

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, February 12, 2024  
City Hall, Council Chambers  
Meeting No. 03-24

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

1. January 22, 2023 City Council Workshop Meeting Minutes
2. January 22, 2023 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Administrative Presentations
  - a. Council Calendar Update
2. Council Presentations
3. Strategic Plan Update for Fourth Quarter of 2023
4. Resolution of Appreciation for Retiring City Manager Melinda Coleman

**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. Local Lawful Gambling Permit for Ride for Wishes, 2029 Woodlynn Avenue
3. Purchase of Fire Station Alerting Equipment for the South Fire Station
4. MN BCA Violent Crime Reduction Unit (VCRU) Joint Powers Agreement
5. Employment Agreement between the City of Maplewood and City Manager Michael Sable
6. Resolution Approving 2024 Pay Rates for Temporary/Seasonal and Casual Part-Time Employees
7. 2024 Master Group Contract for Medica Insurance Company
8. Resolution of Support for Tubman to Allow City As Fiscal Agent for State Bonding Proposal
9. Payment for CentralSquare Yearly Maintenance Support

**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. 2024 Maplewood Street Improvements, City Project 23-08
  - a. Public Hearing 7:00 pm
  - b. Resolution Ordering Improvement after Public Hearing (4 Votes)

**I. UNFINISHED BUSINESS**

1. Saint Paul Educational Foundation Communications Monopole, 1210 Sterling Street South
  - a. Conditional Use Permit and Variances Resolution
  - b. Design Review Resolution

**J. NEW BUSINESS**

1. Woodland Hills Church, 1740 Van Dyke Street
  - a. Conditional Use Permit Amendment Resolution
  - b. Design Review Resolution
2. Resolution Ordering the Abatement of Hazardous Building and Public Nuisance Conditions at 1830 Howard Street North

**K. AWARD OF BIDS**

None

**L. ADJOURNMENT**

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

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

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

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

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

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

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

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
6:30 P.M. Monday, January 22, 2024  
City Hall, Council Chambers

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 6:30 p.m. by Mayor Abrams.

**B. ROLL CALL**

Marylee Abrams, Mayor	Present
Rebecca Cave, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Chonburi Lee, Councilmember	Present
Nikki Villavicencio, Councilmember	Present

**C. APPROVAL OF AGENDA**

Councilmember Cave moved to approve the agenda as submitted.

Seconded by Councilmember Juenemann                      Ayes– All

The motion passed.

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

**1. Maplewood Mall - Former Sears Building Discussion**

Community Development Director Parr introduced the item. Toua Xiong, owner of Hmongtown Marketplace, addressed council and shared the development vision. Greg Elsner, Architect with Shelter Architecture, gave the presentation.

No action required

**D. ADJOURNMENT**

Mayor Abrams adjourned the meeting at 6:56 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
 7:00 P.M. Monday, January 22, 2024  
 City Hall, Council Chambers  
 Meeting No. 02-24

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:07 p.m. by Mayor Abrams.

Mayor Abrams attended the ribbon-cutting for the short stay observation unit at St. Johns Hospital and gave an update on the future groundbreaking of the St. Johns expansion.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Marylee Abrams, Mayor	Present
Rebecca Cave, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Chonburi Lee, Councilmember	Present
Nikki Villavicencio, Councilmember	Present

**D. APPROVAL OF AGENDA**

Mayor Abrams pulled agenda item G8 from the agenda.

Agenda item G9 was highlighted.

Councilmember Cave moved to approve the agenda as amended.

Seconded by Councilmember Lee                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. January 8, 2024 City Council Workshop Meeting Minutes**

Councilmember Juenemann moved to approve the January 8, 2024 City Council Workshop Meeting Minutes as submitted.

Seconded by Councilmember Cave	Ayes – Mayor Abrams Councilmember Cave Councilmember Juenemann Councilmember Villavicencio
	Abstain – Councilmember Lee

The motion passed.

2. **January 8, 2024 City Council Meeting Minutes**

Councilmember Cave moved to approve the January 8, 2024 City Council Meeting Minutes as submitted.

Seconded by Councilmember Juenemann

Ayes – Mayor Abrams  
Councilmember Cave  
Councilmember Juenemann  
Councilmember Villavicencio  
Abstain – Councilmember Lee

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**

None

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

Agenda item G9 was highlighted.  
Agenda item G8 and G9 were removed.

Councilmember Cave moved to approve agenda items G1-G7 & G10-G11.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

- 1. **Approval of Claims**

Councilmember Cave moved to approve the approval of claims.

ACCOUNTS PAYABLE:

\$	247,504.50	Checks # 120409 thru # 120418 dated 01/09/24
\$	227,891.86	Checks # 120419 thru # 120451 dated 01/16/24

\$ 409,709.32 Disbursements via debits to checking account dated 01/01/24 thru 01/14/24

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\$ 885,105.68 Total Accounts Payable

**PAYROLL**

\$ 714,990.36 Payroll Checks and Direct Deposits dated 01/05/24

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\$ 714,990.36 Total Payroll

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\$ 1,600,096.04 GRAND TOTAL

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**2. Local Lawful Gambling Permit for Knights of Columbus #4374, 1695 Kennard Street**

Councilmember Cave moved to approve the Local Lawful Gambling permit for Knights of Columbus #4374 for their event on March 23, 2024.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**3. Resolution for Reduction of Retainage on Existing Construction Contract, Woodlynn-Southlawn Area Street Improvements, City Project 22-17**

Councilmember Cave moved to approve the resolution for reduction of retainage on existing construction contract for the Woodlynn-Southlawn Area Street Improvements, City Project 22-17.

Resolution 24-01-2277

**REDUCTION OF RETAINAGE ON EXISTING CONSTRUCTION CONTRACT  
WOODLYNN-SOUTHLAWN AREA STREET IMPROVEMENTS, CITY PROJECT 22-17**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Improvement Project 22-17, Woodlynn-Southlawn Area Street Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the contractor, T.A. Schifsky & Sons Inc., has completed the majority of the project construction contract work, with only minor items remaining.

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

- 1. A reduction in retainage on the construction contract is hereby authorized to be reduced, at the discretion of the City Engineer, from 5.0% to 2.0%

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**4. Resolution for Reduction of Retainage on Existing Construction Contract, Myrtle-Sterling Area Street Improvements, City Project 22-16**

Councilmember Cave moved to approve the resolution for reduction of retainage on existing construction contract for the Myrtle-Sterling Area Street Improvements, City Project 22-16.

Resolution 24-01-2278

REDUCTION OF RETAINAGE ON EXISTING CONSTRUCTION CONTRACT  
MYRTLE-STERLING AREA STREET IMPROVEMENTS, CITY PROJECT 22-16

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Improvement Project 22-16, Myrtle-Sterling Area Street Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the contractor, Bituminous Roadways, Inc., has completed the majority of the project construction contract work, with only minor items remaining.

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

- 1. A reduction in retainage on the construction contract is hereby authorized to be reduced, at the discretion of the City Engineer, from 5.0% to 2.5%

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**5. 2024 Ramsey County SCORE Agreement**

Councilmember Cave moved to approve the 2024 SCORE Grant Agreement, with Ramsey County and direct the Mayor and City Manager to sign the agreement. Minor revisions as approved by the City Attorney are authorized as needed.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**6. Purchase of Equipment to Buildout One ¾ Ton Truck**

Councilmember Cave moved to approve the purchase of equipment to buildout one Public Works ¾ ton truck and direct the Mayor and City Manager to enter into a contract for the purchase under MN State Contract #224099 with Crysteel Truck Equipment for \$47,681.00, and EATI Technologies Inc for \$841.58 for the total purchase cost of \$48,522.58.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

**7. Drug Paraphernalia and Hypodermic Needles and Syringes**

**a. Ordinance Amending Chapter 24**

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

Councilmember Cave moved to adopt the ordinance amending sections 24-206 through 24-211 of the Maplewood city code regarding the use and possession of drug paraphernalia and hypodermic needles and syringes.

Ordinance 1046

AN ORDINANCE AMENDING CHAPTER 24 OF THE MAPLEWOOD CITY CODE PERTAINING TO THE POSSESSION OF HYPODERMIC SYRINGES AND NEEDLES AND THE USE OR POSSESSION OF DRUG PARAPHERNALIA

THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MINNESOTA ORDAINS AS FOLLOWS:

Section I. Chapter 24, Article VI, Division 3 – Drugs. of the Maplewood city code is amended in its entirety to read as follows:

DIVISION 3. DRUGS<sup>1</sup>

Sec. 24-206. Drug and controlled substances statutes adopted by reference.

Minn. Stats. §§ 152.01—152.20, relating to drugs and controlled substances are hereby adopted by reference by the city and are incorporated into and made a part of this Code as completely as if set out in full.

State law reference(s)—Authority of city to adopt state statutes by reference, Minn. Stats. § 471.62; prohibited drugs, Minn. Stats. ch. 152.

Sec. 24-207. Possession of drug paraphernalia.

No person shall possess drug paraphernalia or devices used for the consumption of illegal controlled substances as those terms are defined in Minn. Stats., section 152.01

State law reference(s)— Definitions, Minn. Stats. § 152.01.

Sec. 24-208. Violations of article.

Any possession, sale, distribution, prescribing, administration, dispensing or use of controlled substances, as defined in state law, , contrary to this article, is hereby declared to be dangerous to the public health, a menace to the public welfare and a penal offense punishable as provided in section 1-15.

Sec. 24-209. Abuse of toxic substances.

Minn. Stats., section 609.684 is hereby adopted by reference by the city and is incorporated into and made a part of this code as completely as if set out in full.



Secs. 24-210—24-240. Reserved.

Section II. Effective upon adoption and publication.

Seconded by Councilmember Juenemann                   Ayes – All

The motion passed.

Councilmember Cave moved to approve the resolution authorizing publication by title and summary.

Resolution 24-01-2279

RESOLUTION AUTHORIZING PUBLICATION OF  
ORDINANCE NO. 1046 BY TITLE AND SUMMARY

WHEREAS, the city council of the city of Maplewood has adopted Ordinance No. 1046, an ordinance amending Chapter 24, Article VI, Division 3-Drugs of the city code; and

WHEREAS, Minnesota Statutes, section 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 three 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.1046 to be published in the city’s official newspaper in lieu of the entire ordinance:

Public Notice

On January 22, 2024, the city council of the city of Maplewood adopted Ordinance No. 1046, an ordinance amending Chapter 24, Article VI, Division 3 of the city code regarding prohibited drugs and controlled substances. The 2023 Minnesota legislature amended state statutes by repealing or modifying certain provisions regarding the use and possession of drug paraphernalia, hypodermic needles and syringes. The city code has been amended to avoid conflicts with state law. This public notice is intended only to summarize the ordinance. The full text of the ordinance is available for inspection at Maplewood city hall during regular business hours and has been posted to the city’s website. This ordinance will be effective upon publication.

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

Seconded by Councilmember Juenemann                   Ayes – All

The motion passed.

**8. Employment Agreement between the City of Maplewood and City Manager Michael Sable**

Agenda item was removed.

**9. 2024 Pay Equity Report**

Agenda item was removed.

**10. Madden Galanter Hansen, LLP Consulting Services Agreement for 2024**

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

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**11. Purchase of Powerload Stretcher Loading System for Ambulances**

Councilmember Cave moved to approve the purchase of six Powerload stretcher loading systems for department ambulances.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

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

**I. UNFINISHED BUSINESS**  
None

**J. NEW BUSINESS**

- 1. **Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for a Public Hearing for 2024 Maplewood Street Improvements, City Project 23-08**

Public Works Director Love gave the presentation.

Councilmember Juenemann moved to approve the Resolution Accepting the Feasibility Report, Authorizing the Preparation of Plans and Specifications, and Calling for a Public Hearing at 7:00 p.m. on February 12, 2024 for the 2024 Maplewood Street Improvements, City Project 23-08.

Resolution 24-01-22  
ACCEPTING FEASIBILITY STUDY, AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS, AND CALLING FOR PUBLIC HEARING

WHEREAS, pursuant to a resolution of the council adopted July 24th, 2023, a report has been prepared by the City Engineering Division with reference to the improvement of the Maplewood 2024 Street Improvements, City Project 23-08, and this report was received by the council on January 22nd, 2024.

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

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

1. The City Council will consider the 2024 Maplewood Street Improvements, City Project 23-08 in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total project cost of \$10,878,200.
2. The City Engineer or his designee is the designated engineer for this improvement project and is hereby directed to prepare final plans and specifications for the making of said improvement.
3. The Finance Director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$10,878,200 shall be established. The proposed financing plan is as follows:

Funding Source	Total Amount	% of Total
General Obligation (G.O.) Improvement Bonds	\$4,759,300	43%
Street Revitalization Fund	\$658,100	6%
Environmental Utility Fund	\$2,156,000	20%
Ramsey-Washington Metro Watershed District	\$125,000	1%
Sanitary Sewer Fund	\$430,000	4%
Water Area Fund (WAC)	\$83,400	1%
St. Paul Regional Water Services (SPRWS)	\$1,086,800	10%
Special Benefit Assessment	\$1,579,600	15%
<b>Total Estimated Project Funding:</b>	<b>\$10,878,200</b>	<b>100%</b>

4. A public hearing shall be held on such proposed improvement on the 12<sup>th</sup> day of February, 2024 at 7:00 PM. The City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Seconded by Councilmember Villavicencio                      Ayes – All

The motion passed.

**K. AWARD OF BIDS**

None

**L. ADJOURNMENT**

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

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 12, 2024

**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:**

**February 26:**      Workshop: Update on Purple Line from Met Council Staff  
**March 11:**      To be determined

**Council Comments:**

Comments regarding Workshops, Council Meetings or other topics of concern or interest.  
 1. Provide research on the cost of raising seasonal and part time staff to \$15 an hour starting pay. This was included in staff report G-6, 2/12/24 council packet.

**Council Schedule for Maplewood Living through May 2024:**

<b>Issue</b>	<b>Contributor</b>	<b>Due Date</b>
March 2024	Juenemann (Switched with Cave)	February 16, 2024
April 2024	Villavicencio	March 15, 2024
May 2024	Lee	April 17, 2024
June 2024	Abrams	May 14, 2024
July 2024	Juenemann	June 17, 2024
August 2024	Cave	July 15, 2024

*Subject to change after election filings in May, as no active candidates will be allowed to contribute.*

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 12, 2024

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Lois Knutson, Senior Administrative Manager  
**PRESENTER:** Lois Knutson, Senior Administrative Manager  
**AGENDA ITEM:** Strategic Plan Update for Fourth Quarter of 2023

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

**Policy Issue:**

Staff is presenting the attached report, which is a progress update on the status of the City's Strategic Priorities through the fourth quarter of 2023.

**Recommended Action:**

Motion to accept the Strategic Plan Report for Fourth Quarter of 2023.

**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:**

Community Inclusiveness       Financial & Asset Mgmt       Environmental Stewardship  
 Integrated Communication       Operational Effectiveness       Targeted Redevelopment

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

**Background:**

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

The City of Maplewood's Strategic Plan consists of SIX strategic priorities which are established by the City Council. These priorities are supported by a series of Key Outcomes and underlying Performance Measures, which describe desired outcomes and are a metric in measuring success.

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

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

At the council retreat in May of 2023, a mission statement and values were established by the council and management staff. These were then officially approved by the council on June 12, 2023.

**Mission Statement:**

- To sustainably provide health, safety and quality of life for all.

**Core Values:**

- We are a family-friendly employer and community.
- We strive for excellence through innovation and quality in the delivery of services.
- We are committed to community collaboration and public engagement that are respectful and inclusively aware.
- We are fiscally responsible stewards of all public funds.
- We strive to have respectful communication.
- We recognize professionalism and public policy that promotes strengths, courageous problem-solving, a commitment to the environment and respect for our community.

**Attachments:**

1. Strategic Plan Report for Fourth Quarter of 2023
2. Presentation

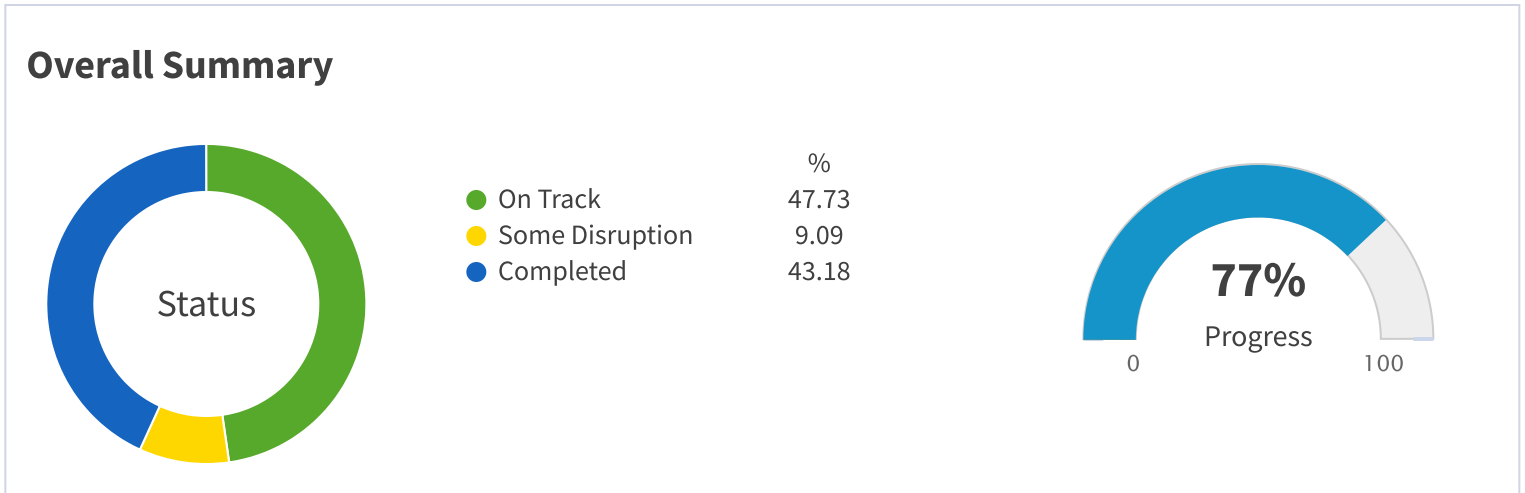


# **Strategic Plan Progress Report - 4th Quarter 2023**

## **City of Maplewood's Strategic Plan**

Report Created On: Feb 06, 2024

<b>6</b> Strategic Priority	<b>23</b> Key Outcome	<b>45</b> Performance Measure
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Strategic planning is an organizational management activity that is used to set priorities, focus energy and resources, strengthen operations, ensure that employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the organization's direction in response to a changing environment.

The City of Maplewood's Strategic Plan consists of SIX strategic priorities which are established by the City Council. These priorities are supported by a series of Key Outcomes and underlying Performance Measures, which describe desired outcomes and are a metric in measuring success.

In January 2018, staff began reporting on our strategic plan using Envisio, a software company that implements a web-based solution, to align employees with the strategic plan and performance measures to accomplish organizational outcomes. Strategic planning is a continual journey and our plan is modified every year to ensure that it reflects the changing dynamics of our community.

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- We strive to have respectful communication.
- We recognize professionalism and public policy that promotes strengths, courageous problem-solving, a commitment to the environment and respect for our community.



**Strategic Priority 1**



Progress 71%



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



	%	#
● On Track	35.71	5
● Completed	64.29	9

MORE

**Key Outcome 1.1**



Progress 100%



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



	%	#
● Completed	100.0	3

MORE

**Performance Measure 1.1.1**

Progress 100%



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



	%	#
● Completed	100.0	2

MORE

Updated on Jan 06, 2024 12:00:01

Based upon the 2023 survey results from our community, 57% of residents view our community as open and accepting of people of color (which is down from our last survey). These results were presented to the City Council in the early spring of 2023. Soon after those results, the City established a mission statement with values that act as a north star for the work we do. Among the value statements includes the following:

- *We are committed to community collaboration and public engagement that is respectful and inclusively aware*

We see these numbers as a great opportunity to connect and/or reconnect with our residents through community events, job training programs and greater collaboration. In 2024, our intention is to meet with various stakeholders throughout the city during listening sessions with our new City Manager.

**Performance Measure 1.1.3**

Progress 100%



Ensure community events attract a wide variety of populations that call Maplewood home.



	%	#
● Completed	100.0	1

MORE

Updated on Feb 05, 2024 16:53:25

Communications has been working with the teams to widely promote programs in a number of outlets and languages.

**Key Outcome 1.2**



Progress 67%



Employees are engaged in community outreach and are culturally aware



	%	#
● On Track	33.33	1
● Completed	66.67	2

MORE

**Performance Measure 1.2.1**



100% of benefit earning employees will participate in City sponsored community events annually

MORE



	%	#
● On Track	33.33	1
● Completed	66.67	2

Updated on Feb 05, 2024 16:57:51

We had fewer events this year because of the extreme heat and mild winter. BOOOOOOO!

With the Trunk or Treat, Big Brothers Big Sisters and Meals on Wheels we hit about 60% participation.

With outreach becoming mandatory in the latest personnel policies, someone from the MORE or HR should maintain a check list of ALL employees. As people participate they get checked off the list. Those left on this list, will receive reminders with opportunities. This switches from an opt in to an opt out, and will create accountability.

**Key Outcome 1.3**



The demographics of the organization reflect the community and its needs

MORE



	%	#
● On Track	80.0	4
● Completed	20.0	1

**Performance Measure 1.3.1**



Increase the percentage of employee diversity among City staff by 2% per year with a goal of mirroring the City's diverse community.

MORE



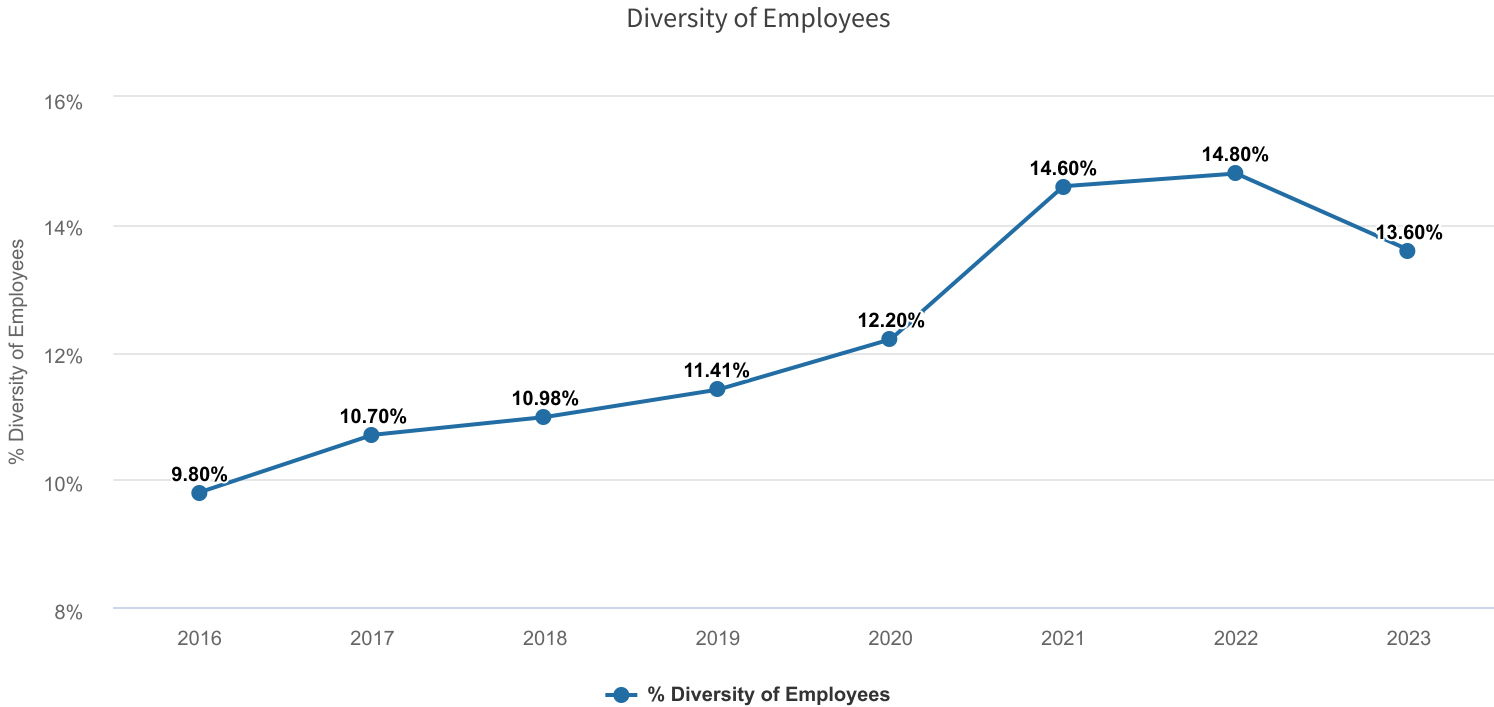
	%	#
● On Track	80.0	4
● Completed	20.0	1

Updated on Jan 06, 2024 12:00:01

Our efforts of recruiting employees of color include on-going training and recruitment efforts at local schools as well as direct marketing and advertising in locally-based newspapers and publications. On October 17, 2023 the City of Maplewood partnered with the City of Roseville in specific recruitment efforts for the BIPOC community. We intend to expand our recruiting commitments through these types of partnerships.

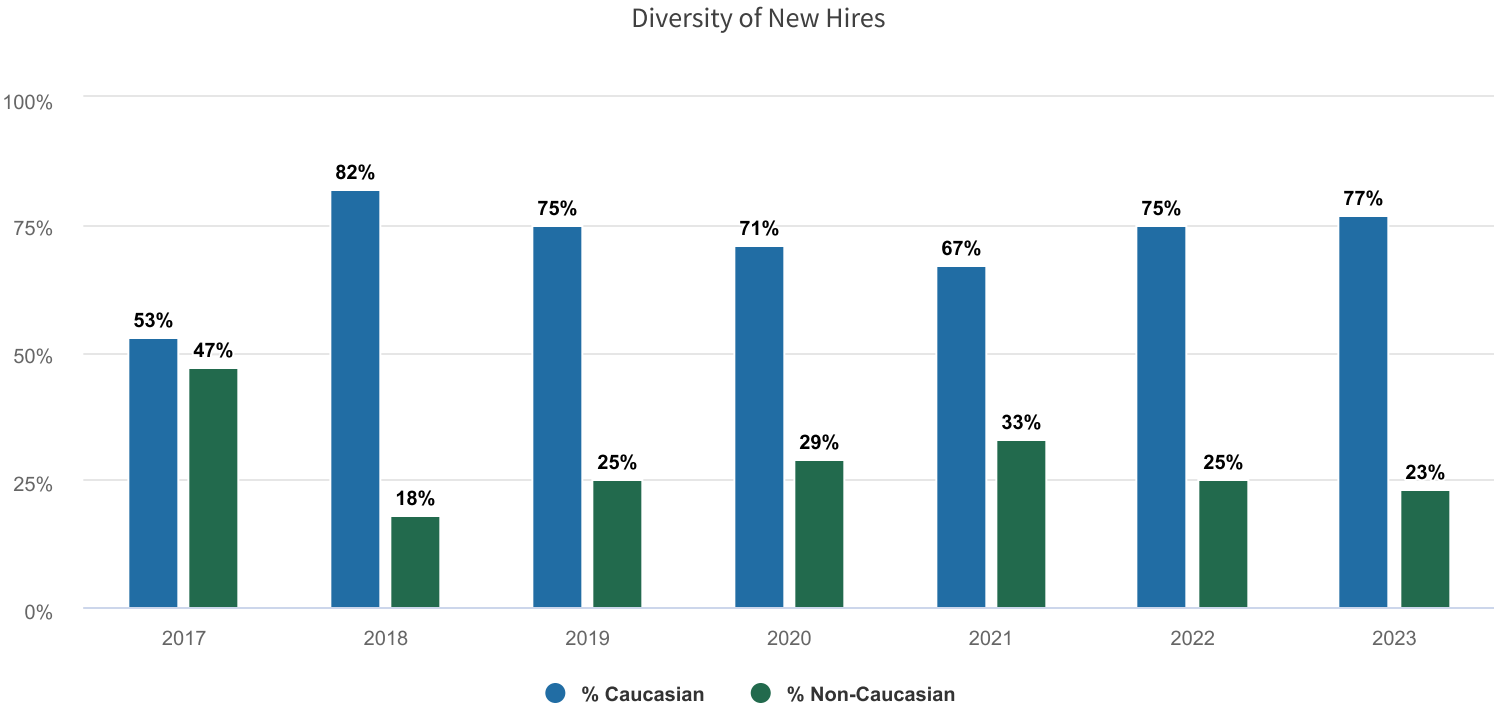
Diversity of Employees

Last Update: Feb 02, 2024 20:30:29



Diversity of New Hires

Last Update: Feb 02, 2024 20:30:30



**Key Outcome 1.4**



Progress 100%

City services and facilities are accessible to our diverse community

MORE



	%	#
Completed	100.0	1

**Performance Measure 1.4.1**

Progress 100%

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

MORE



	%	#
Completed	100.0	1

Updated on Jan 06, 2024 12:00:01

The City of Maplewood evaluated all job descriptions through a DEI lens. We will continue to review job descriptions through additional cultural awareness.

**Key Outcome 1.5**

Progress 100%

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



	%	#
Completed	100.0	2

**Performance Measure 1.5.2**

Progress 100%

Provide access to a variety of recreational opportunities.



	%	#
Completed	100.0	2

Updated on Dec 26, 2023 21:28:13

Staff continues to work with the Maplewood YMCA and RevSports to provide and advertise recreation opportunities for Maplewood residents. Staff worked with City communications department to create new visual advertisements to freshen up the advertising of programs and which are universal enough to use with multiple community partners' programs.

Staff has continued to work with Ramsey County 4H and ISD622 Community Education to offer nature based programs at the Nature Center.

Staff has created and maintains a webpage dedicated to providing information about recreational opportunities that surrounding communities and other organizations are offering.

**Strategic Priority 2**



Progress 92%

**Environmental Stewardship:** Lead in the protection and enhancement of our natural resources and assets through stewardship, education, and proactive policy. Preserve and advocate for a healthy and sustainable environment.



	%	#
On Track	38.89	7
Completed	61.11	11

**Key Outcome 2.1**



Progress 94%

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



	%	#
On Track	16.67	1
Completed	83.33	5

**Performance Measure 2.1.1**

Progress 100%

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



Updated on Jan 06, 2024 12:00:01

**Action Initiative 2.1.1.1: Ensure private systems have stormwater maintenance agreements (100% completed)**

All proposed developments are evaluated to ensure they meet the City's stormwater management standards. Three development proposals were submitted in 2023 which required a Stormwater Maintenance Agreement. All proposals provided agreements as a part of the permitting process.

**Action Initiative 2.1.1.2: Enter 100% of maintenance agreements in GIS (100% completed)**

All stormwater maintenance agreements received in 2023 have been entered into the City's Cartegraph GIS system.

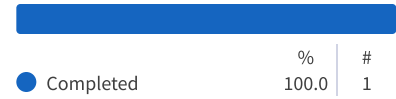
**Action Initiative 2.1.1.3: Develop inspection program for private BMP systems (100% completed)**

Staff are continuing to work on developing a regular inspection program for private BMPs along with partnering with our local Watershed Districts on providing education on maintaining these valuable items. With the placement of stormwater maintenance agreements into the Cartegraph GIS system, Staff are seeking methods to utilize the system to generate a regular inspection reporting process. This process will help ensure the BMPs are functioning as intended, meeting the requirements of the City's MS4 Permit and ultimately improving the quality of water in our area lakes and streams.

**Performance Measure 2.1.2**

Progress 100%

Active management of a minimum of 8 natural areas per year



Updated on Jan 06, 2024 12:00:01

Fish Creek Natural Area: Invasive garlic mustard, wild parsnip and black locust were removed in partnership with Conservation Corp MN and IO. Tree cages for a future tree planting were constructed and Century College students collected and spread native prairie seeds from/ on the bluff top. Fish Creek is monitored by two dedicated volunteers on a weekly basis. We are able to quickly repair broken fences and deal with other issues because of their great communications with City staff. A fall oak planting by Mississippi Park Connection/ Conservation Corps is still under discussion; scheduled for this fall. Staff toured Fish Creek with Ramsey County staff and the parents of a young man to pick a memorial for him. A section on the Ramsey County side of the trail was chosen to clear buckthorn improving the view of the prairie and to install a bench with a plaque.

Carver and Applewood Preserves: Partnered with non-profit Friends of the Mississippi River for restoration work. They have plans in place and a contractor hired to remove invasive buckthorn and other shrubs and will follow up with native plant seeding. The contractor is currently spot spraying invasive species at both preserves and will continue brush removal at Carver Preserve this fall.

Maplewood Nature Center: Is monitored on at least a monthly basis by a volunteer and her sister. They pick up litter, clear brush from trails and report visitor use, graffiti, plant and animal phenology and any issued that need attention (i.e., trees down on trail). Century College students removed seeds from invasive Canada thistle and dug excess rain garden plants which will be transplanted into another City garden. Parks and Natural Resources has a new volunteer who has been clearing trails and collecting seeds for our restoration project at City Hall.

Jim's Prairie: Staff partnered with non-profit Great River Greening to obtain a restoration grant which will utilize goats to remove buckthorn and other brush and plant native woodland seeds on the site. An updated plan involves brush removal by contractor, not goats.

Priory Preserve: Contractor corrected erosion issues at updated Idaho Street entrance on the west side of the preserve and filled ruts that developed during last fall /winter's boardwalk and bridge replacement project. A deer removal through Metro Bowhunters Resource Base wi;; take place October 21- 23 and November 11-13. Staff worked with Xcel energy to protect trees and wetland during the company's construction project that abuts the east side of the preserve. Staff are communicating with Metro Bow Hunters Resource Base to schedule removals at Priory Preserve this fall.

City Hall Campus: Turf was herbicided and planted with native prairie seeds in phase one of the campus restoration project. Parks maintenance prepped the woodland areas for the installation of goat fencing. Goats browsed buckthorn in August and are due to return October 11. The contract will remove the large buckthorn this winter. Buckthorn removal at City Hall is scheduled to begin on October 22. Century College students dug weeds, planted prairie plugs and spread seed on October 12. A 3M group will continue those tasks on October 19.

Gladstone Savanna: Parks maintenance rented a brush mower to remove invasive buckthorn and Siberian elm from the preserve in Preparation for a prescribed burn. Late winter and summer of 2023, our contractor removed buckthorn, Siberian elm, honeysuckle, aspen and other encroaching brush to open up the north side of the preserve for native plants and to discourage camping on the site. A new Open Space Monitor was trained in for Gladstone Savanna, and a second resident will be trained in to monitor the bluebird boxes in 2024.

Joy Preserve: EAB biocontrol insects were released at the preserve for the second time this summer. Staff met with Ramsey County to plan installation of a boat cleaning station at the Joy Park boat launch. Locates are finished and the location is ready to pour the concrete footings for the station. Staff are working with Ramsey County to find funding for boat ramp repair.

Spoon Lake: Century College students are scheduled to remove invasive Amur maple from the center of the preserve. Staff worked with Metro Bowhunters Resource Base and the City of Little Canada to schedule a fall deer removal. Removal will take place November 11-13 and December 2-4. Spoon Lake has an active volunteer monitor who reports trees down, invasive species, and other issues and picks up litter. A contractor was hired to cut EAB diseases ash from the north side of the preserve behind homes on Demont.

Fisher's corner: An active volunteer monitors for issues and reports anything in need of work/repair to staff.

Hidden Marsh: Staff inspected dead hazard trees and hired Hugo's tree service to remove them.

Diseased/ dead trees were also inspected and or removed at Maplewood Heights, Carver Preserve and Mailand Park.

Wakefield Park and City Hall Campus: One specimen ash at each location was determined to be great candidates for chemical treatment to prevent EAB infestation. Hugo's was hired to treat with approved chemical TREEAGE. Hugo's tree recommended retreating these trees next year.

Prairie Farm: 17 Century College students removed seed heads from invasive common tansy, dug invasive oxeye daisy and dug thistles on September 21. Nearby residents and former volunteers donated a check to purchase a bench for installation along the trail. The bench is ready to be installed.

**Performance Measure 2.1.3**



Track the number of public trees removed annually due to disease or hazard and work towards replacement of the tree canopy.

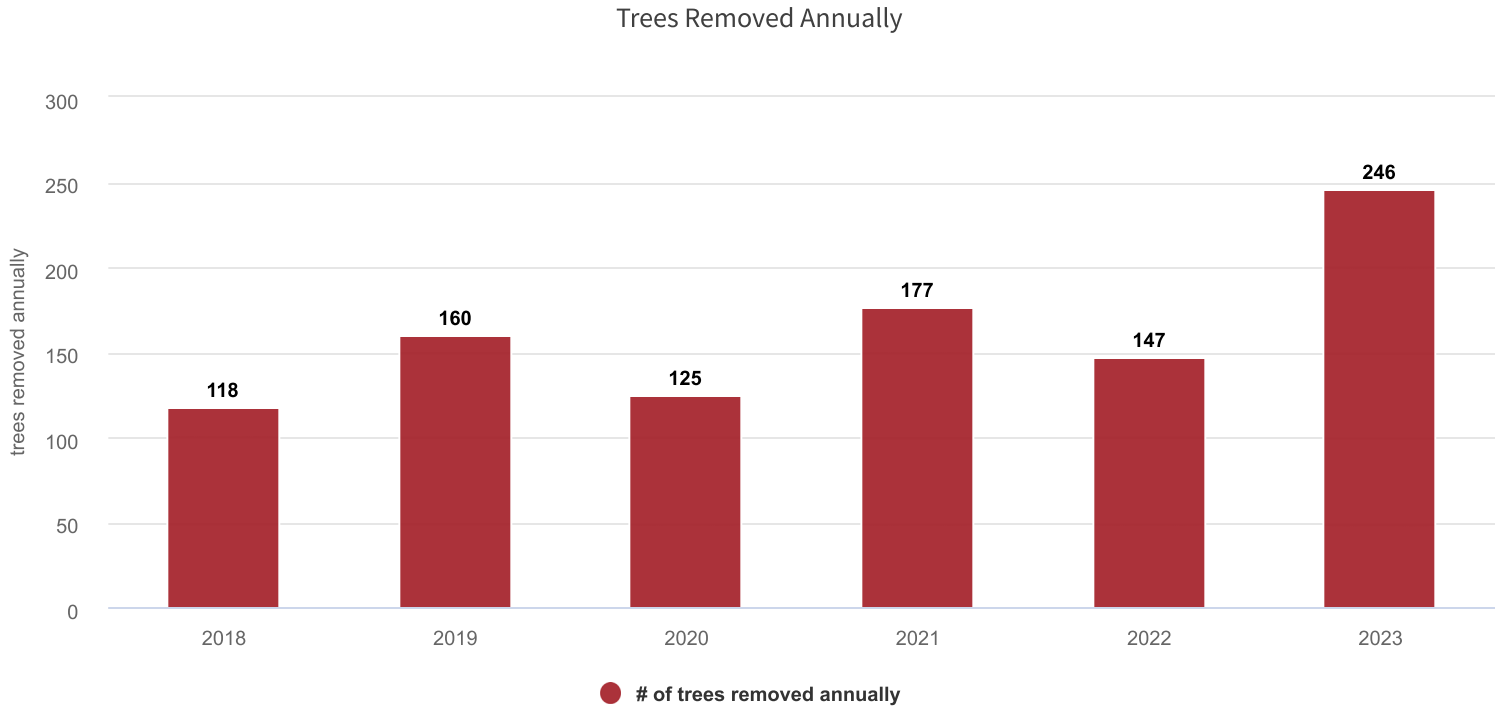
	%	#
● On Track	50.0	1
● Completed	50.0	1

Updated on Jan 06, 2024 12:00:01

A total of 246 ash trees have been removed from public land and City right-of-way this year. Staff will be continuing to removal ash trees from public land and City right-of-way throughout the year. Removals are prioritized based on the condition of the trees. Additionally, staff will be evaluating other ash trees in removal areas to be as efficient as possible with removal. Staff's availability to do tree removal is dependent on other annual maintenance work and can be effected by weather and reactive maintenance work.

# of Trees Removed

Last Update: Feb 02, 2024 21:30:42



Trees Planted

Last Update: Feb 02, 2024 21:30:42



## F3, Attachment 1

### Key Outcome 2.2



Progress 93%

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



	%	#
● On Track	20.0	1
● Completed	80.0	4

### Performance Measure 2.2.1

Progress 100%

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



	%	#
● Completed	100.0	2

Updated on Jan 06, 2024 12:00:01

Staff have reviewed the Parks System Master Plan and are using it as a guide for the 2024 CIP planning process and are completing annual inspections of our playgrounds and facilities to plan for maintenance issues and replacements in the future. Playground inspections are completed for this year and are on track. Staff have been working on plans to replace the playground at Sunset Ridge Park.

### Performance Measure 2.2.2

Progress 65%

Create a rating system for park facilities in Cartegraph



	%	#
● On Track	100.0	1

Updated on Jan 06, 2024 12:00:01

Staff will again be inspecting parking lots, trails and facilities for 2024 and have begun to enter information into Cartegraph.

### Performance Measure 2.2.3

Progress 100%

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



	%	#
● Completed	100.0	2

Updated on Jan 06, 2024 12:00:01

Staff adjusted start times and worked extra weekend hours during the winter season to ensure that sidewalks and trails are cleared in a timely fashion.

Staff have worked to implement many of the recommendations created by the Nature Center and Recreation Task Forces.

Updates include: nature programming at the Nature Center and recreation programming through the YMCA, Revsports, and Dist 622 Community Education.

Wakefield Community Building rentals remain high, even in the winter months.

Staff have continued EAB tree removals in our parks system as well as brush clearing and other maintenance. The park maintenance crew removed 61 trees in the fall of 2023 and will continue removals year round.

### Key Outcome 2.3



Progress 91%

Maplewood will be a leader in preserving and advocating for a healthy and sustainable environment.



	%	#
● On Track	71.43	5
● Completed	28.57	2



**Performance Measure 2.3.1**

Progress 99%

Maintain GreenStep Cities Step 5 status



	%	#
● On Track	33.33	1
● Completed	66.67	2

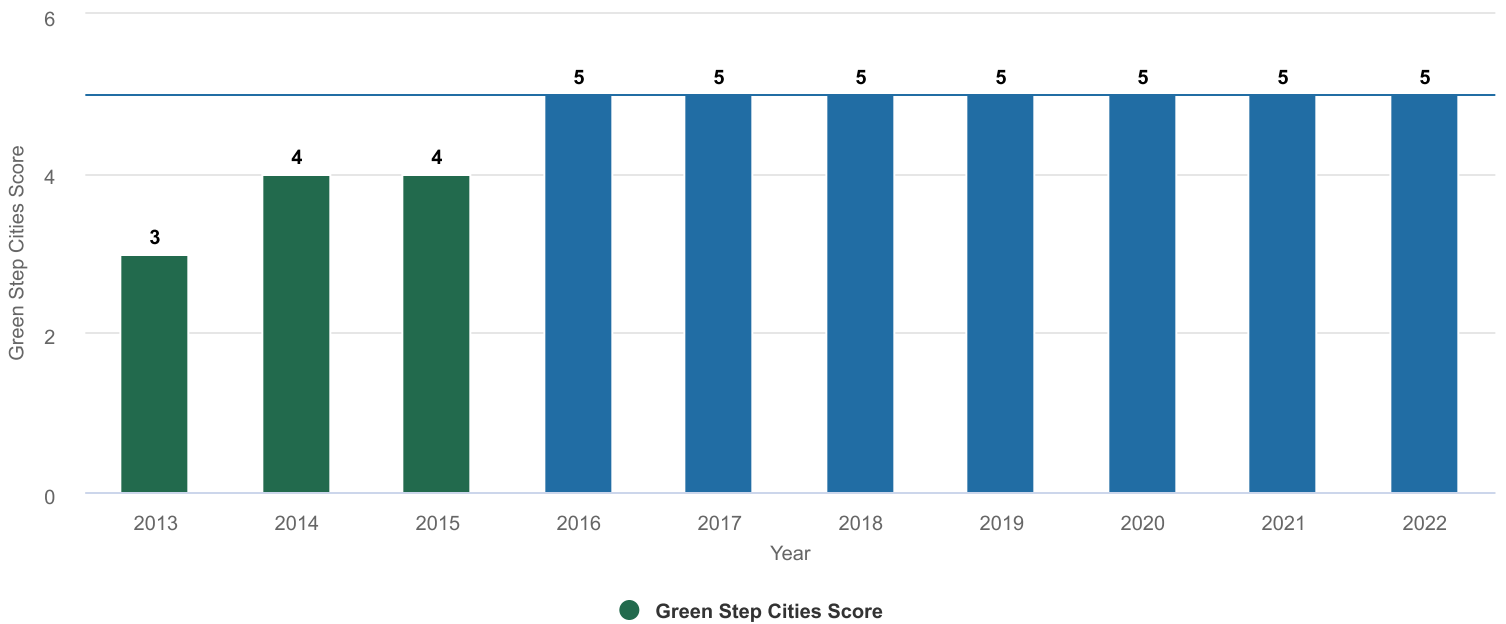
Updated on Jan 06, 2024 12:00:01

Maplewood will measure and report sustainability metrics for the Green Step Cities in the spring of 2024. The metrics report is due to the MPCA by April 1, 2024.

**Green Step Cities chart**

Last Update: Feb 02, 2024 20:38:42

Green Step Cities Status



**Performance Measure 2.3.2**

Progress 89%

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



	%	#
● On Track	100.0	2

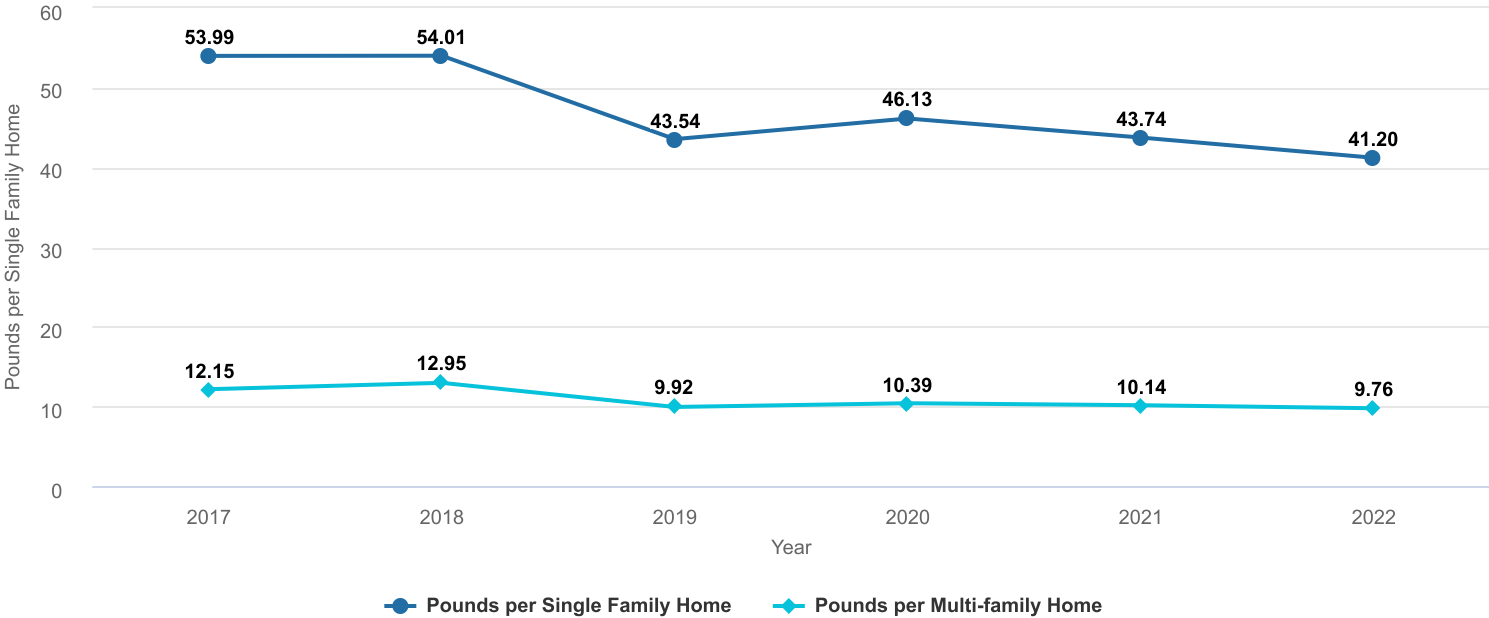
Updated on Jan 06, 2024 12:00:01

The trash and recycling haulers are required to submit solid waste reports, which include trash and recycling rates and tonnages, by February 7 of each year. Staff will analyze and update this measure once the updated data is available.

### Recycling Collected Monthly

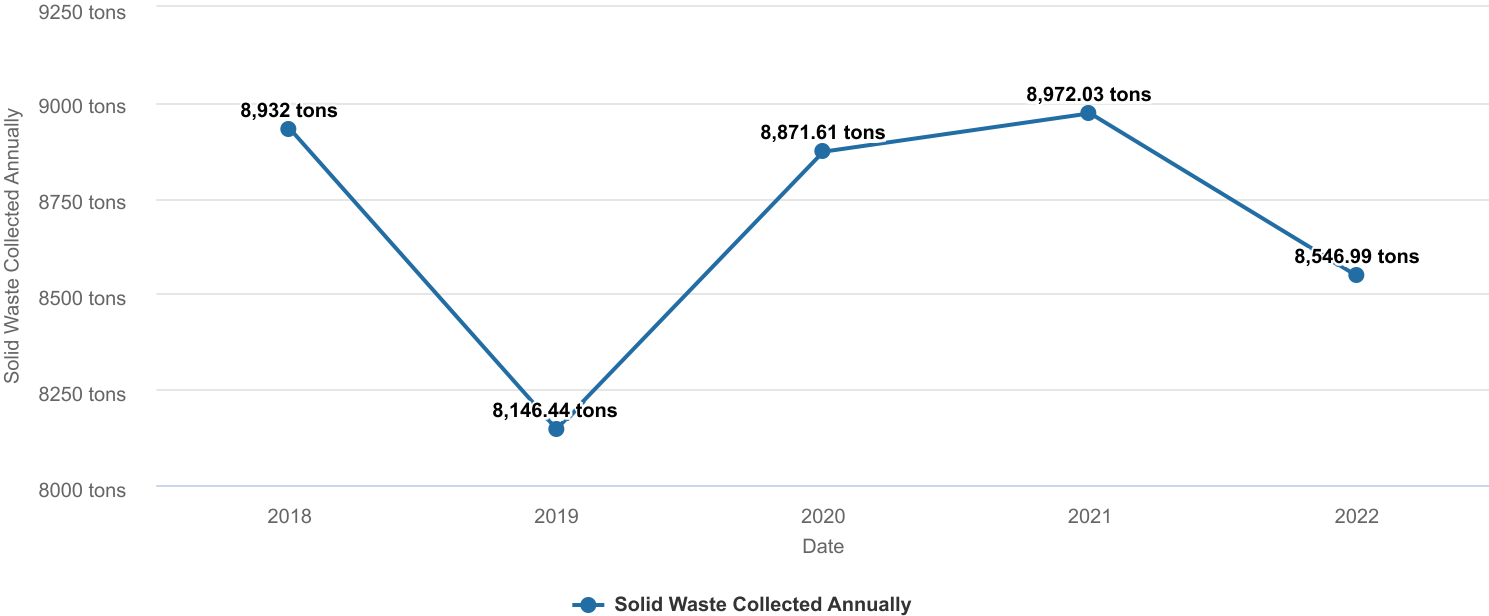
Last Update: Feb 02, 2024 20:39:09

Average Pounds of Recycling Collected per Month



### Residential Trash Collected Annually

Last Update: Feb 02, 2024 20:39:24



### Performance Measure 2.3.3

Progress 81%

Implement a minimum of 3 recommendations from the 2021 Climate Adaptation Plan annually.

● On Track	100.0	# 2

Updated on Feb 05, 2024 17:09:03

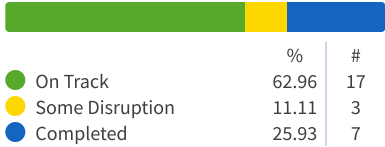
The City continues to implement climate adaptation recommendations, including reducing the energy burden for historically underserved populations. The City accomplished this last year with the second phase of the Clean Energy for All project. This project coordinated energy improvements and food services for residents living in the Rolling Hills Manufactured Home Park.

**Strategic Priority 3**



Progress 74%

**Financial & Asset Management:** Maintain fiscal sustainability while building and managing assets to preserve long-term investment and ensure uninterrupted quality services.



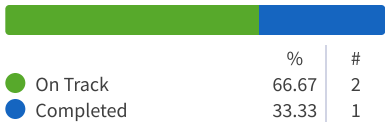
**Key Outcome 3.1**



Progress 95%

**Credit Quality**

Achieve highest possible level of credit quality in the bond market



**Performance Measure 3.1.1**

Progress 95%

Under S&P’s financial management assessment methodology:

1. Maintain Excellent Bond Rating of AA+
2. Maintain Management Score of “very strong management”



Updated on Jan 29, 2024 02:38:42

As of 7/11/23:

- S&P Global Ratings assigned its 'AA+' long-term rating to Maplewood.
- S&P Global Ratings affirmed its 'AA+' rating on the city's GO debt outstanding.-
- The outlook is stable.

**S&P Bond Rating and Management Score**

Last Update: Feb 02, 2024 20:40:40

S&P Bond Rating and Management Score

Year	Bond Rating	Management Score
2017	AA+	Strong
2018	AA+	Very Strong
2019	AA+	Very Strong
2020	AA+	Very Strong
2021	AA+	Very Strong
2022	AA+	Very Strong
2023	AA+	Very Strong

**Key Outcome 3.2**



Progress 95%

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



	%	#
On Track	100.0	1

**Performance Measure 3.2.1**

Progress 95%

Maintain average annual rate of return on investments above the 2-year treasury yield rate.



	%	#
On Track	100.0	1

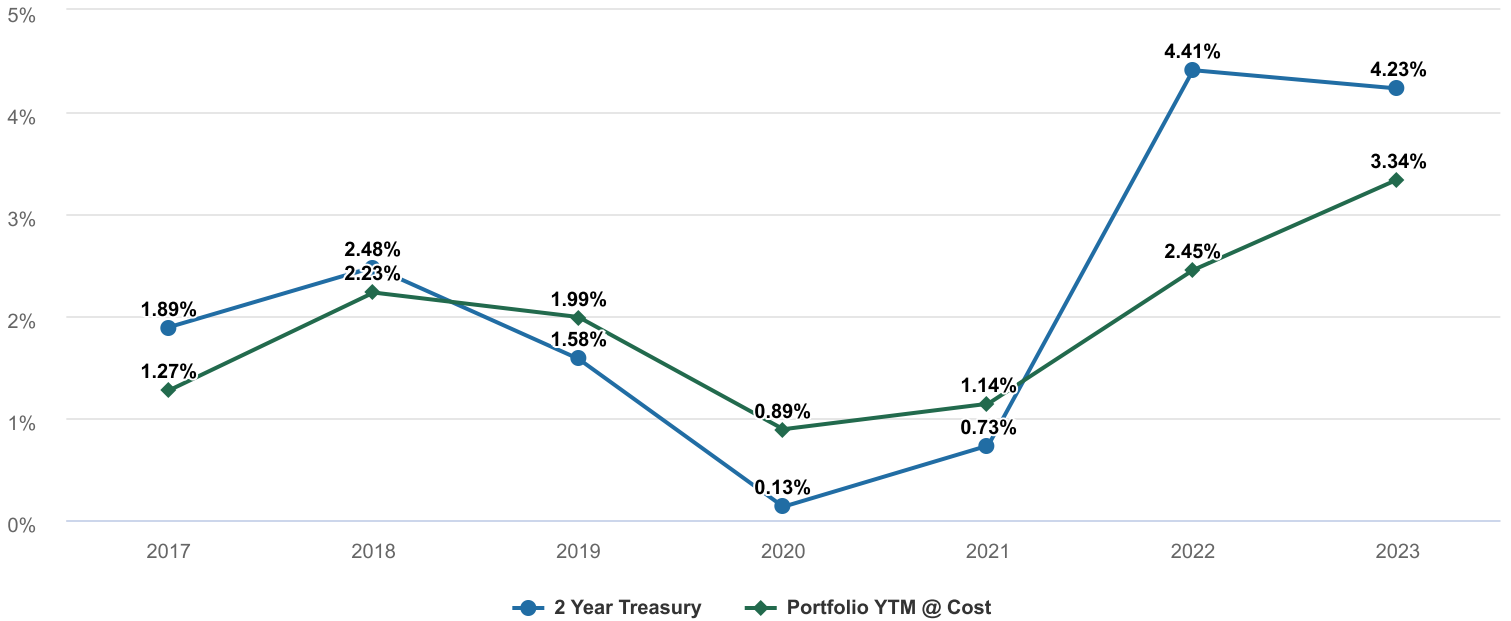
Updated on Jan 29, 2024 03:05:42

The City's overall portfolio yield continues to improve but is unable to match the Treasury. As lower yielding investments mature, the City's overall portfolio rates will increase.

**Benchmark Interest Rate Yield**

Last Update: Feb 02, 2024 21:30:42

Benchmark Interest Rate Yield



**Key Outcome 3.3**



Progress 70%

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



	%	#
On Track	100.0	2

**Performance Measure 3.3.1**

Progress 90%

Debt/Capita ratio is no higher than \$1,450



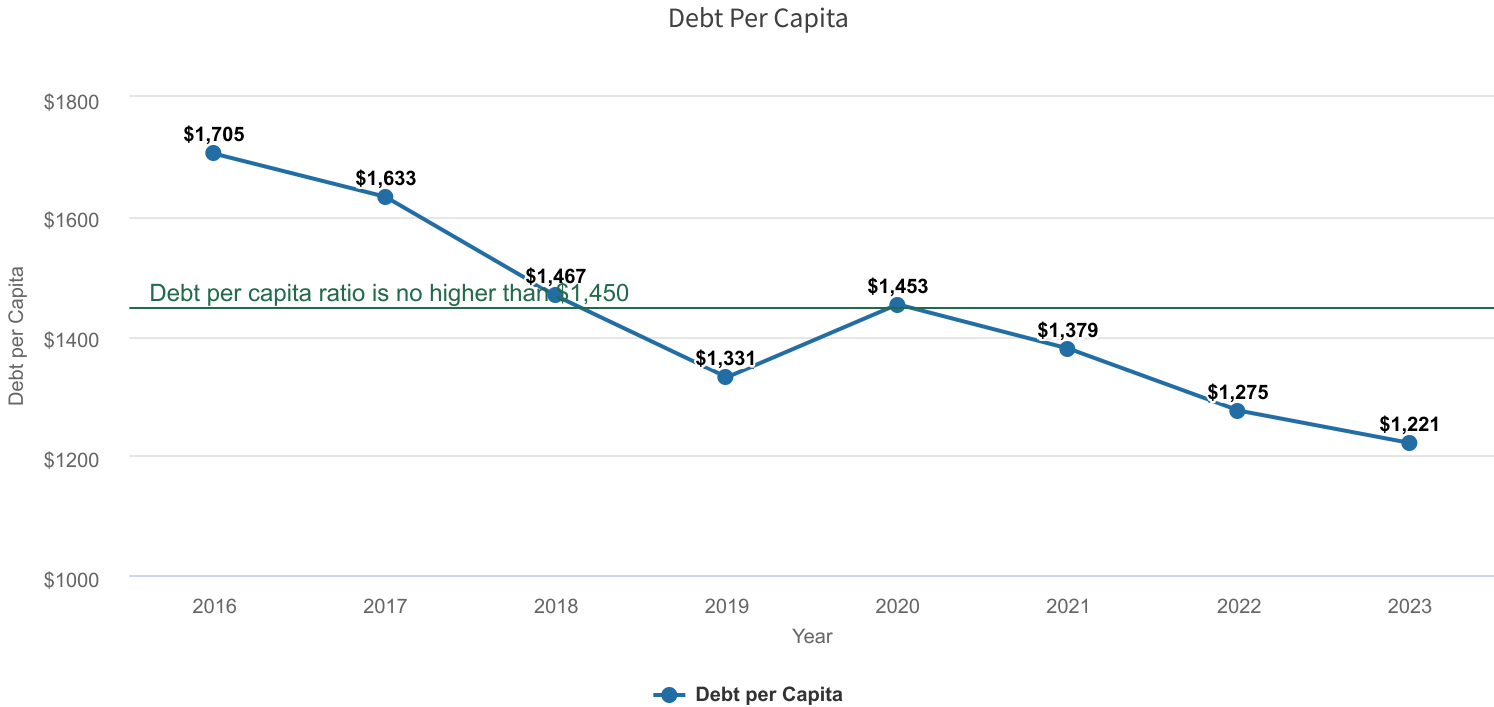
	%	#
On Track	100.0	1

Updated on Jan 29, 2024 02:39:11

Debt/Capita ratio is \$1,221, which meets the goal of being no higher than \$1,450 .

**Debt per Capita Ratio**

Last Update: Feb 02, 2024 20:42:46



**Performance Measure 3.3.2**

Progress 50%

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



	%	#
On Track	100.0	1

Updated on Jan 29, 2024 02:40:00

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

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

Last Update: Feb 02, 2024 20:43:33

Year	Debt and Contingent Score
2017	Weak
2018	Weak
2019	Weak
2020	Weak
2021	Weak
2022	Weak
2023	Weak

**Key Outcome 3.4**



Progress 42%

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



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

**Performance Measure 3.4.1**

Progress 25%

Receive the GFOA Triple Crown Award.



	%	#
● On Track	100.0	1

Updated on Jan 29, 2024 02:44:07

This goal will require us to deliver a popular annual financial report for the first time. We are reviewing options.

