

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, September 23, 2024
City Hall, Council Chambers
Meeting No. 19-24

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

1. September 9, 2024 City Council Workshop Meeting Minutes
2. September 9, 2024 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations
 - a. Council Calendar Update
2. Council Presentations
3. Swearing-In Ceremony for Three Police Officers Abdullahi Abdirisak, Brian Born, and Michael Mallet
4. Resolution for Commissioner Reappointments

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. Conditional Use Permit Review, Cassia Senior Housing Facility, 1438 County Road C East
3. Staffing and Efficiency Study with the Center for Values-Based Initiatives for the Maplewood Police Department
4. Local Lawful Gambling Permit for Hill Murray School, 2625 Larpenteur Avenue East
5. Resolution Appointing Additional Election Judges for the 2024 State General Election
6. Contract for Facility Remodel Project – City Hall and 1902 Building

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. Assessment Hearing, 7:00 p.m.
 - b. Resolution Adopting Assessment Roll

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. Sign Variance Denial Resolution, Mister Car Wash, 3050 White Bear Avenue North
2. Conditional Use Permit Resolution, Harriet Tubman Center East, 2675 Larpenleur Ave East
3. Metro Transit Purple Line Project
 - a. Resolution Supporting Flexible Public Transportation and Transportation Alternatives
 - b. Resolution Rescinding Support of the Bruce Vento Trail BRT Alignment
 - c. Resolution Rescinding Support of the White Bear Avenue BRT Alignment

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.

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 6:00 p.m. by Mayor Abrams.

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

Councilmember Lee moved to approve the agenda as submitted.

Seconded by Councilmember Cave Ayes— All

The motion passed.

None

1. Cannabis Update #2

City Clerk Sindt gave the presentation. Each Councilmember shared their opinions regarding the item, discussed the questions posed, and provided general guidance to staff.

No action required.

2. Metro Transit Purple Line Project Discussion

City Manager Sable gave the staff report. Council shared views regarding the item and directed staff to create resolutions withdrawing support of the Purple Line on both the Bruce Vento Trail and White Bear Avenue corridor while supporting other modes of transit for consideration at a future meeting.

No action required.

Mayor Abrams adjourned the meeting at 7:13 p.m.

MINUTES
MAPLEWOOD CITY COUNCIL
 7:00 P.M. Monday, September 09, 2024
 City Hall, Council Chambers
 Meeting No. 18-24

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:22 p.m. by Mayor Abrams.

Mayor Abrams encouraged residents to view the Manager Workshop on cannabis and the future of the Purple Line, including potential withdrawal of support for the White Bear Avenue alternative and the Vento trail, and seeking alternative public transit options.

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

Councilmember Lee moved to approve the agenda as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

E. APPROVAL OF MINUTES

1. August 26, 2024 City Council Meeting Minutes

Councilmember Juenemann moved to approve the August 26, 2024 City Council Meeting Minutes as submitted.

Seconded by Councilmember Cave Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations

a. Council Calendar Update

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

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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.*

Councilmember Lee moved to approve agenda items G1-G4.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

1. Approval of Claims

Councilmember Lee moved to approve the approval of claims.

ACCOUNTS PAYABLE:

\$ 266,947.02	Checks # 121555 thru # 121586 dated 08/21/24
\$ 551,761.52	Checks # 121587 thru # 121628 dated 08/27/24
\$ 515,401.11	Checks # 121629 thru # 121657 dated 09/03/24
\$ 596,856.58	Disbursements via debits to checking account dated 08/19/24 thru 09/01/24
<hr/>	
\$ 1,930,966.23	Total Accounts Payable

PAYROLL

\$ 764,113.01	Payroll Checks and Direct Deposits dated 08/30/24
<hr/>	
\$ 764,113.01	Total Payroll
<u>\$ 2,695,079.24</u>	GRAND TOTAL

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. Resolution Appointing Election Judges and Establishing a Ballot Board for the 2024 General Election

Councilmember Lee moved to approve the resolution listing election judges and establishing a ballot board for the 2024 General Election to be held on November 5, 2024.

Resolution 24-09-2347

2024 GENERAL ELECTION APPOINTING ELECTION JUDGES AND ESTABLISHING A BALLOT BOARD

WHEREAS, Minn. Stat. 204B.21, Subd. 2 states election judges for precincts in a municipality shall be appointed by the governing body of the municipality; and

WHEREAS, it is required by Minn. Stat. 203B.121, Subd. 1 to establish a Ballot Board; and

WHEREAS, approval of the resolution does not qualify individuals to serve as an election judge; and

WHEREAS, appointments will be made from the list to fill the needed positions after training and required paperwork have been completed; and

WHEREAS, appointment of additional election judges within the 25 days before the election may be made if the appointing authority determines that additional election judges will be required; and

NOW, THEREFORE, IT BE RESOLVED, by the City Council of Maplewood, Minnesota, a Ballot Board is hereby established that would consist of a sufficient number of election judges as provided in Minn. Stat. 204B.19 to 204B.22 to perform the task; and

FURTHER, BE IT RESOLVED, that the City Clerk or designee assign Election Judges to serve in the 2024 General Election to be held on Tuesday, November 5, 2024 from the following list.

Mark Acosta
Tim Albertson
Janice Allen
Karen Anderson
Warren Anderson
Jill Arnold
Rob Baas
Paul Babin
Rosanne Bane
Jodi Baron
Wilma Battle
Margaret Beauvais
David Bedor

Regan Beggs
Gail Biagini
Joyce Biagini
Grace Blesener
Margaret
Bloemendal
Eric Blomgren
Jonathan Boyde
Richard Brandon
Ginny Brandon
Paulette Briese
Tom Brockway
Wayde Brooks

Matthew Brown
Stacey Brown
Margaret
Brudzinski
Jill Bruhn
Michelle Buettner
Joan Bullivant
Thomas Campbell
Lyla Campbell
Andrea Campbell
Kevin Campbell
Lyls Campbell
Anne Cardents

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Robert Cardinal
 Thomas Carey
 Allen Carlson
 Linda Carpenter
 Colton Carpenter
 Larry Carson
 Cecelia Cathcart
 Mary Catherine
 Denise Chamblee
 Han Choi
 Mary Cincotta
 Karl Clothier
 Cheryl (Sheri)
 Commers
 Alexis Craft-
 Cheney
 Julia Cross
 Michelle Curtis
 Rozanne Czeck
 Frederick Dahm
 David Davies
 Beverly Davis
 Jason Demoe
 Darrell Dippon
 Albin Dittli
 Rachel Dittli
 Catherine Dobihal
 Michelle Doherty
 Rose Duffy
 Gloria Dunshee
 John Eads
 Brian Eager
 Luann Eager
 Kim Ebeling
 Delight Erickson
 Cheryl Erler
 Gail Fellman
 Margaret Fett
 Bryan Fischer
 Richard Fosse
 Judith Franey
 Janine Frans
 Nick Franzen
 Dean Fritsche
 Gordy Fritsche
 Rachel Geiser
 Eric Geurkink
 Diane Golaski
 Marilyn Grant
 Alvin Grendzinski
 Diane Guenther

Daniel Gunard
 Nancy Hafner
 Karen Hansen
 Lisa Hansford
 Mark Harris
 Kathryn Hatlestad
 Lisa Heille
 Jean Heininger
 Mollie Helmeid
 Catherine Hennelly
 William Hensley
 Eve Her
 Gregory Herber
 Gina Hermann
 Harland Hess
 Elaine Hill
 Gary Hinnenkamp
 Pamela Hodges
 Debra Hoffmann
 Jeanette Hulet
 Patrick Hull
 Daniel Huneke
 Patricia Huth
 Raymond Huth
 Kathryn Jackson
 Christine Jacobson
 Anita Jader
 David Jahn
 Kathleen Jensen
 Howard Johnston
 Gwendolyn Jones
 Sharon Karalus
 William Kempe
 Suzanne Kienietz
 Kristine King
 Judy Kipka
 Kevin Kittridge
 Peggy Kleiter
 Stephanie Kloeber
 Julianne Knapp
 Jason Knutson
 Lois Knutson
 Richard Korinek
 Carol Koskinen
 Robert Kraemer
 John Krebsbach
 Sarah Kroening
 Robert
 Kronschnobel
 Jackie Kwapick
 Tom Labarre

Louis Lacasse
 Patricia Landers
 Courtney Larsen
 Steven Larson
 Rose Larson
 Mark Larson
 Shelly Larson
 Shelly Larson
 Deborah Lee
 Dustin Lehrke
 Louis Lentsch
 Bob Leo
 Mary Ann Leo
 Claudette Leonard
 Ken Lewis
 Joyce Libra
 Cassandra
 Ligammari
 Nancy Lindsey
 Jimmy Lipps
 Jimmy Lipps
 Oscar Lopez
 Letona
 Linda Lor
 Stephen Loveless
 David Lowery
 Lydia Lucas
 Cindy Lundgren
 Virginia Lynch
 Jeri Mahr
 Daniel Martin
 Steve Martinson
 Linda Maxam
 Paula Mcallister
 Bonnie McCabe
 David McCabe
 Janet Mccanna
 Patrick Mcdonough
 Gerald Meissner
 Curtis Merkle
 Lance Merritt
 Dorcas Michaelson
 Mervin Miller
 Molly Miller
 John Mitchell
 Phyllis Moen
 Dallas Moen
 Vyas Mohan
 V Mohan
 Eugene Morisset
 Jessica Moss

Yeeleng Moua
James Munoz
Karla Nelson
Monica Nelson-
Thiele
Caroline Nentwig
Miranda Nichols
Ann Norberg
Patti Nord
James Nordby
Erika Nordin
D. William (Bill)
O'Brien
Robert O'Connor
Sharon Odlaug
Katherine OHara
Keith Olson
Gina Ott
Susan Parnell
John Parnell
Cheryl Pasquarella
Gina Pearson
Faith Perrizo
Marilyn Perry
Van Pham
David Plathe
Larry Podobinski
Nina Potter
Portia Powell-
Stringer
Thomas Proepper
Shelly Putz
Steve Putz
Sonja Quanbeck
Michael Raymond
Timothy Reddy
Patricia Reese
Mary Ann Renner
Robin Reno
Janell Repp
Karen Zummallen

Judy Reyer
Donna Richards
Ruth Richards
Emily Robertson
Vincent Rodriguez
Peter Rogers
Chris Rolli
Kathleen Rose
Teresa Rossbach
Monica Roth Day
Cynthia Rowley
Paul Rupp
David Rydeen
Kathy Sabota
Deborah Samac
Patricia Sample
Thomas Schaefer
Maryann Schaefer
William Schmidt
Duane Schmitz
Kurt Schnapp
Jen Schorr
Brigid Schreier
Margaret Schreier
Ray Schulte
Patricia Selby
Jill Shortreed
Vicki Simms
Delaney Skaar
Susan Skaar
Tyler Slind
Margaret Smith
Florence Sprague
Tim Stafki
Heide Stallinga-
Rought
Judith Steenberg
James Stemper
Heidi Storm

(Mary) Linnea
Strandness
Penny Streifel
Dianne Stroth
Dahm
Mary Sturm
Diane Suchy
Beth Supinski
Sheli Telschow
Lynn Thoele
Christine Tkachuck-
Martinson
Arlene Tourville
Micki Tschida
Jeannine
Unklesbay
Carolyn Urbanski
Ronald Virnala
Melissa Walker
Rosie Wall
Alison Walsh
Jeanette Walsh
Tim Walstrom
Julie Wasiluk
Gayle Wasmundt
Mary Wendt
Theresa Westcott
Jacob Westendorp
John Wheeler
Lynn Wiggert
Patricia Williamson
Paula Willie
Sharon Willson
Mee Yang Xiong
Blong Yang
Diana Yefanova
Cindy Yorkovich
Matt Young
Frank Zacher
Paul Zollinger

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

3. Resolution Authorizing a Cooperative Construction Agreement with State of Minnesota Department of Transportation and Ramsey County, Trunk Highway 61 and Trunk Highway 5, City Project 22-19

Councilmember Lee moved to approve the resolution authorizing the city to enter into a cooperative construction agreement with the State of Minnesota Department of Transportation and Ramsey County, City Project 22-19 and direct the Mayor and City Manager to sign the agreement. Minor revisions as approved by the City Attorney are authorized as needed.

Resolution 24-09-2348

**AUTHORIZATION TO ENTER INTO A COOPERATIVE CONSTRUCTION AGREEMENT
MnDOT CONTRACT NO. 1056892**

BE IT RESOLVED, that the City of Maplewood enter into MnDOT Cooperative Construction Agreement, MnDOT Contract No. 1056892, with the State of Minnesota Department of Transportation and Ramsey County for the following purposes:

To provide the payment by the City to the State of the City's share of the costs of the Signal System R Construction and other associated construction to be performed upon, and along, and adjacent to Trunk Highway 61 (Arcade Street) from Trunk Highway 5 to 5500 feet north of Frost Avenue within the corporate City limits under State Project 138-010-023 and State Project 6221 107 (TH 61=102).

NOW, THEREFORE BE IT FURTHER RESOLVED by the City Council of the City of Maplewood, Minnesota that the Mayor and the City Manager are authorized to execute the Agreement and any amendments to the Agreement.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

4. Accela Software Subscription Renewal

Councilmember Lee moved to approve the Accela software subscription renewal payment.

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

- 1. Resolution Adopting the 2025 Preliminary Property Tax Levy and Setting the 2025 Budget Public Hearing Date and Time**

Finance Director Rueb gave the presentation. City Manager Sable provided additional information.

Councilmember Villavicencio moved to approve the resolution setting a preliminary tax levy for taxes payable in 2025 of \$31,823,656, and setting the 2025 budget hearing for December 9, 2024 at 7:00 PM.

Resolution 24-09-2349

RESOLUTION ADOPTING THE 2025 PRELIMINARY PROPERTY TAX LEVY AND
SETTING THE 2025 BUDGET PUBLIC HEARING DATE AND TIME

WHEREAS, State law requires that the City Council adopt a proposed property tax levy for taxes payable in 2025 by September 30, 2024; and

WHEREAS, the City Council has reviewed the proposed 2025 Budget and has determined the amount of the proposed tax levy payable in 2025, which is the maximum amount that will be levied.

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

1. The proposed tax levy for taxes payable in 2025, in the amount of \$31,823,656 is hereby adopted and shall be certified to the Ramsey County Auditor as follows:

General Fund	\$ 23,338,678
Debt Service Funds	\$ 5,029,752
Capital Improvement Fund	\$ 321,000
Public Safety Equipment Fund	\$ 410,000
Building and Facilities Fund	\$ 315,000
Ambulance Fund	\$ 1,779,226
Ambulance Fund	\$ 390,000
Community Center Fund	\$ 240,000
Total Levy	<u>\$ 31,823,656</u>

2. Debt levies have been reduced by other revenue sources as follows:

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	Levy year 2024 PAYABLE 2025 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO Imp 2015A refunding	3,790,000	1-Jan-15	344,400.00	0.00	344,400.00
GO 2015B	1,215,000	8-Jul-15	117,600.00	-68,933.00	48,667.00
GO 2015C refunding	7,990,000	8-Jul-15	388,694.90	0.10	388,695.00
GO 2016A	3,765,000	8-Sep-16	167,293.62	0.38	167,294.00
GO 2017A	3,850,000	11-May-17	90,146.80	180,000.20	270,147.00
GO 2018A	6,940,000	14-Jun-18	293,146.20	170,999.80	464,146.00
GO 2019A	4,475,000	18-Jul-19	159,934.07	95,890.93	255,825.00
GO 2020A	5,480,000	4-Nov-20	392,719.38	-191,401.38	201,318.00
GO 2020B	6,200,000	1-Jul-20	340,492.97	0.03	340,493.00
GO CAPT IMPR 2021A	9,500,000	25-Jan-21	603,553.13	-0.13	603,553.00
GO Refunding Series 2021B	8,090,000	18-Nov-21	986,580.00	-67,999.00	918,581.00
GO Improvement, Series 2022A	2,925,000	23-May-22	265,912.50	-0.50	265,912.00
GO Improvement, Series 2023A	1,945,000	24-Jul-23	112,873.02	81,324.98	194,198.00
GO Improvement Bond, 2024A	4,545,000	2-Jul-24	439,425.00	127,098.00	566,523.00
			\$4,702,771.59	\$326,980.41	\$5,029,752.00

3. The date for the public hearing and consideration of the final 2025 levy and budget shall be Monday, December 9, 2024 at 7:00 pm in the Maplewood City Council Chambers.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

J. NEW BUSINESS

1. Residential Trash and Recycling Contract Extension

a. Republic Services' Residential Trash, Bulky Item, and Yard Waste Contract Extension

b. Tennis Sanitation's Residential Recycling Contract Extension

Environmental Planner Finwall gave the presentation.

Councilmember Juenemann moved to approve the Republic Services' Residential Trash, Bulky Item, and Yard Waste contract extension, July 1, 2025 to June 30, 2027, and direct the Mayor and City Manager to sign the contract. Minor revisions as approved by the City Attorney are authorized as needed.

Seconded by Councilmember Cave Ayes – All

The motion passed.

Councilmember Juenemann moved to approve the Tennis Sanitation's Residential Recycling contract extension, July 1, 2025 to June 30, 2027, and direct the Mayor and City Manager to sign the contract. Minor revisions as approved by the City Attorney.

Seconded by Councilmember Lee Ayes – All

The motion passed.

K. AWARD OF BIDS

None

L. ADJOURNMENT

Mayor Abrams adjourned the meeting at 8:04 p.m.

DRAFT

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: City Council

REPORT FROM: Michael Sable, City Manager

PRESENTER: Mike Darrow, Assistant City Manager / HR Director

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:

October 14: Workshop: Unsheltered Populations in Maplewood

October 14: Council Meeting: Review of Applications for 2025 Charitable Gambling Funds

October 15: Special EDA Meeting: Development Tour 4 pm

October 28: Workshop: Commissioner Interviews

October 28: Special EDA Meeting: TIF Review of Gladstone Village II

October 28: Council Meeting: Award of 2025 Charitable Gambling Funds

Council Comments:

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

2024 Major Community Outreach Events

Fire Department Open House

Saturday, October 5 (Time TBD)

North Fire Station

Trunk or Treat

Sunday, October 27 (1 - 4 pm)

City Hall Parking Lot

Santa Parade

Saturday, December 21 (9 am - 1 pm)

City Wide Event

CITY COUNCIL STAFF REPORT

Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager

REPORT FROM: Brian Bierdeman, Public Safety Director

PRESENTER: Brian Bierdeman, Public Safety Director

AGENDA ITEM: Swearing-In Ceremony for Three Police Officers Abdullahi Abdirisak, Brian Born and Michael Mallet

Action Requested: ☐ Motion ☒ Discussion ☐ Public Hearing

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

Policy Issue:

The Maplewood Police Department has had an open hiring and recruitment process to fill multiple police officer vacancies. Police Officers Abdullahi Abdirisak, Brian Born, and Michael Mallet will be officially sworn in with the Maplewood Police Department.

Recommended Action:

For presentation purposes only.

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:

Officer Abdirisak was born and raised in Indianapolis, Indiana. He moved to the Twin Cities about two and half years ago to live with his older brother who was moving to the Twin Cities from Madison, Wisconsin. Prior to moving to Minnesota, Officer Abdirisak was a pre-medical student at Indiana University. Officer Abdirisak graduated from Decatur Central High School which is located on the southwest side of Indianapolis in 2017. Shortly after graduating high school, Officer Abdirisak started school at Indiana University and majored in Neuroscience.

During the COVID lockdown, Officer Abdirisak decided to do some career exploration as he always had an interest in serving his community and others. After doing a ride-along with a trooper, Officer Abdirisak decided he wanted to pursue a career in law enforcement.

Shortly after moving to Minnesota, Officer Abdirisak started school at Metro State University in Saint Paul. In December of 2023, Officer Abdirisak graduated with a Bachelor of Science Degree in Police Science from Metro State University. While attending school at Metro State University, Officer Abdirisak also worked as a Community Service Officer with the Golden Valley Police Department. Officer Abdirisak also served as a Police Cadet with the City of Edina. Shortly after graduating from college, Officer Abdirisak was hired as a full-time police officer with the City of Maplewood.

Officer Abdirisak became interested in the Maplewood Police Department after observing the department's positive relationships with the community in addition to the family-like environment within the police department. Officer Abdirisak also likes that the City of Maplewood has the best of both worlds when it comes to proactive policing as well as the call volume which exposes officers to various aspects of police work.

Looking forward, Officer Abdirisak has an interest in becoming a dedicated traffic enforcement officer. Officer Abdirisak also has an interest in becoming a detective. Prior to starting with the City of Maplewood, Officer Abdirisak was new to the area however, within a short time, he has become familiar with the east metro.

When Officer Abdirisak is not working, he enjoys going to the gym, trying out new restaurants, watching sports, and spending time with family and friends.

Officer Born was born and raised in Shakopee, Minnesota. After finishing high school, Officer Born attended the University of Minnesota Twin Cities where he earned a bachelor's degree in human physiology. After spending a few years working in multiple emergency departments in Minneapolis, Officer Born found his interests to be more aligned with law enforcement than a career in medicine. After some deliberation with his father, a retired Golden Valley Officer, Officer Born decided to make the switch. After finishing the Law Enforcement Certificate Program through Metro State University, Officer Born attended the skills program at Hennepin Tech. Officer Born then passed his POST licensing exam and began searching for his department.

While searching for a department that would be a good fit for him, Officer Born came upon the city of Maplewood. Officer Born was attracted to multiple aspects of Maplewood. Officer Born didn't want to work for a city where the calls were few and far between as he likes to stay busy. At the same time, he wanted a balance and didn't want to feel overwhelmed with his workload. Maplewood, being a first-ring suburb, was a good balance of urban and suburban. Additionally, Officer Born wanted to feel supported by the city that he works for. Maplewood's community and leaders have a history of constantly backing its officers.

In his free time, Officer Born likes to prioritize his physical fitness. He enjoys going to the gym as it provides a break for his brain and a challenge for his body. He is also getting into pickleball and loves trying new sports and activities outdoors.

Officer Mallet was born and raised in the city of Maplewood and attended Maplewood and North St. Paul Schools growing up. As a kid, Officer Mallet spent most of his time outside of school playing street hockey with neighbors and bike riding or skateboarding with friends on the Bruce Vento trail. Officer

Mallet first became interested in law enforcement in 5th grade, when he attended Officer Metry's D.A.R.E. program at Weaver Elementary School. Officer Mallet received an associate's degree in law enforcement from Century College and completed the law enforcement SKILLS program at Hennepin Technical College. While going to school for law enforcement, Officer Mallet was a volunteer reserve officer and full-time community service officer for the Stillwater Police Department; also working as a part time Community Service Officer for the Cottage Grove Police Department. Officer Mallet began his career as a Police Officer with the Stillwater Police Department in the beginning of 2018, when he was 21 years old.

After serving the city of Stillwater for six years, Officer Mallet had a desire to return to his hometown to serve the community that he was raised in. One of the greatest aspects that appealed to Officer Mallet about the Maplewood Police Department was the opportunity to join an agency that he has wanted to be a part of since he was child. Officer Mallet has a desire to one day become a canine handler and would also like to be assigned to a traffic enforcement role during his career.

During his free time, Officer Mallet enjoys spending time with his two dogs, Barney (a 3-year-old Beagle) and Rocco (a 3-year-old French Bulldog). Officer Mallet also enjoys playing hockey with friends from Stillwater Fire and White Bear Lake Fire Department during the winter.

Attachments:

None.

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager

REPORT FROM: Lois Knutson, Senior Administrative Manager

PRESENTER: Mike Darrow, Assistant City Manager / HR Director

AGENDA ITEM: Resolution for Commissioner Reappointments

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

The City Council will review the list of commissioners whose terms will expire on September 30, 2024. The commissioners were asked to fill out an assessment to evaluate their time on the commission and to provide input to the council. Those commissioners approved for reappointment will serve another term, with the new term expiring three years from the current term's expiration date.

Recommended Action:

Motion to approve the attached resolution for Commissioner reappointments.

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 City's Commissions and Boards provide an opportunity for citizens to become involved in City government and play a part in the decision making process.

Background

There are three commissioners on the Environmental & Natural Resources Commission whose terms will expire on September 30, 2024. Two of them, Rebecca Bryan and Benjamin Guell, are seeking reappointment. Emma Broadnax is not seeking reappointment.

Below are the attendance records of those seeking reappointment.

Environmental & Natural Resources Commission

Rebecca Bryan, member since 4/26/2021

Attendance: 2021: 7/7 2022: 9/10 2023: 7/9 2024: 4/5

Benjamin Guell, member since 10/25/2021

Attendance: 2021: 2/2 2022: 6/10 2023: 5/9 2024: 4/5

Attachments

1. Resolution for Reappointment
2. Reappointment Assessments

RESOLUTION

BE IT RESOLVED THAT THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA:

Hereby appoints the following individuals, who the Maplewood City Council has reviewed, to be reappointed to the following commission:

Environmental & Natural Resources Commission

Rebecca Bryan Term Expires 09/30/2027

Benjamin Guell Term Expires 09/30/2027



Maplewood Commission Reappointment Assessment

Date

09/05/2024

Your Name *

Rebecca Bryan

Select Commission *

Environmental & Natural Resources Commission

Would you like to be reappointed? *

☒ Yes ☐ No

Why would you like to be reappointed?

I'd like to continue serving the community

How do you feel you contribute to the Commission?

I have served as chair and vice chair during my time. I have also attended community events and presented reports to City Council.

What successes do you feel the Commission has had during your term?

Green building code update discussion, wetland setback waiver reviews.

Do you have any suggestions to help the Commission function more efficiently?**What are some bigger issues/projects the Commission will be facing in the next 6 months?**

We will be working on updates to the Green Building code over the winter of 2024/25.

Any other comments for the City Council regarding your reappointment or the commission?

(i.e. new topics or projects to explore, processes to consider, etc.)



Maplewood Commission Reappointment Assessment

Date

09/13/2024

Your Name *

Benjamin Guell

Select Commission *

Environmental & Natural Resources Commission

Would you like to be reappointed? *

☒ Yes ☐ No

Why would you like to be reappointed?

Yes

How do you feel you contribute to the Commission?

I feel I bring valuable input to the commission with my work experience in the environmental field for a municipality.

What successes do you feel the Commission has had during your term?

Solar ordinance, curbside composting, providing educational materials at WaterFest, various wetland/development reviews, and green building code.

Do you have any suggestions to help the Commission function more efficiently?

I do not.

What are some bigger issues/projects the Commission will be facing in the next 6 months?

The green building code and the climate mitigation planning.

Any other comments for the City Council regarding your reappointment or the commission?

I really have valued the time on my commission during the first term and look forward to serving the commission and the City for another term.

(i.e. new topics or projects to explore, processes to consider, etc.)

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager
REPORT FROM: Joe Rueb, Finance Director
PRESENTER: Joe Rueb, Finance Director
AGENDA ITEM: Approval of Claims

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

Policy Issue:

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

Recommended Action:

Motion to approve the approval of claims.

ACCOUNTS PAYABLE:

\$	23,689.50	Checks # 121658 thru # 121779 dated 09/05/24
\$	156,886.32	Checks # 121780 thru # 121825 dated 09/10/24
\$	515,311.72	Disbursements via debits to checking account dated 09/02/24 thru 09/15/24
<hr style="width: 20%; margin-left: 0;"/>		
\$	695,887.54	Total Accounts Payable

PAYROLL

\$	754,245.75	Payroll Checks and Direct Deposits dated 09/13/24
<hr style="width: 20%; margin-left: 0;"/>		
\$	754,245.75	Total Payroll
\$	<u>1,450,133.29</u>	GRAND TOTAL

Background

A detailed listing of these claim has been provided. Please call me at 651-249-2902 if you have any questions on the attached listing. This will allow me to check the supporting documentation on file if necessary.

Attachments

1. Listing of Paid Bills

Check Register
City of Maplewood

Check	Date	Vendor	Description	Amount
121658	9/5/2024	6338 ALLEN, JANICE	2024 PRIMARY ELECTION JUDGES PAY	\$ 240.00
121659	9/5/2024	6339 BARON, JODI	2024 PNP ELECTION JUDGES PAY	405.00
	9/5/2024	6339 BARON, JODI	2024 PRIMARY ELECTION JUDGES PAY	301.50
121660	9/5/2024	5129 BRANDON, RICHARD A	2024 PRIMARY ELECTION JUDGES PAY	248.00
121661	9/5/2024	5130 BRANDON, VIRGINIA M.	2024 PRIMARY ELECTION JUDGES PAY	272.00
121662	9/5/2024	6169 BROCKWAY, THOMAS	2024 PRIMARY ELECTION JUDGES PAY	240.00
121663	9/5/2024	7116 CARSON, LARRY	2024 PRIMARY ELECTION JUDGES PAY	276.00
121664	9/5/2024	7117 CRAFT-CHENEY, ALEXIS	2024 PRIMARY ELECTION JUDGES PAY	32.00
121665	9/5/2024	6386 EBELING, KIMBERLY	2024 PRIMARY ELECTION JUDGES PAY	272.00
121666	9/5/2024	6348 FRITSCHKE, GORDON	2024 PRIMARY ELECTION JUDGES PAY	128.00
121667	9/5/2024	6181 HARRIS, MARK	2024 PRIMARY ELECTION JUDGES PAY	360.00
121668	9/5/2024	5694 JOHNSTON, HOWARD	2024 PRIMARY ELECTION JUDGES PAY	350.00
	9/5/2024	5694 JOHNSTON, HOWARD	2024 PRIMARY ELECTION - MILEAGE REIMBURSEMENT	41.54
121669	9/5/2024	5696 KOSKINEN, CAROL	2024 PRIMARY ELECTION JUDGES PAY	216.00
121670	9/5/2024	6390 LINDSEY, NANCY	2024 PRIMARY ELECTION JUDGES PAY	248.00
121671	9/5/2024	7053 LOVELESS, STEPHEN	2024 PRIMARY ELECTION JUDGES PAY	240.00
121672	9/5/2024	7119 LUNDGREN, CINDY	2024 PRIMARY ELECTION JUDGES PAY	304.00
121673	9/5/2024	6354 MCCABE, DAVID	2024 PRIMARY ELECTION JUDGES PAY	240.00
121674	9/5/2024	4712 NICHOLS, MIRANDA	2024 PRIMARY ELECTION JUDGES PAY	288.00
121675	9/5/2024	5712 PARNELL, JOHN	2024 PRIMARY ELECTION JUDGES PAY	240.00
121676	9/5/2024	5713 PARNELL, SUSAN	2024 PRIMARY ELECTION JUDGES PAY	240.00
121677	9/5/2024	7122 PHAM, VAN TUYET	2024 PRIMARY ELECTION JUDGES PAY	312.00
121678	9/5/2024	4729 RODRIGUEZ, VINCENT	2024 PRIMARY ELECTION JUDGES PAY	248.00
121679	9/5/2024	6202 SELBY, PATRICIA	2024 PRIMARY ELECTION JUDGES PAY	240.00
121680	9/5/2024	4743 SKAAR, DELANEY	2024 PRIMARY ELECTION JUDGES PAY	360.00
121681	9/5/2024	4747 STAFKI, TIM	2024 PRIMARY ELECTION JUDGES PAY	360.00
	9/5/2024	4747 STAFKI, TIM	2024 PRIMARY ELECTION - MILEAGE & PHONE REIMB.	27.78
121682	9/5/2024	4748 STEENBERG, JUDITH	2024 PRIMARY ELECTION JUDGES PAY	72.00
121683	9/5/2024	4757 TSCHIDA, MICKI	2024 PRIMARY ELECTION JUDGES PAY	360.00
121684	9/5/2024	6208 VIRNALA, RONALD	2024 PRIMARY ELECTION JUDGES PAY	240.00
121685	9/5/2024	7128 WESTCOTT, THERESA	2024 PRIMARY ELECTION JUDGES PAY	280.00
121686	9/5/2024	7129 WHEELER, JOHN	2024 PRIMARY ELECTION JUDGES PAY	64.00
121687	9/5/2024	6364 WILLIE, PAULA	2024 PRIMARY ELECTION JUDGES PAY	264.00
121688	9/5/2024	4771 YORKOVICH, CYNTHIA	2024 PRIMARY ELECTION JUDGES PAY	240.00
121689	9/5/2024	6378 ACOSTA, MARK J	2024 PRIMARY ELECTION JUDGES PAY	248.00
121690	9/5/2024	7069 ANDERSON, KAREN	2024 PRIMARY ELECTION JUDGES PAY	224.00
121691	9/5/2024	4600 BEDOR, DAVID	2024 PRIMARY ELECTION JUDGES PAY	360.00
121692	9/5/2024	7111 BIAGINI, GAIL	2024 PRIMARY ELECTION JUDGES PAY	312.00
121693	9/5/2024	7115 BUETTNER, MICHELLE	2024 PRIMARY ELECTION JUDGES PAY	72.00
121694	9/5/2024	7039 BULLIVANT, JOAN	2024 PRIMARY ELECTION JUDGES PAY	240.00
121695	9/5/2024	1844 CARDINAL, ROBERT	2024 PRIMARY ELECTION JUDGES PAY	240.00
121696	9/5/2024	6341 CAREY, THOMAS	2024 PRIMARY ELECTION JUDGES PAY	216.00
121697	9/5/2024	7041 CARLSON, ALLEN	2024 PRIMARY ELECTION JUDGES PAY	240.00
121698	9/5/2024	6380 CATHCART, CECELIA	2024 PRIMARY ELECTION JUDGES PAY	240.00
121699	9/5/2024	6342 CATHERINE, MARY	2024 PRIMARY ELECTION JUDGES PAY	240.00
121700	9/5/2024	7042 CHAMBLEE, DENISE	2024 PRIMARY ELECTION JUDGES PAY	264.00
121701	9/5/2024	6343 CINCOTTA, MARY	2024 PRIMARY ELECTION JUDGES PAY	240.00
121702	9/5/2024	7043 CROSS, JULIA	2024 PRIMARY ELECTION JUDGES PAY	306.00
121703	9/5/2024	7044 CURTIS, MICHELLE	2024 PRIMARY ELECTION JUDGES PAY	240.00
121704	9/5/2024	6402 DAHM, DIANNE STROTH	2024 PRIMARY ELECTION JUDGES PAY	232.00
121705	9/5/2024	6381 DAHM, FREDERICK	2024 PRIMARY ELECTION JUDGES PAY	248.00
121706	9/5/2024	7045 DAVIS, BEVERLY	2024 PRIMARY ELECTION JUDGES PAY	272.00

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City of Maplewood

Check	Date	Vendor	Description	Amount
121707	9/5/2024	6173 DEMOE, JASON	2024 PRIMARY ELECTION JUDGES PAY	288.00
121708	9/5/2024	5133 DITTLI, ALBIN S	2024 PRIMARY ELECTION JUDGES PAY	335.00
121709	9/5/2024	6175 DOHERTY, MICHELLE	2024 PRIMARY ELECTION JUDGES PAY	256.00
121710	9/5/2024	5953 EADS, JOHN	2024 PRIMARY ELECTION JUDGES PAY	315.00
121711	9/5/2024	6384 EAGER, BRIAN ALAN	2024 PRIMARY ELECTION JUDGES PAY	272.00
121712	9/5/2024	6385 EAGER, LUANN	2024 PRIMARY ELECTION JUDGES PAY	272.00
121713	9/5/2024	6345 ERICKSON, DELIGHT	2024 PRIMARY ELECTION JUDGES PAY	264.00
121714	9/5/2024	6176 FELLMAN, GAIL	2024 PRIMARY ELECTION JUDGES PAY	324.00
121715	9/5/2024	4497 FETT, MARGARET J	2024 PRIMARY ELECTION JUDGES PAY	248.00
121716	9/5/2024	7118 FISCHER, BRYAN	2024 PRIMARY ELECTION JUDGES PAY	336.00
121717	9/5/2024	6346 FOSSE, RICHARD	2024 PRIMARY ELECTION JUDGES PAY	256.00
121718	9/5/2024	6177 FRITSCH, DEAN	2024 PRIMARY ELECTION JUDGES PAY	240.00
121719	9/5/2024	6387 GRANT, MARILYN K	2024 PRIMARY ELECTION JUDGES PAY	240.00
121720	9/5/2024	6349 GRENDZINSKI, ALVIN	2024 PRIMARY ELECTION JUDGES PAY	256.00
121721	9/5/2024	5690 HANSFORD, LISA R	2024 PRIMARY ELECTION JUDGES PAY	272.00
121722	9/5/2024	6183 HEILLE, LISA	2024 PRIMARY ELECTION JUDGES PAY	128.00
121723	9/5/2024	5555 HEININGER, JEAN	2024 PRIMARY ELECTION JUDGES PAY	272.00
121724	9/5/2024	7047 HENSLEY, WILLIAM	2024 PRIMARY ELECTION JUDGES PAY	240.00
121725	9/5/2024	6388 HERBER, GREGORY M	2024 PRIMARY ELECTION JUDGES PAY	240.00
121726	9/5/2024	6389 HERMANN, GINA	2024 PRIMARY ELECTION JUDGES PAY	248.00
121727	9/5/2024	6095 HODGES, PAMELA J	2024 PRIMARY ELECTION JUDGES PAY	240.00
121728	9/5/2024	6184 HOFFMANN, DEBRA	2024 PRIMARY ELECTION JUDGES PAY	272.00
121729	9/5/2024	6096 JACOBSON, CHRISTINE M	2024 PRIMARY ELECTION JUDGES PAY	264.00
121730	9/5/2024	6105 JENSEN, KATHLEEN	2024 PRIMARY ELECTION JUDGES PAY	244.00
121731	9/5/2024	6185 JONES, GWENDOLYN	2024 PRIMARY ELECTION JUDGES PAY	240.00
121732	9/5/2024	6186 KARALUS, SHARON	2024 PRIMARY ELECTION JUDGES PAY	264.00
121733	9/5/2024	5248 KIPKA, JUDY M	2024 PRIMARY ELECTION JUDGES PAY	270.00
121734	9/5/2024	6351 KRAEMER, ROBERT	2024 PRIMARY ELECTION JUDGES PAY	240.00
121735	9/5/2024	5408 KREBSBACH, JOHN P	2024 PRIMARY ELECTION JUDGES PAY	340.00
121736	9/5/2024	4674 KWAPICK, JACKIE	2024 PRIMARY ELECTION JUDGES PAY	360.00
121737	9/5/2024	5957 LABARRE, THOMAS	2024 PRIMARY ELECTION JUDGES PAY	216.00
121738	9/5/2024	4683 LEONARD, CLAUDETTE	2024 PRIMARY ELECTION JUDGES PAY	240.00
121739	9/5/2024	6391 LETONA, OSCAR LOPEZ	2024 PRIMARY ELECTION JUDGES PAY	240.00
121740	9/5/2024	6190 LYNCH, VIRGINIA	2024 PRIMARY ELECTION JUDGES PAY	240.00
121741	9/5/2024	7054 MARTIN, DANIEL	2024 PRIMARY ELECTION JUDGES PAY	240.00
121742	9/5/2024	6191 MCCABE, BONNIE	2024 PRIMARY ELECTION JUDGES PAY	280.00
121743	9/5/2024	6392 MCCANNA, JANET L	2024 PRIMARY ELECTION JUDGES PAY	240.00
121744	9/5/2024	6393 MERKLE, CURTIS E	2024 PRIMARY ELECTION JUDGES PAY	240.00
121745	9/5/2024	6193 MICHAELSON, DORCAS	2024 PRIMARY ELECTION JUDGES PAY	280.00
121746	9/5/2024	7120 NELSON-THIELE, MONICA	2024 PRIMARY ELECTION JUDGES PAY	312.00
121747	9/5/2024	7055 NORD, PATTI	2024 PRIMARY ELECTION JUDGES PAY	216.00
121748	9/5/2024	7121 OHARA, KATHERINE	2024 PRIMARY ELECTION JUDGES PAY	32.00
121749	9/5/2024	7056 OLSON, KEITH	2024 PRIMARY ELECTION JUDGES PAY	264.00
121750	9/5/2024	6197 PASQUARELLA, CHERYL	2024 PRIMARY ELECTION JUDGES PAY	229.50
121751	9/5/2024	6394 PERRY, MARILYN J	2024 PRIMARY ELECTION JUDGES PAY	256.00
121752	9/5/2024	6395 PLATHE, DAVID A	2024 PRIMARY ELECTION JUDGES PAY	240.00
121753	9/5/2024	5141 PUTZ, SHELLY ANN	2024 PRIMARY ELECTION JUDGES PAY	306.00
121754	9/5/2024	5142 PUTZ, STEVEN L.	2024 PRIMARY ELECTION JUDGES PAY	370.00
121755	9/5/2024	6199 RENNEN, MARY ANN	2024 PRIMARY ELECTION JUDGES PAY	240.00
121756	9/5/2024	5420 ROSSBACH, TERESA M	2024 PRIMARY ELECTION JUDGES PAY	216.00
121757	9/5/2024	6357 ROWLEY, CYNTHIA	2024 PRIMARY ELECTION JUDGES PAY	240.00
121758	9/5/2024	7125 RYDEEN, DAVID	2024 PRIMARY ELECTION JUDGES PAY	304.00

