

AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
MARCH 23, 2015
7:00 P.M.

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. CONSENT AGENDA**
 - A. Approve March 9 regular meeting minutes
 - B. Approve March 9 workshop meeting minutes
 - C. Accounts Payable
- 5. PUBLIC HEARINGS**
- 6. ADMINISTRATIVE REPORTS**
 - A. City Engineer monthly report
 - B. City Planner monthly report
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - A. DNR Outdoor Recreation Grant- Swings at Northside Park
- 9. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**
- 10. COUNCIL REPORTS & OTHER BUSINESS**
- 11. VISITORS TO BE HEARD**

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.
- 12. ADJOURNMENT**

**AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
MARCH 9, 2015
6:30 P.M.**

1. CALL TO ORDER

Mayor Young called the meeting to order at 6:35 p.m.

Present: Councilmembers Justin McCoy, Dave Eisinger, Julie Maas-Kusske, Mike DeLuca and Mayor Jerry Young. Also present was Assistant to the City Administrator, Margaret McCallum, City Engineer, Dan Boyum, City Attorney, Jeff Carson and City Planner Mark Kaltsas.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

Councilmember Eisinger moved to adopt the agenda; seconded by Councilmember McCoy. Motion passed 5-0.

4. CONSENT AGENDA

Items to approve under the Consent Agenda:

- A. Approve February 9 regular meeting minutes
- B. Approve February 9 workshop meeting minutes
- C. Accounts Payable

Councilmember Eisinger moved to adopt the consent agenda; seconded by Councilmember DeLuca. Motion passed 5-0.

5. PUBLIC HEARINGS

There were no public hearings.

6. ADMINISTRATIVE REPORTS

There were no administrative reports.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

A. Firefighter Wage Increase – Resolution 15-0309-01

Assistant to the City Administrator, Margaret McCallum introduced this item to the Council. She informed that the action to be considered was to review a recommendation from the Fire Commission to raise the Maple Plain firefighter wage from \$12.00 to \$13.00 per hour.

McCallum said that the Fire Commission recommended to the Council the increase. She stated that the training and officer pay would stay the same.

Councilmember Eisinger informed that the budget for firefighter wages has come in lower than projected and that even with the increase, the budget is estimated to still be under for the year.

Councilmember Maak-Kusske stated that she did not feel comfortable voting because her husband serves on the Fire Department and would get benefit from the wage increase.

Attorney Carson stated that three councilmembers need to vote on the issue and that Councilmembers McCoy and Eisinger cannot vote because they are both directly affiliated with the Fire Department. Carson informed that Maas-Kusske is not directly affiliated with the Fire Department and therefore legally not in conflict and that her vote would be needed.

Councilmember DeLuca moved to approve resolution 15-0309-01 that would retroactively increase the Maple Plain firefighter's wages from \$12.00 to \$13.00 per hour. Councilmember Maas-Kusske seconded. Motion passed 3-0 Councilmembers McCoy and Eisinger abstained.

B. West Hennepin Fire Group partnership

Assistant to the City Administrator, Margaret McCallum introduced this item to the Council. She informed that the fire departments for the cities of Maple Plain, Long Lake, Hamel and Loretto have established the West Hennepin Fire Group. She said that the departments are seeking approval from the Councils of the communities that they serve. She informed that approval of the Group from the Councils would consent them moving forward with further collaboration.

Councilmember Eisinger added that the Group started three years ago to promote the Volunteer Firefighter model and to initiate studies to maintain the model. He informed that there would be not commitment of funds from the Council; just verbal support.

Councilmember McCoy moved to support the West Hennepin Fire Group partnership. Councilmember DeLuca seconded. Motion passed 5-0.

C. 5210 Main Street East – Resolution 15-0309-02

Attorney Jeff Carson introduced this item to the Council for discussion. Carson presented resolution 15-0309-02 to the Council informing that it orders the correction or removal of the hazardous building located at 5210 Main Street East. He informed of an investigative report that was conducted and drafted by a structural engineer with Stantec. Carson stated that the report informed that the building was structurally deficient and needed to be repaired or removed.

Carson informed the Council that the law requires the Council to pass a resolution to order to serve to the owner. He stated once the order was served, the owner has the ability to contest it or do nothing.

Carson said that the Council needed to act as soon as possible.

McCoy asked Carson what the Council's options would be.

Carson informed that the issue is serious enough that the resolution needed to be passed that evening.

Owner of the property, located at 5210 Main Street East, Barb Voorhes, spoke to the Council about her history in Maple Plain and her involvement in the community. She informed that she bought the building in 1995. Voorhes asked the Council to reflect on the history of the property and the city's responsibility in the water break. She asked that the Council consider that in their decision.

Councilmember Eisinger moved pass resolution 15-0309-02; seconded by Councilmember DeLuca. Motion passed 5-0.

D. Master Subscriber Agreement

City Planner Mark Kaltsas introduced this item to the City Council. He informed that the Council needed to approve the Master Subscriber Agreement with the State of Minnesota to allow the city attorney access to State Court documents. He stated that access allowed the attorney the ability to serve Maple Plain.

Councilmember McCoy moved to approve the Master Subscriber Agreement, seconded by Councilmember DeLuca. Motion passed 5-0.

E. Approval of 2014 Audit Report

Andy Berg, of Abdo, Eick and Meyers presented the 2014 Audit Report to the City Council. Berg noted that the City is financially strong and had good long-term planning. Berg noted that he presented a more in-depth presentation of the audit at the workshop meeting.

Mayor Young said that the audit document would be available on the website.

Councilmember Eisinger moved to accept the 2014 Audit report; Councilmember DeLuca seconded. Motion passed 5-0.

9. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS

Mayor Young asked staff to bring back to the Council the possibility of changing the regular city council meetings from 7:00 p.m. to 6:30 p.m.

Councilmember DeLuca congratulated City Administrator, Tessia Melvin and family on their new baby son.

10. COUNCIL REPORTS & OTHER BUSINESS

11. VISITORS TO BE HEARD

There were no visitors to be heard.

12. ADJOURNMENT

Councilmember Eisinger moved to adjourn the meeting at 7:15 p.m.; seconded by Councilmember Maas-Kusske. Motion passed 5-0.

