

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, December 13, 2021
Held Remotely Via Conference Call
Dial 1-312-626-6799 or 1-888-788-0099
When Prompted Enter Meeting ID: 876 0012 6031#
No Participant ID, Enter # When Prompted
Meeting No. 23-21

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. November 22, 2021 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations
 - a. Council Calendar Update
2. Council Presentations

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. 2022 City Council Meeting Calendar
3. Off-Sale Intoxicating Liquor License for Maplewood Liquor & Tobacco Outlet LLC, 2728 Stillwater Rd E
4. Local Lawful Gambling Permit for the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street
5. 2022 Work Scope with HKGi for Planning Services
6. Renewal of NineNorth (CTV) Contract
7. Separation Agreement and Release and Waiver of All Claims
8. Resolution Directing Modification of Existing Construction Contract, Change Order No. 7 and No. 9, North Fire Station Construction Project
9. Resolution Accepting Donation From Faith Lutheran Church
10. GPS/Cellular/Radio Amplification Quotations for the North Fire Station Construction Project
11. Station Alerting Quotation for the North Fire Station Construction Project
12. Purchase of Skid Steer Track Machine

H. PUBLIC HEARINGS – *If you are here for a Public Hearing please familiarize yourself with the Rules of Civility printed on the back of the agenda. Sign in with the City Clerk before addressing the council. At the podium please state your name and address clearly for the record. All comments/questions shall be posed to the Mayor and Council. The Mayor will then direct staff, as appropriate, to answer questions or respond to comments.*

1. Truth in Taxation
 - a. Public Hearing
 - b. Resolution Certifying Property Taxes Payable in 2022
 - c. Resolution Adopting the Budget and Financial Policies for 2022 and the Capital Improvement Plan for 2022-2026

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. Resolution Directing Modification of Existing Construction Contract Authorizing the Use of Prevailing Wage, Change Order No. 10, North Fire Station Construction Project

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 22, 2021
Held Remotely Via Conference Call
Meeting No. 22-21

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 gave background for the return to virtual meetings. Mayor Abrams also announced the start of the new Assistant City Manager/HR Director, and gave an opportunity for Mike Darrow to introduce himself.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

D. APPROVAL OF AGENDA

The following items were added to Council Presentations:

Vaccine Mandate

Councilmember Knutson moved to approve the agenda as amended.

Seconded by Councilmember Juenemann Ayes – All, via roll call

The motion passed.

E. APPROVAL OF MINUTES

1. November 08, 2021 City Council Meeting Minutes

Councilmember Juenemann corrected F2, Congratulations to read: “member of the Maplewood Multi-Cultural Advisory Committee”.

Councilmember Cave moved to approve the November 08, 2021 City Council Meeting Minutes as amended.

Seconded by Councilmember Juenemann Ayes – 4, via roll call
Abstain – Councilmember Knutson

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

Vaccine Mandate

Councilmember Cave requested an update on a vaccine mandate for city staff. City Manager Coleman and City Attorney Batty provided information.

3. Maplewood Heritage Award

Communication Manager Sheeran gave the staff report. Councilmember Juenemann read the resolution for Gary Bastian and Councilmember Villavicencio read the resolution for Janice Quick.

a. Resolution Awarding Gary Bastian the 2019 Heritage Award

Councilmember Juenemann moved to approve the resolution awarding Gary Bastian the 2019 Maplewood Heritage Award

Resolution 21-11-2009
 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.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed

b. Resolution Awarding Janice Quick the 2020 Heritage Award

Councilmember Cave moved to approve the resolution awarding Janice Quick the 2020 Maplewood Heritage Award

Resolution 21-11-2010
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.

Seconded by Councilmember Juenemann Ayes – All, via roll call

The motion passed.

4. Strategic Plan Update for Third Quarter 2021

Administrative Services & Performance Measurement Coordinator Knutson gave the presentation.

Councilmember Juenemann moved to accept the Strategic Plan Report for Third Quarter of 2021.

Seconded by Councilmember Knutson Ayes – All, via roll call

The motion passed.

5. Review of Solid Waste Carts Screening and Storage Requirements

Community Development Director Thomson gave the staff report.

No Action Required

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

Agenda items G3, G4, G5, G11, and G13 were highlighted.

Councilmember Juenemann moved to approve agenda items G1-G13.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

1. Approval of Claims

Councilmember Juenemann moved to approve the approval of claims.

ACCOUNTS PAYABLE:

\$	267,180.78	Checks # 108166 thru # 108201 dated 11/09/21
\$	462,750.08	Checks # 108202 thru # 108232 dated 11/16/21
\$	925,418.26	Disbursements via debits to checking account 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

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

2. Financial Report for Month Ended October 31, 2021

No Action Required

3. Fee Schedule for 2022 Ordinance

a. Ordinance Establishing 2022 Fee Schedule

Councilmember Juenemann moved to adopt the ordinance establishing a fee schedule for 2022.

Ordinance 1025
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

City Clerk City of Maplewood - 2022 Fee Schedule	
ITEM/ACTIVITY	2022 Fees
LICENSING	
ANIMAL PERMITS/REGISTRATIONS (initial AND renewal, unless noted otherwise)	
Dangerous/Potentially Dangerous Dog Registration	
Dangerous Dog	\$150.00
Potentially Dangerous Dog	\$100.00
Appeal Request	\$100.00
Tag	\$3.00
Sign	\$7.00
Poultry Permit (2yr permit)	
Initial Application	\$75.00
Renewal	\$50.00
Goat Permit	
Temporary Keeping of Goats Permit	\$75.00
Renewal	\$75.00
RESIDENTIAL LICENSES/PERMITS/REGISTRATIONS (initial AND renewal, unless noted otherwise)	
Home Occupation License	
Initial Application	Set by CD
Renewal	\$63.00
Recreational Vehicle Permit	
	\$15.00
LIQUOR LICENSES (initial AND renewal, unless noted otherwise)	
Off-Sale Licenses	
3.2% Malt Liquor	\$350.00
Intoxicating Liquor	\$200.00
On-Sale Licenses	
3.2% Malt Liquor	\$500.00
Wine	\$2,000.00
Club	
-Under 200 Members	\$300.00
-Between 201 and 500 members	\$500.00
-Between 501 and 1,000 members	\$650.00
-Between 1,001 and 2,000 members	\$800.00
-Between 2,001 and 4,000 members	\$1,000.00

-Between 4,001 and 6,000 members	\$2,000.00
-Over 6,000 members	\$3,000.00
Intoxicating Liquor	
-Class A	\$7,000.00
-Class B	\$8,500.00
-Class C	\$11,000.00
-Class E	\$4,667.00
2AM	
-Up to \$100,000 in on sale gross receipts for alcoholic beverages	\$300.00
-Over \$100,000, but not over \$500,000 in on sale gross receipts for alcoholic beverages	\$750.00
-Over \$500,000 in on sale gross receipts for alcoholic beverages	\$1,000.00
-3.2% On Sale Malt Liquor licensees or Set Up license holders	\$200.00
-Did not sell alcoholic beverages for a full 12 months prior to this application	\$200.00
Sunday Sales	\$200.00
Patio	\$200.00
BUSINESS LICENSES/PERMITS/REGISTRATION (initial AND renewal, unless noted otherwise)	
Alarm System Permit - Business	
	\$57.00
Amusement Park License	
	\$388.00
Automobile & Trailer Rental License	
1st Five Rental	\$46.00
Each Additional Rental	\$13.00
Body Art Establishment License	
	\$309.00
Business Registration	
	\$40.00
Catering Food Vehicle	
1st Vehicle	\$129.00
Each Additional Vehicle	\$89.00
Fleet (6+ Vehicles)	\$347.00
Cigarette and Tobacco License	
	\$250.00
Commercial Kennel License	
	\$85.00
Courtesy Bench License	
1st Bench	\$69.00
Each Additional Bench	\$41.00
Currency Exchange Review	
	\$356.00
Food Establishment License	
Full Service	\$673.00

Seasonal (6mo or less)	\$337.00
Special Food Handling	\$103.00
Mobile Food Unit	
Mobile Food Unit - PHF (Potentially Hazardous Food) - 1st Vehicle	\$181.00
- Each Additional Vehicle	\$89.00
- Fleet (6+ Vehicles)	\$520.00
Mobile Food Unit - NPF (Non Perishable Food) - 1st Vehicle	\$76.00
- Each Additional Vehicle	\$46.00
- Fleet (6+ Vehicles)	\$176.00
Gasoline Station License	
1st Pump	\$183.00
Each Additional Pump	\$15.00
Lodging Establishments License	
1 - 15 Units	\$124.00
16 - 35 Units	\$169.00
36 - 100 Units	\$311.00
Over 100 Units	\$356.00
Motor Vehicle Repair License	
	\$162.00
Pawn Shop License	
	\$10,218.00
Massage	
Center	\$259.00
Therapist	\$224.00
New Center Package (Center License, Therapist License (up to 2) and Background Investigations)	\$724.00
Public Pool License	
Hot Tubs	\$118.00
Indoor Swimming Pool	\$118.00
Outdoor Swimming Pool	\$118.00
Combination	\$162.00
Secondhand Dealer License	
	\$367.00
Solid Waste Collection License	
	\$250.00
Used Car Dealer License	
	\$333.00
Annual License/Permit/Registration - Late Fee	
	\$25.00 or 10%, whichever is greater
TEMPORARY LICENSES/PERMITS	
Amusement Permit (Carnival /Carnival Rides/Circus)	
	\$381.00

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

Cigarette & Tobacco Sales	
	\$135.00
Lawful Gambling	
	\$250.00
Personal Services	
	\$135.00
Secondhand Dealer	
	\$135.00
Pawn Shop	
	\$500.00
PASSPORTS	
Photos	
	\$10.00
Acceptance Fee	
	\$35.00
ELECTIONS	
Filing Fee	
	\$5.00
Precinct Boundaries and Polling Locations Map 11" x 17"	
	\$3.00
City Map with Street Index 11" X 17"	
	\$3.00
City Map with Street Index 24" x 36"	
	\$5.00
DATA PRACTICES	
Data Subjects	
Paper or Electronic	No fee if it takes less than 15 minutes of staff time to make copies; otherwise (1) actual employee time to make copies; (2) \$0.08 per page, black and white single sided; (3) \$0.89 per page, color copy single sided; (4) CD/DVD \$0.50; (5) standard USPS mailing fee
Members of the Public	

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

Communications

City of Maplewood - 2022 Fee Schedule

ITEM/ACTIVITY	2022 Fees
Partnership Packages & Rates (Please note: Packages may be customized at the discretion of the Communications Manager, which may change the price of the package)	
Maplewood Leaders	
* Color ¼ - page ad in all 12 editions of Maplewood Living, the City’s official newsletter distributed to more than 20,000 homes. (\$5,000 value)	\$9,500.00
* Top-tier sponsorship of the following major City of Maplewood events: State of Maplewood, 4th of July and Community Engagement Breakfast (\$2,200 Value).	
* Partner video (\$2,500)	

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

Community Development
City of Maplewood - 2022 Fee Schedule

ITEM/ACTIVITY	2022 Fees
Permits <i>*Stated permit fees do not include the surcharge imposed on most permits by the State of Minnesota.</i>	
Building Permits Based on Valuation	
Total Valuation:	
\$1.00 to \$500.00	\$28.05
\$501.00 to 2,000.00	\$28.05 for the first \$500.00 plus \$3.62 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$82.35 for the first \$2,000.00 plus \$16.42 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$460.01 for the first \$25,000.00 plus \$11.97 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$759.26 for the first \$50,000.00 plus \$8.36 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,177.26 for the first \$100,000.00 plus \$6.68 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,849.26 for the first \$500,000.00 plus \$5.57 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,634.26 for the first \$1,000,000.00 plus \$4.46 for each additional \$1,000.00, or fraction thereof

Electrical Permit Fee	
*electrical permit fees are the greater of the total inspection fee or total service and circuit calculation plus the administrative fees	
Inspection Fees	
Minimum Fee	\$45.00
Inspection / Reinspection Fee	\$45.00 per Inspection
Residential Maximum Fee (200 amps or Less)	\$190.00
All Other Fees	N/A
New or Repair Services/Power Supply	
0 to 300 amp	\$55.00
400 amp	\$71.00
500 amp	\$87.00
600 amp	\$103.00
800 amp	\$135.00
1,000 amp	\$167.00
Each Additional 100 amps	\$16.00
Transformers and Generators	
1 to 10 kVA	\$5.00
11 to 74 kVA	\$45.00
75 to 299 kVA	\$60.00
Over 299 kVA	\$165.00
Feeders/Circuits	
0 to 100 amps	\$9.00
101 to 200 amps	\$15.00
201 to 300 amps	\$21.00
301 to 400 amps	\$27.00
401 to 500 amps	\$33.00
Each Additional 100 amps	\$6.00
Solar Fees	
0 to 5 kw	\$90.00
5.1 to 10 kw	\$150.00
10.1 to 20 kw	\$225.00
20.1 to 30 kw	\$300.00
30.1 to 40 kw	\$375.00
Over 40 kw	\$375.00 plus \$25.00 for each additional 10 KW
Other Fees	
Residential Panel Replacement	\$110.00
Residential Sub Panel	\$45.00
Apartment Buildings	\$80.00 per unit
Retrofit Lighting	\$0.85 per fixture
Sign Transformer or Driver	\$9.00 per transformer
Swimming Pools and Hot Tubs	\$90.00 plus \$9.00 per circuit
Residential additions, remodels or basement finishes (up to 10 circuits and two inspections)	\$90.00
Residential Accessory Structures	\$55.00 plus \$9.00 per circuit
Traffic Signals	\$8.00 per standard
Street Lights and Parking Lot Lights	\$5.00 per standard
Low Voltage Fire Alarm, Heating and Air Conditioning Controlling Wiring	\$0.85 per device

Electronic Inspection of AC, Furnace, Bath Fan, Fireplace, Water Heater Vent Receptacle	\$40.00
Hourly Rate for Carnivals	\$90.00
Administrative Fees	
State Surcharge	\$1.00
Administrative Fee	\$9.50
Manufactured Home Permit Fee	
New installation or replacement	\$175.00
Residential Mechanical Permit Fee	
Minimum fee	\$40.00
Gas piping – Repair or new installation	\$40.00
Gas or oil fired furnace or boiler	\$40.00
Warm air furnace or hot water heating system	\$40.00
Construction or alt.of any warm air furnace per unit Construction or alteration of each hot water system Installation or replacement of each hot water system per unit Per unit heaters based on first 100,000 BTU input	\$40.00
Air conditioning – new or replacement	\$40.00
Wood burning furnace per unit	\$40.00
Swimming pool heater per unit	\$40.00
Air exchanger	\$40.00
Gas or oil space heater per unit	\$40.00
Gas direct vent heater per unit	\$40.00
Gas fireplace, Gas log or insert	\$40.00
In floor Heat system	\$40.00
Furnace	\$120.00
Other	\$40.00
Commercial Mechanical Permit Fee	
All commercial work	1.5% of estimated job cost + \$78.00
Mechanical plan review	25% of the permit fee
Residential Plumbing Permit Fee	
Minimum fee (includes one fixture opening)	\$45.00
Each additional fixture opening	\$10.00
Commercial Plumbing Permit Fee	
All commercial work	1.75% of estimated job cost Plus \$91.00
Sign Permits	
Billboard	\$500.00
Dynamic Display Sign	\$175.00
Dynamic Display Sign Yearly License Fee	\$175.00
Freestanding Sign	\$175.00
Temporary Sign	\$45.00
Wall Sign	\$110.00
Residential Permit Flat Fee	
Windows	\$145.00
Deck	\$145.00
Residential roof	\$145.00
Residential egress window	\$145.00
Residential siding	\$145.00
Residential Solar Permits	\$200.00

Above-Ground Pools	\$145.00
In-Ground Pools	\$145.00
Drain tile	\$145.00
Building relocation	\$100.00

Miscellaneous Fees	
Plan Review Fee	
When a building permit is required and a plan is required to be submitted, a plan review fee shall be paid. The plan review fees specified are separate fees from the permit fees specified and are in addition to the permit fees.	Plan review fees for all buildings shall be sixty five percent (65%) of the building permit fee, except as modified in M.S.B.C. Section 1300.
When submittal documents are incomplete or changed so as to require additional plan review or when the project involves deferred submittal items an additional plan review fee shall be charged at the above rate.	
Expiration of plan review: Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant showing that circumstances beyond the control of the applicant have prevented action from being taken. No application shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.	
Refund Fee	
The building official may authorize refunding of any fee paid hereunder which was erroneously paid or collected. The building official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The building official may authorize refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has paid is withdrawn or canceled before any plan review is done. The building official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment.	
Investigation Fee	

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

Administrative Penalties	
First Offense	
Level One Violation	\$50.00
Level Two Violation	\$100.00
Level Three Violation	\$400.00
Second Offense (within 24 month of prior)	
Level One Violation	\$100.00
Level Two Violation	\$200.00
Level Three Violation	\$800.00
Third/Subsequent Offense (within 24 months of at least two)	
Level One Violation	\$200.00
Level Two Violation	\$400.00
Level Three Violation	\$1,000.00
Planning	
Planning Fees	
Administrative Variance	\$500.00
Building Relocation	\$925.00
Comprehensive Plan Amendment ¹	\$1,650.00
Conditional Use Permit (CUP) ^{1,3}	\$1,650.00
CUP Revision ^{1,3}	\$1,000.00
Community Garden CUP ^{1,3}	\$825.00
Community Garden CUP Revision ^{1,3}	\$500.00
Final Plat ²	\$430.00
Front Yard Setback Authorization	\$500.00
Home Occupation	\$1,385.00
Lot Divisions ¹	\$500.00
Planned Unit Development ^{1,3}	\$2,735.00
Preliminary Plat ³	\$2,050.00
Preliminary Plat Revision or Extension	\$990.00
Public Vacation ¹	\$1,200.00
Rezoning ¹	\$1,650.00
Variance ¹	\$1,385.00
Woodlot Alteration Permit	\$375.00
Zoning Compliance Letter	\$100.00
1 County Recording Fee (In Addition to Planning Application Fee)	\$46.00
2 Plat Opinion Letter Fee (In Addition to Planning Application Fee)	\$200.00
3 Development Sign Fee (In Addition to Planning Application Fee)	\$200.00
Community Design Review	
Commercial/Multi-family	\$1,650.00
Minor Construction	\$500.00
Residential	\$500.00
Revision	\$500.00
Comprehensive Sign Plan	\$500.00

³ Development Sign Fee (In Addition to Community Design Review Fee)	\$200.00
Tax-Exempt and Tax Increment Financing Fees	
Tax-Exempt and Mortgage Revenue Financing	
Amount paid with application (non-refundable)*	\$2,500.00
Base charge (% of bond issue) par on the first \$20 million due at closing	0.50%
Par on portion in excess of \$20 million due at closing	0.10%
Refinancing Fee	50% of the above
The City will be reimbursed for any technical changes to a bond issue previously issued at 25% of the above schedule.	
Tax Increment Financing	
Application Fee (non-refundable)	\$6,760.00
Escrow Deposit	\$5,000.00
Code Enforcement Fees	
Excessive Consumption of Inspection Services	
Third Inspection	\$75.00
Fourth Inspection	\$100.00
Each Additional Inspection	\$150.00
Nuisance Abatement	
Abatement Fee	\$300.00
Administrative Fee	25% of abatement cost
Abatement Cost	100% of the cost to complete the abatement
Rental Licensing Fees	
Rental Dwelling License	
Annual License	\$150.00 plus \$50.00 per unit
First Re-Inspection	\$0.00
Second Re-Inspection	\$250.00
Third and Subsequent Re-Inspection	\$500.00

Finance

City of Maplewood - 2022 Fee Schedule

ITEM/ACTIVITY	2022 Fees
Miscellaneous Fees	
Late Penalty (Utility Accounts, Abatements, False Alarms, Etc.) (One-time charge if invoice is not paid within 30 days.)	5%
NSF	\$30.00
Special Assessment Certification Fee	10%
Credit Card Convenience Fee	Credit Card Processor will charge a fee.
Utility Rates	
Sewer	
St. Paul (100 cubic ft) (ave 22 units per qtr)	\$3.84

Other (1,000 gallons) (ave 16.5 units per qtr)	\$5.11
Minimum charge - quarterly	\$21.52
Flat rate for well accounts	\$58.16
EUF	
Residential charge - quarterly	\$27.25
Discount fee for raingardens (Little Canada 70%)	\$19.08
Multi Family - monthly	\$57.76
Institutional - monthly	\$70.29
Commercial - monthly	\$89.91
Recycling	
Base Quarterly charge	\$16.56
Additional Cart Fee per Quarter	\$0.00
Water Surcharge	
St. Paul - % of St. Paul water bill (ave \$50/qtr) 22 units per quarter ave for family of 4	7.00%
N. St. Paul - quarterly	\$3.60
Trash Hauling	
20 EOW - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$12.45
20 Gallon - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$13.00
35 Gallon - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$14.05
65 Gallon - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$20.00
95 Gallon - Monthly - Rates reflect all taxes and fees and the City's \$0.75 per household cart fee.	\$25.00
Yard Waste Rate (per season - for residents who opt in) (no tax on yard waste)	\$129.80
Bulky Items Rates (Appliances, Electronics, Furniture, etc.) (plus tax)	\$10-\$35
FRANCHISE FEES	
Gas Utility Monthly Franchise Fee	
Residential	\$3.00
Commercial Non Demand	\$12.00
Commercial Demand	\$100.00
Small Interruptible	\$75.00
Medium & Large Interruptible	\$110.00
Firm Transportation	\$2.50
Interruptible Transportation	\$2.50
Electric Utility Monthly Franchise Fee	
Residential	\$3.00
Small C&I Non-Demand	\$4.75
Small C&I Demand	\$30.00
Large C&I	\$180.00
Public Street Lighting	\$4.00
Municipal Pumping Non-Demand	\$4.00
Municipal Pumping Demand	\$4.00

Cable Franchise Fee	
Cable Franchise Fees - Monthly	5% of gross revenue
Cable PEG Fees - Monthly	2% of gross revenue
Parks & Natural Resources City of Maplewood - 2022 Fee Schedule	
ITEM/ACTIVITY	2022 Fees
Parks & Recreation	
Wakefield Park Community Building	
Monday-Thursday Meeting Rates: Between 8a-4p (per hour, 2hr min)	\$50.00
Monday-Thursday Meeting Rates: Between 8a-4p Additional Hours (per hour)	\$50.00
Monday-Thursday Regular Rental: 4hrs - Resident	\$150.00
Monday-Thursday Regular Rental: 4hrs - Non Resident	\$190.00
Friday-Sunday Regular Rental: 4hrs - Resident	\$200.00
Friday-Sunday Regular Rental: 4hrs - Non Resident	\$250.00
Friday-Sunday Regular Rental: 7hrs - Resident	\$300.00
Friday-Sunday Regular Rental: 7hrs - Non Resident	\$370.00
Regular Rental Additional Hours (per hour)	\$75.00
Picnic Shelter Rental	
Afton Heights Park or 4 Seasons Park Building	\$55.00
Applewood Park	\$55.00
Hazelwood Park	\$55.00
Lion's Park	\$55.00
Maplewood Heights Park	\$35.00
Pleasantview Park	\$35.00
Wakefield Park	\$75.00
Community Gym Rental Fees	
Half Court Rental (per hour per court)	\$40.00
Full Court Rental (per hour per court)	\$60.00
Edgerton Community Gym Entire Gym Rental (8+ hour rental) per hour	\$55.00
Field Rental Fees	
Hazelwood - Soccer - Full Size (per game)	\$65.00
Hazelwood - Soccer - Small Size	\$40.00
Other Locations - Soccer - Full Size	\$55.00
Baseball/Softball (per game)	\$35.00
Baseball/Softball - Tourney (per day/per field)	\$100.00
Volleyball Tourney/Large Group Rental - Harvest, Geranium, Wakefield (per day/per park)	\$300.00
Food Vendor In Park Permit - Weekdays (per day)	\$15.00
Food Vendor In Park Permit - Weekends or Holidays (per day)	\$45.00
Nature Center	
Nature Center Program Fees	

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

Public Safety - Police/Fire/EMS
City of Maplewood - 2022 Fee Schedule

ITEM/ACTIVITY	2022 Fees
POLICE	
Police Reports	
Requester is arrested party	\$0.25 per page (one side or \$0.50 per page double sided)
Public traffic crash report (requester is not involved in crash)	\$0.50 per page
Public traffic crash report (requester is involved in crash)	no charge
Monthly email of public traffic crash reports	\$60.00/month
Certified copy of any report	\$5.00
Evidence Requests	
CD/DVD of digital evidence (photos, audio, video)	\$5.00/disc
911 Audio transcripts	\$50.00 deposit plus
	actual cost of transcription through current transcription provider and
	Staff time to get audio ready for transcription and

	Staff time to review transcription for accuracy before release
Towing	
Owners of vehicles towed to 1830 or 1902 County Road B E for law enforcement purposes	\$125.00 per vehicle
Overnight Parking Permits	
Permit for vehicle to be parked on a city street overnight good for no more than 365 days	\$50.00 per vehicle/permit
Excessive Calls for Service	
Third and subsequent calls, within 365 days, deemed excessive by definition in ordinance	\$250.00 each
False Alarms	
1st	\$0.00
2nd (within 12 months of the 1st false alarm)	\$0.00
3rd (within 12 months of the 1st false alarm)	\$100.00
4th (within 12 months of the 1st false alarm)	\$200.00
5th (within 12 months of the 1st false alarm)	\$300.00
6th (within 12 months of the 1st false alarm)	\$400.00
7th (within 12 months of the 1st false alarm)	\$500.00
8th (within 12 months of the 1st false alarm)	\$500.00
9th (within 12 months of the 1st false alarm)	\$500.00
10th & Over (within 12 months of the 1st false alarm)	\$500.00
Outside Employment	
Police Officers	\$101.54/hour
Squad Car only available with an officer	no charge
Fingerprinting	
Each fingerprint card	\$15.00
FIRE/EMS	
False Alarm Fees	
Commercial	
Commercial - 1st False	\$0.00
Commercial - 2nd False (within 12 months of the 1st false alarm)	\$0.00
Commercial - 3rd False (within 12 months of the 1st false alarm)	\$200.00
Commercial - 4th False (within 12 months of the 1st false alarm)	\$300.00
Commercial - 5th False and more (within 12 months of the 1st false alarm)	\$400.00
Residential	
Residential - 1st False	\$0.00
Residential - 2nd False (within 12 months of the 1st false alarm)	\$0.00
Residential - 3rd False (within 12 months of the 1st false alarm)	\$200.00
Residential - 4th False (within 12 months of the 1st false alarm)	\$300.00
Residential - 5th False and more (within 12 months of the 1st false alarm)	\$400.00
Ambulance Transport Fees	
Resident	
ALS2 (Advanced Life Support)	\$2,513.00
ALS (Advanced Life Support)	\$2,278.00
BLS (Basic Life Support)	\$1,733.00
No Load	\$656.00

Mileage	\$22.50
Non-Resident	
ALS2 (Advanced Life Support)	\$2,890.00
ALS (Advanced Life Support)	\$2,620.00
BLS (Basic Life Support)	\$1,993.00
No Load	\$754.00
Mileage	\$25.88
Sliding Fee Schedule to Assist Those with a Financial Need	
Annual Income Threshold by Sliding Fee Discount Pay Class and Percent Poverty	
At or Below 100% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	50%
At 125% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	60%
At 150% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	70%
At 175% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	80%
At 200% of the Poverty Guideline - Patient Responsibility: % of Total Charges *	90%
Above 200% of the Poverty Guideline - Patient Responsibility: % of Total Charges	100%
* Must complete the Sliding Fee Application and submit required documentation.	
Outside Employment	
	\$101.54/hour
Equipment Standby - Based on FEMA's current Schedule of Equipment Rates	

Public Works
City of Maplewood - 2022 Fee Schedule

ITEM/ACTIVITY	2022 Fees
Connection Charges	
Sanitary Sewer Service Main Line Permit	
Base Fee	\$114.00
Plus Each Connection to Existing System, New Structures, Alteration, or Re-Inspection	\$59.00
Sanitary Sewer Service Connection Permit	
New Sanitary Sewer Service	\$110.00 per service
Disconnect or Repair	\$39.00 per service
Septic Systems	
Private Individual Septic Systems	\$500.00
Sanitary Sewer Cash Connection Charge	
Residential Connection Charge For all new connections for properties that have not been previously charged or assessed for construction of the public system.	\$4,325.00
Commercial Connection Charge (per front footage) For all new connections for properties that have not been previously charged or assessed for construction of the public system. Commercial Connection Charge = Residential Connection Charge / 75 (Average Lot Width)	\$57.00
Sewer Assessment for City Project	
Residential Sanitary Service Installed to New Main	\$1,530.00

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

50,000SF and greater = base fee + (SF over 50,000 x 0.002)	
Grading Permit, Plan Review, and Inspection Fee	
Grading Permit, Plan Review, and Inspection Fee Based on Total Estimate Material Moved Fee based on complexity of the project, proximity to environmental sensitive areas, and scope of project.	
<=50 C.Y.	\$37.00
51 to 100 C.Y.	\$94.00
101 to 1000 C.Y.	\$94.00
plus each additional 100 C.Y.	\$30.00
1001 to 10,000 C.Y.	\$364.00
plus each additional 1000 C.Y.	\$23.00
10,001 to 100,000 C.Y.	\$571.00
plus each additional 10,000 C.Y.	\$137.00
100,001 to 200,000 C.Y.	\$1,804.00
plus each additional 10,000 C.Y.	\$77.00
200,000 C.Y. or more	\$2,574.00
plus each additional 10,000 C.Y.	\$13.00
Park Availability Charge (PAC)	
PAC	
PAC per Capita Base Unit Charge 1 SFD PAC Fee = \$1040 per capita x 3.4 capita = \$3540.00 per SFD	\$1,040.00
PAC Commercial Development = % x Land Market Value	9%
Right of Way Permit and Inspection Fees	
Contractor Yearly Registration Fee (per year)	\$40.00
Hole Excavation Permit Fee (per hole)	\$100.00
Trench Excavation Permit	
Base Fee	\$100.00
Plus Each Lineal Foot	\$60.00
Emergency Excavation Permit	\$100.00
Aerial/Obstruction Permit	\$80.00
Permit Extension Fee	\$35.00
Delay Penalty Fee	
Base Fee (up to three days late)	\$35.00
Plus Each Additional Day (per day)	\$10.00
Small Cell	
Attached to City Infrastructure - Requires contract with City to determine monthly rental fee.	\$130.00
Non-City Infrastructure - Contractor license and any additional ROW fees. Contractor will need to contact infrastructure owner to determine any other fees.	
Engineering Review Fees	
Planning and Community Development Applications	
Planning applications and development reviews for engineering conformance to engineering standards and City ordinances. Services performed by City Personnel will be hourly and applied to the application escrow.	Staff Hourly Rate

Grading Fee	
Fee amount based on each individual site.	Varies
Erosion Control Escrow	
Escrow amount based on each individual site.	Varies
Tree Escrow	
\$60 per caliper inch of tree replacement required. Please see the tree standards for more information.	Varies
Sign	
Wetland Buffer	\$35.00

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

b. Resolution Authorizing Publication by Title and Summary (4 votes)

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

Resolution 21-11-2011

FEE SCHEDULE FOR 2022 SUMMARY AUTHORIZING PUBLICATION OF ORDINANCE NO. 1025 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. 1025, 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. 1025 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. 1025, which creates an ordinance to allow for a fee schedule. A summary of the ordinance follows:

**Ordinance No. 1025
 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

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

4. Cancellation of Uncollectible Ambulance Accounts Receivable

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

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

5. Resolution Designating Polling Place Locations for 2022

Councilmember Juenemann moved to approve the resolution designating polling place locations for 2022.

Resolution 21-11-2012
RESOLUTION

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
1929 Edgerton Street
- Precinct 2 Edgerton Elementary School
1929 Edgerton Street
- Precinct 3 Gladstone Community Center
1945 Manton Street
- Precinct 4 Wakefield Park Community Building
1860 Hazelwood Street N.
- Precinct 5 Maplewood Community Center/YMCA
2100 White Bear Avenue N.
- Precinct 6 Redeeming Love Church
2425 White Bear Avenue N.
- Precinct 7 First Evangelical Free Church
2696 Hazelwood Street
- Precinct 8 Ramsey County Library
3025 Southlawn Drive

Maplewood Holiday #3519

1285 Cope Avenue East

Speedway #4022

1750 White Bear Avenue North

Speedway #4089

11 Century Avenue South

Hy-Vee

2501 White Bear Avenue North

Off-Sale Intoxicating Liquor Licenses

61 Liquors

2700 Maplewood Drive North

Big Discount Liquor

2520 White Bear Avenue North

Costco Wholesale #1021

1431 Beam Avenue East

Cub Discount Liquor

100 County Road B West

Happy Hours

2227 White Bear Avenue North

Heritage Liquor

1347 Frost Avenue East

Hillside Liquor

1690 McKnight Road North, Suite B & C

Hy-Vee Wine & Spirits

2515 White Bear Avenue North, Suite A17 & A18

Maplewood Liquor

2950 White Bear Avenue North, Suite 2

Maplewood Liquor 'n Tobacco

2728 Stillwater Road East

Merwin Liquors

1700 Rice Street North, Suite D

Party Time Liquor

1835 Larpenteur Avenue East

Sarrack's International Wine & Spirits

2305 Stillwater Road East

On-Sale 3.2 Beer Licenses

Asia Fusion Kitchen

1700 Rice Street North, Suite G

Groceries & Nepali Kitchen

1700 Rice Street North, Suite J

Indian Masala

27 Century Avenue North

Omega Sushi

3001 White Bear Avenue North, Space 27

Taste of India

1745 Cope Avenue East

Tono Pizzeria + Cheesesteaks

3088 White Bear Avenue North, Suite B

On-Sale Intoxicating Liquor Licenses

5-8 Tavern & Grill

2289 Minnehaha Avenue East

Acapulco Mexican Restaurant

3069 White Bear Avenue North

Bleachers Bar & Grill

2220 White Bear Avenue North

Buffalo Wild Wings #118

3085 White Bear Avenue North

Chili's Grill & Bar

1800 Beam Avenue East

Crooked Pint Ale House

1734 Adolphus Street North

Eurest Dining Services

2350 Minnehaha Avenue East, Building 278

Goodrich Golf Course

1820 North Van Dyke North

Johnny Kitchen & Bar

1900 County Road D East, Suite 135

Lancer Food & Beverage

2166 Maplewood Drive North

McCarron's Pub and Grill
1986 Rice Street North

Millions Crab
1745 Beam Avenue

Myth Live
3090 Southlawn Drive North

Olive Garden Italian Restaurant #1200
1749 Beam Avenue East

Osaka Sushi & Hibachi
1900 County Road D East, Suite 140

Outback Steakhouse #2412
1770 Beam Avenue East

Red Lobster Restaurant #0283
2925 White Bear Avenue North

T.G.I. Friday's #472
3087 White Bear Avenue North

The Dog House Bar & Grill
2029 Woodlynn Avenue East

Tokyo Sushi – All You Can Eat
1935 Beam Avenue East, Suite 103

Unison Restaurant & Banquet
1800 White Bear Avenue North, Suite A & B

On-Sale Wine/Strong Beer Licenses

Asia Fusion Kitchen
1700 Rice Street North, Suite G

Groceries & Nepali Kitchen
1700 Rice Street North, Suite J

Indian Masala
27 Century Avenue North

Omega Sushi
3001 White Bear Avenue North, Space 27

Taste of India
1745 Cope Avenue East

Tono Pizzeria + Cheesesteaks
3088 White Bear Avenue North, Suite B

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

7. Conditional Use Permit Review, Dogtopia, 2015 Woodlynn Avenue

Councilmember Juenemann moved 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.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

8. Conditional Use Permit Review, Boater's Outlet, 1986 Rice Street

Councilmember Juenemann moved 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.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

9. Conditional Use Permit Review, TGK Automotive, 2545 Conway Avenue

Councilmember Juenemann moved 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.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

10. Conditional Use Permit Review, CarMax, 1325 Beam Avenue

Councilmember Juenemann moved 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.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

11. Agreement with City of St. Paul and Acceptance of Department of Public Safety Grant Money for 2022 “Toward Zero Deaths (TZD) Enforcement”

Councilmember Juenemann moved to approve agreement with City of St. Paul and accept the Department of Public Safety grant money for 2022 “Toward Zero Deaths (TZD) Enforcement”.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

12. Purchase of Tanker Truck

Councilmember Juenemann moved 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.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

13. Resolution Accepting Donation from Calvary Church

Councilmember Juenemann moved to approve the resolution accepting the donation from Calvary Church.

Resolution 21-11-2014
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.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

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

I. UNFINISHED BUSINESS
None

J. NEW BUSINESS

1. Creation of the North End Zoning District

Community Development Director Thomson introduced the topic and provided an overview. Rita Trapp with HKGI gave the presentation.

a. Ordinance Creating North End Zoning District and Establishing Sign Standards

Councilmember Juenemann moved to adopt 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.

Ordinance 1026

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:

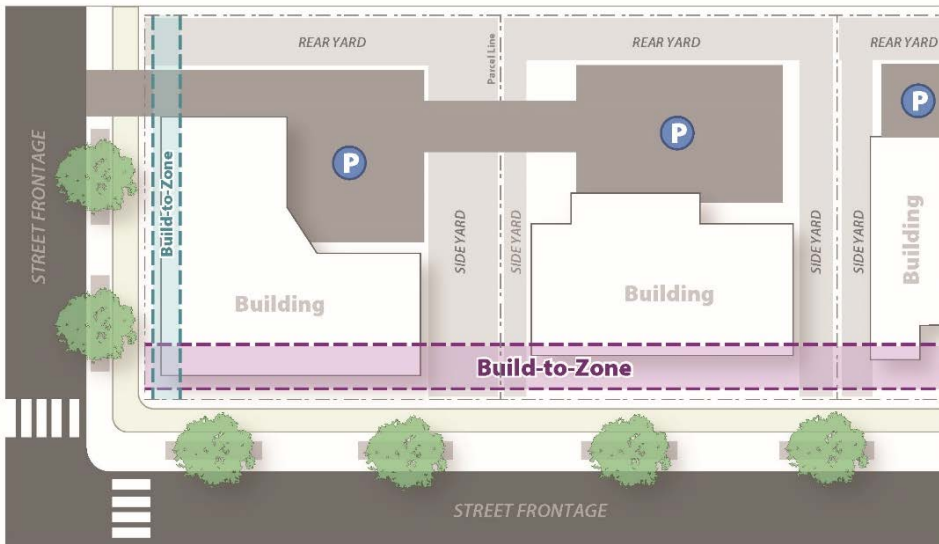
- (1) New development and redevelopment site opportunities appropriate for an evolving transit-oriented environment to support planned transit improvements and investments within the north end area;
- (2) Development of a significantly expanded and connected transportation network within the north end 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:

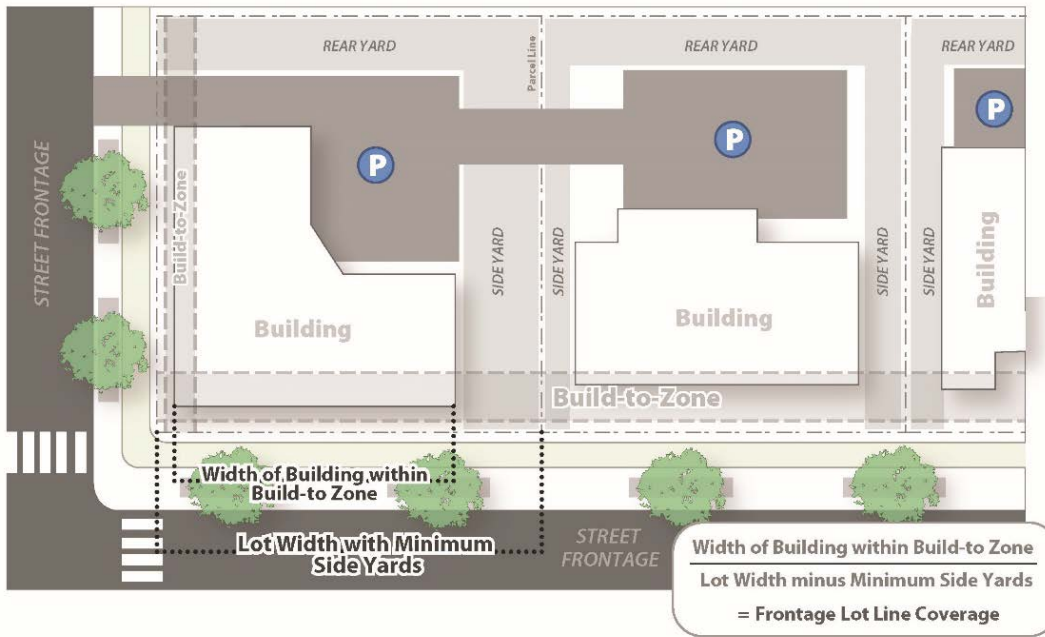
- (1) *Block* means an area of land surrounded on all sides by streets or other transportation or utility rights-of-way, or by physical barriers such as bodies of water or public open spaces.
- (2) *Build-to Zone* means the minimum and maximum distance a structure may be placed from a lot line.

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

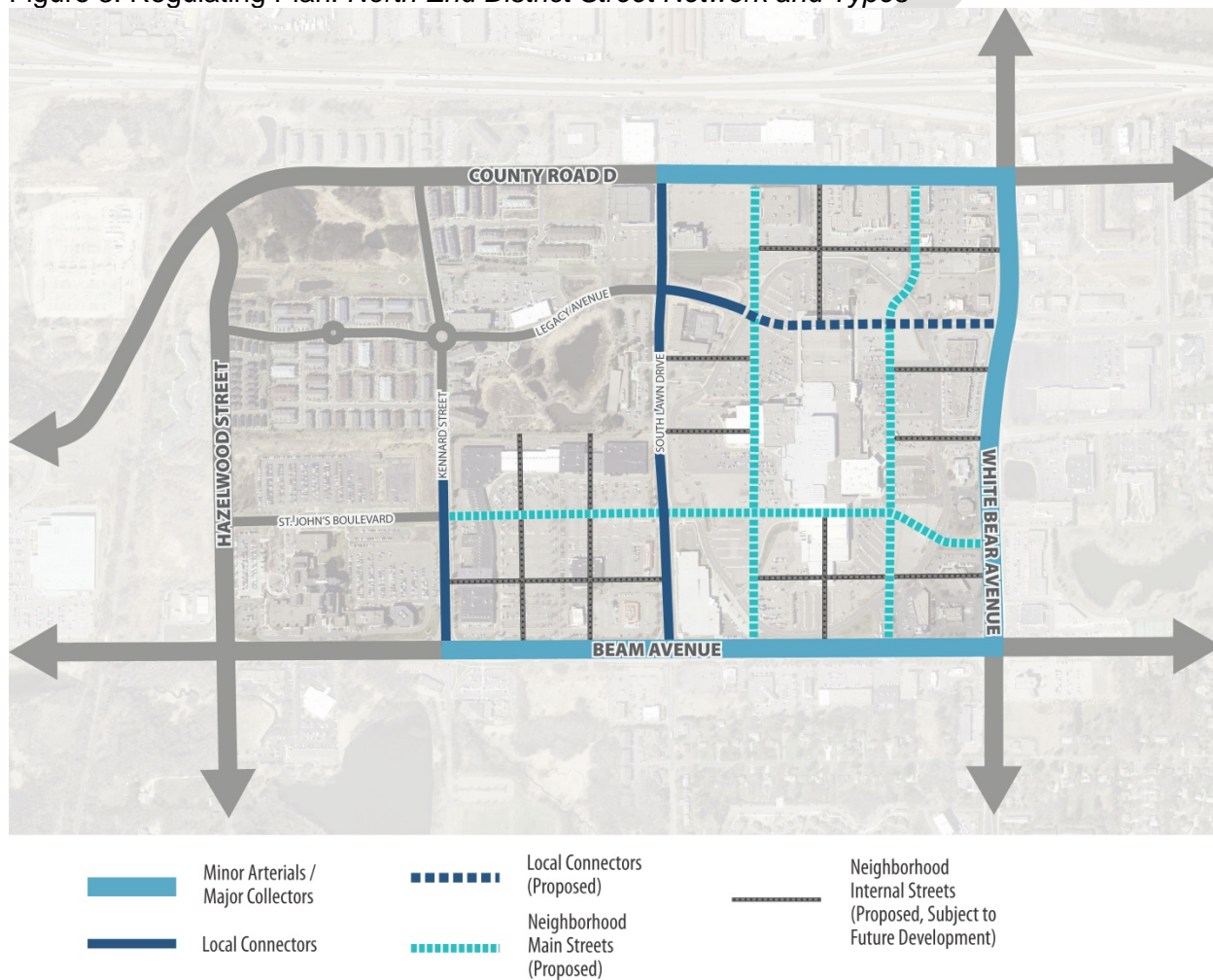


Secs. 44-691. – Applicability.

- (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:

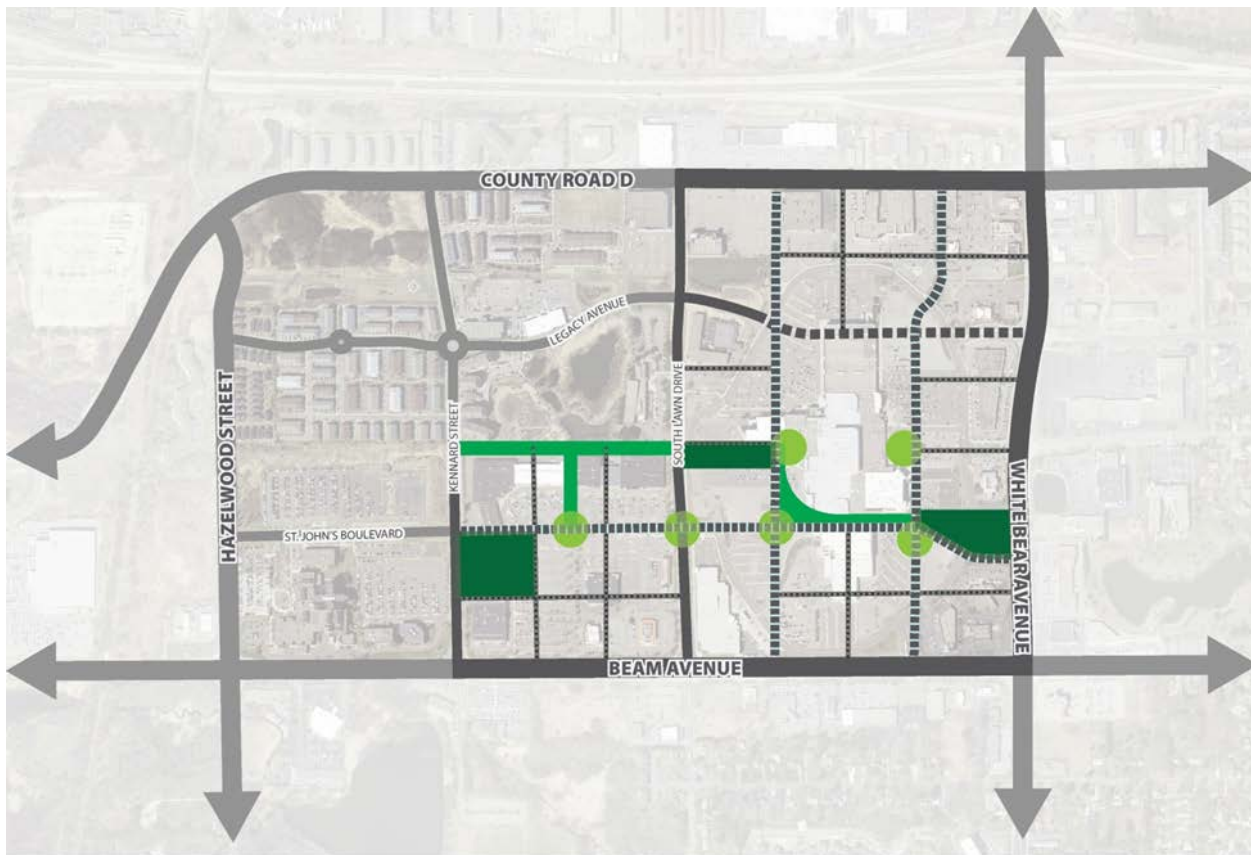
- i. *North End District Street Network and Types*
- ii. *North End District Open Space Network and Types*
- b. The *North End District Street Network and Types* Regulating Plan establishes the district’s future street network, street types, and the development form appropriate to each street type. The *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.