Check Register
City of Maplewood

Check	Date	Vendor	Description	Amount
121759	9/5/2024	6399 SAMPLE, PATRICIA A	2024 PRIMARY ELECTION JUDGES PAY	240.00
121760	9/5/2024	6200 SCHAEFER, MARYANN	2024 PRIMARY ELECTION JUDGES PAY	272.00
121761	9/5/2024	6201 SCHAEFER, THOMAS	2024 PRIMARY ELECTION JUDGES PAY	272.00
121762	9/5/2024	5252 SCHMIDT, WILLIAM	2024 PRIMARY ELECTION JUDGES PAY	369.00
121763	9/5/2024	6400 SCHMITZ, DUANE D	2024 PRIMARY ELECTION JUDGES PAY	256.00
121764	9/5/2024	6359 SCHNAPP, KURT	2024 PRIMARY ELECTION JUDGES PAY	288.00
121765	9/5/2024	4744 SKAAR, SUSAN	2024 PRIMARY ELECTION JUDGES PAY	320.00
121766	9/5/2024	5724 SMITH, MARGARET	2024 PRIMARY ELECTION JUDGES PAY	240.00
121767	9/5/2024	5725 SPRAGUE, FLORENCE	2024 PRIMARY ELECTION JUDGES PAY	288.00
121768	9/5/2024	7126 STALLINGA-ROUGHT, HEIDE	2024 PRIMARY ELECTION JUDGES PAY	32.00
121769	9/5/2024	6361 TEMPER, JAMES	2024 PRIMARY ELECTION JUDGES PAY	240.00
121770	9/5/2024	6362 STRANDNESS, MARY	2024 PRIMARY ELECTION JUDGES PAY	232.00
121771	9/5/2024	4758 URBANSKI, CAROLYN	2024 PRIMARY ELECTION JUDGES PAY	380.00
121772	9/5/2024	6210 WALKER, MELISSA	2024 PRIMARY ELECTION JUDGES PAY	330.00
121773	9/5/2024	6108 WALSH, ALISON	2024 PRIMARY ELECTION JUDGES PAY	370.00
121774	9/5/2024	7059 WALSH, JEANETTE	2024 PRIMARY ELECTION JUDGES PAY	272.00
121775	9/5/2024	7060 WALSTROM, TIM	2024 PRIMARY ELECTION JUDGES PAY	216.00
121776	9/5/2024	7127 WENDT, MARY	2024 PRIMARY ELECTION JUDGES PAY	312.00
121777	9/5/2024	6363 WIGGERT, LYNN	2024 PRIMARY ELECTION JUDGES PAY	297.00
121778	9/5/2024	6404 WILLSON, SHARON	2024 PRIMARY ELECTION JUDGES PAY	240.00
121779	9/5/2024	7131 ZUMMALLEN, KAREN	2024 PRIMARY ELECTION JUDGES PAY	312.00
122 Checks in this report.				<u>\$ 31,939.32</u>

**Check Register
City of Maplewood**

Check	Date	Vendor	Description	Amount
121780	9/10/2024	1047 3M	2024 1ST HALF TIF PAYMENT	\$ 390,597.22
121781	9/10/2024	7136 APWA-MN	WINTER MAINT. WORKSHOP - SUPERVISOR CERTIFICATE	175.00
121782	9/10/2024	2034 ASSOC FOR NONSMOKERS - MN	ASSOCIATION FOR NONSMOKERS-MN YEARLY SERVICES FEE	2,665.00
121783	9/10/2024	7024 BEAUDRY OIL & SERVICE INC	CONTRACT GASOLINE - SEPTEMBER 2024	11,988.35
121784	9/10/2024	7024 BEAUDRY OIL & SERVICE INC	CONTRACT DIESEL FUEL - SEPTEMBER 2024	8,433.47
121785	9/10/2024	5641 CHP MAPLEWOOD MN OWNER, LLC	2024 1ST HALF TIF PAYMENT	113,961.57
121786	9/10/2024	1771 CITY OF WHITE BEAR LAKE	VIN #6094 TAB RENEWAL	16.25
121787	9/10/2024	5786 COLONIAL LIFE PROCESSING CTR	E4677316 PREMIUM - AUGUST 2024	285.02
121788	9/10/2024	6320 COMPANION ANIMAL CONTROL	ANIMAL CONTROL SERVICES - AUGUST	323.91
121789	9/10/2024	3 ESCROW REFUND	EC ESCROW RELEASE AT 3080 HAZELWOOD ST	10,804.50
121790	9/10/2024	3 ESCROW REFUND	EC ESCROW RELEASE - 1929 EDGERTON	1,576.26
	9/10/2024	3 ESCROW REFUND	STORM ESCROW RELEASE: 1929 EDGERTON ST	307.19
121791	9/10/2024	3 ESCROW REFUND	EC ESCROW RELEASE - 2146 WHITE BEAR AVE	2,096.63
121792	9/10/2024	3 ESCROW REFUND	EC ESCROW RELEASE - 285 CENTURY AVE	1,061.36
121793	9/10/2024	3 ESCROW REFUND	EC ESCROW RELEASE: 1855 FURNESS ST	529.14
121794	9/10/2024	3 ESCROW REFUND	EC ESCROW RELEASE - 1850 WHITE BEAR AVE	515.49
121795	9/10/2024	3 ESCROW REFUND	STORM ESCROW RELEASE: 2146 WHITE BEAR AVE	369.04
121796	9/10/2024	3 ESCROW REFUND	EC ESCROW RELEASE - 2000 RICE STREET	311.35
121797	9/10/2024	3 ESCROW REFUND	STORM ESCROW RELEASE - 2000 RICE STREET	310.75
121798	9/10/2024	477 ESS BROTHERS & SONS INC	MANHOLE RING SEALANT	246.00
121799	9/10/2024	3728 GREAT RIVER GREENING	STAFF REIMB - JIM'S PRAIRIE ENHANCEMENT PROJECT	600.00
121800	9/10/2024	827 L M C I T	INSURANCE PREMIUM JULY - DEC 2024	154,722.00
	9/10/2024	827 L M C I T	WC CLAIM #00491921	849.53
121801	9/10/2024	846 LANGUAGE LINE SERVICES	AUGUST - PHONE INTERPRETIVE SERVICES	1,685.03
121802	9/10/2024	857 LEAGUE OF MINNESOTA CITIES	PSHRA MN CHAPTER DUES	50.00
121803	9/10/2024	7137 LOCATORS AND SUPPLIES INC.	SHIPPING FOR WARRANTY REPAIR - METAL DETECTOR	17.15
121804	9/10/2024	5222 MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT - POLICE OFFICER	625.00
121805	9/10/2024	2054 MIDWEST FENCE & MFG	SWING GATE FENCING	2,566.00
121806	9/10/2024	5838 MINNESOTA BENEFIT ASSOCIATION	MONTHLY PREMIUM - SEPTEMBER 2024	178.89
121807	9/10/2024	6257 NINE NORTH	AUGUST 2024 AV SERVICES - MONTHLY MEETINGS	911.04
121808	9/10/2024	1 ONE TIME VENDOR	RENTAL LICENSE REFUND - WITHDRAWING APPLICATION	200.00
121809	9/10/2024	1 ONE TIME VENDOR	TOBACCO COMPLIANCE CHECKS - 6 HRS x \$20 = \$120.00	120.00
121810	9/10/2024	1 ONE TIME VENDOR	TOBACCO COMPLIANCE CHECKS - 6 HRS x \$20 = \$120.00	120.00
121811	9/10/2024	1 ONE TIME VENDOR	EMS MC REFUND - PATIENT OVERPAYMENT	250.00
121812	9/10/2024	7134 REE MAPLEWOOD APARTMENTS LLC	2024 1ST HALF TIF PAYMENT	93,348.35
121813	9/10/2024	6014 REHDER FORESTRY CONSULTING	TREE INSPECTION SERVICES FOR AUGUST 2024	1,196.22
121814	9/10/2024	6435 SHARROW LIFTING PRODUCTS	INSPECTION OF SHOP CRANE	425.00
121815	9/10/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	705.94
	9/10/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	62.87
	9/10/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	365.71
	9/10/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	156.05
	9/10/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	1,036.62
	9/10/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	297.25
	9/10/2024	198 ST PAUL REGIONAL WATER SRVS	WATER UTILITY	118.78
121816	9/10/2024	6107 TOKLE INSPECTIONS, INC.	ELECTRICAL INSPECTIONS - AUG 2024	9,957.28
121817	9/10/2024	7130 WILLIAMSON, PATRICIA	2024 PRIMARY ELECTION	248.00
121818	9/10/2024	5312 ENVUE TELEMATICS, LLC	GEO TAB PRO PLAN SEPTEMBER FEE	624.00
121819	9/10/2024	7095 JAYNE FRAHM	PLAN REVIEW SERVICES	288.00
121820	9/10/2024	1202 NYSTROM PUBLISHING CO INC	MAPLEWOOD LIVING - SEPTEMBER	8,510.54
121821	9/10/2024	1337 RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - AUGUST	602.16
121822	9/10/2024	1574 T A SCHIFSKY & SONS, INC	2024 BITUMINOUS PURCHASES - STREETS & PW YARD	11,978.68
	9/10/2024	1574 T A SCHIFSKY & SONS, INC	2024 BITUMINOUS PURCHASES - STREETS/PW YARD	5,993.73
121823	9/10/2024	7132 TREESTORY INC.	CITY PROJ 24-09: APP FOR PMT #1 - 2024 STUMP GRIND	64,032.37
	9/10/2024	7132 TREESTORY INC.	CITY PROJ 23-17: APP FOR PMT #1 - 2024 EAB GRANT	62,177.50
121824	9/10/2024	1190 XCEL ENERGY	ELECTRIC UTILITY	17.90
	9/10/2024	1190 XCEL ENERGY	ELECTRIC UTILITY	61.86
	9/10/2024	1190 XCEL ENERGY	ELECTRIC UTILITY	98.15
121825	9/10/2024	5013 YALE MECHANICAL LLC	REPAIRS TO CITY HALL BOILERS	1,382.00
	9/10/2024	5013 YALE MECHANICAL LLC	REPAIR TO NORTH FIRE STATION BAY FOR NORTH DOOR	1,119.43
46 Checks in this report.				\$ 974,272.53

CITY OF MAPLEWOOD
Disbursements via Debits to Checking Account

Settlement Date	Payee	Description	Amount
9/3/2024	Accela Credit Card Billing	Credit Card Billing Fee	\$ 15.00
9/13/2024	Creating Healthy Communities	PR - Employee Contributions	55.10
9/3/2024	Delta Dental	Dental Premium	3,716.45
9/9/2024	Delta Dental	Dental Premium	2,534.45
9/3/2024	Empower - State Plan	PR - Deferred Compensation	30,853.00
9/13/2024	ICMA (Vantagepointe)	PR - Deferred Compensation	7,081.00
9/13/2024	ICMA (Vantagepointe)	Retiree Health Savings	1,190.00
9/13/2024	Labor Unions	Union Dues	4,188.04
9/13/2024	MidAmerica	PR - HRA Flex Plan - AUL	13,483.50
9/3/2024	MN State Treasurer	PR - State Payroll Tax	35,580.51
9/6/2024	Optum Health	DCRP & Flex Plan Payments	3,770.72
9/13/2024	Optum Health	DCRP & Flex Plan Payments	432.29
9/13/2024	P.E.R.A.	PR - P.E.R.A.	167,672.23
9/13/2024	U.S. Treasurer	PR - Federal Payroll Tax	131,923.81
9/3/2024	US Bank VISA One Card*	Purchasing Card Items	56,534.36
9/13/2024	US Bank VISA One Card*	Purchasing Card Items	56,281.26
			<u>\$ 515,311.72</u>

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

CHECK #	CHECK DATE	EMPLOYEE NAME	AMOUNT	Exp Reimb, Severance, Conversion incl in Amount
	09/13/24	ABDIRISAK, ABDULLAHI	\$ 3,473.60	
	09/13/24	ABRAMS, MARYLEE	732.37	\$ 61.97
	09/13/24	ADAMS, DAVID	3,391.15	
	09/13/24	AMENYA, FLORENCE	26.00	
	09/13/24	ARNOLD, AJLA	2,478.13	
	09/13/24	BARRETTE, CHARLES	6,203.54	2,722.19
	09/13/24	BEGGS, REGAN	2,787.30	
	09/13/24	BEITLER, NATHAN	4,671.07	
	09/13/24	BELDE, STANLEY	80.00	
	09/13/24	BENJAMIN, MARKESE	4,308.18	
	09/13/24	BERGERON, ASHLEY	4,801.38	
	09/13/24	BERGO, CHAD	4,096.99	
	09/13/24	BIERDEMAN, BRIAN	7,434.00	
	09/13/24	BORN, BRIAN	3,528.99	
	09/13/24	BREIMHURST, LAUREN	2,925.79	
	09/13/24	BRENEMAN, NEIL	3,750.87	
	09/13/24	BRINK, TROY	3,973.30	
	09/13/24	BUCKLEY, BRENT	4,114.14	
	09/13/24	BURT-MCGREGOR, EMILY	4,414.50	
	09/13/24	BUSACK, DANIEL	6,738.83	
	09/13/24	CAMPBELL, MACLANE	3,884.29	
	09/13/24	CAVE, REBECCA	590.40	
	09/13/24	CHANG, KENG	337.50	
	09/13/24	CHRISTENSON, SCOTT	3,045.73	
	09/13/24	CONDON, MITCHELL	4,343.87	
	09/13/24	CONNOLLY, PETER	3,767.62	
	09/13/24	COOK, NICKLAUS	4,287.96	
	09/13/24	COOK, TANNER	4,069.47	
	09/13/24	CORTESI, LUANNE	2,541.60	
	09/13/24	COUNTRYMAN, BRENDA	1,504.00	
	09/13/24	COX, RACHEL	3,528.99	
	09/13/24	CRAWFORD, RAYMOND	5,012.46	
	09/13/24	CRUMMY, CHARLES	4,649.15	
	09/13/24	DABRUZZI, THOMAS	5,429.48	
	09/13/24	DARROW, MICHAEL	6,447.86	
	09/13/24	DAVISON, BRADLEY	4,403.17	
	09/13/24	DEMULLING, JOSEPH	5,315.25	
	09/13/24	DOUGLASS, TOM	3,734.66	
	09/13/24	DUCHARME, JOHN	3,707.75	
	09/13/24	DUGAS, MICHAEL	5,598.19	

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

CHECK #				Exp Reimb, Severance, Conversion incl in Amount
	CHECK DATE	EMPLOYEE NAME	AMOUNT	
	09/13/24	EDGE, DOUGLAS	3,134.52	
	09/13/24	ENGSTROM, ANDREW	3,704.70	
	09/13/24	ESPESETH, SHAWN	2,910.77	
	09/13/24	EVANS, CHRISTINE	3,062.40	
	09/13/24	FINWALL, SHANN	4,345.34	253.93
	09/13/24	FORSYTHE, MARCUS	4,602.17	
	09/13/24	FOWLDS, MYCHAL	6,182.28	
	09/13/24	FRANZEN, NICHOLAS	4,577.96	
	09/13/24	FRIBERG, DAVID	2,550.89	
	09/13/24	FRITZE, DEREK	4,589.98	
	09/13/24	GABRIEL, ANTHONY	6,439.68	
	09/13/24	GEISELHART, BENJAMIN	6,019.84	
	09/13/24	GERNES, CAROLE	3,238.33	
	09/13/24	GERONSIN, ALEXANDER	3,922.07	
	09/13/24	GIVAND, JONATHAN	4,375.40	
	09/13/24	GORACKI, GERALD	302.25	
	09/13/24	GREEN, JAMIE	4,291.09	
	09/13/24	GRUHLKE, LUKE	3,692.93	
	09/13/24	HAGEN, MICHAEL	4,972.68	
	09/13/24	HAGEN, JOHN	4,861.82	
	09/13/24	HALWEG, JODI	5,449.33	
	09/13/24	HAMMOND, ELIZABETH	2,766.14	
	09/13/24	HANG, RYAN	3,986.07	
	09/13/24	HAWKINSON, TIMOTHY	4,816.40	
	09/13/24	HAWTHORNE, ROCHELLE	4,748.99	
	09/13/24	HAYS, TAMARA	3,601.56	
	09/13/24	HER, PHENG	4,598.77	
	09/13/24	HER, TERRELL	4,182.23	
	09/13/24	HERBST, JONATHAN	2,590.89	
	09/13/24	HINNENKAMP, GARY	3,240.62	
	09/13/24	HOEMKE, MICHAEL	5,584.59	
	09/13/24	JACOBSON, CARL	4,800.71	
	09/13/24	JAHN, DAVID	2,639.28	
	09/13/24	JANASZAK, MEGHAN	3,750.87	
	09/13/24	JANSEN, EMMA	4,292.44	
	09/13/24	JAROSCH, JONATHAN	4,992.34	
	09/13/24	JENSEN, JOSEPH	3,069.79	
	09/13/24	JOHNSON, BARBARA	2,120.80	
	09/13/24	JOHNSON, ELIZABETH	2,784.99	
	09/13/24	JOHNSON, RANDY	4,992.34	

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

CHECK #	CHECK DATE	EMPLOYEE NAME	AMOUNT	Exp Reimb, Severance, Conversion incl in Amount
	09/13/24	JONES, DONALD	3,119.59	
	09/13/24	JORDAN, TIMOTHY	2,426.19	
	09/13/24	JUENEMANN, KATHLEEN	590.40	
	09/13/24	KADEN, JACOB	3,939.15	
	09/13/24	KERR, STEPHEN	3,798.81	
	09/13/24	KIM, WINSTON	3,979.74	
	09/13/24	KNUTSON, LOIS	4,153.39	
	09/13/24	KONG, TOMMY	5,220.69	
	09/13/24	KRAL, EMMA	3,682.44	
	09/13/24	KUBAT, ERIC	5,018.07	
	09/13/24	KUCHENMEISTER, GINA	2,624.80	
	09/13/24	KUCHENMEISTER, JASON	2,566.40	
	09/13/24	LANDER, CHARLES	5,013.26	
	09/13/24	LANIK, JAKE	4,298.74	
	09/13/24	LARSON, MICHELLE	2,548.75	
	09/13/24	LEE, CHONBURI	590.40	
	09/13/24	LENERTZ, NICHOLAS	4,188.19	
	09/13/24	LENTINI, LINDSAY	3,495.05	
	09/13/24	LENTZ, DANIEL	3,688.20	
	09/13/24	LOVE, STEVEN	7,145.45	
	09/13/24	LYNCH, KATHERINE	4,596.25	
	09/13/24	MAINKA, WENDY	4,233.86	
	09/13/24	MALESKI, MICHAEL	4,918.04	
	09/13/24	MALLET, MICHAEL	3,962.59	
	09/13/24	MARINO, JASON	5,314.35	
	09/13/24	MARK, OLAF	4,359.57	
	09/13/24	MARTIN, MICHAEL	4,909.16	
	09/13/24	MATTHEISEN, WILLIAM	3,528.98	
	09/13/24	MCGEE, BRADLEY	6,074.15	
	09/13/24	MCKANE, QUINN	172.25	
	09/13/24	MEISSNER, BRENT	3,125.90	
	09/13/24	MERKATORIS, BRETT	5,373.98	
	09/13/24	MILLER, SETH	4,463.54	
	09/13/24	MLODZIK, JASON	3,036.87	
	09/13/24	MONDOR, MICHAEL	7,028.43	
	09/13/24	MORALES, MARIO	2,371.88	
	09/13/24	MORRIS-KARL, AIDEN	2,362.59	
	09/13/24	MOUA, JENNIFER	2,212.19	
	09/13/24	MOUTON, JOHANNA	1,899.80	
	09/13/24	MOY, PAMELA	2,549.60	

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

CHECK #				Exp Reimb, Severance, Conversion incl in Amount
	CHECK DATE	EMPLOYEE NAME	AMOUNT	
	09/13/24	MURRAY, RACHEL	5,274.67	
	09/13/24	NAUGHTON, JOHN	3,092.21	
	09/13/24	NEILY, STEVEN	6,305.07	
	09/13/24	NELSON, GRADON	4,447.09	
	09/13/24	NIELSEN, KENNETH	4,396.83	
	09/13/24	NORVE, ROBERT	3,659.25	
	09/13/24	NOVAK, JEROME	4,438.10	
	09/13/24	NYE, MICHAEL	4,903.94	
	09/13/24	ORE, JORDAN	3,675.47	234.56
	09/13/24	ORLANDO, TYLER	3,939.54	
	09/13/24	PARR, DANETTE	7,436.77	
	09/13/24	PASDO, JOSEPH	3,668.19	
	09/13/24	PATROS, CLARE	3,528.99	
	09/13/24	PAYNE, DEDRIC	3,692.93	
	09/13/24	PIPKIN, JULIA	3,391.56	
	09/13/24	POWERS, KENNETH	4,841.37	
	09/13/24	PRIEM, STEVEN	3,394.52	
	09/13/24	QUIRK, JAMES	4,252.67	
	09/13/24	RACETTE, THOMAS	3,245.91	
	09/13/24	RENNER, MICHAEL	4,033.52	
	09/13/24	RETHWILL, SCOTT	5,250.99	
	09/13/24	ROBBINS, AUDRA	5,119.84	
	09/13/24	RUEB, JOSEPH	6,147.43	
	09/13/24	RUNNING, ROBERT	3,389.90	
	09/13/24	SABLE, MICHAEL	8,404.07	
	09/13/24	SALCHOW, CONNOR	4,196.99	
	09/13/24	SCHMITZ, KEVIN	2,797.29	
	09/13/24	SCHORR, JENNIFER	2,298.59	
	09/13/24	SCHROEDER, LEE	4,197.00	
	09/13/24	SCHROEDER, RYAN	5,200.80	
	09/13/24	SCHULTZ, SCOTT	5,019.84	
	09/13/24	SEDLACEK, JEFFREY	5,000.99	
	09/13/24	SHANLEY, HAYLEY	2,911.68	
	09/13/24	SHEA, STEPHANIE	3,205.71	
	09/13/24	SHEERAN JR, JOSEPH	4,992.59	
	09/13/24	SINDT, ANDREA	4,566.37	
	09/13/24	SPANDE, KAYLA	580.35	
	09/13/24	STANLEY, JENNIFER	4,051.41	
	09/13/24	STARKEY, ROBERT	4,690.89	
	09/13/24	STEELE, NANCY	4,643.19	

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

CHECK #				Exp Reimb, Severance, Conversion incl in Amount
	CHECK DATE	EMPLOYEE NAME	AMOUNT	
	09/13/24	STEINER, JOSEPH	5,584.59	
	09/13/24	STEJSKAL, JAYSON	4,291.06	
	09/13/24	STOCK, AUBREY	5,443.25	
	09/13/24	STOKES, KAL	2,759.94	
	09/13/24	STRONG, TYLER	4,122.58	
	09/13/24	SUEDKAMP, ADAM	4,477.52	
	09/13/24	SWETALA, NOAH	4,295.67	
	09/13/24	TAUZELL, BRIAN	9,993.91	
	09/13/24	TEVLIN, TODD	3,142.71	
	09/13/24	THIENES, PAUL	3,367.02	
	09/13/24	ULVENES, AMANDA	2,016.99	
	09/13/24	VILLAVICENCIO, NICHOLE	590.40	
	09/13/24	WARDELL, JORDAN	5,370.69	
	09/13/24	WEAVER, TAWNY	3,880.30	
	09/13/24	WELLENS, MOLLY	2,888.87	
	09/13/24	WENZEL, JAY	4,560.21	
	09/13/24	WERTH, JENNIFER	2,558.86	
	09/13/24	WIETHORN, AMANDA	3,962.59	
	09/13/24	WILBER, JEFFREY	3,127.62	
	09/13/24	WILLIAMSON, MICHAEL	4,241.71	
	09/13/24	WOEHRLE, MATTHEW	3,439.61	
	09/13/24	WOEHRLE, JUSTIN	432.00	
	09/13/24	XIONG, PETER	3,883.76	
	09/13/24	XIONG, TUOYER	4,829.50	
	09/13/24	XIONG, KAO	4,545.94	
	09/13/24	XIONG, BOON	3,096.24	
	09/13/24	YANG, THANG	4,300.43	
	09/13/24	YANG, SOLOMAN	2,377.30	
	09/13/24	YANG, TANGURAY	2,580.73	
	09/13/24	YOUNG, MATTHEW	3,176.00	
	09/13/24	ZAPPA, ANDREW	4,504.96	
	09/13/24	ZAPPA, ERIC	4,540.80	
	09/13/24	ZIEMAN, SCOTT	80.00	
			<u>\$ 754,245.75</u>	<u>\$ 3,272.65</u>

Purchasing Card Items

<u>Transaction Date</u>	<u>Posting Date</u>	<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Name</u>
8/15/2024	8/19/2024	THE HOME DEPOT #2801	\$ 58.69	DAVE ADAMS
8/19/2024	8/20/2024	QR-CODES.COM	29.99	CHAD BERGO
8/14/2024	8/15/2024	FUN JUMPS ENTERTAINMENT	80.00	NEIL BRENEMAN
8/14/2024	8/16/2024	HOMEDEPOT.COM	349.00	NEIL BRENEMAN
8/15/2024	8/19/2024	DALCO ENTERPRISES	358.89	NEIL BRENEMAN
8/19/2024	8/21/2024	THE HOME DEPOT #2801	199.00	NEIL BRENEMAN
8/20/2024	8/22/2024	SAMSClub.COM	239.46	NEIL BRENEMAN
8/21/2024	8/22/2024	CVS/PHARMACY #01751	8.99	NEIL BRENEMAN
8/9/2024	8/12/2024	THE HOME DEPOT #2801	101.88	TROY BRINK
8/14/2024	8/15/2024	CINTAS CORP	152.77	TROY BRINK
8/21/2024	8/22/2024	CINTAS CORP	579.05	TROY BRINK
8/13/2024	8/14/2024	U OF M CONTLEARNING OL	35.00	BRENT BUCKLEY
8/12/2024	8/19/2024	CK HOLIDAY # 03519	37.91	DANIEL BUSACK
8/13/2024	8/14/2024	SAFELITE AUTOGLASS	1,080.89	DANIEL BUSACK
8/22/2024	8/23/2024	DELTA AIR 0062262268033	797.95	DANIEL BUSACK
8/22/2024	8/23/2024	DELTA AIR 0062262268034	797.95	DANIEL BUSACK
8/22/2024	8/23/2024	DELTA AIR 0062262268032	797.95	DANIEL BUSACK
8/13/2024	8/15/2024	THE HOME DEPOT #2801	19.95	THOMAS DABRUZZI
8/16/2024	8/19/2024	COSTCO WHSE #1021	23.94	THOMAS DABRUZZI
8/19/2024	8/21/2024	THE HOME DEPOT #2801	185.26	BRAD DAVISON
8/12/2024	8/12/2024	KURANDA	49.34	JOSEPH DEMULLING
8/20/2024	8/20/2024	HANGRY JOES HOT CHICKEN	37.19	JOSEPH DEMULLING
8/20/2024	8/22/2024	TST*B-52 BURGERS AND BRE	37.97	JOSEPH DEMULLING
8/21/2024	8/23/2024	TST*INVER GROVE BREWING	39.77	JOSEPH DEMULLING
8/15/2024	8/16/2024	PSI SERVICES LLC	175.00	MICHAEL DUGAS
8/19/2024	8/20/2024	BCA TRAINING EDUCATION	300.00	MICHAEL DUGAS
8/8/2024	8/12/2024	SAMS CLUB#6309	94.36	CHRISTINE EVANS
8/13/2024	8/14/2024	CHILIS 1748 ECOMM	134.51	CHRISTINE EVANS
8/13/2024	8/14/2024	JERSEY MIKES ONLINE UC	98.23	CHRISTINE EVANS
8/15/2024	8/16/2024	PIONEER PRESS ADV	156.00	CHRISTINE EVANS
8/22/2024	8/23/2024	AMAZON MKTPL*R40P356S2	29.85	CHRISTINE EVANS
8/9/2024	8/12/2024	COMCAST BUSINESS	413.00	MYCHAL FOWLDS
8/12/2024	8/13/2024	VISION33 INC	165.00	MYCHAL FOWLDS
8/12/2024	8/13/2024	CENTURYLINK LUMEN	204.02	MYCHAL FOWLDS
8/12/2024	8/13/2024	CENTURYLINK LUMEN	71.96	MYCHAL FOWLDS
8/12/2024	8/13/2024	CENTURYLINK LUMEN	73.12	MYCHAL FOWLDS
8/13/2024	8/14/2024	CANON *PAYMENT	2,484.12	MYCHAL FOWLDS
8/13/2024	8/14/2024	CENTURYLINK LUMEN	66.00	MYCHAL FOWLDS
8/13/2024	8/14/2024	CENTURYLINK LUMEN	71.96	MYCHAL FOWLDS
8/17/2024	8/19/2024	ZOOM.US 888-799-9666	269.90	MYCHAL FOWLDS
8/17/2024	8/19/2024	COMCAST CABLE COMM	2.31	MYCHAL FOWLDS
8/17/2024	8/19/2024	TMOBILE*AUTO PAY	6,359.08	MYCHAL FOWLDS
8/20/2024	8/21/2024	CENTURYLINK LUMEN	64.12	MYCHAL FOWLDS
8/9/2024	8/12/2024	MICROSOFT#G056242488	14.74	NICK FRANZEN

Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
8/16/2024	8/16/2024	AMAZON MKTPL*RU6EK4XY2	112.45	NICK FRANZEN
8/19/2024	8/20/2024	AMAZON MKTPL*R46ZM0LR2	139.00	NICK FRANZEN
8/10/2024	8/12/2024	AMAZON MKTPL*RM5DN6GQ0	38.97	CAROLE GERNES
8/12/2024	8/13/2024	APA MN CHAPTER	467.00	CAROLE GERNES
8/12/2024	8/13/2024	KNOWLAN'S MARKET #2	8.93	CAROLE GERNES
8/12/2024	8/14/2024	TREETOP PRODUCTS LLC	1,033.93	CAROLE GERNES
8/13/2024	8/14/2024	HOLIDAY STATIONS 0436	3.24	CAROLE GERNES
8/17/2024	8/19/2024	AMZN MKTP US*RU56Z9S92	44.00	CAROLE GERNES
8/19/2024	8/20/2024	AMAZON MKTPL*R482U9N02	311.96	CAROLE GERNES
8/20/2024	8/21/2024	TREETOP PRODUCTS LLC	258.85	CAROLE GERNES
8/16/2024	8/19/2024	AMAZON MKTPL*RU6V65331	93.00	ALEX GERONSIN
8/13/2024	8/14/2024	ASPEN MILLS	1,161.71	MICHAEL HAGEN
8/21/2024	8/22/2024	AIRGAS - NORTH	298.37	MICHAEL HAGEN
8/23/2024	8/23/2024	PSI SERVICES LLC	175.00	TIMOTHY HAWKINSON
8/11/2024	8/12/2024	AMAZON MKTPL*RM1CR2X90	28.98	TAMARA HAYS
8/13/2024	8/14/2024	GRUBERS POWER EQUIPMEN	665.97	TAMARA HAYS
8/15/2024	8/16/2024	AMAZON MKTPL*RU82M8EB2	23.93	TAMARA HAYS
8/16/2024	8/19/2024	THE HOME DEPOT #2801	41.06	TAMARA HAYS
8/19/2024	8/21/2024	MENARDS 3385	91.42	TAMARA HAYS
8/12/2024	8/14/2024	MENARDS 3385	70.03	GARY HINNENKAMP
8/16/2024	8/19/2024	MENARDS 3385	162.94	GARY HINNENKAMP
8/16/2024	8/19/2024	SITEONE LANDSCAPE SUPPLY,	97.54	GARY HINNENKAMP
8/6/2024	8/14/2024	WWW.DALCOONLINE.COM	461.60	DAVID JAHN
8/13/2024	8/13/2024	AMAZON MKTPL*RM96T7D11	397.92	MEGHAN JANASZAK
8/19/2024	8/21/2024	ODP BUS SOL LLC # 101090	206.68	MEGHAN JANASZAK
8/12/2024	8/13/2024	CUB FOODS #1599	86.89	BARB JOHNSON
8/15/2024	8/19/2024	PARTY CITY 1138	17.74	BARB JOHNSON
8/21/2024	8/23/2024	SAFE-FAST(MW)	52.22	RANDY JOHNSON
8/9/2024	8/12/2024	STERICYCLE INC/SHRED-IT	396.83	LOIS KNUTSON
8/12/2024	8/13/2024	SARPINO'S PIZZERIA	120.44	LOIS KNUTSON
8/19/2024	8/20/2024	AMZN MKTP US*RU9G35DH1	168.12	ERIC KUBAT
8/19/2024	8/21/2024	IAAI	288.00	ERIC KUBAT
8/19/2024	8/21/2024	IAAI	90.00	ERIC KUBAT
8/20/2024	8/22/2024	THE HOME DEPOT #2801	13.94	ERIC KUBAT
8/8/2024	8/12/2024	MENARDS 3385	86.27	JASON KUCHENMEISTER
8/14/2024	8/16/2024	SIRCHIE ACQUISITION COMPA	39.37	JASON KUCHENMEISTER
8/16/2024	8/19/2024	BREEZY POINT RESORT INTL	170.73	JASON KUCHENMEISTER
8/19/2024	8/20/2024	APWA - PWX REGISTRATION	1,108.00	STEVE LOVE
8/20/2024	8/20/2024	TRAVELOCITY*7290099207	1,676.09	STEVE LOVE
8/16/2024	8/19/2024	THE HOME DEPOT #2801	66.39	MICHAEL MALESKI
8/21/2024	8/22/2024	PIONEER PRESS CIRC	14.00	MIKE MARTIN
8/16/2024	8/19/2024	MINNESOTA STATE COLLEGES	575.00	BRAD MCGEE
8/12/2024	8/13/2024	MACQUEEN EMERG/EQUIP	718.72	JASON MLODZIK
8/8/2024	8/12/2024	INTERNATIONAL ASSOCIATION	699.00	MICHAEL MONDOR

Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
8/13/2024	8/14/2024	UBER TRIP	63.77	MICHAEL MONDOR
8/14/2024	8/15/2024	WWW.IAFC.ORG	25.00	MICHAEL MONDOR
8/17/2024	8/19/2024	UBER TRIP	36.81	MICHAEL MONDOR
8/20/2024	8/22/2024	RIVERTOWN ANIMAL HOSPITAL	336.23	MICHAEL MONDOR
8/20/2024	8/23/2024	RIVERTOWN ANIMAL HOSPITAL	(336.23)	MICHAEL MONDOR
8/21/2024	8/22/2024	BSHIFTER	500.00	MICHAEL MONDOR
8/22/2024	8/23/2024	BRUNT WORKWEAR	156.49	AIDEN MORRIS-KARL
8/12/2024	8/13/2024	CANVA* I04241-63833530	15.00	JOHANNA MOUTON
8/17/2024	8/19/2024	AMAZON MKTPL*RU3YS12T2	37.37	JOHANNA MOUTON
8/19/2024	8/20/2024	CINTAS CORP	71.11	JOHANNA MOUTON
8/20/2024	8/21/2024	KAP ED/AWARDS BY HAMMOND	225.00	JOHANNA MOUTON
8/20/2024	8/22/2024	SLEEP NUMBER #10843	637.18	JOHANNA MOUTON
8/21/2024	8/22/2024	WALGREENS #01751	54.82	JOHANNA MOUTON
8/19/2024	8/21/2024	THE HOME DEPOT #2801	33.90	KEN NIELSEN
8/13/2024	8/14/2024	GRUBERS POWER EQUIPMEN	76.98	JORDAN ORE
8/16/2024	8/19/2024	MENARDS OAKDALE MN	64.62	JORDAN ORE
8/9/2024	8/12/2024	BOUND TREE MEDICAL LLC	619.42	KENNETH POWERS
8/9/2024	8/12/2024	LIFE ASSIST INC	942.92	KENNETH POWERS
8/16/2024	8/19/2024	LIFE ASSIST INC	507.00	KENNETH POWERS
8/19/2024	8/20/2024	TELEFLEX LLC	2,010.50	KENNETH POWERS
8/19/2024	8/21/2024	BOUND TREE MEDICAL LLC	299.19	KENNETH POWERS
8/12/2024	8/13/2024	FACTORY MOTOR PARTS (19)	23.88	STEVEN PRIEM
8/12/2024	8/13/2024	FACTORY MOTOR PARTS (19)	8.71	STEVEN PRIEM
8/12/2024	8/14/2024	APPLE FORD WHITE BEAR LAK	54.35	STEVEN PRIEM
8/13/2024	8/14/2024	TURFWERKS - DAVIS EQUIP	480.08	STEVEN PRIEM
8/13/2024	8/14/2024	FACTORY MOTOR PARTS (19)	46.13	STEVEN PRIEM
8/14/2024	8/15/2024	POMPS TIRE 021	1,608.92	STEVEN PRIEM
8/14/2024	8/15/2024	TRI-STATE BOBCAT	1,304.99	STEVEN PRIEM
8/14/2024	8/15/2024	METRO PRODUCTS INC	191.64	STEVEN PRIEM
8/15/2024	8/16/2024	HARBOR FREIGHT TOOLS 612	19.47	STEVEN PRIEM
8/15/2024	8/16/2024	FACTORY MOTOR PARTS (19)	28.50	STEVEN PRIEM
8/19/2024	8/20/2024	FACTORY MOTOR PARTS (19)	67.04	STEVEN PRIEM
8/19/2024	8/20/2024	FACTORY MOTOR PARTS (19)	60.28	STEVEN PRIEM
8/20/2024	8/21/2024	FACTORY MOTOR PARTS (19)	40.93	STEVEN PRIEM
8/20/2024	8/21/2024	FACTORY MOTOR PARTS (19)	43.00	STEVEN PRIEM
8/20/2024	8/21/2024	TRI-STATE BOBCAT	734.91	STEVEN PRIEM
8/20/2024	8/22/2024	ZARNOTH BRUSH WORKS INC	1,642.14	STEVEN PRIEM
8/21/2024	8/22/2024	APPLE FORD WHITE BEAR LAK	182.72	STEVEN PRIEM
8/21/2024	8/22/2024	POMPS TIRE 021	206.00	STEVEN PRIEM
8/21/2024	8/22/2024	FACTORY MOTOR PARTS (19)	2,290.20	STEVEN PRIEM
8/21/2024	8/22/2024	BATTERIES PLUS - #0031	65.51	STEVEN PRIEM
8/22/2024	8/23/2024	APPLE FORD WHITE BEAR LAK	1,015.04	STEVEN PRIEM
8/22/2024	8/23/2024	FACTORY MOTOR PARTS (19)	9.12	STEVEN PRIEM
8/22/2024	8/23/2024	FACTORY MOTOR PARTS (19)	11.76	STEVEN PRIEM

Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
8/22/2024	8/23/2024	FACTORY MOTOR PARTS (19)	49.44	STEVEN PRIEM
8/22/2024	8/23/2024	FACTORY MOTOR PARTS (19)	46.88	STEVEN PRIEM
8/15/2024	8/16/2024	AMAZON.COM*RU3659G92	33.38	MICHAEL RENNER
8/19/2024	8/20/2024	AMAZON MKTPL*R48DW0NA2	677.07	MICHAEL RENNER
8/15/2024	8/16/2024	CINTAS CORP	86.35	AUDRA ROBBINS
8/17/2024	8/19/2024	AMAZON MKTPL*RU7X16P51	72.93	AUDRA ROBBINS
8/20/2024	8/22/2024	ON SITE SANITATION INC	218.00	AUDRA ROBBINS
8/15/2024	8/16/2024	AMAZON MKTPL*RU8FM5GZ2	39.48	JOSEPH RUEB
8/16/2024	8/19/2024	AMAZON.COM*RU1JL2H12	7,200.00	JOSEPH RUEB
8/9/2024	8/12/2024	STREICHER'S MO	3,395.50	STEPHANIE SHEA
8/15/2024	8/16/2024	CINTAS CORP	89.52	STEPHANIE SHEA
8/17/2024	8/19/2024	GALLS	1,649.23	STEPHANIE SHEA
8/22/2024	8/23/2024	CINTAS CORP	89.52	STEPHANIE SHEA
8/12/2024	8/13/2024	TIER 1 CONCEALED	159.49	JOSEPH STEINER
8/13/2024	8/15/2024	SIXT.COM/ ONLINE	291.96	JOSEPH STEINER
8/14/2024	8/15/2024	TRAVELOCITY*7289742745	19.00	JOSEPH STEINER
8/14/2024	8/16/2024	UNITED 0162413071205	187.30	JOSEPH STEINER
8/15/2024	8/16/2024	DUNKIN #358007	21.45	JOSEPH STEINER
8/13/2024	8/15/2024	CITY OF COTTAGE GROVE	(180.00)	BRIAN TAUZELL
8/13/2024	8/15/2024	CITY OF COTTAGE GROVE	(180.00)	BRIAN TAUZELL
8/13/2024	8/15/2024	CITY OF COTTAGE GROVE	(179.99)	BRIAN TAUZELL
8/13/2024	8/15/2024	CITY OF COTTAGE GROVE	(179.99)	BRIAN TAUZELL
8/15/2024	8/16/2024	PSI SERVICES LLC	(175.00)	BRIAN TAUZELL
8/19/2024	8/21/2024	CITY OF COTTAGE GROVE	(0.01)	BRIAN TAUZELL
8/19/2024	8/21/2024	CITY OF COTTAGE GROVE	(0.01)	BRIAN TAUZELL
8/8/2024	8/12/2024	DIAMOND VOGEL PAINT #807	437.50	TODD TEVLIN
8/12/2024	8/15/2024	PAYPAL *FIREMARSHAL	175.00	JORDAN WARDELL
8/14/2024	8/15/2024	ESCH CONSTRUCTION SU	320.39	MATT WOHRLE
8/14/2024	8/15/2024	NAPA STORE 3279016	439.50	MATT WOHRLE
8/20/2024	8/22/2024	APPLE FORD WHITE BEAR LAK	11.81	MATT WOHRLE
8/21/2024	8/22/2024	CARPENTERS NSP LLC	7.04	MATT WOHRLE
8/9/2024	8/12/2024	APPLE FORD WHITE BEAR LAK	163.05	BOON XIONG
8/15/2024	8/16/2024	TERMINAL SUPPLY-MINN 7	72.42	BOON XIONG
8/16/2024	8/19/2024	APPLE FORD WHITE BEAR LAK	1,074.15	BOON XIONG
8/20/2024	8/21/2024	EMERGENCY AUTOMOTIVE TECH	226.20	BOON XIONG
8/13/2024	8/14/2024	HEJNY RENTAL INC	153.68	SOLOMAN YANG
8/13/2024	8/14/2024	HEJNY RENTAL INC	64.00	SOLOMAN YANG
8/9/2024	8/12/2024	LIFE ASSIST INC	371.70	ERIC ZAPPA
8/9/2024	8/12/2024	GRAINGER	42.50	ERIC ZAPPA
		Rebate Received	(7,096.78)	
			<u>\$ 56,534.36</u>	

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Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
9/1/2024	9/2/2024	ISSUU	\$ 420.00	CHAD BERGO
8/30/2024	9/2/2024	OPENAI *CHATGPT SUBSCR	20.00	BRIAN BIERDEMAN
8/22/2024	8/26/2024	SAMS CLUB #6309	(26.46)	NEIL BRENEMAN
8/28/2024	8/29/2024	CINTAS CORP	303.34	TROY BRINK
8/26/2024	8/27/2024	GRAPHIC DESIGN INC	125.58	DANIEL BUSACK
8/28/2024	8/29/2024	EMERGENCY AUTOMOTIVE TECH	172.50	DANIEL BUSACK
8/29/2024	8/30/2024	SQ *HOTSYS MINNESOTA	363.63	DANIEL BUSACK
8/30/2024	9/2/2024	IN *GRAFIX SHOPPE	80.00	DANIEL BUSACK
8/30/2024	9/2/2024	ACCO BRANDS DIRECT	105.12	DANIEL BUSACK
8/27/2024	8/29/2024	STATE SUPPLY COMPANY IN	193.86	SCOTT CHRISTENSON
8/28/2024	8/29/2024	OVERHEAD DOOR COMPANY OF	598.00	SCOTT CHRISTENSON
8/28/2024	8/29/2024	COIT SERVICES MINNESOTA I	730.00	SCOTT CHRISTENSON
8/28/2024	8/29/2024	JOHN HENRY FOSTER MINNESO	2,724.74	SCOTT CHRISTENSON
8/28/2024	9/2/2024	STATE SUPPLY COMPANY IN	30.32	SCOTT CHRISTENSON
8/30/2024	9/2/2024	MENARDS OAKDALE MN	27.40	SCOTT CHRISTENSON
9/3/2024	9/5/2024	STATE SUPPLY COMPANY IN	88.42	SCOTT CHRISTENSON
9/6/2024	9/6/2024	PANERA BREAD #601305 O	81.31	MIKE DARROW
8/27/2024	8/28/2024	WILLIAMS RDM, INC.	569.50	BRAD DAVISON
9/3/2024	9/4/2024	TIDAL WAVE MAPLEWOOD	22.76	BRAD DAVISON
8/22/2024	8/26/2024	FBI LEEDA INC	795.00	JOSEPH DEMULLING
8/22/2024	8/26/2024	A & W	31.30	JOSEPH DEMULLING
8/26/2024	8/27/2024	STORMTRAININGGROUP.COM	299.00	JOSEPH DEMULLING
9/4/2024	9/6/2024	LEAGUE OF MINNESOTA CITI	30.00	JOSEPH DEMULLING
8/30/2024	9/2/2024	ODP BUS SOL LLC # 101090	115.31	CHRISTINE EVANS
8/22/2024	8/26/2024	SHI INTERNATIONAL CORP	5,461.28	MYCHAL FOWLDS
8/29/2024	8/29/2024	COMCAST CABLE COMM	16.17	MYCHAL FOWLDS
8/30/2024	9/2/2024	OPENAI *CHATGPT SUBSCR	20.00	MYCHAL FOWLDS
8/30/2024	9/2/2024	SHI INTERNATIONAL CORP	6,211.50	MYCHAL FOWLDS
9/1/2024	9/2/2024	VZWRLSS*APOCC VISB	796.20	MYCHAL FOWLDS
9/6/2024	9/6/2024	COMCAST CABLE COMM	23.12	MYCHAL FOWLDS
8/23/2024	8/26/2024	OPENAI *CHATGPT SUBSCR	20.00	NICK FRANZEN
8/24/2024	8/26/2024	WASABI TECHNOLOGIES	82.84	NICK FRANZEN
9/2/2024	9/3/2024	AMAZON MARK* RK4RR97J1	24.80	ALEX GERONSIN
9/2/2024	9/3/2024	AMAZON MARK* RK1G087U1	25.81	ALEX GERONSIN
8/28/2024	8/29/2024	AIRGAS - NORTH	189.09	MICHAEL HAGEN
8/29/2024	8/30/2024	ASPEN MILLS	221.89	MICHAEL HAGEN
9/3/2024	9/4/2024	AIRGAS - NORTH	310.92	MICHAEL HAGEN
9/3/2024	9/4/2024	AIRGAS - NORTH	101.78	MICHAEL HAGEN
9/3/2024	9/4/2024	AIRGAS - NORTH	247.35	MICHAEL HAGEN
9/4/2024	9/5/2024	AMAZON MARK* ZT71Z4872	78.39	MICHAEL HAGEN
8/24/2024	8/26/2024	AMAZON.COM*R42YY3RC2	24.67	TAMARA HAYS
8/26/2024	8/27/2024	MN RECREATION AND PARK A	470.00	TAMARA HAYS
8/30/2024	9/2/2024	MENARDS 3385	98.01	TAMARA HAYS
9/4/2024	9/6/2024	THE HOME DEPOT #2801	49.92	TAMARA HAYS
9/5/2024	9/6/2024	AMAZON.COM*ZT9085KJ2	35.30	TAMARA HAYS

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8/23/2024	8/26/2024	88 TACTICAL	225.00	MICHAEL HOEMKE
8/27/2024	8/28/2024	TIDAL WAVE MAPLEWOOD	28.18	MICHAEL HOEMKE
8/30/2024	9/2/2024	BLAUER MANUFACTURING	464.98	MICHAEL HOEMKE
9/4/2024	9/5/2024	LEAGUE OF MINNESOTA CITI	30.00	MICHAEL HOEMKE
8/23/2024	9/2/2024	DALCO ENTERPRISES	1,750.64	DAVID JAHN
8/27/2024	8/28/2024	AMAZON MKTPL*RK5H66P52	39.96	MEGHAN JANASZAK
8/23/2024	8/26/2024	U OF M CONTLEARNING OL	150.00	JON JAROSCH
8/27/2024	8/28/2024	CUB FOODS #1599	72.02	BARB JOHNSON
8/28/2024	8/28/2024	AMAZON MARK* RK61V2C80	118.93	BARB JOHNSON
8/29/2024	8/30/2024	AMZN MKTP US*RK1A66A71	45.11	BARB JOHNSON
9/4/2024	9/5/2024	AMAZON MKTPL*ZT5KG4ME2	400.05	BARB JOHNSON
8/26/2024	8/27/2024	DEPARTMENT OF LABOR AND I	85.00	RANDY JOHNSON
8/27/2024	8/27/2024	PANERA BREAD #601305 O	113.68	LOIS KNUTSON
8/30/2024	9/2/2024	OPENAI *CHATGPT SUBSCR	20.00	LOIS KNUTSON
8/30/2024	9/2/2024	STERICYCLE INC/SHRED-IT	87.05	LOIS KNUTSON
8/24/2024	8/26/2024	COSTCO WHSE#0652	106.38	JASON KUCHENMEISTER
9/3/2024	9/5/2024	MENARDS 3385	86.24	JASON KUCHENMEISTER
9/3/2024	9/6/2024	MENARDS 3385	(11.30)	JASON KUCHENMEISTER
9/4/2024	9/6/2024	SIRCHIE ACQUISITION COMPA	18.46	JASON KUCHENMEISTER
8/29/2024	8/30/2024	AMAZON MARK* RK9FM1AV0	23.98	MICHAEL MALESKI
8/27/2024	8/28/2024	PIONEER PRESS CIRC	14.00	MIKE MARTIN
8/30/2024	9/2/2024	FSP*MAHCO	125.00	MIKE MARTIN
9/4/2024	9/5/2024	APA MN CHAPTER	467.00	MIKE MARTIN
9/4/2024	9/5/2024	DMA INTLINC	194.57	MIKE MARTIN
8/23/2024	8/26/2024	MINNESOTA STATE COLLEGES	(575.00)	BRAD MCGEE
8/27/2024	8/29/2024	THE HOME DEPOT #2801	29.14	BRAD MCGEE
8/31/2024	9/2/2024	AMAZON MARK* RK7VK9YS2	41.70	BRAD MCGEE
8/26/2024	8/27/2024	SITEONE LANDSCAPE SUPPLY,	315.96	JASON MLODZIK
8/30/2024	8/30/2024	OPENAI *CHATGPT SUBSCR	20.00	MICHAEL MONDOR
8/21/2024	8/26/2024	DIVISION STREET FUELS ARC	90.36	AIDEN MORRIS-KARL
8/23/2024	8/26/2024	AMAZON.COM*R423L01S1	72.00	JOHANNA MOUTON
8/23/2024	8/26/2024	ADAMS PEST CONTROL INC	80.00	JOHANNA MOUTON
8/23/2024	8/26/2024	ADAMS PEST CONTROL INC	80.00	JOHANNA MOUTON
8/26/2024	8/27/2024	ADAMS PEST CONTROL INC	80.00	JOHANNA MOUTON
8/26/2024	8/27/2024	COSTCO WHSE #1021	118.51	JOHANNA MOUTON
8/27/2024	8/27/2024	AMAZON MARK* RK7RO7EO2	204.70	JOHANNA MOUTON
8/27/2024	8/28/2024	HY-VEE MAPLEWOOD 1402	70.00	JOHANNA MOUTON
8/30/2024	9/2/2024	IN *MARIE RIDGEWAY LICSW,	480.00	JOHANNA MOUTON
9/2/2024	9/3/2024	AMAZON MKTPL*RK8VD49M0	89.47	JOHANNA MOUTON
9/4/2024	9/5/2024	IN *MARIE RIDGEWAY LICSW,	160.00	JOHANNA MOUTON
9/3/2024	9/4/2024	LIFE ASSIST INC	482.96	KENNETH POWERS
9/4/2024	9/6/2024	BOUND TREE MEDICAL LLC	730.40	KENNETH POWERS
8/26/2024	8/27/2024	SQ *TWIN CITIES TRANSPORT	200.00	STEVEN PRIEM
8/26/2024	8/27/2024	MIDWEST HASTINGS	204.33	STEVEN PRIEM
8/26/2024	8/27/2024	MIDWAY FORD	410.70	STEVEN PRIEM

Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
8/26/2024	8/27/2024	FACTORY MOTOR PARTS (19)	102.73	STEVEN PRIEM
8/26/2024	8/28/2024	NUSS TRUCK & EQUIPMENT	1,136.34	STEVEN PRIEM
8/28/2024	8/29/2024	APPLE FORD WHITE BEAR LAK	(500.00)	STEVEN PRIEM
8/28/2024	8/29/2024	APPLE FORD WHITE BEAR LAK	26.79	STEVEN PRIEM
8/28/2024	8/29/2024	APPLE FORD WHITE BEAR LAK	2,176.97	STEVEN PRIEM
8/28/2024	8/29/2024	KENS AUTO REPAIR LLC	219.36	STEVEN PRIEM
8/28/2024	8/29/2024	FACTORY MOTOR PARTS (19)	228.32	STEVEN PRIEM
8/30/2024	9/2/2024	FORCE AMER. DISTRIBUTING	9,926.82	STEVEN PRIEM
8/30/2024	9/2/2024	STATE CHEMIC*STATE CHE	356.21	STEVEN PRIEM
9/3/2024	9/4/2024	FACTORY MOTOR PARTS (19)	116.84	STEVEN PRIEM
9/3/2024	9/4/2024	FLEETPRIDE570	272.82	STEVEN PRIEM
9/4/2024	9/5/2024	FACTORY MOTOR PARTS (19)	18.40	STEVEN PRIEM
9/4/2024	9/5/2024	AMAZON MKTPL*ZT5TU33P0	14.99	MICHAEL RENNER
8/28/2024	8/29/2024	TRUGREEN *LOCKBOX	673.84	AUDRA ROBBINS
8/29/2024	8/30/2024	CINTAS CORP	137.19	AUDRA ROBBINS
8/30/2024	9/2/2024	ON SITE SANITATION INC	2,746.00	AUDRA ROBBINS
9/4/2024	9/6/2024	ON SITE SANITATION INC	25.00	AUDRA ROBBINS
8/23/2024	8/26/2024	AMAZON MKTPL*R48EC3AF1	14.81	JOSEPH RUEB
9/3/2024	9/5/2024	SAFE-FAST(MW)	66.00	SCOTT SCHULTZ
9/4/2024	9/5/2024	POMPS TIRE 021	1,505.30	SCOTT SCHULTZ
9/4/2024	9/5/2024	POMPS TIRE 021	1,445.68	SCOTT SCHULTZ
8/22/2024	8/26/2024	ODP BUS SOL LLC # 101090	2.99	STEPHANIE SHEA
8/23/2024	8/26/2024	ODP BUS SOL LLC # 101090	64.12	STEPHANIE SHEA
8/23/2024	8/26/2024	ODP BUS SOL LLC # 101090	16.99	STEPHANIE SHEA
8/26/2024	8/27/2024	THOMSON WEST*TCD	700.69	STEPHANIE SHEA
8/29/2024	8/30/2024	CINTAS CORP	22.38	STEPHANIE SHEA
9/5/2024	9/6/2024	CINTAS CORP	44.76	STEPHANIE SHEA
8/27/2024	8/28/2024	MINNESOTA COUNTY ATTORNEY	36.00	JOSEPH STEINER
8/28/2024	8/29/2024	SIXT.COM/ ONLINE	(341.22)	JOSEPH STEINER
8/29/2024	8/30/2024	BCA TRAINING EDUCATION	75.00	JOSEPH STEINER
8/25/2024	8/26/2024	BATTERIES PLUS - #0031	6.49	JORDAN WARDELL
8/26/2024	8/27/2024	POSITIVE PROMOTIONS	1,131.61	JORDAN WARDELL
9/4/2024	9/6/2024	MINN FIRE SVC CERT BOARD	136.50	JORDAN WARDELL
8/26/2024	8/27/2024	COREMARK METALS -MN	207.10	JEFF WILBER
8/27/2024	8/28/2024	COREMARK METALS -MN	159.42	MATT WOEHRLE
8/28/2024	8/29/2024	TRI-STATE BOBCAT	27.43	MATT WOEHRLE
8/29/2024	8/30/2024	TRI-STATE BOBCAT	212.62	MATT WOEHRLE
8/29/2024	8/30/2024	TRI-STATE BOBCAT	265.92	MATT WOEHRLE
8/30/2024	9/2/2024	TRI-STATE BOBCAT	353.09	MATT WOEHRLE
9/3/2024	9/4/2024	NTE 5413	154.98	MATT WOEHRLE
9/4/2024	9/5/2024	APPLE FORD WHITE BEAR LAK	260.17	MATT WOEHRLE
8/23/2024	8/26/2024	APPLE FORD WHITE BEAR LAK	109.56	BOON XIONG
8/26/2024	8/27/2024	MACQUEEN EMERG/EQUIP	658.36	BOON XIONG
8/27/2024	8/28/2024	MACQUEEN EMERG/EQUIP	329.18	BOON XIONG
8/28/2024	8/29/2024	MACQUEEN EMERG/EQUIP	(329.18)	BOON XIONG

Purchasing Card Items

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
8/29/2024	8/30/2024	APPLE FORD WHITE BEAR LAK	58.27	BOON XIONG
8/30/2024	9/2/2024	TRI-STATE BOBCAT	52.32	BOON XIONG
9/4/2024	9/5/2024	APPLE FORD WHITE BEAR LAK	152.98	BOON XIONG
9/4/2024	9/5/2024	CUMMINS INC - E4	131.20	BOON XIONG
9/5/2024	9/6/2024	APPLE FORD WHITE BEAR LAK	54.35	BOON XIONG
9/5/2024	9/6/2024	MIDWEST HASTINGS	301.09	BOON XIONG
8/28/2024	8/30/2024	SAFE-FAST(MW)	65.85	SOLOMAN YANG
			<u>\$ 56,281.26</u>	

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager

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

PRESENTER: Danette Parr, Community Development Director

AGENDA ITEM: Conditional Use Permit Review, Cassia Senior Housing Facility, 1438 County Road C East

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

The conditional use permit for the Cassia Senior Housing Facility, located at 1438 County Road C East, is due for its annual review.

Recommended Action:

Motion to approve the CUP review for Cassia Senior Housing Facility, located at 1438 County Road C East, and review again only if a problem arises or a significant change is proposed.

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

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

Background:

On October 28, 2019, the city council approved a conditional use permit to construct a 193,520 square-foot senior housing facility on the property. The construction and overall site work is complete and the property has a Certificate of Occupancy. The property is meeting the council's conditions of approval and staff has no concerns regarding this project. Staff recommends approving the CUP review and reviewing only if a problem arises or a significant change is proposed.

Reference Information***Site Description***

Site Size: 17.15 Acres

Surrounding Land Uses

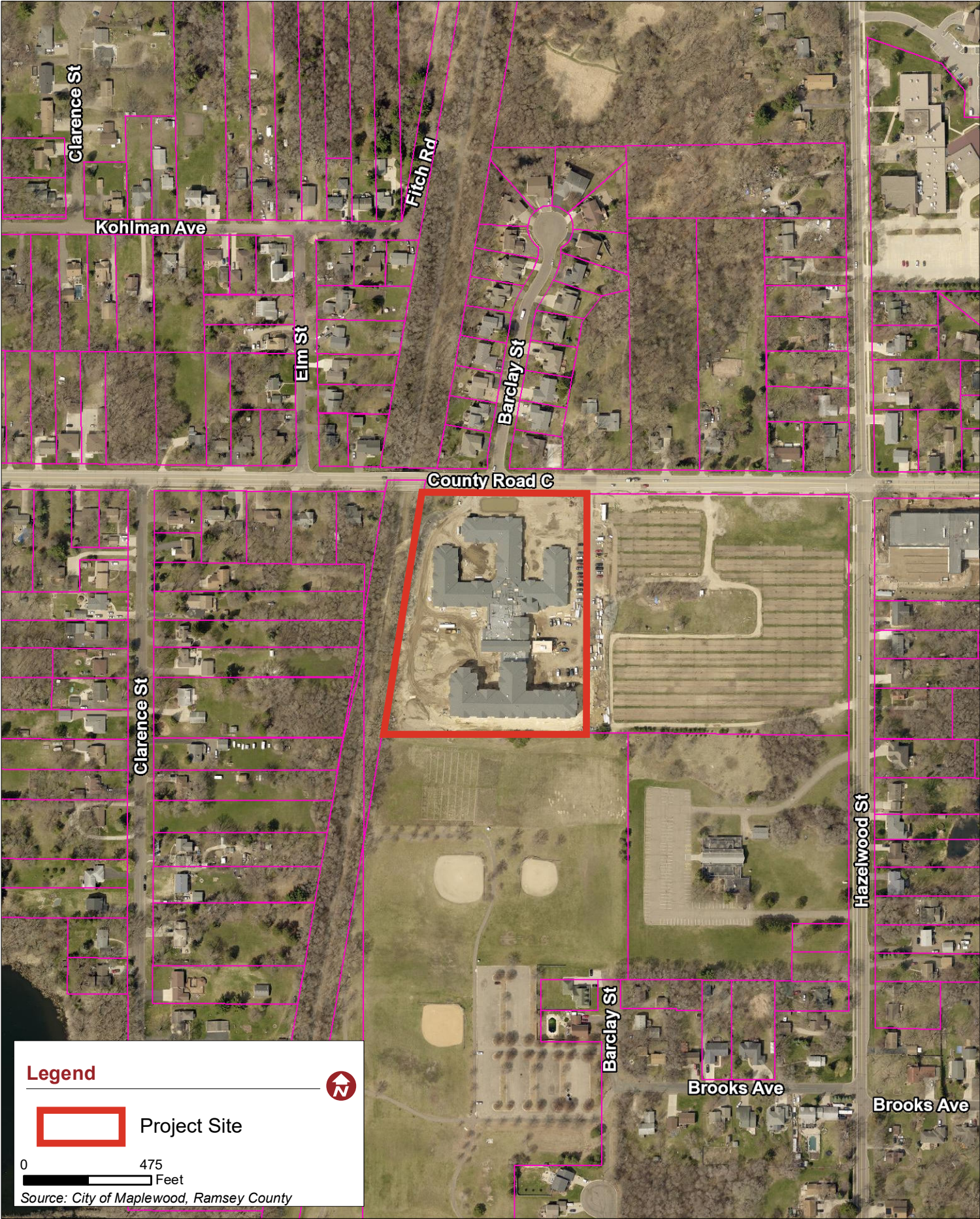
North: Single-Dwelling Residential
South: City Park/Religious Facility
East: Community Gardens
West: Single-Dwelling Residential/Bruce Vento Trail

Planning

Existing Land Use: High-Density Residential
Existing Zoning: Planned Unit Development

Attachments:

1. Overview Map
2. City Council Minutes, October 28, 2019



Councilmember Smith moved to approve the conditional use permit for a planned unit development resolution which approves a four-story, 141-unit senior housing building to be constructed at 1534 County Road C East.

Resolution 19-10-1747

Conditional Use Permit for a Planned Unit Development Resolution

WHEREAS, Andrew Centanni, on behalf of Elim Care, has applied for a conditional use permit for a planned unit development for its proposed 141-unit senior housing facility to be located at 1534 County Road C East.

WHEREAS, a future use as part of this property is a church which will be built at a later date and Section 44-1092 requires a conditional use permit for churches.

WHEREAS, the existing use of community gardens will remain in place east of the new senior housing facility and Section 18-612 requires a conditional use permit for community gardens more than one acre in size.

WHEREAS, Section 44-1092 of the city ordinances requires a conditional use permit for planned unit developments built within the City of Maplewood.

WHEREAS, this permit applies to the existing properties located at 1448 and 1534 County Road C East. The legal description of the properties are:

The N. 20 acres of the East 1/2 of the Northwest 1/4 of Section 10, in Township 29 North, Range 22 West, Ramsey County, Minnesota, Except that part thereof described as follows: The South 105 feet of the North 395 feet of the West 207.5 feet of the East 867.3 feet of the North 20 acres of the East 1/2 of the Northwest 1/4 of Section 10, Township 29 North, Range 22 West, Ramsey County, Minnesota and the South 103 feet of the North 393 feet of the West 207.5 feet of the East 659.8 feet of the North 20 acres of the East 1/2 of the Northwest 1/4, Section 10, Township 29 North, Range 22 West, Ramsey County, Minnesota, excepting from the conveyance all existing railroad right-of-way and railroad easements.

AND

The South 105 feet of the North 395 feet of the West 207.5 feet of the East 867.3 feet of the North 20 acres of the East 1/2 of the Northwest 1/4 of Section 10, Township 29, Range 22, Ramsey County, Minnesota.

AND

The South 103 feet of the North 393 feet of the West 207.5 feet of the East 659.5 feet of the North 20 acres of the East 1/2 of the Northwest 1/4 Section 10, Township 29, Range 22, together with an easement for road purposes over the West 30 feet of the East 615 feet of the North 290 feet of said North 20 acres of the East 1/2 of the Northwest 1/4, Section 10, Township 29, Range 22, Ramsey County, Minnesota.

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

1. On October 15, 2019, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve the conditional use permit.
2. On October 28, 2019, the city council discussed the conditional use permit. They considered reports and recommendations from the planning commission and city staff.

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

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

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.

2. The proposed construction must be started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. This approval permits the project's studio units to have a minimum of 395 square feet of floor area and the skilled nursing and transitional care units to have a minimum of 380 square feet of floor area.
5. This approval permits the project to build a 40-foot tall senior housing building. All requirements of the fire department must be met in the construction of this building.
6. This approval permits the project to provide 63 underground parking stalls and 74 surface parking stalls - a waiver of 145 spaces. If a parking shortage develops the applicant shall be required by the city to provide additional surface parking on the future church site to the east.
7. This permit approves a parking waiver for a senior housing facility. If this use is proposed to be converted to any other type of use this PUD must be amended to address parking requirements.
8. The future church building is not approved. This PUD must be revised to approve the future church.
9. The 10 acre parcel that will be the future home to a new church is approved for the use of community gardens. This community garden must adhere to all the requirements in Section 18-611.
10. Cross-access, maintenance and parking agreements between the two created parcels are required. A copy of all executed and recorded documents shall be submitted to the city.
11. All signage for this site and the future church site must be approved by the Community Design Review Board in a comprehensive sign plan.
12. Comply with all city ordinance requirements for signage and parking.

Seconded by Councilmember Juenemann

Ayes – 4
Abstain – Councilmember Knutson
due to a business
relationship

The motion passed.

~~Councilmember Smith moved to approve the lot division request to divide the parcels located at 1534 County Road C East and 1448 County Road C East into two lots for the senior housing project and future church site subject to the following conditions:~~

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager

REPORT FROM: Brian Bierdeman, Public Safety Director

PRESENTER: Brian Bierdeman, Public Safety Director

AGENDA ITEM: Staffing and Efficiency Study with the Center for Values-Based Initiatives for the Maplewood Police Department

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

The Maplewood Police Department, as part of the department's strategic goals, seeks to initiate a comprehensive Staffing and Efficiency Study. A study of this kind has never been conducted within the police department. The department is committed to being data-driven and proactive in addressing the needs of the community. This Staffing and Efficiency Study is an essential step in ensuring that the department is appropriately staffed to meet the changing demands of the growing community of Maplewood, while maintaining operational efficiency and effectiveness.

Recommended Action:

Motion to approve the Staffing and Efficiency Study Agreement with the Center for Values-Based Initiatives (CVBI) for the Maplewood Police Department.

Fiscal Impact:

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$107,500.00

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

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 Maplewood Police Department has never undergone a comprehensive Staffing and Efficiency Study to thoroughly evaluate current staffing levels, analysis of workload, shift structures and patrol deployment. Participating in this process will allow the department to identify areas where staffing may be insufficient or overextended and ensure that resources are allocated where they are needed most. Additionally, the department will gather community input and benchmark department

performance against similar-sized departments, using key metrics such as crime rates, officer response times, and overall community satisfaction.

The study will also review resource allocation, exploring the need for specialized units and additional support staff to maximize personnel deployment. In looking to the future, projections based on anticipated community growth and crime trends will be developed to ensure the department is equipped for proactive planning. The results of this study will provide actionable recommendations and a detailed implementation plan, including specific timelines and the necessary resources.

This initiative will not only guide the police department's strategic planning but will also be integral to budgetary planning and decision-making, ensuring the police department continues to deliver high-quality service while maintaining efficiency. It is important to note that this study will be funded through public safety aid money.

To conduct the study, a request for quotes (RFQ) was sent to three firms: The Center for Values-Based Initiatives (CVBI), Raftelis, and The Axtel Group. The following quotes were received:

<u>Company</u>	<u>Proposal Total Cost</u>
Axtel Group	\$109,900.00
CVBI	\$107,500.00
Raftelis	\$99,500.00

A committee of police administrative staff scored the RFQs based on several criteria, including qualifications and experience, methodology and approach, knowledge of local issues, project timeline, cost, references and past performance.

After careful consideration, The Center for Values-Based Initiatives (CVBI) was selected as it offered the best overall value for the city by aligning seamlessly with the department's goals and providing a forward-thinking, actionable staffing study. Their approach complements Maplewood's community-oriented policing strategy and supports the long-term public safety objectives of the department. CVBI demonstrated a deep understanding of the unique challenges the department faces, particularly in delivering effective public safety services within a diverse and evolving community like Maplewood. This local expertise will be invaluable in ensuring the study's recommendations are both practical and tailored to the specific needs of the department. While CVBI's bid wasn't the lowest, their proposal stood out for its comprehensive scope, added value through their methodology, and relevant experience. Opting for a firm based purely on cost could compromise the quality and long-term impact of the study, which would be a disservice to the city. The department is confident that CVBI's expertise will guide department resource allocation in a way that enhances both the department's operations and the community's well-being for years to come.

Attachments:

1. Center for Values-Based Initiatives Services Agreement

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement for Professional Services (this "Agreement"), made this 23rd day of September 2024, by and between the City of Maplewood a Minnesota municipal corporation with its principal office located at: 1830 County Road B East, Maplewood, Minnesota 55109 (the "City") and Center for Values-Based Initiatives, a Limited Liability Company with its principal office located at: 2134 4th Street East, Saint Paul, Minnesota 55119 ("Contractor").

I. SERVICES TO BE PROVIDED.

Contractor will provide the City with the services listed on the attached Exhibit A (the "Services"). The Services provided by Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.

II. COST OF PRODUCTS AND SERVICES.

The City shall pay Contractor not in excess of \$107,500.00 as compensation for the Services set forth in Exhibit A. The Services to be performed under this Agreement shall commence on the date that it is signed by both parties. Contractor shall send the City an invoice for the Services performed at the end of each month. Invoices shall be paid by the City within 30 days.

The City shall not be responsible for payment for any additional costs or work performed by Contractor that is not listed on the attached Exhibit A unless it is expressly pre-approved by the City.

III. CITY'S RESPONSIBILITIES.

The City shall provide Contractor with available relevant materials pertaining to the public safety staffing study to be performed by Contractor.

IV. TERMINATION OF AGREEMENT.

The City may terminate this Agreement at any time for any reason or no reason at all. The parties, by mutual agreement, may terminate this Agreement at any time. Notice of termination shall be in writing in accordance with Section IX F of this Agreement. In the event of termination, Contractor shall be paid for all services rendered as of the date of termination.

V. WORK PRODUCTS AND OWNERSHIP OF DOCUMENTS.

Any reports, studies, records, information, plans, drawings, or other work products prepared and developed in connection with the provision of services pursuant to this

Agreement shall become the property of the City upon delivery to City representatives.

VI. INDEPENDENT CONTRACTOR.

All services provided pursuant to this Agreement shall be provided by Contractor as an independent contractor and not as an employee of the City for any purpose. Any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the City. Any and all actions which arise as a consequence of any act or omission on the part of Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the City. Contractor, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the City's employees, except as otherwise stated herein.

VII. INDEMNIFICATION.

Contractor and any and all officers, employees, subcontractors, and agents of Contractor, or any other person engaged by Contractor in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the City and its officials, employees, contractors and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by Contractor, its officers, employees, subcontractors, and agents, or any other person engaged by Contractor in the performance of services provided by Contractor pursuant to this Agreement. In no event shall the City be liable to Contractor for consequential, incidental, indirect, special, or punitive damages.

VIII. INSURANCE.

Contractor agrees to maintain, at its expense, statutory workers' compensation insurance coverage. Contractor also agrees to maintain, at its expense, general commercial liability insurance coverage insuring Contractor against claims for bodily injury, death, or property damage arising out of Contractor's general business activities (including automobile use). Contractor also agrees to maintain at its expense professional liability insurance coverage insuring Contractor against damages to the extent caused by Contractor's negligent act, error or omission in the performance of professional services under this Agreement. The commercial and professional liability insurance policies shall provide coverage for each occurrence in the minimum amount of \$1,000,000. Upon request of the City, Contractor shall provide the City with certificates of insurance, showing evidence of the required coverage. Contractor shall name the City as an additional insured on its general commercial general liability insurance policy.

IX. MISCELLANEOUS PROVISIONS.

A. Entire Agreement.

This Agreement shall constitute the entire agreement between the City and Contractor and supersedes any other written or oral agreements between the City and Contractor. This Agreement can only be modified in writing signed by the City and Contractor.

B. Data Practices Act Compliance.

Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Contractor will immediately report to the City any requests from third parties for information relating to this Agreement. Contractor agrees to promptly respond to inquiries from the City concerning data requests.

C. Choice of Law and Venue.

This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

D. No Assignment.

This Agreement may not be assigned by either party.

E. Compliance with Laws.

Contractor shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in performing the Services under this Agreement.

F. Notices. Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

City:	City of Maplewood 1830 County Road B East Maplewood, MN 55109 Attn: City Manager
-------	---

with a copy to: City of Maplewood
1830 County Road B East
Maplewood, MN 55109
Attn: Director of Public Safety

Contractor: Center for Values-Based Initiatives
2134 4th Street East
Saint Paul, MN 55119
Attn: Matt Bostrom

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

G. Waiver. No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

H. Severability. In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

I. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute but one and the same instrument.

* * * * *

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

CITY OF MAPLEWOOD

By: _____
Marylee Abrams
Its: Mayor
Date: _____

By: _____
Michael Sable
Its: City Manager
Date: _____

CONTRACTOR


By: 
Matt Bostrom
Its: President
Date: 09/23/2024

EXHIBIT A

Description of Services to be Provided by Contractor (or Contractor's Proposal)



STAFFING STUDY

MAPLEWOOD POLICE DEPARTMENT

Request for Quotation MPD-2024-SS

August 9, 2024

Matt Bostrom, PhD



Center for
Values-Based
Initiatives

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SECTION 1: SCOPE OF WORK

This proposal is in response to the Maplewood Police Department (MPD) Request for Quotation (RFQ). The MPD is seeking a qualified professional consultant to develop a plan for guiding the future police services to the Maplewood community in the most efficient and effective manner. The Center for Values-Based Initiatives (CVBI) has a longstanding personal and professional connection with the City of Maplewood and would be honored to positively contribute to the police department and community.

The CVBI is committed to the application of best-practices in all aspects for police services; therefore, the CVBI's approach will follow a strategic planning model that has been shown to increase organizational performance, employee morale, and police/community trust. In brief, the primary goal of this proposal is to conduct a comprehensive police services staffing study and guided by best practices, make recommendations and provide an implementable plan for the future success of the department.

The CVBI understands and affirms the purpose, goals, and deliverables associated with the MPD's staffing study. Therefore, this proposal includes a detailed work plan that meets or exceeds all the Department's expectations:

The Maplewood Police Department seeks qualified vendors to submit quotations for a comprehensive staffing study. This study will assess the department's current staffing levels, allocation, and deployment practices to ensure optimal performance and alignment with community needs. Although we are a public safety department in which the Director of Public Safety/Police Chief oversees Police, Fire, and EMS, this staffing study will focus on police staffing and operations.

The CVBI will complete the following Scope of Work and Deliverables:

- Evaluate Current Staffing: Analyze current staffing levels, shifts, and roles within the MPD.
- Assess Workload Distribution: Examine the distribution of workload among officers and support staff.
- Benchmarking: Compare MPD's staffing levels and practices with similar-sized departments in comparable communities.
- Community Needs Analysis: Assess the community's needs and expectations from the police department.
- Recommendations: Provide actionable recommendations for staffing adjustments, deployment strategies, and potential reorganization to enhance efficiency and effectiveness.
- Deliverables:
 - Initial Assessment Report: A preliminary report summarizing initial findings and potential areas for further analysis.
 - Final Report: A detailed report including all analyses, findings, and recommendations.
 - Presentation: A formal presentation of the final report to MPD leadership and relevant stakeholders.

SECTION 2: PROPOSED APPROACH AND METHODOLOGY

Approach

There is ample evidence that reducing staff and/or subjecting staff to poor working conditions reduces organizational effectiveness and morale. However, empirical studies do not show that simply increasing the number of police officers automatically improves officer safety, organizational morale, or community. Moreover, evidence cannot be found that shows the speed in answering calls for service or number of officers on the street corresponds with increased community/police trust.

Most police staffing studies do not begin with a focus on the organizational mission and the goal of increasing community/public safety. This means that many studies conclude with a report that discusses full- and part-time equivalent employees, relief factors, deployment models, and response times. In contrast, research on best-practices shows that efforts to answer public safety staffing questions must be wholistic (21CP Solutions, 2023; IACP, 2023; Wilson et al, 2014). For example, in Pillar One of the President's Task Force on 21st Century Policing (2015), the primary purpose for public safety organizational decisions should be to increase trust and legitimacy.

Too often staffing studies result in narrowly focused exploration of short term solutions to organizational challenges (Bostrom 2020). Therefore, the CVBI will utilize a comprehensive approach (International Organization for Standardization 2019) to the MPD staffing study. All aspects of the CVBI's work will align with the MPD mission: in partnership with its citizens, will work to solve problems relating to crime and the fear of crime, with an emphasis on meeting community needs (Maplewood Public Safety, 2024).

In summary, the CVBI will apply the principles of action research and best-practices throughout this study. This approach will incorporate the City's unique characteristics community composition and expectations, staffing strengths, calls for service, geography, and available budget. Mostly importantly, this approach will result in a staffing structure that increases organizational performance and trust.

Methodology

As described in the RFQ, the primary objectives of the Scope of Work include the following: Evaluate Current Staffing, Assess Workload Distribution, Benchmarking, Community Needs Analysis, and Recommendations. The CVBI's methodology to complete the MPD deliverables is a milestone-based work plan. Each milestone functions as a deliverable and includes an Initial Assessment Report to the Director of the Maplewood Public Safety which summarizes initial findings and potential areas for further analysis.

To improve future operationalization of the staffing study, instead of attempting to isolate each objective in the Scope of Work, the CVBI has intentionally included more than one objective in each milestone. The Final Report will include a detailed report including all analyses, findings, considerations, opportunities, and recommendations. The culminating event will be for the CVBI to provide an in-person formal presentation of the final report to MPD leadership and relevant stakeholders.

Methodological details regarding the CVBI's work plan, milestones, and deliverables are provided below.

MILESTONE 1
Project Commencement

Purpose

Host a kickoff meeting to introduce project objectives, milestones, and timeline to selected MPD and/or City leaders and subject matter experts.

Objectives

Meet with City staff who oversee the areas noted in the project Scope of Work, including but not limited to, Benchmarking, Evaluating Current Staffing Allocation, Workload Distribution, Community Needs, Staff Recommendations, and Overall Staffing and Structure.

Establish Contact List

Identify and be introduced to the primary contact person for each aspect of the project Scope of Work including, title, name, email, phone number, and preferred method of contact (i.e., email, text, phone, virtual, or face to face).

MILESTONE 2

Benchmark Current Services, Staffing,
Facilities, Equipment, and Budget

The second step in this study is to benchmark the current MPD services, staffing, facilities, equipment, and budget. Establishing these baselines (i.e., benchmarks) are fundamental to understanding the department's current environment and operations.

To accomplish Milestone 2, the CVBI will utilize the following data gathering and assessment factors to:

- Examine Ramsey County Emergency Communication Center (ECC) data to measure the volume of calls for the police services.
- Determine baseline for 2024 policing services, including:
 - Citizen calls for service
 - Officer-initiated services
 - Investigations
 - Property and records
 - Education/Prevention
 - Proactive policing initiatives
 - Administrative requests from residents
- Identify of the number of police employees and annual budget for:
 - Patrol
 - Investigations
 - Administration
 - Peace Officer Standards and Training (POST) Board licensed positions
 - Non-licensed positions
 - Volunteers
- Identify staffing levels and assignments, including:
 - Authorized
 - Actual
- Document physical policing structures and facilities
- Document police response vehicles, including
 - Number
 - Purpose
 - Capability
- **Optional** – Document police technology and data systems

Report

- Provide an initial assessment report to the Director of Public Safety which benchmarks the MPD's current police services, staffing, facilities, equipment, and budget.

