEL: 612.338.1111 FAX: 612.338.1112  
WWW.KOMAA.COM

NO PORTION OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF KOMA ARCHITECTS & ENGINEERS PLLC.

DESIGNED BY: S.B.  
DRAWN BY: S.B.  
CHECKED BY: S.B.  
DATE: 8/27/2019

EXTERIOR ELEVATIONS

|             |           |
|-------------|-----------|
| PROJECT:    | 18039     |
| DRAWN BY:   | S.B.      |
| CHECKED BY: | STI       |
| DATE:       | 8/27/2019 |
| REVISIONS:  |           |

CUP  
APPLICATION

**A5**

TGK AUTOMOTIVE SPECIALISTS - ADDITION  
2545 CONWAY AVE. E.  
MAPLEWOOD, MN 55119

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, October 14, 2019  
City Hall, Council Chambers  
Meeting No. 19-19

**G. CONSENT AGENDA**

- 13. TGK Automotive Service, 2545 Conway Avenue East**
- a. Conditional Use Permit Resolution**
  - b. Setback Variance Resolution**
  - c. Design Review**

Councilmember Juenemann moved to approve the conditional use permit resolution for a motor vehicle maintenance garage at 2545 Conway Avenue East which is within the business commercial zoning district.

Resolution 19-10-37  
Conditional Use Permit Resolution

WHEREAS, TGK Automotive Specialists, owner of the property located at 2545 Conway Avenue East, has applied for a conditional use permit for its motor vehicle maintenance garage within the Business Commercial (BC) district.

WHEREAS, this permit applies to the property located at 2545 Conway Avenue East. The legal description of the property is:

The South 205 feet of the West 188.84 feet of the South 2/3 of  
the West 1/2 of the East 3/4 of the Southwest 1/4 of the  
Northeast 1/4 of Section 36, Township 29, Range 22, Ramsey  
County, Minnesota

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

1. On September 17, 2019, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review 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 conditional use permit.
2. On October 14, 2019, the city council discussed the conditional use permit. They considered reports and recommendations from the planning commission and city staff.

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

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

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.
2. The proposed construction must be started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The property owner shall not park on the grass or landscaped areas.
5. All activity shall be confined to the site. There shall be no loading or unloading of vehicles on the street rights-of-way. All employees must park within the site. No employee parking is allowed on any nearby public streets.
6. The motor vehicle maintenance garage shall not store damaged vehicles on the site except in the building.



7. The motor vehicle maintenance garage shall not store any tires, vehicle parts, garbage, trash, waste materials or other debris outside. All such storage must be inside the building or in approved enclosure.
8. The motor vehicle maintenance garage shall ensure that all vehicle repair, assembly, disassembly and maintenance is done within the enclosed building.
9. The site shall install needed security lighting and cameras.
10. Comply with all city ordinance requirements for signage and parking.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

Councilmember Juenemann moved to approve the setback variance resolution for a motor vehicle maintenance garage at 2545 Conway Avenue East which allows a 48-foot variance from the city's setback requirements.

Resolution 19-10-38  
Setback Variance Resolution

WHEREAS, TKG Automotive Specialists, owner of the property located at 2545 Conway Avenue East, has, applied for a 48-foot setback variance to build an addition to its motor vehicle maintenance garage building near residential properties the city has planned for residential use. The property is setback 302 feet from the nearest residential property line.

WHEREAS, Section 44-512(8)(c) requires motor vehicle maintenance garages be setback 350 feet of any property that the city is planning for residential use.

WHEREAS, the applicant's property is setback 302 feet from property that the city is planning for residential use.

WHEREAS, this variance applies to the property located at 2545 Conway Avenue East. The legal description of the property is:

The South 205 feet of the West 188.84 feet of the South 2/3 of the West 1/2 of the East 3/4 of the Southwest 1/4 of the Northeast 1/4 of Section 36, Township 29, Range 22, Ramsey County, Minnesota

WHEREAS, the history of this variance is as follows:

1. On September 17, 2019, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review 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 variance.

2. On October 14, 2019, the city council discussed the variance. They considered reports and recommendations from the planning commission and city staff.

NOW, THEREFORE, BE IT RESOLVED that the city council approved the above described variance for the following reasons:

1. The proposed use would be in harmony with the general purposes and intent of the zoning ordinance since this property has been used as a motor vehicle maintenance garage for 57 years.
2. The existing and future use of the property is consistent with the commercial classification of the Maplewood Comprehensive Plan.
3. The applicant is proposing to use the property in a reasonable manner that would otherwise not be permitted by the city's requirement that motor vehicle maintenance garages be setback 350 foot from properties the city has planned for residential.
4. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the setback requirement stipulated by the ordinance would prohibit the addition to the motor vehicle maintenance garages on this site.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

Councilmember Juenemann moved to approve the design plans date-stamped September 4, 2019 for the 1,952 square foot building addition to the site located at 2545 Conway Avenue East. Approval is subject to the applicant doing the following:

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. All requirements of the fire marshal and building official must be met.
3. Meet all requirements in the engineering report, dated September 4, 2019.
4. Prior to the issuance of a building permit, the applicant shall submit for staff approval a revised site plan showing all non-accessible parking spaces being at least nine feet, six inches in width.
5. Prior to the issuance of a building permit, the applicant shall provide the city with cash escrow or an irrevocable letter of credit for the exterior site improvements. Staff shall determine the dollar amount of the escrow.
6. All work shall follow the approved plans. The director of community development may approve minor changes.
7. The applicant shall fix the existing light standards.
8. The existing damaged panels shall be fixed on the south side of the building.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Elizabeth Hammond, Planner  
**PRESENTER:** Jeff Thomson, Community Development Director  
**AGENDA ITEM:** Conditional Use Permit Review, CarMax, 1325 Beam Avenue

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

**Policy Issue:**

The conditional use permit (CUP) review for CarMax located at 1325 Beam Avenue is due for its annual review.

**Recommended Action:**

Motion to approve the CUP review for CarMax located at 1325 Beam Avenue and review again only if a problem arises or a major change is proposed.

**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.

City ordinance requires conditional use permits be reviewed by the council within one year of the date of initial approval unless such review is waived by council decision. At the one-year review, the council may specify an indefinite term or specific term, not to exceed five years, for subsequent reviews.

**Background**

CarMax Automobile Dealership was completed in 2015 and a certificate of occupancy issued in July 2015. The car dealership site has been well maintained. However, the one area staff has been working with CarMax on is the maintenance of the native plants in the infiltration basins within the wetland buffer. The three-year maintenance agreement required that CarMax maintain the plantings until they became established. CarMax had missed a few years of maintenance and the wetland buffer became full of weeds.

Since the City Council's last review in 2019 the wetland buffer plantings have been replanted and are being well maintained. CarMax has hired a specialized stormwater management landscape company to maintain the infiltration basin native plants in the wetland buffer moving forward. Staff inspected the property and found that the conditions of the CUP have been achieved. Staff does not find any reason to continue reviewing the CUP unless a problem arises or a major site change is proposed.

### **Timeline/Previous Actions**

December 12, 2006, the community design review board (CDRB) recommended approval of the CarMax plans.

December 18, 2006, the City Council approved a CUP for a Planned Unit Development (PUD), Including the preliminary plat and the design plans. The council also adopted a resolution ordering the public improvements for the Mogren Retail Addition, which was then called the CarMax/Mogren Addition.

January 9, 2007, the CDRB reviewed and approved revisions to the building elevations.

February 12, 2007, The City Council approved the final plat.

January 14, 2008, March 9, 2009, March 8, 2010, February 28, 2011, February 27, 2012, February 25, 2013, March 24, 2014, March 23, 2015, April 11, 2016, April 14, 2017, March 26, 2018, April 22, 2019 and July 13, 2020, The City Council reviewed the CUP for this PUD and moved to review this permit again in one year.

### **Reference Information**

#### *Site Description*

Site Size: 12.40 acres  
Existing Land Use: Auto Dealership

#### *Surrounding Land Uses*

North: Auto Dealership  
South: Manage A Wetland  
East: Manage A Wetland  
West: Highway 61

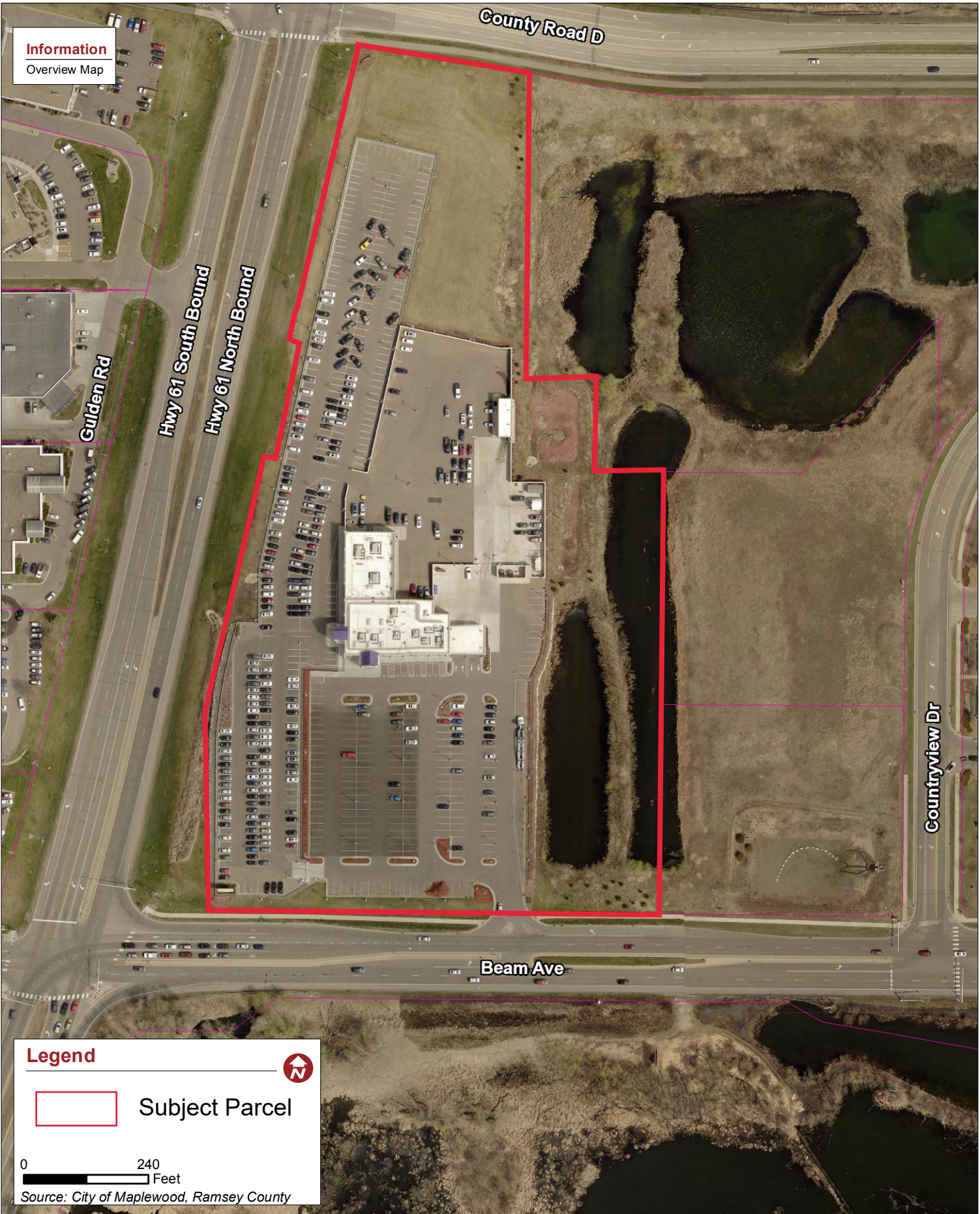
#### *Planning*

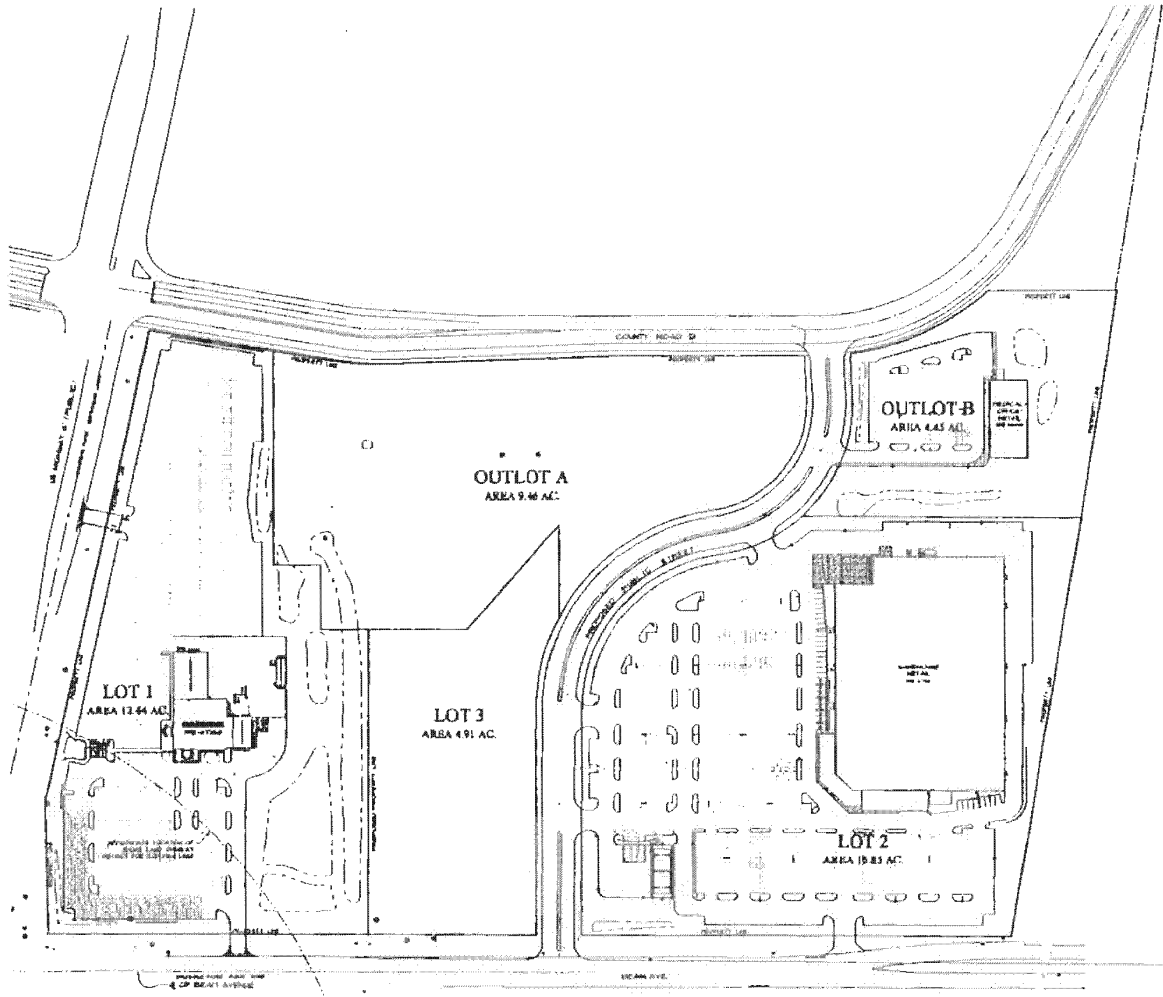
Existing Land Use: Commercial (C)  
Existing Zoning: Planned Unit Development (PUD)

### **Attachments**

1. Overview Map
2. Site Plan
3. Landscape Plan
4. December 18, 2006 City Council Minutes







# ENTIRE PROJECT SITE PLAN

**GENERAL NOTES**

1. EXISTING UTILITIES SHOWN ON THE PLAN ARE FOR INFORMATION ONLY. THE LOCATION AND DEPTH OF UTILITIES SHALL BE DETERMINED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
4. THE CONTRACTOR SHALL MAINTAIN THE EXISTING CURBS AND GUTTERS THROUGHOUT THE PROJECT.
5. THE CONTRACTOR SHALL MAINTAIN THE EXISTING PAVEMENT THROUGHOUT THE PROJECT.
6. THE CONTRACTOR SHALL MAINTAIN THE EXISTING UTILITIES THROUGHOUT THE PROJECT.
7. THE CONTRACTOR SHALL MAINTAIN THE EXISTING TREES THROUGHOUT THE PROJECT.
8. THE CONTRACTOR SHALL MAINTAIN THE EXISTING LANDSCAPE THROUGHOUT THE PROJECT.
9. THE CONTRACTOR SHALL MAINTAIN THE EXISTING FENCES THROUGHOUT THE PROJECT.
10. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIGNAGE THROUGHOUT THE PROJECT.

**SITE PLAN NOTES**

1. EXISTING UTILITIES SHOWN ON THE PLAN ARE FOR INFORMATION ONLY. THE LOCATION AND DEPTH OF UTILITIES SHALL BE DETERMINED BY THE CONTRACTOR PRIOR TO CONSTRUCTION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.
4. THE CONTRACTOR SHALL MAINTAIN THE EXISTING CURBS AND GUTTERS THROUGHOUT THE PROJECT.
5. THE CONTRACTOR SHALL MAINTAIN THE EXISTING PAVEMENT THROUGHOUT THE PROJECT.
6. THE CONTRACTOR SHALL MAINTAIN THE EXISTING UTILITIES THROUGHOUT THE PROJECT.
7. THE CONTRACTOR SHALL MAINTAIN THE EXISTING TREES THROUGHOUT THE PROJECT.
8. THE CONTRACTOR SHALL MAINTAIN THE EXISTING LANDSCAPE THROUGHOUT THE PROJECT.
9. THE CONTRACTOR SHALL MAINTAIN THE EXISTING FENCES THROUGHOUT THE PROJECT.
10. THE CONTRACTOR SHALL MAINTAIN THE EXISTING SIGNAGE THROUGHOUT THE PROJECT.

**NPDES AREA SUMMARY**

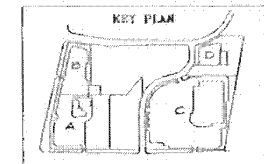
| AREA     | NPDES AREA | NPDES AREA | NPDES AREA |
|----------|------------|------------|------------|
| LOT 1    | 12.64 AC   | 12.64 AC   | 12.64 AC   |
| LOT 2    | 19.83 AC   | 19.83 AC   | 19.83 AC   |
| LOT 3    | 4.91 AC    | 4.91 AC    | 4.91 AC    |
| OUTLOT A | 9.46 AC    | 9.46 AC    | 9.46 AC    |
| OUTLOT B | 4.43 AC    | 4.43 AC    | 4.43 AC    |

**AREA SUMMARY**

| AREA     | AREA     | AREA     | AREA     |
|----------|----------|----------|----------|
| LOT 1    | 12.64 AC | 12.64 AC | 12.64 AC |
| LOT 2    | 19.83 AC | 19.83 AC | 19.83 AC |
| LOT 3    | 4.91 AC  | 4.91 AC  | 4.91 AC  |
| OUTLOT A | 9.46 AC  | 9.46 AC  | 9.46 AC  |
| OUTLOT B | 4.43 AC  | 4.43 AC  | 4.43 AC  |

**STORE LAND AREA SUMMARY**

| AREA     | AREA     | AREA     | AREA     |
|----------|----------|----------|----------|
| LOT 1    | 12.64 AC | 12.64 AC | 12.64 AC |
| LOT 2    | 19.83 AC | 19.83 AC | 19.83 AC |
| LOT 3    | 4.91 AC  | 4.91 AC  | 4.91 AC  |
| OUTLOT A | 9.46 AC  | 9.46 AC  | 9.46 AC  |
| OUTLOT B | 4.43 AC  | 4.43 AC  | 4.43 AC  |

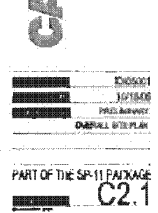
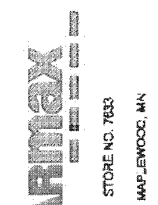


**CITY SHEET INDEX**

| SHEET | DESCRIPTION |
|-------|-------------|
| 1     | LOT 1       |
| 2     | LOT 2       |
| 3     | LOT 3       |
| 4     | OUTLOT A    |
| 5     | OUTLOT B    |

**RELEASE FOR CONSTRUCTION**

| DATE     | DESCRIPTION              |
|----------|--------------------------|
| 1/1/2020 | RELEASE FOR CONSTRUCTION |







**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, December 18, 2006  
Council Chambers, City Hall  
Meeting No. 06-34

**CONDITIONAL USE PERMIT RESOLUTION 06-12-156**  
**FOR A PLANNED UNIT DEVELOPMENT**

WHEREAS, CarMax and Bruce Mogren applied for a conditional use permit for a planned unit development to develop a CarMax used-car dealership on the former Country View Golf Course property;

WHEREAS, this permit applies to the northeast corner of Beam Avenue and Highway 61. The legal description is:

Lot 1, CarMax/Mogren Addition

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

1. On December 5, 2006, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review 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 conditional use permit.
2. The city council reviewed this request on December 18, 2006. The council considered the reports and recommendations of the city staff and planning commission.

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

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



5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. The development shall follow the plans date-stamped October 20, 2006, except where the city requires changes. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. This approval permits the development of the CarMax site subject to the conditions of the city council. The future development sites are not approved at this time. The developers of these sites must submit all necessary applications and materials for evaluation of those plans as required by the city ordinance.
5. If the watershed district allows their twin drainage pipes to be relocated above grade as an open channel, the PUD shall also require that all developments within the CarMax/Mogren Addition actively and regularly pick up all litter from their parking lots to keep debris from entering this open channel.
6. The applicants shall comply with the requirements in the Engineering Plan Review dated November 21, 2006, by Erin Laberee and Michael Thompson.
7. The applicants shall also comply with the requirements listed in these plan-review reports as follows:
  - The Drainage and Wetland Report by DuWayne Konewko dated November 22, 2006.
  - The wetland and rainwater garden landscaping comments by Ginny Gaynor dated November 22, 2006.

- The watershed district comments by Tina Carstens dated November 21, 2006.
8. The outdoor vehicle storage area is allowed. The outward-facing façade of the screening wall shall be brick to match the building.
  9. The pervious paving method proposed within the shoreland boundary area shall meet the requirements of the shoreland ordinance. This shall be subject to the approval of the city engineer.
  10. Vehicle transports shall not use public right-of-way for loading or unloading.
  11. The site plan shall be revised for the city engineer's approval relocating the Highway 61 driveway to the north at County Road D. This driveway shall be located as far east as possible. This driveway shall remain gated at all times except when needed for vehicle test drives which is its proposed and permitted use.
  12. The dealership shall not store any materials or supplies on the outside of the building, except for what they store in the dumpster enclosure.
  13. The dealership shall only park vehicles on designated paved surfaces.
  14. The applicants shall obtain any required permits from the Ramsey Washington Metro Watershed District, Ramsey County and the State of Minnesota and meet the requirements of those agencies.
  15. The site plan shall be revised to move the driveway on Beam Avenue as far to the east as possible. This revision shall be subject to the approval of the city engineer.
  16. The city engineer shall get the necessary approvals for wetland mitigation from the watershed district as part of the public improvements needed for this subdivision and development as stated in the report by DuWayne Konewko, Environmental Management Specialist.
  17. All buildings, paving, unneeded utilities, etc. within the proposed subdivision shall be demolished and removed from the site by the applicants.
  18. The applicants shall provide all development agreements, maintenance agreements and escrows required by the city. These agreements shall be executed and escrows paid before the issuance of building permits.

Seconded by Councilmember Cave

Ayes-All

Councilmember Hjelle moved to approve the preliminary plat for the CarMax/Mogren Addition, subject to the following conditions:

1. Signing of the following agreements with the city:

- A maintenance agreement, prepared by the city, for the rainwater gardens, ponds and sumps. The project plans shall clearly point out the maintenance access route to each garden, pond and basin. The developer/owner of the property will be responsible for all such maintenance.
  - A development agreement with the city for the construction of the public road within the development site that will connect Beam Avenue to County Road D.
2. Revising the plat to rename all Outlot B with a lot and block number.
  3. The applicants shall dedicate any easements that the city may require for drainage and utility purposes.
  4. The name of the street shall be subject to the approval of the city's public safety staff and city engineer.
  5. The applicants shall pay the city escrow for any documents, easements and agreements that the city engineer may require that may not be ready by the time of plat signing.
  6. The applicants shall comply with the requirements in the Engineering Plan Review dated November 21, 2006, by Erin Laberee and Michael Thompson.
  7. The applicants shall also comply with the requirements listed in these plan-review reports as follows:
    - The Drainage and Wetland Report by DuWayne Konewko dated November 22, 2006.
    - The wetland and rainwater garden landscaping comments by Ginny Gaynor dated November 22, 2006.
    - The watershed district comments by Tina Carstens dated November 21, 2006.

Seconded by Councilmember Cave

Ayes-All

Councilmember Rossbach moved to direct the applicant provide a three dimensional cad drawing of the building elevations for submission to the Design Review Board for their approval based upon previous suggestions by the board and city staff.

Seconded by Councilmember Cave

Ayes-All

Councilmember Hjelle moved to adopt the following resolution ordering improvement after a public hearing for the proposed public improvements for the CarMax/Mogren Addition Improvements:



**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

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

**REPORT FROM:** Brian Bierdeman, Public Safety Director

**PRESENTER:** Brian Bierdeman, Public Safety Director

**AGENDA ITEM:** Agreement with City of St. Paul and Acceptance of Department of Public Safety Grant Money for 2022 "Toward Zero Deaths (TZD) Enforcement"

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

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

**Policy Issue:**

City Council approval is requested to sign the agreement and accept the grant money.

**Recommended Action:**

Motion to approve the agreement with City of St. Paul and accept the Department of Public Safety grant money for 2022 "Toward Zero Deaths (TZD) Enforcement".

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$30,156.00.

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

**Strategic Plan Relevance:**

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

City Council approval is required to sign the agreement.

**Background**

The Maplewood Police Department, as part of a 2022 "Toward Zero Deaths (TZD) Enforcement" grant through the Minnesota Department of Public Safety, will be receiving \$30,156.00 to assist in the funding of targeted traffic safety enforcement activities, such as of DWI, seatbelt, speed, 'move over' law, and distracted driving offenses. The St. Paul Police Department has taken on the administrative responsibilities for this grant, so there will be no administrative expenses for the City of Maplewood. The grant begins October 1, 2021 and will be completed on September 30, 2022.

