

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**MONDAY, AUGUST 25, 2014**  
**7:00 PM**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPT AGENDA**

**4. CONSENT AGENDA**

- A. Approve City Council minutes from Special Meeting August 4
- B. Approve City Council minutes from Regular Meeting August 11
- C. Approve City Council minutes from Special Meeting August 13
- D. Approve City Council minutes from Special meeting August 18
- E. Accounts Payable

**5. 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.*

**6. ADMINISTRATIVE REPORTS**

- A. West Hennepin Public Safety Monthly Report
- B. City Engineer Monthly Report
- C. City Planner Monthly Report

**7. OLD BUSINESS**

- A. Halgren Detour Beginning September 2
- B. Maple Plain Days Report

**8. NEW BUSINESS**

- A. MS4 Permit Assistance Program
- B. 2015 Municipal Wastewater Charges
- C. 2015 LMCC Budget

**9. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**

**10. COUNCIL REPORTS & OTHER BUSINESS**

**11. ADJOURNMENT**

**Maple Plain City Council Special Meeting  
Meeting Minutes  
August 04, 2014  
Maple Plain City Hall**

**1. CALL TO ORDER**

**Acting Mayor Young called the meeting to order at 6 p.m.**

Present: Councilmembers Dave Eisinger, Justin McCoy, Jerry Young and Mike DeLuca. Also present were City Administrator Tessia Melvin, and City Attorney, Jeff Carson.

Mayor Hackbarth was absent.

**2. ADOPT AGENDA**

**Councilmember Eisinger moved to accept the agenda; seconded by Councilmember McCoy. Motion passed 4-0.**

**3. MAYOR'S BEHAVIOR**

The City Councilmembers discussed Hackbarth's behavior, which he continues to violate the censure resolution passed in March 2014. The Councilmembers concerns included:

- The Mayor continues to correspond with employees and others without sending a copy to the Acting Mayor as directed in the censure resolution.
- The Mayor continues to send e-mails regarding questions or City business to members of the City Council, outside of the public forum of a Council meeting, creating open meeting violations.
- The Mayor continues to behave unprofessionally with angry outbursts toward the City Councilmembers and staff, making a working relationship with either Council or staff extremely difficult.
- The Mayor shared private, employment medical information with persons not authorized to receive such information.
- The City has received complaints from citizens and business owners regarding the Mayor's abusive and negative behavior.

**Councilmember Eisinger to authorize Jeff Carson, City Attorney, to create a resolution of further censure of Mayor Hackbarth; seconded by Councilmember DeLuca. Motion passed 4-0.**

**4. OTHER BUSINESS**

**5. ADJOURNMENT**

**Councilmember McCoy moved to adjourn at 7 p.m.; seconded by Councilmember DeLuca. Motion passed 4-0.**

*Prepared by*

Tessia Melvin, City Administrator

**Maple Plain City Council Meeting  
Meeting Minutes  
August 11, 2014  
Maple Plain City Hall**

**1. CALL TO ORDER**

**Acting Mayor Young called the meeting to order at 7 p.m.**

Present: Councilmembers Dave Eisinger, Mike DeLuca, Justin McCoy and Jerry Young. Also present were City Administrator Tessia Melvin, City Attorney Jeff Carson, City Engineer Dan Boyum and Director of Public Safety Gary Kroells.

Absent: Mayor Hackbarth

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPT AGENDA**

**Councilmember DeLuca moved to adopt a revised agenda to include: Moving 10E: Resolution of Further Censure of Mayor after the Consent Agenda; seconded by Councilmember Eisinger. Motion passed 4-0.**

**4. PROCLAMATIONS**

Paul Mendoza, North Memorial, presented the City of Maple Plain along with Carol Cheswick and Julie Maas-Kusske a certificate and two street signs designating Maple Plain as a HeartSafe Community. Maple Plain joins more than 25 cities to be designed for providing exceptional preparedness in sudden cardiac arrest. The Maple Plain City Council and the West Hennepin Chamber of Commerce presented Julie and Carol with a special recognition for all of their work and dedication to this project.

**5. CONSENT AGENDA**

Items to approve under the Consent Agenda:

- A. Approve July 11 Special City Council meeting minutes**
- B. Approve July 14 City Council meeting minutes**
- C. Accounts Payable**
- D. Acceptance of Gambling Permit**
- E. 2015 Truth-in-Taxation Hearing Date, Resolution 14-0811-02**

**F. Westonka Lions Club Temporary Alcohol Application and License Fee Waiver**

**G. Main Street West and Rainbow Avenue- Utility Street Improvements- Payment Request No. 3**

**Councilmember Eisinger moved to adopt the consent agenda; seconded by Councilmember McCoy. Motion passed 4-0.**

**10. NEW BUSINESS**

**E. Resolution of Further Censure of Mayor**

Jeff Carson, City Attorney, introduced the resolution and provided background on the further censure of the Mayor. Carson reported that on Monday, August 4, the Council met to discuss the Mayor's behavior. Mayor Hackbarth was absent. At this meeting, the Council concerns included:

- The Mayor continues to correspond with employees and others without sending a copy to the Acting Mayor as directed in the censure resolution.
- The Mayor continues to send e-mails regarding questions or City business to members of the City Council, outside of the public forum of a Council meeting, creating open meeting violations.
- The Mayor continues to behave unprofessionally with angry outbursts toward the City Councilmembers and staff, making a working relationship with either Council or staff extremely difficult.
- The Mayor shared private, employment medical information with persons not authorized to receive such information.
- The City has received complaints from citizens and business owners regarding the Mayor's abusive and negative behavior.

Carson concluded that the Council directed him to provide a resolution of further censure of the Mayor. Councilmember DeLuca read Resolution of Further Censure of Mayor: 14-0811-01.

**WHEREAS**, in March of 2014, based on an independent investigators report, The Maple Plain City Council passed Resolution No.14-0811-01 censuring the Mayor and significantly limiting his duties; and

**WHEREAS**, since the initial censure resolution, the Mayor has continued to violate the censure resolution and guidelines, to wit:

- The Mayor continues to correspond with employees and others without sending a copy to the Acting Mayor as directed in the censure resolution.

- The Mayor continues to send emails regarding questions of City business to members of the City Council, outside of the public forum of a Council meeting, creating open meeting violations.
- The Mayor continues to behave unprofessionally with angry outbursts toward City Council members and staff, making a working relationship with either Council or staff extremely difficult.