Introduction to Milestones 3 and 4

The Scope of Work requires Community Needs Analysis: Assess the community's needs and expectations from the police department. Milestones 3 and 4 are proven practices for gaining valuable insight and recommendations from community, staff, and city leaders. The CVBI will provide two deliverables with interrelated tasks; this process builds the foundation for making future operational recommendations. The CVBI will utilize action research methods, community and staff engagement processes, and ISO 9001 recommendations to gather the information necessary to clarify the community's expectations and MPD's capacity to meet those expectations.

MILESTONE 3
 Community Engagement

The foundation for all data gathering and assessment will be based on the following:

- Community policing principles
- Guidelines for the application of ISO 9001 in local government (ISO Standard No. 18091:2019)
- City demographics
- Principles of procedural fairness
 - Fair practices
 - Transparency in word and action
 - Unbiased decision-making
 - Community and staff voice

The overarching objective is to clarify the community's expectations concerning the MPD's police services and learn the community's perspectives regarding the values that generate trust in public safety. The CVBI will use action research methods, community engagement processes, and ISO 9001 recommendations to gather the information necessary to clarify community expectations concerning core public safety services and mutual trust.

Purpose and Objectives

- Conduct a minimum of three community engagement meetings using the principles of focus group research to identify the priorities for the delivery of the City's public safety services and clarify the values and police actions that lead to increased trust.

MPD Core Services and Actions that Affect Trust

- What are the community's primary expectations of the MPD, when a:
 - Resident calls 911?
 - Crime has been committed?
- Which MPD actions increase trust?
- Which MPD actions decrease trust?

Data Gathering Process

- Conduct data gathering and analysis at each session
- Ask questions tailored to elicit the values that lead to increased trust and clarify the community's expectations related to core policing services.
- The CVBI will:
 - Audio record all listening sessions

- Transcribe audio recordings
- Record primary responses on eraser board or via projector
- Code and analyze data associated with responses and narratives
- Organize data into themes
- Organize data into core values and services

The CVBI will need assistance from the city in the following areas:

- Invitations to participants
 - Email
 - Phone call
 - Text (SMS) Reminders
- Retention of participant list
- Meeting space
- Conference table(s) and chairs
- Projector
- Eraser board/flip chart/markers
- Provision of water and coffee
- Participant sign-in sheet
- Printed agenda

Report

- Provide an initial assessment report, wherein the community's recommendations are organized into broad themes, primary values, and core police service expectations to the Director of Public Safety.

MILESTONE 4 Staff Engagement

The staff engagement process in Milestone 4 will follow the process described in Milestone 3. Therefore, the CVBI will engage staff through the following:

- Conduct three meetings with departmental staff using the principles of focus group research to align community/department values with priorities for safety services.
- Provide briefings on community engagement sessions
- Ask police staff, based on your knowledge and experience, what would you add to the community's recommendations and MPD core services?

Data Gathering Process

- Conduct data gathering and analysis at each session
 - Audio record all listening sessions
 - Transcribe audio recordings
 - Record primary responses on eraser board or via projector
 - Code and analyze data associated with responses and narratives
 - Organize data into themes
 - Organize data into core values and primary services

The CVBI will need assistance from the city in the following areas:

- Invitations to participants
 - Email
 - Phone call
 - Text (SMS) Reminders
 - Retention of participant list
- Meeting space
 - Identification of suitable meeting room
 - Reservation of space
 - Conference table(s) and chairs
 - Projector
 - Eraser board/flip chart/markers
 - Provision of water and coffee
 - Participant sign-in sheet
 - Printed agenda

Report

- Provide an initial assessment report regarding the staff's recommendations associated with increasing trust and MPD core service expectations to the Director of Public Safety.

MILESTONE 5 Report Back Meetings

To help the MPD confirm core service expectations and increase trust, the CVBI will report findings and progress regarding core service expectations and shared values and to the community engagement and departmental staff participants. These meetings are tangible opportunities to model procedural fairness; specifically, community and staff voice, fair practices, transparency in word and action, and non-biased decision-making.

Each report back meeting shall include, but are not limited to the following:

- Host up to three follow-up meetings with focus group participants
- Present findings on the community's and staff's recommendations to the questions associated with community engagement and MPD core service expectations
- Ask the community and staff if the CVBI has accurately recorded their recommendations and expectations.

The CVBI will need assistance from the city in the following areas:

- Invitations to participants
 - Email
 - Phone call
 - Text (SMS) Reminders
 - Retention of participant list
- Meeting space
 - Identification of suitable meeting room
 - Reservation of space
 - Conference table(s) and chairs
 - Projector
 - Eraser board/flip chart/markers
 - Provision of water and coffee
 - Participant sign-in sheet
 - Printed agenda

Review and Decision Point

- Presentation of findings and recommendations to the community and staff.
- Provide an initial assessment report to Director of Public Safety that includes the community's expectations of MPD's core services and the shared values that increase trust.

Summary

- Milestones 3, 4, and 5 will establish the MPD's foundation for exceptional decision-making and policing services.
- The MPD will be able to confidently state, we practice governmental best-practices, procedural fairness, and community policing by:
 - Listening to our community,
 - Listening to our staff,
 - And together, deciding the best path to achieve our mutual goals.

MILESTONE 6 Assess Workload Distribution
--

As specified in the Scope of Work, Milestone 6 will Assess Workload Distribution: Examine the distribution of workload among officers and support staff. Specifically, the CVBI will explore patrol, investigative, and administrative positions and seek answers to the questions: Is the current workload in all units appropriate with manageable span of control for leaders? Are there opportunities to increase civilian/non-licensed staff participation? Do work schedules correspond with the achievement of community expectations for services?

The CVBI will explore the Department's current employee deployment rationale and practices. This will be completed by:

- Reviewing the organizational chart and span of control
- Examining relevant job descriptions
- Reviewing staffing allocation goals versus actual
- Reviewing five years of workload data
- Reviewing information related to the department's average vacancies due to injury, discipline, family leave, and military leave.

Data Gathering Process

The data will be gathered from

- Analyzing Ramsey County Emergency Communication Center records
- Reviewing departmental organizational charts and deployment practices
- Assessment of the objectives of internal functions such as:
 - Professional standards
 - Property and evidence management
 - Training
 - Information technology
 - Recruitment
 - Selection
 - Performance evaluation
- Staff interviews regarding the positive aspects and challenges with current staff allocation and scheduling:
 - Civilian assignments and shifts
 - Patrol shifts
 - Investigator shifts
 - Supervisory responsibilities and shifts

The CVBI will explore best practices in span of control and deployment rationale and practices, as recommended by:

- International Association of Chiefs' of Police
- Police Executive Research Forum
- ISO 9001
- Peer reviewed research

The preceding information will be utilized to answer key questions such as: Do current staffing practices align with:

- Community/staff values
- Core service expectations
- Distribution of duties
- Span of control principles
- Workload
 - Calls for service demands
 - Investigative quality goals
- Number of POST-licensed position assignments
- Number of non-licensed position assignments
- Scheduling suitability
- Proactive service expectations
- Employee safety and wellness
- Leave time vacancies (i.e. vacancy factor)
- Training commitments

Report

- Provide an initial assessment report to the Director of Public Safety that examines the distribution of workload among officers and support staff and answers such questions as: Is the current workload in all units appropriate with manageable span of control for leaders? Are there opportunities to increase civilian/non-licensed staff participation? Do work schedules correspond with the achievement of community expectations for services?

MILESTONE 7 Overall Organizational Structure
--

The CVBI will propose an Overall Staffing and Structure delineated in the Scope of Work and provide actionable recommendations for staffing adjustments, deployment strategies, and potential reorganization to enhance efficiency and effectiveness. These recommendations will include an optimal staffing model and leadership structure for the MPD; including a proposed organizational chart. (Milestone 7 is founded on the community's expectations for safety services and workloads identified in Milestones 3 and 6.)

Data Gathering Process

- Utilize Ramsey County Emergency Communication Center data to measure the volume of calls for policing services
- Review policies and practices associated with determining the MPD call for service response model
- Interview staff regarding the MPD calls for service structure and response model
- Review policies and practices associated with internal functions such as professional standards, property and evidence management, training, information technology, recruitment, selection, and performance evaluation
- Interview staff regarding internal functions such as communication, professional standards, property and evidence management, training, information technology, recruitment, selection, and performance evaluation
- Review policies and practices associated with the systems and structures for internal and external communications and relationships with the community and departmental leadership, first-line supervisors, and line staff.
- Benchmarking and comparing MPD's staffing levels and practices with similar-sized departments in comparable communities

Report

- Provide an initial assessment report to the Director of Public Safety that encompasses the city's demographics, call volume, call structure, response model, and community expectations of the MPD; evaluates how leave time, training commitments and programs impact the Department's ability to meet community expectations; and adheres to the MPD mission.
- Provide actionable recommendations for staffing adjustments, deployment strategies, and potential reorganization to enhance efficiency and effectiveness. These recommendations will include an optimal staffing model and leadership structure.

MILESTONE 8
Final Report

In conformance with Scope of Work, the Final Report will deliver a comprehensive report detailing findings, analysis, and recommendations. Specifically, the CVBI will submit a comprehensive policing services staffing study which includes best practice-based recommendations for the future success of the Maplewood Police Department.

This report will be based on the information gathered during the completion of the project Scope of Work and include an executive summary, analyses, findings, considerations, opportunities, and recommendations. The specific areas addressed in this Final Report will include::

- Evaluate Current Staffing: Analyze current staffing levels, shifts, and roles within the MPD.
- Assess Workload Distribution: Examine the distribution of workload among officers and support staff.
- Benchmarking: Compare MPD's staffing levels and practices with similar-sized departments in comparable communities.
- Community Needs Analysis: Assess the community's needs and expectations from the police department.
- Recommendations: Provide actionable recommendations for staffing adjustments, deployment strategies, and potential reorganization to enhance efficiency and effectiveness.

This report will be submitted electronically in PDF format to the Director of Public Safety.

MILESTONE 9
Final Presentation

Provide an in-person formal presentation of the final report to MPD leadership and relevant stakeholders.

OPTIONAL SERVICES

This staffing study presents a cost effective opportunity for the MPD to:

- Complete a strategic plan that increases performance and community/police trust
- Assess technology, data, and information systems
- Evaluate contracting policing services to nearby communities

If the MPD has not recently completed the above areas of planning, assessment, and/or evaluation, the CVBI could easily leverage the data collected throughout the staffing study as the foundation for the achievement of the above opportunities. Most departments initiate the above projects as independent RFPs/RFQs, resulting in much higher consulting costs.

If the MPD is interested in completing any of the above optional services, the CVBI could tailor the staffing study milestones so they are inclusive of the information necessary for a comprehensive strategic plan, assessment of current and future technological needs, and exploration of opportunities and challenges associated with contracting policing services. As a result, the CVBI would be able to complete these optional deliverables at 50% to 75% less time and cost when compared to issuing and managing individual RFQs.

SECTION 3: VENDOR QUALIFICATIONS

The Center for Values-Based Initiatives (CVBI) was founded in 2017. The CVBI stands apart from other firms because of its unwavering focus on shared values, practices that increase individual and organizational trust, and the application of International Organization for Standardization (ISO) 9001 guidelines in local government.

The CVBI's services include the following:

- **Community Engagement – Bringing together communities and public organizations**
Utilize values-based strategies to increase trust through the inclusion of community voice and consistent, fair, and transparent practices.
- **Organizational Development – Hire for Character and Train for Competence®**
Founded on shared values and proven practices, lead organizational transformation through the alignment of core values, mission, recruitment, selection, training, and staff performance.
- **Strategic Planning – Facilitating the strategic planning process**
Using research-based best practices, analyze organizational strengths, weaknesses, opportunities, and threats and prepare reports and plans for publication.
- **Organizational Assessment – Increasing organizational effectiveness**
Using best-practices, experience, and ISO 9001 standards to mentor leaders, manage change, and assess achievement of organizational goals and objectives.

Experience and Expertise



Matthew D. Bostrom, President

Center for Values-Based Initiatives
1000 University Avenue West, Suite 222
Saint Paul, Minnesota 55104
Email: matt@centerforvalues.com
Cell: 651-775-3345
Website: <https://centerforvalues.com/>

As President of the CVBI, I will be the sole contractor for this proposed staffing study. I only seek projects that align with the values of the CVBI, and with my strengths, experience, and available time. My educational background includes a Doctor of Philosophy (PhD) in Criminology from the University of Oxford in England, and the title of my research at Oxford is: Increasing Police Trust Through Normative Alignment. I hold a Doctor of Public Administration (DPA) from Hamline University, and the title of my research is: The Impact of Higher Education on Police Officer Work Habits. I was awarded a grant from the United States Department of Justice to research character-based selection and training.

My experience and expertise in public safety spans more than 35 years, including 15 years of experience at the executive level as Coordinator of Emergency Preparedness at the Saint Paul Fire Department, Assistant Chief of Police at the Saint Paul Police Department, and Sheriff of Ramsey County. I was twice awarded the Medal of Merit for Sheriff of the Year by the National Sheriffs' Association.

I have consulting expertise in police operations, staffing models, and community policing strategies. Specifically, I have served as a consultant with the following public safety agencies:

- City of Bloomington Police Department
- City of Falcon Heights
- City of New Brighton
- City of Plano Police Department
- Los Angeles County Sheriff's Department
- Minnesota Chiefs of Police
- State of Minnesota Department of Public Safety

Additional details about my experience and expertise are provided below.

EDUCATION

- | | |
|-------------|--|
| 2017 – 2020 | Doctor of Philosophy in Criminology
<i>University of Oxford, Oxford, England</i>
Research: Increasing Police Trust Through Normative Alignment |
| 1997 - 2003 | Doctor of Public Administration
<i>Hamline University, Saint Paul, Minnesota</i>
Research: The Impact of Higher Education on Police Officer Work Habits |

EMPLOYMENT

- | | |
|-----------------|---|
| 02/17 – present | President
<i>Center for Values-Based Initiatives, LLC</i>
Lead research, development, and implementation of values-based employee recruitment, selection, training, and organizational development

<i>Accomplishments</i> <ul style="list-style-type: none"> • City of Bloomington Police Department, Minnesota
Serve as consultant on values-based policing and how to increase trust through shared values • City of Falcon Heights, Minnesota
Analyze current policing services; measure community value and satisfaction; analyze workloads and contracts; make recommendations for future service; analyze current police services in nearby communities; determine best options for the City • City of New Brighton, Minnesota
Conduct a public safety staffing study • City of Plano Police Department, Texas
Serve as consultant on increasing police trust through normative alignment and values-based police officer selection; facilitate strategic planning process • Los Angeles County Sheriff's Department, California
Serve as consultant on increasing police trust through normative alignment and values-based police officer selection • Minnesota Chiefs of Police
Facilitate the strategic planning process • State of Minnesota Department of Public Safety
Serve as consultant on community policing and character-based law enforcement initiative |
|-----------------|---|

EMPLOYMENT (CONTINUED)

01/11 – 01/17

Sheriff*Ramsey County Sheriff's Office*

Lead 400 full-time employees and 500 volunteers in Minnesota's first law enforcement agency established in 1849; provide law enforcement services to an urban community of 500,000 residents in a metropolitan area of over 2.5M residents; oversee \$100M budget; deliver full police services to seven contract communities including pretrial detention center (jail), court services, and crime prevention through educational partnerships with residents, schools, and businesses

Core Values

- Provide safety through community policing
- Restore trust through fiscal responsibility
- Collaborate with local law enforcement
- Encourage diversity to reflect the community
- Improve service through technology
- Connect with youth to build for the future

Accomplishments

- Implemented hiring for character and training for competence program
- Reorganized the department to improve effectiveness and efficiency by focusing on the vision, mission, values, and beliefs
- Co-founded the Criminal Justice Coordinating Council
- Launched professional standards, comprehensive training, and diverse hiring initiatives
- Engaged with community to build relationships and prevent crime

04/06 – 12/10

Assistant Chief/Commander*Saint Paul Police Department*

Serve as Chief of Homeland Security and Support Services Division with 200 personnel; oversee budget of \$20M; lead special events and planning, special weapons and tactics (SWAT), emergency management, bomb unit, capital improvement, technology services, records management, community and volunteer services, crime prevention, fleet management, building engineers

Accomplishments

- Directed the 2008 Republican National Convention security plan involving 6,000 public safety personnel and \$50m budget
- Organized large-scale community events involving more than 1M attendees
- Coordinated city-wide closed-circuit television system
- Administered joint powers agreements with 115 agencies
- Developed and administered the SPPD emergency operations plan and emergency operations center
- Supervised construction of police substation
- Coordinated Emergency Communication Center merger
- Managed 800mhz radio system conversion

EMPLOYMENT (CONTINUED)

- 07/04 – 03/06 **Senior Commander**
Saint Paul Police Department
 Serve as Chief of Staff in Office of the Chief of Police; oversee personnel in homeland security, internal affairs, inspection, special investigations, training, payroll, employee assistance/health and wellness, firearms and defensive tactics, background investigations, watch commander
- Accomplishments*
- Directed U.S. Department of Justice character-based selection and training model
 - Developed an early warning system for internal affairs
 - Authored and administered grants
 - Facilitated joint powers agreements
 - Improved employee assistance/health and wellness program
- 02/03 – 06/04 **Emergency Preparedness Coordinator**
Saint Paul Department of Fire and Safety Services
 Reorganized City of Saint Paul homeland security and emergency management, managed Emergency Operations Center
- Accomplishments*
- Developed City of Saint Paul emergency operations plan
 - Administered U.S. Department of Homeland Security grant funding for \$7.8M Urban Area Security Initiative
- 06/99 – 02/03 **Commander**
Saint Paul Police Department
 Served as commander for Patrol Operations for Central District and watch commander for Department Operations in absence of Chief of Police; directed training, payroll, information technology personnel. Served as executive project manager of multimillion-dollar technology grants from Department of Justice
- Accomplishments*
- Developed Electronic Records Management Systems Integration
 - Coordinated Implementation of Patrol Laptop Computers
 - Administered Wireless Hand-Held Communication Devices for Foot Patrol, Bicycle, Motorcycle Units

INTERNATIONAL EXPERIENCE

- | | |
|------|---|
| 2019 | Transforming the Police: Towards Ethical Policing in Kuala Lumpur, Malaysia |
| 2017 | College of Policing in Harrogate, England |
| 2015 | National Security Preparedness at Israel Police Service in Tel Aviv, Israel |
| 2008 | Foreign Ministers' Summit in Oslo, Norway |
| 2007 | National Police Academy in Ankara, Turkey |
| 2003 | Comparative Public Administration Studies in Ottawa, Canada |
| 1996 | Internal Police Administration in Kiev, Ukraine |

SPECIALIZED TRAINING AND CERTIFICATIONS

2012	Integrated Emergency Management Emergency Management Institute in Emmitsburg, Maryland
2008	Presidential State of the Union Address – Security Planning United States Secret Service in Washington, DC
2007	United Nations General Assembly – Security Planning New York Police Department in New York, New York
2007	Foreign Ministers Summit – Security Planning Norwegian National Police in Oslo, Norway
2007	2004 Democratic National Convention – After Action Report Police Department in Boston, Massachusetts
2007	2004 Republican National Convention – After Action Report Police Department in New York, New York
2005	Federal Bureau of Investigation – National Academy United States Department of Justice in Quantico, Virginia
2004	State of Minnesota Emergency Manager’s Certification Division of Homeland Security and Emergency Management
2003	Office of Domestic Preparedness WMD Incident Command Center for Domestic Preparedness in Anniston, Alabama
2003	Department of Homeland Security After-Action Lessons Learned Pentagon in Arlington, Virginia

AWARDS AND PUBLICATIONS

2024	Champion of Character Award from the Synergy and Leadership Exchange
2014/2015	Twice nominated as National Sheriff of the Year and both times awarded the Medal of Merit from the National Sheriffs’ Association
2009	Received Preparedness Award, Association of Minnesota Emergency Managers
2006	Authored “Character-Based Selection and Training,” United States Department of Justice Community Oriented Policing Services
2005	Authored “The Influence of Higher Education of Police Officer Work Habits,” The Police Chief
Various	Received 45 commendations, Unit Citations, Letters of Recognition, and Ribbons for Distinguished Service

PREVIOUS AND CURRENT MEMBERSHIPS

Association of Minnesota Emergency Managers (AMEM)
FBI-National Academy Alumni Association (FBI-NAAA)
International Association of Chiefs of Police (IACP)
Metropolitan Emergency Managers Association (MEMA)
Minnesota Police and Peace Officers Association (MPPOA)
Minnesota Sheriffs' Association (MSA)
National Organization of Black Law Enforcement Executives (NOBLE)
National Sheriffs' Association (NSA)
Police Executive Research Forum (PERF)

References From Law Enforcement Agencies

REFERENCE 1

Client Name: City of New Brighton

Project Manager:

Tony Paetznick, Director
785 Old Highway 8 NW,
New Brighton, MN 55112
Tony.paetznick@newbrightonmn.gov
(651) 755-0053

Project Title: Public Safety Staffing Study

Description of Project: Project Scope

The City of New Brighton sought proposals to conduct a comprehensive public safety services and staffing study to provide operational recommendations and best practices to implement for the future success of the department. The high-level categories below offer exploratory statements and questions that the CVBI answered as a part of this study.

Overall Staffing and Structure

Recommend an optimal staffing model and leadership structure for the entire Department of Public Safety including providing a proposed organizational chart(s). Consider City demographics, call volume, call structure, response model, and community expectations in identifying the needs of the Department. Evaluate how leave time, training commitments and programs impact the Department's ability to provide core services. Adhere to the concept of a unified public safety model. Define systems and structures for improving communications and relationships between leadership, frontline supervisors, and line staff. Establish metrics for future staffing recommendations. Assess internal functions (i.e., professional standards, property/evidence, training, information technology, etc.).

Personnel Resource Allocation

The majority of additional sworn officer positions have been added in non-patrol functions of the department with little change to field-based, patrol deployment numbers. Is the current workload in all units appropriate with manageable span of control for leaders? How could civilian/non-licensed staff be further utilized? Are schedules appropriate?

Fire Service Delivery

New Brighton's firefighting approach is unique in the region. Most neighboring fire departments have shifted to combination staffing with duty-crew shifts and/or career firefighters. Is the volunteer/paid-on-call firefighting model sustainable long-term? What additional measures could ensure its continued viability for recruitment and retention?

Strategic Partnerships

New Brighton's extensive relationships with police, fire, EMS, and emergency management partners are integral to the functioning of the department. What are the risks and opportunities for public safety in New Brighton with its dependence on these partnerships? Are there additional relationships that the department should pursue with other entities?

Community Engagement

Despite its national and international recognition for policing, New Brighton continues to further innovate and develop proactive relationships with the community, especially new residents. What additional means of public education and outreach initiatives should the department employ? How can other municipal departments be part of these efforts?

Data and Technology

Technological advancements both enhance and challenge the department. Further, public safety generates and collects a lot of data. How can New Brighton fully utilize the value of this information to enhance department operations? Are allocations for personnel, training, and equipment sufficient to meet the department's technology and data needs?

Contracted Services Expansion

Both adjacent and non-contiguous cities have previously asked New Brighton to consider providing public safety services to their communities on a contractual basis. Current municipal governance also has interest in developing a revenue generation model of public safety service delivery to other jurisdictions. Is this a financially prudent and operationally achievable approach to expanding service delivery beyond New Brighton's borders?

Total Budget: \$150,000

Time Required for Project: 8 months

Reference:

Tony Paetznick, Director
785 Old Highway 8 NW,
New Brighton, MN 55112
Tony.paetznick@newbrightonmn.gov
(651) 755-0053

REFERENCE 2

Client Name: City of Bloomington Police Department

Project Manager:

Emily Herman, Executive Administrator
1800 Old Shakopee Road
Bloomington, MN 55431
eherman@bloomingtonmn.gov
(952) 563-8854

Project Title: Strategic Plan to Increase Community/Police Trust

Description of Project:

The primary goal of this project was to increase trust and reduce tension between law enforcement and the communities they serve. It supported the Bloomington Police Department (BPD) through a transition from a traditional model of recruiting, selecting, training, and promoting law enforcement personnel to a values-based model that enables them to Hire for Character and Train for Competence®. This new model of policing is based on the identification of the community's values and the alignment of those values with the recruitment, selection, evaluation, and promotion of BPD officers. The key to project success was the unwavering focus on community engagement, internal engagement, employee retention, and organizational assessment. Utilizing the preceding strategies, the goal of increasing police trust and reducing community tension was accomplished through the alignment of the values and mindsets of peace officers with those of the community they serve.

Consulting services provided by the CVBI resulted in the implementation of a strategic plan to increase community/police trust. The CVBI thoroughly reviewed the existing model utilized for recruitment and selection of BPD officers, interviewed stakeholders, and consulted with BPD leadership to create a new community policing and values-based recruitment and selection business model specifically for BPD. Also, the CVBI assisted BPD leadership with implementing the new model by aligning it with organizational outcomes, Federal and State employment laws, City policies and procedures, and ISO 9001 (i.e., International Standard ISO 18091). The CVBI also included supplementary deliverables that will strengthen the sustainability of the project. These deliverables did not result in additional costs to the City.

Budget: \$125,000

Time Required for Project: 1 year

Reference:

Booker Hodges, Chief of Police
1800 Old Shakopee Road
Bloomington, MN 55431
bhodges@bloomingtonmn.gov
(952) 563-8854

REFERENCE 3

Client Name: City of Falcon Heights

Project Manager:

Jack Linehan, City Administrator
2077 Larpenteur Avenue West
Maplewood, MN
jack.linehan@falconheights.org
(651) 792-7600

Project Title: Current Policing Services Analysis/Future Service Recommendation

Description of Project:

The scope of services consisted of three primary areas: Current Service Analysis, Future Service Recommendations, and Task Force Recommendations Implementation.

Current Service Analysis

Current service analysis included community value and satisfaction, workload, and policing service contract.

Future Service Recommendations

Future service recommendations relating to police services provided by nearby communities, options for the City to either provide or contract for police service, and how to structure future contracts for police services.

Task Force Recommendations Implementation

Task force recommendations implementation comprising analyzing the current recommendations that were adopted by the City Council on May 24, 2017, determining which of the recommendations have been completed, and developing a report of actionable steps to address the Task Force recommendations.

The Center for Values-Based Initiatives (CVBI) analyzed the City's policing services with the objective of providing policy makers and community members information that can be used to positively inform future policing services agreements. Specifically, the CVBI analyzed the City's policing services agreement with the RCSO, the levels of community satisfaction with policing services, the Ramsey County Emergency Communication Center (RCECC) summary of the City's policing services from 2018 through 2022, the RCSO 2023 budget estimate, the current policing services provided in nearby communities, and the options for the City to either provide its own, or contract for, policing services.

Budget: \$65,000

Time Required for Project: 8 months

Reference:

Randy Gustafson, Mayor
2077 Larpenteur Avenue West
Maplewood, MN
randylhrc@yahoo.com
(651) 269-2138

REFERENCE 4

Client Name: State of Minnesota, Department of Public Safety (DPS)

Project Manager:

Booker Hodges, Assistant Commissioner

Current contact information:

1800 Old Shakopee Road

Bloomington, MN 55431

bhodges@bloomingtonmn.gov

(952) 563-8854

Project Title: Community Policing and Character-Based Law Enforcement Initiative

Description of Project:

The Community Policing and Character-Based Law Enforcement Initiative included a series of community listening sessions and focus group sessions with staff members from the Minnesota State Patrol (MSP), Bureau of Criminal Apprehension (BCA), and Alcohol and Gambling Enforcement (AGED). The objective was to learn the values and behaviors that generate police trust and then align those values with those of the DPS.

Total Budget: \$50,000

Time Required for Project: 6 Months

Reference:

John Harrington, Commissioner

1533 Ivy Avenue East

Saint Paul, MN 55106

copjmh@gmail.com

(651) 485-0585

REFERENCE 5

Client Name: Centre for Criminology at the University of Oxford, England

Project Manager:

Carolyn Hoyle, Professor
 Faculty of Law, University of Oxford
 St Cross Building
 St Cross Road
 Oxford OX13UL, UK
 carolyn.hoyle@crim.ox.ac.uk
 (+44) 0 1865 271491

Project Title: Increasing Police Trust Through Normative Alignment

Description of Project

I examined the challenges that police encounter in building public trust. An action research design utilized community engagement in two U.S. communities to discern the values and behaviors that generate trust in the police and to explore how those values may be integrated into policing policies and processes. While there is general agreement that compliance emanates from the practice of the principles of procedural justice which are interrelated with trust, normative alignment, and legitimacy, it has proven to be more difficult to test, translate, and embed these ideas in police organizations.

With these factors in mind, I tested a process to increase trust and normative alignment between the community and police and to answer the primary question: How can police trust and legitimacy be increased? I conducted four phases of qualitative research and document analysis to determine which values community members desire in police officers, how police organizations can align their values with the community's values, how to select police officers who possess the community's values, and how police organizations can reinforce the community's values in their officers.

Total Budget: Academic research

Time Required: 3 years

Reference:

Dr. Ben Bradford, Chair of Criminology Faculty
 University College London
 ben.bradford@ucl.ac.uk
 (+44) 7949 486910

SECTION 4: TIMELINE FOR COMPLETION

Below is a project timeline and workflow chart including the breakdown of deliverables by milestone and estimated time for completion. This staffing study will be completed on or before March 1, 2025.



SECTION 5: DETAILED COST PROPOSAL

No portion of CVBI services will be subcontracted. The proposed fees include administrative costs, meetings, mileage, travel, and related expenses. Upon completion of each deliverable, an invoice will be submitted to the City of Maplewood which includes the contract number, date of completion, and a milestone cost that does not exceed the amount listed below.

Note: The MPD is encouraged to adjust the detailed cost proposal to appropriately meet the City's needs. If the CVBI has proposed services that are not required, the CVBI will reduce the costs accordingly.

	Milestone	Total
1	Project Commencement Hold kick-off meeting to introduce project objectives, milestones, and timeline to selected MPD/City leaders and subject matter experts. (Includes: meeting with primary contact for each milestone and confirmation of preferred methods of communication)	\$2,500
2	Establish Baselines Benchmark the current MPD services, staffing, facilities, equipment, and budget. Establishing these baselines are fundamental to understanding the department's current environment and operations..	\$10,000
3	Community Engagement Conduct a minimum of three community engagement meetings using the principles of focus group research to identify the priorities for the delivery of the MPDs services and clarify the values and police actions that lead to increased trust.	\$17,500
4	Staff Engagement Conduct three meetings with departmental staff using the principles of focus group research to align community/department values with priorities for policing services	\$15,000
5	Report Back Meetings Report on staffing study progress to community and staff. (Includes: Presenting findings on the community's and staff's recommendations to the questions associated with service expectations and increasing trust.)	\$10,000
6	Assess Workload Distribution Explore patrol, investigative, and administrative positions and answer the questions: Is the current workload in all units appropriate with manageable span of control? Do work schedules correspond with the achievement of community expectations?	\$20,000
7	Overall Staffing and Structure Provide actionable recommendations for staffing, deploying, and organizing that will enhance efficiency and effectiveness of the MPD. Includes an optimal staffing model, leadership structure, and organizational chart.	\$20,000
8	Final Report Submit a comprehensive report detailing findings, analysis, and recommendations. Specifically, the CVBI will submit a comprehensive policing services staffing study that includes all objectives detailed in the Scope of Work and best practice-based recommendations for the future success of the MPD.	\$10,000
9	Final Presentation Provide an in-person formal presentation of the final report to MPD leadership and relevant stakeholders.	\$2,500
TOTAL		\$107,500

SECTION 6: CITATIONS

- 21CP Solutions. (2023). *Task force on 21st century policing: A renewed call to action*.
- Bostrom, M. D. (2020). *Increasing police trust through normative alignment* [PhD thesis]. University of Oxford.
- International Association of Chiefs of Police. (2023). *21st century policing blueprint*.
<https://www.theiacp.org/projects/21st-century-policing-blueprint>
- International Organization for Standardization. (2019). Guidelines for the application of ISO 9001 in local government (ISO Standard No. 18091:2019). <https://www.iso.org/standard/72808.html>
- Maplewood Public Safety. (2024). Police. <https://maplewoodmn.gov/460/Police>
- President's Task Force on 21st Century Policing. (2015). *Final report of the president's task force on 21st century policing*. Office of Community Oriented Policing Services.
- Wilson, J. M., Weiss, A., Grammich, C. A. (2014). *Public safety consolidation: What is it? How does it work?*
<https://portal.cops.usdoj.gov/resourcecenter/content.ashx/cops-w0659-pub.pdf>

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, 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 Hill Murray School, 2625 Larpenteur Avenue East

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 Hill Murray School. Approval of the request would allow lawful gambling activity to be conducted during the school's Pioneer Premiere Auction held on the school's property, 2625 Larpenteur Ave E, on Saturday, April 26, 2025 from 5:00 pm to 9:00 pm.

Recommended Action:

Motion to approve the Local Lawful Gambling permit for Hill Murray School for their event on April 26, 2025.

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 September 23, 2024

REPORT TO: Michael Sable, City Manager

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

PRESENTER: Andrea Sindt, City Clerk

AGENDA ITEM: Resolution Appointing Additional Election Judges for the 2024 State General Election

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

Minn. Stat. 204B.21(2) states election judges for precincts in a municipality shall be appointed by the governing body of the municipality. Appointments will be made from the resolution list to fill the needed positions after training and required paperwork have been completed.

Recommended Action:

Motion to approve the resolution listing additional election judges for the 2024 State General Election to be held on November 5, 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

Election judges serve to administer election duties as required by State Statute.

Background:

The appointments shall be made at least 25 days before the election at which the election judges will serve, except that the appointing authority may pass a resolution authorizing the appointment of additional election judges within the 25 days before the election if the appointing authority determines that additional election judges will be required.

Attachments:

1. Resolution Appointing Additional Election Judges, 2024 State General Election

Resolution
2024 State General Election
Appointing Election Judges

WHEREAS, MN State Statute 204B.21, Subd. 2 states election judges for precincts in a municipality shall be appointed by the governing body of the municipality; and

WHEREAS, approval of the resolution does not qualify individuals to serve as an election judge; and

WHEREAS, appointments will be made from the list to fill the needed positions after training and required paperwork have been completed; and

WHEREAS, additional election judges have expressed interest in serving for the General after the initial list of election judges were approved by city council on September 9, 2024; and

WHEREAS, appointment of additional election judges within the 25 days before the election may be made if the appointing authority determines that additional election judges will be required; and

NOW, THEREFORE, IT BE RESOLVED, that the City Clerk or designee assign Election Judges to serve in the 2024 State General Election to be held on Tuesday, November 5, 2024 also from the following list:

Dittli, Katrina
Harmoning, Starr
Vang, Sheila

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager

REPORT FROM: Mike Darrow, Assistant City Manager

PRESENTER: Mike Darrow, Assistant City Manager

AGENDA ITEM: Contract for Facility Remodel Project – City Hall and 1902 Building

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

Facility upgrades are needed at City Hall and 1902 to accommodate staff needs and comply with State requirements.

Recommended Action:

Motion to approve construction funding for the construction of two dedicated spaces for staff, one office space, secure storage, as well as furnishing, fixtures and equipment for space located at the 1902 Building and at City Hall.

Fiscal Impact:

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$80,000.00

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

This project will improve operational effectiveness through dedicated space for employees who are nursing, as well as wellness rooms for all employees. This aligns with our commitment to employee health, safety and wellness.

Background

With the transition of Community Development staff from the 1902 building to City Hall, our existing wellness room was converted to accommodate additional staff. A dedicated room to support employee health and space for breastfeeding parents is a requirement under Minnesota law. Earlier this summer, our facility management team requested local construction quotes and heard back from two interested firms. Of those two, we have received one quote.

- The total scope of the project will include the following:

- Two wellness and lactation rooms (one at 1902 and one at City Hall)
- The City Hall project will include construction of two spaces which will be approximately 100 square feet each. One to be used as a lactation/wellness room and the other space will be designated for future office needs of the finance department.
- The existing location is next to the finance department.
- The total project cost will be not to exceed \$80,000 which will include two wellness and rooms, one fully enclosed office space, updated duct work and electrical work, as well as furniture, fixtures and equipment (FF/E) for all three spaces.
- Our Wellness Committee will be responsible for finalizing furniture, fixtures, and equipment needed for both wellness rooms.
- In addition, the total cost includes approximately \$5,500 for secure storage needed for financial records in the City Hall basement.
- The project will be completed in early November, 2024.
- Funds for the project will come from our CIP Building Project funds. The City will award the project to RJ Marco with subcontractor work being negotiated to assist with electrical, fencing and duct work. FF/E will be determined by our Wellness Committee within the approved budget.

Attachments

1. RJ Marco Construction Proposal

RJ MARCO CONSTRUCTION, INC.

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

9/3/2024

ATTN: Scott Christenson

RE: Wellness/office rooms

PROPOSAL- WELLNESS/OFFICE ROOMS

The following proposal for construction services to add (2) rooms at City of Maplewood is based on a site meeting on 8/13/24 and drawing by City of Maplewood.

This proposal includes:

- Architectural fees
- Building permit
- Steel stud framing, insulation, gypsum drywall, finish taping- wall assembly meets STC 45 for (3) Wellness walls
- Doors/ Hardware (2)
- Vinyl base
- Painting/stain doors
- Carpentry labor- Hang doors/ hardware
- Fire protection
- Electrical-Furnish and install (6) duplex receptacles, (4) LV rings with strings, (1) 0-10v Occ/Dimmer Switch, (6) Move existing light fixtures per new layout, (1) wall fed furniture feed (Power and Data opening)
- General conditions/ Supervision- Dumpster, general labor, professional final cleaning

TOTAL COST \$ 34,956.00

Alternate #1

Add new LED light fixture

ADD \$ 275.00/ each

Alternate #2

Add if Wellness door requires STC 45

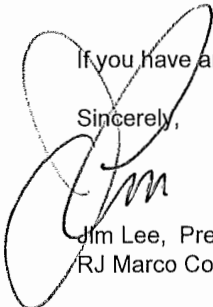
ADD \$ 5,800.00

Bid does not include:

- Any HVAC
- Any flooring
- Any plumbing
- Any acoustical ceiling tile

If you have any questions or concerns, please call at your earliest convenience.

Sincerely,



Jim Lee, President
RJ Marco Construction Inc.

Accepted by: _____

Title: _____

Date: _____

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager

REPORT FROM: Steven Love, Public Works Director / City Engineer
Jon Jarosch, Assistant City Engineer
Tyler Strong, Civil Engineer I

PRESENTER: Jon Jarosch, Assistant City Engineer

AGENDA ITEM: 2024 Maplewood Street Improvements, City Project 23-08
a. Assessment Hearing, 7:00 p.m.
b. Resolution Adopting Assessment Roll

Action Requested: ☒ Motion ☐ Discussion ☒ Public Hearing

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

Policy Issue:

The City of Maplewood utilizes assessments, in accordance with its Special Assessment Policy, to finance a portion of street improvement projects. Minnesota State Statute, Chapter 429 grants cities the authority to use special assessments as a means to finance a broad range of public improvements. Special assessments are a charge imposed on properties for a particular improvement that benefits the owners of those selected properties. The assessment hearing is an opportunity for benefiting property owners to address the City Council about the proposed assessment.

Recommended Action:

- a. Hold an assessment hearing and receive any objections for the 2024 Maplewood Street Improvements, City Project 23-08.
- b. Motion to approve the resolution Adopting Assessment Roll for the 2024 Maplewood Street Improvements, City Project 23-08.

Fiscal Impact:

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$1,523,653.00 Total Assessment Amount

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

Assessments are one of the funding sources utilized for the 2024 Maplewood Street Improvement project. These street and utility improvements continue the City's investment into improving the condition of the municipal infrastructure throughout the City.

Background:

There are a total of 251 assessable residential and commercial properties within the project area. An independent appraisal firm was hired to ascertain an opinion of special benefit received by properties within the project area. The appraisal report confirmed that the proposed assessments stated in the pending assessment roll exhibit are reasonable and that the assessed properties benefit by at least the amount of their assessment.

- Residential
 - Pavement Rehabilitation Single Family Unit Rate = \$3,450.00
 - Pavement Rehabilitation Single Family Unit Rate Corner Lot (only 1 street frontage improved) = \$3,200.00
 - Full Reconstruction Single Family Unit Rate = \$6,600.00
 - Full Reconstruction Single Family Unit Rate Corner lot (only 1 street frontage improved) = \$5,900.00
- Commercial/Multifamily
 - Subject to benefits appraisal report

An informational meeting was held for residents prior to the Assessment Hearing to answer questions pertaining to assessments, improvements and processes. Prior to the informational meeting, the results of the special benefit appraisal were received and residents were informed of the final assessment amount by mail.

As of the writing of this report, staff have received no objections to the proposed assessments. Objections will be received in writing up to and as part of the assessment hearing on September 23, 2024. Once the assessment hearing is closed, no further objections will be considered and staff will proceed with recommendation on objections received.

