

**AGENDA
MAPLE PLAIN CITY COUNCIL – WORKSHOP MEETING
MAPLE PLAIN CITY HALL
MONDAY, NOVEMBER 24, 2014
5:30 PM**

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. AUDIO FOR NEW COUNCIL CHAMBERS**
- 4. WATER SERVICES AT 5860 MAIN STREET**
- 5. OTHER BUSINESS**
 - a. WI-FI at Rainbow Park**
 - b. Potential Training Opportunity**
 - c. J-Term Internship Opportunity**
- 6. Onboarding of City Council**
- 7. ADJOURNMENT**

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: November 24, 2014
Re: Audio Quote for Council Chambers

Background

The City moved its Council Chambers to the Discovery Center. In the previous chambers, we could record workshops, Planning Commission meetings and other necessary meetings through a VHS system. This system was outdated, unreliable and hard to hear for audience members.

With the new move to the Discovery Center, the Council decided at a previous Council Workshop to eliminate the VHS recording and go to audio recording. The audio recording is the best way to record meetings with the least amount of expenses, as LMCC will allow us to use their Sound Board.

Recommendations

The new City Council chambers is bigger than the old chambers and staff has received some complaints about the audience not being able to hear during meetings. The attached quote includes speakers to be placed in the ceiling to address this. It also includes 9 mics for the Council and podium to use and store as needed. LMCC has been very helpful in the project trying to get us the best deal and sharing equipment when allowed. This quote would allow staff to tape audio for all meetings that require taping.

Staff is looking for Council's direction on this project.



Alpha Video and Audio Inc.

7711 Computer Ave, Edina MN 55435

Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

Quotation

Date	Quote #	Cust #
11/20/14	AAAQ29981-04	

We are an equal opportunity employer

Prepared For:	Sales Representative:
Tessa Melvin City of Maple plain 1620 Maple Ave PO Box 97 Independence, MN 55359 USA Phone: (763)479-0516 Fax: Terms: NET 30 Ship via: Best Way	Mike Pouh Sales Executive 952-841-3365 mike.pouh@alphavideo.com

ID #	Item	Description	Qty	Unit Price	Ext. Price
Audio Without DSP					
1	MX418D/C	SHURE 18 INCH GOOSENECK W/DESKTOP BASE	9	\$205.00	\$1,845.00
2	MX418/C	SHURE GOOSENECK MICROPHONE	1	\$185.00	\$185.00
3	DN-500R	DMPRO SD/SUB RECORDER	1	\$410.00	\$410.00
4	CSA280Z	JBL 2 CHANNEL COMMERCIAL AMPLIFIER	1	\$395.00	\$395.00
5	8001 4240	TANNOY CVS6 CEILING SPEAKER	8	\$110.00	\$880.00
6	CUSTOM	LIBERTY CUSTOM AUDIO PLATES AT DAIS AND RACK	1	\$345.00	\$345.00
7	MFR-1627GE	MIDDLE ATLANTIC 16 RU MOBILE FURNITURE RACK	1	\$515.00	\$515.00
8	PDS-615R	MID ATL POWER COND W/OUTLET SEQUENCING	1	\$330.00	\$330.00
9	U2	M A 2 SPACE SHELF	1	\$40.00	\$40.00
10	SS	MID ATL SLIDE SHELF	1	\$105.00	\$105.00
11	EB-1	MID ATL 1 SPACE BLANK PANEL	4	\$5.00	\$20.00
12	INTEGRATION LABOR	Alpha Video Integration Labor	1	\$3,530.00	\$3,530.00
13	MATERIALS	Alpha Video Integration Materials including Raceway	1	\$570.00	\$570.00
14	SMA	Alpha Video Service Maintenance Agreement	1	\$442.00	\$442.00
SubTotal					\$9,612.00

Shipping charges are not included and will be billed at actual cost.

Sales tax is not included and will be billed at actual.

A 3% convenience will be added for credit card payments.

Sub Total	\$9,612.00
Sales Tax	\$0.00
Shipping	\$0.00

Total	\$9,612.00
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Accepted by: _____ Date: _____ PO: _____

All information contained within this quote is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change.
 MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: November 24, 2014
Re: Water Service Update

Background

On November 10, the Council discuss the water service at 5860 Main Street West. The attached memo is the Engineer's assessment of the project and provide some costs for the Council to consider

At the November 10 meeting, the Council asked staff to meet with the property owner, City Attorney, City Engineer and Contractor.

Recommendations

Staff would like to update the Council on the meeting and talk about options. The property owner is seeking an update.