**WHEREAS**, the City received very positive support from the following governmental entities: The League of Minnesota Cities, Lake Minnetonka Communications Commission, Metropolitan Council and Metro Cities, upon being advised in March of this year that the Mayor's appointment to their organizations had been terminated; and

**WHEREAS**, more recently the Mayor shared private, employment medical information with persons not authorized to receive such information; and

**WHEREAS**, the City has received complaints from citizens and business owners regarding the Mayor's abusive and negative behavior; and

**WHEREAS**, the City Council finds that the entirety of the Mayor's behavior before and following censure has been demeaning and degrading to the City and its staff and that the Mayor's actions are not in the best interest of the City; that the Mayor has failed to serve the citizens of the City.

**NOW, THEREFORE**, The Maple Plain City Council **RESOLVES**, effective immediately, as follows:

- 1) The Mayor's pay shall be eliminated and the Administrator shall cease all income payments to the Mayor.
- 2) The Mayor is hereby removed from serving on the West Hennepin Public Safety Police Commission; that the Administrator shall notify the Commission of this decision and the City Council shall appoint a replacement commission member.
- 3) The Acting Mayor shall henceforth chair all regular and special meetings of The Maple Plain City Council.
- 4) The Mayor shall not be provided any data that is either non-public, private or confidential.
- 5) The Mayor shall not attend any closed sessions of the City Council where non-public, private or confidential information is discussed or reviewed.

**FURTHER**, The Maple Plain City Council hereby **RESOLVES**:

The Maple Plain City Council hereby requests that Mayor Roger Hackbarth resign from the office of Mayor.

With several spectators, two residents spoke. Judy Sutherland, asked if the resolution is asking that the Mayor to resign or demanding him resign. Carson responded that the Council can only ask the Mayor to resign. Julie Maas-Kusske, asked about further actions if the Mayor does not resign. Carson responded that the City cannot fire the Mayor and this censure allows them to conduct business.

**Councilmember McCoy moved to approve the further censure of the Mayor; seconded by Councilmember Eisinger. Motion passed 4-0.**

### **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 should be presented to the City Administrator prior to the meeting. Presentations will be limited to 3 minutes. The session will be limited to 15 minutes.*

There were no visitors to be heard.

### **7. PUBLIC HEARING**

There was no public hearing held.

### **8. ADMINISTRATIVE REPORTS**

#### **A. West Hennepin Public Safety Monthly Report.**

Director Gary Kroells presented the West Hennepin Public Safety (WHPS) June Monthly Report to the Council. Kroells reported that in June, WHPS responded to a total of 3,835 total incident complaints. Of those, 1,561 occurred in Maple Plain. Kroells provided an in-depth report on the highlighted cases.

Councilmember DeLuca noted that he appreciated the in-depth report from Kroells and encouraged Melvin and Kroells to work with Lake Minnetonka Communications Commission to create a quarterly program for Kroells to educate residents on the crime activity and provide some crime prevention tips.

**Councilmember McCoy moved to approve the WHPS June Monthly Report; seconded by Councilmember Eisinger. Motion passed 4-0.**

## **B. City Engineer Monthly Report**

Dan Boyum, City Engineer, provided the monthly report. Boyum reported that much of the work has been dedicated to the Main Street West and Rainbow Avenue Utility and Street Improvements. Staff has coordinated with utility companies on service relocations, lowering of lines and pole removals. Staff has also attending a public information meeting for residents and responded to various property owner questions regarding the project.

In addition, Boyum reported on the Budd Avenue Sanitary Sewer Improvement, which will begin Monday, August 18.

**Councilmember DeLuca moved to approve the Engineer Monthly Report; seconded by Councilmember Eisinger. Motion passed 4-0.**

## **C. City Planner Monthly Report**

Melvin provided the monthly planning report. Current projects include Meadows of Maple Plain, potential dog grooming business, liquor store proposals, and church parking lot improvements, potential building improvements to property on Poplar Avenue, fence issues and permit development.

**Councilmember McCoy moved to approve the Planning Monthly Report; seconded by Councilmember Young. Motion passed 4-0.**

## **D. 2015 Pioneer Sarah Creek Watershed Budget- Final**

Melvin presented the 2015 Pioneer-Sarah Creek Watershed Budget. The budget includes a 0.6% increase in assessment to cities. The administrative costs are budgeted to decrease by 3.9% to allow more dollars to be spent on water projects and services to cities.

Councilmember DeLuca added that he budget includes \$20,000 targeted towards Capital Improvement Projects to assist cities.

**Councilmember DeLuca moved to approve the 2015 Pioneer Sarah Creek Watershed Budget; seconded by Councilmember McCoy. Motion passed 4-0.**

## **9. OLD BUSINESS**

### **A. Drake and Perkins Survey and Televising Costs**

Melvin reported that residents on Perkins and Drake were concerned about water flooding after heavy rainfalls. Melvin and Boyum met with residents on Thursday, June 12, to discuss the problems. Swale located between the homes of Howard Avenue and Perkins Lane is not flowing properly, but nobody is able to explain. Melvin presented costs totally \$1,640 to include surveying and televising of the area to determine possible problems.

**Councilmember Eisinger moved to approve the \$1,640 costs for televising and surveying of Drake and Perkins to assist with flooding; seconded by Councilmember McCoy. Motion passed 4-0.**

## **10. NEW BUSINESS**

### **A. Replacement or Restoration of New Holland Skidsteer**

**Councilmember Eisinger moved to table this item to provide more details and discussion; seconded by Councilmember McCoy. Motion passed 4-0.**

### **B. Check Signing Device**

Melvin reported that staff writes checks on a bi-weekly basis and is currently using a manual check signing machine that is time consuming and is no longer available for parts and maintenance. An initial cost of \$1,245 would be required, but staff would save a yearly contract fee from \$296 to \$150. In addition changing signatures would be reduced from \$290 to \$150.

Councilmember DeLuca asked Melvin, where this would come from the budget. Melvin responded Administration office equipment.

**Councilmember Young moved to approve the changing of contract for check signing device; seconded by Councilmember Eisinger. Motion passed 4-0.**

### **C. Postage Meter Device Contract**

Melvin reported that he City’s five year contract with Pitney Bowes has expired. In looking to renew with Pitney Bowes, staff looked at Neopost, as similar vendor. Changing from Pitney Bowes to Neopost would save the City money:

|                              | <b>Pitney Bowes</b>                             | <b>Neopost</b>                             |
|------------------------------|---|--|
| <b>Monthly Lease Fee</b>     | <b>\$82.62</b>                                  | <b>\$34.95</b>                             |
| <b>Ink</b>                   | <b>\$13.49-\$53 for 3,00 prints</b>             | <b>\$54 for 17,000 prints</b>              |
| <b>Estimated Yearly Fees</b> | <b>\$991. 44 (lease)</b><br><b>\$161.66 ink</b> | <b>\$419.40 (lease)</b><br><b>\$54 ink</b> |

**Councilmember Young moved to approve the changing the poster meter device contract; seconded by Councilmember Eisinger. Motion passed 4-0.**

**D. Folding and Stuffing Machine Device**

Melvin reported that the City changed its utility bills from postcards to 8.5” x 11 “ paper, to allow for more privacy and additional information stuffers. The new format requires folding and stuffing. Due to lean staff, the City has contracted this service out for \$125 per utility cycle. Staff is looking for Council support to rent a folding and stuffing machine for \$150 per month.