**Attachments**

1. Agreement with City of St. Paul
2. MN Department of Public Safety Grant Agreement
3. Grant Budget Breakdown by Agency

**Agreement  
Between the City of Saint Paul and City of Maplewood**

THIS AGREEMENT, made and entered into this 22<sup>nd</sup> day of November, 2021, is by and between the City of Saint Paul, Minnesota, a municipal corporation under the laws of the State of Minnesota, hereinafter referred to as “**City**” and City of Maplewood, a political subdivision of the State of Minnesota, hereinafter referred to as “**Provider.**”

The City and Provider, in consideration of the mutual terms and conditions, promises, covenants, and payments hereinafter set forth, agree as follows:

**SECTION 1: Scope of Services.**

A. Provider agrees to provide services or perform activities as related to its individual entity as described in the attached state grant award (Attachment A) and agrees to comply with all special conditions, financial reporting, and other requirements as detailed in Attachment A.

**SECTION 2: Time for Completion.**

A. The services described in Section 1 shall be commenced on October 1, 2021 and will be completed in accordance with the schedule mutually agreed upon with the City through September 30, 2022.

B. Provider shall not proceed with any task outside of the grant award without specific authorization from the Project Manager designated by the City.

C. There will be no extension of this contract beyond the date outlined above.

**SECTION 3: Billings, Payment and Reporting.**

A. For the Provider’s faithful performance of this Agreement, the City hereby agrees to compensate the Provider in the amounts and according to the provisions of Attachment A. Total payments to the Provider shall not exceed \$30,156.00.

B. The above amounts shall fully compensate the Provider for all costs. No claim for services and/or costs provided by the Provider, not specifically provided for in this Agreement will be honored by the City.

C. The Provider shall submit an itemized invoice as well as detailed backup documents to the City on a quarterly basis. The Provider will be provided with the deadline for submitting the detailed backup after the grant reporting deadlines have been finalized. The Provider shall submit the detailed backup within the budget categories as detailed on Attachment B. Upon receipt of the invoice and verification of the charges by the Project Manager, payment shall be made by the City to Provider within thirty (30) days of the City receiving payment or reimbursement from the State of Minnesota for services provided under this Agreement.

D. Provider shall submit programmatic reporting as requested by the fiscal agent, City of Saint Paul, on a quarterly basis. No payments shall be made to Provider without programmatic reports completed by the due date.

E. In the event the Provider fails to comply with any terms or conditions of the Agreement or grant award (see Attachment A) or to provide in any manner the work or services as agreed to herein, the City reserves the right to withhold any payment until the City is satisfied that corrective action has been taken or completed. This option is in addition to and not in lieu of the City's right to termination as provided in other sections of this Agreement.

#### **SECTION 4: Project Management.**

A. The City requires the Provider to assign specific individuals as principal project members and to assure that the major work and coordination will remain the responsibility of this individual during the term of the Agreement. Removal of any principal project member without replacement by equally qualified individual or without the prior written approval of the City is grounds for termination of the Agreement by the City. Provider's principal project member is:

Lieutenant Michael Dugas  
Maplewood Police Department  
1830 County Road B East  
Maplewood, MN 55109

B. The Provider has designated Michael Dugas, Police Lieutenant, as the Project Manager for this Agreement, and the individual to whom all communications pertaining to the Agreement shall be released. The Project Manager shall have the authority to transmit instructions, receive information, authorize amendments or changes to the Agreement, and interpret and define the Provider's policies and decisions pertinent to the work covered by this Agreement.

#### **SECTION 5: City Responsibilities.**

A. City agrees to provide the Provider with access to any information from City documents, staff, and other sources needed by the Provider to complete the work described herein.

#### **SECTION 6: Work Products, Records, Dissemination of Information.**

A. For purposes of this Agreement, the following words and phrases shall have the meanings set forth in this section, except where the context clearly indicates that a different meaning is intended.

*"Work product"* shall mean any report, recommendation, paper, presentation, drawing, demonstration, or other materials, whether in written, electronic, or other format that results from the Provider's services under this Agreement.

*"Supporting documentation"* shall mean any surveys, questionnaires, notes, research, papers, analyses, whether in written, electronic, or in other form, belonging to the Provider and pertaining to work performed under this Agreement.

*"Business records"* shall mean any books, documents, papers, account records and other evidences, whether written, electronic, or in other form, belonging to the Provider and pertaining to work performed under this Agreement.

B. All deliverable work products and supporting documentation that result from the Provider's services under this Agreement shall be delivered to the City and shall become the property of the City after final payment is made to the Provider with no right, title, or interest in said work products or supporting documentation vesting in the Provider.

C. Unless otherwise required under State or Federal data privacy law, the Provider agrees not to release, transmit, or otherwise disseminate information associated with or generated as a result of the work performed under this Agreement without prior knowledge and written consent of the City.

D. In the event of termination, all documents finished or unfinished, and supporting documentation prepared by the Provider under this Agreement, shall be delivered to the City by the Provider by the termination date and there shall be no further obligation of the City to the Provider except for payment of amounts due and owing for work performed and expenses incurred to the date and time of termination.

E. The Provider agrees to maintain all business records in such a manner as will readily conform to the terms of this Agreement to make such materials available at its office at all reasonable times during this Agreement period and for six (6) years from the date of the final payment under the contract for audit or inspection by the City, the Auditor of the State of Minnesota, or other duly authorized representative.

F. The Provider agrees to abide strictly by Chapter 13, Minnesota Statutes (Minnesota Government Data Practice Act) as well as any other applicable federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units which are now or hereafter promulgated insofar as they relate to the Provider's performance of the provisions of this Agreement.

#### **SECTION 7: Equal Opportunity Employment.**

A. The Provider will not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, gender, age, sexual orientation, or national origin and will take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, gender, age, sexual orientation, or national origin.

This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment advertising, layoff or termination; rates of pay or their forms of compensation; and selection for training, including apprenticeship.

#### **SECTION 8: Compliance with Applicable Law.**

The Provider agrees to comply with all federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental

units, which are now or hereafter promulgated insofar as they relate to the Provider's performance of the provisions of this Agreement. It shall be the obligation of the Provider to apply for, pay for, and obtain all permits and/or licenses required.

**SECTION 9: Independent Contractor.**

A. It is agreed by the parties that, at all times and for all purposes within the scope of this Agreement, the relationship of the Provider to the City is that of an independent contractor and not that of employee. No statement contained in this Agreement shall be construed so as to find the Provider an employee of the City, and the Provider shall be entitled to none of the rights, privileges, or benefits of City employees.

**SECTION 10: Subcontracting.**

A. The Provider agrees not to enter into any subcontracts for any of the work contemplated under this Agreement (unless specifically outlined in the grant) without obtaining prior written approval of the City.

**SECTION 11: Hold Harmless.**

That each party will responsible for their own acts or omissions for their employees, agents and officials. Nothing in this agreement shall constitute a waiver by either party of any statutory or common law defenses, immunities, or limits or exceptions on liability.

**SECTION 12: Assignment.**

A. The City and the Provider each binds itself and its successors, legal representatives, and assigns of such other party, with respect to all covenants of this Agreement; and neither the City nor the Provider will assign or transfer their interest in this Agreement without the written consent of the other.

**SECTION 13: Termination.**

A. This Agreement will continue in full force and effect until completion of the Provider's services as described herein unless either party terminates it at an earlier date. Either party to this Agreement may terminate it by giving no less than thirty (30) days written notice of the intent to terminate to the other party.

B. With Cause. The City reserves the right to suspend or terminate this Agreement if the Provider violates any of the terms or conditions of this Agreement or does not fulfill, in a timely and proper manner, its obligations under this Agreement as determined by the City. In the event that the City exercises its right to suspend or terminate under this Section, it shall submit written notice of suspension to the Provider, specifying the reasons therefore, and the date upon which such suspension becomes effective. Within ten days of receipt of such notice, the Provider shall take all actions necessary to cure the default. If the Provider fails to cure the default within the ten-day period, the Agreement is immediately terminated. Upon termination of this Agreement, the Provider shall discontinue further commitments of funds under this Agreement.

C. In the event of termination, the City will pay the Provider for all services actually timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until



the date of termination. The Provider will deliver all work products and supporting documentation developed up to the date of termination prior to the City rendering final payment for services.

**SECTION 14: Default by Provider.**

A. In the event Provider fails or neglects to comply with any term or condition of this Agreement or to provide the services stated herein, City shall have the right, after written notice, to cease payment hereunder. This remedy shall be in addition to any other remedies, including termination, available to the City in law or equity.

**SECTION 15: Amendment or Changes to Agreement.**

A. The City or the Provider may request changes that would increase, decrease, or otherwise modify the Scope of Services.

B. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when reduced to writing and duly signed by the parties.

C. Modifications or additional schedules shall not be construed to adversely affect vested rights or causes of action which have accrued prior to the effective date of such amendment, modification, or supplement. The term “this Agreement” as used herein shall be deemed to include any future amendments, modifications, and additional schedules made in accordance herewith.

**SECTION 16: Notices.**

A. Except as otherwise stated in this Agreement, any notice or demand to be given under this Agreement shall be delivered by email to the designated project manager if the receipt of the message is confirmed, in person, or deposited in United States Mail. Any notices or other communications shall be addressed as follows:

To Provider:  
Lt. Michael Dugas  
City of Maplewood  
1830 County Road B East  
Maplewood, MN 55109

To City:  
Michele Bunce, Accountant  
Saint Paul Police Department  
367 Grove Street  
Saint Paul, MN 55101

**SECTION 17: Waiver.**

A. Any failure of a party to assert any right under this Agreement shall not constitute a waiver or a termination of that right, this Agreement, or any of this Agreement’s provision.

**SECTION 18: Survival of Obligations.**

A. The respective obligations of the City and the Provider under these terms and conditions, which by their nature would continue beyond the termination, cancellation, or expiration hereof, shall survive termination, cancellation or expiration hereof.

B. If a court or governmental agency with proper jurisdiction determines that this Agreement, or a provision herein is unlawful, this Agreement or that provision, shall terminate. If a provision is so terminated but the parties legally, commercially, and practicably can continue this Agreement without the terminated provision, the remainder of this Agreement shall continue in effect.

**SECTION 19: Interpretation of Agreement, Venue.**

A. This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation related to this Agreement shall be venued in the District Court of the City of Ramsey, Second Judicial District, State of Minnesota.

**SECTION 20: Force Majeure.**

A. Neither the City nor the Provider shall be held responsible for performance if its performance is prevented by acts or events beyond the party's reasonable control, including, but not limited to: severe weather and storms, earthquake or other natural occurrences, strikes and other labor unrest, power failures, electrical power surges or current fluctuations, nuclear or other civil military emergencies, or acts of legislative, judicial, executive, or administrative authorities.

**SECTION 21: Entire Agreement.**

It is understood and agreed that the entire Agreement supersede all oral agreements and negotiations between the parties relating to the subject matters herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the day and year first above written.

**For the City:**

**For City of Maplewood:**

*Approved as to form:*

By: \_\_\_\_\_  
Judy Hanson  
Assistant City Attorney

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Robert L. Thomasser  
Assistant Chief of Police

Date: \_\_\_\_\_

By: \_\_\_\_\_  
John McCarthy  
Director of Financial Services

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Melvin Carter  
Mayor

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_



## Grant Contract Agreement

Page 1 of 2

|   |  |
|---|--|
| <b>Minnesota Department of Public Safety (“State”)</b><br>Office of Traffic Safety<br>445 Minnesota Street, Suite 1620<br>Saint Paul, Minn. 55101   | <b>Grant Program:</b> 2022 Enforcement<br><br><b>Grant Contract Agreement No.:</b><br>A-ENFRC2-2022-SPPD-002   |
| <b>Grantee:</b><br>St. Paul Police Department<br>367 Grove Street<br>St. Paul, Minn. 55101-2416   | <b>Grant Contract Agreement Term:</b><br><b>Effective Date:</b> October 1, 2021<br><b>Expiration Date:</b> September 30, 2022  |
| <b>Grantee’s Authorized Representative:</b><br>Commander Kathleen Brown<br>St. Paul Police Department<br>367 Grove Street<br>St. Paul, Minn. 55101-2416<br>Phone: (651) 266-5788<br>Email: kathleen.brown@ci.stpaul.mn.us | <b>Grant Contract Agreement Amount:</b><br>Original Agreement \$ 615,150.00<br>Matching Requirement \$ 1,800.00  |
| <b>State’s Authorized Representative:</b><br>Shannon Grabow<br>Office of Traffic Safety<br>445 Minnesota Street, Suite 1620<br>Saint Paul, Minn. 55101<br>Phone: (651) 201-7064<br>Email: shannon.grabow@state.mn.us      | Federal Funding: CFDA 20.600, 20.608 & 20.616<br>FAIN: 69A37519300001640MNA,<br>69A3752030000405DMNL<br>69A3751930000405BMNH &<br>69A37520300004020MNO<br>State Funding: N/A<br>Special Conditions: None |

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2022 Enforcement Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 1620, St. Paul, Minn. 55101. The Grantee shall also comply with all requirements referenced in the 2022 Enforcement Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.

**Payment:** As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the



## Grant Contract Agreement

Page 2 of 2

Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

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

Date: \_\_\_\_\_

Grant Contract Agreement No./ P.O. No. A-ENFRC2-2022-SPPD-002/3000076044

Project No.(indicate N/A if not applicable): 22-04-01

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

Organization: St Paul Police Department

## Budget Summary

| Budget                   |                     |             |  |  |
|--------------------------|---------------------|-------------|--|--|
| Budget Category          | State Reimbursement | Local Match |  |  |
| Dispatch/Admin - Other   |                     |             |  |  |
| Dispatch/Admin - Other   | \$10,700.00         | \$0.00      |  |  |
| <b>Total</b>             | \$10,700.00         | \$0.00      |  |  |
| Dispatch/Admin - DWI     |                     |             |  |  |
| Dispatch/Admin - DWI     | \$25,050.00         | \$0.00      |  |  |
| <b>Total</b>             | \$25,050.00         | \$0.00      |  |  |
| Corrections Assistance   |                     |             |  |  |
| Corrections Assistance   | \$10,000.00         | \$0.00      |  |  |
| <b>Total</b>             | \$10,000.00         | \$0.00      |  |  |
| Enforcement - Distracted |                     |             |  |  |
| Enforcement - Distracted | \$41,000.00         | \$0.00      |  |  |
| <b>Total</b>             | \$41,000.00         | \$0.00      |  |  |
| Enforcement - DWI        |                     |             |  |  |
| Enforcement - DWI        | \$374,100.00        | \$0.00      |  |  |
| <b>Total</b>             | \$374,100.00        | \$0.00      |  |  |
| Enforcement - Move Over  |                     |             |  |  |
| Enforcement - Move Over  | \$2,300.00          | \$0.00      |  |  |
| <b>Total</b>             | \$2,300.00          | \$0.00      |  |  |
| Enforcement - Pedestrian |                     |             |  |  |
| Enforcement - Pedestrian | \$65,000.00         | \$0.00      |  |  |
| <b>Total</b>             | \$65,000.00         | \$0.00      |  |  |
| Enforcement - Seat Belt  |                     |             |  |  |
| Enforcement - Seat Belt  | \$48,200.00         | \$0.00      |  |  |
| <b>Total</b>             | \$48,200.00         | \$0.00      |  |  |
| Enforcement - Speed      |                     |             |  |  |
| Enforcement - Speed      | \$37,000.00         | \$0.00      |  |  |
| <b>Total</b>             | \$37,000.00         | \$0.00      |  |  |
| Mileage Expenses         |                     |             |  |  |
| Mileage Expenses         | \$0.00              | \$0.00      |  |  |
| <b>Total</b>             | \$0.00              | \$0.00      |  |  |
| Training/Meeting Match   |                     |             |  |  |

## 2022 Enforcement

EXHIBIT A

Organization: St Paul Police Department

A-ENFRC2-2022-SPPD-002

## Budget Summary

|                            |              |            |
|----------------------------|--------------|------------|
| Training/Meeting Match     | \$0.00       | \$0.00     |
| <b>Total</b>               | \$0.00       | \$0.00     |
| TZD Conference Hotel Match |              |            |
| TZD Conference Hotel       | \$0.00       | \$0.00     |
| <b>Total</b>               | \$0.00       | \$0.00     |
| Equipment                  |              |            |
| Equipment                  | \$1,800.00   | \$1,800.00 |
| <b>Total</b>               | \$1,800.00   | \$1,800.00 |
| <b>Total</b>               | \$615,150.00 | \$1,800.00 |

## **Office of Traffic Safety Grant Program Guidelines**

### Financial Requirements:

Payments under this grant agreement will be made from federal funds obtained by the State under the U. S. Department of Transportation's State and State and Community Highway Safety (CFDA) Numbers 20.600, 20.608, & 20.616. The grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any consequences imposed by the grantee's failure to comply with federal requirements.

### Reimbursement of Funds

Only costs associated with approved activities on this project can be claimed for federal reimbursement. The grantee will report on all expenditures and program income pertaining to this grant agreement. Claims shall be supported by written documentation including receipts, invoices, and personnel time reports. All costs reimbursed with these federal funds must be actual costs to the billing agency. Federal grant funding cannot be used to supplant any personnel, programs, or activities currently funded by another source.

The State has an obligation to determine if fringe benefit costs to be reimbursed by this grant contract are reasonable. If requested, the grantee must furnish an explanation of the basis for such rates. Fringe benefits must be accounted for separately from salary costs on back-up documentation of invoices.

Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30. NHTSA federally funded projects run on the federal fiscal year, beginning on October 1 and ending on September 30. The final claim for reimbursement for the project for costs incurred through June 30, 2022 (the first state fiscal year) must be received by July 31, 2022. The final claim for reimbursement for the project for costs incurred through September 30, 2022 must be received no later than October 25, 2022.

### Reporting Requirement

Reporting requirements are those agreed upon terms in the Work Plan that was approved by OTS. All projects require a final report as described in the Work Plan that was approved by OTS.

Quarterly Invoices and Progress Reports are required to be submitted to the OTS on the following schedule (unless otherwise stated within grant documentation):

- ☐ Monday, Jan. 24, 2022: All project activity between Oct. 1 and Dec. 31, 2021
- ☐ Monday, April 18, 2022: All project activity between Jan. 1 and March 31, 2022
- ☐ Monday, July 18, 2022: All project activity between April 1 and June 30, 2022
- ☐ Monday, Oct. 24, 2022: All project activity between July 1 and Sept. 30, 2022

### Final Report Requirement

A final Report is due Oct 24, 2022, unless otherwise stated within grant documentation.

### Match

Matching funds are not a requirement for the grant, however, expenses related to the project that are paid for with state, county, municipal and/or private funding clearly demonstrate a vested interest and real commitment to the project. Appropriate matching funds must be reported on the invoice and documentation for them included with the invoice.

### Budget Revision

The grantee shall submit a written budget revision request and obtain written approval from the OTS Authorized Representative before any expenditure may be made based on a revised budget.



### Record Retention

Under [Minn. Stat. 16B.98, subd. 8](#), the grantee shall retain all financial records for a minimum of six years after the expiration of the grant agreement or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and DPS, whichever is later.

### Program Income

Is any revenue/cash received for an activity funded by the grant or contract? Program income would include a fee for services (such as a registration fee for a conference or class in full or in part subsidized with federal funds) or fees from the sale of commodities or items made with grant funds. The grantee is responsible for tracking all program income with the same level of detail as federal funds and reporting earned income to OTS along with invoices. Program Income can be either deducted from the costs of the project to OTS or can be an addition to the project budget provided by OTS; which option must be specified and detailed in the budget and work plan. Income approved and specified in the work plan and budget to be used as an addition to the project can only be used for purchases that would be considered allowable expenses.

### Resolutions:

A Resolution from a city council or county board is required from the applicant agency. This resolution authorizing the agency to apply for and accept the grant funding is needed before the project begins. Information and an example of a resolution can be found in the RFP. Deviations from the example (such as including a specific dollar amount or an individual's name rather than title, or changing the date) will likely cause delays in processing grants and may not be acceptable. The OTS is unable to enter into an agreement until the resolution has been passed and a copy has been received by the state's authorized representative.

### Equipment:

Because of the strict timelines for final claims for reimbursement, it is usually not possible to order, receive and pay for equipment during the last quarter.

Any piece of equipment that costs more than \$5,000 (including taxes, shipping and installation), is subject to the Buy America Act. Whether the NHTSA funds are used for the entire purchase or any portion of the purchase, it must be approved in writing by the NHTSA before it is ordered. Contact the OTS authorized representative to request that approval.

Any equipment requested to be purchased, either entirely or partially with grant funding, must be used to support the traffic safety program and pre-approved in writing by the OTS. Further, it shall be used primarily for grant-related purposes during the life of the equipment. The grantee may not deviate from this requirement. The grantee shall be responsible for all operating, maintenance, and repair costs of equipment purchased under this grant contract unless otherwise specified. Title to equipment acquired under this grant contract shall vest upon the grantee. Grantee must obtain prior written approval from OTS of any plan to trade-in, sell, surplus, or otherwise dispose of any piece of equipment purchased in whole or in part through this agreement.

### Training Requirements

The grantee shall attend meetings and training as required by the Office of Traffic Safety.

### Travel

Travel costs must be planned on a separate line in the budget and discussed in the work plan. When approved, reimbursement for travel and subsistence expenses actually and necessarily incurred by the

Grantee as a result of this grant contract will be paid in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations which is incorporated into this grant contract by reference. The authorized representative must approve all out of state travel in writing prior to travel.

### Approval of Subcontracts

All sub-contracts must be reviewed and approved in writing by the OTS authorized representative before the sub-contracting process begins. The OTS Coordinator must be provided with a copy of the sub-contract.

Invoices from a sub-contract not approved by the OTS Coordinator may not be eligible for federal reimbursement.

### Evaluation and Monitoring

OTS shall have the authority to evaluate and monitor the performance and financial records of the grantee.

### Risk Assessment:

The federal government requires a pre-award risk assessment for all grant applications. The Office of Traffic Safety has a section within the E-grants application to provide the information needed from applying agencies, in order to complete the risk assessment.

### Federal and State Provisions

This grant agreement is subject to all applicable federal and state statutes and regulations, including, but not limited to the following: 2 CFR 200 and 2 CFR 1201

### Nondiscrimination

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally- funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low- income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

The State highway safety agency:

- Will take all measures necessary to ensure that no person in the United States shall, on the ground of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted;
- Will administer the program in a manner that reasonably ensures that any of its sub recipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in the assurance;
- Agrees to comply (and require its sub recipients, contractors, subcontracts, a consultant to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and /or complaint investigation conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;

“During the performance of this contract/ funding agreement, the contractor / funding recipient agrees

- a) To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
- b) Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR PART 21 herein;
- c) To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
- d) That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/ funding recipient until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement in whole or in part; and
- e) To insert this, including paragraphs (a) through (e), in every subcontract and sub agreement and in every solicitation for a subcontract or sub-agreement, which receives Federal funds under this program.

Political activity (hatch act)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Certification regarding federal lobbying

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Restriction on state lobbying

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

Certification regarding debarment and suspension

(applies to subrecipients as well as States)

Instructions for Primary Certification (States)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall Disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms *covered transaction civil judgement, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but it's not required, to check the System of Award Management Exclusion website (<https://www.sma.gov/>) may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions

The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;

- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarment*, *suspension*, *ineligible*, *lower tier*, *participant*, *person*, *primary tier*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR Part 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals as well as the eligibility of any prospective lower tier participants, each participant may, but is not required, to check the System of Award Management Exclusions website (<https://www.sam.gov>)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion --Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Buy America Act

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

Prohibition on using grant funds to check for helmet usage

(applies to subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

Policy on seat belt use

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, D.C. metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at [www.trafficsafety.org](http://www.trafficsafety.org).

Policy on banning text messaging while driving

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

Policy on vehicular pursuits

If Grantee is a law enforcement agency, the Grantee certifies that the Grantee has in place or is currently working on a policy for vehicular pursuits taking into account the model guidelines issued by the International Association of Chiefs of Police.