Workshop Agenda Information Memorandum
November 10, 2014 - Maple Plain City Council

**MAIN ST. W. AND RAINBOW AVE. – UTILITY AND STREET IMPROVEMENTS –
DIRECTIONAL DRILL SERVICE TO 5860 MAIN STREET WEST**

ACTION TO BE CONSIDERED

To consider whether to accept the pricing from LaTour Construction Inc. to directional drill a new service to the front part of the home at 5860 Main Street West or dig up the service from the curb box to the home and insulate the existing service.

FACTS

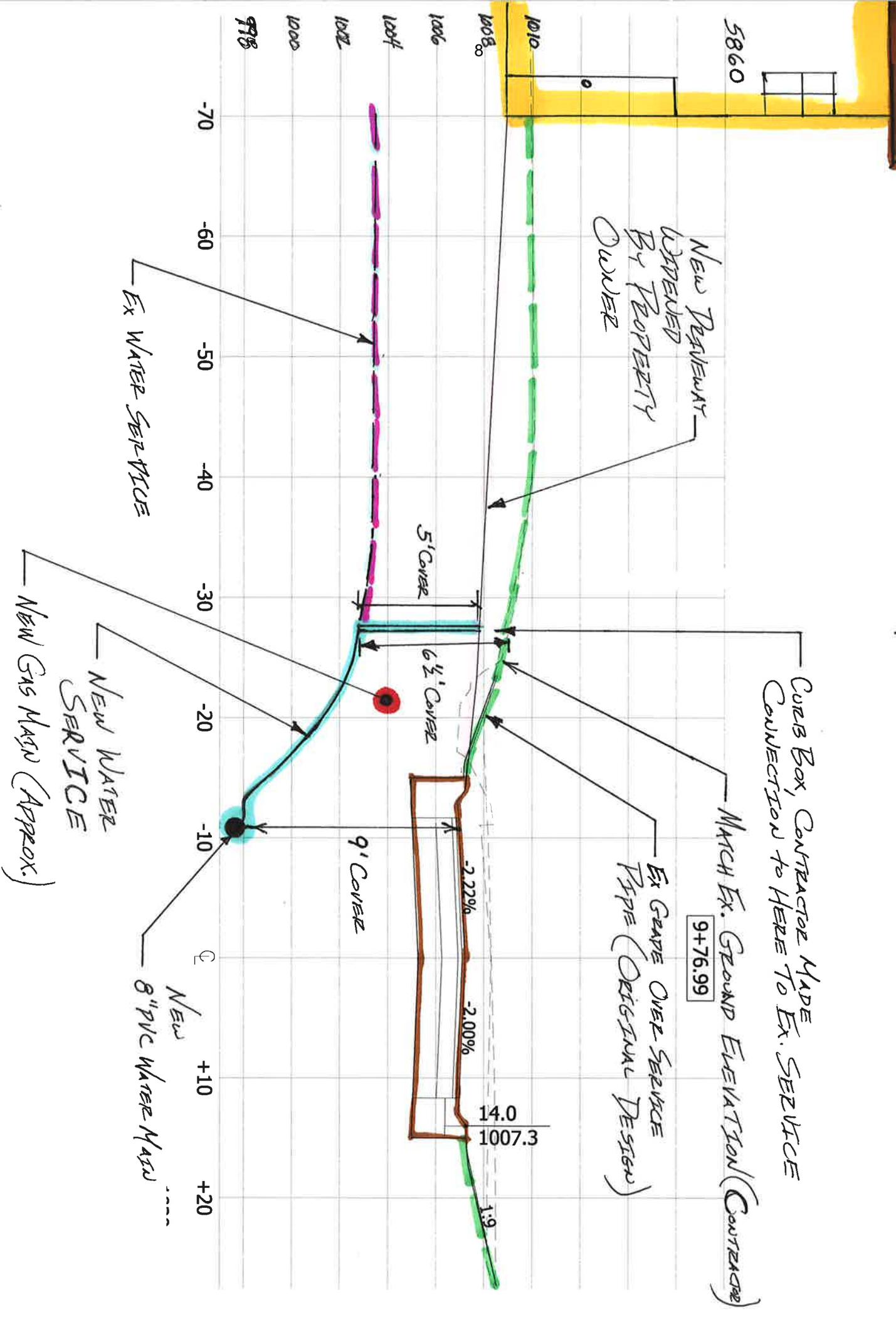
- LaTour Construction Inc. began work on the project in May 2014.
- Meetings were held with various property owners to discuss conflicts with services and trees.
- The property owner at 5860 Main Street agreed to allow their existing tree to be removed and planned to do some driveway improvements along with this project.
- The new water service was placed on June 30, 2014 and connected to the existing water service near the property line.
- The cover over the new service was 6-1/2' and did not require insulation.
- Driveway aprons were poured after curb and gutter was placed in August 2014.
- The property owner hired Assured Asphalt to do driveway improvements outside of the ROW.
- The new driveway width required the curb box to be adjusted. The curb box was now along the west side of the new driveway.
- The City's contractor initially indicated the property owner's contractor should adjust the curb box.
- The City's contractor adjusted the curb box following further discussions.
- The driveway was paved.
- The property owner contacted Stantec following their driveway paving and asked if the water service was insulated.
- Stantec reviewed records and confirmed the service line was not insulated when it was placed. As discussed previously, the service met cover specifications.
- The City Public Works Staff checked the cover over the water service pipe at the curb box.
- The cover was +/- 5' with the new wider driveway.