**GFOA Distinguished Budget Award**

Last Update: Feb 02, 2024 20:44:07

GFOA Distinguished Budget Award

Year	Distinguished Budget Award
2016	Yes
2017	Yes
2018	Yes
2019	Yes
2020	Yes
2021	Yes
2022	Yes
2023	Yes

**Performance Measure 3.4.2**

Progress 50%

Maintain budget to actual performance within 1% of budgeted expenditures



	%	#
● On Track	50.0	1
● Some Disruption	50.0	1

Updated on Jan 31, 2024 22:03:14

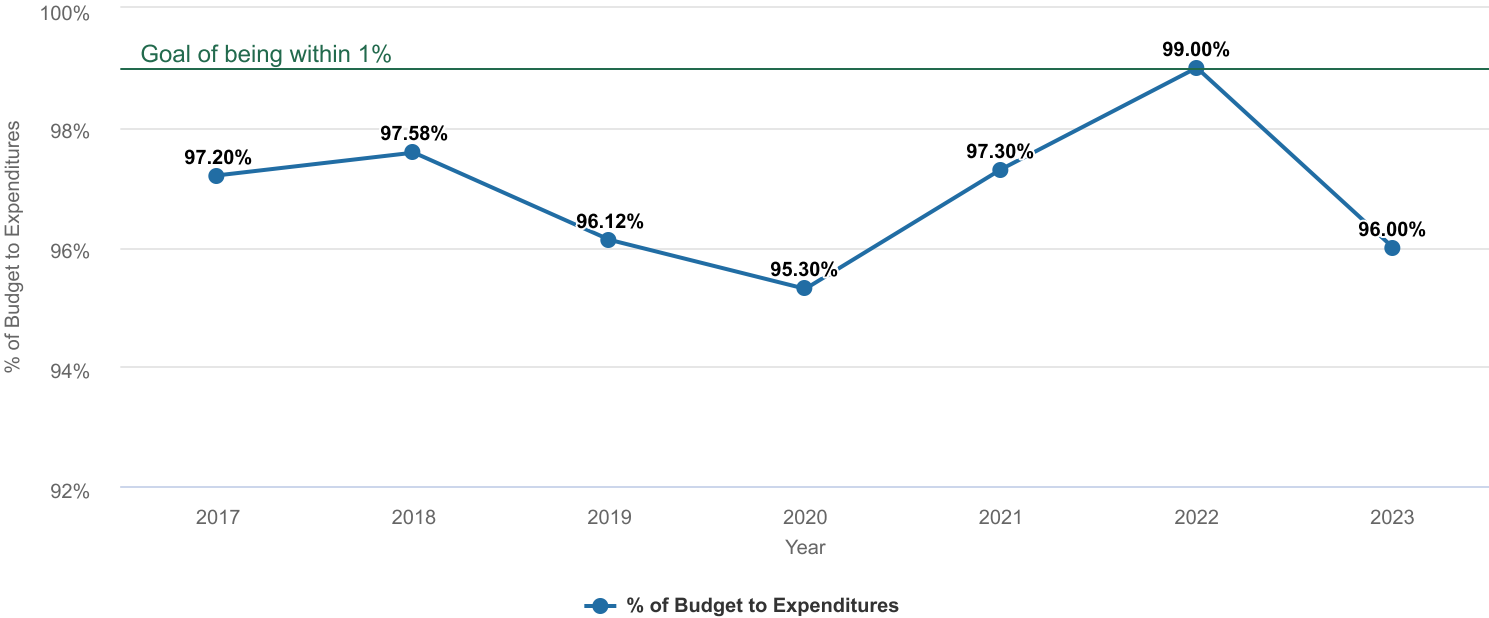
Through the fourth quarter, expenditures are around 96% of the budgeted amounts. Additional transactions from 2023 will be paid in early 2024 and accrued back to 2023. Therefore, this figure is anticipated to increase.

The software conversion process has caused some disruption.

Budget to Actual Expenditures - General Fund

Last Update: Feb 02, 2024 20:45:41

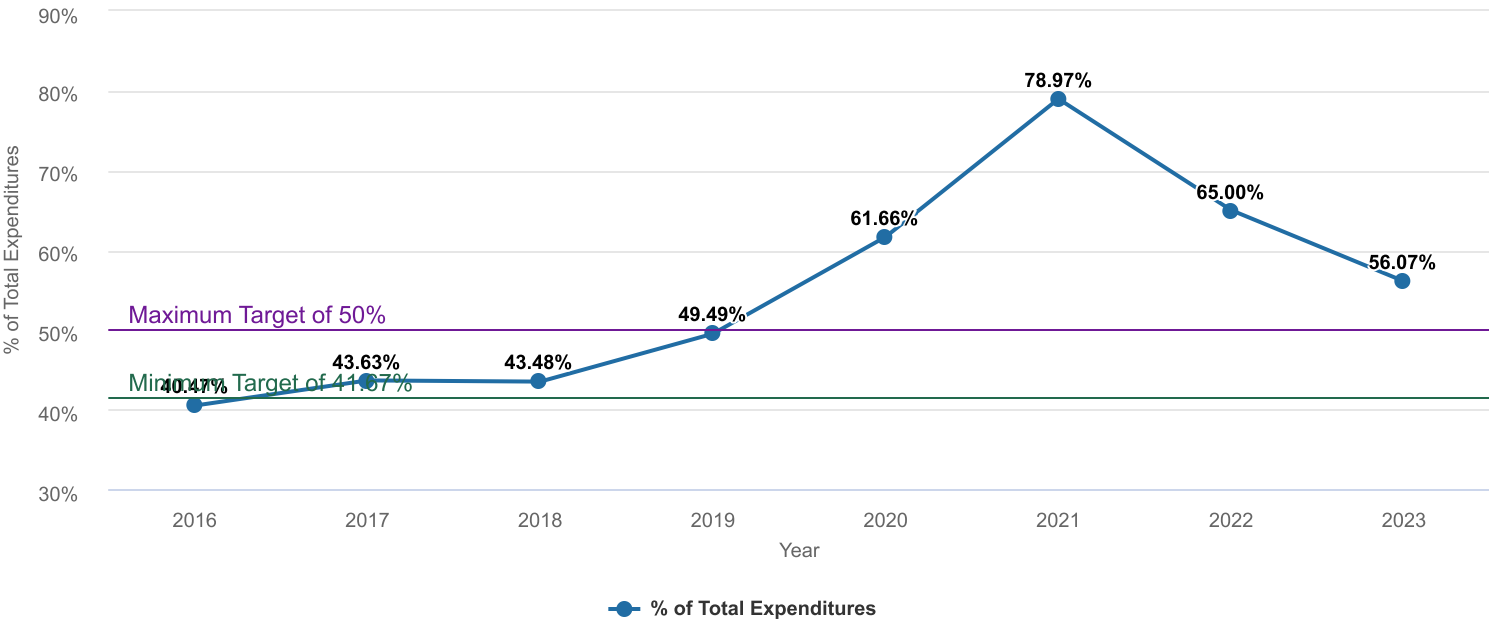
Budget to Actual Expenditures - General Fund



Year End Fund Balance % of Total Expenditures

Last Update: Feb 02, 2024 20:46:45

Year End Fund Balance % of Total Expenditures



**Key Outcome 3.5**



Progress 61%

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



	%	#
● On Track	81.82	9
● Some Disruption	18.18	2

**Performance Measure 3.5.1**

Progress 75%

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



	%	#
● On Track	100.0	3

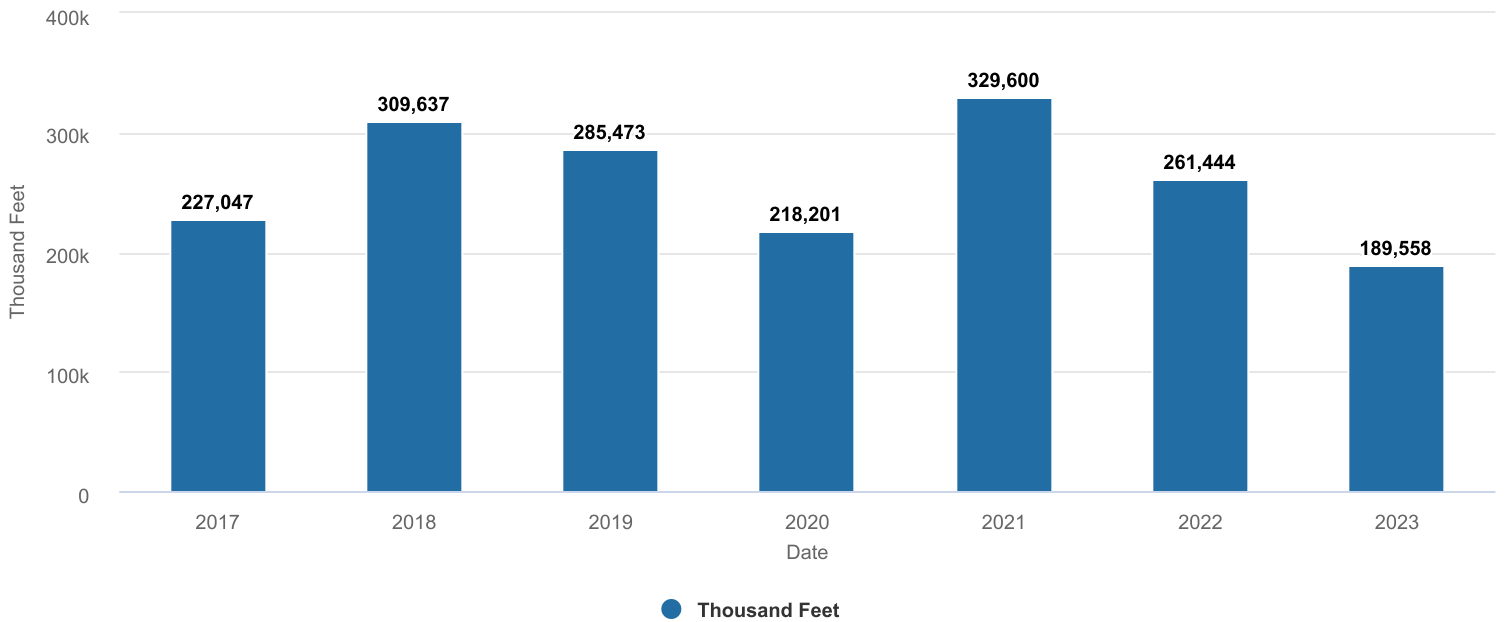
Updated on Jan 06, 2024 12:00:01

Staff has cleaned 1/3 of sanitary sewer mains and inspected 4-5% of the system annually.

**SS Mains Cleaned Annually**

Last Update: Jan 10, 2024 22:30:43

Sanitary Sewer Main - Feet Cleaned Annually

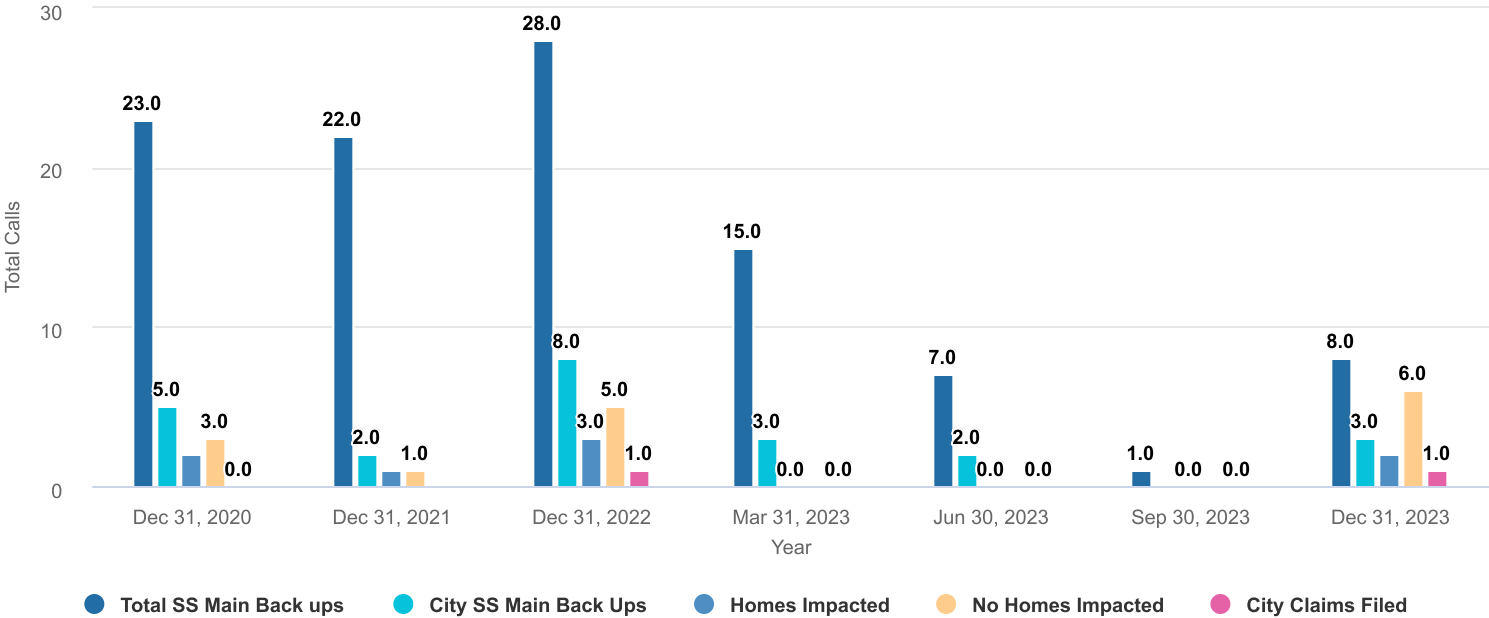




Sanitary Sewer Back Up Calls

Last Update: Jan 10, 2024 22:30:45

Total # Sanitary Sewer Back Up Calls



Performance Measure 3.5.2

Progress 45%

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



	%	#
On Track	100.0	3

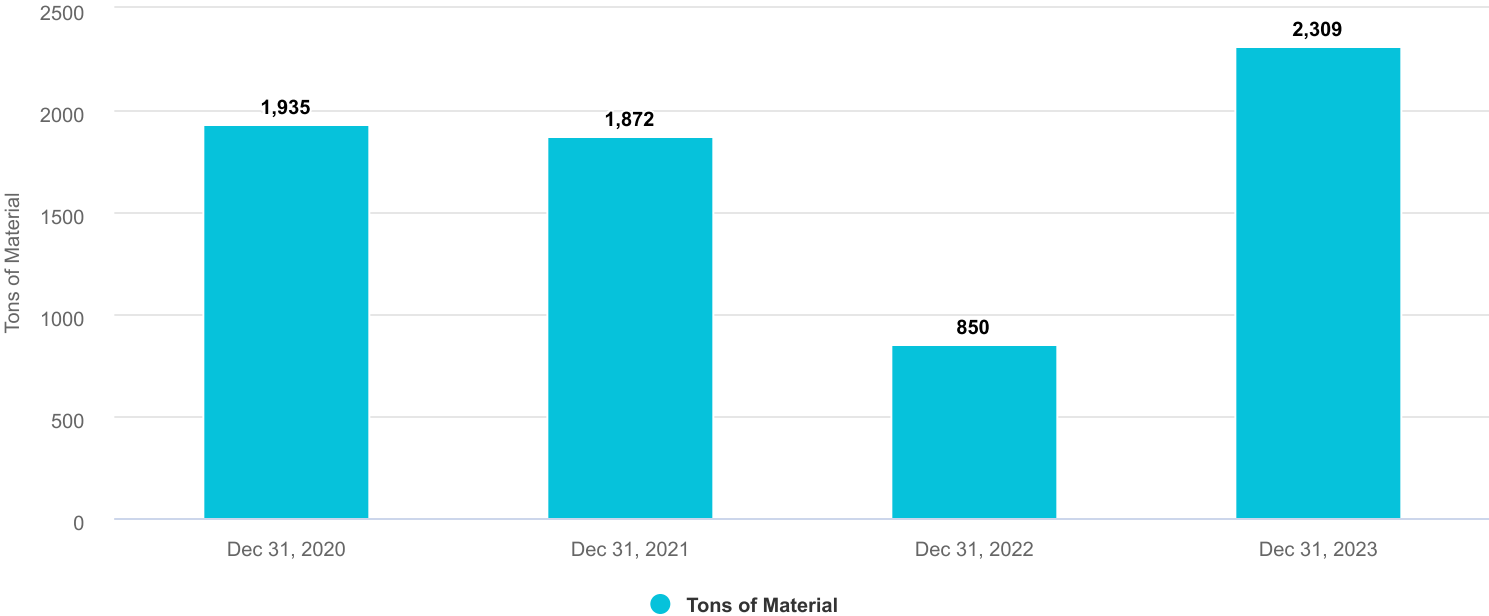
Updated on Jan 06, 2024 12:00:01

Staff has inspected 100% of stormwater BMPs. Cleaning is delayed due to staffing changes and shortages and will begin next spring/summer.

Tons of Material Prevented from Entering the City's Stormwater System Through Annual Sweeping

Last Update: Feb 01, 2024 17:30:55

Tons of Material Prevented from Entering the City's Stormwater System Through Annual Sweeping



Performance Measure 3.5.3

Progress 42%

Ensure that City facilities are maintained to meet the needs of the community and staff.



	%	#
On Track	33.33	1
Some Disruption	66.67	2

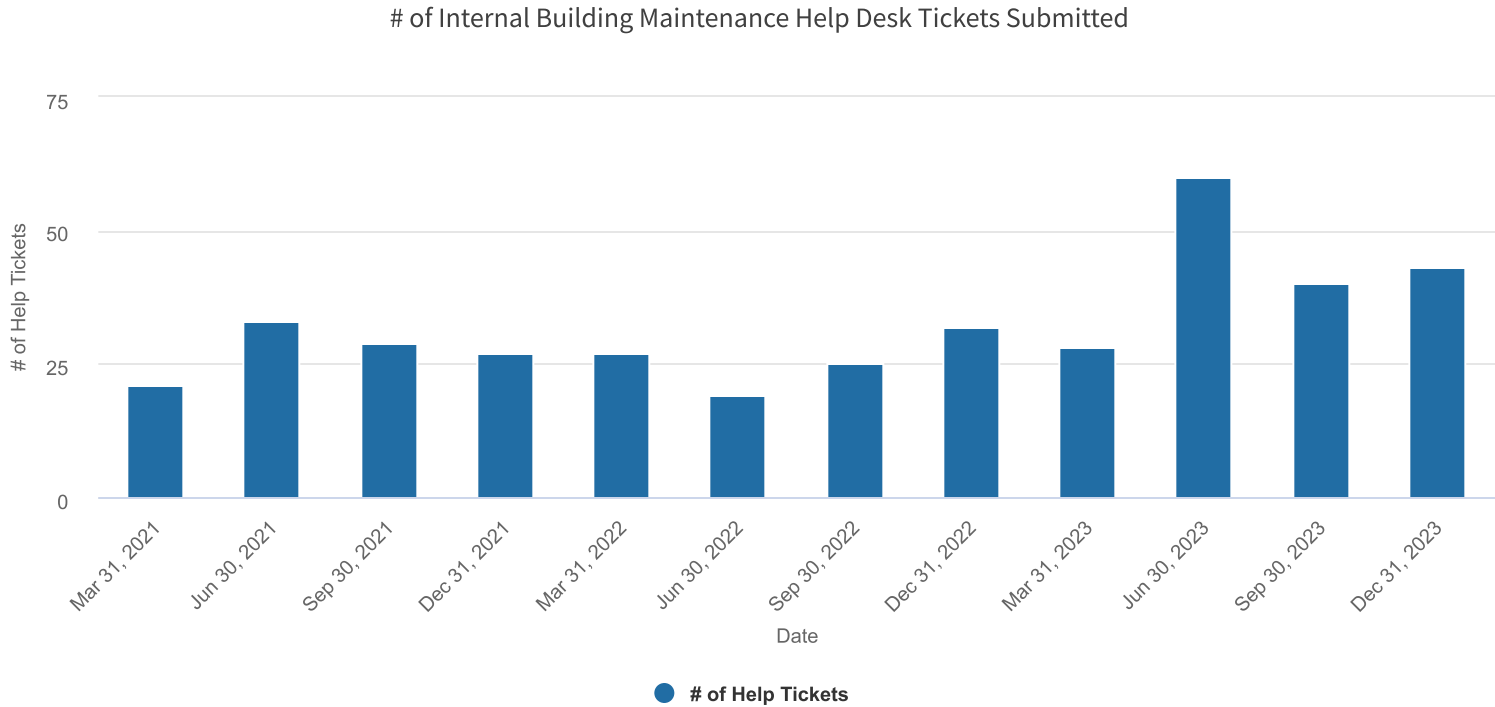
Updated on Jan 31, 2024 22:13:32

Staff is currently tracking the number of facility maintenance help desk tickets submitted internally by City staff. In the fourth quarter of 2023 there were a total of 43 submitted Internal Help Desk Tickets. A total of 171 were submitted in 2023.

There is some disruption in the development of a facilities rating system and determining a funding source for the program.

# of Internal Building Maintenance Help Desk Tickets Submitted

Last Update: Jan 31, 2024 22:30:51



Performance Measure 3.5.5

Progress 93%

Ensure that the city's vehicles and equipment are serviced and maintained to allow staff to perform their essential job duties.

	%	#
On Track	100.0	2

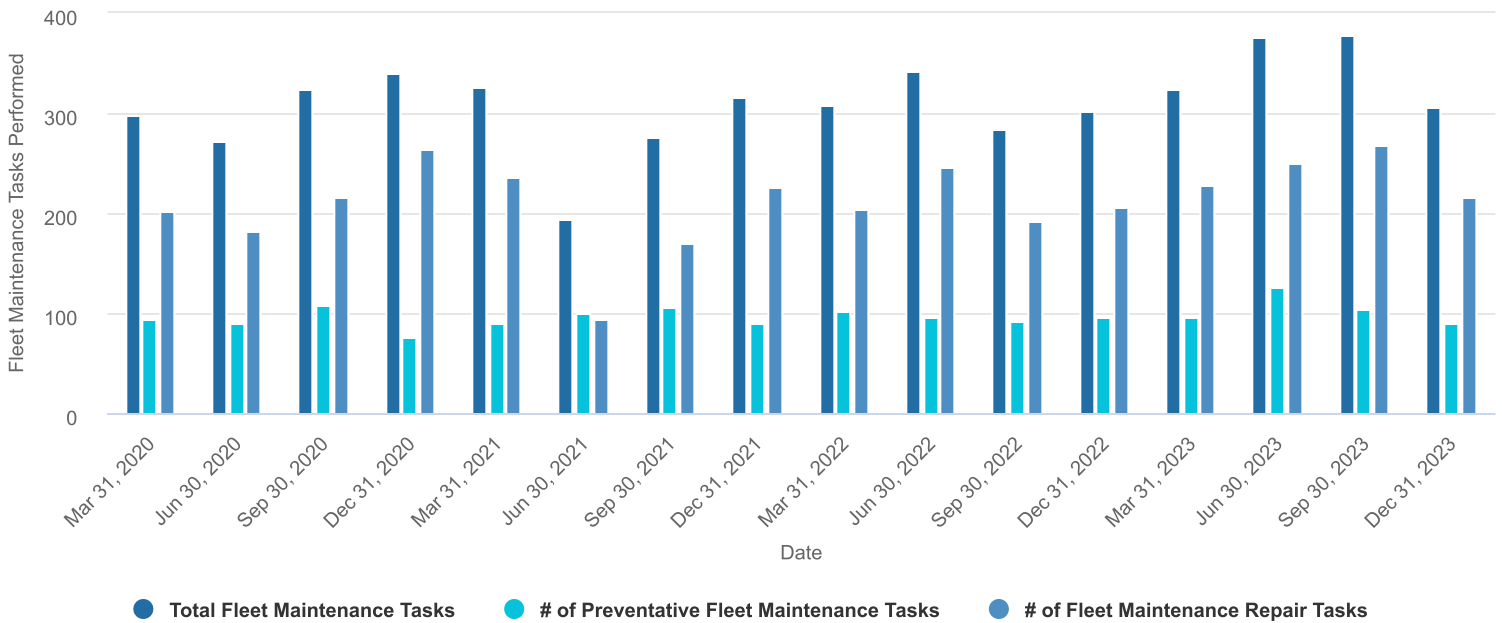
Updated on Jan 06, 2024 12:00:01

Staff is tracking all reactive repairs / service calls and preventative maintenance tasks completed quarterly by fleet maintenance staff. In 2023, staff completed 228 (1st Quarter), 250 (2nd Quarter), 274 (3rd Quarter), and 216 (4th Quarter) reactive repairs/service calls. Additionally, staff has completed 97 (1st Quarter), 126 (2nd Quarter), 104 (3rd Quarter), and 91 (4th Quarter) preventative maintenance activities.

**Fleet Maintenance - # of Preventative Maintenance and Repair Tasks Performed**

Last Update: Jan 10, 2024 22:30:44

Total # of Fleet Maintenance Tasks Performed



**Key Outcome 3.6**



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

	%	#
On Track	14.29	1
Completed	85.71	6

**Performance Measure 3.6.1**



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

	%	#
Completed	100.0	4

Updated on Jan 06, 2024 12:00:02

**Action Initiative 3.6.1.1: Improve 3.5 miles of road reconstruction/rehabilitation projects each year (100% completed)**

Construction has been completed on the City's two street improvement projects in 2023. Staff will perform a warranty walk-through in the spring of 2024 to identify any final items needing correction in the Myrtle-Sterling Area Street Improvements and Woodlynn-Southlawn Area Street Improvements Project Area.

Likewise, staff have begun the feasibility process for the 2024 Maplewood Street Improvement Project, which includes the East Shore Drive and Maplewood Drive-Cypress Area Streets.

**Action Initiative 3.6.1.3: Track tons of asphalt used annually for patching and paving (76% completed)**

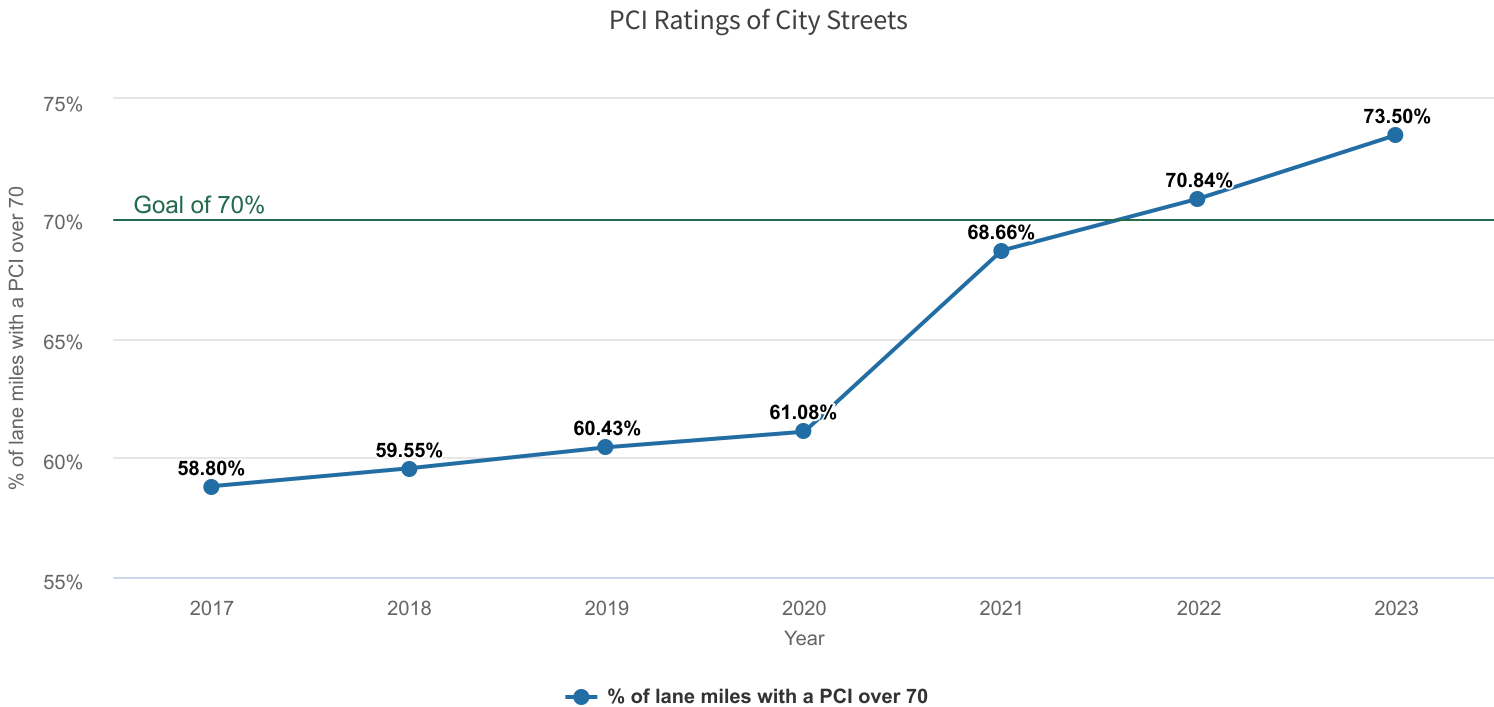
City staff will continue to track tons of asphalt used for patching and paving.

**Action Initiative 3.6.1.4: Track all resident concerns/complaints about road conditions in Cartegraph. (72% completed)**

Staff continues to utilize Cartegraph to track all road concerns and complaints. This is one of the tools that staff uses to monitor road conditions, such as potholes, and make adjustments as needed to future road projects. In Quarter 4, one road complaint was logged.

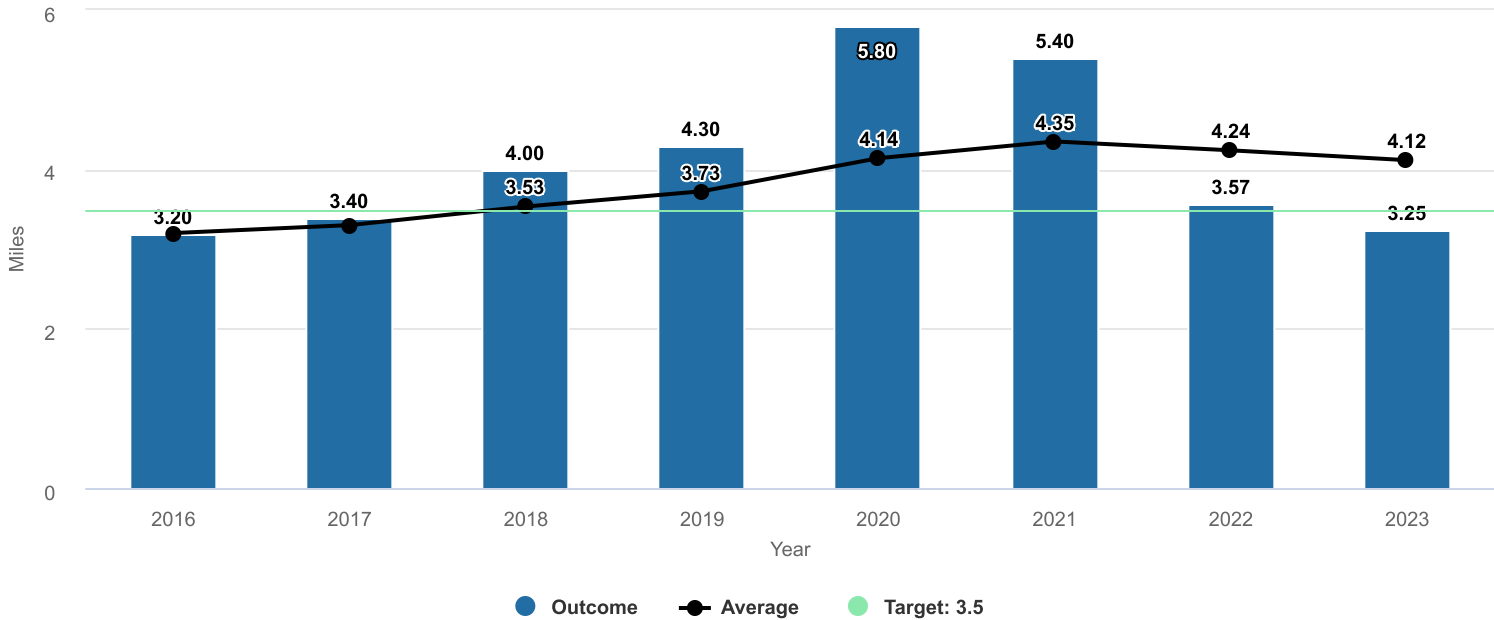
PCI Ratings of City Streets

Last Update: Feb 02, 2024 20:55:09



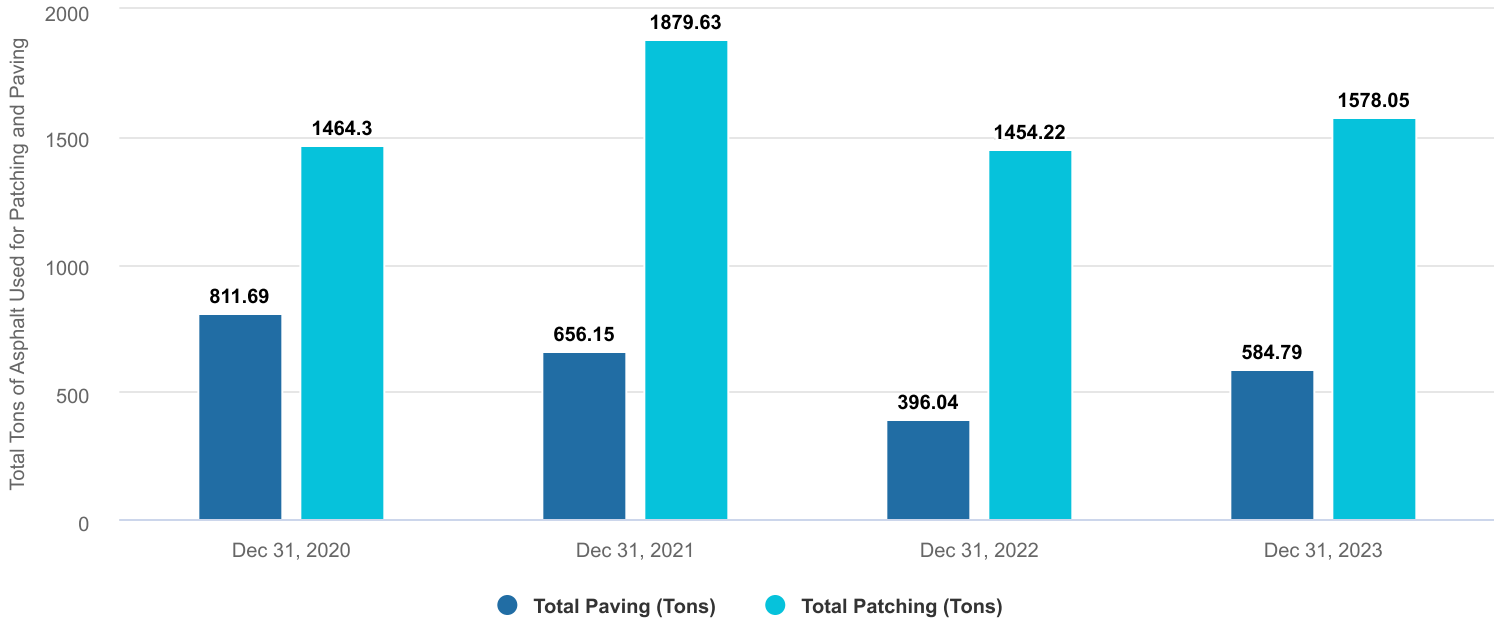
Miles of Street Improved Annually

Last Update: Feb 02, 2024 20:55:22



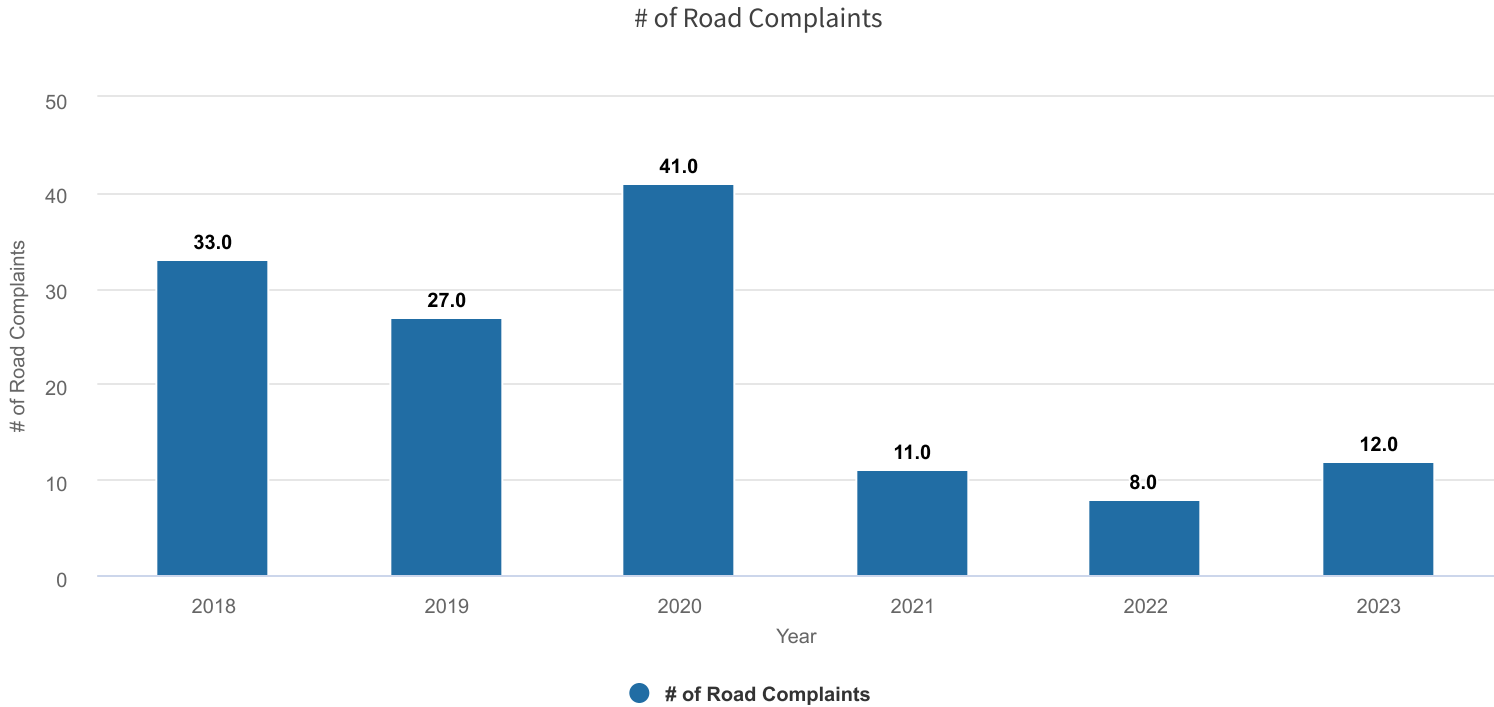
### Total Tons of Asphalt Used for Paving and Patching (annually)

Last Update: Feb 05, 2024 23:30:28



### # of Road Complaints

Last Update: Jan 10, 2024 22:30:42



**Performance Measure 3.6.2**

Progress 95%

Develop a new snow and ice policy



	%	#
● On Track	33.33	1
● Completed	66.67	2

Updated on Jan 06, 2024 12:00:01

Staff has completed the new Snow And Ice Policy. New route maps are in the process of being made for use by the maintenance crews.

**Strategic Priority 4**



Progress 100%

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



	%	#
● Completed	100.0	2

**Key Outcome 4.1**



Progress 100%

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



	%	#
● Completed	100.0	2

**Performance Measure 4.1.1**

Progress 100%

Ensure key city leaders and staff are helping identify potential content for Maplewood's social media platforms to increase annual engagement .



	%	#
● Completed	100.0	2

Updated on Feb 05, 2024 17:15:33

Public safety and Parks have a system down with communications at this point. It's working well. We need more of the back office staff to get engaged. Now that the Community Development Department has completed their move to City Hill, we plan on working closer with them to highlight key projects, business openings and other happenings around town.

**Strategic Priority 5**



Progress 75%

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



	%	#
● On Track	45.45	10
● Some Disruption	13.64	3
● Completed	40.91	9

**Key Outcome 5.1**

Progress 100%

Maintain a safe work environment and a healthy workforce.



	%	#
● Completed	100.0	4

**Performance Measure 5.1.1**

Progress 100%

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



	%	#
● Completed	100.0	2

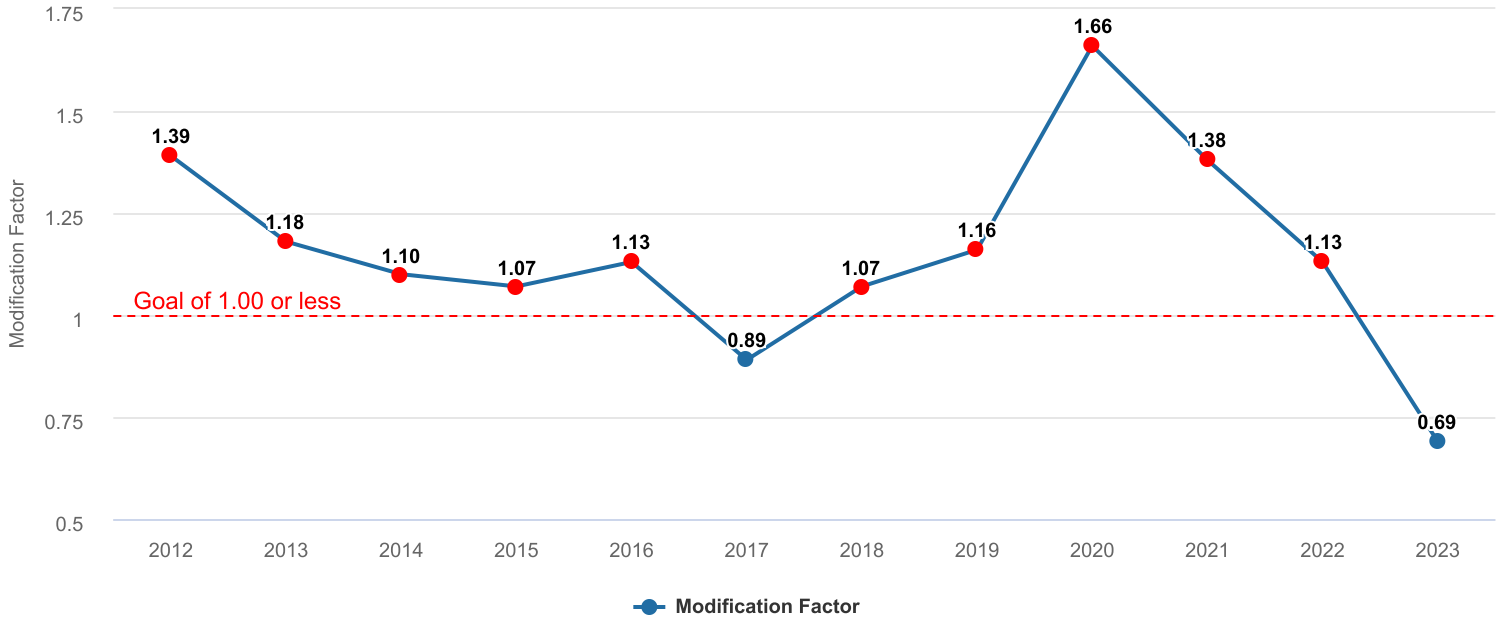
Updated on Jan 06, 2024 12:00:01

Through our enhanced educational programs and safety training, our current modification factor is less than 1.0. This is a significant savings to the

**Workers Compensation MOD Factor**

Last Update: Nov 17, 2023 21:00:23

Workers' Compensation MOD Factor



**Performance Measure 5.1.2**

Progress 100%

Achieve employee wellness program participation above 82% city-wide and at least 76% in each department.



	%	#
Completed	100.0	2

Updated on Jan 06, 2024 12:00:01

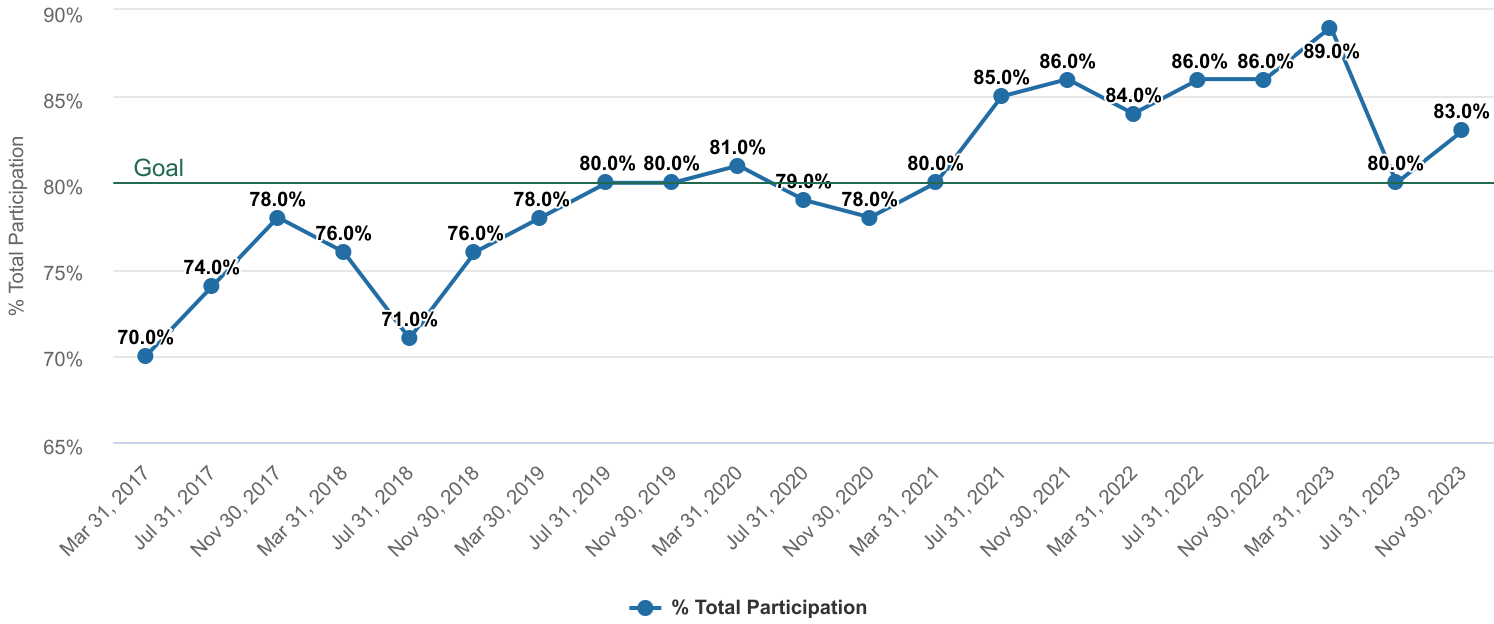
We are currently exceeding this goal through our partnership with our employees and insurance partners. While we will continue to work hard at maximizing wellness participation for our employees, we will strive each day to ensure that our employees have the tools both at work and at home to manage life and work.



**Overall Wellness Participation**

Last Update: Dec 04, 2023 20:30:29

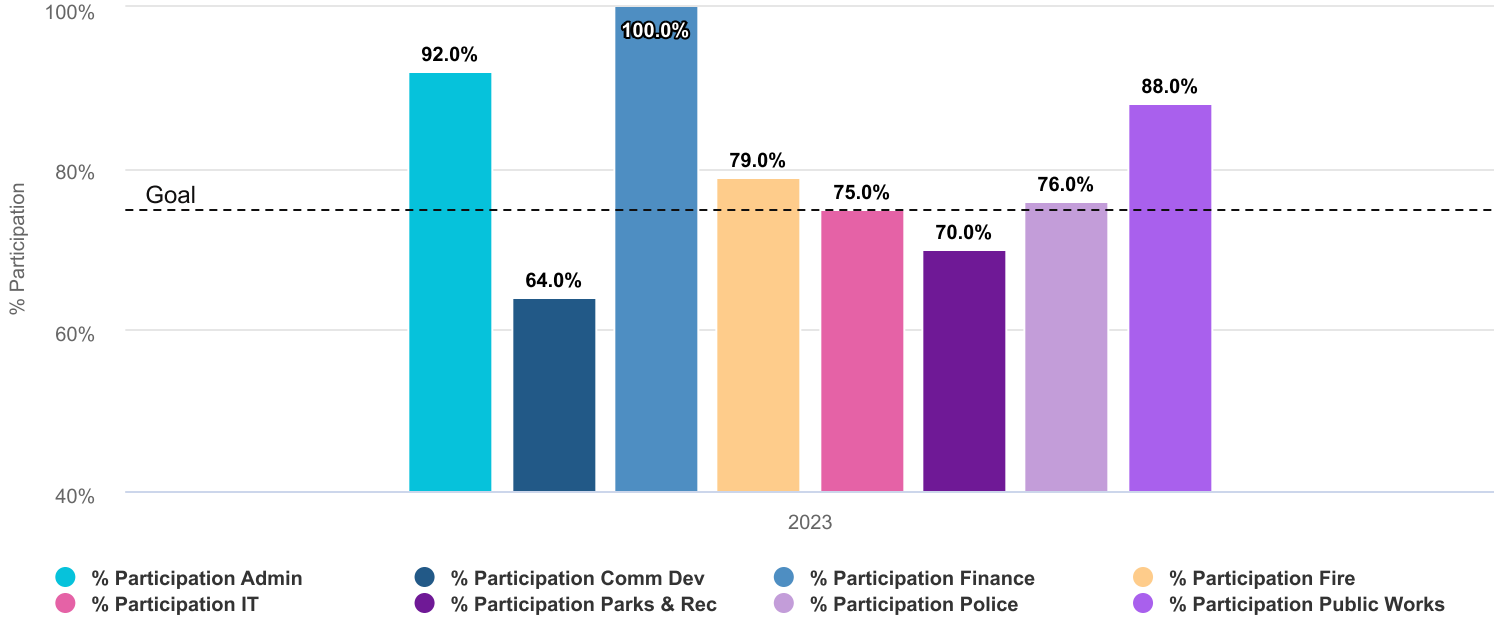
Wellness Program Participation



**Wellness Participation by Department**

Last Update: Dec 04, 2023 20:30:29

Wellness Participation by Department



**Key Outcome 5.2**



Progress 41%

Recruitment and retention of talented and qualified workforce.



	%	#
On Track	100.0	2

**Performance Measure 5.2.1**

Progress 41%

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



	%	#
On Track	100.0	2

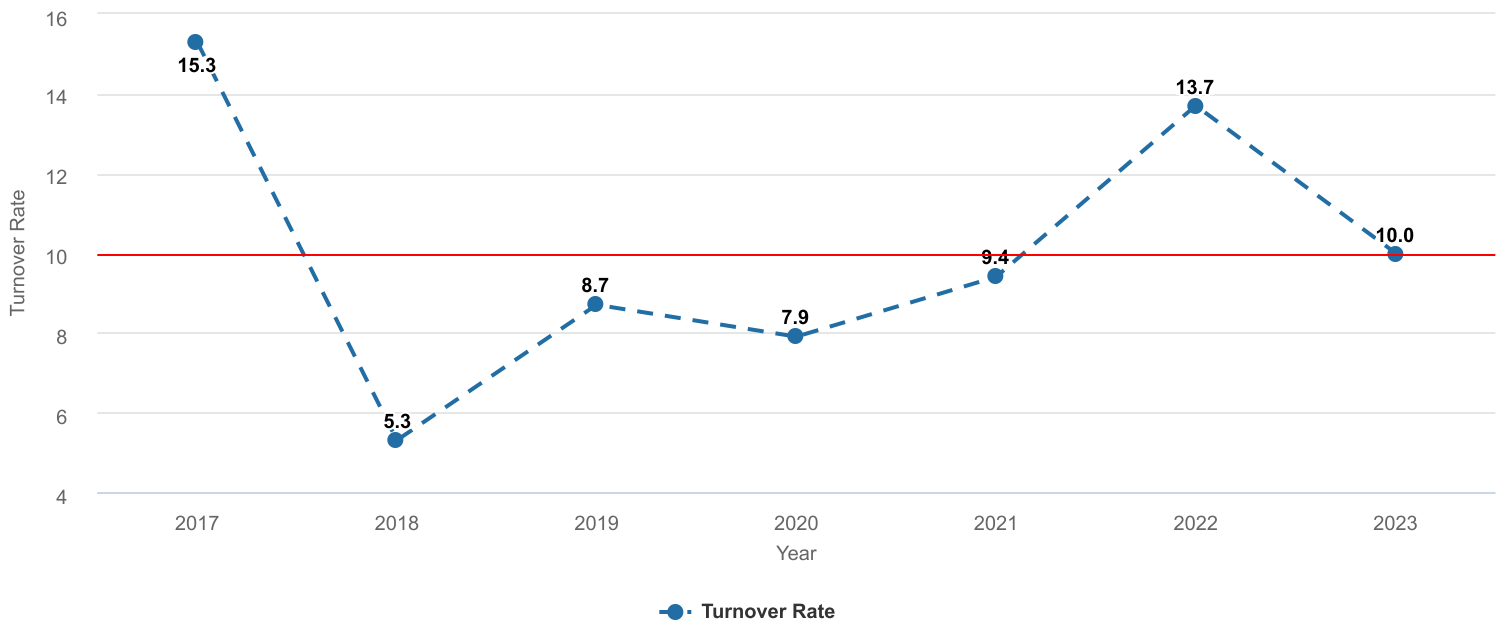
Updated on Feb 02, 2024 21:31:04

2023 ended with a turnover rate of 10%.

**Employee Turnover Rate**

Last Update: Feb 02, 2024 20:30:30

Employee Turnover Rate



**Key Outcome 5.3**



Progress 67%

Provide timely response to resident needs and requests.



	%	#
On Track	28.57	2
Some Disruption	28.57	2
Completed	42.86	3

**Performance Measure 5.3.1**

Progress 0%

80% of complete commercial plans and permits will have its initial review completed within 30 days or less.



	%	#
Some Disruption	100.0	1

Updated on Jan 06, 2024 12:00:01

Due to other priorities in implementing the Accela software and other workload, we have not made progress in creating a specific report for commercial plan review timelines. We will work on trying to pull the data manually to see how we are meeting this performance measure.

**Performance Measure 5.3.2**



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

	%	#
● On Track	66.67	2
● Completed	33.33	1

Updated on Jan 06, 2024 12:00:01

Staff is using its tracking software to create complaints based on 30, 60 and 90+ day timeframes. This will work to understand the remaining outstanding cases and ensure staff closes cases when possible.

**Performance Measure 5.3.3**



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

	%	#
● Completed	100.0	1

Updated on Jan 06, 2024 12:00:01

We continue to utilize the live Cartegraph site and are logging requests within the system. Staff is working to complete refresher training to enhance our capabilities when utilizing Cartegraph software. The public is now able to log maintenance requests in Cartegraph as well.

As Maplewood's Ash trees succumb to EAB, staff are receiving more calls from residents about trees on public and private land and are removing many trees in our parks and open spaces

**Performance Measure 5.3.4**



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

	%	#
● Completed	100.0	1

Updated on Dec 26, 2023 21:24:59

Applications continue to be answered within 5 business days.

We continue to update available dates for Wakefield weekly on Fridays to keep an updated list for prospective renters.

**Performance Measure 5.3.7**



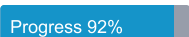
80% of residential plans and permits will be reviewed within 10 days or less.

	%	#
● Some Disruption	100.0	1

Updated on Jan 06, 2024 12:00:01

Due to other priorities in implementing the Accela software and other workload, we have not made progress in creating a specific report for residential plan review timelines. We will work on trying to pull the data manually to see how we are meeting this performance measure.

**Key Outcome 5.4**



Practice Continuous Improvement (Best Practices in Employee Operations).

	%	#
● On Track	33.33	1
● Completed	66.67	2

**Performance Measure 5.4.2**

Progress 100%

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

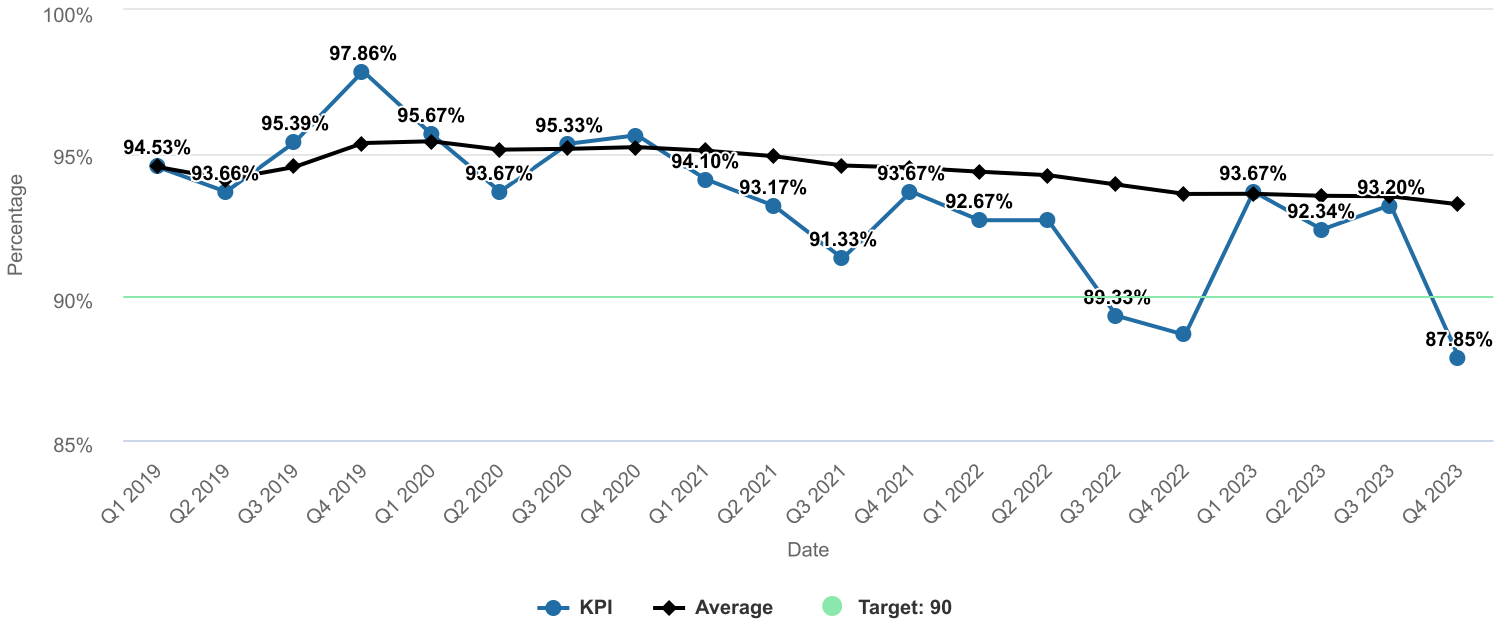
Completed	%	#
	100.0	2

Updated on Jan 06, 2024 12:00:01

4th quarter of 2023 was quite busy with moving staff down from 1902, staff out of offices and the Holidays. We saw a dip below 90% for SLA compliance in all 3 months although not by much. We're monitoring our SLA's and expect to see us back up in the 90% range in 2024.

**Percentage of IT helpdesk request SLA's met is 90% or above**

Last Update: Jan 26, 2024 20:31:03



**Performance Measure 5.4.3**

Progress 75%

Track the number of hours that Fleet maintenance staff assists other city departments, as needed, to help complete their tasks and objectives.

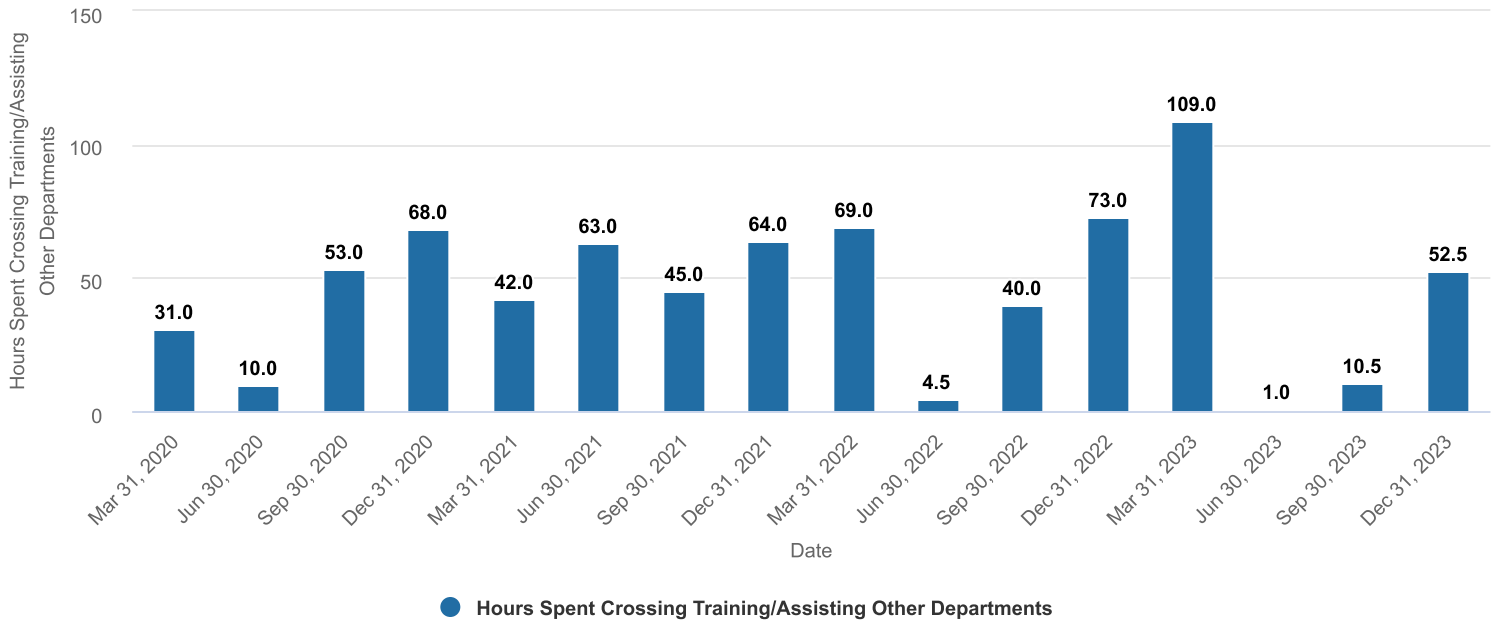
On Track	%	#
	100.0	1

Updated on Jan 06, 2024 12:00:01

Fleet Maintenance staff are often asked to assist other departments to help meet their goals or objectives. In the third quarter of 2023, Fleet Maintenance staff spent 52.5 hours cross training or assisting other departments. In 2023, Fleet Maintenance staff has spent 173 hours assisting other departments.

**Fleet Maintenance - # of Hours Spent Cross Training/Assisting Others**

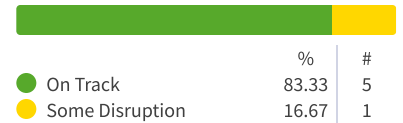
Last Update: Jan 10, 2024 22:30:47



**Key Outcome 5.5**



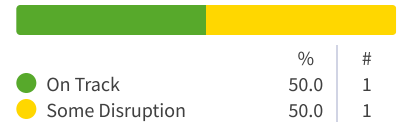
Ensure a Safe and Secure Community through prevention and risk reduction programs.