**Maple Plain City Council Meeting
Workshop Minutes
March 9, 2015
Maple Plain City Hall**

1. CALL TO ORDER

Mayor Young called the meeting to order at 5:30 p.m.

Present: Councilmembers Dave Eisinger, Justin McCoy, Mike DeLuca, Julie Maas-Kusske and Mayor Jerry Young. Also present was Assistant to the City Administrator, Margaret McCallum, City Planner, Mark Kaltsas and City Auditor, Andy Berg.

2. ADOPT AGENDA

Councilmember Eisinger moved to adopt the agenda; seconded by Mayor Young. Motion passed 5-0.

3. SHARED SERVICE UPDATE

Councilmember DeLuca informed that the Shared Services Committee met with consultant, Gary Weiers. He stated that Gary provided preliminary results of over 20 interviews that he conducted from the cities' staff. DeLuca said that Weiers thought that there would be an opportunity for shared staff between the cities that would result in potential short-term and long-term savings. He mentioned that Weiers would bring a final report back to the Committee and then it would be brought to the Councils at a joint meeting.

Councilmember McCoy added that Weiers would be creating a model budget that would reflect the merging of staff.

City Planner Mark Kaltsas said that the report is expected to be completed and presented to the Council within the next month.

McCoy informed that he was pleased to hear that the feedback for Maple Plain was positive.

4. DOWNTOWN DEVELOPMENT UPDATE

City Attorney, Jeff Carson, presented the Council with Resolution 15-0309-02 for 5210 Main Street East, Maple Plain, MN 55359. Carson informed that the resolution was based on a report prepared by a structural engineer from Stantec

and that the resolution formally declared the building located on 5210 Main Street East as a hazardous building. Carson stated that, if approved by the Council, the resolution and attached order document would be served to the owner Barb Voorhees.

Carson said that the property damage would not be covered by the owner's insurance because the building was vacant at the time of the water break. He stated that the City's insurance would not cover the damage because there was no negligence found by the City with regards to the issue.

Carson informed that once served with the order, the owner would have 30 days to repair the building or 20 days to object to the order. He said that if the owner decided to do nothing, that the City would be able to get court permission to tear the building down and bill it back to the owner through assessment.

Carson mentioned that in the past, the City had a purchase agreement with the property owner to buy the property for downtown redevelopment. He said that the agreement expired and was not renewed.

McCoy asked if the property was vital for the redevelopment project.

Kaltsas said that it was not integral to the current development project.

The Council further discussed the downtown redevelopment project and what the next steps would be to get the project started.

5. 2014 AUDIT PRESENTATION

Andy Berg, of Abdo, Eick and Meyers presented the 2014 Audit Report to the City Council. Berg noted that the City is financially strong and has good long-term planning.

6. OTHER

7. ADJOURNMENT

Councilmember Eisinger moved to adjourn the meeting at 6:32 p.m.;
seconded by Councilmember DeLuca. Motion passed 5-0.



March 12, 2015

City of Maple Plain
1620 Maple Avenue
PO Box 97
Maple Plain, MN 55359

Re: Services rendered January 31, 2015 through February 27, 2015

Please find enclosed our invoices dated March 11, 2015 for the projects listed below. These invoices are due within 30 days.

Project	Invoice No.	Name	Amount
193800415	886304	Maple Plain Halgren Road Water Main	380.00
193801803	886305	Maple Plain General 2013	811.00
193801804	886306	Maple Plain 2013 Public Meetings	100.00
193801805	886308	Maple Plain 2013 Streets and Pathways	265.50
193801806	886309	Maple Plain 2013 Water	662.00
193801807	886310	Maple Plain 2013 Sewer	88.50
193801808	886320	Maple Plain 2013 Storm Sewer	2,203.50
193801809	886311	Maple Plain 2013 Development Review	59.00
193802383	886312	Budd Ave. Sewer Improvements	810.00
193802390	886313	Main Street W. & Rainbow Ave. Utility and Street Improvements	354.00
193802890	886314	Meadows of Maple Plain	59.00
		Total Amount Due	\$5,792.50

Thank you for allowing us to provide our services to your community. Please remit all invoice payments to our lockbox at:

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago, IL 60693

If you have questions regarding these invoices, please contact me at (651) 604-4829

Sincerely,
Stantec

Dan Boyum, P.E.
Client Service Manager

Enclosures



INVOICE

Invoice Number	886304
Invoice Date	March 11, 2015
Customer Number	92656
Project Number	193800415

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: 000223-11144-0 Maple Plain Halgren Road Water Main

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$380.00
For Period Ending:	February 27, 2015

Due on Receipt

INVOICE

Invoice Number
Project Number

886304
193800415

Top Task 300 **Record Plans - Collect record plan information in the field.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Crew Chief	3.50	100.00	350.00
	3.50		350.00
Professional Services Subtotal	3.50		350.00

Usages

	Current Amount
Usage - Vehicle 02/17/15	30.00
Usages Subtotal	30.00

Top Task 300 Total **380.00**

Total Fees & Disbursements \$380.00

INVOICE TOTAL (USD) **\$380.00**



INVOICE

Invoice Number	886305
Invoice Date	March 11, 2015
Customer Number	92656
Project Number	193801803

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - General Services

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$811.00
For Period Ending:	February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886305

Project Number

193801803

Top Task 301

General Engineering - General administration of city engineering items, review general correspondence, staff discussions, discuss building investigation, review auditor questions, review arcreader item on easements.

Professional Services

Billing Level	Hours	Rate	Current Amount
GIS Specialist	1.00	103.00	103.00
	<u>1.00</u>		<u>103.00</u>
Project Manager	6.00	118.00	708.00
	<u>6.00</u>		<u>708.00</u>
Professional Services Subtotal	<u>7.00</u>		<u>811.00</u>

Top Task 301 Total

811.00

Total Fees & Disbursements

\$811.00

INVOICE TOTAL (USD)

\$811.00



INVOICE

Invoice Number	886306
Invoice Date	March 11, 2015
Customer Number	92656
Project Number	193801804

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Public Meetings

Stantec Project Manager: Boyum, Dan D
Stantec Office Location: St. Paul MN
Current Invoice Due: \$100.00
For Period Ending: February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886306

Project Number

193801804

Top Task 302 **Meeting Attendance - Attend Staff and Council Meetings on February 3 and 7, 2015.**

Progress Charge

	# of Meetings	Amount Per	Current Amount
	2	50.00	100.00
Progress Charge Subtotal			<u>100.00</u>

Top Task 302 Total **100.00**

Total Fees & Disbursements \$100.00

INVOICE TOTAL (USD) **\$100.00**



INVOICE

Invoice Number	886308
Invoice Date	March 11, 2015
Customer Number	92656
Project Number	193801805

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Streets and Pathways

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$265.50
For Period Ending:	February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886308

Project Number

193801805

Top Task 301

General - Revisit costs on downtown streets, review costs for Main Street Repairs and past project numbers, and pavement management review.