- This 5' depth appears to continue from the property line to the house based on review of the elevation of the service in the basement. Because the watermain near the curb is 9' deep, the service line in the right-of-way should have the proper depth, except at the connection point to the existing service with the wider driveway.
- Meetings were held with the property owner to review this item, and the property owner discussed the matter with the City Council on October 27, 2014.
- The City Council asked staff to get pricing on directional drilling a new line into the home.
- LaTour provided cost estimates for directional drilling a new line as well as open cutting and placing insulation over the existing service line from the curb box area to the home.
- Directional Drilling Option - LaTour's estimated price for the directional drilling option is \$18,200.98. This cost does not include interior plumbing or repairs to any existing flooring.
- Insulation Option - The price for the digging up the service and insulating is \$25,426.25. This price includes replacing the entire driveway.
- Due to weather expected for next week, the contractor indicated that the weather may affect when the work could begin. Also, the bituminous plants have a limited number of days that they will be open this season. The contractor indicated he would need to be given feedback on Tuesday, November 11 if the City wants to proceed with one of these options.
- The contractor felt that if the insulation option is chosen, then the driveway replacement should wait until 2015 due to possible settlement concerns with work done at this time of year.

ATTACHMENTS

Attached on page(s) ____ through ____ are a location drawing, two quotes, and a cross-section view of the service.

PROPERTY OWNER → CITY



5860

1010
1008
1006
1004
1002
1000
998

-70
-60
-50
-40
-30
-20
-10
+10
+20

New Drainway
Unopened
By Property
Owner

EX WATER SERVICE

NEW WATER
SERVICE

NEW GAS MAIN (APPROX.)

Curb Box, Contractor Made
Connection to Here to Ex. Service

MATCH Ex. GROUND ELEVATION (CONTRACTOR)
9+76.99

EX GRADE OVER SERVICE
PIPE (ORIGINAL DESIGN)

5' COVER

6 1/2' COVER

9' COVER

-2.22%

-2.00%

14.0
1007.3

1:9

NEW
8" PVC WATER MAIN

No.	Item	Units	Qty	Unit Price	Total Price
5860 WATER SERVICE RELOCATION - DIRECTIONAL DRILLED					
1	SAWING BITUMINOUS PAVEMENT	LF	35	\$ 5.35	\$ 187.25
2	REMOVE BITUMINOUS PAVEMENT	SY	28	\$ 10.75	\$ 301.00
3	SAWING CONCRETE CURB AND GUTTER	LF	5	\$ 7.50	\$ 37.50
4	REMOVE CONCRETE CURB AND GUTTER	LF	25	\$ 26.00	\$ 650.00
5	COMMON EXCAVATION	CY	29	\$ 23.55	\$ 682.95
6	1" HDPE WATER SERVICE (DIRECTIONAL DRILLED)	LF	60	\$ 35.65	\$ 2,139.00
7	1" CURB STOP AND BOX	EA	1	\$ 930.00	\$ 930.00
8	1" CORPORATION STOP	EA	1	\$ 658.00	\$ 658.00
9	SERVICE SADDLE	EA	1	\$ 2,500.00	\$ 2,500.00
10	GEOTEXTILE FABRIC, TYPE 5	SY	35	\$ 1.60	\$ 56.00
11	SELECT GRANULAR BORROW	CY	17.5	\$ 22.65	\$ 396.38
12	AGGREGATE BASE CLASS 5, 100% CRUSHED	TN	17	\$ 37.45	\$ 636.65
13	TYPE SP 12.5 NONWEARING COURSE MIXTURE	TN	4	\$ 284.00	\$ 1,136.00
14	SURMOUNTABLE CURB AND GUTTER	LF	25	\$ 26.75	\$ 668.75
15	TOPSOIL BORROW	CY	7	\$ 48.25	\$ 337.75
16	RESTORATION (SEED MIX 25-151 AND MULCH)	SY	225	\$ 2.75	\$ 618.75
17	MOBILIZATION	LS	1	\$ 6,265.00	\$ 6,265.00
TOTAL CONSTRUCTION COST					\$ 18,200.98

PRICING DOES NOT INCLUDE ANY PLUMBING RECONNECTION IN THE HOUSE ITSELF AND ASSUMES THERE IS A DIRT FLOOR IN THE FRONT LOCATION OF THE HOUSE WHERE THE NEW SERVICE WILL BE DRILLED. PLUMBING WOULD NEED TO BE COORDINATED BY OTHERS.