**Councilmember McCoy moved to the addition of a folding and stuffing machine; seconded by Councilmember DeLuca. Motion passed 4-0.**

**11. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**

**12. COUNCIL REPORTS & OTHER BUSINESS**

**Councilmember McCoy moved to appoint Acting Mayor Jerry Young to the West Hennepin Police Commission in replacement of Mayor Hackbarth, per further censure; seconded by Councilmember DeLuca. Motion passed 4-0.**

**13. ADJOURNMENT**

**Councilmember McCoy moved to adjourn the meeting at 7:50 p.m.; seconded by Councilmember DeLuca. Motion passed 4-0.**

*Prepared by*

Tessia Melvin, City Administrator

**Maple Plain City Council Special Meeting  
Meeting Minutes  
August 13, 2014  
Maple Plain City Hall**

**1. CALL TO ORDER**

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

Present: Councilmembers Dave Eisinger, Justin McCoy, Jerry Young and Mike DeLuca. Also present were City Administrator Tessia Melvin, and City Attorney, Jeff Carson. Special guest was Pat Beety, Attorney of League of Minnesota Cities.

Absent: Mayor Hackbarth

**2. ADOPT AGENDA**

**Councilmember Eisinger moved to accept the agenda; seconded by Councilmember McCoy. Motion passed 4-0.**

**3. PERSONNEL MATTERS**

City Attorney, Jeff Carson, stated that the Council would be in closed session to review and discuss an employment settlement agreement. The meeting went into closed session at 5:31p.m. The City Council resumed Open Session at 6:18 p.m.

**Councilmember DeLuca to accept the settlement agreement; seconded by Councilmember McCoy. Motion passed 4-0.**

**4. OTHER BUSINESS**

**5. ADJOURNMENT**

**Councilmember Eisinger moved to Adjourn at 6:45 p.m.; seconded by Councilmember DeLuca. Motion passed 4-0.**

*Prepared by*

Tessia Melvin, City Administrator

**Maple Plain City Council Special Meeting  
Meeting Minutes  
August 18, 2014  
Maple Plain City Hall**

**1. CALL TO ORDER**

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

Present: Councilmembers Dave Eisinger, Justin McCoy, Jerry Young and Mike DeLuca. Also present were City Administrator Tessia Melvin, and Andrew Berg, Abdo, Eic & Meyers, LLP.

Absent: Mayor Hackbarth

**2. ADOPT AGENDA**

**Councilmember Eisinger moved to accept the agenda; seconded by Councilmember McCoy. Motion passed 4-0.**

**3. DISCUSSION OF 2015 BUDGET**

Melvin presented the schedule of property taxes levied and tax rates to provide a history of what the City has done and some projections for the future. In 2015, the City will begin using a five-year budget to assist with financial planning. The five year budget also includes a schedule of debt transfers to Capital Improvement Plan and Pavement Management Program. The Pavement Management Program is a new program to help the City maintain its roads and trails.

In addition, Melvin provided General Fund Revenues and Expenditures. Melvin reported that the preliminary general fund increase for 2015 is 1.7%. Melvin provided the Proposed Debt Services Funds, which included the bond payments for the next five years. In addition, Melvin provided the Enterprise Funds, and reported that all but the sewer enterprise funds are stable.

After much discussion, the Council asked Melvin to make cuts to the General Fund to provide a zero percent increase for 2015. The Council noted that with the street assessments to Main Street West and Rainbow Avenue, it wants to be considerate of its residents.

**4. OTHER BUSINESS**

Melvin discussed with the Council some future employee training and development opportunities for staff.