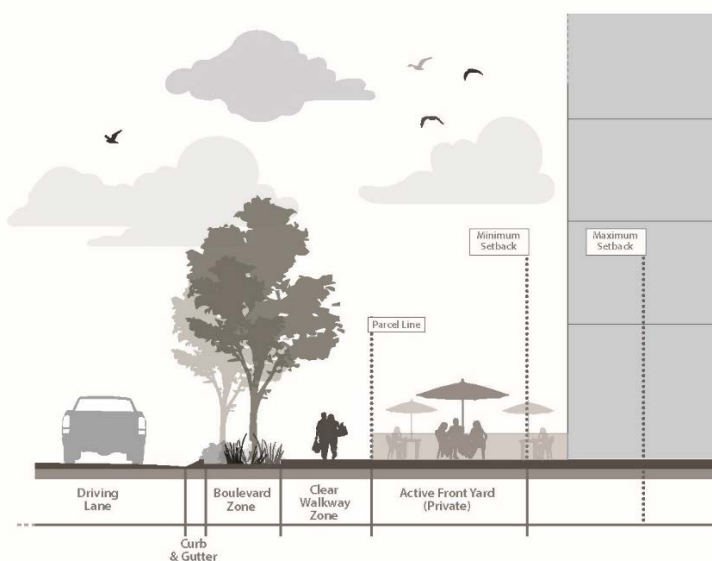
Secs. 44-694. – Subdivision Standards.

- (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.

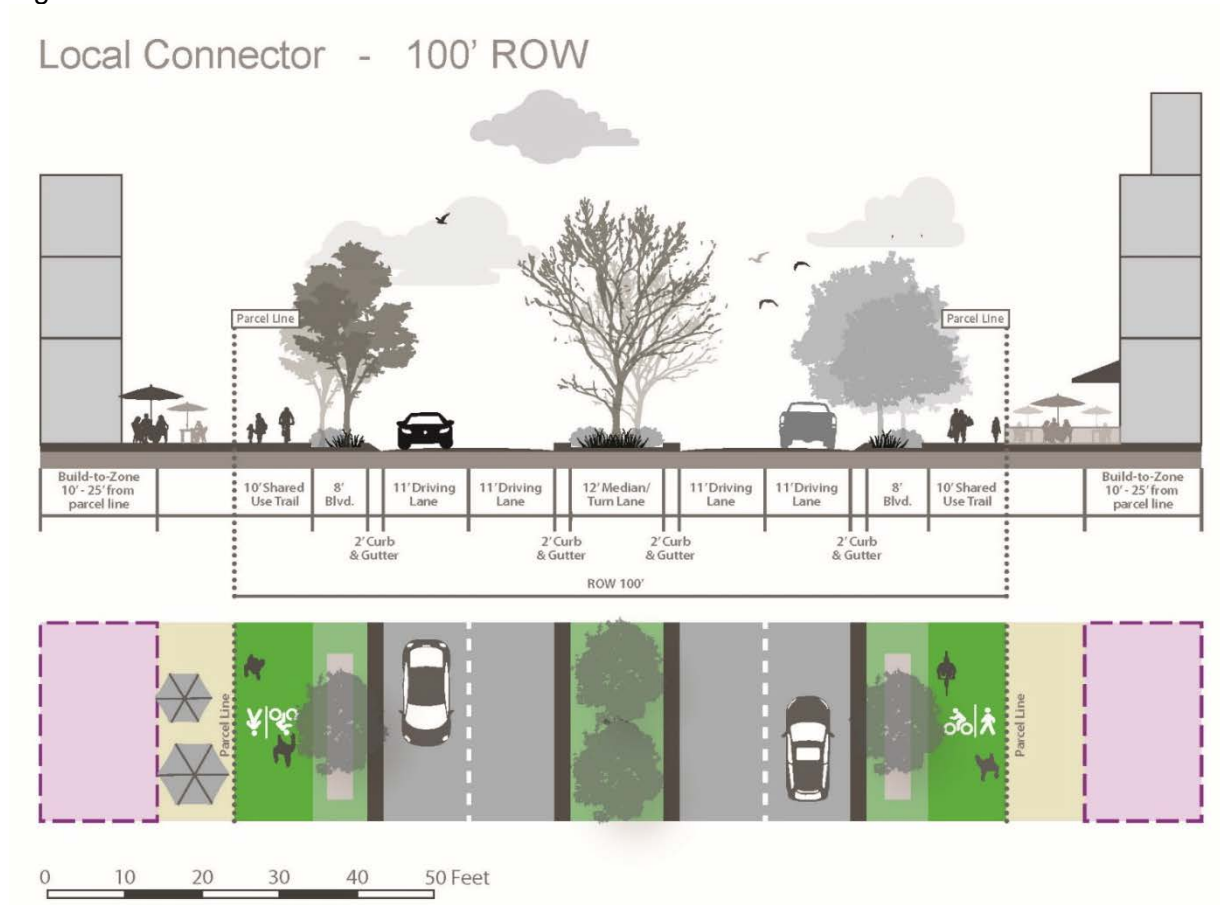
a. Minor Arterial and Major Collector Streets

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

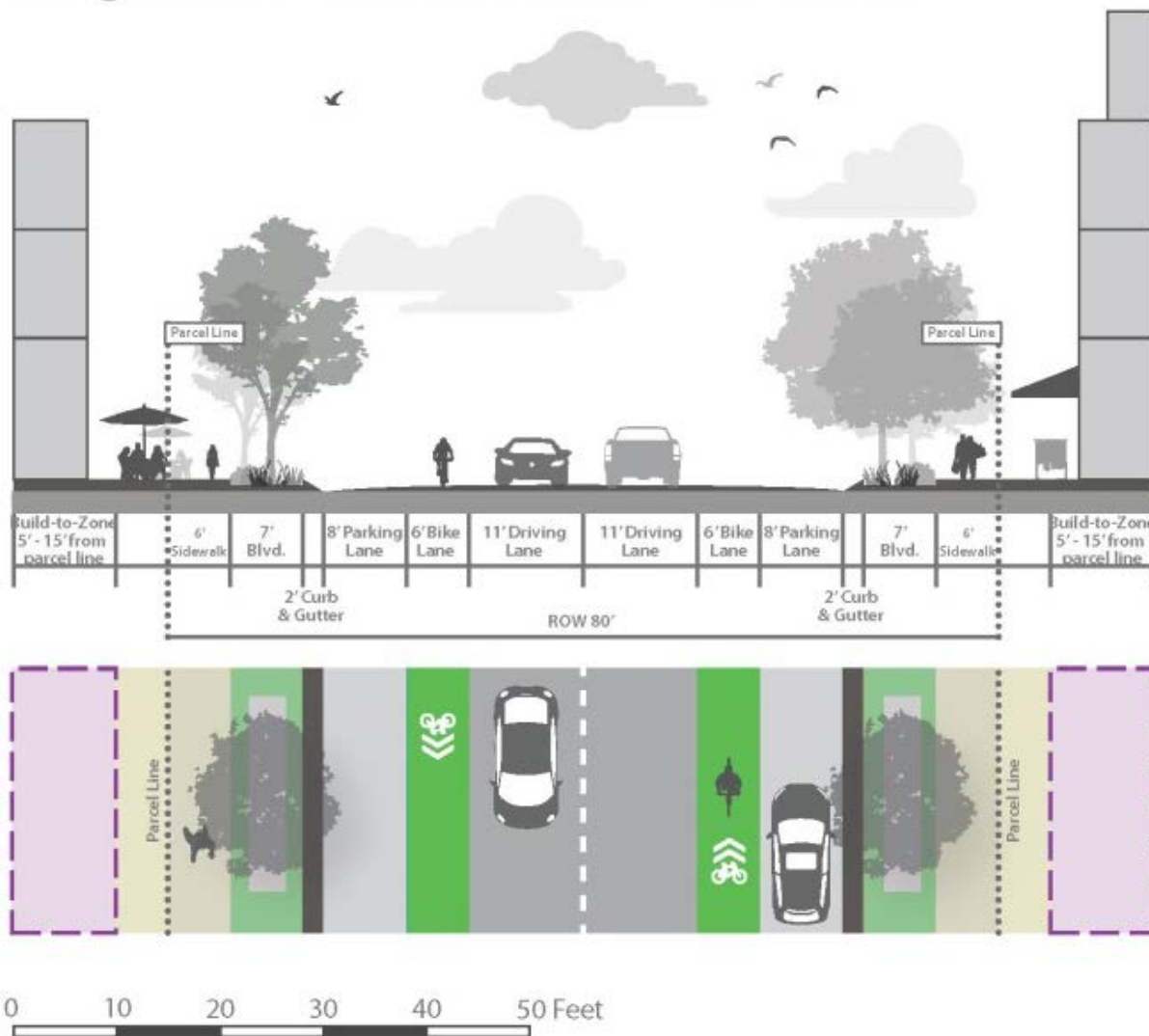
RIGHT OF WAY	100' MINIMUM
STREETSCAPE	
SIDEWALK WIDTH	N/A
SHARED USE TRAIL WIDTH	10' MINIMUM
BOULEVARD WIDTH	8' MINIMUM
TREE SPACING	30' ON CENTER
TRAVEL WAY	
BICYCLE LANES	0
BICYCLE LANE WIDTH	N/A
DRIVING LANES	4
DRIVING LANE WIDTH	11' MAXIMUM
PARKING LANES	0
PARKING LANE WIDTH	N/A
MEDIAN	14' MINIMUM (WITH CURB & GUTTER)

c. Neighborhood Main Streets

i. Neighborhood Main Street Section

Figure 7: Cross Section of Neighborhood Main Street

Neighborhood Main Street - 80' ROW



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

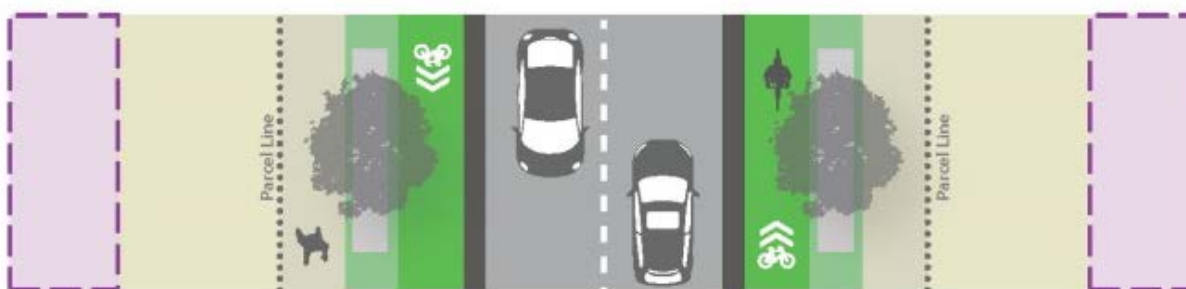
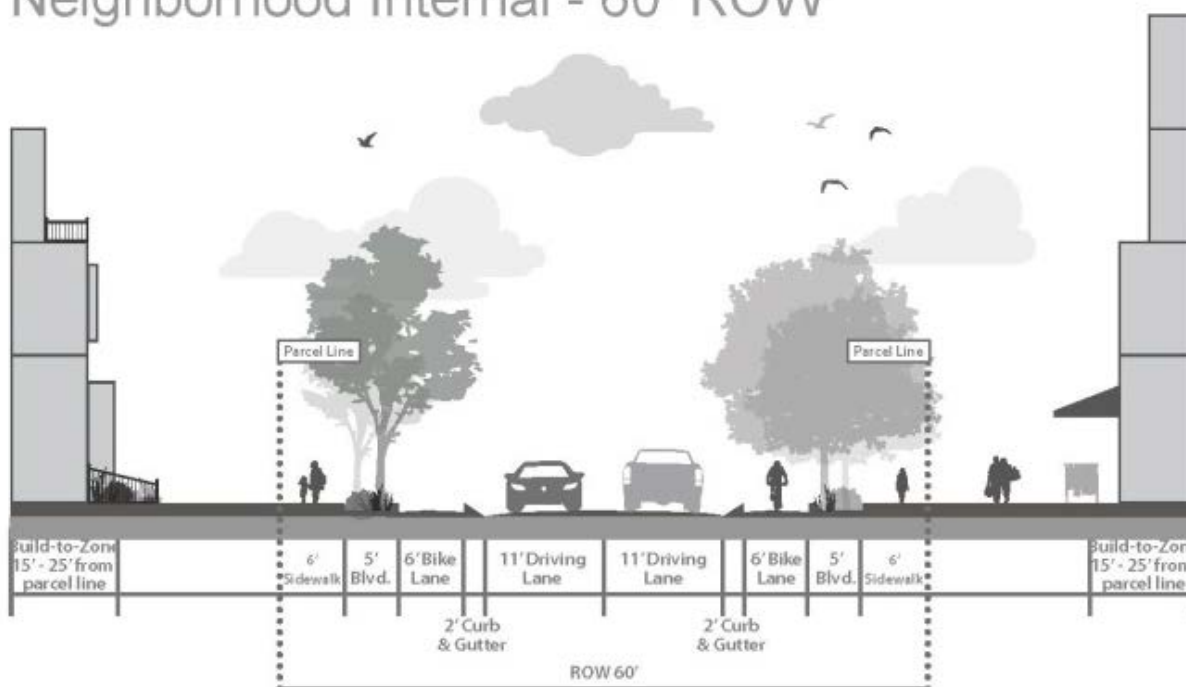
BICYCLE LANE WIDTH	6' MINIMUM
DRIVING LANES	2
DRIVING LANE WIDTH	11'
PARKING LANES	2
PARKING LANE WIDTH	8'
MEDIAN	N/A

d. Neighborhood Internal Streets

i. Neighborhood Internal Street Sections

Figure 8: Cross-Section of Neighborhood Internal Streets

Neighborhood Internal - 60' ROW



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 / MAJOR COLLECTOR	LOCAL CONNECTOR	NEIGHBORHOOD MAIN STREET	NEIGHBORHOOD INTERNAL STREET
BUILD-TO ZONE FOR STREET FRONTAGE	15 FT. – 30 FT.	10 FT. – 25 FT.	5 FT. – 15 FT.	15 FT. – 25 FT.
MINIMUM SIDE YARD	5 FT.	5 FT.	5 FT.	5 FT.
MINIMUM REAR YARD	5 FT.	5 FT.	5 FT.	5 FT.
MINIMUM STREET FRONTAGE 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.

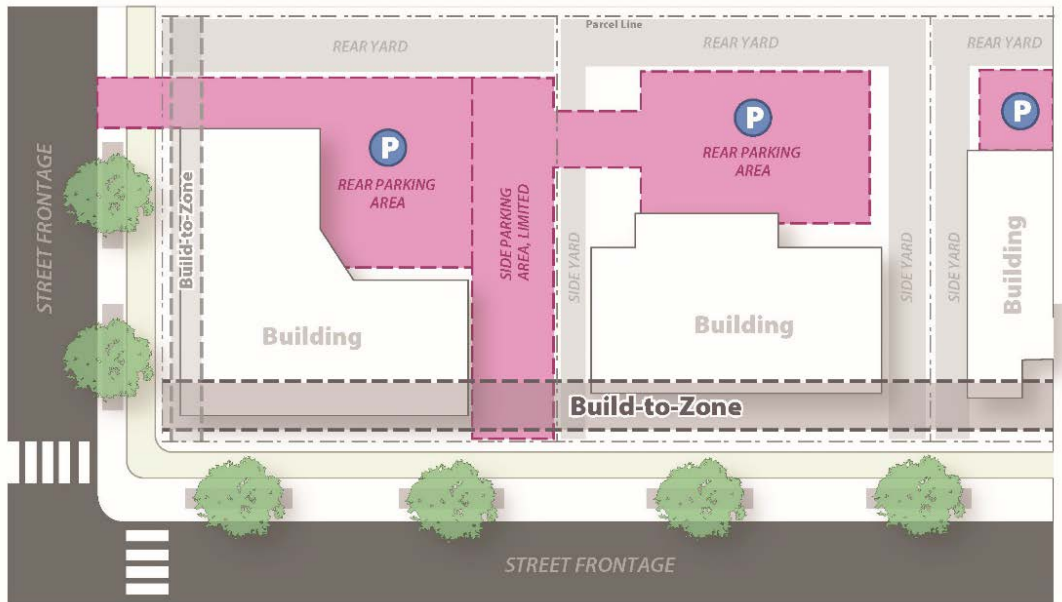
- iii. Utilities, transformers and telecommunications equipment shall, to the extent feasible, not be located in front of a building and shall be architecturally integrated or screened by landscaping.
- iv. Awnings, canopies, marquees, signs, shading devices, cornices and lighting are allowed to encroach 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 / MAJOR COLLECTOR	LOCAL CONNECTOR	NEIGHBORHOOD MAIN STREET	NEIGHBORHOOD INTERNAL STREET
MINIMUM BUILDING HEIGHT	2 STORIES	2 STORIES	2 STORIES	2 STORIES
MAXIMUM BUILDING HEIGHT	8 STORIES	6 STORIES	6 STORIES	6 STORIES
UPPER FLOORS STEPBACK*	STEPBACK REQUIRED ABOVE 4 STORIES	STEPBACK REQUIRED ABOVE 4 STORIES	STEPBACK REQUIRED ABOVE 3 STORIES	STEPBACK REQUIRED ABOVE 2 STORIES

	MINOR ARTERIAL / MAJOR COLLECTOR	LOCAL CONNECTOR	NEIGHBORHOOD MAIN STREET	NEIGHBORHOOD INTERNAL STREET
MAXIMUM BUILDING 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 / MAJOR COLLECTOR	LOCAL CONNECTOR	NEIGHBORHOOD MAIN STREET	NEIGHBORHOOD INTERNAL STREET
PRINCIPAL ENTRANCE PLACEMENT	MINIMUM OF ONE REQUIRED ON STREET FAÇADE			
SPACING OF ENTRANCES ON STREET FAÇADE	AT LEAST EVERY 75 FT.			
STREET FAÇADE ARTICULATION	AT LEAST EVERY 55 FT.	AT LEAST EVERY 45 FT.	AT LEAST EVERY 35 FT.	AT LEAST EVERY 20 FT.
MINIMUM STREET FAÇADE TRANSPARENCY : 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) CONDITIONAL USE PERMIT (CUP)
RESIDENTIAL	
HOUSEHOLD LIVING	
DWELLING, SINGLE UNIT ATTACHED (TOWNHOUSES OR ROW HOUSES)	P
DWELLING, MULTIPLE UNIT (APARTMENTS)	P
DWELLING, MULTIPLE UNIT AND COMMERCIAL	P
GROUP LIVING	
RESIDENTIAL CARE FACILITY, LICENSED (UP TO SIX PEOPLE)	P
RESIDENTIAL CARE FACILITY, LICENSED (7+ PEOPLE)	CUP
SENIOR CARE FACILITY	P
LODGING	
HOTEL OR MOTEL	P
SHORT TERM VACATION RENTAL (PRIMARY USE)	P
PUBLIC, SOCIAL OR HEALTH CARE	
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
BUSINESS	
FOOD OR BEVERAGE SERVICES	
BAKERY/CANDY SHOP/CATERING, WHICH PRODUCES GOODS FOR ON-PREMISES RETAIL SALES	P
BAR OR DRINKING PLACE	P

TYPE OF USE	PERMITTED (P) CONDITIONAL USE PERMIT (CUP)
BREW PUB	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
RETAIL SALES OR SERVICES	
DIRECT TO CONSUMER SALES, UP TO FOUR MONTHS PER YEAR	P
DRY CLEANING AND LAUNDRY PICK-UP STATION	P
LAUNDRY	P
RETAIL	P
SMALL APPLIANCE AND ELECTRONIC COMPONENT OR EQUIPMENT REPAIR	P
BUSINESS OR TECHNICAL SERVICES	
BANK OR CREDIT UNION	P
DRIVE-THROUGH SALES AND SERVICES	CUP
OFFICE	P
PHOTOCOPYING ESTABLISHMENT	P
MAKERSPACE, STUDIO OR GALLERY	P
ARTS, ENTERTAINMENT OR RECREATION	
HEALTH/SPORTS CLUB	P
INDOOR RECREATION	P
INDOOR THEATER	P
TRANSPORTATION	
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
UTILITIES	
ESSENTIAL PUBLIC SERVICES	P
STORMWATER PONDING	P
ACCESSORY USES	
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 to read as follows:

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 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 existing buildings or developments shall be reviewed by the director of community development and shall comply with the 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) *Building signs.*

- a. Building signage in the M-U and NE districts may include wall, 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.
- (3) *Monument signs.* One monument sign for each establishment is allowed if the building is set back at least 20 feet from the front property line. 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.

Seconded by Councilmember Knutson

Ayes – All, via roll call

The motion passed.

b. Resolution Authorizing Publication of the Ordinance by Title and Summary (4 votes)

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

Resolution 21-11-2015

RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE

November 22, 2021
City Council Meeting Minutes

NO 1026 BY TITLE AND SUMMARY

WHEREAS, the City Council of the City of Maplewood has adopted Ordinance No. 1026, 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. 1026 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The Maplewood City Council has adopted Ordinance No. 1026, 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.

Seconded by Councilmember Cave

Ayes – All, via roll call

The motion passed.

c. North End Design Guidelines

Councilmember Villavicencio moved to approve the North End District Guidelines.

Seconded by Councilmember Juenemann

Ayes – All, via roll call

The motion passed.

d. Ordinance Amendment to Rezone Properties to North End Zoning District

Councilmember Juenemann moved to approve a zoning map ordinance amendment for the properties within the North End District from business commercial (BC) to north end (NE).

Ordinance 1027

A ZONING MAP AMENDMENT ORDINANCE REZONING THE PROPERTIES
WITHIN THE NORTH END DISTRICT FROM BC, BUSINESS
COMMERCIAL DISTRICT, TO NE, NORTH END DISTRICT

November 22, 2021
City Council Meeting Minutes

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 Section 2.	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.

Seconded by Mayor Abrams

Ayes – All, via roll call

The motion passed

K. AWARD OF BIDS

None

L. ADJOURNMENT

Each councilmember shared thoughts on current events.

Mayor Abrams adjourned the meeting at 8:58 p.m.

DRAFT

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 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:

Jan 10 Workshop: Fix-it Demonstration
 Council: Council appointments to Boards and Commissions

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)

Council Schedule for Maplewood Living through May 2022:

Publication Month	Author	Article Due Date
January 2022	Marylee Abrams	December 17
February 2022	Kathleen Juenemann	January 21
March 2022	Bill Knutson	February 18
April 2022	Nikki Villavicencio	March 18
May 2022	Rebecca Cave	April 15

CITY COUNCIL STAFF REPORT

Meeting Date December 13, 2021

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

Action Requested:	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing
Form of Action:	<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:

\$	495,111.68	Checks # 108234 thru # 108265 dated 11/23/21
\$	66,686.25	Checks # 108266 thru # 108274 dated 11/30/21
\$	226,160.79	Checks # 108275 thru # 108293 dated 12/07/21
\$	1,305,644.23	Disbursements via debits to checking account dated 11/15/21 thru 12/05/21
\$	2,093,602.95	Total Accounts Payable

PAYROLL

\$	614,074.95	Payroll Checks and Direct Deposits dated 11/26/21
\$	614,074.95	Total Payroll
\$	2,707,677.90	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	
108234	11/23/2021	00519	FLEXIBLE PIPE TOOL CO.	REPLACE JETTER HOSE COUPLINGS	257.40
108235	11/23/2021	00687	HUGO'S TREE CARE INC	TREE & STUMP REMOVAL	4,320.00
108236	11/23/2021	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 21-09 MAPLE HILLS FORCE MAIN	2,692.41
108237	11/23/2021	00985	METROPOLITAN COUNCIL	WASTEWATER - DECEMBER	303,460.53
108238	11/23/2021	01160	NEWMAN SIGNS, INC.	ALUMINUM BLANKS FOR SIGNS	379.00
108239	11/23/2021	01202	NYSTROM PUBLISHING CO INC	MAPLEWOOD LIVING - NOVEMBER	6,565.65
108240	11/23/2021	02043	OVERHEAD DOOR COMPANY	REPAIR GARAGE DOORS STATION #2	361.90
108241	11/23/2021	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - OCTOBER	38,891.45
	11/23/2021	01337	RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - OCTOBER	5,327.37
	11/23/2021	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - OCTOBER	542.88
108242	11/23/2021	01574	T A SCHIFSKY & SONS, INC	ASPHALT	129.27
108243	11/23/2021	04845	TENNIS SANITATION LLC	RECYCLING FEE - OCTOBER	66,414.68
108244	11/23/2021	01819	WINDSTREAM	LOCAL PHONE SERVICE 10/15 - 11/14	594.28
108245	11/23/2021	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	3,395.33
	11/23/2021	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	3,291.07
	11/23/2021	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	249.68
	11/23/2021	01190	XCEL ENERGY	FIRE SIRENS	61.52
108246	11/23/2021	00052	ADVANCED GRAPHIX INC	HELMET GRAPHICS & BANNER	181.00
108247	11/23/2021	06243	ATOMIC ARCHITECTURAL	ROOF REPAIRS - CITY HALL FINANCE	605.00
108248	11/23/2021	04848	AVESIS	MONTHLY PREMIUM - DECEMBER	420.24
108249	11/23/2021	05972	BHE COMMUNITY SOLAR, LLC	COMMUNITY SOLAR GARDEN-SEPT	9,584.90
108250	11/23/2021	05823	CENTURYLINK	ANALOG LINE FOR POLICE FAX MACHINE	71.28
108251	11/23/2021	00309	COMMISSIONER OF TRANSPORTATION	PROJ 16-25 PLANT INSPECTIONS	291.65
108252	11/23/2021	00453	EHLERS, INC.	TIF 1-15 PROFESSIONAL SERVICES	6,250.00
	11/23/2021	00453	EHLERS, INC.	TIF 1-15 SVCS - LOWER AFTON APTS	390.00
108253	11/23/2021	06279	DEPT OF VETERANS AFFAIRS FINANCIAL	REFUND TRANS-MEDIC MW9004925	2,718.76
	11/23/2021	06279	DEPT OF VETERANS AFFAIRS FINANCIAL	REFUND TRANS-MEDIC MW20002498	2,226.22
	11/23/2021	06279	DEPT OF VETERANS AFFAIRS FINANCIAL	REFUND TRANS-MEDIC MW20004179	2,149.25
	11/23/2021	06279	DEPT OF VETERANS AFFAIRS FINANCIAL	REFUND TRANS-MEDIC MW9006488	1,813.86
108254	11/23/2021	03330	HOISINGTON KOEGLER GROUP INC	ZONING ORDINANCE UPDATE	1,318.52
108255	11/23/2021	05533	KIRVIDA FIRE	REPAIRS TO E324	706.40
	11/23/2021	05533	KIRVIDA FIRE	REPAIRS TO E323	499.90
108256	11/23/2021	00001	ONE TIME VENDOR	REIMB T STAFKI - SPRINKLER REPAIR	33.23
108257	11/23/2021	05667	PROTEK LIGHTING SOLUTIONS LLC	COMPLETION PW GARAGE LED UPGRADE	6,380.00
108258	11/23/2021	06111	QUADIANT FINANCE USA, INC.	POSTAGE - CITY HALL POSTAGE MACHINE	1,500.00
108259	11/23/2021	05879	ROADKILL ANIMAL CONTROL	DEER REMOVAL - OCTOBER	70.00
108260	11/23/2021	02001	CITY OF ROSEVILLE	PHONE & IT SUPPORT SRVS - NOVEMBER	5,750.50
108261	11/23/2021	04256	SHI INTERNATIONAL CORP	ACROBAT PRO/CREATIVE CLOUD	1,012.55
108262	11/23/2021	06273	SRF CONSULTING GROUP INC.	PROF SRVS - COPE AVE TRAFFIC STUDY	3,635.50
108263	11/23/2021	01836	ST PAUL, CITY OF	RESIDENTIAL WATER CONNECTION	2,475.59
	11/23/2021	01836	ST PAUL, CITY OF	LIGHTING REPAIRS - OCTOBER	2,212.00
	11/23/2021	01836	ST PAUL, CITY OF	ANIMAL BOARDING SRVS JULY-SEPT	1,475.00
	11/23/2021	01836	ST PAUL, CITY OF	LIGHTING REPAIRS - OCTOBER	696.81
108264	11/23/2021	05213	TENNIS ROLL OFF LLC	ROLL OFF FOR HOMELESS ENCAMPMENT	3,638.00
108265	11/23/2021	05663	TRANS UNION LLC	CREDIT REPORTING SERVICE - OCT	71.10

32 Checks in this report.

495,111.68

Check Register
City of Maplewood

Check	Date	Vendor	Description	Amount	
108266	11/30/2021	05114	BOLTON & MENK, INC.	PROJ 16-25 STERLING ST BRIDGE	18,853.00
	11/30/2021	05114	BOLTON & MENK, INC.	PROJ 21-02 MCMENEMY STREET IMP	16,685.00
	11/30/2021	05114	BOLTON & MENK, INC.	PROJ 19-22 CO RD B & ARCADE	3,597.50
108267	11/30/2021	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - NOVEMBER	6,699.59
	11/30/2021	05353	MANSFIELD OIL CO	CONTRACT DIESEL - NOVEMBER	3,413.48
	11/30/2021	05353	MANSFIELD OIL CO	CONTRACT DIESEL - NOVEMBER	1,466.20
108268	11/30/2021	06087	LEADS ONLINE LLC	ONLINE INVESTIGATION SYS SRVS PKG	3,227.00
108269	11/30/2021	05004	GLEN MCCARTY	ATTENDING COURT/ATTORNEY 11-17&18	118.58
108270	11/30/2021	06281	JEFF MEHLHORN	EMTF SITE MANAGER 10/9 & 10/16	639.63
108271	11/30/2021	00001	ONE TIME VENDOR	REIMB D MCGILL - SPRINKLER REPAIR	250.00
108272	11/30/2021	02903	PARK CONSTRUCTION CO	ESCROW REL ROW 2680 UPPER AFTON	10,000.00
	11/30/2021	02903	PARK CONSTRUCTION CO	ESCROW REL STORM 2680 UPPER AFTON	630.00
	11/30/2021	02903	PARK CONSTRUCTION CO	ESCROW REL 3065 WHITE BEAR AVE	420.00
108273	11/30/2021	06280	NICK RIEKEN	EMTF SITE MANAGER 09/16	185.82
108274	11/30/2021	03606	URBAN COMPANIES	ESCROW REL GRADING 30 CO RD B	500.45
9 Checks in this report.				<u>66,686.25</u>	

Check Register
City of Maplewood

Check	Date	Vendor	Description	Amount
108275	12/07/2021	00399	DIAMOND VOGEL PAINTS	6,899.00
108276	12/07/2021	06084	LINCOLN FINANCIAL GROUP	8,381.50
108277	12/07/2021	01574	T A SCHIFSKY & SONS, INC	68.11
108278	12/07/2021	01190	XCEL ENERGY	14,789.75
	12/07/2021	01190	XCEL ENERGY	1,143.40
	12/07/2021	01190	XCEL ENERGY	283.00
	12/07/2021	01190	XCEL ENERGY	260.01
	12/07/2021	01190	XCEL ENERGY	75.66
	12/07/2021	01190	XCEL ENERGY	40.22
	12/07/2021	01190	XCEL ENERGY	28.21
108279	12/02/2021	03818	MEDICA	170,954.15
108280	12/02/2021	01175	CITY OF NORTH ST PAUL	3,523.40
108281	12/07/2021	05786	COLONIAL LIFE PROCESSING CTR	285.02
108282	12/07/2021	02137	KENNEDY & GRAVEN CHARTERED	12,353.20
108283	12/07/2021	01083	M D R A	550.00
108284	12/07/2021	01126	NCPERS GROUP LIFE INS. MN	496.00
108285	12/07/2021	06257	NINE NORTH	1,266.00
108286	12/07/2021	03903	OFFICE OF SECRETARY OF STATE	120.00
108287	12/07/2021	00001	ONE TIME VENDOR	2,325.00
108288	12/07/2021	00020	POLICE RESERVE	120.50
108289	12/07/2021	00020	POLICE RESERVE	92.50
108290	12/07/2021	00020	POLICE RESERVE	41.25
108291	12/07/2021	00020	POLICE RESERVE	34.50
108292	12/07/2021	00020	POLICE RESERVE	32.00
108293	12/07/2021	00198	ST PAUL REGIONAL WATER SRVS	1,998.41
				226,160.79
19 Checks in this report.				

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
11/15/2021	Delta Dental	Dental Premium	682.27
11/15/2021	Empower - State Plan	Deferred Compensation	25,795.00
11/15/2021	MN Dept of Natural Resources	DNR electronic licenses	658.60
11/15/2021	MN State Treasurer	Drivers License/Deputy Registrar	100,101.96
11/16/2021	MN State Treasurer	Drivers License/Deputy Registrar	30,023.70
11/17/2021	MN Dept of Revenue	Sales Tax	407.00
11/17/2021	MN Dept of Revenue	Fuel Tax	230.57
11/17/2021	MN State Treasurer	Drivers License/Deputy Registrar	103,067.76
11/18/2021	MN State Treasurer	Drivers License/Deputy Registrar	47,621.75
11/19/2021	MN Dept of Natural Resources	DNR electronic licenses	556.00
11/19/2021	MN State Treasurer	Drivers License/Deputy Registrar	110,201.49
11/19/2021	Optum Health	DCRP & Flex plan payments	115.17
11/22/2021	Delta Dental	Dental Premium	1,396.05
11/22/2021	MN State Treasurer	Drivers License/Deputy Registrar	40,939.00
11/23/2021	Delta Dental	Dental Premium	920.00
11/23/2021	MN State Treasurer	Drivers License/Deputy Registrar	38,031.51
11/24/2021	MN State Treasurer	Drivers License/Deputy Registrar	45,048.88
11/26/2021	ICMA (Vantagepointe)	Deferred Compensation	10,008.80
11/26/2021	ICMA (Vantagepointe)	Retiree Health Savings	920.00
11/26/2021	Labor Unions	Union Dues	1,941.16
11/26/2021	MidAmerica	HRA Flex Plan - AUL	15,397.94
11/26/2021	MN State Treasurer	Drivers License/Deputy Registrar	79,879.60
11/26/2021	Optum Health	DCRP & Flex plan payments	1,528.35
11/26/2021	U.S. Treasurer	Federal Payroll Tax	105,752.62
11/26/2021	US Bank VISA One Card*	Purchasing Card Items	41,732.54
11/29/2021	Empower - State Plan	Deferred Compensation	26,045.00
11/29/2021	MN Dept of Natural Resources	DNR electronic licenses	8,514.83
11/29/2021	P.E.R.A.	P.E.R.A.	136,116.30
11/30/2021	Delta Dental	Dental Premium	2,116.73
11/30/2021	MN State Treasurer	Drivers License/Deputy Registrar	52,700.82
11/30/2021	MN State Treasurer	State Payroll Tax	25,708.98
12/1/2021	Accela Credit Card Billing	Credit Card Billing Fee	30.10
12/1/2021	MN State Treasurer	Drivers License/Deputy Registrar	43,607.87
12/2/2021	MN State Treasurer	Drivers License/Deputy Registrar	120,116.81
12/3/2021	MN Dept of Natural Resources	DNR electronic licenses	33.00
12/3/2021	MN State Treasurer	Drivers License/Deputy Registrar	86,588.63
12/3/2021	Optum Health	DCRP & Flex plan payments	1,107.44
			1,305,644.23

*Detailed listing of VISA purchases is attached.

Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
11/08/2021	11/10/2021	SECRETARY OF STATE	\$120.00	REGAN BEGGS
11/12/2021	11/15/2021	SPSWORKS	\$26.20	REGAN BEGGS
11/09/2021	11/10/2021	PAYPAL *NTOA	\$725.00	ASHLEY BERGERON
11/18/2021	11/19/2021	CANVA* I03243-33376309	\$12.99	ASHLEY BERGERON
11/18/2021	11/19/2021	VISTAPR*VISTAPRINT.COM	\$209.25	ASHLEY BERGERON
11/05/2021	11/08/2021	POWER GRAPHICS DIGITAL IM	\$280.96	CHAD BERGO
11/17/2021	11/17/2021	AMZN MKTP US*ID28Y8HI3	\$39.98	CHAD BERGO
11/16/2021	11/17/2021	CUB FOODS, INC.	\$13.16	NEIL BRENEMAN
11/04/2021	11/08/2021	THE HOME DEPOT 2801	\$269.53	TROY BRINK
11/09/2021	11/10/2021	FLEET FARM 2700	\$19.45	TROY BRINK
11/09/2021	11/11/2021	THE HOME DEPOT #2801	\$55.48	TROY BRINK
11/05/2021	11/08/2021	GRAFIX SHOPPE	\$85.00	DANIEL BUSACK
11/05/2021	11/08/2021	POINT EMBLEMS LLC	\$2,225.00	DANIEL BUSACK
11/08/2021	11/09/2021	WALMART.COM AA	\$183.60	DANIEL BUSACK
11/18/2021	11/19/2021	REGAIN *CA	\$320.00	DANIEL BUSACK
11/04/2021	11/08/2021	THE HOME DEPOT #2801	\$26.77	SCOTT CHRISTENSON
11/15/2021	11/17/2021	MUSKA ELECTRIC CO	\$144.84	SCOTT CHRISTENSON
11/16/2021	11/17/2021	COIT SERVICES MINNESOTA I	\$1,095.00	SCOTT CHRISTENSON
11/17/2021	11/18/2021	RYAN PLUMBING AND HEATIN	\$795.00	SCOTT CHRISTENSON
11/17/2021	11/19/2021	THE HOME DEPOT #2801	\$41.46	SCOTT CHRISTENSON
11/18/2021	11/19/2021	WALTERS CLIMATE	\$433.84	SCOTT CHRISTENSON
11/10/2021	11/10/2021	PANERA BREAD #601305 O	\$95.02	THOMAS DABRUZZI
11/12/2021	11/15/2021	THE HOME DEPOT #2801	\$35.64	THOMAS DABRUZZI
11/05/2021	11/08/2021	MENARDS MAPLEWOOD MN	\$30.04	BRAD DAVIDSON
11/04/2021	11/08/2021	DUNAWAY CUSTOM ARMS LLC	\$600.00	MICHAEL DUGAS
11/16/2021	11/17/2021	AMZN MKTP US*LY0IA9VA3	\$133.71	MICHAEL DUGAS
11/16/2021	11/17/2021	AMZN MKTP US*DC3SX91Q3	\$30.40	MICHAEL DUGAS
11/17/2021	11/18/2021	AMZN MKTP US*6O6IL87F3	\$241.27	MICHAEL DUGAS
11/05/2021	11/08/2021	VISION33 INC	\$2,415.00	MYCHAL FOWLDS
11/05/2021	11/08/2021	AMZN MKTP US*K847147O3	\$62.27	MYCHAL FOWLDS
11/06/2021	11/08/2021	VZWRLSS*APOCC VISB	\$7,628.79	MYCHAL FOWLDS
11/10/2021	11/11/2021	AT&T MOBILITY EPAY	\$31.25	MYCHAL FOWLDS
11/10/2021	11/11/2021	ALLSTREAM	\$122.42	MYCHAL FOWLDS
11/10/2021	11/11/2021	WEB*NETWORKSOLUTIONS	\$5.99	MYCHAL FOWLDS
11/12/2021	11/15/2021	CAN*CANONFINANCIAL CFS	\$316.84	MYCHAL FOWLDS
11/12/2021	11/15/2021	CAN*CANONFINANCIAL CFS	\$486.30	MYCHAL FOWLDS
11/12/2021	11/15/2021	CAN*CANONFINANCIAL CFS	\$1,270.57	MYCHAL FOWLDS
11/12/2021	11/15/2021	CAN*CANONFINANCIAL CFS	\$383.73	MYCHAL FOWLDS
11/15/2021	11/16/2021	BESTBUYCOM806523651339	\$569.99	MYCHAL FOWLDS
11/16/2021	11/16/2021	AMZN MKTP US*J29PLOWP3	\$96.63	MYCHAL FOWLDS
11/16/2021	11/17/2021	ZOOM.US 888-799-9666	\$2.90	MYCHAL FOWLDS
11/17/2021	11/17/2021	COMCAST CABLE COMM	\$4.56	MYCHAL FOWLDS
11/17/2021	11/18/2021	ZOOM.US 888-799-9666	\$489.82	MYCHAL FOWLDS
11/18/2021	11/19/2021	HYDROCAD SOFTWARE SOLUTIO	\$264.00	MYCHAL FOWLDS
11/10/2021	11/11/2021	MICROSOFT	\$499.00	NICK FRANZEN
11/15/2021	11/16/2021	WEB* SSL.COMODO.COM SH	\$99.00	NICK FRANZEN
11/18/2021	11/19/2021	TARGET 00011858	\$21.87	NICK FRANZEN
11/18/2021	11/19/2021	MICROSOFT#G006353656	\$2.37	NICK FRANZEN
11/10/2021	11/11/2021	KNOWLAN'S MARKET #2	\$5.59	CAROLE GERNES
11/17/2021	11/19/2021	MICHAELS MAPLEWOOD BAKERY	\$14.00	CAROLE GERNES
11/05/2021	11/08/2021	THE UPS STORE 2171	\$16.60	TIMOTHY HAWKINSON
11/10/2021	11/10/2021	PANERA BREAD #601305 O	\$162.64	TIMOTHY HAWKINSON
11/10/2021	11/11/2021	PANERA BREAD #601305 P	(\$21.99)	TIMOTHY HAWKINSON
11/12/2021	11/15/2021	PAYPAL *SAVANT LEAR	\$49.00	TIMOTHY HAWKINSON
11/04/2021	11/08/2021	THE HOME DEPOT #2801	\$116.11	TAMARA HAYS
11/08/2021	11/10/2021	THE HOME DEPOT 2801	\$94.17	TAMARA HAYS
11/09/2021	11/11/2021	VIKING INDUSTRIAL CENTER	\$145.97	TAMARA HAYS
11/17/2021	11/19/2021	MENARDS OAKDALE MN	\$64.64	TAMARA HAYS
11/05/2021	11/08/2021	BLINDS.COM #2150	(\$253.19)	DAVID JAHN
11/09/2021	11/11/2021	THE HOME DEPOT #2801	\$19.97	DAVID JAHN
11/10/2021	11/11/2021	AMZN MKTP US*D86X62WW3	\$93.42	DAVID JAHN
11/11/2021	11/11/2021	GIH*GLOBALINDUSTRIALEQ	\$282.99	DAVID JAHN
11/12/2021	11/15/2021	IAPMO	\$334.92	RANDY JOHNSON