Entire Budget

|                         | DWI<br>(RCTSI Events) | DWI<br>(State-wide Waves) | Total DWI     | Seatbelt<br>(May 23- Jun 5) | Seatbelt<br>(Sep 18-24) | Speed<br>(July 1-31) | Move Over (8/31) | Distracted Driving<br>(April 1-30) | Pedestrian   | Grant Total   |
|-------------------------|-----------------------|---------------------------|---------------|-----------------------------|-------------------------|----------------------|------------------|------------------------------------|--------------|---------------|
| Maplewood Police        | \$ 17,956.80          | \$ 4,489.20               | \$ 22,446.00  | \$ 1,446.00                 | \$ 1,446.00             | \$ 2,220.00          | \$ 138.00        | \$ 2,460.00                        | \$ -         | \$ 30,156.00  |
| Mounds View Police      | \$ 11,971.20          | \$ 2,992.80               | \$ 14,964.00  | \$ 964.00                   | \$ 964.00               | \$ 1,480.00          | \$ 92.00         | \$ 1,640.00                        | \$ -         | \$ 20,104.00  |
| New Brighton Police     | \$ 17,956.80          | \$ 4,489.20               | \$ 22,446.00  | \$ 1,446.00                 | \$ 1,446.00             | \$ 2,220.00          | \$ 138.00        | \$ 2,460.00                        | \$ -         | \$ 30,156.00  |
| North Saint Paul Police | \$ 5,985.60           | \$ 1,496.40               | \$ 7,482.00   | \$ 482.00                   | \$ 482.00               | \$ 740.00            | \$ 46.00         | \$ 820.00                          | \$ -         | \$ 10,052.00  |
| Ramsey County Sheriff   | \$ 47,884.80          | \$ 11,971.20              | \$ 59,856.00  | \$ 3,856.00                 | \$ 3,856.00             | \$ 5,920.00          | \$ 368.00        | \$ 6,560.00                        | \$ -         | \$ 80,416.00  |
| Roseville Police        | \$ 14,964.00          | \$ 3,741.00               | \$ 18,705.00  | \$ 1,205.00                 | \$ 1,205.00             | \$ 1,850.00          | \$ 115.00        | \$ 2,050.00                        | \$ 2,000.00  | \$ 27,130.00  |
| Saint Anthony Police    | \$ 20,949.60          | \$ 5,237.40               | \$ 26,187.00  | \$ 1,687.00                 | \$ 1,687.00             | \$ 2,590.00          | \$ 161.00        | \$ 2,870.00                        | \$ -         | \$ 35,182.00  |
| Saint Paul Police       | \$ 110,733.60         | \$ 27,683.40              | \$ 138,417.00 | \$ 8,917.00                 | \$ 8,917.00             | \$ 13,690.00         | \$ 851.00        | \$ 15,170.00                       | \$ 63,000.00 | \$ 245,962.00 |
| White Bear Lake Police  | \$ 50,877.60          | \$ 12,719.40              | \$ 63,597.00  | \$ 4,097.00                 | \$ 4,097.00             | \$ 6,290.00          | \$ 391.00        | \$ 6,970.00                        | \$ -         | \$ 90,442.00  |
|                         | \$ 299,280.00         | \$ 74,820.00              | \$ 374,100.00 | \$ 24,100.00                | \$ 24,100.00            | \$ 37,000.00         | \$ 2,300.00      | \$ 41,000.00                       | \$ 65,000.00 | \$ 567,600.00 |

1st Quarter

|                             | DWI<br>(RCTSI Events) | DWI<br>(State-wide Waves) | Total DWI     | Seatbelt<br>(May 24- Jun 6) | Seatbelt<br>(Sep 19-30) | Speed<br>(July 1-31) | Move Over (8/31) | Distracted Driving<br>(April 5-30) | Pedestrian   | Grant Total   |
|-----------------------------|-----------------------|---------------------------|---------------|-----------------------------|-------------------------|----------------------|------------------|------------------------------------|--------------|---------------|
| Maplewood Police (no Q1 \$) | \$ 4,489.20           | \$ 2,244.60               | \$ 6,733.80   |                             |                         |                      |                  |                                    |              | \$ 6,733.80   |
| Mounds View Police          | \$ 2,992.80           | \$ 1,496.40               | \$ 4,489.20   |                             |                         |                      |                  |                                    |              | \$ 4,489.20   |
| New Brighton Police         | \$ 4,489.20           | \$ 2,244.60               | \$ 6,733.80   |                             |                         |                      |                  |                                    |              | \$ 6,733.80   |
| North Saint Paul Police     | \$ 1,496.40           | \$ 748.20                 | \$ 2,244.60   |                             |                         |                      |                  |                                    |              | \$ 2,244.60   |
| Ramsey County Sheriff       | \$ 11,971.20          | \$ 5,985.60               | \$ 17,956.80  |                             |                         |                      |                  |                                    |              | \$ 17,956.80  |
| Roseville Police            | \$ 3,741.00           | \$ 1,870.50               | \$ 5,611.50   |                             |                         |                      |                  |                                    | \$ 1,000.00  | \$ 6,611.50   |
| Saint Anthony Police        | \$ 5,237.40           | \$ 2,618.70               | \$ 7,856.10   |                             |                         |                      |                  |                                    |              | \$ 7,856.10   |
| Saint Paul Police           | \$ 27,683.40          | \$ 13,841.70              | \$ 41,525.10  |                             |                         |                      |                  |                                    | \$ 15,750.00 | \$ 56,525.10  |
| White Bear Lake Police      | \$ 12,719.40          | \$ 6,359.70               | \$ 19,079.10  |                             |                         |                      |                  |                                    | \$ -         | \$ 20,329.10  |
|                             | \$ 74,820.00          | \$ 37,410.00              | \$ 112,230.00 | \$ -                        | \$ -                    | \$ -                 | \$ -             | \$ -                               | \$ 16,750.00 | \$ 128,480.00 |

2nd Quarter

|                         | DWI<br>(RCTSI Events) | DWI<br>(State-wide Waves) | Total DWI    | Seatbelt<br>(May 24- Jun 6) | Seatbelt<br>(Sep 19-30) | Speed<br>(July 1-31) | Move Over (8/31) | Distracted Driving<br>(April 5-30) | Pedestrian   | Grant Total  |
|-------------------------|-----------------------|---------------------------|--------------|-----------------------------|-------------------------|----------------------|------------------|------------------------------------|--------------|--------------|
| Maplewood Police        | \$ 4,489.20           |                           | \$ 4,489.20  |                             |                         |                      |                  |                                    |              | \$ 4,489.20  |
| Mounds View Police      | \$ 2,992.80           |                           | \$ 2,992.80  |                             |                         |                      |                  |                                    |              | \$ 2,992.80  |
| New Brighton Police     | \$ 4,489.20           |                           | \$ 4,489.20  |                             |                         |                      |                  |                                    |              | \$ 4,489.20  |
| North Saint Paul Police | \$ 1,496.40           |                           | \$ 1,496.40  |                             |                         |                      |                  |                                    |              | \$ 1,496.40  |
| Ramsey County Sheriff   | \$ 11,971.20          |                           | \$ 11,971.20 |                             |                         |                      |                  |                                    |              | \$ 11,971.20 |
| Roseville Police        | \$ 3,741.00           |                           | \$ 3,741.00  |                             |                         |                      |                  |                                    |              | \$ 3,741.00  |
| Saint Anthony Police    | \$ 5,237.40           |                           | \$ 5,237.40  |                             |                         |                      |                  |                                    |              | \$ 5,237.40  |
| Saint Paul Police       | \$ 27,683.40          |                           | \$ 27,683.40 |                             |                         |                      |                  |                                    | \$ 15,750.00 | \$ 42,683.40 |
| White Bear Lake Police  | \$ 12,719.40          |                           | \$ 12,719.40 |                             |                         |                      |                  |                                    | \$ -         | \$ 13,969.40 |
|                         | \$ 74,820.00          | \$ -                      | \$ 74,820.00 | \$ -                        | \$ -                    | \$ -                 | \$ -             | \$ -                               | \$ 15,750.00 | \$ 91,070.00 |

3rd Quarter

|                         | DWI<br>(RCTSI Events) | DWI<br>(State-wide Waves) | Total DWI    | Seatbelt<br>(May 24- Jun 6) | Seatbelt<br>(Sep 19-30) | Speed<br>(July 1-31) | Move Over (8/31) | Distracted Driving<br>(April 5-30) | Pedestrian   | Grant Total   |
|-------------------------|-----------------------|---------------------------|--------------|-----------------------------|-------------------------|----------------------|------------------|------------------------------------|--------------|---------------|
| Maplewood Police        | \$ 4,489.20           |                           | \$ 4,489.20  | \$ 1,446.00                 |                         |                      |                  | \$ 2,460.00                        |              | \$ 8,395.20   |
| Mounds View Police      | \$ 2,992.80           |                           | \$ 2,992.80  | \$ 964.00                   |                         |                      |                  | \$ 1,640.00                        |              | \$ 5,596.80   |
| New Brighton Police     | \$ 4,489.20           |                           | \$ 4,489.20  | \$ 1,446.00                 |                         |                      |                  | \$ 2,460.00                        |              | \$ 8,395.20   |
| North Saint Paul Police | \$ 1,496.40           |                           | \$ 1,496.40  | \$ 482.00                   |                         |                      |                  | \$ 820.00                          |              | \$ 2,798.40   |
| Ramsey County Sheriff   | \$ 11,971.20          |                           | \$ 11,971.20 | \$ 3,856.00                 |                         |                      |                  | \$ 6,560.00                        |              | \$ 22,387.20  |
| Roseville Police        | \$ 3,741.00           |                           | \$ 3,741.00  | \$ 1,205.00                 |                         |                      |                  | \$ 2,050.00                        | \$ 1,000.00  | \$ 7,996.00   |
| Saint Anthony Police    | \$ 5,237.40           |                           | \$ 5,237.40  | \$ 1,687.00                 |                         |                      |                  | \$ 2,870.00                        |              | \$ 9,794.40   |
| Saint Paul Police       | \$ 27,683.40          |                           | \$ 27,683.40 | \$ 8,917.00                 |                         |                      |                  | \$ 15,170.00                       | \$ 15,750.00 | \$ 66,770.40  |
| White Bear Lake Police  | \$ 12,719.40          |                           | \$ 12,719.40 | \$ 4,097.00                 |                         |                      |                  | \$ 6,970.00                        | \$ -         | \$ 25,036.40  |
|                         | \$ 74,820.00          | \$ -                      | \$ 74,820.00 | \$ 24,100.00                | \$ -                    | \$ -                 | \$ -             | \$ 41,000.00                       | \$ 16,750.00 | \$ 156,170.00 |

4th Quarter

|                         | DWI<br>(RCTSI Events) | DWI<br>(State-wide Waves) | Total DWI     | Seatbelt<br>(May 24- Jun 6) | Seatbelt<br>(Sep 19-30) | Speed<br>(July 1-31) | Move Over (8/31) | Distracted Driving<br>(April 5-30) | Pedestrian   | Grant Total   |
|-------------------------|-----------------------|---------------------------|---------------|-----------------------------|-------------------------|----------------------|------------------|------------------------------------|--------------|---------------|
| Maplewood Police        | \$ 4,489.20           | \$ 2,244.60               | \$ 6,733.80   |                             | \$ 1,446.00             | \$ 2,220.00          | \$ 138.00        |                                    |              | \$ 10,537.80  |
| Mounds View Police      | \$ 2,992.80           | \$ 1,496.40               | \$ 4,489.20   |                             | \$ 964.00               | \$ 1,480.00          | \$ 92.00         |                                    |              | \$ 7,025.20   |
| New Brighton Police     | \$ 4,489.20           | \$ 2,244.60               | \$ 6,733.80   |                             | \$ 1,446.00             | \$ 2,220.00          | \$ 138.00        |                                    |              | \$ 10,537.80  |
| North Saint Paul Police | \$ 1,496.40           | \$ 748.20                 | \$ 2,244.60   |                             | \$ 482.00               | \$ 740.00            | \$ 46.00         |                                    |              | \$ 3,512.60   |
| Ramsey County Sheriff   | \$ 11,971.20          | \$ 5,985.60               | \$ 17,956.80  |                             | \$ 3,856.00             | \$ 5,920.00          | \$ 368.00        |                                    |              | \$ 28,100.80  |
| Roseville Police        | \$ 3,741.00           | \$ 1,870.50               | \$ 5,611.50   |                             | \$ 1,205.00             | \$ 1,850.00          | \$ 115.00        |                                    |              | \$ 8,781.50   |
| Saint Anthony Police    | \$ 5,237.40           | \$ 2,618.70               | \$ 7,856.10   |                             | \$ 1,687.00             | \$ 2,590.00          | \$ 161.00        |                                    |              | \$ 12,294.10  |
| Saint Paul Police       | \$ 27,683.40          | \$ 13,841.70              | \$ 41,525.10  |                             | \$ 8,917.00             | \$ 13,690.00         | \$ 851.00        |                                    | \$ 15,750.00 | \$ 79,983.10  |
| White Bear Lake Police  | \$ 12,719.40          | \$ 6,359.70               | \$ 19,079.10  |                             | \$ 4,097.00             | \$ 6,290.00          | \$ 391.00        |                                    | \$ -         | \$ 31,107.10  |
|                         | \$ 74,820.00          | \$ 37,410.00              | \$ 112,230.00 | \$ -                        | \$ 24,100.00            | \$ 37,000.00         | \$ 2,300.00      | \$ -                               | \$ 15,750.00 | \$ 191,880.00 |

\$ 567,600.00

**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

**REPORT TO:** Melinda Coleman

**REPORT FROM:** Steven Love, Director of Public Works / City Engineer  
Scott Schultz, Utility/Fleet Superintendent

**PRESENTER:** Steven Love

**AGENDA ITEM:** Purchase of Tanker Truck

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

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

**Policy Issue:**

The City of Maplewood's proposed 2022–2026 Capital Improvement Plan (CIP) identifies the replacement of a tanker truck in 2022. City Council approval is needed to move forward with this purchase.

**Recommended Action:**

Motion to approve the purchase of a tanker truck and direct the Mayor and City Manager to enter into a contract with Stepp Manufacturing for the purchase under MN State Contract #167131 in the amount of \$92,648.00 and a contract with Nuss Truck and Equipment for the purchase under MN State Contract #T-647(5) in the amount of \$92,205.00 for a total purchase cost of \$184,853.00.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$184,853.00. (prior to expected auction value of old unit)

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: The proposed 2022-2026 CIP identifies \$186,000.00 for the replacement of the old unit. The cost for this purchase less the expected auction value for the old unit (\$15,000.00) is \$169,853.00. This is \$16,147.00 less than the proposed CIP amount of \$186,000.00. The Finance Director has reviewed the fleet fund balance and there are sufficient funds to move forward with this purchase.

**Strategic Plan Relevance:**

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

The new replacement tanker truck will increase work efficiencies and better serve the current and future needs of the Public Works and Park and Natural Resources departments.

## **Background**

The 1996 tanker truck is in need of replacement due to age, high engine hours, and heavy structural wear to the trucks frame/body. Operating this unit is no longer cost effective. This truck is utilized year round by all three divisions in Public Works. The Street Department uses the tanker to wash medians and streets. The Utility Department uses it to flush sanitary sewer mains, and the Parks Department uses it to water turf, clean picnic shelters, and for winter ice rink flooding.

The new truck will be equipped with a heated pump and spraying system to allow for year round use of all the functions on the tanker. This new system will increase the efficiencies for Public Works and the Park maintenance operations. The expected water use for ice rink flooding will decrease approximately 97,000 gallons annually with the new spraying system.

As part of the City's asset management program, fleet assets use a Vehicle Replacement Rating (VRR) score to reflect the current condition of vehicles and to establish priority of replacement. The VRR score is based on a scale of 0 to 30 where 0 is a brand new vehicle and 30 is the highest priority for replacement. VRR scores are generated by rating a vehicle in six categories. These categories include the age of the vehicle, usage (distance driven or time used), maintenance and repair costs (not including accident repairs), reliability (frequency the vehicle is in the shop for repairs), type of service the vehicle receives, and condition based on mechanic's inspection. Due to the high usage hours and a VRR rating of 22.57, this piece of equipment is recommended for replacement.

Most large equipment purchases can take six to eight months from the order date to the delivery date. Staff is requesting this truck be ordered before December 1<sup>st</sup>, 2021 to establish an earlier build and delivery date. The City would take delivery and be invoiced for this purchase in 2022.

The following is a summary of the costs for the tanker truck replacement:

### **1. Stepp Manufacturing**

|                        |             |
|------------------------|-------------|
| 2022 Tanker Truck Body | \$92,648.00 |
|------------------------|-------------|

### **2. Nuss Truck and Equipment**

|                         |             |
|-------------------------|-------------|
| 2023 Mack Truck Chassis | \$92,205.00 |
|-------------------------|-------------|

**Total Cost = \$184,853.00**

## **Attachments**

1. Quote/Specs from Stepp Manufacturing
2. Quote/Specs from Nuss Truck and Equipment



# Single Axle Cab & Chassis

## Exhibit D: Price Schedule

VENDOR NAME NUSS TRUCK &amp; EQUIPMENT

MAKE AND MODEL 2023 MACK GRANITE 42BR SA

This section for use when ordering

|             |  |                          |
|-------------|--|--------------------------|
| WB          |  |                          |
| CA          | 109"   | Grand Total \$ 92,205.00 |
| AF          | 61"  |                          |
| Rear Ratio  |  |                          |
| Cab Color   |  |                          |
| Wheel Color | White  |                          |
| Notes       | City of Maplewood Chassis with 3500 Allison Tanker Truck updated Brian Selvy 11-2-21 |                          |

| Code | Spec # | Description                 | Qty | 2022 Price   | Subtotal     |
|------|--------|-----------------------------|-----|--------------|--------------|
|      | 1.0    | <b>Price for base unit:</b> |     | \$ 87,987.00 | \$ 87,987.00 |

**2.0 FRAME OPTIONS**

|        |      |   |   |            |            |
|--------|------|---|---|------------|------------|
| 4YAAAX | 2.4  | Frame fastener option (bolt or huck spun) |   | STD        |            |
|        | 2.5  | Frame, R.B.M., S.M., PSI, CA              |   |            | \$ -       |
| MC     | 2.60 | 2,120,000 17.7 120,000 87 - 112 CA        | 1 | \$ (64.00) | \$ (64.00) |
| MC     | 2.70 | 2,120,000 17.7 120,000 113 - 133 CA       |   | STD        |            |

**3.0 FRONT AXLE/SUSPENSION/BRAKE/OPTION**

|        |      |  |   |     |  |
|--------|------|--|---|-----|--|
|        | 3.1  | Set Back front axle option   |   | STD |  |
| 240AA6 | 3.2  | 12,000 front axle & matching suspension - Mack FXL12                 | 1 | STD |  |
| 1KAA1X | 3.8  | Heavy duty front axle shocks   |   | STD |  |
| U0AA1X | 3.27 | Haldex front slack adjusters - Need same slack adjuster on rear axle |   | STD |  |

**4.0 4.0 SINGLE REAR AXLE/SUSPENSION/BRAKE/OPTIONS**

|        |      |   |   |           |           |
|--------|------|---|---|-----------|-----------|
| 252AA8 | 4.8  | 23,000# rear axle and matching suspension | 1 | \$ 181.00 | \$ 181.00 |
| 76AB1X | 4.20 | ½ round universal joints                  |   | STD       |           |
| 252AA5 | 4.26 | Mack RA23R 23,000 lbs rear axle           |   | STD       |           |
| U1AA1X | 4.51 | Haldex automatic rear slack adjusters     |   | STD       |           |
| 300AB1 | 4.60 | Haldex "Life Seal" brake chamber          |   | STD       |           |

**5.0 INTENTIONALLY LEFT BLANK:****6.0 TIRES/RIMS OPTIONS:**

|        |      |   |   |           |           |
|--------|------|---|---|-----------|-----------|
| MC     | 6.2  | Heavier 7500 lb. 22.5 x 8.25 Steel rims in lieu of standard 7300# rims (10 ea.) | 1 | STD       |           |
| 5310C1 | 6.26 | Aluminum front wheel - 22.5 x 8.25  | 1 | \$ 141.00 | \$ 141.00 |
| 346A17 | 6.33 | Aluminum rear wheels - 22.5 x 8.25  | 1 | \$ 246.00 | \$ 246.00 |

**7.0 BRAKE SYSTEM OPTIONS:**

|        |      |  |  |     |  |
|--------|------|--|--|-----|--|
| VHXBVX | 7.1  | Wabco System Saver 1200 E heated air dryer |  | STD |  |
| 300AB1 | 7.24 | Haldex "Life Seal" brake chamber           |  | STD |  |



## STATE OF MINNESOTA

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| Code   | Spec # | Description   | Qty | 2022 Price | Subtotal  |
|--|--------|---|-----|------------|-----------|
| <b>8.0 ENGINE/EXHAUST AND FUEL TANKS OPTIONS:</b><br>(List Make & Model, H.P., torque of engine and exhaust and fuel tank options)   |        |   |     |            |           |
| 1000T0   | 8.1    | Mack MP7-325M 325HP@1400-1900 RPM (Peak) 2100 RPM Gov 1250 LB-FT Torque   | 1   | STD        |           |
| MC   | 8.15   | Clear Back of Cab - DPF & SCR Frame Mounted , RH Side under Cab   | 1   | \$ 114.00  | \$ 114.00 |
| 130AD7   | 8.19   | No Muffler, Single (R/S) Vertical Exhaust Cab Mounted, Lower Ventura Diffuser, Turned End   | 1   | \$ 318.00  | \$ 318.00 |
| 130AB6   | 8.22   | Single (R/S) Vertical Straight Exhaust Stack Turned Out   |     | STD        |           |
| 288AF9   | 8.62   | 66 Gallon LH Steel D-Shape with Integral DEF Tank   | 1   | \$ (47.00) | \$ 47.00  |
| <b>9.0 ENGINE RELATED OPTIONS:</b>   |        |   |     |            |           |
| 132AB4   | 9.3    | Delco 24 SI Alternator, 130 AMP   | 1   | STD        |           |
| 293AA2   | 9.11   | Non-heated fuel/water separator, Mack w/manual drain valve (integral w/primary fuel filter)                                       |     | STD        |           |
| 118AA5   | 9.16   | Viscous fan drive - Behr Electronically modulated   |     | STD        |           |
| 130AB6   | 9.18   | Curved exhaust pipe end   |     | STD        |           |
| 5NXA1X   | 9.20   | Engine block heater   | 1   | \$ 65.00   | \$ 65.00  |
| 121AA5   | 9.24   | Radiator bug screen   |     | STD        |           |
| NCX15X   | 9.29   | Starter motor options - Delco 39MT-MXT  |     | STD        |           |
| 124014   | 9.35   | Mack brand EPDM radiator & heater hoses with 1/4 turn ball valve  | 1   | \$ 79.00   | \$ 79.00  |
| QHXC1X   | 9.49   | Corrosion resistant oil pan - Recommended for snow plow trucks  | 1   | \$ 126.00  | \$ 126.00 |
| <b>10 TRANSMISSION OPTIONS:</b><br>(After the first six listed options, list manual and automatic transmission options. List make and model, # of speeds, type of shifting and whether or not transmission includes PTO gear(s) or not). Example: Allison 3000 HS, 5 speed, push button, no PTO. |        |   |     |            |           |
| 136AX6   | 10.8   | Allison 3500-RDS 5/6 speed push button, PTO   | 1   | \$ 178.00  | \$ 178.00 |
| 139019   | 10.56  | Stainless steel transmission coolant pipes  | 1   | \$ 175.00  | \$ 175.00 |
| I9CA1X   | 10.57  | Allison fill tune and dip stick under hood  | 1   | \$ 138.00  | \$ 138.00 |
| <b>11 ELECTRICAL OPTIONS:</b>  |        |   |     |            |           |
| 318AA3   | 11.5   | Battery disconnect off negative side in cab control   |     | \$ 97.00   | \$ -      |
| LLXC1X   | 11.6   | Remote jump start terminals   | 1   | \$ 111.00  | \$ 111.00 |
| LSXH1X   | 11.8   | OEM daytime running lights  |     | STD        |           |
| 316AA6   | 11.10  | 3 each 650/1950 CCA batteries in lieu of 2 each batteries   |     | STD        |           |
| NJXA3X   | 11.15  | Switch for snowplow lights mounted on instrument panel, includes wiring terminated near headlights for customer mounted auxiliary |     | \$ 80.00   | \$ -      |
| O5AGAX   | 11.22  | RH/LH led work light on both side of truck  | 1   | \$ 113.00  | \$ 113.00 |
| <b>12 CAB EXTERIOR OPTIONS:</b>  |        |   |     |            |           |
| 15H07H   | 12.4   | Fender mirrors per Spec 12.4  | 1   | \$ 133.00  | \$ 133.00 |
| 152AC4   | 12.7   | Remote control for dual mirrors & heated - Bulldog stylized mirrors with integral convex mirror                                   | 1   | \$ 474.00  | \$ 474.00 |
| 157027   | 12.20  | Cab visor, external, painted to match cab color   | 1   | \$ 184.00  | \$ 184.00 |
| 2HXA1X   | 12.22  | Front fender mud flaps  |     | STD        |           |
| 243043   | 12.28  | Front tow hooks   |     | STD        |           |
| <b>13 CAB INTERIOR OPTIONS:</b>  |        |   |     |            |           |
| N6XR2X   | 13.11  | Round universal gauge package   |     | STD        |           |
| 17400N   | 13.14  | O.E.M factory installed, AM/FM Premium stereo, CD-Player, Weatherboard, Handfree interface, Bluetooth                             |     | STD        |           |
| 173AA4   | 13.18  | O.E.M factory installed, air conditioning   |     | STD        |           |

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| Code    | Spec #    | Description   | Qty | 2022 Price  | Subtotal |
|---------|-----------|---|-----|-------------|----------|
| PVXZ1X  | 13.20     | Dash mounted air cleaner air restriction gauge - (Display in Co-Pilot only)   |     | STD         |          |
| N6XR2X  | 13.21     | Transmission temp gauges  |     | STD         |          |
|         | 13.24     | Transmission oil sensor (check & fill)  |     | STD         |          |
| XRXB1X  | 13.26     | Tilt & telescope steering wheel   |     | STD         |          |
| NPXB1X  | 13.28     | Self canceling turn signals   |     | STD         |          |
|         |           | List seating options for driver and passenger seats. Use as many options as you need to offer seat variations customers have been buying.   |     |             |          |
| 3PXA1X  | 13.49     | Inboard mounted driver arm rest   |     | \$ -        | \$ -     |
| 3PXC1X  | 13.50     | Inboard mounted rider arm rest - Air Ride Seat Only   |     | \$ -        | \$ -     |
| 4850K5  | 13.51     | Cloth with vinyl driver & rider seat  |     | \$ -        | \$ -     |
| 0HAA1X  | 13.52     | Driver seat dust cover  |     | \$ -        | \$ -     |
| C0J0022 | 13.59     | Co-pilot driver display (enhanced 4.5" diagonal graphic LCD display w/4-button stalk control - includes guard dog routine maintenance monitoring                                  |     | STD         |          |
| MC      | 13.63     | 5lb fire extinguisher between LH seat base and door with valve aimed rearward   | 1   | \$ 66.00    | \$ 66.00 |
| MC      | 13.64     | Reflector kit parallel to inside of rider base seat   | 1   | \$ 27.00    | \$ 27.00 |
| I6AA1X  | 13.68     | Cab cleanout - includes in cab pneumatic line   | 1   | \$ 46.00    | \$ 46.00 |
| N6XR2X  | 13.75     | Exhaust pyrometer & transmission oil temperature gauges   |     | STD         |          |
|         | <b>14</b> | <b>MN/DOT OPTIONS:</b>  |     |             |          |
|         | 14.10     | Additional warranty coverage per spec 12.9  |     |             | \$ -     |
|         |           | <b>For Prebuild and Pilot meets See RFP special Terms and conditions</b>  |     |             |          |
|         | 14.27     | Prebuild specification meeting (per person) to be held in St. Paul/Minneapolis area.  |     | \$ 1.00     | \$ -     |
|         | 14.28     | Pilot inspection meeting (per person).  |     | \$ 900.00   | \$ -     |
|         | <b>15</b> | <b>TRAILER TOW OPTIONS:</b>   |     |             |          |
|         | <b>16</b> | <b>MANUALS / INTEREST FEE:</b>  |     |             |          |
|         | 16.1      | Percent interest per month (non-compounding) on unpaid cab & chassis balance. Applies only to CPV Members. (Payable after trade-in is delivered to vendor). Percentage/per month. |     | \$ 1.50     | \$ -     |
|         |           | <b>SEE Special Terms and Conditions re interest to State agencies.</b>  |     |             |          |
|         | 16.3      | Manuals in CD form, parts repair and service, per set   |     | \$ 500.00   | \$ -     |
|         | 16.4      | Premium Tech Tool   |     | \$ 3,800.00 | \$ -     |
|         | <b>17</b> | <b>Delivery Charges:</b>  |     |             |          |
|         | 17.1      | Price per loaded mile List starting point   |     |             |          |
|         | 17.2      | Roseville, MN 55113   |     | \$ 2.00     | \$ -     |
|         | <b>18</b> | <b>Maintenance /Body Shop Repair Rate</b>   |     |             |          |
|         | 18.1      | Rate for initial Inspection/Diagnostics   |     | \$ 167.00   | \$ -     |
|         | 18.2      | Rate for Mechanical Work  |     | \$ 167.00   | \$ -     |
|         | 18.3      | Rate for Body Work  |     | \$ 167.00   | \$ -     |
|         | <b>19</b> | <b>Quantity Discounts:</b>  |     |             |          |
|         |           | Enter the number of units that must be purchased and the corresponding discount offered to the purchaser. More than one quantity discount may be entered.                         |     |             |          |
|         | 19.1      |   |     |             | \$ -     |
|         | 19.2      |   |     |             | \$ -     |

## STATE OF MINNESOTA

| Code        | Spec # | Description  | Qty | 2022 Price | Subtotal            |
|-------------|--------|--|-----|------------|---------------------|
|             | 20     | <b>Next Model Year Upcharges</b>                           |     |            |                     |
|             |        | Enter the following Production Model Year here >>>>>>>>>   |     | 2023       |                     |
|             | 20.1   | Percentage Upcharge for the following Model Year Base Unit | 1   | 1.50%      | \$ 1,319.81         |
|             | 20.2   | Percentage Upcharge for the following Model Year Options   |     | 1.50%      |                     |
| Total Cost: |        |  |     |            | <u>\$ 92,204.81</u> |



**CITY COUNCIL STAFF REPORT**  
Meeting Date November 22, 2021

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Brian Bierdeman, Public Safety Director  
**PRESENTER:** Brian Bierdeman, Public Safety Director  
**AGENDA ITEM:** Resolution Accepting Donation from Calvary Church

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

**Policy Issue:**

City Council approval is required for the Maplewood Public Safety Department to accept a donation of gift cards totaling \$6,225 from Calvary Church.