Budget Information

The total project construction cost is \$ \$8,636,221.30. The contract was awarded to Forest Lake Contracting by the City Council on May 13, 2024. Forest Lake Contracting was the lowest responsible bidder. See the table below for estimated project cost recovery.

Funding Source	Current Funding Plan
G.O. Bonds Improvement	\$4,759,334
Street Revitalization Fund	\$658,082
Environmental Utility Fund	\$2,156,000
Ramsey-Washington Metro Watershed	\$125,000
Sanitary Sewer Fund	\$430,000
WAC Fund	\$83,400
St. Paul Regional Water	\$1,086,800
Special Assessments (Preliminary Roll)	\$1,579,584
Total Project Funding:	\$10,878,200

The assessment amounts shown in the attached pending assessment roll exhibit are based on the appraisal report completed by an independent appraiser. Based on the appraisal report, the total assessment amount was found to be \$1,523,653. This is roughly \$55,931 lower than the preliminary amount of \$1,579,584. The change in amounts is largely attributed to a reduction of assessment amounts for some commercial properties located along Maplewood Drive as recommended by the appraisal report. It is anticipated the reduction in assessment funding will be covered by the project's 10% contingencies that are built into the above funding plan.

The project costs and current funding plan have been reviewed by the Finance Director. A final budget adjustment will be made based on final construction costs after construction is complete. Budget adjustments are not recommended at this time.

Project Schedule

The following is the schedule for City Project 23-08:

Project Milestone	Date
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	4/24/2024
City Council Meeting Award Contract	5/13/2024
Neighborhood Meeting #3 (East Shore Drive Area only)	Late May 2024
Neighborhood Meeting #3 (Maplewood Drive-Cypress Area only)	Late May 2024
Begin Construction	June 2024
City Council Meeting Accept Assessment Roll & Order Assessment Hearings	8/26/2024
Neighborhood Meeting #4 (East Shore Drive Area & Maplewood Drive-Cypress Area)	9/17/2024
City Council Meeting Assessment Hearing and Adopt Assessment Roll	9/23/2024
Complete Construction	November 2024
Assessments Certified to Ramsey County	November 2024

Attachments:

1. Resolution Adopting Assessment Roll
2. Project Location Map
3. Pending Assessment Roll
4. Assessment Presentation

RESOLUTION
ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to resolution passed by the City Council on August 26, 2024, calling for a Public Hearing, the assessment roll for the 2024 Maplewood Street Improvements, City Project 23-08 was presented in a Public Hearing, pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the following property owners have filed objections to their assessments according to the requirements of Minnesota Statutes, Chapter 429, summarized as follows:

No objections received as of September 17, 2024.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. That the City Engineer and City Clerk are hereby instructed to make the following adjustments to the assessment roll for the 2024 Maplewood Street Improvements, City Project 23-08:

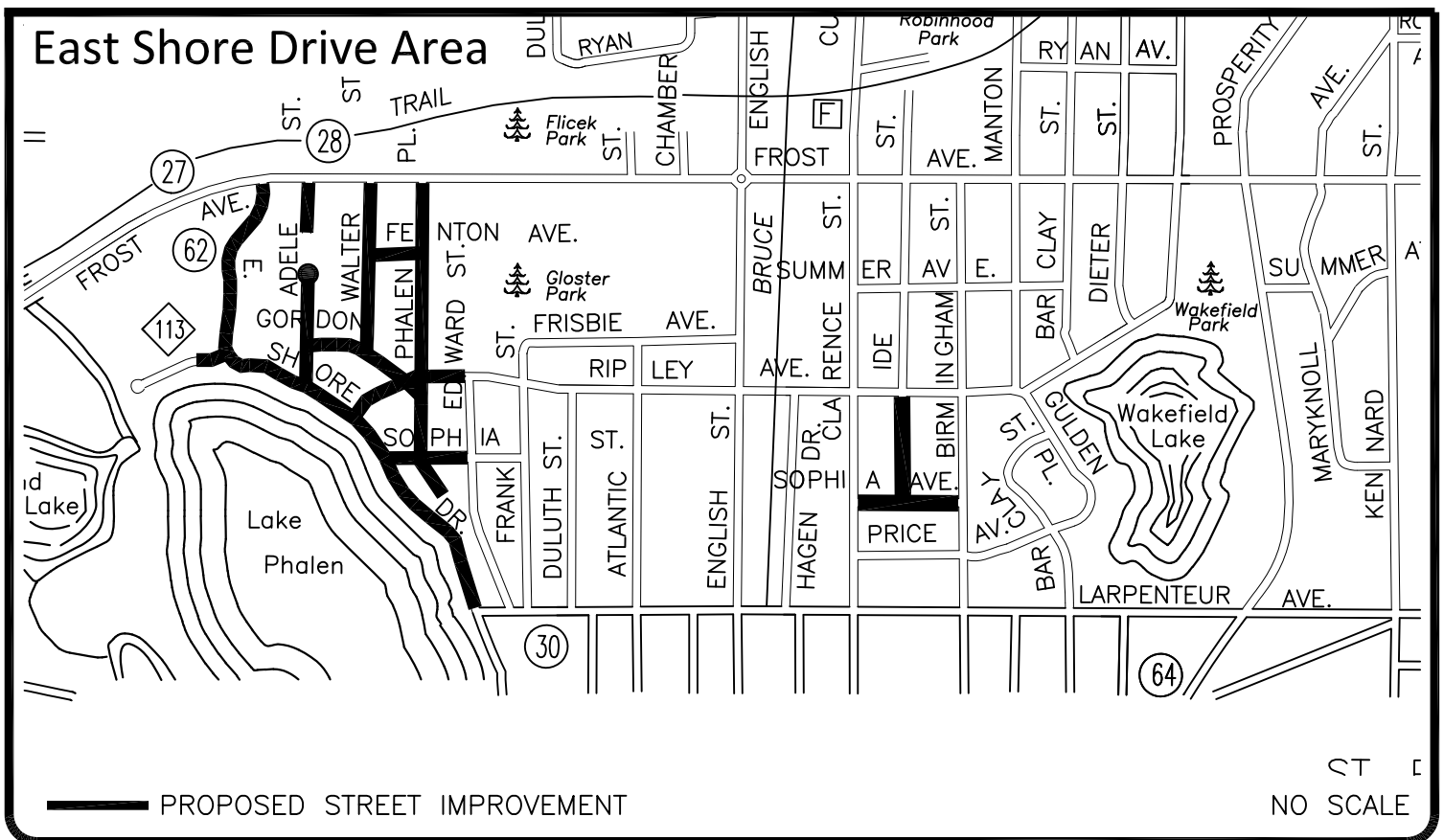
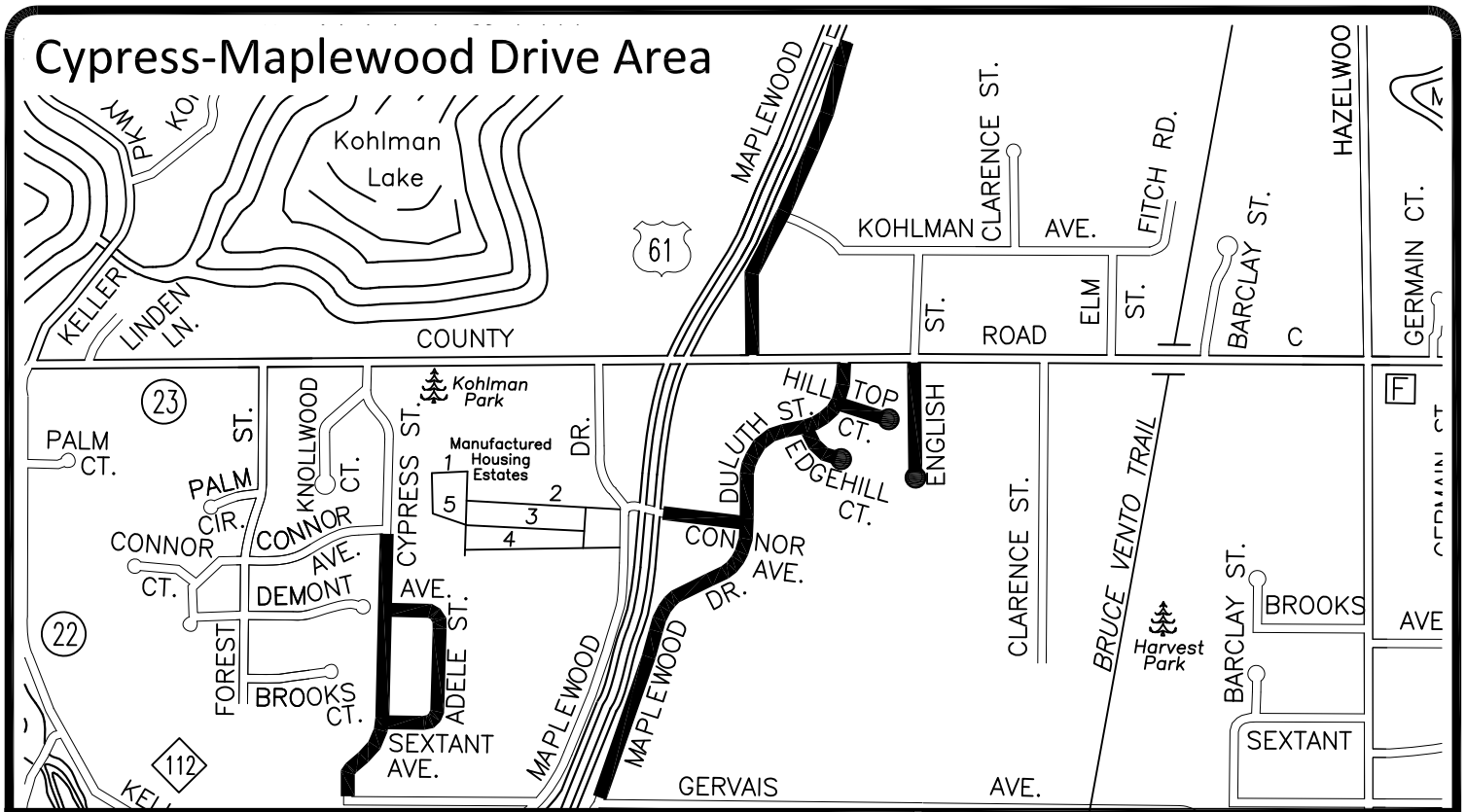
There are no adjustments recommended as of September 17, 2024.

3. The assessment roll for the 2024 Maplewood Street Improvements as amended, without those property owners' assessments that have filed objections, a copy of which is attached hereto and made a part hereof, is hereby adopted. Said assessment roll shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
4. Such assessments shall be payable in equal annual installments extending over a period of and 15 years for residential properties and 8 years for commercial properties, the first installments to be payable on or before the first Monday in January 2025 and shall bear interest at the rate of 5.65 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2024. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, but no later than November 1, 2024, pay the whole of the assessment on such property, without interest, to the city clerk; and they may, at any time after November 15, 2024, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

5. The City Engineer and City Clerk shall forthwith after November 15, 2024, but no later than November 16, 2024, transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over the same manner as other municipal taxes.

Approved this 23rd day of September 2024.



2024 Maplewood Street Improvements

City Project 23-08



Pending Assessment Roll
2024 Maplewood Street Improvements
Cypress-Maplewood Drive Area
City Project 23-08

Parcel ID	Site Address	Units/Front Footage	Assessment Amount
92922240090	2458 ADELE ST N	1	\$ 3,450.00
92922240089	2466 ADELE ST N	1	\$ 3,450.00
92922240077	2473 ADELE ST N	1	\$ 3,450.00
92922240088	2474 ADELE ST N	1	\$ 3,450.00
92922240076	2481 ADELE ST N	1	\$ 3,450.00
92922240087	2482 ADELE ST N	1	\$ 3,450.00
92922240075	2489 ADELE ST N	1	\$ 3,450.00
92922240086	2490 ADELE ST N	1	\$ 3,450.00
92922240074	2497 ADELE ST N	1	\$ 3,450.00
92922240085	2498 ADELE ST N	1	\$ 3,450.00
92922240073	2505 ADELE ST N	1	\$ 3,450.00
92922240084	2506 ADELE ST N	1	\$ 3,450.00
92922240072	2513 ADELE ST N	1	\$ 3,450.00
92922240083	2514 ADELE ST N	1	\$ 3,450.00
92922240071	2521 ADELE ST N	1	\$ 3,450.00
92922240082	2522 ADELE ST N	1	\$ 3,450.00
102922220024	1306 COUNTY ROAD C E	1	\$ 3,200.00
92922240095	2415 CYPRESS ST N	1	\$ 3,450.00
92922240059	2423 CYPRESS ST N	1	\$ 3,450.00
92922240058	2431 CYPRESS ST N	1	\$ 3,450.00
92922240057	2439 CYPRESS ST N	1	\$ 3,450.00
92922240069	2440 CYPRESS ST N	1	\$ 3,450.00
92922240056	2447 CYPRESS ST N	1	\$ 3,450.00
92922240068	2448 CYPRESS ST N	1	\$ 3,450.00
92922240055	2455 CYPRESS ST N	1	\$ 3,450.00
92922240054	2463 CYPRESS ST N	1	\$ 3,450.00
92922240053	2471 CYPRESS ST N	1	\$ 3,450.00
92922240067	2472 CYPRESS ST N	1	\$ 3,450.00
92922240052	2479 CYPRESS ST N	1	\$ 3,450.00
92922240066	2480 CYPRESS ST N	1	\$ 3,450.00
92922240051	2487 CYPRESS ST N	1	\$ 3,450.00
92922240065	2488 CYPRESS ST N	1	\$ 3,450.00
92922240050	2495 CYPRESS ST N	1	\$ 3,450.00
92922240064	2496 CYPRESS ST N	1	\$ 3,450.00
92922240049	2503 CYPRESS ST N	1	\$ 3,450.00
92922240063	2504 CYPRESS ST N	1	\$ 3,450.00
92922240048	2511 CYPRESS ST N	1	\$ 3,450.00
92922240062	2512 CYPRESS ST N	1	\$ 3,450.00
92922240047	2519 CYPRESS ST N	1	\$ 3,450.00
92922240061	2520 CYPRESS ST N	1	\$ 3,450.00
92922240046	2527 CYPRESS ST N	1	\$ 3,450.00
92922210067	2535 CYPRESS ST N	1	\$ 3,450.00

92922210066	2543 CYPRESS ST N	1	\$	3,450.00
92922210065	2551 CYPRESS ST N	1	\$	3,450.00
92922210064	2559 CYPRESS ST N	1	\$	3,200.00
92922240078	1009 DEMONT AVE E	1	\$	3,450.00
92922240079	1017 DEMONT AVE E	1	\$	3,450.00
92922240080	1025 DEMONT AVE E	1	\$	3,450.00
92922240081	1033 DEMONT AVE E	1	\$	3,450.00
92922110114	0 DULUTH ST N	1	\$	3,450.00
92922110115	0 DULUTH ST N	2	\$	6,900.00
92922110112	2580 DULUTH ST N	1	\$	3,450.00
92922110113	2617 DULUTH ST N	242	\$	16,698.00
92922110108	2621 DULUTH ST N	1	\$	3,450.00
92922110107	2625 DULUTH ST N	1	\$	2,070.00
92922110106	2627 DULUTH ST N	1	\$	2,070.00
92922110105	2631 DULUTH ST N	1	\$	2,070.00
92922110104	2633 DULUTH ST N	1	\$	2,070.00
92922110078	1251 EDGEHILL CT E	1	\$	2,070.00
92922110079	1253 EDGEHILL CT E	1	\$	2,070.00
92922110080	1261 EDGEHILL CT E	1	\$	2,070.00
92922110099	1262 EDGEHILL CT E	1	\$	2,070.00
92922110081	1263 EDGEHILL CT E	1	\$	2,070.00
92922110098	1264 EDGEHILL CT E	1	\$	2,070.00
92922110082	1271 EDGEHILL CT E	1	\$	2,070.00
92922110097	1272 EDGEHILL CT E	1	\$	2,070.00
92922110083	1273 EDGEHILL CT E	1	\$	2,070.00
92922110096	1274 EDGEHILL CT E	1	\$	2,070.00
92922110084	1281 EDGEHILL CT E	1	\$	2,070.00
92922110095	1282 EDGEHILL CT E	1	\$	2,070.00
92922110085	1283 EDGEHILL CT E	1	\$	2,070.00
92922110094	1284 EDGEHILL CT E	1	\$	2,070.00
92922110093	1288 EDGEHILL CT E	1	\$	2,070.00
92922110092	1290 EDGEHILL CT E	1	\$	2,070.00
92922110086	1291 EDGEHILL CT E	1	\$	2,070.00
92922110087	1293 EDGEHILL CT E	1	\$	2,070.00
92922110091	1294 EDGEHILL CT E	1	\$	2,070.00
92922110090	1296 EDGEHILL CT E	1	\$	2,070.00
92922110088	1297 EDGEHILL CT E	1	\$	2,070.00
92922110089	1299 EDGEHILL CT E	1	\$	2,070.00
92922110069	2575 ENGLISH ST N	1	\$	3,450.00
102922220031	2580 ENGLISH ST N	1	\$	3,450.00
92922110068	2581 ENGLISH ST N	1	\$	3,450.00
102922220030	2586 ENGLISH ST N	1	\$	3,450.00
92922110006	2587 ENGLISH ST N	1	\$	3,450.00
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92922110005	2597 ENGLISH ST N	1	\$	3,450.00
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102922220028	2602 ENGLISH ST N	1	\$	3,450.00
92922110003	2607 ENGLISH ST N	1	\$	3,450.00

102922220027	2610 ENGLISH ST N	1	\$	3,450.00
92922110002	2615 ENGLISH ST N	1	\$	3,450.00
102922220026	2618 ENGLISH ST N	1	\$	3,450.00
102922220025	2624 ENGLISH ST N	1	\$	3,450.00
92922110060	1260 HILLTOP CT E	1	\$	2,070.00
92922110059	1262 HILLTOP CT E	1	\$	2,070.00
92922110043	1265 HILLTOP CT E	1	\$	2,070.00
92922110042	1267 HILLTOP CT E	1	\$	2,070.00
92922110039	1270 HILLTOP CT E	1	\$	2,070.00
92922110038	1272 HILLTOP CT E	1	\$	2,070.00
92922110046	1275 HILLTOP CT E	1	\$	2,070.00
92922110047	1277 HILLTOP CT E	1	\$	2,070.00
92922110041	1280 HILLTOP CT E	1	\$	2,070.00
92922110040	1282 HILLTOP CT E	1	\$	2,070.00
92922110058	1285 HILLTOP CT E	1	\$	2,070.00
92922110057	1287 HILLTOP CT E	1	\$	2,070.00
92922110045	1290 HILLTOP CT E	1	\$	2,070.00
92922110044	1292 HILLTOP CT E	1	\$	2,070.00
92922110070	0 MAPLEWOOD DR N	106	\$	7,314.00
42922440007	0 MAPLEWOOD DR N	96	\$	6,624.00
92922130014	2416 MAPLEWOOD DR N	380	\$	26,220.00
92922140013	2490 MAPLEWOOD DR	1132	\$	78,108.00
92922120013	2590 MAPLEWOOD DR N	1102	\$	43,800.00
92922110071	2610 MAPLEWOOD DR N	621	\$	42,849.00
42922440055	2650 MAPLEWOOD DR N	290	\$	9,400.00
42922440021	2672 MAPLEWOOD DR N	68	\$	4,692.00
42922440047	2688 MAPLEWOOD DR N	208	\$	14,352.00
42922440044	2694 MAPLEWOOD DR N	119	\$	8,211.00
42922440042	2700 MAPLEWOOD DR N	153	\$	5,200.00
42922440009	2720 MAPLEWOOD DR N	229	\$	14,400.00
42922440008	2732 MAPLEWOOD DR N	160	\$	11,040.00
42922410015	2780 MAPLEWOOD DR N	245	\$	16,905.00
42922410014	2792 MAPLEWOOD DR N	244	\$	16,836.00
42922410013	2806 MAPLEWOOD DR N	152	\$	10,488.00
92922240094	1008 SEXTANT AVE E	1	\$	3,450.00
92922240093	1018 SEXTANT AVE E	1	\$	3,450.00
92922240092	1026 SEXTANT AVE E	1	\$	3,450.00
92922240091	1032 SEXTANT AVE E	1	\$	3,450.00
			\$	663,837.00

Residential Single Family Unit, Pavement Rehabilitation Rate	\$	3,450.00
Residential Duplex Unit, Pavement Rehabilitation Rate	\$	2,070.00
Commercial/Townhome/Multi-Family Pavement Rehabilitation	\$	69.00

Residential Duplex		
Average Duplex Front Footage Per Unit=		45
Residential Pavement Rehabilitation Rate per Unit=	\$	3,450.00
Typical Front Footage for Single Unit Residential=		75
Assessment Rate Per Duplex Unit=	\$	2,070.00

Pending Assessment Roll
2024 Maplewood Street Improvements
East Shore Drive Area
City Project 23-08

Parcel ID	Site Address	Units/Front Footage	Assessment Amount
162922310005	1833 ADELE ST N	1	\$ 6,600.00
162922310004	1841 ADELE ST N	1	\$ 6,600.00
162922420084	1844 ADELE ST N	1	\$ 6,600.00
162922310003	1849 ADELE ST N	1	\$ 6,600.00
162922420085	1852 ADELE ST N	1	\$ 6,600.00
162922310002	1857 ADELE ST N	1	\$ 6,600.00
162922420086	1858 ADELE ST N	1	\$ 6,600.00
162922420106	1866 ADELE ST N	1	\$ 6,600.00
162922420105	1872 ADELE ST N	1	\$ 6,600.00
162922420097	1886 ADELE ST N	1	\$ 6,600.00
162922420018	1890 ADELE ST N	1	\$ 6,600.00
162922420102	1896 ADELE ST N	1	\$ 6,600.00
162922420104	1900 ADELE ST N	1	\$ 6,600.00
162922420103	1906 ADELE ST N	1	\$ 5,900.00
152922330008	1745 BIRMINGHAM ST N	1	\$ 5,900.00
152922330104	1700 CLARENCE ST N	1	\$ 5,900.00
152922330020	1746 CLARENCE ST N	1	\$ 5,900.00
162922430046	1740 EAST SHORE DR N	1	\$ 4,950.00
162922430045	1744 EAST SHORE DR N	1	\$ 6,600.00
162922430044	1750 EAST SHORE DR N	1	\$ 5,775.00
162922430043	1756 EAST SHORE DR N	1	\$ 5,775.00
162922430042	1768 EAST SHORE DR N	1	\$ 6,600.00
162922430022	1772 EAST SHORE DR N	1	\$ 6,600.00
162922430020	1784 EAST SHORE DR N	1	\$ 4,950.00
162922430019	1796 EAST SHORE DR N	1	\$ 5,775.00
162922430018	1800 EAST SHORE DR N	1	\$ 6,600.00
162922430017	1802 EAST SHORE DR N	1	\$ 6,600.00
162922420037	1810 EAST SHORE DR N	1	\$ 4,950.00
162922420038	1818 EAST SHORE DR N	1	\$ 4,950.00
162922420039	1828 EAST SHORE DR N	1	\$ 6,600.00
162922310006	1832 EAST SHORE DR N	1	\$ 6,600.00
162922310007	1840 EAST SHORE DR N	1	\$ 4,950.00
162922310008	1844 EAST SHORE DR N	1	\$ 4,950.00
162922310009	1848 EAST SHORE DR N	1	\$ 4,950.00
162922310010	1858 EAST SHORE DR N	1	\$ 3,450.00
162922310023	1866 EAST SHORE DR N	1	\$ 3,450.00
162922310029	1870 EAST SHORE DR N	472	\$ 32,568.00
162922310018	1874 EAST SHORE DR N	1	\$ 3,450.00

162922310030	1875 EAST SHORE DR N	502	\$	34,638.00
162922310020	1876 EAST SHORE DR N	2	\$	6,900.00
162922310028	1880 EAST SHORE DR N	165	\$	11,385.00
162922420100	1082 FENTON AVE E	1	\$	6,600.00
162922420056	1100 FENTON AVE E	1	\$	6,600.00
162922420013	1101 FENTON AVE E	1	\$	6,600.00
162922310027	1050 FROST AVE	4	\$	23,900.00
162922420089	1053 GORDON AVE E	1	\$	6,600.00
162922420026	1061 GORDON AVE E	1	\$	6,600.00
162922420031	1066 GORDON AVE E	1	\$	6,600.00
162922420090	1069 GORDON AVE E	1	\$	6,600.00
162922420032	1072 GORDON AVE E	1	\$	6,600.00
162922420033	1080 GORDON AVE E	1	\$	6,600.00
162922420111	1083 GORDON AVE E	1	\$	6,600.00
162922420034	1088 GORDON AVE E	1	\$	6,600.00
162922420035	1092 GORDON AVE E	1	\$	6,600.00
162922420050	1107 GORDON AVE E	1	\$	6,600.00
162922420049	1109 GORDON AVE E	1	\$	6,600.00
162922420048	1111 GORDON AVE E	1	\$	6,600.00
162922420047	1113 GORDON AVE E	1	\$	6,600.00
162922420046	1115 GORDON AVE E	1	\$	6,600.00
162922430021	1120 GORDON AVE E	1	\$	6,600.00
152922330022	1751 IDE ST N	1	\$	6,600.00
152922330006	1752 IDE ST N	1	\$	6,600.00
152922330023	1759 IDE ST N	1	\$	6,600.00
152922330005	1760 IDE ST N	1	\$	6,600.00
152922330024	1765 IDE ST N	1	\$	6,600.00
152922330004	1770 IDE ST N	1	\$	6,600.00
152922330025	1773 IDE ST N	1	\$	6,600.00
152922330026	1775 IDE ST N	1	\$	6,600.00
152922330003	1776 IDE ST N	1	\$	6,600.00
152922330002	1784 IDE ST N	1	\$	6,600.00
152922330001	1786 IDE ST N	1	\$	5,900.00
152922330027	1787 IDE ST N	1	\$	6,600.00
162922420114	0 PHALEN PL N	1	\$	6,600.00
162922430039	1754 PHALEN PL N	1	\$	6,600.00
162922430038	1758 PHALEN PL N	1	\$	6,600.00
162922430041	1759 PHALEN PL N	1	\$	6,600.00
162922430014	1776 PHALEN PL N	1	\$	6,600.00
162922430023	1777 PHALEN PL N	1	\$	6,600.00
162922430015	1784 PHALEN PL N	1	\$	6,600.00
162922430016	1790 PHALEN PL N	1	\$	6,600.00
162922420076	1800 PHALEN PL N	1	\$	6,600.00
162922420045	1805 PHALEN PL N	1	\$	6,600.00
162922420060	1814 PHALEN PL N	1	\$	6,600.00
162922420044	1835 PHALEN PL N	1	\$	6,600.00

162922420061	1836 PHALEN PL N	1	\$	6,600.00
162922420043	1843 PHALEN PL N	1	\$	6,600.00
162922420113	1844 PHALEN PL N	1	\$	6,600.00
162922420064	1856 PHALEN PL N	1	\$	6,600.00
162922420042	1857 PHALEN PL N	1	\$	6,600.00
162922420065	1862 PHALEN PL N	1	\$	6,600.00
162922420041	1865 PHALEN PL N	1	\$	6,600.00
162922420040	1871 PHALEN PL N	1	\$	6,600.00
162922420066	1872 PHALEN PL N	1	\$	6,600.00
162922420008	1884 PHALEN PL N	1	\$	6,600.00
162922420007	1890 PHALEN PL N	1	\$	6,600.00
162922420012	1893 PHALEN PL N	1	\$	6,600.00
162922420006	1896 PHALEN PL N	1	\$	6,600.00
162922420011	1899 PHALEN PL N	1	\$	6,600.00
162922420005	1904 PHALEN PL N	1	\$	6,600.00
162922420010	1907 PHALEN PL N	1	\$	6,600.00
162922420036	1101 RIPLEY AVE E	1	\$	6,600.00
162922420092	1125 RIPLEY AVE E	1	\$	6,600.00
162922420059	1133 RIPLEY AVE E	1	\$	6,600.00
162922420075	1144 RIPLEY AVE E	1	\$	5,900.00
152922330030	1370 SOPHIA AVE E	1	\$	6,600.00
152922330103	1376 SOPHIA AVE E	1	\$	6,600.00
152922330021	1381 SOPHIA AVE E	1	\$	6,600.00
152922330031	1390 SOPHIA AVE E	1	\$	6,600.00
152922330032	1398 SOPHIA AVE E	1	\$	6,600.00
152922330007	1401 SOPHIA AVE E	1	\$	6,600.00
152922330033	1406 SOPHIA AVE E	1	\$	6,600.00
162922420051	1828 WALTER ST N	1	\$	6,600.00
162922420110	1843 WALTER ST N	1	\$	6,600.00
162922420052	1844 WALTER ST N	1	\$	6,600.00
162922420053	1852 WALTER ST N	1	\$	6,600.00
162922420083	1855 WALTER ST N	1	\$	6,600.00
162922420078	1860 WALTER ST N	1	\$	6,600.00
162922420082	1865 WALTER ST N	1	\$	6,600.00
162922420098	1889 WALTER ST N	1	\$	6,600.00
162922420096	1895 WALTER ST N	1	\$	6,600.00
162922420014	1896 WALTER ST N	1	\$	6,600.00
162922420095	1901 WALTER ST N	1	\$	6,600.00
162922420094	1917 WALTER ST N	1	\$	5,900.00
				\$ 859,816.00

Residential Single Family Unit, Full Reconstruction Rate	\$	6,600.00
Residential Single Family Unit, Partial Reconstruction	\$	4,950.00
Residential Single Family Unit, Pavement Rehabilitation Rate	\$	3,450.00
Commercial/Townhome/Multi-Family Pavement Rehabilitation	\$	69.00

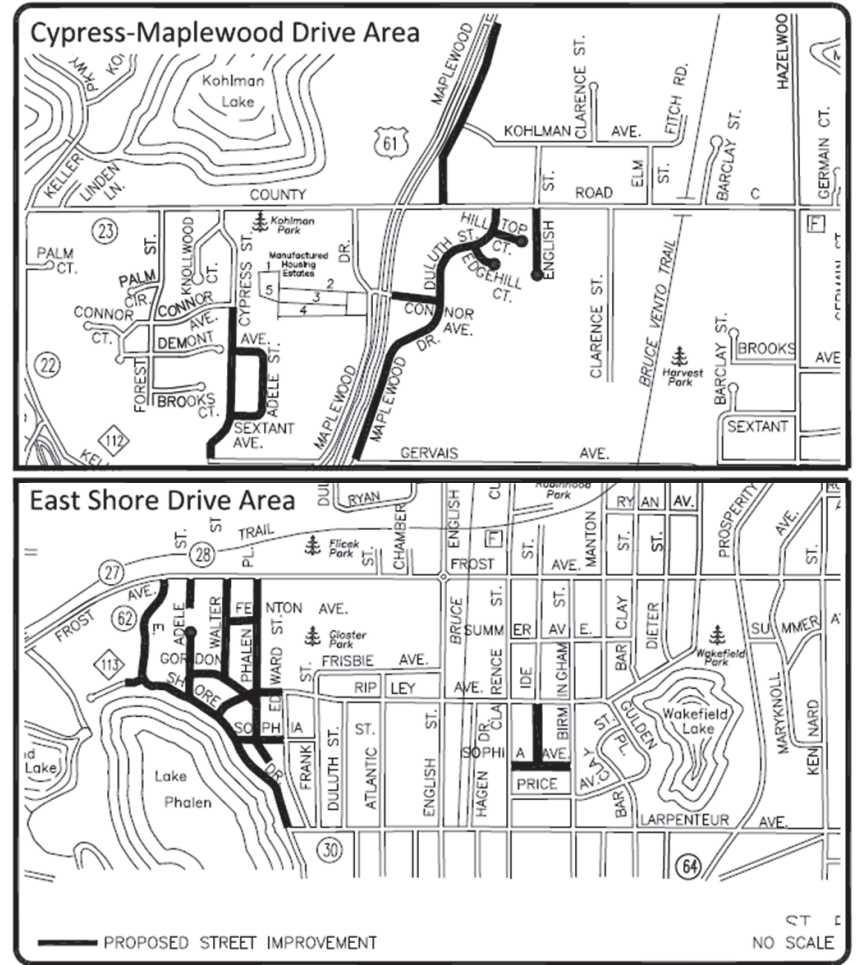
Total Project Assessment Amount: \$1,523,653.00

2024 Maplewood Street Improvements

City Project 23-08

Assessment Hearing

September 23, 2024





What is a Special Assessment?

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

Special Assessment

- Prior to the Assessment Hearing
 - Residents were mailed an official assessment notice
 - Assessment amount
 - Payment options
 - Deferral options
 - Right to object
- Neighborhood meeting on September 17th



Assessment Rates

- 251 assessable parcels within the project area
- Residential
 - Pavement Rehabilitation Single Family Unit Rate = \$3,450.00
 - Full Reconstruction Single Family Unit Rate = \$6,600.00
 - Full Reconstruction Single Family Unit Rate Corner lot (only 1 street frontage improved) = \$5,900.00
- Commercial/Multifamily
 - Subject to benefits appraisal report

Assessment Payment Information

- Several payment options
 - Full Payment
 - Partial Payment
 - Remaining amount will be certified to Ramsey County
 - Full amount certified to Ramsey County
- Certified amounts will be paid over a 15 year period for residential (8 years commercial) with Ramsey County property taxes (With Interest – 5.65%)



Assessment Deferral Information

- Deferral Options – 15 year period with interest
 - Where it is a financial hardship and one of the following conditions:
 - 65 year of age or older
 - Retired by virtue of a permanent and total disability
 - National Guard or other military reserve called into active duty
- Undeveloped property deferral – 15 year period with interest
 - Assessments are terminated if no improvements are made within the deferment period

Project Funding Plan

PROJECT COST RECOVERY	
FUNDING SOURCE	CURRENT FUNDING PLAN
G.O. IMPROVEMENT BONDS	\$4,759,334
STREET REVITALIZATION FUND	\$658,082
ENVIRONMENTAL UTILITY FUND	\$2,156,000
RAMSEY-WASHINGTON METRO WATERSHED	\$125,000
SANITARY SEWER FUND	\$430,000
WATER AREA FUND	\$83,400
ST. PAUL REGIONAL WATER	\$1,086,800
SPECIAL ASSESSMENTS	\$1,579,584
TOTAL PROJECT FUNDING:	\$10,878,200

- Project Status Update



Recommendation

Hold Assessment Hearing

- Public input on the proposed assessments
- Defer to staff for recommendations for action on any objections received tonight.
- Approval of the attached Resolution Adopting Assessment Roll for the 2024 Maplewood Street Improvements, City Project 23-08

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager

REPORT FROM: Elizabeth Hammond, Planner
Michael Martin, AICP, Assistant Community Development Director

PRESENTER: Danette Parr, Community Development Director

AGENDA ITEM: Sign Variance Denial Resolution, Mister Car Wash, 3050 White Bear Avenue North

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

Mister Car Wash requests variances for proposed signs on the subject property that exceed the maximum allowed signage outlined in the city's sign ordinance. Overall, the applicant proposes to install 20 individual signs on the site. Of the 20 proposed, 13 comply with ordinance requirements. For the remaining seven signs, the applicant seeks the following variances:

- **Number of Wall Signs.** The applicant proposes six wall signs. The ordinance permits one wall sign per street frontage. This property has two street frontages, so two wall signs are permitted. The applicant seeks additional signs than what the ordinance permits.
- **Directional Signage that Exceeds Size Maximums.** The applicant also proposes variances for three directional signs above the canopy entering the car wash that exceed ordinance size requirements. The ordinance permits directional signage up to six square feet in size. The applicant is proposing a variance to permit these three directional signs on the canopy to be seven and ten square feet in size.

Recommended Action:

Motion to approve a resolution denying a sign variance request for Mister Car Wash, located at 3050 White Bear Avenue North.

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 city deemed the applicant's application complete on July 25, 2024. The initial 60-day review deadline for a decision was September 23, 2024. As stated in Minnesota State Statute 15.99, the city can take an additional 60 days, if necessary, to complete the review. The city sent the applicant a letter extending the review deadline to November 22, 2024.

Background:

Mister Car Wash requests approval of sign variances to allow signs that exceed the maximum permitted number and size on the property at 3050 White Bear Avenue. The city approved a conditional use permit and the design plans for a car wash to be constructed on the property on February 26, 2024, which is currently under construction.

The property can have up to two wall and two freestanding signs, which require sign permits. Additionally, the property can have directional signs that do not require sign permits (exempt), provided they are under six square feet and six feet tall. Tidal Wave Car Wash, on the corner of White Bear Avenue and County Road C, has similar directional signs for entering the car wash, and these signs are limited to six square feet.

The applicant is proposing the following:

- Two freestanding monument signs and nine directional signs. The monument signs and directional signs meet ordinance requirements for height and size.
 - *A variance is not required for these signs.*
- Six wall signs on the building. The wall signs exceed the maximum number of signs (two are permitted). Each individual sign meets the maximum size allowed – 80 square feet.
 - *To meet city requirements, the applicant would need to reduce the amount of wall signs to two.*
- Three directional canopy signs. The canopy signs exceed the size permitted for a directional sign (exempt from permitting if under six square feet) and are shown to be 7.78 square feet and 9.63 square feet.
 - *To meet city requirements, the applicant would need to reduce the size of the directional canopy signs to six square feet.*

Sign Variance

State statute allows variances to be approved when the proposal is in harmony with city goals and policies outlined in the comprehensive plan and official controls and when practical difficulties exist. The practical difficulty standard outlines three factors cities must consider on a variance request: reasonableness, uniqueness, and essential character.

1. *Reasonableness* – When the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
2. *Uniqueness* – When the plight of the landowner is due to circumstances unique to the property not created by the landowner.
3. *Essential Character* – When the variance, if granted, will not alter the essential character of the locality.

Summary

City staff has reviewed the application and finds the request is not in harmony with city goals and policies outlined in the comprehensive plan and official controls and does not meet the practical difficulties standard that must apply. The applicant has not provided a reasonable justification for the sign variance request, and the existing circumstances are not unique to this property and were created by the owner.

The applicant can have the desired number of directional canopy signs if the proposed signs are reduced to sizes meeting the ordinance requirements. The applicant is proposing two additional wall signs and two logos exceeding what the ordinance allows. Because the applicant has a corner lot, the ordinance already allows the applicant to have one additional wall sign than its neighboring properties are permitted. Additionally, all proposed wall signs exceed the ordinance's size requirements, and the applicant has not provided sufficient justification for why variances should be granted.

The applicant's proposal far exceeds the permitted signage for commercial properties in this zoning district.

2017 Sign Variance Request – 3070 White Bear Avenue

In 2017, the property directly to the north of the applicant's property requested a sign variance to allow two additional wall signs in addition to the one wall sign the ordinance allows. The city council denied this request at its November 13, 2017 meeting.

Commission Review

Planning Commission

September 17, 2024: The Planning Commission held a public hearing, reviewed the sign variance request, and recommended denial.

Department Comments

No Comments.

Public Comments

Staff sent a public hearing notice and application details to the properties within 500 feet of the subject property. No public comments were received.

Reference Information

Site Description

Site Size: 0.95 Acres

Surrounding Land Uses

North:	Commercial
South:	Commercial
East:	Commercial
West:	Commercial

Planning

Existing Land Use:	Commercial
Existing Zoning:	Business Commercial

Ordinance Regulations

Secs. 44-738. Permanent Signs in Non-Residential Districts – BC (business commercial) Wall Signs and Freestanding Signs.

- For each occupant of a building, one wall sign is allowed for each street upon which the property has frontage.
- The total size of all wall signage for single-tenant buildings is determined by the gross square footage of the principal structure on the property. The total coverage area of each wall sign, including each differentiated business, shall be based on the wall surface to which the sign is attached.
 - Principal Structure Gross Square Feet of Floor Area: Less than 10,000 sq. ft.
 - Maximum Size and Coverage Area of Each Sign: 80 sq. ft. or 20% of wall face, whichever is less
- A wall sign may be attached to an overhanging awning or canopy, instead of the façade of the building, as long as the wall sign does not exceed 50 percent of the face of the awning or canopy, or the maximum size specified above, whichever is less.
- One freestanding sign is permitted for each street upon which the property has frontage. For properties with multiple street frontages, each additional freestanding sign must be located on a different street and each sign must be separated by more than 100 feet measured in a straight line between signs, excluding auto dealerships.
- The total size and maximum height of each freestanding sign is determined by the street classification (as designated in the Maplewood Comprehensive Plan) of the closest street to which each freestanding sign is located. In the case of signs located at an intersection, the higher-ranking street classification should be used to determine the maximum height and size allowable for a freestanding sign.
 - White Bear Avenue, Minor Arterial: maximum size - 140 sq. ft., maximum height (pylon sign) -20 ft., maximum height (monument sign) -12 ft.
 - Woodlynn Avenue, Minor Collector: maximum size -100 sq. ft., maximum height (pylon sign) -15 ft., maximum height (monument sign) -10 ft

Attachments:

1. Sign Variance Denial Resolution
2. Overview Map
3. Future Land Use Map
4. Zoning Map
5. Applicant Narrative
6. Sign Plans
7. Draft Planning Commission Minutes, September 17, 2024
8. Presentation Slides

SIGN VARIANCE DENIAL RESOLUTION

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

Section 1. Background.