11/05/2021	11/08/2021	OFFICE DEPOT #1090	\$89.32	LOIS KNUTSON
11/15/2021	11/16/2021	LEAGUE OF MINNESOTA CITI	\$275.00	LOIS KNUTSON
11/15/2021	11/17/2021	OFFICE DEPOT #1079	\$10.06	LOIS KNUTSON
11/16/2021	11/18/2021	OFFICE DEPOT #1090	\$89.29	LOIS KNUTSON
11/05/2021	11/10/2021	PEAVEY CORP.	\$90.00	JASON KUCHENMEISTER
11/10/2021	11/11/2021	ASPEN MILLS	\$359.57	MICHAEL MONDOR
11/10/2021	11/11/2021	AIRGAS USA, LLC	\$425.78	MICHAEL MONDOR
11/10/2021	11/11/2021	AIRGAS USA, LLC	\$183.09	MICHAEL MONDOR
11/12/2021	11/15/2021	ALADTEC INC	\$2,994.00	MICHAEL MONDOR
11/16/2021	11/16/2021	PERRLA LLC	\$49.95	MICHAEL MONDOR
11/10/2021	11/11/2021	CINTAS CORP	\$106.37	BRYAN NAGEL
11/10/2021	11/11/2021	CINTAS CORP	\$38.87	BRYAN NAGEL
11/10/2021	11/11/2021	CINTAS CORP	\$123.88	BRYAN NAGEL
11/10/2021	11/11/2021	CINTAS CORP	\$48.52	BRYAN NAGEL
11/10/2021	11/11/2021	CINTAS CORP	\$27.74	BRYAN NAGEL
11/16/2021	11/18/2021	VERIZON WRLS N7845-01	\$101.16	BRYAN NAGEL
11/17/2021	11/18/2021	CINTAS CORP	\$131.40	BRYAN NAGEL
11/17/2021	11/18/2021	CINTAS CORP	\$140.56	BRYAN NAGEL
11/17/2021	11/18/2021	CINTAS CORP	\$12.75	BRYAN NAGEL
11/17/2021	11/18/2021	CINTAS CORP	\$52.43	BRYAN NAGEL
11/17/2021	11/18/2021	CINTAS CORP	\$15.05	BRYAN NAGEL
11/05/2021	11/08/2021	VERSALOK OAKDALE	\$69.90	JOHN NAUGHTON
11/08/2021	11/10/2021	MENARDS OAKDALE MN	\$48.43	JOHN NAUGHTON
11/12/2021	11/15/2021	THE HOME DEPOT 2801	\$88.34	JOHN NAUGHTON
11/15/2021	11/17/2021	MENARDS OAKDALE MN	\$19.98	JOHN NAUGHTON
11/04/2021	11/08/2021	BOUND TREE MEDICAL LLC	\$2,840.52	KENNETH POWERS
11/08/2021	11/10/2021	BOUND TREE MEDICAL LLC	(\$86.03)	KENNETH POWERS
11/12/2021	11/15/2021	BOUND TREE MEDICAL LLC	\$399.60	KENNETH POWERS
11/15/2021	11/16/2021	LIFE ASSIST INC	\$165.75	KENNETH POWERS
11/15/2021	11/17/2021	BOUND TREE MEDICAL LLC	\$292.50	KENNETH POWERS
11/04/2021	11/08/2021	AN FORD WHITE BEAR LAK	\$19.97	STEVEN PRIEM
11/04/2021	11/08/2021	AN FORD WHITE BEAR LAK	\$137.10	STEVEN PRIEM
11/05/2021	11/08/2021	AN FORD WHITE BEAR LAK	(\$53.95)	STEVEN PRIEM
11/08/2021	11/09/2021	0391-AUTOPLUS	\$49.18	STEVEN PRIEM
11/08/2021	11/10/2021	METRO PRODUCTS INC	\$77.70	STEVEN PRIEM
11/09/2021	11/10/2021	AN FORD WHITE BEAR LAK	(\$18.20)	STEVEN PRIEM
11/09/2021	11/10/2021	DELEGARD TOOL COMPANY	\$270.42	STEVEN PRIEM
11/10/2021	11/11/2021	0391-AUTOPLUS	\$10.98	STEVEN PRIEM
11/10/2021	11/11/2021	WALSER POLAR CHEVROLET	\$38.98	STEVEN PRIEM
11/15/2021	11/16/2021	CRYSTEEL TRUCK EQUIPMENT	\$325.01	STEVEN PRIEM
11/15/2021	11/16/2021	0391-AUTOPLUS	\$114.36	STEVEN PRIEM
11/15/2021	11/17/2021	NUSS TRUCK & EQUIPMENT	\$210.83	STEVEN PRIEM
11/16/2021	11/17/2021	MIDWAY FORD COMPANY	\$212.94	STEVEN PRIEM
11/16/2021	11/18/2021	MENARDS MAPLEWOOD MN	\$33.72	STEVEN PRIEM
11/16/2021	11/18/2021	AN FORD WHITE BEAR LAK	\$25.56	STEVEN PRIEM
11/16/2021	11/18/2021	NUSS TRUCK & EQUIPMENT	\$172.10	STEVEN PRIEM
11/17/2021	11/18/2021	DALCO ENTERPRISES	\$390.10	STEVEN PRIEM
11/17/2021	11/18/2021	COMOLUBE AND SUPPLIES INC	\$181.69	STEVEN PRIEM
11/17/2021	11/18/2021	SHARROW LIFTING PRODUCTS	\$70.45	STEVEN PRIEM
11/17/2021	11/19/2021	MENARDS MAPLEWOOD MN	\$45.09	STEVEN PRIEM
11/17/2021	11/19/2021	0391-AUTOPLUS	\$66.76	STEVEN PRIEM
11/18/2021	11/19/2021	DALCO ENTERPRISES	(\$71.10)	STEVEN PRIEM
11/18/2021	11/19/2021	CARPENTERS SMALL ENG	\$5.67	STEVEN PRIEM
11/18/2021	11/19/2021	DALCO ENTERPRISES	\$76.10	STEVEN PRIEM
11/11/2021	11/12/2021	AMAZON.COM*TH2OR9TN3 AMZN	\$279.96	MICHAEL RENNER
11/11/2021	11/12/2021	AMZN MKTP US*ZM9CL4233	\$228.14	MICHAEL RENNER
11/16/2021	11/17/2021	AMZN MKTP US*PW04U50A3	\$89.89	MICHAEL RENNER
11/17/2021	11/18/2021	CINTAS CORP	\$72.86	AUDRA ROBBINS
11/15/2021	11/16/2021	SHARROW LIFTING PRODUCTS	\$85.22	ROBERT RUNNING
11/18/2021	11/19/2021	SHARROW LIFTING PRODUCTS	\$196.44	ROBERT RUNNING
11/06/2021	11/08/2021	STORCHAK CLEANERS	\$11.38	STEPHANIE SHEA
11/11/2021	11/12/2021	CINTAS CORP	\$49.99	STEPHANIE SHEA
11/17/2021	11/18/2021	MINNESOTA CHIEFS OF POLIC	\$172.00	STEPHANIE SHEA
11/18/2021	11/19/2021	CINTAS CORP	\$49.99	STEPHANIE SHEA
11/15/2021	11/17/2021	SPARTAN PROMOTIONAL GROU	\$193.50	JOE SHEERAN
11/04/2021	11/08/2021	SUBURBAN AUTO BODY	\$2,290.95	JOSEPH STEINER

G1, Attachments

11/08/2021	11/09/2021	CUB FOODS #1599	\$7.98	JOSEPH STEINER
11/08/2021	11/09/2021	COSTCO WHSE #1021	\$23.97	JOSEPH STEINER
11/08/2021	11/10/2021	CARIBOU COFFEE CO #155	\$30.04	JOSEPH STEINER
11/17/2021	11/18/2021	STORM TRAINING GROUP,	\$208.95	JOSEPH STEINER
11/12/2021	11/15/2021	THE HOME DEPOT #2801	\$19.26	KAL STOKES
11/15/2021	11/17/2021	MENARDS OAKDALE MN	\$31.56	KAL STOKES
11/16/2021	11/17/2021	RED WING SHOE #727	\$212.49	KAL STOKES
11/15/2021	11/16/2021	URBAN LAND INSTITUTE	\$240.00	JEFF THOMSON
11/17/2021	11/19/2021	MENARDS MAPLEWOOD MN	\$19.32	JEFF WILBER
11/12/2021	11/15/2021	LIFE ASSIST INC	\$419.59	ERIC ZAPPA
11/15/2021	11/17/2021	BOUND TREE MEDICAL LLC	\$850.20	ERIC ZAPPA
11/17/2021	11/18/2021	LIFE ASSIST INC	\$82.50	ERIC ZAPPA
11/18/2021	11/19/2021	LIFE ASSIST INC	\$84.39	ERIC ZAPPA

\$41,732.54

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

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversion incl in Amount</u>
	11/26/21	ABRAMS, MARYLEE	560.80	
	11/26/21	CAVE, REBECCA	493.60	
	11/26/21	JUENEMANN, KATHLEEN	493.60	
	11/26/21	KNUTSON, WILLIAM	493.60	
	11/26/21	VILLAVICENCIO, NICHOLE	493.60	
	11/26/21	COLEMAN, MELINDA	6,835.20	
	11/26/21	DARROW, MICHAEL	2,457.59	
	11/26/21	KNUTSON, LOIS	3,403.95	
	11/26/21	CHRISTENSON, SCOTT	2,398.17	
	11/26/21	DOUGLASS, TOM	2,706.66	
	11/26/21	JAHN, DAVID	2,693.78	
	11/26/21	HERZOG, LINDSAY	2,902.81	
	11/26/21	RAMEAUX, THERESE	3,766.81	
	11/26/21	DEBILZAN, JUDY	2,590.50	
	11/26/21	PAULSETH, ELLEN	5,712.55	
	11/26/21	RACETTE, THOMAS	2,601.07	
	11/26/21	RUEB, JOSEPH	4,596.11	
	11/26/21	STANLEY, JENNIFER	3,507.39	
	11/26/21	ARNOLD, AJLA	2,251.46	
	11/26/21	BEGGS, REGAN	2,314.59	
	11/26/21	CROSS, JULIA	1,856.00	
	11/26/21	EVANS, CHRISTINE	2,439.20	
	11/26/21	LARSON, MICHELLE	2,316.89	
	11/26/21	SINDT, ANDREA	3,941.09	
	11/26/21	ABRAHAM, JOSHUA	2,685.79	
	11/26/21	HANSON, MELISSA	2,156.60	
	11/26/21	HOCKBEIN, JUDY	1,325.37	
	11/26/21	KRAMER, PATRICIA	1,491.46	
	11/26/21	MOY, PAMELA	1,857.21	
	11/26/21	OSTER, ANDREA	2,323.82	
	11/26/21	SCHORR, JENNIFER	1,171.83	
	11/26/21	VITT, JULIANNE	1,904.41	
	11/26/21	WEAVER, KRISTINE	3,499.77	
	11/26/21	ALDRIDGE, MARK	3,942.63	
	11/26/21	BAKKE, LONN	3,414.04	
	11/26/21	BARTZ, PAUL	175.00	
	11/26/21	BELDE, STANLEY	4,818.60	
	11/26/21	BENJAMIN, MARKESE	3,620.92	
	11/26/21	BERGERON, ASHLEY	3,509.17	
	11/26/21	BIERDEMAN, BRIAN	5,927.38	206.50
	11/26/21	BROWN, RAE	2,614.72	
	11/26/21	BURT-MCGREGOR, EMILY	3,633.80	
	11/26/21	BUSACK, DANIEL	5,618.45	206.50
	11/26/21	COLEMAN, ALEXANDRA	2,149.43	
	11/26/21	CONDON, MITCHELL	4,753.42	
	11/26/21	CRUZ, TREANA	2,845.57	
	11/26/21	DEMULLING, JOSEPH	5,109.26	
	11/26/21	DUGAS, MICHAEL	4,765.19	
	11/26/21	FORSYTHE, MARCUS	3,678.13	
	11/26/21	FRITZE, DEREK	7,470.11	
	11/26/21	GABRIEL, ANTHONY	3,899.95	
	11/26/21	GEISELHART, BENJAMIN	2,670.11	
	11/26/21	HAWKINSON JR, TIMOTHY	4,247.43	
	11/26/21	HENDRICKS, JENNIFER	2,476.38	

11/26/21	HER, PHENG	3,810.79	
11/26/21	HER, TERRELL	2,673.97	
11/26/21	HOADLEY, JOSHUA	348.00	
11/26/21	HOEMKE, MICHAEL	6,523.39	2,101.70
11/26/21	JOHNSON, JEREMY	2,287.87	
11/26/21	KANDA, MADELINE	2,719.13	
11/26/21	KIM, WINSTON	2,903.12	
11/26/21	KONG, TOMMY	3,958.72	
11/26/21	KROLL, BRETT	3,873.84	
11/26/21	KUCHENMEISTER, GINA	2,347.50	
11/26/21	KUCHENMEISTER, JASON	2,414.78	
11/26/21	LENERTZ, NICHOLAS	3,444.25	
11/26/21	LYNCH, KATHERINE	3,678.13	
11/26/21	MARINO, JASON	5,369.24	
11/26/21	MATTHEIS, TAWNY	2,116.27	
11/26/21	MCCARTY, GLEN	4,761.87	4,706.48
11/26/21	METRY, ALESIA	437.50	
11/26/21	MURRAY, RACHEL	4,402.69	
11/26/21	NYE, MICHAEL	4,783.79	
11/26/21	OLSON, JULIE	5,040.10	
11/26/21	PARKER, JAMES	4,661.44	
11/26/21	PASDO, JOSEPH	2,287.87	
11/26/21	PEREZ, GUSTAVO	4,127.63	
11/26/21	PETERS, DANIEL	3,568.94	
11/26/21	SALCHOW, CONNOR	4,579.16	
11/26/21	SANCHEZ, ISABEL	2,556.14	
11/26/21	SHEA, STEPHANIE	2,612.64	
11/26/21	SPARKS, NICOLLE	3,640.43	
11/26/21	STARKEY, ROBERT	4,680.33	
11/26/21	STEINER, JOSEPH	4,971.69	206.50
11/26/21	STOCK, AUBREY	3,187.18	
11/26/21	SWETALA, NOAH	3,619.48	
11/26/21	TAUZELL, BRIAN	5,473.00	
11/26/21	WENZEL, JAY	3,754.47	
11/26/21	WIETHORN, AMANDA	2,739.58	
11/26/21	XIONG, KAO	3,923.40	
11/26/21	XIONG, TUOYER	3,217.57	
11/26/21	ZAPPA, ANDREW	4,059.57	
11/26/21	AMAH-CLARKE, ALFREDA	2,012.00	
11/26/21	BARRETTE, CHARLES	4,624.24	
11/26/21	BAUMAN, ANDREW	4,194.49	
11/26/21	BEITLER, NATHAN	4,079.66	
11/26/21	CAMPBELL, MACLANE	3,236.01	
11/26/21	CONWAY, SHAWN	4,471.96	
11/26/21	CRAWFORD JR, RAYMOND	4,485.36	
11/26/21	CRUMMY, CHARLES	4,687.22	
11/26/21	DABRUZZI, THOMAS	5,252.97	
11/26/21	DANLEY, NICHOLAS	3,880.61	
11/26/21	DAVISON, BRADLEY	6,423.97	
11/26/21	DAWSON, RICHARD	4,181.62	
11/26/21	HAGEN, MICHAEL	3,442.22	
11/26/21	HALWEG, JODI	4,749.29	
11/26/21	HAWTHORNE, ROCHELLE	3,677.83	
11/26/21	KUBAT, ERIC	3,964.27	
11/26/21	LANDER, CHARLES	3,667.51	
11/26/21	LANIK, JAKE	2,898.73	
11/26/21	LO, CHING	390.00	
11/26/21	LUKIN, STEVEN	1,880.00	
11/26/21	MALESKI, MICHAEL	4,202.44	
11/26/21	MCGEE, BRADLEY	5,849.19	
11/26/21	MERKATORIS, BRETT	5,747.00	
11/26/21	MONDOR, MICHAEL	5,474.97	
11/26/21	NEILY, STEVEN	4,517.90	
11/26/21	NIELSEN, KENNETH	3,133.46	
11/26/21	NOVAK, JEROME	3,859.89	

G1, Attachments

11/26/21	POWERS, KENNETH	4,947.06	
11/26/21	SEDLACEK, JEFFREY	6,700.77	
11/26/21	STREFF, MICHAEL	4,640.36	
11/26/21	WARDELL, JORDAN	3,768.50	
11/26/21	WILLIAMSON, MICHAEL	3,446.41	
11/26/21	ZAPPA, ERIC	3,710.52	
11/26/21	CORTESI, LUANNE	2,316.89	
11/26/21	JANASZAK, MEGHAN	3,175.14	
11/26/21	BRINK, TROY	2,905.81	
11/26/21	BUCKLEY, BRENT	2,878.37	
11/26/21	EDGE, DOUGLAS	2,674.92	
11/26/21	JONES, DONALD	2,672.61	
11/26/21	MEISSNER, BRENT	2,683.99	
11/26/21	MLODZIK, JASON	2,376.89	
11/26/21	NAGEL, BRYAN	4,631.80	
11/26/21	OSWALD, ERICK	2,690.93	
11/26/21	RUNNING, ROBERT	2,903.50	
11/26/21	TEVLIN, TODD	2,704.61	
11/26/21	ZAHNOW, LANCE	2,174.59	
11/26/21	BURLINGAME, NATHAN	3,278.40	
11/26/21	DUCHARME, JOHN	3,343.02	
11/26/21	ENGSTROM, ANDREW	3,338.40	
11/26/21	JAROSCH, JONATHAN	4,959.30	
11/26/21	LINDBLOM, RANDAL	3,343.02	
11/26/21	LOVE, STEVEN	6,225.97	334.75
11/26/21	STRONG, TYLER	3,181.60	
11/26/21	GERNES, CAROLE	2,767.40	
11/26/21	FRIBERG, DAVID	2,086.90	
11/26/21	HAYS, TAMARA	2,633.69	
11/26/21	HINNENKAMP, GARY	2,880.62	
11/26/21	NAUGHTON, JOHN	2,801.95	
11/26/21	ORE, JORDAN	2,633.69	
11/26/21	STOKES, KAL	2,130.70	
11/26/21	HAMMOND, ELIZABETH	2,467.43	
11/26/21	JOHNSON, ELIZABETH	2,409.79	
11/26/21	JOHNSON, RANDY	4,462.88	
11/26/21	KROLL, LISA	2,542.57	
11/26/21	THOMSON, JEFFREY	4,945.50	
11/26/21	FINWALL, SHANN	3,974.61	
11/26/21	MARTIN, MICHAEL	4,221.93	
11/26/21	DREWRY, SAMANTHA	2,970.59	
11/26/21	LENTZ, DANIEL	2,214.39	300.00
11/26/21	WESTLUND, RONALD	3,356.16	
11/26/21	WELLENS, MOLLY	3,077.54	
11/26/21	BJORK, BRANDON	90.00	
11/26/21	BRENEMAN, NEIL	3,272.61	
11/26/21	LO, SATHAE	347.25	
11/26/21	MOORE, PATRICK	72.00	
11/26/21	ROBBINS, AUDRA	4,617.58	
11/26/21	BERGO, CHAD	3,787.41	
11/26/21	SCHMITZ, KEVIN	2,384.49	
11/26/21	SHEERAN JR, JOSEPH	4,274.79	
11/26/21	ADAMS, DAVID	2,588.30	
11/26/21	HAAG, MARK	2,905.81	
11/26/21	JENSEN, JOSEPH	2,838.58	
11/26/21	SCHULTZ, SCOTT	4,601.89	
11/26/21	WILBER, JEFFREY	2,616.19	
11/26/21	PRIEM, STEVEN	2,967.72	
11/26/21	WOEHRLE, MATTHEW	3,204.88	
11/26/21	XIONG, BOON	2,872.87	275.98
11/26/21	FOWLDS, MYCHAL	4,981.02	
11/26/21	FRANZEN, NICHOLAS	5,268.55	
11/26/21	GERONSIN, ALEXANDER	3,199.64	
11/26/21	RENNER, MICHAEL	2,808.40	

614,074.95

8,338.41

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Andrea Sindt, City Clerk
PRESENTER: Melinda Coleman
AGENDA ITEM: 2022 City Council Meeting Calendar

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

Policy Issue:

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

Recommended Action:

Motion to approve the 2022 city council meeting calendar with the meetings on the second and fourth Mondays with the exception of cancelling the December 26 meeting.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$0.00
 Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: n/a

Strategic Plan Relevance:

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

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

Background

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

After reviewing the 2022 calendar, the only observed holiday which coincides with a meeting date is December 26. Therefore, the only proposed change to the meeting schedule is cancelling the December 26 meeting. This also follows past practice of cancelling the second December meeting.

Attachments

1. 2022 City Council Meeting Calendar

2022 Maplewood City Council Meeting Calendar

January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		
30	31																			

April							May							June						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

July							August							September						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5				1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

Council Meeting at 7pm, Workshop at 5pm
 Holiday

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 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: Off-Sale Intoxicating Liquor License for Maplewood Liquor & Tobacco Outlet LLC, 2728 Stillwater Rd E

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

In accordance with City Code Chapter 6 (Alcoholic Beverages), an application for an Off-Sale Intoxicating Liquor license was submitted by Phoua Vang of Maplewood Liquor & Tobacco Outlet LLC, which is taking over ownership and operation of Maplewood Liquor & Tobacco, located at 2728 Stillwater Rd E.

Recommended Action:

Motion to approve the Off-Sale Intoxicating Liquor license for Maplewood Liquor & Tobacco Outlet LLC, 2728 Stillwater Rd E.

Fiscal Impact:

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

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

Strategic Plan Relevance:

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

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

Background

For the purposes of the license application a background investigation was conducted Ms. Vang; nothing was found that would prohibit the issuance of this license. She has also met with the police department to discuss measures to eliminate the sale of alcohol to underage persons, general security, retail crime issues and the city ordinances pertaining to the service of alcohol.

Attachments

None.

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 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: Local Lawful Gambling Permit for the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

A request for a Local Lawful Gambling permit has been submitted by the Church of the Presentation of the Blessed Virgin Mary. Approval of the request would allow lawful gambling activity to be conducted during the church's School Auction, held on February 5th, 2022.

Recommended Action:

Motion to approve the Local Lawful Gambling permit for the Church of the Presentation of the Blessed Virgin Mary on February 5th, 2022.

Fiscal Impact:

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

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

Strategic Plan Relevance:

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

Council approval is required prior to issuance of a local gambling permit, per City Code Sec. 22-12.

Background

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

Attachments

None

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Michael Martin, AICP, Assistant Community Development Director
PRESENTER: Jeff Thomson, Community Development Director
AGENDA ITEM: 2022 Work Scope with HKGi for Planning Services

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

Policy Issue:

Staff has identified three key areas in the city's zoning code that are in need of updating to ensure the city's regulations are reflective of current development standards and are also able to implement the city council's development goals.

Recommended Action:

Motion to approve the attached work scope authorizing staff to work with HKGi on zoning code updates at a cost to not exceed \$25,000.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$25,000
 Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: N/A

Strategic Plan Relevance:

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

Much of the city's zoning code has not been updated since 1982 and by working to update key sections of the code it will ensure Maplewood's regulations are working to guide and encourage high-quality development in the city.

Background

In 2021, the city made major strides in updating its Planned Unit Development ordinance and creating the North End Zoning District. The creation of these ordinances was guided and led by Maplewood's planning commission and city council with assistance from city staff and HKGi – the city's planning consultant. The zoning code work that was completed in 2021 completed all rezoning actions required by the land use chapter of the 2040 Comprehensive Plan.

Looking forward into 2022, city staff wants to continue to implement the policies and objectives of the comprehensive plan and continue the momentum to work on additional sections of the city's zoning code that need updating. The three areas below are sections of the code staff has identified as opportunities for updating.

- Create an overall Use Table to address inconsistencies in uses allowed among zoning districts and make it easier for property owners to identify allowed uses for their property.
- Review and modernize city-wide design standards, including parking, building height, buffer setbacks, etc. based on lessons learned from the development of the North End District.
- Review and revise the R-3 District to determine whether the district, which was created in 1982, still meets current city goals and market expectations for development. In addition, the review will ensure that it can support implementation of mixed-use areas that are outside of the North End and Gladstone.

These three areas of focus were identified because of anticipated development patterns in Maplewood and the need to ensure these sections are reflective of the city's current development expectations.

Attachments

1. 2022 HKGi Planning Services Work Scope

Creating Places that Enrich Peoples Lives



December 6, 2021

Mr. Michael Martin
Assistant Community Development Director
City of Maplewood
1902 County Road B East
Maplewood, MN 55109

Re: 2022 Planning Services

Dear Mr. Martin,

Thank you for the opportunity to submit this scope of services for planning services for 2022. We are happy that in 2021 we were able to complete the implementation tasks related to the Comprehensive Plan. The following proposed tasks for 2022 reflect our discussion about code issues and needs identified when we were working on recent code updates. Depending on the level of staff involvement and extent of community engagement needed, the services as described below are estimated to cost between \$20,000 and \$25,000.

- Create an overall Use Table to address inconsistencies in uses allowed among districts and make it easier for property owners to identify allowed uses for their property.
- Review and modernize design standards, including parking, building height, buffer setbacks, etc. based on lessons learned from the development of the North End District.
- Review and revise the R-3 District to determine whether the district, which was created in 1982, still meets current city goals and market expectations for development. In addition, the review will ensure that it can support implementation of mixed-use areas that are outside of the North End and Gladstone.

For each of these tasks we anticipate using a similar process as we have with previous code updates. As you recall this included reviewing the existing code and making a recommendation regarding an approach based on our experience, best practices, and precedents. After meeting with Staff and the Planning Commission about the proposed approach, we will craft the ordinance for formal consideration. We will then assist Staff in preparing required public hearing notices, presentation materials, and presenting to the Planning Commission and City Council in the adoption process.

Thank you again for the opportunity to submit this scope of work. If there are any questions, please contact me at 612-252-7135 or rita@hkgi.com.

Sincerely,

A handwritten signature in black ink that reads "Rita Trapp". The signature is written in a cursive style with a large initial "R" and a long, sweeping tail on the "p".

Rita Trapp, Associate
Hoisington Koegler Group, Inc.
612-252-7135/rita@hkgi.com

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Joe Sheeran, Communications Manager
PRESENTER: Joe Sheeran, Communications Manager
AGENDA ITEM: Renewal of NineNorth (CTV) Contract

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

Policy Issue:

The term for the current agreement between the City of Maplewood and North Suburban Access NSAC (referred to herein as NineNorth) ends December 31, 2021; staff seeks consideration to approve a new 3-year agreement.

Recommended Action:

Motion to approve the NineNorth (CTV) contract.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$48,663
 Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: na

Strategic Plan Relevance:

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

A 3 year contract will cap annual rate increases at 2% per year through 2024. The broadcast and recording of the City's Council and commission meetings is a valuable part of our transparent communication to residents.

Background

NineNorth (formerly known as CTV) has been providing staff to operate camera and broadcast equipment for several years. They provide quality services at a good value. The Communications Department is seeking to renew the contract at a three-year term. Over the last three years, the City has experienced average rate increases of 3%. Locking into a three-year contract would cap annual increases at 2% through 2024.

Attachments

1. Maplewood Services Contract

North Suburban Access Corporation Professional and Technical Services Agreement

This contract is between the North Suburban Access Corporation, a Minnesota Municipal Corporation, (herein “the NSAC”) and the City of Maplewood, Minnesota (herein “the City”).

Recitals

1. Under Minnesota law, the NSAC is empowered to provide such professional and technical services as are desired by the City.
2. The City desires to engage the NSAC for video webcasting services and archiving services (herein “the Services”).
3. The City represents that it is empowered to engage the NSAC.

Agreement

1. Term of Contract

- 1.1. **Duration.** This Agreement will become **effective January 1, 2022** and will remain in effect for three (3) years. At the expiration of the three (3) years period, the Agreement will automatically renew for another period of one (1) year, unless notice to terminate this Agreement is provided no less than ninety (90) days prior to the end of the current term. If this Agreement is terminated prior to the completion of a three (3) year period, the NSAC will be entitled to payment, determined on a *pro rata* basis, for Services satisfactorily performed.
- 1.2. **Survival of Terms.** The following clauses will remain in effect after the termination of the Agreement: Section 5. Liability, Section 6. Government Data Practices and Intellectual Property, Section 8. Governing Law, Jurisdiction, and Venue; and Section 9. Disclosure.

2. Services Provided

- 2.1. **Services.** The NSAC will provide the Services described in Schedule A (attached).
- 2.2. **Additional Services.** The City may also request additional services during the term of the Agreement (see Section 1.1. Duration). If accepted by the NSAC, Schedule A will be amended to include a description of the additional services and according compensation.

Unless otherwise specified, all terms of this Agreement will apply to any amendments to Schedule A.

- 2.3. **Standard of Care.** To the extent any property, such as camera or computer equipment, is loaned by the NSAC to the City, the City will exhibit a standard of care consistent with Minnesota law.
- 2.4. **City Assistance.** Depending on the nature of the Services, the NSAC may from time to time require access to public and private lands or property. To the extent the City is legally and reasonably able, the City will provide access to and make provisions to enable the NSAC or its agents or employees to enter upon public and private land and property as required for the NSAC to perform the Services.

The City will furnish the NSAC with a copy of any special standards or criteria promulgated by the City relating to the Services, including, but not limited to, design and construction standards, that is necessary for the NSAC to prepare for its performance of the Services.

3. Payment

- 3.1. **Compensation.** The City will pay for all Services to be performed by the Contractor as specified in Schedule A (attached).
- 3.2. **Fee Adjustment.** The NSAC reserves the right to annually adjust the fees associated with the Services specified in Schedule A. **The fee adjustment for 2023 and 2024 will be 2% each year.**
- 3.3. **Invoices.** The City must promptly pay the NSAC after the NSAC presents an invoice for those Services that have been actually performed. The NSAC must timely submit invoices.
- 3.4. **Event Cancellation.** The City agrees to pay 70% of the expected event amount for any cancellation unless sufficient prior notice is provided. "Prior Notice" is defined as at least 10 business days (including the day of the event) before the scheduled event.

4. Assignment, Amendments, Waiver, and Completeness

- 4.1. **Assignment.** The City may not assign, license, or transfer any rights or obligation under this Agreement without prior written consent of the NSAC and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 4.2. **Amendments.** Any amendments to this contract must be made in writing and will not be effective until executed and approved by the

same parties who executed and approved this Agreement, or their successors in office.

- 4.3. ***Waiver.*** If the NSAC fails to enforce in a timely manner any provision of this Agreement, that failure does not waive the provision or the NSAC's right to enforce the provision.
- 4.4. ***Completeness.*** This Agreement contains all negotiations and agreements between the NSAC and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

5. Liability

The City must indemnify and hold harmless the NSAC, its agents, and its employees from any claims or causes of action, including attorney's fees incurred by the NSAC arising from performance of this Agreement by the City, its agents, or its employees. The clause must not be construed to preempt any legal remedies the NSAC may have for the City's failure to fulfill its obligations under this Agreement.

6. Government Data Practices and Intellectual Property

- 6.1. ***Government Data Practices.*** To the extent applicable, the City and NSAC must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this Clause by either the City or the NSAC.

Each Party shall notify the other of any Data Practices Act request for video recordings created pursuant to this Agreement. All requests for the release or sale of video recordings created pursuant to this Agreement shall be directed to and fulfilled by the NSAC.

7. Endorsement

The City must not claim that the NSAC endorses its products or services.

8. Governing Law, Jurisdiction, and Venue

Minnesota Law governs this Agreement. Venue for all legal proceedings arising from this Agreement shall be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. Disclosure

The City consents to disclosure of its social security number, federal employer tax identification number, and Minnesota tax identification number, to the Commission as is necessary for compliance with Minnesota and other applicable law.

10. Severability

If any section or clause of this Agreement is held to be invalid or unenforceable, then the meaning of that section or clause shall be construed so as to render it enforceable to the extent feasible. If no feasible interpretation would save the section or clause, it shall be severed from this Agreement with respect to the matter in question, and the remainder of the Agreement shall remain in full force and effect. However, in the event that such a section or clause is essential or substantially alters the Agreement, the Parties shall negotiate a replacement section or clause that will achieve the intent of such unenforceable section or clause to the extent permitted by law.

11. Employment

Employees of the NSAC performing work pursuant to this Agreement shall remain at all times employees only of the NSAC. The NSAC will be responsible for worker's compensation, salary, and training.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Dated: _____

North Suburban Access Corporation

By: _____

Its: _____

Attest

By: _____

Its: _____

Maplewood, City Manager

Dated: _____

By: _____

Its: _____

Schedule A. Services (Maplewood).

Service	Quote	Agreed
<p><u>Municipal Production Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • A total of 73 meeting nights for 2022. If two meetings fall back to back, the cost will be billed as a single meeting. Dates of the meetings need to be sent to NSAC before the start of the year. Cost per meeting is \$219. For each additional meeting a flat fee of \$240 per meeting will be charged. NSAC will provide a municipal producer to record and broadcast LIVE meetings; • Equipment and meeting room preparation; • Provide the timing of the discussion and agenda items for web links; • Provide backend support for closing, annotating, and posting the meeting for program the following day. • Provide Master Control services to ensure quality controls. <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Provide a weekly schedule of live and/or recorded events of shows at least one week in advance of first event/show on the schedule. • Provide the NSAC with the name and telephone number and email address of an emergency contact who can answer questions about the cablecast and/or encoding of live events. • Provide PDF copies of minutes for upload. 	\$15,987 per year	\$15,987 per year
<p><u>Subtitling:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • English subtitling for 73 meetings, in English, delivered through the Cassandar platform to be seen on the live and recorded web stream, as well as on cable; 	\$3,358	-
<p><u>Cablecasting Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Live broadcasting of City Council meetings and applicable Advisory Commission meetings on appropriate channels; • Schedule the City channel with 21 playbacks per week; <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> • Monthly schedule of cablecast playbacks. 	-	-
<p><u>Carousel:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> • Coordination of 2 Carousels per month at \$62.50 per Carousel, per year. This does not include labor to manage the Carousel. 	-	-

Schedule A. Services (Maplewood).

<p><u>Web streaming Services:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● Live web streaming of 73 meetings. ● Encoded meetings and the accompanying agendas posted within 24 hours on the NSAC's website; ● Post links between agenda items and their video discussion; ● Storage of recorded videos for up to 6 months; <p>The City agrees to provide the following:</p> <ul style="list-style-type: none"> ● Provide the NSAC with monthly schedule of all live meetings to be streamed and/or encoded for posting on the NSAC's website; ● Notify the NSAC as soon as possible of the cancellation of a live event, including city meeting, which is scheduled for playback, of any change in the day or beginning time of any live event, including city meeting, or of any additions of special meeting to the schedule; ● Provide the NSAC with the name and telephone number for a main contact of the cablecast. ● Chapter marking information on the agenda will be provided by the City for meetings not utilizing the NSAC's municipal producers. 	\$5,329 per year	-
<p><u>Cassandar Web Streaming Platform:</u> The NSAC agrees to provide the following:</p> <ul style="list-style-type: none"> ● Custom made landing page with a proprietary platform, branded with city logo and colors to play live and store archived video content; ● Ability to index, chapterize, and upload packets alongside meetings; ● Hosting and maintenance of the platform and site. ● Dedicated messaging system from constituents to assigned email to answer questions from the public. <p>Password protection options</p>	\$3,400 per year	-
<u>Total</u>		\$15,987.00

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

REPORT TO: City Council
REPORT FROM: Melinda Coleman, City Manager
PRESENTER: Melinda Coleman, City Manager
AGENDA ITEM: Separation Agreement and Release and Waiver of All Claims

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

Policy Issue:

The City of Maplewood has inherent managerial rights as allowed by the Minnesota Public Employment Labor Relations Act (PELRA); including, but not limited to, organizational structure and selection of personnel.

Recommended Action:

Motion to approve the Separation Agreement and Release and Waiver of All Claims between the City of Maplewood and Joshua Abraham; and authorize the Mayor and City Manager to execute the document.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$22,796.80
 Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: NA

Strategic Plan Relevance:

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

The City is no longer able to keep an extra position in the Department of Motor Vehicles that was funded by the American Recovery Act. Those funds have all been allocated.

Background

The City of Maplewood eliminated several positions in the Parks and Recreation Department in 2020 to address the loss of revenue due to the financial impacts of Covid-19. As a result of a provision in the ASCFME labor contract, some of the employees were able to retain positions through bumping of other employees with less seniority. Josh Abraham was able to secure a full-time position in the Department of Motor Vehicles. He has been employed there since June of 2020.

As funds from the American Recovery Act have expired, Mr. Abrahams's position is being eliminated.

With the terms of this agreement, Mr. Abraham will agree not to bump back into another ASCFME position.

Josh was a dedicated employee that performed various tasks in the DMV. We thank him for his service and wish him well in his future endeavors.

Attachments

1. Separation Agreement and Release of All Claims

SEPARATION AGREEMENT AND RELEASE AND WAIVER OF ALL CLAIMS

This Separation Agreement And Release And Waiver Of All Claims is entered into between The City of Maplewood (hereafter “City”), AFSCME Council 5 (hereafter “Union”) and Joshua Abraham (hereafter “Abraham”).

RECITALS

1. WHEREAS, Abraham has been employed by the City.
2. WHEREAS, the parties wish to resolve all potential issues through this Agreement in the interest of avoiding potential arbitration or litigation costs and further disputes, which would be expensive and time consuming, that may in any way arise out of Abraham’s employment with the City and his resignation from employment with the City.

AGREEMENT

1. Separation from Employment. Abraham shall irrevocably separate from employment with the City effective at the close of business on November 30, 2021 due to the elimination of his position in the City’s Motor Department.
2. Consideration. In full settlement of all claims and potential claims, as set forth in the Release and Waiver of All Claims attached hereto as Exhibit A, arising out of and related to Abraham’s employment and separation from employment, the City shall pay and Abraham shall accept the following payments:
 - a. Abraham shall be provided with all severance benefits for which he is due under the collective bargaining agreement in the amount of \$22,796.80. Abraham agrees the City does not owe him anything in addition to these payments.
3. Waiver of Bumping. Abraham and the Union agree to waive any and all bumping rights provided by the collective bargaining agreement.
4. Non-Admission. Nothing in this Agreement is intended to be, nor will it be deemed to be, an admission of liability by the City or its present and former council members, employees or agents that they have violated any policy, contract, state, federal or local statute or ordinance, administrative regulation or principle of common law, or that they have engaged in any wrongdoing whatsoever, the same being expressly denied.
5. Non-Precedent. This Separation Agreement shall not constitute a precedent with respect to any other claim, grievance, or dispute arising under the collective bargaining agreement between the City and the Union, and shall not be referred to or used as evidence in any other matter.
6. Entire Agreement. This Agreement contains the entire agreement between the City and Abraham with respect to the subject matter hereof, and there are no promises, undertakings or

understandings outside of this Agreement. This Agreement supersedes all prior or contemporaneous discussions, negotiations and agreements, whether written or oral.

7. Voluntary and Knowing Action. Abraham represents and agrees that (a) he has had the opportunity to be represented by his Union and/or legal counsel; (b) he has read this Separation Agreement and Release and Waiver of All Claims and fully understands the terms and conditions contained herein; (c) he relies solely upon his own judgment regarding the proper, complete and agreed upon consideration for, and language of, this Agreement; (d) he has not been influenced to sign this Separation Agreement and Release and Waiver of All Claims by any statements or representations of the City, its attorneys or agents not contained in this Separation Agreement and Release and Waiver of All Claims; and (e) he enters into this Separation Agreement and Release and Waiver of All Claims knowingly and voluntarily.

8. Enforceable Contract. This Agreement will be construed, enforced and governed by the laws of the State of Minnesota and the laws of the United States. If any part of this Agreement is construed to be in violation of any law, such part shall be modified to achieve the objective of the parties to the fullest extent permitted and the balance of this Agreement shall remain in full force and effect.

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

IN WITNESS WHEREOF, the parties have executed this Agreement by their signatures below.

Dated: _____

Joshua Abraham

Subscribed and sworn to before me this

_____ day of _____, 2021.

Notary Public

AFSCME COUNCIL 5

Dated: _____

CITY OF MAPLEWOOD

Dated: _____

**RELEASE AND WAIVER OF ALL CLAIMS
EXHIBIT A**

- A. Definitions. All words used in the Release and Waiver of All Claims are intended to have their plain meaning in ordinary English. Specific terms used in the release have the following meanings:
1. “City,” as used in the Release and Waiver of All Claims, will at all times mean the City of Maplewood, Minnesota and its present and former City Council members, employees, agents, assigns, insurers, representatives, counsel, predecessors, successors, and other affiliates, of any of them, in both their individual and official capacities.
 2. “Abraham,” as used in the Release and Waiver of All Claims, means Joshua Abraham, or anyone who has or obtains any legal rights or claims through him, including without limitation, assigns, successors, representatives, executors, and heirs.
 3. “Employee’s Claims,” as used in the Release and Waiver of All Claims, mean any rights Abraham has now or hereinafter to any relief of any kind from the City whether or not Abraham knows now about those rights, arising out of or related to his employment with the City and his separation from employment including, without limitation, the following:
 - a. Claims for breach of contract, fraud or misrepresentation, deceit, assault and battery, defamation, all forms of unlawful discrimination and/or harassment, negligence, intentional or negligent infliction of emotional distress, mental anguish, humiliation, embarrassment, pain and suffering, reprisal, unfair labor practices, breach of the covenant of good faith and fair dealing, promissory estoppel, negligence or other breach of duty, wrongful termination of employment, retaliation, breach of public policy, vicarious liability, invasion of privacy, interference with contractual or business relationships, reprisal; and
 - b. Claims for violation of the Constitution of the United States, the Constitution of the State of Minnesota, the Americans with Disabilities Act (“ADA”), the Rehabilitation Act of 1973, the ADA Amendments Act (“ADAA”), the Federal Fair Employment Practices Act, Title VII of the federal Civil Rights Act of 1964 as amended, the federal Age Discrimination in Employment Act (“ADEA”), the Equal Pay Act (“EPA”), the Lilly Ledbetter Fair Pay Act of 2009, the Fair Labor Standards Act (“FLSA”), the Family and Medical Leave Act (“FMLA”), Section 1983 claims, the Minnesota Human Rights Act, the Minnesota Veterans Preference Act, the Workers’ Compensation Wrongful Discharge statute, Minn. Stat. § 176.82, Minnesota Whistleblower statute, Minn. Stat. § 181.932, claims for continued health insurance coverage under Minn. Stat. § 299A.465, or other federal, state or local civil rights laws prohibiting discrimination, and any other claims for unlawful employment practices; and

- c. Unless waiver of these claims is prohibited by Minnesota law, claims for alleged injuries or damages or compensation for bodily injury, personal injury, wage loss benefits, reinstatement, medical expenses, emotional distress, fines, penalties, punitive damages, attorney's fees, costs and expenses, interest, and claims of injunctive relief.

B. Agreement to Release Claims. In exchange for the promises of the City contained in the Agreement and the payments of the City and other valuable consideration as set forth in paragraphs 2 a. of this Agreement, Abraham releases all of Employee's Claims against the City that he now has, whether or not he knows about them. Abraham agrees that the City does not owe him anything in addition to the promises of the City contained in the Agreement.

Abraham will not bring any lawsuits, commence any proceeding relating to any claim, file any charges or complaints or make any other demands against the City based upon Employee's Claims except as permitted by law, and if the law permits Abraham to commence such a proceeding, Abraham agrees that he may not seek or recover any monetary damages or other relief as a result of any such proceeding.

Abraham fully and completely releases, waives, and forever discharges and promises not to sue, or make any other demands against the City related to any and all manner of claims, demands, actions, causes of action, administrative claims, promises, agreements, contracts, rights, liability, damages, claims for attorneys' fees, costs, and disbursements, or demands of any kind, including but not limited to, all claims arising in tort or contract, or any other federal, state, and local laws, statutes, ordinances, regulations or orders or any other claims in any manner relating to Abraham's employment with and separation from the City arising in law or equity, whether known, suspected, or unknown, and however originating or existing which Abraham now has, or which Abraham at any time heretofore had or had a claim to have, against the City to the date of execution of this Release.

If in the future Abraham asserts any claim released herein, such claim shall be dismissed with prejudice, and reasonable costs and attorneys' fees shall be awarded to the City in the amount determined by a court of competent jurisdiction.

C. Consideration Period. Abraham understands that he has twenty-one (21) calendar days from the date he receives the Agreement, not counting the day upon which he receives it, to consider whether or not he wishes to sign the document and release his claims as set forth above. Abraham agrees that changes to the Agreement, whether material or immaterial, will not restart the twenty-one (21) calendar day acceptance period. Abraham acknowledges that if he signs the Release before the end of the twenty-one (21) day period, it is because he has decided that he has already had sufficient time to decide whether to release all of his claims.

D. Right to Rescind.

- 1. Abraham has the right to rescind (cancel) this Agreement only insofar as it extends to potential claims under the Minnesota Human Rights Act, by informing the City of his intent to revoke this Agreement within fifteen (15) calendar days following Abraham's execution of it. To be effective, such written notice must be in writing and delivered

either by hand or by mail within the required period. If sent by mail, the rescission must be (1) postmarked within the fifteen (15) day period; (2) properly addressed to Melinda Coleman, City Manager, Maplewood City Hall, 1830 County Road B E Maplewood, MN 55109; and (3) sent by certified mail, return receipt requested.

- 2. Abraham likewise has the right to rescind (cancel) this Agreement only insofar as it extends to potential claims under the federal Age Discrimination in Employment Act, by informing the City of his intent to rescind the Agreement within seven (7) calendar days following his execution of the Agreement. To be effective, such written notice must be in writing and delivered either by hand or by mail within the required period. If sent by mail, the rescission must be (1) postmarked within the fifteen (15) day period; (2) properly addressed to Melinda Coleman, City Manager, Maplewood City Hall, 1830 County Road B E Maplewood, MN 55109; and (3) sent by certified mail, return receipt requested.
- 3. It is understood that the City shall have no obligation whatsoever under the Agreement in the event of such rescission by Abraham, and the Agreement shall not become effective or enforceable until this rescission period has expired. Abraham agrees that if he exercises any right of rescission, the City may at its option either nullify this Agreement in its entirety or keep it in effect as to all claims not rescinded in accordance with the rescission provisions of this Agreement. In the event the City opts to nullify the entire Agreement, neither Abraham nor the City will have any rights or obligations whatsoever under this Agreement, with the exception that Abraham will be obligated to repay the City for any amounts paid by the City pursuant to this Agreement. Any rescission, however, does not affect Abraham's separation from employment.

E. If, in the future, Abraham asserts any claim released herein, such claim shall be dismissed with prejudice, and reasonable costs and attorneys' fees shall be awarded to the City in the amount determined by a court of competent jurisdiction.

Dated: _____
Joshua Abraham

Subscribed and sworn to before me the
_____ day of _____, 2021.

Notary Public

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Michael Mondor, Fire and EMS Chief
PRESENTER: Michael Mondor, Fire and EMS Chief
AGENDA ITEM: Resolution Directing Modification of Existing Construction Contract, Change Order No. 7 and No. 9, North Fire Station Construction Project.

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

Policy Issue:

City Council will consider approving the attached resolution Directing Modification of the Existing Construction Contract, Change Order No. 7, and Change Order No. 9 for the North Fire Station Construction Project.

Recommended Action:

Motion to approve resolution Directing Modification of the Existing Construction Contract, Change Order No. 7, and Change Order No. 9, North Fire Station Construction Project and authorize the Mayor and City Manager to sign Change Order No. 7, and Change Order No. 9.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$12,057
 Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: Fire Facility Fund

Strategic Plan Relevance:

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

Approval of Change Order No. 7 will increase the project construction amount by \$6,007

- Work Scope 26-A-Electrical Production Services, Inc., \$6,007, for increased conduit installation which will change the contract amount from \$771,200 to \$777,207.

Approval of Change Order No. 9 will increase the project construction amount by \$6,050

- Work Scope 31-A-Park Construction \$6,050 for buckthorn removal as part of the tree replacement/credit for the tree replacement plan which will change the contract amount from \$513,920.50 to \$519,970.50

The revised contract amounts fall within the approved project budget of \$13,100,000. No adjustments to the approved budget are necessary at this time.

Background

The City Council awarded construction contracts to Electrical Production Services, Inc. and Park Construction as part of the North Fire Station Construction Project.

Change Order No. 7 proposes to increase the construction contract by \$6,007 associated with the installation of conduit to the pavement under the concrete driving apron. The conduit will provide electrical access and reduce the need to disturb concrete in the event that future electrical access is required.

Change Order No. 9 proposes to increase the construction contract by \$6,050 for buckthorn removal on the fire station site. The buckthorn removal was recommended after discussions with the City Environmental Planner and Natural Resources Coordinator as part of the tree replacement/credit for the tree replacement plan.

The changes requested fall within the budgeted construction contingency costs and no changes to the project budget are required at this time.

Attachments

1. Change Order No. 7
2. Change Order No. 9
3. Resolution Directing Modification of the Existing Construction Contract, Change Order No. 7, and Change Order No. 9 for the North Fire Station Construction Project.