**Recommended Action:**

Motion to approve the resolution accepting the donation from Calvary Church.

**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.

N/A

**Background**

Calvary Church, which has two campuses in White Bear Lake and Roseville, has made a generous donation of \$75 gift cards to be distributed by Maplewood Public Safety Officers to families in need during the upcoming holiday season. This donation was made possible with the help of Senior Pastor Shawn Winters. The total value of this donation is \$6,225.00.

**Attachments**

N/A

**RESOLUTION  
ACCEPTING A DONATION TO THE MAPLEWOOD PUBLIC SAFETY DEPARTMENT**

WHEREAS, Calvary Church has presented to the Maplewood Public Safety Department a donation in the amount of \$6,225.00; and

WHEREAS, this donation is intended for the purpose of Public Safety employees to distribute \$75 gift cards to families in need this holiday season; and

WHEREAS, the Maplewood City Council is appreciative of the donation and commends Calvary Church 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.

Approved by the Maplewood City Council this 22nd day of November, 2021.

**CITY COUNCIL STAFF REPORT**

Meeting Date November 22, 2021

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

**REPORT FROM:** Rita Trapp, HKGi  
Michael Martin, AICP, Assistant Community Development Director

**PRESENTER:** Rita Trapp, HKGi  
Jeff Thomson, Community Development Director

**AGENDA ITEM:** Creation of the North End Zoning District

- a. Ordinance Creating North End Zoning District and Establishing Sign Standards
- b. Resolution Authorizing Publication of the Ordinance by Title and Summary (4 votes)
- c. North End Design Guidelines
- d. Ordinance Amendment to Rezone Properties to North End Zoning District

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

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

**Policy Issue:**

The City Council is being asked to take actions to establish the new North End (NE) Zoning District. This includes adopting the attached ordinance which creates the North End District. Then adopting the attached North End District Guidelines to provide further information about what the City is seeking. The final action is to rezone properties into the North End Zoning District.

**Recommended Action:**

- a. Motion to approve the ordinance amending city code chapter 44 zoning, article II. – District Regulations, creating the North End Zoning District in the City of Maplewood and chapter 44 zoning, article III. – Sign Regulations, establishing sign standards for the new zoning district.
- b. Motion to approve the resolution authorizing publication of the ordinance by title and summary (4 votes).
- c. Motion to approve the North End District Guidelines.
- d. Motion to approve a zoning map ordinance amendment for the properties within the North End District from business commercial (BC) to north end (NE).

**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 checked="" type="checkbox"/> Targeted Redevelopment |
| <input type="checkbox"/> Operational Effectiveness | <input type="checkbox"/> Community Inclusiveness  | <input type="checkbox"/> Infrastructure & Asset Mgmt.      |

The city's 2040 Comprehensive Plan calls out the North End region of Maplewood as an area of opportunity to do additional planning in order to help this important part of the city stay healthy. The 2040 plan states the city should:

*Complete a subarea plan or district plan for the Maplewood Mall area, to help define the following:*

- a. Expectations regarding anticipated mixes of land uses on a block by block basis.*
- b. Expectations regarding urban design principles guiding redevelopment in the area.*
- c. Opportunities for connections and synergy with the HealthEast St. Johns campus and surrounding supportive health care facilities.*
- d. Improvements to support pedestrian, bicycling, and transit connectivity, particularly the METRO Rush Line stations.*
- e. Further definition of implementation tools and steps to be completed, to support redevelopment and revitalization.*

As referenced above, a district plan was developed and adopted. Now the City's zoning code needs to be updated to support this work.

### **Background**

The NE District is being created to implement the 2040 Comprehensive Plan, as well as the subsequently adopted North End Vision Plan.

The NE North End District is proposed to be applied to the area shown in the attached map – and as shown to the right. The NE District will be different than other city zoning districts in that it focuses on building placement and form first, with land use secondary. Thus, the North End form-based zoning district provides clear standards for how future buildings need to be placed on a site and how a building's form needs to relate to the adjacent streets and public spaces.



The NE North End District is proposed to be a new division within Article II and is proposed to be organized into the following sections:

- Secs. 44-690. – Purpose.
- Secs. 44-691. – Definitions.
- Secs. 44-692. – Applicability.

- Secs. 44-693. – General Provisions.
- Secs. 44-694. – Administration.
- Secs. 44-695. – Subdivision Standards.
- Secs. 44-696. – Site Design Standards.
- Secs. 44-697. – Building Design Standards.
- Secs. 44-698. – Use Standards.

It should be noted that the establishment of the NE North End District does necessitate a change to the City's sign regulations. As can be seen in the attached ordinance, it is recommended that the NE North End District and the M-U Mixed Use District have the same sign regulations. Allowable types of signs in both districts will include wall, projecting, window, awning/canopy and monument. The proposed changes to the sign regulations include some additional clarifications for some types of signs, as well as some clean-up and reformatting.

In addition to a new zoning district, the attached set of Design Guidelines were also created to provide further guidance to property owners about the City's desires for the area. The guidelines were elements of the North End Vision Plan that were deemed important but too restrictive to be part of the standards that projects would be required to meet in the zoning and subdivision regulations. It is intended that these would be provided to developers and that information about how the guidelines were incorporated into proposed projects would be included in staff reports.

#### Public Outreach

Following a series of planning commission meetings to develop the new regulations and guidelines, the City conducted a public outreach effort to inform property owners and tenants within and surrounding the North End District of the proposed regulations and to solicit input. This included a letter inviting those interested to attend either a virtual or in-person meeting or to review additional information that was posted on the City's website. In addition, Staff had several conversations with individual property owners about the project. Input from the meetings did result in a few adjustments to the proposed ordinance, particularly around the applicability of new regulations to existing, development properties.

#### Planning Commission Review

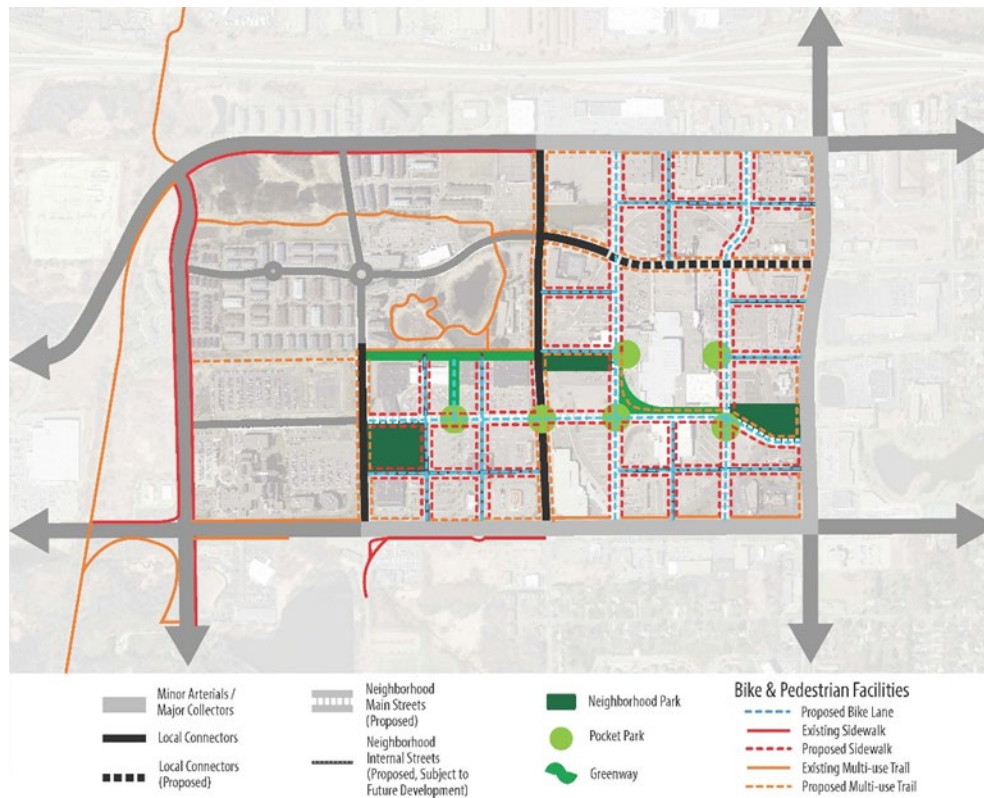
At its October 19th meeting the Planning Commission held a public hearing to consider the proposed North End District and Design Guidelines. Clarifications made during the public hearing included:

1. The proposed street network will evolve as redevelopment occurs. The intent is for the alignment to be in the same general vicinity but there may be room for adjustment based on individual development projects.
2. Open space dedication requirements are applicable to all projects when subdivision occurs, similar to how it is applied throughout the City.
3. The City has financial resources that may be available for projects.

In its review of the proposed ordinance, the Planning Commission recommended that the sign regulations specifically prohibit the painting of signs on windows. This change has been made in the attached ordinance.

The Planning Commission requested Staff revisit whether lighting requirements should be included in the proposed district. Staff considered the recommendation and determined that the City's existing regulations are sufficient to address lighting in the district. No change has been made to the North End regulations.

The Planning Commission also sought clarification about how pedestrian and bicycle connectivity would be achieved through the implementation of the ordinance. The graphic below shows how the requirement for sidewalks, trails, and on-street bike lanes will create a connected system in this area.



After its discussion the Planning Commission unanimously recommended the adoption of the North End District regulations, the rezoning of properties into the new district, and the adoption of the proposed Design Guidelines.

### **Attachments**

1. North End Zoning District and Sign Regulations Ordinance
2. Resolution Authorizing Publication of Ordinance by Title and Summary
3. North End Design Guidelines
4. Zoning Map Amendment Ordinance
5. Map of North End Properties to be Rezoned
6. Planning Commission Minutes, October 19, 2021
7. Presentation

## ORDINANCE NO. \_\_\_\_\_

**An Ordinance Establishing the New North End (NE) Zoning District and Establishing Sign Standards for the New Zoning District**

The City Council of Maplewood ordains as follows:

**Section I. Chapter 44 is hereby amended to add the following Division and Sections to Article II. – District Regulations:**

**DIVISION 16. NE NORTH END DISTRICT**

***Secs. 44-689. – Purpose.***

The purpose of the NE north end district is to enable expansion of the north end area's role as a local and regional economic activity center for purposes of obtaining goods and services, wellness, work, recreation, socialization, learning, and living. The zoning district accommodates and regulates:

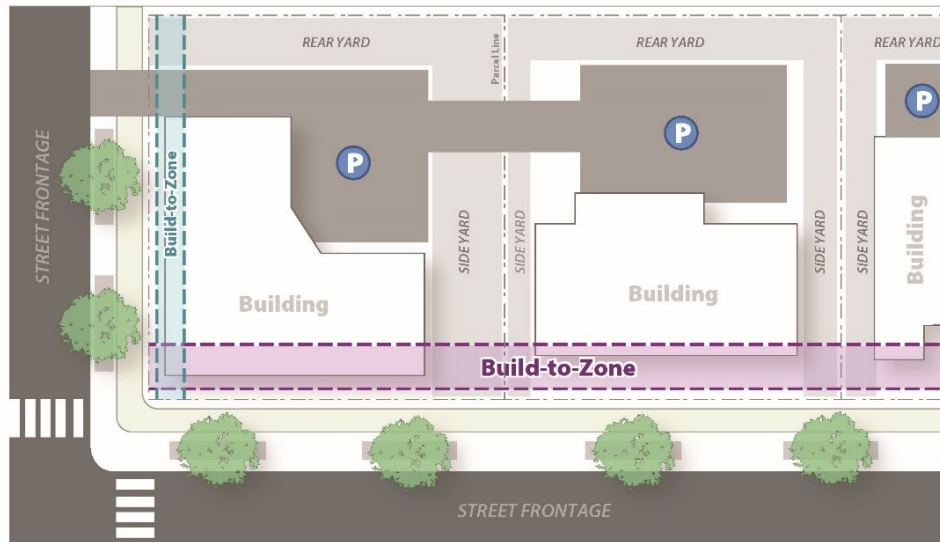
- (1) New development and redevelopment site opportunities appropriate for an evolving transit-oriented environment to support planned transit improvements and investments within the north end area;
- (2) Development of a significantly expanded and connected transportation network within the north end area, including adding streets to create a smaller street grid and smaller blocks, expanding the pedestrian/bicycle network (sidewalks, trails, bike facilities, pedestrian-friendly street crossings), and enabling convenient multi-modal travel;
- (3) New and improved public green spaces (neighborhood parks, pocket parks, and greenways), usable private open spaces, and an improved tree canopy along streets;
- (4) A broad mix of integrated land uses, including commercial (retail, services, restaurants, and entertainment), medical and related office, residential, and lodging;
- (5) Management of overall parking needs for future development types and the future enhanced transportation facilities, including the reduction of surface parking lots, increase of on-street parking, and addition of structured parking in conjunction with development.
- (6) All new development and redevelopment that meets the guidance and vision established within the *Comprehensive Plan* and *North End Vision Plan*.

***Secs. 44-690. – Definitions.***

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

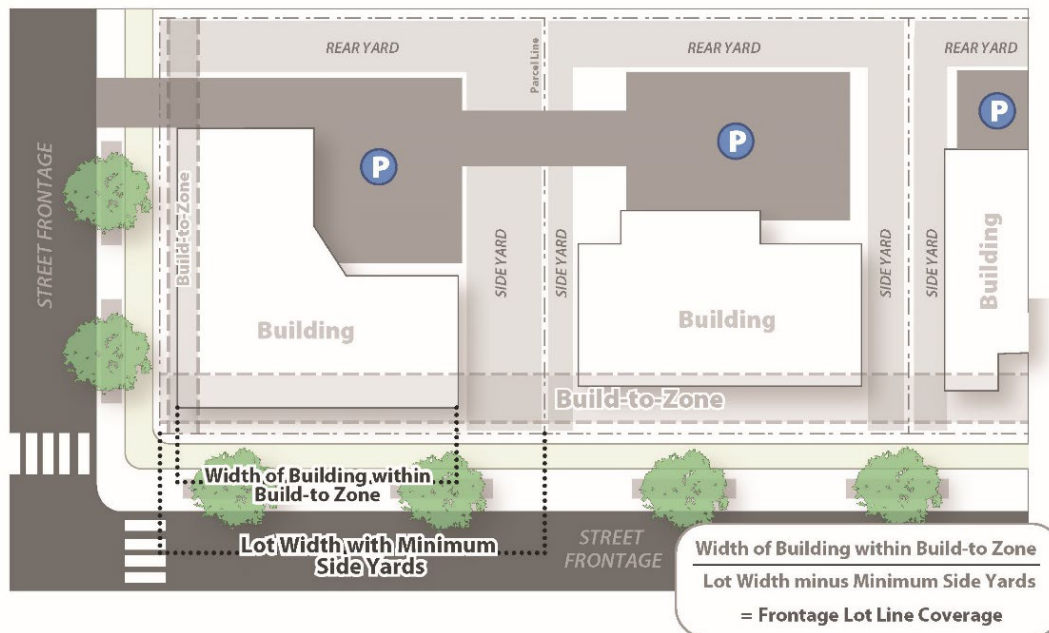
- (1) *Block* means an area of land surrounded on all sides by streets or other transportation or utility rights-of-way, or by physical barriers such as bodies of water or public open spaces.
- (2) *Build-to Zone* means the minimum and maximum distance a structure may be placed from a lot line.

Figure 1. Build-to Zone



- (3) *Street Frontage* means the building and yard area facing and directly adjacent to a street right-of-way line.
- (4) *Street Frontage Coverage (Lot Line Coverage)* means the calculation of the width of a building within the Build-to-Zone divided by the lot width minus the minimum side yard setbacks.

Figure 2. Street Frontage Coverage

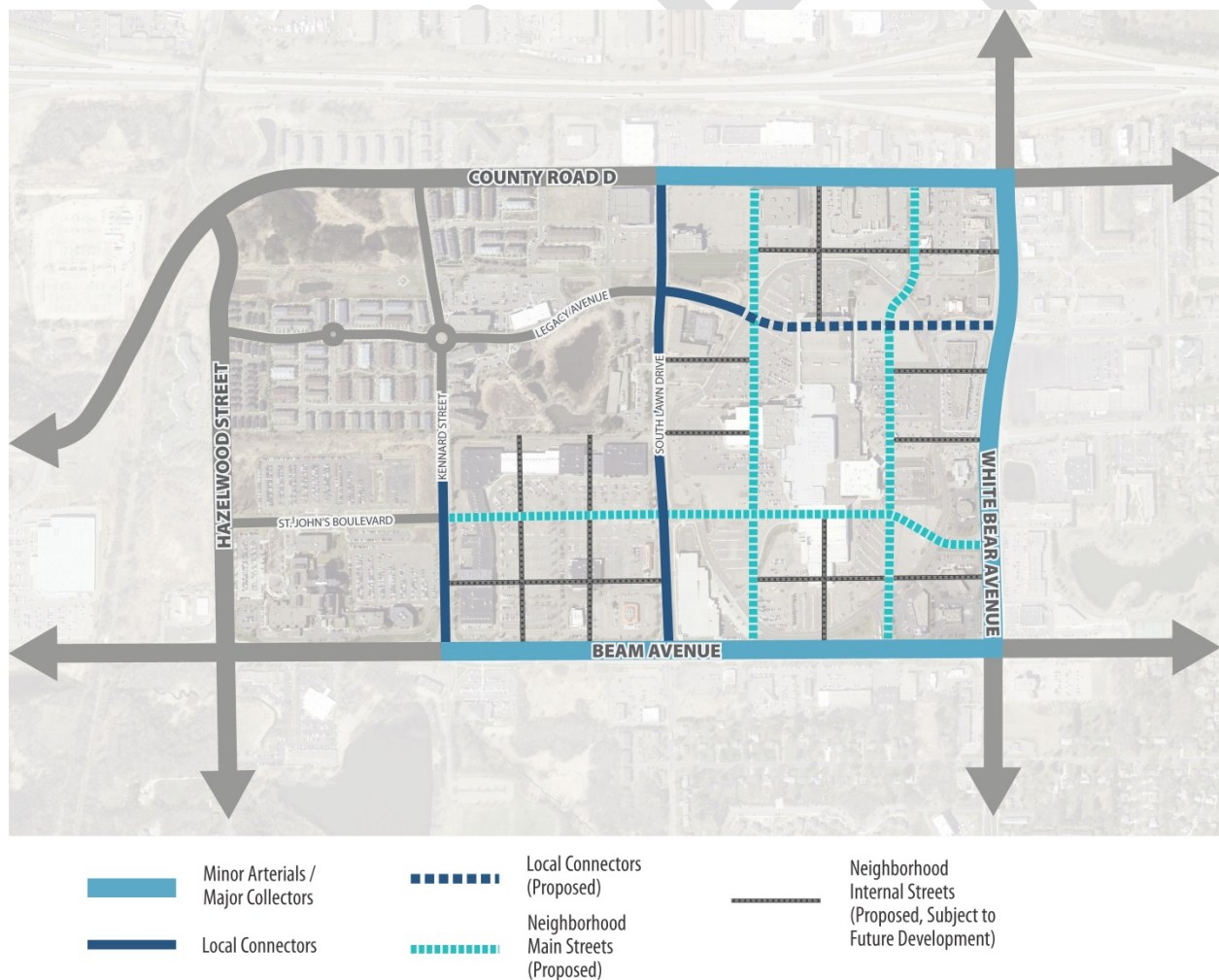




*Secs. 44-691. – Applicability.*

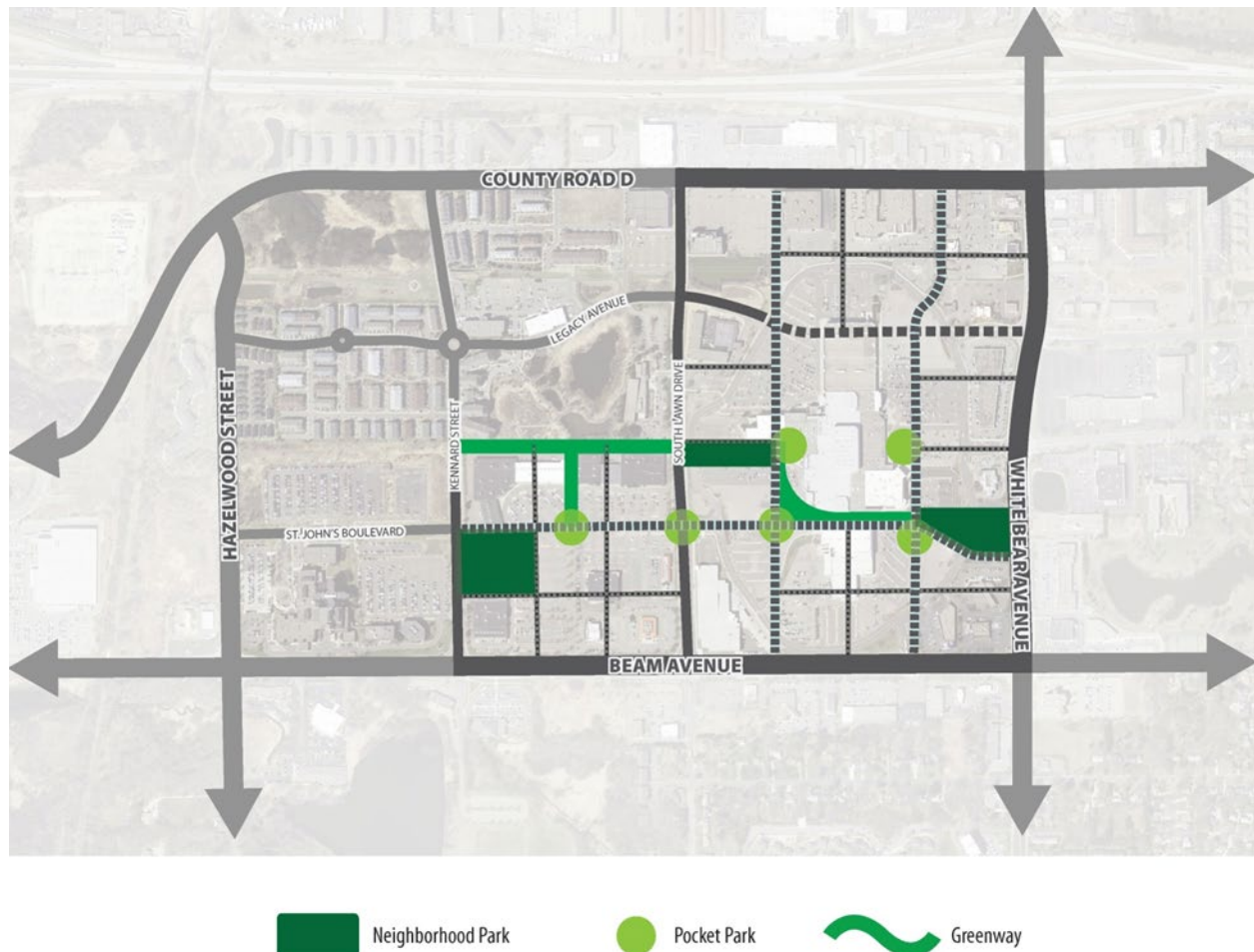
- (1) These regulations shall apply to all subdivision, new development, and redevelopment of land located in the NE north end district on the city's zoning map as regulated by Section 44-10.
- (2) Regulating Plans.
  - a. The NE north end district shall be implemented through Regulating Plans:
    - i. *North End District Street Network and Types*
    - ii. *North End District Open Space Network and Types*
  - b. The *North End District Street Network and Types* Regulating Plan establishes the district's future street network, street types, and the development form appropriate to each street type. The *North End District Street Network and Types* Regulating Plan is shown in Figure 3.

Figure 3. Regulating Plan: *North End District Street Network and Types*



- c. The *North End District Open Space Network and Types* Regulating Plan establishes the district's future parks and open space network, showing general locations of future park and open space needs. The *North End District Open Space Network and Types* Regulating Plan is shown in Figure 4.

Figure 4. Regulating Plan: *North End District Open Space Network and Types*



- (3) Street types. As shown on the *North End District Street Network and Types* Regulating Plan (Figure 3): four street types are established for the north end district. These types are applicable to existing streets and will be applied to future streets. Alignment of future streets has not been determined; the Regulating Plan shows the general location of future streets and extensions.

- a. Minor Arterials / Major Collectors – Public Roadways
- i. Beam Avenue (County Road 20)
  - ii. White Bear Avenue (County Road 65)

- iii. County Road D
  - b. Local Connectors – Public Roadways
    - i. Kennard Street
    - ii. Southlawn Drive
    - iii. Legacy Parkway (extension)
  - c. Neighborhood Main Streets – Public Roadways
    - i. St. John's Boulevard (extension from Kennard Street to White Bear Avenue)
    - ii. Future north-south through street along west side of Maplewood Mall from Beam Ave to County Road D, as shown on the Regulating Plan
    - iii. Future north-south through street along east side of Maplewood Mall from Beam Ave to County Road D, as shown on the Regulating Plan
  - d. Neighborhood Internal Streets – Public or Private Roadways
    - i. Future streets, examples shown on the Regulating Plan, but final layout may be different
- (4) Subdivision and site development.
  - a. All subdivision of land shall meet the subdivision standards in Section 44-694.
  - b. All new site development and redevelopment shall be subject to the site design, building design, and use standards in Sections 44-695, 44-696, and 44-697.
  - c. Sites that abut multiple street types shall meet standards based on the priority frontage. Priority frontage is determined by the following priority of street types:
    - i. First Priority: Neighborhood Main Street
    - ii. Second Priority: Minor Arterial / Major Collector
    - iii. Third Priority: Local Connector
    - iv. Fourth Priority: Neighborhood Internal Street
- (5) Street rights-of-way.
 