**5. ADJOURNMENT**

**Councilmember Eisinger moved to Adjourn at 6:45 p.m.; seconded by Councilmember DeLuca. Motion passed 4-0.**

*Prepared by*

Tessia Melvin, City Administrator

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Payments

Current Period: August 2014

| Batch Name       | 08/25/14        | User Dollar Amt                    | \$0.00                                  |                       |            |
|------------------|-----------------|------------------------------------|---|-----------------------|------------|
| Payments         |                 | Computer Dollar Amt                | \$68,178.16                             |                       |            |
|                  |                 |                                    | \$68,178.16                             | <b>Out of Balance</b> |            |
| Refer            | 19315           | <i>AMERICAN ENGINEERING, INC</i>   | -                                       |                       |            |
| Cash Payment     | E 451-43100-303 | Engineering Services               | Main Street West/Rainbow Avenue Testing |                       | \$4,717.70 |
| Invoice          | 63128           |                                    |   | Project 2014A         |            |
| Transaction Date | 8/20/2014       | Bank of Maple Plain                | 10100                                   | <b>Total</b>          | \$4,717.70 |
| Refer            | 19316           | <i>BUDGET PRINTING CENTER</i>      | -                                       |                       |            |
| Cash Payment     | E 601-49400-204 | Envelopes & Letterhead             | Postcards                               |                       | \$22.01    |
| Invoice          |                 |                                    |   |                       |            |
| Cash Payment     | E 602-49450-204 | Envelopes & Letterhead             | Postcards                               |                       | \$22.00    |
| Invoice          |                 |                                    |   |                       |            |
| Cash Payment     | E 601-49400-204 | Envelopes & Letterhead             | Envelopes                               |                       | \$95.14    |
| Invoice          |                 |                                    |   |                       |            |
| Cash Payment     | E 602-49450-204 | Envelopes & Letterhead             | Envelopes                               |                       | \$95.13    |
| Invoice          |                 |                                    |   |                       |            |
| Cash Payment     | E 101-41110-434 | Awards & Indemnities               | Engraving- CSA                          |                       | \$5.00     |
| Invoice          |                 |                                    |   |                       |            |
| Cash Payment     | E 105-45000-352 | General Public Informati           | Maple Plain Days Posters                |                       | \$125.00   |
| Invoice          |                 |                                    |   | Project 2014A         |            |
| Transaction Date | 8/20/2014       | Bank of Maple Plain                | 10100                                   | <b>Total</b>          | \$364.28   |
| Refer            | 19317           | <i>BRIMEYER FURSMAN, LLC</i>       | -                                       |                       |            |
| Cash Payment     | E 101-41110-319 | Other Consulting Service           | Admin. Review                           |                       | \$93.71    |
| Invoice          | 366             |                                    |   |                       |            |
| Transaction Date | 8/20/2014       | Bank of Maple Plain                | 10100                                   | <b>Total</b>          | \$93.71    |
| Refer            | 19318           | <i>COMMERCIAL ASPHALT</i>          | -                                       |                       |            |
| Cash Payment     | E 101-43100-224 | Street Maintenance Mate            | Asphalt                                 |                       | \$107.81   |
| Invoice          | 140731          |                                    |   |                       |            |
| Transaction Date | 8/20/2014       | Bank of Maple Plain                | 10100                                   | <b>Total</b>          | \$107.81   |
| Refer            | 19319           | <i>DOUGHERTY, MOLENDIA, SOLFES</i> | -                                       |                       |            |
| Cash Payment     | E 101-41610-304 | Legal Services                     | Investigation                           |                       | \$819.00   |
| Invoice          |                 |                                    |   |                       |            |
| Transaction Date | 8/20/2014       | Bank of Maple Plain                | 10100                                   | <b>Total</b>          | \$819.00   |
| Refer            | 19320           | <i>ECM PUBLISHERS INC</i>          | -                                       |                       |            |
| Cash Payment     | E 601-49400-351 | Legal Notices Publishing           | Water Report                            |                       | \$57.83    |
| Invoice          | 132750          |                                    |   |                       |            |
| Transaction Date | 8/20/2014       | Bank of Maple Plain                | 10100                                   | <b>Total</b>          | \$57.83    |
| Refer            | 19321           | <i>EXPRESS PRESS</i>               | -                                       |                       |            |
| Cash Payment     | E 602-49450-311 | Contract Service                   | Folding/Stuffing Bills                  |                       | \$62.50    |
| Invoice          | 22944           |                                    |   |                       |            |
| Cash Payment     | E 601-49400-311 | Contract Service                   | Folding/Stuffing Bills                  |                       | \$62.50    |
| Invoice          | 22944           |                                    |   |                       |            |
| Transaction Date | 8/20/2014       | Bank of Maple Plain                | 10100                                   | <b>Total</b>          | \$125.00   |
| Refer            | 19322           | <i>JLR GARAGE DOOR SERVICE INC</i> | -                                       |                       |            |
| Cash Payment     | E 101-43000-223 | Building Repair Supplies           | Transmitters                            |                       | \$169.26   |
| Invoice          | 47322           |                                    |   |                       |            |

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**Payments**

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Current Period: August 2014

|                  |   |                         |       |              |                   |
|------------------|---|-------------------------|-------|--------------|-------------------|
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$169.26</b>   |
| Refer            | 19323 <i>G &amp; K SERVICE</i>                            | -                       |       |              |                   |
| Cash Payment     | E 101-43000-417 Uniform Rentals Invoice                   | PW Uniforms             |       |              | \$62.40           |
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$62.40</b>    |
| Refer            | 19324 <i>HEALTHPARTNERS</i>                               | -                       |       |              |                   |
| Cash Payment     | G 101-21706 Health Insurance Invoice 50286751             | Insurance Premium- Sept |       |              | \$2,497.40        |
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$2,497.40</b> |
| Refer            | 19325 <i>HAWKINS INC.</i>                                 | -                       |       |              |                   |
| Cash Payment     | E 601-49400-216 Chemicals & Chemical P Invoice 3625238    | Water Chemicals         |       |              | \$15.00           |
| Cash Payment     | E 601-49400-216 Chemicals & Chemical P Invoice 3625041    | Water Chemicals         |       |              | \$15.00           |
| Cash Payment     | E 601-49400-216 Chemicals & Chemical P Invoice 3626590    | Water Chemicals         |       |              | \$1,219.16        |
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$1,249.16</b> |
| Refer            | 19326 <i>HENN COUNTY SHERIFF S DEPT</i>                   | -                       |       |              |                   |
| Cash Payment     | E 101-42110-317 Board & Booking Fees Invoice 1000044499   | Room & Board            |       |              | \$293.08          |
| Cash Payment     | E 101-42110-317 Board & Booking Fees Invoice 1000044489   | Room & Board            |       |              | \$75.00           |
| Cash Payment     | E 101-42110-317 Board & Booking Fees Invoice 1000038979   | Room & Board            |       |              | \$150.00          |
| Cash Payment     | E 101-42110-317 Board & Booking Fees Invoice 1000046995   | Room & Board            |       |              | \$112.31          |
| Cash Payment     | E 101-42110-317 Board & Booking Fees Invoice 1000046983   | Room & Board            |       |              | \$75.00           |
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$705.39</b>   |
| Refer            | 19327 <i>HENN COUNTY INFO TECHNOLOG</i>                   | -                       |       |              |                   |
| Cash Payment     | E 101-43000-400 Equipment Repair & Mai Invoice 1000048282 | Radio Lease             |       |              | \$63.60           |
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$63.60</b>    |
| Refer            | 19328 <i>HOME DEPOT</i>                                   | -                       |       |              |                   |
| Cash Payment     | E 601-49400-227 Utility Maintenance Supp Invoice          | PW Supplies             |       |              | \$120.05          |
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$120.05</b>   |
| Refer            | 19329 <i>LANO EQUIPMENT</i>                               | -                       |       |              |                   |
| Cash Payment     | E 101-45200-221 Equipment Parts Invoice 03-171033         | PW Supplies             |       |              | \$21.04           |
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$21.04</b>    |
| Refer            | 19330 <i>METRO WEST INSPECTION SERVI</i>                  | -                       |       |              |                   |
| Cash Payment     | E 101-42400-308 Building Inspection Invoice               | Inspections             |       |              | \$3,716.80        |
| Transaction Date | 8/20/2014   | Bank of Maple Plain     | 10100 | <b>Total</b> | <b>\$3,716.80</b> |
| Refer            | 19331 <i>MEDIACOM</i>                                     | -                       |       |              |                   |