KRAUS-ANDERSON®
Construction Company

501 South Eighth Street
Minneapolis MN 55404

Contract Change Order

Project: 2110032-02 Maplewood North Fire Station
1530 County Road C East
Maplewood, MN 55109

Contract #: 2110032 - WS 26-A
Contract Change Order #: 1
Change Order Date: 11/10/21

To Contractor : Electrical Production Services, Inc.
4201 Norex Drive, Suite 200
Chaska, MN 55318

THE CONTRACT IS CHANGED AS FOLLOWS:

PCO	Item	Description	Amount
42	1	Electrical work	\$6,007.00
Total			\$6,007.00

The original Contract Sum was	\$771,200.00
The net change by previously authorized Change Orders was	\$0.00
The Contract Sum prior to this Change Order was	\$771,200.00
The Contract Sum will be increased by this Change Order	\$6,007.00
The new Contract Sum will be	\$777,207.00

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR

Kraus-Anderson Construction Company
CONSTRUCTION MANAGER (Firm name)
501 South Eighth Street
Minneapolis MN 55404

Short-Elliott-Hendrickson, Incorporated
ARCHITECT (Firm name)
3535 Vadnais Center Drive
St. Paul. MN 55110

ADDRESS
DocuSigned by:
Dale Sonnichsen
BY (Signature)

ADDRESS
DocuSigned by:
Brian Bergstrom
BY (Signature)

Dale Sonnichsen 11/11/2021 | 2:28 PM CST

(Typed name) **DATE:**

Brian Bergstrom 11/11/2021 | 2:37 PM CST

(Typed name) **DATE:**

Electrical Production Services, Inc.
CONTRACTOR (Firm name)
4201 Norex Drive, Suite 200
Chaska, MN 55318

City Of Maplewood
OWNER (Firm name)
1830 East County Road B
Maplewood, MN 55109

ADDRESS
DocuSigned by:
Jason Sherman
BY (Signature)

ADDRESS

BY (Signature)

Jason Sherman 11/11/2021 | 2:26 PM CST

(Typed name) **DATE:**

Marylee Abrams

(Typed name) **DATE:**



Change Order Request

Project: 2110032-02
Maplewood North Fire Station
1530 County Road C East
Maplewood, MN 55109

COR # 7.00

Date: 10/13/2021

To: Owner City Of Maplewood
1830 East County Road B
Maplewood, MN 55109

From: Kraus-Anderson Construction Company
501 South Eighth Street
Minneapolis, MN 55404

PCO # 42 - SEH PR 06: Conduit at Pavement

Item #	Description	Vendor	Amount
1	Electrical work	Electrical Production Services, Inc.	\$6,007.00
Total For Change Order			\$6,007.00

Approved By: City Of Maplewood

DocuSigned by:
Signed: Michael Mondor
FCFB32D5B361413...

Date: 10/21/2021 | 6:04 AM

Submitted By: Kraus-Anderson Construction Company

DocuSigned by:
Signed: Sale Sonnichsen
D1F7BF85D4254BB...

Date: 10/14/2021 | 11:35 AM

Accepted By: Short-Elliott-Hendrickson, Incorporated

DocuSigned by:
Signed: Brian Bergstrom
0F518DCC2158439...

Date: 10/17/2021 | 6:16 AM

Maplewood North Fire Station

COMPANY NAME & LOGO
Contact Info and Address

Date :

Project Manager: Dale Sonnichsen

PCO #:
 PR/SI #

COST SUMMARY

Description	Cost	Notes/Attachments
Labor Total	\$ 2,160.00 -	(Auto Fill from Sub-Total Below)
Materials and Equipment Total	\$ 3,274.00 -	(Auto Fill from Sub-Total Below)
Tax on Materials and Equipment Only	\$ 245.55 -	<<< Provide Sales/Use Tax Total
Self Performed Subtotal	\$ 5,679.55-	
10% Overhead and Profit	\$ 327.40-	(10% is the max fee allowed on CO's)
Self Performed Total	\$ 6,007.00-	
Subcontractors	\$ N/A -	Auto Fill from Sub-Total Below
5% Overhead and Profit on Subs	\$ N/A -	(5% is the max allowed on subcontractors)
Subcontractor Total	\$ 0.00 -	
TOTAL COST OF CHANGE	\$ 6,007.00-	

Signature: Jason Sherman

Contractor acknowledges no other Costs associated with this PCO.

PROVIDE DETAIL BREAKDOWN BELOW:

Labor By Task	Qty	Unit	Unit Cost	Total Cost
				\$ -
				\$ -
				\$ -
				\$ -
Sub-Total				\$ -

Materials and Equipment By Task	Qty	Unit	Unit Cost	Total Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Sub-Total				\$ -

Sub-Contractor Proposals	Description of Work	Total Cost
		\$ -
		\$ -
		\$ -
		\$ -
Sub-Total	<i>(Attach Sub-Contractor Proposals)</i>	\$ -



KRAUS-ANDERSON®
Construction Company

**501 South Eighth Street
Minneapolis, MN 55404**

Request For Proposal

Project:	2110032-02 Maplewood North Fire Station 1530 County Road C East Maplewood, MN 55109	PCO #:	42
		Date:	09/27/2021

To: Dale Sonnichsen, Kraus-Anderson Construction Company
 Jake Walton, Kraus-Anderson Construction Company
 Michael Mondor, City Of Maplewood
 Brian Bergstrom, Short-Elliott-Hendrickson, Incorporated
 Jason Sherman, Electrical Production Services, Inc.
 Kim Maki, The Design Group, Inc.

Please provide a cost breakdown in accordance with the Contract Documents and a Summary for the Change described herein and on the attachments (if any) listed. All responses are required within seven (7) days.

This is not an authorization to proceed with the work described herein unless and until approved by the Owner. On approval, this change will be included in a Change Order, which will provide the formal Contract Change.

DESCRIPTION OF PROPOSAL:

Please provide us with a written cost estimate per the attached SEH PR 06: Conduit at Pavement.

Attachments: SEH PR 0 Dated 9/27/21

We have reviewed the PCO and acknowledge that it is a "no change" item and does not affect our completion date.

Signed By: _____ Date: _____

Company Name: _____



AIA[®] Document G709™ – 2018

Proposal Request

PROJECT: *(name and address)*

Maplewood North Fire Station
1530 County Road C East
Maplewood, MN 55109

CONTRACT INFORMATION:

Contract For: General Construction
Date:

Architect's Project Number: MAPLE
155598

Proposal Request Number:06
Proposal Request Date: 9.27.2021

OWNER: *(name and address)*

City of Maplewood
1902 County Road B East
Maplewood, MN 55109

ARCHITECT: *(name and address)*

Short Elliott Hendrickson, Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110

CONTRACTOR: *(name and address)*

Kraus-Anderson
501 South Eighth Street
Minneapolis, MN 55404

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within seven (7) days or notify the Architect in writing of the anticipated date of submission.

(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

Submit cost for labor and materials to provide (4)-4" diameter conduits below southern parking lot entry pavement for main electrical power feed to the building per the attached revised drawing sheet MEP300.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT:

Brian Bergstrom, AIA, Project Manager

PRINTED NAME AND TITLE



Change Order Request

Project: 2110032-02
Maplewood North Fire Station
1530 County Road C East
Maplewood, MN 55109

COR # 9.00

Date: 10/15/2021

To: Owner City Of Maplewood
1830 East County Road B
Maplewood, MN 55109

From: Kraus-Anderson Construction Company
501 South Eighth Street
Minneapolis, MN 55404

PCO # 44 - Park: Buckthorn Removal

Item #	Description	Vendor	Amount
1	Buckthorn Removal	Park Construction Company	\$6,050.00
Total For Change Order			\$6,050.00

Approved By: City Of Maplewood

Signed: Michael Mondor
DocuSigned by:
FCFB32D5B361413...

Date: 10/21/2021 | 7:59 AM

Submitted By: Kraus-Anderson Construction Company

Signed: Dale Sonnichsen
DocuSigned by:
D1F7BF85D4254BB...

Date: 10/15/2021 | 8:43 AM

Accepted By: Short-Elliott-Hendrickson, Incorporated

Signed: Brian Bergstrom
DocuSigned by:
0F518DCC2158439...

Date: 10/18/2021 | 7:22 PM



1481 81st Avenue NE
 Minneapolis, MN 55432

CHANGE ORDER REQUEST

Contractor:

KRAUS ANDERSON

CO# BUCKTHORN REMOVAL

Project:

MAPLEWOOD NORTH FIRE STATION

DATE 10/14/2021

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		GRUB BUCKTHORN AND DEAD TREES FROM NE CORNER		
1	HR	HUGOS TREE CARE	\$5,500.00	\$5,500.00

NOTE: THIS CHANGE ORDER ADDS 1 WORKING DAYS TO THE PROJECT SCHEDULE.

NOTE: THIS CHANGE ORDER BECOMES PART OF AND IN CONFORMANCE WITH THE EXISTING CONTRACT.

WE AGREE hereby to make the change(s) specified above at this price \$5,500.00

10% Markup \$550.00

Total \$6,050.00

 Contractor Signature, Title Date

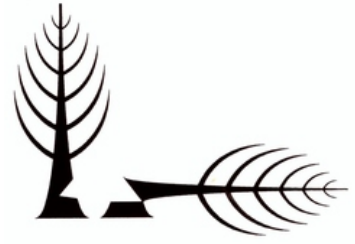
Prime/Owner Signature _____

Date of Acceptance _____

Accepted: The above prices and specifications of this change order are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Hugo's Tree Care
 14728 Irish Ave N
 Hugo, MN 55038
 651-429-4705
 hugotreecare@gmail.com

Estimate



ADDRESS
Park Construction Co. 1481 81st Ave NE Minneapolis, MN 55432

SHIP TO
Maplewood Fire Station 1530 County Rd. C Maplewood

ESTIMATE #	DATE
3806	10/14/2021

SALES REP
 Harry Olsen

DATE	DESCRIPTION	AMOUNT
	Grub buckthorn and dead trees from NE corner of project. -Trees 6in. diameter and larger stay., 1 @ \$5,500.00	5,500.00

Please see reverse or attached for more information
 May 1st thru Jan 1st our minimum is \$500

TOTAL \$5,500.00

Accepted By

Accepted Date

**RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT,
NORTH FIRE STATION CONSTRUCTION PROJECT, CHANGE ORDER NO. 7, AND
CHANGE ORDER NO. 9**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered the construction of the North Fire Station, and has approved construction contracts related to the project.

WHEREAS, it is now necessary and expedient that said contract be modified and designated as North Fire Station Construction Project, Change Order No. 7, and Change Order No. 9.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, Minnesota, that

1. The Mayor, City Manager, and Fire and EMS Chief are hereby authorized and directed to modify the existing contract by executing said Change Order No. 7 which is an increase of \$6,007.

The revised contract amount for Work Scope 26-A-Electrical Production Services, Inc. is \$777,207.

2. The Mayor, City Manager, and Fire and EMS Chief are hereby authorized and directed to modify the existing contract by executing said Change Order No. 9 which is an increase of \$6,050

The revised contract amount for Work Scope 31-A-Park Construction is \$519,970.50.

Adopted by the Maplewood City Council on this 13th day of December 2021.

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

REPORT TO: Melinda Coleman, City Manager
REPORT FROM: Michael Mondor, Fire and EMS Chief
PRESENTER: Michael Mondor, Fire and EMS Chief
AGENDA ITEM: Resolution Accepting Donation from Faith Lutheran 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 totaling \$700 from Faith Lutheran Church.

Recommended Action:

Motion to approve the resolution accepting the donation from Faith Lutheran 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

Firefighter/Paramedic Jodi Halweg is a member of the Public Safety Department's Mental Health Outreach Team and is a member of Faith Lutheran Church in Forest Lake. Faith Lutheran Church holds a Turkey Bingo event every year and the proceeds go towards various community outreach projects. The church decided to have funds go towards the Maplewood Mental Health Outreach Team to help offset the costs of hygiene and other necessities for our unsheltered individuals that the Mental Health Outreach Team works with. The total value of this donation is \$700.00.

Attachments

1. Resolution Accepting Donation from Faith Lutheran Church

**RESOLUTION
ACCEPTING A DONATION TO THE MAPLEWOOD PUBLIC SAFETY DEPARTMENT**

WHEREAS, Faith Lutheran Church has presented to the Maplewood Public Safety Department a donation in the amount of \$700.00; and

WHEREAS, this donation is intended for the purpose of Public Safety employees to conduct outreach to unsheltered residents in the community; and

WHEREAS, the Maplewood City Council is appreciative of the donation and commends Faith Lutheran 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 13th day of December, 2021.

CITY COUNCIL STAFF REPORT

Meeting Date December 13, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Michael Mondor, Fire & EMS Chief
Mychal Fowlds, IT Director

PRESENTER: Michael Mondor, Fire & EMS Chief
Mychal Fowlds, IT Director

AGENDA ITEM: GPS/Cellular/Radio Amplification Quotations for the North Fire Station Construction Project

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

The Fire Department is building a new fire station. Consistent GPS/Cellular/Radio connectivity throughout the entire 2 story building is important for Fire & EMS operations.

Recommended Action:

Motion to approve the quote with Ancom for the installation of GPS/Cellular/Radio amplification system.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$75,290.00.

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.

As stated above, the Fire Department is building a new fire station and requires consistent connectivity throughout the new structure.

Background

Fire & EMS staff rely heavily on GPS/Cellular/Radio wireless services to perform their duties. These services are used to communicate directly with dispatchers via radio and keep them informed of vehicle locations using GPS. Mobile phones and all of the functionality that now come with them are now common place for all staff and we need to ensure that adequate signal is available within the building. The cost for this item has been planned and budgeted for in the project budget.

Attachments

1. Ancom GPS/Cellular/Radio Amplification System Quotation
2. Konecta GPS/Cellular/Radio Amplification System Quotation

Maplewood Fire ARMER, Cellular, and GPS Coverage Enhancement Proposal



Contained herein is the proposal for installing and commissioning the distributed antenna systems for ARMER Radio, Commercial Cellular, and GPS signaling at the new Maplewood Fire Station.

ANCOM DELIVERS SOLUTIONS

1800 Cliff Road East
Burnsville, MN 55337
(952) 808-7699
11/10/2021



COMMUNICATIONS INC
TECHNICAL CENTER INC

1800 EAST CLIFF ROAD, SUITE 17A BURNSVILLE, MINNESOTA 55337

SALES 952-808-0033 SERVICE 952-808-7699 FAX 952-808-0034

Introduction

ANCOM Communications is a Burnsville, MN based, Motorola-authorized two-way radio dealer providing sales, service and rental of Motorola two-way radios and pagers. Since 1991, ANCOM has worked with businesses to identify their communication needs and provide cost-effective, innovative solutions. Our customer base spans the utility, manufacturing, construction, chemical, government, and public safety industries.

ANCOM Technical Center (ATC) is a fully authorized Motorola Service Center. Since 1999, ATC has been serving the communications service needs of commercial and public safety customers throughout Minnesota and western Wisconsin. ATC is recognized as a “Motorola Service Elite Specialist.” (Motorola’s highest service facility designation) We are also classified as a Certified Service Center by the Electronics Technicians Association International, an independent national organization.

Our technicians are career professionals in the communications industry. We invest heavily on training and certification to ensure that our technical staff is at the fore-front of the quickly evolving field.

Experience with ARMER

ANCOM has worked with the ARMER system since its inception in 2004. We were a crucial part of the initial build out, and continue to be a part of each upgrade that takes place. This includes the minor things such as firmware upgrades for mobile and portable radios, as well as infrastructure upgrades at the site and dispatch PSAP levels.

We currently have service contracts with 72 municipalities/entities to support and maintain their ARMER equipment. Some of these include Goodhue County, Allina Health, and Scott County. Most of these contract customers are set up with automated alerting, and we can often resolve a problem before any end users experience issues.

Additionally, we work closely with MNDOT and are aware of ARMER system changes that could be system impacting for numerous agencies. This can save time, and ultimately money by avoiding unnecessary trips to a customer location.

As in-building coverage enhancement becomes increasingly prevalent, ANCOM has positioned itself at the forefront of technology and innovation. We have installed and commissioned hundreds of in-building systems throughout Minnesota in all types of venues. Providing cost effective, custom designed solutions to ensure that First Responders are never without reliable communications.



COMMUNICATIONS INC
TECHNICAL CENTER INC

1800 EAST CLIFF ROAD, SUITE 17A BURNSVILLE, MINNESOTA 55337

SALES 952-808-0033 SERVICE 952-808-7699 FAX 952-808-0034

DAS Experience

ANCOM has installed and commissioned many Public Safety and Cellular enhancement systems across Midwest in a variety of different types of venues. We have installed distributed antenna systems in commercial spaces, hospitals, industrial facilities, and stadiums. Each solution was completely custom designed for the customer's unique requirements.

We have good working relationships with all of the major carriers. This helps to ensure that your system, once tuned up, will meet or exceed all expectations.

We are a complete turn-key solution vendor. Our in-building team can deliver any or all aspects of a DAS project. From pre-site survey, to design, to construction, to optimization, every task is handled professionally in-house. This makes us much more responsive to "last minute" changes or modifications that can and do arise during construction.

Proposal Summary

ARMER Radio Coverage Enhancement System

Our proposed solution ARMER Radio Coverage Enhancement at the new Maplewood Fire Station is to install an amplified coaxial Distributed Antenna System. This will consist of a donor antenna installed on the roof, a Class-A Bi-directional amplifier, and a network of coaxial cable and antennas installed throughout the building.

ARMER radio signal and FirstNet Band-14 frequencies will be collected by the donor antenna installed on the roof of the building. Coax will be routed into the building through a customer provided roof penetration. Once inside, we will install lightning protection bonded to the building grounding system. The Class-A Bi-directional Amplifier will be installed in the main level data room (room 115). This amplifier will condition, filter, and be programmed to enhance the 800 MHz frequencies used by First Responder personnel. It will also enhance the Band-14 FirstNet frequencies.

A Class-A amplifier is also called a channel-selective amplifier. They have the ability to be programmed to enhance only desired frequencies in use by the local emergency responders. The alternative is a Class-B amplifier which is also called band-selective. We are proposing a Class-A amplifier for the following reasons:

- Channel selectivity. We will program the amplifier to enhance the frequencies that are used by Ramsey County only. This will prevent other frequencies used by adjacent counties from being brought into the building. If a subscriber radio receives a control channel from more than one ARMER site at a similar power



COMMUNICATIONS INC
TECHNICAL CENTER INC

1800 EAST CLIFF ROAD, SUITE 17A BURNSVILLE, MINNESOTA 55337

SALES 952-808-0033 SERVICE 952-808-7699 FAX 952-808-0034

level, it will "bounce" between those sites. This can cause the subscriber radio to miss trunking commands from the Ramsey County Control channel. This problem manifests itself by some radios missing complete conversations, while a radio sitting right next to it receives clearly.

- Interference mitigation. The amplifier we are proposing utilizes uplink muting. This means that when a particular channel is not in use, the amplifier is essentially turned off and not transmitting "dead air" back to the ARMER site. This muting function is performed on a per-channel basis.
- Higher available power. All bi-directional amplifiers have a maximum rated RF power output. In the case of this proposal that power output is 2 Watts or 33 dBm. A Class-B amplifier would take all the RF power in the assigned frequency band and apply gain until it reaches the maximum power out. If an RF source that was in-band, but not an ARMER channel (interfering channel) were present at a relatively high level, maximum power output would be reached using very little gain. That same gain level would be applied to all other RF sources in the band. If the desired ARMER channels were received at a lower power level than the interfering channel, they would be transmitted into the building at a lower level also. A Class-A amplifier solves this problem by a) not amplifying interfering channels in the first place, and b) applying gain on a per channel basis.

The Class-A amplifier is also a dual band device. It is capable of enhancing the 800 MHz ARMER radio system as described above, while at the same time enhancing the 700 MHz LTE band 14 (FirstNet). FirstNet is a dedicated LTE network for first responders. It operates like any other LTE network; however, it is reserved for first responder traffic only.

The donor antenna we propose will receive and transmit across both the 800 MHz and 700 MHz bands simultaneously. The amplifiers internal filtering separates the signals and they are both independently controlled. Subscriber devices within the building will function as though they were within the coverage area of the FirstNet site directly. The amplification system does not require any user input to "connect", it operates completely transparently.

The amplifier will be connected, on the server side, to the network of plenum ½" coax and serving antennas installed throughout the building. These antennas and coax will distribute the signals throughout the building.

The entire system will be tuned and adjusted to provide optimal signal flow in both directions. Upon completion of the install, we will perform signal testing inside the building to ensure proper operation and adequate coverage.



COMMUNICATIONS INC
TECHNICAL CENTER INC

1800 EAST CLIFF ROAD, SUITE 17A BURNSVILLE, MINNESOTA 55337

SALES 952-808-0033 SERVICE 952-808-7699 FAX 952-808-0034

Commercial Cellular Coverage Enhancement System

Our proposed solution for Commercial Cellular Coverage Enhancement at the new Maplewood Fire Station is a similar Amplified Coaxial DAS. This consists of a parabolic donor antenna on the roof oriented toward the closest cell site, a Multi-Carrier Bi-directional Amplifier (BDA), and a network of coaxial cable and antennas installed throughout the building to distribute signal.

We will install the donor antenna on the roof mast that will also support the ARMER Donor Antenna. This antenna will be connected (via outdoor rated coaxial cable) to lightning protection located in the Main Level Data Room (Room 115) where the amplifier will be installed. From the BDA, plenum rated coaxial cable will be installed throughout the building to a series of antennas to distribute signal.

Upon completion of the install, the system will be tuned and adjusted to provide optimal signal flow in both directions. We will also perform signal testing inside the coverage area to ensure proper operation and adequate coverage.

GPS Signaling Coverage Enhancement System

ANCOM will furnish and install all components required for the GPS coverage enhancement system at Maplewood Fire.

This will consist of an active GPS antenna installed on the building in a location with clear visibility of the sky, one GPS amplifier installed in the apparatus bay, and two passive GPS antennas installed to provide optimum signal to all the vehicles inside the station.

The active GPS antenna will be positioned on the roof of the apparatus bay in a centralized location to ensure that the re-transmitted signals accurately represent the actual position of the vehicles inside.

The passive GPS antennas will be positioned so that the signal being transmitted out of them can be received reliably by the GPS systems in each of the vehicles.

Upon completion of the installation, testing will be conducted to ensure the system is performing properly.



COMMUNICATIONS INC
TECHNICAL CENTER INC

1800 EAST CLIFF ROAD, SUITE 17A BURNSVILLE, MINNESOTA 55337

SALES 952-808-0033 SERVICE 952-808-7699 FAX 952-808-0034

Quote Breakdown

The price for these systems, as designed, is as follows:

ARMER DAS Material Subtotal:	\$ 24,120.00
ARMER DAS Labor Subtotal:	\$ 10,650.00
ARMER DAS Total:	\$ 34,770.00
<hr/>	
Cellular Enhancement System Material Subtotal:	\$ 24,720.00
Cellular Enhancement System Labor Subtotal:	\$ 9,320.00
Cellular Enhancement Total:	\$ 34,040.00
<hr/>	
GPS System Materials Subtotal:	\$ 4,780.00
GPS System Labor Subtotal:	\$ 1,700.00
GPS System Total:	\$ 6,480.00
<hr/>	
Proposal Grand Total:	\$ 75,290.00

This quote is valid for 90 days from the date above.

Jake Nesdaal
Project Manager
Ancom Communications

Date:

Authority Having Jurisdiction

Date:



COMMUNICATIONS INC
TECHNICAL CENTER INC

1800 EAST CLIFF ROAD, SUITE 17A BURNSVILLE, MINNESOTA 55337

SALES 952-808-0033 SERVICE 952-808-7699 FAX 952-808-0034

Assumptions:

- All work can occur during normal business hours, M-F (8:00 AM - 4:30 PM)
- Escorts will not be required
- Acceptable equipment locations are available for the required equipment.
- Access to all areas will be made available throughout the entire process from project start to completion.
- All labor is non-union.
- All AC power is to be existing or furnished by others.
- Assumes existing accessible cable pathways in all risers.
- System to be installed per the design and any changes may result in additional material and labor costs to be paid for by the customer.
- Delays beyond the control of ANCOM and their installers will result in additional costs to be paid for by the customer.
- This quote does not include any battery backup system. If desired, ANCOM can provide battery backup for an additional cost.
- Materials are ordered upon receipt of a purchase order for the full project cost, as well as 50% down payment.
- Project construction will be scheduled only after all materials have been received by ANCOM.
- All vertical cable pathways and exterior penetrations will be verified prior to installation.
- ANCOM requires all customers sign a waiver prior to activation of any GPS re-transmission equipment.

KonectaGPS, LLC
 8401 73rd Avenue North, Suite E21
 Minneapolis, MN 55428
 david.schlange@konectausa.com
 www.konectagps.com

Recommendation



ADDRESS
Mychal Fowlds City of Maplewood

SHIP TO
Mychal Fowlds City of Maplewood

RECOMMENDATION #	DATE	EXPIRATION DATE
2317	02/10/2021	10/03/2021

DESCRIPTION	QTY	RATE	AMOUNT
Rough Order of Magnitude			
GPS coverage for Apparatus Bay and Command Vehicles	1	11,076.80	11,076.80
Cellular coverage for entire building	1	13,455.00	13,455.00
800 MHz Public Safety System with Battery Back-Up	1	44,527.00	44,527.00
Turnkey Solution: System Design, Project Management, Complete Installation, and Certification of GPS & Cellular Coverage.	1	9,322.00	9,322.00
*Lift rental additional if needed			
*50 percent deposit required for turnkey installation			

By purchasing from KonectaGPS, you are agreeing to the terms of sale found here: http://konectagps.com/KonectaGPS_GPSS_Terms_and_Conditions.pdf

SUBTOTAL	78,380.80
SHIPPING	40.00
TOTAL	\$78,420.80

All individuals/entities operating GPS re-transmission technology are required to have an approved FCC License. When purchasing products from KonectaGPS, you and your company accept full responsibility and liability for obtaining the proper license.

Applying for FCC licensing is a service which KonectaGPS offers to customers. This service does not exclude customers and/or their companies from being liable for all information recorded on the license application and certificate. It is your responsibility to ensure all information is accurate and the license certificate is posted near your re-transmission device upon approval.

Accepted By

Accepted Date

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Michael Mondor, Fire and EMS Chief
Mychal Fowlds, IT Director

PRESENTER: Michael Mondor, Fire and EMS Chief
Mychal Fowlds, IT Director

AGENDA ITEM: Station Alerting Quotation for the North Fire Station Construction Project.

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

City Council will consider approving the station alerting quotation for the North Fire Station Construction Project.

Recommended Action:

Motion to approve the station alerting quotation from US Digital Designs for the North Fire Station Construction Project.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$102,792.83

 Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: Fire Facility Fund

Strategic Plan Relevance:

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

The Maplewood Fire Department is dispatched by the Ramsey County Emergency Communications Center. The Ramsey County Emergency Communications Center utilizes US Digital Designs as the countywide station alerting system. The North Fire Station will require increased station alerting equipment in order to continue to alert firefighters of emergency incidents utilizing this technology.

Background

The North Fire Station is currently under construction and it is anticipated that the department will occupy the new station in June 2022. The department currently utilizes Station Alerting as its primary notification method for emergency incidents, added and updated equipment is needed to ensure that the new station is equipped with modern station alerting technology.

Benefits of the station alerting system include;

- Compliance. Helps stations reduce response times, helping meet response time recommendations.

- Safety and redundancy. Reduces the chance of missing emergency calls during grid or power failures, thanks to multiple pathway options and a backup power supply.
- Communication. Keeps personnel advised of ongoing incidents via station alerting smartphone app, SMS text, pager and email alerts.
- Value. Reduces customer maintenance and management costs by integrating a reliable, proven system.

There is no ability to solicit multiple bids for this work scope as there is only one vendor who provides equipment compatible with the existing county system. The City of Maplewood Financial Management Policies allow sole source purchases under certain circumstances;

1. The actual product or service needed is the only one that will meet the department's need or requirement, and it can only be purchased from one source (manufacturer or distributor).
2. The product or service must match or be compatible with current equipment or services.

This purchase meets two of the sole source circumstances as detailed in the financial management policies.

Attachments

1. Station Alerting Quotation

US DIGITAL DESIGNS

Tempe, Arizona USA

Phoenix G2 - Automated Fire Station Alerting

Quotation to:

Maplewood, MN

Maplewood Fire Department

Project:

G2 Fire Station Alerting System

One (1) Station System

Proposal number:

MFM006

Revision #

3

Quote Date:

01-Dec-2021

Quote Expires:

1-Mar-2022

INSTALLATION BY:

Installation Not Assumed
or Included by USDD

By:

James Amos

Project Manager

US Digital Designs, Inc.

1835 E Sixth St #27

Tempe, AZ 85281

602-687-1748 direct

480-290-7892 fax

jamos@usdd.com

[This Proposal is subject to corrections due to Errors or Omissions]

US DIGITAL DESIGNS**QUOTE**

1835 E. Sixth St. Suite #27
 Tempe, Arizona 85281
 877-551-8733 tel 480-290-7892 fax

DATE: 12/1/2021
 Expires: 3/1/2022

Quote SUBMITTED TO:
 Maplewood, MN
 Maplewood Fire Department

REF PROPOSAL**MFM006 v3****STATION-LEVEL****STATION 01**

Based from USDD G2 Fire Station Alerting System Design Drawing #USDD.MN MPWD.FS01.FSA.2021.02.10.pdf

STATION SYSTEM LICENSES								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SL1	Ea	USDD	1	G2 VOICEALERT - Single Station License.	VA	\$ 1,030.00	\$ 927.00	\$ 927.00
SL2	Ea/Yr	USDD	24	G2 MOBILE FSAS APP - Single Device License. Up to 24 Licenses-Per-ATX are offered at \$0.00 cost each as long as system is currently under warranty or elected recurring annual support coverage. See 'Mobile' Section for more detail.	G2-APP-DLI	\$ 108.00	\$ 97.20	N/A - Included

STATION SYSTEM CONTROLLER								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SC1	Kit	USDD	1	G2 ATX STATION CONTROLLER - Power/Signal/Control up to 8 peripheral Remote Options. 4 Unique Amps/Zones available.	ATX	\$ 21,750.00	\$ 19,575.00	\$ 19,575.00
SC2	Kit	USDD	2	G2 EXPANSION KIT - Allows ability to Power/Signal/Control up to 12 more peripheral Remote options per EXP.	EXP	\$ 7,325.00	\$ 6,592.50	\$ 13,185.00
SC3	Kit	USDD	3	Rack Mount Ears for ATX or EXP	ATX-E	\$ 54.00	\$ 48.60	\$ 145.80
SC4	Kit	USDD	0	Base Plate for ATX or EXP	ATX-P	\$ 54.00	\$ 48.60	\$ -
SC5	Ea	TBD	0	ATX UPS, Standard	UPS-STD	\$ 923.00	\$ 830.70	\$ -
SC6	Ea	TBD	0	Shelf/Bracket, Wall-Mount for UPS	UPS-WMB	\$ 57.00	\$ 51.30	\$ -

STATION SYSTEM PERIPHERAL COMPONENTS								
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT
SP1a	Ea	TBD	1	Audio Amplifier, External, Standard	AMP	\$ 987.00	\$ 888.30	\$ 888.30
SP1b	Ea	TBD	1	Shelf, Under Table or Wall Mount, for 1U 1/2 Rack	AMP-S	\$ 66.00	\$ 59.40	\$ 59.40
SP2	Ea	USDD	2	G2 COLOR INDICATOR REMOTE Module - Up to 8 unique colors	CIR	\$ 725.00	\$ 652.50	\$ 1,305.00
SP3a	Ea	USDD	1	G2 HDTV REMOTE Module (TV & Electrical Outlet by Others; C.E.C. control subject to TV ability)	TVR	\$ 975.00	\$ 877.50	\$ 877.50
SP3b	Ea	TBD	0	Flat Panel Monitor / Smart HDTV 40-43" (Electrical Outlet/Provision By Others; C.E.C. control subject to TV ability)	FP-43	\$ 1,377.57	\$ 1,239.81	\$ -
SP3c	Ea	TBD	0	Flat Panel / TV Mount- Universal 23"-46" Tilt	FPM-U	\$ 107.86	\$ 97.07	\$ -
SP4	Ea	USDD	0	G2 I/O REMOTE Module w/ 8 In & 8 Out	IOR	\$ 1,275.00	\$ 1,147.50	\$ -
SP5	Ea	USDD	2	Push Button, Standard (Black)	PB-B	\$ 110.00	\$ 99.00	\$ 198.00
SP6	Ea	USDD	2	Push Button, Emergency (Red)	PB-R	\$ 110.00	\$ 99.00	\$ 198.00
SP7	Ea	USDD	3	G2 MESSAGE REMOTE 2 Module (2017 Version 2)	MR2	\$ 1,275.00	\$ 1,147.50	\$ 3,442.50
SP9a	Ea	USDD	4	G2 MESSAGE SIGN (Digital LED) MINI GammaSign / 12" Active Screen Width / Turn Out Timing ONLY	MS-G-M	\$ 915.00	\$ 823.50	\$ 3,294.00

SP9b	Ea	USDD	8	G2 MESSAGE SIGN (Digital LED) STANDARD GammaSign / 24" Active Screen Width	MS-G-S	\$ 1,050.00	\$ 945.00	\$ 7,560.00	
SP9c	Ea	USDD	0	G2 MESSAGE SIGN (Digital LED) EXTENDED GammaSign / 36" Active Screen Width	MS-G-E	\$ 1,575.00	\$ 1,417.50	\$ -	
SP9d	Ea	USDD	0	MS-G Adapter Plate, SINGLE. VESA 100, joins (1) MS-G-S (or-E) to any standard mount with VESA 100 hole patterns (mount not included)	MS-AP-S	\$ 38.00	\$ 34.20	\$ -	
SP9e	Ea	USDD	4	MS-G Adapter Plate, DOUBLE, VESA 100, joins (2) MS-G-S (or-E) to any standard mount with VESA 100 hole patterns (mount not included)	MS-AP-D	\$ 49.00	\$ 44.10	\$ 176.40	
SP9f	Ea	USDD	0	MS-G Hanger Kit. Hangs single or double (back-to-back) Message Signs (Gamma Version) from Ceiling. Includes both suspended ceiling T-Bar Scissor Clips and Hard-Pan Flange Mounts.	MS-HK	\$ 73.00	\$ 65.70	\$ -	
SP11	Ea	TBD	4	MS Mount - Articulating, Long reach	MS-MNT-ART-L	\$ 287.00	\$ 258.30	\$ 1,033.20	
SP12a	Ea	USDD	13	G2 ROOM REMOTE 2 Module / 2017 version 2	RR2	\$ 2,025.00	\$ 1,822.50	\$ 23,692.50	
SP12c	Ea	USDD	0	RR2 Adapter Plate, for Retrofit in RR1 Wall Cavity	RR2-AP	\$ 46.00	\$ 41.40	\$ -	
SP12d	Ea	USDD	0	RR2 Surface Mount Box, for SURFACE MOUNT (hard wall) installation. Three (3) 3/4" conduit knock-outs.	RR2-SMB	\$ 175.00	\$ 157.50	\$ -	
SP15	Ea	USDD	41	G2 SPEAKER - LED Illuminated - FLUSH Mount, 70v	SPK-LED-FM	\$ 325.00	\$ 292.50	\$ 11,992.50	
SP16	Ea	USDD	0	G2 SPEAKER - LED Illuminated - SURFACE Mount (Metal Box), 70v	SPK-LED-SM	\$ 325.00	\$ 292.50	\$ -	
SP17a	Ea	USDD	2	G2 SPEAKER - OmniAlertStrobe - Omnidirectional Alerting Speaker, optimized for high Vocal Intelligibility in large open indoor areas and with High-Intensity LED Strobe Light Arrays - includes Cable Hanging Kit (typically requires MR2 for power/signal/control)	SPK-OAS	\$ 815.00	\$ 733.50	\$ 1,467.00	
SP17b	Ea	USDD	0	SPK-OAS/OmniStrobe Mounting Bracket / BEAM FLANGE CLIP- for mounting directly onto an exposed (1/8-14") I-Beam	SPK-OAS-BFC	\$ 13.00	\$ 11.70	\$ -	
SP17c	Ea	USDD	0	SPK-OAS/OmniStrobe Mounting Bracket /DROP CEILING BRACKET- for mounting directly to T-Bar in Suspended Ceiling	SPK-OAS-DCB	\$ 48.00	\$ 43.20	\$ -	
SP17d	Ea	USDD	0	SPK-OAS/OmniStrobe Mounting Bracket / SURFACE MOUNT - for mounting directly to hard ceiling	SPK-OAS-SMB	\$ 42.00	\$ 37.80	\$ -	
SP18a	Ea	USDD	13	SPEAKER - STANDARD, FLUSH Mount, 70v	SPK-STD-FM	\$ 85.00	\$ 76.50	\$ 994.50	
SP18b	Ea	USDD	0	SPEAKER - STANDARD, SURFACE Mount (Metal Box), 70v	SPK-STD-SM	\$ 85.00	\$ 76.50	\$ -	
SP19	Ea	USDD	9	SPEAKER - APP BAY/OUTDOOR - Weatherized, Surface Mount, 70v	SPK-W-SM	\$ 310.00	\$ 279.00	\$ 2,511.00	
SP21	Ea	USDD	6	G2 Strobe Light / Red LED	STR	\$ 550.00	\$ 495.00	\$ 2,970.00	
SP20	Ea	USDD	1	Transformer, 8ohm to 70V, External	XFMR	\$ 53.00	\$ 47.70	\$ 47.70	
SP22	Ea	USDD	0	VIDEO DOOR STATION - Doorbell & Camera that ties into G2 FSAS (HDTV Remote) - Includes Power Injector	VDS	\$ 1,700.00	\$ 1,530.00	\$ -	

STATION SYSTEM SERVICES									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SS1	Ea	USDD	0	Station Installation Installation not assumed or included by USDD.	ST-INST	\$ -	\$ -	\$ -	
SS2	Ea	USDD	0	Station Remediation (Removal and Disposal of Legacy Equipment Not currently Assumed or Included, nor is any related Remediation to Paint, Drywall, etc.)	ST-INST	\$ -	\$ -	\$ -	
SS3	Ea	USDD	1	Station Configuration & Start-Up	ST-SU	\$ 2,359.87	\$ 2,123.89	\$ 2,123.89	
SS4	Ea	USDD	1	Station Project Management	ST-PM	\$ 1,179.94	\$ 1,061.94	\$ 1,061.94	
SS5	Ea	USDD	1	Station Engineering / Design Services	ST-ES	\$ 429.07	\$ 386.16	\$ 386.16	
SS6	Ea	USDD	1	Station Documentation	ST-DM	\$ 76.16	\$ 68.54	\$ 68.54	
SS7a	Ea	USDD	0	Station Training - Configuration and Equipment. On-Site @ Station. 4 Hours, 1 Visit. (for Technical Services Staff)	TRA-UT-O	\$ 4,025.00	\$ 3,622.50	\$ -	
SS7b	Ea	USDD	0	Station Training - User/Technician / Remote Refresh (2 Hours)	TRA-UT-R	\$ 600.00	\$ 540.00	\$ -	
SS8a	Ea	USDD	0	Training - Installation Contractor - On-Site / USDD G2 Certification / 8 Hours (TBD - only needed if required to use non-certified contractor)	TRA-IC-O	\$ 5,325.00	\$ 4,792.50	\$ -	
SS8b	Ea	USDD	0	Training - Installation Contractor - At Arizona Training Center / USDD G2 Certification / 8 Hours (TBD - only needed if required to use non-certified contractor)	TRA-IC-AZ	\$ 2,725.00	\$ 2,452.50	\$ -	
SS9	Ea	USDD	0	Miscellaneous/TBD	MISC	\$ -	\$ -	\$ -	

STATION SYSTEM WARRANTY & OPTIONAL RECURRING ANNUAL SUPPORT									
Item	Unit	Mfr	Qty	Description	Part No.	US List Unit	QUOTE UNIT	QUOTE EXT	
SW1	YR	USDD	1.0	[STANDARD] 1st YEAR WARRANTY & SUPPORT FOR THIS STATION SYSTEM (or component): Telephone / Remote Access Support (8:00 AM - 5:00 PM MST) PLEASE NOTE: An additional 6 months (for total of 18 months/1.5 years) of initial warranty has been offered by USDD for no additional cost so all stations can be installed and enjoy same warranty/support start/stop dates)	RS-1YR-STD	\$ 9,654.03	\$ 8,688.63	\$ 8,688.63	8688.627 but No Charge For Initial Warranty Period / Not Included in Subtotals
SW2	YR	USDD	0.0	[STANDARD] EACH ADDITIONAL YEAR (12-Months) WARRANTY & SUPPORT FOR THIS STATION SYSTEM (or Component): Telephone / Remote Access Support (8:00 AM - 5:00 PM MST) IF QUANTITY '0' THEN NO ADDITIONAL SUPPORT IS ASSUMED OR AUTHORIZED BEYOND INITIAL WARRANTY PERIOD	RS-AYR-STD	\$ 9,654.03	\$ 8,688.63	\$ -	

STATION 01	System:	\$ 100,180.83
	Shipping:	\$ 2,612.00
	Warranty & Support:	\$ -
	Miscellaneous (if applicable):	\$ -
	STATION SUBTOTAL:	\$ 102,792.83

This quote does not include or assume any amounts for sales or use tax. Customer needs to contact its procurement department to determine if sales or use tax is payable, and if so, to make the determination of the amount to be paid. Per our contracts, Customer is responsible for the payment of any sales or use taxes owed from any purchase from USDD.

Warranty & Support Notes:

Customer must elect to choose any coverage they require beyond initial warranty period, or USDD will not be authorized to provide any service or support. Mobile Smart Phone Alerting App and Mapping Services only available to customer while under warranty or elected recurring annual support. Support Agreements subject to change if system design is modified. For additional details, please review current USDD Warranty Statement and Service Agreement. USDD cannot warrant nor support any system configuration that deviates from this specific proposal's documented station system design file number. USDD cannot warrant nor support any system not using USDD-approved UPS Battery Backup. USDD cannot warrant nor support any system not installed by G2 Trained & Certified Installation technician (installer). If customer intends to tie this system into any 3rd-party system or devices, USDD will be unable to warrant or support the system until we've had a chance to review documented engineering assumptions and approve system integrity, performance and reliability expectations.

For FSaaS Program: The cost of service and support beyond initial warranty period is included in the FSaaS Program for a total of 5 years. The service and support includes Mobile Smart Phone Alerting App and Mapping Services. Please see the FSaaS Subscription Agreement for more information concerning the service and support provided by USDD. USDD cannot warrant nor support any system not using USDD-approved UPS Battery Backup. USDD cannot warrant nor support any system not installed by G2 Trained & Certified Installation technician (installer). If customer intends to tie this system into any 3rd-party system or devices, USDD will be unable to warrant or support the system until we've had a chance to review documented engineering assumptions and approve system integrity, performance and reliability expectations.

Station System Installation Notes:

- 01 - Unless specifically detailed in this proposal, no installation by USDD or it's subcontractors is assumed or provided.
- 02 - Because these are mission-critical systems, USDD can only warrant and support systems installed by G2 Trained and Certified Contractors.
- 03 - USDD can source, qualify, train and certify Local Licensed Regional Subcontractors where needed.
- 04 - Installation warranted by installation contractor - G2 FSAS warranted, serviced and supported by USDD.
- 05 - Unless specifically detailed in this proposal, installation to be performed during normal working hours.
- 06 - Unless specifically detailed in this proposal, no permit fees or material charges have been included.
- 07 - Unless specifically detailed in this proposal, no removal or remediation has been assumed or included.
- 08 - Unless specifically detailed in this proposal, no bonds of any type (performance, bid) have been assumed, included or budgeted for in this proposal.
- 09 - USDD FSAS Equipment to be made available by owner to Installation Contractor prior to on-site arrival.
- 10 - Structural backing for system devices and other millwork (not specifically detailed) by others.
- 11 - If applicable, Gas Control Shutoff Valve Addendum (to USDD and installation contractor) must be signed prior to installation.
- 12 - All electrical power, including (but not limited to) raceway, conduit, backboxes, service panels, high-voltage wiring and fixtures by others.
- 13 - All communications pathway infrastructure (network, radio, etc.) by others unless specifically detailed in this proposal.
- 14 - USDD cannot warrant nor support any owner-furnished (3rd-Party) system or component we are required to integrate with. USDD cannot warrant nor support any system or component it has not proofed engineering for and has not specifically authorized for use within public safety environments.
- 15 - Any misuse, unauthorized modification, improper installation, excessive shock, attempted repair, accident, or improper or negligent use, storage, transportation, or handling by any party other than USDD shall render this limited warranty null, void and of no further effect

US DIGITAL DESIGNS

QUOTE

1835 E. Sixth St. Suite #27
 Tempe, Arizona 85281

877-551-8733 tel 480-290-7892 fax

DATE: 12/01/21
 Expires: 3/1/22

Quote SUBMITTED TO:
Maplewood, MN
Maplewood Fire Department

REF PROPOSAL
MFM006 v3

Section Totals

SECTION TOTALS	
[UNLESS OTHERWISE NOTED, ALL PRICES ARE \$US]	
STATION-LEVEL SUBTOTAL	\$ 102,792.83
Includes: STATION 01 SYSTEM:	\$ 102,792.83
STATION 01 WARRANTY & SUPPORT:	\$ -
STATION 01 MISC.:	\$ -
Notes: One (1) Station System currently included in this proposal; Installation not assumed or included by USDD.	
US Digital Designs System Total	\$ 102,792.83

This quote does not include or assume any amounts for **sales or use tax**. Customer needs to contact its procurement department to determine if sales or use tax is payable, and if so, to make the determination of the amount to be paid. Per our contracts, Customer is responsible for the payment of any sales or use taxes owed from any purchase from USDD.

(TBD By Customer) Customer must elect to choose any coverage they require beyond initial warranty period, or USDD will not be authorized to provide any service or support. Mobile Smart Phone Alerting App and Mapping Services only available to customer while under warranty or elected recurring annual support. Support Agreements subject to change if system design is modified. For additional details, please review current USDD Warranty Statement and Service Agreement

STANDARD TERMS AND CONDITIONS OF SALE

(Contract Sales)

1. **REMITTANCES** All invoices shall be due and payable upon receipt in United States currency, free of exchange, or any other charges, or as otherwise agreed in writing by US Digital Designs, Inc. (hereinafter called "USDD").
2. **PROPOSALS** This proposal expires 30 days after its date. Prices are subject to correction for error.
3. **PROGRESS PAYMENTS** USDD reserves the right to invoice Customer monthly for all materials delivered. Invoices are due NET 30 upon receipt by Customer. If the Customer becomes overdue in any progress payment, USDD shall be entitled to suspend further shipments, shall be entitled to interest at the annual rate of 18%, and also to avail itself of any other legal remedies. Customer agrees that it will pay and/or reimburse USDD for any and all reasonable attorneys' fees and costs which are incurred by USDD in the collection of amounts due and payable hereunder.
4. **CANCELLATION AND SUSPENSION** Any order resulting from this proposal is subject to cancellation or instructions to suspend work by the Customer only upon agreement to pay USDD for all work in progress and all inventoried or ordered project parts and materials, and all other costs incurred by USDD related to the contract.
5. **TAXES** All taxes of any kind levied by any federal, state, municipal or other governmental authority, which tax USDD is required to collect or pay with respect to the production, sale, or delivery of products sold to Customer shall be the responsibility of Customer. Customer agrees to pay all such taxes and further agrees to reimburse USDD for any such payments made by USDD.
6. **LOSS, DAMAGE OR DELAY** USDD shall not be liable for any loss, damage, or delay occasioned by any causes beyond USDD's control, including, but not limited to, governmental actions or orders, embargoes, strikes, differences with workmen, fires, floods, accidents, or transportation delays. **IN NO EVENT SHALL USDD BE LIABLE FOR ANY CONSEQUENTIAL OR SPECIAL DAMAGES.**
7. **WARRANTY:** USDD warrants and guarantees its products for 12 months from the day of shipment to Customer (the "Warranty Period"), subject to the terms and limitations set forth herein. The Customer's rights and remedies with respect to a product found to be defective in material or workmanship shall be limited exclusively to the rights and remedies set forth herein. Any misuse, unauthorized modification, improper installation, excessive shock, attempted repair, accident, or improper or negligent use, storage, transportation, or handling by any party other than USDD shall render this warranty null, void and of no further effect. USDD cannot warrant nor support any system or component it has not proofed engineering for and has not specifically authorized for use within public safety environments.