The street standards in Section 44-694 shall apply to all public rights-of-way in the NE district based on the specific street types.
- (6) Open spaces.
 

The open space standards in Section 44-694 shall apply to all future public and private open spaces in the NE north end district based on the specific open space types.

*Secs. 44-692. – General Provisions.*

- (1) This division is designed, wherever possible, to act as a standalone set of standards and procedures for development in the NE north end district. References to other applicable standards and administrative procedures in the Maplewood City Code are provided as needed.
- (2) The standards and administrative procedures in this division shall apply in lieu of other provisions in this chapter, except where specifically stated otherwise in this division, and govern in the event of a conflict.
- (3) The provisions of Sec. 44-12 Nonconformities of the Zoning Code shall be fully applicable to all structures and uses within the north end district.
- (4) The standards in this division shall apply to new development, redevelopment, and building expansions greater than 50 percent of the floor area of an existing building. A property owner or developer may expand an existing building or parking lot as long as the development does not conflict with the districts' future street network as identified in the *North End District Street Network and Types* Regulating Plan (Figure 3) and meets the standards in Secs. 44-17 to 44-20.
- (5) Along with the standards established in this Division, developments in the north end district are encouraged to utilize the *North End Design Guidelines* for additional design guidelines.
- (6) Planned Unit Developments (PUDs), as provided in Secs. 44-687 through 44-688 Planned Unit Development (PUD), are not permitted within the NE district.

*Secs. 44-693. – Administration*

- (1) Subdivisions and platting within the NE district are subject to the procedures and application requirements established in Chapter 34 Subdivisions of the Maplewood City Code, with the following provisions and exceptions:
  - a. The block, street, and lot requirements of Sec. 44-694 Subdivision Standards shall supersede any related standards in Sec. 34-8 Minimum Subdivision Design Standards.
- (2) New development and redevelopment are subject to the development design review procedure in Secs. 2-281 through 2-292 Community Design Review Board of the Maplewood City Code.
- (3) Exceptions to the design standards may be considered by the Community Design Review Board, or City Council if appropriate, if they uphold the integrity of the *North End Vision Plan* and *Comprehensive Plan*, and result in attractive, cohesive development design as intended by this Division.

*Secs. 44-694. – Subdivision Standards.*

- (1) Block and Street Network Standards.

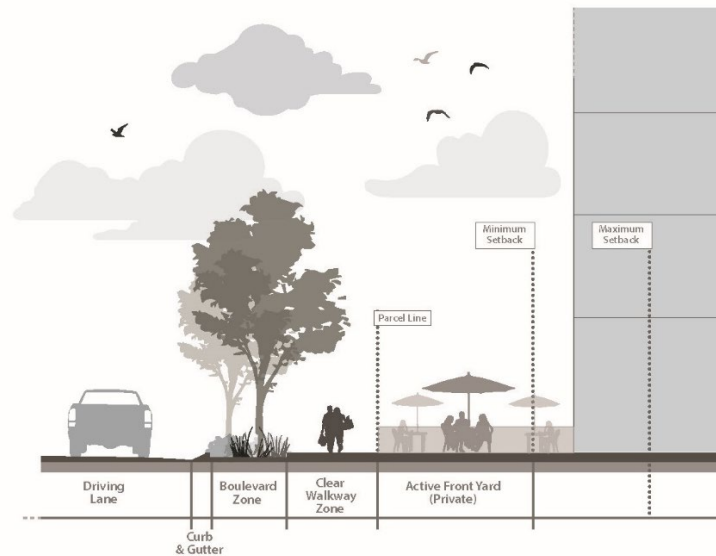
- a. For all developments with total combined parcel acreage of more than 3 acres, subdivision into blocks and platting of new streets is required.
- b. Maximum block length shall be 450 feet.
- c. New streets shall connect to and continue existing streets from adjoining areas to form an interconnected street network.
- d. New cul-de-sacs and dead end streets may only be permitted where intersecting with Minor Arterials / Major Collectors and are unable to meet minimum access standards or by approval of the city engineer to accommodate specific site conditions.
- e. The city engineer shall approve the type of street for each subdivision and may require additional street right-of-way or configuration based on the regulating plan, existing context, and area circulation needs. Street Design Standards by Street Type are illustrated in subsections (2) and (3), below.
- f. Each block is required to provide an alley or private lane to efficiently accommodate vehicle parking access, service/loading access, refuse pickup, and reduce the number of driveways/curb cuts.

(2) Street Design General Standards

The provisions of this section shall apply to all new streets as well as streetscape improvements to existing streets.

- a. Sidewalks or shared use trails shall be provided on both sides of all new streets and improved existing streets. Where sufficient public right-of-way width does not exist, and cannot be obtained to accommodate sidewalks or shared use trails on both sides, an easement shall be required, unless approved otherwise by the community development director, within a property line adjacent to a right of way to accommodate the minimum width of a sidewalk clear walkway zone or a shared use trail, as required by the appropriate Street Type.
- b. All sidewalks shall provide a *clear walkway zone* and a *boulevard or street life zone*, as shown in Figure 5.

Figure 5. Illustration of Sidewalk Zones



- i. A *clear walkway zone* shall be a minimum of 6 feet in width, or wider as indicated in the Street Design Standards by Street Type illustrated in section (3) below. A clear walkway zone shall consist of a continuous, unobstructed and accessible path of travel for pedestrians that must remain clear of obstacles at all times.
- ii. A *boulevard or street life zone* shall be a minimum of 4 feet in width, with an ideal width of 5 feet or more, as indicated in the Street Design Standards by Street Type in section (3) below. In some locations the boulevard or street life zone may alternate with parking spaces. A boulevard or street life zone organizes the fixed sidewalk elements along the curb into an area that delineates the clear walkway zone from the roadway. This zone consists of street trees, stormwater planting areas, and street furniture, such as benches, trash cans, bicycle racks, street lighting and street signage.
- c. Shared use trail width shall be a minimum of 10 feet.
- d. Pavement markings for pedestrian crosswalks shall be provided at all controlled intersections.
- e. Pedestrian crosswalks at uncontrolled intersections and mid-block, where required by the City Council, shall also have pavement markings.
- f. Sidewalk extensions or bump-outs shall be provided at pedestrian crosswalks on streets with parking as a means of traffic calming.

- g. On-street bicycle lanes shall be a minimum of 6 feet in width and shall be designed in compliance with the city's *Living Streets Policy* and according to specifications required by the city engineer.
- h. All streetscape trees shall be planted in consideration of location of utilities and future utility needs.
- i. Tree pits shall be a minimum of 4 feet in width, and a maximum of 3 feet in depth. Tree pits shall use planting or granite sets outside of the critical root ball zone or may use tree grates to create additional travel width for pedestrians. Tree boxes shall be sized to ensure sufficient growing space around root ball at installation.
- j. Trees shall be planted in contiguous open planting areas. Where continuous planting is interrupted by curb cuts, use of a modular suspended pavement system (such as Silva Cells) is required.

(3) Street Design Standards by Street Type.

The provisions of this section shall apply to all street types as shown on the *North End District Street Network and Types* (Figure 3); any private Neighborhood Internal streets shall meet the same minimum design standards as public Neighborhood Internal streets. All newly constructed streets and streets undergoing reconstruction shall meet these minimal standards. If property adjacent to existing streets is undergoing development, the city shall at that time acquire any additional right-of-way or easements needed for future improvements to the streets that comply with these standards.

a. Minor Arterial and Major Collector Streets

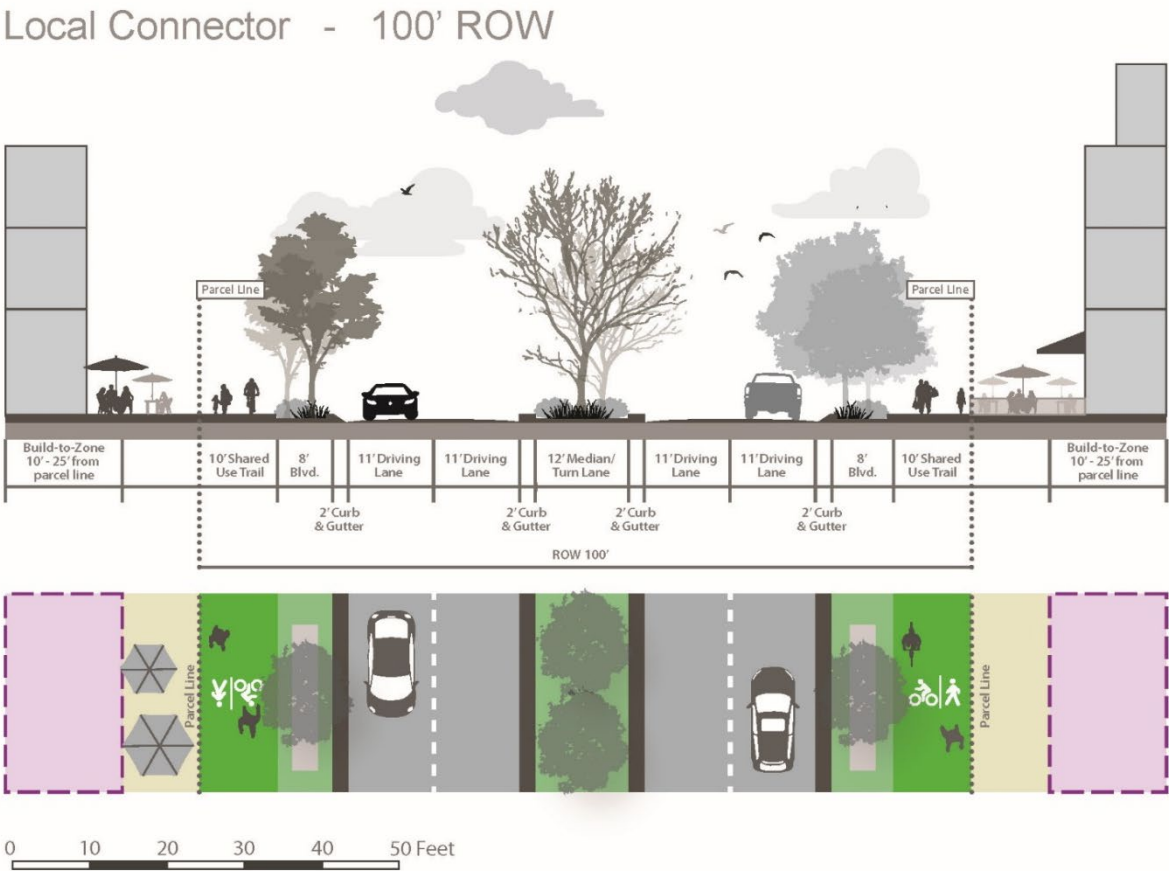
As all Minor Arterial and Major Collector Streets within the area are owned by Ramsey County, the city will work with the Ramsey County on accomplishing guidelines set forth in the *North End Design Guidelines*.

b. Local Connector Streets

i. Local Connector Street Sections



Figure 6: Cross-Section of Local Connector Streets



ii. Description of Street Elements – Local Connector Streets

Table 1: Local Connector Street Design Standards

|                        |                                  |
|------------------------|----------------------------------|
| Right of Way           | 100' minimum                     |
| Streetscape            |                                  |
| Sidewalk Width         | n/a                              |
| Shared Use Trail Width | 10' minimum                      |
| Boulevard Width        | 8' minimum                       |
| Tree Spacing           | 30' on center                    |
| Travel Way             |                                  |
| Bicycle Lanes          | 0                                |
| Bicycle Lane Width     | n/a                              |
| Driving Lanes          | 4                                |
| Driving Lane Width     | 11' maximum                      |
| Parking Lanes          | 0                                |
| Parking Lane Width     | n/a                              |
| Median                 | 14' minimum (with curb & gutter) |



- c. Neighborhood Main Streets
  - i. Neighborhood Main Street Section

Figure 7: Cross Section of Neighborhood Main Street



ii. Description of Street Elements – Neighborhood Main Streets

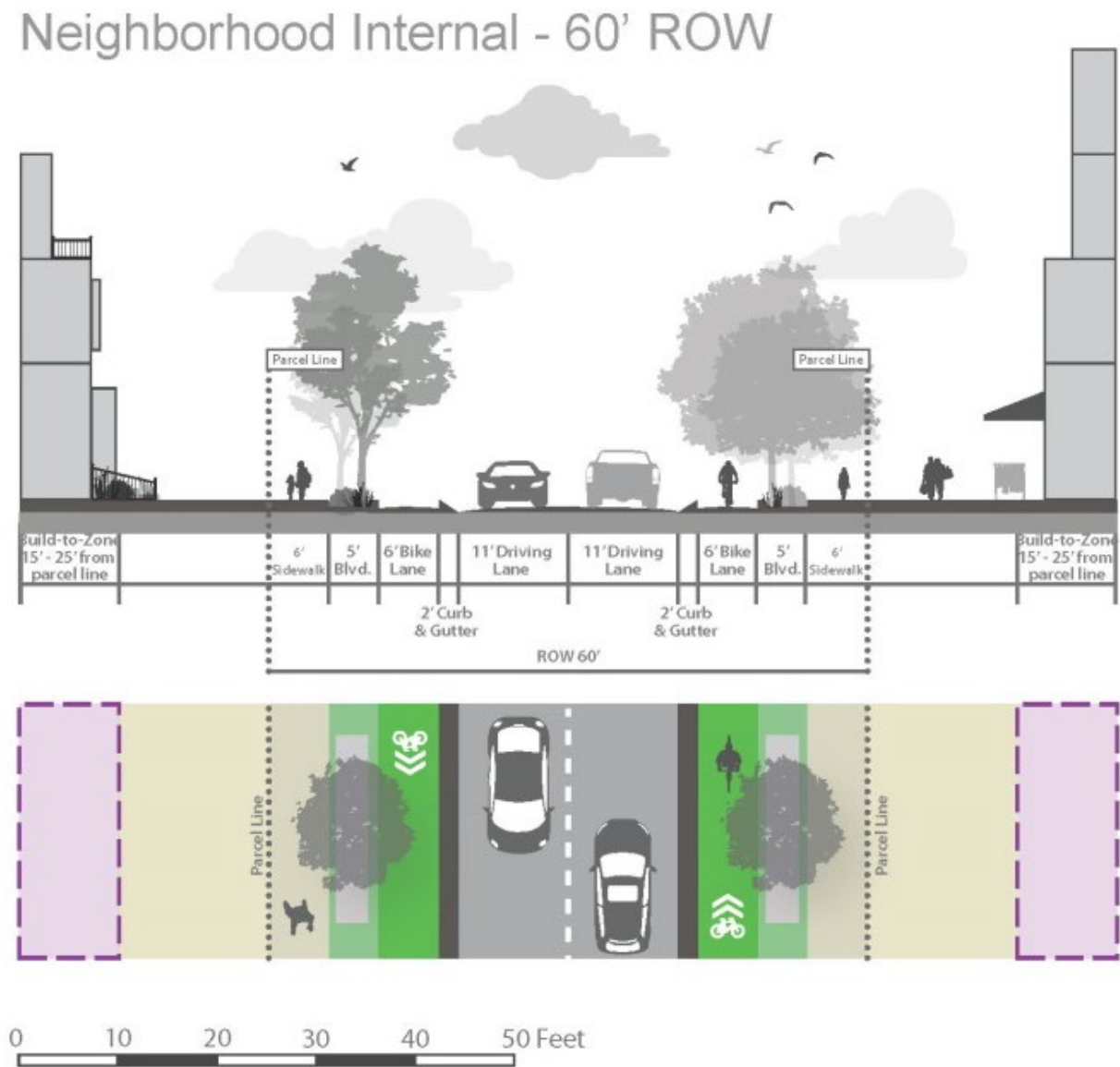
Table 2: Neighborhood Main Street Design Standards

|                        |               |
|------------------------|---------------|
| Right of Way           | 80' minimum   |
| Streetscape            |               |
| Sidewalk Width         | 6' minimum    |
| Shared Use Trail Width | n/a           |
| Boulevard Width        | 7' minimum    |
| Tree Spacing           | 25' on center |
| Travel Way             |               |
| Bicycle Lanes          | 2             |
| Bicycle Lane Width     | 6' minimum    |
| Driving Lanes          | 2             |
| Driving Lane Width     | 11'           |
| Parking Lanes          | 2             |
| Parking Lane Width     | 8'            |
| Median                 | n/a           |

d. Neighborhood Internal Streets

i. Neighborhood Internal Street Sections

Figure 8: Cross-Section of Neighborhood Internal Streets



ii. Description of Street Elements – Neighborhood Internal Streets

Table 3: Neighborhood Internal Street Design Standards

|                        |               |
|------------------------|---------------|
| Right of Way           | 60' minimum   |
| Streetscape            |               |
| Sidewalk Width         | 6' minimum    |
| Shared Use Trail Width | n/a           |
| Boulevard Width        | 5' minimum    |
| Tree Spacing           | 25' on center |
| Travel Way             |               |
| Bicycle Lanes          | 2             |

|                    |             |
|--------------------|-------------|
| Bicycle Lane Width | 6' minimum  |
| Driving Lanes      | 2           |
| Driving Lane Width | 11' maximum |
| Parking Lanes      | 2 maximum   |
| Parking Lane Width | 8' maximum  |
| Median             | n/a         |

(4) Open Space Standards.

- a. Public open space. For each new subdivision, a minimum of 10% of the lot area shall be dedicated, designed, and accessible as public open space in alignment with the *North End District Open Space Network and Types* Regulating Plan (Figure 4) in Sec. 44-691.
  - i. This public open space requirement supersedes the requirements of Chapter 26 (Parks and Recreation) and the city's Park Accessibility Charge (PAC).
  - ii. The standards in Table 4 shall apply to all land dedicated and deeded as public open spaces. The property owner or developer shall be responsible for making certain improvements to land dedicated, including, but not limited to, finish grading, ground cover, construction of trails and clearly identifying park and trail boundaries with city-approved markers.
  - iii. If a development site's location does not coincide with the *North End District Open Space Network and Types* (Section 44-691 Figure 4), the city council, at its discretion, may require a developer to pay to the city cash fees in lieu of dedication of land for park, recreational, and open space purposes. The cash contribution in lieu of land dedication must be provided prior to the city releasing the final subdivision. The amount of any cash in lieu contribution shall be equivalent to the average fair market value of the 10% of land that would otherwise be required to be dedicated. For purposes of this section, "fair market value" means the value of land as determined based on tax valuation or other relevant data, or as set forth in the city's fee schedule. If the applicant disputes the amount of the proposed cash contribution in lieu of the land dedication, the applicant, at their own expense, may obtain an appraisal of the property. The appraisal shall be made by approved members of the MAI, or equivalent real estate appraisal societies. If the city disputes such appraisal the city may, at the applicant's expense, obtain an appraisal of the property by a qualified real estate appraisal. This appraisal shall be conclusive evidence of the fair market value of the land.

Table 4. Public Open Space Standards

| Name                   | Size                  | Type                          | Access   | Description   |
|------------------------|-----------------------|-------------------------------|--|---|
| Neighborhood Park      | 2 acres minimum       | Public                        | Located along a public street with public transit or district shuttle route; be adjacent to or incorporate access to multi-modal circulation | Centrally located within the north end area, including east, central, and west parks          |
| Pocket Park (or Plaza) | 5,000 sq. ft. minimum | Public or Publicly Accessible | Must be connected by public streets or by public paths that include access for pedestrian and bicycle  | Distributed throughout north end area, filling in the service areas around Neighborhood Parks |
| Greenway               | 12 ft. minimum width  | Public or Publicly Accessible | At least one end must connect to a public street or public path  | At mid-block breaks and other key pedestrian connection points                                |

b. Private usable open space. Each development, both residential and non-residential, shall provide a minimum of 10% of the lot area as private usable open space. Private usable open spaces will not count toward public open space dedication requirements. Usable open space means designed outdoor space intended for passive or active recreation that is accessible and suited to the needs of the development's residents and/or employees, and shall generally have the following characteristics:

- i. Functional and aesthetic design that relates to the principal building or buildings, with clear edges, including seating, landscaping, recreational facilities, sidewalk connections, and other amenities;
- ii. May be designed as courtyards, plazas, picnic areas, swimming pools, play areas, rooftop patios/gardens, or trails within natural areas;
- iii. Compatible with or expands upon existing pedestrian connections and public parks or open space;
- iv. May include both private common areas for use by all residents of that development, as well as a private unit's open space for exclusive use by that unit's residents; and
- v. Does not include driveways, parking areas, steep slopes, or stormwater ponds.

(5) Lot Standards.

- a. Each lot must have a primary frontage along a public or private street, except where parcels shown on the regulating plan front on a public space or greenway.
- b. Where a lot has multiple street frontages, the primary entrance should be on the frontage with the highest priority, in accordance with Sec. 44-691(4)(c); if a lot

has multiple street frontages of the same street type, the frontage with the primary entrance shall be determined by the director of community development.

- c. Minimum lot width along a street frontage shall be 50 feet.
- d. Flag lots are prohibited.

*Secs. 44-695. – Site Design Standards.*

(1) Building Placement Standards.

- a. All buildings shall meet the building placement standards in the following table:

Table 5. Building Placement Standards by Street Type

|   | Minor Arterial /<br>Major<br>Collector | Local<br>Connector | Neighborhood<br>Main Street | Neighborhood<br>Internal Street |
|---|--|--------------------|-----------------------------|---------------------------------|
| Build-to Zone<br>for Street<br>Frontage   | 15 ft. – 30 ft.                        | 10 ft. – 25 ft.    | 5 ft. – 15 ft.              | 15 ft. – 25 ft.                 |
| Minimum Side<br>Yard                      | 5 ft.                                  | 5 ft.              | 5 ft.                       | 5 ft.                           |
| Minimum Rear<br>Yard                      | 5 ft.                                  | 5 ft.              | 5 ft.                       | 5 ft.                           |
| Minimum<br>Street<br>Frontage<br>Coverage | 60%                                    | 60%                | 80%                         | 40%                             |

- b. Setback Areas.
  - i. Common setback areas must be treated as a unified, planted landscape buffer area that is required to be installed and maintained by the building owner or homeowner's association.
  - ii. Walls, fences, monument signs, lighting, elevated private outdoor space, stairs leading to residential entries, guardrails, handrails and other similar building and landscape elements are allowed encroachments within the setback area.
  - iii. Utilities, transformers and telecommunications equipment shall, to the extent feasible, not be located in front of a building and shall be architecturally integrated or screened by landscaping.
  - iv. Awnings, canopies, marquees, signs, shading devices, cornices and lighting are allowed to encroach into the public right-of-way and into the

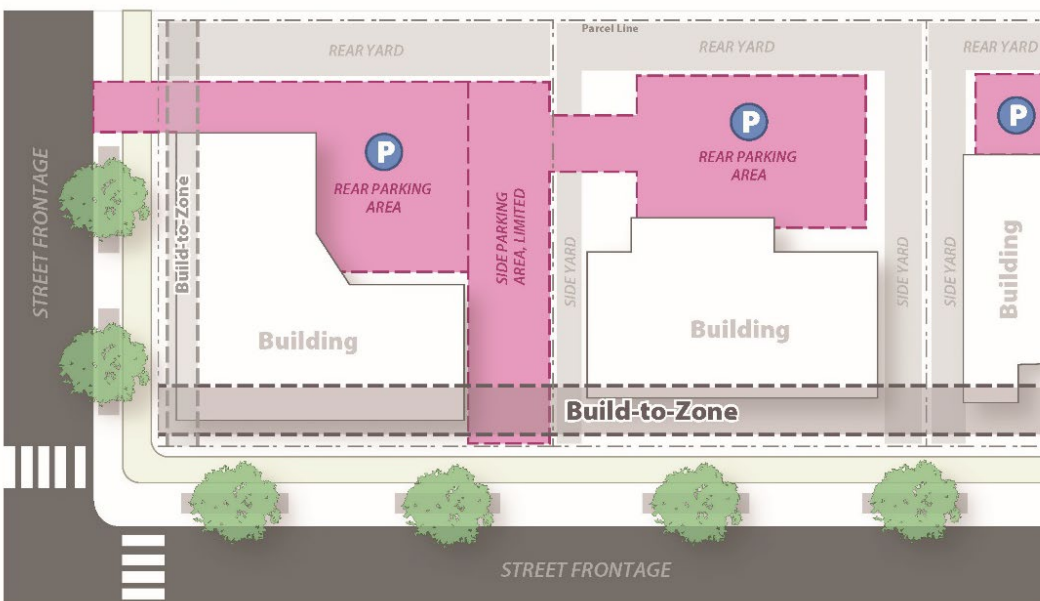
minimum setback area above a minimum height of 10 feet from sidewalk grade.

(2) Off-Street Parking and Loading Standards.

a. Off-Street Vehicle Parking Placement and Design.

- i. All Street Types: Off-street parking shall not be permitted to be located between the front of the building and the street.
- ii. Neighborhood Main Street Type: Off-street parking also shall not be permitted to be located in the side yard.
- iii. Off-street parking spaces for residential uses shall be located in a central location designed to support multiple uses or multiple units.
- iv. Vehicular entrances and exits to parking facilities shall have a maximum linear width of 11 feet if accommodating one direction of travel, and maximum linear width of 22 feet if accommodating both an exit and entrance at one opening. Entrances and/or exits that are shared with loading and service access may be 12 feet wide when accommodating one-way traffic and 24 feet wide when accommodating two-way traffic.
- v. Open surface parking areas must be limited to no more than 20 percent of total site area for any particular project.
- vi. Parapet edges of the parking areas, including the roof, and screening around open surface parking areas must be higher than vehicle headlights in order to screen adjacent properties.

Figure 9. Off-Street Vehicle Parking Placement



- b. Quantity of Off-Street Vehicle Parking Spaces. The number of off-street vehicle parking spaces shall meet the minimum and maximum ratios listed in Table 6, Off-Street Vehicle Parking Spaces.

Table 6. Off-Street Vehicle Parking Spaces

| Type of Use                                     | Minimum Off-Street Vehicle Parking Spaces | Maximum Off-Street Vehicle Parking Spaces |
|---|---|---|
| Residential within 1/4 mile of the BRT station  | 0.5 spaces / unit                         | 2.0 spaces / unit                         |
| Residential outside 1/4 mile of the BRT station | 1.0 space / unit                          | 2.5 spaces / unit                         |
| Lodging   | 0.5 spaces / guest room                   | 1.25 space / guest room                   |
| Business  | 1 space / 1,000 sf                        | 5 spaces / 1,000 sf                       |
| Public, social or health Care                   | 1 space / 1,000 sf                        | 5 spaces / 1,000 sf                       |
| Arts, entertainment or recreation               | 1 space / 1,000 sf                        | 5 spaces / 1,000 sf                       |
| Transportation                                  | 1 space / 1,000 sf                        | 5 spaces / 1,000 sf                       |

- c. Off-Street Bicycle Parking. Off-street bicycle parking must be provided for new buildings in the minimum quantities listed in Table 7, Minimum Bicycle Parking Spaces.