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Payments

Current Period: August 2014

|                      |   |                       |       |              |            |
|----------------------|---|-----------------------|-------|--------------|------------|
| Cash Payment         | E 101-41500-309 EDP, Software and Desi  | Static IP             |       |              | \$109.95   |
| Invoice              |   |                       |       |              |            |
| Transaction Date     | 8/20/2014                               | Bank of Maple Plain   | 10100 | <b>Total</b> | \$109.95   |
| Refer                | 19332                                   | PREMIUM WATERS        | -     |              |            |
| Cash Payment         | E 101-41500-437 Miscellaneous           | Water                 |       |              | \$13.15    |
| Invoice 520424-07-14 |   |                       |       |              |            |
| Transaction Date     | 8/20/2014                               | Bank of Maple Plain   | 10100 | <b>Total</b> | \$13.15    |
| Refer                | 19333                                   | SCOTTS LAWN CARE INC  | -     |              |            |
| Cash Payment         | E 101-45200-311 Contract Service        | Spray Weeds Service   |       |              | \$710.00   |
| Invoice              |   |                       |       |              |            |
| Transaction Date     | 8/20/2014                               | Bank of Maple Plain   | 10100 | <b>Total</b> | \$710.00   |
| Refer                | 19334                                   | SOUTHWEST PAVING INC. | -     |              |            |
| Cash Payment         | E 101-43100-224 Street Maintenance Mate | patching              |       |              | \$1,700.00 |
| Invoice 1881         |   |                       |       |              |            |
| Transaction Date     | 8/20/2014                               | Bank of Maple Plain   | 10100 | <b>Total</b> | \$1,700.00 |
| Refer                | 19335                                   | TOSHIBA               | -     |              |            |
| Cash Payment         | E 101-41500-413 Office Equipment Rental | Lease                 |       |              | \$251.34   |
| Invoice 259462125    |   |                       |       |              |            |
| Cash Payment         | E 101-41500-400 Equipment Repair & Mai  | Copies                |       |              | \$334.10   |
| Invoice 259462125    |   |                       |       |              |            |
| Transaction Date     | 8/20/2014                               | Bank of Maple Plain   | 10100 | <b>Total</b> | \$585.44   |
| Refer                | 19336                                   | TESSIA MELVIN         | -     |              |            |
| Cash Payment         | E 101-41500-321 Telephone               | Phone Reimbursement   |       |              | \$50.00    |
| Invoice              |   |                       |       |              |            |
| Transaction Date     | 8/20/2014                               | Bank of Maple Plain   | 10100 | <b>Total</b> | \$50.00    |
| Refer                | 19337                                   | XCEL ENERGY           | -     |              |            |
| Cash Payment         | E 101-43160-381 Electric Utilities      | Street Lights         |       |              | \$1,439.25 |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 101-41940-381 Electric Utilities      | City Hall             |       |              | \$366.83   |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 101-41940-381 Electric Utilities      | Garage                |       |              | \$16.94    |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 601-49400-381 Electric Utilities      | Water Account         |       |              | \$40.77    |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 601-49400-381 Electric Utilities      | Water Account         |       |              | \$68.20    |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 602-49450-381 Electric Utilities      | Sewer                 |       |              | \$242.36   |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 101-41940-381 Electric Utilities      | Parks                 |       |              | \$48.46    |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 101-41940-381 Electric Utilities      | Parks                 |       |              | \$139.59   |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 101-43100-381 Electric Utilities      | Lights                |       |              | \$41.64    |
| Invoice              |   |                       |       |              |            |
| Cash Payment         | E 101-43100-381 Electric Utilities      | Lights                |       |              | \$29.02    |
| Invoice              |   |                       |       |              |            |
| Transaction Date     | 8/20/2014                               | Bank of Maple Plain   | 10100 | <b>Total</b> | \$2,433.06 |

CITY OF MAPLE PLAIN

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Payments

Current Period: August 2014

|                  |                 |                             |                              |               |              |             |
|------------------|-----------------|-----------------------------|------------------------------|---------------|--------------|-------------|
| Refer            | 19338           | OFFICE DEPOT                | -                            |               |              |             |
| Cash Payment     | E 101-41410-201 | Office Supplies             | Clip Boards- Elections       |               |              | \$16.64     |
| Invoice          |                 |                             |                              |               |              |             |
| Cash Payment     | E 101-43000-215 | Shop Materials              | PW Pens                      |               |              | \$19.99     |
| Invoice          |                 |                             |                              |               |              |             |
| Cash Payment     | E 101-41500-201 | Office Supplies             | Batteries CH                 |               |              | \$21.87     |
| Invoice          |                 |                             |                              |               |              |             |
| Cash Payment     | E 101-41410-201 | Office Supplies             | Folders- Elections           |               |              | \$8.93      |
| Invoice          |                 |                             |                              |               |              |             |
| Cash Payment     | E 101-41410-201 | Office Supplies             | Elections- Pens              |               |              | \$9.50      |
| Invoice          |                 |                             |                              |               |              |             |
| Transaction Date | 8/20/2014       |                             | Bank of Maple Plain          | 10100         | <b>Total</b> | \$76.93     |
| Refer            | 19339           | STANTEC CONSULTING SRVCS IN | -                            |               |              |             |
| Cash Payment     | E 451-43100-303 | Engineering Services        | Oak & Boundary               |               |              | \$58.00     |
| Invoice          | 817863          |                             |                              | Project 2012A |              |             |
| Cash Payment     | E 451-43100-303 | Engineering Services        | Halgren Water Main           |               |              | \$1,675.68  |
| Invoice          | 817864          |                             |                              |               |              |             |
| Cash Payment     | E 451-43100-303 | Engineering Services        | Main Street West/Rainbow Ave |               |              | \$35,202.29 |
| Invoice          | 817874          |                             |                              | Project 2014A |              |             |
| Cash Payment     | G 101-20212     | Planned Unit Develop. Escro | Meadows of MP                |               |              | \$2,594.20  |
| Invoice          | 817873          |                             |                              | Project 2014D |              |             |
| Cash Payment     | E 451-43100-303 | Engineering Services        | HAWK                         |               |              | \$769.25    |
| Invoice          | 817870          |                             |                              | Project 2013D |              |             |
| Cash Payment     | E 451-49450-303 | Engineering Services        | Budd Avenue                  |               |              | \$1,203.70  |
| Invoice          | 817871          |                             |                              | Project 2014B |              |             |
| Cash Payment     | E 603-49455-303 | Engineering Services        | Storm                        |               |              | \$1,470.20  |
| Invoice          | 817869          |                             |                              |               |              |             |
| Cash Payment     | E 601-49400-303 | Engineering Services        | Water                        |               |              | \$1,054.18  |
| Invoice          | 817868          |                             |                              |               |              |             |
| Cash Payment     | E 101-43100-303 | Engineering Services        | Streets                      |               |              | \$58.00     |
| Invoice          | 817867          |                             |                              |               |              |             |
| Cash Payment     | E 101-43000-303 | Engineering Services        | General                      |               |              | \$1,668.20  |
| Invoice          | 817865          |                             |                              |               |              |             |
| Cash Payment     | E 101-41110-303 | Engineering Services        | CC                           |               |              | \$230.64    |
| Invoice          | 817866          |                             |                              |               |              |             |
| Cash Payment     | E 101-43000-303 | Engineering Services        | Staff Meetings               |               |              | \$153.76    |
| Invoice          | 817866          |                             |                              |               |              |             |
| Transaction Date | 8/20/2014       |                             | Bank of Maple Plain          | 10100         | <b>Total</b> | \$46,138.10 |
| Refer            | 19340           | VESSCO, INC                 | -                            |               |              |             |
| Cash Payment     | E 601-49400-227 | Utility Maintenance Supp    | WTP Supplies                 |               |              | \$323.06    |
| Invoice          | 60598           |                             |                              |               |              |             |
| Cash Payment     | E 601-49400-227 | Utility Maintenance Supp    | WTP Supplies                 |               |              | \$241.72    |
| Invoice          | 60636           |                             |                              |               |              |             |
| Transaction Date | 8/20/2014       |                             | Bank of Maple Plain          | 10100         | <b>Total</b> | \$564.78    |
| Refer            | 19341           | UNITED FARMERS COOPERATIVE  | -                            |               |              |             |
| Cash Payment     | E 451-43100-500 | Capital Outlay (GENERA      | Mail Box                     |               |              | \$33.98     |
| Invoice          |                 |                             |                              |               |              |             |
| Cash Payment     | E 101-43000-215 | Shop Materials              | PW Supplies                  |               |              | \$20.94     |
| Invoice          |                 |                             |                              |               |              |             |