Professional Services

Billing Level

Hours

Rate

Current Amount

Project Manager

2.25

118.00

265.50

2.25

265.50

Professional Services Subtotal

2.25

265.50

Top Task 301 Total

265.50

Total Fees & Disbursements

\$265.50

INVOICE TOTAL (USD)

\$265.50



INVOICE

Invoice Number	886309
Invoice Date	March 11, 2015
Customer Number	92656
Project Number	193801806

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Water

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$662.00
For Period Ending:	February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886309

Project Number

193801806

Top Task 300

General - Site meetings, work with Public Works on chemical mixing, taking water quality tests, and calibrating new pump hose.

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	8.00	60.00	480.00
	<u>8.00</u>		<u>480.00</u>
Professional Services Subtotal	<u>8.00</u>		<u>480.00</u>

Disbursements

	Current Amount
Direct - Vehicle (mileage)	34.50
Disbursements Subtotal	<u>34.50</u>

Top Task 300 Total **514.50**

Top Task 301

General - Review auditor water questions and provide wellhead protection update to staff.

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	1.25	118.00	147.50
	<u>1.25</u>		<u>147.50</u>
Professional Services Subtotal	<u>1.25</u>		<u>147.50</u>

Top Task 301 Total **147.50**

Total Fees & Disbursements \$662.00

INVOICE TOTAL (USD) \$662.00



INVOICE

Invoice Number	886310
Invoice Date	March 11, 2015
Customer Number	92656
Project Number	193801807

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Sewer

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$88.50
For Period Ending:	February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886310

Project Number

193801807

Top Task 301 **General - Review and respond to I and I grant questions.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	0.75	118.00	88.50
	0.75		88.50
Professional Services Subtotal	0.75		88.50

Top Task 301 Total **88.50**

Total Fees & Disbursements \$88.50

INVOICE TOTAL (USD) **\$88.50**



INVOICE

Invoice Number	886320
Invoice Date	March 11, 2015
Customer Number	92656
Project Number	193801808

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Storm Sewer

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$2,203.50
For Period Ending:	February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886320

Project Number

193801808

Top Task 303 **Watershed Research - Review items related to watershed options with City Staff, confirm options to be studies, and begin research of watershed options for memo.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	3.00	111.00	333.00
	<u>3.00</u>		<u>333.00</u>
Project Manager	1.50	118.00	177.00
	<u>1.50</u>		<u>177.00</u>
Professional Services Subtotal	<u>4.50</u>		<u>510.00</u>

Top Task 303 Total **510.00**

Top Task 304 **Check on Xcel easement along back lots of Perkins, prepare information an attend meeting with Perkins Residents and discuss drainage options, prepare meeting notes on Perkins Drainage Meeting and forward to Staff, review televising and plat questions with Staff, MS4 discussions, pond maintenance checks with Staff, respond to City Planner**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	6.50	118.00	767.00
	<u>6.50</u>		<u>767.00</u>
Professional Services Subtotal	<u>6.50</u>		<u>767.00</u>

Top Task 304 Total **767.00**

Top Task 400 **MS4 - Pond Assessment, facility inventory map, review web page content, review site plan checklist, MS4 figure, and work on illicit discharge prioritization.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer			

INVOICE

Invoice Number

886320

Project Number

193801808

	<u>2.50</u>	111.00	<u>277.50</u>
	2.50		277.50
GIS Specialist	<u>1.00</u>	100.00	<u>100.00</u>
	1.00		100.00
Principal Engineer	<u>1.50</u>	148.00	<u>222.00</u>
	1.50		222.00
Project Manager	1.00	114.00	114.00
	<u>0.75</u>	118.00	<u>88.50</u>
	1.75		202.50
Scientist	<u>1.50</u>	83.00	<u>124.50</u>
	1.50		124.50
Professional Services Subtotal	<u>8.25</u>		<u>926.50</u>

Top Task 400 Total	926.50
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Total Fees & Disbursements \$2,203.50

INVOICE TOTAL (USD) **\$2,203.50**



INVOICE

Invoice Number 886311
Invoice Date March 11, 2015
Customer Number 92656
Project Number 193801809

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Development Review

Stantec Project Manager: Boyum, Dan D
Stantec Office Location: St. Paul MN
Current Invoice Due: \$59.00
For Period Ending: February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886311

Project Number

193801809

Top Task 301 **Collision Corner - Review questions on storm sewer items from engineer working Discovery Center improvements, update staff on discussions, respond to follow-up questions.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	0.50	118.00	59.00
	0.50		59.00
Professional Services Subtotal	0.50		59.00

Top Task 301 Total **59.00**

Total Fees & Disbursements \$59.00

INVOICE TOTAL (USD) **\$59.00**



INVOICE

Invoice Number 886312
Invoice Date March 11, 2015
Customer Number 92656
Project Number 193802383

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Budd Ave. Sewer Improvements

Stantec Project Manager: Boyum, Dan D
Stantec Office Location: St. Paul MN
Current Invoice Due: \$810.00
For Period Ending: February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886312

Project Number

193802383

Top Task 300

Construction Inspection - Prepare for and attend meeting with contractor, review additional paving quantities and class 5 adjustments.

Professional Services

Billing Level	Hours	Rate	Current Amount
Field Supervisor	5.00	103.00	515.00
	<u>5.00</u>		<u>515.00</u>
Professional Services Subtotal	<u>5.00</u>		<u>515.00</u>

Top Task 300 Total

515.00

Top Task 310

Construction Engineering - Coordinate meeting, prepare for and attend meeting with contractor.