7.1 PRODUCT DEFECTS. If a product is defective and a valid claim is made within the Warranty Period, at its option, USDD will either (1) repair the defective product at no charge, using new parts or parts equivalent to new in performance and reliability or (2) exchange the product with a product that is new or equivalent to new in performance and reliability and is at least functionally equivalent to the original product. Any replacement product or part, including a user-installable part that has been installed in accordance with instructions provided by USDD, shall remain under warranty during the Warranty Period or for 90 days from the date of repair, whichever is later. When a product or part is exchanged, any replacement item becomes the Customer's property and the replaced item becomes the property of USDD. Customer shall be responsible for and bear all risks and costs of shipping any products to USDD for repair. USDD shall be responsible for and bear all risks and costs of returning any product to Customer after repair or replacement. Replacement products will be returned to Customer configured as it was when the product was originally purchased, subject to applicable updates.

7.2 CLAIMS. Prior to making a Warranty claim, Customer is encouraged to review USDD's online help resources. Thereafter, to make a valid claim hereunder, Customer must contact USDD technical support and describe the problem or defect with specificity. The first such contact must occur during the Warranty Period. USDD's technical support contact information can be found on USDD's web site at <http://stationalerting.com/home/about-usdd/contact-usdd/>. Customer must use its best efforts to assist in diagnosing defects, follow USDD's technical instructions, and fully cooperate in the diagnostic process. Failure to do so shall relieve USDD of any further obligation hereunder.

7.3 EXCLUSIONS AND LIMITATIONS. USDD does not warrant that the operation of its product or any related peripherals will be uninterrupted or error-free. USDD is not responsible for damage arising from Customer's failure to follow instructions relating to the product's use. This Warranty does not apply to any Hardware or Software (as defined below) not used for its intended purpose. This Warranty does not apply to monitors or televisions manufactured by third parties. Repair or replacement of such components shall be subject exclusively to the manufacturer's warranty, if any. Recovery and reinstallation of Hardware and user data (including passwords) are not covered under this Warranty. This Warranty does not apply: (a) to consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship; (b) to cosmetic damage, including but not limited to scratches, dents and broken plastic on ports; (c) to damage caused by use with non-USDD products; (d) to damage caused by accident, abuse, misuse, flood, lightning, fire, earthquake or other external causes; (e) to damage caused by operating the product outside the permitted or intended uses described by USDD; (f) to damage or failure caused by installation or service (including upgrades and expansions) performed by anyone who is not a representative of USDD or a USDD authorized installer or service provider; (g) to a product or part that has been modified to alter functionality or capability without the written permission of USDD; or (h) if any serial number has been removed or defaced.

TO THE EXTENT PERMITTED BY LAW, THIS WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, REMEDIES AND CONDITIONS, WHETHER ORAL OR WRITTEN, STATUTORY, EXPRESS OR IMPLIED. AS PERMITTED BY APPLICABLE LAW, USDD SPECIFICALLY DISCLAIMS ANY AND ALL STATUTORY OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES AGAINST HIDDEN OR LATENT DEFECTS. If USDD cannot lawfully disclaim statutory or implied warranties then to the extent permitted by law, all such warranties shall be limited in duration to the duration of this express Warranty and to repair or replacement service as determined by USDD in its sole discretion. No reseller, agent, or employee is authorized to make any modification, extension, or addition to this Warranty. If any term is held to be illegal or unenforceable, the legality or enforceability of the remaining terms shall not be affected or impaired.

EXCEPT AS PROVIDED IN THIS WARRANTY AND TO THE EXTENT PERMITTED BY LAW, USDD IS NOT RESPONSIBLE FOR DIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY, INCLUDING BUT NOT LIMITED TO LOSS OF USE; LOSS OF REVENUE; LOSS OF THE USE OF MONEY; LOSS OF ANTICIPATED SAVINGS; LOSS OF GOODWILL; LOSS OF REPUTATION; and LOSS OF, DAMAGE TO OR CORRUPTION OF DATA. USDD IS NOT RESPONSIBLE FOR ANY INDIRECT LOSS OR DAMAGE HOWSOEVER CAUSED INCLUDING THE REPLACEMENT OF EQUIPMENT AND PROPERTY, ANY COSTS OF RECOVERING PROGRAMMING OR REPRODUCING ANY PROGRAM OR DATA STORED OR USED WITH USDD PRODUCTS, AND ANY FAILURE TO MAINTAIN THE CONFIDENTIALITY OF DATA STORED ON THE PRODUCT. USDD disclaims any representation that it will be able to repair any product under this Warranty or make a product exchange without risk to or loss of the programs or data stored thereon.

8. **SERVICE AGREEMENT.** The Product being purchased hereunder is not subject to any post warranty service agreement or maintenance program unless specifically contracted for between USDD and Customer. USDD offers a comprehensive post warranty Service Agreement at additional cost. Customer should contact USDD regarding its Service Agreement and costs associated therewith.
9. **INTELLECTUAL PROPERTY:** Customer hereby agrees and acknowledges that USDD owns all rights, title, and interest in and to the Intellectual Property (as defined below). Customer agrees to not remove, obscure, or alter USDD's or any third party's copyright notice, trademarks, or other proprietary rights notices affixed to or contained within or accessed in conjunction with or through USDD's Product (as defined below). Nothing herein shall be deemed to give, transfer, or convey to Customer any rights in the Intellectual Property other than the License, as set forth below.
 - 9.1 **LICENSE:** At all times that Customer is in compliance with the terms of this Agreement and all other agreements between the parties, Customer shall have a non-exclusive, non-transferable, fully paid license to use the Software, but only in conjunction with the Hardware provided by USDD and only in conjunction with Customer's fire station alerting system pursuant to the terms of this Agreement.
 - 9.2 **DEFINITIONS:** For purposes of this Section the following terms shall have the following definitions:
 - 9.2.1 "Intellectual Property" means any and all rights of USDD related to USDD's Product existing from time to time under patent law, copyright law, trade secret law, trademark law, unfair competition law, and any and all other proprietary rights, and any and all derivative works, work product, applications, renewals, extensions and restorations thereof, now or hereafter in force and effect worldwide;
 - 9.2.2 "USDD's Product" means any and all Hardware and Software provided to Customer by USDD under this Agreement or any other contract, purchase order, or arrangement;
 - 9.2.3 "Hardware" means a physically tangible electro-mechanical system or sub-system and associated documentation but specifically excludes any televisions or monitors manufactured by a third party; and
 - 9.2.4 "Software" means software programs, including embedded software, firmware, executable code, linkable object code, and source code, including any updates, modifications, revisions, copies, documentation and design data that are licensed under this Agreement.
10. **Remote Access to System.**
 - a. USDD requires remote network access to the System, including access to Customer's Communications Gateways, Station Controllers, and other USDD-supplied equipment through Secure Shell (SSH) to perform implementation and support tasks under this contract. To enable this the Customer will provide USDD support personnel VPN or similar remote network access to the System for USDD support personnel ("Customer Support") to effectively troubleshoot critical or complex problems and to expedite resolution of such issues. Remote network access is also used to install core System software upgrades and customized software. USDD will only access Customer's System with the knowledge and consent of Customer.
 - b. Alternative to Network Access. If the Customer elects not to provide remote network access to the System, then USDD may not be able to perform some support functions. Customers that elect not to routinely provide network access may temporarily reinstate this access to allow USDD to perform the above services. The following services will not be performed without this access:
 - System software upgrades
 - System software customization
 - Network troubleshooting assistance including packet capture and network monitoring on USDD devices
 - Detailed log analysis
 - Bulk updates to System database tables
 - Troubleshooting that requires low-level system access or large file transfer
 - c. Timely Access. Customers must ensure that remote access is available prior to notifying USDD of a support request. In the event that the Customer is unable to provide remote access, USDD will not be required to provide support outside those tasks that do not require remote access, and any corresponding resolution response times will not apply.
 - d. Physical Security Tokens. USDD has multiple software engineers that provide after-hours support and these engineers do not typically take security tokens from the USDD office. If the customer requires the use of physical security tokens this may delay after hours service.

11. **GOVERNING LAW** Any contract resulting from this proposal shall be governed by, construed, and enforced in accordance with the laws of the State of Arizona.
12. **ACCEPTANCE OF TERMS** This proposal shall become a binding contract between the Customer and USDD when accepted in writing by the Customer. Without limiting the foregoing, issuance by Customer of a purchase order to USDD for any of the goods or services herein described shall constitute acceptance. Any such acceptance shall be with the mutual understanding that the terms and conditions of this proposal are a part thereof with the same effect as though signed by both parties named herein and shall prevail over any inconsistent provision of said order. No waiver, alteration, or modification of these terms and conditions shall be binding unless in writing and signed by an authorized representative of USDD.
13. **SHIPPING/DELIVERY:** Unless specifically detailed as otherwise in this proposal, all shipping and delivery costs (even those detailed per-system) relate to single combined shipment to a single point of delivery. If requested otherwise then costs and terms subject to change.
14. **CREDIT CARDS:** All USDD quotes are developed for the customer with the understanding the eventual purchase would be facilitated using standard Purchase Order and Invoice process. If customer would rather use a Credit Card for purchase then said order would be subject to a 4% credit card processing charge.
15. USDD cannot warrant nor support any system configuration that deviates from this specific proposal's documented station system design file number. USDD cannot warrant nor support any system not using USDD-approved UPS Battery Backup. USDD cannot warrant nor support any system not installed by G2 Trained & Certified Installation technician (installer). If customer intends to tie this system into any 3rd-party system or devices, USDD will be unable to warrant or support the system until we've had a chance to review documented engineering assumptions and approve system integrity, performance and reliability expectations.
16. **THIS QUOTE SUBJECT TO REVIEW FOR ERRORS AND OMISSIONS.**

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 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 Skid Steer Track Machine

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 skid steer track machine. City Council approval is needed to move forward with this purchase.

Recommended Action:

Motion to approve the purchase of a skid steer track machine and direct the Mayor and City Manager to enter into a contract with Tri-State Bobcat for the purchase under MN State Contract #T-631(5) in the amount of \$61,523.47.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$61,523.47. (prior to trade in value of old unit)

Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: The proposed 2022-2026 CIP identifies \$55,000.00 for the replacement of the old unit. The cost for the purchase less the trade in value of the old unit (\$30,000.00) is \$31,523.47. This high trade value is due to the shortage in supply of new machines of this type. This is \$23,476.53 less than the identified CIP amount. The savings will remain in the fleet fund for future purchases. 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 skid steer will increase work efficiencies and better serve the current and future needs of our public works operations.

Background

Unit 706, a 2014 T650 skid steer, is due for replacement. This piece of equipment is utilized year round in all three divisions of Public Works. This vital piece of equipment is used for multiple jobs including loading trucks, excavation projects, warehouse forklifting, and snow removal. The old unit will be taken on trade.

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 15.56, this piece of equipment is recommended for replacement.

Staff is requesting the skid steer be ordered by December 31, 2021 in order to take delivery of the machine in early 2022, to avoid delays due to supply chain issues, and to avoid a significant price increase anticipated to take place after the first of year. At the end of the year the MN State Contract ends for this piece of equipment and it is anticipated that the new contract will see an increase of \$10,000 to \$12,000. The City will be invoiced for this purchase and take ownership in 2022. The following is a summary of the cost for the skid steer replacement under the MN State Contract:

1. Tri-State Bobcat Inc.

2022 T76 Skid Steer Track Machine	\$61,523.47
-----------------------------------	--------------------

Attachments

1. Quote/Specs from Tri-State Bobcat



Product Quotation

Quotation Number: 35937D036046
 Date: 2021-12-03 12:06:08

Ship to	Bobcat Dealer	Bill To
City of Maplewood 1830 E County Rd B Maplewood, MN 55109 Phone: (651) 249-2430 Fax: (651) 249-2459	Tri-State Bobcat, Inc, Little Canada, MN 71 MINNESOTA AVE LITTLE CANADA MN 55117 Phone: (651) 407-3727 Fax: (952) 894-5759	City of Maplewood 1830 E County Rd B Maplewood, MN 55109 Phone: (651) 249-2430 Fax: (651) 249-2459
	Contact: Nick Kentros Phone: 651-407-3727 Fax: 651-330-8953 Cellular: 651-587-7533 E Mail: nickk@tristatebobcat.com	

Description	Part No	Qty	Price Ea.	Total
T76 T4 Bobcat Compact Track Loader	M0371	1	\$47,156.20	\$47,156.20
P69 Performance Package	M0371-P06-P69	1	\$5,625.20	\$5,625.20
Power Bob-Tach	Dual Direction Bucket Positioning			
7-Pin Attachment Control	Automatic Ride Control			
High Flow	Reversing Fan			
Two-Speed				
C68 Comfort Package	M0371-P07-C68	1	\$5,236.05	\$5,236.05
"Enclosed Cab with HVAC	Heated Cloth Air Ride Suspension Seat			
Sound Reduction	Premium LED Lights			
	Rear View Camera"			
Touch Display with Radio & Bluetooth				
Wide Track	M0371-R09-C02	1	\$498.30	\$498.30
Engine Block Heater	7372533	1	\$150.00	\$150.00
Strobe Light Kit, Amber	7375339	1	\$300.00	\$300.00
80" Severe Duty Bucket	7326129	1	\$1,232.72	\$1,232.72
--- Bolt-On Cutting Edge, 80"	6718008	1	\$325.00	\$325.00
Description	Part No	Qty	Price Ea.	Total
UPGRADE TO CAMSO SKZ ZIG ZAG TRACKS		1	\$1,000.00	\$1,000.00

Total of Items Quoted	\$61,523.47
Trade-in 2014 BOBCAT T-650 S/N: ALJG11640	(\$30,000.00)
Quote Total - US dollars	\$31,523.47

Notes:
 Pricing per MN State Contract T-631 (5)

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance: _____ **Purchase Order:** _____

Authorized Signature: _____

Print: _____ **Sign:** _____ **Date:** _____

CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

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

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

Policy Issue:

State law requires the City to adopt a 2022 budget and certify a property tax levy for taxes payable in 2022 to Ramsey County by December 30, 2021. The City must hold a public hearing to obtain input on the budget and tax levy. The hearing is on December 13, 2021 at 7:00 PM. After the public hearing, the Council will consider adoption of the 2022 budget and tax levy and the 2022-2026 capital improvement plan. The amount of the proposed property tax levy is \$24,369,853, a 5% increase over the prior year's levy.

Recommended Action:

- a. Hold the public hearing.
- b. Motion to approve the resolution certifying property taxes payable in 2022.
- c. Motion to approve the resolution adopting the budget and financial policies for 2022, and the capital improvement plan for 2022-2026.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$24,369,853
 Financing source(s): Adopted Budget Budget Modification New Revenue Source
 Use of Reserves Other: Property taxes

Strategic Plan Relevance:

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

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

Background

The 2022 budget process started with a strategic planning session, followed by two Council budget workshops in August and adoption of a preliminary levy in September. The planning process also included a CIP workshop and a review of the CIP at the Planning Commission. Budget challenges include inflationary increases in employee wages and capital equipment, and an increase in debt service requirements. The full budget document was emailed to Council members and is on the City's website.

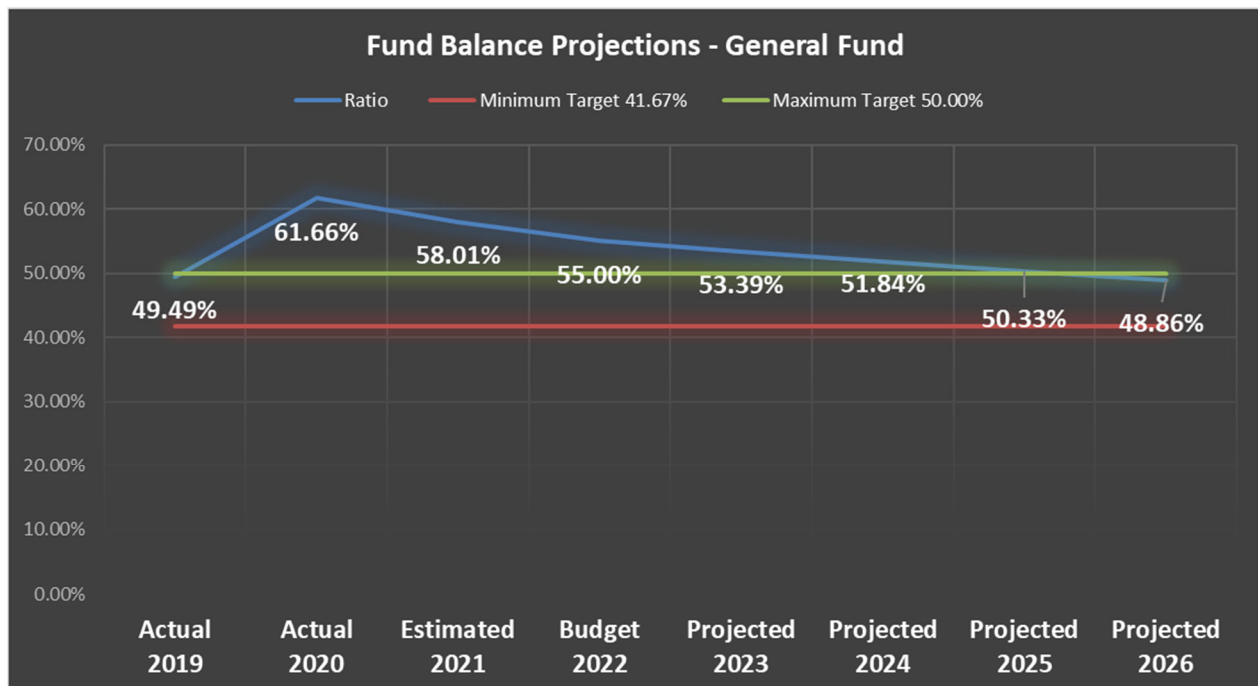
Proposed Tax Levy - the proposed 2022 property tax levy is itemized below:

Fund	Adopted 2021 Levy	Preliminary 2022 Levy	\$ Increase (Decrease)	% Increase (Decrease)
General Fund	\$ 17,324,330	\$ 18,185,680	\$ 861,350	5.0%
Debt Service Funds	4,909,890	5,011,931	102,041	2.1%
EDA Fund	100,000	100,000	-	0.0%
Capital Project Funds	883,080	1,072,242	189,162	21.4%
Total Levy	\$ 23,217,300	\$ 24,369,853	\$ 1,152,553	5.0%

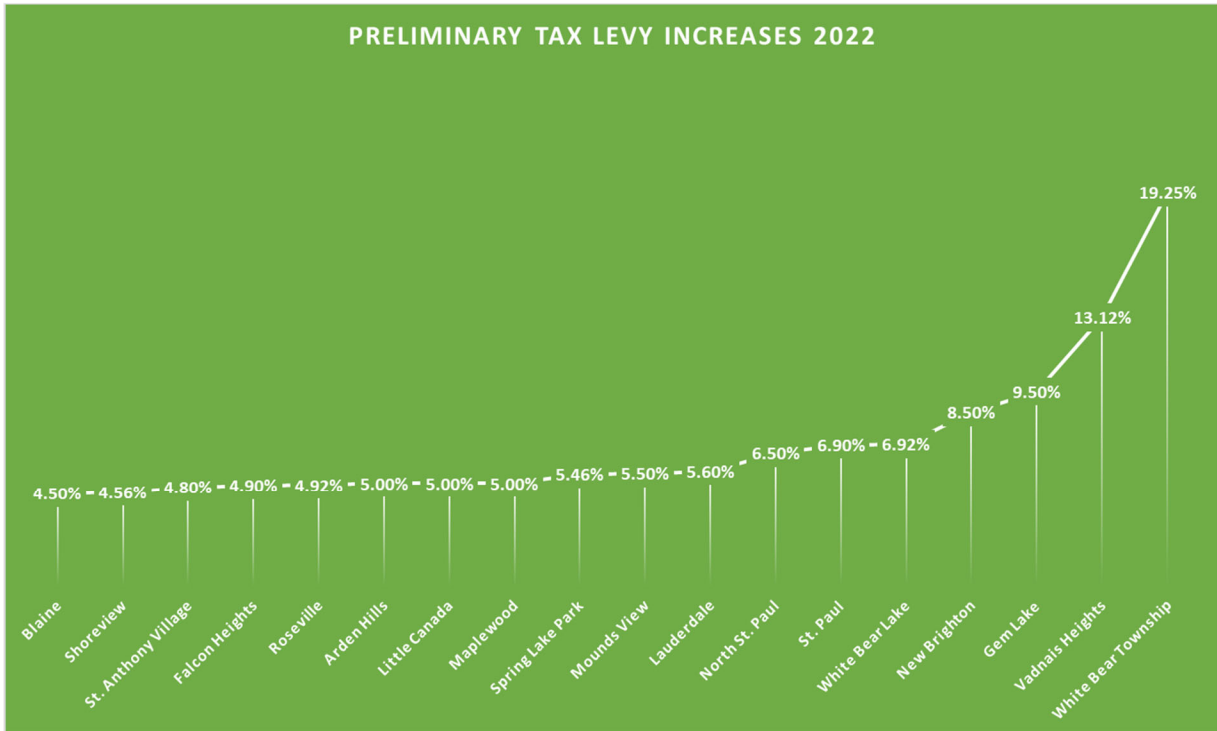
City Property Tax Impact on Residential Properties – the median value home in Maplewood will increase in value by 2.9% from \$260,700 to \$268,300 for taxes payable in 2022, resulting in a shift of tax burden to homeowners. City taxes will increase 7.3%, or \$76, on the median value home.

Market Value for Pay 2021	Market Value for Pay 2022	Taxable Market Value for Pay 2022	City Tax \$ Amount 2021	City Tax \$ Amount 2022	\$ Increase (Decrease)	% Increase (Decrease)
97,200	100,000	71,800	288	314	26	9.0%
145,800	150,000	126,300	511	553	42	8.2%
243,000	250,000	235,300	955	1,029	74	7.8%
260,700	268,300	255,200	1,036	1,112	76	7.3%
388,700	400,000	398,800	1,621	1,745	124	7.6%

Fund Balance - the impact of the proposed tax levy on the General Fund is shown below. The City’s policy is to maintain an unassigned fund balance of at least 41.67%, or five months, of expenditures. The proposed budget and tax levy for 2022 exceeds those requirements.



Comparable Levy Increases – proposed property tax levy increases in 2022 for various other cities are shown below. The average of the group sample is 7.0%.



Capital Improvement Plan - The Capital Improvement Plan (CIP) coordinates the planning, financing and timing of major equipment purchases and construction projects. Adopting the CIP does not commit the Council to the proposed projects. Each project requires Council approval before implementation. Adoption of the 2022 Budget creates an appropriation for equipment purchases and projects for that year. The remaining years included in the CIP are for planning purposes and are funded with the adoption of a budget for each subsequent year.

Total expenditures in the 2022-2026 CIP are \$66,708,421. Major projects for 2022 include:

1. Cope Avenue Street Improvements
2. McMenemy Street Improvements
3. Gervais Area Pavement
4. Ladder Truck Replacement

Financial Policies – a summary of revisions to the 2022 financial policies is as follows:

1. Debt policy – lower debt limit ceiling from \$1,450 to \$1,425 per capita.
2. Grant policy – update for new federal requirements.
3. Other minor housekeeping changes.

Attachments

1. Resolution Certifying Property Taxes Payable in 2022
2. Resolution Adopting the Budget and Financial Policies for 2022 and CIP for 2022-2026
3. 2022 General Fund Budget Summary
4. 2022 Financial Management Policies
5. Power Point Presentation

**RESOLUTION
CERTIFYING PROPERTY TAXES PAYABLE IN 2022**

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

The following amounts are levied for property taxes payable in 2022, upon the net tax capacity in the City of Maplewood, for the following purposes:

General Fund	\$18,185,680
Debt Service Funds	5,011,931
Capital Improvement Fund	210,000
Building Fund	225,000
Public Safety Equipment Fund	425,000
Community Center Fund	212,242
Maplewood Area EDA	100,000
TOTAL NET TAX CAPACITY LEVY	\$24,369,853

BE IT FURTHER RESOLVED that the scheduled debt service levies are adjusted for other revenue sources as follows for a total debt service levy of \$5,011,931.

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	Levy year 2021 PAYABLE 2022 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO IMP 2007B	5,090,000	15-Oct-07	\$ -	0.00	\$ -
GO IMP REFUNDING 2009A	4,680,000	1-Apr-09	0.00	0.00	0.00
GO IMP 2011A	10,000,000	1-Jun-11	0.00	0.00	0.00
GO 2012A	5,780,000	1-Jul-12	115,216.00	-60,596.00	54,620.00
GO 2013A refunding	6,180,000	1-Jun-13	446,368.13	-0.13	446,368.00
GO 2013B refunding	3,700,000	18-Dec-13	214,856.25	-0.25	214,856.00
GO 2014A	7,745,000	1-Aug-14	519,615.77	0.23	519,616.00
GO Imp 2015A refunding	3,790,000	1-Jan-15	343,665.00	0.00	343,665.00
GO 2015B	1,215,000	8-Jul-15	114,240.00	-67,620.00	46,620.00
GO 2015C refunding	7,990,000	8-Jul-15	439,373.04	-0.04	439,373.00
GO 2016A	3,765,000	8-Sep-16	170,233.84	0.16	170,234.00
GO 2016B refunding	5,775,000	8-Sep-16	563,592.50	-200,345.50	363,247.00
GO Imp Refunding 2017B	3,145,000	11-May-17	537,624.37	-0.37	537,624.00
GO 2017A	3,850,000	11-May-17	102,469.62	165,000.38	267,470.00
GO 2018A	6,940,000	14-Jun-18	287,476.00	171,000.00	458,476.00
GO 2019A	4,475,000	18-Jul-19	157,676.57	96,783.43	254,460.00
GO 2020A	5,480,000	4-Nov-20	415,593.63	-190,970.63	224,623.00
GO 2020B	6,200,000	1-Jul-20	347,422.97	0.03	347,423.00
GO CAPT IMPR 2021A	9,500,000	25-Jan-21	323,255.63	0.37	323,256.00
			\$5,098,679.32	-\$86,748.69	\$5,011,931.00

**RESOLUTION
ADOPTING THE BUDGET AND FINANCIAL POLICIES FOR 2022
AND THE CAPITAL IMPROVEMENT PLAN FOR 2022-2026**

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota that a budget for 2022 is hereby adopted as summarized below:

Revenues:

Fund	2021	2022	\$ Change	% Change
	Original Budget	Budget		
General	\$ 21,483,770	\$ 22,317,280	\$ 833,510	3.88%
Special Revenue	797,000	3,000,160	2,203,160	276.43%
Debt Service	7,390,110	7,145,581	(244,529)	-3.31%
Capital Projects	7,898,458	8,565,650	667,192	8.45%
Enterprise	13,939,525	14,685,625	746,100	5.35%
Internal Service	8,966,127	9,312,600	346,473	3.86%
TOTAL	\$ 60,474,990	\$ 65,026,896	\$ 4,551,906	7.53%

Expenditures:

Fund	2021	2022	\$ Change	% Change
	Original Budget	Budget		
General	\$ 22,673,770	\$ 23,632,280	\$ 958,510	4.23%
Special Revenue	866,940	2,985,720	2,118,780	244.40%
Debt Service	8,430,651	8,158,614	(272,037)	-3.23%
Capital Projects	18,886,160	16,157,440	(2,728,720)	-14.45%
Enterprise	11,512,448	12,684,290	1,171,842	10.18%
Internal Service	8,935,467	9,268,950	333,483	3.73%
TOTAL	\$ 71,305,436	\$ 72,887,294	\$ 1,581,858	2.22%

Other Financing Sources/Uses (Net):

Fund	2021	2022	\$ Change	% Change
	Original Budget	Budget		
General	\$ 1,290,000	\$ 1,355,000	\$ 65,000	5.04%
Special Revenue	(36,000)	(36,000)	-	0.00%
Debt Service	979,869	958,509	(21,360)	-2.18%
Capital Projects	10,853,960	6,057,056	(4,796,904)	-44.19%
Enterprise	(1,149,429)	(1,153,829)	(4,400)	0.38%
Internal Service	25,000	36,000	11,000	N/A
TOTAL	\$ 11,963,400	\$ 7,216,736	\$ (4,746,664)	-39.68%

BE IT FURTHER RESOLVED that the 2022-2026 Capital Improvement Plan, with projects totaling \$66,708,421, is hereby adopted.

BE IT FURTHER RESOLVED that the 2022 Financial Management Policies, as included in the budget document and attached below, will supersede all existing policies and are hereby adopted.

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

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

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

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



City of Maplewood

2022 General Fund Budget Summary

General Fund

Date of Adoption: December 13, 2021

General Fund (101)

	Actual 2020	Original Budget 2021	Estimated 2021	Proposed Budget 2022	Budget % Incr/(Decr)
Revenues:					
Property Taxes	\$ 17,347,522	\$ 17,324,330	\$ 17,150,000	\$ 18,185,680	4.97%
Other Taxes	-	-	-	-	0.00%
Special Assessments	464	-	-	-	0.00%
Licenses & Permits	1,914,037	1,316,000	1,316,000	1,357,000	3.12%
Intergovernmental	1,646,135	1,243,100	1,243,100	1,288,300	3.64%
Charges for Service	1,339,152	1,337,500	1,337,500	1,174,800	-12.16%
Fines & Forfeits	130,099	160,000	160,000	150,000	-6.25%
Interest	260,862	50,000	50,000	60,000	20.00%
Miscellaneous Revenue	72,984	52,840	52,840	101,500	92.09%
Total Revenues	22,711,255	21,483,770	21,309,440	22,317,280	3.88%
Expenditures:					
Current					
Community Development	1,415,921	1,550,630	1,550,630	1,579,250	1.85%
General Government	3,390,736	3,454,350	3,454,350	3,754,870	8.70%
Parks & Recreation	823,037	1,458,000	1,458,000	1,544,270	5.92%
Public Safety	12,447,881	12,836,600	12,500,000	13,253,720	3.25%
Public Works	4,133,386	3,374,190	3,374,190	3,500,170	3.73%
Total Current Expenditures	22,210,961	22,673,770	22,337,170	23,632,280	4.23%
Capital Outlay					
Public Safety	-	-	-	-	0.00%
Public Works	-	-	-	-	0.00%
Total Capital Outlay	-	-	-	-	0.00%
Total Expenditures	22,210,961	22,673,770	22,337,170	23,632,280	4.23%
Excess of Revenues Over (Under) Expenditures	500,294	(1,190,000)	(1,027,730)	(1,315,000)	10.50%
Other Financing Sources (Uses)					
Transfers In	3,396,137	1,290,000	1,290,000	1,355,000	5.04%
Transfers Out	(356,071)	-	(1,000,000)	-	0.00%
Sale of General Fixed Assets	5,283	-	-	-	0.00%
Total Other Financing Sources (Uses)	3,045,349	1,290,000	290,000	1,355,000	5.04%
Net Change in Fund Balance	3,545,643	100,000	(737,730)	40,000	
Fund Balances:					
Beginning of Year	10,149,084	13,694,727	13,694,727	12,956,997	
End of Year	\$ 13,694,727	\$ 13,794,727	\$ 12,956,997	\$ 12,996,997	

City of Maplewood, Minnesota

Financial Management Policies



Maplewood

Adopted by the Maplewood City Council: December 13, 2021

FINANCIAL MANAGEMENT POLICIES

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

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

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

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

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

1. REVENUE MANAGEMENT POLICY

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

A. Purpose

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

i. Diversification

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

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

ii. Equity

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

iii. Economic Development

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

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

iv. Collections

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

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

B. Property Taxes

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

Possible factors for considering an increase in property tax include:

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

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

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

C. Service Fees and Charges

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

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

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

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

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

D. Non-recurring and Volatile Revenues

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

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

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

2. CASH AND INVESTMENTS POLICY

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

A. Purpose

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

B. Scope/Funds

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

C. Delegation of Authority

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

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

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

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

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

D. Oversight

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

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

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

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

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

F. Ethics and Conflicts of Interest

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

G. Internal Controls, Audits, External Controls

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

H. Authorized Financial Institution and Dealer

In accordance with Minnesota Statutes §118.02, the responsibility for

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

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

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

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

I. Broker Representations

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

J. Collateralization

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

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

years;

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

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

K. Safekeeping and Custody

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

L. Diversification

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

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

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

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

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

M. Investment Reporting

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

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

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

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

N. Investment Committee

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

O. Interest Earnings

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

P. Conclusion

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

3. RESERVES POLICY

A. Purpose

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

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

B. Classifications

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

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

C. Authorization

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

D. Fund Balance Policies

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

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

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

a. Net Investment in Capital Assets

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

b. Restricted

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

c. Unrestricted

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

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

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

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

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

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

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

4. BUDGET POLICY

A. Purpose

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

B. Balanced Budget

The City Manager shall submit a balanced budget for the General Fund in which appropriations shall not exceed the total of the estimated revenues and available fund balance.

Balanced budget is defined as a budget in which current revenues plus net operating transfers and one-time use of excess reserves will be sufficient to support budgeted expenditures. One-time revenues or use of excess reserves will not be used to fund on-going expenditures. One-time funding sources shall only be used to fund capital improvements, equipment, one-time expenditures, or to improve fund balance. The City will provide for all current expenditures with current revenues.

The City will avoid all budgetary procedures that balance current expenditures at the expense of meeting future years' budgets, such as postponing expenditures, rolling over short-term debt, and using reserves to balance the operating budget.

Each fund should maintain a fund balance at a level that will provide a positive cash balance through the fiscal year.

C. Budget Period

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

The budget is prepared in accordance with timeframes established by State Statute, which includes a public hearing to allow the taxpayers an opportunity to express their views on the proposed budget.

D. Basis of Budgeting

The modified accrual basis is used for all Governmental Funds in the budget. The accrual basis is used for the budgets of the Enterprise Funds and Internal Service Funds. The basis of budgeting is the same as the basis of accounting

used in the City's audited financial statements.

E. Budget Amendment Process

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

For budget changes that can be approved by the City Manager or designee, the department head must complete a budget transfer request form on which the following is indicated: budget transfer amount, accounts involved, purpose, justification, date approved by department head, and department head initials. This form is submitted to the Finance Director for review. Upon approval by the Finance Director, a copy of the form is given to the department head.

F. Long-Term Financial Forecasts

The City Manager will coordinate the development of the five-year capital improvement plan budget and ten-year outlook with the development of the operating budget. Operating costs associated with new capital improvements will be projected and included in future operating budget forecasts.

The budget will provide for adequate maintenance of the capital plant and equipment, and for their orderly replacement. The impact on the operating budget from any new programs or activities being proposed should be minimized by providing funding with newly created revenues whenever possible.

G. Budget Form and Information

Excess revenues from a specific fiscal year will be placed into the City's reserves in a manner consistent with the City's fund balance reserve policies. The operating budget will describe the goals to be achieved and the services and programs to be delivered for the level of funding.

All unencumbered appropriations for the City's operating budget lapse at year-end. Amounts reserved for encumbrances are classified as assigned fund balance. Budget carryovers from a prior fiscal year are not allowed, except for projects tied to a contractual agreement. All other requests for carryovers must be approved by the City Manager, Finance Director and City Council.

The Maplewood budget document addresses four general areas:

- i. Policy Document – the budget includes a budget message articulating

strategic priorities as established by the City Council. It describes the budget and financial policies, and addresses long-term concerns and issues. By revealing the anticipated revenues, operating expenditures, capital expenditures and discretionary expenditures for public services, the annual budget provides a roadmap of the City's priorities and funding principles.

- ii. Operations Guide – the budget document provides an explanation of departmental responsibilities and the budgeted spending limitations for the year. This allows users of the budget document to see the funding level for each spending unit within the city and the purposes for the allocation.
- iii. Financial Plan – the budget provides financial control by establishing spending limitations within each scope of activity. The budget outlines how financial resources will be allocated over the next year between programs.
- iv. Communications Device – the budget document is a tool to present financial information to both internal and external users. The document is user-friendly and is designed to enhance the users' understanding of major issues that impact the City budget.

H. Level of Control

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

I. Performance Measurement

The Finance Department will provide regular monthly reports comparing actual revenues and expenditures to the budgeted amounts. Department heads are responsible for reviewing their budgets on a monthly basis and investigating unusual variances.

Each year the City will strive to obtain the Government Finance Officers Association Distinguished Budget Award.

The City's annual Budget is available to citizens and the public upon request and on the City's website. The City shall maintain transparency and accountability of its financial resources and assets.

5. ACCOUNTS PAYABLE AND EFT PAYMENTS POLICY

A. Purpose

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

B. Scope

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

C. Procedures

EFT:

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

without the approval of two authorized signatures.

- ix. Bank activity will be monitored daily for unusual or unexpected transactions.
- x. Reconciliation of bank activity to the general ledger will be performed in a timely manner with all exceptions resolved.

Check Disbursements:

- i. All new vendors must be authorized by the Assistant Finance Director or Finance Director. Qualified vendors must complete and return a Form W-9 "Request for Taxpayer Identification Number and Certification" to the Finance Department.
 - ii. Payments are to be made on original invoices received from vendors. Payments are not to be made based on statements from vendors.
 - iii. The Accounts Payable staff will verify the information contained on the invoice, including the vendor name, address, purchase order, and amount.
 - iv. Qualified claims will be paid within 30 days of receipt.
 - v. Invoices will be submitted and paid according to the timeline established by the Finance Department.
 - vi. Checks will not be issued to "Cash".
 - vii. All claims must be verified by the person who placed the order and approved through the City's established approval process.
 - viii. The Finance Department will separate roles and responsibilities of employees performing accounts payable duties to ensure appropriate segregation of duties, in an attempt to reduce the risk of fraud and error.
 - ix. Positive pay will be utilized for all payments made by check.
 - x. Reconciliation of bank activity to the general ledger will be performed in a timely manner with all exceptions resolved.
- All paid claims will be reported to the City Council in accordance with established City policies. Each year vendors who have received payment from the City are issued a 1099 form, notifying them of the amount the City will report to the Internal Revenue Service (IRS) when combined payments exceed the IRS threshold.

6. CAPITAL IMPROVEMENT PLAN POLICY

A. Purpose

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

B. Scope

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

C. CIP Development Process

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

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

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

7. ECONOMIC DEVELOPMENT AUTHORITY POLICY

A. Purpose

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

B. Funding

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

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

C. Procedure for Using Funds

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

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

8. DEBT MANAGEMENT POLICY

A. Purpose

The purpose of the debt policy is to ensure that debt is used wisely and that future financial flexibility remains relatively unconstrained. Debt is an important mechanism to fund capital expenditures. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future constituencies.

Debt management is an integral part of the financial management of the City. Adequate resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain or enhance the City's credit rating.

A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that issued debt is repaid and to prevent default on any municipal debt. A high debt level places a financial burden on taxpayers and can create economic problems for the community.

The debt policies ensure that the City's outstanding debt does not weaken the City's financial structure, provides manageable limits on debt, and allows for the best possible credit rating.

B. Policy

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

i. Conditions for Issuance

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

interest rates, construction market) when planning for the issuance of debt. The City should consider issuing debt, rather than paying cash, when interest rates are lower.

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

ii. Restrictions on Debt Issuance

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

iii. Financial Limitations

- a. The City will strive to keep the total maturity length of general obligation bonds below 20 years and structure the bonds to allow for retirement of at least 50% of the principal within 2/3 of the term of the bond issue.
- b. Bond rating categories shall be used as a means of assessing the City's financial condition. The City will strive to achieve and maintain a ratio of governmental funds debt service to expenditures that will result in an adequate, or better than adequate, debt and contingent liability profile rating from the rating agencies.

- c. The City will strive to limit the amount of net direct outstanding debt at or below the range of \$900 not to exceed \$1,425 per capita.
- d. The City will maintain regular communications with bond rating agencies about its financial condition and will follow a policy of full disclosure in every financial report and bond statement. The City will comply with Securities and Exchange Commission (SEC) reporting requirements.
- e. The City is committed to providing continuing disclosure to certain financial and operating data and material event notices as required by Securities and Exchange Commission (SEC) Rule 15c2-12. The Finance Department shall be responsible for the preparation of all disclosure documents and releases required under Rule 15c2-12.
- f. When feasible, the City will use refunding mechanisms to reduce interest costs and evaluate the use of debt reserves to lower overall annual debt service. Refunding of outstanding debt shall only be considered when present value savings of at least 3.0% of the principal amount of the refunded bonds are produced, according to Minnesota statutes. Savings from refundings will be distributed evenly over the life of the refunded bonds unless special circumstances warrant a different savings structure.
- g. Retirement funds will be examined annually to ensure adequate balances and funding progress.
- h. The City should maintain the highest credit rating possible.

iv. Professional Service Providers

- a. Municipal financial advisors should be selected through a process of evaluating formal proposals every 5-10 years. Selection should be based on, but not limited to, experience with the type, size, and structure of the bonds typically issued, ability to commit sufficient time to accomplish necessary tasks, and lack of potential conflicts of interest.
- b. Proposals for bond counsel should be solicited and considered on an occasional or as-needed basis. Consideration should be given to experience with municipal debt, ability to commit sufficient time to accomplish necessary tasks, and lack of potential conflicts of interest.

- c. For compliance review, an arbitrage specialist should be retained. The arbitrage specialist may be the City's municipal advisor, or may be solicited for on a periodic basis.
- d. The City should strategically maintain good relations with rating agencies and a positive perception in the marketplace.

C. Conduit Debt Policy

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

i. Criteria

- a. The project is to be compatible with the overall development plans and objectives of the City and neighborhood where the project is located.
- b. New businesses locating in Maplewood must show new tax base being generated by the project.
- c. Locating in areas of the City that the City wishes to develop, redevelop, or which in any way complements any development plans or policy of the City, will constitute a prime purpose under these guidelines. It is also the City's intent to assist in business expansions or relocations within the City where it can be shown that such would have a substantial, favorable impact on employment, tax base, or both.
- d. It is the City's intent to assist new or existing businesses in the acquisition of existing facilities, where such acquisition will maintain the stability of the tax base, employment, or both.
- e. The project must not put a burden on existing City services or utilities beyond that which can be reasonably and economically accommodated.
- f. The applicant (and/or the lessee) must show sufficient equity in the project. Applicant must provide a copies of all financing agreements for review by the City.

- g. The credit rating and method of offering conduit* bonds or notes of the City are important considerations. The City will not entertain applications for such financings unless (i) the debt is rated investment grade by a nationally recognized rating agency or (ii) the debt is sold in a private placement. Debt will be considered sold in a private placement (i) if no advertising or solicitation of the general public occurs, and (ii) if the bonds are initially sold to not more than ten purchasers (not including any underwriter or placement agent as a purchaser) and (iii) the City receives written certification from each initial purchaser (or each underwriter or placement agent based on its reasonable belief) that: (a) such purchaser has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and the risks of the debt, and (b) such purchaser is not purchasing for more than one account or with a view to distributing the debt. In addition, for a private placement either (a) all bonds or notes (except for one bond or note) must remain in minimum denominations of not less than \$100,000, with the exception of charter schools which may have minimum denominations of \$25,000 or (b) investment letters from not only each initial purchaser, but from any subsequent purchaser must be obtained which contains the above described certifications from the purchasers. Any offering material for a private placement must prominently state in effect that: "THE CITY OF MAPLEWOOD HAS NOT ASSUMED ANY RESPONSIBILITY TO REVIEW THIS OFFERING MATERIAL AND HAS NO RESPONSIBILITY FOR ITS ACCURACY OR COMPLETENESS. THE CITY HAS NO FINANCIAL OBLIGATION OF ANY NATURE WITH RESPECT TO THE OFFERED BONDS." Finally, to qualify as a private placement the financing documents must require annual financial statements from the benefited private party (or the ultimate provider of credit) to be delivered to each investor (or a trustee).

*The term "conduit" refers to any type of City revenue obligation the proceeds of which are loaned to a private party and for which the City has no financial obligation.

- h. Applications for acquisition of or replacement of machinery and equipment will be discouraged unless in conjunction with a totally new business in Maplewood, a physical plant expansion of an existing business, or where it is shown that the equipment acquisition is essential to the continued operation of the business in Maplewood. Also, it is the City's intent to assist where possible in the acquisition of pollution control equipment for any new or existing business being required to meet mandated standards.
- i. At the request of a conduit borrower, the City Council may grant host approval, as defined in Treasury Regulations, Section 5f.103-2(c)(3) for conduit bonds proposed to be issued by a conduit issuer, other

- than the City or the EDA, with respect to bond-financed facilities located in or to be located in the City. The host approval fee shall be in accordance with the fee schedule in effect at the time the City Council grants host approval.
- j. A further permitted use under these guidelines are projects, whether profit or nonprofit, engaged in providing health care services, including hospitals, nursing homes, and related medical facilities, when either of the following findings can be made:
- Number of new jobs is increased.
 - The project would provide a facility or service considered desirable or necessary by the community.

The following procedures facilitate the application for financing:

ii. Procedures

- a. The applicant shall make an application for financing on forms available from the Finance Department of the City of Maplewood. The completed application is to be returned to the Finance Director, accompanied by the processing fee, whereupon the application will be forwarded to the City Council with a staff recommendation. Specific findings shall be made and recited regarding the criteria as well as satisfaction of public purposes of the applicable statutes.
- b. The application cannot be considered by the City until tentative City Code findings and requirements have been made with respect to zoning, building plans, platting, streets and utility services.
- c. The applicant is to select qualified financial consultants and/or underwriters, as well as legal counsel, to prepare all necessary documents and materials. The City may rely on the opinion of such experts and the application shall be accompanied by a financial analysis (pro forma income statement, debt service coverage, mortgage terms, etc.) by the underwriter as to the economic feasibility of the project and the underwriter's ability to market the financing. Financial material submitted is to also include most recent fiscal year-end, audited, financial statements of the applicant and/or of any major lessee tenant, if readily available.
- d. Further, in the case of the tax exempt mortgage placements, the applicant will be required to furnish the City, before passage of the Final Resolution, a comfort letter (but not necessarily a letter of commitment) from the lending institution, to the affect that said lending institution has reviewed the economic feasibility of the project, including the financial responsibility of the guarantors and find that, in their professional judgment, it is an economically viable project.