CITY OF MAPLE PLAIN

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Payments

Current Period: August 2014

|                      |  |                     |       |              |                 |
|----------------------|--|---------------------|-------|--------------|-----------------|
| Cash Payment Invoice | E 101-43000-215 Shop Materials           | PW Supplies         |       |              | \$5.79          |
| Cash Payment Invoice | E 601-49400-227 Utility Maintenance Supp | PW Supplies         |       |              | \$2.49          |
| Cash Payment Invoice | E 101-43000-215 Shop Materials           | PW Supplies         |       |              | \$15.97         |
| Cash Payment Invoice | E 101-43000-400 Equipment Repair & Mai   | PW Supplies         |       |              | \$14.97         |
| Cash Payment Invoice | E 101-45200-402 Structure Repair & Maint | Wasp & Hornet Spray |       |              | \$4.49          |
| Cash Payment Invoice | E 101-43000-240 Small Tools & Minor Equ  | Fuel-Propane        |       |              | \$3.99          |
| Cash Payment Invoice | E 101-43100-224 Street Maintenance Mate  | Paint               |       |              | \$88.48         |
| Cash Payment Invoice | E 101-43100-224 Street Maintenance Mate  | PW Supplies         |       |              | \$19.20         |
| Cash Payment Invoice | E 101-45200-228 Park Equipment Supplie   | Garden Sprayer      |       |              | \$12.99         |
| Cash Payment Invoice | E 101-43100-224 Street Maintenance Mate  | Paint Thinner       |       |              | \$29.06         |
| Cash Payment Invoice | E 601-49400-227 Utility Maintenance Supp | PW Supplies         |       |              | \$10.98         |
| Cash Payment Invoice | E 101-43000-215 Shop Materials           | Windex, Batteries   |       |              | \$18.98         |
| Transaction Date     | 8/20/2014                                | Bank of Maple Plain | 10100 | <b>Total</b> | <b>\$282.31</b> |
| Refer                | 19342 VERIZON                            |                     |       |              |                 |
| Cash Payment Invoice | E 101-43000-321 Telephone                | PW                  |       |              | \$54.65         |
| Cash Payment Invoice | E 101-43000-321 Telephone                | PW                  |       |              | \$54.65         |
| Cash Payment Invoice | E 601-49400-321 Telephone                | WTP                 |       |              | \$35.01         |
| Transaction Date     | 8/21/2014                                | Bank of Maple Plain | 10100 | <b>Total</b> | <b>\$144.31</b> |
| Refer                | 19351 MN DEPT TRANSPORTATION             |                     |       |              |                 |
| Cash Payment Invoice | R 101-36500 Collected for other Governme | Liesch Lease - Sept |       |              | \$130.00        |
| Transaction Date     | 8/21/2014                                | Bank of Maple Plain | 10100 | <b>Total</b> | <b>\$130.00</b> |
| Refer                | 19352 DELTA DENTAL                       |                     |       |              |                 |
| Cash Payment Invoice | G 101-21707 Dental Insurance             | Dental Premium      |       |              | \$349.70        |
| Transaction Date     | 8/21/2014                                | Bank of Maple Plain | 10100 | <b>Total</b> | <b>\$349.70</b> |

# CITY OF MAPLE PLAIN

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## Payments

Current Period: August 2014

### Fund Summary

|                                  |                           |             |
|----------------------------------|---------------------------|-------------|
|                                  | 10100 Bank of Maple Plain |             |
| 101 GENERAL FUND                 |                           | \$19,117.27 |
| 105 COMMUNITY EVENTS FUND        |                           | \$125.00    |
| 451 CAPITAL IMPROVEMENT PROJECTS |                           | \$43,660.60 |
| 601 WATER FUND                   |                           | \$3,383.10  |
| 602 SEWER FUND                   |                           | \$421.99    |
| 603 STORM WATER FUND             |                           | \$1,470.20  |
|                                  |                           | <hr/>       |
|                                  |                           | \$68,178.16 |

|  |             |
|--|-------------|
| Pre-Written Checks                     | \$0.00      |
| Checks to be Generated by the Computer | \$68,178.16 |
| Total                                  | <hr/>       |
|  | \$68,178.16 |



August 7, 2014

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

Re: Services rendered June 7, 2014 through July 11, 2014

Please find enclosed our invoices dated August 6, 2014 for the projects listed below. These invoices are due within 30 days.

| Project   | Invoice No. | Name  | Amount             |
|-----------|-------------|---|--------------------|
| 193800412 | 817863      | Maple Plain Oak and Boundary Street Utility Improvements      | 58.00              |
| 193800415 | 817864      | Maple Plain Halgren Road Water Main                           | 1,675.68           |
| 193801803 | 817865      | Maple Plain General 2013                                      | 1,668.20           |
| 193801804 | 817866      | Maple Plain 2013 Public Meetings                              | 384.40             |
| 193801805 | 817867      | Maple Plain 2013 Streets and Pathways                         | 58.00              |
| 193801806 | 817868      | Maple Plain 2013 Water  | 1,054.18           |
| 193801808 | 817869      | Maple Plain 2013 Storm Sewer                                  | 1,470.20           |
| 193801838 | 817870      | Design and Installation of HAWK Pedestrial Signal at TH 12    | 769.25             |
| 193802383 | 817871      | Budd Ave. Sewer Improvements                                  | 1,203.70           |
| 193802390 | 817874      | Main Street W. & Rainbow Ave. Utility and Street Improvements | 35,202.29          |
| 193802890 | 817873      | Meadows of Maple Plain  | 2,594.20           |
|           |             | <b>Total Amount Due</b>                                       | <b>\$46,138.10</b> |