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	2.50	118.00	295.00
	<u>2.50</u>		<u>295.00</u>
Professional Services Subtotal	<u>2.50</u>		<u>295.00</u>

Top Task 310 Total

295.00

Total Fees & Disbursements

\$810.00

INVOICE TOTAL (USD)

810.00



INVOICE

Invoice Number 886313
Invoice Date March 11, 2015
Customer Number 92656
Project Number 193802390

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Main St. W. & Rainbow Ave. Utility and Street Improvements

Stantec Project Manager: Boyum, Dan D
Stantec Office Location: St. Paul MN
Current Invoice Due: \$354.00
For Period Ending: February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886313

Project Number

193802390

Top Task 700 **Additional Services - Review issues with Contractor on service connection to 5910 Main Street West, and prepare notes from conversation. Review questions from residents on restoration.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	3.00	118.00	354.00
	<u>3.00</u>		<u>354.00</u>
Professional Services Subtotal	<u>3.00</u>		<u>354.00</u>

Top Task 700 Total **354.00**

Total Fees & Disbursements \$354.00

INVOICE TOTAL (USD) **\$354.00**



INVOICE

Invoice Number	886314
Invoice Date	March 11, 2015
Customer Number	92656
Project Number	193802890

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Meadows of Maple Plain

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$59.00
For Period Ending:	February 27, 2015

Due on Receipt

INVOICE

Invoice Number

886314

Project Number

193802890

Top Task 200

Review Preliminary and Final Plat/Plans - Forward plans to other staff members and check on permit status.

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	0.50	118.00	59.00
	0.50		59.00
Professional Services Subtotal	0.50		59.00

Top Task 200 Total

59.00

Total Fees & Disbursements

\$59.00

INVOICE TOTAL (USD)

59.00

CITY OF MAPLE PLAIN
Payments

03/20/15 11:16 AM
Page 1

Current Period: March 2015

Batch Name	03/23/15 PAY	User Dollar Amt	\$0.00	
	Payments	Computer Dollar Amt	\$77,135.95	
			\$77,135.95	Out of Balance
Refer	20181	<i>METRO WEST INSPECTION SERVI</i>	-	
Cash Payment	E 101-42400-308	Building Inspection	Inspection Services	\$856.48
		Invoice		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$856.48
Refer	20182	<i>GRAINGER, INC</i>	-	
Cash Payment	E 101-43100-224	Street Maintenance Mate	Tonnage Flags- Streets	\$34.46
		Invoice 9688890335		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$34.46
Refer	20183	<i>OFFICE DEPOT</i>	-	
Cash Payment	E 101-43000-201	Office Supplies	Shop Supplies	\$15.99
		Invoice		
Cash Payment	E 101-41500-201	Office Supplies	Office Supplies	\$42.86
		Invoice		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$58.85
Refer	20184	<i>TOSHIBA</i>	-	
Cash Payment	E 101-41500-413	Office Equipment Rental	Lease-Copier	\$251.34
		Invoice		
Cash Payment	E 101-41500-202	Duplicating & Copying S	Copies	\$204.97
		Invoice		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$456.31
Refer	20185	<i>GIRARD S BUSINESS MACHINES, I</i>	-	
Cash Payment	E 101-41500-413	Office Equipment Rental	Folding Machine Rental	\$150.00
		Invoice 90339		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$150.00
Refer	20186	<i>AMERIPRIDE</i>	-	
Cash Payment	E 601-49400-310	Janitorial Services	Rugs- WTP	\$73.63
		Invoice		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$73.63
Refer	20187	<i>BRIMEYER FURSMAN, LLC</i>	-	
Cash Payment	E 101-41110-331	Training & Travel	Council Facilitation	\$1,250.00
		Invoice 413		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$1,250.00
Refer	20188	<i>CENTERPOINT ENERGY MINNEGA</i>	-	
Cash Payment	E 101-41940-383	Gas Utilities	City Hall	\$495.30
		Invoice		
Cash Payment	E 101-41940-383	Gas Utilities	Public Works	\$375.71
		Invoice		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$871.01
Refer	20189	<i>G & K SERVICE</i>	-	
Cash Payment	E 101-43000-417	Uniform Rentals	PW Uniforms	\$48.00
		Invoice		
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total \$48.00

CITY OF MAPLE PLAIN

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Payments

Current Period: March 2015

Refer	20190	HEALTHPARTNERS	-			
Cash Payment	G 101-21706	Health Insurance	Insurance Premium- April			\$3,129.66
Invoice						
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total		\$3,129.66
Refer	20191	PIONEER RESEARCH CORP	-			
Cash Payment	E 101-43000-211	Cleaning Supplies	Public Works- Degreaser and cleaning supplies			\$416.30
Invoice	241688					
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total		\$416.30
Refer	20192	WEST HENNEPIN PUBLIC SAFETY	-			
Cash Payment	E 101-42110-306	Police Administration	Police Services- April			\$46,182.71
Invoice						
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total		\$46,182.71
Refer	20193	XCEL ENERGY	-			
Cash Payment	E 101-43160-381	Electric Utilities	Lights			\$2,018.36
Invoice						
Cash Payment	E 101-41940-381	Electric Utilities	City Hall and Garage			\$73.11
Invoice						
Cash Payment	E 601-49400-381	Electric Utilities	Water			\$16.72
Invoice						
Cash Payment	E 101-41940-381	Electric Utilities	Parks			\$516.23
Invoice						
Cash Payment	E 101-43100-381	Electric Utilities	Traffic Lights			\$65.34
Invoice						
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total		\$2,689.76
Refer	20194	HENN COUNTY INFO TECHNOLOG	-			
Cash Payment	E 101-43000-419	General Rentals	Radio Lease			\$63.64
Invoice	1000058168					
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total		\$63.64
Refer	20195	STANTEC CONSULTING SRVCS IN	-			
Cash Payment	E 451-43100-303	Engineering Services	Halgren		Project 2012C	\$380.00
Invoice	886304					
Cash Payment	E 101-43000-303	Engineering Services	General Services			\$811.00
Invoice	886305					
Cash Payment	E 101-41110-303	Engineering Services	City Council			\$50.00
Invoice	886306					
Cash Payment	E 101-43000-303	Engineering Services	Staff Meetings			\$50.00
Invoice	886306					
Cash Payment	E 101-43100-303	Engineering Services	Streets			\$265.50
Invoice	886308					
Cash Payment	E 601-49400-303	Engineering Services	Water			\$662.00
Invoice	886309					
Cash Payment	E 602-49450-303	Engineering Services	Sewer			\$88.50
Invoice	886310					
Cash Payment	E 603-49455-303	Engineering Services	Storm			\$2,203.50
Invoice	886320					
Cash Payment	E 451-49450-303	Engineering Services	Budd Avenue		Project 2014B	\$810.00
Invoice	886312					