**Performance Measure 5.5.1**



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



Updated on Dec 29, 2023 20:45:07

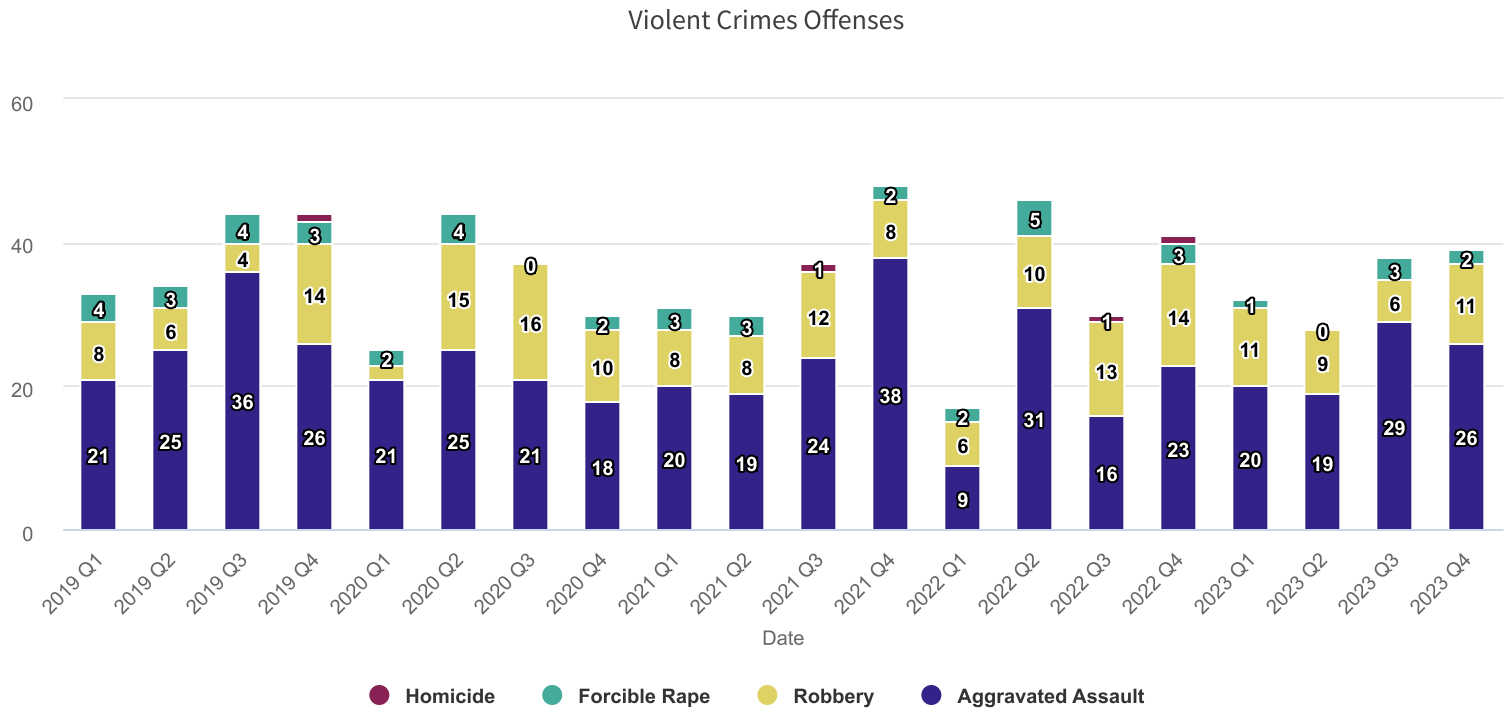
Quarter 4: October 1 - December 31, 2023

- On-going use of the Electronic Roll Call Log and SARA models to share information among personnel. Active problem-solving strategies being reviewed by Sergeants daily during Roll Calls.
- Officer Gabriel has been promoted to Sergeant and will assist with some Community Outreach Events, but Barb Johnson has been hired as our Full Time Community Outreach Coordinator and ended the year with a number of successful outreach events, including another hugely successful Angel Tree and Santa Parade.
- Hiring and recruiting efforts continue. Training continues to be ongoing with our new hires. 1 New Police officer completed FTO and was sworn in at the City Council Meeting on 12/11/2023.
- The city has recently completed the interview process for several CSO positions and hired two new Community Service Officers. CSO Ulvenes started training as a CSO on 12/4/2023 and due to unforeseen circumstances CSO Patros will begin training as a CSO early in 2024.
- Detective Condon and Detective Kroll continue to work together on Auto Theft initiatives; catalytic converter theft has decreased dramatically at the end of 2023.

- The Investigations Unit announced an opening for a Crime Analyst position and the city has completed the background process for this position. Our new Crime Analyst will begin this new role on January 2, 2024.

**Violent Crimes Offenses - Quarterly**

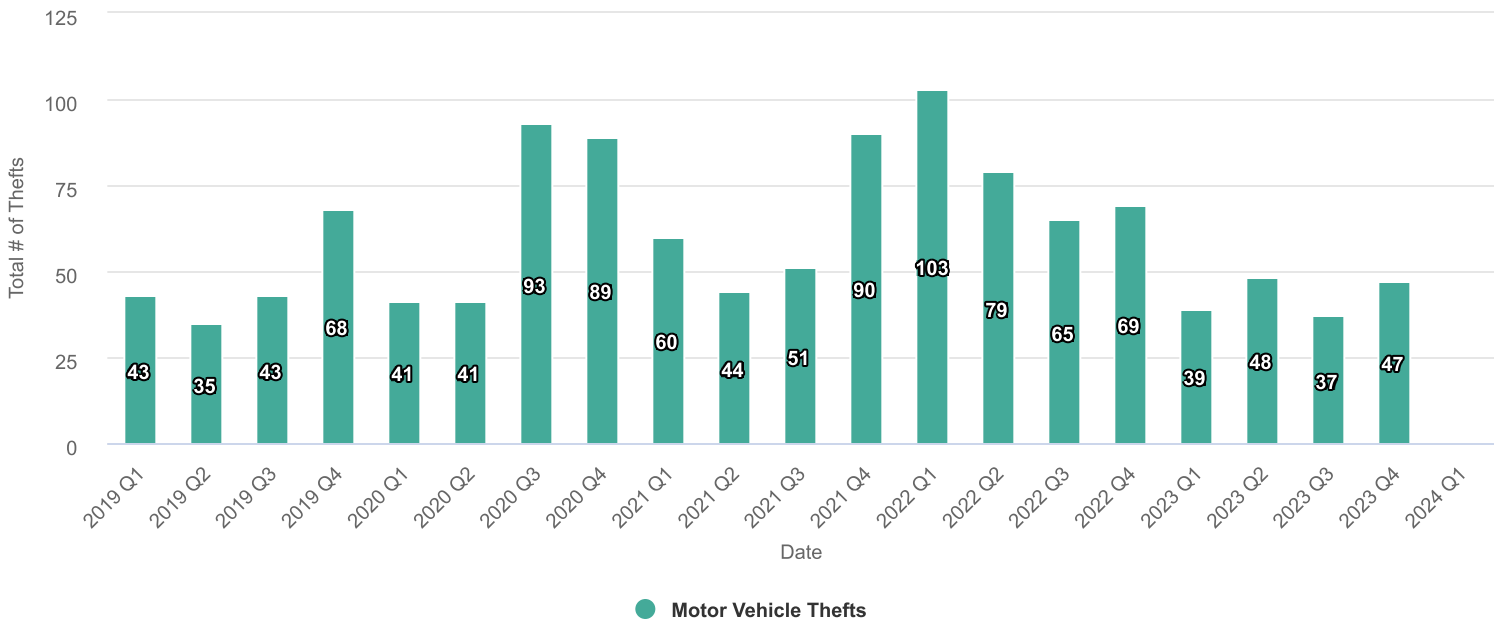
Last Update: Feb 01, 2024 21:30:57



**Motor Vehicle Thefts - Quarterly**

Last Update: Jan 05, 2024 22:30:36

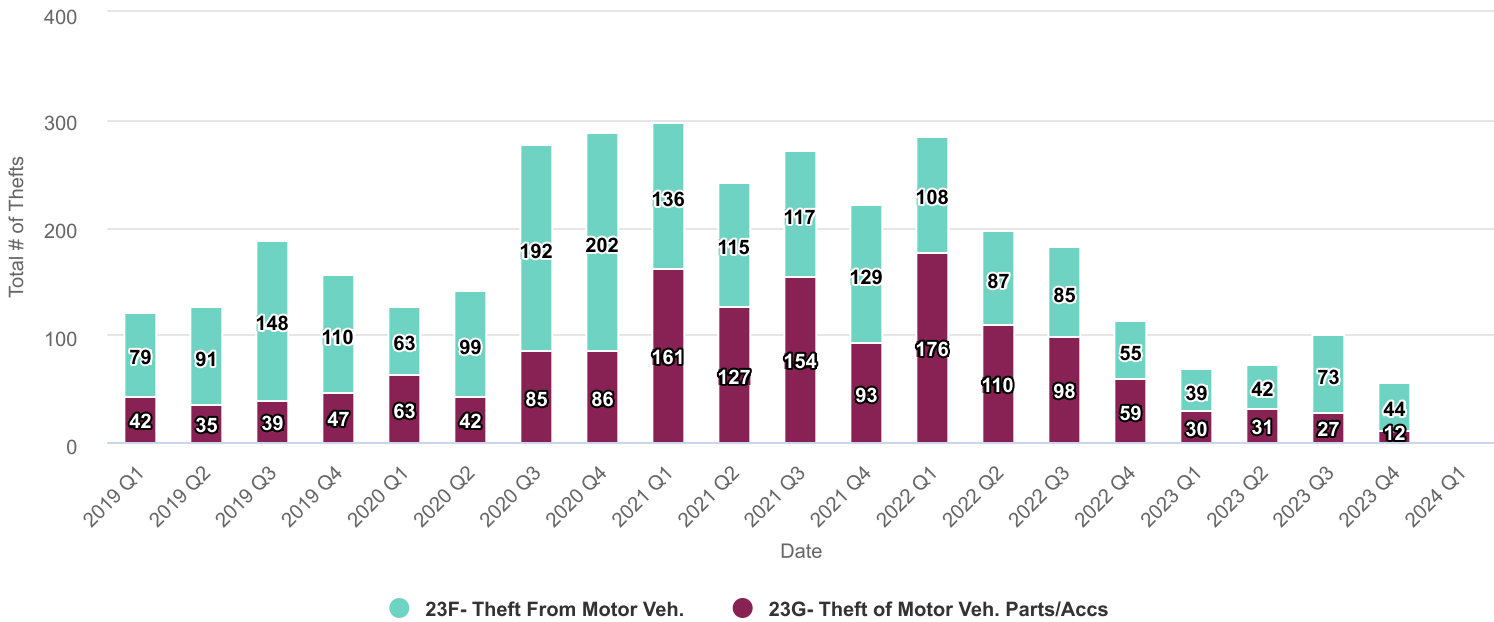
Motor Vehicle Thefts - Quarterly



**Theft From Motor Vehicles - Quarterly**

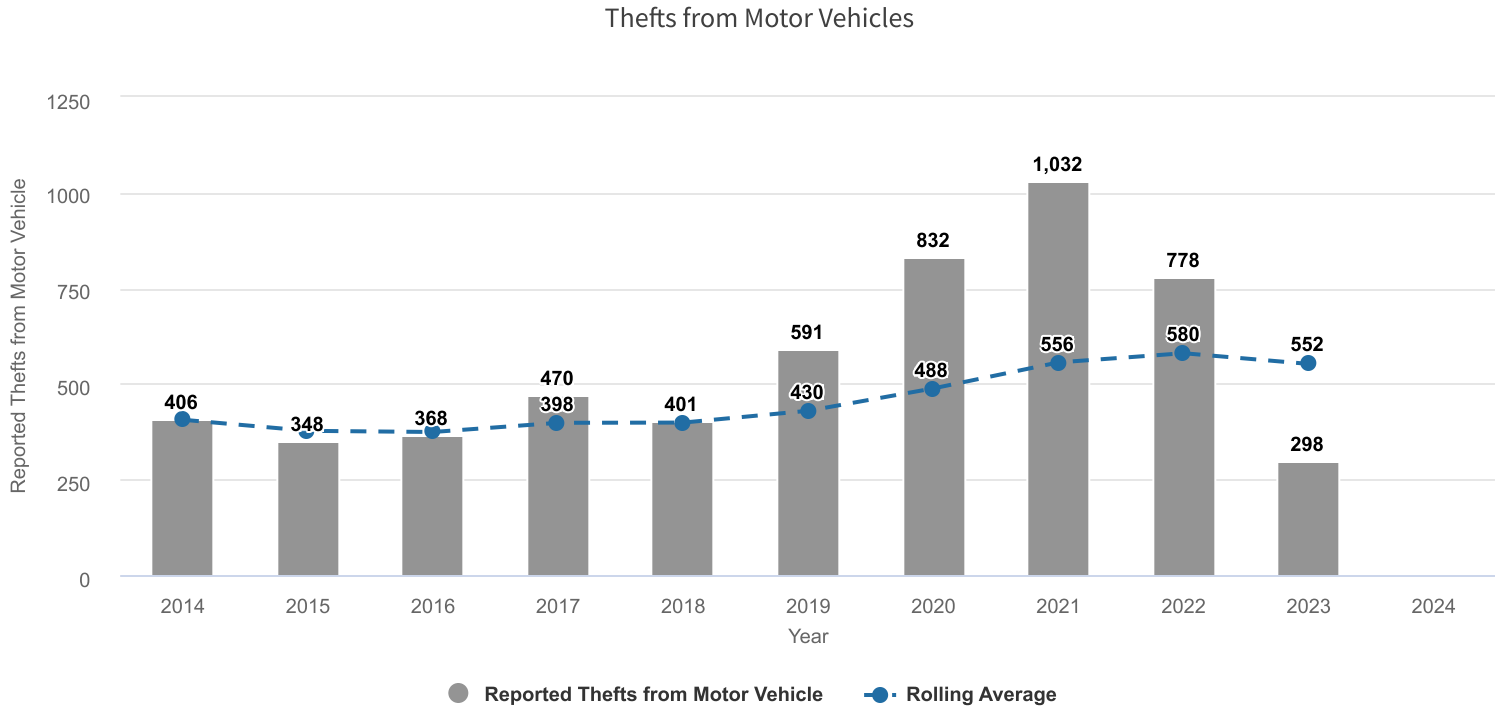
Last Update: Jan 05, 2024 22:30:36

Theft From Motor Vehicles



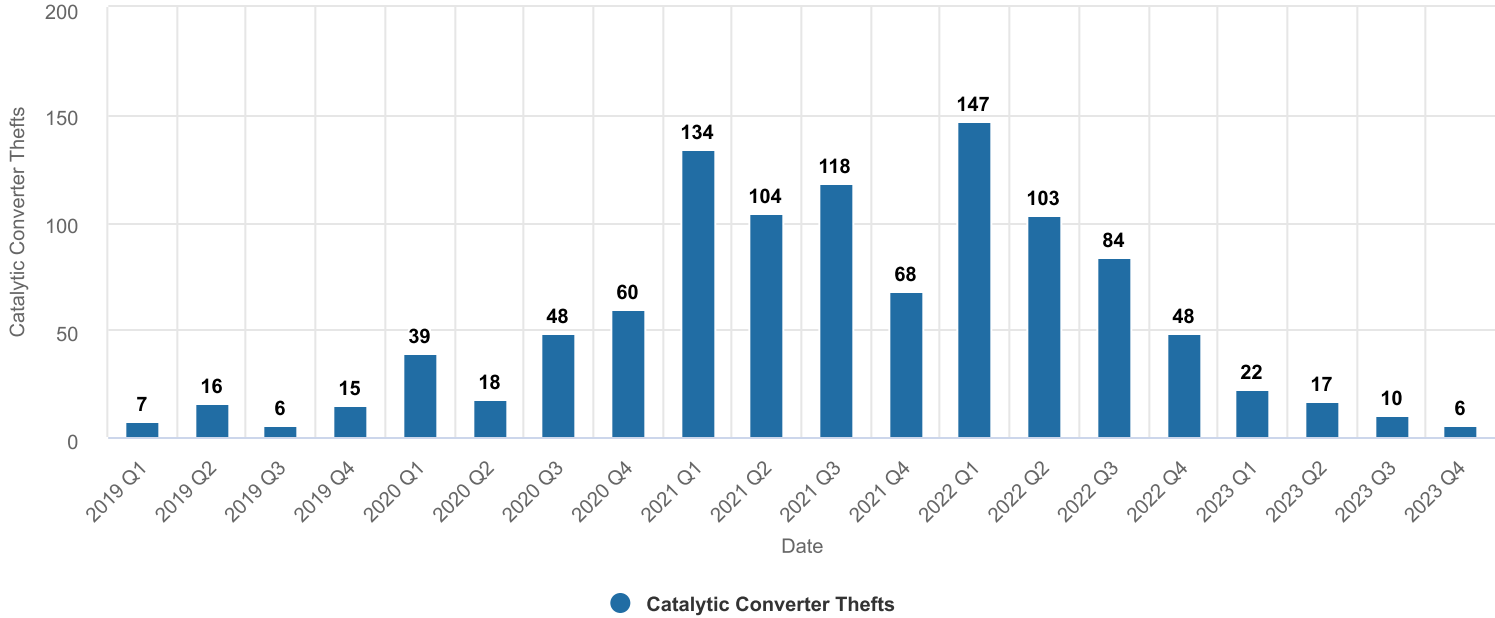
**Thefts from Motor Vehicles - Annual w/Rolling Avg**

Last Update: Jan 05, 2024 23:31:00



**Catalytic Converter Thefts**

Last Update: Jan 05, 2024 22:30:36



**Performance Measure 5.5.2**



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





Updated on Jan 06, 2024 12:00:01

In quarter 4 of 2023, the fire department responded to emergency incidents in 8 minutes or less:

October: 91%

November: 90%

December: 89%

Overall for Q4 2023: 90%

Part of the recommendations to achieve the 90th percentile response time at 8 minutes or less included occupying the new North Fire Station. The department has occupied the new station since June 27th, 2022. The department will continue to monitor this metric and call volume trends as they impact response times. Call volumes continue to rise and the department is monitoring emergency calls and the demand for service along with unit hour utilization and resource placement. The department has continued to see an increase in mutual aid requests, specifically for EMS related incidents. The department continues to monitor mutual aid utilization and has met with neighboring agencies to develop strategies to reduce the demand of mutual aid requests received. The 90th percentile times reported in this report include only incidents that occurred within the city limits of Maplewood.

The 90th percentile for all emergency (lights and siren) incidents, including mutual aid is below:

October: 88%

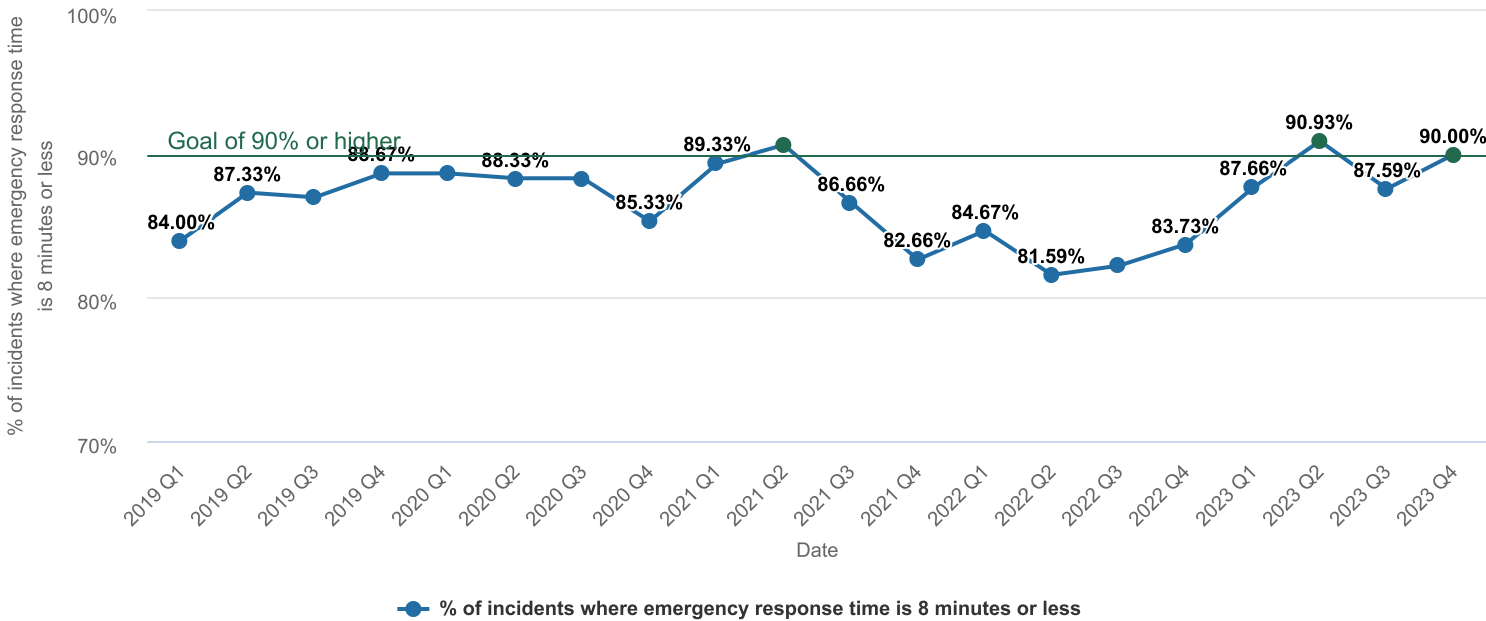
November: 88%

December: 87%

Overall for Q4 2023: 88%

Emergency Response Time

Last Update: Jan 31, 2024 22:30:51



Performance Measure 5.5.3



Identify, establish and provide fire and EMS prevention programs



	%	#
● On Track	100.0	2

Updated on Jan 06, 2024 12:00:01

- The annual Open House was 10/7, 11:00-14:00. 26 employees participated in the event, with an estimated attendance of 400 citizens. Safety topics discussed include cooking safety, hands only CPR, fire extinguishers, exiting the home, and drunk driving.
- Fire safety week school visits. We visited pre-k, kindergarten, and 1st grade students at St Jerome, Justice Allen Page, Presentation, and Weaver Elementary. We interacted with over 200 children and discussed safety topics related to 911, exiting the home, fire safety, and sleeping with their bedroom door closed.
- The Trunk or Treat event was 10/28, 13:00-16:00. 13 employees participated in the event, with an estimated attendance of 400 citizens. This event we focused on interacting with children/families and building trust and relationships.
- We partnered with First E Free Church of Maplewood again this year for the Operation Christmas Child gifting packing event on 11/9, 11/10, and 11/11. Our staff, along with PD, helped pack around 1000 Christmas Presents for children in 3rd world countries.
- The Santa Parade was 12/9, 09:00-13:00. 16 employees participated in the event, with an estimated attendance of 150 citizens. The focus of this event was to build relationships and trust with the community.
- On 12/13, 12/19, and 12/20 crews helped pack and deliver Angel Tree gifts to over 130 children and seniors in Maplewood. 14 employees participated throughout these three days. Presents were delivered to students and seniors at Carver Elementary, Justice Alan Page Elementary, Weaver Elementary, Ecumen Lakeview Commons, Ecumen Seasons, and The Shores of Lake Phalen.

In Q4 2023, staff spent over 434 hours participating in COE events.

In 2023, staff spent 1328 hours participating in COE events. The average participation per employee was 34.95 hours of COE activity per person.

**Strategic Priority 6**



Progress 47%



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

	%	#
● On Track	60.0	3
● Some Disruption	40.0	2

**Key Outcome 6.1**



Progress 40%



Facilitate Investment to Revitalize Neighborhoods

	%	#
● On Track	50.0	1
● Some Disruption	50.0	1

**Performance Measure 6.1.1**

Progress 40%



Attract residential and commercial development within the Gladstone neighborhood

	%	#
● On Track	50.0	1
● Some Disruption	50.0	1

Updated on Feb 05, 2024 20:34:31

Staff worked with JB Vang and Beacon to secure grants from Ramsey County, the State of Minnesota and the Metropolitan Council to support their redevelopment projects in Gladstone. The City and Beacon closed on the sale of the 1375 Frost property in October.

The disruptions related to this are because of the delays to the progress of Metro Transit's Purple Line BRT project which is still in the planning stage.

**Key Outcome 6.2**  Progress 70%

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

	%	#
● On Track	100.0	1

**Performance Measure 6.2.2**  Progress 70%

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

	%	#
● On Track	100.0	1

*Updated on Jan 06, 2024 12:00:01*

In December 2022, the city council approved a 241-unit housing project to redevelop the Myth site. The developer still intends to develop this project once the land sale can be completed.

**Key Outcome 6.3**  Progress 43%

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

	%	#
● On Track	50.0	1
● Some Disruption	50.0	1

**Performance Measure 6.3.1**  Progress 35%

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

	%	#
● Some Disruption	100.0	1

*Updated on Feb 05, 2024 20:49:00*

The Londin Lane project opened summer 2023, including 119 new affordable housing units. JB Vang was approved in spring 2023 for a 65-unit affordable housing project. Beacon Interfaith Housing's 40-unit permanent supportive housing project at the Gladstone House property also received approval in the summer of 2023. There are several other multi-family housing projects in Maplewood in various phases of development, which would include up to 400 additional affordable housing units at varying affordability levels. These projects are expected to move forward with construction in the next one to three years, which would meet the comp plan goal of providing 510 affordable housing units by 2028.

There is some disruption in the establishment of a scattered site housing program.

**Performance Measure 6.3.2**  Progress 50%

Inspect 100% of the City's rental housing properties by the end of 2023.

	%	#
● On Track	100.0	1

*Updated on Jan 06, 2024 12:00:01*

Of the nearly 500 rental housing licenses that have been issued - which cover nearly 4,000 units of housing, all properties have been inspected at least once thus far.

# Maplewood

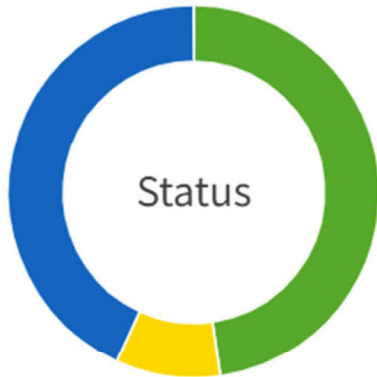


Strategic Plan Update 4<sup>th</sup> Quarter 2023

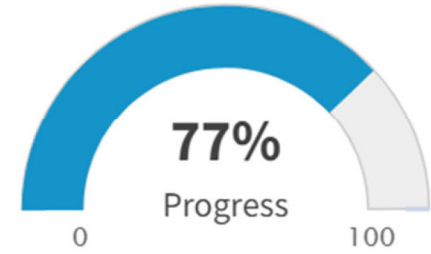
February 12, 2024

# Plan Status and Progress

## Overall Summary



	%
● On Track	47.73
● Some Disruption	9.09
● Completed	43.18



# Mission and Values Statements

## Our Mission

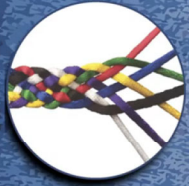
To sustainably provide health, safety and quality of life for all.

## Our Values

- We are a family-friendly employer and community.
- We strive for excellence through innovation and quality in the delivery of services.
- We are committed to community collaboration and public engagement that are respectful and inclusively aware.
- We are fiscally responsible stewards of all public funds.
- We strive to have respectful communication.
- We recognize professionalism and public policy that promotes strengths, courageous problem-solving, a commitment to the environment and respect for our community.

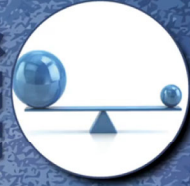


# Strategic Priorities



**Community  
Inclusiveness**

**Financial &  
Asset  
Management**



**Environmental  
Stewardship**

**Integrated  
Communication**



**Operational  
Effectiveness**

**Targeted  
Redevelopment**



# Administration Department

- Implementation of the City's first compensation study
- Labor contracts with all seven unions, most through 2025
- Cultural Agility training for all employees
- Active recruitment and participation in the People of Color Job Fair
- Continued support and engagement with employees in wellness and mental health
- Ongoing onboarding of new employees through the Maplewood Ambassador Program (MAP)





# Communications Department

- Created Multi-Lingual parking rules flyers in five languages (Collaboration with Public Safety and Public Works)
- Tremendously successful series of live broadcasts of our Santa parade on Dec 9<sup>th</sup>
- Worked to ensure that the move of Community Development from 1902 to City Hall was communicated to our residents.



# Community Development Department

- Moved Community Development Department from 1902 to the City Hall.
- Completed comprehensive Zoning Code reorganization and update.
- Secured \$2.8 million in Met Council and DEED grant funds for housing development projects.
- Issued over 4,900 building and trade permits with an approximate construction valuation of over \$160,000,000.



# Community Development by the Numbers

- 9,158 inspections
- Approx. 2,000 virtual inspections
- 1,117 electrical inspection sign-offs
- CDRB reviewed 9 development projects
- Planning Commission reviewed
  - 10 CUPs
  - 4 Variances
- 5 Lot Divisions Approved
- 18 Zoning Letters Prepared by staff
- 105 new housing units approved
- 72 new units of Senior Housing approved
- Caught up on backlog of roofing inspections



# Finance Department

- Went live with a new financial software system (Enterprise ERP).
- Started converting our payroll software system (Enterprise ERP).
- Implemented the universal wage scale in payroll.
- Received the 2022 Certificate of Achievement for Excellence in Financial Reporting.
- Received the 2023 Distinguished Budget Presentation Award.



# Fire Department

- Averaged 35 hours per employee of community outreach
- Responded to 7,973 Fire and EMS calls in 2023
- Added 3 FTE's in 2023 to address firefighter mandations
- 23% reduction in mandations in 2023 as compared to 2022
- First Fire/EMS Cadet was hired as a Firefighter
- Received the Assistance to Firefighters (AFG) grant from FEMA for \$42,490 to purchase an SCBA fill station
- Sent 2 FT employees to paramedic school



# Fire Department

- Chief Mondor received the Chief Fire Officer (CFO) designation from the Center for Public Safety Excellence (CPSE)
- Two staff presented at the Minnesota State Fire Chief's Association Annual Conference in Duluth
  - Captain Brad Davison highlighted the Fire/EMS Cadet Program
  - Fire Marshall Jerry Novak shared on our effort to strengthen our connection with the Karen community through targeted community risk reduction efforts and community events
- 19 employees recognized with the lifesaving award
- 2 employees recognized with the stork award for delivering a baby



# IT Department

- Completed the Axon Fleet camera system implementation
- Migrated all City mobile phone & data plans to T-Mobile
- Moved all City phones and tablets to new Mobile Device Management (MDM) system
- Assisted with staff moves, helping tear down and setup workstations and make sure all infrastructure was in place for new workstations
- Completed security system improvement project in our Police & Fire departments



# Police Department

- Enacted Drone program and added interior drone
- Gained a second grant funded Auto Theft Detective
- Received grant funded Traffic Officer
- Rebooted the MAC with many new members
- Purchased a Mobile Command Vehicle
- Recertified many officers in pursuit intervention training
- Received initial funding to hire architects for Public Safety Training Facility





# Public Works Department

- All staff were involved in the review and updating of Public Works strategic plan measures in 2023
- 246 tree removals and 375 trees planted
- PCI Ratings of Street 73.5% over 70 (4.12 miles of improvements)
- Cleaned 189,558 feet of sewer mains
- Fleet staff performed 307 preventative and repair tasks to maintain and keep your fleet operating.
- Facility staff tracked and responded to 171 help desk tickets



# Public Works Department

- Parks staff made a variety of changes / tweaks to the rental process for facility and fields which have led to increased efficiency for staff and smoother process for the public.
- Parks and Natural Resources offered 13 Outreach Events in 2023.
- Several of the Public Works Divisions were successful in obtaining grants related to trees, open space/park restoration, street improvements, and water quality improvements.
- 2022/2023 winter saw record amount of snow. The 2023/2024 winter has been much milder and staff is making great progress on tree removals.



# What's Next...

- Meetings with each department to review and modify plan measures.



**CITY COUNCIL STAFF REPORT**  
Meeting Date February 12, 2023

**REPORT TO:** City Council

**REPORT FROM:** Mike Darrow, Assistant City Manager / HR Director

**PRESENTER:** Mike Darrow, Assistant City Manager / HR Director

**AGENDA ITEM:** Resolution of Appreciation for Retiring City Manager Melinda Coleman

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**Action Requested:**  Motion  Discussion  Public Hearing

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

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**Policy Issue:**

Recognizing Melinda Coleman's years of dedicated service to the City of Maplewood. City Manager Coleman will be retiring at the end of the month.

**Recommended Action:**

Motion to approve the resolution of appreciation for City Manager Melinda Coleman.

**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:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

N/A

**Background:**

A resolution recognizing City Manager Melinda Coleman and the impact she has had on the City of Maplewood.

**Attachments:**

1. Resolution of Appreciation for City Manager Melinda Coleman

RESOLUTION OF APPRECIATION FOR CITY MANAGER MELINDA COLEMAN  
21 YEARS OF DEDICATED SERVICE TO THE CITY OF MAPLEWOOD

WHEREAS, Melinda Coleman began working for the City of Maplewood as Community Development Director in 1995, rising to City Manager in 2015; and

WHEREAS, Melinda Coleman led several community development projects to expand the City's housing stock and commercial corridors while preserving large tracts of open space to bolster the City's outdoor recreational opportunities and protect its natural resources; and

WHEREAS, Melinda Coleman oversaw several major transitions of the Fire/EMS Department, to ensure the City maintained a high-quality response to a changing community demographic; and

WHEREAS, Melinda Coleman has dedicated significant time and resources to improve employee professional development, compensation and wellness initiatives to attract and retain a highly professional staff; and

WHEREAS, Melinda Coleman has served as a mentor, teacher and leader for scores of local government professionals and has built a strong line of succession within the organization; and

WHEREAS, Melinda Coleman has implemented and grew the Strengths Finder program, so that all staff understand what motivates their colleagues and how they work best; and

WHEREAS, Melinda Coleman has served as a fiscal steward of public funding ensuring a balance between necessary resources to maintain a high-quality community at a value for Maplewood's taxpayers; and

WHEREAS, Melinda Coleman's fiscal stewardship has positioned the City for efficient day-to-day operations and to withstand future financial uncertainty.

NOW, THEREFORE, IT IS HEREBY RESOLVED for and on behalf of the City of Maplewood, Minnesota, and its citizens, that Melinda Coleman is being extended our gratitude and appreciation for her professionalism and dedicated service over the past 21 years.

Adopted by Maplewood City Council on February 12, 2024.

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**CITY COUNCIL STAFF REPORT**

Meeting Date February 12, 2024

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

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

**Policy Issue:**

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

**Recommended Action:**

Motion to approve the approval of claims.

**ACCOUNTS PAYABLE:**

\$	1,098,454.62	Checks # 120452 thru # 120480 dated 01/23/24
\$	227,891.86	Checks # 120481 thru # 120515 dated 01/29/24
\$	137,498.65	Checks # 120516 thru # 120551 dated 02/06/24
\$	2,948,414.05	Disbursements via debits to checking account dated 01/15/24 thru 02/04/24
<hr/>		
\$	4,412,259.18	Total Accounts Payable

**PAYROLL**

\$	867,094.44	Payroll Checks and Direct Deposits dated 01/19/24
\$	715,931.72	Payroll Checks and Direct Deposits dated 02/02/24
<hr/>		
\$	1,583,026.16	Total Payroll
<hr/>		
\$	5,995,285.34	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**

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
120452	1/23/2024	6302 ALL STATE COMMUNICATIONS	LOW VOLTAGE CABLE RUNS FOR CD MOVE TO CITY HALL	\$ 1,675.00
	1/23/2024	6302 ALL STATE COMMUNICATIONS	LOW VOLTAGE RUNS FOR CD OFFICE MOVES	1,679.36
	1/23/2024	6302 ALL STATE COMMUNICATIONS	LOW VOLTAGE TONE AND TERMINATE FROM OLD ISLAND	165.00
120453	1/23/2024	2259 ANIMAL HUMANE SOCIETY	ANIMAL IMPOUND SERVICES 10/1 - 12/31/2023	2,704.00
120454	1/23/2024	1854 AVI SYSTEMS, INC.	VIDEOCONFERENCING EQUIPMENT FOR SMALL PD CONF RM	2,295.46
	1/23/2024	1854 AVI SYSTEMS, INC.	MAPLEWOOD ROOM AV IMPROVEMENTS	37,081.70
120455	1/23/2024	194 BITUMINOUS ROADWAYS, INC.	PROJ 22-16 MYRTLE-STERLING PMT #5	862,893.50
120456	1/23/2024	1175 CITY OF NORTH ST PAUL	MONTHLY UTILITIES - DECEMBER	3,080.03
120457	1/23/2024	4371 ELECTRO WATCHMAN INC.	ADD 2 PANIC BUTTONS TO MAIN RECEPTIONIST DESK	1,572.50
	1/23/2024	4371 ELECTRO WATCHMAN INC.	ADD CARD ACCESS TO NEW CD HALLWAY DOOR	2,308.65
	1/23/2024	4371 ELECTRO WATCHMAN INC.	REPLACE 4 SECURITY CAMERAS AT SOUTH FIRE STATION	4,107.95
	1/23/2024	4371 ELECTRO WATCHMAN INC.	3 YEAR MAINTENANCE RENEWAL FOR S2 SOFTWARE	9,957.60
	1/23/2024	4371 ELECTRO WATCHMAN INC.	ADDED SECURITY CODE TO SECURITY PANEL	25.00
	1/23/2024	4371 ELECTRO WATCHMAN INC.	100% PAYMENT FOR PD SECURITY SYSTEM ADDITIONS	26,900.35
120458	1/23/2024	6484 EMS MANAGEMENT & CONSULTANTS	EMS BILLING - NOVEMBER	9,011.09
120459	1/23/2024	5594 FOUNDATION BUSINESS SYSTEMS	2024-2025 PERMITRACKMS4 SOFTWARE SUBSCRIPTION	1,330.00
120460	1/23/2024	7007 LEGALSHIELD PPLSI	MONTHLY PREMIUM - JANUARY 2024	763.60
120461	1/23/2024	6318 MN UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INS. - Q4 2023	10,063.00
120462	1/23/2024	1111 MOTOROLA SOLUTIONS, INC.	RADIO CHARGERS FROM 8 RADIO ORDER	900.00
	1/23/2024	1111 MOTOROLA SOLUTIONS, INC.	MICROPHONES FOR 8 RADIO ORDER	766.08
120463	1/23/2024	5576 NORTHLAND RECREATION	SITE FURNISHINGS FOR GOODRICH PARK IMPROVEMENTS	9,810.00
120464	1/23/2024	6017 NOW MICRO INC	2023 LAPTOP ORDER FOR STAFF REPLACEMENTS	28,236.00
120465	1/23/2024	1397 RYAN PLUMBING & HEATING CO.	IRRIGATION CHECKS IN PARKS	550.00
120466	1/23/2024	4256 SHI INTERNATIONAL CORP	VMWARE MAINTENANCE SUPPORT FOR 2024	765.54
120467	1/23/2024	1836 ST PAUL, CITY OF	RADIO MAINTENANCE FOR PD RADIOS	540.00
120468	1/23/2024	6441 SWITS, LTD	TRANSLATION SERVICE FOR PLOW HANDOUT	105.52
120469	1/23/2024	5663 TRANS UNION LLC	DECEMBER CREDIT REPORTS 2023	87.20
120470	1/23/2024	449 TYLER TECHNOLOGIES INC	ENTERPRISE ERP - CONVERSION	1,400.00
	1/23/2024	449 TYLER TECHNOLOGIES INC	ENTERPRISE ERP - CONVERSION	1,400.00
	1/23/2024	449 TYLER TECHNOLOGIES INC	ENTERPRISE ERP - CONVERSION	2,800.00
	1/23/2024	449 TYLER TECHNOLOGIES INC	ENTERPRISE ERP - CONVERSION	1,250.00
120471	1/23/2024	2464 US BANK	2013B PAYING AGENT FEE	550.00
120472	1/23/2024	5114 BOLTON & MENK, INC.	GENERAL GIS ASSISTANCE	1,544.00
120473	1/23/2024	6078 BOND TRUST SRVS CORP	2019A BOND PAYING AGENT FEE	475.00
	1/23/2024	6078 BOND TRUST SRVS CORP	2020B BOND PAYING AGENT FEE	475.00
	1/23/2024	6078 BOND TRUST SRVS CORP	2021A PAYING AGENT FEE	475.00
	1/23/2024	6078 BOND TRUST SRVS CORP	2022A PAYING AGENT FEE	475.00
120474	1/23/2024	348 CRYSTEEL TRUCK EQUIP INC	HEADLIGHT HOUSING KIT PARTS	113.64
	1/23/2024	348 CRYSTEEL TRUCK EQUIP INC	TOOL BOX FOR NEW UNIT 614	707.54
120475	1/23/2024	1574 T A SCHIFSKY & SONS, INC	WEIGHT OF 541 AND ANTI-ICE UNIT	5.00
	1/23/2024	1574 T A SCHIFSKY & SONS, INC	PROJ 22-17 PMT #9 WOODLYNN-SOUTHLAWN	48,674.79
120476	1/23/2024	4252 TOWMASTER, INC.	REPLACEMENT SNOWPLOW CUTTING EDGES	4,528.00
120477	1/23/2024	1190 XCEL ENERGY	ELECTRIC & GAS UTILITIES	403.89
	1/23/2024	1190 XCEL ENERGY	ELECTRIC & GAS UTILITIES	3,197.26
	1/23/2024	1190 XCEL ENERGY	FIRE SIRENS	59.45
120478	1/23/2024	1805 ZIEGLER INC.	ROLLER SPRAY PARTS	543.80
120479	1/23/2024	6107 TOKLE INSPECTIONS, INC.	ELECTRICAL INSPECTIONS - OCT	9,983.52
120480	1/23/2024	7021 UNITED STATES TREASURY	41-6008920 - FORM 941 4TH QUARTER 2023	19.60
				<u>\$ 1,098,454.62</u>

**29 Checks in this report.**



**Check Register  
City of Maplewood**

Check	Date	Vendor	Description	Amount
120481	1/29/2024	43 ADAM'S PEST CONTROL INC	PEST CONTROL TREATMENT - 1902 PUBLIC WORKS	\$ 125.00
	1/29/2024	43 ADAM'S PEST CONTROL INC	PEST CONTROL TREATMENT - CITY HALL	125.00
120482	1/29/2024	6163 AL TECHNOLOGIES, LLC	ONLINE BENEFITS ADMIN FEE - JANUARY	385.20
120483	1/29/2024	4848 AVESIS	MONTHLY PREMIUM - FEBRUARY 2024	509.31
120484	1/29/2024	6160 AWARDS NETWORK	EMPLOYEE RECOGNITION AWARDS	100.00
120485	1/29/2024	5972 BHE COMMUNITY SOLAR, LLC	COMMUNITY SOLAR GARDEN AGREEMENT - NOVEMBER	6,816.94
120486	1/29/2024	7018 BREAKTHROUGH TWIN CITIES	2023 CHARITABLE GAMBLING AWARD	3,600.00
120487	1/29/2024	6225 BREMER BANK NATIONAL ASSOC.	PRINCIPLE/INTEREST PAYMENT FOR 2020A BONDS	588,046.06
120488	1/29/2024	4155 CIVICPLUS	ANNUAL FEE FOR HOSTING AND SUPPORT	14,932.48
120489	1/29/2024	5786 COLONIAL LIFE PROCESSING CTR	E4677316 PREMIUM - JANUARY 2024	285.02
120490	1/29/2024	2909 COMPASS MINERALS AMERICA INC.	REGULAR SALT PURCHASED UNDER STATE CONTRACT	16,383.88
	1/29/2024	2909 COMPASS MINERALS AMERICA INC.	REGULAR SALT PURCHASED UNDER STATE CONTRACT	2,367.26
120491	1/29/2024	3645 CUMMINS SALES AND SERVICE	PREVENTATIVE MAINTENANCE - CITY HALL	328.00
	1/29/2024	3645 CUMMINS SALES AND SERVICE	PREVENTATIVE MAINTENANCE - PUBLIC WORKS	556.04
120492	1/29/2024	5239 DAKOTA WOOD - GRINDING INC.	MOBILIZATION AND GRINDING OF ASH TREES	18,057.50
120493	1/29/2024	3529 GREYSTONE CONSTRUCTION CO	2023 ANNUAL MAINTENANCE	650.00
120494	1/29/2024	3330 HOISINGTON KOEGLER GROUP INC	PLANNING CONSULTANT CHARGES 12/1 TO 12/31/23	1,333.76
120495	1/29/2024	6115 KINCAID-BURROWS	GRAPHIC DESIGN FOR 2024 SOLID WASTE GUIDE	175.00
120496	1/29/2024	5425 LHB INC.	SERVICES FOR GOODRICH PARK IMPROVEMENTS	745.00
120497	1/29/2024	3818 MEDICA	MONTHLY PREMIUM - FEBRUARY 2024	231,405.45
120498	1/29/2024	986 METROPOLITAN COUNCIL	MONTHLY SAC - DEC 2023	7,380.45
120499	1/29/2024	7015 MSSA	2024 MSSA MEMBERSHIP - 2 EMPLOYEES	150.00
120500	1/29/2024	1126 NCPERS GROUP LIFE INS. MN	MONTHLY PREMIUM - FEBRUARY 2024	464.00
120501	1/29/2024	6111 QUADIENT FINANCE USA, INC.	CITY HALL POSTAGE MACHINE	1,081.41
	1/29/2024	6111 QUADIENT FINANCE USA, INC.	PUBLIC WORKS POSTAGE	54.11
120502	1/29/2024	1345 RAMSEY COUNTY RECORDER	NOTARY REGISTRATION WITH RAMSEY COUNTY	20.00
120503	1/29/2024	1345 RAMSEY COUNTY RECORDER	NOTARY REGISTRATION WITH RAMSEY COUNTY	20.00
120504	1/29/2024	2008 RAMSEY COUNTY PUBLIC WORKS	SALT BRINE FOR PREWET AND ANTI-ICING	1,133.78
120505	1/29/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	653.05
	1/29/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	64.60
	1/29/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	44.12
	1/29/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	268.99
	1/29/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	62.87
120506	1/29/2024	1538 STREICHER'S	TRAINING AMMUNITION	4,218.62
	1/29/2024	1538 STREICHER'S	TRAINING AMMUNITION	4,792.00
120507	1/29/2024	5114 BOLTON & MENK, INC.	PROJ 21-02 MCMENEMY STREET IMP. - PROF SERVICES	2,304.00
	1/29/2024	5114 BOLTON & MENK, INC.	SSTS PERMIT: 2648 MINNEHAHA	729.25
	1/29/2024	5114 BOLTON & MENK, INC.	2023 MAPLEWOOD GENERAL ENG - BRIDGE 62559	933.50
	1/29/2024	5114 BOLTON & MENK, INC.	AUGUST MAPLEWOOD GENERAL ENG - BRIDGE 62559	852.00
	1/29/2024	5114 BOLTON & MENK, INC.	MAPLEWOOD SSTS PERMITS: 1077 CENTURY AVE	1,650.00
	1/29/2024	5114 BOLTON & MENK, INC.	PROJ 23-08 STREET IMP. - PROF SERVICES	3,556.00
120508	1/29/2024	6078 BOND TRUST SRVS CORP	2019A FEBRUARY 2024 BOND PAYMENT	316,562.50
	1/29/2024	6078 BOND TRUST SRVS CORP	2020B BOND PAYMENT - FEBRUARY 2024	423,350.00
	1/29/2024	6078 BOND TRUST SRVS CORP	2021A BOND PAYMENT - FEBRUARY 2024	489,556.25
	1/29/2024	6078 BOND TRUST SRVS CORP	2021B BOND PAYMENT - FEBRUARY 2024	1,086,800.00
	1/29/2024	6078 BOND TRUST SRVS CORP	2022A BOND PAYMENT - FEBRUARY 2024	200,125.00
120509	1/29/2024	6084 LINCOLN FINANCIAL GROUP	MONTHLY PREMIUM - JANUARY 2024	9,240.26
120510	1/29/2024	985 METROPOLITAN COUNCIL	WASTEWATER - FEBRUARY	410,022.22
120511	1/29/2024	6273 SRF CONSULTING GROUP INC.	PROJ 23-08 MAPLEWOOD AREA ST IMP PROF SERVICES	17,111.95
120512	1/29/2024	4252 TOWMASTER, INC.	ONSPOT PART	601.95
120513	1/29/2024	3334 UNIQUE PAVING MATERIALS CORP	6.13 TON OF WINTER PATCHING MATERIAL	1,017.58
120514	1/29/2024	1190 XCEL ENERGY	ELECTRIC & GAS UTILITY	8,392.25
	1/29/2024	1190 XCEL ENERGY	ELECTRIC UTILITY	806.32
	1/29/2024	1190 XCEL ENERGY	ELECTRIC & GAS UTILITY	3,850.97
120515	1/29/2024	5013 YALE MECHANICAL LLC	PERFORM FALL HVAC MAINTENANCE - CITY HALL	2,507.00
	1/29/2024	5013 YALE MECHANICAL LLC	PERFORM FALL HVAC MAINTENANCE - CLARENCE STATION	899.26
	1/29/2024	5013 YALE MECHANICAL LLC	PERFORM FALL HVAC MAINTENANCE - NORTH FIRE STATION	647.00
	1/29/2024	5013 YALE MECHANICAL LLC	PERFORM FALL HVAC MAINTENANCE - PARK MAINT.	929.50
	1/29/2024	5013 YALE MECHANICAL LLC	PERFORM FALL HVAC MAINTENANCE - PUBLIC WORKS	3,778.25
				\$ 3,893,557.91

35 Checks in this report.

**Check Register  
City of Maplewood**

Check	Date	Vendor	Description	Amount
120516	2/6/2024	100 ANCOM	AMBULANCE RADIO	\$ 162.50
120517	2/6/2024	6301 ATMOSPHERE COMMERCIAL INTERIOR	ARTWORK FOR FIRE STATION	5,435.31
	2/6/2024	6301 ATMOSPHERE COMMERCIAL INTERIOR	ARTWORK FOR FIRE STATION	9,310.59
	2/6/2024	6301 ATMOSPHERE COMMERCIAL INTERIOR	ARTWORK FOR FIRE STATION	5,401.06
120518	2/6/2024	453 EHLERS, INC.	TIF CONSULTING	150.00
120519	2/6/2024	464 EMERGENCY AUTOMOTIVE TECH, INC	VEHICLE BUILD FOR SQUAD #909 VIN#1FMSK8DH3PGB80850	2,963.72
	2/6/2024	464 EMERGENCY AUTOMOTIVE TECH, INC	VEHICLE BATTERY CHARGER AND MIC CLIP	298.90
	2/6/2024	464 EMERGENCY AUTOMOTIVE TECH, INC	VEHICLE BRACKET REPLACEMENT	16.80
120520	2/6/2024	6303 FAUL PSYCHOLOGICAL FORENSIC	PRE-EMPLOYMENT EVALUATION	1,965.00
120521	2/6/2024	6009 HEALTHCALL, LLC	PARAMEDIC ELECTRONIC PATIENT CARE SOFTWARE - DEC	920.00
120522	2/6/2024	644 GROUP HEALTH NON-PATIENT A/R	MEDICAL SUPPLIES	450.00
120523	2/6/2024	4982 HILDI, INC.	ACTUARIAL VALUATION GASB 75 - 2023	3,675.00
120524	2/6/2024	2137 KENNEDY & GRAVEN CHARTERED	ATTORNEY FEES - DECEMBER	11,529.36
120525	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES E#323	398.79
	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES L#315	695.00
	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES E#324	1,394.89
	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES E#324	263.23
	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES L#315	714.98
	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES E#324	1,352.92
	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES E#323	764.47
	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES E#313	69.50
	2/6/2024	5533 KIRVIDA FIRE	FIRE ENGINE PARTS & SERVICES E#323	148.98
120526	2/6/2024	827 L M C I T	WC CLAIM #00491921	765.87
	2/6/2024	827 L M C I T	WC CLAIM #00493226	404.49
	2/6/2024	827 L M C I T	WC CLAIM #00495490	540.06
	2/6/2024	827 L M C I T	WC CLAIM #00495884	426.23
120527	2/6/2024	2173 L-Z TRUCK EQUIPMENT CO INC	METAL SHOP SUPPLIES	458.00
120528	2/6/2024	6487 LOCALITY MEDIA INC	1/1/24 - 12/31/2024 SUBSCRIPTION SERVICES	15,700.00
120529	2/6/2024	917 MACQUEEN EMERGENCY	FIRE EQUIPMENT	190.78
	2/6/2024	917 MACQUEEN EMERGENCY	FIRE EQUIPMENT	112.00
120530	2/6/2024	1111 MOTOROLA SOLUTIONS, INC.	RADIOS AND SERVICE	36,212.64
	2/6/2024	1111 MOTOROLA SOLUTIONS, INC.	ENCRYPTION FOR 2 POLICE RADIOS	1,132.92
	2/6/2024	1111 MOTOROLA SOLUTIONS, INC.	ENCRYPTION FOR POLICE RADIO	600.48
120531	2/6/2024	6440 NCE EMPOWERING SAFETY	EMS EQUIPMENT SUPPLIES	575.00
120532	2/6/2024	1 RJI PROFESSIONALS INC	CANCELED PERMITS - 80% PLUS TAX	351.00
120533	2/6/2024	1 LIFE SAFETY SYSTEMS	PERMIT REFUND - OVERPAYMENT	50.00
120534	2/6/2024	1 T BOYS HOMES LLC	RENTAL LICENSE (PARTIAL) REFUND	100.00
120535	2/6/2024	1 RICHARD DAWSON	WC SETTLEMENT-STIPULATION AGREEMENT PAYMENT	100.00
120536	2/6/2024	6454 SANDRY FIRE SUPPLY LLC	PUMP REPAIRS	2,367.30
120537	2/6/2024	3879 SANSIO	SUBSCRIPTION & SANFAX - NOVEMBER	1,078.56
	2/6/2024	3879 SANSIO	SUBSCRIPTION & SANFAX - OCTOBER	1,136.52
120538	2/6/2024	2632 SERVICEMASTER PREMIERE CLEANING SERVICES	CLEANING SERVICE - JANUARY	202.62
120539	2/6/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	62.87
	2/6/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	62.87
	2/6/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	180.39
	2/6/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	117.11
	2/6/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	271.59
	2/6/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	94.51
120540	2/6/2024	1522 STATE OF MINNESOTA	DOT INSPECTION STICKERS 2024	72.00
120541	2/6/2024	6376 STERICYCLE, INC.	DOCUMENT SHRED SERVICES	93.50
120542	2/6/2024	1552 SUNRAM CONSTRUCTION, INC.	GOODRICH PARK IMPROVEMENT PROJ	4,056.50
120543	2/6/2024	5213 TENNIS ROLL OFF LLC	DUMPSTER FOR OLD STATION CLEAN UP	957.10
120544	2/6/2024	2879 WASHINGTON COUNTY	UNIT 614 AND UNIT 500 TAB RENEWAL	42.50
120545	2/6/2024	5114 BOLTON & MENK, INC.	2023 GEN ENGINEERING - CO RD D FEASIBILITY REPORT	940.00
120546	2/6/2024	283 CENTURY COLLEGE	SUMMER TUITION & FEES	2,134.06
120547	2/6/2024	875 LOFFLER COMPANIES, INC.	CANON MFP USAGE CHARGES - NOV	731.67
	2/6/2024	875 LOFFLER COMPANIES, INC.	CANON MFP USAGE CHARGES - DEC	1,022.39
120548	2/6/2024	1202 NYSTROM PUBLISHING CO INC	2024 SOLID WASTE GUIDE - PRINTING AND PUBLISHING	4,976.89
120549	2/6/2024	5670 PETERSON COUNSELING/CONSULTING	SERVICE FEES - DEC 2023	2,105.00
120550	2/6/2024	1337 RAMSEY COUNTY-EMERGENCY COMM	FLEET SUPPORT FEES - DECEMBER	237.12
120551	2/6/2024	1190 XCEL ENERGY	STREET LIGHTS	6,777.24
	2/6/2024	1190 XCEL ENERGY	GAS UTILITY	211.32
	2/6/2024	1190 XCEL ENERGY	GAS UTILITY	349.80
	2/6/2024	1190 XCEL ENERGY	ELECTRIC UTILITY	16.64
	2/6/2024	1190 XCEL ENERGY	ELECTRIC & GAS UTILITY	1,400.11
				\$ 137,498.65

36 Checks in this report.

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

Settlement Date	Payee	Description	Amount
2/1/2024	Accela Credit Card Billing	Credit Card Billing Fee	\$ 15.00
1/16/2024	Delta Dental	Dental Premium	1,554.67
1/22/2024	Delta Dental	Dental Premium	967.46
1/23/2024	Delta Dental	Dental Premium	980.00
1/29/2024	Delta Dental	Dental Premium	4,624.67
1/22/2024	Empower - State Plan	PR - Deferred Compensation	28,554.00
2/2/2024	Empower - State Plan	PR - Deferred Compensation	8,213.00
1/22/2024	ICMA (Vantagepointe)	PR - Deferred Compensation	8,204.00
1/22/2024	ICMA (Vantagepointe)	Retiree Health Savings	68,100.87
2/2/2024	ICMA (Vantagepointe)	Retiree Health Savings	1,100.00
1/22/2024	Labor Unions	PR - Union Dues	4,128.07
2/2/2024	Labor Unions	PR - Union Dues	4,211.35
1/22/2024	MidAmerica	HRA Flex Plan - AUL	14,841.83
2/13/2024	MidAmerica	HRA Flex Plan - AUL	9,416.83
1/16/2024	MN Dept of Revenue	MN CARE Tax	7,900.00
1/19/2024	MN Dept of Revenue	Sales Tax	801.00
1/19/2024	MN Dept of Revenue	Fuel Tax	209.19
1/22/2024	MN State Treasurer	PR - State Payroll Tax	35,604.19
1/19/2024	Optum Health	DCRP & Flex Plan Payments	2,625.72
1/26/2024	Optum Health	DCRP & Flex Plan Payments	547.01
1/23/2024	Optum Health	H.S.A. Payments	7,058.87
2/2/2024	Optum Health	DCRP & Flex Plan Payments	442.71
1/19/2024	P.E.R.A.	PR - P.E.R.A.	155,770.78
2/2/2024	P.E.R.A.	PR - P.E.R.A.	156,080.89
1/19/2024	U.S. Treasurer	PR - Federal Payroll Tax	146,229.22
2/2/2024	U.S. Treasurer	PR - Federal Payroll Tax	120,256.86
1/30/2024	US Bank	Debt Service Payments	2,053,617.50
1/19/2024	US Bank VISA One Card*	Purchasing Card Items	65,199.63
2/2/2024	US Bank VISA One Card*	Purchasing Card Items	41,158.73
			\$ 2,948,414.05

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

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversion incl in Amount</u>
	01/19/24	ABRAMS, MARYLEE	\$ 763.17	\$ 25.57
	01/19/24	CAVE, REBECCA	650.40	
	01/19/24	JUENEMANN, KATHLEEN	650.40	
	01/19/24	LEE, CHONBURI	650.40	
	01/19/24	VILLAVICENCIO, NICHOLE	650.40	
	01/19/24	COLEMAN, MELINDA	10,133.35	2,018.95
	01/19/24	DARROW, MICHAEL	6,355.35	
	01/19/24	KNUTSON, LOIS	6,733.33	2,797.20
	01/19/24	CHRISTENSON, SCOTT	3,750.00	1,204.40
	01/19/24	DOUGLASS, TOM	4,554.13	1,204.40
	01/19/24	JAHN, DAVID	3,193.00	
	01/19/24	LENTINI, LINDSAY	3,169.54	
	01/19/24	RAMEAUX, THERESE	7,001.06	2,908.80
	01/19/24	BREIMHURST, LAUREN	2,392.99	
	01/19/24	JACOBSON, CARL	4,931.78	45.86
	01/19/24	RACETTE, THOMAS	5,329.73	1,457.20
	01/19/24	RUEB, JOSEPH	10,119.42	4,072.80
	01/19/24	STANLEY, JENNIFER	3,992.19	
	01/19/24	ARNOLD, AJLA	2,411.49	
	01/19/24	EVANS, CHRISTINE	4,306.00	1,401.20
	01/19/24	LARSON, MICHELLE	2,504.80	
	01/19/24	SINDT, ANDREA	7,699.86	3,200.40
	01/19/24	MOY, PAMELA	2,507.11	
	01/19/24	OSTER, ANDREA	2,384.80	2,384.80
	01/19/24	ANDERSON, ROBERT	3,914.50	23.71
	01/19/24	BELDE, STANLEY	860.00	
	01/19/24	BENJAMIN, MARKESE	7,003.19	2,958.60
	01/19/24	BERGERON, ASHLEY	4,150.42	
	01/19/24	BIERDEMAN, BRIAN	12,081.88	5,039.40
	01/19/24	BURT-MCGREGOR, EMILY	4,136.19	
	01/19/24	BUSACK, DANIEL	7,496.93	1,444.00
	01/19/24	CONDON, MITCHELL	3,988.19	
	01/19/24	CRUZ, TREANA	3,709.59	
	01/19/24	DEMULLING, JOSEPH	6,849.39	1,835.19
	01/19/24	DUGAS, MICHAEL	9,611.25	3,937.80
	01/19/24	FORSYTHE, MARCUS	4,821.10	
	01/19/24	FRITZE, DEREK	7,532.85	3,015.60
	01/19/24	GABRIEL, ANTHONY	7,334.08	2,169.60
	01/19/24	GEISELHART, BENJAMIN	4,812.24	876.60
	01/19/24	GIVAND, JONATHAN	3,951.21	
	01/19/24	GREEN, JAMIE	4,984.78	640.04
	01/19/24	HAWKINSON, TIMOTHY	5,750.63	1,084.80

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<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversion incl in Amount</u>
	01/19/24	HER, PHENG	4,358.95	
	01/19/24	HER, TERRELL	6,581.77	2,629.80
	01/19/24	HOEMKE, MICHAEL	6,815.41	1,312.60
	01/19/24	HOLTY, BRYCE	3,909.24	
	01/19/24	JOHNSON, BARBARA	2,088.08	
	01/19/24	KADEN, JACOB	3,668.39	
	01/19/24	KIM, WINSTON	3,729.99	
	01/19/24	KONG, TOMMY	4,791.94	
	01/19/24	KRAL, EMMA	3,465.19	
	01/19/24	KROLL, BRETT	4,450.59	
	01/19/24	KROLL, LISA	3,922.71	1,274.00
	01/19/24	KUCHENMEISTER, GINA	2,586.40	
	01/19/24	KUCHENMEISTER, JASON	2,431.20	
	01/19/24	LANGNER, TODD	580.00	
	01/19/24	LENERTZ, NICHOLAS	4,080.79	
	01/19/24	LYNCH, KATHERINE	4,095.38	
	01/19/24	MARINO, JASON	8,453.55	3,247.80
	01/19/24	MARK, OLAF	999.68	
	01/19/24	METRY, ALESIA	710.00	
	01/19/24	MORALES, MARIO	2,034.21	
	01/19/24	MURRAY, RACHEL	7,223.22	1,084.80
	01/19/24	NYE, MICHAEL	8,634.63	3,520.20
	01/19/24	PASDO, JOSEPH	5,895.80	2,103.84
	01/19/24	PETERS, DANIEL	4,634.92	
	01/19/24	PIPKIN, JULIA	3,017.57	
	01/19/24	QUIRK, JAMES	4,737.11	876.60
	01/19/24	RETHWILL, SCOTT	4,120.65	
	01/19/24	SALCHOW, CONNOR	7,136.86	2,735.40
	01/19/24	SCHROEDER, LEE	3,904.99	
	01/19/24	SHANLEY, HAYLEY	2,319.95	
	01/19/24	SHEA, STEPHANIE	3,158.62	
	01/19/24	STARKEY, ROBERT	6,348.89	948.20
	01/19/24	STEINER, JOSEPH	6,815.41	1,312.60
	01/19/24	STOCK, AUBREY	4,229.17	
	01/19/24	SUEDKAMP, ADAM	7,492.34	3,012.70
	01/19/24	SWETALA, NOAH	3,849.89	
	01/19/24	TAUZELL, BRIAN	11,596.22	6,214.72
	01/19/24	ULVENES, AMANDA	1,993.52	
	01/19/24	WEAVER, TAWNY	4,569.28	876.60
	01/19/24	WENZEL, JAY	4,223.48	
	01/19/24	WERTH, JENNIFER	2,454.21	
	01/19/24	WIETHORN, AMANDA	4,011.75	