1.01 Mister Car Wash has requested a sign variance to allow for signs on the property that exceed the number, size, and height permitted.

1.02 The property is located at 3050 White Bear Avenue North and is legally described as:

The South 100.00 feet of the North 1/2 of the Northeast 1/4 of Northwest 1/4, Section 2, Township 29 North, Range 22 West, City of Maplewood, Ramsey County, Minnesota lying Easterly of White Bear Avenue, except the East 360.0 feet thereof, AND

The South 1/2 of the Northeast 1/4 of Northwest 1/4, Section 2, Township 29 North, Range 22 West, City of Maplewood, Ramsey County, Minnesota, lying Northerly of Woodlyn Avenue and Easterly of White Bear Avenue, except the East 360.0 feet thereof, AND

The West 181.87 feet of the East 360.0 feet of the South 100.0 feet of the North 1/2 of the Northeast Quarter of the Northwest Quarter of Section 2, Township 29 North, Range 22 West, Ramsey County, Minnesota. AND

The West 181.87 feet of the East 360.0 feet of the South 1 /2 of the Northeast Quarter of the Northwest Quarter, Ramsey County, Minnesota lying Northerly of Woodlynn Avenue.

Tax Parcel Identification: 022922210025

Section 2. Standards.

2.01 Variance Standard. City Ordinance Section 44-13 refers to a state statute that 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; (3) the variance if granted, will not alter the essential character of the locality.

Section 3. Findings.

3.01 The setback variance request does not meet the required standards for a variance.

1. That 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. That the proposed use is reasonable; and
3. That the variance will not alter the essential character of the locality; and
4. That the need for a variance is in harmony with the general purposes and intent of this ordinance; and
5. That the variance is consistent with the comprehensive plan.

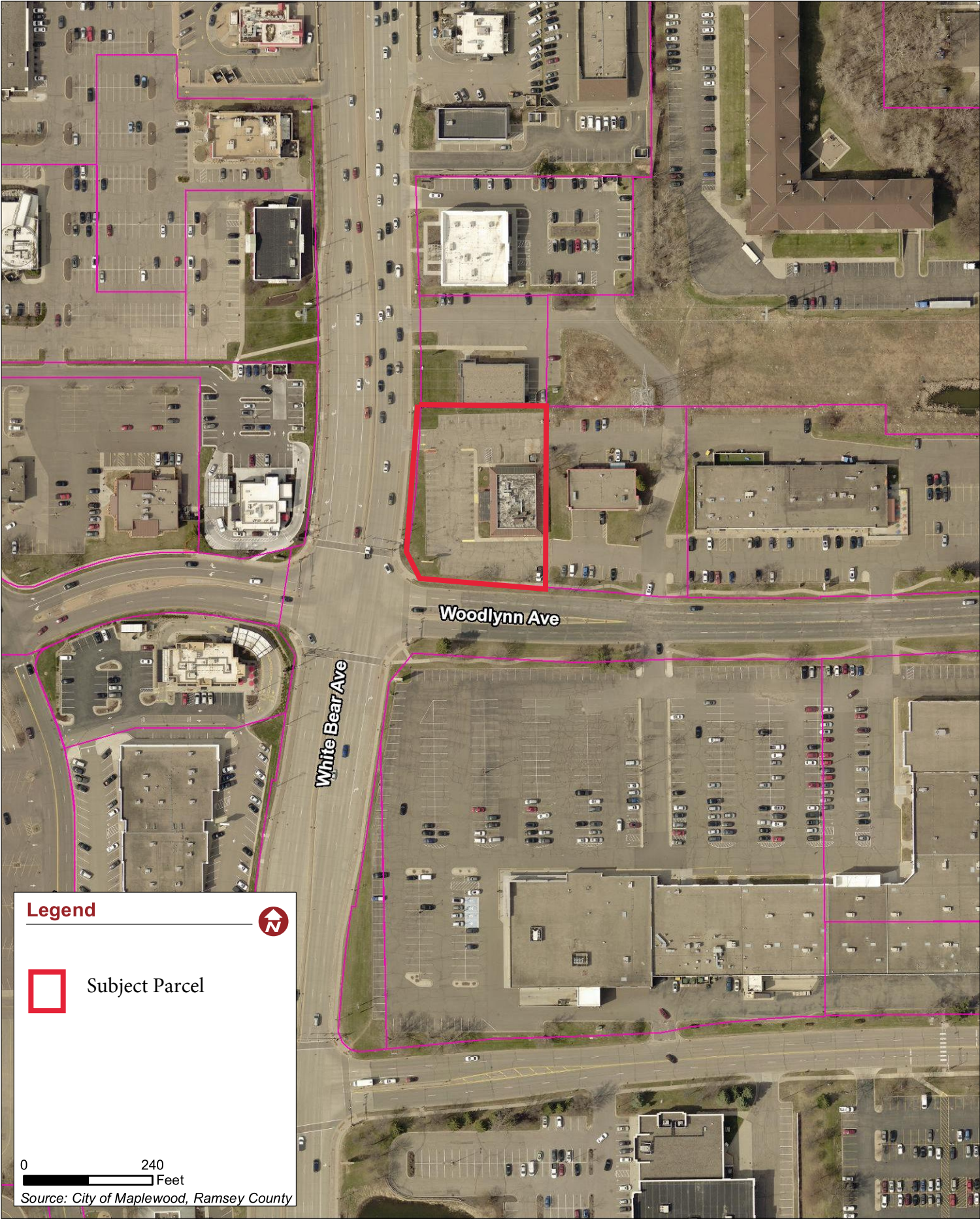
Section 4. City Review Process

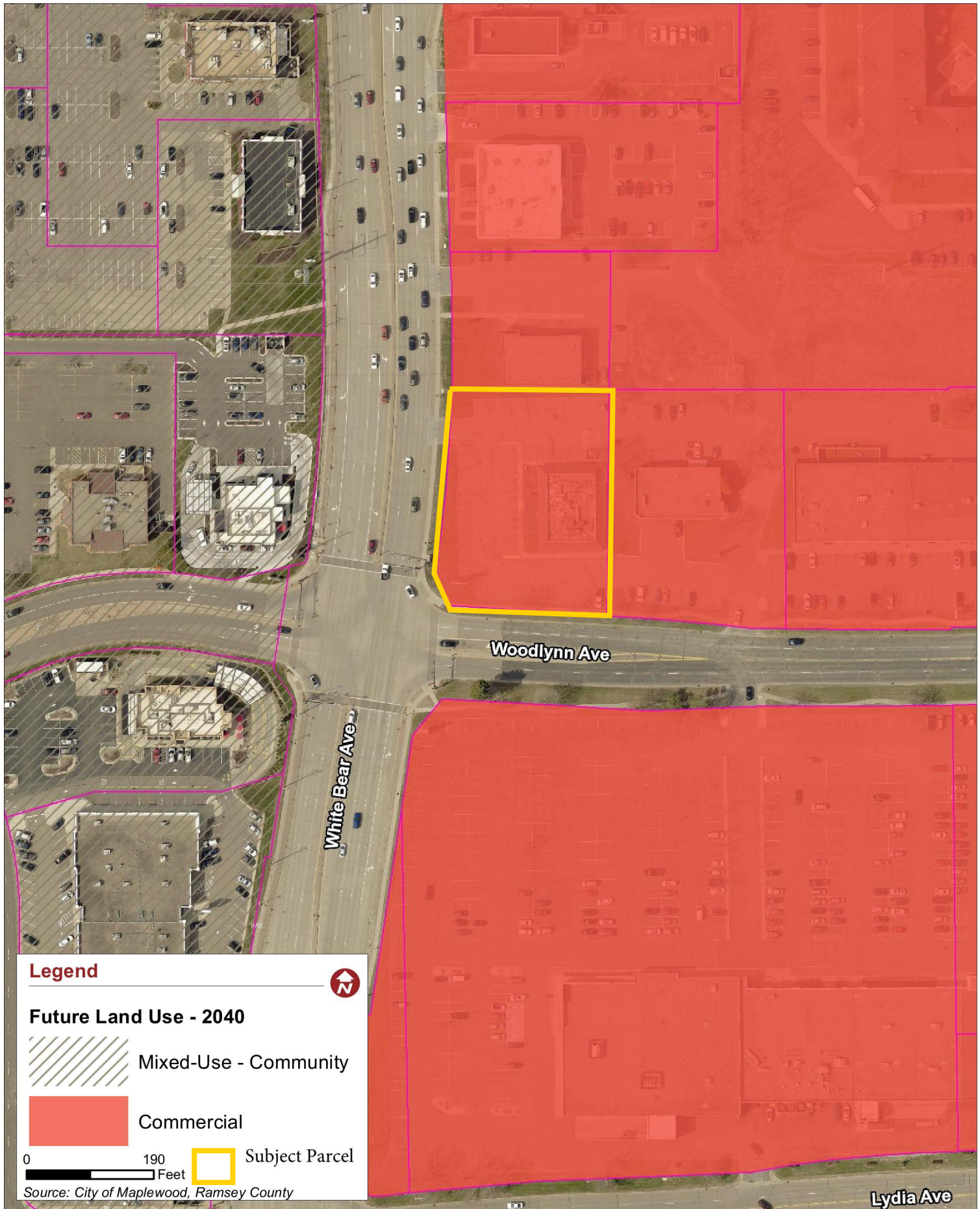
4.01 The City conducted the following review when considering the variance requests.

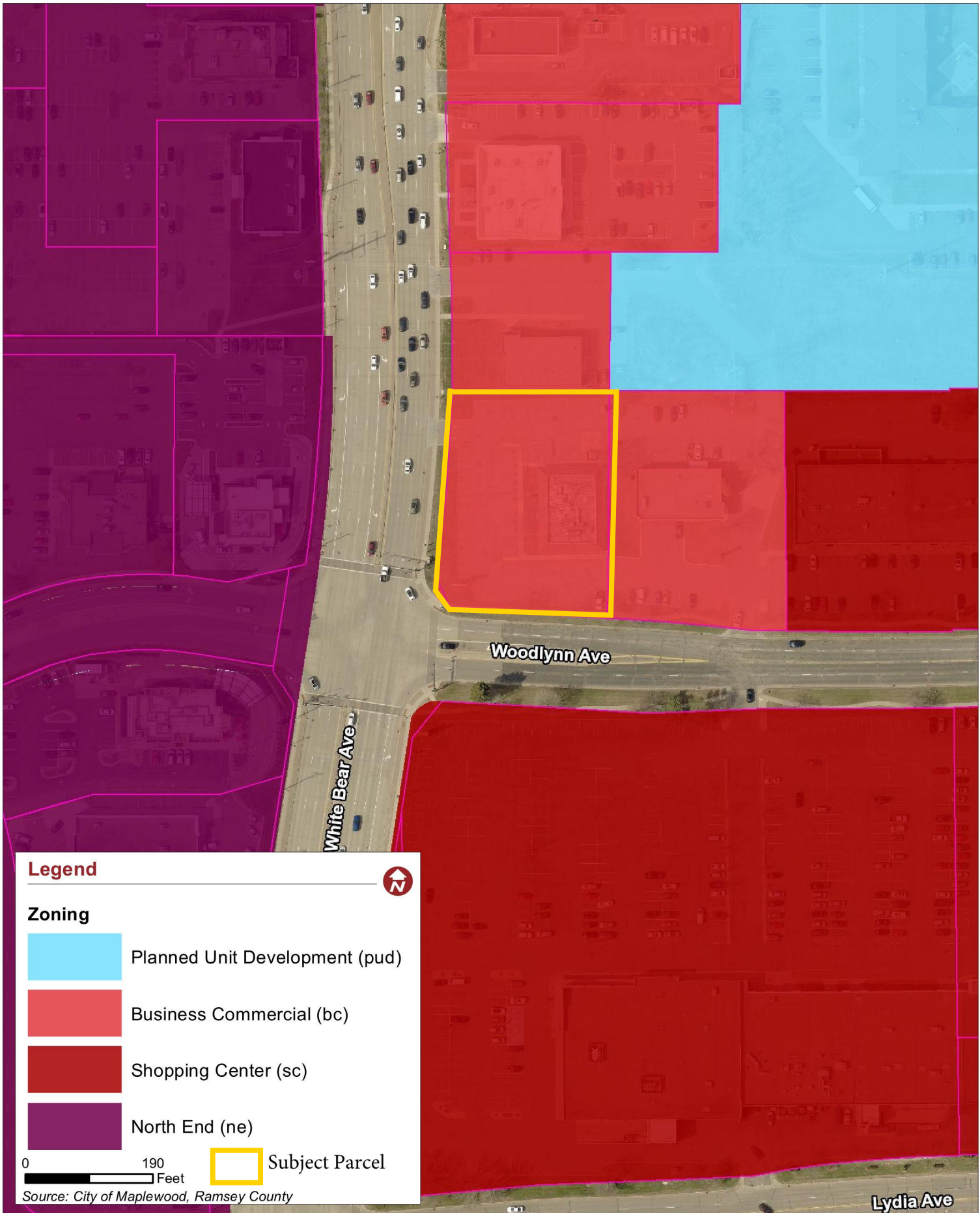
1. On September 17, 2024, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council deny this resolution.
2. On September 23, 2024, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff.

Section 5. City Council

5.01 The city council hereby _____ the resolution. Denial of the application is based on the findings outlined in section 3 of this resolution.







July 12, 2024

Community Development Department
1830 County Road B East
Maplewood, MN 55109

RE: Mister Car Wash – 3050 White Bear Ave Maplewood, MN

Mister Car Wash seeks variance approval to install their standard sign package at this location. The sign package contains 10 wall signs on the main building, 3 signs on the façade of the canopy for lane designation, 2 freestanding signs, and 8 directional signs. Maplewood's zoning regulation 44-742(d)(2) limits the number of wall signs to 1 per street frontage and the table restricts the size of each of those signs to the lesser of 80 sq. ft. or 20% of the wall face.

The proposed wall signs on the building are important for brand identification and wayfinding. They are proposed at the proper size and quantity for the building and the number of ingress/egress points to the site motorists can utilize. To limit the number and quantity of the wall signs to the 1 per street frontage (2 total) would not allow for proper wayfinding for the parcel. This is not a standard retail business model where the customer comes to the location, parks his/her car, and goes inside to shop. It is a high traffic stay in your car-type business model where quick wayfinding and decision-making are essential to public safety.

The 3 signs proposed on the canopy (also considered wall signs) are essential to the operation and wayfinding on the site. They provide necessary lane identification for customers based upon their level of service (unlimited member vs. cash customer) needed. It is designed in the proper size and scale to be quickly legible so that they can decide which lane to choose. The code would allow for these signs as directional signs however it limits these signs to 6 sq. ft. They cannot be that small based on the design of the sign. They are individual channel letters and to reduce the font size any smaller would not allow the led illumination source to be installed in the individual letters.

Variance Standards

Reasonableness: The property owner proposes to use the property in a reasonable manner. A car wash is a reasonable use of the property. Mister Car Wash operated nearly 500 locations throughout the country and does so in a safe and efficient manner. The proposed signs are essential to the site being run in a safe and reasonable manner. The city's code does allow for additional signage on gas station canopies for brand identification. These signs would be similar to that with the exception that the Mister canopy signs provide essential wayfinding.

Uniqueness: The property does possess a level of uniqueness since it is on a hard corner with a divided road on the frontage. It has overhead power lines on the North end and ingress/egress access from an adjoining parcel. The site lacks adequate access from the public based upon the traffic flow. It is important to have these Mister signs on the building in multiple locations to add to the visibility of the site.

Essential Character: The essential character of the locality will not be altered, nor will it be out of scale, out of place, or otherwise inconsistent with the surrounding area. The businesses on the W side of White Bear have multiple building signs for their location. This location, although zoned differently, will be of similar character to those sites. The character of the area is essentially the same.

Harmony with the Intent of the Zoning Ordinance: The ordinance allows for relief from the zoning requirements when it is uniquely warranted. The request for the signs is uniquely warranted in that a code compliant package would result in significantly reduced wayfinding for site and a public safety hazard.

Consistent with the Comprehensive Plan: The requested relief is consistent with the comprehensive plan. The signs proposed allow for the sign to be quickly identified and wayfinding to be quickly established. The signs aid operations in such manner by maintaining the necessary traffic flows in and around the site.

Sincerely,

Garry Potts, Owner Agent

Customer Approved



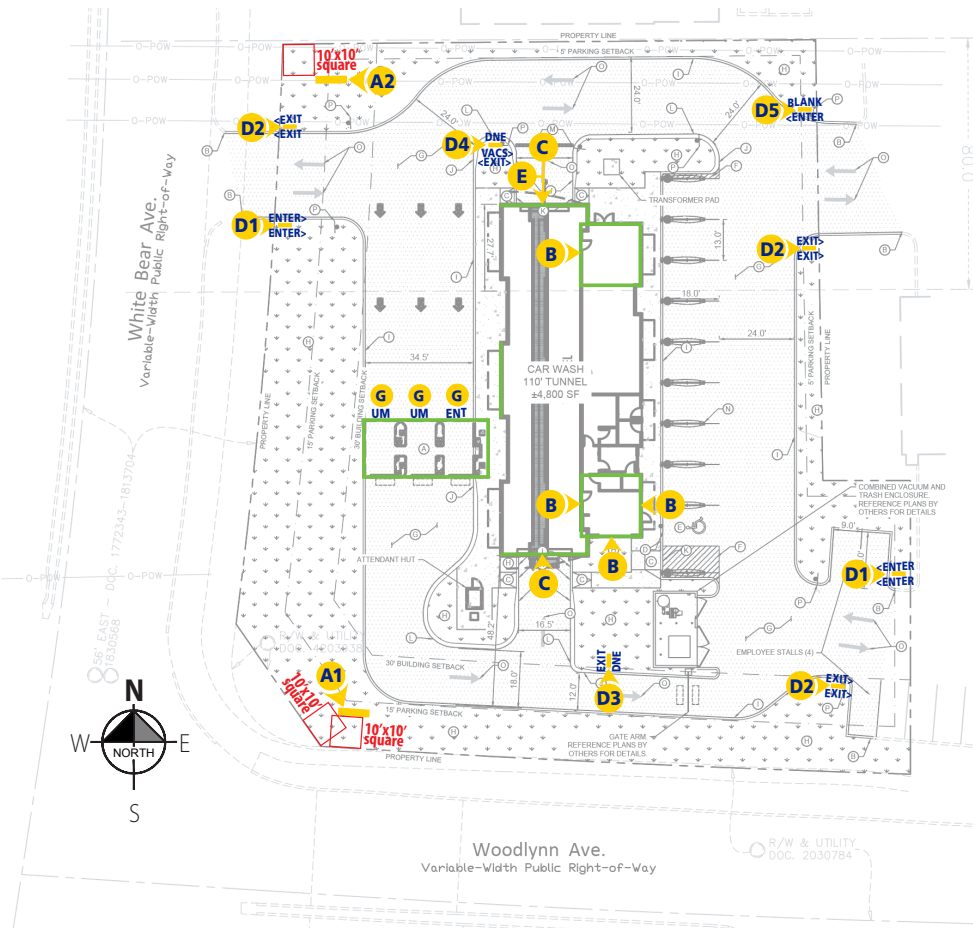
MN 1619 Maplewood, MN, 3050 White Bear Ave, Maplewood, MN, 55109



MN 1619 Maplewood, MN
3050 White Bear Ave, Maplewood, MN, 55109

Page 2

Site Plan



A1 4'-8" x 7'-0" DF-CP Sign @ 10' OAH - 46 sq. ft.
10' Property Line Set Back

A2 4'-8" x 7'-0" DF-CP Sign @ 12' OAH - 46 sq. ft.
10' Property Line Set Back

B 40" Mister Channel Letters (Opaque Center Sparkle)

C 7'-0" x 5'-7" Hollow Sparkle Accent Lighting

D1 2 qty., 3'-0" x 2'-0" Directional

D2 3 qty., 3'-0" x 2'-0" Directional

D3 1 qty., 3'-0" x 2'-0" Directional

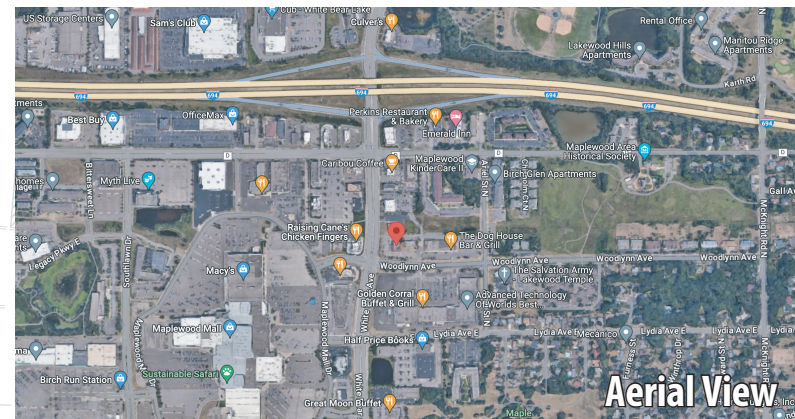
D4 1 qty., 3'-9" x 2'-0" Directional

D5 1 qty., 3'-9" x 2'-0" Directional

E 15" EXIT Illuminated Informational Signage

G 1 qty., 16" Enter & 2 qty., 18" Unl. Members
LED Illuminated Wayfinding Signage -
Green indicator Dot

H Indicates Yellow LED Accent Lighting



Aerial View

FILE#23-11-24-F-MISTR-S4		JY	Customer Approval	
Scale: NTS		Date: 7-12-2024		Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.
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Page 3

Pylon Sign A1

A1 NEW 4'- 8" x 7'- 0" Sparkle Sign DF-CP Sign @ 10' OAH - 46 sq. ft. of Sign Area









NOTE:
Lower end of
sign arch
to be installed
toward the street.



NOTE: Center sparkle in 2'- 4" x 1'- 10" Sparkle Set on Shroud has an Arlon 140 Opaque Gray Vinyl center to match the Gray Shroud Area it is mounted to.

CORPORATE COLORS:			
PMS			
	PMS 123 C	PMS 2955 C	
VINYL			
	3630-125	3630-8119	
FLEX			
	Match 3M Color	Match 3M Color	

FILE#23-11-24-F-MISTR-A1-2		JY	Customer Approval	
Scale: 1/4" = 1'- 0"	Date: 8-27-2024		Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.	
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A1 NEW 4'- 8" x 7'- 0" Sparkle Sign DF-CP Sign @ 12' OAH - 46 sq. ft. of Sign Area




NOTE: Center sparkle in 2'- 4" x 1'- 10" Sparkel Set on Shroud has an Arlon 140 Opaque Gray Vinyl center to match the Gray Shroud Area it is mounted to.

NOTE: Lower end of sign arch to be installed toward the street.



CORPORATE COLORS:			
PMS			
	PMS 123 C	PMS 2955 C	
VINYL			
	3630-125	3630-8119	
FLEX			
	Match 3M Color	Match 3M Color	

FILE#23-11-24-F-MISTR-A2-3	JY	Customer Approval	
Scale: 1/4" = 1'- 0"	Date: 9-6-2024	Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.	
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North Exit Elevation

Sparkles should be centered up and down and left to right on the tunnel exit/entrance.

C 7'-0" x 5'-7" Sparkle on Tower of Tunnel Entrance - 40 sq ft

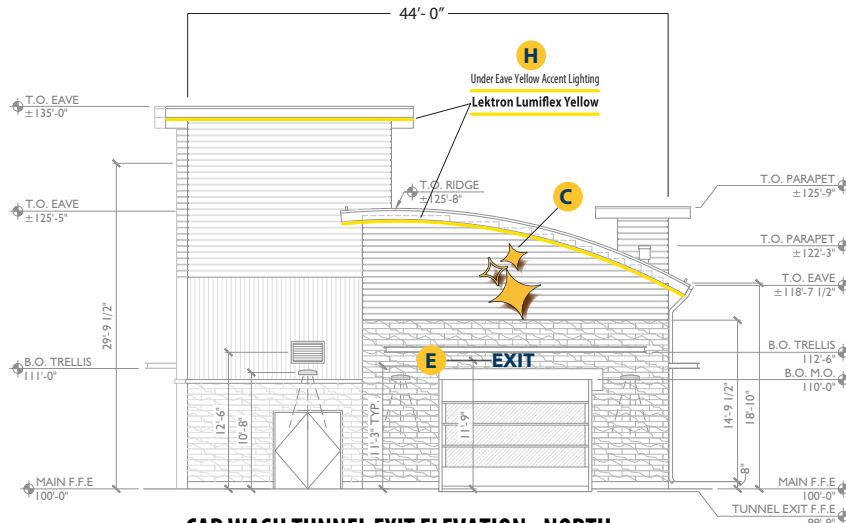
NEW HOLLOW SPARKLE SET

- Sparkles: Left Middle, Hollow with a Yellow outline, 2 remaining Sparkles are Yellow
- Black 1" Trim Cap - Black Returns
- LED Illumination - Principal Quick Mod 7100K White LEDs and Power Supplies

VINYL 3630-125

E 15" Illuminated Exit Letters - 8.4 sq ft

Blue Letters with Black Sides and Trim-Cap, Blue to match Blue Sparkle



CAR WASH TUNNEL EXIT ELEVATION - NORTH

1/16"=1'-0"

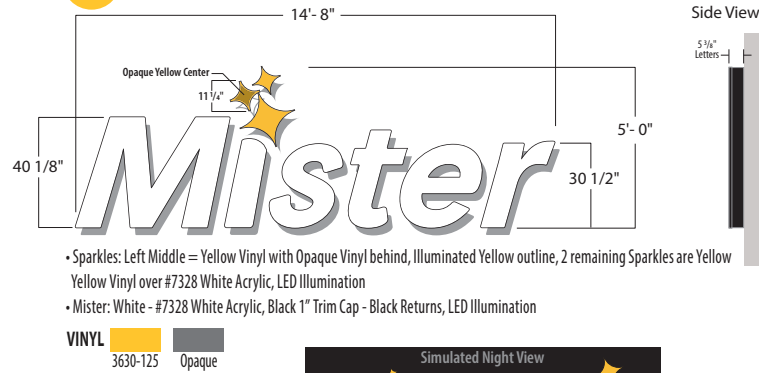
CORPORATE COLORS:		
PMS	PMS 123 C	PMS 2955 C
VINYL	3630-125	Custom Vinyl 3630-8119
FLEX	Match 3M Color	Match 3M Color

BUILDING COLORS:	
SW 6255 Morning Fog	
SW 7665 Wall Street	
SW 9178 In The Navy	

FILE#23-11-24-F-MISTR-B2	JY	Customer Approval
Scale: 3/16" = 1'-0"	Date: 8-27-2024	Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.
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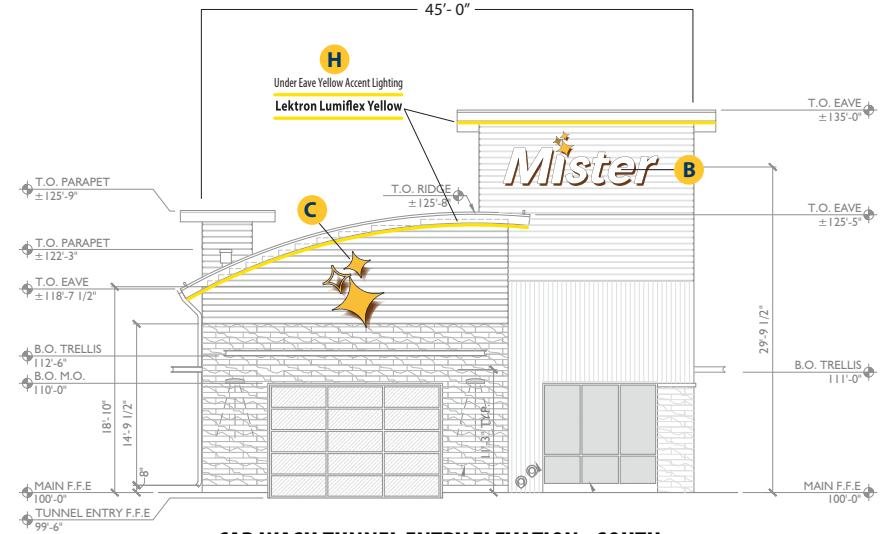
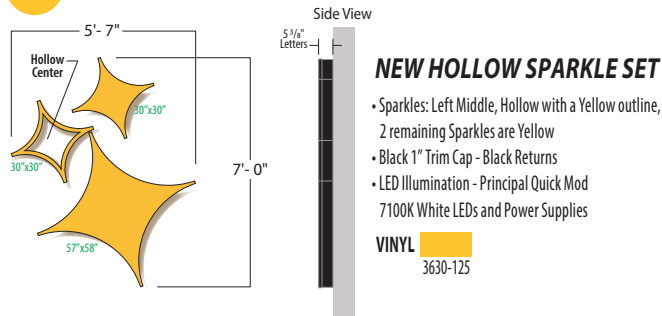
All Mister Letter Sets on Towers need to be on the same continuous plain (bottoms lined up).

B M40 5'-0" x 14'-8" - 73 sq. ft. - NEW OPAQUE CENTER SPARKLE



Sparkles should be centered up and down and left to right on the tunnel exit/entrance.

C 7'-0" x 5'-7" Sparkle on Tower of Tunnel Entrance - 40 sq ft



CAR WASH TUNNEL ENTRY ELEVATION - SOUTH

CORPORATE COLORS:		
PMS	PMS 123 C	PMS 2955 C
VINYL	3630-125	3630-8119
FLEX	Match 3M Color	Match 3M Color

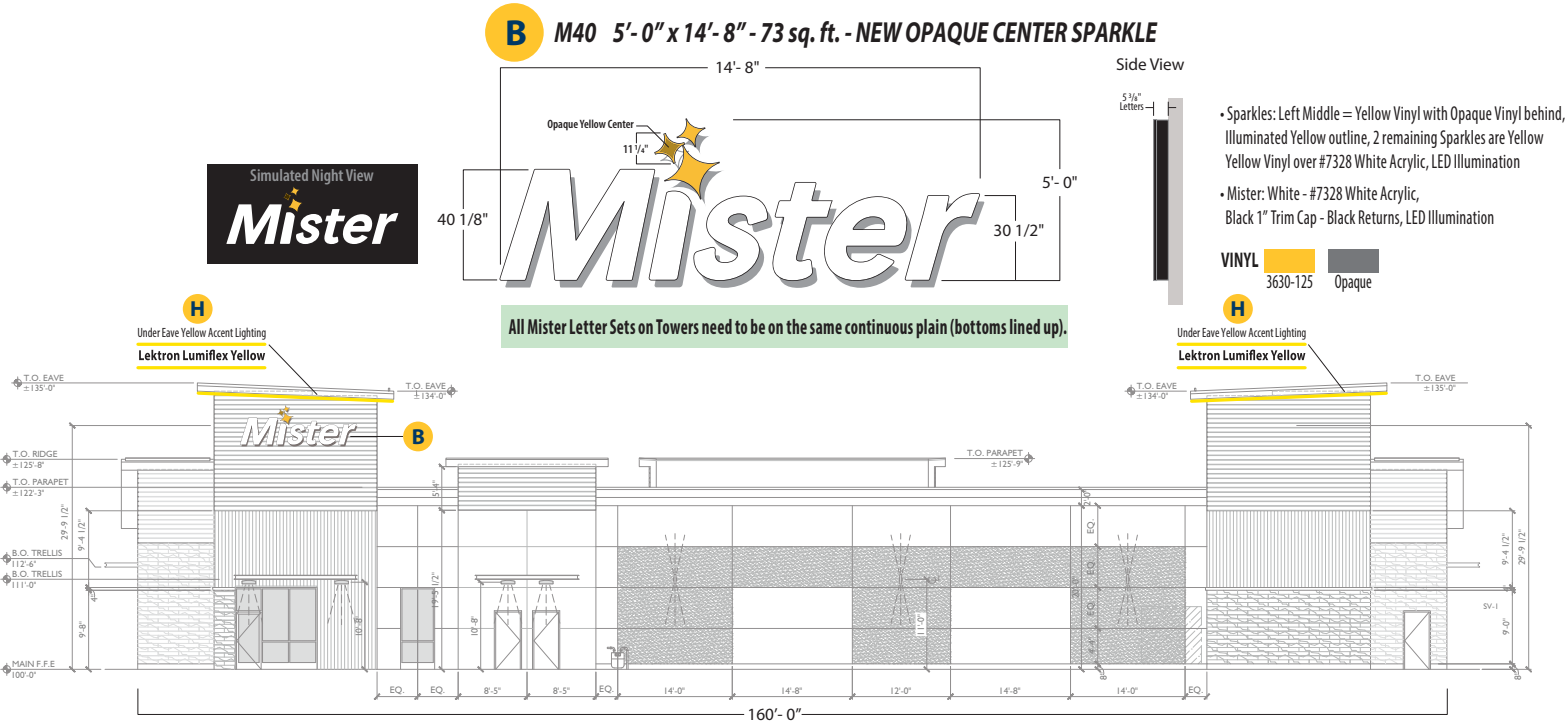
BUILDING COLORS:	
SW 6255	Morning Fog
SW 7665	Wall Street
SW 9178	In The Navy

FILE#23-11-24-F-MISTR-C2	MM	Customer Approval
Scale: 3/16" = 1'-0"	Date: 8-27-2024	Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.
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East Mechanical Elevation



BUSINESS / MECHANICAL ELEVATION - EAST

3/64"=1'-0"

**Yellow LED
Accent Lighting**
Lektron Lumiflex Yellow

CORPORATE COLORS:			
PMS		PMS 123 C	PMS 2955 C
VINYL		3630-125	Custom Vinyl 3630-8119
FLEX		Match 3M Color	Match 3M Color

BUILDING COLORS:	
	SW 6255 Morning Fog
	SW 7665 Wall Street
	SW 9178 In The Navy

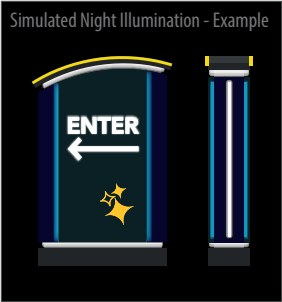
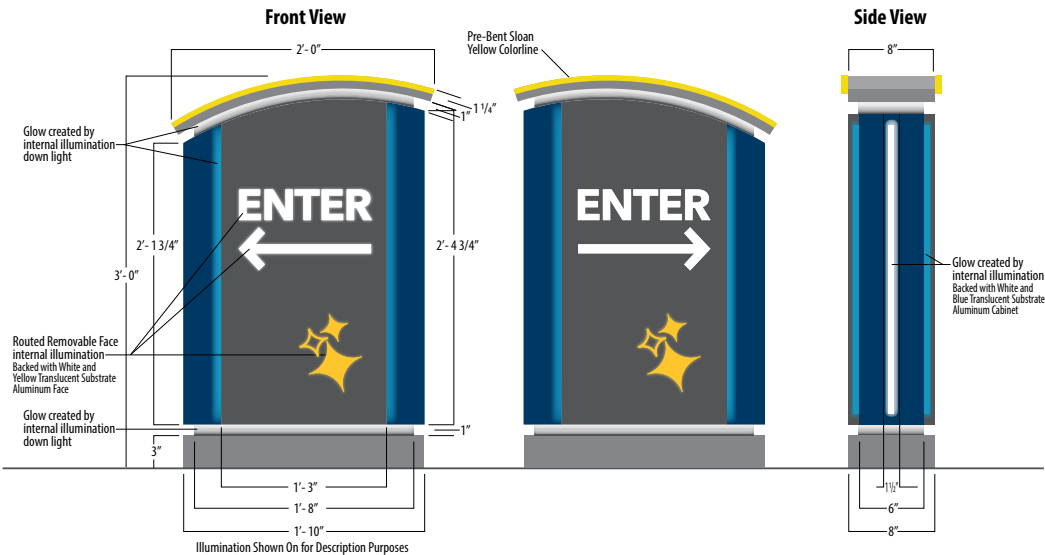
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Scale: 3/16" = 1'-0"	Date: 8-27-2024	Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.	
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MN 1619 Maplewood, MN
3050 White Bear Ave, Maplewood, MN, 55109

Directional Sign conduit should be stubbed down through match plate and stubbed out towards electrical connection.
Sign contractor responsible for connecting wires within 5' of sign.

3'- 0" x 2'- 0" Directional Sign - 6 sq. ft.



DESCRIPTION

- Yellow Accent light on top Cap arch - both sides - Cap Painted 7665 Dark Gray (Wall Street)
- White LED Glow under top Blue cap of sign - Reveal Painted 7C Cool Gray (Morning Fog)
- Directional Copy and/or Arrows = White Vinyl First Surface Routed and Backed.
- DO NOT ENTER Symbol = Red Vinyl First Surface Routed and Backed.
- Sparkle Logo = Yellow Vinyl First Surface Routed and Backed.
- Inner Sign Body Aluminum (with Routed Direc. Copy) = 7665 Dark Gray (Wall Street) with Vertical Blue Glow
- Outer Cabinet Aluminum = Painted 2995 Blue with White Vertical Glow on Sides
- White LED Glow under Main Sign Body - Reveal Painted 7C Cool Gray (Morning Fog)
- Base = Painted 7665 Dark Gray (Wall Street)

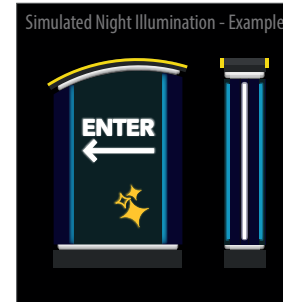
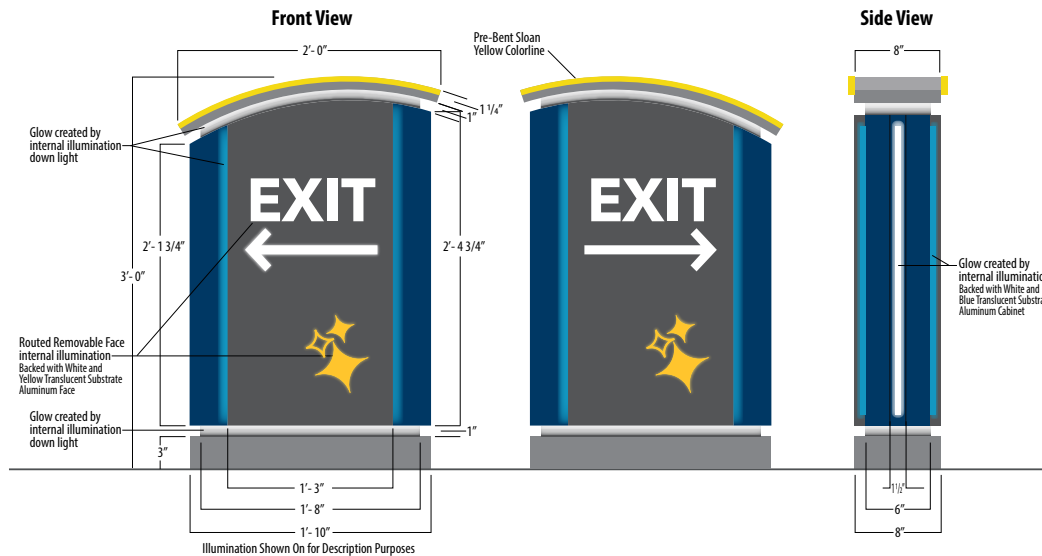
CORPORATE COLORS:			
PMS			
	PMS 123 C	PMS 2955 C	
VINYL			
	3630-125	3630-8119	
FLEX			
	Match 3M Color	Match 3M Color	

BUILDING COLORS:	
	SW 6255 Morning Fog
	SW 7665 Wall Street
	SW 9178 In The Navy

FILE#23-11-24-F-MISTR-F2		JY	Customer Approval	
Scale: 3/4" = 1'- 0"	Date: 6-6-2024		Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.	
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Directional Sign conduit should be stubbed down through match plate and stubbed out towards electrical connection.
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DESCRIPTION

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- White LED Glow under top Blue cap of sign
- Directional Copy and/or Arrows = White Vinyl First Surface Routed and Backed.
- DO NOT ENTER Symbol = Red Vinyl First Surface Routed and Backed.
- Sparkle Logo = Yellow Vinyl First Surface Routed and Backed.
- Inner Sign Body Aluminum = Wall Street Gray with Vertical Blue Glow
- Outer Cabinet Aluminum = Painted 2995 Blue with White Vertical Glow on Sides
- White LED Glow under Main Sign Body
- Cabinet Insets Aluminum = Wall Street Gray
- Base = Painted 7C Cool Gray (Morning Fog) - See Illustration to Left

CORPORATE COLORS:		
PMS		
	PMS 123 C	PMS 2955 C
VINYL		
	3630-125	3630-8119
FLEX		
	Match 3M Color	Match 3M Color

BUILDING COLORS:	
	SW 6255 Morning Fog
	SW 7665 Wall Street
	SW 9178 In The Navy

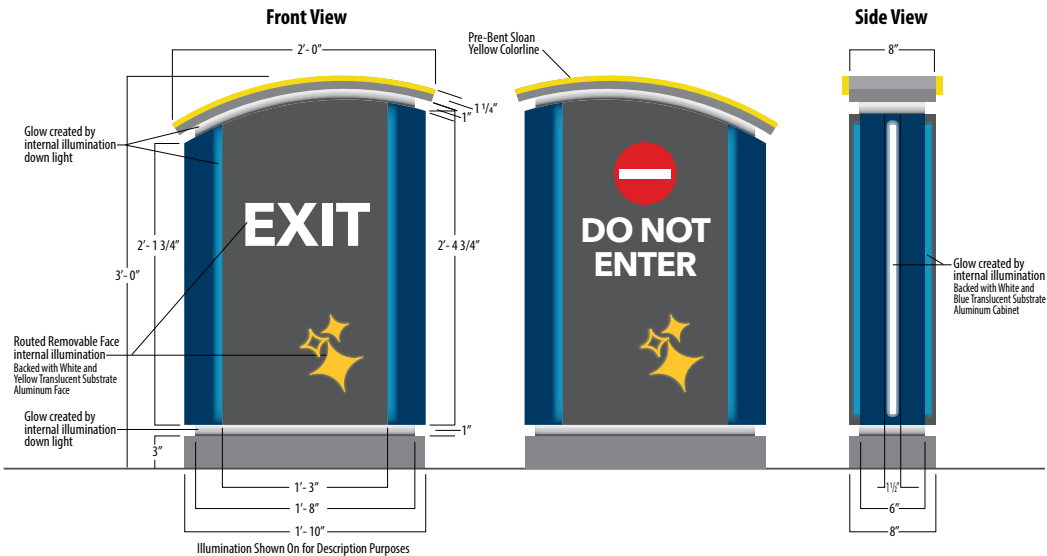
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Scale: 3/4" = 1'- 0"	Date: 6-6-2024	Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.
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MN 1619 Maplewood, MN
3050 White Bear Ave, Maplewood, MN, 55109

Directional Sign conduit should be stubbed down through match plate and stubbed out towards electrical connection.
Sign contractor responsible for connecting wires within 5' of sign.