No.	Item	Units	Qty	Unit Price	Total Price
5860 WATER SERVICE RELOCATION - INSULATION AND REPLACE EX. DRIVEWAY					
1	REMOVE BITUMINOUS PAVEMENT	SY	262	\$ 10.75	\$ 2,816.50
2	REMOVE CONCRETE APRON	SY	15	\$ 16.00	\$ 240.00
3	COMMON EXCAVATION	CY	27	\$ 23.55	\$ 635.85
4	INSTALL 4' WIDE INSULATION (4" THICK)	SY	32	\$ 177.00	\$ 5,664.00
5	AGGREGATE BASE CLASS 5, 100% CRUSHED	TN	42	\$ 37.45	\$ 1,572.90
6	WEARING COURSE MIXTURE	TN	56	\$ 107.00	\$ 5,992.00
7	CONCRETE APRON	SY	15	\$ 52.00	\$ 780.00
8	TOPSOIL BORROW	CY	20	\$ 48.25	\$ 965.00
9	RESTORATION (SEED MIX 25-151 AND MULCH)	SY	180	\$ 2.75	\$ 495.00
10	MOBILIZATION	LS	1	\$ 6,265.00	\$ 6,265.00
TOTAL CONSTRUCTION COST					\$ 25,426.25

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: November 24, 2014
Re: J-Term Intern

Background

Councilmember DeLuca has asked staff to consider getting an intern during J-term. Staff has met and discussed a couple of potential projects:

1. Social Media Communications Plan for the City
2. Overall Communications Plan for the City
3. Data Retention Updates
4. Marketing Plan for the Maple Plain Days

Recommendations

Staff would like Council direction on this opportunity for the City.

Attached are some documents forwarded by Melanie DeLuca, who will be having students work for the Discovery Center.

Orono Early Learning – J Term Marketing Project Information

The Orono EL Program has several marketing projects that would be ideal for a J Term student. An intern would work with EL program manager Mitzi Overland, Site Supervisor Jessica Koch and Marketing Coordinator Ashleigh Norris. The EL program is a part of the Orono School District and is located in the Discovery Center in Maple Plain, MN. Some of the work would be best done on site but much of it could also be done remotely.

Skills involved include: marketing, videography, desktop publishing, interviewing, writing

Send letter of interest to Mitzi Overland at moverland@orono.k12.mn.us or Melanie DeLuca at mdeluca@orono.k12.mn.us to apply.

Project

Early Learning Marketing

Strategies

1. Design and film a video tour of Early Learning Programs to include on the web site or to send to families interested in learning more about the programs.
2. Design a folder with Early Learning logo and information – get print bids
3. Design a Welcome Packet containing print information to be given to families that visit the building – get print bids
4. Other marketing enhancements as determined by working with staff and interviewing parents

Orono Community Education Program – J Term Project Information

The Orono CE Program has several projects that would give excellent experience to a J term student. The intern would work with Coordinator Ashleigh Norris and Director of CE Melanie DeLuca. The CE Office is a part of the Orono School District and is located on the main school campus in Long Lake, MN. Some of the work would be best done on site but some of it could also be done remotely.

Skills involved include: marketing, desktop publishing, survey development, data analysis and compilation, and writing.

Send letter of interest to Ashleigh Norris at anorris@orono.k12.mn.us or Melanie DeLuca at mdeluca@orono.k12.mn.us to apply.

Project Scope

Marketing for new Like Minds Learning Network for Adults 50+

Strategies

1. Develop a plan for additional target marketing and publicity for this new pilot program
2. Communicate with partnering school districts
3. Work with participants to encourage activity planning and facilitation

Youth Development Plan

Strategies

1. Contact other districts for examples of YD plans
2. Compile information regarding current youth programs offered
3. Interview staff who coordinate and run youth programs
4. Write a plan draft to share with staff and the advisory council
5. Edit final version and create document that can be shared with the public

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: November 24, 2014
Re: Training Opportunity

Background

The Budget includes an area for training and development for staff. I have been asked to participate in a training opportunity that would be held in February for \$795. I have attached a description of the training.

Recommendations

I am looking for approval of the Council on this training.