CITY OF MAPLE PLAIN
Payments

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Current Period: March 2015

Cash Payment	E 451-43100-303 Engineering Services	MSW/Rainbow				\$354.00
	Invoice 886313			Project 2014A		
Cash Payment	G 101-20212 Planned Unit Develop.	Escro Meadows of MP				\$59.00
	Invoice 886314			Project 2014D		
Cash Payment	E 101-43000-303 Engineering Services	General				\$59.00
	Invoice 886311					
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total		\$5,792.50
Refer	20196 LEAGUE OF MN CITIES INS TRUST -					
Cash Payment	E 101-41110-151 Worker s Comp Insuranc	Council Insurance				\$101.89
	Invoice					
Cash Payment	E 101-41500-151 Worker s Comp Insuranc	Administration Insurance				\$956.17
	Invoice					
Cash Payment	E 101-43000-151 Worker s Comp Insuranc	Public Works Insurance				\$11,339.67
	Invoice					
Cash Payment	E 101-45200-151 Worker s Comp Insuranc	Parks Insurance				\$478.08
	Invoice					
Cash Payment	E 601-49400-151 Worker s Comp Insuranc	Water Insurance				\$1,129.71
	Invoice					
Cash Payment	E 602-49450-151 Worker s Comp Insuranc	Sewer Insurance				\$209.37
	Invoice					
Transaction Date	3/18/2015	Bank of Maple Plain	10100	Total		\$14,214.89
Refer	20208 DELTA DENTAL -					
Cash Payment	G 101-21707 Dental Insurance	Insurance- April				\$358.75
	Invoice					
Transaction Date	3/20/2015	Bank of Maple Plain	10100	Total		\$358.75
Refer	20209 NELSON ELECTRIC MOTOR REPAI -					
Cash Payment	E 602-49450-311 Contract Service	Lift Station Maintenance				\$489.00
	Invoice					
Transaction Date	3/20/2015	Bank of Maple Plain	10100	Total		\$489.00

Fund Summary

	10100 Bank of Maple Plain
101 GENERAL FUND	\$70,719.52
451 CAPITAL IMPROVEMENT PROJECTS	\$1,544.00
601 WATER FUND	\$1,882.06
602 SEWER FUND	\$786.87
603 STORM WATER FUND	\$2,203.50
	\$77,135.95

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$77,135.95
Total	\$77,135.95



Agenda Information Memorandum
March 23, 2015 - Maple Plain City Council

6. ADMINISTRATIVE REPORTS
A. MONTHLY REPORT FOR CITY ENGINEER

ACTION TO BE CONSIDERED

To receive and accept the monthly report from City Engineer Dan Boyum.

FACTS

- See attached.

ATTACHMENTS

Attached is the monthly report from City Engineer Dan Boyum.

To:	Honorable Mayor and Council, City Staff City of Maple Plain	From:	Dan D. Boyum City Engineer
File:	193801804	Date:	March 19, 2015

Reference: Monthly Engineering Report

The purpose of this update is to provide you with information on various projects and engineering activities since the last report and to date.

Budd Avenue Sanitary Sewer Improvements

- Discussions with contractor on quantities and punchlist.

Main Street West and Rainbow Avenue – Utility and Street Improvements

- Reviewed items with Contractor and contacted them on cleanout of catchbasin sediment protection devices.
- Responded to property owner questions (sewer service at 5910 Main, Xcel Pole at 5990 Main, curb stop at 1434 Rainbow, water at catchbasin near 5850 Main, when any reseeding will be done, etc.).
- Responded to CenterPoint Energy on location work, updated staff, and prepared notice of this work for hotline and email blast.
- Worked on Punchlist and Record Plans.

Main Street Sidewalk Improvements

- No major activities this month.

Meadows of Maple Plain

- Received plans and checked in with Minnehaha Creek on status of permit.

Miscellaneous

1. Prepared monthly engineering report.
2. Attended staff and council meetings.
3. Worked on MS4 Permit items.
4. Reviewed questions on Discovery Center improvements from engineer.
5. Prepared Building Structural Condition Assessment on 5210 Main Street East.
6. Prepared Watershed Options Memo.
7. Responded to Auditor questions on projects.
8. Revisit Pavement Management Program.
9. Reviewed Wellhead Protection correspondence.
10. Attended meeting on Perkins/Drake drainage and follow-up discussions.
11. Worked with Public Works on various Water Treatment Plant items.



Agenda Information Memorandum
March 23, 2015 - Maple Plain City Council

6. ADMINISTRATIVE REPORTS
B. MONTHLY REPORT FOR CITY PLANNER

ACTION TO BE CONSIDERED

To receive and accept the monthly report from City Planner Mark Kaltsas.

FACTS

- See attached.

ATTACHMENTS

Attached is the monthly report from City Planner Mark Kaltsas.

Memorandum

To: City Council

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: March 20, 2015

Re: **Planning Update**

Meetings:

- **February Planning Commission Meeting** – reviewed annual report and PC priorities for 2015. Information to be presented to the CC.
- **March Planning Commission Meeting** – reviewed walking and biking report. Two staff meetings to review current project updates. - Issues that are currently being discussed included a “group” home on Oak Street, downtown redevelopment concepts, Collision Corners Site Plan, large assembly permit, rental ordinance.
- Staff meetings to discuss current project status/issues – discussed update to the City’s ordinances pertaining to the MS4 Permit, Collision Corners CUP application, downtown building issues, MPFC site plan application and other general planning issues.
- Meeting with industrial park business about possible assistance to retain building lease.
- Meeting with Tom Palmquist regarding downtown redevelopment plans.
- Meeting with Collision Corners to review CUP Amendment application.
- Meeting with Tom Reycraft (MPFC) to review proposed car wash and site plan.