Table 7. Minimum Bicycle Parking Spaces

| Land Use  | Short Term (Visitor)   | Long Term (Tenant)   | Support Facilities  |
|---|--|--|---|
| Non-residential uses                                    | 4 spaces plus 5% of required automobile parking for visitors | 1 space plus 5% of required automobile parking for tenants / occupants | 1 shower / changing facility per gender per 100 employees |
| Residential buildings with shared parking facilities    | 4 spaces plus 0.10 spaces per unit                           | 2 spaces plus 0.50 spaces per unit                                     | N/A   |
| Residential buildings with an individual private garage | 4 spaces plus 0.10 spaces per unit                           | N/A  | N/A   |

- d. Shared Parking. Shared off-street parking facilities are allowed to collectively provide parking in any district for more than one structure or use, subject to the following conditions:
- i. The uses must have their highest peak demand for parking at substantially different times of the day or week, or an adequate amount of parking shall be available for both uses during shared hours of peak



demand. A parking plan shall address the hours, size and mode of operation of the respective uses.

- ii. The minimum spaces required under a shared parking agreement shall be based on the number of spaces required for the use that requires the most parking.
- iii. Shared parking facilities shall be protected by an irrevocable covenant running with the land and recorded with the county in a form approved by the city attorney. A certified copy of the recorded document shall be provided to the zoning administrator within 60 days after approval of the agreement by the city council.
- e. Off-Street Loading Facilities.
  - i. Individual off-street loading spaces shall have a maximum width of 10 feet and a maximum vertical clearance of 16 feet. Loading docks shall be screened, both architecturally and with landscaping to minimize visibility from the street and neighboring buildings.
  - ii. A maximum of one curb cut for loading and service is permitted every 600 linear feet of street frontage.
  - iii. Garage, loading and service entry areas must include either opaque or translucent garage door panels. Loading entries must be well lit at night and obscure views into loading areas under daylight and night light conditions.
- f. On-Street Loading Spaces. On-street loading spaces shall be sized to accommodate appropriate vehicles. On-street loading spaces are allowed to be used as regular vehicular parking spaces and scheduled for loading.

### (3) Screening Standards

- a. Refuse Storage. Storage of refuse containers should be accommodated inside the buildings, however, outdoor storage can be provided if adequately screened both architecturally and with landscaping. The location should minimize visibility from the street and neighboring buildings. No refuse storage is allowed in front of the building, adjacent to the street; corner lots shall not have refuse storage adjacent to either street.
- b. Mechanical Equipment.
  - i. To avoid noise and air quality impacts on open space areas, mechanical ducts or vents, with the exception of residential kitchen and bathroom vents, shall not be located adjacent to areas designated for courtyards or common activity areas.
  - ii. Rooftop mechanical equipment greater than four feet in height shall be screened in an enclosure that also considers views from above. All

screening shall be at least of equal height to the mechanical equipment that it screens.

*Secs. 44-696. – Building Design Standards.*

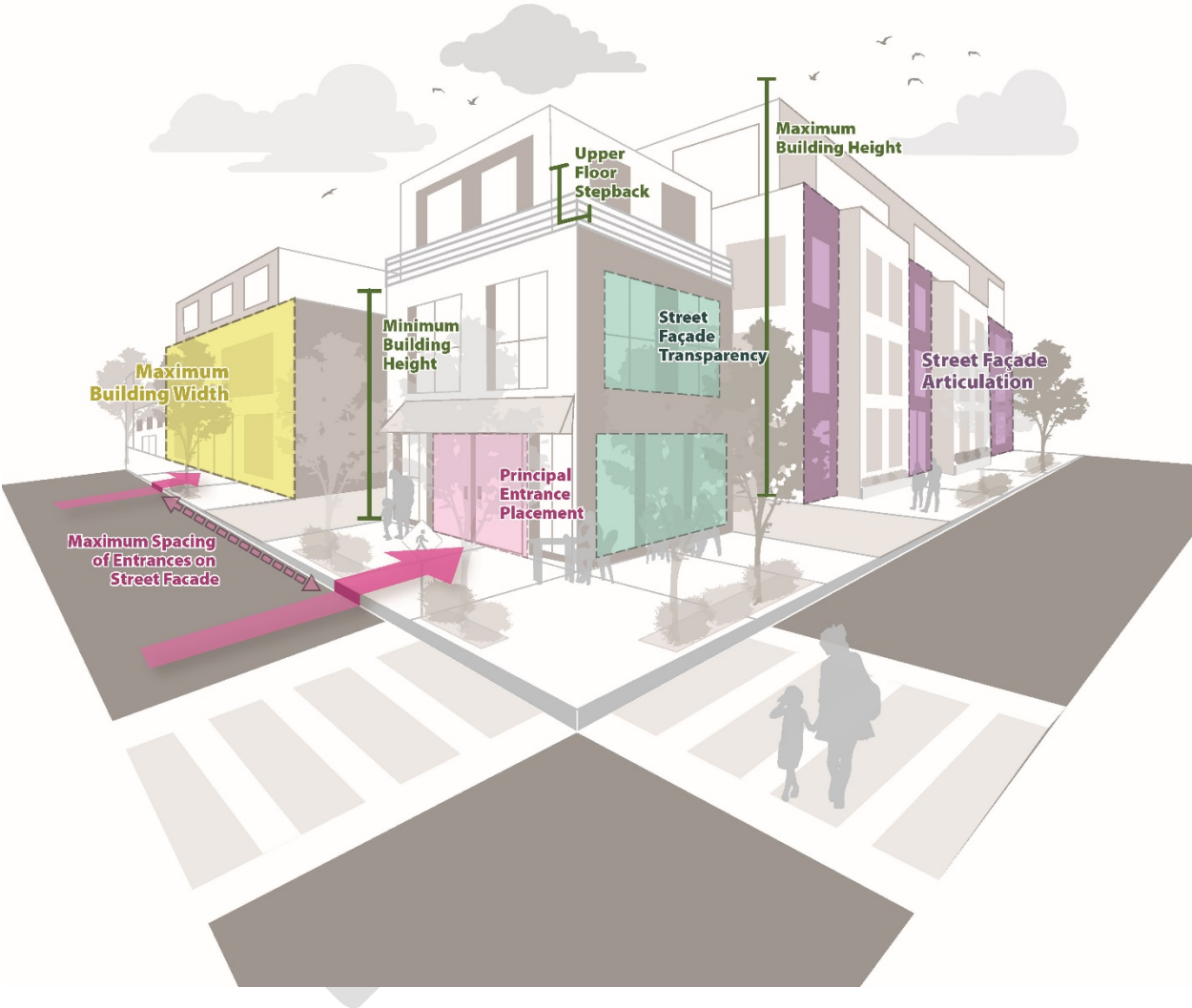
Buildings shall be constructed to meet the form requirements described in the sections below

(1) Building Size Standards.

Table 8. Building Size Standards by Street Type

|                                      | Minor Arterial /<br>Major<br>Collector     | Local<br>Connector                      | Neighborhood<br>Main Street             | Neighborhood<br>Internal Street         |
|--------------------------------------|--|---|---|---|
| Minimum<br>Building<br>Height        | 2 stories                                  | 2 stories                               | 2 stories                               | 2 stories                               |
| Maximum<br>Building<br>Height        | 8 stories                                  | 6 stories                               | 6 stories                               | 6 stories                               |
| Upper Floors<br>Stepback*            | Stepback<br>required<br>above 4<br>stories | Stepback<br>required above<br>4 stories | Stepback<br>required above<br>3 stories | Stepback<br>required above<br>2 stories |
| Maximum<br>Building<br>Length        | 250 ft.                                    | 250 ft.                                 | 250 ft.                                 | 250 ft.                                 |
| *Stepbacks shall be a minimum of 10' |  |   |   |   |

Figure 10. Building Design Element Illustration



(2) Building Façade Standards.

Table 9. Building Façade Standards by Street Type

|   | Minor Arterial<br>/ Major<br>Collector   | Local<br>Connector       | Neighborhood<br>Main Street | Neighborhood<br>Internal Street |
|---|--|--------------------------|-----------------------------|---------------------------------|
| Principal<br>Entrance<br>Placement                        | Minimum of one required on street façade |                          |                             |                                 |
| Spacing of<br>Entrances on<br>Street Façade               | At least every 75 ft.                    |                          |                             |                                 |
| Street Façade<br>Articulation                             | At least every<br>55 ft.                 | At least every<br>45 ft. | At least every<br>35 ft.    | At least every<br>20 ft.        |
| Minimum<br>Street Façade<br>Transparency:<br>Ground Floor | 50%                                      | 50%                      | 65%                         | 20%                             |

a. Parking Structures

- i. All off-street parking structures that front a public street must be lined with a minimum of 18 feet of occupied habitable space at the ground floor between the parking area and exterior wall of the building.
- ii. All other frontages must visually screen the interior from the exterior under daylighting and night lighting conditions.

b. Exterior Building Materials

Exterior-building materials shall be classified as primary, secondary or accent material. Primary materials shall cover at least 60 percent of all façades of a building. Secondary materials may cover no more than 30 percent of all façades of a building. Accent materials may include door and window frames, lintels, cornices and other minor elements, and may cover no more than ten percent of all façades of a building.

- i. Primary exterior building materials may be brick, stone or glass. Bronze-tinted or mirror glass are prohibited as exterior materials.
- ii. Secondary exterior building materials may be decorative block or stucco.
- iii. Synthetic stucco may be permitted as a secondary material on upper floors only.
- iv. Accent materials may be wood or metal if appropriately integrated into the overall building design and not situated in areas that will be subject to physical or environmental damage.

- v. All primary and secondary materials shall be integrally colored with no painted materials.

**Secs. 44-697. – Use Standards.**

- (1) Principal Uses allowed within the NE north end zoning district are as follows:

Table 10. Use Standards for NE north end zoning district

| Type of Use   | Permitted (P)<br>Conditional Use Permit (CUP) |
|---|---|
| <b>Residential</b>  |   |
| <b>Household Living</b>   |   |
| Dwelling, single unit attached (townhouses or row houses)                     | P   |
| Dwelling, multiple unit (apartments)  | P   |
| Dwelling, multiple unit and commercial  | P   |
| <b>Group Living</b>   |   |
| Residential care facility, licensed (up to six people)                        | P   |
| Residential care facility, licensed (7+ people)                               | CUP   |
| Senior care facility  | P   |
| <b>Lodging</b>  |   |
| Hotel or motel  | P   |
| Short term vacation rental (primary use)                                      | P   |
| <b>Public, Social or Health Care</b>  |   |
| Child care center, licensed group   | P   |
| Clinic, medical or health related   | P   |
| Clinic, veterinary (without external kennel)                                  | P   |
| Hospital  | P   |
| Municipal social, cultural or recreational facility                           | P   |
| Municipal, county, state or federal administrative or services building       | P   |
| Place of worship  | P   |
| School, college/university/trade/business                                     | P   |
| School, elementary or secondary   | P   |
| <b>Business</b>   |   |
| <b>Food or Beverage Services</b>  |   |
| Bakery/candy shop/catering, which produces goods for on-premises retail sales | P   |
| Bar or drinking place   | P   |
| Brewpub   | P   |
| Brewery, small scale / microdistillery  | CUP   |
| Off-sale liquor business  | P   |
| On-sale liquor business   | P   |
| Restaurant  | P   |
| Specialty food or coffee shop   | P   |
| Drive-up food or beverage window  | CUP   |
| <b>Retail Sales or Services</b>   |   |
| Direct to consumer sales, up to four months per year                          | P   |

| Type of Use   | Permitted (P)<br>Conditional Use Permit (CUP) |
|---|---|
| Dry cleaning and laundry pick-up station                      | P   |
| Laundry   | P   |
| Retail  | P   |
| Small appliance and electronic component or equipment repair  | P   |
| <b>Business or Technical Services</b>                         |   |
| Bank or credit union  | P   |
| Drive-through sales and services                              | CUP   |
| Office  | P   |
| Photocopying establishment                                    | P   |
| Makerspace, studio or gallery                                 | P   |
| <b>Arts, Entertainment or Recreation</b>                      |   |
| Health/sports club  | P   |
| Indoor recreation   | P   |
| Indoor theater  | P   |
| <b>Transportation</b>   |   |
| Ambulance or medical carrier service                          | P   |
| Minor motor fuel station                                      | CUP   |
| Off-street parking structure as a principal use               | CUP   |
| Public passenger transportation terminal (air, bus, or rail)  | P   |
| <b>Utilities</b>  |   |
| Essential public services                                     | P   |
| Stormwater ponding  | P   |
| <b>Accessory Uses</b>   |   |
| Accessory use customarily incidental to any of the above uses | P   |

*Secs. 44-698. —44-730. – Reserved.*

**Section II. Chapter 44, Article III. – Sign Regulations, Sec. 44-742. – Permitted Signs in Land Use and Zoning Districts, subsection (e) is hereby amended as follows (additions are underlined and deletions are stricken):**

Sec. 44-742. - Permitted signs in land use and zoning districts.

(e) *Signs in the mixed-use (M-U) zoning district and north end (NE) zoning district.* All signs require a permit unless otherwise noted.

(1) *Sign review.*

a. New Buildings or Developments. The community design review board shall review all signage on new buildings or developments to ensure that the signs meet ~~mixed-use~~ M-U and NE sign requirements and are

architecturally compatible with the new building or development. In addition, the community design review board shall review all comprehensive sign plans as required in section 44-732 (comprehensive sign plan).

- b. Existing Buildings or Developments. All new signage on ~~mixed-use~~ existing buildings or developments ~~(buildings or developments previously approved and built with mixed-use design standards)~~ shall be reviewed by the director of community development and shall be done in a manner that is compatible with the original scale, massing, detailing and materials of the original building. All signage on ~~nonmixed-use~~ buildings or developments ~~(buildings or developments not built with mixed-use design standards)~~ shall be reviewed by the director of community development and shall comply with the ~~mixed-use~~ M-U and NE sign requirements, unless classified as a pre-existing nonconforming sign in which case it shall comply with section 44-12 (nonconforming buildings or uses). For buildings or developments previously approved and built with M-U or NE design standards, new signage shall be compatible with the scale, massing, detailing, and materials of the original building.

~~(2) — Projecting signs. Projecting signs are allowed as part of the overall signage. Projecting signs may not extend more than four feet over a public right of way and a private road or sidewalk, and must not project out further than the sign's height.~~

~~(3)~~(2) Overall wall signs Building signs.

- a. Building signage in the M-U and NE districts may include wall, Allowable area of overall wall and projecting, window, or awning/canopy signage.
- b. Total allowable area of all building signage for each establishment is one and one-half square feet of signage per lineal foot of building or frontage on a road, public open space or private parking area, or 32 square feet, whichever is greater.
- c. Each wall shall be calculated individually and sign area may not be transferred to another side of the building.
- d. Wall signs shall not cover windows or architectural trim and detail.
- e. No part of a building sign shall be placed higher than the sills of the second-story window of a multi-story building.
- f. Additional standards for projecting signs.

- i. Projecting signs may not extend more than four feet over a public right-of-way, private road, or sidewalk/trail, and must not project out further than the sign's height.
  - ii. Projecting signs shall have a minimum clearance of eight (8) feet above ground level, unless projecting over a vehicular right-of-way, in which case minimum clearance shall be 14 feet. Projecting signs shall be no larger than 20 square feet per sign face.
  - g. Window signs. A permanent window sign shall be applied directly to the window or hung inside the window but cannot be painted directly onto the window. A window sign shall not cover more than 1/3 of the window or door in which the sign is placed.
  - h. Awning/canopy signs. Signs on street-level awnings/canopies are permitted if the sign on each awning/canopy is either less than seven (7) square feet in size or eight (8) inches in height, is located on the face of the awning/canopy (valance or skirt), and is parallel to the building façade. Where there are multiple awnings on a building, all awning signs shall have a consistent size and location on the awnings.
  - i. Additional standards for minor motor vehicle stations in the M-U zoning district. Minor motor vehicle stations with canopies are allowed to place signage on the canopy and the building; the area of the sign will contribute to the overall area allowance for wall and projecting signs described in part a. above, as long as they do not exceed the requirements above. ~~Wall and projecting signs shall not cover windows or architectural trim and detail.~~
- (4)(3) Freestanding Monument signs. One freestanding monument sign for each establishment is allowed if the building is set back at least 20 feet ~~or more~~ from the front property line. Freestanding Monument signs must meet the following requirements:
- a. Limited to six feet in height and 40 square feet.
  - b. Maintain a five-foot setback from any side or rear property line, but can be constructed up to the front property line.
  - c. Must consist of a base constructed of materials and design features similar to those of the front façade of the building or development.
  - d. Must be landscaped with flowers or shrubbery or integrated into a plaza area.



- (4) Lighting. Any signage lighting shall only be provided by using an external light source. The external light source shall be directed onto the sign face or use halo effect/reverse illumination, which is an external light source behind individual letters that is reversed to shine on the wall. Exposed neon lighting and LED lighting that has the appearance of exposed neon lighting is allowed. Internally illuminated signs are prohibited.

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

\_\_\_\_\_ by the City Council of the City of Maplewood on November 22, 2021.

Signed:

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

\_\_\_\_\_  
Date

Attest:

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

\_\_\_\_\_  
Date

CITY OF MAPLEWOOD  
RESOLUTION NO. \_\_\_\_\_  
RESOLUTION AUTHORIZING PUBLICATION OF  
ORDINANCE NO. \_\_\_\_\_ BY TITLE AND SUMMARY

WHEREAS, the City Council of the City of Maplewood has adopted Ordinance No. \_\_\_\_\_, an ordinance creating the North End Zoning District and establishing sign standards for the new zoning district; and

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

WHEREAS, the ordinance is several pages in length; and

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

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

**Public Notice**

The Maplewood City Council has adopted Ordinance No. \_\_\_\_\_, creating the North End Zoning District and establishing sign standards for the new zoning district. The North End District will be different than other city zoning districts in that it focuses on building placement and form first, with land use secondary. Thus, the North End form-based zoning district provides clear standards for how future buildings need to be placed on a site and how a building's form needs to relate to the adjacent streets and public spaces. The establishment of the North End District does necessitate a change to the City's sign regulations. Moving forward, the North End District and the M-U Mixed Use District will have the same sign regulations. Allowable types of signs in both districts will include wall, projecting, window, awning/canopy and monument.

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

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

\_\_\_\_\_ by the Maplewood City Council this 22<sup>nd</sup> day of November, 2021.

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

ATTEST:

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



City of Maplewood

# **NORTH END DISTRICT DESIGN GUIDELINES**

*August 2021 DRAFT*

# NORTH END DISTRICT DESIGN GUIDELINES



## Purpose

The North End District Design Guidelines are intended to provide property owners and developers additional guidance regarding redevelopment within the North End District area in northern Maplewood. The guidelines were established based on the 2019 North End Vision Plan to ensure redevelopment and improvements to the area create a strong sense of place centered around mixed use development and access to high-quality transit. These guidelines are meant to be used alongside the standards established in Article II. District Regulations Division 15. NE North End District of the city code.

Property owners and developers looking to undertake projects in the North End District should review these guidelines prior to submitting any applications. Applicants are expected to provide a narrative as part of the development proposal that identifies how the project achieves these guidelines.



## Area

These design guidelines should be considered whenever development is proposed within the North End District area:





## NORTH END DISTRICT DESIGN GUIDELINES



## Site Design Guidelines



### Loading Areas & Curb-Side Management

#### Guideline

1

Where reasonably feasible, off-street loading entrances and exits should be combined with automobile parking access and multiple buildings within the same block should share off-street loading facilities and service areas.

2

Dedicated curbside areas near the building should be identified to accommodate ride-share services and personal package deliveries.



### Paving & Pathway Design

#### Guideline

1

For visual continuity, the design of paving should continue paving patterns across differing conditions, such as pervious or vehicular paving and permeable paving sections

2

The design of paving should use special paving or accent materials to visually connect with entry points, linear increments, or adjacent design or program.

3

Pathways, including interior trails, sidewalks, and greenways, should interact with open spaces, parks, and plazas in creative ways, using lane paving to clearly show circulation

4

Streetscapes should utilize shorter pedestrian scale pole light fixtures to improve pedestrian experience, wayfinding, and safety and activate retail areas at night; bollard lighting should be used to create a consistent and safe passage along all interior trails, sidewalks, and greenways at all times.



## NORTH END DISTRICT DESIGN GUIDELINES



## Site Design Guidelines



### Stormwater Management

#### Guideline

1

Creation of subdistrict stormwater management areas is preferred over an approach that treats each space individually; developments are encouraged to coordinate stormwater design with neighboring developments within shared open spaces.

2

Designed treatment systems such as bioswales, flowthrough planters, permeable paving, and greenroofs should be utilized as part of a comprehensive approach to stormwater management.

3

Include educational or interpretive signage near stormwater treatment areas to educate the public about the benefits and processes of stormwater treatment areas.



### Boulevard Trees & Landscaping

#### Guideline

1

Trees planted along streets and greenways, and within parks and open spaces should collectively create a continuous “urban canopy,” providing shade and a pleasant palette for people within the area.

2

Trees along streets and pathways should be sized appropriately, with street trees being at least 40’ in height at full growth, and pedestrian-scale trees (20’ at full growth) along greenways and other non-street pathways.

3

Planting schedules should include trees that are appropriate for the climate, giving preference for salt-tolerant species, species that require low water use, and those that provide visual interest throughout the year.



## NORTH END DISTRICT DESIGN GUIDELINES



## Building Design Guidelines



## Scale

## Guideline

1

Buildings should be designed to minimize the sense of a single continuous street wall. This can be achieved through the breaking up of the wall into a series of smaller facades, articulation, and variations in height.

2

Developments should be broken up through the use of a variety of materials and architectural details, such as vertical elements, protrusions in the facade, or projections.

3

Ground floors and lower floors should be designed to have more visual interest and detail than upper floors through elements such as bay windows, inset doorways, terraces, vertical piers, landscape walls, art, and other design elements that reinforce a human scale.

4

The height of the ground floor should be greater than upper floors in order to provide more activation through transparency and provide flexibility for future uses.



## Entrances

## Guideline

1

Entrances should be welcoming to passers-by by being architecturally distinct from the rest of the building and serving as a focal point.

2

Each business or use on the ground floor of a building should have its own individual entrance.

3

The use of awnings, recessed entries, porticos, front porches, verandas, and other similar features are encouraged to provide weather protection as well as visual interest to an entrance.

4

Entrances and lobbies should incorporate transparency and lighting to encourage visibility and create a welcoming connection to the street.



## NORTH END DISTRICT DESIGN GUIDELINES



## Building Design Guidelines



### Relationship to the Street

#### Guideline

1

Designs of buildings that include retail and entertainment should directly engage the public realm and include numerous opportunities for people to enliven the building edge, including open storefronts, generous seating areas, private amenity areas facing the public realm, and individual entries and building bays.

2

The setback area between private spaces and public rights-of-ways, easements and semi-private courtyards should be integrated into the design of the site and activated with terraces, outdoor seating and dining areas, private yards, porches, and primary living spaces.

3

The use of vibrant and warm colors is encouraged to enhance the visual character of the buildings especially at the pedestrian level.

4

For residential units with individual entrances at the ground level, there should be space between the street and the building to accommodate a landscape buffer or front yard that complements the streetscape, provides adequate shading and offers some privacy for residents.



### Open Space & Amenities

#### Guideline

1

Privately owned open spaces that are accessible to the public should provide opportunities for site users and the public to enjoy the space and should be accessible from the public right-of-way. Artwork, seating, inviting lighting, and signage are all encouraged to make the area welcoming and active.

2

Private outdoor spaces are exclusive to the users of the property (residents, employees, etc.). These amenities spaces should take advantage of spaces created by architectural design, such as balconies, terraces, and green rooftops for socialization and enjoyment by the users. Elements of screening or privacy may be appropriate. Typically, these spaces are not on the ground-floor on the street frontage, unless it is a private yard for ground-floor townhomes.



## NORTH END DISTRICT DESIGN GUIDELINES



## Building Design Guidelines



### Sustainable Design

#### Guideline

1

Buildings should be designed to maximize the use of daylight for all inhabited interior spaces in order to provide a high quality indoor environment, reduce overall energy consumption and reduce exposure to artificial lighting which can negatively impact human health.

2

Windows should provide a high degree of light transmittance and be non-reflective. Consideration should be given to the installation of operable windows to create opportunities for cross-ventilation and reduce energy costs

3

Visible sustainable features such as green roofs, shading devices, photovoltaic panels are encouraged to reduce the ecological footprint of the development as well as serve as education for visitors.

4

Flat roofs of midrise buildings should be used for their sustainable potential. They are usually flat, sheltered from the wind and have good access to sunlight, which makes them great candidates for greening practices beyond a typical green roofs such as community gardens, gardens, solar panels and rainwater harvesting equipment.

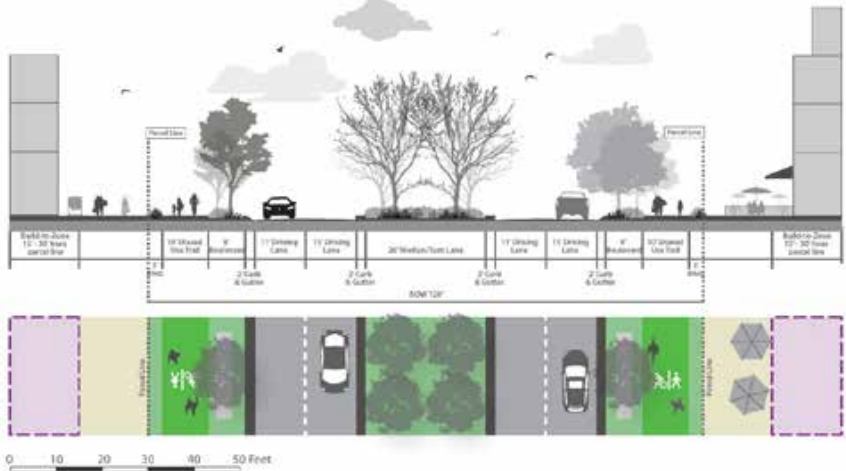


NORTH END DISTRICT DESIGN GUIDELINES



Street Design Guidelines

Minor Arterial / Major Collector- 120' ROW



County Road Design

The City does not have jurisdiction over design on County roads, but hopes the guidance provided here will be considered during reconstruction of the County roads surrounding the North End District

Guideline

- 1 Each side of the roadway should have shared-use trail separated from vehicle traffic by at least an 8' boulevard
- 2 A large center median should separate directions of vehicle traffic. The median and boulevards should be landscaped with large deciduous trees and other visually softening elements

County Road Design

|                        |               |
|------------------------|---------------|
| Right of Way           | 120' minimum  |
| Streetscape            |               |
| Sidewalk Width         | n/a           |
| Shared Use Trail Width | 10' minimum   |
| Boulevard Width        | 8' minimum    |
| Tree Spacing           | 30' on center |
| Travel Way             |               |
| Bicycle Lanes          | 0             |
| Bicycle Lane Width     | n/a           |
| Driving Lanes          | 4+            |
| Driving Lane Width     | 11'           |
| Parking Lanes          | 0             |
| Parking Lane Width     | n/a           |
| Median                 | 14' minimum   |

**ORDINANCE NO. \_\_\_\_\_****A ZONING MAP AMENDMENT ORDINANCE REZONING THE PROPERTIES WITHIN  
THE NORTH END DISTRICT FROM BC, BUSINESS COMMERCIAL DISTRICT, TO NE,  
NORTH END DISTRICT**

The Maplewood City Council ordains as follows:

**Section 1.**

1.1 The properties within the North End District are hereby rezoned from BC, business commercial district, to NE, North End District.