3'- 0" x 2'- 0" Directional Sign - 6 sq. ft.





DESCRIPTION

- Yellow Accent light on top Cap arch - both sides - Cap Painted 7665 Dark Gray (Wall Street)
- White LED Glow under top Blue cap of sign - Reveal Painted 7C Cool Gray (Morning Fog)
- Directional Copy and/or Arrows = White Vinyl First Surface Routed and Backed.
- DO NOT ENTER Symbol = Red Vinyl First Surface Routed and Backed.
- Sparkle Logo = Yellow Vinyl First Surface Routed and Backed.
- Inner Sign Body Aluminum (with Routed Direc. Copy) = 7665 Dark Gray (Wall Street) with Vertical Blue Glow
- Outer Cabinet Aluminum = Painted 2995 Blue with White Vertical Glow on Sides
- White LED Glow under Main Sign Body - Reveal Painted 7C Cool Gray (Morning Fog)
- Base = Painted 7665 Dark Gray (Wall Street)

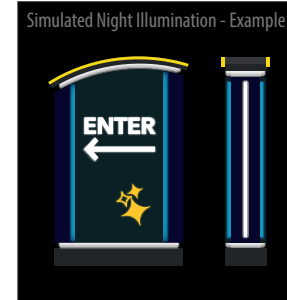
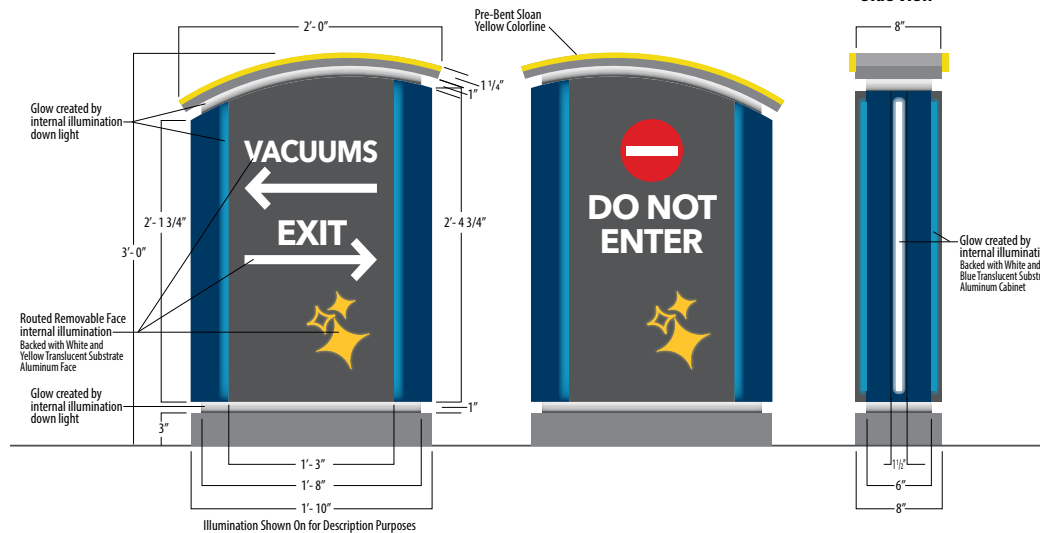
CORPORATE COLORS:			
PMS			
	PMS 123 C	PMS 2955 C	
VINYL			
	3630-125	3630-8119	Custom Vinyl
FLEX			
	Match 3M Color	Match 3M Color	

BUILDING COLORS:	
	SW 6255 Morning Fog
	SW 7665 Wall Street
	SW 9178 In The Navy

FILE#23-11-24-F-MISTR-H2		JY	Customer Approval	
Scale: 3/4" = 1'- 0"		Date: 6-6-2024		Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.
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Directional Sign conduit should be stubbed down through match plate and stubbed out towards electrical connection.
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3'- 0" x 2'- 0" Directional Sign - 6 sq. ft.



DESCRIPTION

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- Base = Painted 7665 Dark Gray (Wall Street)

CORPORATE COLORS:		
PMS		
	PMS 123 C	PMS 2955 C
VINYL		
	3630-125	3630-8119
FLEX		
	Match 3M Color	Match 3M Color

BUILDING COLORS:	
	SW 6255 Morning Fog
	SW 7665 Wall Street
	SW 9178 In The Navy

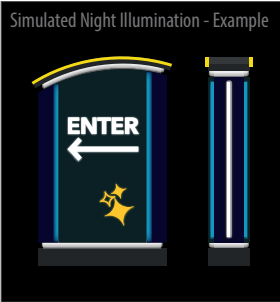
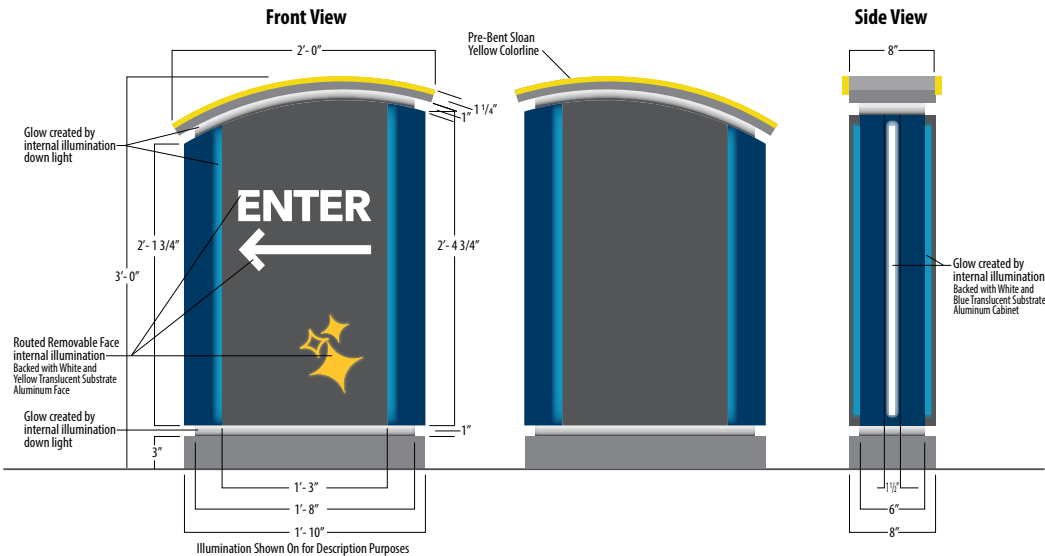
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Scale: 3/4" = 1'- 0"	Date: 6-6-2024	Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.
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3050 White Bear Ave, Maplewood, MN, 55109

Directional Sign conduit should be stubbed down through match plate and stubbed out towards electrical connection.
Sign contractor responsible for connecting wires within 5' of sign.

3'- 0" x 2'- 0" Directional Sign - 6 sq. ft.





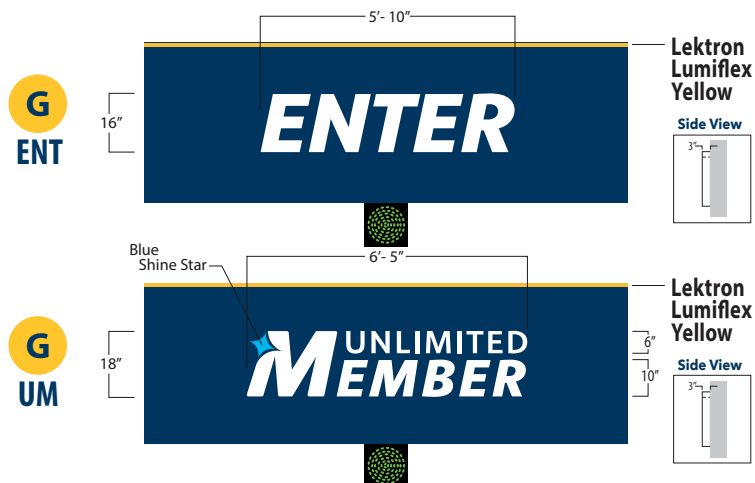
DESCRIPTION

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CORPORATE COLORS:			
PMS			
	PMS 123 C	PMS 2955 C	
VINYL			
	3630-125	3630-8119	
FLEX			
	Match 3M Color	Match 3M Color	

BUILDING COLORS:	
	SW 6255 Morning Fog
	SW 7665 Wall Street
	SW 9178 In The Navy

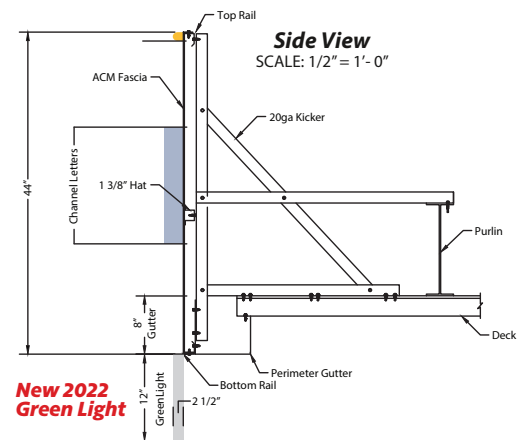
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Scale: 3/4" = 1'- 0"		Date: 6-6-2024		Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.
		One Dualite Lane Williamsburg, Ohio 45176		
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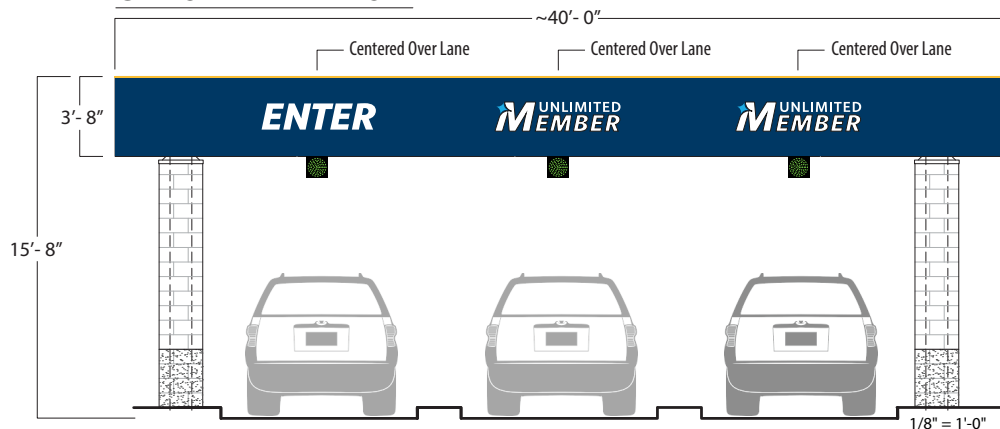
NEW 2021 - 1 qty., 16" ENTER and 2 qty. 18" UNLIMITED MEMBER LANE LETTERS WITH GREEN INDICATOR DOT (Under Mount) - YELLOW LED ACCENT LIGHTING

NEW 1-21 CHANNEL LETTER FONT STYLE: SOLITAIRE MVB PRO HEAVY ITALIC

White Letters with Black Sides and Trim-Cap -
3" deep Centered on 44" tall Canopy -
Under Canopy Mounted Green Lights



CANOPY ELEVATION



H
Yellow Accent Lighting
Lektron Lumiflex Yellow
THREE SIDES
NO Border Tubing on
Side Closest to Building

CORPORATE COLORS:			
PMS			
	PMS 123 C	PMS 2955 C	
VINYL			
	3630-125	3630-8119	
FLEX			
	Match 3M Color	Match 3M Color	

BUILDING COLORS:	
	SW 6255 Morning Fog
	SW 7665 Wall Street
	SW 9178 In The Navy

FILE#23-11-24-F-MISTR-K2	JY	Customer Approval
Scale: 1/4" = 1'-0"	Date: 8-27-2024	Note: Dimensions are Approximate and Subject to Change Pending Review by Dualite Engineering.
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DRAFT MINUTES
MAPLEWOOD PLANNING COMMISSION
7:00 P.M. Tuesday, September 17, 2024
City Hall, Council Chambers
1830 County Road B East

E. PUBLIC HEARING

2. Sign Variance Denial Resolution, Mister Car Wash, 3050 White Bear Avenue North

Michael Martin, AICP, Assistant Community Development Director, gave the presentation.

Chairperson Desai opened the public hearing.

The following individuals addressed the commission regarding the project:

Gary Potts, Professional Permits
Justin Young, Dualite

Chairperson Desai closed the public hearing.

Commissioner Eads moved to approve the resolution to deny the sign variance request for Mister Car Wash, located at 3050 White Bear Avenue North

SIGN VARIANCE DENIAL RESOLUTION

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

Section 1. Background.

1.01 Mister Car Wash has requested a sign variance to allow for signs on the property that exceed the number, size, and height permitted.

1.02 The property is located at 3050 White Bear Avenue North and is legally described as:

The South 100.00 feet of the North 1/2 of the Northeast 1/4 of Northwest 1/4, Section 2, Township 29 North, Range 22 West, City of Maplewood, Ramsey County, Minnesota lying Easterly of White Bear Avenue, except the East 360.0 feet thereof,

AND

The South 1/2 of the Northeast 1/4 of Northwest 1/4, Section 2, Township 29 North, Range 22 West, City of Maplewood, Ramsey County, Minnesota, lying Northerly of Woodlyn Avenue and Easterly of White Bear Avenue, except the East 360.0 feet thereof,

AND

The West 181.87 feet of the East 360.0 feet of the South 100.0 feet of the North 1/2 of the Northeast Quarter of the Northwest Quarter of Section 2, Township 29 North, Range 22 West, Ramsey County, Minnesota.

AND

The West 181.87 feet of the East 360.0 feet of the South 1 /2 of the Northeast Quarter of the Northwest Quarter, Ramsey County, Minnesota lying Northerly of

Woodlynn Avenue.

Tax Parcel Identification: 02-29-22-21-0025

Section 2. Standards.

- 2.01 Variance Standard. City Ordinance Section 44-13 refers to a state statute that 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; (3) the variance if granted, will not alter the essential character of the locality.

Section 3. Findings.

- 3.01 The setback variance request does not meet the required standards for a variance.
1. That 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. That the proposed use is reasonable; and
 3. That the variance will not alter the essential character of the locality; and
 4. That the need for a variance is in harmony with the general purposes and intent of this ordinance; and
 5. That the variance is consistent with the comprehensive plan.

Section 4. City Review Process

- 4.01 The City conducted the following review when considering the variance requests.
1. On September 17, 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. The planning commission recommended that the city council approve this resolution.
 2. On September 23, 2024, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff.

Section 5. City Council

5.01 The city council hereby _____ the resolution. Denial of the application is based on the findings outlined in section 3 of this resolution.

Seconded by Commissioner Ige

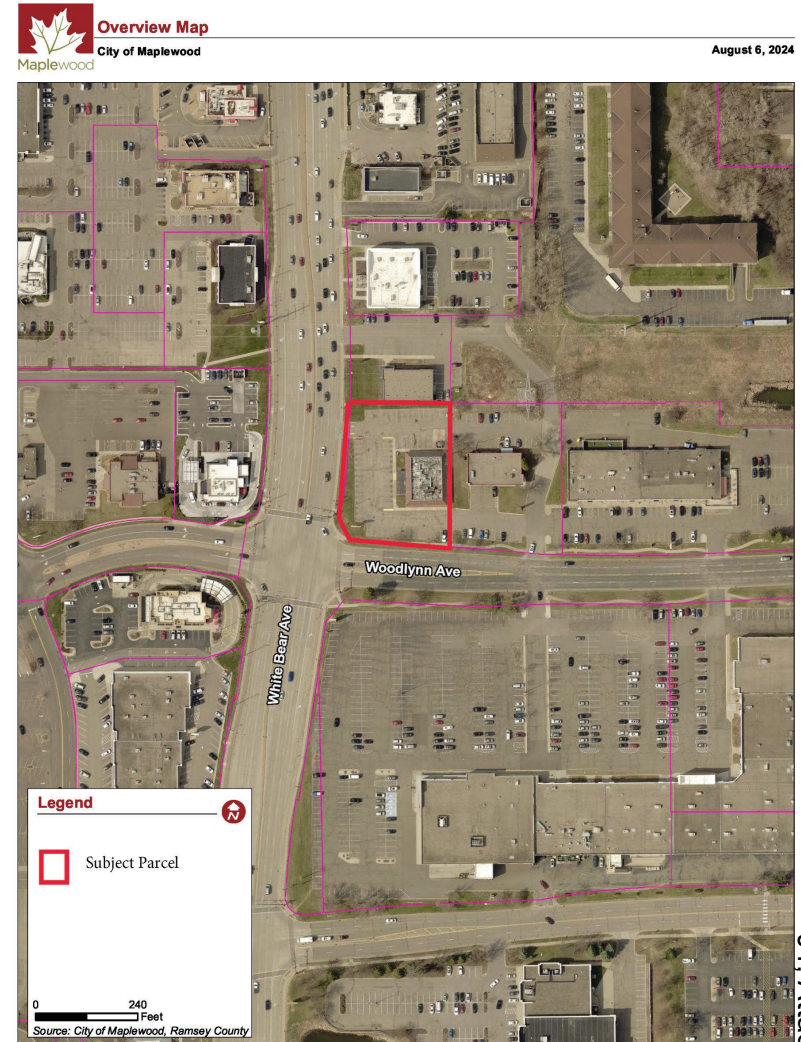
Ayes – All

The motion passed.

This item will go to the city council on September 23, 2024

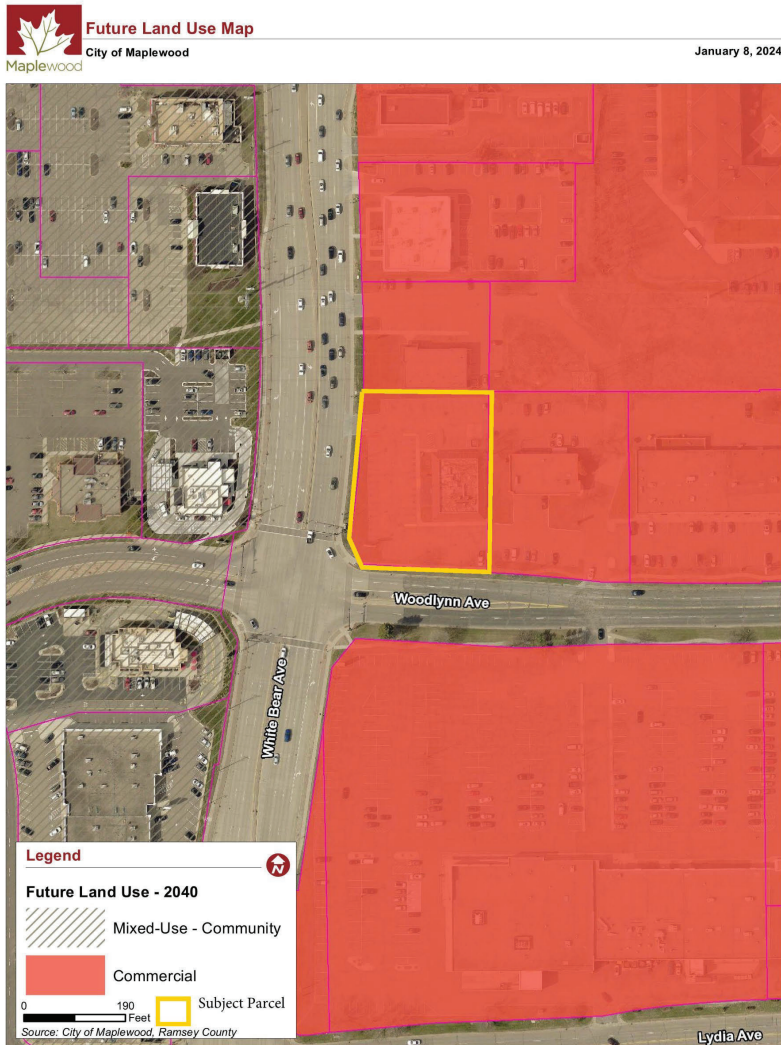
Mister Car Wash

- Mister Car Wash requests variances for proposed signs that exceed the maximum allowed signage
- The city approved a CUP and design plans for a car wash to be constructed on the property - February 26, 2024 (currently under construction)
 - Located at 3050 White Bear Ave N
 - 0.95 Acre Site
- Requesting approval for:
 - Sign Ordinance Variances



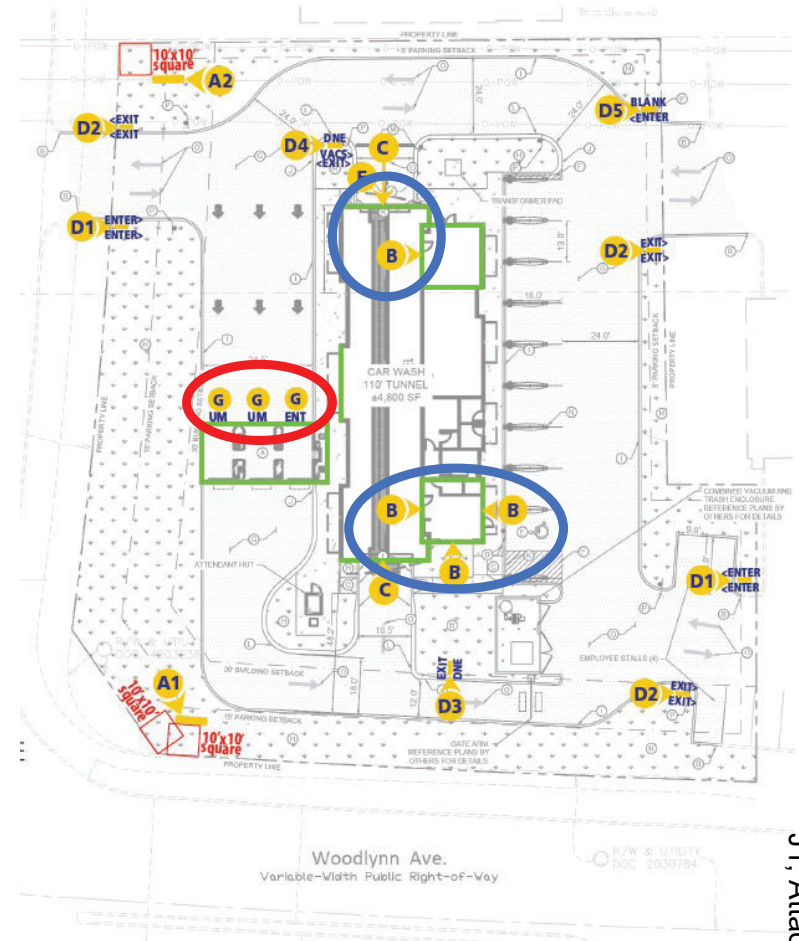
Mister Car Wash

- Site is guided Commercial
- Site is zoned Business Commercial
 - A car wash is permitted, with a CUP
- The city's sign ordinance outlines the requirements for properties based on the zoning designation



Mister Car Wash

- Applicant proposes to install 20 individual signs on the site
 - 13 signs comply with ordinance requirements
- For the remaining seven signs, the applicant seeks the following variances:
 - Number of Wall Signs
 - Directional Signage that Exceeds Size Maximums
- Original submittal requested variances for freestanding sign height and nine wall signs
 - Revised plans now show freestanding signs meeting requirements, and wall signs reduced to six



Mister Car Wash

- 13 signs comply with ordinance requirements
 - Two freestanding monument signs
 - Nine directional signs
- The monument signs and directional signs meet code requirements for height and size
- *A variance is not required for these signs*
- Two of the proposed wall signs would meet the ordinance requirements



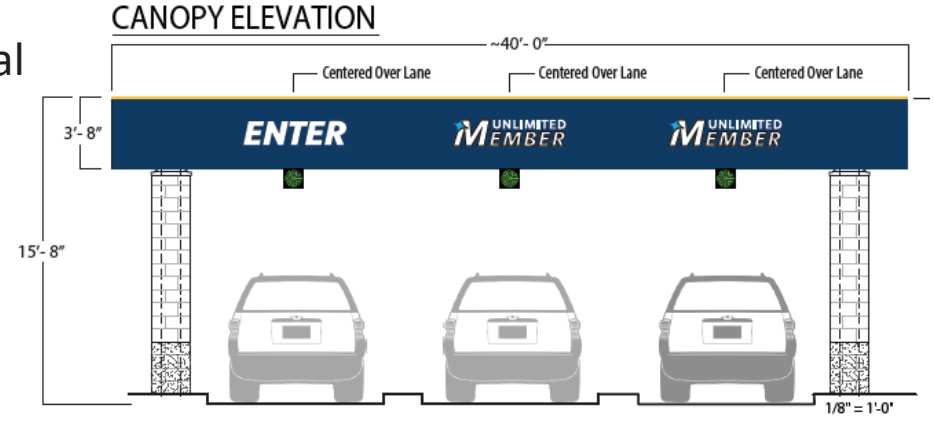
Mister Car Wash

- The ordinance permits one wall sign per street frontage
 - This property has two street frontages, so two wall signs are permitted
- Applicant proposes six wall signs
 - North – One Wall Sign Proposed
 - East – One Wall Sign Proposed
 - South – Two Wall Signs Proposed
 - West – Two Wall Signs Proposed
- *To meet city requirements, the applicant would need to reduce the amount of wall signs to two*



Mister Car Wash

- The ordinance permits directional signage that is at or under six square feet in size and six feet in height
 - No limitations on the number of directional signs
- Applicant proposes three directional canopy signs in the sizes of 7.78 square feet and 9.63 square feet
- *To meet city requirements, the applicant would need to reduce the size of the directional canopy signs to six square feet.*



Mister Car Wash

- State statute allows variances to be approved when the proposal is in harmony with city goals and policies outlined in the comprehensive plan and official controls and when practical difficulties exist
- The practical difficulty standard outlines three factors cities must consider on a variance request:
 - reasonableness,
 - uniqueness, and
 - essential character

Mister Car Wash

- City staff has reviewed the application and finds the request is not in harmony with city goals and policies outlined in the comprehensive plan and official controls and does not meet the practical difficulties standard that must apply
- The applicant's proposal far exceeds the permitted signage for commercial properties in this zoning district
- As background, in 2017, the property directly to the north of the applicant's property requested a sign variance to allow two additional wall signs in addition to the one wall sign the ordinance allows
 - The city council denied this request

Mister Car Wash

Recommended Action:

Motion to approve a resolution denying a sign variance request for Mister Car Wash, located at 3050 White Bear Avenue North.

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: Michael Sable, City Manager

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

PRESENTER: Danette Parr, Community Development Director

AGENDA ITEM: Conditional Use Permit Resolution, Harriet Tubman Center East, 2675 Larpenteur Avenue East

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

Harriet Tubman Center East requests approval of a conditional use permit to allow an exterior dog run and expanded use of its commercial kitchen at its building located at 2675 Larpenteur Avenue East.

Recommended Action:

Motion to approve a resolution for a conditional use permit for Harriet Tubman Center East to allow an exterior dog run and expanded use of its commercial kitchen located at 2675 Larpenteur Avenue East.

Fiscal Impact:

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

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

Strategic Plan Relevance:

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

The city deemed the applicant's application complete on August 7, 2024. The initial 60-day review deadline for a decision is October 6, 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:

On May 14, 2007, the city council approved a planned unit development for the St. Paul's Priory, which included the following on the overall 31-acre Priory site:

- The 40-unit Century Trails Senior Housing apartments by CommonBond Communities.
- The 50-unit Trails Edge Town Houses by CommonBond Communities.
- The new monastery on the north side of the property.

- The conversion of the former monastery building into the Tubman shelter facility.

Harriet Tubman Center East currently provides services surrounding safety planning; a 24/7 crisis and resource helpline; emergency domestic violence shelter for 90 people; 12 units of transitional housing for youth who have experienced violence, trafficking, and/or homelessness; legal services including orders for protection and attorney representation; mental and chemical health assessment; parenting education and respite child care; youth outreach and mobile case management; job readiness and financial education; support groups; community education; and professional training for service providers.

Conditional Use Permit Request

Exterior Dog Run

The applicant proposes expanding its programming to include space for pets of individuals staying in its domestic violence shelter. The applicant proposes providing six outdoor dog runs for residents' pets. Each run will be 4' wide x 20' long, with opaque fencing between each run. The runs will be located on the northwest side of the facility. Pet owners or staff will be with the pets while using the outdoor space. The applicant is also remodeling space inside the building for the pets to be kept and for the owners to spend time with them.

Expanded Use of Commercial Kitchen

In late 2023, the applicant completed a feasibility study to determine the best use of its existing but dormant 7,600-square-foot commercial kitchen space. The study determined that this space should be used to prepare meals for those experiencing homelessness and to create a small contract manufacturing site for home-based entrepreneurs seeking to move from at-home production to a larger kitchen area. The applicant is calling its kitchen space the Tubman Food Innovation Center.

The applicant intends to partner with Involve MN, a nonprofit organization focused on unhoused, unsheltered, and chronically homeless individuals in the greater Minneapolis and St. Paul area. The Tubman facility will allow Involve MN to grow its meal operations to more than 12,000 meals per week. Involve MN will also be the primary food service for on-site Tubman programs. The meal preparations will occur on weekdays between 5 a.m. and 2:30 p.m., and outreach and delivery activities will occur until 6 p.m. Up to 12 employees will be on-site, with three meal delivery vehicles leaving and returning to the site. There is expected to be one supply delivery per week as well.

Use of the commercial kitchen is also proposed for a small co-manufacturing site for up to fifty-five monthly production shifts. The applicant anticipates that up to 20 food businesses will use the facility, most with bi-monthly production runs. The applicant estimates that no more than eight additional vehicles will visit the Tubman site daily. Because facility users will bring their supplies when they come to the site, there will be limited delivery vehicles.

To support food preparation and manufacturing, the applicant anticipates increasing garbage and refuse pick-up from two days to three days a week.

Commission Review

September 17, 2024: The planning commission held a public hearing, reviewed this project, and recommended approval.

Citizen Comments

Staff sent public hearing notices to the six surrounding property owners within 500 feet of the subject site and invited owners to provide their opinions about this proposal. Staff has yet to receive any responses.

Reference Information

Site Description

Campus Size: 7.4 acres
Existing Land Use: Tubman Center East

Surrounding Land Uses

North: St. Paul's Monastery
East: Century Trails Seniors Apartments and Trails Edge Town Houses
South: Larpenteur Avenue and City of Maplewood open space land
West: Hill-Murray High School and athletic fields

Planning

Existing Land Use: High-Density Residential
Existing Zoning: Multiple Dwelling

Attachments:

1. Conditional Use Permit Resolution
2. Overview Map
3. 2040 Future Land Use Map
4. Zoning Map
5. Applicant's Narrative
6. Site Plan
7. Floor Plan
8. Renderings
9. Draft Planning Commission Minutes, September 17, 2024
10. Presentation Slides

CONDITIONAL USE PERMIT RESOLUTION

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

Section 1. Background.

1.01 Harriet Tubman Center East has requested a conditional use permit to allow an exterior dog run and expanded use of its commercial kitchen.

1.02 The property is located at 2675 Larpenteur Avenue East and is legally described as:

Century Trails Common Lot 2 Block 1

The PID for the property is 13-29-22-44-0004.

Section 2. Standards.

2.01 City Ordinance Section 44-1092(3) requires a Conditional Use Permit for an institution of any educational, philanthropic or charitable nature.

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.

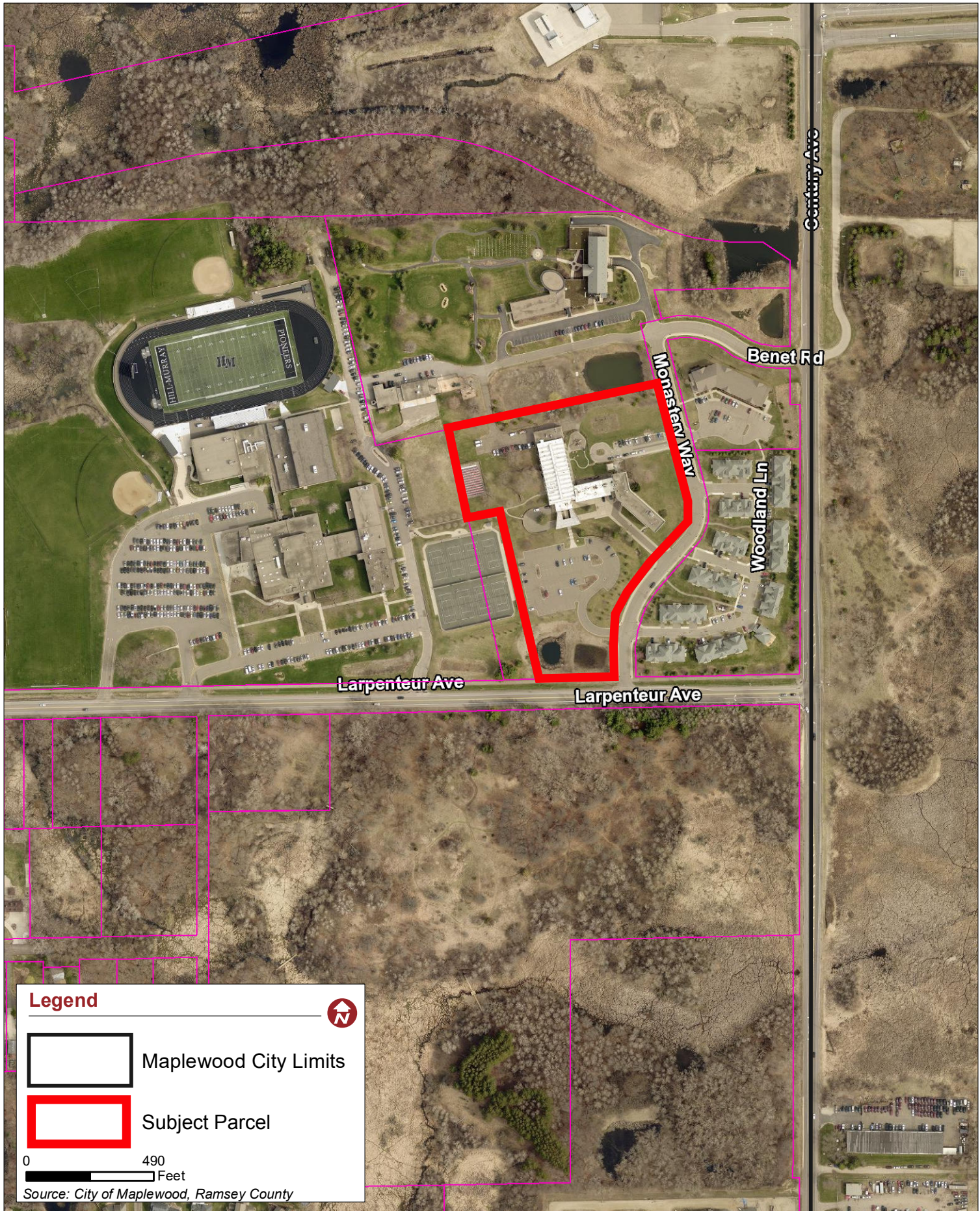
1. On September 17, 2024, the planning commission held a public hearing. The city staff published a hearing notice in the Pioneer Press and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve this resolution.
2. On September 23, 2024, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff.