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<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversion incl in Amount</u>
	01/19/24	XIONG, KAO	4,219.39	
	01/19/24	XIONG, PETER	3,422.40	
	01/19/24	XIONG, TUOYER	3,849.53	
	01/19/24	YANG, THANG	3,648.18	
	01/19/24	ZAPPA, ANDREW	6,064.35	968.80
	01/19/24	BARRETTE, CHARLES	8,044.35	2,535.84
	01/19/24	BAUMAN, ANDREW	5,209.17	
	01/19/24	BEITLER, NATHAN	4,208.15	
	01/19/24	CAMPBELL, MACLANE	3,651.59	
	01/19/24	COOK, NICKLAUS	3,933.95	75.28
	01/19/24	COOK, TANNER	4,141.68	
	01/19/24	CRAWFORD, RAYMOND	7,922.25	2,535.84
	01/19/24	CRUMMY, CHARLES	7,996.43	2,438.64
	01/19/24	DABRUZZI, THOMAS	8,852.78	2,789.28
	01/19/24	DAVISON, BRADLEY	4,245.08	
	01/19/24	HAGEN, JOHN	4,522.88	
	01/19/24	HAGEN, MICHAEL	7,191.77	1,625.76
	01/19/24	HALWEG, JODI	7,038.07	2,535.84
	01/19/24	HANG, RYAN	3,559.89	
	01/19/24	HAWTHORNE, ROCHELLE	5,306.68	
	01/19/24	KUBAT, ERIC	7,391.82	2,682.00
	01/19/24	LANDER, CHARLES	4,523.06	
	01/19/24	LANIK, JAKE	6,799.14	2,254.32
	01/19/24	MALESKI, MICHAEL	5,068.02	
	01/19/24	MCGEE, BRADLEY	8,288.85	2,865.60
	01/19/24	MERKATORIS, BRETT	5,200.99	214.92
	01/19/24	MILLER, SETH	4,380.77	338.74
	01/19/24	MONDOR, MICHAEL	10,101.16	3,176.80
	01/19/24	NEILY, STEVEN	7,398.73	3,202.00
	01/19/24	NELSON, GRADON	4,474.71	675.93
	01/19/24	NIELSEN, KENNETH	5,454.65	
	01/19/24	NOVAK, JEROME	5,207.34	1,003.00
	01/19/24	ORLANDO, TYLER	5,143.94	918.36
	01/19/24	POWERS, KENNETH	6,074.80	1,625.76
	01/19/24	SCHROEDER, RYAN	6,140.80	1,213.60
	01/19/24	SEDLACEK, JEFFREY	11,960.53	7,220.10
	01/19/24	SOHRWEIDE, TYSON	5,696.29	541.98
	01/19/24	SPANDE, KAYLA	2,540.99	
	01/19/24	WARDELL, JORDAN	6,624.47	859.68
	01/19/24	WILLIAMSON, MICHAEL	6,407.28	2,254.32
	01/19/24	ZAPPA, ERIC	4,474.82	
	01/19/24	CORTESI, LUANNE	3,107.00	602.20

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<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversion incl in Amount</u>
	01/19/24	JANASZAK, MEGHAN	3,695.52	
	01/19/24	BRINK, TROY	6,700.90	2,665.70
	01/19/24	BUCKLEY, BRENT	6,050.87	1,482.00
	01/19/24	EDGE, DOUGLAS	4,979.87	1,457.20
	01/19/24	HERBST, JONATHEN	2,940.50	
	01/19/24	JORDAN, TIMOTHY	2,869.41	
	01/19/24	MEISSNER, BRENT	3,714.25	
	01/19/24	MLODZIK, JASON	3,181.09	
	01/19/24	MORRIS-KARL, AIDEN	2,673.53	
	01/19/24	RUNNING, ROBERT	5,039.27	1,541.20
	01/19/24	TEVLIN, TODD	5,171.36	1,457.20
	01/19/24	YANG, SOLOMAN	2,724.63	
	01/19/24	DUCHARME, JOHN	3,643.82	
	01/19/24	ENGSTROM, ANDREW	3,641.51	
	01/19/24	JAROSCH, JONATHAN	6,092.23	1,173.40
	01/19/24	LOVE, STEVEN	7,041.12	
	01/19/24	STEJSKAL, JAYSON	3,237.79	
	01/19/24	STRONG, TYLER	3,694.59	
	01/19/24	AMENYA, FLORENCE	136.50	
	01/19/24	CAMPBELL, NOAH	52.00	
	01/19/24	GERNES, CAROLE	3,184.22	
	01/19/24	GORACKI, CECELIA	52.00	
	01/19/24	FRIBERG, DAVID	2,530.09	
	01/19/24	HAYS, TAMARA	4,380.37	1,092.90
	01/19/24	HINNENKAMP, GARY	3,428.10	
	01/19/24	NAUGHTON, JOHN	3,288.86	
	01/19/24	ORE, JORDAN	4,490.79	1,457.20
	01/19/24	STOKES, KAL	2,898.08	
	01/19/24	BEGGS, REGAN	4,072.09	1,324.80
	01/19/24	HAMMOND, ELIZABETH	2,725.94	
	01/19/24	JOHNSON, ELIZABETH	4,069.79	1,324.80
	01/19/24	JOHNSON, RANDY	5,071.37	
	01/19/24	PARR, DANETTE	7,328.57	
	01/19/24	SCHORR, JENNIFER	2,180.19	
	01/19/24	FINWALL, SHANN	6,092.21	2,000.80
	01/19/24	MARTIN, MICHAEL	8,279.50	3,442.20
	01/19/24	LENTZ, DANIEL	3,496.99	
	01/19/24	NIELSEN, DANIEL	1,137.50	
	01/19/24	THIENES, PAUL	3,318.23	
	01/19/24	WESTLUND, RONALD	3,114.59	
	01/19/24	YOUNG, MATTHEW	3,008.80	
	01/19/24	WELLENS, MOLLY	4,443.18	1,723.20

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	01/19/24	BJORK, BRANDON	113.75	
	01/19/24	BRENEMAN, NEIL	6,340.32	2,644.80
	01/19/24	GORACKI, GERALD	58.50	
	01/19/24	MOORE, PATRICK	169.00	
	01/19/24	ROBBINS, AUDRA	8,566.53	3,520.20
	01/19/24	BERGO, CHAD	5,965.81	1,939.20
	01/19/24	SCHMITZ, KEVIN	4,052.51	1,295.20
	01/19/24	SHEERAN JR, JOSEPH	5,969.37	1,050.30
	01/19/24	ADAMS, DAVID	3,271.60	
	01/19/24	JENSEN, JOSEPH	2,929.58	
	01/19/24	JONES, DONALD	4,796.15	1,457.20
	01/19/24	SCHULTZ, SCOTT	4,946.33	
	01/19/24	WILBER, JEFFREY	3,361.33	
	01/19/24	PRIEM, STEVEN	3,862.04	
	01/19/24	WOEHRLE, MATTHEW	4,070.14	
	01/19/24	XIONG, BOON	3,033.59	
	01/19/24	FOWLDS, MYCHAL	5,850.03	
	01/19/24	FRANZEN, NICHOLAS	7,496.38	2,051.20
	01/19/24	GERONSIN, ALEXANDER	3,704.97	
	01/19/24	RENNER, MICHAEL	3,230.49	
			<u>\$ 867,094.44</u>	<u>\$ 160,152.07</u>



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	02/02/24	ABRAMS, MARYLEE	\$ 719.99	\$ 49.59
	02/02/24	CAVE, REBECCA	590.40	
	02/02/24	JUENEMANN, KATHLEEN	590.40	
	02/02/24	LEE, CHONBURI	590.40	
	02/02/24	VILLAVICENCIO, NICHOLE	590.40	
	02/02/24	COLEMAN, MELINDA	8,114.40	
	02/02/24	DARROW, MICHAEL	6,355.35	
	02/02/24	KNUTSON, LOIS	3,936.13	
	02/02/24	CHRISTENSON, SCOTT	2,545.60	
	02/02/24	DOUGLASS, TOM	3,222.21	
	02/02/24	JAHN, DAVID	3,151.18	
	02/02/24	LENTINI, LINDSAY	3,313.33	
	02/02/24	RAMEAUX, THERESE	4,092.27	
	02/02/24	BREIMHURST, LAUREN	2,535.19	
	02/02/24	JACOBSON, CARL	4,729.68	
	02/02/24	RACETTE, THOMAS	3,290.07	
	02/02/24	RUEB, JOSEPH	6,046.62	
	02/02/24	STANLEY, JENNIFER	3,992.20	
	02/02/24	ARNOLD, AJLA	2,442.05	
	02/02/24	COMMERS, CHERYL	72.00	
	02/02/24	EVANS, CHRISTINE	2,904.80	
	02/02/24	LARSON, MICHELLE	2,504.80	
	02/02/24	SINDT, ANDREA	4,499.46	
	02/02/24	MOY, PAMELA	2,507.11	
	02/02/24	MAHRE, GERALDINE	72.00	
	02/02/24	ANDERSON, ROBERT	3,904.99	
	02/02/24	BELDE, STANLEY	1,140.40	80.40
	02/02/24	BENJAMIN, MARKESE	4,429.64	120.00
	02/02/24	BERGERON, ASHLEY	4,180.80	
	02/02/24	BIERDEMAN, BRIAN	7,042.48	
	02/02/24	BURT-MCGREGOR, EMILY	4,136.20	
	02/02/24	BUSACK, DANIEL	6,052.93	
	02/02/24	CONDON, MITCHELL	4,061.93	
	02/02/24	CRUZ, TREANA	3,614.60	
	02/02/24	DEMULLING, JOSEPH	6,082.68	240.00
	02/02/24	DUGAS, MICHAEL	5,502.81	
	02/02/24	FORSYTHE, MARCUS	4,504.82	
	02/02/24	FRITZE, DEREK	4,888.92	
	02/02/24	GABRIEL, ANTHONY	6,069.61	
	02/02/24	GEISELHART, BENJAMIN	3,954.49	
	02/02/24	GIVAND, JONATHAN	4,254.25	
	02/02/24	GREEN, JAMIE	3,941.08	

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	02/02/24	HAWKINSON, TIMOTHY	4,459.40	
	02/02/24	HER, PHENG	4,059.39	
	02/02/24	HER, TERRELL	4,588.03	
	02/02/24	HOEMKE, MICHAEL	5,502.81	
	02/02/24	HOLTY, BRYCE	3,738.12	
	02/02/24	JOHNSON, BARBARA	2,089.60	
	02/02/24	KADEN, JACOB	3,590.30	
	02/02/24	KIM, WINSTON	4,357.24	
	02/02/24	KONG, TOMMY	4,375.54	
	02/02/24	KRAL, EMMA	3,477.79	
	02/02/24	KROLL, BRETT	4,450.59	
	02/02/24	KROLL, LISA	2,648.72	
	02/02/24	KUCHENMEISTER, GINA	2,586.40	
	02/02/24	KUCHENMEISTER, JASON	2,431.20	
	02/02/24	LANGNER, TODD	290.00	
	02/02/24	LENERTZ, NICHOLAS	4,092.62	
	02/02/24	LYNCH, KATHERINE	4,459.79	
	02/02/24	MARINO, JASON	5,802.95	
	02/02/24	MARK, OLAF	4,004.00	
	02/02/24	METRY, ALESIA	800.00	
	02/02/24	MORALES, MARIO	2,089.60	
	02/02/24	MURRAY, RACHEL	4,948.24	
	02/02/24	NYE, MICHAEL	5,117.14	
	02/02/24	PASDO, JOSEPH	3,765.19	
	02/02/24	PETERS, DANIEL	4,689.98	
	02/02/24	PIPKIN, JULIA	3,341.17	
	02/02/24	QUIRK, JAMES	4,003.88	
	02/02/24	RETHWILL, SCOTT	3,904.99	
	02/02/24	SALCHOW, CONNOR	3,895.80	
	02/02/24	SCHROEDER, LEE	3,904.99	
	02/02/24	SHANLEY, HAYLEY	2,298.40	
	02/02/24	SHEA, STEPHANIE	3,158.62	
	02/02/24	STARKEY, ROBERT	5,118.50	246.40
	02/02/24	STEINER, JOSEPH	5,502.81	
	02/02/24	STOCK, AUBREY	4,343.77	
	02/02/24	SUEDKAMP, ADAM	4,219.39	
	02/02/24	SWETALA, NOAH	3,873.90	
	02/02/24	TAUZELL, BRIAN	5,194.49	
	02/02/24	ULVENES, AMANDA	1,988.19	
	02/02/24	WEAVER, TAWNY	3,798.56	
	02/02/24	WENZEL, JAY	4,562.14	
	02/02/24	WERTH, JENNIFER	2,497.60	

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	02/02/24	WIETHORN, AMANDA	4,253.86	
	02/02/24	XIONG, KAO	4,219.39	
	02/02/24	XIONG, PETER	3,422.40	
	02/02/24	XIONG, TUOYER	3,988.34	
	02/02/24	YANG, THANG	3,915.12	
	02/02/24	ZAPPA, ANDREW	5,048.42	
	02/02/24	BARRETTE, CHARLES	4,502.24	
	02/02/24	BAUMAN, ANDREW	5,400.29	
	02/02/24	BEITLER, NATHAN	3,709.23	
	02/02/24	CAMPBELL, MACLANE	3,781.60	
	02/02/24	COOK, NICKLAUS	4,773.13	
	02/02/24	COOK, TANNER	4,009.95	
	02/02/24	CRAWFORD, RAYMOND	4,663.11	
	02/02/24	CRUMMY, CHARLES	4,899.62	
	02/02/24	DABRUZZI, THOMAS	5,149.35	
	02/02/24	DAVISON, BRADLEY	4,168.73	
	02/02/24	HAGEN, JOHN	4,706.24	
	02/02/24	HAGEN, MICHAEL	5,312.18	
	02/02/24	HALWEG, JODI	4,502.24	
	02/02/24	HANG, RYAN	3,715.58	
	02/02/24	HAWTHORNE, ROCHELLE	4,663.11	
	02/02/24	KUBAT, ERIC	4,944.91	
	02/02/24	LANDER, CHARLES	4,476.35	
	02/02/24	LANIK, JAKE	4,610.49	
	02/02/24	MALESKI, MICHAEL	4,768.99	
	02/02/24	MCGEE, BRADLEY	6,118.63	
	02/02/24	MERKATORIS, BRETT	5,137.14	
	02/02/24	MILLER, SETH	4,935.91	
	02/02/24	MONDOR, MICHAEL	6,924.36	
	02/02/24	NEILY, STEVEN	4,099.23	
	02/02/24	NELSON, GRADON	4,589.26	
	02/02/24	NIELSEN, KENNETH	4,487.06	
	02/02/24	NOVAK, JEROME	4,204.34	
	02/02/24	ORLANDO, TYLER	4,499.96	
	02/02/24	POWERS, KENNETH	4,487.06	
	02/02/24	SCHROEDER, RYAN	4,927.20	
	02/02/24	SEDLACEK, JEFFREY	4,287.79	
	02/02/24	SOHRWEIDE, TYSON	3,858.67	
	02/02/24	SPANDE, KAYLA	2,540.99	
	02/02/24	WARDELL, JORDAN	5,968.64	
	02/02/24	WILLIAMSON, MICHAEL	4,178.46	
	02/02/24	ZAPPA, ERIC	5,105.90	

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	02/02/24	CORTESI, LUANNE	2,504.80	
	02/02/24	JANASZAK, MEGHAN	3,695.52	
	02/02/24	BRINK, TROY	3,914.66	
	02/02/24	BUCKLEY, BRENT	3,133.92	
	02/02/24	EDGE, DOUGLAS	3,496.79	
	02/02/24	HERBST, JONATHEN	3,152.16	
	02/02/24	JORDAN, TIMOTHY	3,084.03	
	02/02/24	MEISSNER, BRENT	3,492.17	
	02/02/24	MLODZIK, JASON	2,803.37	
	02/02/24	MORRIS-KARL, AIDEN	2,478.51	
	02/02/24	RUNNING, ROBERT	3,255.42	
	02/02/24	TEVLIN, TODD	4,006.24	
	02/02/24	YANG, SOLOMAN	2,576.69	
	02/02/24	DUCHARME, JOHN	3,828.96	
	02/02/24	ENGSTROM, ANDREW	3,641.51	
	02/02/24	JAROSCH, JONATHAN	4,918.83	
	02/02/24	LOVE, STEVEN	7,041.12	
	02/02/24	STEJSKAL, JAYSON	3,237.79	
	02/02/24	STRONG, TYLER	3,694.59	
	02/02/24	AMENYA, FLORENCE	172.25	
	02/02/24	CAMPBELL, NOAH	182.00	
	02/02/24	GERNES, CAROLE	3,184.25	
	02/02/24	GORACKI, CECELIA	97.50	
	02/02/24	HERBER, GREGORY	117.00	
	02/02/24	LEE, MALY	39.00	
	02/02/24	MCKANE, QUINN	159.25	
	02/02/24	SIMONS, TYSEN	78.00	
	02/02/24	FRIBERG, DAVID	2,530.09	
	02/02/24	HAYS, TAMARA	3,514.12	
	02/02/24	HINNENKAMP, GARY	6,538.58	1,541.20
	02/02/24	NAUGHTON, JOHN	3,493.50	
	02/02/24	ORE, JORDAN	3,043.59	
	02/02/24	STOKES, KAL	2,627.69	
	02/02/24	BEGGS, REGAN	2,747.29	
	02/02/24	HAMMOND, ELIZABETH	2,636.46	
	02/02/24	JOHNSON, ELIZABETH	2,744.99	
	02/02/24	JOHNSON, RANDY	4,918.83	
	02/02/24	PARR, DANETTE	7,328.57	
	02/02/24	SCHORR, JENNIFER	2,180.19	
	02/02/24	FINWALL, SHANN	4,091.41	
	02/02/24	MARTIN, MICHAEL	4,987.30	150.00
	02/02/24	LENTZ, DANIEL	3,496.99	

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>
	02/02/24	NIELSEN, DANIEL	1,100.00	
	02/02/24	THIENES, PAUL	3,318.23	
	02/02/24	WESTLUND, RONALD	3,114.59	
	02/02/24	YOUNG, MATTHEW	3,008.80	
	02/02/24	WELLENS, MOLLY	2,763.74	
	02/02/24	BJORK, BRANDON	227.50	
	02/02/24	BRENEMAN, NEIL	3,695.52	
	02/02/24	CAMPBELL, KEVIN	169.00	
	02/02/24	GORACKI, GERALD	256.75	
	02/02/24	HANSEN, MICHAEL	117.00	
	02/02/24	KORF, CAIN	39.00	
	02/02/24	MOORE, PATRICK	123.50	
	02/02/24	ROBBINS, AUDRA	5,046.33	
	02/02/24	WHITE, LINDA	195.00	
	02/02/24	BERGO, CHAD	4,026.61	
	02/02/24	SCHMITZ, KEVIN	2,757.30	
	02/02/24	SHEERAN JR, JOSEPH	4,919.07	
	02/02/24	ADAMS, DAVID	3,512.07	
	02/02/24	JENSEN, JOSEPH	4,161.58	
	02/02/24	JONES, DONALD	3,457.50	
	02/02/24	SCHULTZ, SCOTT	7,293.13	2,346.80
	02/02/24	WILBER, JEFFREY	3,581.13	
	02/02/24	PRIEM, STEVEN	4,550.03	1,163.63
	02/02/24	WOEHRLE, MATTHEW	3,516.51	
	02/02/24	XIONG, BOON	3,070.57	
	02/02/24	FOWLDS, MYCHAL	5,850.03	
	02/02/24	FRANZEN, NICHOLAS	4,326.83	
	02/02/24	GERONSIN, ALEXANDER	3,649.09	
	02/02/24	RENNER, MICHAEL	4,071.40	
			<u>\$ 715,931.72</u>	<u>\$ 5,938.02</u>

## Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
1/5/2024	1/8/2024	MENARDS 3385	\$ 29.13	DAVE ADAMS
1/3/2024	1/4/2024	SMARTPRESS.COM	823.02	CHAD BERGO
1/1/2024	1/2/2024	IACP	190.00	BRIAN BIERDEMAN
1/3/2024	1/4/2024	CINTAS CORP	395.76	TROY BRINK
1/4/2024	1/5/2024	COREMARK METALS -MN	190.00	TROY BRINK
1/10/2024	1/11/2024	CINTAS CORP	698.33	TROY BRINK
1/3/2024	1/4/2024	TRI-STATE BOBCAT	653.00	BRENT BUCKLEY
1/3/2024	1/5/2024	SAFE-FAST(MW)	393.04	BRENT BUCKLEY
1/3/2024	1/5/2024	THE HOME DEPOT #2801	59.94	BRENT BUCKLEY
12/29/2023	1/2/2024	GRAPHIC DESIGN INC	235.51	DANIEL BUSACK
1/3/2024	1/4/2024	PIONEER PRESS CIRC	9.00	DANIEL BUSACK
1/4/2024	1/5/2024	FBI LEEDA INC	425.00	DANIEL BUSACK
1/4/2024	1/5/2024	FBI LEEDA INC	425.00	DANIEL BUSACK
1/10/2024	1/11/2024	EMERGENCY AUTO TECH	115.00	DANIEL BUSACK
1/10/2024	1/11/2024	IACP	190.00	DANIEL BUSACK
1/11/2024	1/12/2024	CK HOLIDAY # 03519	37.91	DANIEL BUSACK
12/28/2023	1/2/2024	THE HOME DEPOT #2801	11.47	SCOTT CHRISTENSON
1/2/2024	1/3/2024	SP KANOPI	421.32	SCOTT CHRISTENSON
1/2/2024	1/3/2024	SQ *DAVIS LOCK AND SAFE	226.00	SCOTT CHRISTENSON
1/2/2024	1/3/2024	BREDEMUS HARDWARE COMPAN	745.00	SCOTT CHRISTENSON
1/2/2024	1/4/2024	MUSKA ELECTRIC CO	1,341.76	SCOTT CHRISTENSON
1/2/2024	1/4/2024	MUSKA ELECTRIC CO	364.20	SCOTT CHRISTENSON
1/4/2024	1/5/2024	FERGUSON ENT, INC 1650	611.96	SCOTT CHRISTENSON
1/10/2024	1/12/2024	TRANE SUPPLY-113507	640.13	SCOTT CHRISTENSON
1/10/2024	1/12/2024	TRANE SUPPLY-113507	445.68	SCOTT CHRISTENSON
12/29/2023	1/2/2024	THE HOME DEPOT #2801	69.41	THOMAS DABRUZZI
1/9/2024	1/10/2024	SHRM HSG 888.241.8398	421.47	MIKE DARROW
1/3/2024	1/5/2024	MENARDS 3385	19.10	BRAD DAVISON
1/5/2024	1/8/2024	MENARDS 3385	6.78	BRAD DAVISON
1/6/2024	1/8/2024	HOMEDEPOT.COM	14.48	BRAD DAVISON
1/8/2024	1/9/2024	LANDFALL NAVIGATION	2,560.00	BRAD DAVISON
1/8/2024	1/9/2024	TIDAL WAVE MAPLEWOOD	28.18	BRAD DAVISON
1/8/2024	1/9/2024	COSTCO WHSE #1021	359.97	BRAD DAVISON
1/8/2024	1/10/2024	THE HOME DEPOT #2801	33.94	BRAD DAVISON
1/10/2024	1/11/2024	GRAINGER	17.05	BRAD DAVISON
12/29/2023	1/2/2024	CUB FOODS #1599	4.17	JOSEPH DEMULLING
1/8/2024	1/9/2024	FBI LEEDA INC	795.00	MICHAEL DUGAS
12/28/2023	1/2/2024	ODP BUS SOL LLC # 101090	88.44	CHRISTINE EVANS
1/2/2024	1/3/2024	PIONEER PRESS ADV	51.94	CHRISTINE EVANS
1/8/2024	1/9/2024	RUBBER STAMP & BUTTON C	80.00	CHRISTINE EVANS
1/1/2024	1/2/2024	VZWRLSS*APOCC VISB	1,794.35	MYCHAL FOWLDS
1/4/2024	1/5/2024	COMCAST BUSINESS	413.00	MYCHAL FOWLDS
1/10/2024	1/11/2024	VISION33 INC	247.50	MYCHAL FOWLDS
1/10/2024	1/11/2024	IN *GHG CORPORATION	3,240.00	MYCHAL FOWLDS
1/10/2024	1/11/2024	QUADIENT LEASING USA P	1,089.27	MYCHAL FOWLDS
1/10/2024	1/11/2024	CENTURYLINK LUMEN	73.74	MYCHAL FOWLDS

## Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
1/10/2024	1/11/2024	CENTURYLINK LUMEN	206.15	MYCHAL FOWLDS
1/10/2024	1/11/2024	CENTURYLINK LUMEN	72.26	MYCHAL FOWLDS
1/11/2024	1/12/2024	TMOBILE*AUTO PAY	5,257.22	MYCHAL FOWLDS
12/29/2023	1/2/2024	SHI INTERNATIONAL CORP	232.05	NICK FRANZEN
1/1/2024	1/2/2024	MSFT * E0500QFJ4T	10.00	NICK FRANZEN
1/6/2024	1/8/2024	MSFT * E0500QIUUI	8.00	NICK FRANZEN
1/6/2024	1/8/2024	MSFT * E0500QISO9	8.00	NICK FRANZEN
1/9/2024	1/10/2024	MICROSOFT#G037005006	12.66	NICK FRANZEN
1/9/2024	1/10/2024	AMZN MKTP US*RT0D055U0	14.06	NICK FRANZEN
1/4/2024	1/5/2024	GRUBERS POWER EQUIPMEN	16.68	DAVID FRIBERG
1/4/2024	1/5/2024	GRUBERS POWER EQUIPMEN	3.25	DAVID FRIBERG
1/10/2024	1/11/2024	CUB FOODS #1599	34.64	TONY GABRIEL
1/8/2024	1/9/2024	MINNESOTA NURSERY AND LAN	230.00	CAROLE GERNES
1/9/2024	1/11/2024	HOMEDEPOT.COM	119.92	CAROLE GERNES
1/10/2024	1/12/2024	MENARDS OAKDALE MN	14.00	CAROLE GERNES
1/1/2024	1/2/2024	AIRGAS - NORTH	147.88	MICHAEL HAGEN
1/1/2024	1/2/2024	AIRGAS - NORTH	325.20	MICHAEL HAGEN
1/1/2024	1/2/2024	AIRGAS - NORTH	354.77	MICHAEL HAGEN
1/4/2024	1/5/2024	AIRGAS - NORTH	441.96	MICHAEL HAGEN
1/2/2024	1/4/2024	USPCA	60.00	TIMOTHY HAWKINSON
1/11/2024	1/12/2024	RAISING CANES 0605 MOB	148.03	TIMOTHY HAWKINSON
1/4/2024	1/5/2024	GRUBERS POWER EQUIPMEN	39.98	TAMARA HAYS
1/5/2024	1/8/2024	SAFE-FAST(MW)	100.00	TAMARA HAYS
1/9/2024	1/11/2024	OFFICEMAX/DEPOT 6164	81.66	TAMARA HAYS
1/10/2024	1/10/2024	AMZN MKTP US*RT0UM5B40	108.05	TAMARA HAYS
1/5/2024	1/8/2024	APWA - WORK ZONE	375.00	LINDSAY HERZOG
12/29/2023	1/2/2024	GRUBERS POWER EQUIPMEN	3.67	GARY HINNENKAMP
1/8/2024	1/9/2024	A1 LAUNDRY & DRY CLEANING	132.95	MICHAEL HOEMKE
1/9/2024	1/10/2024	FBI LEEDA INC	795.00	MICHAEL HOEMKE
12/28/2023	1/2/2024	OFFICE DEPOT #1090	390.71	CARL JACOBSON
12/22/2023	1/2/2024	DALCO ENTERPRISES	353.10	DAVID JAHN
1/5/2024	1/8/2024	AMZN MKTP US*TK3YW84K1	243.45	DAVID JAHN
1/8/2024	1/12/2024	WWW.DALCOONLINE.COM	1,022.92	DAVID JAHN
12/30/2023	1/2/2024	AMZN MKTP US	(49.49)	MEGHAN JANASZAK
1/4/2024	1/5/2024	AMAZON.COM*JK2YU2K93	139.26	MEGHAN JANASZAK
1/8/2024	1/10/2024	MENARDS 3385	6.78	JOE JENSEN
12/30/2023	1/2/2024	AMZN MKTP US*RT37P5R13	37.97	BARB JOHNSON
1/3/2024	1/4/2024	MICHAELS STORES 2744	2,285.40	BARB JOHNSON
1/7/2024	1/8/2024	AMZN MKTP US*RT0WB6LA0	41.83	BARB JOHNSON
1/10/2024	1/11/2024	TARGET 00011858	31.75	BARB JOHNSON
1/10/2024	1/11/2024	MICHAELS STORES 2744	19.98	BARB JOHNSON
1/11/2024	1/12/2024	AMZN MKTP US*RT4CR7UW0	54.98	ELIZABETH JOHNSON
1/5/2024	1/8/2024	U OF M CONTLEARNING OL	300.00	RANDY JOHNSON
1/6/2024	1/8/2024	INT'L CODE COUNCIL	360.00	RANDY JOHNSON
1/6/2024	1/8/2024	INT'L CODE COUNCIL	360.00	RANDY JOHNSON
1/6/2024	1/8/2024	INT'L CODE COUNCIL	540.00	RANDY JOHNSON

## Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
1/10/2024	1/10/2024	INT'L CODE COUNCIL INC	100.00	RANDY JOHNSON
1/4/2024	1/8/2024	MENARDS 3385	76.43	DON JONES
1/5/2024	1/8/2024	MENARDS 3385	14.66	DON JONES
12/29/2023	1/2/2024	STERICYCLE INC/SHRED-IT	90.72	LOIS KNUTSON
1/4/2024	1/5/2024	LEAGUE OF MINNESOTA CITI	350.00	LOIS KNUTSON
1/5/2024	1/8/2024	THE STAR TRIBUNE CIRCULAT	677.04	LOIS KNUTSON
1/4/2024	1/5/2024	MAPET	35.00	JASON KUCHENMEISTER
1/11/2024	1/12/2024	PAYPAL *IAPE IAPE	65.00	JASON KUCHENMEISTER
1/11/2024	1/12/2024	IN *ARROWHEAD SCIENTIFIC	494.31	JASON KUCHENMEISTER
1/10/2024	1/12/2024	THE HOME DEPOT #2801	23.94	MICHAEL MALESKI
1/8/2024	1/9/2024	PIONEER PRESS CIRC	14.00	MIKE MARTIN
1/2/2024	1/3/2024	AMERICAN HEART SHOPCPR	40.00	BRAD MCGEE
1/3/2024	1/3/2024	MINNESOTA STATE COLLEGES	450.00	BRAD MCGEE
1/2/2024	1/4/2024	MENARDS OAKDALE MN	30.58	JOHN NAUGHTON
1/6/2024	1/8/2024	MINNESOTA STATE COLLEGES	(575.00)	KEN NIELSEN
12/30/2023	1/2/2024	MINNESOTA STATE	13.60	JERRY NOVAK
12/30/2023	1/2/2024	COVERTTRACK GROUP INC	1,200.00	MICHAEL NYE
1/10/2024	1/10/2024	GUARDIANANGELDEVICE	134.99	MICHAEL NYE
1/5/2024	1/8/2024	LIFE ASSIST INC	83.80	KENNETH POWERS
1/8/2024	1/10/2024	HEALTH CARE LOGISTICS INC	676.25	KENNETH POWERS
1/9/2024	1/10/2024	TELEFLEX LLC	1,345.50	KENNETH POWERS
12/30/2023	1/2/2024	AN FORD WHITE BEAR LAK	4,503.02	STEVEN PRIEM
1/2/2024	1/3/2024	FACTORY MOTOR PARTS (19)	248.70	STEVEN PRIEM
1/2/2024	1/4/2024	AN FORD WHITE BEAR LAK	19.70	STEVEN PRIEM
1/3/2024	1/4/2024	NAPA STORE 3279016	(133.34)	STEVEN PRIEM
1/3/2024	1/4/2024	FACTORY MOTOR PARTS (19)	(248.70)	STEVEN PRIEM
1/3/2024	1/4/2024	COMOLUBE AND SUPPLIES INC	146.95	STEVEN PRIEM
1/3/2024	1/4/2024	NAPA STORE 3279016	331.32	STEVEN PRIEM
1/3/2024	1/4/2024	MIDWEST HASTINGS	81.99	STEVEN PRIEM
1/3/2024	1/4/2024	FACTORY MOTOR PARTS (19)	93.67	STEVEN PRIEM
1/3/2024	1/5/2024	AN FORD WHITE BEAR LAK	11.41	STEVEN PRIEM
1/3/2024	1/5/2024	AN FORD WHITE BEAR LAK	179.82	STEVEN PRIEM
1/4/2024	1/5/2024	FORCE AMER. DISTRIBUTING	452.01	STEVEN PRIEM
1/4/2024	1/5/2024	FACTORY MOTOR PARTS (19)	8.10	STEVEN PRIEM
1/4/2024	1/5/2024	WALSER POLAR CHEVROLET	215.75	STEVEN PRIEM
1/5/2024	1/8/2024	FACTORY MOTOR PARTS (19)	14.19	STEVEN PRIEM
1/5/2024	1/8/2024	TRI-STATE BOBCAT	154.22	STEVEN PRIEM
1/8/2024	1/9/2024	WALSER POLAR CHEVROLET	173.33	STEVEN PRIEM
1/9/2024	1/10/2024	WHEELCO	831.58	STEVEN PRIEM
1/10/2024	1/11/2024	BARNETT AUTO GROUP	490.54	STEVEN PRIEM
1/3/2024	1/5/2024	MINNESOTA OCCUPATIONAL	1,143.00	TERRIE RAMEAUX
1/3/2024	1/5/2024	MINNESOTA OCCUPATIONAL	678.62	TERRIE RAMEAUX
1/3/2024	1/4/2024	WWW.AMAZON* 111-521743	59.96	MICHAEL RENNER
1/7/2024	1/8/2024	AMZN MKTP US*TK4PT2GE1	102.70	MICHAEL RENNER
12/28/2023	1/2/2024	MENARDS 3385	62.65	ROBERT RUNNING
12/29/2023	1/2/2024	UNITED STATES PLASTIC COR	37.81	ROBERT RUNNING



**Purchasing Card Items**

<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Name</u>
12/29/2023	1/2/2024	THE HOME DEPOT #2801	28.16	ROBERT RUNNING
1/5/2024	1/8/2024	FASTENAL COMPANY 01MNT11	5.18	ROBERT RUNNING
1/8/2024	1/9/2024	NAPA STORE 3279016	9.49	ROBERT RUNNING
1/9/2024	1/10/2024	TRI-STATE BOBCAT	88.99	ROBERT RUNNING
1/9/2024	1/11/2024	THE HOME DEPOT #2801	19.51	ROBERT RUNNING
1/2/2024	1/3/2024	BESTBUY	2,514.30	RYAN SCHROEDER
1/4/2024	1/5/2024	GALLS	738.59	STEPHANIE SHEA
1/11/2024	1/12/2024	STREICHER'S MO	8,624.73	STEPHANIE SHEA
1/11/2024	1/12/2024	CINTAS CORP	218.00	STEPHANIE SHEA
1/3/2024	1/4/2024	CINTAS CORP	242.81	KAYLA SPANDE
1/11/2024	1/12/2024	AMZN MKTP US*RT21R09A0	24.98	KAYLA SPANDE
1/11/2024	1/12/2024	AMZN MKTP US*RT6HM7FW1	25.22	KAYLA SPANDE
1/11/2024	1/12/2024	AMZN MKTP US*RT3Z51A52	62.86	KAYLA SPANDE
1/10/2024	1/11/2024	DT *DULUTH TRADING CO	51.67	KAL STOKES
1/10/2024	1/11/2024	DT *DULUTH TRADING CO	51.68	KAL STOKES
12/31/2023	1/2/2024	OPTICSPLANET, INC.	86.68	BRIAN TAUZELL
1/9/2024	1/10/2024	FLEET FARM 2700	136.08	MATT WOEHRLE
1/2/2024	1/3/2024	LIFE ASSIST INC	239.60	ERIC ZAPPA
1/11/2024	1/12/2024	LIFE ASSIST INC	454.65	ERIC ZAPPA
			<u>\$ 65,199.63</u>	

## Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
1/16/2024	1/17/2024	U OF M CONTLEARNING OL	\$45.00	DAVE ADAMS
1/16/2024	1/18/2024	MENARDS 3385	\$66.48	DAVE ADAMS
1/19/2024	1/22/2024	MENARDS 3385	(\$54.99)	DAVE ADAMS
1/24/2024	1/25/2024	MINNESOTA NURSERY AND LAN	\$220.00	DAVE ADAMS
1/17/2024	1/18/2024	CINTAS CORP	\$318.36	TROY BRINK
1/24/2024	1/25/2024	CINTAS CORP	\$121.54	TROY BRINK
1/17/2024	1/18/2024	DELTA AIR 0062203710124	\$536.20	DANIEL BUSACK
1/17/2024	1/18/2024	DELTA AIR 0062203710123	\$536.20	DANIEL BUSACK
1/24/2024	1/25/2024	GRAPHIC DESIGN INC	\$125.51	DANIEL BUSACK
1/19/2024	1/25/2024	TWIN CITY FILTER SERVICE	\$651.26	SCOTT CHRISTENSON
1/22/2024	1/25/2024	TWIN CITY FILTER SERVICE	\$1,333.18	SCOTT CHRISTENSON
1/24/2024	1/25/2024	FLEET FARM 2700	\$87.99	SCOTT CHRISTENSON
1/24/2024	1/25/2024	SHERWIN WILLIAMS 703127	\$94.72	SCOTT CHRISTENSON
1/24/2024	1/25/2024	SHERWIN WILLIAMS 703127	\$94.72	SCOTT CHRISTENSON
1/19/2024	1/22/2024	NEW YORK MAGAZINE	\$8.00	MELINDA COLEMAN
1/12/2024	1/15/2024	SOCIETYFORHUMANRESOURCE	\$2,290.00	MIKE DARROW
1/26/2024	1/26/2024	BLUE TO GOLD, LLC	\$225.00	JOSEPH DEMULLING
1/22/2024	1/22/2024	AMZN MKTP US*R806I0D72	\$115.53	TOM DOUGLASS
1/25/2024	1/26/2024	AMZN MKTP US*R047S6JF2	\$26.98	TOM DOUGLASS
1/25/2024	1/26/2024	AMZN MKTP US*R03NO3OM1	\$6.95	TOM DOUGLASS
1/25/2024	1/26/2024	AMZN MKTP US*R02HH1AD2	\$37.98	TOM DOUGLASS
1/25/2024	1/26/2024	FBI LEEDA INC	\$795.00	MICHAEL DUGAS
1/17/2024	1/18/2024	PIONEER PRESS ADV	\$4,719.19	CHRISTINE EVANS
1/12/2024	1/15/2024	CANON *PAYMENT	\$1,807.19	MYCHAL FOWLDS
1/12/2024	1/15/2024	CANON *PAYMENT	\$267.52	MYCHAL FOWLDS
1/12/2024	1/15/2024	CANON *PAYMENT	\$590.52	MYCHAL FOWLDS
1/12/2024	1/15/2024	CANON *PAYMENT	\$129.98	MYCHAL FOWLDS
1/16/2024	1/17/2024	CENTURYLINK LUMEN	\$66.48	MYCHAL FOWLDS
1/16/2024	1/17/2024	CENTURYLINK LUMEN	\$72.26	MYCHAL FOWLDS
1/17/2024	1/17/2024	COMCAST CABLE COMM	\$4.62	MYCHAL FOWLDS
1/17/2024	1/18/2024	ZOOM.US 888-799-9666	\$485.82	MYCHAL FOWLDS
1/15/2024	1/16/2024	DASHLANE* DASHLANE PRE	\$660.00	NICK FRANZEN
1/25/2024	1/26/2024	EBAY O*09-11100-76701	\$140.00	NICK FRANZEN
1/19/2024	1/22/2024	MENARDS OAKDALE MN	\$202.90	DAVID FRIBERG
1/23/2024	1/24/2024	GRUBERS POWER EQUIPMEN	\$6.50	DAVID FRIBERG
1/13/2024	1/15/2024	STORMTRAININGGROUP.COM	\$299.00	TONY GABRIEL
1/14/2024	1/16/2024	THE HOME DEPOT #2801	\$12.91	TONY GABRIEL
1/19/2024	1/22/2024	ECKBERG LAMMERS PC	\$129.00	TONY GABRIEL
1/20/2024	1/22/2024	BLUE TO GOLD, LLC	\$225.00	TONY GABRIEL
1/12/2024	1/15/2024	EB BEST PRACTICES FOR	\$60.00	CAROLE GERNES
1/13/2024	1/15/2024	AMZN MKTP US*RT8NS7VY2	\$32.97	ALEX GERONSIN
1/15/2024	1/16/2024	ASPEN MILLS	\$363.60	MICHAEL HAGEN
1/17/2024	1/18/2024	AIRGAS - NORTH	\$752.45	MICHAEL HAGEN
1/12/2024	1/15/2024	MENARDS OAKDALE MN	\$82.37	TAMARA HAYS

## Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
1/12/2024	1/15/2024	THE HOME DEPOT #2801	\$41.97	TAMARA HAYS
1/14/2024	1/15/2024	AMAZON.COM*RT2S31HT2	\$134.82	TAMARA HAYS
1/19/2024	1/22/2024	SOREL	\$149.91	TAMARA HAYS
1/14/2024	1/15/2024	AMZN MKTP US*RT0JP0PV1	\$32.44	LINDSAY HERZOG
1/19/2024	1/22/2024	SQ *DAVIS LOCK AND SAFE	\$126.87	GARY HINNENKAMP
1/24/2024	1/25/2024	MINNESOTA NURSERY AND LAN	\$220.00	GARY HINNENKAMP
1/25/2024	1/26/2024	MICROSOFT*STORE	\$100.00	GARY HINNENKAMP
1/25/2024	1/26/2024	MICROSOFT*STORE	\$100.00	GARY HINNENKAMP
1/23/2024	1/24/2024	PETSMART # 0461	\$112.99	MICHAEL HOEMKE
1/16/2024	1/17/2024	QUILL CORPORATION	\$94.95	CARL JACOBSON
1/14/2024	1/15/2024	AMAZON RETAIL* 3100	\$53.25	DAVID JAHN
1/17/2024	1/18/2024	MICHAELS STORES 2744	\$39.00	BARB JOHNSON
1/21/2024	1/22/2024	AMZN MKTP US*R803G0BG2	\$54.18	BARB JOHNSON
1/22/2024	1/23/2024	AMZN MKTP US*R883X38K1	\$102.88	BARB JOHNSON
1/17/2024	1/18/2024	BACHMAN'S ONLINE	\$177.72	LOIS KNUTSON
1/18/2024	1/19/2024	TARGET 00011858	\$25.37	LOIS KNUTSON
1/18/2024	1/19/2024	ZAZZLE INC	\$12.95	LOIS KNUTSON
1/12/2024	1/15/2024	MENARDS 3385	\$76.66	ERIC KUBAT
1/25/2024	1/26/2024	CHARGE.PREZI.COM	\$228.00	STEVE LOVE
1/22/2024	1/22/2024	MINNESOTA STATE COLLEGES	\$550.00	MICHAEL MALESKI
1/15/2024	1/16/2024	THE BUSINESS JOURNALS	\$135.00	MIKE MARTIN
1/17/2024	1/19/2024	MENARDS 3385	\$22.92	BRAD MCGEE
1/18/2024	1/22/2024	MENARDS 3385	\$25.98	JASON MLODZIK
1/23/2024	1/23/2024	SQ *NATIONAL ASIAN PEACE	\$425.00	RACHEL MURRAY
1/19/2024	1/22/2024	THE HOME DEPOT #2801	\$72.92	JOHN NAUGHTON
1/24/2024	1/25/2024	MINNESOTA NURSERY AND LAN	\$100.00	JOHN NAUGHTON
1/25/2024	1/26/2024	MICROSOFT*STORE	\$100.00	JOHN NAUGHTON
1/25/2024	1/26/2024	MICROSOFT*STORE	\$100.00	JOHN NAUGHTON
1/25/2024	1/26/2024	MICROSOFT*STORE	\$100.00	JOHN NAUGHTON
1/25/2024	1/26/2024	MICROSOFT*STORE	\$100.00	JOHN NAUGHTON
1/25/2024	1/26/2024	MICROSOFT*STORE	\$100.00	JOHN NAUGHTON
1/12/2024	1/15/2024	THE HOME DEPOT #2801	\$28.20	JORDAN ORE
1/22/2024	1/24/2024	BOUND TREE MEDICAL LLC	\$1,596.60	KENNETH POWERS
1/22/2024	1/24/2024	BOUND TREE MEDICAL LLC	\$158.80	KENNETH POWERS
1/11/2024	1/15/2024	AN FORD WHITE BEAR LAK	\$367.23	STEVEN PRIEM
1/12/2024	1/15/2024	AN FORD WHITE BEAR LAK	\$1,514.63	STEVEN PRIEM
1/12/2024	1/15/2024	FACTORY MOTOR PARTS (19)	\$193.68	STEVEN PRIEM
1/12/2024	1/15/2024	FACTORY MOTOR PARTS (19)	\$263.83	STEVEN PRIEM
1/15/2024	1/16/2024	METRO PRODUCTS INC	\$257.46	STEVEN PRIEM
1/16/2024	1/17/2024	WHEELCO	\$357.51	STEVEN PRIEM
1/17/2024	1/18/2024	POMPS TIRE 021	\$1,264.00	STEVEN PRIEM
1/17/2024	1/18/2024	FACTORY MOTOR PARTS (19)	\$96.84	STEVEN PRIEM
1/17/2024	1/18/2024	FACTORY MOTOR PARTS (19)	\$118.96	STEVEN PRIEM

## Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
1/17/2024	1/18/2024	FACTORY MOTOR PARTS (19)	\$22.87	STEVEN PRIEM
1/19/2024	1/22/2024	BARNETT AUTO GROUP	\$53.96	STEVEN PRIEM
1/19/2024	1/22/2024	O'REILLY 2074	\$436.89	STEVEN PRIEM
1/19/2024	1/22/2024	FACTORY MOTOR PARTS (19)	\$8.73	STEVEN PRIEM
1/19/2024	1/22/2024	FACTORY MOTOR PARTS (19)	\$260.36	STEVEN PRIEM
1/23/2024	1/24/2024	FACTORY MOTOR PARTS (19)	\$18.30	STEVEN PRIEM
1/23/2024	1/24/2024	FACTORY MOTOR PARTS (19)	\$269.58	STEVEN PRIEM
1/23/2024	1/24/2024	FACTORY MOTOR PARTS (232	\$1.39	STEVEN PRIEM
1/23/2024	1/24/2024	FACTORY MOTOR PARTS (19)	\$18.30	STEVEN PRIEM
1/23/2024	1/24/2024	FACTORY MOTOR PARTS (232	\$6.95	STEVEN PRIEM
1/24/2024	1/25/2024	MINNESOTA NURSERY AND LAN	\$150.00	STEVEN PRIEM
1/24/2024	1/25/2024	METRO PRODUCTS INC	\$325.90	STEVEN PRIEM
1/22/2024	1/24/2024	ON SITE SANITATION INC	\$637.00	AUDRA ROBBINS
1/24/2024	1/25/2024	USPS PO 2683450015	\$20.55	JOSEPH RUEB
1/12/2024	1/15/2024	MENARDS 3385	\$188.09	ROBERT RUNNING
1/12/2024	1/15/2024	NTE 5413	\$93.93	ROBERT RUNNING
1/12/2024	1/17/2024	NTE 5413	(\$41.97)	ROBERT RUNNING
1/13/2024	1/15/2024	VARITECH INDUSTRIES INC	\$37.66	ROBERT RUNNING
1/16/2024	1/19/2024	MENARDS 3385	(\$30.45)	ROBERT RUNNING
1/17/2024	1/18/2024	RW LUNDQUIST CO	(\$637.42)	ROBERT RUNNING
1/17/2024	1/18/2024	HARBOR FREIGHT TOOLS 612	\$15.96	ROBERT RUNNING
1/17/2024	1/18/2024	RW LUNDQUIST CO	\$637.42	ROBERT RUNNING
1/17/2024	1/18/2024	RW LUNDQUIST CO	\$581.90	ROBERT RUNNING
1/17/2024	1/19/2024	MENARDS 3385	\$14.32	ROBERT RUNNING
1/19/2024	1/22/2024	NTE 5413	\$4.99	ROBERT RUNNING
1/24/2024	1/25/2024	MINNESOTA NURSERY AND LAN	\$500.00	ROBERT RUNNING
1/18/2024	1/22/2024	KWIK TRIP 11600011692	\$12.00	RYAN SCHROEDER
1/24/2024	1/25/2024	HCMC LEARNING MGMT SYS 1	\$25.00	RYAN SCHROEDER
1/18/2024	1/19/2024	GALLS	\$2,618.46	STEPHANIE SHEA
1/18/2024	1/19/2024	CINTAS CORP	\$109.00	STEPHANIE SHEA
1/24/2024	1/25/2024	THOMSON WEST*TCD	\$667.32	STEPHANIE SHEA
1/25/2024	1/26/2024	CINTAS CORP	\$109.00	STEPHANIE SHEA
1/12/2024	1/15/2024	THE UPS STORE 2171	\$13.73	JOE SHEERAN
1/12/2024	1/15/2024	AMZN MKTP US*RT0U933Y1	\$17.99	KAYLA SPANDE
1/15/2024	1/16/2024	AMZN MKTP US*R87UY2P10	\$16.95	KAYLA SPANDE
1/16/2024	1/16/2024	AMZN MKTP US*RT86E69B2	\$7.99	KAYLA SPANDE
1/16/2024	1/17/2024	AMZN MKTP US*RT5FD4WT2	\$151.95	KAYLA SPANDE
1/16/2024	1/18/2024	PANERA BREAD #601305 K	\$64.84	KAYLA SPANDE
1/17/2024	1/18/2024	AMZN MKTP US*R856634N2	\$44.00	KAYLA SPANDE
1/18/2024	1/18/2024	AMZN MKTP US*R80XF0LP2	\$83.42	KAYLA SPANDE
1/18/2024	1/19/2024	AMZN MKTP US*R80JW13K2	\$35.98	KAYLA SPANDE
1/18/2024	1/19/2024	AMZN MKTP US*R86TK59B0	\$13.98	KAYLA SPANDE
1/19/2024	1/22/2024	PY *RED'S SAVOY PIZZA-VAD	\$100.79	KAYLA SPANDE
1/23/2024	1/24/2024	AMZN MKTP US*R07MT9570	\$79.51	KAYLA SPANDE

## Purchasing Card Items

<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Name</u>
1/23/2024	1/24/2024	AMZN MKTP US*R87M81RQ2	\$33.61	KAYLA SPANDE
1/24/2024	1/24/2024	AMZN MKTP US*R84DT89A1	\$35.79	KAYLA SPANDE
1/17/2024	1/19/2024	MOCIC	\$200.00	JOSEPH STEINER
1/25/2024	1/25/2024	CHIPOTLE ONLINE	\$55.53	JOSEPH STEINER
1/16/2024	1/18/2024	ESSTAC	\$75.20	BRIAN TAUZELL
1/12/2024	1/15/2024	BATTERIES PLUS - #0031	\$164.16	TODD TEVLIN
1/17/2024	1/19/2024	MENARDS 3385	\$36.23	TODD TEVLIN
1/17/2024	1/19/2024	THE HOME DEPOT #2801	\$42.24	TODD TEVLIN
1/17/2024	1/19/2024	THE HOME DEPOT #2801	\$30.94	TODD TEVLIN
1/18/2024	1/19/2024	AMERICAN PRESSURE INC	\$281.00	TODD TEVLIN
1/18/2024	1/19/2024	WARNING LITES OF MINNESO	\$265.00	TODD TEVLIN
1/18/2024	1/22/2024	MENARDS OAKDALE MN	\$15.98	JEFF WILBER
1/19/2024	1/22/2024	MENARDS 3385	\$54.99	JEFF WILBER
1/17/2024	1/19/2024	AN FORD WHITE BEAR LAK	\$207.60	MATT WOHRLE
1/23/2024	1/24/2024	O'REILLY 2074	\$9.78	MATT WOHRLE
1/25/2024	1/26/2024	FASTENAL COMPANY 01MNT11	\$22.94	MATT WOHRLE
1/25/2024	1/26/2024	TRI-STATE BOBCAT	\$1,074.87	MATT WOHRLE
1/11/2024	1/15/2024	BOUND TREE MEDICAL LLC	\$340.99	ERIC ZAPPA
1/11/2024	1/15/2024	BOUND TREE MEDICAL LLC	\$149.50	ERIC ZAPPA
1/19/2024	1/22/2024	LIFE ASSIST INC	\$1,469.85	ERIC ZAPPA
			<u>\$41,158.73</u>	

**CITY COUNCIL STAFF REPORT**

Meeting Date February 12, 2024

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

**REPORT FROM:** Andrea Sindt, City Clerk  
Christine Evans, Deputy City Clerk

**PRESENTER:** Andrea Sindt, City Clerk

**AGENDA ITEM:** Local Lawful Gambling Permit for Ride for Wishes, 2029 Woodlynn Avenue

**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 Ride for Wishes. Approval of the request would allow lawful gambling activity to be conducted during the organization's Make-A-Wish fundraiser, held at The Dog House Bar & Grill, 2029 Woodlynn Avenue.

**Recommended Action:**

Motion to approve the Local Lawful Gambling permit for Ride for Wishes, 2029 Woodlynn Avenue, for their event on June 1, 2024.

**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: na

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

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 February 12, 2024

**REPORT TO:** Melinda Coleman

**REPORT FROM:** Michael Mondor, Fire and EMS Chief

**PRESENTER:** Michael Mondor, Fire and EMS Chief

**AGENDA ITEM:** Purchase of Fire Station Alerting Equipment for the South Fire Station

**Action Requested:**  Motion  Discussion  Public Hearing

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

**Policy Issue:**

The station alerting system that notifies firefighters of emergency incidents was installed at the South Fire Station in 2014. The department has undergone several changes since the installation of this system and there have been several technological advancements over the past ten years.

**Recommended Action:**

Motion to approve the Purchase of Fire Station Alerting Equipment for the South Fire Station.

**Fiscal Impact:**

Is There a Fiscal Impact?  No  Yes, the true or estimated cost is \$82,044.50

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

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt.  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

The purchase of this equipment will improve operational effectiveness through enhanced unit notification, resource allocation and firefighter health, safety and wellness.

**Background**

The fire department is proposing to add station alerting technology to better equip the south fire station by adding room remotes in each dorm room, which will allow for each firefighter to select their assigned unit each shift. Currently, every firefighter is alerted throughout the day and night for all incidents, even if their unit is not assigned. The addition of these room remotes would improve firefighter safety, health and wellness. The proposal also includes upgrading signage and speakers throughout the station and upgrading components of the main alerting system which is aging.

The vendor recommended installed the North Fire Station equipment and maintains all fire station alerting equipment for the City of Maplewood and thus they are the sole recommended vendor for this work scope.

The equipment/material is proprietary as this equipment is the only equipment that is interoperable with the department's existing station alerting system thus one quote was received.

**Attachments**

1. Maplewood Fire South Station USDD Upgrade Proposal



# Maplewood Fire South Station USDD Upgrade Proposal



**ANCOM** DELIVERS SOLUTIONS

1800 Cliff Road East  
Burnsville, MN 55337  
(952) 808-7699  
1/17/2024

Contained herein is the proposal for upgrading and adding on to the USDD Station alerting system at Maplewood Fire's South Station.



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

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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.

## Statement of Work

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ANCOM will furnish and install the following items at the Maplewood Fire South Station:

- 9 Room Remote 2s (1 in each of the 8 dorms, and 1 in the conference room)
- 8 Standard Length Gamma Signs (in double stack configuration on articulating arm mounts)
- 3 Volume Controls (installed in the rooms discussed during the site walk)
- 2 Message Remote 2s (installed near the ATX)
- 2 Omni-Strobe Speakers (installed in the apparatus bay and cabled to the MR2s)

All new components will be configured at the ATX and programmed for desired operation.



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### Quote Breakdown

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The price for this system, as designed, is as follows:

USDD Station Alerting Material Subtotal:	\$ 67,152.00
USDD Station Alerting Labor Subtotal:	\$ 14,892.50
<b>USDD Station Alerting Grand Total:</b>	<b>\$ 82,044.50</b>

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

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Jake Nesdahl  
Project Manager  
ANCOM Communications

Date:

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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:

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- 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.
- Materials are ordered upon receipt of a purchase order for the full project cost, as well as 50% down.
- Project construction will be scheduled only after all materials have been received by ANCOM.
- All vertical cable pathways and roof penetrations will be verified prior to installation.

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 12, 2024

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Brian Bierdeman, Public Safety Director  
**PRESENTER:** Brian Bierdeman, Public Safety Director  
**AGENDA ITEM:** MN BCA Violent Crime Reduction Unit (VCRU) Joint Powers Agreement

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

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**Policy Issue:**

City Council approval is requested to sign the agreement.

**Recommended Action:**

Motion to approve the Joint Powers Agreement with the MN BCA Violent Crime Reduction Unit (VCRU).

**Fiscal Impact:**

Is There a Fiscal Impact?     No     Yes, the true or estimated cost is approximately \$436,522.30.

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

Use of Reserves     Other: The MN BCA will reimburse the Maplewood

Police Department for the full salary and fringe costs of the assigned employee of approximately \$436,522.30 over three years and will reimburse overtime costs up to \$21,000.00 per year over the three years.

**Strategic Plan Relevance:**

Community Inclusiveness       Financial & Asset Mgmt       Environmental Stewardship  
 Integrated Communication       Operational Effectiveness       Targeted Redevelopment

City Council approval is requested to sign the agreement.

**Background:**

The Minnesota BCA has established a Violent Crime Reduction Unit in an effort to work with law enforcement partners to prevent, investigate and prosecute violent crimes. By coordinating efforts with law enforcement agencies in this way, the VCRU can increase focus on murder, assault, trafficking of illicit drugs and firearms, carjacking and other violent crimes. The purpose of the VCRU will be to gather information and intelligence necessary to identify crime patterns and use this information to develop strategies for prevention and enforcement, as well as conduct outreach and education to community members and stakeholders to further facilitate solutions to deter and prevent violent crime.

**Attachments:**

1. VCRU JPA



## STATE OF MINNESOTA BCA VIOLENT CRIME REDUCTION UNIT JOINT POWERS AGREEMENT

This Joint Powers Agreement (“Agreement”) is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension (“BCA”), and City of Maplewood acting on behalf of its Police Department, 1830 Co Rd B E, Maplewood, MN 55109 (“Governmental Unit”), together known as “Parties.”

**Recitals.** Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements to jointly and cooperatively exercise their powers. The Parties wish to work together to prevent, investigate, and prosecute violent crimes, including but not limited to murder and assaults, the trafficking of illicit drugs and firearms, carjacking, and other violent crimes. The Governmental Unit wants to work cooperatively with the BCA Violent Crime Reduction Unit (“VCRU”), which is operated by the BCA.

1. **Term of Agreement.**
  - A. **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
  - B. **Expiration Date.** This Agreement expires three (3) years from the Effective Date, unless terminated at an earlier date pursuant to clause 14.
  - C. This Agreement does not establish an employment relationship between the BCA and the Governmental Unit, nor any persons performing under the Agreement.
2. **Purpose.** The Governmental Unit and the BCA enter into this Agreement to facilitate the cooperation and coordination of the Governmental Unit with the work of the VCRU, which uses an array of proactive and reactive investigative techniques to prevent, investigate, and prosecute violent crime; gathers information necessary to identify crime patterns and uses this information to develop strategies for prevention and enforcement; and conducts outreach and education to community members, groups, and stakeholders in order to facilitate the creation and implementation of solutions to deter and prevent violent crime.
3. **Responsibilities of the Governmental Unit.** The VCRU’s interagency collaborative approach is implemented via the performance of the following activities by the Governmental Unit and any individuals working with the VCRU on its behalf, under the leadership of the Special Agent in

Charge of the VCRU (“the SAIC”) and the VCRU’s Assistant Special Agents in Charge (“ASAICs”):

- A. Assign one or more investigators or employees of the Governmental Unit to the VCRU. This agreement shall refer to them as “Assigned Investigator” or “Assigned Employee,” throughout. These Assigned Investigators or Assigned Employees must be approved to participate in VCRU activities, in advance of doing so, by the BCA’s Deputy Superintendent - Investigations. During the period of assignment to this task force, the Governmental Unit will remain responsible for establishing the salary and benefits, including overtime, of the Assigned Investigator(s) and/or Assigned Employee(s), and for making all payments due them. BCA will reimburse the Governmental Unit for the full salary and fringe costs of the assigned employee, and will reimburse overtime costs of the assigned employee up to \$21,000.00.
- B. Be willing and able to respond and/or work jointly on violent crimes and complete any duties assigned to the Governmental Unit, by the SAIC, for the duration of the term of this Agreement.
- C. Conduct investigations in accordance with provisions of state and federal law, BCA policies and operating procedures as indicated herein, and any other investigative standards required of a BCA Special Agent.
- D. Investigate illicit firearms trafficking crimes committed by organized groups or individuals, including the trafficking in illicit firearms parts and the illicit manufacture of firearms.
- E. Investigate homicide, assault, carjacking and other crimes against the person as directed by the SAIC/ASAICs, utilizing best investigative practices to create prosecutable cases, and providing support to victims and witnesses involved therein.
- F. Investigate illicit street racing and automobile theft cases with a focus on identifying and disrupting organizations or networks of individuals involved in the commission or facilitation of such crimes.
- G. Where indicated to have a nexus with firearms crimes or other violent crimes under VCRU investigation, investigate illicit drug trafficking crimes as necessary to facilitate VCRU investigative purposes.
- H. Participate in operations to apprehend dangerous fugitives as directed by the SAIC/ASAICs.
- I. Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the SAIC for statistical reporting purposes.
- J. Prepare an operational briefing sheet for each active operation, including deconfliction measures as directed, to be approved by the SAIC/ASAICs.
- K. Prepare investigative reports to be submitted to the BCA’s chain of command.
- L. Ensure evidence collected is appropriately collected, accounted for, and retained in a BCA-authorized secure facility.
- M. Each assigned investigator will be issued a body-worn camera by the BCA, to be utilized

in the course of VCRU activities. Assigned investigators will adhere to BCA's policies regarding body-worn cameras, and shall ensure footage captured by BCA-issued cameras is appropriately uploaded to the BCA system(s).

- N. Participate in training as directed by the SAIC/ASAICs or designee(s).
- O. While conducting VCRU activities, adhere to the following BCA policies and/or procedures:
  - 1. BCA-1008 Operation of a State Vehicle
  - 2. DPS-5100 Acceptable Use of Department Computers, Electronic Equipment, Information Systems and Resources
  - 3. INV-7002 Informants
  - 4. INV-7003 Confidential Funds
  - 5. INV-7004 Police Pursuits and Emergency Vehicle Operations
  - 6. INV-7010 Critical Incidents
  - 7. INV-7013 Evidence Handling
  - 8. INV-7014 Procession of Property Seized for Administrative Forfeiture
  - 9. INV-7015 Inventory of Seized Impounded Vehicles
  - 10. INV-7016 Consumption of Alcoholic Beverages
  - 11. INV-7017 Reverse Undercover Drug Operations
  - 12. INV-7020 Radio Communications
  - 13. INV-7022 Cellular Exploitation Equipment
  - 14. INV-7026 Online Resources and Social Media in Investigative Activities
  - 15. INV-7030 Consular Notification
  - 16. INV-7033 Unmanned Aircraft Systems
  - 17. INV-7034 Conflicts of Interest
  - 18. INV-7035 Search Warrants for Nighttime and/or Unannounced Entry
  - 19. INV-7037 Body Worn Cameras
- P. While conducting VCRU activities, adhere to required policies, operations plans, or other operational guidance issued by the SAIC/ASAICs, including new policies governing VCRU activities as directed.
- Q. Assigned Investigators must comply with the use of force provisions of their home agency's policies/procedures. Assigned Investigators must also comply with directives issued by the SAIC/ASAICs. In the event of a conflict between the use of force requirements of the Assigned Investigator's home agency policy, and the policies or directives of the VCRU, the policies and procedures of the home agency shall govern. Prior to deployment in the field, Assigned Investigators will confer with the VCRU SAIC/ASAIC to identify any potential use of force policy conflicts and work to resolve them in advance of operational activities.
- R. Utilize task management and accountability programs and procedures, including Time



Tracker, as directed by the SAIC/ASAICs.