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**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817863         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 193800412      |

**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:** 000223-11141-0 Maple Plain Oak and Boundary Street and Utility Improvements

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$58.00       |
| <b>For Period Ending:</b>       | July 11, 2014 |

---

**Due on Receipt**

**INVOICE**

**Invoice Number**  
**Project Number**

817863  
193800412

---

**Top Task 200      Construction Eng - Closeout discussions.**

**Professional Services**

| <b>Category/Employee</b>              | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|--------------|-------------|-----------------------|
| Project Manager                       | 0.50         | 116.00      | 58.00                 |
|                                       | <b>0.50</b>  |             | <b>58.00</b>          |
| <b>Professional Services Subtotal</b> | <b>0.50</b>  |             | <b>58.00</b>          |

---

**Top Task 200 Total** **58.00**

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Total Fees & Disbursements \$58.00

**INVOICE TOTAL (USD)** **58.00**



**INVOICE**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817864         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$1,675.68    |
| <b>For Period Ending:</b>       | July 11, 2014 |

---

**Due on Receipt**

**INVOICE**

**Invoice Number**  
**Project Number**

817864  
193800415

**Top Task 180            Construction Survey**

**Professional Services**

| <b>Category/Employee</b>              | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|--------------|-------------|-----------------------|
| Crew Chief                            | 2.00         | 89.00       | 178.00                |
|                                       | <u>2.00</u>  |             | <u>178.00</u>         |
| Survey Technician                     | 2.00         | 45.00       | 90.00                 |
|                                       | <u>2.00</u>  |             | <u>90.00</u>          |
| <b>Professional Services Subtotal</b> | <u>4.00</u>  |             | <u>268.00</u>         |

**Top Task 180 Total** **268.00**

**Top Task 200            Inspection - Coordinate meeting with contractor to review jacking alignment, prepare for and attend site meeting, collect existing FM information for contractor to review, offsetting, adjust.**

**Professional Services**

| <b>Category/Employee</b>              | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|--------------|-------------|-----------------------|
| Engineer                              | 4.00         | 95.00       | 380.00                |
|                                       | 1.50         | 104.00      | 156.00                |
|                                       | <u>5.50</u>  |             | <u>536.00</u>         |
| Field Supervisor                      | 2.50         | 132.00      | 330.00                |
|                                       | <u>2.50</u>  |             | <u>330.00</u>         |
| Project Manager                       | 4.25         | 116.00      | 493.00                |
|                                       | <u>4.25</u>  |             | <u>493.00</u>         |
| <b>Professional Services Subtotal</b> | <u>12.25</u> |             | <u>1,359.00</u>       |

**Top Task 200 Total** **1,359.00**

**Top Task 220            Permits on Phase 2 - Review permit items and fees.**

**Professional Services**

| <b>Category/Employee</b> | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|--------------------------|--------------|-------------|-----------------------|
| Engineer                 | 0.25         | 104.00      | 26.00                 |

INVOICE

Invoice Number  
Project Number

817864  
193800415

0.25

26.00

Professional Services Subtotal

0.25

26.00

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**Top Task 220 Total**

**26.00**

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**Top Task ZZZ Direct Expenses**

**Disbursements**

**Current Amount**

Direct - Vehicle (mileage)

22.68

**Disbursements Subtotal**

22.68

---

**Top Task ZZZ Total**

**22.68**

Total Fees & Disbursements

\$1,675.68

**INVOICE TOTAL (USD)**

**\$1,675.68**



**INVOICE**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817865         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$1,668.20    |
| <b>For Period Ending:</b>       | July 11, 2014 |

---

**Due on Receipt**

INVOICE

Invoice Number

817865

Project Number

193801803

Top Task 301

General administration, review general correspondence, review resident correspondence, respond to correspondence, discussions with staff, prepare monthly engineering report, discussions with independence and meeting on access, review cable issues, aerial map.

Professional Services

| Category/Employee                     | Hours        | Rate   | Current Amount  |
|---------------------------------------|--------------|--------|-----------------|
| Project Manager                       | 0.50         | 140.00 | 70.00           |
|                                       | 13.25        | 116.00 | 1,537.00        |
|                                       | <b>13.75</b> |        | <b>1,607.00</b> |
| <b>Professional Services Subtotal</b> | <b>13.75</b> |        | <b>1,607.00</b> |

Disbursements

|  | Current Amount |
|--|----------------|
| Direct - Other Direct Expenses - Document search fee | 50.00          |
| Direct - Vehicle (mileage)                           | 11.20          |
| <b>Disbursements Subtotal</b>                        | <b>61.20</b>   |

**Top Task 301 Total**

**1,668.20**

Total Fees & Disbursements

\$1,668.20

**INVOICE TOTAL (USD)**

**\$1,668.20**



INVOICE

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817866         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$384.40      |
| <b>For Period Ending:</b>       | July 11, 2014 |

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**Due on Receipt**

INVOICE

Invoice Number  
Project Number

817866  
193801804

---

**Top Task 302**      **Meeting Attendance - Attend Staff and Council Meetings on June 3, 9, 23, 26, and July 8, 2014 + 5 @ \$50.00 ea. = \$250.00.**

|                                 | # of Meetings | Amount Per | Current Amount |
|---------------------------------|---------------|------------|----------------|
|                                 | 5             | 50.00      | 250.00         |
| <b>Progress Charge Subtotal</b> |               |            | <b>250.00</b>  |

Disbursements

|                               | Current Amount |
|-------------------------------|----------------|
| Direct - Vehicle (mileage)    | 134.40         |
| <b>Disbursements Subtotal</b> | <b>134.40</b>  |

---

**Top Task 302 Total**      **384.40**

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|                            |               |
|----------------------------|---------------|
| Total Fees & Disbursements | \$384.40      |
| <b>INVOICE TOTAL (USD)</b> | <b>384.40</b> |

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**INVOICE**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817867         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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:**

\$58.00

**For Period Ending:**

July 11, 2014

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**Due on Receipt**

INVOICE

Invoice Number  
Project Number

817867  
193801805

---

**Top Task 301**      **General - Prepare information for staff on seal coat, crack fill, and mill and overlay pricing.**