- e. The applicant shall furnish with the application, a description of the project, plat plan, rendering of proposed building, etc., and a brief description of the applicant company, all in such form as shall be required at the time of application. This data, as necessary, may be furnished to members of the City Council as background information.
- f. If an allocation of bonding authority is required under Minnesota Statutes, Chapter 474A, as amended, the applicant shall be required to pay any required application fee and provide any required application deposit as specified in Chapter 474A, without regard to whether the application fee or deposit will be refunded.
- g. The applicant shall covenant in the applicable conduit bond documents to comply with all applicable requirements of the Internal Revenue Code of 1986, as amended (the "Code"), and the applicable Treasury Regulations, including, but not limited to: (i) the arbitrage and rebate requirements of Section 148 of the Code; and (ii) the qualified bonds provisions of Sections 141(e), 142, 143, 144, and 145 of the Code. The applicant shall be the party responsible for monitoring the conduit bonds for compliance with such requirements and to remediate nonqualified bonds in accordance with the requirements of the Code and applicable Treasury Regulations. The applicant shall be the party responsible for monitoring compliance with the requirements of Section 148 of the Code.
- h. The applicant shall covenant in the applicable conduit bond documents to reimburse the City for all costs paid or incurred by the City (including the fees of attorneys, financial advisors, accountants, and other advisors) as a result of the City's response to or compliance with an audit, inspection, or compliance check (random or otherwise), by the Internal Revenue Service, the Minnesota Department of Revenue, the Minnesota Office of the State Auditor, or any other governmental agency with respect to the conduit bonds or the project financed with the proceeds of the conduit bonds.

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

iii. Administrative Fees and Provisions

- a. The City Council reserves the right to deny any application for financing at any stage of the proceedings prior to adopting the final resolution authorizing issuance of the industrial development financing. The City Council may waive any provision of this Conduit Bonds Policy if the City Council determines that such waiver is in the best interests of the City.

- b. The City is to be reimbursed, and held harmless, for and from any out-of-pocket costs related to the actual or proposed issuance of conduit revenue bonds. In addition, a nonrefundable processing fee of \$2,500 must be submitted with the application. Upon closing, an administrative fee is due and payable to the City based on the following schedule:

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

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

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

The City of Maplewood issues tax-exempt governmental bonds to finance capital improvements. As an issuer of tax-exempt governmental bonds, the City is required by the terms of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder (the "Treasury Regulations"), to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of such bonds. In addition, Section 6001 of the Code and Section 1.6001-1(a) of the Treasury Regulations, impose record retention requirements on the City with respect to its tax-exempt governmental bonds. This Post- Issuance

Compliance Procedure and Policy for Tax-Exempt Governmental Bonds (the “Policy”) has been approved and adopted by the City to ensure that the City complies with its post-issuance compliance obligations under applicable provisions of the Code and Treasury Regulations.

- i. **Effective Date and Term.** The effective date of this Policy is the date of approval by the City Council of the City and shall remain in effect until superseded or terminated by action of the City Council of the City. This Policy amends and restates the Post- Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds adopted by the City Council of the City on June 10, 2012.
- ii. **Responsible Parties.** The Finance Director of the City shall be the party primarily responsible for ensuring that the City successfully carries out its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations. The Finance Director will be assisted by the staff of the Finance Department of the City and by other City staff and officials when appropriate. The Finance Director of the City will also be assisted in carrying out post-issuance compliance requirements by the following organizations:
 - a. Bond Counsel (the law firm primarily responsible for providing bond counsel services for the City);
 - b. Municipal Advisor (the organization primarily responsible for providing financial advisor services to the City);
 - c. Paying Agent (the person, organization, or City officer primarily responsible for providing paying agent services for the City); and
 - d. Rebate Analyst (the organization primarily responsible for providing rebate analyst services for the City).

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

- iii. **Post-Issuance Compliance Actions.** The Finance Director shall take the following post- issuance compliance actions or shall verify

that the following post-issuance compliance actions have been taken on behalf of the City with respect to each issue of tax-exempt governmental bonds issued by the City:

- a. The Finance Director shall prepare a transcript of principal documents (this action will be the primary responsibility of Bond Counsel).
- b. The Finance Director shall file with the Internal Revenue Service (the "IRS"), within the time limit imposed by Section 149(e) of the Code and applicable Treasury Regulations, an Information Return for Tax-Exempt Governmental Obligations, Form 8038-G (this action will be the primary responsibility of Bond Counsel).
- c. The Finance Director shall prepare an "allocation memorandum" for each issue of tax-exempt governmental bonds in accordance with the provisions of Treasury Regulations, Section 1.148-6(d)(1), that accounts for the allocation of the proceeds of the tax-exempt bonds to expenditures not later than the earlier of:
 - eighteen (18) months after the later of (A) the date the expenditure is paid, or (B) the date the project, if any, that is financed by the tax-exempt bond issue is placed in service; or
 - the date sixty (60) days after the earlier of (A) the fifth anniversary of the issue date of the tax-exempt bond issue, or (B) the date sixty (60) days after the retirement of the tax-exempt bond issue.

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

- d. The Finance Director, in consultation with Bond Counsel, shall identify proceeds of tax-exempt governmental bonds that must be yield-restricted and shall monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the yield to which such investments are restricted.
- e. In consultation with Bond Counsel, the Finance Director shall determine whether the City is subject to the rebate requirements of Section 148(f) of the Code with respect to

each issue of tax-exempt governmental bonds. In consultation with Bond Counsel, the Finance Director shall determine, with respect to each issue of tax-exempt governmental bonds of the City, whether the City is eligible for any of the temporary periods for unrestricted investments and is eligible for any of the spending exceptions to the rebate requirements. The Finance Director shall contact the Rebate Analyst (and, if appropriate, Bond Counsel) prior to the fifth anniversary of the date of issuance of each issue of tax-exempt governmental bonds of the City and each fifth anniversary thereafter to arrange for calculations of the rebate requirements with respect to such tax-exempt governmental bonds. If a rebate payment is required to be paid by the City, the Finance Director shall prepare or cause to be prepared the Arbitrage Rebate, Yield Reduction and Penalty in Lieu of Arbitrage Rebate, Form 8038-T, and submit such Form 8038-T to the IRS with the required rebate payment. If the City is authorized to recover a rebate payment previously paid, the Finance Director shall prepare or cause to be prepared the Request for Recovery of Overpayments Under Arbitrage Rebate Provisions, Form 8038-R, with respect to such rebate recovery, and submit such Form 8038-R to the IRS.

- iv. **Procedures for Monitoring, Verification, and Inspections.** The Finance Director shall institute such procedures as the Finance Director shall deem necessary and appropriate to monitor the use of the proceeds of tax-exempt governmental bonds issued by the City, to verify that certain post-issuance compliance actions have been taken by the City, and to provide for the inspection of the facilities financed with the proceeds of such bonds. At a minimum, the Finance Director shall establish the following procedures:
- a. The Finance Director shall monitor the use of the proceeds of tax-exempt governmental bonds to: (i) ensure compliance with the expenditure and investment requirements under the temporary period provisions set forth in Treasury Regulations, Section 1.148-2(e); (ii) ensure compliance with the safe harbor restrictions on the acquisition of investments set forth in Treasury Regulations, Section 1.148-5(d); (iii) ensure that the investments of any yield-restricted funds do not exceed the yield to which such investments are restricted; and (iv) determine whether there has been compliance with the spend-down requirements under the spending exceptions to the rebate requirements set forth in Treasury Regulations, Section 1.148-7.
 - b. The Finance Director shall monitor the use of all bond-financed

facilities in order to: (i) determine whether private business uses of bond-financed facilities have exceeded the *de minimus* limits set forth in Section 141(b) of the Code as a result of leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons; and (ii) determine whether private security or payments that exceed the *de minimus* limits set forth in Section 141(b) of the Code have been provided by nongovernmental persons with respect to such bond-financed facilities. The Finance Director shall provide training and educational resources to any City staff who have the primary responsibility for the operation, maintenance, or inspection of bond-financed facilities with regard to the limitations on the private business use of bond-financed facilities and as to the limitations on the private security or payments with respect to bond-financed facilities.

- c. The Finance Director shall undertake the following with respect to each outstanding issue of tax-exempt governmental bonds of the City: (i) an annual review of the books and records maintained by the City with respect to such bonds; and (ii) an annual physical inspection of the facilities financed with the proceeds of such bonds, conducted by the Finance Director with the assistance with any City staff who have the primary responsibility for the operation, maintenance, or inspection of such bond-financed facilities.
- v. **Record Retention Requirements.** The Finance Director shall collect and retain the following records with respect to each issue of tax-exempt governmental bonds of the City and with respect to the facilities financed with the proceeds of such bonds: (i) audited financial statements of the City; (ii) appraisals, demand surveys, or feasibility studies with respect to the facilities to be financed with the proceeds of such bonds; (iii) publications, brochures, and newspaper articles related to the bond financing; (iv) trustee or paying agent statements; (v) records of all investments and the gains (or losses) from such investments; (vi) paying agent or trustee statements regarding investments and investment earnings; (vii) reimbursement resolutions and expenditures reimbursed with the proceeds of such bonds; (viii) allocations of proceeds to expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and cancelled checks with respect to such expenditures); (ix) contracts entered into for the construction, renovation, or purchase of bond-financed facilities; (x) an asset list or schedule of all bond-financed depreciable property and any depreciation schedules with

respect to such assets or property; (xi) records of the purchases and sales of bond-financed assets; (xii) private business uses of bond-financed facilities that arise subsequent to the date of issue through leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements that provide special legal entitlements to nongovernmental persons and copies of any such agreements or instruments; (xiii) arbitrage rebate reports and records of rebate and yield reduction payments; (xiv) resolutions or other actions taken by the governing body subsequent to the date of issue with respect to such bonds; (xv) formal elections authorized by the Code or Treasury Regulations that are taken with respect to such bonds; (xvi) relevant correspondence, including letters, faxes or emails, relating to such bonds; (xvii) documents related to guaranteed investment contracts or certificates of deposit, credit enhancement transactions, and financial derivatives entered into subsequent to the date of issue; (xviii) bidding of financial products for investment securities; (xix) copies of all Form 8038-Ts, Form 8038-Rs, and Form 8038-CPs filed with the IRS and any other forms or documents filed with the IRS; (xx) the transcript prepared with respect to such tax-exempt governmental bonds, including but not limited to (a) official statements, private placement documents, or other offering documents, (b) minutes and resolutions, orders, or ordinances or other similar authorization for the issuance of such bonds, and (c) certification of the issue price of such bonds; and (xxi) documents related to government grants associated with the construction, renovation, or purchase of bond-financed facilities.

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

- vi. **Remedies.** In consultation with Bond Counsel, the Finance Director shall become acquainted with the remedial actions (including redemption or defeasance) under Treasury Regulations, Section 1.141-12, to be utilized in the event that private business use of bond-financed facilities exceeds the *de minimus* limits under Section 141(b)(1) of the Code. In consultation with Bond Counsel, the Finance Director shall become acquainted with the Tax Exempt Bonds Voluntary Closing Agreement Program described in Notice 2008-31, 2008-11 I.R.B. 592, to be utilized as a means for an issuer to correct any post-issuance infractions of the Code and Treasury Regulations with respect to outstanding tax-exempt bonds.

- vii. **Continuing Disclosure Obligations.** In addition to its post-issuance compliance requirements under applicable provisions of the Code and Treasury Regulations, the City has agreed to provide continuing disclosure, such as annual financial information and material event notices, pursuant to a continuing disclosure certificate or similar document (the “Continuing Disclosure Document”) prepared by Bond Counsel and made a part of the transcript with respect to each issue of bonds of the City that is subject to such continuing disclosure requirements. The Continuing Disclosure Documents are executed by the City to assist the underwriters of the City’s bonds in meeting their obligations under Securities and Exchange Commission Regulation, 17 C.F.R. Section 240.15c2-12, as in effect and interpreted from time to time (“Rule 15c2-12”). The continuing disclosure obligations of the City are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12. The Finance Director is primarily responsible for undertaking such continuing disclosure obligations and to monitor compliance with such obligations.
- viii. **Other Post-Issuance Actions.** If, in consultation with Bond Counsel, Municipal Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Director determines that any additional action not identified in this Policy must be taken by the Finance Director to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the Finance Director shall take such action if the Finance Director has the authority to do so. If, after consultation with Bond Counsel, Municipal Advisor, Paying Agent, Rebate Analyst, the City Manager, the City Attorney, or the City Council, the Finance Director and the City Manager determine that this Policy must be amended or supplemented to ensure the continuing tax-exempt status of any issue of governmental bonds of the City, the City Manager shall recommend to the City Council that this Policy be so amended or supplemented.
- ix. **Taxable Governmental Bonds.** Most of the provisions of this Policy, other than the provisions of Section 7, are not applicable to governmental bonds the interest on which is includable in gross income for federal income tax purposes. On the other hand, if an issue of taxable governmental bonds is later refunded with the proceeds of an issue of tax-exempt governmental refunding bonds, then the uses of the proceeds of the taxable governmental bonds and the uses of the facilities financed with the proceeds of the taxable governmental bonds will be relevant to the tax-exempt status of the governmental refunding bonds. Therefore, if there is any reasonable possibility that an issue of taxable governmental bonds may be

refunded, in whole or in part, with the proceeds of an issue of tax-exempt governmental bonds then, for purposes of this Policy, the Finance Director shall treat the issue of taxable governmental bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such taxable governmental bonds. The Finance Director shall seek the advice of Bond Counsel as to whether there is any reasonable possibility of issuing tax-exempt governmental bonds to refund an issue of taxable governmental bonds.

- x. **Qualified 501(c)(3) Bonds.** If the City issues bonds to finance a facility to be owned by the City but which may be used, in whole or in substantial part, by a nongovernmental organization that is exempt from federal income taxation under Section 501(a) of the Code as a result of the application of Section 501(c)(3) of the Code (a “501(c)(3) Organization”), the City may elect to issue the bonds as “qualified 501(c)(3) bonds” the interest on which is exempt from federal income taxation under Sections 103 and 145 of the Code and applicable Treasury Regulations. Although such qualified 501(c)(3) bonds are not governmental bonds, at the election of the Finance Director, for purposes of this Policy, the Finance Director shall treat such issue of qualified 501(c)(3) bonds as if such issue were an issue of tax-exempt governmental bonds and shall carry out and comply with the requirements of this Policy with respect to such qualified 501(c)(3) bonds.

9. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICY

A. Purpose

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

B. Policy

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

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

10. RISK MANAGEMENT POLICY

A. Purpose

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

B. Policy

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

11. GRANT MANAGEMENT POLICY

A. Purpose

The purpose of this policy is to ensure that every grant application submitted by the City for federal, state, local government, or private grant funding is consistent with the City's strategic priorities, and to ensure that all grant activity is recorded properly in the City's financial system.

B. Definition

A grant is defined as financial assistance awarded to the City from an external entity to carry out a public purpose, or funds that are specifically identified by the awarding agency as a grant at the time of award. Grants may be unrestricted or restricted for a specific purpose.

Grant agreements are legal contracts. It is the responsibility of the City to carry out grant activities to accomplish specific objectives, while adhering to regulatory and budgetary terms and conditions prescribed by the grantor.

C. Types of Grants

- i. Block Grants – a broad intergovernmental transfer of funds or other resources by the federal government to state or local governments for specific activities such as secondary education or health services, but with few restrictions attached. Block grants are distributed according to legal formulas defining broad functional areas such as health, income security, education or transportation.
- ii. Competitive (Discretionary) Grants – an award of financial assistance in the form of money, or property in lieu of money, often by the federal government to an eligible grantee, usually made on the basis of a competitive review process.
- iii. Conditional Grant – involves one grantor seeking the involvement of recipients by making their grant (only a part of the total costs of a project) conditional upon the remainder of the cost being funded from another source.
- iv. Cooperative Agreement – a variation of a discretionary grant, awarded by a Federal, State or other agency when it anticipates having substantial involvement with the grantee during the performance of a funded project.
- v. Entitlement Grant – a grant awarded by the federal, State or other agency based on a formula as prescribed by legislation or regulation.
- vi. Formula Grant – a grant that the federal agency is directed by Congress to make to grantees, for which the amount is established by a formula based on certain criteria that are written into the legislation and program regulations.

- vii. Pass-Through Grant – grant funds received from one grantor but passed through another grantor or funding source which are typically federal in nature.
- viii. Reimbursement Grant – a type of funding program under which the grantee is reimbursed by the grant for qualifying expenditures already incurred, as specified in the terms of the grant agreement for such a program.
- ix. Advance Grant – a grant made where funding is provided before expenditures are incurred. The City generally prefers reimbursement grants.
- x. State Grant – a grant made by the State of Minnesota Government.
- xi. Federal Grant – a grant made by the US Federal Government.

D. Approval

Personnel administering federal grants must be familiar with the requirements of 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards.

The department applying for the grant award must seek prior approval from the City Council if the grant requires one or more of the following:

- i. The City is the fiscal agent;
- ii. There is a non-budgeted City match component to the grant;
- iii. The grant funding proposal requires new full or part-time employees;
- iv. The grant requires the Mayor's signature.

E. Subrecipient Monitoring

The City may seek outside assistance to fulfill grant objectives through a subcontract or sub award. City departments must comply with the City's procurement policy for the purchase of materials, supplies or equipment with grant funds. The City may require on-site visits, risk assessments, limited scope audits, and a review of internal controls to provide reasonable assurance over funds being disbursed to subrecipients.

F. Procedures

- i. The City will aggressively pursue all available grant opportunities. Each grant shall be evaluated on the long-term financial impact to the City. The City will only accept grants for one-time or capital items or when the

- continued funding of the program can be incorporated into the City's future budgets.
- ii. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor.
 - iii. The wishes and instructions of the donor will be strongly considered when managing and expending gifts and donation.
 - iv. The Finance Department must be notified of all grant applications prior to submission of the grant application. The Finance Department must also be notified of all related requests for reimbursement at the time of request. Departments receiving a grant award shall forward an electronic copy of the award notification, the grant agreement or contract, and any related documentation to the Finance Department.
 - v. Dun & Bradstreet (D&B) issues a D-U-N-S number, a unique nine-digit identification number that is required to apply for federal government contracts or grants. As needed, departments may obtain the D-U-N-S number from the Finance Department. Additionally, the Finance Department is responsible for maintaining the System for Award Management (SAM), which is required to apply for federal grants.
 - vi. Grant funds shall not be disbursed until the grant has been approved by the appropriate level of authority, the proper accounting structure has been established, and required documentation is complete.
 - vii. Property and equipment acquired through grant funds shall follow the grantor and City policies and procedures for capital assets.
 - viii. Compensation for personnel services on federal grants must comply with 2 CFR 200.430 and be based on documented payroll using system approved timesheets as supporting documentation.
 - ix. Grant expenditures must be allowable, reasonable, and have adequate documentation to support charges to the grant. Documentation of eligible expenditures may include invoices, timesheets, and receipts. Proof of payment of expenditures may include credit card receipts, cancelled checks, bank statements, or other proof that complies with federal and state audit standards.
 - x. Departments receiving grant funding are responsible for ensuring reports are submitted by the deadlines in the grant agreement.
 - xi. Departments must ensure they comply with records retention requirements specified by the grantor.

G. Federal Purchasing Policy

This Purchasing Policy was developed to comply with CFR Title 2, Subtitle A, Chapter II, Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance"). This Policy applies only to federally funded awards, both direct awards and pass-through awards managed by the State of Minnesota. It does not apply to any other City administered projects.

In accordance with §200.324(c)(2), Uniform Guidance, the City of Maplewood self-certifies that this Purchasing Policy meets the requirements of Subpart D of Uniform Guidance. Maplewood also adopts the following procedures as required by Uniform Guidance.

i. General Procurement Standards (§200.318)

a. Conflicts of Interest

- No employee, officer or agent of the City of Maplewood may participate in the selection, award, or administration of contracts supported by federal funds if there exists a real or apparent conflict of interest. *A conflict of interest is defined as when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.* The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Standards of conduct and disciplinary procedures are more fully defined in the Maplewood Procurement Policy.
- If the City of Maplewood creates or acquires a parent, affiliate, or subsidiary entity that provides products or services to the City, an organizational specific conflict of interest management plan shall be developed. *An organizational conflict of interest is defined as when the City is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization due to a relationship with a parent, affiliate, or subsidiary entity.*

b. City departments should avoid purchasing duplicative or unnecessary items, and consideration should be given to consolidating or breaking out procurements to obtain the most cost-effective pricing. When appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

- c. City departments are encouraged to consider using federal excess and surplus property when reasonably available when it meets the total requirement and when it would reduce the true total costs.
- d. City departments are encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- e. City departments are encouraged to use value engineering clauses in contracts for construction projects of sufficient size to reduce costs.
- f. City Departments must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See City Procurement Policies.
- g. Subawards and contracts funded with federal funds shall not be issued to those contractors who are debarred, suspended, proposed for debarment, excluded or disqualified under the nonprocurement common rule, or otherwise declared ineligible from receiving federal contracts, certain subcontracts, and certain federal assistance and benefits. A listing of those entities that are not allowed to do business with the federal government can be found at <https://www.sam.gov/>.
- h. The State of Minnesota online procurement system will be used to maintain procurement documentation that details the rationale for method of procurement, contract type, contractor selection or rejection, and the basis for the contract price. All other required documentation shall be maintained by the Finance Department.
- i. Time and material contracts are prohibited unless approved in advance by the director of the department that received federal funds. If approved, the Director shall provide further documentation to justify the exception pursuant to CFR §200.318 (j).
- j. The Finance Department is responsible for the settlement of all contractual and administrative issues arising out of procurements, including, but not limited to source evaluation, protests, disputes, and claims. Such issues will be addressed by the Maplewood Procurement Policies as applied to be consistent with Uniform Guidance.

k. City departments shall maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specification of their contracts.

ii. **Competition (§200.319)**

a. Contractors that develop or draft specifications, requirements, scopes of work, or invitations for bid must be excluded from competing for such procurements.

b. Notwithstanding Minnesota law and Maplewood local vendor preference, selection of contractors under federal funded awards based solely on a geographic preference is prohibited, except as provided by federal statutes.

c. All procurement transactions shall provide for full and open competition. It is forbidden in the development of bid invitations or request for proposals to:

- Place unreasonable requirements on firms to qualify to do business;
- Require unnecessary experience or excessive bonding;
- Allow noncompetitive pricing practices between affiliated entities;
- Allow noncompetitive contracts to consultants that are on retainers;
- Not mitigate or manage organizational conflicts of interest;
- Specify “brand name” products without allowing for the use of “equal to” products/services; and
- Use other arbitrary practices.

d. All solicitations must:

- Incorporate a clear and accurate description of the requirements for the material, product or service to be procured;
- Identify all offeror requirements; and
- Document evaluation factors for selection of best overall value.
- Prequalified bidders lists are not maintained by the City.

iii. **Procurement Methods for Non-Emergency/Disaster Related Grants (§200.320) – See bullet 9 below for Disaster Related Grants**

- a. There are three levels of purchasing:
- *Small purchases*: Procurements up to \$9,999.99. To the extent practicable, City departments should distribute these purchases equally to qualified firms. If the purchaser considers the price to be reasonable, i.e. what a prudent person would pay, no competitive solicitation is required.
 - *Simplified Purchases*: Procurements from \$10,000 to \$24,999. City departments shall solicit three or more offers, price or rate quotations from qualified offerors. City departments shall maintain sufficient documentation of the efforts to solicit said offerors. Purchase is awarded based upon best overall value.
 - *Standard Purchases*: Procurements from \$25,000 and above.
 - *Sealed Bids*: City departments shall not use sealed bidding procedures unless approved in advance by the City Manager. If approved, further policy documentation will be provided.
 - *Competitive Proposals*: City departments may use competitive proposals to acquire goods and services above the \$25,000 threshold. The City will publicize the opportunity through the State of Minnesota cooperative purchasing website or other method. City departments will seek two or more qualified contractors. Each request for proposal (RFP) must have a written method for conducting technical evaluations and selecting the winning contractor. City departments may consider value and quality in addition to price in contractor selection.
 - *Sole Source proposals*: Sole source proposals may only be used when one or more of the following circumstances below apply. Documentation of the circumstances is required.
 - ✓ The item is available from only a single source;
 - ✓ A public exigency or emergency for the requirement will not permit a delay resulting from a competitive competition;
 - ✓ The federal awarding agency or pass-through entity expressly authorizes a noncompetitive proposal in response to a written City request; or
 - ✓ After solicitation of a number of sources, competition is determined inadequate.
- b. The exception to the above three levels of purchasing is when federal

funds are used pursuant to an emergency or major disaster as defined in 42 U.S.C. § 5122 or pre-disaster hazard mitigation as defined in 42 U.S.C. § 5133. The following requirements will be adhered to, consistent with any future amendments to Uniform Guidance:

- Allow for full and open competition;
- A price and cost analysis will be conducted for procurements in excess of \$25,000 (Federal Form A);
- Take all affirmative steps to solicit small, minority, and women's businesses;
- Time and materials contracts will include a ceiling price;
- Ensure that the required contract clauses are included;
- Verify that contractors have not been suspended or debarred; and
- Document and maintain records for all steps of the emergency procurement.

i. **Contracting with small and minority businesses, women's business enterprises and labor surplus area firms (§200.321)**

a. When possible, City departments should seek out qualified small and minority businesses, women's business enterprises, and labor surplus area firms.

- Qualified lists of small and minority businesses and women's business enterprises can be solicited or found at: <https://www.sam.gov/>

b. When economically feasible, City departments should divide requirement into smaller tasks or quantities to permit maximum small and minority businesses and women's business enterprise participation.

c. When appropriate, establish delivery schedules that encourage small and minority businesses and women's business enterprise participation.

d. When appropriate, use the services and assistance of agencies that advocate for small and minority businesses.

e. Require prime contractor, if subcontracts are to be let, to take the above-listed affirmative steps (a through d).

f. When soliciting a purchase funded by a federal grant, the minority and

women business enterprise option must be demonstrated.

v. Contract Cost and Price (§200.323)

a. In all Standard Purchases, as defined in §3.a.iii, the City department must perform an independent cost or price analysis before receiving bids or proposals. See attached **Federal Form A**, Cost and Price Analysis Form.

b. In all Standard Purchases, as defined in §3.a.iii, the City department must negotiate profit as a separate element of the price. In determining reasonable profit, consideration must be given to the:

- work complexity,
- contractor risk,
- contractor investment,
- subcontracting efforts,
- past performance, and
- industry profit rates for the surrounding area for similar work.

c. In all cases, costs or prices in any resulting procurement must be allowable under Subpart E of the Uniform Guidance.

d. The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

vi. Federal Awarding Agency or Pass-through Entity Review (§200.324)

a. The City of Maplewood shall provide this Policy and referenced documentation to a federal agency or pass-through entity, if requested, as evidence of the City's compliance.

b. As self-certified in the preamble to this Policy, this Policy meets the requirements of §200.324 and Maplewood is therefore exempt from the pre-procurement review in paragraph (b) of said section.

vii. Bonding Requirements (§200.325)

a. In cases of construction or facility improvement contracts, the City department shall determine whether the Federal agency or pass-through entity will accept the City's bonding requirements. If not, the minimum requirement is:

- A bid guarantee from each bidder equivalent to five percent of the bid price.

- A performance bond on part of the contractor for 100 percent of the contract price.
- A payment bond for 100 percent of the contract price.

viii. Contract Provisions (§200.326)

a. The attached provisions found in Appendix II to Part 200-Contract Provisions for Non-Federal Entity Contracts under Federal Awards will be referenced in any applicable contracts.

ix. Disaster Relief Grants

To ensure the proper and efficient process of specific governmental functions relating to the procurement transactions, contracts, purchasing cards limits and approval authority for allocation of funds when required during an emergency/disaster situation.

An emergency/disaster may create the immediate and serious need for supplies, equipment, materials, and services that cannot be met through normal procurement methods; and the lack of which would threaten the function of City government, or the health, safety or welfare of City residents. A need for an emergency procurement shall waive all existing procurement requirements and shall be limited only to the quantity of those supplies, equipment, materials, or services necessary to meet the emergency/disaster. All emergency procurement shall be made with as much transparency and competitive bid process as is practical under the circumstances.

An emergency/disaster may create the immediate need for contracted services or other resources that cannot meet all the requirements of the City's Purchasing Policy. Under emergency/disaster circumstances, the inability to have a contract or agreement would threaten the operation of City government, or the health, safety and welfare of City residents. The normal City Purchasing Policy requires that contracts and agreements receive legal and fiscal review and approval prior to execution. This would still apply to the extent possible but could be waived if critical to ensure the success of the management of the emergency/disaster incident.

Based on the special circumstances associated with emergency/disaster grants, spending limits and approval authority shall follow the purchase threshold levels as adopted by federal regulations.

Appendix II to 2 CFR Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the federal agency or non-federal entity, all contracts made by the non-federal entity under the federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work

Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the

government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

(J) A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Federal Form A
City of Maplewood Cost and Price Analysis Form

Instructions: Use this form to perform a cost and price analysis for each federal or federal pass-through procurements that are in excess of \$25,000 for each offeror, including sole source procurements.

1. Offeror Information:

Offeror Name: _____

Goods or services to be acquired: _____

Total Offeror Cost: \$ _____

Maplewood Proposal Number Reference: _____

2. Cost Analysis:

a. Are the costs reasonable?

Reasonable is generally defined as what a prudent business would pay in a competitive marketplace. A cost can be allowable and allocable, and still not be what a prudent businessperson would pay (e.g., first class airfare).

___ Yes ___ No

If no, list the reason below:

b. Are the costs necessary?

Direct cost elements should be necessary to perform the work. A cost may be allowable under the cost principles and even allocable to the type of work to be performed, *but* still not be necessary for the specific contract.

___ Yes ___ No

If no, list the reason below:

c. Are pre-negotiated rates used?

Does the offeror use audited or pre-negotiated indirect cost (e.g., overhead) rates, labor and fringe benefit rates, or other factors.

Yes No

Notes:

d. Can the offeror contain costs from escalating?

Does the offeror have a track record of containing costs?

Yes No

Notes:

e. Are cost changes likely?

Is there any indication that the costs are likely to increase or decrease over the life of the contract?

___ Yes ___ No

Notes:

3. Cost Comparison:

If possible, after completing the cost analysis, compare:

- i. The offeror’s costs with actual costs previously incurred by the same offeror for the same or similar work. If it is a repetitive type of work or service, how much has it cost in the past. Apply any appropriate inflation factors for past work.
- ii. Actual costs of previous the same or similar work performed by other contractors.
- iii. Previous cost estimates from the offeror or other offerors for the same or similar items.
- iv. The methods proposed by the offeror with the requirements of the solicitation (i.e., do the costs reflect the technical approach proposed and the work required?).

4. Overall Contractor Analysis:

___ Yes or ___ No: Are the costs provided in the offeror’s proposal acceptable?

5. Signature and Date:

I certify that the foregoing information is true and correct to the vest of my knowledge and belief. I further certify that I have determined that the costs or prices proposed are necessary, fair and reasonable.

Analyzer Name: _____

Analyzer Signature: _____

Date of Analysis: ___/___/___

12. PUBLIC PURPOSE EXPENDITURE POLICY

A. Purpose

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

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

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

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

B. Responsibility

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

C. Policy

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

i. Examples of Permitted Expenditures for Meals and Refreshments

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

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

ii. Examples of Other Permitted Expenditures

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

iii. Prohibited Expenditures

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

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

iv. Permitted Use of Assets

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

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

Such permitted use may include:

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

v. Prohibited Use of Assets

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

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

vi. Documentation

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

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

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

vii. Special Requests

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

viii. Periodic Review

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

13. CAPITAL ASSETS POLICY

A. Purpose

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

B. Capitalization Thresholds

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

Asset Type	Threshold
Land and land improvements	Always
Construction in Progress	Always
Easements	\$ 50,000
Buildings and building improvements	\$ 50,000
Infrastructure	\$100,000
Machinery and Equipment	\$ 10,000
Intangible Assets	\$ 50,000
Capital Leases	\$ 15,000

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

C. Recording Capital Assets

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

D. Contributed (Donated) Capital

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

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

E. Intangible Assets

Intangible assets possess three characteristics:

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

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

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

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

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

F. Improvements

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

Capital asset improvement costs should be capitalized if:

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

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

G. Depreciating Capital Assets

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

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

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

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

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

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

H. Historical Treasures and Works of Art

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

14. PROCUREMENT POLICY

A.Purpose

The purchasing procedures are required because they:

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

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

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

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

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

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

PROCEDURES FOR PURCHASES UNDER \$50,000

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

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

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

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

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

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

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

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

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

If two or more written quotations are required:

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

If a formal bid basis is required:

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

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

PROCEDURES FOR PURCHASES \$175,000 AND OVER

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

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

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

SOLE SOURCE PURCHASES

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

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

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

PURCHASES FROM EMPLOYEE-OWNED COMPANIES

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

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

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

COOPERATIVE PURCHASING

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

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

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

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

Cooperative purchasing is allowed, but not limited to, the following sources:

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

ETHICS

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

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

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

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

ADVERTISING FOR BIDS

Guidelines:

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

Procedures:

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

AFFIRMATIVE ACTION

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

TECHNOLOGY PURCHASES

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

PROMPT PAYMENT OF CITY BILLS

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

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

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

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

STATE SALES AND USE TAX

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

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

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

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

PURCHASE DISCOUNTS

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

FINAL PAYMENTS ON CITY CONSTRUCTION CONTRACTS

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

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

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

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

15. INFORMATION SECURITY POLICY

Introduction

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

A. Information Security Policy

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

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

Employees handling sensitive cardholder data should ensure:

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

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

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

B. Network Security

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

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

C. Acceptable Use Policy

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

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

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

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

D. Protect Stored Data

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

It is strictly prohibited to store:

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

E. Information Classification

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

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

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

F. Access to the Sensitive Cardholder Data

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

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

G. Physical Security

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

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

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

H. Protect Data in Transit

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

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

I. Disposal of Stored Data

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

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

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

J. Security Awareness and Procedures

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

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

K. Credit Card (PCI) Security Incident Response Plan

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

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

The City PCI Security Incident Response Team:

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

Information Security PCI Incident Response Procedures:

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

Incident Response Notification

Escalation Members:

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

City Council
Internal Audit
External Auditors

External Contacts:

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

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

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

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

Incident Response notifications to various card schemes:

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

VISA Steps

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

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

Visa Incident Report Template

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

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

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

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

MasterCard Steps:

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

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

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

member IDs.

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

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

Discover Card Steps

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

American Express Steps

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

L. Transfer of Sensitive Information Policy

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

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

M. User Access Management

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

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

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

N. Access Control Policy

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

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

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

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

Employee Name (printed)

Department

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

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

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

Employee Signature

Date

Appendix B – List of Devices

Asset/Device Name	Description	Owner/Approved User	Location

Appendix C - List of Service Providers

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



**Truth in Taxation Hearing
2022 Budget and Tax Levy
December 13, 2021**

Property Taxes



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

How much will I pay? What do I get?



Strategic Priorities

Financial Stability



Integrated Communication



Infrastructure & Asset Management



Community Inclusiveness



Targeted Redevelopment



Operational Effectiveness





Emerald Ash Borer Eradication



What Do You Get?

2022 Property Tax Levy Increase 5%

Fund	Adopted 2021 Levy	Preliminary 2022 Levy	\$ Increase (Decrease)	% Increase (Decrease)
General Fund	\$ 17,324,330	\$ 18,185,680	\$ 861,350	5.0%
Debt Service Funds	4,909,890	5,011,931	102,041	2.1%
EDA Fund	100,000	100,000	-	0.0%
Capital Project Funds	883,080	1,072,242	189,162	21.4%
Total Levy	\$ 23,217,300	\$ 24,369,853	\$ 1,152,553	5.0%

Increase of \$1,152,553



Property Tax Impact of City Levy

Market Value for Pay 2021	Market Value for Pay 2022	Taxable Market Value for Pay 2022	City Tax \$ Amount 2021	City Tax \$ Amount 2022	\$ Increase (Decrease)	% Increase (Decrease)
97,200	100,000	71,800	288	314	26	9.0%
145,800	150,000	126,300	511	553	42	8.2%
243,000	250,000	235,300	955	1,029	74	7.8%
260,700	268,300	255,200	1,036	1,112	76	7.3%
388,700	400,000	398,800	1,621	1,745	124	7.6%

★ Median Value Home in Maplewood (increase in residential value 2.9%)

**Increase
\$76 per year**



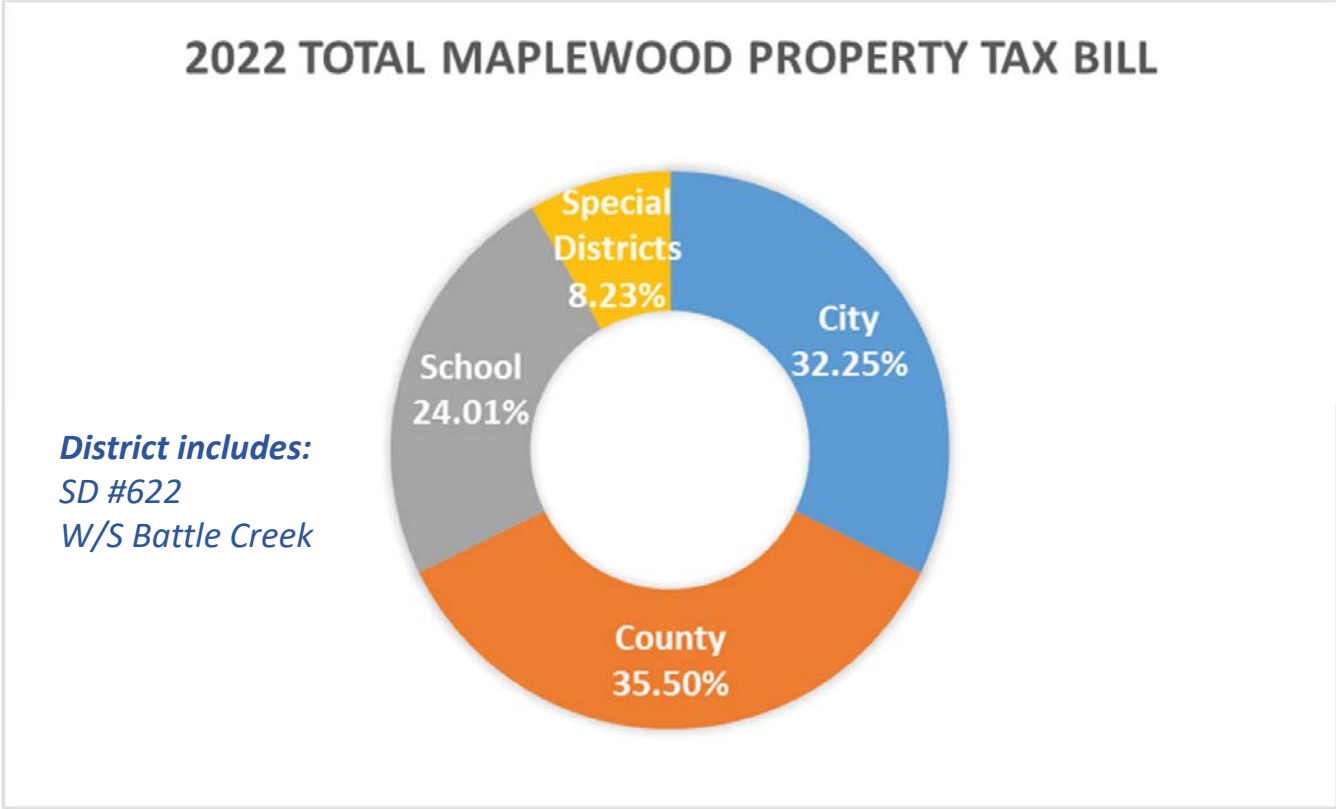
Total 2022 City Budget

Fund	2021 Original Budget	2022 Budget	\$ Change	% Change
General	\$ 22,673,770	\$ 23,632,280	\$ 958,510	4.23%
Special Revenue	866,940	2,985,720	2,118,780	244.40%
Debt Service	8,430,651	8,158,614	(272,037)	-3.23%
Capital Projects	18,886,160	16,157,440	(2,728,720)	-14.45%
Enterprise	11,512,448	12,684,290	1,171,842	10.18%
Internal Service	8,935,467	9,268,950	333,483	3.73%
TOTAL	\$ 71,305,436	\$ 72,887,294	\$ 1,581,858	2.22%





Who Gets My Property Taxes?



*District includes:
SD #622
W/S Battle Creek*

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

Total Proposed 2022 Property Tax Increase/Decrease

School District	City of Maplewood					\$
	% Increase/Decrease for Median Home Value					Change
	County	City	School	Other	Total	Total
SD #622	4%	7.5%	7.1%	28.9%	7.5%	\$ 275
SD #623	4%	7.5%	-27.7%	28.9%	-4.0%	\$ (147)
SD #624	4%	7.5%	4.8%	28.9%	7.9%	\$ 255

Source: Ramsey County





What are Special Taxing Districts?