- S. Submit all requests in the requested format for reimbursement in a timely manner to the SAIC.

4. **Responsibilities of the BCA.** The aforementioned approach will be implemented via the performance of the following activities by the BCA:

- A. The BCA will provide the VCRU with a BCA Special Agent in Charge to serve as the SAIC of the VCRU.
- B. Provide guidance and training, as appropriate, on all VCRU standards to be followed by the Governmental Unit, Assigned Investigators, and Assigned Employees.
- C. Review, approve or decline, or request additional information on appropriately submitted and pre-approved reimbursement requests, within three (3) business days of receipt.
- D. Provide reimbursement within thirty (30) business days of the appropriately submitted and pre-approved reimbursement requests directly to the Governmental Unit.
- E. Provide supplies and equipment to Assigned Investigators and Assigned Employees. Supplies issued to Assigned Investigators include, but are not limited to, a squad vehicle, a body worn camera, a computer, a cellular phone, and office supplies. Supplies issued to civilian Assigned Employees include, but are not limited to, a computer, a cellular phone, and office supplies. Supplies issued to Assigned Investigators and Assigned Employees remain the property of the State of Minnesota, and shall be remitted back to the BCA when the Assigned Investigator or Assigned Employee leaves the VCRU.
- F. Provide copies of body worn camera footage that captures or documents the activities of the Governmental Unit's Assigned Investigator for purposes of internal review/investigation by the Governmental Unit, upon request of the Assigned Investigator's chief law enforcement officer. Body worn camera recordings shall be treated in accordance with the Minnesota Government Data Practices Act, the premature disclosure of which could reasonably be expected to interfere with criminal investigation and prosecution. The Governmental Unit shall not further disseminate the recording(s) beyond the Governmental Unit or release to the public without consultation with the BCA.
- G. Provide evidence storage at BCA headquarters or a BCA-approved secure facility.
- H. Proceeds from assets seized through VCRU activities and forfeited through judicial proceedings shall be maintained in a separate fund administered by the state, for purposes of offsetting equipment expenses, future salaries, and other expenses incurred by the VCRU. The BCA retains the right to distribute proceeds from forfeited assets to the Governmental Unit at its discretion.

5. **Standards of the Governmental Unit.** The following standards must be met by the Governmental Unit, each Assigned Investigator, and each Assigned Employee:

- A. Assigned Investigators must be licensed peace officers in good standing with the Minnesota Peace Officer's Standards and Training Board (POST). Assigned Investigators and Assigned Employees must be in good standing with their home agency.
  - B. Assigned investigators and Assigned Employees must be skilled in a broad array of investigative technologies and techniques, to be used as appropriate, throughout their work with the VCRU.
  - C. Assigned Investigators and Assigned Employees must utilize task management and accountability programs and procedures, including Time Tracker, as directed by the SAIC/ASAICs.
  - D. Assigned Investigators and Assigned Employees will follow all applicable and appropriate state and/or federal laws in all VCRU-related activities.
  - E. Assigned Investigators and Assigned Employees must be employed by the Governmental Unit.
  - F. Assigned Investigators and Assigned Employees must follow best law enforcement practices in the discharge of their VCRU duties, conducting themselves with the highest degree of professionalism, avoiding any conflicts of interest, and conducting their activities impartially.
6. **Employment Relationship.** This agreement does not create an employment relationship between the Assigned Investigators and/or Assigned Employees and the BCA. All Assigned Investigators & Assigned Employees from the Governmental Unit shall continue to be employed and directly supervised by the same Governmental Unit currently employing that member, regardless of their participation in VCRU activities. All services, duties, acts or omissions performed by the Assigned Employee or Assigned Investigator will be within the course and duty of their employment and, therefore, covered by any benefits or protections provided them as employees of the Governmental Unit. This includes, but is not limited to, workers compensation, health, and dental benefits. Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities possessed by an Assigned Investigator and Assigned Employee of the Governmental Unit.
7. **Reimbursement of Expenses.** In order to obtain reimbursement for expenses associated with activities of the VCRU, the Governmental Unit must:
- A. Submit a written request, in the appropriate format, for pre-approval of the reimbursement for funds expended as a result of the activities of the VCRU.
  - B. If and when this pre-approval is received, the Governmental Unit may expend funds to be reimbursed within the limitations of the pre-approval.
  - C. In order to receive reimbursement following this expenditure, the Governmental Unit must supply original receipts to be reimbursed on the aforementioned pre-approvals.

**8. Authorized Representatives.**

The BCA's Authorized Representative is the individual noted below, or his/her successor:

Name: Scott Mueller, Deputy Superintendent  
Address: Department of Public Safety, Bureau of Criminal Apprehension  
1430 Maryland Avenue East  
Saint Paul, MN 55106  
Telephone: 651-793-1129  
Email: Scott.D.Mueller@state.mn.us

The Governmental Unit's Authorized Representative is the individual noted below or his/her successor:

Name: Brian Bierdeman, Chief  
Address: 1830 Co Rd B E  
Maplewood, MN 55109  
Telephone: 651.249.2600  
Email: [brian.bierdeman.maplewoodmn.gov](mailto:brian.bierdeman.maplewoodmn.gov)

If either of the Parties must change their Authorized Representative, notice must be provided, in writing, to the other party.

If either Authorized Representative will be unavailable for a significant period of time, a temporary Authorized Representative may be assigned via the same notice process.

**9. Assignment, Amendments, Waiver, and Agreement Complete.**

- A. **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- B. **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by both Parties, through their Authorized Representatives.
- C. **Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- D. **Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

**10. Liability.** The Parties agree that each will be responsible for its own acts, omissions, and/or the results thereof, to the extent permitted by law and shall not be responsible for the acts or omissions of any others, and/or the results thereof. The BCA's liability shall be governed by

provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

11. **Audits.** Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor for a minimum of six (6) years from the end of this Agreement.
  
12. **Government Data Practices.** The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.
  - A. If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the BCA's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.
  
13. **Governing Law, Jurisdiction, and Venue.** Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings that result out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
  
14. **Expiration and Termination.** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the end of the 30 days. Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the VCRU SAIC all investigative equipment and supplies provided by the VCRU and/or the BCA.
  
15. **Survival of Terms.** The following clauses survive the expiration or cancellation of this Agreement: 10, Liability; 11, Audits; 12, Government Data Practices; and 13, Venue.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK**

**1) STATE ENCUMBRANCE VERIFICATION**

Individual Certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

SWIFT PO Number: 3-93155

**3) GOVERNMENTAL UNIT**

The Governmental Unit certifies that the appropriate person(s) has (have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By: \_\_\_\_\_

Title: Marylee Abrams, Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Melinda Coleman, City Manager

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Brian Bierdeman, Public Safety Director

Date: \_\_\_\_\_

**2) DEPARTMENT OF PUBLIC SAFETY;  
BUREAU OF CRIMINAL APPREHENSION**

By: \_\_\_\_\_

(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**4) COMMISSIONER OF ADMINISTRATION**

As delegated to the Office of State Procurement

By: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY COUNCIL STAFF REPORT**

Meeting Date February 12, 2024

**REPORT TO:** City Council

**REPORT FROM:** Mike Darrow, Assistant City Manager / Director of Human Resources

**PRESENTER:** Mike Darrow, Assistant City Manager / Director of Human Resources

**AGENDA ITEM:** Employment Agreement between the City of Maplewood and City Manager Michael Sable

**Action Requested:**  Motion  Discussion  Public Hearing

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

**Policy Issue:**

The City Manager is an appointed position by the City Council of the City of Maplewood. This contract incorporates the employment responsibilities, core functions, hire date, salary, professional development provisions, automobile expenses, annual leave agreement, general provisions and termination benefits.

**Recommended Action:**

Motion to approve the employment agreement between the City of Maplewood and City Manager Michael Sable.

**Fiscal Impact:**

Is There a Fiscal Impact?  No  Yes, the true or estimated cost is within the City's assigned 2024 salary range for Grade 18 of \$173,409-\$222,713 (see attached contract for salary grade and steps)

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

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

The proposed contract meets strategic priorities for financial management and employee retention.

**Background:**

On December 18, 2023 during a special City Council meeting, the City Council interviewed City Manager candidate Michael Sable. After the interview, the City Council approved a motion to appoint Mike Sable as City Manager, subject to background investigation and approval of an employment contract. Mayor Abrams and Council Member Lee met with Assistant City Manager and Human Resource Director Mike Darrow on Wednesday, December 27, 2023 and again on

January 16, 2024 to review conditions of employment. The following contract represents the outcome of that meeting and further negotiations and is subject to City Council consideration.

**Attachments:**

1. Proposed City Manager Employment Agreement

**EMPLOYMENT AGREEMENT  
BETWEEN THE CITY OF MAPLEWOOD  
AND  
CITY MANAGER MICHAEL SABLE**

This AGREEMENT is hereby entered into this 12<sup>th</sup> of February, 2024 by and between the City of Maplewood, Minnesota (hereinafter referred to as “City”) and Michael Sable (hereinafter referred to as Sable).

**Whereas**, the City desires to employ the services of Sable as City Manager of the City of Maplewood; and

**Whereas**, Sable desires to accept employment in said position;

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

**Section 1. Pre-Employment Testing**

Sable shall submit to a leadership assessment and standard background check as a condition precedent to beginning his duties as City Manager. Such testing shall be overseen by the City’s Human Resource Department in the same manner that has been the pattern and practice of the Human Resource Department with past City Managers and other top-level positions.

**Section 2. Duties**

The City hereby agrees to employ Sable as City Manager under the core functions found within the most current City Manager job description and hybrid status of the City of Maplewood and to perform the functions and duties of City Manager specified in State Statutes, City Ordinances and City Personnel Policies and to perform such other legally permissible and proper functions and duties as the City Council assigns from time to time. During the first year of employment, the City Council shall review the performance of Sable at the 90-day mark for the purposes of sharing ideas and setting goals moving forward. The 90-day review will be conducted by the Mayor and an appointed City Council member with the assistance of the Assistant City Manager/HR Director. The findings of that 90-day review will be reported back to the full Council at the next available Council meeting. All other reviews will be conducted at or near his annual anniversary date.



**Section 3. Hire Date**

It is agreed that the start date is anticipated to be Monday, March 11<sup>th</sup>, 2024 upon confirmation of a successful background testing set forth in Section 1 herein.

**Section 4. Salary**

The City agrees to pay Sable for services rendered pursuant hereto an annual base salary of \$202,867 (Grade 18, Step E) payable in installments at the same time as other employees of the City with wage adjustments of 1.5% on June 29, 2024 and 1.5% on January 1, 2025. Thereafter, Sable will receive a step increase on Sable's anniversary date which is March 11<sup>th</sup> of each year, until Sable reaches the maximum at Grade 18. Sable will also receive deferred compensation of the amount equal three and a quarter percent (3.25%) to be distributed per paycheck.

**Section 5. Professional Development**

The City agrees to budget and to pay eligible travel and subsistence expenses incurred by Sable for his professional and official travel in connection with attendance at conferences, meetings, continuing education courses, seminars and other such occasions undertaken to continue his professional growth, development and/or to pursue official City business. Conferences will include, but are not limited to ICMA Conferences, and League of Minnesota Cities Conferences and/or the State Manager's Conference.

Sable agrees to use good judgment in outside activities so he will not neglect his primary duty to the City. Professional development courses other than the conferences listed herein, will be submitted to the City Council for approval.

**Section 6. Automobile Expenses**

The City recognizes that Sable will make extensive use of his personal automobile to adequately fulfill the duties and functions of his position. In recognition thereof, the City agrees to pay Sable four hundred dollars (\$400) per month in lieu of mileage and parking reimbursement.

**Section 7. Annual Leave**

Sable will be provided a one-time annual leave bank of eight (8) vacation days upon hire and will accrue at the accrual rate for employees with eleven (11) years of service on a pay period basis. His accrual rate at his one- year anniversary will be at twelve

(12) years of service. The City agrees to provide annual leave in lieu of vacation and sick time. Annual leave will be treated like vacation in that it can be used for any reason and its usage, hold over and conversion shall be determined as set forth in the City's Personnel Policy.

### **Section 8. Other Terms and Conditions of Employment**

The City Council shall fix such other terms and conditions of employment for Sable as from time to time it may determine are desirable, provided such terms and conditions are not inconsistent with or do not conflict with the provisions of this Agreement or Law.

All regulations, rules and benefits of the City relative to terms and conditions of employment in this agreement, as they now exist or hereafter may be amended, shall also apply to Sable as they would to Department Heads of the City. Such terms and conditions of employment shall include, but are not limited to, retirement and pension system contributions, holiday leave, community center membership, Section 125 plans, EAP services and coverage for health, dental, disability and life insurance. In those situations in which the City grants different benefit packages to different groups of employees, Sable will be entitled to receive the same benefits provided to City's Department Heads, except as otherwise modified by specific language in this Agreement.

### **Section 9. General Provisions**

- A. The text herein shall constitute the entire Agreement between the parties hereto.
- B. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Sable.
- C. This Agreement shall become effective upon Sable's initial day of employment with the City.
- D. Except as expressly permitted by this Agreement, no amendments may be made to this Agreement except in writing signed by both parties.
- E. If any provision or portion thereof contained in this Agreement shall be held unconstitutional, invalid or unenforceable, it shall be deemed severable and the remainder of this Agreement shall not be affected and shall remain in full force and effect.

### **Section 10. Termination Benefits**

The City may terminate Sable at any time with or without cause. In the event that Sable is terminated without cause attributable to him, the City shall give Sable ninety (90) days written notice prior to such termination and agrees to pay Sable six (6) months pay and benefits, consistent with his pay and benefits in existence at the time. In the event that

Mr. Sable voluntarily resigns or retires from his position with the City, Mr. Sable shall provide a minimum of forty-five (45) day notice unless the Parties agree otherwise. In the event Mr. Sable retires or resigns in good standing from the City, he will be entitled to the same retirement benefits as other management employees.

Here solely for the purposes of determining whether Sable shall be provided the ninety (90) days written notice and paid the six (6) months of severance pay as set forth above, cause shall mean malfeasance or misfeasance in office, gross misconduct, conviction of a felony, breach of any material obligation under this Agreement, use of alcohol or drugs in a manner which affects the performance of Sable's duties, responsibilities, and obligations to the City, conviction for an illegal act involving personal gain to Sable, or commission by Sable of any willful or intentional act which could reasonably be expected to injure the reputation of the City or Sable. In the event Sable is terminated for cause, the City shall have no obligation to pay termination benefits delineated herein.

**IN WITNESS WHEREOF**, the parties here to have signed and executed this Agreement.

ACKNOWLEDGED BY:

CITY OF MAPLEWOOD, MINNESOTA

DATED

\_\_\_\_\_  
Print

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\_\_\_\_\_  
Signature

DATED

\_\_\_\_\_  
Print

\_\_\_\_\_

\_\_\_\_\_  
Signature

Michael Sable

DATED

\_\_\_\_\_  
Print

\_\_\_\_\_

\_\_\_\_\_  
Signature

**CITY COUNCIL STAFF REPORT**

Meeting Date February 12, 2024

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

**REPORT FROM:** Terrie Rameaux, Human Resource Manager

**PRESENTER:** Mike Darrow, Assistant City Manager/Director of Human Resources

**AGENDA ITEM:** Resolution Approving 2024 Pay Rates for Temporary/Seasonal and Casual Part-Time Employees

**Action Requested:**  Motion  Discussion  Public Hearing

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

**Policy Issue:**

The Human Resource Department is requesting pay and title adjustments to various temporary and seasonal positions in order to remain competitive in the current labor market.

**Recommended Action:**

Motion to approve the attached resolution for temporary/seasonal and casual part-time employees payrates effective January 1, 2024.

**Fiscal Impact:**

Is There a Fiscal Impact?  No  Yes, the true or estimated cost is based upon Council Direction this evening. If the minimum rate is increased to \$15.00 for all positions, the anticipated budget impact for 2024 could be \$4,000-\$5,000.

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

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

n/a

**Background:**

The current job market continues to be challenging, not just for benefit-earning positions, but also for some temporary/seasonal and casual part-time positions. Some of these positions are designed to be a stepping stone to a full-time position within the city, i.e. Fire/EMS cadet to a Firefighter/Medic-EMT. Also, our current background investigators have been at the top of the range for a few years. In an effort to help combat the challenge and retain excellent employees, the City is recommending increasing the ranges for CSOs, Fire/EMS Cadets, Fire Maintenance Engineer, Background Investigators, and Building Inspector, title change from recreation worker to

facilities/events staff to better reflect and entice applicants for recruitment purposes. We are also eliminating unnecessary and/or redundant positions no longer utilized.

Increasing the minimum pay rate to \$15 per hour will have the biggest impact on Parks & Natural Resources--Recreation. It is estimated the impact of increasing the minimum pay rate of \$13 to \$15 per hour would have approximately a \$4,000 to \$5,000 impact annually on the Parks and Natural Resources budget.

**Attachments:**

1. 2024 Pay Rates Resolution for Temporary/Seasonal and Casual Part-Time Employees
2. 2024 Pay Rates Resolution for Temporary/Seasonal and Casual Part-Time Employees (redline)

**2024 PAY RATES RESOLUTION  
TEMPORARY/SEASONAL & CASUAL P/T EMPLOYEES**

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

NOW, THEREFORE, BE IT RESOLVED, that the following pay ranges and job classifications are hereby established for temporary/seasonal, casual part-time employees effective January 1, 2024 upon Council approval.

Administrative Assistant	\$15.00 - 23.00	per hour
Background Investigator	\$35.00 - 45.00	per hour
Building Inspector	\$20.00 - 35.00	per hour
CSO	\$15.00 - 25.00	per hour
Election Judge	\$15.00 - 25.00	per hour
Fire Maintenance Engineer	\$15.00 - 25.00	per hour
Fire/EMS Cadet	\$15.00 - 25.00	per hour
Gardener	\$15.00 - 25.00	per hour
Intern	\$15.00 - 25.00	per hour
Laborer	\$15.00 - 20.00	per hour
Facilities/Events Staff	\$13.00 - 30.00	per hour

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

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

**2024~~3~~ PAY RATES RESOLUTION  
TEMPORARY/SEASONAL & CASUAL P/T EMPLOYEES**

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

NOW, THEREFORE, BE IT RESOLVED, that the following pay ranges and job classifications are hereby established for temporary/seasonal, casual part-time employees effective January 1, 202~~3~~<sup>4</sup> upon Council approval.

<del>Accountant</del>	<del>\$15.00 - 30.00</del>	<del>per hour</del>
<del>Accounting Technician</del>	<del>\$14.00 - 22.00</del>	<del>per hour</del>
Administrative Assistant	\$15.00 - 23.00	per hour
Background Investigator	<del>\$25.00</del> <u>\$35.00</u> - <del>40.00</del> <u>45.00</u>	per hour
Building Inspector	<del>\$14.00</del> <u>\$20.00</u> - 35.00	per hour
CSO	<del>\$14.50</del> <u>\$15.00</u> - <del>19.50</del> <u>25.00</u>	per hour
Election Judge	\$15.00 - 25.00	per hour
Fire Maintenance Engineer	<del>\$14.00</del> <u>\$15.00</u> - <del>18.00</del> <u>25.00</u>	per hour
Fire/EMS Cadet	<del>\$14.50</del> <u>\$15.00</u> - <del>19.50</del> <u>25.00</u>	per hour
Gardener	\$15.00 - 25.00	per hour
Intern	\$15.00 - 25.00	per hour
<del>IT Technician</del>	<del>\$15.00 - 20.00</del>	<del>per hour</del>
Laborer	\$15.00 - 20.00	per hour
<del>Office Specialist</del>	<del>\$12.00 - 18.00</del>	<del>per hour</del>
<del>Receptionist</del>	<del>\$12.00 - 16.00</del>	<del>per hour</del>
<del>Recreation Worker</del> <u>Facilities/Events Staff</u>	\$13.00 - 30.00	per hour

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

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

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 12, 2024

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Terrie Rameaux, Human Resource Manager  
**PRESENTER:** Mike Darrow, Assistant City Manager/HR Director  
**AGENDA ITEM:** 2024 Master Group Contract for Medica Insurance Company

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

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**Policy Issue:**

City Council approval is required on the Medica Insurance Company Master Group Contract for the three different health insurance plans offered by the City to benefit-earning employees for 2024.

**Recommended Action:**

Motion to approve the 2024 Master Group Contract for Medica Insurance Company.

**Fiscal Impact:**

Is There a Fiscal Impact?     No     Yes, the true or estimated cost is reflected in the 2024 budget.  
     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**

The City Council approved a resolution in October 2023 affirming the recommendation from the Labor-Management Committee for 2024 employee insurance benefits. There was a small decrease in premiums due to a design plan change in the deductible (increasing the employee's out-of-pocket liability) and adding an HSA as another option for employees.

**Attachments**

1. 2024 Master Group Contract for Medica Insurance Company



**MASTER GROUP CONTRACT  
BETWEEN  
CITY OF MAPLEWOOD  
AND  
MEDICA INSURANCE COMPANY**

**MEDICA INSURANCE COMPANY ("MEDICA")  
MASTER GROUP CONTRACT**

**ARTICLE 1  
INTRODUCTION**

This Master Group Contract ("Contract") is entered into by and between Medica Insurance Company ("Medica") and the employer group identified in Exhibit 1 ("Employer"). This Contract includes Exhibit 1, Exhibit 2, the Group Application, Member enrollment forms, the Certificate of Coverage ("Certificate") and any Amendments, all of which together shall constitute the entire agreement between Medica and Employer concerning the health insurance coverage provided under this Contract. This Contract includes the coverage option(s) set forth in Exhibit 2, offered by the Employer under a single group health plan. This Contract is delivered in the state of Minnesota.

The capitalized terms used in this Contract have the same meanings given to those terms defined in the Certificate, unless otherwise specifically defined in this Contract.

If this Contract is purchased by Employer to provide benefits under an employee welfare benefit plan governed by the Employee Retirement Income Security Act, 29 U.S.C. 1001, et seq. ("ERISA"), this Contract is governed by ERISA and, to the extent state law applies, the laws of the State of Minnesota. If this Contract is not governed by ERISA, it is governed by the laws of the State of Minnesota. If this Contract is governed by ERISA, any legal action arising out of or relating to this Contract shall be brought in the federal district court for the district of Minnesota. If this Contract is not governed by ERISA, any legal action arising out of or relating to this Contract shall be brought in state court in Hennepin County, Minnesota.

In consideration of payment of the Premiums by the Employer and payment of applicable Deductibles, Copayments and Coinsurance by or for Members, Medica will provide coverage to Members for the Benefits set forth in the Certificate and any amendments, subject to all terms and conditions, including limitations and exclusions, in this Contract.

Medica shall provide its standard health promotion and wellness programs to Employer and its Members. In addition to its standard offerings, Medica shall provide Employer with an enhanced health promotion and wellness program or programs. Employer acknowledges and agrees that all such programs are subject to change or discontinuation. In addition, Medica will provide Employer with a credit in the amount of \$30,000.00, to be used to provide additional Medica health promotion and wellness programs.

This Contract replaces and supersedes any previous agreements between Employer and Medica relating to Benefits.

Medica shall not be deemed or construed to be an employer for any purpose with respect to the administration or provision of benefits under Employer's welfare benefit plan. Medica shall not be responsible for fulfilling any duties or obligations of Employer with respect to Employer's benefit plan.

**ARTICLE 2  
TERM OF CONTRACT**

**Section 2.1 Term and Renewal.** The initial Term of this Contract is set forth in Exhibit 1.

At least 60 days before each Expiration Date, as set forth in Exhibit 1, Medica shall notify Employer of any modifications to this Contract, including Premiums and Benefits for the next term of this Contract ("Renewal Terms"). If Employer accepts the Renewal Terms or if Employer and Medica agree on different Renewal Terms, this Contract is renewed for the additional term, unless Medica terminates this Contract pursuant to Section 2.2.

**Section 2.2 Termination of This Contract.** Employer may terminate this Contract after at least 30 days written notice to Medica. This Contract is guaranteed renewable and will not be terminated by Medica except for the following reasons, and such terminations will be effective as stated below. Except as specified otherwise, terminations for the reasons stated below require at least 30 days written notice from Medica:

- (a) Upon notice to an authorized representative of the Employer that Employer failed to pay the required Premium when due, provided, however, that this Contract can be reinstated pursuant to Section 5.2. If Employer fails to pay the required Premium within the grace period described in Section 5.2, the Contract will be terminated, subject to a 30-day advance written notice of termination by Medica to Employer. The date of the termination shall be retroactive to not more than 30 days prior to the effective date of the notice of termination;
- (b) On the date specified by Medica because Employer committed fraud (through act, practice or omission) or intentionally provided Medica with false information material to the execution of this Contract or to the provision of Benefits under this Contract. Medica has the right to rescind this Contract back to the original effective date;
- (c) On the date specified by Medica due to Employer's violation of the participation or contribution rules as determined by Medica;
- (d) Automatically on the date Employer ceases to do business pursuant to 11 U.S.C. Chapter 7;
- (e) Automatically on the date Employer ceases to do business for any reason;
- (f) On the date specified by Medica, after at least 90 days prior written notice to Employer, that this Contract is terminated because Medica will no longer issue this particular product within the large employer market;
- (g) On the date specified by Medica, after at least 180 days prior written notice to the applicable state authority and Employer, that this Contract will be terminated because Medica will no longer renew or issue any employer health benefit plan within the large employer market;
- (h) On the date specified by Medica when there is no longer any Member who resides or works in Medica's service area;
- (i) Automatically on the date that Employer fails to maintain any active employees who are Subscribers;
- (j) Any other reasons or grounds permitted by the licensing laws and regulations governing Medica.

Notwithstanding the above, Medica may modify the Premium rate and/or the coverage at renewal. Nonrenewal of coverage as a result of failure of Medica and the Employer to reach agreement with respect to modifications in the Premium rate or coverage shall not be considered a failure of Medica to provide coverage on a guaranteed renewable basis.

**Section 2.3 Notice of Termination.**

Medica will notify Employer in writing if Medica terminates this Contract for any reason.

In accordance with applicable law, Medica will notify Subscribers in writing if Medica terminates this Contract pursuant to Section 2.2(a), (b), (d), (f) or (g).

Employer will provide timely written notification to Subscribers in all circumstances for which Medica does not provide written notification to Subscribers.

**Section 2.4 Effect of Termination.** In the event of termination of this Contract:

- (a) All Benefits under this Contract will end at 12:00 midnight Central Time on the effective date of termination;
- (b) Medica will not be responsible for any Claims for health services received by Members after that time;
- (c) Employer shall be and shall remain liable to Medica for the payment of any and all Premiums that are unpaid at the time of termination. Termination of the Contract does not release Employer from the obligation to pay such Premiums; and
- (d) The indemnification provisions set forth in Article 6 also survive termination of this Contract.

**ARTICLE 3  
ENROLLMENT AND ELIGIBILITY**

**Section 3.1 Eligibility.** The Eligibility conditions stated in Exhibit 1 of this Contract govern who is eligible to enroll under this Contract. The eligibility conditions stated in Exhibit 1 are in addition to those specified in the Certificate.

**Section 3.2 Enrollment.** The Certificate governs when eligible employees and eligible dependents may enroll for coverage under this Contract, including the Initial Enrollment Period, Open Enrollment Period and any applicable Special Enrollment Periods. Employer shall conduct the Initial Enrollment Period and Open Enrollment Period. Employer shall cooperate with Medica to ensure appropriate enrollment of Members under the Contract.

**Section 3.3 Qualified Medical Child Support Orders.** Employer will establish, maintain and enforce all written procedures for determining whether a child support order is a qualified medical child support order as defined by ERISA. Employer will provide Medica with notice of such determination and a copy of the order, along with an application for coverage, within the greater of 30 days after issuance of the order or the time in which Employer provides notice of its determination to the persons specified in the order.

When and if Employer receives notice that the child has designated a representative, or of the existence of a legal guardian or custodial parent of the child, Employer shall promptly notify Medica of such person(s).

Medica shall have no responsibility for:

- (i) establishing, maintaining or enforcing the procedures described above;
- (ii) determining whether a support order is qualified; or
- (iii) providing required notices to the child or the designated representative.

**Section 3.4 Eligibility and Enrollment Decisions.** Subject to applicable law and the terms of this Contract, Employer has discretion to determine whether employees and their dependents are eligible to enroll for coverage under this Contract. Medica is entitled to rely upon Employer's determination regarding an employee's and/or dependent's eligibility to enroll for coverage under this Contract. The Employer will be responsible for maintaining information verifying its continuing eligibility and the continuing eligibility of its eligible Subscribers and eligible Dependents. This information shall be provided to Medica as reasonably requested by Medica. The Employer shall also maintain written documentation of a waiver of coverage by an eligible Subscriber or eligible Dependent and provide this documentation to Medica upon reasonable request.

**Section 3.5 Notification.** The Employer must notify Medica within 30 days of an individual's initial enrollment application, changes to a Member's name or address, changes to a Member's eligibility for coverage (including a loss of eligibility) or other changes to enrollment.

**Section 3.6 Multiple Benefit Package Options.** Subscribers and enrolled Dependents may only switch between Employer's health coverage options offered under the Contract during a Special Enrollment Period, or the Open Enrollment Period, if applicable, as described in the Certificate.

#### **ARTICLE 4 ELECTRONIC DELIVERY OF INSURANCE DOCUMENTS**

The Employer agrees to deliver, as Medica's agent, insurance documents required by law to be furnished to Subscribers. These documents shall be furnished by Medica to the Employer for delivery to Subscribers. The Employer shall not modify these documents in any way. The Employer agrees to deliver such documents electronically to the extent permissible under Title I of the Employee Retirement Income Security Act of 1974, Department of Labor Regulation § 2520.104b-1(c), if applicable, and Minn. Stat. § 72A.20, subd. 37. Such documents shall be delivered electronically only to Subscribers who meet the following requirements: (a) has the ability to access an electronic document effectively at any location where the Subscriber is reasonably expected to perform his or her duties as an employee, and (b) with respect to whom access to the plan sponsor's electronic information system is an integral part of those duties.

The Employer shall implement procedures that ensure actual receipt of these documents and notify Subscribers of the significance of the materials at the time of delivery. In addition, the Employer shall inform the recipient of his or her right to request a paper version of these documents, and an expedient process for doing so. Upon such a request, Employer shall furnish the recipient with paper copies supplied by Medica. Employer shall inform Medica of individuals who do not qualify for electronic delivery because they do not meet the requirements regarding access to a computer, or they are not in the workplace, including but not limited to those on continuation coverage, on retiree coverage, or covered pursuant to a qualified medical child support order. Employer shall provide the individual's mailing information to Medica so that Medica can provide the documents.

#### **ARTICLE 5 PREMIUMS**

##### **Section 5.1 Monthly Premiums.**

The monthly Premium rates for this Contract are set forth in Exhibit 2.

The Premiums are due on the **first** day of each calendar month. Employer shall pay the Premiums to Medica in accordance with the method set forth in the invoice.

Employer shall notify Medica in writing:

- (a) each month of any changes in the coverage classification of any Subscriber; and
- (b) within 30 days after the effective date of enrollments, terminations or other changes regarding Members.

**Section 5.2 Grace Period and Reinstatement.** Employer has a grace period of 10 days after the due date stated in Section 5.1 to pay the monthly Premiums. Coverage shall continue during this grace period. If Employer fails to pay the Premium, the Contract will be terminated in accordance with Section 2.2(a). If Employer wishes to apply for reinstatement of the Contract, any such application must be in writing and in the form designated by Medica. If Employer applies for reinstatement and Medica, in its sole discretion, approves the application, then this Contract will be reinstated upon approval, or lacking such approval, upon the 45th day following

the date Medica conditionally received full premium payment, unless Medica has otherwise notified Employer in writing that the application was not approved. Medica is not obligated to accept premium payment after the end of the grace period. In the event this Contract is not reinstated pursuant to this Section, Medica shall not be responsible for any Claims for health services received by Members after the effective date of the termination.

**Section 5.3 Premium Calculation.** The monthly Premiums owed by Employer shall be calculated by Medica in accordance with Exhibit 2 using the number of Subscribers in each coverage classification according to Medica's records at the time of the calculation. Subject to Section 5.4, Employer may make adjustments to its payment of Premiums for any additions or terminations of Members submitted by Employer but not yet reflected in Medica's calculations.

A full calendar month's Premiums shall be charged for Members whose effective date falls on or before the 15th day of that calendar month. No Premium shall be charged for Members whose effective date falls after the 15th day of that calendar month. With the exception of termination of coverage due to a Member's death, a Member's coverage may be terminated only at the end of a calendar month and a full Premium amount for that month will apply. In the case of a Member's death, that Member's coverage will be terminated on the date of death.

**Section 5.4 Retroactive Adjustments.** In accordance with applicable law and this Contract, retroactive adjustments may be made for addition of Members, changes in Members' coverage classifications, and certain terminations of Members not reflected in Medica's records at the time the monthly Premiums were calculated by Medica. Employer understands and acknowledges that federal law prohibits the retroactive termination of a Member's coverage except in instances of fraud, intentional misrepresentation of material fact, or failure to timely pay premiums or premium contributions. Employer agrees that it will not request retroactive termination of any Member's coverage if such termination is prohibited by law. No retroactive adjustments to enrollment or Premium refund shall be granted for any change occurring more than 60 days prior to the date Medica received notification of the change from Employer. In accordance with the Certificate, retroactive terminations of coverage are effective at the end of a calendar month. In the event Employer requests retroactive termination of a Member's coverage, in accordance with applicable law and this Contract, any such termination will be effective at the end of the month that includes the date that precedes the date Medica received the request by 60 days.

Notwithstanding the foregoing, Employer shall pay a Premium for any month during which a Member received Benefits (except as described in Section 5.3).

**Section 5.5 Premium Changes.** Medica may change the Premiums after 30 days prior written notice to Employer. The Premiums under this Contract are guaranteed for a 24 month period following the effective date of this Contract, provided, however, that if Employer makes any benefit changes, or if there are any regulatory benefit or tax changes that would impact costs, the Premiums will be adjusted based on the value of the change. Notwithstanding the foregoing, Medica may change the Premium rate if enrollment increases or decreases by more than 15% from 184 Subscribers or if the average contract size or average family size changes by more than 5% from 2.07 or 3.88 respectively. The Premium rate guarantee is also void if Employer seeks bids for its health plan for an effective date within the duration of the initial Term and rate guarantee period.

**Section 5.6 Employer Fees.** Medica may charge Employer:

- (a) a late payment charge in the form of a finance charge of 12% per annum for any Premiums not received by the due date; and
- (b) a service charge for any non-sufficient-fund check received in payment of the Premiums; and
- (c) an administrative service fee of \$250.00 at time of request for reinstatement.

**Section 5.7 Premium Rebate Administration (When Applicable).**

- (a) **General Obligation.** In accordance with the Patient Protection and Affordable Care Act ("PPACA"), Medica is obligated to provide a premium rebate to Employer if Medica's medical loss ratio ("MLR") for the group market applicable to Employer's coverage does not meet or exceed the minimum percentage required by PPACA for such group market. PPACA requires Medica to make such determinations on a calendar year basis, regardless of the Effective Date and Expiration Date of this Contract. For purposes of this Section 5.7, "medical loss ratio" shall be defined in accordance with PPACA and the group market size applicable to Employer's coverage shall be determined in accordance with PPACA's MLR provisions and applicable state law and requirements.
- (b) **Rebate Determinations and Remittances.** Medica agrees to determine whether such rebates are owed under this Contract and, if applicable, remit such rebates to Employer within the timeframe required by applicable law. Notwithstanding the foregoing, in the event that Employer's group health plan has been terminated at the time rebate payment is due and, despite reasonable efforts, Medica is unable to locate Employer, Medica will distribute the entire rebate to Subscribers, in accordance with applicable law.
- (c) **Form of Rebates.** Medica may, in its sole discretion, elect to provide any such rebates owed in the form of a premium credit, a lump-sum check, or a lump-sum credit to the account used to pay the premium.
- (d) **Employer's Responsibility Concerning Rebates.** Employer agrees that it is Employer's responsibility to determine how to treat any rebate funds remitted to Employer by Medica in accordance with applicable law, including but not limited to 45 C.F.R. §158.242 and ERISA requirements. Additionally, in no way limiting the foregoing, if Employer's group health plan is not a governmental plan and is not subject to ERISA, Employer agrees that Employer shall use the amount of any rebate that is proportionate to the total amount of premium paid by all Subscribers for the coverage in a manner that benefits Subscribers and is specifically provided in 45 C.F.R. §158.242(b)(1) and (2).

## ARTICLE 6 INDEMNIFICATION

Medica will hold harmless and indemnify Employer against any and all claims, liabilities, damages or judgments asserted against, imposed upon or incurred by Employer, including reasonable attorney fees and costs, that arise out of Medica's negligent acts or omissions in the discharge of its responsibilities to a Member.

Employer will hold harmless and indemnify Medica against any and all claims, liabilities, damages or judgments asserted against, imposed upon or incurred by Medica, including reasonable attorney fees and costs, that arise out of Employer's or Employer's employees', agents', and representatives' negligent acts or omissions in the discharge of its or their responsibilities under this Contract.

Employer and Medica shall promptly notify the other of any potential or actual claim for which the other party may be responsible under this Article 6.

**ARTICLE 7  
ADMINISTRATIVE SERVICES**

The services necessary to administer this Contract and the Benefits provided under it will be provided in accordance with Medica's or its designee's standard administrative procedures. If Employer requests such administrative services be provided in a manner other than in accordance with these standard procedures, including requests for non-standard reports, and if Medica agrees to provide such non-standard administrative services, Employer shall pay for such services or reports at Medica's or its designee's then-current charges for such services or reports.

**ARTICLE 8  
CLERICAL ERROR**

A Member will not be deprived of coverage under the Contract because of a clerical error. Furthermore, a Member will not be eligible for coverage beyond the scheduled termination date because of a clerical error, such as a failure to record the termination.

**ARTICLE 9  
BENEFIT ADMINISTRATION**

When this Contract is entered into by Employer to provide benefits under an employee welfare benefit plan governed by ERISA, Medica shall not be named as and shall not be the plan administrator of the employee welfare benefit plan, as that term is used in ERISA. Medica shall only be considered a named fiduciary for purposes of claims adjudication. Employer shall be responsible for ensuring any employee welfare benefit plan governed by ERISA for which Medica will serve as a named fiduciary for the limited purposes set forth herein includes appropriate procedures for the allocation of named fiduciary responsibility and liability and accurately reflects Medica's limited named fiduciary responsibility and liability.

The parties agree that Medica has sole, final, and exclusive discretion to:

- (a) interpret and construe the Benefits under the Contract;
- (b) interpret and construe the other terms, conditions, limitations and exclusions set out in the Contract;
- (c) change, interpret, modify, withdraw or add Benefits without approval by Members; and
- (d) make factual determinations related to the Contract and the Benefits.

For purposes of overall cost savings or efficiency, Medica may, in its sole discretion, provide services that would otherwise not be Benefits. The fact that Medica does so in any particular case shall not in any way be deemed to require it to do so in other similar cases.

Medica may, from time to time, delegate discretionary authority to other persons or entities providing services under this Contract.

**ARTICLE 10  
DATA OWNERSHIP AND USE**

Information and data acquired, developed, generated, or maintained by Medica in the course of performing under this Contract shall be Medica's sole property. Except as this Contract or applicable law requires otherwise, Medica shall have no obligation to release such information or data to Employer. Medica may, in its sole discretion, release such information or data to Employer, but only to the extent permitted by law and subject to any restrictions determined by Medica.



**ARTICLE 11  
CONTINUATION OF COVERAGE**

Medica shall make available coverage under this Contract to those Members who are eligible to continue coverage as required under federal or state law.

Medica will not provide any administrative duties with respect to Employer's compliance with federal or state continuation of coverage laws. All duties of the Employer, including, but not limited to, notifying Members regarding federal and state law continuation rights and Premium billing and collection, remain Employer's sole responsibility.

**ARTICLE 12  
SUMMARY OF BENEFITS AND COVERAGE**

Medica will prepare a Summary of Benefits and Coverage ("SBC"), as described under the Patient Protection and Affordable Care Act ("PPACA") and related regulations, for each coverage option set forth in Exhibit 2 and offered by Employer. Medica will provide applicable SBCs to Employer. Employer will distribute such SBCs to individuals eligible for and covered under Employer's group health plan in accordance with applicable federal regulations.

**ARTICLE 13  
NONDISCRIMINATION AND EMPLOYER SHARED RESPONSIBILITY**

To the extent, in accordance with the Patient Protection and Affordable Care Act ("PPACA"), fully-insured group health plans other than grandfathered plans are subject to nondiscrimination rules similar to those applicable to self-insured health plans under Section 105(h) of the Internal Revenue Code, Medica assumes no responsibility for compliance with such rules. Employer, as the sponsor of the insured employee benefit plan, shall be responsible for ensuring compliance with any and all PPACA nondiscrimination requirements applicable to the insurance coverage, including but not limited to payment of any and all governmental or regulatory taxes, penalties, interest, or other charges resulting from noncompliance with applicable nondiscrimination requirements. Employer, as the sponsor of the insured employee benefit plan, is solely responsible (1) for determining whether, with respect to its employee workforce, the aspects of a particular insurance contract are discriminatory under PPACA, and (2) for appropriately addressing the situation if it is discriminatory under PPACA (including but not limited to correcting, self-reporting, and payment of any penalties and interest related to the discrimination).

PPACA added employer shared responsibility provisions as Section 4980H of the Internal Revenue Code, under which an applicable large employer (as defined in Section 4980H) may be subject to assessable payments in the event the employer fails to offer affordable coverage providing minimum value to its full-time employees and their dependents and at least one full-time employee is allowed a premium tax credit for coverage purchased through an insurance exchange created pursuant to PPACA. PPACA also requires that applicable large employers satisfy related information reporting requirements. The effective date of the employer shared responsibility requirements and related information reporting requirements are as prescribed by the federal government. Employer is solely responsible for ensuring compliance with PPACA's employer shared responsibility provisions and related requirements, including but not limited to (1) determining the full-time/part-time status of its employees; (2) communicating eligibility and enrollment information to Medica, in accordance with Article 3 of this Contract; (3) determining Employer and employee contributions to the payment of premium; (4) satisfying all information reporting requirements applicable to applicable large employers; and (5) paying any and all assessable payments, penalties, interest, or other charges resulting from noncompliance with the employer shared responsibility provisions and related requirements.

## ARTICLE 14 AMENDMENTS AND ALTERATIONS

**Section 14.1 Standard Amendments.** Except as provided in Section 14.2, amendments to this Contract are effective 30 days after Medica sends Employer a written amendment. Unless regulatory authorities direct otherwise, Employer's signature will not be required. No Medica agent or broker has authority to change this Contract or to waive any of its provisions.

**Section 14.2 Regulatory Amendment.** Medica may amend this Contract to comply with requirements of state and federal law ("Regulatory Amendment") and shall issue to Employer such Regulatory Amendment and give Employer notice of its effective date. The Regulatory Amendment will not require Employer's consent and, unless regulatory authorities direct otherwise, Employer's signature will not be required. Any provision of this Contract that conflicts with the terms of applicable federal or state laws is deemed amended to conform to the minimum requirements of such laws.

## ARTICLE 15 ASSIGNMENT

Neither party shall have the right to assign any of its rights and responsibilities under the Contract to any person, corporation or entity without the prior written consent of the other party; provided, however, that Medica may, without the prior written consent of the Employer, assign the Contract to any entity that controls Medica, is controlled by Medica, or is under common control with Medica. In the event of assignment, the Contract shall be binding upon and inure to the benefit of each party's successors and assigns.

## ARTICLE 16 DISPUTE RESOLUTION

In the event that any dispute, claim or controversy of any kind or nature relating to this Contract arises between the parties, if acceptable to both parties, the parties will meet and make a good faith effort to resolve the dispute. The party requesting the meeting will provide the other, in advance of the meeting, with written notice of the claimed dispute. Upon receipt of the written notice, representatives for each party will meet promptly to attempt to resolve the dispute. If a mutually agreeable resolution is not reached within thirty (30) days following receipt of the written notice, or if the parties do not agree to meet to attempt to resolve the dispute, either party may pursue legal action in accordance with the terms of this Contract.

## ARTICLE 17 PROVISIONS ON CERTAIN DEFENSES

All statements made by Employer shall, in the absence of fraud, be deemed representations and not warranties. No statement made by Employer shall be used in defense to a claim under the Contract unless such statement is in writing.

No statement made by Employer, except a fraudulent statement, shall be used to void this Contract after it has been in force for a period of 2 years.

## ARTICLE 18 RELATIONSHIPS

The relationship between Employer and any Member is that of Employer and Subscriber, Dependent or other coverage classification as defined in this Contract.

The relationships between Medica and Network Providers and the relationship between Medica and Employer are **solely** contractual relationships between independent contractors. Network

Providers and Employer are not agents or employees of Medica. Medica and its employees are not agents or employees of Network Providers or Employer.

The relationship between a Network Provider and any Member is that of provider and patient and the Network Provider is solely responsible for the services provided to any Member.

**ARTICLE 19  
EMPLOYER RECORDS**

Employer shall furnish Medica with all information and proofs that Medica may reasonably require with regard to any matters pertaining to this Contract. Medica may at any reasonable time inspect all documents furnished to Employer by an individual in connection with the Benefits, Employer's payroll records, and any other records pertinent to the Benefits under this Contract.

Unless Employer provides the appropriate written assurances required by 45 CFR 164.504, Medica will only provide Employer with summary health information (for the purposes of obtaining premium bids or for modifying, amending or terminating the group health plan only) and information on whether individuals are participating in the group health plan, or is enrolled in or has disenrolled from the health plan as provided in 45 CFR 164.504 (f)(1) and the minimum necessary information for purposes of auditing Medica's operations or services.

**ARTICLE 20  
NOTICE**

Except as provided in Article 2, notice given by Medica to an authorized representative of Employer will be deemed notice to all Members.

All notices to Medica shall be sent to the address stated below. All notices to Employer shall be sent to the persons and addresses stated in the Group Application. All notices to Medica and Employer shall be deemed delivered:

- (a) if delivered in person, on the date delivered in person;
- (b) if delivered by a courier, on the date stated by the courier;
- (c) if delivered by an express mail service, on the date stated by the mail service vendor; or
- (d) if delivered by United States mail, 3 business days after date of mailing.

A party can change its address for receiving notices by providing the other party a written notice of the change.

**ARTICLE 21  
COMMON LAW**

No language contained in the Contract constitutes a waiver of Medica's rights under common law.

**ARTICLE 22  
HEADINGS**

The section headings contained in this Contract are for convenience only and shall not affect in any way the meaning or interpretation of this Contract.

**ARTICLE 23  
CONFIDENTIAL INFORMATION**

In order to administer the Benefits under this Contract, Medica may reveal to Employer certain confidential information ("Information") that is not protected health information (PHI). For purposes of this Article 23, "Information" will mean all nonpublic information that is related to the business or operations of Medica, including, but not limited to, information specifically identified as confidential, information generally understood to be confidential, commercial and financial information, and trade secret information. Medica shall not be required to disclose provider payment fee schedules, individually or in the aggregate, or other proprietary or confidential business information unless required under applicable law. Employer shall not disclose Information to any third party, which includes but is not limited to consultants or third-party vendors, without the prior written consent of Medica. For purposes of this Article 23, Information shall not include: 1) information that is already at the signing of this Contract in Employer's possession without any disclosure restrictions; 2) information that has come into the public domain through no fault of or action by Employer; 3) information that is required to be disclosed in response to official inquiries from any state or federal agency or by court order; 4) information that is obtained after the fact by a third party that has no legal restriction on disseminating such information.

**[The rest of this page left intentionally blank. Signature page follows.]**

**ACCEPTANCE OF CONTRACT**

This Contract is deemed accepted by Employer upon the earlier of Medica's receipt of Employer's first payment of the Premium or upon Employer's execution of this Contract by its duly authorized representative. This Contract is deemed accepted by Medica upon Medica's deposit of Employer's first payment of the Premium. Such acceptance renders all terms and provisions herein binding on Medica and the Employer.

IN WITNESS WHEREOF, Medica has caused this Contract to be executed on January 21, 2024, to take effect on the Effective Date stated in Exhibit 1 to this Contract.

**MEDICA INSURANCE COMPANY**

**EMPLOYER**

401 Carlson Parkway  
Minnetonka, MN 55305  
(952) 992-2200

City of Maplewood

Billing Address:  
NW 7958  
P.O. Box 1450  
Minneapolis, MN 55485-7958

Address:  
1830 County Road B East  
Maplewood, MN 55109

Mailing Address:  
P.O. Box 9310  
Minneapolis, MN 55440

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**By:**



**Thomas H. Lindquist**  
Senior Vice President , Markets

**By:**



**David H. Ellenbogen**  
Senior Vice President, Secretary  
and General Counsel

## EXHIBIT 1

1. **Parties.** The parties to this Master Group Contract ("Contract") are Medica Insurance Company ("Medica") and the employer group City of Maplewood ("Employer"), an employer under Minnesota law and other applicable law.
2. **Effective Date and Expiration Date of this Contract.** This Contract is effective from 01/01/2024 ("Effective Date") to 12/31/2024 ("Expiration Date"). All coverage under this Contract begins at 12:01 a.m. Central Time.
3. **Eligibility.** The following conditions are in addition to those specified in the Certificate:

### 3.1 Eligibility to Enroll.

A Subscriber and his or her Dependents who satisfy the eligibility conditions stated in this Contract are eligible to enroll for coverage under this Contract. Any person who does not satisfy the definition of Subscriber or Dependent is not eligible for coverage under this Contract.

A Subscriber and his or her Dependents must meet the eligibility requirements described below and in the entire Contract.

### 3.2 Subscriber Definition, Waiting Periods and Coverage Effective Dates

**Employees.** An employee eligible to enroll under the Contract as a Subscriber must be an individual who:

- (1) Satisfies either (a) or (b) below:
  - (a) Is employed on average for at least 30 hours per week by Employer. Employer shall determine the average number of hours worked and Medica is entitled to rely on Employer's representation in this regard;
  - (b) For Employers utilizing documented measurement and stability periods (as described in federal law) to determine an employee's eligibility for coverage: Is an employee who Employer determines eligible for coverage throughout the applicable stability period; provided that such determination is consistent with federal law applicable to such eligibility determinations and other applicable provisions of this Contract; and
- (2) Satisfies the Employer participation and eligibility requirements, including, but not limited to, the satisfactory completion of any Waiting Period as described below.

Coverage for Subscribers will include the conditions identified below:

<b>Classifications and Plan Design</b>	<b>Waiting Period and Coverage Effective Date</b>
--	---

Employees:

New Hires: Date of hire

Status Change: Date of status change

Return: Date of return from leave

In the event Employer imposes a Waiting Period on all otherwise eligible employees, such Waiting Period shall be uniform and shall be as described herein. Any such Waiting Period shall be calculated in compliance with the applicable provisions of PPACA and any and all

regulations and guidance issued pursuant to PPACA, including but not limited to 29 C.F.R. §2590.715-2708 and 45 C.F.R. §147.116, and shall in no event exceed 90 days. Employer acknowledges that any desired change to applicable Waiting Periods or other provisions of this Contract concerning employee eligibility require prior notice to Medica and a mutually agreeable amendment to the Contract. Employer shall calculate the appropriate effective date of coverage for each employee and inform Medica of such date. Medica is entitled to rely on Employer's representation herein that the effective date of coverage does not violate the applicable provisions of PPACA or any regulations or guidance issued pursuant to PPACA.

**EXHIBIT 2****Premiums**

The monthly Premium rates for MIC MN PP 3200-0% HRA, Passport, group number(s) 47983, BPL #24123 are:

Single	\$817.61
Family	\$2,005.86

The monthly Premium rates for MIC MN ME 3200-0% HRA, Elect, group number(s) 58669, BPL #24124 are:

Single	\$715.41
Family	\$1,755.13

The monthly Premium rates for MIC MN VPL 3200-0% HRA, VantagePlus ACO, group number(s) 93166, BPL #24125 are:

Single	\$694.97
Family	\$1,704.98

The monthly Premium rates for MIC MN PP 3200-0% HSA, Passport, group number(s) 95488, BPL #33133 are:

Single	\$793.36
Family	\$1,946.35

The monthly Premium rates for MIC MN ME 3200-0% HSA, Elect, group number(s) 95489, BPL #33134 are:

Single	\$694.19
Family	\$1,703.06

The monthly Premium rates for MIC MN VPL 3200-0% HSA, VantagePlus ACO, group number(s) 95490, BPL #33135 are:

Single	\$674.35
Family	\$1,654.40



**CITY COUNCIL STAFF REPORT**

Meeting Date February 12, 2024

**REPORT TO:** City Council

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

**PRESENTER:** Melinda Coleman, City Manager

**AGENDA ITEM:** Resolution of Support for Tubman to Allow City as Fiscal Agent for State Bonding Proposal

**Action Requested:**  Motion  Discussion  Public Hearing

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

**Policy Issue:**

The Tubman Center East is requesting that the City Council agree to participate as fiscal agent and primary applicant in Tubman's request for a State of Minnesota general obligation bond grant to fund capital improvements at the facility.

**Recommended Action:**

Motion to approve the resolution of Support for Tubman to Allow City as Fiscal Agent for State Bonding Proposal.

**Fiscal Impact:**

Is There a Fiscal Impact?  No  Yes, the true or estimated cost is NA

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

\*This action will not impact the City's bond capacity or rating.

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

For more than **45 years** Tubman has worked to advance opportunities for change so every person can experience safety, hope, and healing. As a multi-service organization, they help nearly **25,000 people** per year of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, and other forms of trauma.

**Background:**

**May 14, 2007:** The city council approved a PUD (planned unit development) and a preliminary plat for the St. Paul's Monastery property at 2675 Larpenteur Avenue East. The development, as approved by the city council, includes the following uses and housing elements:

- A 40-unit senior-housing apartment building that CommonBond would operate. CommonBond is a developer and manager of affordable housing.
- A 50-unit town house development that CommonBond also would build and operate. They would remove the existing 110-car parking lot for the monastery on this site and relocate it to the south of the monastery building.
- A change in use of the existing monastery building. The Sisters would sell this building to the Tubman Family Alliance for use as a family-violence shelter/residence. They would use this facility for offices, housing, community support, information and training, childcare and education. The Tubman Family Alliance use of this building would include 37 housing units as follows: six for single women, 18 for mothers with one to two children, six for mothers with three or more children, four for adult males and three for mothers with teenage boys.
- A future monastery on the north end of the property.

**February 11, 2008:** The city council moved approval of their support of CommonBond Communities award of LCA funding for the Trails Edge Townhome project by authorizing the mayor to sign and for the city and CommonBond to execute the “Acknowledgement of Receptivity to an LCA Funding Award” form.

**September 13, 2013:** The city council moved approval of a resolution of support for Tubman in securing state of Minnesota bonding monies for their project and further directing the city manager to develop documents to approve the City as fiscal agent for Tubman in this endeavor.

**April 27, 2015:** The city council approved a request for disbursement from the State of Minnesota who issued the G.O grant to the City for the improvements to the Tubman Facility.

**April 11, 2022:** The city council approved a resolution of Support for Tubman to Allow City as Fiscal Agent for State Bonding Proposal.

In the 2023 legislative session, Tubman was awarded \$3,338,000 in the form of a cash grant (i.e. not general obligation bonds). Tubman has been encouraged to go back to the legislature in the 2024 session to request the remaining \$2,585,000 from their original request.

**Attachments:**

1. Resolution
2. Tubman Bond Request Letter

CITY OF MAPLEWOOD

Resolution of Support for Tubman  
To Allow City as Fiscal Agent for State Bonding Proposal

WHEREAS, Tubman operates the Harriet Tubman Center East in Maplewood, a multi-service center including shelter and housing for victims of violence, exploitation, sexual assault, homelessness, addiction, mental health issues and other forms of trauma; and

WHEREAS, Tubman is requesting state bonding support through legislation to provide for up to \$2,585,000 in capital investment funds for safety and accessibility, and code compliance improvements to the Harriet Tubman Center East, and

WHEREAS, the City of Maplewood has previously expressed support for the services provided by Tubman for the citizens of Maplewood and the region, and

WHEREAS, the State of Minnesota requires that a local government agency act as the fiscal agent for General Obligation Bond funding for projects such as the one proposed by Tubman.

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

1. Maplewood expresses its support for Tubman's request for state funding for this important project and improvement and further supports the legislation on behalf of Tubman in the 2024 legislative session.
2. The City Manager is authorized and directed to prepare agreements and other documents to enable the City of Maplewood to act as the fiscal agent for Tubman in receiving financial support from the State of Minnesota.
3. City staff and consultants are authorized and directed to take all other actions necessary or convenient to carry out the intent of this resolution.

Dated: February 12, 2024



Get Help: 612.825.0000  
Give Help: 612.825.3333  
tubman.org

**Tubman Chrysalis Center**  
4432 Chicago Ave S  
Minneapolis, MN 55407

**Harriet Tubman Center East**  
1725 Monastery Way  
Maplewood, MN 55109

To: Mayor Marylee Abrams  
Councilmember Rebecca Cave  
Councilmember Kathleen Juenemann  
Councilmember Chonburi Lee  
Councilmember Nikki Villavicencio  
Cc: Melinda Coleman, City Manager  
From: Jennifer Polzin, Tubman CEO  
Re: Request for Approval to Serve as Fiscal Agent for Tubman's State Bonding Proposal

I am writing to respectfully request that the Maplewood City Council agree to participate as fiscal agent and be the primary applicant in Tubman's request for a State of Minnesota general obligation bond grant to fund capital improvements at Harriet Tubman Center East.

As you know, in 2022 Tubman requested \$5,965,000 in capital investment funds for safety and accessibility improvements to Harriet Tubman Center East in partnership with the City, but the legislature adjourned without passing a capital investment bill. In the 2023 legislative session, we were awarded \$3,338,000 in the form of a cash grant (i.e. not general obligation bonds). We've been encouraged to go back to the legislature in the 2024 session to request the remaining \$2,585,000 and have been advised to structure our proposal both as a general obligation bond fund request and as a cash request, and be prepared to go either route as session unfolds.

These funds will be used for these projects included in our original request: the addition of a public elevator for universal accessibility and enhanced safety for all users and confidentiality for survivors; upgrading the electrical system to ensure continuity of operations in the case of a system failure; renovating the commercial kitchen so it is usable under current code; partial roof replacement, completion of additional fire sprinkling; and window replacement.

We are 87% toward the fundraising goal for our Great Dreams Campaign, a comprehensive campaign which includes the legislative funds awarded in 2023 as well as federal funds, philanthropy, and individual donors. We will continue fundraising to cover the remaining costs of the capital improvements described above as well as for the creation of Harriet's Pet Haven so that survivors can bring their pets with them as they seek safety; and to equip the commercial kitchen for use by our operating partners to prepare hot meals for delivery to people who are unhoused as well as create a new contract manufacturing space for women and BIPOC entrepreneurs working to scale their food businesses.

I am happy to answer questions and provide any additional information you request, and I thank you in advance for your past and current partnership, and consideration of this request.

**BOARD OF DIRECTORS**  
**OFFICERS**  
Donnie Brown  
*Chair*  
Jake Blumberg  
*Vice Chair & Past Chair*  
Ramona Advani  
*Secretary*  
Max Rosen  
*Treasurer*  
Jennifer J. Polzin  
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**DIRECTORS**  
Marcia Ballinger  
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Kaelie Lund  
Shareen Luze  
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Doug Underwood

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Paul Schnell



**CITY COUNCIL STAFF REPORT**

Meeting Date February 12, 2024

**REPORT TO:** Melinda Coleman, City Manager  
**REPORT FROM:** Mychal Fowlds, IT Director  
**PRESENTER:** Mychal Fowlds, IT Director  
**AGENDA ITEM:** Payment for CentralSquare Yearly Maintenance Support

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

**Policy Issue:**

Support contracts for software are a major necessity because there are always fixes and updates and without the support contracts we're entitled to none of these. Also, to speak with any of our third-party vendors a support contract is required.

**Recommended Action:**

Motion to approve payment for CentralSquare yearly maintenance support.

**Fiscal Impact:**

Is There a Fiscal Impact?  No  Yes, the true or estimated cost is \$52,011.41.

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

**Strategic Plan Relevance:**

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

Ensuring the city remains current with support contracts enables staff to address any issues or bugs found within the software. This also ensures support is available should any larger scale events occur which would require further assistance from the vendor to get the systems back up and running.

**Background**

The City of Maplewood has been using CentralSquare's (formerly Zuercher) application, ZSuite, as our Records Management System since 2015. The application was purchased by Ramsey County and this payment is Maplewood's portion of the support agreement. The Police Department uses CentralSquare ZSuite to write and manage reports, log and manage evidence, issue citations and many other uses. As the primary application used by the Police Department and as the Department is a round-the-clock operation, continuing to have access to Zuercher support is imperative.