1.2 The property identification numbers for the affected parcels are:

|                                      |                                      |
|--------------------------------------|--------------------------------------|
| 032922140006 – 1719 Beam Ave E       | 032922140015 – 1715 Beam Ave E       |
| 022922210023 – 3087 White Bear Ave N | 032922140008 – 1749 Beam Ave E       |
| 022922210022 – 3085 White Bear Ave N | 032922140016 – 1747 Beam Ave E       |
| 022922220008 – 3001 White Bear Ave N | 022922240020 – 2989 White Bear Ave N |
| 022922230007 – 3001 White Bear Ave N | 022922240006 – 2965 White Bear Ave N |
| 022922210028 – 3109 White Bear Ave N | 022922210024 – 3081 White Bear Ave N |
| 022922240022 – 2925 White Bear Ave N | 022922220017 – 0 County Road D E     |
| 022922240021 – 2945 White Bear Ave N | 022922210036 – 3045 White Bear Ave N |
| 022922230002 – 1779 Beam Ave E       | 022922210035 – 3035 White Bear Ave N |
| 022922240009 – 1935 Beam Ave E       | 022922220014 – 1852 County Road D E  |
| 022922230003 – 3001 White Bear Ave N | 022922220010 – Southlawn Dr N        |
| 022922210021 – 3095 White Bear Ave N | 022922220015 – 3001 White Bear Ave N |
| 022922210034 – 1940 County Road D E  | 022922210014 – 3069 White Bear Ave N |
| 022922220016 – 0 County Road D E     | 022922220013 – 1900 County Road D E  |
| 032922140011 – 2935 Southlawn Dr N   | 022922210032 – 3065 White Bear Ave N |
| 032922140013 – 1745 Beam Ave E       | 022922230010 – 3001 White Bear Ave N |

**Section 2.**

2.1 This ordinance is based on the following findings:

1. The proposed change is consistent with the spirit, purpose and intent of the

City's NE, North End Zoning District.

2. The proposed change will not substantially injure or detract from the use of neighboring property 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. The proposed change will serve the best interests and conveniences of the community, where applicable, and the public welfare.
4. The proposed change will allow for the logical, efficient, and economical extension of public services and facilities, such as public water, sewers, police and fire protection and schools.

**Section 3.** This ordinance shall be effective following its adoption and publication.

\_\_\_\_\_ by the City Council of the City of Maplewood on November 22, 2021.

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

ATTEST:

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

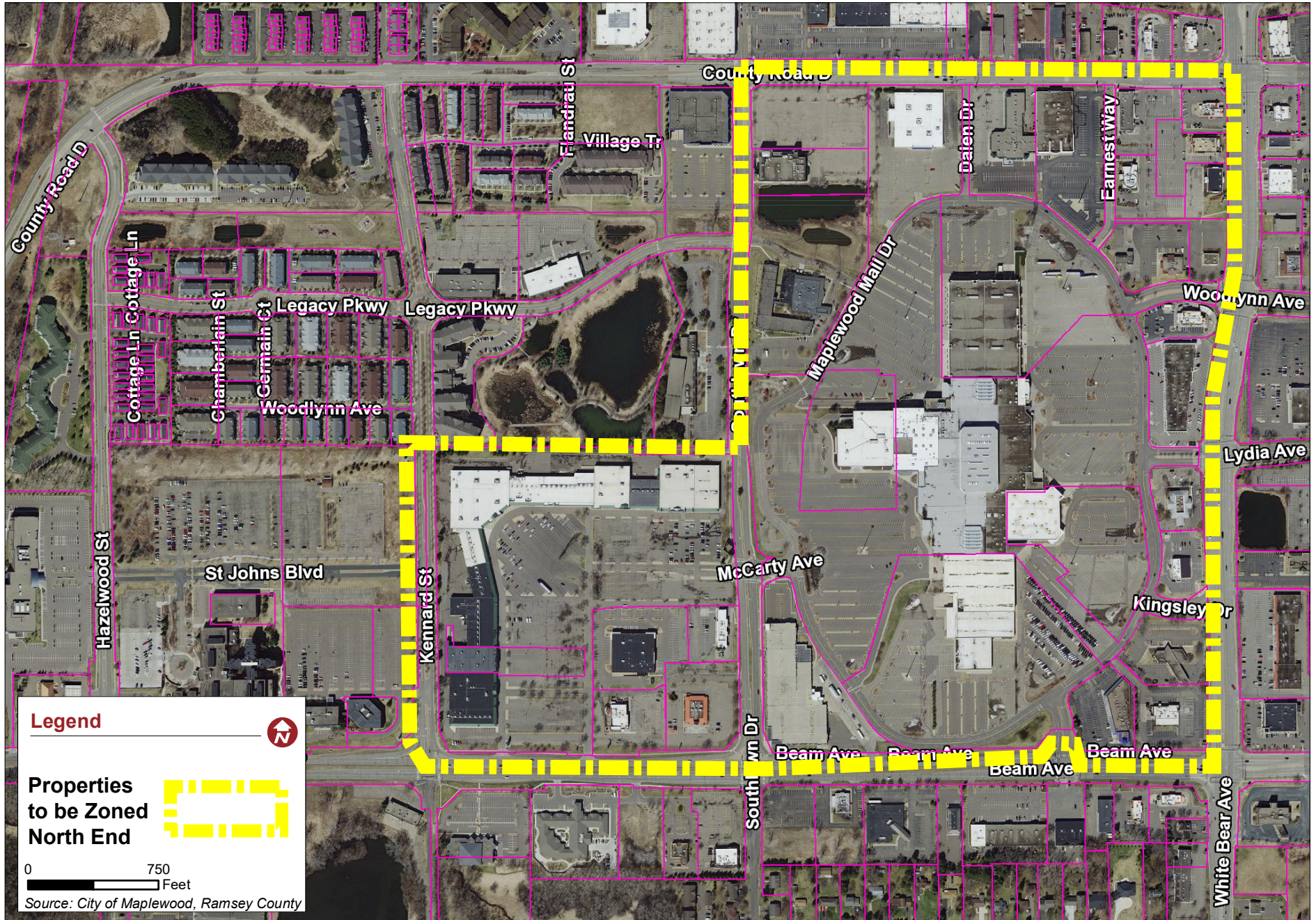




# North End Zoning District

City of Maplewood

October 1, 2021





**DRAFT  
MINUTES OF THE MAPLEWOOD PLANNING COMMISSION  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, OCTOBER 19, 2021  
7:00 P.M.**

**E. PUBLIC HEARING**

**2. North End Zoning District**

- a. Adoption of Zoning District
- b. Adoption of Design Guidelines
- c. Zoning Map Amendment Ordinance

Assistant Community Development Director, Michael Martin introduced the report on the North End Zoning District and turned the discussion over to Rita Tripp from HKGi.

Rita Trapp, HKGi addressed and answered questions of the commission regarding the North End Zoning District, the Adoption of Zoning District, Adoption of Design Guidelines and the Zoning Map Amendment Ordinance.

Chairperson Arbuckle opened the public hearing.

Todd Phillips, addressed the commission about the North End Zoning District.

Lisa Diehl, Commercial Real Estate Broker representing three property owners addressed the commission.

Chairperson Arbuckle closed the public hearing.

Vice Chairperson Desai moved to recommend approval of the proposed NE North End District ordinance, the proposed rezonings to the NE North End District, and NE North End District Design Guidelines with the recommended changes related to street lighting, window signage and trail connections as discussed by the planning commission members being taken into consideration as the city council considers final adoption.

Seconded by Commissioner Ige.

Ayes – All

The motion passed.

Staff thanked the planning commission for their hard work, input and dedication to this process.



# North End District

## November 2021

### City Council

# Overview of Presentation

- Development of Vision Plan
- Development of the Ordinance
- Contents of the Ordinance
- Design Guidelines
- Proposed Rezoning
- Next Steps



# Purpose of the proposed North End Zoning District

- Implement the guidance for the North End area from the Comprehensive Plan and North End Vision Plan
- Create a premier mixed-use area in Maplewood
  - Multi-modal transportation access
  - High-quality design
  - Greenways and open space
- Allow for flexibility for existing uses to continue while new uses would transition to desired character



# District Location

- The area is bordered by White Bear Avenue, Beam Avenue, Hazelwood Street, and County Road D
- Existing area is
  - dominated by auto-oriented retail with vast parking areas
  - Little to no pedestrian or bicycle access



# Development of Vision Plan



Maplewood



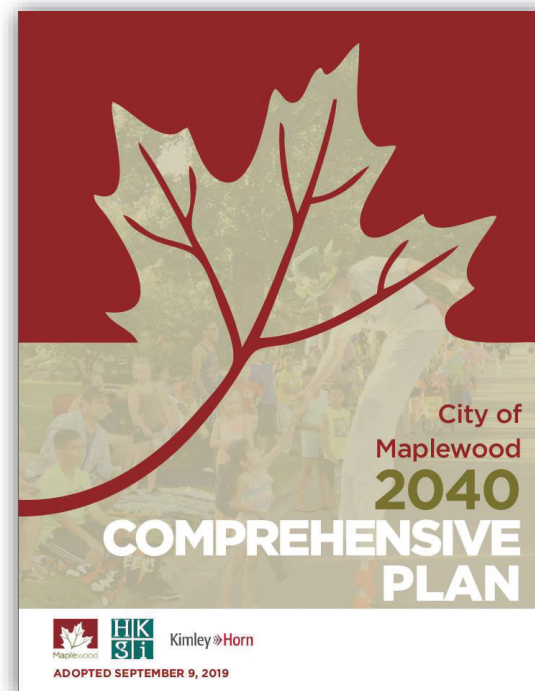
North End Mixed Use District - 11/22/2021 City Council

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# 2040 Comprehensive Plan (adopted 2019)

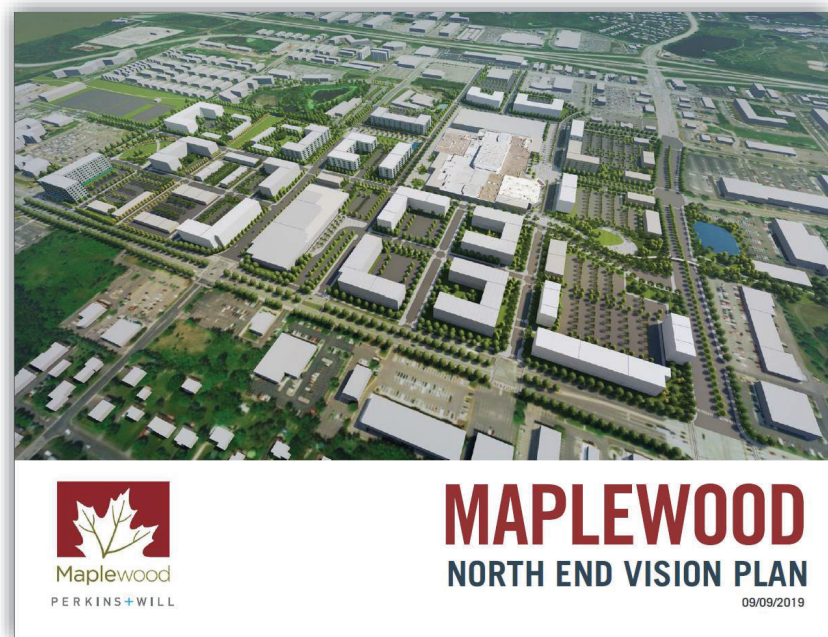
- Guided the North End for Mixed Use – Community
  - Intended for commercial retail, service businesses, offices, & high-density residential uses
  - Supports transit investments
  - Mixed use designation allows for flexibility in uses
- Maplewood Mall area a center of redevelopment with focus on high-quality site design



# North End Vision Plan (adopted 2019)

## Vision Statement

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



# North End Vision Plan (adopted 2019)

- Long-Term Vision Plan shows a possible full-redevelopment of North End Area
- Design Guidelines focus on helping development achieve the Long-Term Vision Plan by identifying:
  - Street Design
  - Building Design
  - Open Space Design





# Development of Ordinance



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# Development Process – Planning Commission

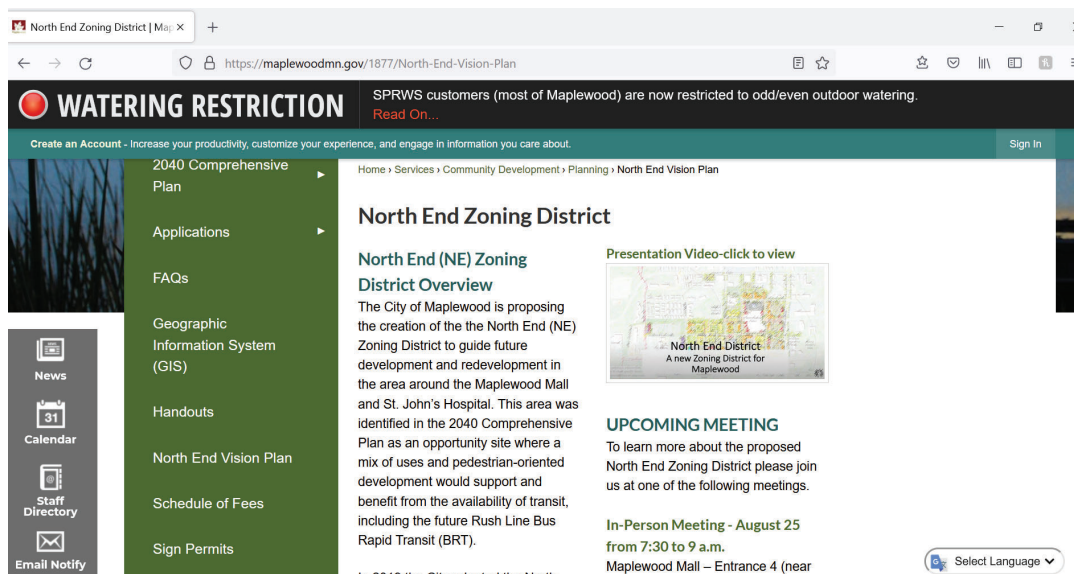
- June 2020
  - Overview of shifted approach to a street-type framework with an emphasis on design
- July 2020
  - Discuss Building Placement and Design standards by street type
- October 2020
  - Review full draft of District Standards and provide feedback to project team
- October 2021
  - Public hearing



# Development Process - Outreach

## *Neighborhood Outreach*

- Letters to Property Owners/Tenants
- Website with Video and FAQ
- Virtual Meeting
- In-Person event at Maplewood Mall



# Development Process - Outreach

## Highlights from Outreach

- More than 15 individuals participated in the virtual and in-person meetings
- Staff has had several individual conversations
- Generally interested in learning more about what is being proposed
- Clarification sought about what happens with existing properties – such as if property owner wants to improve the site or if there is a major loss

# Contents of New Ordinance



Maplewood



North End Mixed Use District - 11/22/2021 City Council

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# Secs. 44-690 – 44-694: Introductory Provisions

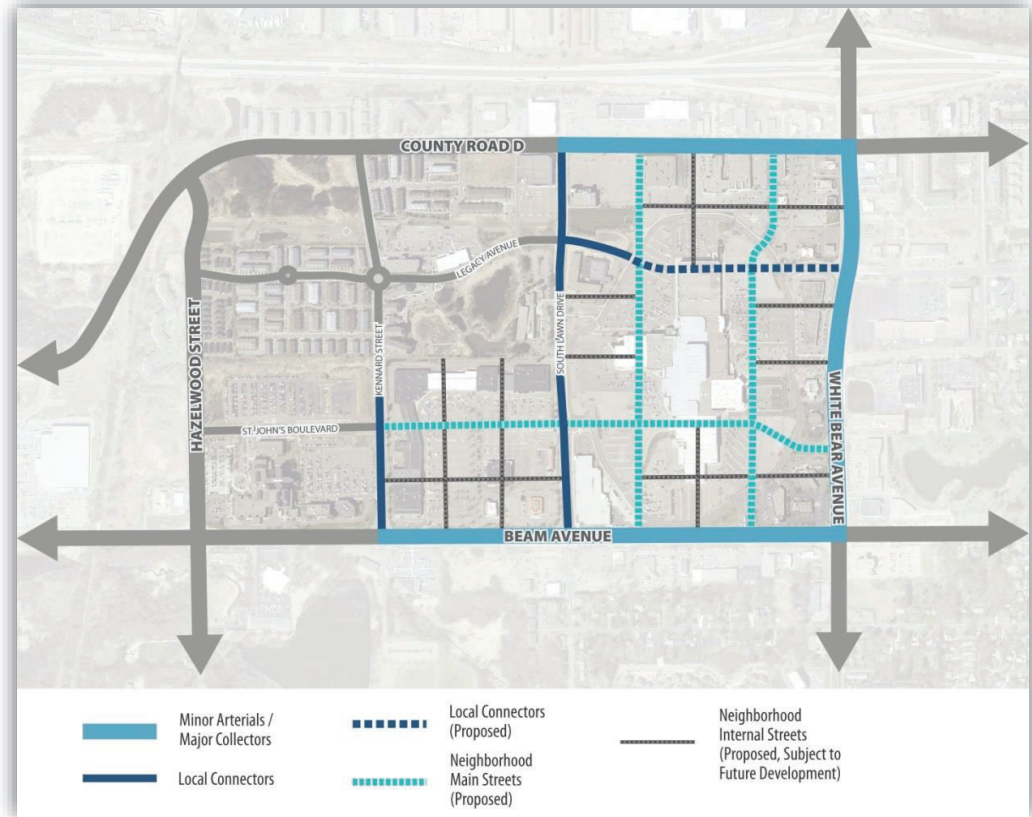
- Secs. 44-690 – Purpose
- Secs. 44-691 – Definitions
- Secs. 44-692 – Applicability
- Secs. 44-693 – General Provisions
- Secs. 44-694 – Administration

## Overview

Establishes the intent behind the district, clarifies terminology, specifies how the regulations should be applied, and outlines the process for development

# Sec. 44-692: Applicability *Street Types Regulating Plan*

- Minor Arterials / Major Collectors
  - Surround the districts
  - County Roads
- Local Connectors
  - Existing and proposed corridors
  - City Streets
- Neighborhood Main Streets
  - Focus of the District activity
  - Proposed City Streets
- Neighborhood Internal Streets
  - Provide site access
  - Could be City or Private Street





# Sec. 44-692: Applicability *Open Space Network & Types Regulating Plan*

- Greenway extending through the district
- Neighborhood Parks at three key locations
- Pocket Parks interspersed in future development



## Sec. 44-693: General Provisions

- Recognizes development will happen over time, with many players
- Requires new development and redevelopment to follow standards of the new North End Zoning District
- Allows for the expansion of existing structures as long as
  - It does not conflict with the proposed future street network
  - It meets the existing, non-residential development standards of the code



# Secs. 44-695: Subdivision Standards

- 1) Block and Street Network Standards
- 2) Street Design General Standards
- 3) Street Design Standards by Street Type
- 4) Open Space Standards
- 5) Lot Standards

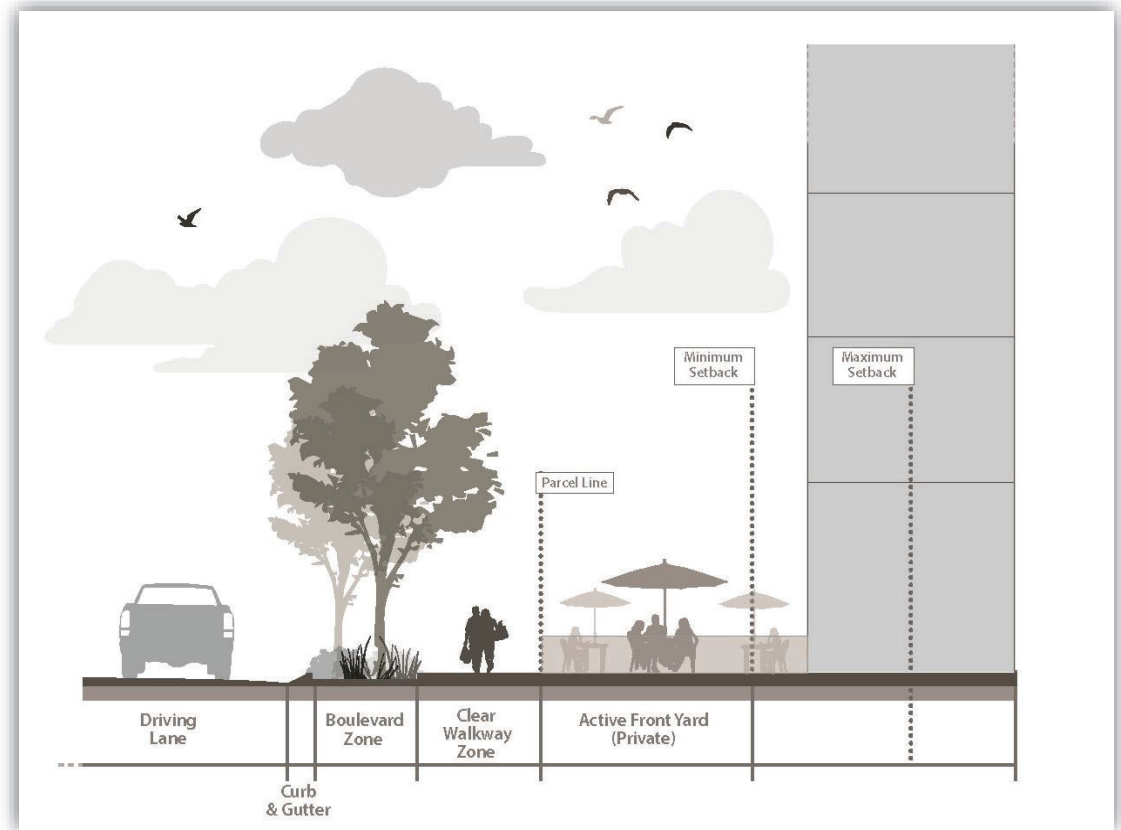
## Overview

Based on the Street Types Network, these regulations establish how individual properties may subdivide and what blocks and lots might look like



# Street Design Standards

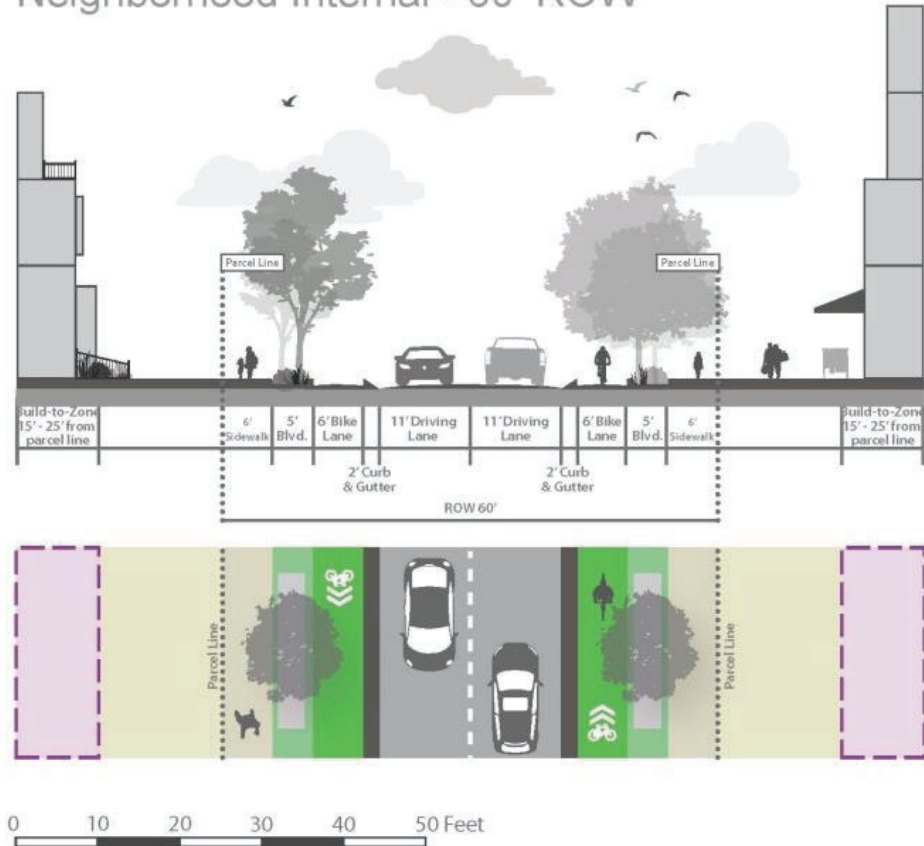
- Standards based on Street Type
- Emphasis on comfortable and safe facilities for pedestrians and bicyclists
- Relationship between public open space in ROW (boulevard) and adjacent private open space (active front yard)