Special Districts	2022 Rate	2021 Rate	% Increase
Regional Rail	4.052%	3.825%	5.93%
Housing Authority	1.827%	0.000%	New
Metro Watershed	3.001%	2.938%	2.14%
Met Council	1.881%	1.809%	3.98%
Mosquito Control	0.381%	0.366%	4.10%
Total Special Districts	11.142%	8.938%	24.66%

Source: Ramsey County



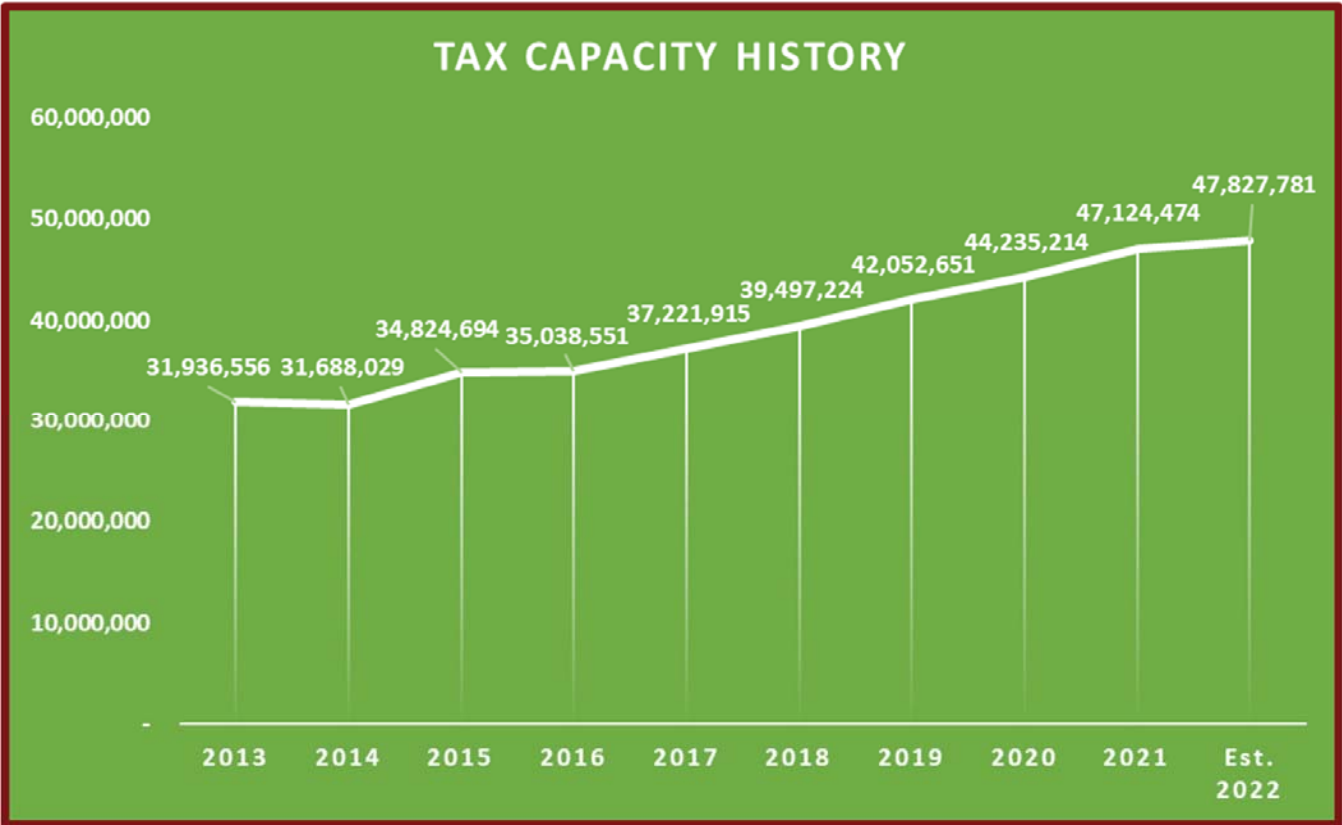
Tax Levy History

Average Annual Increase over Ten Years is 3.0%



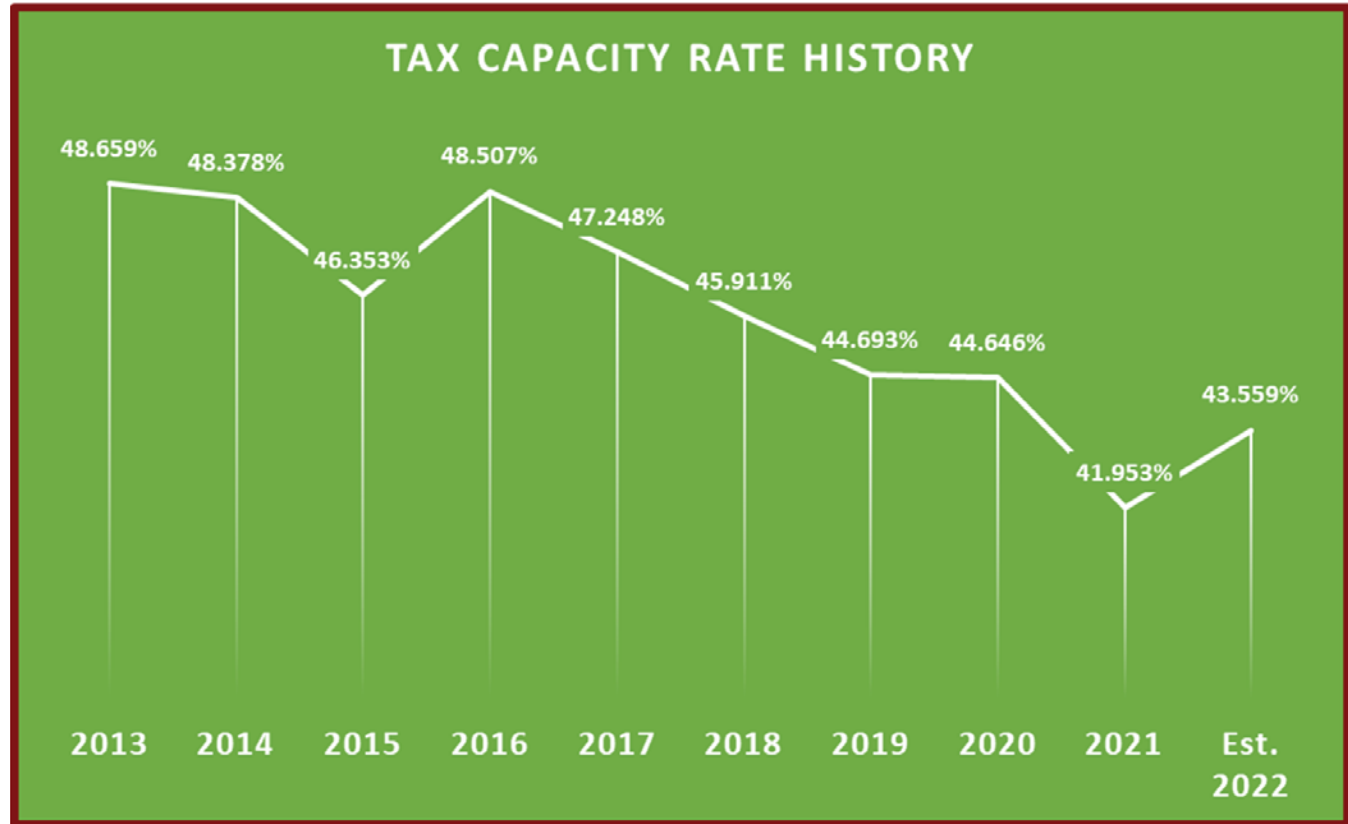
Tax Capacity History

Average Annual Increase over Ten Years is 3.5%



Tax Capacity Rate History

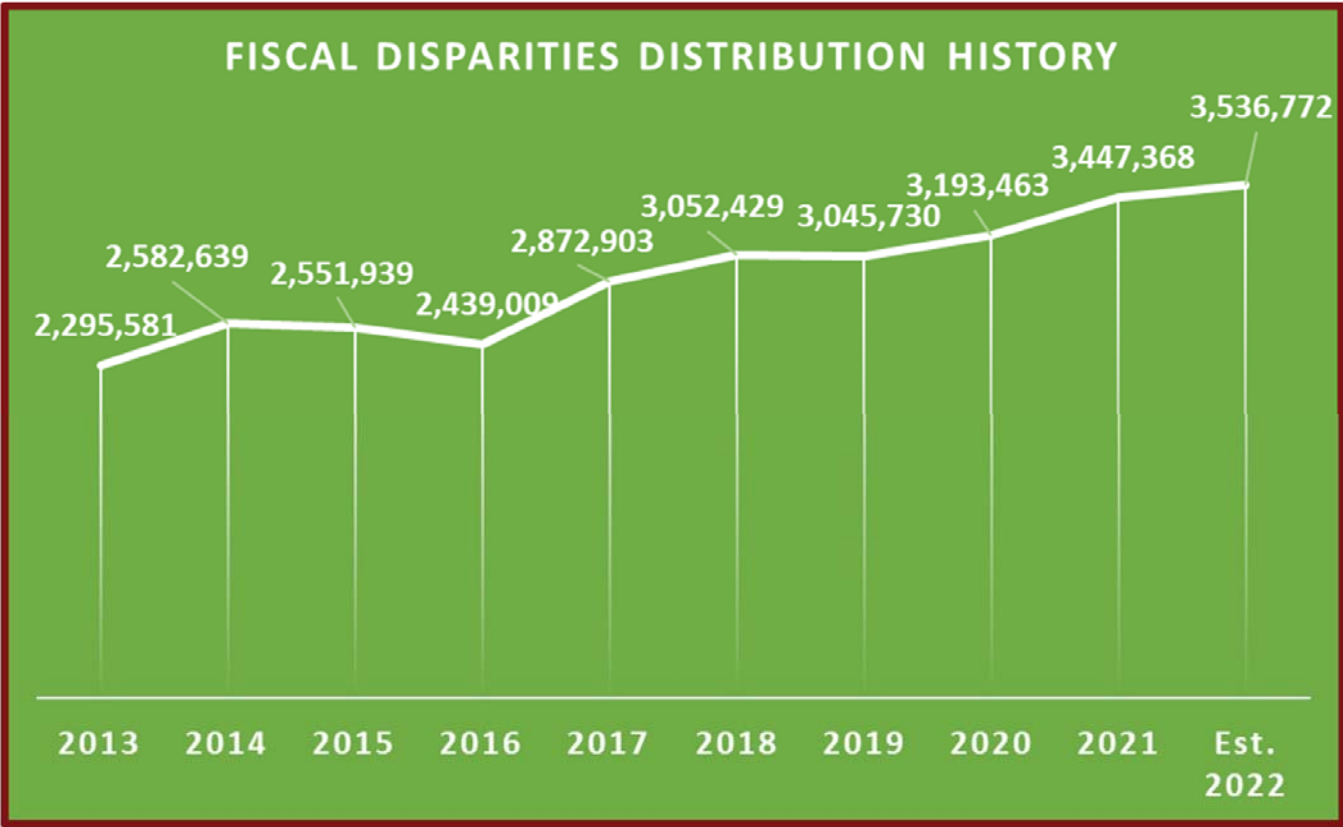
Average Annual Decrease over Ten Years is $-.01\%$





Fiscal Disparities Distribution History

Average Annual Increase Over Ten Years is 5.5%



Historical Analysis of Maplewood Tax Rate Calculation Factors

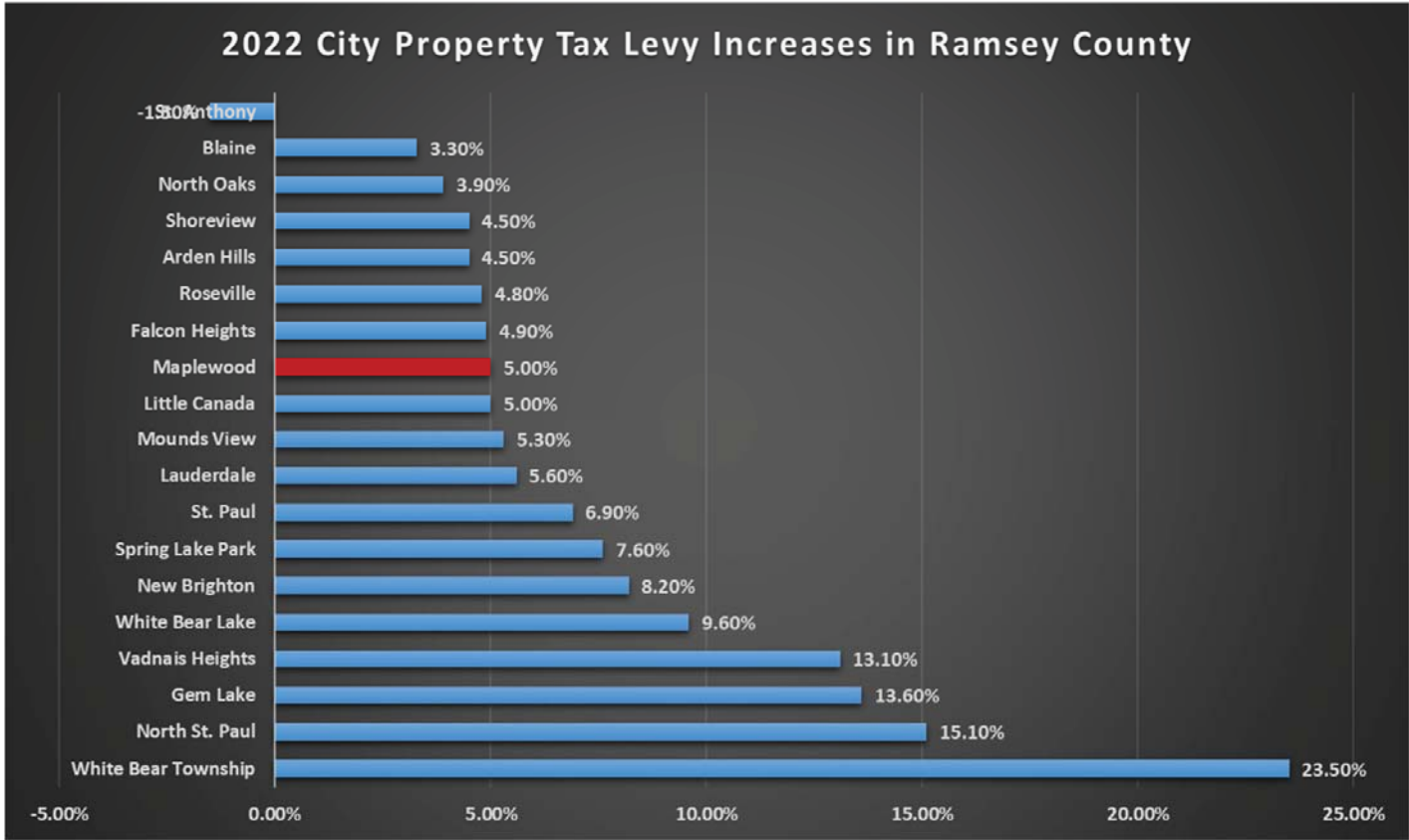
Year	City Tax Levy	Tax Capacity	Fiscal Disparities	Tax Rate
2013	18,528,400	31,936,556	2,295,581	48.659%
2014	18,528,400	31,688,029	2,582,639	48.378%
2015	18,991,610	34,824,694	2,551,939	46.353%
2016	19,751,270	35,038,551	2,439,009	48.507%
2017	20,738,833	37,221,915	2,872,903	47.248%
2018	21,465,600	39,497,224	3,052,429	45.911%
2019	22,109,600	42,052,651	3,045,730	44.693%
2020	23,217,300	44,235,214	3,193,463	44.646%
2021	23,217,300	47,124,474	3,447,368	41.953%
2022	24,369,853	47,827,781	3,536,772	43.559%
Average Annual Increase/Decrease	3.00%	3.52%	5.47%	-0.01%





Ramsey County 2022 Levy Increases

Average 7.52%



Levy Historical Analysis

Historical Levy Percentage +/- Change Analysis for Ramsey County

Taxing Authority	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Average over 13 Years
Ramsey County	2.7%	2.8%	1.7%	1.8%	-0.1%	-0.2%	2.5%	2.8%	4.4%	4.4%	4.80%	0.00%	1.50%	2.2%
Arden Hills	2.3%	0.8%	1.8%	3.0%	2.1%	3.1%	3.5%	4.7%	4.0%	4.0%	5.00%	4.30%	4.50%	3.3%
Blaine	-7.5%	5.8%	-1.9%	1.1%	-1.2%	-6.1%	2.8%	13.4%	11.7%	17.0%	0.00%	3.40%	3.30%	3.2%
Falcon Heights	5.0%	1.5%	-2.0%	6.5%	0.0%	0.0%	8.3%	8.9%	24.0%	25.0%	7.90%	8.90%	4.90%	7.6%
Gem Lake	-10.7%	-19.1%	-14.6%	-6.8%	-9.7%	10.4%	16.1%	48.9%	3.3%	4.6%	22.00%	1.20%	13.60%	4.6%
Lauderdale	2.4%	1.6%	3.0%	2.0%	1.0%	1.3%	8.4%	4.7%	8.1%	5.8%	4.40%	6.40%	5.60%	4.2%
Little Canada	3.4%	3.9%	0.0%	2.0%	3.0%	3.0%	2.4%	2.9%	7.0%	3.0%	5.00%	3.50%	5.00%	3.4%
Maplewood	3.1%	5.2%	2.3%	3.9%	0.4%	4.4%	4.0%	5.3%	3.6%	3.1%	5.10%	0.00%	5.00%	3.5%
Mounds View	8.6%	2.4%	0.2%	0.2%	2.2%	1.9%	0.9%	3.0%	8.2%	9.4%	4.50%	3.50%	5.30%	3.9%
New Brighton	0.0%	0.0%	-1.5%	1.4%	-8.0%	1.9%	3.9%	9.9%	9.6%	9.8%	9.20%	3.10%	8.20%	3.7%
North Oaks	6.2%	4.9%	1.9%	3.3%	1.8%	2.0%	4.0%	6.6%	7.9%	8.7%	9.90%	6.20%	3.90%	5.2%
North St. Paul	14.4%	1.6%	-0.2%	1.9%	-0.1%	6.6%	11.2%	15.6%	9.0%	8.8%	5.40%	0.00%	15.10%	6.9%
Roseville	9.3%	3.1%	1.9%	16.3%	4.5%	1.9%	3.8%	5.1%	6.1%	4.9%	8.70%	5.00%	4.80%	5.8%
St. Anthony	3.8%	6.4%	8.6%	7.5%	2.8%	9.3%	-0.1%	7.0%	5.1%	5.5%	0.20%	7.30%	-1.50%	4.8%
St. Paul	6.0%	0.0%	5.0%	1.9%	0.0%	2.4%	1.9%	7.9%	23.9%	10.5%	22.20%	0.00%	6.90%	6.8%
Shoreview	4.2%	3.8%	-0.6%	3.4%	3.3%	3.5%	3.9%	3.9%	4.9%	4.5%	5.50%	5.00%	4.50%	3.8%
Spring Lake Park	6.9%	-3.3%	-1.3%	-17.2%	2.4%	8.8%	4.2%	0.2%	7.1%	3.8%	5.50%	-0.70%	7.60%	1.8%
Vadnais Heights	13.1%	4.7%	-0.7%	1.3%	3.0%	2.0%	9.8%	3.6%	3.4%	3.4%	6.90%	3.40%	13.10%	5.2%
White Bear Lake	2.0%	0.1%	-0.1%	1.9%	0.0%	1.9%	1.7%	5.1%	8.5%	12.9%	9.00%	6.80%	9.60%	4.6%
White Bear Twp	-1.0%	7.7%	2.4%	0.9%	-1.5%	1.2%	5.0%	2.3%	7.6%	5.5%	22.00%	20.20%	23.50%	7.4%
Weighted Average City/Twp	5.5%	1.4%	3.2%	3.3%	0.5%	2.7%	2.9%	6.9%	16.0%	8.6%	6.2%	1.5%	6.9%	5.0%

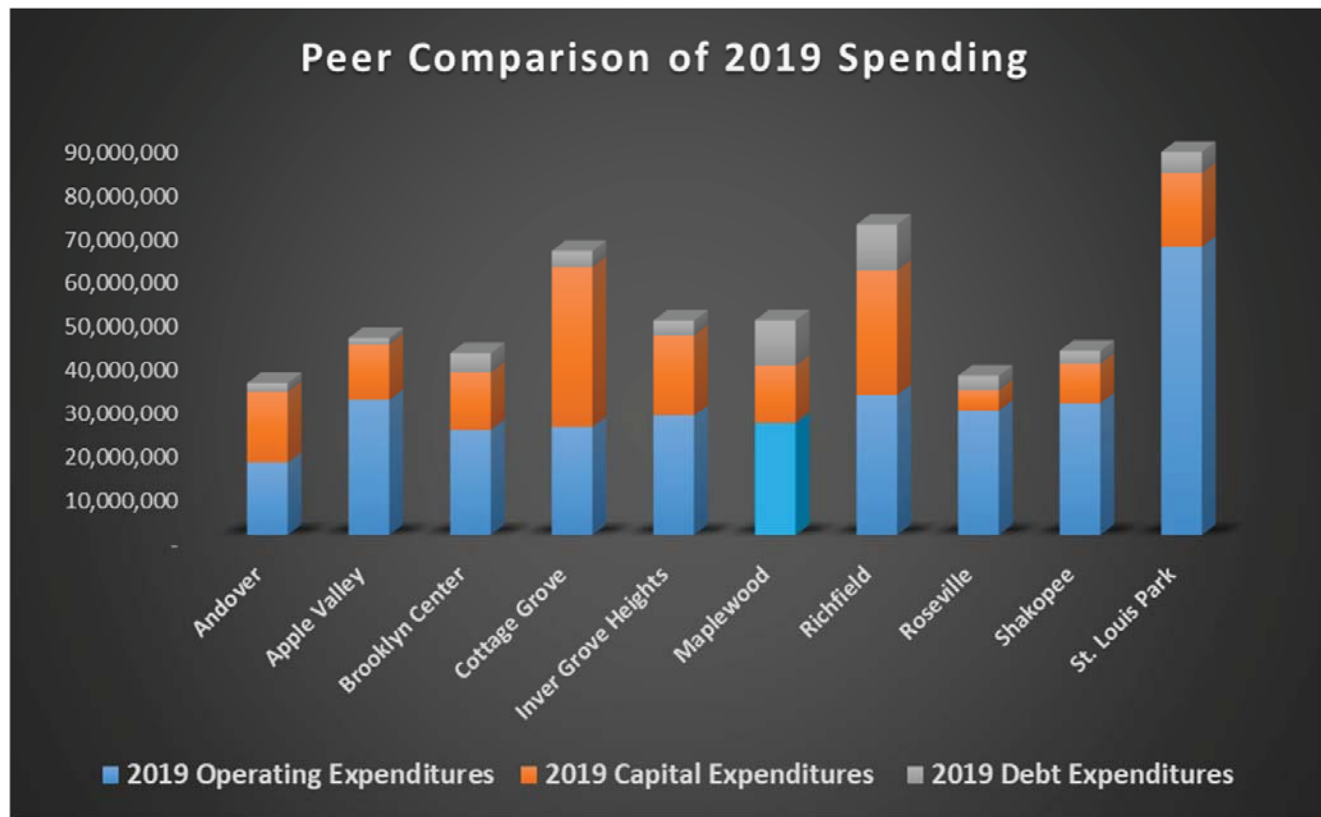


Peer Spending Comparisons

Peer City	2019 Population	2019 Taxable Tax Capacity	2019 Certified Tax Levy	2019 Current Expenditures	2019 Capital Outlay	2019 Debt Service	2019 Total Expenditures	Debt & Capital/Total	Debt Service /Total Exp	Outstanding Bonded Debt	Total Debt Per Capita
Brooklyn Center	32,722	18,920,479	18,464,338	24,072,745	13,352,312	4,456,661	41,881,718	42.52%	10.64%	47,340,000	1,447
Andover	32,882	31,604,717	13,103,993	16,601,354	16,389,691	2,013,864	35,004,909	52.57%	5.75%	41,720,000	1,269
Inver Grove Heights	35,321	38,635,056	23,311,169	27,448,128	18,484,619	3,389,457	49,322,204	44.35%	6.87%	47,345,000	1,340
Roseville	36,644	52,105,323	22,025,541	28,665,897	4,668,852	3,341,073	36,675,822	21.84%	9.11%	20,270,000	553
Richfield	36,993	33,813,196	21,651,384	32,308,469	28,470,859	10,528,046	71,307,374	54.69%	14.76%	65,640,000	1,774
Cottage Grove	37,795	34,058,859	15,695,122	24,730,109	36,880,470	3,673,185	65,283,764	62.12%	5.63%	39,595,000	1,048
Shakopee	41,528	48,623,147	19,230,474	30,369,750	9,047,340	3,006,743	42,423,833	28.41%	7.09%	34,660,000	835
Maplewood	41,738	42,052,651	22,109,600	25,642,150	13,331,018	10,388,182	49,361,350	48.05%	21.05%	55,545,195	1,331
St. Louis Park	49,834	68,585,022	33,189,987	66,249,117	16,857,464	4,827,943	87,934,524	24.66%	5.49%	88,560,000	1,777
Apple Valley	54,400	55,787,674	26,350,740	31,151,578	12,696,772	1,455,965	45,304,315	31.24%	3.21%	19,665,000	361
Average	39,986	42,418,612	21,513,235	30,723,930	17,017,940	4,708,112	52,449,981	41.05%	8.96%	46,034,020	1,174
Maplewood % of Average	104.4%	99.1%	102.8%	83.5%	78.3%	220.6%	94.1%	117.1%	234.9%	120.7%	113.4%



Peer Spending Comparisons *continued*





Utility Fund Rates

Utility Rates Impact on Average Home				
	<u>Quarterly Charge</u>		<u>Increase/(Decrease)</u>	
	2021 Rates	2022 Rates	Amount	Percent
Sanitary Sewer	\$3.32/unit	\$3.84/unit	\$0.52	15.7%
Environmental Utility	27.25	27.25	\$0.00	0.0%
Recycling	16.56	16.56	\$0.00	0.0%
WAC St. Paul	7%	7%	\$0.00	0.0%
WAC North St. Paul	3.60	3.60	\$0.00	0.0%
Average St. Paul Bill	\$120.35	\$131.79	\$11.44	4.2%
Average North St. Paul Bill	\$120.45	\$131.89	\$11.44	4.2%

Capital Improvement Plan 2022-2026

Total \$66,708,421

Category	2022	2023	2024	2025	2026	Total
Buildings	277,500	120,000	160,000	200,000	200,000	957,500
Equipment	2,652,000	1,342,000	2,036,000	1,233,000	942,000	8,205,000
Parks	1,395,000	1,205,000	905,000	1,555,000	155,000	5,215,000
Redevelopment	100,000	-	1,100,000	-	1,000,000	2,200,000
Streets	13,094,150	7,984,271	9,392,500	8,400,000	11,260,000	50,130,921
TOTAL	17,518,650	10,651,271	13,593,500	11,388,000	13,557,000	66,708,421





Amendments to Financial Policies

Debt Policy

- Change debt limit ceiling from \$1,450 to \$1,425 per capita.

Grants Policy

- Update for federal requirements.

Other Policies

- Minor housekeeping modifications.



Council Considerations

- Recommendation

- Adopt 2022 Levy at 5.0% increase over the prior year;
- Adopt 2022 Budget totaling \$72,887,294;
- Adopt 2022-2026 CIP totaling \$66,708,421;
- Adopt 2022 Financial Management Policies.



Questions?



CITY COUNCIL STAFF REPORT
Meeting Date December 13, 2021

REPORT TO: Melinda Coleman, City Manager

REPORT FROM: Michael Mondor, Fire and EMS Chief

PRESENTER: Michael Mondor, Fire and EMS Chief

AGENDA ITEM: Resolution Directing Modification of Existing Construction Contract Authorizing the Use of Prevailing Wage, Change Order No. 10, North Fire Station Construction Project.

Action Requested: Motion Discussion Public Hearing

Form of Action: Resolution Ordinance Contract/Agreement Proclamation

Policy Issue:

City Council will consider approving the attached resolution Directing Modification of the Existing Construction Contract Authorizing the Use of Prevailing Wage, Change Order No. 10, North Fire Station Construction Project.

Recommended Action:

Motion to approve resolution Directing Modification of the Existing Construction Contract Authorizing the Use of Prevailing Wage, Change Order No. 10, North Fire Station Construction Project, North Fire Station Construction Project and authorize the Mayor and City Manager to sign Change Order No. 10.

Fiscal Impact:

Is There a Fiscal Impact? No Yes, the true or estimated cost is \$430,539.88

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

Use of Reserves Other: Fire Facility Fund

Strategic Plan Relevance:

Financial Sustainability Integrated Communication Targeted Redevelopment

Operational Effectiveness Community Inclusiveness Infrastructure & Asset Mgmt.

Approval of Change Order No. 10 will increase the project construction amount by \$430,539.88

The revised contract amounts fall within the approved project budget of \$13,100,000. No adjustments to the approved budget are necessary at this time.

Background

Specifications and advertisement for bids for the North Fire Station were approved on February 22nd, 2021 and construction contracts were awarded on April 12th, 2021. In August 2021, staff were made aware that the bid documents did not include a prevailing wage requirement, which is required by Maplewood City Ordinance Section 2.8. Staff spent the subsequent months working with Kennedy and

Graven and Kraus Anderson to identify a remedy to ensure that the project is compliant with Maplewood City Ordinance.

After consultation with Kennedy and Graven and Kraus Anderson, it was determined that the best course of action would require a change order adding the prevailing wage requirement to the project.

Change Order No. 10 proposes to increase the construction contract by \$430,539.88 to ensure all contractors and sub-contractors who competitively bid this project are paying prevailing wage.

- Work Scope 7H-Jackson and Associates, LLC, \$56,874.18, increase
- Work Scope 9B-9D-Superset Tile & Stone, LLC, \$15,537.23 increase
- Work Scope 32D-Century Fence, \$7,560 increase
- Work Scope 32B-Ebert, Inc., \$28,109.50 increase
- Work Scope 03M-Ebert, Inc., \$132,063.95 increase
- Work Scope 32F-North Metro Companies, \$23,825, increase
- Work Scope 26A-Electrical Production Services, Inc. \$121,050 increase
- Work Scope 06-G-Ebert, Inc., \$45,520.02 Increase

The changes requested fall within the budgeted construction contingency costs and no changes to the project budget are required at this time.

Attachments

1. Change Order No. 10
2. City of Maplewood Code of Ordinances, Chapter 2, Article I, Section 2.8. –City Projects: prevailing wage rates
3. Resolution Directing Modification of the Existing Construction Contract, Change Order No. 10

Change Order Request

Project: 2110032-02
 Maplewood North Fire Station
 1530 County Road C East
 Maplewood, MN 55109

COR # 10.00

Date: 11/12/2021

To: Owner City Of Maplewood
 1830 East County Road B
 Maplewood, MN 55109

From: Kraus-Anderson Construction Company
 501 South Eighth Street
 Minneapolis, MN 55404

PCO # 39 - *Prevailing Wage*

Item #	Description	Vendor	Amount
1	All contractors		\$0.00
2	Summit - No cost change	Summit Companies	\$0.00
3	Superior Painting - No cost change	Superior Painting & Decorating, Inc.	\$0.00
4	NAC - No cost change	Northern Air Corporation	\$0.00
5	Mulcahy - No cost change	Mulcahy Nickolaus, LLC	\$0.00
6	Prevailing Wage - Jackson	Jackson & Associates, LLC	\$56,874.18
7	Prevailing Wage - Superset Tile	Superset Tile & Stone, LLC	\$15,537.23
8	WL Hall - No cost change	W. L. Hall Co.	\$0.00
9	Mnpl Glass - No cost change	Minneapolis Glass Company	\$0.00
10	TA Schifsky - No cost change	T. A. Schifsky & Sons, Inc	\$0.00
11	TC Acoustics - No cost change	Twin City Acoustics, Inc.	\$0.00
12	Prevailing wage - Century Fence	Century Fence Company	\$7,560.00
13	Prevailing Wage - Ebert 32B	Ebert, Inc.	\$28,109.50
14	Prevailing Wage - Ebert 03M	Ebert, Inc.	\$132,063.95
15	Prevailing Wage - North Metro	North Metro Companies	\$23,825.00
16	Prevailing Wage - EPS	Electrical Production Services, Inc.	\$121,050.00
17	Prevailing Wage - Ebert 06G	Ebert, Inc.	\$45,520.02
Total For Change Order			\$430,539.88

Approved By: City Of Maplewood

Signed: _____

Date: _____

Submitted By: Kraus-Anderson Construction Company

Signed: _____

Date: _____

Accepted By: Short-Elliott-Hendrickson, Incorporated

Signed: _____

Date: _____



J1, Attachment 1
Pricing Request Response

Date: 8-26-2021

Name of Project: **Maplewood Fire Station**

Attention: **Dale Sonnichsen, KA**

Scope of Work: **Roofing and sheet metal**

Dear Dale,

As requested, please find the pricing implications to changing the Maplewood Fire Station to a prevailing wage project:

Roofing Labor \$ 48.00/HR before - \$ 89.31 After = \$ 41.31 Difference
Sheet Metal Labor \$ 52.00/HR Before - \$ 79.80 After = \$ 27.80 Difference

1220 Roofing Hours x \$ 41.31 = \$ 50,398.20

48 Sheet Metal Hours x \$ 27.20 = \$ 1305.60

Subtotal \$ 51,703.80

Markup \$ 5,170.38

Total: \$ 56,874.18

If you have any questions, please don't hesitate to call me anytime.

Respectfully Submitted,

Scott Liefkring



SINCE 1917 THE MARK OF PERMANENCE
P.O. Box 277, Forest Lake, MN, 55025

Office J1, Attachment 1
(651)-464-7373
Toll Free (800)-328-9558
Fax (651)-464-7377
Cellular (612)-328-8806
ijorgensen@centuryfence.com
10/5/2021

Phone: 612-332-7281 Fax: 612-332-8739

Proposal To:

Kraus Anderson
Attn: Estimator
525 South 8th St
Minneapolis, MN 55404

Ship To:

Maplewood Fire Station

Installed Material Only Prepaid Freight Freight Collect **F.O.B. Job Site** **Delivery Schedule:**

Description

PCO #39

Add prevailing wages per the following

Labor included in original bid NO wages: 224 hours at \$52.50 per hour = \$11,760.00

Revised labor including prevailing wages: 224 hours at \$86.25 per hour = \$19,320.00

Common Laborer = Basic Rate \$38.06 + Fringe Rate \$21.84 = Total Rate \$59.90 + 44% labor burden = \$86.25 per hour

ADD to include prevailing wages \$7,560.00

Acceptance: This proposal when accepted in writing by purchaser and by Century Fence Company's Main Office becomes a contract between two parties. The conditions on the attached "Terms and Conditions" sheet are made a part of this contract.

Terms of Payment: Net Cash upon receipt of invoice.

Buyer's signature _____ Date _____

Submitted by _____

Ian Jorgensen



Change Proposal

To: Steve Luken
City of Maplewood
1830 East County Road B East
Maplewood, Mn 55109-2702

Number: 3
Date: 9/21/21
Job: 6478 Maplewood N Fire 32B-Conc Pav
Phone:

Description: REVISED PCO 039

We are pleased to offer the following specifications and pricing to make the following changes:

Changes to contract in regards to going from Non-Prevailing Wage rates to Prevailing Wage rates per PCO 039.

Average Non-Prevailing Wage Rate = \$40.35 (Single = \$39.27 + Family = \$41.42 / 2 = \$40.35)
Ebert Hours - 848 hours total @ \$40.35 = \$34,216.80

Prevailing Wage Breakdown:

Laborer Hours = 320 @ \$64.53 = \$20,649.60
Iron Worker Hours = 4 @ \$76.07 = \$304.28
Concrete Finisher Hours = 524 @ \$69.44 = \$36,386.56

Total Prevailing Wages = \$57,340.44

Net Change from NPW to PW = \$23,123.64

Ebert Project Management Assistant = \$760.00

Brower - See attached

The total amount to provide this work is \$28,109.50
(Please refer to attached sheet for details.)

If you have any questions, please contact me at (763)498-7844.

Submitted by: David Swanson, Project Manager
Ebert Constuction

Approved by: _____
Date: _____



Change Proposal 3 Price Breakdown
 Continuation Sheet

Description: REVISED PCO 039

Description	Labor	Material	Equipment	Subcontract	Other	Price
Project Admin Support	\$760.00					\$760.00
Concrete Paving	\$23,123.64					\$23,123.64
Curbs and Gutters				\$1,750.00		\$1,750.00
					Subtotal:	\$25,633.64
			Markup on Self	\$23,883.64	10.00%	\$2,388.36
			Markup on Subs	\$1,750.00	5.00%	\$87.50
					Total:	\$28,109.50

David Swanson

From: Bill Brower <bill@browerconcrete.com>
Sent: Monday, September 20, 2021 8:08 AM
To: David Swanson
Subject: Re: FW: MWFS PCO 039 Prevailing Wage

Hey David add \$1750.00 to the total for brower concrete.

On 9/15/2021 8:06 AM, David Swanson wrote:

Bill,

Here is that prevailing wage PCO. Please price and return promptly.

Thank you,



David Swanson | Project Manager Concrete/Masonry | 📞 Cell: 763-614-7835
 23350 County Road 10, Corcoran, MN 55357 | 📠 Phone: 763-498-7844 | 📠 Fax: 763-498-9951 | 🌐 Web www.berconst.com

From: Magana, Silvia <silvia.magana@krausanderson.com>
Sent: Tuesday, September 14, 2021 11:33 AM
To: 'Brian Berwald' <brianb@berwaldroofing.com>; 'ijorgensen@centuryfence.com' <ijorgensen@centuryfence.com>; Caleb Pelkey <cpelkey@ebertconst.com>; David Swanson <dswanson@ebertconst.com>; 'Eric Thoreson' <eric@electricalproduction.com>; 'Jim Krenik' <jkrenik@gsm-hvac.com>; 'Tony Clemons' <tclemons@gsm-hvac.com>; 'Scott Lieffring' <scott@jaarofing.com>; 'Ben Barland' <benb@minneapolisglass.com>; 'Taylor Johnson' <taylorj@minneapolisglass.com>; 'Dan Rygwalski - Mulcahy' <danr@mulcahynickolaus.com>; 'James Shursen' <james@northmetrocompanies.com>; 'Mike Bjokne' <mbjokne@nac-hvac.com>; 'Josh Prange' <jprange@parkconstructionco.com>; 'dalton@rightwaycaulking.com' <dalton@rightwaycaulking.com>; 'Jim Schauer [MN-STP]' <JSchauer@summitfire.com>; 'Bob Wymore' <robert@superior-ptg.com>; 'Matt Lloyd' <matt@supersettile.com>; 'Jonathan Hager' <JHager@taschifsky.com>; 'Spencer Lorentzen' <Spencer@thornbergsteel.com>; 'daveb@tcacoustics.com' <daveb@tcacoustics.com>; 'Lee Kriskovich' <lkriskovich@tchco.com>; 'apederson@wlhall.com' <apederson@wlhall.com>; 'Roscovius, Nathan R.' <nathan.roscovius@wellsconcrete.com>; 'Brett Jarmuzek' <Brettj@yalemech.com>
Cc: Sonnichsen, Dale <dale.sonnichsen@krausanderson.com>; Walton, Jake <jake.walton@krausanderson.com>; 'Michael Mondor' <michael.mondor@maplewoodmn.gov>; 'Brian Bergstrom' <bbergstrom@sehinc.com>
Subject: MWFS PCO 039 Prevailing Wage

Please see the attached PCO.

The Owner is requesting that we explore the option of adding a prevailing wage rate requirement to the Maplewood North Fire Station project after award of contracts. Please submit any change in cost if this were to be approved. Show bid wage rates and prevailing wage rates, and the difference multiplied by the number of hours in your bid to show the difference. Please reply zero cost if this does not affect your original bid.

EBERT CONSTRUCTION BREAKDOWN

Non Prevailing Wage			Labor PW		
	Single Health	Family Health		Single Health	Family Health
Rate of Pay	\$32.00	\$32.00	Rate of Pay	\$38.06	\$38.06
Health Single	\$2.40		Cash Fringe	\$18.70	\$16.55
Health Family		\$4.19	Health Single	\$2.40	
HSA	\$0.36	\$0.72	Health Family		\$4.19
PTO (40 hrs)	\$0.62	\$0.62	HSA	\$0.36	\$0.72
Total	\$35.38	\$37.53	PTO (40 hrs)	\$0.38	\$0.38
			Total	\$59.90	\$59.90
WC Ins	\$3.29	\$3.29			
GL Ins	\$0.61	\$0.61	WC Ins	\$3.91	\$3.91
			GL Ins	\$0.72	\$0.72
Grand Total	\$39.27	\$41.42			
			Grand Total	\$64.53	\$64.53

Carpentry PW		
	Single Health	Family Health
Rate of Pay	\$40.68	\$40.68
Cash Fringe	\$22.01	\$19.86
Health Single	\$2.40	
Health Family		\$4.19
HSA	\$0.36	\$0.72
PTO (40 hrs)	\$0.38	\$0.38
Total	\$65.83	\$65.83
WC Ins	\$6.29	\$6.29
GL Ins	\$0.80	\$0.80
Grand Total	\$72.92	\$72.92

Iron Worker		
	Single Health	Family Health
Rate of Pay	\$40.45	\$40.45
Cash Fringe	\$27.56	\$25.41
Health Single	\$2.40	
Health Family		\$4.19
HSA	\$0.36	\$0.72
PTO (40 hrs)	\$0.38	\$0.38
Total	\$71.15	\$71.15
WC Ins	\$4.15	\$4.15
GL Ins	\$0.77	\$0.77
Grand Total	\$76.07	\$76.07

Concrete Finisher PW		
	Single Health	Family Health
Rate of Pay	\$42.76	\$42.76
Cash Fringe	\$18.33	\$16.18
Health Single	\$2.40	
Health Family		\$4.19
HSA	\$0.36	\$0.72
PTO (40 hrs)	\$0.38	\$0.38
Total	\$64.23	\$64.23
WC Ins	\$4.39	\$4.39
GL Ins	\$0.81	\$0.81
Grand Total	\$69.44	\$69.44



Change Proposal

To: City of Maplewood
1830 County Rd B East
Maplewood, MN 55109
Ph: (651)249-2300 Fax: (651)249-2319

Number: 4
Date: 9/21/21
Job: 6477 Maplewood N Fire 3M-Conc Mas
Phone:

Description: REVISED PCO 039

We are pleased to offer the following specifications and pricing to make the following changes:

Changes to contract in regards to going from Non-Prevailing Wage rates to Prevailing Wage rates per PCO 039.

Average Non-Prevailing Wage Rate = \$40.35 (Single = \$39.27 + Family = \$41.42 / 2 = \$40.35)
Ebert Hours - 3,022 hours total @ \$40.35 = \$121,937.70

Prevailing Wage Breakdown:

Laborer Hours = 768 @ \$64.53 = \$49,559.04
Carpentry Hours = 206 @ \$72.92 = \$15,021.52
Iron Worker Hours = 1013 @ \$76.07 = \$77,058.91
Concrete Finisher Hours = 1035 @ \$69.44 = \$71,870.40

Total Prevailing Wages = \$213,509.87

Net Change from NPW to PW = \$91,572.17

Ebert Project Management Assistant = \$3,420.00

Schahn Construction Services - See attached
Concrete Treatments Inc. - See attached

The total amount to provide this work is \$132,063.95
(Please refer to attached sheet for details.)

If you have any questions, please contact me at (763)498-7844.

Submitted by: David Swanson, Project Manager
Ebert Constuction

Approved by: _____
Date: _____



Change Proposal 4 Price Breakdown
 Continuation Sheet

Description: REVISED PCO 039

Description	Labor	Material	Equipment	Subcontract	Other	Price
Project Manament Assitant	\$3,420.00					\$3,420.00
Cast-in-Place Concrete	\$91,572.17					\$91,572.17
Unit Masonry				\$24,915.00		\$24,915.00
Concrete Hardener				\$1,344.58		\$1,344.58
					Subtotal:	\$121,251.75
			Markup on Self	\$94,992.17	10.00%	\$9,499.22
			Markup on Subs	\$26,259.58	5.00%	\$1,312.98
					Total:	\$132,063.95



SCHAHN

CONSTRUCTION SERVICES, LLC

15630 Central Avenue NE
Ham Lake, MN 55304

P: 763-413-1826 F: 763-244 1209

Change Order Request

Date: September 15, 2021

To: Ebert Construction
23350 County Road 10
Corcoran, MN 55357

From: Steve Schahn

Project: Maplewood Fire Station

Attn: David Swanson

Re: Prevailing wages

Request Number: MSFS PCO 039

SCS Request Number: COR2131.01

Description: Cost difference to go to prevailing wages

Total hours figured for the project was 1,140 (685 Blocklayer and 455 Laborer / Tender)

Our regular billable rate is	Prevailing wage billable rate	Difference
\$65.00 per hour for blocklayers	\$85.00 per hour	\$ 20.00
\$56.00 per hour for laborer / tenders	\$79.00 per hour	\$ 23.00

Blocklayer	685 Hours x \$20.00	\$ 13,700.00
Tender / Laborer	455 Hours x \$23.00	\$ 10,465.00
Administrative for reports		\$ 750.00

TOTAL ADD:

\$ 24,915.00

Notes:

(for SCS office use only below this line)

Approved _____ CO # _____ Date _____ VALUE _____

David Swanson

From: Lars Anderson <lars@concretetreatmentsinc.com>
Sent: Tuesday, September 21, 2021 4:13 PM
To: David Swanson
Subject: RE: MWFS PCO 039 Prevailing Wage

David,

To change to prevailing wage, we will need a change order of \$1,344.58. Here's the breakdown of hours as requested by the PCO.

Bid Wage Rate: \$35/hour x 46 Hours = \$1,610
Prevailing Wage Rate: \$64.23/hour x 46 hours = \$2,954.58

Difference: \$1,344.58

Let me know if you have any questions.

Thanks,

Lars Anderson
(763) 568-8658

From: David Swanson <dswanson@ebertconst.com>
Sent: Tuesday, September 14, 2021 4:30 PM
To: Steve Schahn <steve@schahnconstruction.com>; Peter Herzog <herzogcoatings@gmail.com>; Lars Anderson <lars@concretetreatmentsinc.com>; Arlee Carlson <Arlee.Carlson@sunde.com>; 'dalton@rightwaycaulking.com' <dalton@rightwaycaulking.com>
Cc: jack@summitconcrete.com
Subject: FW: MWFS PCO 039 Prevailing Wage

All,

Please see attached. Let me know your costs with back up, should you have any.

Thank you,



David Swanson | Project Manager Concrete/Masonry | 📞 Cell: 763-614-7835
23350 County Road 10, Corcoran, MN 55357 | 📞 Phone: 763-498-7844 | 📠 Fax: 763-498-9951 | 🌐 Web www.ebertconst.com

From: Magana, Silvia <silvia.magana@krausanderson.com>
Sent: Tuesday, September 14, 2021 11:33 AM
To: 'Brian Berwald' <brianb@berwaldroofing.com>; 'ijorgensen@centuryfence.com' <ijorgensen@centuryfence.com>; Caleb Pelkey <cpelkey@ebertconst.com>; David Swanson <dswanson@ebertconst.com>; 'Eric Thoreson' <eric@electricalproduction.com>; 'Jim Krenik' <jkrenik@gsm-hvac.com>; 'Tony Clemons' <tclemons@gsm-hvac.com>; 'Scott Lieftring' <scott@jaarroofing.com>; 'Ben Barland' <benb@minneapolisglass.com>; 'Taylor Johnson' <taylorj@minneapolisglass.com>; 'Dan Rygwalski - Mulcahy' <danr@mulcahynickolaus.com>; 'James Shursen' <james@northmetrocompanies.com>; 'Mike Bjokne' <mbjokne@nac-hvac.com>; 'Josh Prange'

EBERT CONSTRUCTION BREAKDOWN

Non Prevailing Wage			Labor PW		
	Single Health	Family Health		Single Health	Family Health
Rate of Pay	\$32.00	\$32.00	Rate of Pay	\$38.06	\$38.06
Health Single	\$2.40		Cash Fringe	\$18.70	\$16.55
Health Family		\$4.19	Health Single	\$2.40	
HSA	\$0.36	\$0.72	Health Family		\$4.19
PTO (40 hrs)	\$0.62	\$0.62	HSA	\$0.36	\$0.72
Total	\$35.38	\$37.53	PTO (40 hrs)	\$0.38	\$0.38
			Total	\$59.90	\$59.90
WC Ins	\$3.29	\$3.29			
GL Ins	\$0.61	\$0.61	WC Ins	\$3.91	\$3.91
			GL Ins	\$0.72	\$0.72
Grand Total	\$39.27	\$41.42			
			Grand Total	\$64.53	\$64.53

Carpentry PW		
	Single Health	Family Health
Rate of Pay	\$40.68	\$40.68
Cash Fringe	\$22.01	\$19.86
Health Single	\$2.40	
Health Family		\$4.19
HSA	\$0.36	\$0.72
PTO (40 hrs)	\$0.38	\$0.38
Total	\$65.83	\$65.83
WC Ins	\$6.29	\$6.29
GL Ins	\$0.80	\$0.80
Grand Total	\$72.92	\$72.92

Iron Worker		
	Single Health	Family Health
Rate of Pay	\$40.45	\$40.45
Cash Fringe	\$27.56	\$25.41
Health Single	\$2.40	
Health Family		\$4.19
HSA	\$0.36	\$0.72
PTO (40 hrs)	\$0.38	\$0.38
Total	\$71.15	\$71.15
WC Ins	\$4.15	\$4.15
GL Ins	\$0.77	\$0.77
Grand Total	\$76.07	\$76.07

Concrete Finisher PW		
	Single Health	Family Health
Rate of Pay	\$42.76	\$42.76
Cash Fringe	\$18.33	\$16.18
Health Single	\$2.40	
Health Family		\$4.19
HSA	\$0.36	\$0.72
PTO (40 hrs)	\$0.38	\$0.38
Total	\$64.23	\$64.23
WC Ins	\$4.39	\$4.39
GL Ins	\$0.81	\$0.81
Grand Total	\$69.44	\$69.44

SCHAHN CONSTRUCTION BREAKDOWN

	103 Bricklayer Standard	103 Bricklayer Prevailing Wage
Rate of Pay	\$ 38.00	\$ 43.04
Cash Fringe	\$ -	\$ 18.26
Health Single	\$ 2.15	\$ 2.15
Health Family	\$ -	\$ -
H.S.A.	\$ -	\$ -
PTO	\$ 0.71	\$ 2.10
Total	\$ 40.86	\$ 65.55
WC Ins	\$ 1.47	\$ 2.37
GL Ins	\$ 1.48	\$ 2.38
Grand Total	\$ 43.81	\$ 70.30
Difference per hour:		<u><u>\$ 26.50</u></u>

	102 Laborer Standard	103 Laborer Prevailing Wage
Rate of Pay	\$ 30.00	\$ 38.06
Cash Fringe	\$ -	\$ 17.83
Health Single	\$ 2.15	\$ 2.15
Health Family	\$ -	\$ -
H.S.A.	\$ -	\$ -
PTO	\$ 0.47	\$ 1.86
Total	\$ 32.62	\$ 59.90
WC Ins	\$ 1.16	\$ 2.16
GL Ins	\$ 1.17	\$ 2.17
Grand Total	\$ 34.95	\$ 64.23
Difference per hour:		<u><u>\$ 29.29</u></u>



Change Proposal

To: City of Maplewood
1830 County Rd B East
Maplewood, MN 55109
Ph: (651)249-2300 Fax: (651)249-2319

Number: PCO 39
Date: 9/24/21
Job: 6476 Maplewood N Fire 6G-General
Phone:

Description: Prevailing Wage

We are pleased to offer the following specifications and pricing to make the following changes:
Add prevailing wage rates to project.
PMA time removed for payroll reports. Not required per KA. If required, additional compensation will need to be added to this price.

The total amount to provide this work is \$45,520.02
(Please refer to attached sheet for details.)

If you have any questions, please contact me at (763)498-7844.

Submitted by: Caleb Pelkey
Ebert Constuction

Approved by: _____
Date: _____



Change Proposal PCO 39 Price Breakdown
 Continuation Sheet

Description: Prevailing Wage

Description	Labor	Material	Equipment	Subcontract	Other	Price
Signage				\$1,098.40		\$1,098.40
Architectural Wood Casework				\$4,634.00		\$4,634.00
Rough Carpentry	\$35,910.00					\$35,910.00
					Subtotal:	\$41,642.40
			OH&P	\$35,910.00	10.00%	\$3,591.00
			Sub OH&P	\$5,732.40	5.00%	\$286.62
			Bond/Insur			\$0.00
					Total:	\$45,520.02



COST ISSUE **DATE:** 9/22/2021

TO: Caleb Pelkey
 Ebert Construction
 23350 County Road 10
 Corcoran, MN 55357

PROJECT: 6476 Maplewood North Fire Station
RE: PCO #39
DATE: 9/14/2021
TIME EXTENSION REQUESTED:

DESCRIPTON:

Cost to change job to prevailing wage per PCO #39.