**Attachments**

1. CentralSquare invoice



<b>Invoice No (1 of 1)</b>	<b>Date</b>	<b>Page</b>
401797	1/25/2024	1 of 5

Tritech Software Systems, a CentralSquare Company  
 1000 Business Center Drive  
 Lake Mary, FL 32746

Billing Inquiries: Accounts.Receivable@centralsquare.com

**Bill To**  
 Maplewood Police, MN  
 City of Maplewood  
 Mychal Fowlds  
 1830 County Road B E  
 Maplewood MN 55109  
 United States

**Ship To**  
 Maplewood Police, MN  
 City of Maplewood  
 Mychal Fowlds  
 1830 County Road B E  
 Maplewood MN 55109  
 United States

Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
14058	Maplewood Police, MN		USD	Net 30	3/24/2024

Description	Units	Rate	Extended
Contract No. Q-158433			
1 Records Accident Reporting Annual Maintenance Fee - Annual Maintenance Fee Records Accident Reporting Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	5	\$127.69	\$638.47
2 Tablet FBR Client License Annual Maintenance Fee - Annual Maintenance Fee Tablet FBR Client License Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	5	\$104.48	\$522.41
3 Records-TriTech CAD Interface (Export to CAD) Annual Maintenance Fee - Annual Maintenance Fee Records-TriTech CAD Interface (Export to CAD) Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$921.29	\$921.29
4 IedsProperty/Evidence Client License Annual Maintenance Fee - Annual Maintenance Fee IedsProperty/Evidence Client License Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	4	\$104.48	\$417.92
5 ZSuite Production Server Hardware Maintenance - Annual Maintenance Fee ZSuite Production Server Hardware Maintenance Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$4,836.96	\$4,836.96
6 ZSuite Training/Testing Server Hardware Maintenance - Annual Maintenance Fee ZSuite Training/Testing Server Hardware Maintenance Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$3,482.59	\$3,482.59
7 ZSuite Warm Standby Server - Annual Maintenance Fee ZSuite Warm Standby Server Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$4,836.96	\$4,836.96
8 ZSuite Production NCIC Server Hardware Maintenance - Annual Maintenance Fee ZSuite Production NCIC Server Hardware Maintenance Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$2,089.57	\$2,089.57



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Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
14058	Maplewood Police, MN		USD	Net 30	3/24/2024

	Description	Units	Rate	Extended
9	Administration Core Annual Maintenance Fee - Annual Maintenance Fee Administration Core Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$2,321.78	\$2,321.78
10	Mobile eCitations Annual Maintenance Fee - Annual Maintenance Fee Mobile eCitations Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	30	\$108.35	\$3,250.45
11	Mobile NCIC Annual Maintenance Fee - Annual Maintenance Fee Mobile NCIC Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	30	\$0.00	\$0.00
12	Mobile Records Annual Maintenance Fee - Annual Maintenance Fee Mobile Records Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	30	\$220.56	\$6,616.92
13	Records Core Annual Maintenance Fee - Annual Maintenance Fee Records Core Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$2,786.11	\$2,786.11
14	Records Accident Reporting Annual Maintenance Fee - Annual Maintenance Fee Records Accident Reporting Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$3,095.66	\$3,095.66
15	Records eCitations Annual Maintenance Fee - Annual Maintenance Fee Records eCitations Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$6,965.17	\$6,965.17
16	Records Core Annual Maintenance Fee - Annual Maintenance Fee Records Core Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$2,902.19	\$2,902.19



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<b>Customer No</b>	<b>Customer Name</b>	<b>Customer PO #</b>	<b>Currency</b>	<b>Terms</b>	<b>Due Date</b>
14058	Maplewood Police, MN		USD	Net 30	3/24/2024

	<b>Description</b>	<b>Units</b>	<b>Rate</b>	<b>Extended</b>
17	Records - MN BCA CIBRS Interface (Import and Export) Annual - Annual Maintenance Fee Records - MN BCA CIBRS Interface (Import and Export) Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
18	Records - MN CJSS Interface (Import and Export) Annual Maint - Annual Maintenance Fee Records - MN CJSS Interface (Import and Export) Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
19	Records-MN ConnectRDS Interface Annual Maintenance Fee - Annual Maintenance Fee Records-MN ConnectRDS Interface Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
20	Records - MN Crime Reporting (CJRS) Interface Annual Mainten - Annual Maintenance Fee Records - MN Crime Reporting (CJRS) Interface Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
21	Records - MN e-Charging Interface (Import and Export) Annual - Annual Maintenance Fee Records - MN e-Charging Interface (Import and Export) Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
22	Records - MN Judicial Branch (Odyssey) Interface (Import and - Annual Maintenance Fee Records - MN Judicial Branch (Odyssey) Interface (Import and Export) Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
23	Records - N-DEx Adapter (IA IEPD) Annual Maintenance Fee - Annual Maintenance Fee Records - N-DEx Adapter (IA IEPD) Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00





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Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
14058	Maplewood Police, MN		USD	Net 30	3/24/2024

	Description	Units	Rate	Extended
24	Records-Data Import Interface Annual Maintenance Fee - Annual Maintenance Fee Records-Data Import Interface Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$1,160.95	\$1,160.95
25	Reporting Core Annual Maintenance Fee - Annual Maintenance Fee Reporting Core Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
26	Reporting Universal Interface Engine Annual Maintenance Fee - Annual Maintenance Fee Reporting Universal Interface Engine Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
27	Zuercher Suite-NCIC Interface (Basic Query Package) Annual M - Annual Maintenance Fee Zuercher Suite-NCIC Interface (Basic Query Package) Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$2,012.21	\$2,012.21
28	Zuercher Suite-NCIC Interface (Criminal History Package) Ann - Annual Maintenance Fee Zuercher Suite-NCIC Interface (Criminal History Package) Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$773.97	\$773.97
29	ZSuite - Time Synchronization Interface Annual Maintenance F - Annual Maintenance Fee ZSuite - Time Synchronization Interface Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$0.00	\$0.00
30	Tablet Server License Annual Maintenance Fee - Annual Maintenance Fee Tablet Server License Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	1	\$1,973.49	\$1,973.49
31	Records eCitations Annual Maintenance Fee - Annual Maintenance Fee Records eCitations Annual Maintenance Fee Maintenance: Start:3/25/2024, End: 3/24/2025	5	\$81.27	\$406.34



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Tritech Software Systems, a CentralSquare Company  
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 Lake Mary, FL 32746

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Customer No	Customer Name	Customer PO #	Currency	Terms	Due Date
14058	Maplewood Police, MN		USD	Net 30	3/24/2024

**Please include invoice number(s) on your remittance advice,  
 made payable to Tritech Software Systems**

**Subtotal** \$52,011.41

**Tax** \$0.00

**ACH:**

Routing Number 121000358  
 Account Number 1416612641  
 E-mail payment details to: Accounts.Receivable@CentralSquare.com

**Invoice Total** \$52,011.41

**Check:**

12709 Collection Center Drive  
 Chicago, IL 60693

**Payments Applied** \$0.00

**Balance Due** \$52,011.41

**CITY COUNCIL STAFF REPORT**

Meeting Date February 12, 2024

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

**REPORT FROM:** Steven Love, Public Works Director / City Engineer  
Jon Jarosch, Assistant City Engineer

**PRESENTER:** Steven Love  
Jon Jarosch

**AGENDA ITEM:** 2024 Maplewood Street Improvements, City Project 23-08  
a. Public Hearing 7:00 pm  
b. Resolution Ordering Improvement after Public Hearing (4 votes)

**Action Requested:**  Motion  Discussion  Public Hearing

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

**Policy Issue:**

The Public Hearing for this project has been scheduled for 7:00 p.m. on Monday, February 12, 2024. Notices of the public hearing have been mailed and published. The Feasibility Study was accepted by the City Council on January 22, 2024, with a Resolution Authorizing the Preparation of Plans and Specifications, and Calling for a Public Hearing. The City Council will consider ordering the improvements following the public hearing. A super majority vote is required to order the project.

**Recommended Action:**

- a. Hold a Public Hearing
- b. Motion to approve the attached Resolution Ordering the Improvement for the 2024 Maplewood Street improvements, City Project 23-08 (4 affirmative votes are required to approve this resolution).

**Fiscal Impact:**

Is There a Fiscal Impact?  No  Yes, the true or estimated cost is \$10,878,200

Financing source(s):  Adopted Budget  Budget Modification  New Revenue Source  
 Use of Reserves  Other: The proposed funding plan includes a combination of Special Benefit Assessments, Street Revitalization Fund, the Environmental Utility Fund, the Sanitary Sewer Fund, St. Paul Regional Water Services, G.O. Improvement Bonds, Ramsey-Washington Metro Watershed District, and the W.A.C. Fund.

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

The streets proposed for reconstruction under the project represent an important part of the City's infrastructure, serving as a connection to and from residential properties, businesses and other points of interest. The city streets and utilities included in the project have deteriorated beyond the point of regular annual maintenance and are in need of replacement.

**Background:**

The Feasibility Report for the 2024 Maplewood Street Improvements, City Project 23-08, is complete and available in the office of the City Engineer as well as on the project web page. The report includes information on the existing site conditions, proposed improvements, anticipated schedule, costs, financing and recommendations.

The city streets included in the 2024 Maplewood Street Improvements total approximately 4.30 miles in length. The project includes two areas; the East Shore Drive area and the Cypress-Maplewood Drive area. The East Shore Drive area is generally bounded by Frost Avenue to the north, Lake Phalen to the west, Larpenteur Avenue to the south, and Birmingham Street to the east. The Cypress-Maplewood Drive area is generally bounded by Beam Avenue to the north, Keller Parkway to the west, Gervais Avenue to the south, and Hazelwood Avenue to the east. This project is a part of the 2024 – 2028 Maplewood Capital Improvement Plan (CIP). If the project moves forward through the approval process and the City Council awards a construction contract, construction would begin in June of 2024.

The existing street pavement and aging utility infrastructure on the project streets present an ongoing maintenance problem for the City of Maplewood Street and Utility Departments. Of the infrastructure elements the city maintains, the bulk of the maintenance activities consist of patching the roadway, crack sealing, filling potholes, and maintaining the aging utility infrastructure. The condition of the existing street also represents a decreased level of service for the residents of Maplewood, with the City receiving complaints from area residents about substandard street conditions. The project streets have a combined average PCI rating of 32/100. The PCI rating is based on a visual survey of the pavement and is a number between 0 and 100, with 0 being the worst possible pavement condition and 100 being the best possible pavement condition (i.e. a new road). This project would include the following improvements:

**Pavement Rehabilitation Type Improvement Streets:**

- Full depth reclamation (essentially grinding and mixing) of existing pavement and underlying aggregate base
- Removal of excess reclaim material to accommodate new pavement section
- Full replacement of asphalt pavement section
- Spot replacement of severely deteriorated concrete curb and gutter
- Roadway subgrade soil corrections as necessary
- Upgrade of existing pedestrian features to ADA compliance
- Saw & seal of control joints for the new bituminous pavement
- Replacement of outdated utility surface castings/lids and failing structures
- Installation of sacrificial anodes on existing water mains
- Restoration of driveways, turf and landscape features impacted by the project

**Full Reconstruction Type Improvement Streets:**

- Full removal of existing pavement and underlying aggregate base
- Full replacement of asphalt pavement section

- Construction of all new concrete curb and gutter
- Subgrade soil corrections based on soil boring data
- Improvements to the existing pedestrian features
- Saw & seal of control joints for the new bituminous pavement
- Installation on sacrificial anodes on proposed and existing water mains
- Utility improvements to include the installation of new storm sewer structures and piping, replacement of cast iron water main, and replacement of select sanitary sewer services
- Water quality improvements to include residential rain water gardens, infiltration basins, or underground infiltration basins where feasible
- Restoration of driveways, turf and landscape features impacted by the project

**Additional Improvements:**

- Sanitary sewer lining of deteriorating mains throughout the City
- Fog seal pavement of a past project area streets

In 2022, the City of Maplewood Sanitary Sewer Department performed televising and manhole inspections of the sewer system within the project streets. Based on the results of the reports, staff are recommending repairs to select sewer services which have had a history of root infiltration. The majority of these services are located in the East Shore Drive area of the project. Staff also recommend upgrading existing surface castings to the current standard and replacing failing manhole adjustment rings as needed.

Saint Paul Regional Water Services (SPRWS) has identified approximately 2,600-feet of cast iron water main which needs to be removed and replaced as a part of the project. The water main work would be done under the project contract, with the costs associated with this work being reimbursed to the City by SPRWS. SPRWS is also recommending sacrificial anodes be installed on all new water mains and existing water mains in the Cypress-Maplewood Drive area of the project. Sacrificial anodes improve corrosion resistance and break susceptibility of the water mains they are attached to.

Some project streets lack an adequate storm sewer system, while others have an effective system currently in place. Depending on the project street, installation of new storm sewer piping and structures may be needed or repairs to the existing system may be needed. On streets with new storm sewer systems proposed, water quality and rate control improvements will be implemented where possible. Based on the existing conditions, staff are recommending the East Shore Drive area storm sewer system be expanded and replaced as necessary. The Cypress-Maplewood Drive area has an adequate storm sewer system in place, staff recommend only replacing failing structures and pipes as necessary.

**Neighborhood Correspondence**

On July 24, 2023, the Maplewood City Council ordered the preparation of a feasibility study for the 2024 Maplewood Street Improvements. On August 1, 2023, a letter was mailed to the residents in the project areas to provide information on the council's action and to notify them about preliminary engineering activities would begin during the fall of 2023.

Staff mailed informational packets to impacted residents on November 30, 2023. The packet informs project residents about a number of topics including street construction frequently asked questions (FAQ), assessments, and included a Neighborhood Meeting #1 Invitation.

The first informational neighborhood meeting for the East Shore Drive area was held virtually on December 14, 2023. Staff mailed out the invitation to 147 property owners with 11 attending the meeting. The meeting included a presentation followed by a question and answer session. Items discussed at this meeting included the public improvement process, construction process, existing conditions, proposed improvements, assessment information, and an estimated project timeline. The majority of the conversation revolved around speeding concerns, pavement condition, project timeline, boulevard tree impacts, public involvement process, resident notification, proposed improvements, drainage concerns, sidewalks, roadway widths and assessments. Following the meeting, staff posted the meeting minutes and the presentation slides on the project website for residents and the public to view.

The first informational neighborhood meeting for the Cypress-Maplewood Drive area was held virtually on December 13, 2023. Staff mailed out the invitation to 141 property owners affected by the construction project with approximately 6 attending the meeting. The meeting included a presentation followed by a question and answer session. Items discussed at this meeting included the public improvement process, construction process, existing conditions, proposed improvements, assessment information, and an estimated project timeline. The majority of the conversation revolved around impacts to utilities, property access during construction, current pavement conditions, general construction process, proposed improvements, drainage concerns, speeding concerns, street lights, potential tree impacts and assessments. Staff posted the meeting minutes and the presentation slides on the project website for residents and the public to view.

Following the first neighborhood meetings, Staff reviewed the City's Comprehensive Plan, Parks Master Plan, and Living Streets Policy to see what additional guidance these documents could provide for sidewalks and trails in the project area. These guiding documents did not call for any additional sidewalks or trails within either project area. After considering all of this information, along with the feedback heard from residents, staff is not recommending any new sidewalks be installed as a part of the project.

On December 20, 2023, residents were mailed an informational letter on how to access and use the InputID tool, which is located on the project website. The system is 'social-media like', with the ability to add comments on the map and the ability to like or dislike comments. Staff have received many questions and comments about the project on this online tool. Staff will continue to monitor these comments throughout the design process.

A project survey has been sent out to the full reconstruction areas of the project to solicit additional feedback from area residents. A second neighborhood meeting is scheduled to take place prior to the public hearing. The timing of the second neighborhood meeting provides residents with the opportunity to hear about the latest project developments and to have their questions answered prior to the public hearing. Additional neighborhood meetings and stakeholder correspondence are planned throughout the public improvement process to continue conversations with area residents and to ensure that everyone affected by the potential project is well informed and has had multiple chances to provide input.

### **Assessments**

An independent appraisal firm has been hired to provide an opinion of special benefit received by properties within the project area. This information will ultimately be utilized to determine the special benefit assessment amounts for the project area. The rates established in the City's Special Assessment Policy were utilized at this time to generate a preliminary assessment roll.

Based on the City of Maplewood’s Pavement Management Policy, parcels are assessed on an equal “unit” basis. However, per Minnesota State Statute 429, the assessment amount cannot be greater than the benefit received by the property from the type(s) improvement. Ultimately the special benefit appraisal report will determine the final assessment amounts for the properties proposed to be assessed as a part of the project. For the purposes of this report and establishing a project financing plan, the preliminary assessment rate(s) are as follows.

- Residential
  - Full Reconstruction Rate, Single Family Unit = \$6,600/Unit
  - Partial Reconstruction Rate, Single Family Unit = \$4,950/Unit
  - Pavement Rehabilitation Rate, Single Family Unit = \$3,450/Unit
  - Pavement Rehabilitation Rate, Duplex Rate = \$1,955/Unit
- Commercial/Multi-Family
  - Pavement Rehabilitation Rate = \$69.00/Front-Foot

The assessment hearing is currently proposed to be held in September of 2024.

**Estimated Project Cost**

The total estimated project cost is \$10,878,200 and is outlined below:

<b>Estimated Project Cost Summary</b>		
<b>Proposed Improvements</b>	<b>Total Amount</b>	<b>% of Total</b>
Street Improvements	\$6,458,000	59%
Drainage Improvements	\$2,820,000	26%
Sanitary Sewer Improvements	\$430,000	4%
Water System Improvements	\$1,170,200	11%
<b>Total Estimated Project Cost:</b>	<b>\$10,878,200</b>	<b>100%</b>

The estimated costs include 10% contingencies and 12% overhead, which include geotechnical, legal, and fiscal expenses.

**Preliminary Project Funding Plan**

The improvements are proposed to be financed through a combination of Environmental Utility Fund, G.O. Improvement Bonds, Sanitary Sewer Fund, Special Benefit Assessments, Saint Paul Regional Water, Ramsey-Washington Metro Watershed District, and the W.A.C. Fund. An update to the financing plan will be provided after the special benefits appraisal is received.

<b>Estimated Project Cost Recovery</b>		
<b>Funding Source</b>	<b>Total Amount</b>	<b>% of Total</b>
General Obligation (G.O.) Improvement Bonds	\$4,759,300	43%
Street Revitalization Fund	\$658,100	6%
Environmental Utility Fund	\$2,156,000	20%
Ramsey-Washington Metro Watershed District	\$125,000	1%
Sanitary Sewer Fund	\$430,000	4%
Water Area Fund (WAC)	\$83,400	1%
St. Paul Regional Water Services	\$1,086,800	10%
Special Benefit Assessments	\$1,579,600	15%
<b>Total Estimated Project Funding:</b>	<b>\$10,878,200</b>	<b>100%</b>

The total estimated project cost is roughly \$58,000 higher than the approved CIP. This is due to higher than anticipated watermain replacement costs and drainage improvement costs at the feasibility level versus the CIP. These additional costs will be covered by contributions from Saint Paul Regional Water Services and the Ramsey-Washington Metro Watershed District. Overall bonding levels are estimated to be roughly \$34,000 less than the CIP estimate.

The estimated project costs and the preliminary project funding plan have been reviewed by the Finance Director.

### **Project Schedule**

The following is a tentative schedule for City Project 23-08 should it be determined to proceed with the project:

<b>Project Milestone</b>	<b>Date</b>
Order Preparation of Feasibility Study	7/24/2023
Neighborhood Meeting #1 (Maplewood Drive-Cypress Area only)	12/13/2023
Neighborhood Meeting #1 (East Shore Drive Area only)	12/14/2023
City Council Meeting   Accept Feasibility Study, Order Public Hearing, Authorize Preparation of Plans & Specifications	1/22/2024
Neighborhood Meeting #2 (East Shore Drive Area & Maplewood Drive-Cypress Area)	2/7/2024
City Council Meeting   Public Hearing & Order Improvement	2/12/2024
City Council Meeting   Approve Plans and Specifications, Authorize Advertisement for Bids, Authorize Preparation of Assessment Roll	3/25/2024
Bid Opening	4/19/2024
City Council Meeting   Award Contract	5/13/2024
Neighborhood Meeting #3 (East Shore Drive Area only)	May 2024
Neighborhood Meeting #3 (Maplewood Drive-Cypress Area only)	May 2024
Begin Construction	June 2024
City Council Meeting   Accept Assessment Roll & Order Assessment Hearings	8/12/2024
Neighborhood Meeting #4 (East Shore Drive Area & Maplewood Drive-Cypress Area)	9/4/2024
City Council Meeting   Assessment Hearing and Adopt Assessment Roll	9/9/2024
Complete Construction	November 2024
Assessments Certified to Ramsey County	November 2024

### **Attachments:**

1. Resolution Ordering Improvements
2. Project Location Map
3. Public Hearing Presentation



**RESOLUTION  
ORDERING IMPROVEMENT**

WHEREAS, pursuant to a resolution of the City Council adopted January 22<sup>nd</sup>, 2024, a date for a council hearing was set on the proposed street improvements for the 2024 Maplewood Street Improvements, City Project 23-08; and

WHEREAS, a notice was mailed ten days in advance to residents and a notice of the hearing was published, and the hearing was duly held on February 12<sup>th</sup>, 2024; and the council has heard all persons desiring to be heard on the matter and has fully considered the same;

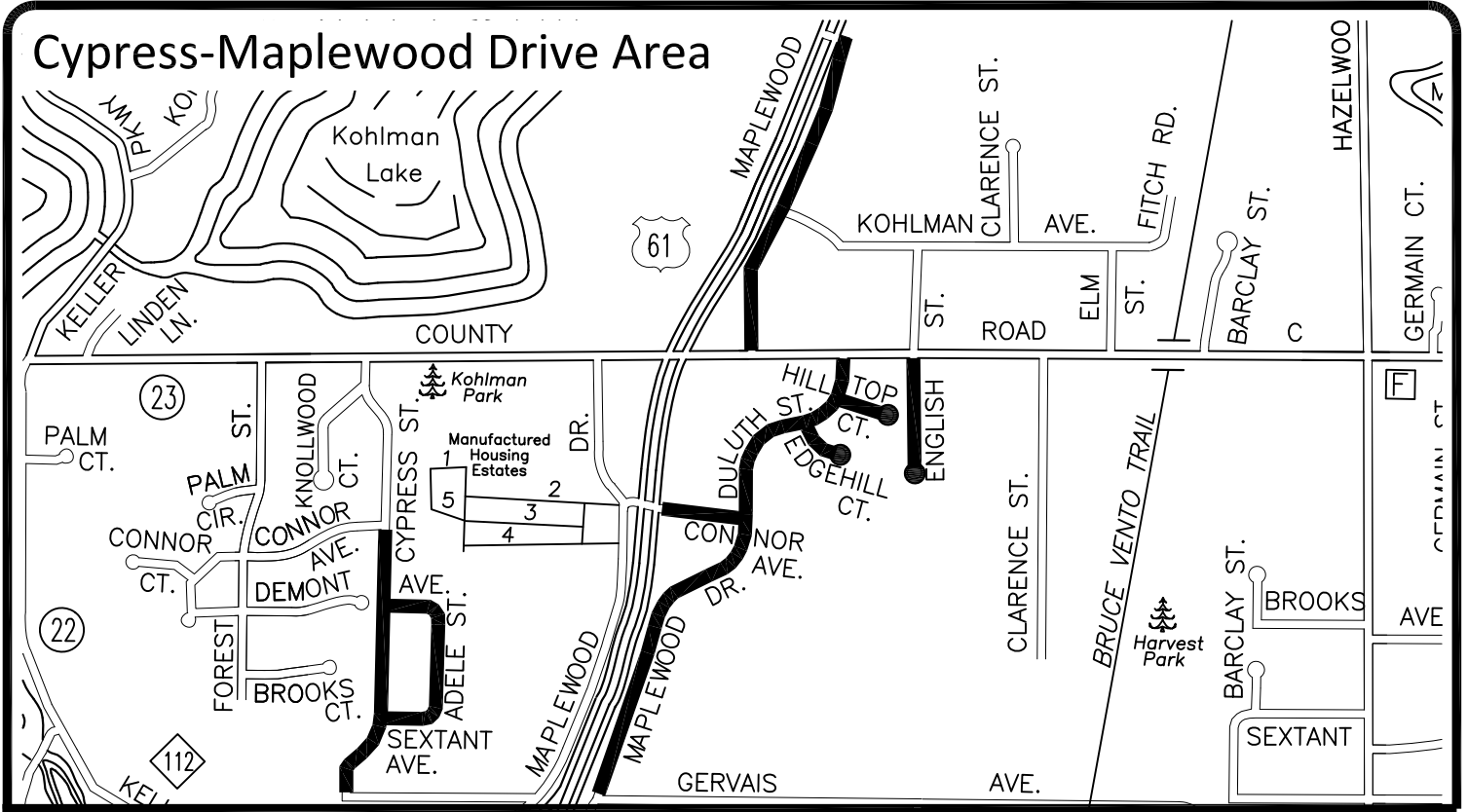
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA:

1. That it is necessary, cost-effective and feasible, as detailed in the Feasibility Report, that the City of Maplewood make improvements to the streets included in the 2024 Maplewood Street Improvements, City Project 23-08.
2. Such improvements ordered as proposed in the Council resolution adopted on the 12<sup>th</sup> day of February 2024.
3. The City Engineer, or his designee, is the designated engineer for this improvement project and is hereby directed to prepare final plans and specifications as previously directed by the City Council at the January 22<sup>nd</sup>, 2024 council meeting.
4. The Finance Director was authorized to make the financial transfers necessary for the preparation of plans and specifications at the January 22<sup>nd</sup>, 2024 council meeting. A budget of \$10,878,200 was established at that time. The proposed financing plan shall be implemented and is as follows:

<b>Estimated Project Cost Recovery</b>		
<b>Funding Source</b>	<b>Total Amount</b>	<b>% of Total</b>
General Obligation (G.O.) Improvement Bonds	\$4,759,300	43%
Street Revitalization Fund	\$658,100	6%
Environmental Utility Fund	\$2,156,000	20%
Ramsey-Washington Metro Watershed District	\$125,000	1%
Sanitary Sewer Fund	\$430,000	4%
Water Area Fund (WAC)	\$83,400	1%
St. Paul Regional Water Services (SPRWS)	\$1,086,800	10%
Special Benefit Assessment	\$1,579,600	15%
<b>Total Estimated Project Funding:</b>	<b>\$10,878,200</b>	<b>100%</b>

Approved this 12<sup>th</sup> day of February 2024.

# Cypress-Maplewood Drive Area



# East Shore Drive Area



## 2024 Maplewood Street Improvements

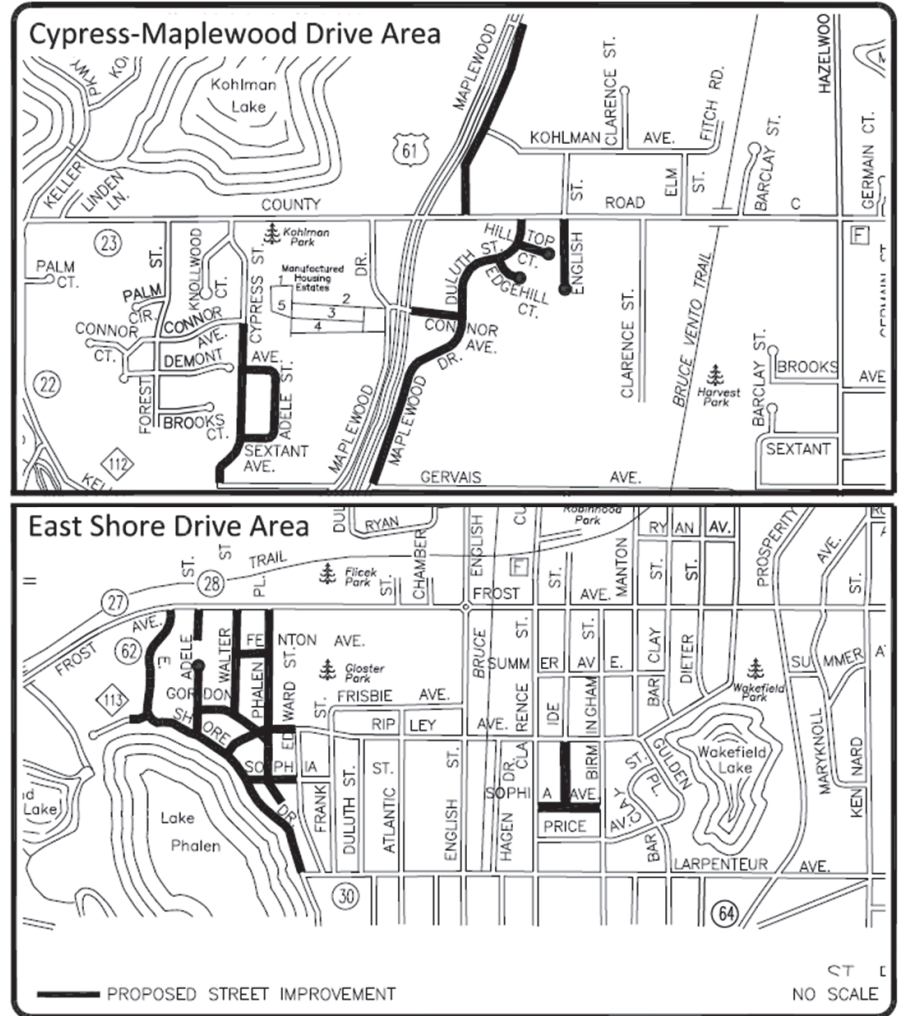
### City Project 23-08



# 2024 Maplewood Street Improvements

## City Project 23-08

- Presented to Maplewood City Council
- February 12, 2024





## Why These Streets?

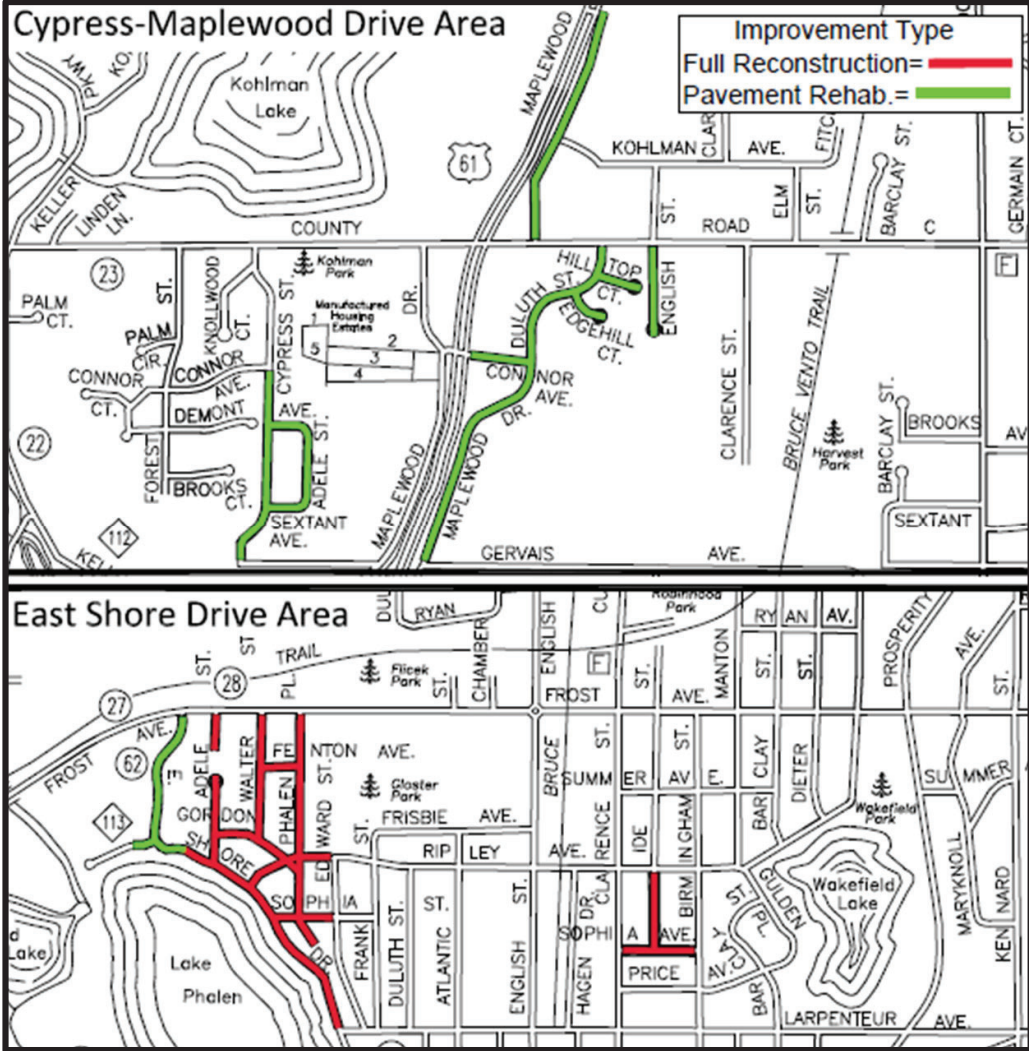
- Poor pavement condition
  - *4.30 Miles in Length*
  - *Average PCI Rating – 32/100*
- Pavement has deteriorated to the point where patching and maintenance is no longer cost-effective.
- Some streets completely lack concrete curb and gutter.
- Storm sewer and sanitary sewer are in need of upgrade on select streets.
- SPRWS has identified 2600-feet of cast iron water main in need of replacement.



East Shore Drive near Sophia Avenue



# Maplewood





## Project Scope – Pavement Rehabilitation Streets

- Reclamation (essentially roto-tilling) of pavement & aggregate base to create new road base.
- Removal of excess reclaim material (gravel) to allow for new pavement section.
- Installation of new asphalt pavement.
- Replace existing structurally damaged concrete curb.
- Repairs as needed to existing storm sewer structures and castings.
- Replacement of outdated sanitary sewer castings.
- Installation of sacrificial anodes on existing water main (reduces corrosion & prolong life).
- Restoration of driveways and boulevards.



Reclamation on Cope Avenue (2022)



## Project Scope – Full Reconstruction Streets

- Full removal and replacement of pavement, aggregate base and poor subgrade soils.
- Installation of new asphalt pavement.
- Installation of new concrete curb and gutter.
- Repairs and expansion of storm sewer system as needed.
- Water quality feature installations.
- Replacement of sanitary sewer castings, with repairs to main and services as needed.
- Replacement of 2600-feet of cast iron water main.
- Installation of sacrificial anodes on water main (reduces corrosion & prolongs life).
- Restoration of driveways & boulevards.
- Utilize Maplewood’s Living Streets Policy for design guidance within neighborhood.



Water main replacement Cope Avenue (2022)



Maplewood

# Resident Communication

## Informational Packet – November 2023

- Project Location Map, FAQ Brochure, Assessment Information

## Neighborhood Meeting #1 – December 13<sup>th</sup> & 14<sup>th</sup> 2023

- Areas of discussion included the project scope, project timeline, cost/funding sources, assessment information, resident communication.

## InputID Webtool – December 2023

- Online mapping tool for residents to comment on project
- ‘Social media-like’ in allowing comments, likes, and dislikes

## Neighborhood Meeting #2 – February 7<sup>th</sup>, 2024

- Update from 1<sup>st</sup> Neighborhood Meeting
- Answer questions leading up to Public Hearing

## Property Owner Survey

- Asked for additional information in East Shore Drive Area of Project.





# Resident Communication

## Speeding and Pedestrian Safety along East Shore Drive

- Some area residents expressed concerns over speeding , traffic volumes, and pedestrian safety along East Shore Drive
- Design proposes to narrow East Shore Drive from 30-32 feet to 26-feet

## Tree Removal Concerns

- Some area residents expressed concerns over losing mature boulevard trees
- City views trees as an asset. Project will be designed to save trees to extent possible. (Some exceptions include ash Trees or hazardous trees)

## Street Lighting Needs

- Some area residents noted the need for additional street lighting
- All project streets will be reviewed to ensure lighting meets City Policy

## Drainage Concerns

- Some area residents noted localized water ponding concerns
- These areas will be reviewed and corrected to the extent possible



Maplewood

## Project Costs & Funding

Total Estimated Project Cost = \$10,878,200

### Project Funding

- G.O. Improvement Bonds - \$4,759,400 (43%)
- Street Revitalization Fund - \$658,100 (6%)
- Environmental Utility Fund - \$2,156,000 (20%)
- Sanitary Sewer Fund - \$430,000 (4%)
- W.A.C. Fund - \$83,400 (1%)
- St. Paul Regional Water Services - \$1,086,800 (10%)
- Ramsey-Washington Metro Watershed District - \$125,000 (1%)
- Special Benefit Assessments - \$1,579,600 (15%)

## What is a Special Assessment?

- Funding source utilized to finance a portion of public improvements
- Maximum rates are set by the City Council on a yearly basis.
- Independent appraisal firm hired to determine benefit received by properties.
- Per Minnesota State Statute 429 the assessment amount cannot be more than the direct benefit to the property.



## Special Assessment

- Assessment Hearing – September 2024
- Prior to the Assessment Hearing
  - Residents will be mailed an official assessment notice
    - Assessment amount
    - Payment options
    - Deferral options
    - Right to object
  - Neighborhood meeting in the summer of 2024 to cover assessments

## Tentative Project Schedule

- Public Hearing – February 12<sup>th</sup>, 2024
  - Residents provide input on proposed improvements
  - Council votes after public hearing
- Approval of Plans/Advertising for Bids – March 2024
- Award of Contract – April 2024
- Neighborhood Meeting #3 – May 2024
- Construction – June to November 2024
- Assessment Hearing – September 2024



## Recommendation

- Hold a Public Hearing
- Approval of the Resolution Ordering the Improvement for the 2024 Maplewood Street Improvements, City Project 23-08 (Four affirmative votes are required to approve this resolution).

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 12, 2024

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

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

**PRESENTER:** Michael Martin, AICP, Assistant Community Development Director

**AGENDA ITEM:** Saint Paul Educational Foundation Communications Monopole, 1210 Sterling Street South  
 a. Conditional Use Permit and Variances Resolution  
 b. Design Review Resolution

**Action Requested:**  Motion  Discussion  Public Hearing

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

**Policy Issue:**

This item originally went before the city council on December 11, 2023, and was tabled until this meeting. The city council requested more information regarding Ramsey County's interest in utilizing this site for emergency equipment and if there were other proposed towers in the cities near this site.

As background, the applicant proposes installing a 195-foot communications monopole to house equipment that currently resides on a ski jump owned and operated by the Saint Paul Educational Foundation. The proposal includes moving the equipment off the ski jump and onto a new tower on the ski jump property at 1210 Sterling Street South. The applicant needs city council approval for a conditional use permit, height and setback variances, and design review to move forward.

**Recommended Action:**

City staff is providing three actions for consideration by the city council. The city council may make a motion on any of these three actions or create its own recommended action.

- a. Motion to approve a conditional use permit and variances resolution and a design review resolution for a 195-foot communications monopole with a height variance of 70 feet and a setback variance of 45 feet to be constructed at 1210 Sterling Street South.
- b. Motion to approve a conditional use permit and variances resolution and a design review resolution requiring the applicant to resubmit revised plans to allow for a \_\_\_-foot communications monopole with a height variance of \_\_\_ feet and a setback variance of \_\_\_ to be constructed at 1210 Sterling Street South. (*Height and setback variances to be determined by the city council*)
- c. Motion recommending denial of the proposal. (A motion to deny must include findings of fact germane to the request which has been included in a resolution attached to this report.)

**Fiscal Impact:**

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

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

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

The city deemed the application complete on October 18, 2023. The initial 60-day review deadline for a decision is December 17, 2023. As stated in Minnesota State Statute 15.99, the city is allowed to take an additional 60 days, if necessary, to complete the review. The city has exercised this right, and the new deadline for review is now February 15, 2024. As this is the last regularly scheduled city council meeting before this deadline, the city council needs to make a decision on this project at the February 12, 2024 meeting.

**Background:**

The city council tabled this project at their December 11, 2023, meeting in order to request more information regarding Ramsey County's interest in utilizing this site for emergency equipment and to understand if there were other proposed towers in the cities near this site. Staff contacted Michael Mihelich with Ramsey County's Emergency Communications to gauge the county's interest in utilizing this site. Mr. Mihelich reviewed the project documents submitted by the applicant and stated that Ramsey County was not interested in placing emergency communications equipment at the proposed site. Mr. Mihelich also checked with Washington County, which is to the east of this site, and they also had no interest in this site. Staff also checked with the cities of Woodbury, Newport and Saint Paul and there are no proposed, pending or recently approved telecommunication towers in their municipalities.

The Saint Paul Educational Foundation is the nonprofit foundation that owns and manages the ski jump. The existing ski jump is 100 feet in height. The property owner conducted a design and structural analysis, which determined that the ski jump tower could not hold the equipment needed for additional upgrades without structural modifications. This has led to the Saint Paul Educational Foundation proposing the installation of a new 195-foot communications monopole.

**Conditional Use Permit**

Section 44-1327 of the city's zoning code requires a conditional use permit (CUP) for a communication tower in a residential zoning district. The site at 1210 Sterling Street South is zoned Farm Residential. The code also states that communication towers can only be located in the following residentially zoned locations or properties:

- a. Churches or places of worship.
- b. Parks, when the city determines the facility would be compatible with the nature of the park.
- c. City-owned property, government, school, utility and institutional sites or facilities.

This site would be considered an institutional use site and, as mentioned, currently has wireless communication equipment on-site. A CUP was not required previously for this site as the equipment is located on the ski jump, which is permitted by the code.

In reviewing an application for a conditional use permit for the construction of commercial antennas,



towers, and accessory structures, the city council shall consider the following:

1. Standards in this Code.
2. Recommendations of the planning commission and community design review board.
3. Effect of the proposed use upon the health, safety, convenience and general welfare of residents of surrounding areas.
4. Effect on property values.
5. Effect of the proposed use on the comprehensive plan.

As the site already contains equipment for three wireless carriers who previously submitted coverage/interference analysis and capacity analysis to the city, the applicant was not required to supply this information with this application. Towers in residential zoning districts designed and built for collocation are allowed to be 125 feet in height. The applicant is requesting approval for a 195-foot communications monopole, requiring a variance, which is discussed later in this report.

If the tower is located next to a residential property line or next to a property that the city is planning for residential use, the tower must be located at least the height of the tower plus 25 feet from the nearest residential structure. The proposed tower would be located 175 feet from the nearest residential structure, thus requiring a setback variance, which is discussed later in this report. The owner of the home to the south has written to the city to support the project.

The applicant has stated that the proposed monopole will be designed with a 50 percent breakaway fall zone, allowing a fall zone of half the monopole's height, approximately 97.5 feet. If this tower design is acceptable to the city council, staff recommends that a structural engineer be required to sign off on all design plans related to the tower.

Code states that all ground equipment and accessory structures are required to be located at least ten feet from side and rear property lines. The ground equipment for the wireless carriers already exists on-site and meets the setback requirements. No changes to the location of the ground equipment are proposed.

## Variances

### *Height Variance*

As mentioned in the CUP section, the application proposes a 195-foot communications monopole. The maximum height allowed for this parcel and zoning district would be 125 feet, thus requiring a 70-foot variance. For reference, the city's zoning code allows communications towers to be constructed up to 175 feet in zoning districts or locations other than residential. While the ski jump is a non-residential use and adjacent to a major freeway, the site is zoned farm residential and is surrounded on three sides by single-family homes. The city council should consider these factors to determine if a 90-foot variance is appropriate for this site.

### *Setback Variance*

Again, as mentioned in the CUP section, the city's zoning code requires towers to be setback the height of the tower plus 25 feet. The nearest home to the proposed tower location is setback 175 feet. So, considering setback requirements alone, the maximum tower height could be 150 feet. The applicant proposes a 195-foot monopole communications tower requiring a 220-foot setback. Again, the nearest home is 175 feet, meaning a setback variance of 45 feet would be required.

As previously mentioned, the applicant has stated that the proposed monopole will be designed with a 50 percent breakaway fall zone, allowing a fall zone of half of the height of the monopole, approximately 97.5 feet. If this tower design is acceptable to the city council, staff recommends that

a structural engineer be required to sign off on all design plans related to the tower.

### *Overview*

To approve any variances, the city council must consider the practical difficulties with the property, preventing the applicant from complying with city code requirements. The elevation of the site is very steep north and east of the ski jump. The location of the ski jump provides a challenge in locating a new tower. With that said, staff has concerns with the height of the proposed tower and its location compared to the home to the south.

The applicant requests a 195-foot communications monopole to provide room for four wireless providers – one more carrier than the site currently holds – at the 125', 140', 155', and 170' levels and for community emergency response equipment at the top. Currently, the applicant has no agreements with local agencies to use the top of the proposed tower and as already mentioned, Ramsey and Washington counties have expressed they are not interested in this site.

To provide room for three providers, like the ski jump currently provides, a new tower would need to be approximately 165 feet in height. To allow an additional carrier, in addition to the three, a tower would need to be approximately 180 feet.

### Design Review

#### *Site Plan*

The proposed monopole tower would be located just south of the ski jump. The applicant desires to have the new tower within 40 feet of the existing ground equipment so that the entire site would not have to be reworked. The operations of the ski jump and the site's steep elevations also limit a tower's potential locations. The proposed tower site would be 233 feet from the property line to the west and 357 feet from the property line to the east. The tower would be setback 109 feet from the property line to the south and 175 feet to the house, as described above. The existing ground equipment is to the southeast of the ski jump, is not proposed to move its location, and meets setback requirements.

#### *Monopole Elevation and Landscaping/Screening*

Sec. 44-1327(13) requires the community design review board to recommend the plans for towers, utility, equipment or accessory buildings, site plans, and proposed screening and landscaping. The proposed 195-foot communications monopole would have a flush-mounted installation instead of the projecting triangular antenna installation. Staff finds the flush pole an improvement over the standard tower design seen throughout the Twin Cities metro area. There would be platforms on the pole at each carrier elevation. Sec. 44-1328(3)9 requires that towers be light blue, gray, or another color shown to reduce visibility. The applicant would need to meet this requirement. Code also requires that all equipment be removed from the ski jump and prohibits the new tower from being lighted.

The existing ground equipment does have a chain link fence, but staff feels there is an opportunity to add additional landscaping screening around this equipment area. Environmental staff reviewed the plans and found that the proposed monopole is close to two 18" oak trees. The applicant should submit a tree plan showing the significant trees' size, species, and location within the disturbed area. The applicant should also be required to submit a landscape plan to show tree replacement, if necessary, and additional screening for the monopole and ground equipment.

## Department Comments

### *Engineering – Jon Jarosch*

A grading permit is required for this project.

### *Environmental – Shann Finwall*

- Submit a tree plan showing the size, species, and location of all significant trees within the disturbed area. A significant tree is any hardwood tree 6 diameter inches or larger, conifer tree 8 diameter inches or larger, and softwood tree 12 diameter inches or larger. The plan must show which trees will be removed with the development of the monopole, or how the trees near the project will be preserved. If significant tree removal is proposed, the plan must show tree replacement per the City's tree ordinance.
- Submit a landscape plan to show tree replacement if necessary and how the monopole will be screened per the City's antenna and tower ordinance.

### *Building Official – Randy Johnson*

The proposed building is required to meet the minimum requirements of the Minnesota State Building Code. Applicant must also submit a written report certified by a Minnesota licensed structural engineer detailing how the 50 percent breakaway is achieved without compromising the required design of the monopole.

## Board and Commission Review

### *Community Design Review Board*

November 21, 2023: The community design review board reviewed this project and recommended approval as presented.

### *Planning Commission*

November 21, 2023: The planning commission reviewed this project, held a public hearing, and recommended approval as presented. No members of the public spoke during the public hearing, though staff did receive one letter after the meeting, which is included in the next section.

## Citizen Comments

Staff sent public hearing notices to the 50 surrounding property owners within 500 feet of the proposed site and invited owners to provide their opinions about this proposal. Staff has received three responses.

1. *(Email sent to applicant and forwarded to city)* Thank you for the information on the proposed changes to your cell tower operation. Thank you also for taking the time to give us a tour and explaining the changes and variance requests in more detail. My wife and I have no problem with said changes to install a monopole. (Pat and Patty Lyons, 1230 Sterling St S)
2. I and my family own and live at 2470 Schadt Drive, Maplewood MN 55119. We received your letter 11/8/2023 on the project. I intended to come to the meeting last night to get more information, I did not yet have an opinion. I was unable to attend the meeting at the last minute due to a sick kid.

After watching the video, I decided, I support in principal that this is a good location to add more capacity for cell carriers as the property owner is inclined to do. I recognize it would be beneficial to the community as well. I however do not support the variance in height or setback. Watching the video it was made clear the carriers themselves are all preferring a lower location on the pole more in line with the current structure height. The height variance requested is a function of the existing structure is maxed out for the number of carriers it can handle and would be blocking signals from the new pole should it be built. This is a residential area, a 195-foot tower is the same as an 18 story building.

If the existing structure is maxed out on number of carriers they can accommodate. If they want to accommodate more, I would hope they could redesign or replace their current structure with the goal in mind within the current zoning requirements and at the more desired height of the carriers. Had I been able to attend I would have stood to state my objection. (Nicholas Jalonack, 2470 Schadt Drive)

3. I just wanted to drop a quick note expressing my support for the St. Paul Ski Club's plan to install a monopole on their property to improve the cell coverage in our area. I have lived abutting Pleasantview Park since 2007 and the ski club has always been a welcoming neighbor. They have encouraged myself and my kids to hike through their property, and it would be a shame to see them have to leave. (Levi Kinsey, 1132 Lakewood Drive South)

## Reference Information

### *Site Description*

Project Area: 17.99 acres  
Existing Land Use: Ski jump

### *Surrounding Land Uses*

North: Single-family homes  
East: I-494  
South: Single-family homes  
West: Single-family homes

### *Planning*

Existing Land Use: Open Space  
Existing Zoning: Farm Residential

## **Attachments:**

1. Conditional Use Permit and Setback Variances Resolution
2. Design Review Resolution
3. Denial of Conditional Use Permit, Setback Variances and Design Review Resolution
4. Overview Map
5. 2040 Future Land Use Map
6. Zoning Map
7. Applicant's Narrative
8. Site Plan
9. Monopole Elevation
10. CDRB Minutes, November 21, 2023

11. PC Minutes, November 21, 2023
12. Applicant's Plans (separate attachment)

**CONDITIONAL USE PERMIT AND SETBACK VARIANCES RESOLUTION**

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

Section 1. Background.

1.01 Dale Romsos of VMC LLC has requested approval of a conditional use permit and variances to permit a 195-foot communications monopole.

1.02 The property is located at 1210 Sterling Street South and is legally described as:

PIN: 132822430022. The South seventy-four feet (S. 74') of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22, lying North of the South twenty-five (S. 25) acres, East of Sterling Street, and West of State Trunk Highway 494, it being the intention of the granters to convey a seventy-four foot (74') strip immediately to the North of the South twenty-five (S. 25) acres of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22.

AND

Outlot A, HIGHWOOD ESTATES NO. 2, according to the recorded plat thereof.

AND

That portion of the SW 1/4 of the SE1/4 of Sec. 13, T. 28, R.22, according to the Government Survey thereof, described as follows: Commencing at the SE corner of the SW 1/4 of the SE 1/4 of said Sec. 13, thence N. 50 rods, thence W. 80 rods to the Quarter Sec. line, thence S. 50 rods to the Sec. line, thence E. along the sec. line 80 rods to the place of beginning, being 25 acres, more or less.

Less and Except that portion of the property conveyed by the following: As referred to in Warranty Deed recorded as Instrument No. 2717756: The east one-half of Sterling Street right-of-way that is located in the south half of Section 13, Township 28, Range 22 which is south of the south line of the following-described property and south of the (easterly) extension of said south line: the north 487.99 feet of the SW 1/4 of the SE 1/4 of Section 13, Township 28, Range 22.

AND

Outlet A, Maplewood Highlands, Ramsey County, Minnesota according to the recorded plat thereof.

As referred to in Warranty Deed recorded as instrument No. 2718516:

That part of the South 180.00 feet of the West 233.00 feet of the Southwest Quarter of the Southeast Quarter of Section 13, Township 28, Range 22, Ramsey County, Minnesota lying East of the West 33.00 thereof.

Ramsey County  
Abstract Property

Section 2. Standards.

2.01 City Ordinance Section 44-1327 requires a Conditional Use Permit for Communications Towers.

2.02 Communication Towers Conditional Use Permit Standards. City Ordinance Section 44-1326.

1. Standards in this Code.
2. Recommendations of the planning commission and community design review board.
3. Effect of the proposed use upon the health, safety, convenience and general welfare of residents of surrounding areas.
4. Effect on property values.
5. Effect of the proposed use on the comprehensive plan.

2.03 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.

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

2.04 Variance Standard. City Ordinance Section 44-13 refers to state statute which states a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean: (1) The proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic conditions.

Section 3. Findings.

3.01 The proposal meets the specific conditional use permit standards.

3.02 The proposal meets the specific variance standards.

Section 4. City Review Process

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

1. On November 21, 2023, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements.
2. On December 11, 2023, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff. The city council voted to table this item until the February 12, 2024 meeting
3. On February 12, 2024, the city council discussed this resolution. They again considered reports and recommendations from the planning commission and city staff.

Section 5. City Council

5.01 The city council hereby \_\_\_\_\_ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. All construction shall follow the plans approved by the city. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void.
3. The city council shall review this conditional use permit in one year.
4. This conditional use permit is conditioned upon the applicant allowing the collocation of other provider's telecommunications equipment on the proposed tower. The applicant shall submit a letter to staff allowing collocation before a building permit can be issued.
5. The tower may not have any lighting on the structure or illuminating the structure.



6. All wireless communication equipment on the ski jump must be removed when the new monopole tower is operational.
7. This resolution approves a 195-foot tall communications monopole with a height variance of 70 feet and a setback variance of 45 feet.

\_\_\_\_\_ by the City Council of the City of Maplewood, Minnesota, on February 12, 2024.

## DESIGN REVIEW RESOLUTION

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

Section 1. Background.

1.01 Dale Romsos of VMC LLC has requested approval of design review to permit a 195-foot communications monopole.

1.02 The property is located at 1210 Sterling Street South and is legally described as:

PIN: 132822430022. The South seventy-four feet (S. 74') of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22, lying North of the South twenty-five (S. 25) acres, East of Sterling Street, and West of State Trunk Highway 494, it being the intention of the granters to convey a seventy-four foot (74') strip immediately to the North of the South twenty-five (S. 25) acres of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22.

AND

Outlot A, HIGHWOOD ESTATES NO. 2, according to the recorded plat thereof.

AND

That portion of the SW 1/4 of the SE1/4 of Sec. 13, T. 28, R.22, according to the Government Survey thereof, described as follows: Commencing at the SE corner of the SW 1/4 of the SE 1/4 of said Sec. 13, thence N. 50 rods, thence W. 80 rods to the Quarter Sec. line, thence S. 50 rods to the Sec. line, thence E. along the sec. line 80 rods to the place of beginning, being 25 acres, more or less.

Less and Except that portion of the property conveyed by the following: As referred to in Warranty Deed recorded as Instrument No. 2717756: The east one-half of Sterling Street right-of-way that is located in the south half of Section 13, Township 28, Range 22 which is south of the south line of the following-described property and south of the (easterly) extension of said south line: the north 487.99 feet of the SW 1/4 of the SE 1/4 of Section 13, Township 28, Range 22.

AND

Outlet A, Maplewood Highlands, Ramsey County, Minnesota according to the recorded plat thereof.

As referred to in Warranty Deed recorded as instrument No. 2718516:

That part of the South 180.00 feet of the West 233.00 feet of the Southwest Quarter of the Southeast Quarter of Section 13, Township 28, Range 22, Ramsey County, Minnesota lying East of the West 33.00 thereof.

Ramsey County  
Abstract Property

Section 2. Site and Building Plan Standards and Findings.

2.01 City ordinance Section 2-290(b) and 44-1327(13) requires that the community design review board make the following findings to approve plans:

1. That the design and location of the proposed development and its relationship to neighboring, existing or proposed developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.
2. That the design and location of the proposed development are in keeping with the character of the surrounding neighborhood and are not detrimental to the harmonious, orderly and attractive development contemplated by this article and the city's comprehensive municipal plan.
3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures and colors.

Section 3. City Council Action.

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

1. Obtain a conditional use permit and variances approval from the city council for this project.
2. Repeat this review in two years if the city has not issued a building permit for this project.
3. All requirements of the city engineer, fire marshal and building official must be met.
4. The flush mount design for the telecommunications tower shall be utilized.
5. Prior to the issuance of a building permit, the applicant shall submit for staff approval the following items:
  - a. Submit a tree plan showing the size, species, and location of all significant trees within the disturbed area. A significant tree is any hardwood tree 6 diameter inches or larger, conifer tree 8 diameter inches or larger, and softwood tree 12 diameter inches or larger. The plan must show which trees will be removed with the development of the monopole or how the trees near the project will be preserved. If significant tree removal is proposed, the plan must show tree replacement per the City's tree ordinance.
  - b. Submit a landscape plan to show tree replacement if necessary and how the monopole and ground equipment will be screened per the City's antenna and tower ordinance.

- c. Submit a written report certified by a Minnesota licensed structural engineer detailing how the 50 percent breakaway is achieved without compromising the required design of the monopole.
  - d. The applicant shall provide the city with a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
6. If any required work is not done, the city may allow temporary occupancy if:
- a. The city determines that the work is not essential to public health, safety or welfare.
  - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.
7. All work shall follow the approved plans. The director of community development may approve minor changes.

\_\_\_\_\_ by the City Council of the City of Maplewood, Minnesota, on February 12, 2024.

**DENIAL OF CONDITIONAL USE PERMIT, SETBACK VARIANCES AND DESIGN REVIEW  
RESOLUTION**

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

Section 1. Background.

1.01 Dale Romsos of VMC LLC has requested approval of a conditional use permit, setback variances and design review to permit a 195-foot communications monopole.

1.02 The property is located at 1210 Sterling Street South and is legally described as:

PIN: 132822430022. The South seventy-four feet (S. 74') of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22, lying North of the South twenty-five (S. 25) acres, East of Sterling Street, and West of State Trunk Highway 494, it being the intention of the granters to convey a seventy-four foot (74') strip immediately to the North of the South twenty-five (S. 25) acres of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22.

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Ramsey County

Abstract Property

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2.01 City Ordinance Section 44-1327 requires a Conditional Use Permit for Communications Towers.

2.02 Communication Towers Conditional Use Permit Standards. City Ordinance Section 44-1326.

1. Standards in this Code.
2. Recommendations of the planning commission and community design review board.
3. Effect of the proposed use upon the health, safety, convenience and general welfare of residents of surrounding areas.
4. Effect on property values.
5. Effect of the proposed use on the comprehensive plan.

2.03 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.

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

9. The use would cause minimal adverse environmental effects.

2.04 Variance Standard. City Ordinance Section 44-13 refers to state statute which states a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean: (1) The proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic conditions.

2.05 Site and Building Plan Standards and Findings. City ordinance Section 2-290(b) and 44-1327(13) requires that the community design review board make the following findings to approve plans:

1. That the design and location of the proposed development and its relationship to neighboring, existing or proposed developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.
2. That the design and location of the proposed development are in keeping with the character of the surrounding neighborhood and are not detrimental to the harmonious, orderly and attractive development contemplated by this article and the city's comprehensive municipal plan.
3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures and colors.

Section 3. Findings.

3.01 The proposal would not meet all of the specific conditional use permit standards.

1. Effect of the proposed use. The tower would have a negative effect on the health, safety, convenience and general welfare of residents of surrounding areas. The proposed 195-foot tower location is within 175 feet of the nearest residential structure.
2. Code Compliance. The proposed 195-foot tower is taller than what city code allows and its proposed location does not meet the city's setback requirements.
3. Character of surrounding areas. The tower would have a negative effect on the existing character of the surrounding area. The proposed 195-foot tower is 95 feet taller than the existing ski jump structure and would be very visible to the nearby residential homes.

3.02 The proposal would not meet all of the specific variance standards.

1. Intent of this ordinance. The proposal is not consistent with the general purposes and intent of the zoning ordinance. The intent of the residential tower height requirements is to ensure neighborhoods do not have towers built near

residential structures that are significantly taller than other structures in a neighborhood.

- 2. Practical difficulty. The subject request is not based on a practical difficulty, as defined by statute and ordinance.
  - a. Reasonableness: The existing ski jump tower is 100 feet. The proposed telecommunications tower is 195 feet. The request to build a tower 70 feet above the 125-foot code limit is not reasonable due to the existing structures on site and the nearby residential properties.
  - b. Circumstance Unique: There is not a circumstance unique inherent to the property that causes the variance. The property in which this tower is proposed is 17.99 acres in size. The applicant desires to build a new telecommunications tower near the existing ski jump structure so that existing ground equipment would not have to be moved. This is not a justification of unique circumstances for this property that would cause a variance to be approved.

3.03 The proposal would not meet all of the specific site and building plan standards.

- 1. Design and location of the proposed development. The location of the proposed tower will interfere with the use and enjoyment of neighboring existing developments.

Section 4. City Review Process

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

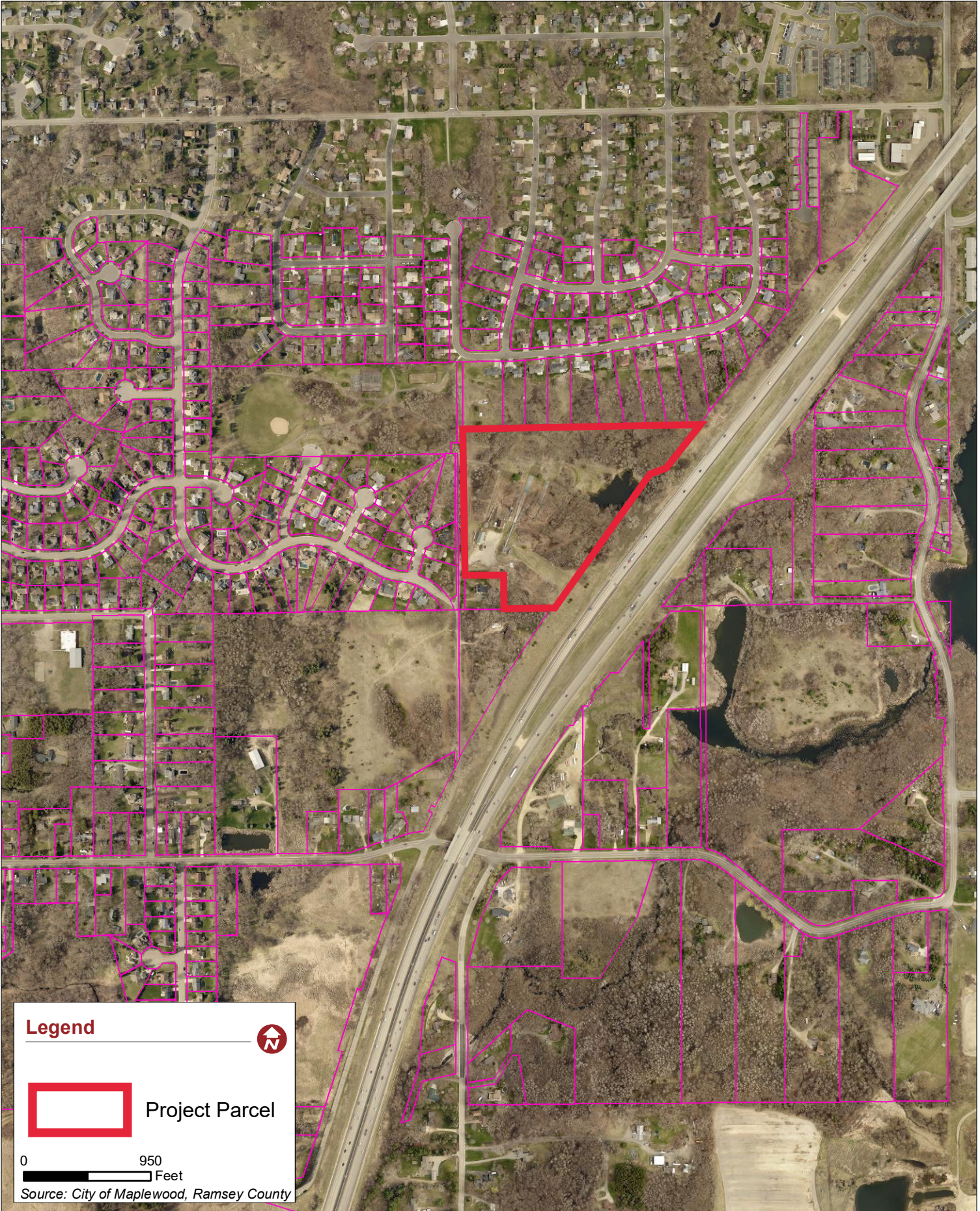
- 4. On November 21, 2023, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements.
- 5. On December 11, 2023, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff. The city council voted to table this item until the February 12, 2024 meeting.
- 6. On February 12, 2024, the city council discussed this resolution. They again considered reports and recommendations from the planning commission and city staff.