# Street Design Standards

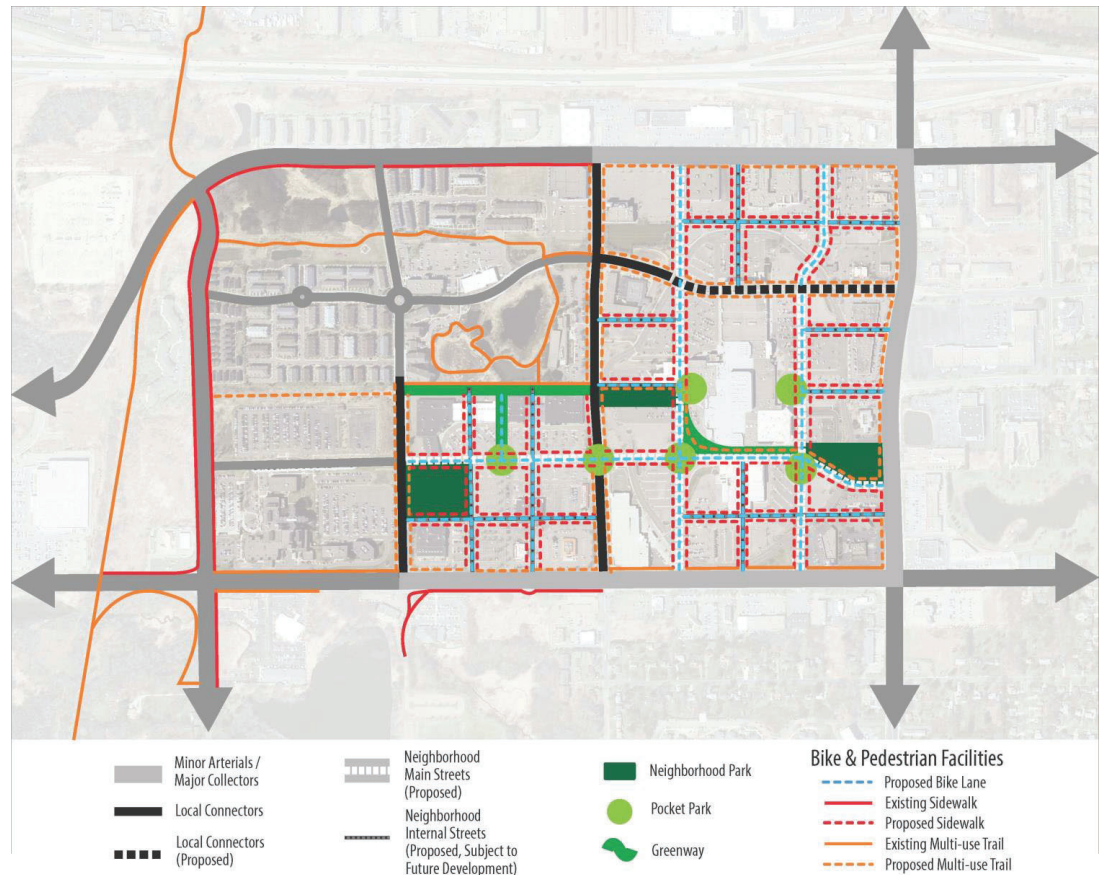
- Cross-sections provided for each type of street

Neighborhood Internal - 60' ROW



# Pedestrian/ Bike Network

- Street types guide the type of pedestrian or bicycle facility required



# Open Space Standards - Public

- 10% of subdivided land will be dedicated as public open space
- Neighborhood Park
  - 2 Acre minimum
  - Serves whole neighborhood
- Pocket Park
  - 5,000 sq. ft. minimum
  - Serving blocks throughout
- Greenway
  - 12 ft. minimum width
  - Connecting key features and parks throughout



# Open Space Standards – Private Useable

- 10% of individual lot area required to be used as private usable outdoor space
  - Courtyards
  - Plazas
  - Picnic areas
  - Swimming pools
  - Play areas
  - Rooftop patios/gardens
  - Trails within natural areas
- May be accessible to all residents or private customers, or may be for individual units/tenants



# Secs. 44-696: Site Design Standards

- 1) Building Placement Standards
- 2) Off-Street Parking and Loading Standards
- 3) Screening Standards

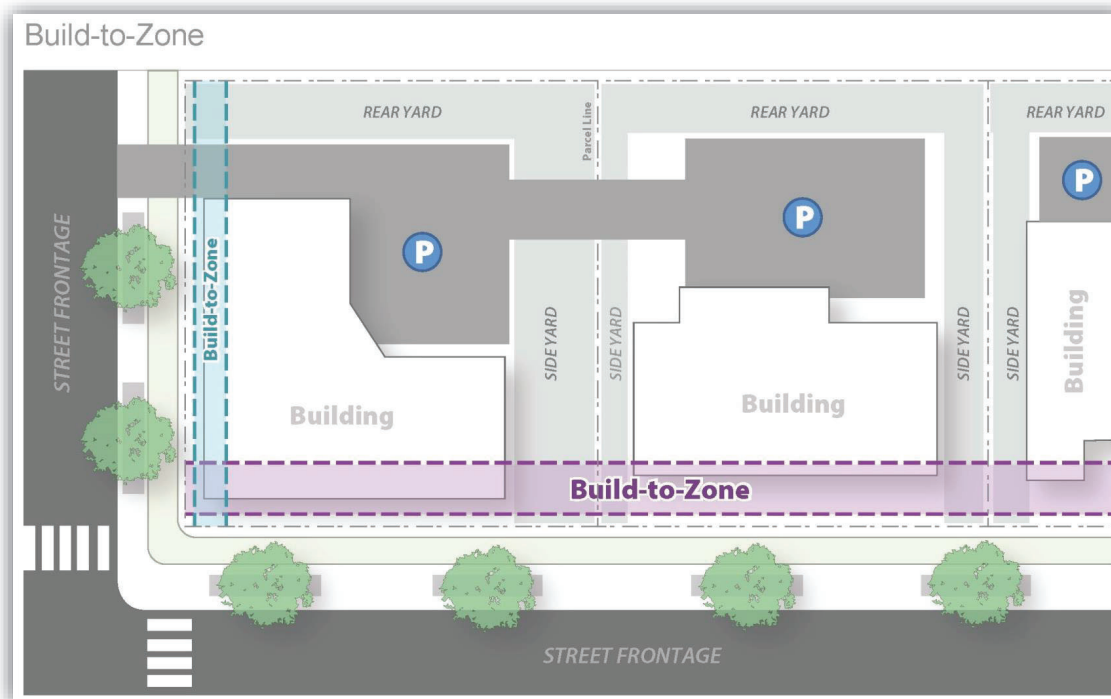
## Overview

Focuses at the parcel level - where the building is placed in relationship to the street



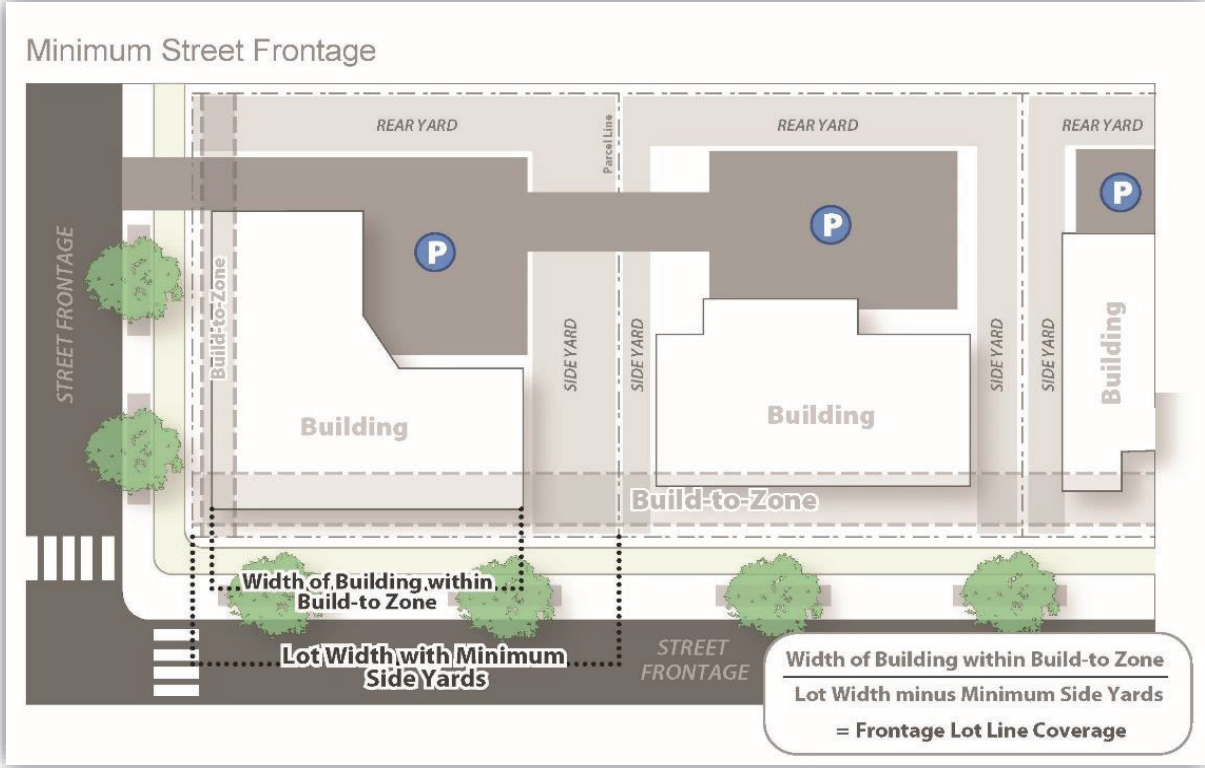
# Building Placement Standards

- Standards based on Street Type
- Build-to Zone for Street Frontage requires placement of buildings within a set area adjacent the front property line  
*(for example – properties along neighborhood main streets would be 5 to 15 feet)*



# Building Placement Standards

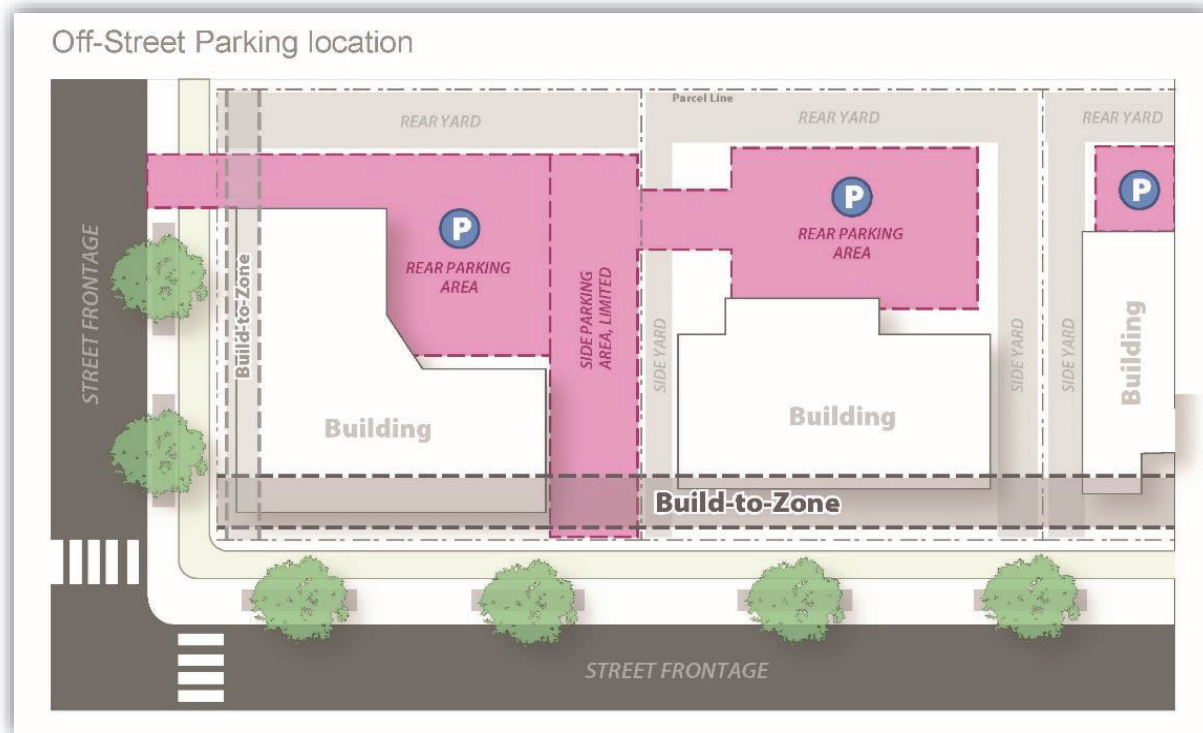
- Minimum Side Yard of 5 feet
- Minimum Rear Yard of 5 feet
- Minimum Street Frontage – amount of building within build-to zone ranges from 40% to 80% based on street type





# Off-Street Parking & Loading Standards

- Parking Placement & Design
  - Parking placed in the rear yard or sometimes the side yard
  - No parking between building & street
- Shared parking and shared accesses encouraged



# Off-Street Parking & Loading Standards

- Required Parking Spaces
  - Minimum and Maximum established
- Screening standards for refuse or mechanical equipment

| Type of Use                                     | Minimum Off-Street Vehicle Parking Spaces | Maximum Off-Street Vehicle Parking Spaces |
|---|---|---|
| Residential within 1/4 mile of the BRT station  | 0.5 spaces / unit                         | 2.0 spaces / unit                         |
| Residential outside 1/4 mile of the BRT station | 1.0 space / unit                          | 2.5 spaces / unit                         |
| Lodging   | 0.5 spaces / guest room                   | 1.25 space / guest room                   |
| Business  | 1 space / 1,000 sf                        | 5 spaces / 1,000 sf                       |
| Public, social or health Care                   | 1 space / 1,000 sf                        | 5 spaces / 1,000 sf                       |
| Arts, entertainment or recreation               | 1 space / 1,000 sf                        | 5 spaces / 1,000 sf                       |
| Transportation                                  | 1 space / 1,000 sf                        | 5 spaces / 1,000 sf                       |

# Minimum Bicycle Parking Spaces

| Land Use  | Short Term (Visitor)   | Long Term (Tenant)   | Support Facilities  |
|---|--|--|---|
| Non-residential uses                                    | 4 spaces plus 5% of required automobile parking for visitors | 1 space plus 5% of required automobile parking for tenants / occupants | 1 shower / changing facility per gender per 100 employees |
| Residential buildings with shared parking facilities    | 4 spaces plus 0.10 spaces per unit                           | 2 spaces plus 0.50 spaces per unit                                     | N/A   |
| Residential buildings with an individual private garage | 4 spaces plus 0.10 spaces per unit                           | N/A  | N/A   |

# Secs. 44-697: Building Design Standards

- 1) Building Size Standards
- 2) Building Façade Standards

**Overview**

Focus on the architectural design and details for individual buildings



# Building Size Standards by Street Type

|                                      | Minor Arterial /<br>Major Collector     | Local Connector                         | Neighborhood<br>Main Street          | Neighborhood<br>Internal Street      |
|--------------------------------------|---|---|--------------------------------------|--------------------------------------|
| Minimum<br>Building Height           | 2 stories                               | 2 stories                               | 2 stories                            | 2 stories                            |
| Maximum<br>Building Height           | 8 stories                               | 6 stories                               | 6 stories                            | 6 stories                            |
| Upper Floors<br>Stepback*            | Stepback<br>required above 4<br>stories | Stepback<br>required above 4<br>stories | Stepback required<br>above 3 stories | Stepback required<br>above 2 stories |
| Maximum<br>Building Length           | 250 ft.                                 | 250 ft.                                 | 250 ft.                              | 250 ft.                              |
| *Stepbacks shall be a minimum of 10' |   |   |                                      |                                      |

# Building Façade Standards by Street Type

|   | Minor Arterial /<br>Major Collector      | Local Connector          | Neighborhood<br>Main Street | Neighborhood<br>Internal Street |
|---|--|--------------------------|-----------------------------|---------------------------------|
| Principal Entrance<br>Placement                     | Minimum of one required on street façade |                          |                             |                                 |
| Spacing of Entrances on<br>Street Façade            | At least every 75 ft.                    |                          |                             |                                 |
| Street Façade Articulation                          | At least every<br>55 ft.                 | At least every<br>45 ft. | At least every<br>35 ft.    | At least every<br>20 ft.        |
| Minimum Street Façade<br>Transparency: Ground Floor | 50%                                      | 50%                      | 65%                         | 20%                             |

# Exterior Building Materials

- Primary exterior materials
  - Brick, stone or glass
  - Bronze-tinted or mirror glass are prohibited as exterior materials
- Secondary exterior materials
  - Decorative block or stucco
  - Synthetic stucco may be permitted as a secondary material on upper floors only
- Accent materials
  - Wood or metal if appropriately integrated into the overall building design
  - Not situated in areas that will be subject to physical or environmental damage.
- All primary and secondary materials shall be integrally colored with no painted materials



# Secs. 44-698: Use Standards

- Residential Uses
  - Townhouses & Row Houses
  - Apartments
  - Residential over other uses
- Commercial Uses
  - Retail
  - Services
  - Offices
  - Hotels
- Institutional & Civic Uses

## Overview

Identifies permitted and conditional uses; intent that district can have a mix of uses



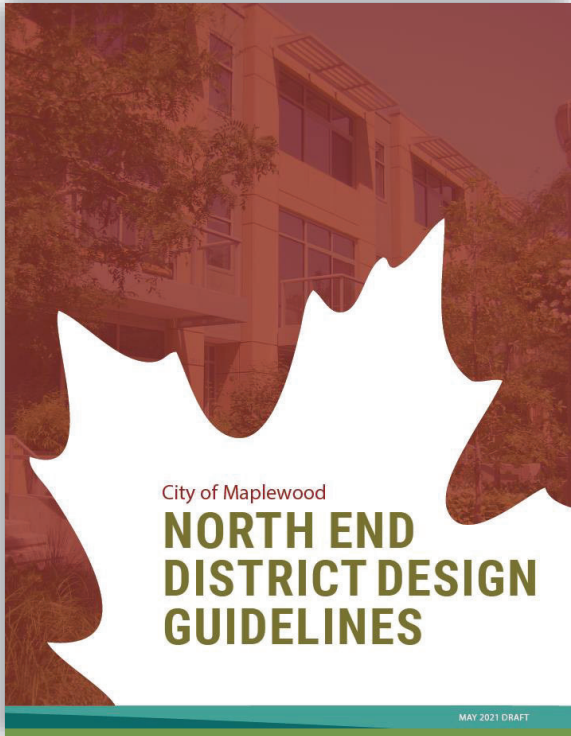
# Secs. 44-742 (e): Signs in M-U and NE zoning districts

- Signs on New Buildings or Developments
  - Requires review by Community Design Review Board
- New signs on existing buildings or developments
  - Requires review by Director of Community Development
- Pre-existing nonconforming signs will comply with Sec. 44-12 (nonconforming buildings or uses)
- Building signs
  - Wall Signs
  - Projecting Signs
  - Window Signs
  - Awning/Canopy Signs

## Overview

Updates to zoning district-specific sections of Sign Regulations

# Design Guidelines (separate document)



- Provides developers and property owners an understanding of the “feel” of the area
- Includes guideline statements and precedent imagery examples
- Development review will note where guidelines were incorporated

## NORTH END DISTRICT DESIGN GUIDELINES



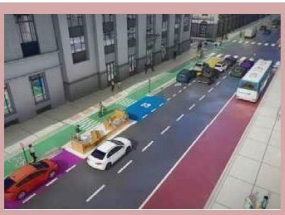
### Site Design Guidelines



#### Loading Areas & Curb-Side Management

##### Guideline

- 1 Where reasonably feasible, off-street loading entrances and exits should be combined with automobile parking access and multiple buildings within the same block should share off-street loading facilities and service areas.
- 2 Dedicated curbside areas near the building should be identified to accommodate ride-share services and personal package deliveries.



#### Paving & Pathway Design

##### Guideline

- 1 For visual continuity, the design of paving should continue paving patterns across differing conditions, such as pervious or vehicular paving and permeable paving sections.
- 2 The design of paving should use special paving or accent materials to visually connect with entry points, linear increments, or adjacent design or program.
- 3 Pathways, including interior trails, sidewalks, and greenways, should interact with open spaces, parks, and plazas in creative ways, using lane paving to clearly show circulation.
- 4 Streetscapes should utilize shorter pedestrian scale pole light fixtures to improve pedestrian experience, wayfinding, and safety and activate retail areas at night; bollard lighting should be used to create a consistent and safe passage along all interior trails, sidewalks, and greenways at all times.



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## NORTH END DISTRICT DESIGN GUIDELINES



### Site Design Guidelines



#### Stormwater Management

##### Guideline

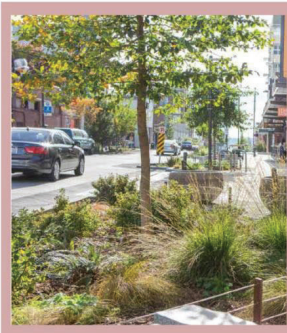
- 1 Creation of subdistrict stormwater management areas is preferred over an approach that treats each space individually; developments are encouraged to coordinate stormwater design with neighboring developments within shared open spaces.
- 2 Designed treatment systems such as bioswales, flowthrough planters, permeable paving, and greenroofs should be utilized as part of a comprehensive approach to stormwater management.
- 3 Include educational or interpretive signage near stormwater treatment areas to educate the public about the benefits and processes of stormwater treatment areas.



#### Boulevard Trees & Landscaping

##### Guideline

- 1 Trees planted along streets and greenways, and within parks and open spaces should collectively create a continuous "urban canopy," providing shade and a pleasant palette for people within the area.
- 2 Trees along streets and pathways should be sized appropriately, with street trees being at least 40' in height at full growth, and pedestrian-scale trees (20' at full growth) along greenways and other non-street pathways.
- 3 Planting schedules should include trees that are appropriate for the climate, giving preference for salt-tolerant species, species that require low water use, and those that provide visual interest throughout the year.



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## NORTH END DISTRICT DESIGN GUIDELINES



### Building Design Guidelines



#### Sustainable Design

##### Guideline

- 1 Buildings should be designed to maximize the use of daylight for all inhabited interior spaces in order to provide a high quality indoor environment, reduce overall energy consumption and reduce exposure to artificial lighting which can negatively impact human health.
- 2 Windows should provide a high degree of light transmittance and be non-reflective. Consideration should be given to the installation of operable windows to create opportunities for cross-ventilation and reduce energy costs.
- 3 Visible sustainable features such as green roofs, shading devices, photovoltaic panels are encouraged to reduce the ecological footprint of the development as well as serve as education for visitors.
- 4 Flat roofs of midrise buildings should be used for their sustainable potential. They are usually flat, sheltered from the wind and have good access to sunlight, which makes them great candidates for greening practices beyond a typical green roofs such as community gardens, gardens, solar panels and rainwater harvesting equipment.



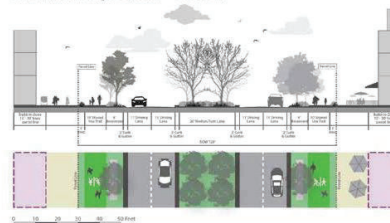
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## NORTH END DISTRICT DESIGN GUIDELINES



### Street Design Guidelines

Minor Arterial / Major Collector- 120' ROW



#### County Road Design

The City does not have jurisdiction over design on County roads, but hopes the guidance provided here will be considered during reconstruction of the County roads surrounding the North End District

##### Guideline

- 1 Each side of the roadway should have shared-use trail separated from vehicle traffic by at least an 8' boulevard.
- 2 A large center median should separate directions of vehicle traffic. The median and boulevards should be landscaped with large deciduous trees and other visually softening elements.

#### County Road Design

|                        |               |
|------------------------|---------------|
| Right of Way           | 120' minimum  |
| <b>Streetscape</b>     |               |
| Sidewalk Width         | n/a           |
| Shared Use Trail Width | 10' minimum   |
| Boulevard Width        | 8' minimum    |
| Tree Spacing           | 30' on center |
| <b>Travel Way</b>      |               |
| Bicycle Lanes          | 0             |
| Bicycle Lane Width     | n/a           |
| Driving Lanes          | 4+            |
| Driving Lane Width     | 11'           |
| Parking Lanes          | 0             |
| Parking Lane Width     | n/a           |
| Median                 | 14' minimum   |

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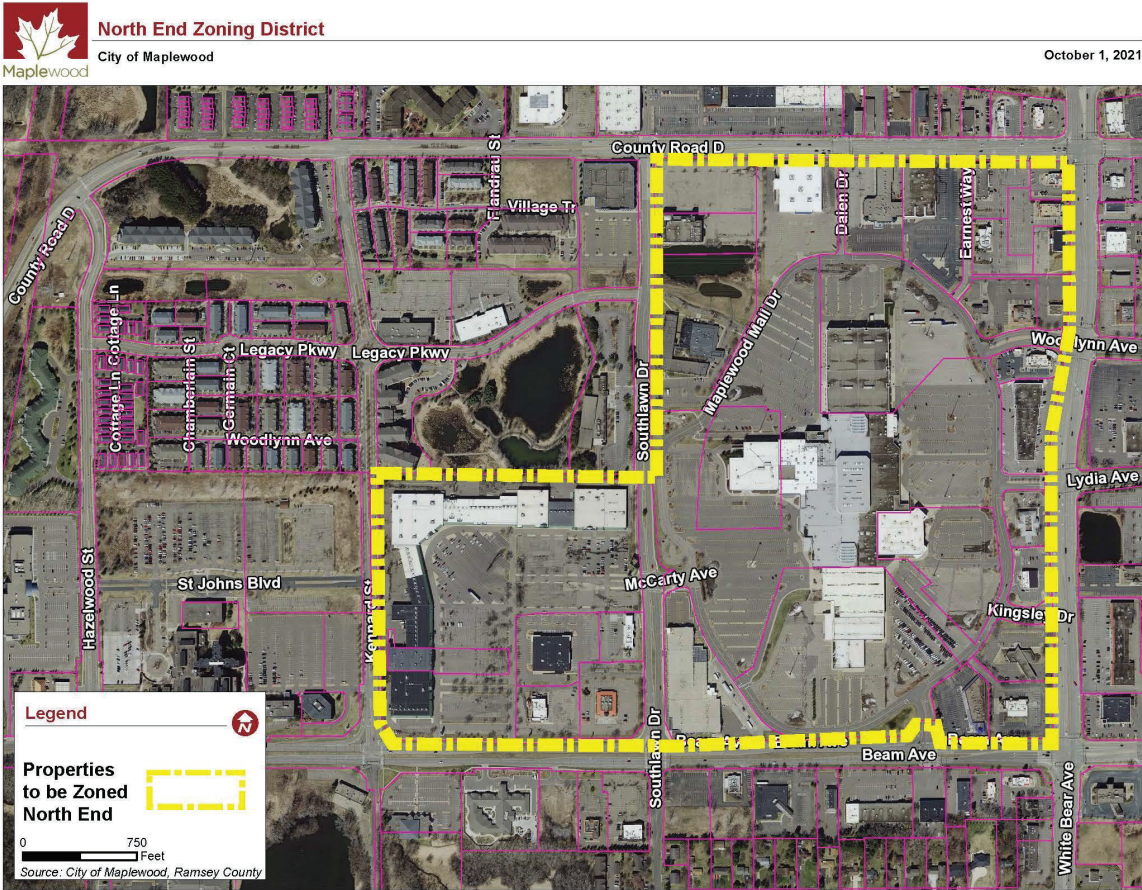
Maplewood



North End Mixed Use District - 11/22/2021 City Council

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# Proposed Area to Rezone



# Planning Commission Consideration

- Held Public Hearing
- Unanimously recommended adoption



# City Council Consideration

1. Adopt ordinance establishing North End District
2. Adopt ordinance rezoning properties into the North End District
3. Adopt the Design Guidelines