Correspondence:

Staff has had correspondence with various constituents over the course of the last two months, including the following:

- Sign company pertaining to the liquor store sign.
- Question regarding land use for former concrete plant

- Questions regarding potential renovation of existing nursing facility.
- Question regarding accessory buildings on Main Street W. property.
- Questions pertaining to the site plan review for MPFC from car wash manufacturer.
- Question from school district pertaining to lighting upgrade/requirements for Pioneer Center.
- Working with sign company for new City sign at Public Works/Fire Station.
- Staff has had correspondence with several residents regarding building setbacks, zoning, signage, and other related planning questions.



Agenda Information Memorandum
March 23, 2015 Maple Plain City Council

8. NEW BUSINESS

A. DNR GRANT APPLICATION- SWING SET AT NORTHSIDE PARK

ACTION TO BE CONSIDERED

To approve the submission of a grant application for the replacement of the swing set at Northside Park.

FACTS

- The MN Department of Natural Resources is accepting applications for its yearly Outdoor Recreation Grant Program.
- The application is due on March 31, 2015.
- Awards are announced in June 2015.
- The grant matches 50% of project costs.
- In 2015, the sand needs to be replaced with wood fiber.
- Staff is recommending replacing the swing set with a new set that allows for accessibility for all users. Staff is also recommending the installation of a separate Oodle Swing that is also accessible.
- The total cost for the swing set, Oodle swing and wood fiber is \$15,085.00 (\$7,542.50 grant, \$7,542.50 City).
- Staff is also looking at getting a cost for a sidewalk that would connect the swing area to the nearby trail system.
- The Park Commission moved to recommend to the Council the submission of the grant application.
- The current budget balance for the Park Commission is \$46,177.94.

ATTACHMENTS

Attached are the preliminary grant application and other applicable materials.

PROPOSAL

DATE: February 2, 2015

MAGGIE MCCALLUM



Please make PO's & Contracts out to:

Flagship Recreation, LLC
 4940 West 35th Street
 St. Louis Park MN 55416
 763.550.7860 - Office
 763.550.7864 - Fax

CITY OF MAPLE PLAIN

Please remit payment to:

Flagship Recreation, LLC
 4940 West 35th Street
 St. Louis Park MN 55416

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED AMT
1	PLAY	ARCH SWING WITH THREE BELT SEATS AND ONE MOLDED BEUCKET SWEAT WITH HARNESS	\$4,970.00	\$4,970.00
1	LABOR	ASSEMBLE AND INSTALL SWING	\$1,400.00	\$1,400.00
				
1	PLAY	OODLE SWING	\$4,575.00	\$4,575.00
1	LABOR	ASSEMBLE AND INSTALL SWING	\$1,000.00	\$1,000.00
				

SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE ORDER ONLY UPON APPROVAL BY FLAGSHIP RECREATION, LLC CUSTOMER RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.

Freight	\$400.00
Subtotal	\$12,345.00
Sales Tax	\$0.00
TOTAL	\$12,345.00

ACCEPTED BY CUSTOMER _____ DATE _____

GRANT DESROCHES
 PROPOSED BY: _____



FY 2016 Grant Application
Outdoor Recreation Grant Program
Submission Deadline: March 31, 2015

Before completing this application please read the [FY 2016 Outdoor Recreation Program Manual](#) for further program information. Only one park may be included in an application. Applicants are eligible to receive more than one grant.

This program is very competitive. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by March 1st if you would like staff to provide comments. Only complete applications submitted by the deadline will be considered.

Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted unless arranged in advance of the due date with program staff. To submit the application, email a pdf version of the application and attachments to Parkgrants.DNR@state.mn.us.

Please format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. Use the form provided for each item or reproduce it in the same format. Use Item 1 – Application Summary as your cover sheet. After submission, make sure you have received a confirmation email that your application has arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding.

Timeline: FY 2016 Grant Round

- Application materials become availableDecember 2014
- Submission deadlineMarch 31, 2015
- Awards are announced.....June 2015
- Agreements are signed – project may beginJuly-October 2015
- Grants expire – projects must be completed.....December 31, 2017

For assistance, please contact

- Joe Hiller, 651-259-5538, joe.hiller@state.mn.us
- Audrey Mularie, 651-259-5549, Audrey.mularie@state.mn.us
- DNR Information Center, 1-888-646-6367

TABLE OF CONTENTS

- Item 1: Application Summary
 - Item 2: Project Narrative
 - Item 3: Cost Breakdown
 - Item 4: Location Map
 - Item 5: Recreational Site Plan
 - Item 6: Project Site Evaluation
 - Item 7: Community Involvement
 - Item 8 Availability for Public Use
 - Item 9: Statement of Accessibility
 - Item 10: Projected Operation and Maintenance Costs
 - Item 11: Applicant Resolution
 - Item 12: Plans
 - Item 13: Acquisition Projects Appraisal(s)
-
- Attachment A Sample Appraiser Engagement Letter

ITEM 1 - APPLICATION SUMMARY – FY 2014 APPLICATION

Contact Information:			
Grant Applicant Org:	City of Maple Plain		
Contact Person:	Maggie McCallum		
Contact Title:	Assistant to the City Administrator		
Mailing Address:	P.O. Box 97, Maple Plain, MN	Zip code:55359	
Phone:	763-479-0515		
E-mail address:	Mmccallum@mapleplain.com		
Park Information:			
Project Name:	Northside Park Swing set		
Project County:	Hennepin		
Existing Park Acreage:	11.65 acres		
Proposed Activities with this Application:			
Acres to be purchased: <u> 0 </u> (acres)			
List of facilities to be developed or redeveloped :			
Northside Park currently has a swing set that is outdated and needs to be replaced to be more accessible for all users.			
<p>Financial Information: Applicant must provide a non-state match of at least 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the local sponsor or donations or any combination of these. Applicants that provide at least 20% of the match from their own resources will receive additional consideration in the review criteria. The total cost shown in the table below must equal the total costs shown in Item 4 – Cost Breakdown.</p>			
	Grant Request	Match	Total Cost
	\$7,542.50	\$7,542.50	\$15,085.00
Match Description: Provide source and type of match. Committed or pending.			
The City of Maple Plain would provide the matching funds for the project. This money is committed to the project.			