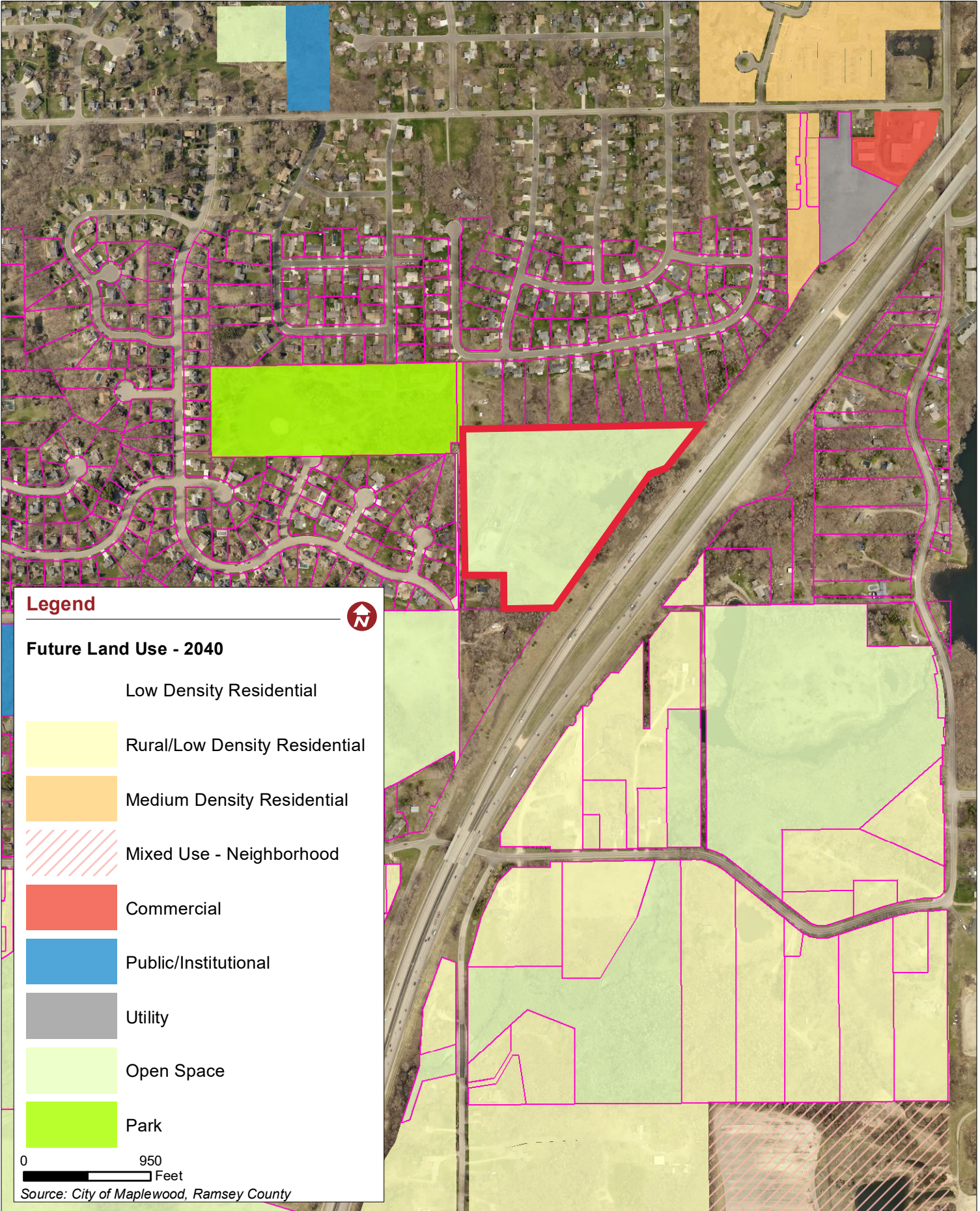
Section 5. City Council

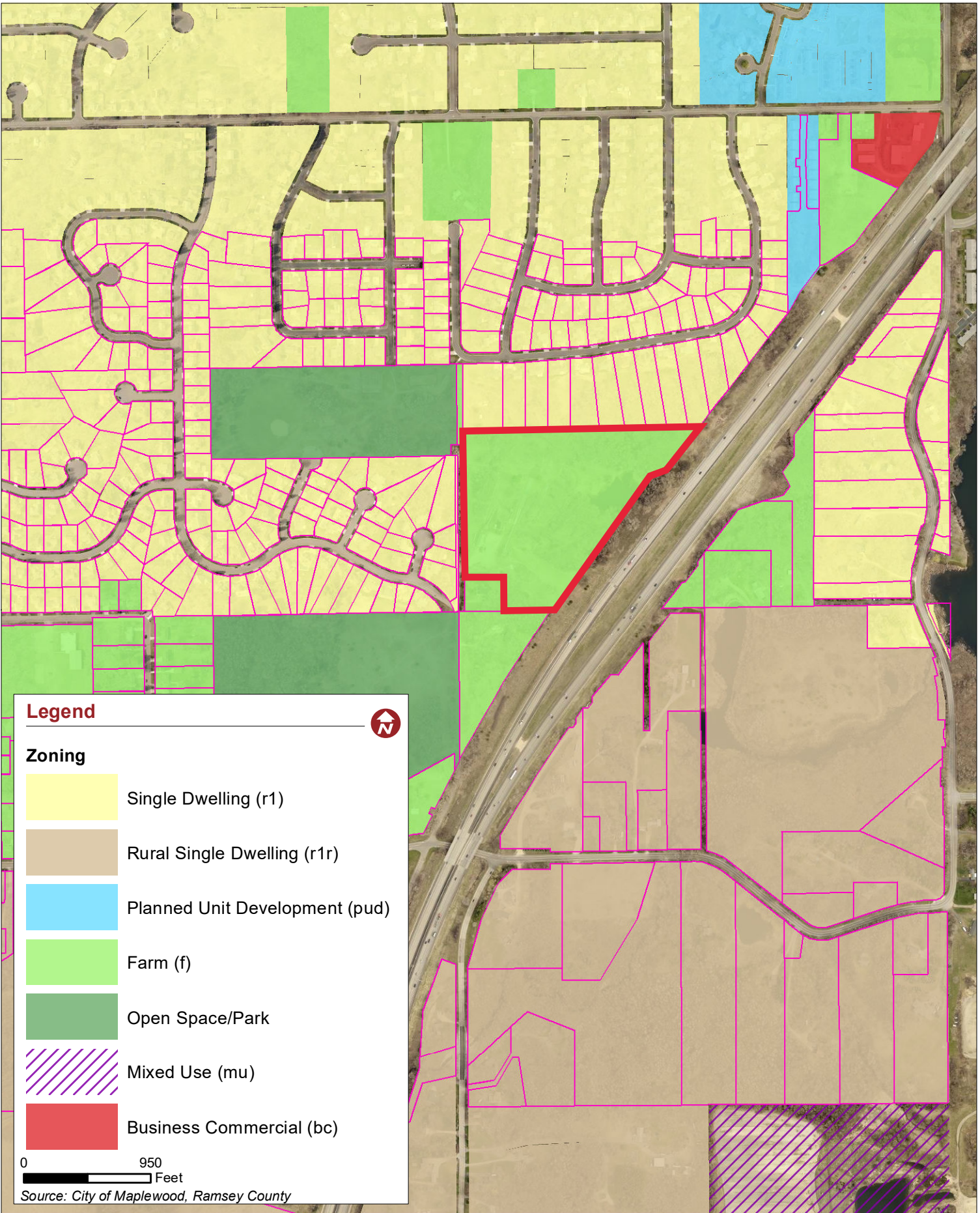
5.01 The city council hereby \_\_\_\_\_ the resolution. Denial is based on the findings outlined in section 3 of this resolution.

\_\_\_\_\_ by the City Council of the City of Maplewood, Minnesota, on February 12, 2024.









August 29, 2023

Conditional Use Permit Request

City of Maplewood  
Attn: Mr. Michael Martin  
1830 County Rd B East  
Maplewood, MN 55109

Mr. Martin,

The St Paul Educational Foundation (SPEF) is a non-for-profit foundation that supports local educational programs and has owned and managed the ski jump property since 1975. In 1997 two wireless cellular carriers approached the foundation about installing cellular antennae on their ski jump. The foundation viewed this offer as a win-win offer. The foundation could give elevated space while reducing the number of communication towers to be installed. In 2015 a third wireless carrier leased space and installed equipment on the ski jump. Over the years the carriers have made upgrades to their site to improve coverage and capacity to area and residents. In 2020, several events took place that made the Foundation restricted site upgrades and reevaluated the use of the ski jump as a communications tower. During that year Two of the carriers had proposed upgrades but not reflective of one another. When a comprehensive design and structural analysis was performed it was determined the ski jump tower could not hold the proposed equipment as it sat without major structural modifications.

St Paul Educational Foundation retained VMC LLC to perform a feasibility study as to the carrier need, regulatory due diligence, and construction cost of installing a new communications mono pole adjacent to the ski Jump and continue as a communications facility. The goal of SPEF was to continue to provide a wireless telecommunications site that would serve the needs of the cellular carriers presently and into the future. Also, to allow for future growth of additional wireless providers and emergency response needs for the region. With the demand for wireless equipment the SPEF felt it was best to create better coverage and connectivity to residents of Maplewood and neighboring communities.

To date VMC LLC has the following items:

- 1 The existing carriers have shown interest in staying on site and moving onto a neighboring mono pole tower.
- 2 To move from this parcel/tower location will require a complete regulatory determination process that can take as long as 2years, not including local approval.
- 3 Technology upgrades will not take place until a new tower is built reducing the performance of cellular coverage and connectivity until such time.
- 4 Soil boring were performed showing good conditions to provide a tower foundation at a reasonable cost.
- 5 1A survey was conducted and submitted for regulatory review.
- 6 FAA Determination was received with approval of up to a 199' tower.
- 7 With the new technology developing there has already been interest from new providers to collocate at this site.
- 8 To move the mono pole location any further than 40' from its prosed location would create a complete rebuild of the site for the cellular providers base on communication line length and regulatory "Change out" procedures. The utility and site infrastructure is in place and would not hinder the construction of the mono pole.
- 9 The height under 125' is considered unusable or "RF Shadowed" by the ski jump. Moving the proposed location will only increase the unusable vertical space on the mono pole.
- 10 The monopole will be designed with a 50% break away fall zone. The design will only allow a fall zone of half of the height of the mono pole (approx. 97.5').

As per Section 44-1326 of The City of Maplewood City zoning code, St Paul Educational Foundation is applying for a Conditional Use Permit for the installation of a 195' mono pole. The monopole would be designed to accommodate 4 wireless providers (125', 140',155,170') and 1 elevation for community emergency response (190'). The monopole will be shadowed for reception at levels under 125" by the ski jump and deemed non usable. A tower over 199' would need to be lit and deemed unfeasible for this location. This request allows for future collocation of wireless providers and emergency response while not exceeding FAA approval. The location of the pole is 175' from the nearest home and the pole is being designed to have a 50% break away

design. That meant the farthest it would fall from the foundation is 97.5' which is within the property of the SPEF.

Installation of the mono pole would stay consistent with previous installation of cellular equipment that have already been approved by the City of Maplewood:

- 6' chain link fence. To be attached to the ski jump and Verizon fence compound.
- Gravel compound
- Secured mono pole climbing system.

**Application form requirements.**

Submission Items

- Certified Survey.
- 1A Survey report.
- Existing condition topographic map.
- Proposed Draft topographic map1.
- Proposed Draft topographic map2.
- Application letter.
- Proposed monopole design (Sabre).
- Soil boring report
- Proposed Monopole location
- Verizon site construction documents.
- 500' resident listing
- 500' parcel map

Notes – Acknowledged and identified in application review letter.

Criteria for Approval of a Conditional Use Permit – Acknowledged.

Respectfully submitted.

Dale Romsos

Dale Romsos  
VMC LLC,

Cc: Kathleen Wallace- St Paul Educational Foundation  
Dale Romsos – VMC, LLC

FROST DEPTH  
DESIGN = 5'-0"

NOT FOR  
CONSTRUCTION



9973 VALLEY VIEW RD.  
EDEN PRAIRIE, MN 55344  
(952) 903-9299  
WWW.DESIGN1EP.COM

- VMC** LLC
- Management
  - Engineering
  - Research
  - Technical Services

PROJECT

LOC. CODE: 308608

**VMC  
MONOPOLE  
BUILD**

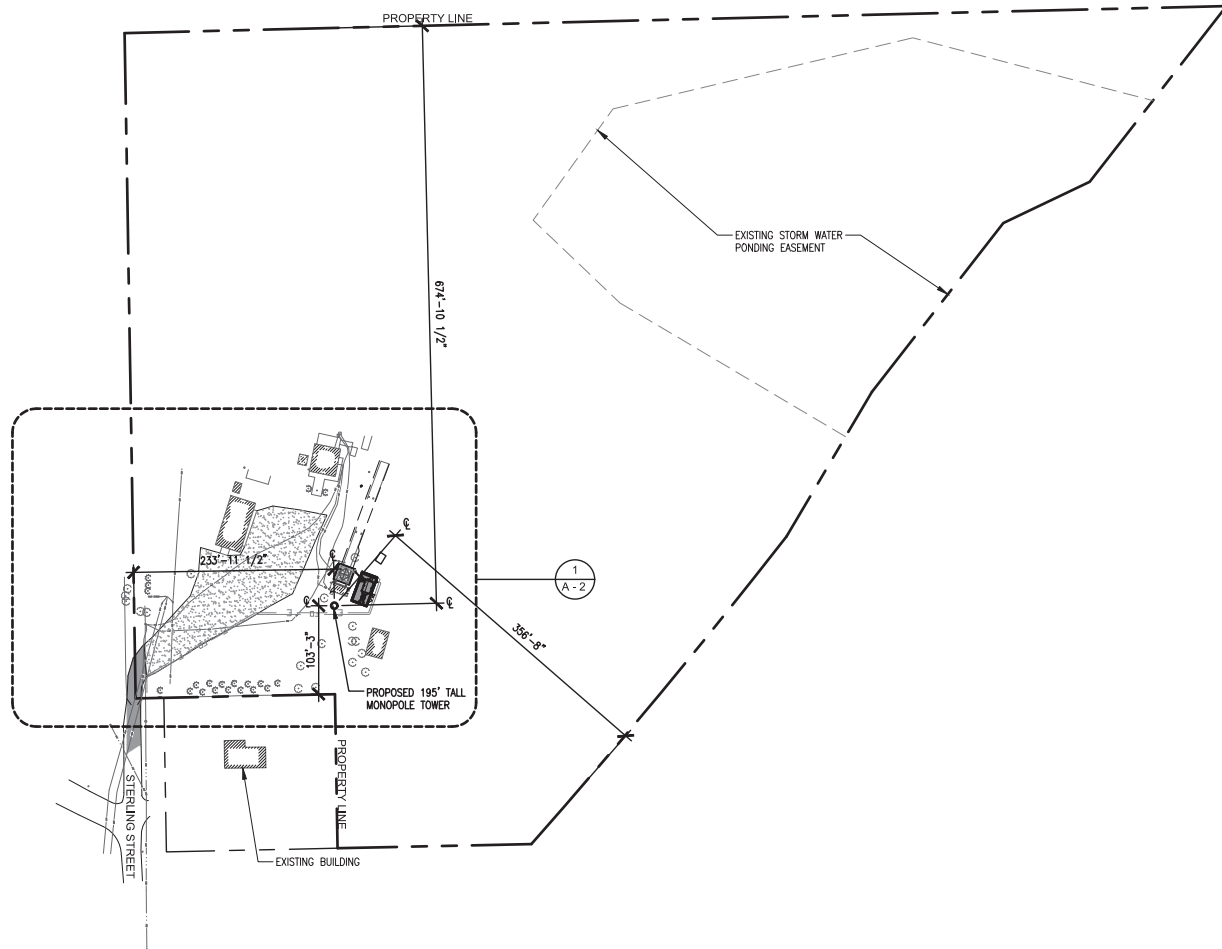
1210 STERLING STREET  
SOUTH  
MAPPLEWOOD, MN 55119

SHEET CONTENTS:  
SITE PLAN  
DETAIL INDEX

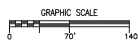
DRAWN BY: KYLE M  
CHECKED BY: T.B.  
REV. A 09.28.23

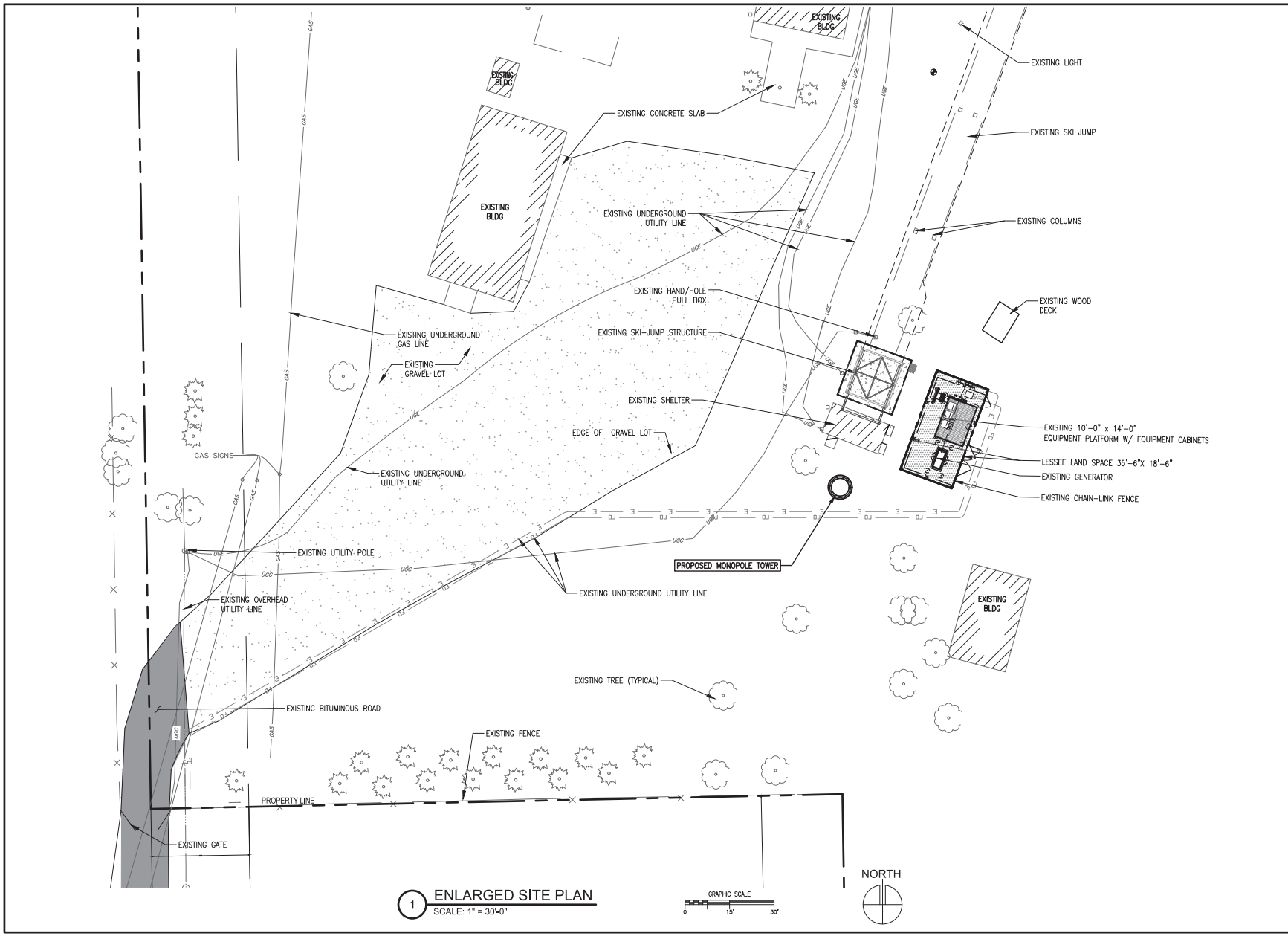
A-1

1, Attachment 8



1 SITE PLAN  
SCALE: 1" = 140'





**1 ENLARGED SITE PLAN**  
SCALE: 1" = 30'-0"

NOT FOR CONSTRUCTION



9973 VALLEY VIEW RD.  
EDEN PRAIRIE, MN 55344  
(952) 903-9299  
WWW.DESIGN1EP.COM



PROJECT  
LOC. CODE: 308608

**VMC MONOPOLE BUILD**

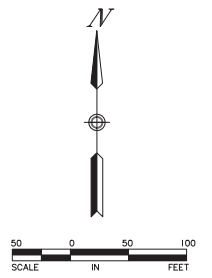
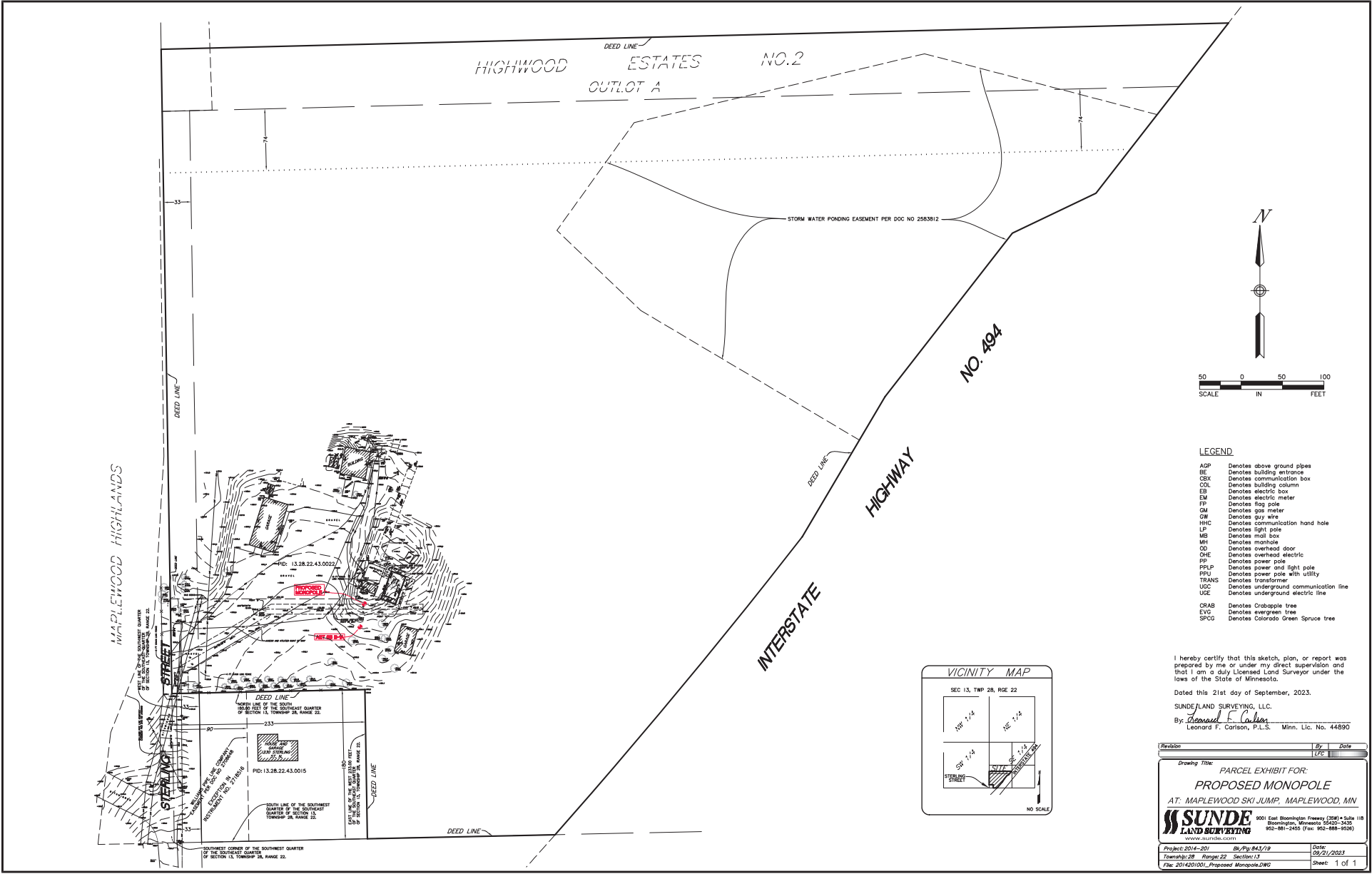
1210 STERLING STREET SOUTH  
MAPPLEWOOD, MN 55119

SHEET CONTENTS:  
ENLARGED SITE PLAN

DRAWN BY: KYLE M  
CHECKED BY: T.B.  
REV. A 09.28.23

A-2





- LEGEND**
- AGP Denotes above ground pipes
  - BE Denotes building entrance
  - CB Denotes communication box
  - COL Denotes building column
  - EB Denotes electric box
  - EM Denotes electric meter
  - EP Denotes flag pole
  - GM Denotes gas meter
  - GW Denotes guy wire
  - HHC Denotes communication hand hole
  - LP Denotes light pole
  - MB Denotes mail box
  - MH Denotes manhole
  - OD Denotes overhead door
  - OHE Denotes overhead electric
  - OP Denotes power pole
  - PPLP Denotes power and light pole
  - PPU Denotes power pole with utility
  - TRANS Denotes transformer
  - UGC Denotes underground communication line
  - USE Denotes underground electric line
  - CRAB Denotes Crabapple tree
  - EVC Denotes evergreen tree
  - SFCG Denotes Colorado Green Spruce tree

I hereby certify that this sketch, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 21st day of September, 2023.

SUNDE LAND SURVEYING, LLC.  
 By: *Leonard F. Carlson*  
 Leonard F. Carlson, P.L.S. Minn. Lic. No. 44890

Revision	By	Date
	LFC	
Drawing Title:		
PARCEL EXHIBIT FOR: <b>PROPOSED MONOPOLE</b> AT: MAPLEWOOD SKI JUMP, MAPLEWOOD, MN		
9001 East Bloomington Freeway (356) • Suite 118 Bloomington, Minnesota 55420-3550 952-881-2485 (Fax 952-888-9526)		
Project: 2014-201	By: Rg: 843/19	Date:
Drawn by: JH	Range: 22	Section: 13
File: 2014201001_Proposed Monopole.DWG		Sheet: 1 of 1

Designed Appurtenance Loading

Elev	Description	Tx-Line
190	(1) 40,000 sq. in. antenna loading (below top)	(6) 1 1/4"
170	(1) 30,000 sq. in. antenna loading (below top)	(6) 1 1/4"
155	(1) 30,000 sq. in. antenna loading (below top)	(6) 1 1/4"
140	(1) 20,000 sq. in. (4000 lbs) (below top)	(6) 1 1/4"
125	(1) 20,000 sq. in. (4000 lbs) (below top)	(6) 1 1/4"

Design Criteria - ANSI/TIA-222-H

Wind Speed (No Ice)	109 mph
Wind Speed (Ice)	50 mph
Design Ice Thickness	1.50 in
Risk Category	II
Exposure Category	Site-Specific
Topographic Factor Procedure	Method 1 (Simplified)
Topographic Category	1
Ground Elevation	1013 ft
Seismic Importance Factor, Ie	1.00
0.2-sec Spectral Response, Ss	0.047 g
1-sec Spectral Response, S1	0.03 g
Site Class	D (DEFAULT)
Seismic Design Category	A
Basic Seismic Force-Resisting System	Telecommunication Tower (Pole: Steel)

Limit State Load Combination Reactions

Load Combination	Axial (kips)	Shear (kips)	Moment (ft-k)	Deflection (ft)	Sway (deg)
1.2 D + 1.0 Wo	70.36	39.57	5931.53	19.21	11.39
0.9 D + 1.0 Wo	52.73	39.52	5786.54	18.61	10.99
1.2 D + 1.0 Di + 1.0 Wi	124.66	15.25	2576.56	9.03	5.39
1.2 D + 1.0 Ev + 1.0 Eh	70.85	1.77	299.23	1.05	0.62
0.9 D - 1.0 Ev + 1.0 Eh	52.12	1.76	290.8	1.01	0.59
1.0 D + 1.0 Wo (Service @ 60 mph)	58.65	10.74	1601.71	5.33	3.11

Base Plate Dimensions

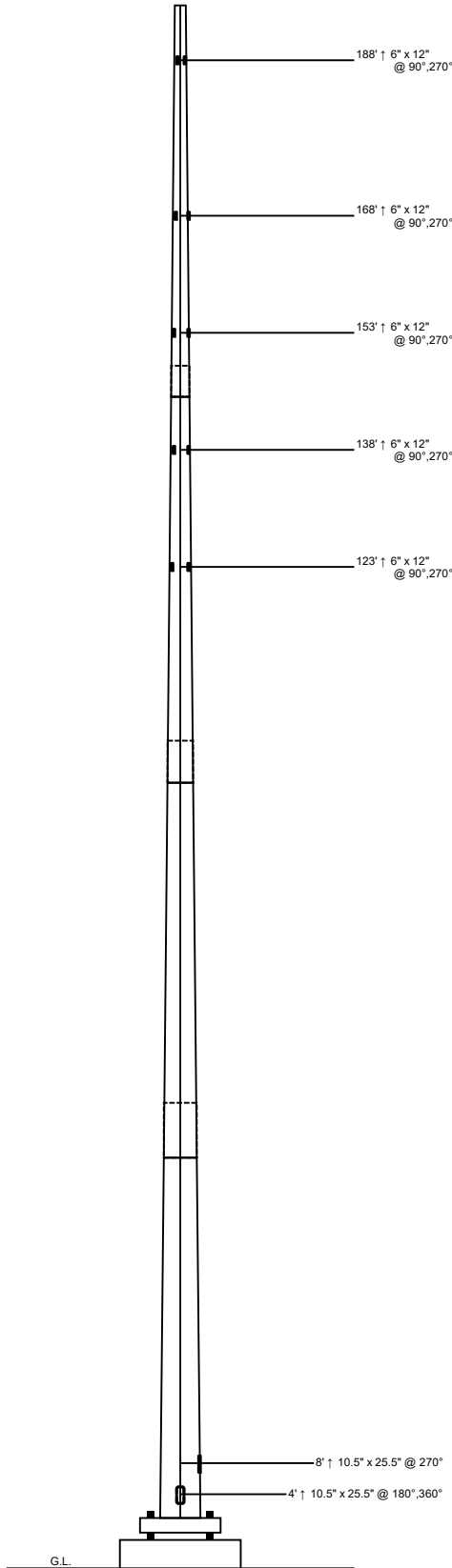
Shape	Diameter	Thickness	Bolt Circle	Bolt Qty	Bolt Diameter
Round	73.75"	2.25"	68"	18	2.25"

Material List

Display	Value
A	4' - 0"

Notes

- 1) Antenna Feed Lines Run Inside Pole
- 2) All dimensions are above ground level, unless otherwise specified.
- 3) Weights shown are estimates. Final weights may vary.
- 4) Full Height Step Bolts
- 5) This tower design and, if applicable, the foundation design(s) shown on the following page(s) also meet or exceed the requirements of the 2018 International Building Code.



G.L.

 <p><b>Sabre Industries</b> 7101 Southbridge Drive P.O. Box 658 Sioux City, IA 51102-0658 Phone: (712) 258-6690 Fax: (712) 279-0814</p> <p><small>Information contained herein is the sole property of Sabre Communications Corporation, constitutes a trade secret as defined by Iowa Code Ch. 550 and shall not be reproduced, copied or used in whole or part for any purpose whatsoever without the prior written consent of Sabre Communications Corporation.</small></p>	Quote:	<b>24-0684-TJH</b>
	Customer:	VMC, LLC
	Site Name:	Ski Jump, MN
	Description:	195' Monopole
	Date:	6/19/2023
		Page: 1

Length (ft)	53'-3"	53'-6"	50'-3"
Number Of Sides	18		
Lap Splice (ft)	7'-0"	5'-6"	A
Top Diameter (in)	48.2"	37.81"	16.5"
Bottom Diameter (in)	60.94"	50.62"	28.53"
Taper (in/ft)		0.2394	
Grade		A572-65	
Weight (lbs)	16249	10078	3385
Overall Steel Height (ft)		194	
		7725	

**MINUTES**  
**MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD**

6:00 P.M. Tuesday, November 21, 2023  
City Hall, Council Chambers  
1830 County Road B East

**E. NEW BUSINESS**

**1. Design Review Resolution, Saint Paul Educational Foundation Communications Monopole, 1210 Sterling Street South**

Michael Martin, Assistant Community Development Director, gave the presentation. Dale Romsos, VMC, LLC, addressed the board and answered questions.

Chairperson Kempe moved to approve a design review resolution for a 195-foot communications monopole with a height variance of 70 feet and a setback variance of 45 to be constructed at 1210 Sterling Street South.

**DESIGN REVIEW RESOLUTION**

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

Section 1. Background.

1.01 Dale Romsos of VMC LLC has requested approval of a conditional use permit and variances to permit a 195-foot communications monopole.

1.02 The property is located at 1210 Sterling Street South and is legally described as:  
  
PIN: 132822430022. The South seventy-four feet (S. 74') of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22, lying North of the South twenty-five (S. 25) acres, East of Sterling Street, and West of State Trunk Highway 494, it being the intention of the granters to convey a seventy-four foot (74') strip immediately to the North of the South twenty-five (S. 25) acres of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22.

AND

Outlot A, HIGHWOOD ESTATES NO. 2, according to the recorded plat thereof.

AND

That portion of the SW 1/4 of the SE1/4 of Sec. 13, T. 28, R.22, according to the Government Survey thereof, described as follows: Commencing at the SE corner of the SW 1/4 of the SE 1/4 of said Sec. 13, thence N. 50 rods, thence W. 80 rods to the Quarter Sec. line, thence S. 50 rods to the Sec. line, thence E. along the sec. line 80 rods to the place of beginning, being 25 acres, more or less.

Less and Except that portion of the property conveyed by the following: As referred to in Warranty Deed recorded as Instrument No. 2717756: The east one-

half of Sterling Street right-of-way that is located in the south half of Section 13, Township 28, Range 22 which is south of the south line of the following-described property and south of the (easterly) extension of said south line: the north 487.99 feet of the SW 1/4 of the SE 1/4 of Section 13, Township 28, Range 22.

AND

Outlet A, Maplewood Highlands, Ramsey County, Minnesota according to the recorded plat thereof.

As referred to in Warranty Deed recorded as instrument No. 2718516:  
That part of the South 180.00 feet of the West 233.00 feet of the Southwest Quarter of the Southeast Quarter of Section 13, Township 28, Range 22, Ramsey County, Minnesota lying East of the West 33.00 thereof.

Ramsey County  
Abstract Property

Section 2. Site and Building Plan Standards and Findings.

2.01 City ordinance Section 2-290(b) and 44-1327(13) requires that the community design review board make the following findings to approve plans:

1. That the design and location of the proposed development and its relationship to neighboring, existing or proposed developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.
2. That the design and location of the proposed development are in keeping with the character of the surrounding neighborhood and are not detrimental to the harmonious, orderly and attractive development contemplated by this article and the city's comprehensive municipal plan.
3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures and colors.

Section 3. City Council Action.

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

1. Obtain a conditional use permit and variances approval from the city council for this project.

2. Repeat this review in two years if the city has not issued a building permit for this project.
3. All requirements of the city engineer, fire marshal and building official must be met.
4. The flush mount design for the telecommunications tower shall be utilized.
5. Prior to the issuance of a building permit, the applicant shall submit for staff approval the following items:
  - a. Submit a tree plan showing the size, species, and location of all significant trees within the disturbed area. A significant tree is any hardwood tree 6 diameter inches or larger, conifer tree 8 diameter inches or larger, and softwood tree 12 diameter inches or larger. The plan must show which trees will be removed with the development of the monopole or how the trees near the project will be preserved. If significant tree removal is proposed, the plan must show tree replacement per the City's tree ordinance.
  - b. Submit a landscape plan to show tree replacement if necessary and how the monopole and ground equipment will be screened per the City's antenna and tower ordinance.
  - c. Submit a written report certified by a Minnesota licensed structural engineer detailing how the 50 percent breakaway is achieved without compromising the required design of the monopole.
  - d. The applicant shall provide the city with a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
6. If any required work is not done, the city may allow temporary occupancy if:
  - a. The city determines that the work is not essential to public health, safety or welfare.
  - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.
7. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Vice Chairperson Oszman      Ayes – All

The motion passed.

This item will go to the city council on December 11, 2023.

**MINUTES**  
**MAPLEWOOD PLANNING COMMISSION**  
7:00 P.M. Tuesday, November 21, 2023  
City Hall, Council Chambers  
1830 County Road B East

**E. PUBLIC HEARING**

**1. Conditional Use Permit and Variances Resolution, Saint Paul Educational Foundation Communications Monopole, 1210 Sterling Street South**

Michael Martin, Assistant Community Development Director, gave the presentation.

Chairperson Desai opened the public hearing.

Dale Romsos, VMC, LLC, addressed the commission and answered questions.

Chairperson Desai closed the public hearing.

Vice Chairperson Yang moved to approve a conditional use permit and variances resolution for a 195-foot communications monopole with a height variance of 70 feet and a setback variance of 45 to be constructed at 1210 Sterling Street South.

**CONDITIONAL USE PERMIT AND SETBACK VARIANCES RESOLUTION**

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

Section 1. Background.

1.01 Dale Romsos of VMC LLC has requested approval of a conditional use permit and variances to permit a 195-foot communications monopole.

1.02 The property is located at 1210 Sterling Street South and is legally described as:

PIN: 132822430022. The South seventy-four feet (S. 74') of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22, lying North of the South twenty-five (S. 25) acres, East of Sterling Street, and West of State Trunk Highway 494, it being the intention of the granters to convey a seventy-four foot (74') strip immediately to the North of the South twenty-five (S. 25) acres of the West Half of the Southeast Quarter (W 1/2 of SE 1/4) of Section 13, Township 28, Range 22.

AND

Outlot A, HIGHWOOD ESTATES NO. 2, according to the recorded plat thereof.

AND

That portion of the SW 1/4 of the SE1/4 of Sec. 13, T. 28, R.22, according to the Government Survey thereof, described as follows: Commencing at the SE corner of the SW 1/4 of the SE 1/4 of said Sec. 13, thence N. 50 rods, thence W. 80 rods to the Quarter Sec. line, thence S. 50 rods to the Sec. line, thence E. along the sec. line 80 rods to the place of beginning, being 25 acres, more or less.

Less and Except that portion of the property conveyed by the following: As referred to in Warranty Deed recorded as Instrument No. 2717756: The east one-half of Sterling Street right-of-way that is located in the south half of Section 13, Township 28, Range 22 which is south of the south line of the following-described property and south of the (easterly) extension of said south line: the north 487.99 feet of the SW 1/4 of the SE 1/4 of Section 13, Township 28, Range 22.

AND

Outlet A, Maplewood Highlands, Ramsey County, Minnesota according to the recorded plat thereof.

As referred to in Warranty Deed recorded as instrument No. 2718516: That part of the South 180.00 feet of the West 233.00 feet of the Southwest Quarter of the Southeast Quarter of Section 13, Township 28, Range 22, Ramsey County, Minnesota lying East of the West 33.00 thereof.

Ramsey County  
Abstract Property

Section 2. Standards.

- 2.01 City Ordinance Section 44-1327 requires a Conditional Use Permit for Communications Towers.
- 2.02 Communication Towers Conditional Use Permit Standards. City Ordinance Section 44-1326.
  - 1. Standards in this Code.
  - 2. Recommendations of the planning commission and community design review board.
  - 3. Effect of the proposed use upon the health, safety, convenience and general welfare of residents of surrounding areas.
  - 4. Effect on property values.
  - 5. Effect of the proposed use on the comprehensive plan.
- 2.03 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
  2. The use would not change the existing or planned character of the surrounding area.
  3. The use would not depreciate property values.
  4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
  5. The use would not exceed the design standards of any affected street.
  6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
  7. The use would not create excessive additional costs for public facilities or services.
  8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
  9. The use would cause minimal adverse environmental effects.
- 2.04 Variance Standard. City Ordinance Section 44-13 refers to state statute which states a variance may be granted from the requirements of the zoning ordinance when: (1) the variance is in harmony with the general purposes and intent of this ordinance; (2) when the variance is consistent with the comprehensive plan; and (3) when the applicant establishes that there are practical difficulties in complying with the ordinance. Practical difficulties mean: (1) The proposed use is reasonable; (2) the need for a variance is caused by circumstances unique to the property, not created by the property owner, and not solely based on economic conditions.

### Section 3. Findings.

- 3.01 The proposal meets the specific conditional use permit standards.
- 3.02 The proposal meets the specific variance standards.

### Section 4. City Review Process

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



1. On November 21, 2023, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements.
2. On December 11, 2023, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff. The Planning Commission recommended that the City Council approve this resolution.

Section 5. City Council

5.01 The city council hereby \_\_\_\_\_ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

1. All construction shall follow the plans approved by the city. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void.
3. The city council shall review this conditional use permit in one year.
4. This conditional use permit is conditioned upon the applicant allowing the collocation of other provider's telecommunications equipment on the proposed tower. The applicant shall submit a letter to staff allowing collocation before a building permit can be issued.
5. This resolution approves a 195-foot tall communications monopole with a height variance of 70 feet and a setback variance of 45 feet.

Seconded by Commissioner Oszman

Ayes – All

The motion passed.

This item will go to the city council on December 11, 2023.

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**CITY COUNCIL STAFF REPORT**

Meeting Date February 12, 2024

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

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

**PRESENTER:** Michael Martin, AICP, Assistant Community Development Director

**AGENDA ITEM:** Woodland Hills Church, 1740 Van Dyke Street  
a. Conditional Use Permit Amendment Resolution  
b. Design Review Resolution

**Action Requested:**  Motion  Discussion  Public Hearing

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

**Policy Issue:**

Woodland Hills Church proposes removing a portion of the parking lot north of its church building at 1740 Van Dyke Street North to create green space, plant additional trees, and provide outdoor space for visitors. To proceed with this project, the applicant requests city council approval for a conditional use permit amendment and design review.

**Recommended Action:**

- a. Motion to approve a conditional use permit amendment resolution for parking lot and site improvements to be constructed at 1740 Van Dyke Street.
- b. Motion to approve a design review resolution for parking lot and site improvements to be constructed at 1740 Van Dyke Street.

**Fiscal Impact:**

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

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

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

The city deemed the applicant's application complete on December 29, 2023. The initial 60-day review deadline for a decision is February 27, 2024. As stated in Minnesota State Statute 15.99, the city is allowed to take an additional 60 days, if necessary, to complete the review.

**Background:**

Woodland Hills Church proposes removing a portion of the parking lot north of its church building at 1740 Van Dyke Street North to create green space, plant additional trees, and provide outdoor

space for visitors. This design proposes removing approximately 1.25 acres of bituminous parking – 219 parking spaces – and replacing it with native plantings and a stormwater pond for water quality treatment. In addition, the church partners with the non-profit Settled to build tiny homes which are temporarily placed in the parking lot until they are taken off-site to a Settled community. The church does not propose using the tiny homes as living spaces at this property.

The Planning Commission held a public hearing regarding this request on January 16, 2024, where three residents spoke. The public hearing comments mainly focused on sacred settlements and the new statute approved last year by the Minnesota Legislature. However, this request is only focused on the parking lot conversion. As mentioned later in this report, the applicant has indicated that they are not looking to use any of the demonstration homes on the site for actual living purposes.

### Conditional Use Permit

On January 10, 2000, the city council approved the original conditional use permit (CUP), allowing Woodland Hills to operate a church on this site. In 2011, the CUP was amended to permit a temporary homeless shelter twice a year. In 2013, the CUP was amended to permit a food shelf to operate within the church.

The church's current request is to eliminate 219 parking spaces from the area to the north of its building and convert that portion of its parking lot into a rain garden and a demonstration area for its sacred settlements project. The church partners with Settled – a non-profit – to build tiny homes which are temporarily placed in the parking lot until they are taken to a Settled community. The site's design would provide an organized space to park the homes, staging to feel like a community and provide gathering spaces and opportunities for community engagement. Woodland Hills is not proposing that the demonstration area be used for actual living purposes but rather to demonstrate how tiny homes could be configured on other sites. The church will not have more than twelve homes on the site at a given time.

City ordinance requires one parking space for every four seats in the main gathering space of the church. The church's largest seating configuration provides 1,300 seats, which would require 325 parking spaces. The parking lot currently provides 869 parking spaces. Eliminating 219 spaces due to this project will still leave the church with 650 parking spaces on-site – well above the ordinance requirements. In addition, the church has stated it would have a weekly attendance of 1,000 people before the pandemic. Post-pandemic, its in-person attendance is approximately 450-500 people on Sundays. When also considering the large net positive impact on runoff volumes and water quality to nearby Wakefield Lake, staff is not concerned with reducing the amount of parking on this site.

### Design Review

#### *Site Plan*

There is currently an access drive to the north of the building off North Saint Paul Road that will remain in place, as will a drive lane directly north and east of the building. This will ensure that there is internal circulation around the building, which is needed for public safety reasons. The remaining 1.25-acre portion of the bituminous parking lot to the east of the North Saint Paul Road access lane and the north of the building access lane is what will be removed and replaced with native plantings and a stormwater water quality treatment area. The proposed site features include:

- 0.64 acres of native seeding. Edges of the seeding areas can be mowed to maintain a clean edge.
- ~5,000 square feet raingarden with native plantings

- 17 new trees
- Limestone seat blocks and decomposed granite pathways
- 3 of 5 parking lot lights will continue to provide lighting. Originally, the applicant was proposing to retain two parking lights, but due to the conversation last month at the Planning Commission, the applicant has committed to keeping an additional light pole.

### *Landscaping*

The church is proposing planting 17 new trees throughout the project site. The remainder of the greenspace will be planted with a prairie seed mix. The church will also be planting an additional eight trees within the next year, which is unrelated to this project.

### Department Comments

#### *Engineering – Jon Jarosch*

Grading/erosion control and storm sewer permits are required for this project.

#### *Environmental – Shall Finwall*

Please see Shann Finwall's environmental report, dated February 1, 2024, attached to this report.

#### *Building Official – Randy Johnson*

Building permits will be required for any structures or buildings that may be built on this site.

### Board and Commission Review

#### *Community Design Review Board*

January 16, 2024: The community design review board reviewed this project and recommended approval.

#### *Planning Commission*

January 16, 2024: The planning commission reviewed this project, held a public hearing and recommended approval. As indicated earlier in this report, the three residents who spoke at the public hearing largely commented on sacred settlements and other activity occurring on the site. In addition, staff reviewed police calls from this site over the last four years. There were seven calls during that period related to the city receiving complaints regarding homelessness activity occurring on the site. In most of those cases, the responding officer advised the individual to move on, and the applicant communicated to the Planning Commission that they work with some of the individuals to house them elsewhere.

### Citizen Comments

Staff sent public hearing notices to the 95 surrounding property owners within 500 feet of the proposed site and invited owners to provide their opinions about this proposal. Staff has yet to receive any responses.

## Reference Information

### *Site Description*

Project Area: 13.69 acres  
Existing Land Use: Woodland Hills Church

### *Surrounding Land Uses*

North: Ripley Avenue, vacant restaurant and Goodrich Golf Course  
East: Single dwellings  
South: Theater building (owned by church), single dwellings and Larpenteur Avenue  
West: Van Dyke Street and commercial businesses

### *Planning*

Existing Land Use: Mixed Use  
Existing Zoning: Mixed Use

### *Code Requirements*

Section 44-1092(3) of the city ordinances requires a CUP for churches and institutions of any educational, philanthropic and charitable nature.

### **Attachments:**

1. Conditional Use Permit Amendment Resolution
2. Design Review Resolution
3. Overview Map
4. 2040 Future Land Use Map
5. Zoning Map
6. Applicant's Narratives
7. Site Plan
8. Landscape Plan
9. Shann Finwall Environmental Report, dated February 1, 2024
10. Draft CDRB Minutes, dated January 16, 2024
11. Draft Planning Commission Minutes, dated January 16, 2024
12. Applicant's Plans (separate attachment)

**CONDITIONAL USE PERMIT AMENDMENT RESOLUTION**

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

Section 1. Background.

1.01 Jodi Cremers of Woodland Hills Church has requested approval of a conditional use permit amendment for parking lot and site improvements.

1.02 The property is located at 1740 Van Dyke Street North and is legally described as:

PIN: 142922330001. Parcel I: That parcel of land lying in the County of Ramsey and State of Minnesota, described as follows, to wit:

All that part of the Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22), lying Southerly of the North St. Paul Road and lying Southwesterly of the following described line:

Commencing at the Southeast corner of said Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4); thence West One Hundred Twenty (120) feet along the South line thereof to the place of beginning of the line herein to be described; thence along a line bearing North Forty-seven (47) degrees, Twenty-two (22) minutes West to the Southerly right-of-way line of the North St. Paul Road and there terminating.

Also

That part of the East Half of the Southwest Quarter of the Southwest Quarter (E 1/2 of SW 1/4 of SW 1/4) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22), lying Southeasterly of North St. Paul Road (so-called); except that part of the South Two Hundred Thirty-three (233) feet lying East of the West One Hundred Eighty-three (183) feet; and further excepting that part of said East Half of the Southwest Quarter of the Southwest Quarter (E 1/2 of SW 1/4 of SW 1/4), lying Northeasterly of the following described line:

Commencing at a point on the East line of said Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4), One Hundred Ten (110) feet South of the Northeast corner thereof; thence running to a point on the North line of said Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4), One Hundred twenty (120) feet West of the Northeast corner thereof. Subject to public easements over the East Thirty-three (33) feet thereof for North Hazel Street; the West Thirty-three (33) feet thereof for Van Dyke Street, and the South Thirty-three (33) feet of the West One Hundred Eighty-three (183) feet thereof for Larpenteur Avenue; further subject to the rights of the County of Ramsey for highway over That part of the West 183 feet of the South 233 feet of the East Half of the Southwest Quarter of the Southwest Quarter of Section 14, Township 29 North, Range 22 West, Ramsey County, State of Minnesota (hereinafter to be referred to as Parcel X), enclosed within the area described as follows:

Beginning at the Southeast corner of Parcel X; thence Northerly along the East line thereof, a distance of 62.42 feet; thence Northwesterly to a point 70.38 feet West of the East line and 65.37 feet North of the South line of Parcel X; thence West parallel

to the South line of Parcel X, a distance of 40 feet; thence Northwesterly to a point 45 feet east of the West line and 74 feet North of the South line of Parcel X; thence Northwesterly to a point on the East right-of-way line of Van Dyke Street that is 102 feet North of the South line of said Parcel X; thence West parallel to the South line of Parcel X, a distance of 33 feet to its intersection with the West line of Parcel X, thence South along the West line, a distance of 102 feet, to the Southwest corner of Parcel X; thence East along the South line 183 feet to the place of beginning. Excepting therefrom such right-of-way heretofore dedicated to the public or otherwise acquired for highways. all according to the United States Government Survey thereof.

Parcel II: That parcel of land lying in the County of Ramsey and State of Minnesota, described as follows, to wit:

The South Two Hundred Thirty-three (233) feet of the East Half of the Southwest Quarter of the Southwest Quarter (E ½ of SW ¼ of SW 14) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22). except the West One Hundred Eighty-three (183) feet thereof and further excepting the East One Hundred Eighty-three (133) feet thereof, subject to rights acquired by the County of Ramsey for highway purposes over the Southerly Thirty-three (33) feet thereof, according to the Government Survey thereof. Except the premises described as Parcel A in a certain Multi-Party Agreement dated April 24, 1969 (which Parcel A was conveyed to the County of Ramsey pursuant to said Multi-Party Agreement), recorded in Ramsey County Records, Book 2217, Page 345, as Document No. 1767687, said Parcel A being described therein as follows: That part of the South 233 feet of the East Half of the Southwest Quarter of the Southwest Quarter of Section 14, Township 29 North, Range 22 West, Ramsey County, State of Minnesota, except the West 183 feet thereof and also excepting the East 183 feet thereof lying South of the following described line: Beginning at a point on the East line of the above-described property 49 ½ feet North of the Southeast corner thereof, thence West on a line parallel to the South line of said Southwest Quarter to a point 83 feet East of the West line of the above-described property; thence Northwesterly to a point on the west line of said property that is 62.42 feet North of the Southwest corner thereof and there terminating. Excepting therefrom such right-of-way heretofore dedicated to the public or otherwise acquired for highways.

Ramsey County  
Abstract Property

Section 2. Standards.

2.01 City Ordinance Section 44-1092 requires a Conditional Use Permit for Churches.

2.02 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
2. The use would not change the existing or planned character of the surrounding area.



3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Section 3. Findings.

3.01 The proposal meets the specific conditional use permit standards.

Section 4. City Review Process

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

1. On January 16, 2024, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements.
2. On February 12, 2024, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff. The Planning Commission recommended that the City Council approve this resolution.

Section 5. City Council

5.01 The city council hereby \_\_\_\_\_ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions: (additions are underlined and deletions are crossed out)

1. All construction shall follow the site plan approved by the city. Staff may approve minor changes.

2. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The temporary homeless shelter shall be limited to a period of two months each year. The number of residents sheltered shall not exceed 20 persons at a time as proposed.
5. Woodland Hills Church shall provide constant supervision when the temporary shelter is in operation.
6. Woodland Hills Church shall comply with all requirements of the Maplewood Building Official, Fire Marshal and Health Officer ~~prior to beginning~~ in the operation of the temporary shelter and food shelf.
7. Any changes in use or the operation of the temporary shelter or expansion of the church shall require review by the city council.
8. Any plans for changes to the building exterior, other than painting or repairs, shall be submitted to the community design review board, for review and approval.
9. The applicant shall notify city staff prior to operating the temporary shelter so the city can assure compliance with the allowed two months per year of the homeless shelter.
10. Building permits are required for any structures or buildings that may be built on this site.
11. Only two light poles may be removed from this site as related to this project.
12. All demonstration tiny homes must be located on a hard surface and cannot be stored on any greenspace within the property.
13. No construction materials may be stored outside.
14. All exterior activities related to the demonstration project of the tiny homes must adhere to the city's noise ordinance requirements.

\_\_\_\_\_ by the City Council of the City of Maplewood, Minnesota, on February 12, 2024.

## DESIGN REVIEW RESOLUTION

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

Section 1. Background.

1.01 Jodi Cremers of Woodland Hills Church has requested approval of design review for parking lot and site improvements.

1.02 The property is located at 1740 Van Dyke Street North and is legally described as:

PIN: 142922330001. Parcel I: That parcel of land lying in the County of Ramsey and State of Minnesota, described as follows, to wit:

All that part of the Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22), lying Southerly of the North St. Paul Road and lying Southwesterly of the following described line:

Commencing at the Southeast corner of said Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4); thence West One Hundred Twenty (120) feet along the South line thereof to the place of beginning of the line herein to be described; thence along a line bearing North Forty-seven (47) degrees, Twenty-two (22) minutes West to the Southerly right-of-way line of the North St. Paul Road and there terminating.

Also

That part of the East Half of the Southwest Quarter of the Southwest Quarter (E 1/2 of SW 1/4 of SW 1/4) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22), lying Southeasterly of North St. Paul Road (so-called); except that part of the South Two Hundred Thirty-three (233) feet lying East of the West One Hundred Eighty-three (183) feet; and further excepting that part of said East Half of the Southwest Quarter of the Southwest Quarter (E 1/2 of SW 1/4 of SW 1/4), lying Northeasterly of the following described line:

Commencing at a point on the East line of said Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4), One Hundred Ten (110) feet South of the Northeast corner thereof; thence running to a point on the North line of said Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4), One Hundred twenty (120) feet West of the Northeast corner thereof. Subject to public easements over the East Thirty-three (33) feet thereof for North Hazel Street; the West Thirty-three (33) feet thereof for Van Dyke Street, and the South Thirty-three (33) feet of the West One Hundred Eighty-three (183) feet thereof for Larpenteur Avenue; further subject to the rights of the County of Ramsey for highway over That part of the West 183 feet of the South 233 feet of the East Half of the Southwest Quarter of the Southwest Quarter of Section 14, Township 29 North, Range 22 West, Ramsey County, State of Minnesota (hereinafter to be referred to as Parcel X), enclosed within the area described as follows:

Beginning at the Southeast corner of Parcel X; thence Northerly along the East line thereof, a distance of 62.42 feet; thence Northwesterly to a point 70.38 feet West of the East line and 65.37 feet North of the South line of Parcel X; thence West parallel

to the South line of Parcel X, a distance of 40 feet; thence Northwesterly to a point 45 feet east of the West line and 74 feet North of the South line of Parcel X; thence Northwesterly to a point on the East right-of-way line of Van Dyke Street that is 102 feet North of the South line of said Parcel X; thence West parallel to the South line of Parcel X, a distance of 33 feet to its intersection with the West line of Parcel X, thence South along the West line, a distance of 102 feet, to the Southwest corner of Parcel X; thence East along the South line 183 feet to the place of beginning. Excepting therefrom such right-of-way heretofore dedicated to the public or otherwise acquired for highways. all according to the United States Government Survey thereof.

Parcel II: That parcel of land lying in the County of Ramsey and State of Minnesota, described as follows, to wit:

The South Two Hundred Thirty-three (233) feet of the East Half of the Southwest Quarter of the Southwest Quarter (E ½ of SW ¼ of SW 14) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22). except the West One Hundred Eighty-three (183) feet thereof and further excepting the East One Hundred Eighty-three (133) feet thereof, subject to rights acquired by the County of Ramsey for highway purposes over the Southerly Thirty-three (33) feet thereof, according to the Government Survey thereof. Except the premises described as Parcel A in a certain Multi-Party Agreement dated April 24, 1969 (which Parcel A was conveyed to the County of Ramsey pursuant to said Multi-Party Agreement), recorded in Ramsey County Records, Book 2217, Page 345, as Document No. 1767687, said Parcel A being described therein as follows: That part of the South 233 feet of the East Half of the Southwest Quarter of the Southwest Quarter of Section 14, Township 29 North, Range 22 West, Ramsey County, State of Minnesota, except the West 183 feet thereof and also excepting the East 183 feet thereof lying South of the following described line: Beginning at a point on the East line of the above-described property 49 ½ feet North of the Southeast corner thereof, thence West on a line parallel to the South line of said Southwest Quarter to a point 83 feet East of the West line of the above-described property; thence Northwesterly to a point on the west line of said property that is 62.42 feet North of the Southwest corner thereof and there terminating. Excepting therefrom such right-of-way heretofore dedicated to the public or otherwise acquired for highways.

Ramsey County  
Abstract Property

Section 2. Site and Building Plan Standards and Findings.

2.01 City ordinance Section 2-290(b) and 44-1327(13) requires that the community design review board make the following findings to approve plans:

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

harmonious, orderly and attractive development contemplated by this article and the city's comprehensive municipal plan.

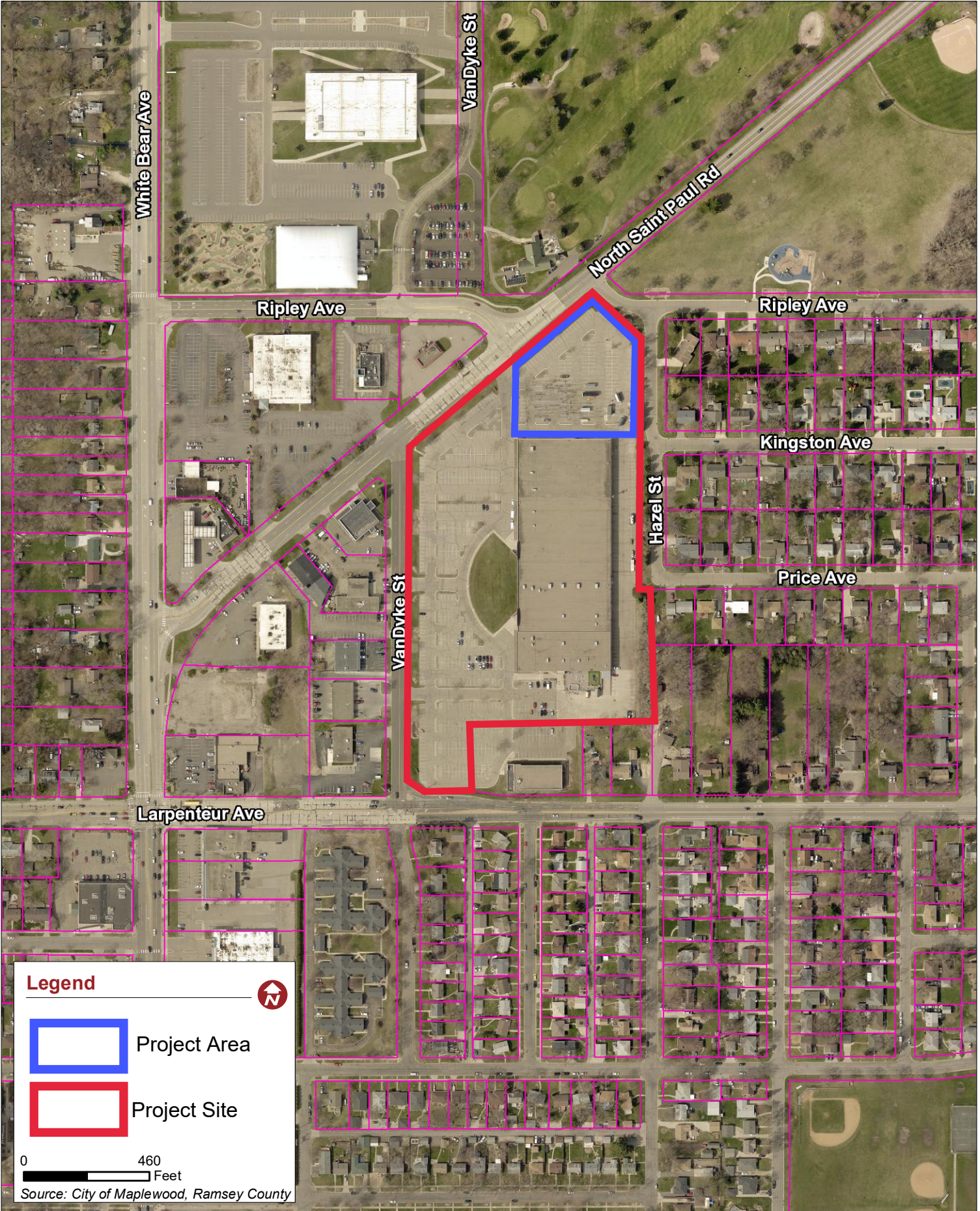
3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures and colors.

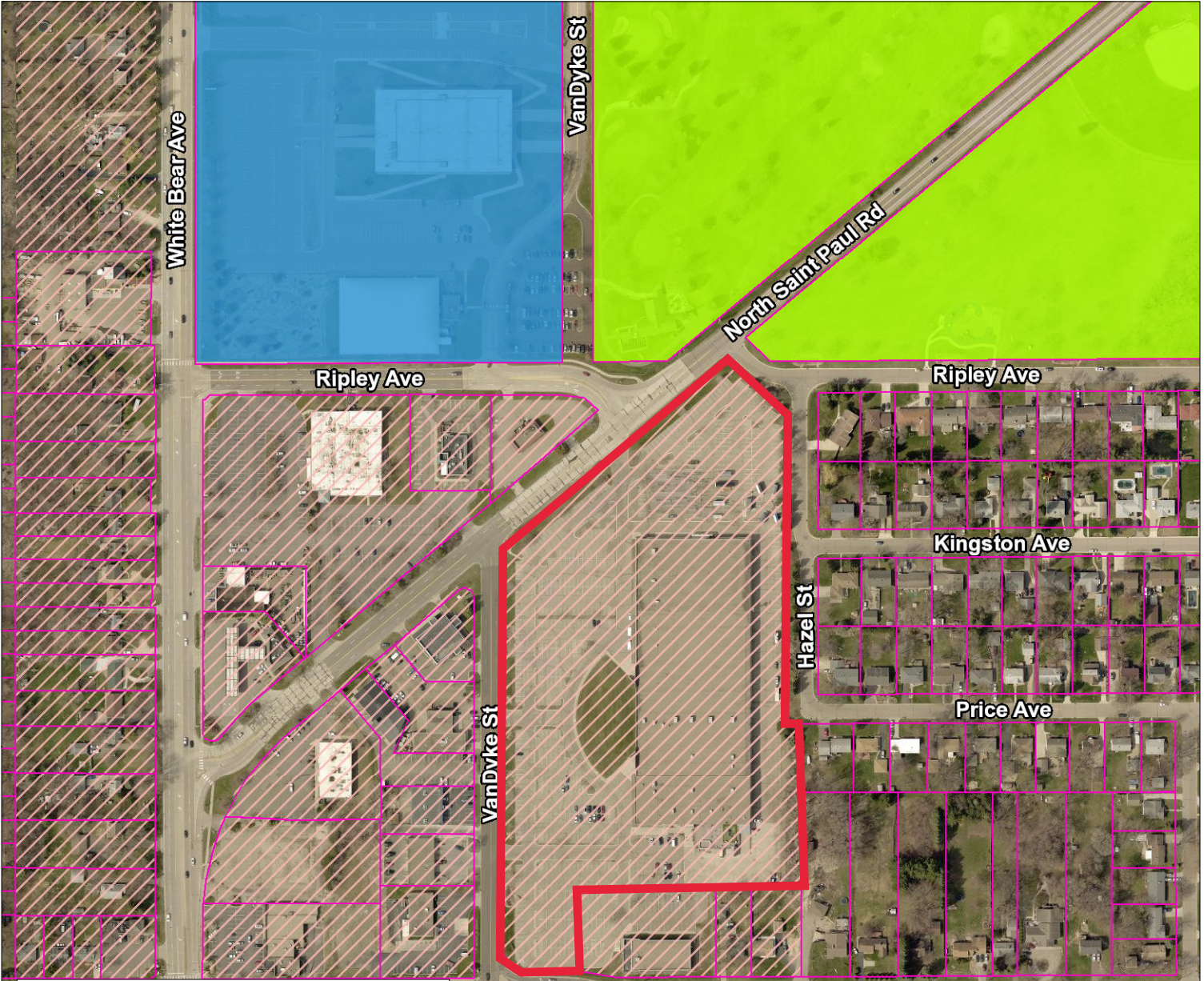
Section 3. City Council Action.