		MATERIAL/LABOR BREAK-DOWN				AMOUNT	
Carpenter	Cost to change to Prevailing Wage.	1197	hrs	@	\$30.00 hr	=	\$35,910.00

Total Cost	\$35,910.00
TOTAL ADDITIONAL COST:	\$35,910.00

EBERT CONSTRUCTION

Prepared By: Kevin Roehl

Carpentry Division

Non Prevailing Wage		
	Single Health	Family Health
Rate of Pay	\$30.00	\$30.00
Health Single	\$2.40	
Health Family		\$4.19
HSA	\$0.36	\$0.72
PTO (40 hrs)	\$0.58	\$0.58
Total	\$33.34	\$35.49
WC Ins	\$4.64	\$4.64
GL Ins	\$0.59	\$0.59
Grand Total	\$38.57	\$40.72

Carpentry PW		
	Single Health	Family Health
Rate of Pay	\$40.68	\$40.68
Cash Fringe	\$22.01	\$19.86
Health Single	\$2.40	
Health Family		\$4.19
HSA	\$0.36	\$0.72
PTO (40 hrs)	\$0.38	\$0.38
Total	\$65.83	\$65.83
WC Ins	\$6.29	\$6.29
GL Ins	\$0.80	\$0.80
Grand Total	\$72.92	\$72.92

Mathey Sign & Design Inc.

21045 Sunny Hill Lane
Corcoran, MN 55340

Estimate

DATE	ESTIMATE NO.
10/11/2021	01-408-CBW

NAME / ADDRESS
Maplewood Fire

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Sign Erector 1 Labor Code 730 Basic Rate 30.03 Fringe Rate 16.79 New Rate 46.82 Existing Rate 60.71 Hourly Difference 13.89	14	13.89	194.46
Sign Erector 2 Labor Code 730 Basic Rate 30.03 Fringe Rate 16.79 New Rate 46.82 Existing Rate 60.71 Hourly Difference 13.89	14	13.89	194.46
Sign Erector 3 Labor Code 730 Basic Rate 30.03 Fringe Rate 16.79 New Rate 46.82 Existing Rate 60.71 Hourly Difference 13.89	14	13.89	194.46
Sign Erector 4 Labor Code 730 Basic Rate 30.03 Fringe Rate 16.79 New Rate 46.82 Existing Rate 75.00 Hourly Difference 28.18	8	28.18	225.44
Sign Erector 5 Labor Code 730 Basic Rate 30.03 Fringe Rate 16.79 New Rate 46.82 Existing Rate 75.00 Hourly Difference 28.18	8	28.18	225.44
Boom Truck 1 Labor Code 202 Basic Rate 38.13 Fringe Rate 20.30 New Rate 58.43 Existing Rate 60.61 Hourly Difference 2.18	14	2.18	30.52

Phone #
7634161423

TOTAL

Mathey Sign & Design Inc.

21045 Sunny Hill Lane
Corcoran, MN 55340

J1, Attachment 1

Estimate

DATE	ESTIMATE NO.
10/11/2021	01-408-CBW

NAME / ADDRESS
Maplewood Fire

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Boom Truck 2	14	2.18	30.52
Labor Code 202			
Basic Rate 38.13			
Fringe Rate 20.30			
New Rate 58.43 Existing Rate 60.61 Hourly Difference 2.18			
Tax		6.50%	0.00

Phone #	TOTAL	\$1,095.30
7634161423		



Northern Woodwork, Inc.

Complete Casework & Millwork Packages Since 1920

Date: 10/13/2021

Change Proposal

To: Ebert Construction
Corcoran, MN

Attn: Caleb Pelky

Project: Maplewood North Fire Station
Maplewood, MN

NWI Job #: 1048

Issued by: Lincoln
218-681-2305 ext. 206
lincoln@northernwoodworkinc.com

Regarding: PCO #9 Prevailing jobsite wage rate variance.

ADD: \$ 4,634.00

Includes: Prevailing wage rates of 65.83/hr for field installation of casework, quartz, and solid surface materials in lieu of \$55.00 hour average. Increase of \$10.83 per hour. The casework installations are quoted on a percentage and this speculates approximately 210+ hours. This adds approximately \$2,502.00 with 10% OH/MU.

The solid surface and quartz installation is by Fabricators Unlimited who does not give out wage hour information but has provided these increase amounts. Quartz at \$374.00 and Solid Surface \$1,564.00. This adds approximately \$2,132.00 with OH/MU.

The increase herein assures that prevailing jobsite wage rates will be paid for the project if required and payroll documents can be provided if required at that time.

Note: A signed approval must be received before any work will be done on this proposal.

Accepted by: _____ **Date:** _____



2402 HWY 55 ~ Medina, MN 55340 ~ Office: 763-682-6008 ~ Fax: 763-684-8067

Attn: Dale Sonnichsen
Bid To: Kraus Anderson Construction **Project:** Maplewood Fire Station
 Maplewood, MN

Base Bid for Prevailing Wage Pricing

Quantity:	Product Name:	Size:	Unit Price:	Extended Price:
4	Northwood Maple	2.5"	\$450.00	\$1,800.00
2	River Birch	8"	\$390.00	\$780.00
2	Blue Beech	2.5"	\$565.00	\$1,130.00
2	Shagbark Hickory	2.5"	\$500.00	\$1,000.00
2	Hackberry	2.5"	\$445.00	\$890.00
2	Street Keeper Honeylocust	2"	\$465.00	\$930.00
2	Kentucky Coffeetree	2.5"	\$485.00	\$970.00
2	Ironwood	2"	\$450.00	\$900.00
2	Swamp White Oak	2.5"	\$475.00	\$950.00
2	Redmond Linden	2.5"	\$460.00	\$920.00
2	New Horizon Elm	2.5"	\$450.00	\$900.00
11	Concolor Fir	6'	\$300.00	\$3,300.00
7	Norway Spruce	6'	\$300.00	\$2,100.00
9	Black Hills Spruce	6'	\$300.00	\$2,700.00
11	Autumn Brilliance Serviceberry	6'	\$390.00	\$4,290.00
3	Spring Flurry Serviceberry	2"	\$390.00	\$1,170.00
5	Eastern Redbud	2"	\$325.00	\$1,625.00
2	Harvest Gold Flowering Crabapple	2"	\$275.00	\$550.00
2	Show Time Flowering Crabapple	2"	\$275.00	\$550.00
3	Amur Chokecherry	6'	\$450.00	\$1,350.00
5	Canada Red Select Chokecherry	2"	\$410.00	\$2,050.00
25	Regent Serviceberry	#5	\$75.00	\$1,875.00
6	Gray Dogwood	#5	\$65.00	\$390.00
30	Alleman's Compact Dogwood	#5	\$65.00	\$1,950.00
11	Cardinal Dogwood	#5	\$60.00	\$660.00
13	Isanti Dogwood	#5	\$65.00	\$845.00
15	Dwarf Bush Honeysuckle	#5	\$50.00	\$750.00
5	Annabelle Hydrangea	#5	\$70.00	\$350.00
12	Amber Jubilee Ninebark	#5	\$70.00	\$840.00
6	Fragrant Sumac	#5	\$50.00	\$300.00
18	Compact American Cranberry	#5	\$70.00	\$1,260.00
28	Lime Green Juniper	#5	\$75.00	\$2,100.00
4	Dark Green Spreader Yew	#5	\$115.00	\$460.00
8	Taunton's Yew	#5	\$115.00	\$920.00
10	Butterfly Flower	#1	\$23.00	\$230.00
3	Grape Taffy Baptisia	#1	\$23.00	\$69.00
22	Karl Foerster Feather Reed Grass	#1	\$23.00	\$506.00
59	Powwow Wild Berry Echinacea	#1	\$23.00	\$1,357.00
17	Baby Joe Dwarf Joe Pye Weed	#1	\$23.00	\$391.00
32	Daylily 'Happy Returns'	#1	\$23.00	\$736.00
32	Daylily 'Red Razzmatazz'	#1	\$23.00	\$736.00
9	Shenandoah Red Switch Grass	#1	\$23.00	\$207.00
46	Black Eyed Susan	#1	\$23.00	\$1,058.00
39	Autumn Fire Sedum	#1	\$23.00	\$897.00
75	Prairie Dropseed	#1	\$23.00	\$1,725.00
720	MNDOT 33-261 w/blanket	SY	\$5.00	\$3,600.00
4,345	MNDOT 35-221 w/blanket	SY	\$5.00	\$21,725.00
250	Boulder Wall	SF	\$32.00	\$8,000.00
645	Steel Edging	LF	\$10.50	\$6,772.50
47	Cocoa Brown Mulch	CY	\$105.00	\$4,935.00
1	Irrigation System	LS	\$15,850.00	\$16,850.00
			TOTAL COST:	\$113,349.50

GENERAL NOTES:

- Note*** Quotation derived from Landscape Plan Sheet L100,L101,L200,L201,C106 dated 02/26/2021
- Note*** 1.5" Copper pipe to be stubbed to outside of building wall in a turf area provided by others.
- Note*** Side Amenities by others
- Note*** Backflow device provided, but installed by others.
- Note*** Topsoil and Planting Soil by others.
- Note*** One year warranty on all plant material.
- Note*** Landscape Maintenance by others except 1 Year for native Seed.
- Note*** Landscape quotation valid for a period of 60 days from date listed within, after that date please call to validate pricing quoted within.

Prepared by: Kevin Terhaar Authorized by: _____
 Title: Vice President Title: _____
 Date: 9/26/2021 Date: _____



2402 HWY 55 ~ Medina, MN 55340 ~ Office: 763-682-6008 ~ Fax: 763-684-8067

Attn: Dale Sonnichsen
Bid To: Kraus Anderson Construction **Project: Maplewood Fire Station**
 Maplewood, MN

Base Bid for Landscaping

Quantity:	Product Name:	Size:	Unit Price:	Extended Price:
4	Northwood Maple	2.5"	\$360.00	\$1,440.00
2	River Birch	8"	\$310.00	\$620.00
2	Blue Beech	2.5"	\$450.00	\$900.00
2	Shagbark Hickory	2.5"	\$400.00	\$800.00
2	Hackberry	2.5"	\$355.00	\$710.00
2	Street Keeper Honeylocust	2"	\$370.00	\$740.00
2	Kentucky Coffeetree	2.5"	\$385.00	\$770.00
2	Ironwood	2"	\$360.00	\$720.00
2	Swamp White Oak	2.5"	\$380.00	\$760.00
2	Redmond Linden	2.5"	\$365.00	\$730.00
2	New Horizon Elm	2.5"	\$360.00	\$720.00
11	Concolor Fir	6'	\$235.00	\$2,585.00
7	Norway Spruce	6'	\$235.00	\$1,645.00
9	Black Hills Spruce	6'	\$235.00	\$2,115.00
11	Autumn Brilliance Serviceberry	6'	\$310.00	\$3,410.00
3	Spring Flurry Serviceberry	2"	\$310.00	\$930.00
5	Eastern Redbud	2"	\$260.00	\$1,300.00
2	Harvest Gold Flowering Crabapple	2"	\$220.00	\$440.00
2	Show Time Flowering Crabapple	2"	\$220.00	\$440.00
3	Amur Chokecherry	6'	\$360.00	\$1,080.00
5	Canada Red Select Chokecherry	2"	\$325.00	\$1,625.00
25	Regent Serviceberry	#5	\$60.00	\$1,500.00
6	Gray Dogwood	#5	\$50.00	\$300.00
30	Alleman's Compact Dogwood	#5	\$50.00	\$1,500.00
11	Cardinal Dogwood	#5	\$45.00	\$495.00
13	Isanti Dogwood	#5	\$50.00	\$650.00
15	Dwarf Bush Honeysuckle	#5	\$40.00	\$600.00
5	Annabelle Hydrangea	#5	\$55.00	\$275.00
12	Amber Jubilee Ninebark	#5	\$55.00	\$660.00
6	Fragrant Sumac	#5	\$40.00	\$240.00
18	Compact American Cranberry	#5	\$55.00	\$990.00
28	Lime Green Juniper	#5	\$60.00	\$1,680.00
4	Dark Green Spreader Yew	#5	\$90.00	\$360.00
8	Taunton's Yew	#5	\$90.00	\$720.00
10	Butterfly Flower	#1	\$18.00	\$180.00
3	Grape Taffy Baptisia	#1	\$18.00	\$54.00
22	Karl Foerster Feather Reed Grass	#1	\$18.00	\$396.00
59	Powwow Wild Berry Echinacea	#1	\$18.00	\$1,062.00
17	Baby Joe Dwarf Joe Pye Weed	#1	\$18.00	\$306.00
32	Daylily 'Happy Returns'	#1	\$18.00	\$576.00
32	Daylily 'Red Razzmatazz'	#1	\$18.00	\$576.00
9	Shenandoah Red Switch Grass	#1	\$18.00	\$162.00
46	Black Eyed Susan	#1	\$18.00	\$828.00
39	Autumn Fire Sedum	#1	\$18.00	\$702.00
75	Prairie Dropseed	#1	\$18.00	\$1,350.00
720	MNDOT 33-261 w/blanket	SY	\$4.00	\$2,880.00
4,345	MNDOT 35-221 w/blanket	SY	\$4.00	\$17,380.00
250	Boulder Wall	SF	\$26.00	\$6,500.00
645	Steel Edging	LF	\$8.50	\$5,482.50
47	Cocoa Brown Mulch	CY	\$85.00	\$3,995.00
1	Irrigation System	LS	\$12,645.00	\$12,645.00
			TOTAL COST:	\$89,524.50

- GENERAL NOTES:**
- Note*** Quotation derived from Landscape Plan Sheet L100,L101,L200,L201,C106 dated 02/26/2021
 - Note*** 1.5" Copper pipe to be stubbed to outside of building wall in a turf area provided by others.
 - Note*** Side Amenities by others
 - Note*** Backflow device provided, but installed by others.
 - Note*** Topsoil and Planting Soil by others.
 - Note*** One year warranty on all plant material.
 - Note*** Landscape Maintenance by others except 1 Year for native Seed.
 - Note*** Landscape quotation valid for a period of 60 days from date listed within, after that date please call to validate pricing quoted within.

Prepared by: Kevin Terhaar Authorized by: _____
 Title: Vice President Title: _____

Date: 3/16/2021 Date: _____

4201 NOREX DRIVE, SUITE 200
CHASKA, MN 55318
PH: 952-401-1888 FAX: 952-401-3444
1-800-594-9165
www.electricalproduction.com



Electrical Production Services
CHANGE ORDER

Power & Technology Systems

<p>PROJECT: Maplewood</p> <p>OWNER PROJECT #:</p> <p>Service Agreement Date:</p> <p>EPS PROJECT #: 210139</p> <p>CHANGE ORDER (C.O.) #: 1</p> <p>C.O. DATE: 11/10/2021</p>	<p>SPECIAL INSTRUCTIONS:</p>										
<p>CONTRACTOR: Kraus Anderson</p> <p>/ VENDOR:</p> <p>CONTACT PERSON: Dale Sonnichsen</p>											
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%;">TOTAL PREVIOUS CHANGE ORDERS:</td> <td style="text-align:right;">\$0.00</td> </tr> <tr> <td>AMOUNT OF THIS CHANGE ORDER:</td> <td style="text-align:right; background-color: yellow;">\$121,050.00</td> </tr> <tr> <td>TOTAL CHANGE ORDERS TO DATE:</td> <td style="text-align:right;">\$121,050.00</td> </tr> <tr> <td>ORIGINAL CONTRACT AMOUNT:</td> <td style="text-align:right;">\$771,200.00</td> </tr> <tr> <td>TOTAL CONTRACT & CHANGE ORDERS:</td> <td style="text-align:right; background-color: yellow;">\$892,250.00</td> </tr> </table>	TOTAL PREVIOUS CHANGE ORDERS:	\$0.00	AMOUNT OF THIS CHANGE ORDER:	\$121,050.00	TOTAL CHANGE ORDERS TO DATE:	\$121,050.00	ORIGINAL CONTRACT AMOUNT:	\$771,200.00	TOTAL CONTRACT & CHANGE ORDERS:	\$892,250.00	<p>CONTRACT</p> <p>TIME CHANGE: _____</p> <p>REVISED COMP</p> <p>DATE: _____</p>
TOTAL PREVIOUS CHANGE ORDERS:	\$0.00										
AMOUNT OF THIS CHANGE ORDER:	\$121,050.00										
TOTAL CHANGE ORDERS TO DATE:	\$121,050.00										
ORIGINAL CONTRACT AMOUNT:	\$771,200.00										
TOTAL CONTRACT & CHANGE ORDERS:	\$892,250.00										
<p>DESCRIPTION OF CHANGE ORDER WORK:</p> <p>Prevailing Wage hourly rate increase</p> <p>Notes:</p> <p>\$125-\$80=\$45 per hour x 2,690 hours</p>	<p>AMOUNT:</p> <p>\$121,050.00</p>										

TOTAL CHANGE ORDER:	\$121,050.00
----------------------------	---------------------

When the following change order is properly signed, it becomes part of the contract documents. The following work is authorized to be performed in accordance with the same terms and conditions as included in the original contract.

<p>CONTRACTOR</p> <p style="text-align: right;">Signature: _____</p> <p style="text-align: right;">Date: _____</p>	<p>OWNER</p> <p style="text-align: right;">Signature: _____</p> <p style="text-align: right;">Date: _____</p>
---	--



KRAUS-ANDERSON®
Construction Company

**501 South Eighth Street
Minneapolis, MN 55404**

Request For Proposal

Project: 2110032-02
Maplewood North Fire Station
1530 County Road C East
Maplewood, MN 55109

PCO #: 39

Date: 09/14/2021

To: Dale Sonnichsen, Kraus-Anderson Construction Company
Jake Walton, Kraus-Anderson Construction Company
Michael Mondor, City Of Maplewood
Brian Berwald, Berwald Roofing Company, Inc.
Ian Jorgensen, Century Fence Company
Brad Johnson, KMH Erectors, Inc.
Ben Barland, Minneapolis Glass Company
Taylor Johnson, Minneapolis Glass Company
Dan Rygwalski, Mulcahy Nickolaus, LLC
Mike Bjokne, Northern Air Corporation
James Shursen, North Metro Companies
Dalton Keep, Right-Way Caulking, Inc.
Jim Schauer, Summit Companies
Robert Wymore, Superior Painting & Decorating, Inc.
Jonathan Hager, T. A. Schifsky & Sons, Inc
Spencer Lorentzen, Thornberg Steel, Inc.
Dave Brinker, Twin City Acoustics, Inc.
Lee Kriskovich, Twin City Hardware Company
AJ Pederson, W. L. Hall Co.
Nathan Roscovius, Wells Concrete Products Company
Brett Jarmuzek, Yale Mechanical
Brian Bergstrom, Short-Elliott-Hendrickson, Incorporated
David Swanson, Ebert, Inc.
Caleb Pelkey, Ebert, Inc.
Jim Krenik, General Sheet Metal Company, LLC
Tony Clemons, General Sheet Metal Company, LLC
Josh Prange, Park Construction Company
Matt Lloyd, Superset Tile & Stone, LLC
Scott Lieftring, Jackson & Associates, LLC
Eric Thoreson, Electrical Production Services, Inc.

Please provide a cost breakdown in accordance with the Contract Documents and a Summary for the Change described herein and on the attachments (if any) listed. All responses are required within seven (7) days.

Attachments:

We have reviewed the PCO and acknowledge that it is a "no change" item and does not affect our completion date.

Signed By: _____ Date: _____

Company Name: _____

This is not an authorization to proceed with the work described herein unless and until approved by the Owner. On approval, this change will be included in a Change Order, which will provide the formal Contract Change.

DESCRIPTION OF PROPOSAL:

The Owner is requesting that we explore the option of adding a prevailing wage rate requirement to the Maplewood North Fire Station project after award of contracts. Please submit any change in cost if this were to be approved. Show bid wage rates and prevailing wage rates, and the difference multiplied by the number of hours in your bid to show the difference. Please reply zero cost if this does not affect your original bid

Attachments:

We have reviewed the PCO and acknowledge that it is a "no change" item and does not affect our completion date.

Signed By: _____ Date: _____

Company Name: _____

MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY PREVAILING WAGES FOR STATE FUNDED CONSTRUCTION PROJECTS



THIS NOTICE MUST BE POSTED ON THE JOBSITE IN A CONSPICUOUS PLACE

Construction Type: Commercial

County Number: 62

County Name: RAMSEY

Effective: 2020-11-16

This project is covered by Minnesota prevailing wage statutes. Wage rates listed below are the minimum hourly rates to be paid on this project.

All hours worked in excess of eight (8) hours per day or forty (40) hours per week shall be paid at a rate of one and one half (1 1/2) times the basic hourly rate. Note: Overtime pay after eight (8) hours on the project must be paid even if the worker does not exceed forty (40) hours in the work week.

Violations should be reported to:

Department of Labor and Industry
Prevailing Wage Section
443 Lafayette Road N
St Paul, MN 55155
(651) 284-5091
DLI.PrevWage@state.mn.us

* Indicates that adjacent county rates were used for the labor class listed.

County: RAMSEY (62)

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE	
LABORERS (101 - 112) (SPECIAL CRAFTS 701 - 730)					
101	LABORER, COMMON (GENERAL LABOR WORK)	2020-11-16	36.66	21.24	57.90
		2021-05-01	38.06	21.84	59.90
102	LABORER, SKILLED (ASSISTING SKILLED CRAFT JOURNEYMAN)	2020-11-16	36.66	21.24	57.90
		2021-05-01	38.06	21.84	59.90
103	LABORER, LANDSCAPING (GARDENER, SOD LAYER AND NURSERY OPERATOR)	2020-11-16	25.00	17.46	42.46
		2021-05-01	25.75	18.70	44.45
104	FLAG PERSON	2020-11-16	36.66	21.24	57.90
		2021-05-01	38.06	21.84	59.90
105	WATCH PERSON	2020-11-16	33.03	20.89	53.92

LABOR CODE AND CLASS		EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
		2021-05-01	34.43	21.49	55.92
106*	BLASTER	2020-11-16	34.15	19.64	53.79
107	PIPELAYER (WATER, SEWER AND GAS)	2020-11-16	37.05	21.24	58.29
		2021-05-01	39.00	21.84	60.84
108*	TUNNEL MINER	2020-11-16	35.15	21.24	56.39
		2021-05-01	37.00	21.84	58.84
109	UNDERGROUND AND OPEN DITCH LABORER (EIGHT FEET BELOW STARTING GRADE LEVEL)	2020-11-16	35.15	21.24	56.39
		2021-05-01	37.00	21.84	58.84
110	SURVEY FIELD TECHNICIAN (OPERATE TOTAL STATION, GPS RECEIVER, LEVEL, ROD OR RANGE POLES, STEEL TAPE MEASUREMENT; MARK AND DRIVE STAKES; HAND OR POWER DIGGING FOR AND IDENTIFICATION OF MARKERS OR MONUMENTS; PERFORM AND CHECK CALCULATIONS; REVIEW AND UNDERSTAND CONSTRUCTION PLANS AND LAND SURVEY MATERIALS). THIS CLASSIFICATION DOES NOT APPLY TO THE WORK PERFORMED ON A PREVAILING WAGE PROJECT BY A LAND SURVEYOR WHO IS LICENSED PURSUANT TO MINNESOTA STATUTES, SECTIONS 326.02 TO 326.15.	2020-11-16	36.66	21.24	57.90
		2021-05-01	38.06	21.84	59.90
111	TRAFFIC CONTROL PERSON (TEMPORARY SIGNAGE)	2020-11-16	36.66	21.24	57.90
		2021-05-01	38.06	21.84	59.90
SPECIAL EQUIPMENT (201 - 204)					
201*	ARTICULATED HAULER	2020-11-16	38.13	20.30	58.43
202*	BOOM TRUCK	2020-11-16	38.13	20.30	58.43
203		2020-11-16	25.00	17.46	42.46

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
LANDSCAPING EQUIPMENT, INCLUDES HYDRO SEEDER OR MULCHER, SOD ROLLER, FARM TRACTOR WITH ATTACHMENT SPECIFICALLY SEEDING, SODDING, OR PLANT, AND TWO-FRAMED FORKLIFT (EXCLUDING FRONT, POSIT-TRACK, AND SKID STEER LOADERS), NO EARTHWORK OR GRADING FOR ELEVATIONS	2021-05-01	25.75	18.70	44.45
204* OFF-ROAD TRUCK	2020-11-16	37.83	18.65	56.48
205* PAVEMENT MARKING OR MARKING REMOVAL EQUIPMENT (ONE OR TWO PERSON OPERATORS); SELF-PROPELLED TRUCK OR TRAILER MOUNTED UNITS.	2020-11-16	37.05	19.39	56.44
HIGHWAY/HEAVY POWER EQUIPMENT OPERATOR				
GROUP 2 *	2020-11-16	39.84	18.91	58.75
306 GRADER OR MOTOR PATROL				
308 TUGBOAT 100 H.P. AND OVER WHEN LICENSE REQUIRED (HIGHWAY AND HEAVY ONLY)				
GROUP 3 *	2020-11-16	39.19	21.55	60.74
	2021-05-03	40.34	22.55	62.89
309 ASPHALT BITUMINOUS STABILIZER PLANT				
310 CABLEWAY				
312 DERRICK (GUY OR STIFFLEG)(POWER)(SKIDS OR STATIONARY) (HIGHWAY AND HEAVY ONLY)				
314 DREDGE OR ENGINEERS, DREDGE (POWER) AND ENGINEER				
316 LOCOMOTIVE CRANE OPERATOR				
320 TANDEM SCRAPER				
322 TUGBOAT 100 H.P AND OVER (HIGHWAY AND HEAVY ONLY)				
GROUP 4	2020-11-16	38.89	21.55	60.44
	2021-05-03	40.04	22.55	62.59
323 AIR TRACK ROCK DRILL				
324 AUTOMATIC ROAD MACHINE (CMI OR SIMILAR) (HIGHWAY AND HEAVY ONLY)				
325 BACKFILLER OPERATOR				
327 BITUMINOUS ROLLERS, RUBBER TIERED OR STEEL DRUMMED (EIGHT TONS AND OVER)				
328 BITUMINOUS SPREADER AND FINISHING MACHINES (POWER), INCLUDING PAVERS, MACRO SURFACING AND MICRO SURFACING, OR SIMILAR TYPES (OPERATOR AND SCREED PERSON)				

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
329				
BROKK OR R.T.C. REMOTE CONTROL OR SIMILAR TYPE WITH ALL ATTACHMENTS				
330				
CAT CHALLENGER TRACTORS OR SIMILAR TYPES PULLING ROCK WAGONS, BULLDOZERS AND SCRAPERS				
331				
CHIP HARVESTER AND TREE CUTTER				
332				
CONCRETE DISTRIBUTOR AND SPREADER FINISHING MACHINE, LONGITUDINAL FLOAT, JOINT MACHINE, AND SPRAY MACHINE				
334				
CONCRETE MOBIL (HIGHWAY AND HEAVY ONLY)				
335				
CRUSHING PLANT (GRAVEL AND STONE) OR GRAVEL WASHING, CRUSHING AND SCREENING PLANT				
336				
CURB MACHINE				
337				
DIRECTIONAL BORING MACHINE				
338				
DOPE MACHINE (PIPELINE)				
340				
DUAL TRACTOR				
341				
ELEVATING GRADER				
345				
GPS REMOTE OPERATING OF EQUIPMENT				
347				
HYDRAULIC TREE PLANTER				
348				
LAUNCHER PERSON (TANKER PERSON OR PILOT LICENSE)				
349				
LOCOMOTIVE (HIGHWAY AND HEAVY ONLY)				
350				
MILLING, GRINDING, PLANNING, FINE GRADE, OR TRIMMER MACHINE				
352				
PAVEMENT BREAKER OR TAMPING MACHINE (POWER DRIVEN) MIGHTY MITE OR SIMILAR TYPE				
354				
PIPELINE WRAPPING, CLEANING OR BENDING MACHINE				
356				
POWER ACTUATED HORIZONTAL BORING MACHINE, OVER SIX INCHES				
357				
PUGMILL				
359				
RUBBER-TIRED FARM TRACTOR WITH BACKHOE INCLUDING ATTACHMENTS (HIGHWAY AND HEAVY ONLY)				
360				
SCRAPER				
361				
SELF-PROPELLED SOIL STABILIZER				
362				
SLIP FORM (POWER DRIVEN) (PAVING)				
363				
TIE TAMPER AND BALLAST MACHINE				
365				
TRACTOR, WHEEL TYPE, OVER 50 H.P. WITH PTO UNRELATED TO LANDSCAPING (HIGHWAY AND HEAVY ONLY)				
367				
TUB GRINDER, MORBARK, OR SIMILAR TYPE				
GROUP 5 *	2020-11-16	34.75	20.50	55.25
370				
BITUMINOUS ROLLER (UNDER EIGHT TONS)				
371				
CONCRETE SAW (MULTIPLE BLADE) (POWER OPERATED)				
372				
FORM TRENCH DIGGER (POWER)				
375				
HYDRAULIC LOG SPLITTER				
376				
LOADER (BARBER GREENE OR SIMILAR TYPE)				
377				
POST HOLE DRIVING MACHINE/POST HOLE AUGER				
379				
POWER ACTUATED JACK				
381				
SELF-PROPELLED CHIP SPREADER (FLAHERTY OR SIMILAR)				

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
382				
SHEEP FOOT COMPACTOR WITH BLADE . 200 H.P. AND OVER				
383				
SHOULDERING MACHINE (POWER) APSCO OR SIMILAR TYPE INCLUDING SELF-PROPELLED SAND AND CHIP SPREADER				
384				
STUMP CHIPPER AND TREE CHIPPER				
385				
TREE FARMER (MACHINE)				
GROUP 6 *	2020-11-16	34.64	21.55	56.19
	2021-05-03	35.79	22.55	58.34
387				
CAT, CHALLENGER, OR SIMILAR TYPE OF TRACTORS, WHEN PULLING DISK OR ROLLER				
389				
DREDGE DECK HAND				
391				
GRAVEL SCREENING PLANT (PORTABLE NOT CRUSHING OR WASHING)				
393				
LEVER PERSON				
395				
POWER SWEEPER				
396				
SHEEP FOOT ROLLER AND ROLLERS ON GRAVEL COMPACTION, INCLUDING VIBRATING ROLLERS				
397				
TRACTOR, WHEEL TYPE, OVER 50 H.P., UNRELATED TO LANDSCAPING				
COMMERCIAL POWER EQUIPMENT OPERATOR				
GROUP 1	2020-11-16	44.44	21.70	66.14
	2021-05-03	45.24	22.85	68.09
501				
HELICOPTER PILOT (COMMERCIAL CONSTRUCTION ONLY)				
502				
TOWER CRANE 250 FEET AND OVER (COMMERCIAL CONSTRUCTION ONLY)				
503				
TRUCK CRAWLER CRANE WITH 200 FEET OF BOOM AND OVER, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)				
GROUP 2	2020-11-16	44.10	21.70	65.80
	2021-05-03	44.90	22.85	67.75
504				
CONCRETE PUMP WITH 50 METERS/164 FEET OF BOOM AND OVER (COMMERCIAL CONSTRUCTION ONLY)				
505				
PILE DRIVING WHEN THREE DRUMS IN USE (COMMERCIAL CONSTRUCTION ONLY)				
506				
TOWER CRANE 200 FEET AND OVER (COMMERCIAL CONSTRUCTION ONLY)				
507				
TRUCK OR CRAWLER CRANE WITH 150 FEET OF BOOM UP TO AND NOT INCLUDING 200 FEET, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)				
GROUP 3	2020-11-16	42.69	21.70	64.39
	2021-05-03	43.49	22.85	66.34
508				
ALL-TERRAIN VEHICLE CRANES (COMMERCIAL CONSTRUCTION ONLY)				
509				
CONCRETE PUMP 32-49 METERS/102-164 FEET (COMMERCIAL CONSTRUCTION ONLY)				
510				
DERRICK (GUY & STIFFLEG) (COMMERCIAL CONSTRUCTION ONLY)				
511				
STATIONARY TOWER CRANE UP TO 200 FEET				
512				
SELF-ERECTING TOWER CRANE 100 FEET AND OVER MEASURED FROM BOOM FOOT PIN (COMMERCIAL CONSTRUCTION ONLY)				

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
513				
TRAVELING TOWER CRANE (COMMERCIAL CONSTRUCTION ONLY)				
514				
TRUCK OR CRAWLER CRANE UP TO AND NOT INCLUDING 150 FEET OF BOOM, INCLUDING JIB (COMMERCIAL CONSTRUCTION ONLY)				
GROUP 4	2020-11-16	42.35	21.70	64.05
	2021-05-03	43.15	22.85	66.00
515				
CRAWLER BACKHOE INCLUDING ATTACHMENTS (COMMERCIAL CONSTRUCTION ONLY)				
516				
FIREPERSON, CHIEF BOILER LICENSE (COMMERCIAL CONSTRUCTION ONLY)				
517				
HOIST ENGINEER (THREE DRUMS OR MORE) (COMMERCIAL CONSTRUCTION ONLY)				
518				
LOCOMOTIVE (COMMERCIAL CONSTRUCTION ONLY)				
519				
OVERHEAD CRANE (INSIDE BUILDING PERIMETER) (COMMERCIAL CONSTRUCTION ONLY)				
520				
TRACTOR . BOOM TYPE (COMMERCIAL CONSTRUCTION ONLY)				
GROUP 5	2020-11-16	40.93	21.70	62.63
	2021-05-03	41.73	22.85	64.58
521				
AIR COMPRESSOR 450 CFM OR OVER (TWO OR MORE MACHINES) (COMMERCIAL CONSTRUCTION ONLY)				
522				
CONCRETE MIXER (COMMERCIAL CONSTRUCTION ONLY)				
523				
CONCRETE PUMP UP TO 31 METERS/101 FEET OF BOOM				
524				
DRILL RIGS, HEAVY ROTARY OR CHURN OR CABLE DRILL WHEN USED FOR CAISSON FOR ELEVATOR OR BUILDING CONSTRUCTION (COMMERCIAL CONSTRUCTION ONLY)				
525				
FORKLIFT (COMMERCIAL CONSTRUCTION ONLY)				
526				
FRONT END, SKID STEER 1 C YD AND OVER				
527				
HOIST ENGINEER (ONE OR TWO DRUMS) (COMMERCIAL CONSTRUCTION ONLY)				
528				
MECHANIC-WELDER (ON POWER EQUIPMENT) (COMMERCIAL CONSTRUCTION ONLY)				
529				
POWER PLANT (100 KW AND OVER OR MULTIPLES EQUAL TO 100KW AND OVER) (COMMERCIAL CONSTRUCTION ONLY)				
530				
PUMP OPERATOR AND/OR CONVEYOR (TWO OR MORE MACHINES) (COMMERCIAL CONSTRUCTION ONLY)				
531				
SELF-ERECTING TOWER CRANE UNDER 100 FEET MEASURED FROM BOOM FOOT PIN (COMMERCIAL CONSTRUCTION ONLY)				
532				
STRADDLE CARRIER (COMMERCIAL CONSTRUCTION ONLY)				
533				
TRACTOR OVER D2 (COMMERCIAL CONSTRUCTION ONLY)				
534				
WELL POINT PUMP (COMMERCIAL CONSTRUCTION ONLY)				
GROUP 6	2020-11-16	39.42	21.70	61.12
	2021-05-03	40.22	22.85	63.07
535				
CONCRETE BATCH PLANT (COMMERCIAL CONSTRUCTION ONLY)				
536				
FIREPERSON, FIRST CLASS BOILER LICENSE (COMMERCIAL CONSTRUCTION ONLY)				
537				
FRONT END, SKID STEER UP TO 1 C YD				
538				
GUNITE MACHINE (COMMERCIAL CONSTRUCTION ONLY)				
539				
TRACTOR OPERATOR D2 OR SIMILAR SIZE (COMMERCIAL CONSTRUCTION ONLY)				
540				
TRENCHING MACHINE (SEWER, WATER, GAS) EXCLUDES WALK BEHIND TRENCHER				

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
GROUP 7	2020-11-16	38.30	21.70	60.00
	2021-05-03	39.10	22.85	61.95
541				AIR COMPRESSOR 600 CFM OR OVER (COMMERCIAL CONSTRUCTION ONLY)
542				BRAKEPERSON (COMMERCIAL CONSTRUCTION ONLY)
543				CONCRETE PUMP/PUMPCRETE OR COMPLACO TYPE (COMMERCIAL CONSTRUCTION ONLY)
544				FIREPERSON, TEMPORARY HEAT SECOND CLASS BOILER LICENSE (COMMERCIAL CONSTRUCTION ONLY)
545				OILER (POWER SHOVEL, CRANE, TRUCK CRANE, DRAGLINE, CRUSHERS AND MILLING MACHINES, OR OTHER SIMILAR POWER EQUIPMENT) (COMMERCIAL CONSTRUCTION ONLY)
546				PICK UP SWEEPER (ONE CUBIC YARD HOPPER CAPACITY) (COMMERCIAL CONSTRUCTION ONLY)
547				PUMP AND/OR CONVEYOR (COMMERCIAL CONSTRUCTION ONLY)
GROUP 8	2020-11-16	36.29	21.70	57.99
	2021-05-03	37.09	22.85	59.94
548				ELEVATOR OPERATOR (COMMERCIAL CONSTRUCTION ONLY)
549				GREASER (COMMERCIAL CONSTRUCTION ONLY)
550				MECHANICAL SPACE HEATER (TEMPORARY HEAT NO BOILER LICENSE REQUIRED) (COMMERCIAL CONSTRUCTION ONLY)
TRUCK DRIVERS				
GROUP 1	2020-11-16	45.32	9.48	54.80
601				MECHANIC . WELDER
602				TRACTOR TRAILER DRIVER
603				TRUCK DRIVER (HAULING MACHINERY INCLUDING OPERATION OF HAND AND POWER OPERATED WINCHES)
GROUP 2	2020-11-16	25.50	3.14	28.64
604				FOUR OR MORE AXLE UNIT, STRAIGHT BODY TRUCK
GROUP 3 *	2020-11-16	22.50	6.50	29.00
605				BITUMINOUS DISTRIBUTOR DRIVER
606				BITUMINOUS DISTRIBUTOR (ONE PERSON OPERATION)
607				THREE AXLE UNITS
GROUP 4 *	2020-11-16	28.00	9.56	37.56
608				BITUMINOUS DISTRIBUTOR SPRAY OPERATOR (REAR AND OILER)
609				DUMP PERSON
610				GREASER
611				PILOT CAR DRIVER

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE	
612					
613					
614					
615					
616					
SPECIAL CRAFTS					
701	HEATING AND FROST INSULATORS	2020-11-16	46.79	27.26	74.05
702	BOILERMAKERS	2020-11-16	39.69	28.82	68.51
		2021-01-01	41.39	28.82	70.21
703	BRICKLAYERS	2020-11-16	40.99	22.51	63.50
		2021-05-01	43.04	22.51	65.55
704	CARPENTERS	2020-11-16	38.68	25.15	63.83
		2021-05-01	40.68	25.15	65.83
705	CARPET LAYERS (LINOLEUM)	2020-11-16	39.34	21.84	61.18
		2021-05-01	41.34	21.84	63.18
706	CEMENT MASONS	2020-11-16	40.76	21.47	62.23
		2021-05-01	42.76	21.47	64.23
707	ELECTRICIANS	2020-11-16	46.00	31.20	77.20
708	ELEVATOR CONSTRUCTORS	2020-11-16	51.55	40.48	92.03
		2021-01-01	53.28	41.79	95.07
709	GLAZIERS	2020-11-16	43.00	21.08	64.08
		2021-06-07	45.05	21.08	66.13
710	LATHERS	2020-11-16	39.97	22.83	62.80
		2021-05-01	41.97	22.83	64.80
712	IRONWORKERS	2020-11-16	38.35	30.70	69.05
		2021-05-02	40.45	30.70	71.15
714	MILLWRIGHT	2020-11-16	36.13	29.18	65.31
		2021-05-01	38.23	29.18	67.41

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
715 PAINTERS (INCLUDING HAND BRUSHED, HAND SPRAYED, AND THE TAPING OF PAVEMENT MARKINGS)	2020-11-16	37.70	24.63	62.33
	2021-05-03	39.70	24.63	64.33
716 PILEDRIIVER (INCLUDING VIBRATORY DRIVER OR EXTRACTOR FOR PILING AND SHEETING OPERATIONS)	2020-11-16	38.96	25.03	63.99
	2021-05-01	41.01	25.03	66.04
717 PIPEFITTERS . STEAMFITTERS	2020-11-16	50.19	27.75	77.94
	2021-05-01	52.69	27.75	80.44
718 PLASTERERS	2020-11-16	41.00	21.57	62.57
	2021-06-01	43.05	21.57	64.62
719 PLUMBERS	2020-11-16	50.47	25.73	76.20
720 ROOFER	2020-11-16	39.30	18.89	58.19
	2021-05-01	41.30	18.89	60.19
721 SHEET METAL WORKERS	2020-11-16	46.06	30.22	76.28
722 SPRINKLER FITTERS	2020-11-16	48.88	28.65	77.53
723 TERRAZZO WORKERS	2020-11-16	41.68	20.73	62.41
	2021-05-03	43.73	20.73	64.46
724 TILE SETTERS	2020-11-16	37.06	25.80	62.86
	2021-05-03	39.11	25.80	64.91
725 TILE FINISHERS	2020-11-16	30.58	20.65	51.23
	2021-05-03	32.22	20.65	52.87
726 DRYWALL TAPER	2020-11-16	35.75	24.52	60.27
727 WIRING SYSTEM TECHNICIAN	2020-11-16	41.42	18.16	59.58
728 WIRING SYSTEMS INSTALLER	2020-11-16	29.02	15.34	44.36

LABOR CODE AND CLASS	EFFECT DATE	BASIC RATE	FRINGE RATE	TOTAL RATE
729 ASBESTOS ABATEMENT WORKER	2020-11-16	33.75	20.69	54.44
	2021-01-01	34.85	21.64	56.49
730 SIGN ERECTOR	2020-11-16	30.03	16.79	46.82

Sec. 2-8. - City projects; prevailing wage rates.

(a) *City policy.* It is in the public interest that public buildings be constructed and maintained in the highest quality and that the men and women be compensated to the full and just value of the services they perform. It is therefore declared to be the policy of the city that the wages paid to the trades, occupations and laborers on these projects financed in whole by city funds should be comparable to wages paid for similar work in the community as a whole.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

City project means the erection, construction or remodeling of a building where all the following conditions are present:

- (1) The work is performed on real property and not solely on personal property;
- (2) The project is required to be competitively bid pursuant to Minn. Stats. § 471.345;
- (3) The work is to be let by the city under contract; and
- (4) The project is financed in whole by city funds.

Community means the county.

Hours of labor means hours of labor per day and per week worked with the community by workers of the same class. The prevailing hours of labor may not be more than eight hours per day or more than 40 hours per week. However, no worker shall be permitted or required to work more hours than specified in this definition unless all hours in excess of eight hours per day or 40 hours per week are at least at the rate of 1½ the hourly basic rate of pay.

Prevailing wage means the hourly basic rate of pay plus the contribution for health and welfare benefits, vacation benefits, pension benefits, and any other economic benefit paid to the largest number of workers engaged in the same class of labor within the community, including the rental rates for truck hire paid to those who own and operate the truck. The prevailing wage rate may not be less than a reasonable and living wage. The rate shall be the one as determined by the commissioner of labor and industry, from time to time, pursuant to Minn. Stats. §§ 177.41—177.44.

(c) *Contract requirements.* The bid specifications and the contract for any city project shall contain the following provisions or language similar in content or intent:

- (1) The contractor and any subcontractor, agent or other person doing or contracting to do all or a part of the city project must pay at least the prevailing wage rate to all trades and occupation workers employed directly on the work site.
- (2) Upon request of the city, the contractor and any subcontractor, agent and other person doing or contracting to do all or a part of the work of the city project shall, within five working days, supply the city a copy of payrolls showing wages paid and a wage compliance statement with respect to wages paid each of its laborers, workers, and mechanics employed directly on the city project work site. If such statements are not provided or if such statements disclose that the required prevailing wage rate is not being paid, the city shall have the right to withhold payments to the contractor for such periods of noncompliance. The withheld payments shall be equal to the difference between the wages paid and the prevailing wage rate for the period of noncompliance. During the work, the city shall have the right to require an audit of the contractor's books to determine compliance or noncompliance. Each contractor and subcontractor shall retain copies of the weekly payrolls for a period of not less than one year after completion of the work.

(d) *Exceptions.* Exceptions to this section are as follows:

- (1) The requirements set forth in subsection (c) of this section do not apply to wage rates of laborers, workers, or mechanics who process or manufacture materials or products or to the delivery of materials or products by or for commercial establishments which have a fixed place of business

from which they regularly supply processed or manufactured materials or products. However, the requirements set forth in subsection (c) of this section do apply to laborers, workers, or mechanics who deliver mineral aggregate such as sand, gravel, or stone which is incorporated into the work under the contract by depositing the materials substantially in place, directly or through spreaders, from the transporting vehicle.

- (2) The requirements set forth in subsection (c) of this section do not apply to city projects where 20 percent or more of the funds are derived from special assessments pursuant to Minn. Stats. ch. 429.

(Code 1982, § 2-9)

RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT,
NORTH FIRE STATION CONSTRUCTION PROJECT, CHANGE ORDER NO. 10

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered the construction of the North Fire Station, and has approved construction contracts related to the project.

WHEREAS, it is now necessary and expedient that said contract be modified and designated as North Fire Station Construction Project, Change Order No. 10.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, Minnesota, that

1. The Mayor, City Manager, and Fire and EMS Chief are hereby authorized and directed to modify the existing contract by executing said Change Order No. 10 which is an increase of \$430,539.88.

The revised contract for Work Scope 7H-Jackson and Associates, LLC, includes a \$56,874.18 increase.

The revised contract for Work Scope 9B-9D-Superset Tile & Stone, LLC, includes a \$15,537.23 increase.

The revised contract for Work Scope 32D-Century Fence, includes a \$7,560 increase.

The revised contract for Work Scope 32B-Ebert, Inc., includes a \$28,109.50 increase.

The revised contract for Work Scope 03M-Ebert, Inc., includes a \$132,063.95 increase.

The revised contract for Work Scope 32F-North Metro Companies, includes a \$23,825, increase.

The revised contract for Work Scope 26A-Electrical Production Services, Inc. includes a \$121,050 increase.

The revised contract for Work Scope 06-G-Ebert, Inc., includes a \$45,520.02 increase.

Adopted by the Maplewood City Council on this 13th day of December 2021.