ITEM 2 - PROJECT NARRATIVE

Describe what recreation facilities will be developed or rehabilitated and any lands that will be acquired with this application. Discuss any of the following topics from the Statewide Comprehensive Outdoor Recreation Plan (SCORP) that apply to your project.

Does the project connect people to the outdoors?

- Does the proposed project contribute towards creating a welcoming environment? Are there accessible features included as part of this project or currently in the park, such as seating, restrooms and drinking water?

This year, the City will be replacing the current sand filler with wood chip fiber to allow for better accessibility of this structure. The City will fund this portion 100%.

The proposed project would pull out the old swing set structure and replace it with a new swing set structure that has an accessible swing and an infant swing. An Oodle Swing (recommended for ages 5-12) is also proposed. A short connection trail is proposed to connect the existing trail to the site.

Currently, the park offers park benches for sitting. **Accessible restrooms** are available nearby (southeast), as well as drinking fountains.

- Does the proposed project create or improve access to outdoor recreation lands and facilities by providing alternative transportation and improving access for people of all abilities? Such as the forms of transportation available to access the park facility (e.g. trails, roads, public transportation, any transportation provided to the park for special events or programs, etc.

The project would create a short connection trail between the existing trail and the site, thus providing a more accessible route for people with assistive devices.

- Does the proposed project result in quality experiences and facilities? Such as interpretive signs to enhance visitors, redevelop overused facilities, etc.

A new swing set structure, Oodle Swing and trail connection will allow for better accessibility and quality experiences from children of varying ages and abilities. A combination of swings will allow for facility use of a wider range of ages.

Does the project acquire land and/or create opportunities?

- Does the proposed project acquire critical lands in jeopardy of being lost to development, or land use changes; or is this an exceptional one time opportunity to acquire high quality natural resources?

No.

- Does the proposed project acquire land that protects shoreland, rivers, lakes, wetlands and critical watersheds?

No.

- Does the project meet the differing outdoor recreation needs of people of all abilities? Such as universal design, family friendly facilities, more separation of uses, privacy between camp sites, etc.

Yes. The new swing set will allow for use of toddlers (toddler swing), and children of all ages and abilities (standard swings and an accessible swing). The Oodle Swing, recommended for ages 5 – 12 will provide for an additional option for children of varying ages and abilities.

- Does the project create an environment that is open and flexible to accommodate new and emerging nature based trends or develop group based recreational opportunities? Such as group

campsites, picnic areas or gathering spaces, large open play areas or emerging nature based activities, etc.

There is a nearby picnic shelter (northeast) where families gather. The new structures would provide a wider range of accessible play opportunities for these families.

- Does the project establish a sustainable and resilient infrastructure to provide high quality recreational opportunities? Such as a) sustainable and resilient infrastructure, b) energy efficient, easy to maintain and recycled/recyclable materials and/or c) conservation of water use and the design of facilities to effectively manage storm water on site.

The new structures will be sustainable and resilient infrastructure that is easy to maintain. Swings will be removed over the winter season.

Does the project take care of what we have?

- Does the project result in redevelopment, renovation or rehabilitation of current infrastructure?

Yes. The project would replace the current infrastructure.

- Does the project result in maintaining the quality of natural resources through preservation, restoration or reconstruction?

The quality of the current natural resources of the park will be maintained.

ITEM 3 - COST BREAKDOWN

Development (see Program Manual for eligibility)

Facility (e.g. picnic area, campground)	Description (linear feet, dimensions, material used, number of components, etc.)	Estimated Cost	Expected Completion Date
Arch Belt Swing Set (2 Bays)	Includes three belt seats and one molder ADA accessible bucket seat with harness	\$4,970.00	July, 2015
Swing Set Assembly and Installation		\$1,400.00	July 2015
Oodle Swing		\$4,575.00	July 2015
Oodle Swing Assembly and Installation		\$1,000.00	July 2015
Trail Extension			
Wood Fiber	2850 square feet (116 yards)	\$3,140.00	July 2015
Total			

Land Acquisition

Parcel Identification Number or location	Acres	Appraised Value	Expected Acquisition Date
NA			

Total			

ITEM 4 - LOCATION MAP

Provide a map that shows the location of the park within your community. The map should identify the main roads in the community to access the park.

ITEM 5 - RECREATIONAL SITE PLAN

This site plan must clearly identify the proposed acquisition and/or development. The plan should include enough detail to determine design details such as facility orientation and layout, access routes, and accessibility.

All plans must include the following:

- Title "Recreation Site Plan" and the project name
- Entrance to site and location of existing or proposed public parking facilities. (Parking facilities must be developed to serve newly acquired areas within 12 months).
- Location of all recreation and support facilities
- Access routes connecting each facility
- Entire park property and all adjacent land uses
- All lakes, rivers, streams and wetlands
- Acreage of the park and/or each parcel to be acquired
- Legend including a north direction arrow, graphic bar scale, county and date
- The site plan must be signed and dated by the applicant.
- Graphic Bar Scale example:



A Text Scale such as 1" = 500' is not acceptable.

Color Coding

- Red Park boundary, including all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Green Existing facilities that will remain.
- Yellow Acquisition and/or development accomplished with this grant
- Blue Future acquisition and/or development.

ITEM 6 - PROJECT SITE EVALUATION

All applicants must prepare and submit a Project Site Evaluation using the format shown below. The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area.

The following sources of information may be helpful in completing the evaluation:

Endangered Species:

Information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled [Minnesota's List of Endangered and Threatened Animal Species](#), that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-6367 or at the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species](#)

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information may be obtained from your DNR Regional Office.

Wetlands:

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized and compensatory mitigation must be provided for all values that have been lost or diminished. It is very important, therefore, that the project site evaluation identify all possible wetlands impacts of the proposed project. This will help in determining whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. The basic reference for wetland determination will be the National Wetlands Inventory produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

PROJECT SITE EVALUATION - FORMAT

Please prepare a project site evaluation using the following format and subject categories. Address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

Project Site Evaluation:

I. Description of the Environment and the Environmental Impact of the Proposed Project

- A. **Present Land Use:** Describe the present land use of the proposed project site. Is the property to be acquired a high priority inholding or addition crucial to the use of, ecological integrity of, or access to an existing natural or scenic area? Address any other impacts the proposed project may have on the present land use of the project site or adjacent lands.