3.01 The above-described site and design plans, date-stamped December 29, 2023, are hereby approved based on the findings outlined in Section 3 of this resolution. Subject to staff approval, the site must be developed and maintained in substantial conformance with the design plans. Approval is subject to the applicant doing the following:

1. Obtain a conditional use permit approval from the city council for this project.
2. Repeat this review in two years if the city has not issued a building permit for this project.
3. All requirements of the city engineer, fire marshal and building official must be met.
4. Meet all requirements of the environmental review, dated February 1, 2024.
5. If any required work is not done, the city may allow temporary occupancy if:
  - a. The city determines that the work is not essential to public health, safety or welfare.
  - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.
6. All work shall follow the approved plans. The director of community development may approve minor changes.

\_\_\_\_\_ by the City Council of the City of Maplewood, Minnesota, on February 12, 2024.



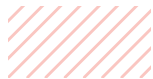


**Legend**



**Future Land Use - 2040**

Low Density Residential



Mixed Use - Neighborhood



Public/Institutional



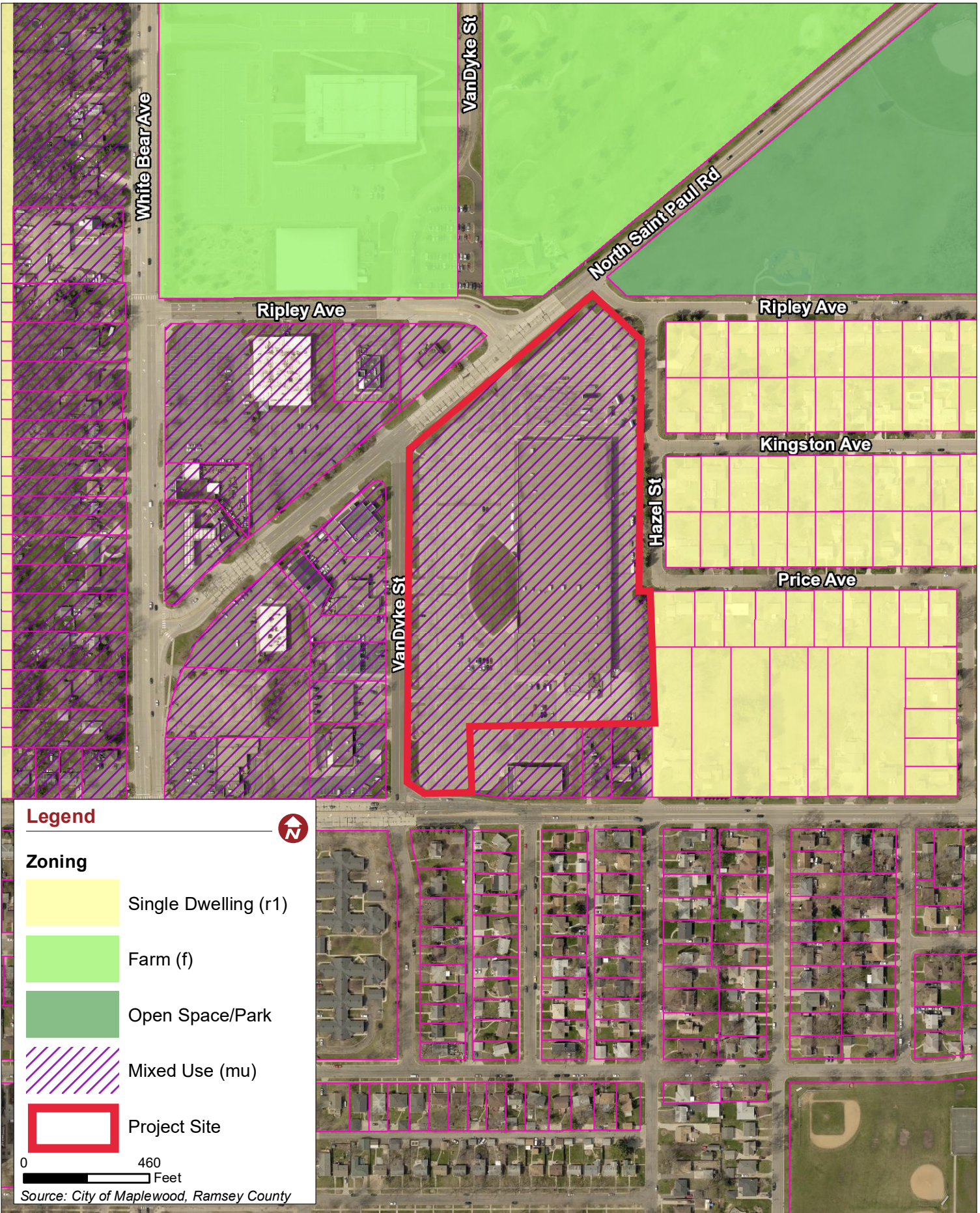
Park



Project Site



Source: City of Maplewood, Ramsey County





# WOODLANDHILLS

1740 Van Dyke Street, St. Paul, MN 55109 • **PHONE:** 651-487-0001 • **FAX:** 651-487-0007 • **WEB:** whchurch.org • **EMAIL:** info@whchurch.org

December 18, 2023

To whom it may concern:

Thank you for the opportunity to apply for a conditional use permit to convert the north end of our parking lot into a rain garden and demonstration area for how tiny homes can be used to address chronic homelessness.

This area of our parking lot is rarely used for congregant parking. Before the pandemic in early 2020, our weekly service attendance was about 1,000 people on Sunday mornings. Post-pandemic, we are seeing approximately 450-500 people on Sunday morning and 500 online (livestream).

The Ramsey-Washington Metro Watershed has been in contact with the City regarding the number of parking spots needed and their interpretation of your ordinance is as follows.

- This site is zoned as Mixed Use
- Theater, auditorium, church or other place of public assemblage: a minimum of one space for every four seats.
- Total spaces as provided by WHC = 869 spaces
- Typically 900 chairs in the auditorium, max 1300.
- Worst case scenario =  $1300/4 = 325$  parking spaces required
- $869 - 325 = 544$  spaces over ordinance
- The preferred concept removes much of the north parking lot, reducing the parking spaces by 219.
- $869 - 219 = 650$  spaces remain on site in this concept.

If approved, this project will have two main benefits:

First, we've been in dialogue with the Ramsey-Washington Metro Watershed staff for several years with the goal of minimizing the negative impact our large parking lot has on our local environment. With their help, we've been able to install several rain gardens to capture runoff water, but we realize the amount of pavement on our property still makes a considerable negative impact. If this project is approved, we're excited about the opportunity to take another significant step toward better environmental stewardship by implementing larger rain garden areas and green space.

Second, it will provide a more accurate and aesthetically pleasing environment to only display tiny homes (not for living purposes). Through our partnership with Settled, homes are built on site here at Woodland Hills (a maximum of three at a time as required by our liability insurance company) and then moved to "Sacred Settlements" at other churches.

These supportive communities are established to help people break their pattern of homelessness. Two Sacred Settlements are now in place at Mosaic Community Church in Saint Paul and Prince of Peace Lutheran Church in Roseville. Between the time homes are constructed and moved, Settled has been able to use them as a mock settlement so that churches, advocacy groups, and government officials can see the vision for these communities first-hand. By converting this section of our property, we'll be able to better serve our partnership with Settled and the stakeholders they tour through the demonstration settlement. Ultimately, we hope it will lead to more Sacred Settlements, and more people finding their way out of homelessness!

Thank you for your consideration, and please let us know if you have any questions or concerns that aren't addressed in the rest of our application.

Sincerely,



Jodi Cremers  
Business Administrator  
[jcremers@whchurch.org](mailto:jcremers@whchurch.org)  
651-287-2043

## Memorandum

**To:** Paige Ahlborg, Ramsey-Washington Metro Watershed District  
**From:** Marcy Bean, Senior Landscape Architect  
**Subject:** Woodland Hills Church Pavement Removal Project – Maplewood Planning Commission  
**Date:** 12/15/2023  
**Project:** Stewardship Grant  
**c:** Woodland Hills Church, City of Maplewood

Ramsey-Washington Metro Watershed District (RWMWD) has worked with Woodland Hills Church at 1740 Van Dyke Street in Maplewood over several years to install stormwater best management practices (BMPs) on their site to treat runoff. The property has significant amounts of impervious surfaces, both in roof and parking lots. The church houses a variety of services, but the parking lots are largely under-utilized. In addition, the existing parking lot islands have Ash trees that have died and require replacement.

For this project, the church is interested in removing a portion of the north parking lot to create green space, plant additional trees, and provide outdoor space for visitors. This design proposes removing approximately 1.25 acres of bituminous parking and replacing with native plantings and a stormwater BMP for water quality treatment.

The church partners with Settled to build tiny homes which are temporarily placed in the parking lot until they are taken to a Settled community. The design of the site would provide an organized space to park the homes, staging in a way to feel like a community, provide gathering spaces and opportunities for community engagement.

The church would like to construct the project in 2024, seeking grant funding from RWMWD as well as Ramsey County Parks and Recreation and BWSR Clean Water Grant funds which will be announced as early as December 2023.

The following information was prepared to assist Woodland Hills Church in its application to the Maplewood Planning Commission for preliminary approval for the proposed changes as depicted in the attached drawings.

### 1.1 Parking

Maplewood's Code of Ordinances, Section 44-17, has been interpreted to estimate the number of parking spaces required for the church and its partners.

- The property is zoned as Mixed Use.

- Theater, auditorium, church or other place of public assemblage: a minimum of one space for every four seats.
- Total existing parking spaces = 869 spaces
- Typically 850 chairs in the auditorium, max 1250.
- Largest event annually = 1,300 at school district event
- Worst case scenario =  $1,300/4 = \mathbf{325 \text{ parking spaces required}}$ 
  - $869 - 325 = 544$  spaces over ordinance
- The concept plan removes much of the north parking lot, reducing the parking spaces by 219.
  - $869 - 219 = \mathbf{650 \text{ spaces to remain}}$

There is an existing agreement for Aldrich Arena to use the church parking lot for overflow parking. We feel that adequate spaces are maintained within the main parking lot at N. St Paul Road and Van Dyke Street to accommodate those vehicles.

## 1.2 Stormwater Management

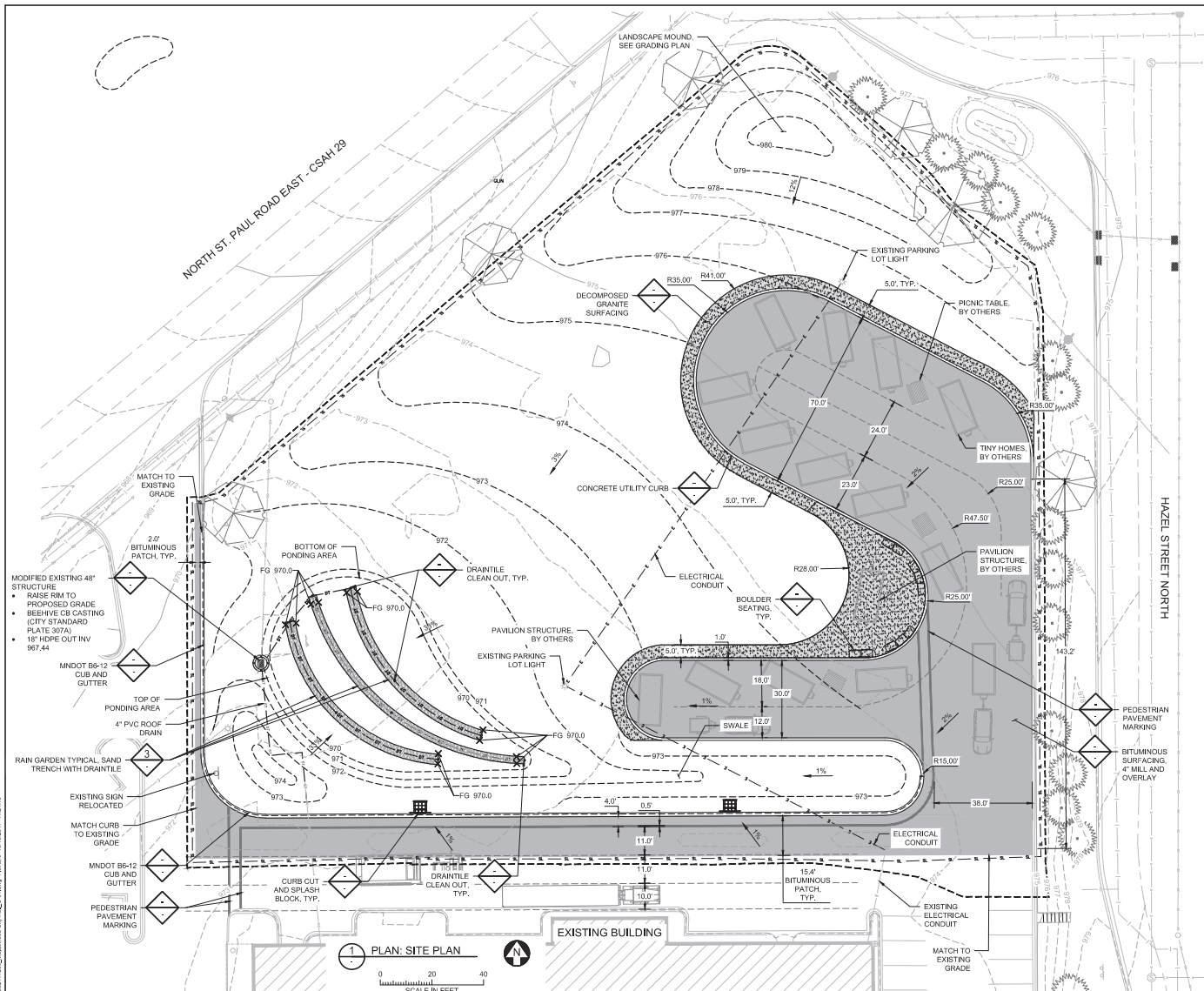
The proposed construction limits total 1.87 acres, which triggers the RWMWD stormwater rule. Based on soil borings taken in 2014, soils are assumed to be dominated by clay. These soils limit the potential for infiltration.

- Site new or reconstructed impervious area: 0.66 acres
- Infiltration volume requirement (1.1" volume off new/reconstructed impervious area): 2,635 ft<sup>3</sup>
- Filtration volume requirement (if infiltration not feasible):
  - With iron-enhanced sand:  $1.25 \times \text{infiltration volume} = 3,294 \text{ ft}^3$
- Meets rate control for 2, 10, and 100-year events
- Treatment:
  - Proposed Basin Volume = 5,030 ft<sup>3</sup>
  - TP removal = 1.4 lbs/yr (80% removal)
  - TSS removal = 270 lbs/yr (84% removal)

## 1.3 Site Improvements

Proposed site features include:

- 0.64 acres of native seeding. Edges of the seeding areas can be mowed to maintain a clean edge.
- ~5,000 ft<sup>2</sup> raingarden with native plantings
- 17 new trees
- Limestone seat blocks and decomposed granite pathways
- 2 of 4 parking lot lights will remain to continue to provide lighting



- LEGEND**
- CONSTRUCTION LIMITS
  - SEDIMENT CONTROL LOG
  - EXISTING STORMWATER UTILITY
  - EXISTING ELECTRIC UTILITY
  - EXISTING GAS UTILITY
  - TREE PROTECTION FENCING
  - EXISTING CONCRETE WALKS
  - ☼ EXISTING TREE TO PROTECT IN PLACE
  - ▨ SAND TRENCH
  - ▨ PROPOSED CRUSHED STONE SURFACING
  - ▨ PROPOSED MNDOT B6-12 CURB & GUTTER
  - ▨ PROPOSED UTILITY CURB
  - ▨ BITUMINOUS SURFACING
  - DRAIN TILE AND CLEANOUT
  - STORMWATER STRUCTURE AND PIPE

1 PLAN: SITE PLAN  
 0 20 40  
 SCALE IN FEET

CONCEPT DRAFT  
 NOT FOR CONSTRUCTION

NO.	BY	CHK	APP.	DATE	REVISION DESCRIPTION

CLIENT	BW620								
PERMIT	21132								
CONSTRUCTION									
RELEASED TO/FOR	A	B	C	0	1	2	3		
DATE RELEASED									

**BARR**  
 13070 Main Street  
 Minneapolis, Minnesota  
 Ph: (612) 436-2277  
 Fax: (612) 436-2601  
 www.barr.com

Project Office:  
 BARR ENGINEERING CO.  
 4300 MARKE TPOINTE DRIVE  
 SUITE 200  
 MINNEAPOLIS, MN 55435  
 Ph: (612) 436-2277  
 Fax: (612) 436-2601  
 www.barr.com

**RAMSEY-WASHINGTON**  
 METRO WATERSHED DISTRICT

2022 BMP RETROFIT PROJECTS  
 SAINT PAUL, MN  
 WOODLAND HILLS CHURCH  
 SITE PLAN

BARR PROJECT No.	23621172.05
CLIENT PROJECT No.	
DWG. No.	C-02
REV. No.	B



**LEGEND**

- CONSTRUCTION LIMITS
- SEDIMENT CONTROL LOG
- EXISTING STORMWATER UTILITY
- EXISTING ELECTRIC UTILITY
- EXISTING GAS UTILITY
- EXISTING FENCE
- TREE PROTECTION FENCING
- EXISTING TREE TO PROTECT IN PLACE

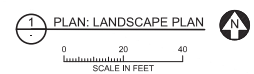
**LANDSCAPE PLAN SCHEDULE**

SYMBOL	DESCRIPTION	QTY
[Hatched Box]	CUSTOM PRAIRIE SEED MIX (SHORTGRASS)	44,781 SF

SEE SHEET L-03 FOR CUSTOM PRAIRIE SEED MIX (SHORTGRASS)

**PLANTING SCHEDULE**

CONIFERS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
[Tree Symbol]	JE	JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	10 GAL.	CONT.	4
DECIDUOUS TREES	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
[Tree Symbol]	CO	CELTIS OCCIDENTALIS	COMMON HACKBERRY	10 GAL.	CONT.	3
[Tree Symbol]	OV	OSTRYA VIRGINIANA	AMERICAN HOPHORNBEAM	10 GAL.	CONT.	2
[Tree Symbol]	QB	QUERCUS BICOLOR	SWAMP WHITE OAK	10 GAL.	CONT.	3
[Tree Symbol]	QM	QUERCUS MACROCARPA	BUR OAK	10 GAL.	CONT.	2
ORNAMENTAL TREE	CODE	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	QTY
[Tree Symbol]	CC	CERCIS CANADENSIS	EASTERN REDBUD	5 GAL.	CONT.	3
SHRUB AREAS	CODE	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	QTY
[Hatched Box]	CS	CAREX STRICTA	TUSSOCK SEDGE	4" PLUG	18" o.c.	833
[Hatched Box]	CV	CAREX VULPINOIDEA	FOX SEDGE	4" PLUG	18" o.c.	811
[Hatched Box]	SS2	SCHIZACHYRIUM SCOPARIUM 'MINNBLUE'	BLUE HEAVEN LITTLE BLUESTEM	1 GAL.	30" o.c.	152
[Hatched Box]	SH	SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSOED	1 GAL.	30" o.c.	173



**CONCEPT DRAFT  
NOT FOR CONSTRUCTION**

NO.	BY	CHK	APP.	DATE	REVISION DESCRIPTION

CLIENT	BW62								
PERMIT	21132								
CONSTRUCTION									
RELEASED TO/FOR	A	B	C	0	1	2	3		
DATE RELEASED									

**BARR**  
BARR ENGINEERING CO.  
4300 MARQUE TPOINTE DRIVE  
SUITE 200  
MINNEAPOLIS, MN 55435  
Ph: 612-684-8277  
Fax: (952) 832-2601  
www.barr.com

Scale	AS SHOWN
Date	12/15/2023
Drawn	AMPQ
Checked	MDB3
Designed	BARR
Approved	MDB3

**RAMSEY-WASHINGTON**  
METRO WATERSHED DISTRICT

2022 BMP RETROFIT PROJECTS SAINT PAUL, MN	BARR PROJECT No. 23621172.05
WOODLAND HILLS CHURCH LANDSCAPE PLAN	CLIENT PROJECT No. -
	DWG. No. L-01
	REV. No. B

# Environmental Review

**Project:** Woodland Hills Church

**Date of Plans:** December 15, 2023

**Date of Review:** February 1, 2024

**Location:** 1740 Van Dyke Street North

**Reviewer:** Shann Finwall, Environmental Planner  
651-249-2304, [shann.finwall@maplewoodmn.gov](mailto:shann.finwall@maplewoodmn.gov)

Carole Gernes, Natural Resources Coordinator  
651-249-2416, [carole.gernes@maplewoodmn.gov](mailto:carole.gernes@maplewoodmn.gov)

**Project Background:** Woodland Hills Church is removing a portion of their parking lot to create green space and a Tiny House demonstration gathering area for community engagement. The applicant must comply with the City's tree preservation ordinance and landscape policies.

## Trees

1. Tree Preservation Ordinance:
  - a. Significant Trees: Maplewood's tree preservation ordinance describes a significant tree as a healthy tree of the following size: hardwood tree with a minimum of 6 inches in diameter, an evergreen tree with a minimum of 8 inches in diameter, and a softwood tree with a minimum of 12 inches in diameter.
  - b. Specimen Trees: A specimen tree is defined as a healthy tree of any species that is 28 inches in diameter or greater.
  - c. Tree Replacement: If greater than 20 percent of significant trees are removed, tree replacement is based on a calculation of significant trees located on the site and significant trees removed. Credits are given for all specimen trees that are preserved. If less than 20 percent of significant trees are removed, tree replacement is based on a calculation of one 2-caliper inch replacement tree per significant tree removed.
  - d. Tree Replacement: The tree standards require that as many replacement trees be planted on the site as possible. An applicant can pay into the City's tree fund at a rate of \$60 per caliper inch for trees that cannot be planted on site. The City uses the tree fund to manage trees in parks and within the right-of-way.
2. Tree Impacts: The City issued a Woodlot Alteration Permit to the church in May 2023. The permit allowed the church to remove 25 dead or dying ash trees from the parking lot, including the six trees shown as being removed in the area currently under review. The City took in an escrow for \$3,000 to ensure that 25 – 2-caliper inch trees are replaced.

3. City Code Requirements: Because of the previous Woodlot Alteration Permit approval, City code requires the church to replace 25 – 2 caliper inch trees throughout the overall parking lot.
4. Proposed Tree Replacement: The landscape plan for the area under review shows 17 new trees that are ½ to ¾ caliper inches in size (5 to 10 gallon containers). The replacement size and overall number of trees does not meet City code requirements.
5. Tree Recommendations:
  - a. Prior to issuance of a grading permit, the applicant must submit a revised landscape plan and landscape details showing the following:
    - 1) Increase in the size of the 17 trees from ½ to ¾ caliper inches, to at least 6 feet in height for conifers, 2 caliper inches for deciduous trees, and 1 caliper inch for ornamental trees.
    - 2) Location, size, and species of eight replacement trees to be planted throughout the remaining parking lot (25 trees removed spring 2023, 17 of those trees to be planted within the current project area, 25 – 17 = 8).
    - 3) Add the following to the tree landscape details:
      - a. Hardwood Mulch Notes:
        1. Replace 4" of mulch with 3" of mulch.
      - b. Subsoiling Notes:
        1. Dig hole twice as wide as root ball.
        2. Remove soil from top of root ball to expose the top of the first large lateral root.
        3. Remove “primary root flare must be at or slightly above the adjacent finished grade after backfilling and setting soil.” Replace with “Top of first large lateral root should be at grade.”
        4. Apply 3” of mulch over soil surface (soil prepared as per plan).

### **Landscape Policies**

Review of the overall landscape plan to ensure nonnative and invasive species are avoided, seed mix is appropriate for use in areas proposed, and plantings are climate resilient.

### **Landscaping Recommendations:**

1. Prior to issuance of a grading permit, the applicant must submit the following:
  - a) Revised landscape plan and landscape details with the following changes:



- 1) Custom prairie seed mix details.
- 2) Re-label the “Shrub Areas” to “Grass Areas”.
- 3) Add the following to the overall landscape details:
  - a. Shrub Planting Notes:
    1. Cut any encircling roots. Box-cut rootball if root bound.
    2. Use trowel to remove excess soil from top of the nursery pot until top of first major lateral root is visible. Plant to this depth to prevent encircling root growth.
  - b. Plug Planting Notes:
    1. Top of root ball should even with the soil line. Planting higher will cause root balls to dry out.
  - c. Seeding Notes:
    1. Erosion control blanket to be made of biodegradable material.

**DRAFT MINUTES  
MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD**

6:00 P.M. Tuesday, January 16, 2024  
City Hall, Council Chambers  
1830 County Road B East

**E. NEW BUSINESS**

**2. Design Review Resolution, Woodland Hills Church, 1740 Van Dyke Street**

Elizabeth Hammond, Planner, gave the presentation. Jodi Cremers of Woodland Hills Church and Brandon Overholt of Settled. Inc, addressed the board and answered questions.

Chairperson Kempe moved to approve a design review resolution for parking lot and site improvements to be constructed at 1740 Van Dyke Street.

**DESIGN REVIEW RESOLUTION**

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

Section 1. Background.

- 1.01 Jodi Cremers of Woodland Hills Church has requested approval of design review for parking lot and site improvements.
- 1.02 The property is located at 1740 Van Dyke Street North and is legally described as:

PIN: 142922330001. Parcel I: That parcel of land lying in the County of Ramsey and State of Minnesota, described as follows, to wit:

All that part of the Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22), lying Southerly of the North St. Paul Road and lying Southwesterly of the following described line:

Commencing at the Southeast corner of said Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4); thence West One Hundred Twenty (120) feet along the South line thereof to the place of beginning of the line herein to be described; thence along a line bearing North Forty-seven (47) degrees, Twenty-two (22) minutes West to the Southerly right-of-way line of the North St. Paul Road and there terminating.

Also

That part of the East Half of the Southwest Quarter of the Southwest Quarter (E 1/2 of SW 1/4 of SW 1/4) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22), lying Southeasterly of North St. Paul Road (so-called); except that part of the South Two Hundred Thirty-three (233) feet lying East of

the West One Hundred Eighty-three (183) feet; and further excepting that part of said East Half of the Southwest Quarter of the Southwest Quarter (E ½ of SW 1/4 of SW 1/4), lying Northeasterly of the following described line:

Commencing at a point on the East line of said Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4), One Hundred Ten (110) feet South of the Northeast corner thereof; thence running to a point on the North line of said Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4), One Hundred twenty (120) feet West of the Northeast corner thereof. Subject to public easements over the East Thirty-three (33) feet thereof for North Hazel Street; the West Thirty-three (33) feet thereof for Van Dyke Street, and the South Thirty-three (33) feet of the West One Hundred Eighty-three (183) feet thereof for Larpenteur Avenue; further subject to the rights of the County of Ramsey for highway over That part of the West 183 feet of the South 233 feet of the East Half of the Southwest Quarter of the Southwest Quarter of Section 14, Township 29 North, Range 22 West, Ramsey County, State of Minnesota (hereinafter to be referred to as Parcel X), enclosed within the area described as follows:

Beginning at the Southeast corner of Parcel X; thence Northerly along the East line thereof, a distance of 62.42 feet; thence Northwesterly to a point 70.38 feet West of the East line and 65.37 feet North of the South line of Parcel X; thence West parallel to the South line of Parcel X, a distance of 40 feet; thence Northwesterly to a point 45 feet east of the West line and 74 feet North of the South line of Parcel X; thence Northwesterly to a point on the East right-of-way line of Van Dyke Street that is 102 feet North of the South line of said Parcel X; thence West parallel to the South line of Parcel X, a distance of 33 feet to its intersection with the West line of Parcel X, thence South along the West line, a distance of 102 feet, to the Southwest corner of Parcel X; thence East along the South line 183 feet to the place of beginning. Excepting therefrom such right-of-way heretofore dedicated to the public or otherwise acquired for highways. all according to the United States Government Survey thereof.

Parcel II: That parcel of land lying in the County of Ramsey and State of Minnesota, described as follows, to wit:

The South Two Hundred Thirty-three (233) feet of the East Half of the Southwest Quarter of the Southwest Quarter (E ½ of SW 1/4 of SW 14) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22). except the West One Hundred Eighty-three (183) feet thereof and further excepting the East One Hundred Eighty-three (133) feet thereof, subject to rights acquired by the County of Ramsey for highway purposes over the Southerly Thirty-three (33) feet thereof, according to the Government Survey thereof. Except the premises described as Parcel A in a certain Multi-Party Agreement dated April 24, 1969 (which Parcel A was conveyed to the County of Ramsey pursuant to said Multi-Party Agreement), recorded in Ramsey County Records, Book 2217, Page 345, as Document No. 1767687, said Parcel A being described therein as follows: That part of the South 233 feet of the East Half of the Southwest Quarter of the Southwest Quarter of Section 14, Township 29 North, Range 22 West, Ramsey County, State of Minnesota, except the West 183 feet thereof and also excepting the East 183 feet thereof lying South of the following described line: Beginning at a point on the East line of the above-described property 49 ½ feet North of the

Southeast corner thereof, thence West on a line parallel to the South line of said Southwest Quarter to a point 83 feet East of the West line of the above-described property; thence Northwesterly to a point on the west line of said property that is 62.42 feet North of the Southwest corner thereof and there terminating. Excepting therefrom such right-of-way heretofore dedicated to the public or otherwise acquired for highways.

Ramsey County  
Abstract Property

Section 2. Site and Building Plan Standards and Findings.

2.01 City ordinance Section 2-290(b) and 44-1327(13) requires that the community design review board make the following findings to approve plans:

1. That the design and location of the proposed development and its relationship to neighboring, existing or proposed developments and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.
2. That the design and location of the proposed development are in keeping with the character of the surrounding neighborhood and are not detrimental to the harmonious, orderly and attractive development contemplated by this article and the city's comprehensive municipal plan.
3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures and colors.

Section 3. City Council Action.

3.01 The above-described site and design plans, date-stamped December 29, 2023, are hereby approved based on the findings outlined in Section 3 of this resolution. Subject to staff approval, the site must be developed and maintained in substantial conformance with the design plans. Approval is subject to the applicant doing the following:

1. Obtain a conditional use permit approval from the city council for this project.
2. Repeat this review in two years if the city has not issued a building permit for this project.
3. All requirements of the city engineer, fire marshal and building official must be met.
4. Meet all requirements of the environmental review, dated January 9, 2024.
5. If any required work is not done, the city may allow temporary occupancy if:

- a. The city determines that the work is not essential to public health, safety or welfare.
  - b. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.
6. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Vice Chairperson Oszman

Ayes – All

The motion passed.

This item will go to the city council on February 12, 2024

**DRAFT MINUTES**  
**MAPLEWOOD PLANNING COMMISSION**  
7:00 P.M. Tuesday, January 16, 2024  
City Hall, Council Chambers  
1830 County Road B East

**E. PUBLIC HEARING**

**1. Conditional Use Permit Amendment Resolution, Woodland Hills Church, 1740 Van Dyke Street**

Elizabeth Hammond, Planner, gave the presentation.

Chairperson Desai opened the public hearing.

Jodi Cremers of Woodland Hills Church and Brandon Overholt of Settled. Inc, addressed the commission and answered questions.

The following individuals addressed the commission regarding the project:

John Romanik, Resident, 1950 Price Ave E, Maplewood  
Tim Haggerty, Resident, 1935 Kingston Ave E, Maplewood  
Marlene Lallier, Resident, 1908 Ripley Ave E, Maplewood

Jodi Cremers of Woodland Hills Church and Brandon Overholt of Settled. Inc, spoke again to address the comments made by the public and questions of the commission.

Chairperson Desai closed the public hearing.

Commissioner Eads moved to approve a conditional use permit amendment resolution for parking lot and site improvements to be constructed at 1740 Van Dyke Street.

**CONDITIONAL USE PERMIT AMENDMENT RESOLUTION**

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

Section 1. Background.

1.01 Jodi Cremers of Woodland Hills Church has requested approval of a conditional use permit amendment for parking lot and site improvements.

1.02 The property is located at 1740 Van Dyke Street North and is legally described as:

PIN: 142922330001. Parcel I: That parcel of land lying in the County of Ramsey and State of Minnesota, described as follows, to wit:

All that part of the Northwest Quarter of the Southwest Quarter (NW 1/4 of SW 1/4) of Section Fourteen (14). Township Twenty-nine (29), Range Twenty-two (22), lying Southerly of the North St. Paul Road and lying Southwesterly of the following described line:

Commencing at the Southeast corner of said Northwest Quarter of the Southwest Quarter (NW 14 of SW 1/4); thence West One Hundred Twenty (120) feet along the South line thereof to the place of beginning of the line herein to be described; thence along a line bearing North Forty-seven (47) degrees, Twenty-two (22) minutes West to the Southerly right-of-way line of the North St. Paul Road and there terminating.

Also

That part of the East Half of the Southwest Quarter of the Southwest Quarter (E ½ of SW 1/4 of SW 1/4) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22), lying Southeasterly of North St. Paul Road (so-called); except that part of the South Two Hundred Thirty-three (233) feet lying East of the West One Hundred Eighty-three (183) feet; and further excepting that part of said East Half of the Southwest Quarter of the Southwest Quarter (E ½ of SW 1/4 of SW 1/4), lying Northeasterly of the following described line:

Commencing at a point on the East line of said Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4), One Hundred Ten (110) feet South of the Northeast corner thereof; thence running to a point on the North line of said Southwest Quarter of the Southwest Quarter (SW 1/4 of SW 1/4), One Hundred twenty (120) feet West of the Northeast corner thereof. Subject to public easements over the East Thirty-three (33) feet thereof for North Hazel Street; the West Thirty-three (33) feet thereof for Van Dyke Street, and the South Thirty-three (33) feet of the West One Hundred Eighty-three (183) feet thereof for Larpenteur Avenue; further subject to the rights of the County of Ramsey for highway over That part of the West 183 feet of the South 233 feet of the East Half of the Southwest Quarter of the Southwest Quarter of Section 14, Township 29 North, Range 22 West, Ramsey County, State of Minnesota (hereinafter to be referred to as Parcel X), enclosed within the area described as follows:

Beginning at the Southeast corner of Parcel X; thence Northerly along the East line thereof, a distance of 62.42 feet; thence Northwesterly to a point 70.38 feet West of the East line and 65.37 feet North of the South line of Parcel X; thence West parallel to the South line of Parcel X, a distance of 40 feet; thence Northwesterly to a point 45 feet east of the West line and 74 feet North of the South line of Parcel X; thence Northwesterly to a point on the East right-of-way line of Van Dyke Street that is 102 feet North of the South line of said Parcel X; thence West parallel to the South line of Parcel X, a distance of 33 feet to its intersection with the West line of Parcel X, thence South along the West line, a distance of 102 feet, to the Southwest corner of Parcel X; thence East along the South line 183 feet to the place of beginning. Excepting therefrom such right-of-way heretofore dedicated to the public or otherwise acquired for highways. all according to the United States Government Survey thereof.

Parcel II: That parcel of land lying in the County of Ramsey and State of Minnesota, described as follows, to wit:

The South Two Hundred Thirty-three (233) feet of the East Half of the Southwest Quarter of the Southwest Quarter (E ½ of SW 1/4 of SW 14) of Section Fourteen (14), Township Twenty-nine (29), Range Twenty-two (22). except the West One

Hundred Eighty-three (183) feet thereof and further excepting the East One Hundred Eighty-three (133) feet thereof, subject to rights acquired by the County of Ramsey for highway purposes over the Southerly Thirty-three (33) feet thereof, according to the Government Survey thereof. Except the premises described as Parcel A in a certain Multi-Party Agreement dated April 24, 1969 (which Parcel A was conveyed to the County of Ramsey pursuant to said Multi-Party Agreement), recorded in Ramsey County Records, Book 2217, Page 345, as Document No. 1767687, said Parcel A being described therein as follows: That part of the South 233 feet of the East Half of the Southwest Quarter of the Southwest Quarter of Section 14, Township 29 North, Range 22 West, Ramsey County, State of Minnesota, except the West 183 feet thereof and also excepting the East 183 feet thereof lying South of the following described line: Beginning at a point on the East line of the above-described property 49 ½ feet North of the Southeast corner thereof, thence West on a line parallel to the South line of said Southwest Quarter to a point 83 feet East of the West line of the above-described property; thence Northwesterly to a point on the west line of said property that is 62.42 feet North of the Southwest corner thereof and there terminating. Excepting therefrom such right-of-way heretofore dedicated to the public or otherwise acquired for highways.

Ramsey County  
Abstract Property

## Section 2. Standards.

- 2.01 City Ordinance Section 44-1092 requires a Conditional Use Permit for Churches.
- 2.02 General Conditional Use Permit Standards. City Ordinance Section 44-1097(a) states that the City Council must base approval of a Conditional Use Permit on the following nine standards for approval.
1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
  2. The use would not change the existing or planned character of the surrounding area.
  3. The use would not depreciate property values.
  4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
  5. The use would not exceed the design standards of any affected street.



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

Section 3. Findings.

3.01 The proposal meets the specific conditional use permit standards.

Section 4. City Review Process

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

1. On January 16, 2024, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements.
2. On February 12, 2024, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff. The Planning Commission recommended that the City Council approve this resolution.

Section 5. City Council

5.01 The city council hereby \_\_\_\_\_ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions: (additions are underlined and deletions are crossed out)

1. All construction shall follow the site plan approved by the city. Staff may approve minor changes.
2. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The temporary homeless shelter shall be limited to a period of two months each year. The number of residents sheltered shall not exceed 20 persons at a time as proposed.

5. Woodland Hills Church shall provide constant supervision when the temporary shelter is in operation.
6. Woodland Hills Church shall comply with all requirements of the Maplewood Building Official, Fire Marshal and Health Officer ~~prior to beginning~~ in the operation of the temporary shelter and food shelf.
7. Any changes in use or the operation of the temporary shelter or expansion of the church shall require review by the city council.
8. Any plans for changes to the building exterior, other than painting or repairs, shall be submitted to the community design review board, for review and approval.
9. The applicant shall notify city staff prior to operating the temporary shelter so the city can assure compliance with the allowed two months per year of the homeless shelter.
10. Building permits are required for any structures or buildings that may be built on this site.
11. All demonstration tiny homes must be located on a hard surface and cannot be stored on any greenspace within the property.
12. No construction materials may be stored outside.
13. All exterior activities related to the demonstration project of the tiny homes must adhere to the city's noise ordinance requirements.

Seconded by Commissioner Dahm

Ayes – All

The motion passed.

This item will go to the city council on February 12, 2024

**CITY COUNCIL STAFF REPORT**  
Meeting Date February 12, 2024

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

**REPORT FROM:** David Anderson, Assistant City Attorney

**PRESENTER:** Danette Parr, Community Development Director

**AGENDA ITEM:** Resolution Ordering the Abatement of Hazardous Building and Public Nuisance Conditions at 1830 Howard Street North

**Action Requested:**  Motion  Discussion  Public Hearing

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

**Policy Issue:**

The subject property (the "Property") is located at 1830 Howard Street North. The Property is owned by Karen Haraldsen and contains a single-family dwelling that is presently unoccupied. Following numerous unsuccessful attempts to communicate with the owner, the dwelling was recently inspected by the city's building department and deemed hazardous for numerous reasons, as outlined in more detail below. The exterior of the Property also constitutes a public nuisance. To restore the Property to a safe, sanitary, and code-compliant condition, staff recommends that the city council approve the attached resolution and order the abatement of the hazardous and nuisance conditions on the Property. The resolution will authorize city staff and the city attorney to initiate legal proceedings in an effort to make the Property safe and bring it into compliance with state and local laws.

**Recommended Action:**

Motion to approve the Resolution Ordering the Abatement of Hazardous Building and Public Nuisance Conditions at 1830 Howard Street North.

**Fiscal Impact:**

Is There a Fiscal Impact?  No  Yes, the true or estimated cost is indeterminable and depends on how legal proceedings play out. It is worth noting, however, that the statutory and city code provisions authorizing these proceedings allow for the city to recover enforcement costs via special assessments against the Property.

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

**Strategic Plan Relevance:**

Community Inclusiveness  Financial & Asset Mgmt  Environmental Stewardship  
 Integrated Communication  Operational Effectiveness  Targeted Redevelopment

Code enforcement is a key function of city services, and the use of abatement is a tool to compel compliance.

**Background:**

On January 11, 2024, after unsuccessful attempts to coordinate a consensual inspection with the owner, the Property and dwelling were inspected by the city's building department pursuant to an administrative search warrant. During that inspection, the following conditions were observed:

1. The dwelling's roof system is seriously deteriorated and compromised with numerous large holes, leaving the interior exposed to the elements and allowing water to infiltrate the dwelling.
2. The dwelling's foundation has a large opening that exposes the lower level to the elements.
3. A portion of the exterior wall at the rear of the dwelling is failing and appears to be collapsing into the dwelling.
4. The dwelling's main level floor near the rear of the structure slopes down and sinks, and it appears unsafe and unstable. The main level floor joists also appear to be rotted due to excessive moisture.
5. Most of the observable ceilings on the main level are collapsed and have fallen into the dwelling's interior.
6. The dwelling's interior is extensively filled with piled up garbage, rubbish, deteriorated building materials, and other debris, including throughout all occupiable spaces that were safely accessible. The dwelling's interior smells strongly of mold or mildew.
7. The exterior portion of the Property contains a junk vehicle and an accumulation of other rubbish and debris.

Based on these conditions, staff has determined that the Property is hazardous, unsafe, and a public nuisance under state law and the city code. The applicable statutory and city code references are specified in the proposed resolution. Allowing the Property to remain in its current state presents significant health and safety concerns, not only for any potential occupants but also for first responders who might need to enter the dwelling in an emergency. Staff has determined that the only way to effectively abate the dangerous and unlawful conditions at the Property is to initiate abatement proceedings pursuant to state law and the city code.

A resolution has been prepared by the city attorney that (i) finds that the Property is both hazardous and a public nuisance; and (ii) authorizes staff and consultants to serve an order on the owner that requires abatement of said conditions within 45 days. Should the owner fail to comply with said order after it is duly served, the city will initiate formal proceedings to request a court order authorizing the city to demolish the dwelling and abate the nuisance conditions pursuant to its legal authority to do so. The statutory and city code provisions authorizing abatement proceedings allow for the city to recover enforcement costs related to this action via a special assessment against the Property.

If the recommended resolution is adopted, the city attorney's office will work with staff to initiate abatement proceedings, with the ultimate goal of abating the conditions that make the Property both hazardous and a public nuisance, including bringing a civil action pursuant to Minnesota Statutes, chapter 463 and Maplewood City Code, chapter 18. City attorney Ron Batty will be present during the meeting to answer any questions that the city council may have related to this matter.

**Attachments:**

1. Abatement Order Resolution
2. Inspection Report

**CITY OF MAPLEWOOD  
RAMSEY COUNTY, MINNESOTA**

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

**RESOLUTION ORDERING THE ABATEMENT OF HAZARDOUS BUILDING  
AND PUBLIC NUISANCE CONDITIONS AT 1830 HOWARD STREET NORTH**

**RECITALS**

**WHEREAS**, the property located at 1830 Howard Street North and legally described as *Lot 13, Block 1, Hillcrest Gardens, Ramsey County, Minnesota* (the "Subject Property") contains a single-family dwelling (the "Dwelling") and is located in the city of Maplewood (the "City"); and

**WHEREAS**, the Subject Property is owned by Karen Marie Haraldsen (the "Owner") and, to the best of the City's knowledge, is presently unoccupied; and

**WHEREAS**, on January 11, 2024, pursuant to a duly obtained administrative search warrant, a physical inspection of the Subject Property and the Dwelling was conducted by the city's building official, Randy Johnson (the "Building Official") and the city's building inspector, Dan Lentz, during which the following conditions were observed:

- (1) The Dwelling's roof system is seriously deteriorated and compromised with numerous large holes, leaving the interior exposed to the elements and allowing water to infiltrate the Dwelling.
- (2) The Dwelling's foundation has a large opening that exposes the lower level to the elements.
- (3) A portion of the exterior wall at the rear of the Dwelling is failing and appears to be collapsing into the Dwelling.
- (4) The Dwelling's main level floor near the rear of the structure slopes down and sinks, and it appears unsafe and unstable. The main level floor joists also appear to be rotted due to excessive moisture.
- (5) Most of the observable ceilings on the main level are collapsed and have fallen into the Dwelling's interior.
- (6) The Dwelling's interior is extensively filled with piled up garbage, rubbish, deteriorated building materials, and other debris, including throughout all occupiable spaces that were safely accessible. The Dwelling's interior smells strongly of mold or mildew.
- (7) The exterior portion of the Subject Property contains a junk vehicle and an accumulation of other rubbish and debris.

**WHEREAS**, while inside the Dwelling, staff was unable to complete a full inspection of all areas due to the extremely unsafe conditions within the Dwelling. Specifically, staff did not access the Dwelling's back hallway, the second floor, or the basement due to inability to safely access those locations; and

**WHEREAS**, since the above-mentioned inspection, there have been no permits pulled for the Dwelling that would indicate any improvements to the conditions observed on January 11, 2024; and

**WHEREAS**, Minnesota Statutes, section 463.15, subdivision 3 defines a “hazardous building” as “any building... which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition or abandonment, constitutes a fire hazard or a hazard to public safety or health”; and

**WHEREAS**, section 18-31(5) of the Maplewood City Code (the “City Code”) deems it a public nuisance to accumulate rubbish, debris, and other offensive materials on property; and

**WHEREAS**, section 44-17(j)(4) requires that all vehicles parked or stored outside on residential property in the City have current registration and be operable, and section 18-70 of the City Code deems it a public nuisance to maintain any vehicle in the city that is otherwise in violation of the City Code; and

**WHEREAS**, Minnesota Statutes, section 463.161 and section 18-37 of the City Code authorize the city council to order the owner of any hazardous building or nuisance property within the City to correct or remove said conditions; and

**WHEREAS**, additionally, Minn. R. 1300.0180 expressly requires that unsafe structures “be abated [under] Minnesota Statutes, sections 463.15 to 463.26.”; and

**WHEREAS**, based on the information presented, the city council has determined that the condition of the Subject Property and the Dwelling constitutes a hazard and a public nuisance in violation of both state and local law and, therefore, should be abated.

### **RESOLUTION**

**NOW, THEREFORE, BE IT RESOLVED** by the city council of the city of Maplewood as follows:

1. The city council adopts, as factual findings, all of the recitals listed above.
2. The city council finds that the Dwelling is hazardous, as defined by Minnesota Statutes, section 463.15, and unsafe, as defined in Minnesota Rules, section 1300.0180.
3. The city council also finds that the condition of the Subject Property constitutes a public nuisance, as defined by both state and local law, and violates the aforementioned sections of the City Code, and is a menace to the health of the inhabitants of the city.
4. The city attorney shall finalize an abatement order substantially similar to that attached as Exhibit A attached hereto.
5. The city attorney is authorized to take all necessary legal steps to effectuate service of this resolution and the corresponding abatement order in the manner required by state and/or local law.

6. The city attorney and city staff are authorized to take all necessary legal steps to secure compliance with the abatement order and to obtain authority to remove and abate the hazardous and nuisance conditions on the Subject Property by court order and collect and/or assess the costs thereof against the Subject Property, as otherwise permitted by state and/or local law.

Passed and duly adopted this 12<sup>th</sup> day of February, 2024, by the city council of the city of Maplewood, Minnesota.

---

Marylee Abrams, Mayor

ATTEST:

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Andrea Sindt, City Clerk

**EXHIBIT A**

**Abatement Order**

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

Case Type: Other Civil

\_\_\_\_\_  
In the Matter of the Hazardous Building and  
Nuisance Property Located at 1830 Howard  
Street North, Maplewood, Minnesota

**ORDER FOR ABATEMENT OF  
HAZARDOUS BUILDING  
AND PUBLIC NUISANCE**

\_\_\_\_\_  
TO: All owners, occupants, and all lienholders of record.

The city council of the city of Maplewood, Minnesota hereby orders that within 45 days of service of this order that you abate the hazardous and nuisance conditions which exist on the property located at 1830 Howard Street North, Maplewood, Minnesota, which property is legally described as: *Lot 13, Block 1, Hillcrest Gardens, Ramsey County, Minnesota.*

Specifically, the city of Maplewood, pursuant to Minnesota Statutes, chapter 463 and the Minnesota State Building Code, has determined that the unoccupied single-family dwelling (the "Dwelling") located at the above-referenced property is hazardous and unsafe due to the following observations: the Dwelling's roof system is significantly deteriorated and compromised with numerous large holes, leaving the interior exposed to the elements and allowing water to infiltrate the Dwelling; the Dwelling's foundation has a large opening that exposes the lower level to the elements; a portion of the wall at the rear of the Dwelling is failing and appears to be collapsing into the Dwelling; the Dwelling's main level floor near the rear of the structure slopes down and sinks, and it appears unsafe and unstable; the Dwelling's main level floor joists appear to be rotted due to excessive moisture; most of the observable ceilings on the Dwelling's main level have collapsed and fallen into the Dwelling's interior; the Dwelling's interior is extensively filled with



piled up garbage, rubbish, deteriorated building materials, and other debris, including throughout all observable occupiable spaces; and the Dwelling's interior smells strongly of mold and mildew.

Additionally, the exterior portion of the above-referenced property contains a junk vehicle and an accumulation of other rubbish and debris. For those reasons, the city of Maplewood, pursuant to chapter 18 of the Maplewood City Code and Minnesota Statutes, section 609.74, also has determined that the property constitutes a public nuisance.

Pursuant to the above-referenced statutes and ordinances, it is hereby ORDERED that you abate the above-mentioned conditions within 45 days of the date of service of this order by either (i) razing (demolishing) the Dwelling and removing all debris and other materials, including the junk vehicle, from the property, or (ii) performing each and every one of the following items:

1. Repair or replace the Dwelling's deteriorated roof in accordance with the Minnesota State Building Code;
2. Repair or replace the hole in the Dwelling's foundation in accordance with the Minnesota State Building Code;
3. Repair or replace all of the Dwelling's deteriorated walls and other structural components in accordance with the Minnesota State Building Code, including a structural analysis of deteriorated components to ensure safety and habitability;
4. Repair or replace all of the Dwelling's deteriorated floors and ceilings in accordance with the Minnesota State Building Code;
5. Determine the existence of mold due to the significant water infiltration and mitigate said mold, as deemed necessary;
6. Remove all accumulations of garbage, rubbish, deteriorated building materials, and other debris from the Dwelling's interior to ensure the health and safety of occupants and sufficient ingress and egress throughout the Dwelling; and

7. Remove the junk vehicle and other accumulations of rubbish and debris from the property's exterior, including inoperable lawn equipment, gas cans, and the large pile of debris in the yard.

All such work is subject to permitting and required inspections by staff members of the city to ensure compliance with applicable rules and law. This order is not a permit. You are further advised that unless such corrective action is taken or an answer is served on the city and filed within 21 days of the date of service of this order upon you, a motion for summary enforcement of this order may be made to the Ramsey County District Court.

Finally, you are further advised that if you do not comply with this order and the city is compelled to take corrective action, it will pursue the Dwelling's demolition and other exterior nuisance abatement efforts, and all necessary costs incurred by the city in taking such corrective action will be collected and assessed against the property pursuant to Minnesota Statutes, section 463.21 and section 18-37 of the Maplewood City Code. In connection thereto, the city also intends to recover all of its expenses incurred in carrying out this order, including specifically but not exclusively, filing fees, service fees, publication fees, attorneys' fees, appraisers' fees, witness fees, including expert witness fees and traveling expenses incurred by the city from the time this order was originally made, also pursuant to state and local law.

[signature page to follow]

Dated \_\_\_\_\_, 2024

**KENNEDY & GRAVEN, CHARTERED**

By: \_\_\_\_\_

David T. Anderson (#0393517)  
700 Fifth Street Towers  
150 South Fifth Street  
Minneapolis, MN 55402  
(612) 337-9300  
***Attorney for City of Maplewood***

ACKNOWLEDGMENT

The undersigned acknowledges that costs, disbursements and reasonable attorney and witness fees may be awarded pursuant to Minn. Stat. § 549.211, subd. 2, to the party against whom the allegations in this pleading are asserted.

\_\_\_\_\_  
David T. Anderson

# 1830 Howard Street N – Inspection Report

Date and time of Inspection: January 11, 2024 from 10:00 am to 10:35 am

Inspection Team: Randy Johnson – Building Official  
Dan Lentz – Building Inspector

## Background:

On January 10, 2024, an Administrative Search Warrant was issued by Judge Sara Grewing, of the Second Judicial District of Ramsey County, for the purpose of allowing an inspection team to enter the property and assess the condition of the property and structure.

## Process:

On the morning of January 11, 2024, the inspection team comprising of Randy Johnson and Dan Lentz, Building Official and Building Inspector, respectively, for the City of Maplewood, entered the property at 1830 Howard Street North. When we arrived at the property, the front storm door was closed and the main front door on the inside of the storm door was open approximately halfway. We knocked on the front door and identified ourselves but the property was vacant. We posted a copy of the Administrative Search Warrant in a plastic sleeve on the front storm door.

We conducted a brief inspection of the exterior of the building structure prior to entering the house. When we did enter the house, we were only able to open the outside storm door approximately 10 to 12 inches due to the failing canopy over the door. We entered the main level of the property and took a number of photos of the condition of the property. The floor at the back hallway looked questionable, appearing to slope downward and settling so for safety reasons we did not go any further into the house. We were only able to observe the condition of the main level from the vantage point of the front living room and kitchen areas. We did not go to the upper level due to the safety concerns. We were able to take photos of a small area of the basement and main floor framing from an opening in the foundation wall at the rear of the house.

When we left the house, we were not able to close the interior front door because it was immovable due to what appeared to be settling of the house such that the door was in tight contact with the floor. We closed the outside storm door, both doors were left in the same condition as when we first arrived at the property.

## Observations:

- Roof structure
  - o There were a number of holes observed in the roof structure that were located in both the front and rear portions of the house roof.



*Photo 1 - Large hole in the roof on the front side of the house*



*Photo 2 - Hole in the roof of the front canopy*



*Photo 3 - Hole in the roof at the rear of the house*



*Photo 4 – Another hole in the roof at the rear of the house*

- There did not appear to be evidence of any large objects, such as a tree branch, that could be considered as the cause for the holes.
- There are small branches that can be seen in some of the photos however these do not appear to be of a size that would likely cause this type of damage.
- Due to the configuration, number and location of the holes, it is believe that the cause of the holes are the result of the lack of maintenance of the roof covering (shingles) which resulted in the deterioration of the roof sheathing and supporting roof structure.

- Exterior walls
  - A portion of the exterior wall at the rear of the house was failing and appeared to be collapsing into the house. This is the same area where the main level floor sloped, appearing unsafe and possibly unstable.
  - A photo shows that at the corner of the wall, the roof is settling such that the roof and gutters are sloped toward the corner.
  - A photo through the window shows that the exterior wall has the top displaced and leaning inward such that it appears to no longer provide solid bearing for the roof structure.



*Photo 5 – Rear exterior wall. The left side of this wall is no longer providing support for the roof*





*Photo 6 – Corner of the exterior wall showing the displacement in the roof*



*Photo 7 – Exterior wall is visible through window and is displaced and leaning inward*

- Contents in the house
  - o The house was filled with furnishings and other contents and rubbish.



*Photo 8 – Contents of the front living room*



*Photo 9 – Contents of the front living room*



*Photo 10 – Contents of the kitchen area*



*Photo 11 – Another photo of the contents of the kitchen area*



*Photo 12 – Contents of the bedroom*

Condition of the interior construction of the house

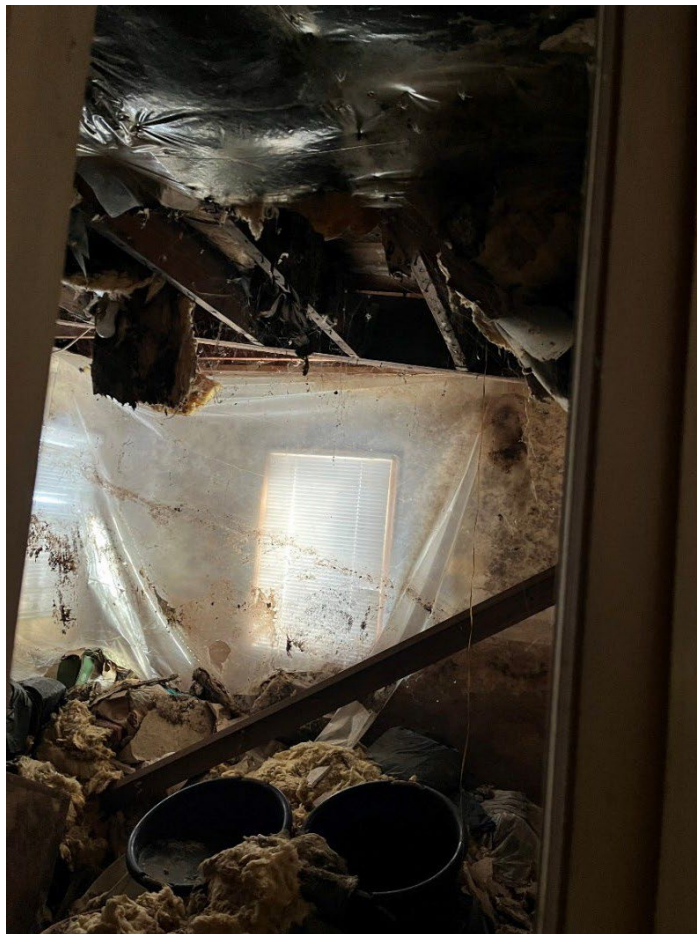
- Most of the ceilings on the main level had collapsed and fallen into the rooms due to excessive moisture and deterioration of the sheetrock ceilings.
- A portion of the main floor near the rear of the house appeared to be sloping down and sinking along the back wall and was no longer level.
- Due to safety concerns, we did not proceed past the back hallway due to the uncertainty of the condition of the floor sheathing and floor structure.
- We also did not go to the upper level or the basement level because there did not appear to be a safe path to get to the stairs.
- There was a strong mildew odor and what appeared to be mold throughout the house.



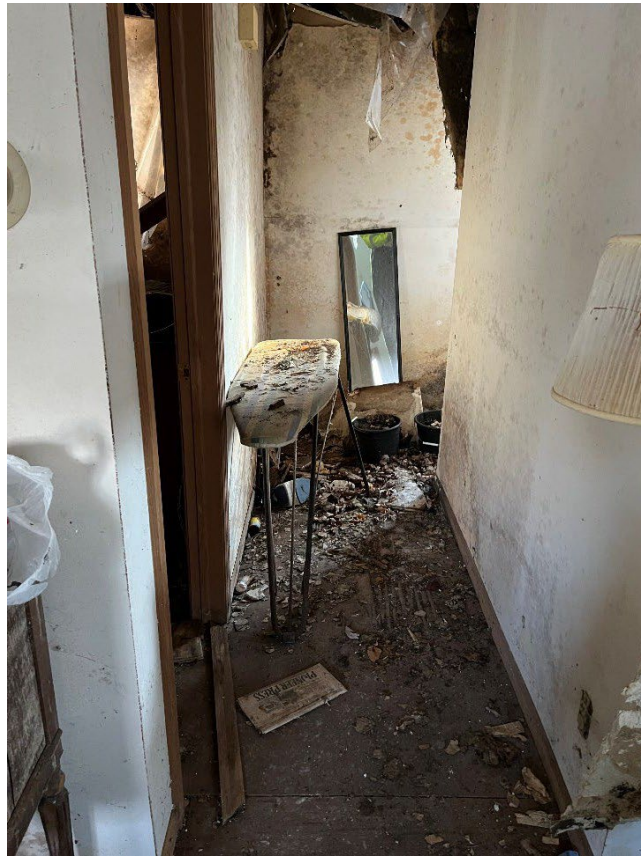
*Photo 13 – Ceiling in the front living room has collapsed due to deterioration*



*Photo 14 – Ceiling in the kitchen area has collapsed due to deterioration*



*Photo 15 – Ceiling in the bedroom has collapsed due to deterioration*



*Photo 16 – Floor in the back hallway was sloped and appeared to be sinking along the back wall*



*Photo 17 – Another photo of the sinking floor along the back wall*

- Condition of the basement level of the house
  - o We were not able to get into the basement from the interior however, there was an opening in the exterior foundation wall that allowed us to take some photos of the basement and main floor framing.



*Photo 18 – Opening in the foundation wall that allowed photos*



*Photo 19 – Basement area through the foundation wall opening*





*Photo 20 – Upper left appears to indicate rotted main level floor joist*



*Photo 21 – Upper right appears to indicate some collapsed structure*

- Condition of the yard
  - o There was a junk vehicle and piles of rubbish in the yard and around the house.



*Photo 22 – Junk lawnmower, gas cans and ladder at side of house*



*Photo 23 – Junk vehicle at side of the house*



*Photo 24 – Pile of junk and dead trees in the rear yard*



*Photo 25 – Dead trees in the rear yard*

Inspection Summary:

The overall condition of the structure is classified as extremely dilapidated and deteriorated to the point where it is collapsing and is considered structurally unsafe. Based on our observations made during our inspection, it is our opinion that this structure is considered hazardous and an unsafe building. For the protection of public safety, the building must be abated as soon as possible.

*Randy Johnson*  
\_\_\_\_\_

Randy Johnson – Building Official

Jan 18, 2024  
Date: \_\_\_\_\_

*Daniel Lentz*  
\_\_\_\_\_

Dan Lentz – Building Inspector

Jan 18, 2024  
Date: \_\_\_\_\_


# 1830 Howard Street N 1-11-2024 Inspection Final Report

Final Audit Report

2024-01-18

Created:	2024-01-18
By:	Randy Johnson (randy.johnson@maplewoodmn.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbi7zNEMNEUXpUiNhYdiKVDKvJEUdJqRG

## "1830 Howard Street N 1-11-2024 Inspection Final Report" History

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