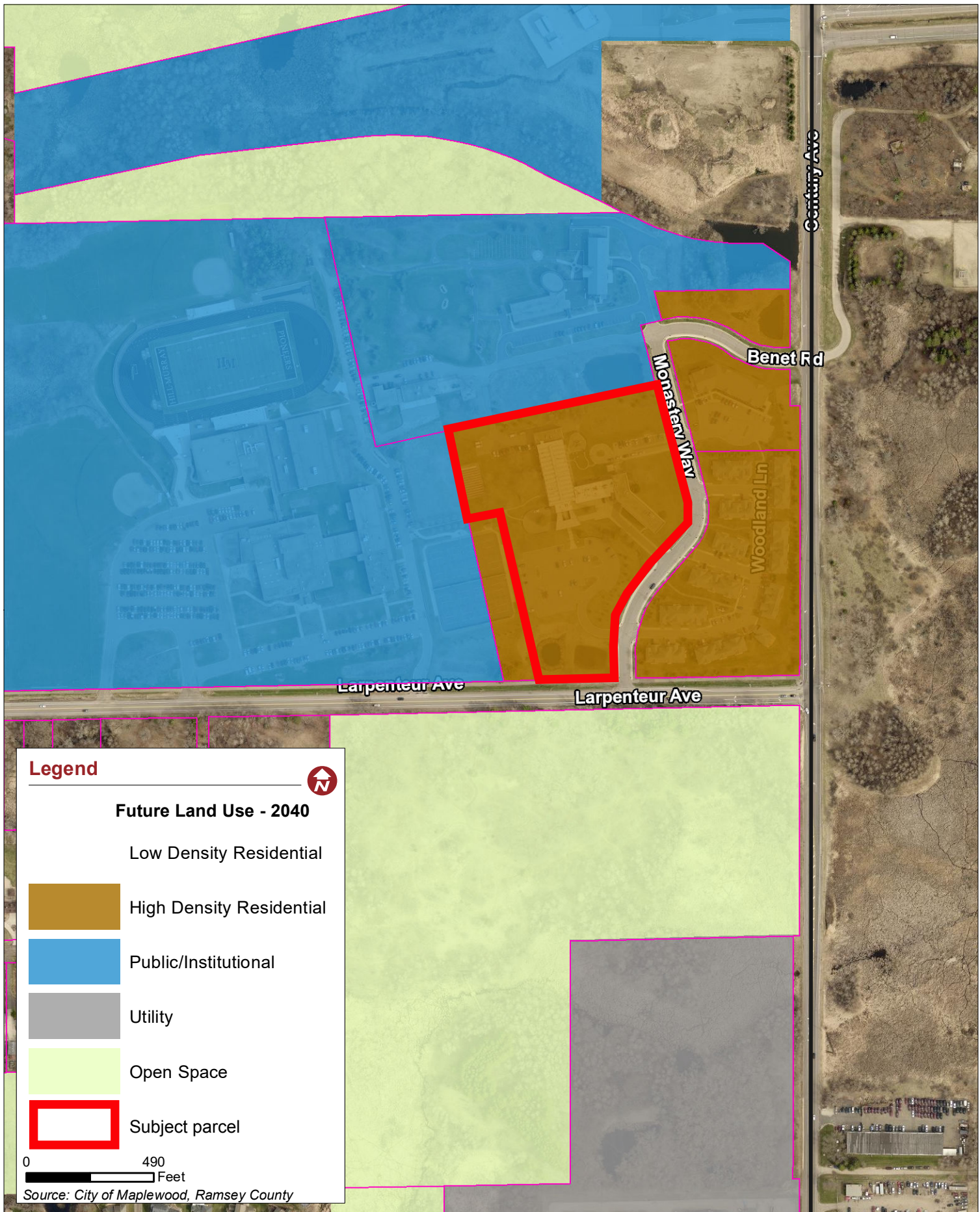
Section 5. City Council

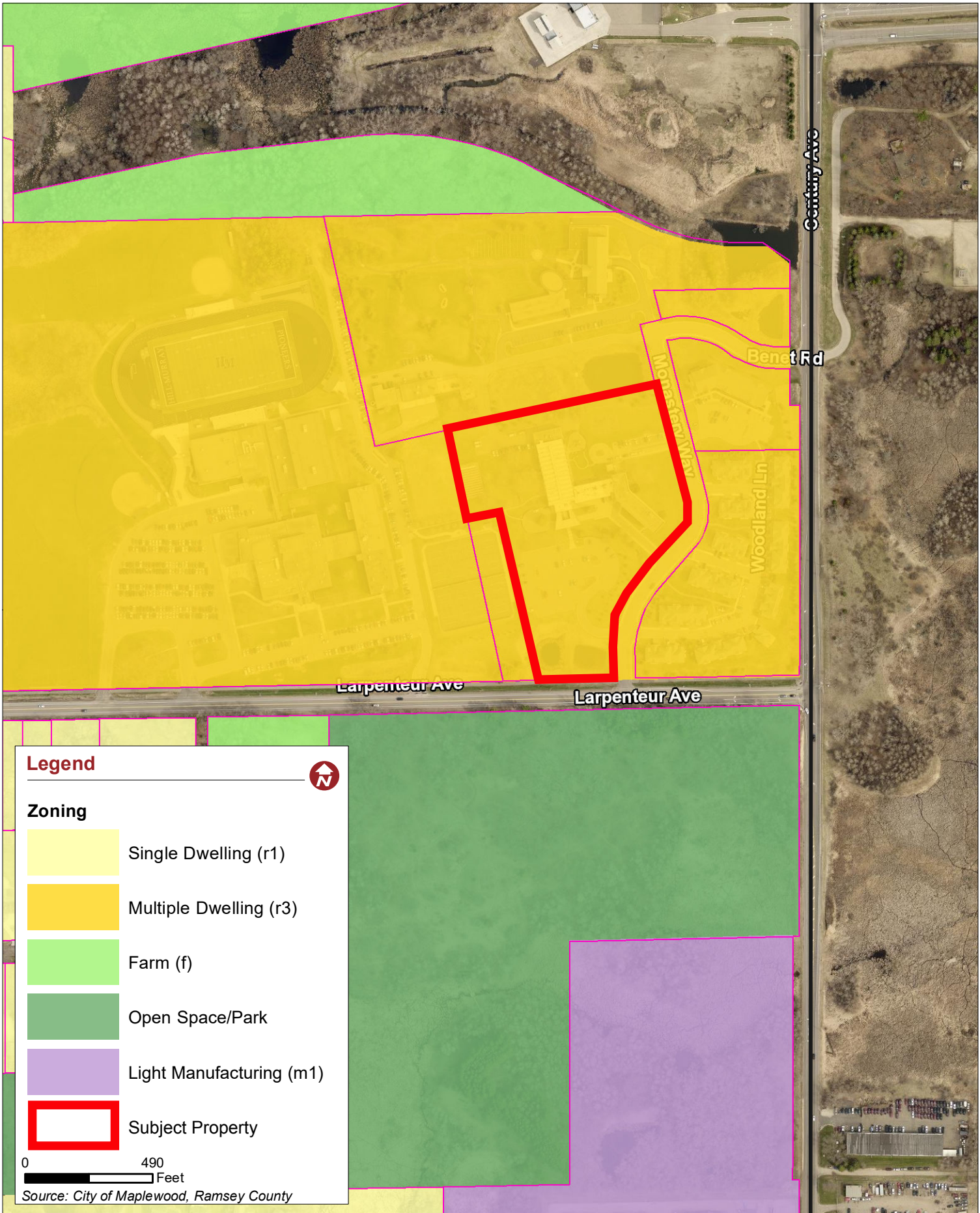
5.01 The city council hereby _____ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:

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. This permit allows the Tubman Center East to continue its previously approved use of shelter housing. It also permits the applicant's support activities such as a legal center, offices, counseling services group rooms, child care, playground, classrooms, community gathering spaces, space for collaborative community partnerships, community gardens, and bus shelters.
5. This permit approves the expanded use of the site's commercial kitchen. The kitchen owner and any operators using the facility shall acquire all necessary approvals and licenses from the state of Minnesota and the City of Maplewood to operate the kitchen facility.
6. Trucks making deliveries for the kitchen facility shall be limited to 7 a.m. and 7 p.m.
7. This permit approves the exterior dog run, which shall be maintained and operated in a manner that does not create nuisances for nearby properties.

8. All construction—interior and exterior—related to the dog run and commercial kitchen on the subject property requires a building permit to be submitted for review and approval by the Building Official.
9. No supplies or materials are permitted to be stored outside.
10. Any trash and recycling receptacles stored outside must be within an enclosure that meets city requirements.







The City Council may approve, amend or deny a conditional use permit application, based on the following standards for approval, in addition to any standards for a specific conditional use found in the zoning ordinance:

A written statement describing the intended use of the property and why the City should approve your request

Tubman plans to expand the current uses of Harriet Tubman Center East to 1) include exterior dog runs for pets of emergency shelter residents, 2) expand proposed uses of the existing commercial kitchen to include prepared meals production and light food product manufacturing.

About Tubman

Established in 1974, Tubman provides prevention, crisis, and support services to people of all ages, gender identities, and cultural backgrounds who have experienced relationship violence, trafficking, homelessness, mental and chemical health challenges, and other trauma. The agency was formed from the mergers of Harriet Tubman Center, Family Violence Network, Chrysalis A Center for Women, and ElderCare Rights Alliance. This year, Tubman anticipates we will lead the way to hope for more than 17,000 women, men, and youth receiving direct services. Through our newsletters, website, and social media, thousands more will learn the information they need to get help or give help.

Tubman's vision represents the future we want for our clients and the wider community: thriving people, healthy relationships, and peaceful communities. Our mission is to advance opportunities for change so that every person can experience safety, hope, and healing. These key strategic directions guide our work:

- Provide streamlined access to exceptional, relevant services
- Engage the community to take action
- Invigorate organizational culture to lead with equity, wellbeing, and engagement
- Strengthen the agency's infrastructure to better serve clients and the community

Our values of Integrity, Respect, Innovation, Partnership, and Social Justice fuel our drive to serve marginalized communities impacted by structural racism.

Current use of Harriet Tubman Center East

Services at Harriet Tubman Center East include safety planning; a 24/7 crisis and resource help line; emergency domestic violence shelter for 90 people, 12 units of transitional housing for youth who have experienced violence, trafficking, and/or homelessness; legal services including Orders for Protection and attorney representation; mental and chemical health assessment; parenting education and respite child care; youth outreach and mobile case management; job readiness and financial education; support groups; community education; and professional training for service providers.

Expanded use of Harriet Tubman Center East

Exterior dog runs for pets of emergency shelter residents

Companion animals are both a part of the cycle of violence and a barrier to seeking safety. Violence towards pets is an often-used weapon used to control and manipulate victims, further cementing a survivor's sense of helplessness. 71% of pet-owning survivors report that their abusive partner had injured, maimed, killed or threatened family pets for revenge or to psychologically control survivors. It is a much-used tactic of abusive partners to warn survivors what might happen if they are to leave the relationship. It is estimated that approximately 50% of survivors of domestic violence say they are unable to escape abusive situations because they worry about what will happen to their pets should they leave.

To better support victim survivors of domestic violence, Tubman is expanding our programming to include space for pets of people staying in our domestic violence shelter. To provide the highest level of safety for our residents we are providing six outdoor dog runs for residents' pets to use. Each run will be 4' Wide x 20' Long with opaque fencing between each run. We have located the runs on the northwest side of the facility where there are no close residential properties. Pet owners and/or staff will be with their pets while using the space.

Expand use of the existing commercial kitchen to include prepared meals production and light food product manufacturing

In late 2023 Tubman hired Food Works Group and DCN Strategies to complete a feasibility study to determine the best use of the existing but dormant (last used in 2012) 7,600 square foot commercial kitchen space located in Harriet Tubman Center East. After engaging with stakeholders from Tubman and the local food ecosystem, it was determined that there is a critical and immediate need to renovate this space to be used to 1) prepare meals for those experiencing homelessness, and 2) to create a small contract manufacturing site for home-based entrepreneurs seeking to move from at home production to a larger kitchen area. We are calling this the Tubman Food Innovation Center (TFIC).

Both the meals production and co-manufacturing programs are well suited for the Tubman site. Neither program will result in a significant increase in traffic to the site, neither program is loud, and neither program will pose an increased security risk to Tubman clients, staff, or the surrounding community.

Meal preparation. When TFIC is complete Involve MN will be an anchor tenant. Involve MN is a nonprofit organization established with a focus on unhoused, unsheltered, and chronically homeless individuals in the greater Minneapolis and St. Paul area. Involve MN utilizes its commercial kitchen staff and specially trained outreach team to prepare and deliver more than 8,000 meals per week to those struggling with homelessness. With a focus on underserved and marginalized communities, Involve MN emphasizes culturally responsive, supportive services and resource allocation for our most vulnerable citizens. The Involve MN team makes and distributes 3 hot meals daily, 365 days a year, along with other essentials to preserve the dignity of their clients. The Tubman facility will allow Involve MN to grow its meal operations to over 12,000 meals per week in response to the growing needs of the community. Involve MN will also be the primary food service for on-site Tubman programs.

For prepared meal service, on weekdays, no more than 9 kitchen staff and 3 outreach staff will work on site. Staff arrive starting at 5:00 AM and most leave by 2:30 PM. Outreach and delivery staff generally work until 4:00 or 6:00 PM. 3 meal delivery vehicles will leave from and return to the site each day as they distribute the meals to unhoused communities across the Twin Cities Metro area. Additionally, Involve MN operations will result in 1 supply delivery each week.

Food manufacturing. The commercial kitchen will also be developed into a small co-manufacturing site for up to fifty-five production shifts per month. We anticipate up to 20 food businesses, most with bi-monthly production runs, will use the facility. The demand for a facility that allows small-scale food manufacturing is in high demand in our area. At home food producers who need more space or better food hygiene/cleanliness than their homes allow, but not enough space typically available with a standard lease arrangement will utilize the Tubman Food Innovation Center until they gain critical mass to secure their own manufacturing space.

This operation will have minimal impact on the surrounding community. Because of the small nature of the facility, we estimate there will be no more than 8 additional vehicles visiting the Tubman site daily. We do not know exact hours, but we anticipate most use to be on all day on weekends and late afternoon or early evenings on weekdays. Because facility users will bring supplies with them when they come and some may

leave supplies on-site, there will be a limited number of delivery vehicles. To support both food preparation and food manufacturing we anticipate garbage and refuse pick-up will increase by 1 day each week, from 2 days to 3 days.

The use would be located, designed, maintained, constructed and operated to be in conformity with the City's comprehensive plan and Code of Ordinances.

Tubman's use of the existing facility is consistent with the City's Comprehensive Plan. The Comprehensive Plan goals emphasize that the city minimize conflicts between land uses, prevent overcrowding or overuse of land (especially when supportive services and facilities are not available), provide a wide variety of housing types, and integrate developments with open space and significant natural features.

The building and site are already developed, and the project will not disrupt or alter the significant, open space and natural features of the general area.

The project is buffered from incompatible uses by the significant open space and the adjacent Hill Murray High School and Saint Paul's Monastery. The project will not intrude upon or bother already established uses because it is so well buffered. Tubman is approved to provide temporary housing together with supportive services and provides space for other nonprofits also serving the community and clients, and administrative office space. The continued enhancement of Tubman's programs remains consistent with the programs Tubman has already established. As a result, they, too, will have no adverse effect on the community.

There will not be negative economic, social or physical impacts on adjoining properties. To the contrary, the adjoining properties will benefit by the additional services close to their homes. The site has adequate facilities and services, such as streets, utilities, drainage and open space.

The use would not change the existing or planned character of the surrounding area.

Tubman's expansion of services within the existing facility preserves and protects the existing open character of the area and natural space. Because Tubman's goal is to preserve as much of the historic and architectural integrity of the facility as possible and still give the facility long-term future use, we hope to maintain as much of the natural environment as the community will allow.

The use would not depreciate property values.

The expanded use of Harriet Tubman Center East will have no impact on property values. The commercial kitchen area will be well buffered and within the building. The added feature of outdoor dog runs located on the west side of the facility is well buffered and with limited visibility from residential properties.

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.

Tubman's use will not generate excessive noise or any of the other conditions described above. On the contrary, continued use of Harriet Tubman Center East much as it is now reduces potential noise, glare, and increased drainage water runoff, and supports open spaces.

The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.

Tubman's expanded use of Harriet's Haven for Pets will only serve current residents, so no additional vehicular traffic will result. The commercial kitchen area will result in an increase in facility users, but not a substantial increase in traffic.

For prepared meal service, on weekdays, no more than 9 kitchen staff and 3 outreach staff will work on site. Staff arrive starting at 5:00 AM and most leave by 2:30 PM, before traditional rush hours and (important to this area) before Hill Murray High School student drop-off and pick-ups occur. Outreach and delivery staff generally work until 4:00 or 6:00 PM. 3 meal delivery vehicles will leave from and return to the site each day as they distribute the meals to unhoused communities across the Twin Cities Metro area. Additionally, Involve MN operations will result in 1 supply delivery each week.

Because of the small nature of the food co-manufacturing facility, we estimate there will be no more than 8 additional vehicles visiting the Tubman site daily for this purpose. Because facility users will bring supplies with them when they come and some may leave supplies on-site, there will be a limited number of delivery vehicles. Garbage and refuse pick-up will increase by 1 day each week, from 2 days to 3 days.

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.

Tubman's full use of the facility will not create excessive additional costs. Municipal utilities are available and adequately sized to support the proposed development. The use would not create excessive additional costs for public facilities or services.

The use would not create additional costs for public facilities or services.

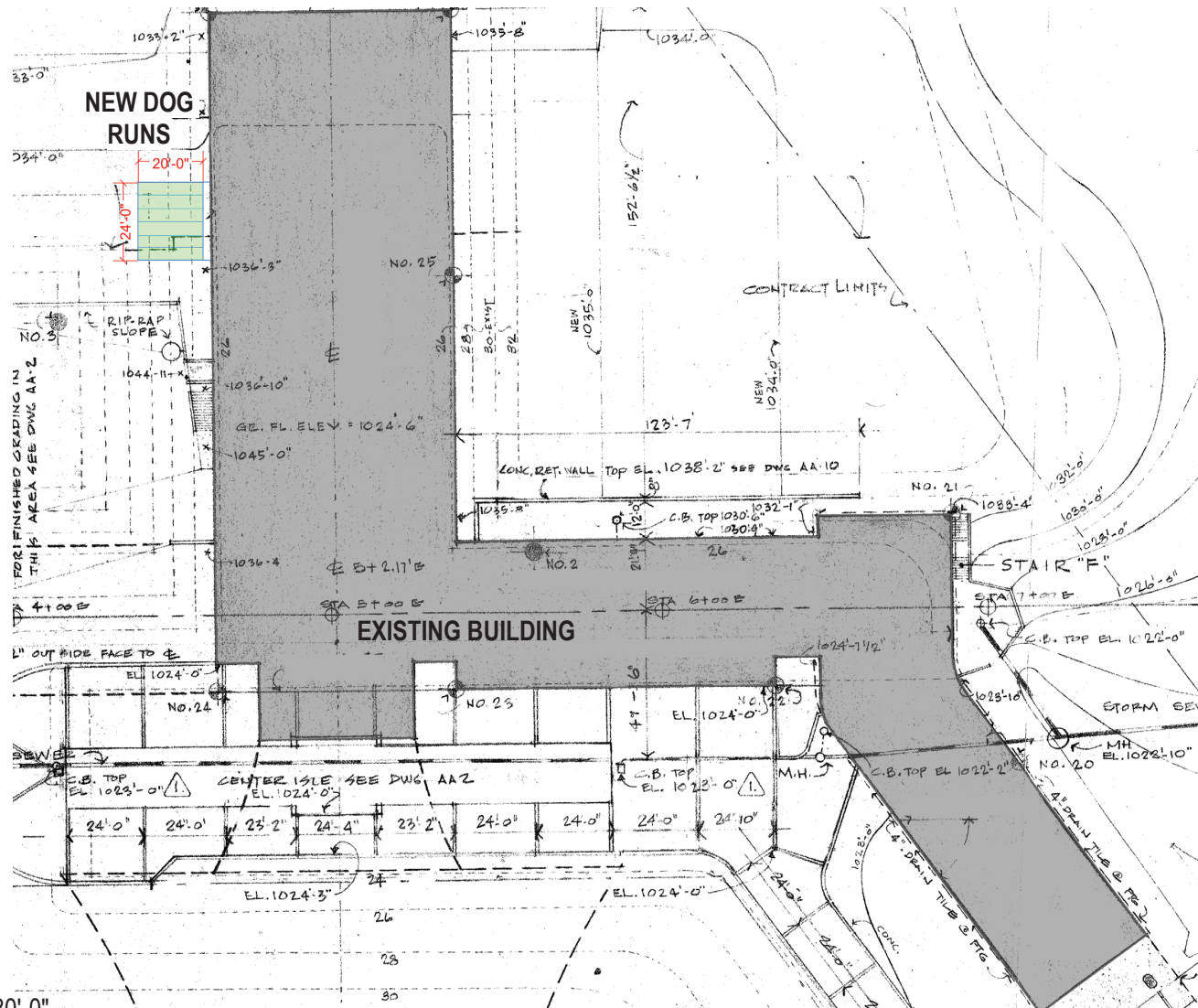
There are no anticipated additional costs for public facilities or services.

The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.

The site's natural features are substantially preserved within this development plan. The additional uses allow the site's natural and scenic features to remain in large part intact.

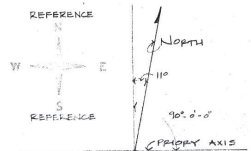
The use would cause minimal adverse environmental effects.

The expanded use of Harriet' Tubman Center East facility will not cause adverse environmental effects.



SITE PLAN 1" = 30'-0"

Tubman Center East

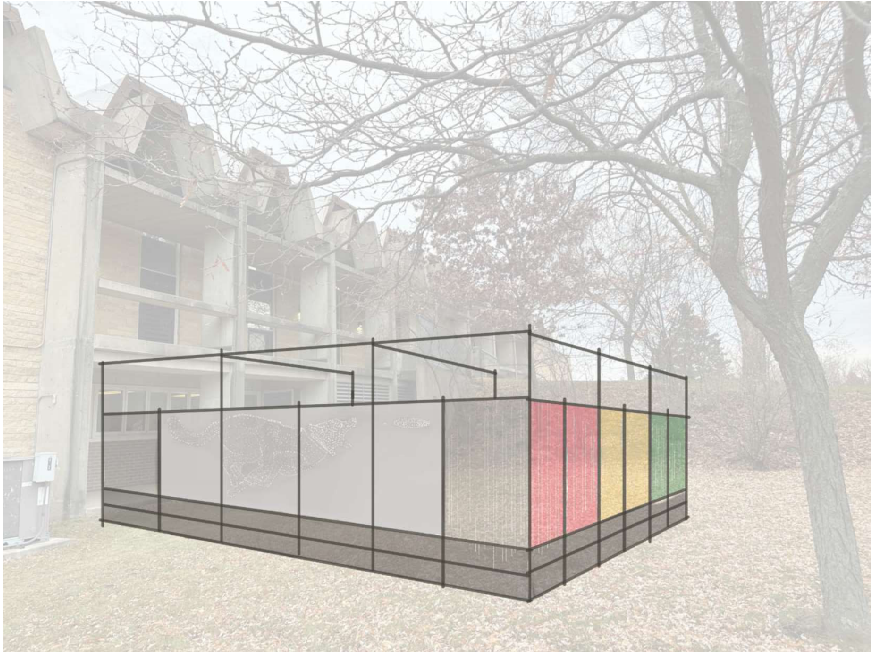


023-10630-001 07/12/24

LEO A DAILY

[illegible]

NOTE: SHADED AREA NOT IN SCOPE OF WORK ANY CHANGES RELATED TO SCOPE OF WORK TO BE PATCHED AND REPAIRED TO MATCH CURRENT FINISHES



DRAWING INDEX

SHEET INDEX		
SHEET NUMBER	SHEET NAME	80% CD
GENERAL		
001	COVER SHEET	X
002	GENERAL NOTES, SYMBOLS AND ABBREVIATIONS	X
003	ERT SAFETY PLAN	X
ARCHITECTURAL		
004	EXIST'G PLANS & FINISHES	X
005	ROOF & GROUND	X
006	MECHANICAL, ELECTRICAL, PLUMBING, AND HVAC	X
007	INTERIORS	X

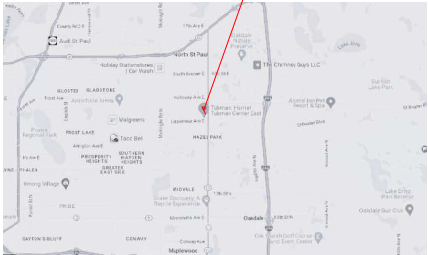
PROJECT DESCRIPTION

TENANT IMPROVEMENT PROJECT IN AN EXISTING HOMERIES BLDG. PROJECT WILL CONSIST OF TENANT AND CERTAIN LANDSCAPE IMPROVEMENTS FOR THE RESIDENTS. RENOVATION INCLUDES: WALLS, DOORS, WINDOWS, EX COULING, CEILING, POWER, LIGHTING, FINISHES, ETC. ELECTRICAL, ME. ADDITION FOR ADAPT TO EXISTING BUILDING. NEW CONSTRUCTION INCLUDES NEW WALLS, INTERIOR DOORS, EXTERIOR DOOR, LIGHTING, CO. BLDG. FINISHES, ETC. RENOVATION PROJECT GROUP'S CHARGE IN OCCUPANCY, NO CHANGE IN HEIGHT.

APPLICABLE CODES

BUILDING: 2023 MINNESOTA BUILDING CODE
EXISTING BUILDING: 2023 MINNESOTA CONSERVATION CODE FOR EXISTING BUILDINGS
FIRE: 2023 MINNESOTA FIRE CODE
2023 MINNESOTA FIRE CODE (IFC)
PLUMBING: 2023 MINNESOTA PLUMBING CODE
MECHANICAL: 2023 MINNESOTA MECHANICAL & FUEL GAS CODE
ELECTRICAL: 2023 NATIONAL ELECTRICAL CODE WITH MINNESOTA AMENDMENTS
2023 MINNESOTA ELECTRICAL CODE
ACCESSIBILITY: 2023 MINNESOTA ACCESSIBILITY CODE
INDOOR AIR QUALITY: 2023 MINNESOTA CLEAN INDOOR AIR CODE

PROJECT LOCATION



PROJECT CONTACTS

ARCHITECT
LEO A DALY
30 SOUTH AVENUE SOUTH
MINNEAPOLIS, MN 55408
ZACH ANDERSON
P. 604.555.5555
LEO.A.DALY@LEOANDDALY.COM

BUILDING INFORMATION

875 MONASTERY WAY
MAPLEWOOD, MN 55159
PARCEL NUMBER: PER COUNTY RECORDS
LEGAL DESCRIPTION: PER COUNTY RECORDS
ZONING: PER MINNEAPOLIS LAND USE CODE
BUILDING DESCRIPTION: DATE OF CONSTRUCTION: 1987
CONSTRUCTION TYPE: CAST IN-PLACE CONCRETE WITH STONE VENEER
FIRE PROTECTION: FULLY SPRINKLERED
NUMBER OF STORIES: 5 STORIES
PROJECT SF: 2273 SF

Tubman Center East
1725 Monastery Way,
Maplewood, MN 55109

Tubman
3111 1st Ave S, Minneapolis, MN 55408

PROJECT NO. 023-10630-001
6/28/2024
ISSUED FOR CDs-80%



PLANNING
ARCHITECTURE
ENGINEERING
INTERIORS



KITCHEN CONCEPT

Tubman Center East

023-10630-001 07/12/24



DRAFT MINUTES
MAPLEWOOD PLANNING COMMISSION
7:00 P.M. Tuesday, September 17, 2024
City Hall, Council Chambers
1830 County Road B East

E. PUBLIC HEARING

**1. Conditional Use Permit Resolution, Harriet Tubman Center East, 2675
Larpenteur Avenue East**

Michael Martin, AICP, Assistant Community Development Director, gave the presentation.

Chairperson Desai opened the public hearing.

The following individuals addressed the commission regarding the project:

Jennifer Polzin, Tubman

Chairperson Desai closed the public hearing.

Commissioner Oszman moved to approve a resolution for a conditional use permit for Harriet Tubman Center East to allow an exterior dog run and expanded use of its commercial kitchen located at 2675 Larpenteur Avenue East.

CONDITIONAL USE PERMIT RESOLUTION

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

Section 1. Background.

- 1.01 Harriet Tubman Center East has requested a conditional use permit to allow an exterior dog run and expanded use of its commercial kitchen.
- 1.02 The property is located at 2675 Larpenteur Avenue East and is legally described as:

Century Trails Common Lot 2 Block 1

The PID for the property is 13-29-22-44-0004.

Section 2. Standards.

- 2.01 City Ordinance Section 44-1092(3) requires a Conditional Use Permit for an institution of any educational, philanthropic or charitable nature.
- 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 September 17, 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. The planning commission recommended that the city council approve this resolution.
 2. On September 23, 2024, the city council discussed this resolution. They considered reports and recommendations from the planning commission and city staff.

Section 5. City Council

- 5.01 The city council hereby _____ the resolution. Approval is based on the findings outlined in section 3 of this resolution. Approval is subject to the following conditions:
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. This permit allows the Tubman Center East to continue its previously approved use of shelter housing. It also permits the applicant's support activities such as a legal center, offices, counseling services group rooms, child care, playground, classrooms, community gathering spaces, space for collaborative community partnerships, community gardens, and bus shelters.
 5. This permit approves the expanded use of the site's commercial kitchen. The kitchen owner and any operators using the facility shall acquire all necessary approvals and licenses from the state of Minnesota and the City of Maplewood to operate the kitchen facility.
 6. Trucks making deliveries for the kitchen facility shall be limited to 7 a.m. and 7 p.m.
 7. This permit approves the exterior dog run, which shall be maintained and operated in a manner that does not create nuisances for nearby properties.
 8. All construction—interior and exterior—related to the dog run and commercial kitchen on the subject property requires a building permit to be submitted for review and approval by the Building Official.
 9. No supplies or materials are permitted to be stored outside.
 10. Any trash and recycling receptacles stored outside must be within an enclosure that meets city requirements.

Seconded by Commissioner Eads

Ayes – All

The motion passed.

This item will go to the city council on September 23, 2024

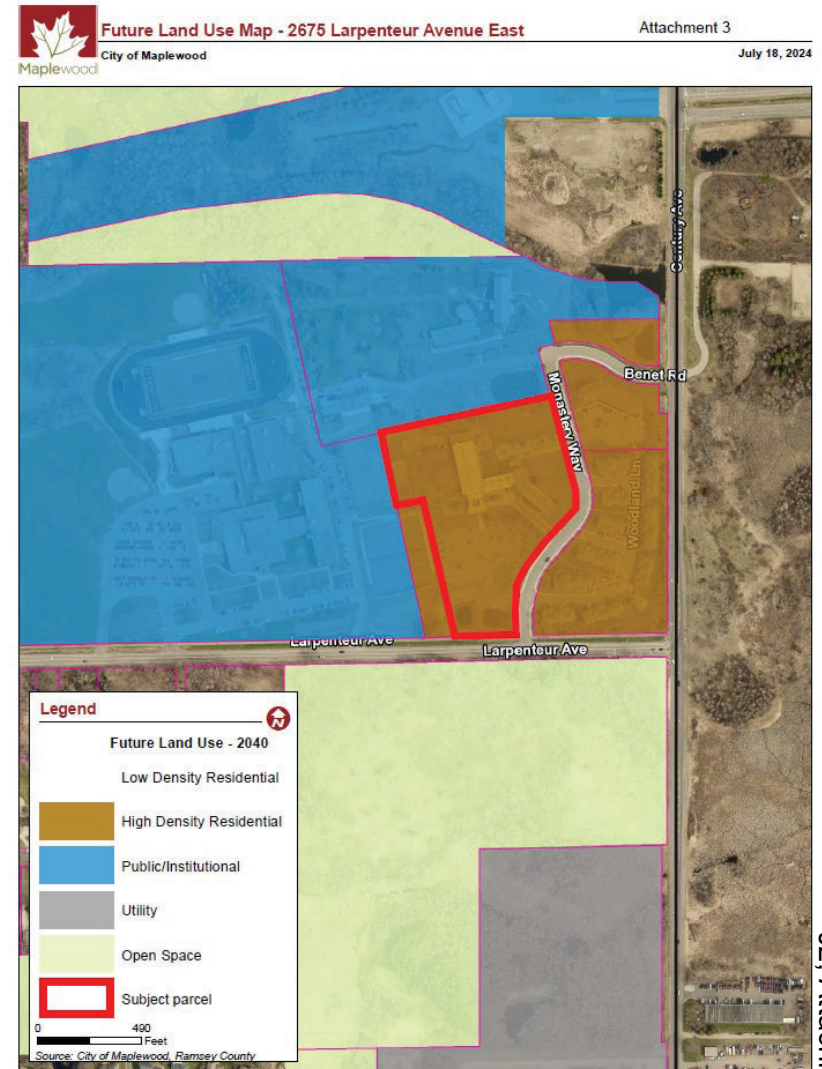
Tubman Center East

- Applicant proposes an exterior dog run and expanded use of its commercial kitchen
- Tubman Center East currently provides many services
 - Emergency domestic violence shelter
 - Transitional housing
 - Supportive services
- Requesting approval for:
 - Conditional Use Permit



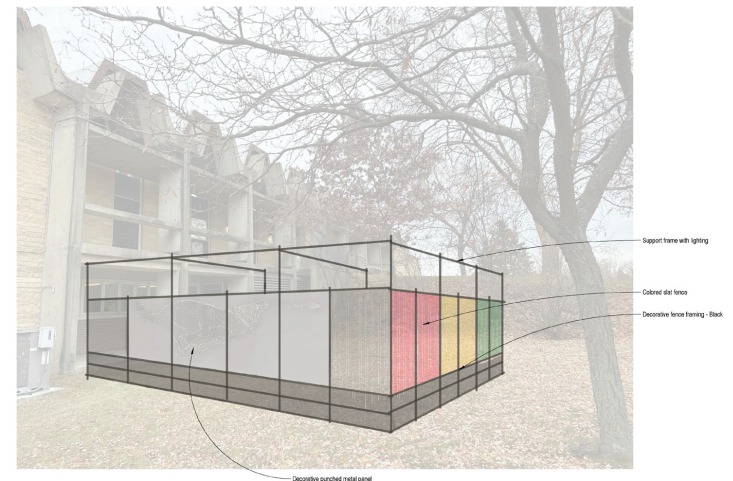
Tubman Center East

- Tubman Center East was approved in 2007 as part of St. Paul's Priory PUD
 - Senior Housing
 - Town Houses
 - New Monastery
 - Tubman Center



Tubman Center East

- Exterior Dog Run
 - Six outdoor runs – 4'x20' in size
 - Located on northwest side of facility
 - Opaque fencing between runs
 - Owner or staff will be with dogs
 - Not near any residential units
- Expanded Use of Kitchen
 - The facility has a commercial kitchen that has been dormant
 - Would partner with Involve MN to use the facility to prepare up to 12,000 meals for individuals experiencing homelessness



Exterior Runs

Tubman Center East

023-10030-001 1/20/23

LEO A DALY

Tubman Center East

- Expanded Use of Kitchen (cont)
 - Meal prep between 5 a.m. and 2:30 p.m.
 - Outreach and delivery activities up until 6 p.m.
 - Up to 12 employees on-site with one supply delivery a week
 - The kitchen also proposed to be used as a small co-manufacturing site
 - Up to 20 food businesses will use the facility
 - No more than eight additional vehicles on-site daily



KITCHEN CONCEPT
Tubman Center East

023-16038-001 07/02/24
LEO A DALY

Tubman Center East - Staff Recommendation

Recommended Action:

Motion to approve a resolution for a conditional use permit for Harriet Tubman Center East to allow an exterior dog run and expanded use of its commercial kitchen located at 2675 Larpenteur Avenue East.

CITY COUNCIL STAFF REPORT
Meeting Date September 23, 2024

REPORT TO: City Council

REPORT FROM: Michael Sable, City Manager

PRESENTER: Mike Darrow, Assistant City Manager

AGENDA ITEM: Metro Transit Purple Line Project

- a. Resolution Supporting Flexible Public Transportation and Transportation Alternatives
- b. Resolution Rescinding Support of the Bruce Vento Trail BRT Alignment
- c. Resolution Rescinding Support of the White Bear Avenue BRT Alignment

Action Requested: ☒ Motion ☐ Discussion ☐ Public Hearing

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

Policy Issue:

At the City Council Workshop on September 9, 2024, the City Council directed staff to prepare resolution(s) highlighting its support of dynamic, flexible transit that serves Maplewood residents. Additionally, the City Council directed staff to prepare resolution(s) withdrawing support for the Purple Line BRT Project in Maplewood.

Recommended Action:

- a. Motion to approve the Resolution in Support of Flexible Public Transportation and Transportation Alternatives.
- b. Motion to approve the Resolution to Rescind Support of the Purple Line Project along the Bruce Vento Trail, and Rescind Resolution 17-06-1473, and Rescind Resolution 20-05-1815.
- c. Motion to approve the Resolution to Rescind Support of the White Bear Avenue Alignment and Rescind Resolution 22-10-2135.

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: No City funding is utilized as part of the Purple Line route alternative study.

Strategic Plan Relevance:

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

N/A

Background:

On September 9, 2024, the City Council of the City of Maplewood met to discuss the Purple Line Project – White Bear Avenue Alignment. During that discussion, members of the Council discussed the costs, benefits, and trade-offs associated with the project. The City Council identified concerns with the removal of one lane of traffic in each direction (northbound and southbound) along White Bear Avenue which would result in changing traffic patterns that would negatively impact ease of vehicle travel, negatively impact business owners along the corridor, and restrict vehicle movements with the elimination of left-hand turns throughout much of the corridor.

White Bear Avenue is the premier commercial/services corridor in the City of Maplewood and the impacts associated with the project exceed the noted benefits of a fixed Bus Rapid Transit (BRT). At that meeting, the City Council directed staff to prepare a series of resolutions that would:

- Support Flexible Public Transportation and Transportation Alternatives in the City of Maplewood
- Rescind Support for the Purple Line Project along the Bruce Vento Trail (Locally Preferred Alternative)
- Rescind Support for the Purple Line Project along White Bear Avenue (Alternative Alignment)

Attachments:

1. Resolution Supporting Flexible Public Transportation and Transportation Alternatives in the City of Maplewood
2. Resolution Rescinding Support of the Bruce Vento Trail Alignment
3. Resolution Rescinding Support of the White Bear Avenue Alignment

CITY OF MAPLEWOOD, MINNESOTA # [XX-XXXX]
**A RESOLUTION IN SUPPORT OF FLEXIBLE PUBLIC TRANSPORTATION AND TRANSPORTATION
ALTERNATIVES**

WHEREAS, the City of Maplewood recognizes the importance of a robust, efficient and flexible transportation system for the economic vitality, environmental sustainability, and quality of life of its residents; and

WHEREAS, public transportation and alternative transportation options such as micro-transit, letter-line bus options, emerging technology transportation options such as autonomous vehicles, and car-sharing provide numerous benefits, including reducing traffic congestion, lowering greenhouse gas emissions, and increasing accessibility for all; and

WHEREAS, expanding and enhancing flexible public transportation options and supporting alternative modes of transportation can help to achieve these goals by providing reliable, accessible, and affordable transportation choices for all residents; and

WHEREAS, investing in public transportation operations and promoting alternative transportation methods can contribute to economic growth by increasing access to jobs, education, and services, as well as supporting local businesses; and

WHEREAS, the City of Maplewood seeks to improve connectivity within the city and with neighboring communities, and recognizes that a well-integrated and affordable transportation network is essential to achieving this goal; and

WHEREAS, the City Council of Maplewood acknowledges the importance of collaboration with regional partners, transportation agencies, and community stakeholders to advance transportation initiatives that serve the entire community;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Maplewood supports the development, enhancement, and maintenance of flexible public transportation and transportation alternatives within the city and its surrounding areas; and

BE IT FURTHER RESOLVED, that the City Council commits to working with regional and local transportation agencies, businesses, and community organizations to identify and implement strategies that promote the use of public transportation and alternative transportation options such as micro-transit, letter-line bus options, emerging technology transportation options.

Adopted by the City Council of Maplewood, Minnesota, this 23rd day of September, 2024

CITY OF MAPLEWOOD, MINNESOTA # [XX-XXXX]

A RESOLUTION TO RESCIND SUPPORT OF THE PURPLE LINE PROJECT ALONG THE BRUCE VENTO TRAIL, AND RESCIND RESOLUTION 17-06-1473 (LOCALLY PREFERRED ALTERNATIVE) AND RESCIND RESOLUTION 20-05-1815 (15 PERCENT DESIGN)

WHEREAS, the City of Maplewood previously adopted Resolution 17-06-1473 on June 6, 2017, which transmitted the City's support for Locally Preferred Alternative (Bruce Vento Trail Alignment) of the Rush Line (Purple Line) to the Rush Line Corridor Task Force, the Ramsey County Regional Railroad Authority, and the Metropolitan Council; and

WHEREAS, the City of Maplewood previously adopted Resolution 20-05-1815 on May 11, 2020, which provided support for the Rush Line Bus Rapid Transit Project 15 Percent Plans within the City of Maplewood; and

WHEREAS, after years of community feedback, analysis, and input on the effectiveness of dedicated Bus Rapid Transit along the Bruce Vento Trail, the City Council of the City of Maplewood has determined that the benefits of a dedicated Bus Rapid Transit Purple Line project along the Bruce Vento Trail in Maplewood is not worth the cost; and

WHEREAS, rescinding these resolutions aligns with the City's current transportation priorities and strategic objectives.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Maplewood hereby withdraws its municipal support for the Purple Line Transit System project through the Bruce Vento Trail; and

BE IT FURTHER RESOLVED, that the City Council of Maplewood hereby rescinds Resolution 17-06-1473, which transmitted the City's support for the Rush Line Corridor to the Rush Line Corridor Task Force, the Ramsey County Regional Railroad Authority, and the Metropolitan Council; and

BE IT FURTHER RESOLVED, that the City Council of Maplewood hereby rescinds Resolution 20-05-1815 which provided support for the Rush Line Bus Rapid Transit Project 15 Percent Plans within the City of Maplewood; and

BE IT FURTHER RESOLVED, that this action reflects the City's transportation priorities and that the City Council may take further actions as necessary to address the City's current transportation needs and goals.

Adopted by the City Council of Maplewood, Minnesota, this 23rd day of September, 2024.

CITY OF MAPLEWOOD, MINNESOTA # [XX-XXXX]

**A RESOLUTION TO RESCIND SUPPORT OF THE WHITE BEAR AVENUE ALIGNMENT AND RESCIND
RESOLUTION 22-10-2135 (PURPLE LINE ALTERNATIVES STUDY)**

WHEREAS, on October 10, 2022, the City Council of Maplewood, Minnesota, adopted Resolution No. 22-10-2135 in support of conducting an analysis for the proposed Purple Line Bus Rapid Transit (BRT) project along White Bear Avenue within the City of Maplewood; and

WHEREAS, the proposed analysis aimed to explore the feasibility, impacts, and benefits of a Bus Rapid Transit line along White Bear Avenue as part of broader regional efforts to enhance public transit options; and

WHEREAS, since the adoption of Resolution No. 22-10-2135, concerns have been raised by residents, business owners, and other stakeholders regarding the potential negative impacts of the Purple Line BRT project on traffic flow, local businesses, environmental considerations, public safety response.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Maplewood hereby withdraws its municipal support for the Purple Line Transit System – White Bear Avenue Alignment project through the City of Maplewood; and

BE IT FURTHER RESOLVED, that the City Council of Maplewood hereby rescinds Resolution 22-10-2135, which supported alternative alignment considerations for the Purple Line Bus Rapid Transit project on White Bear Avenue; and

BE IT FURTHER RESOLVED, that this action reflects the City's transportation priorities and that the City Council may take further actions as necessary to address the City's current transportation needs and goals.

Adopted by the City Council of Maplewood, Minnesota, this 23rd day of September, 2024.