The proposed project site is currently a swing set playground and will remain as such. There will be no change in use and therefore it will have little impact to the site.

- B. **Environmental Intrusions:** Describe all man-made developments on, above, below or adjacent to the proposed project site, including buildings, utility poles and lines, roads, driveways, pipelines, sewer and water lines, fences, ditches, bridges, billboards, railroad tracks, and related structures or facilities. Explain how these intrusions, if any, might affect the use, protection, and enjoyment of the proposed project site and what measures will be taken to minimize any adverse impacts. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

Adjacent to the park are mostly residential parcels. Within the park limits there is a restroom facility, a picnic shelter, a baseball field, a softball field, a half basketball court and other amenities. I do not think that any of these structures will affect the enjoyment of the proposed project.

- C. **Fish and Wildlife:** Indicate whether the proposed project site is on or adjacent to, a national, state or local wildlife management area, park or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

Not Available.

- D. **Vegetation:** Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed project, as well as any restoration and/or protection activities planned as part of the project.

The existing site is currently a sandbox/swing set area. The project would only replace the existing area. The project would not remove or disturb any existing foliage.

- E. **Water Resources:** Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality

on or adjacent to the site.

It is very unlikely that the project would impact any surrounding wetland areas.

- F. Geologic and Physiographic Features: Describe any interesting, unique or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation and enjoyment of these resources.

Not Available

- G. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impacts on adjacent land uses or land owners.

Slight noise from installation.

ITEM 7 – COMMUNITY INVOLVEMENT

Address the following questions regarding community involvement, planning process and how this project will increase outdoor recreation participation.

1. What efforts were made to get input from members of the community that will be affected by this project? For example, public meeting(s), notification of adjoining property owners, etc.

The Maple Plain Planning Commission is a volunteer committee made up of volunteers from the community. The Commission has discussed updating this facility for several years. Commission members have received input from residents asking that the facility be updated and more accessible.

2. What community planning process was used to show a need for this project and to define its scope?

Several years ago and this year, the Park Commission evaluated needed park projects throughout the City. A goal of the Commission is to make its parks accessible and usable by all. The replacement of the Northside Park swing set was one of the projects determined to be a priority.

3. How do you expect this project to increase outdoor recreation participation?

There are many families that come to Northside Park in the spring, summer and fall for baseball and softball games. Many families and groups use the picnic shelter for gatherings as well. While the current park gets used by many visitors and families, the City believes that the current playground does not accommodate users of all ages and abilities.

ITEM 8 – AVAILABILITY FOR PUBLIC USE

This grant program makes use of public funds to assist communities with park projects. Therefore, all facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an

equitable method of allocating long-term rentals shall be used. No fixed improvements such as decks, porches, or signs are allowed.

State the specific hours of operation and any current or anticipated programmed use for the facilities proposed to be funded with this application. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with local organizations, clubs or city programs for the use of the facilities. Explain how this may impact facility availability to the general public.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park?

No fees will be charged.

ITEM 9 - STATEMENT OF ACCESSIBILITY

Recipients must comply with the Americans with Disability Act (ADA) and the guidelines listed below. For each facility listed in the Item 2 - Cost Breakdown section, describe the specifications and access routes that will make it accessible. In addition, all critical components of the park must be made accessible even if they are not part of this application proposal. Critical components include parking, restroom, drinking fountains and accessible routes to all facilities. This program requires all facility access routes to be a minimum of 5 feet wide.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at [United States Access Board](#).

1. [ADA Accessibility Guidelines for Buildings and Facilities](#)

(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

2. [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)

(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

The City will be replacing the current sand fill with fiber wood chips. This allows for the accessibility of users.....This is a separate project and will be paid for entirely by the City. One of the swings will be an accessible molded bucket seat. The Oodle Swing is also an accessible play structure. A trail extension will connect the existing trail to the new swing set.

ITEM 10 - PROJECTED OPERATION AND MAINTENANCE COSTS

Estimate the projected operations and maintenance costs for the proposed facility. In developing these estimates it is important to consider not only the routine costs (such as labor, materials, utility costs and equipment costs), but also periodic major repairs or preventive maintenance (such as seal coating or replacement of plumbing, lighting, aglime, turf, etc.).

The City expects that some maintenance will be required by its Public Works Department. Preventative maintenance will include removing the swings during the winter months to prevent wear and tear.

The posts on the swing set and Oodle swing have a warranty of 100 years and would require little routine maintenance.

Foreseeable expenses include swing replacement costs. The warranty on the swings is three years as these are "wear" items.

The Oodle swing plastic seat has a warranty of 15 years.

ITEM 11 - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the

Outdoor Recreation grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT's REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, <APPLICANT> may enter into an agreement with the State of Minnesota for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that < TITLE OF AUTHORIZED OFFICIAL > is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title) (Date)

(Title) (Date)

ITEM 12 – PLANS

Please submit all applicable plan(s) according to the directions provided.

Building Plans

Building plans are required for all proposed facilities to ensure the development addresses accessibility and design priorities. Plans must include the following:

1. Front and side views.
2. A floor plan with all dimensions.

Trail Plans

Trail plans are required for projects that include the development of any type of trail and should include the following:

1. A typical cross section of the trail.
2. The trail width, surfacing and base materials

For the purposes of this grant program a multipurpose trail should be designed to a minimum 8' width. In some cases this minimum width may not be adequate and a width of 10' or more may be appropriate. All access routes connecting park facilities and parking lots must be a minimum of 5 feet wide.

Playground Plans

Priority will be given to playground designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities. The playground must be built according to the plan provided if a grant is awarded.

Playground facilities should be designed using the [ADA Accessibility Guidelines, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not rank high enough for funding.

The plan must legible and:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Indicate which components are ground level and which are elevated.
3. Highlight in yellow all accessible components.
4. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.
5. Highlight in green all accessible surface areas.