Professional Services

| Category/Employee                     | Hours       | Rate   | Current Amount |
|---------------------------------------|-------------|--------|----------------|
| Project Manager                       | 0.50        | 116.00 | 58.00          |
|                                       | <b>0.50</b> |        | <b>58.00</b>   |
| <b>Professional Services Subtotal</b> | <b>0.50</b> |        | <b>58.00</b>   |

---

**Top Task 301 Total**      **58.00**

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Total Fees & Disbursements      \$58.00

**INVOICE TOTAL (USD)**      **58.00**



**INVOICE**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817868         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$1,054.18    |
| <b>For Period Ending:</b>       | July 11, 2014 |

---

**Due on Receipt**

INVOICE

Invoice Number  
Project Number

817868  
193801806

**Top Task 300**      **General - Assist Staff with organization and routing for modified chemical feed systems and transferring equipment, follow-up work on systems.**

Professional Services

| Category/Employee                     | Hours       | Rate  | Current Amount |
|---------------------------------------|-------------|-------|----------------|
| Project Manager                       | 8.00        | 60.00 | 480.00         |
|                                       | <b>8.00</b> |       | <b>480.00</b>  |
| <b>Professional Services Subtotal</b> | <b>8.00</b> |       | <b>480.00</b>  |

**Top Task 300 Total**      **480.00**

**Top Task 301**      **General - Water system update, respond to water system billing questions, and additional help for Staff on chemicals.**

Professional Services

| Category/Employee                     | Hours       | Rate   | Current Amount |
|---------------------------------------|-------------|--------|----------------|
| Project Manager                       | 4.00        | 116.00 | 464.00         |
|                                       | <b>4.00</b> |        | <b>464.00</b>  |
| <b>Professional Services Subtotal</b> | <b>4.00</b> |        | <b>464.00</b>  |

Disbursements

|                               | Current Amount |
|-------------------------------|----------------|
| Direct - Postage & Courier    | 36.26          |
| Direct - Vehicle (mileage)    | 73.92          |
| <b>Disbursements Subtotal</b> | <b>110.18</b>  |

**Top Task 301 Total**      **574.18**

Total Fees & Disbursements      \$1,054.18

**INVOICE TOTAL (USD)**      **\$1,054.18**



**INVOICE**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817869         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$1,470.20    |
| <b>For Period Ending:</b>       | July 11, 2014 |

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**Due on Receipt**

INVOICE

Invoice Number  
Project Number

817869  
193801808

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**Top Task 302**      **Flood Event - Shenk Claim - Collect information and forward to League Attorney.**

Professional Services

| Category/Employee                     | Hours       | Rate   | Current Amount |
|---------------------------------------|-------------|--------|----------------|
| Project Manager                       | 2.50        | 116.00 | 290.00         |
|                                       | <u>2.50</u> |        | <u>290.00</u>  |
| <b>Professional Services Subtotal</b> | <u>2.50</u> |        | <u>290.00</u>  |

Disbursements

|                               | Current Amount |
|-------------------------------|----------------|
| Direct - Vehicle (mileage)    | 11.20          |
| <b>Disbursements Subtotal</b> | <u>11.20</u>   |

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**Top Task 302 Total**      **301.20**

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**Top Task 303**      **Storm Water Utility - MS4 Annual Meeting and agenda, MS4 tracking document, Annual Report preparation, review items with Staff.**

Professional Services

| Category/Employee                     | Hours       | Rate   | Current Amount |
|---------------------------------------|-------------|--------|----------------|
| Project Manager                       | 3.50        | 116.00 | 406.00         |
|                                       | 4.50        | 112.00 | 504.00         |
|                                       | <u>8.00</u> |        | <u>910.00</u>  |
| <b>Professional Services Subtotal</b> | <u>8.00</u> |        | <u>910.00</u>  |

Disbursements

|                               | Current Amount |
|-------------------------------|----------------|
| Direct - Vehicle (mileage)    | 44.80          |
| <b>Disbursements Subtotal</b> | <u>44.80</u>   |

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**Top Task 303 Total**      **954.80**

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INVOICE

Invoice Number  
Project Number

817869  
193801808

**Top Task 304**      **Prepare for and attend Drake and Perkins drainage meeting, follow-up on items and review survey costs.**

**Professional Services**

| <b>Category/Employee</b>              | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|--------------|-------------|-----------------------|
| Project Manager                       | 1.75         | 116.00      | 203.00                |
|                                       | <b>1.75</b>  |             | <b>203.00</b>         |
| <b>Professional Services Subtotal</b> | <b>1.75</b>  |             | <b>203.00</b>         |

**Disbursements**

|                               | <b>Current Amount</b> |
|-------------------------------|-----------------------|
| Direct - Vehicle (mileage)    | 11.20                 |
| <b>Disbursements Subtotal</b> | <b>11.20</b>          |

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**Top Task 304 Total** **214.20**

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Total Fees & Disbursements \$1,470.20

**INVOICE TOTAL (USD)** **\$1,470.20**

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**INVOICE**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817870         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 193801838      |

**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:** Design and Installation of HAWK Pedestrial Signal at TH 12

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$769.25      |
| <b>For Period Ending:</b>       | July 11, 2014 |

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**Due on Receipt**

**INVOICE**

Invoice Number

817870

Project Number

193801838

**Top Task 330**

**TH 12 HAWK Construction Engineering - Signal system not functioning, coordinate with contractor to get fixed.**

Professional Services

| Category/Employee                     | Hours       | Rate   | Current Amount |
|---------------------------------------|-------------|--------|----------------|
| Engineer                              | 0.75        | 104.00 | 78.00          |
|                                       | <b>0.75</b> |        | <b>78.00</b>   |
| Project Manager                       | 0.50        | 116.00 | 58.00          |
|                                       | <b>0.50</b> |        | <b>58.00</b>   |
| <b>Professional Services Subtotal</b> | <b>1.25</b> |        | <b>136.00</b>  |

**Top Task 330 Total**

**136.00**

**Top Task 430**

**TH 12 Sidewalk Construction Observation - Coordinate with walk and utility contractor on punchlist items and attend meeting with MNDOT Staff.**

Professional Services

| Category/Employee                     | Hours       | Rate   | Current Amount |
|---------------------------------------|-------------|--------|----------------|
| Engineer                              | 3.75        | 95.00  | 356.25         |
|                                       | <b>3.75</b> |        | <b>356.25</b>  |
| Field Supervisor                      | 1.00        | 132.00 | 132.00         |
|                                       | <b>1.00</b> |        | <b>132.00</b>  |
| <b>Professional Services Subtotal</b> | <b>4.75</b> |        | <b>488.25</b>  |

**Top Task 430 Total**

**488.25**

**Top Task 440**

**TH 12 Sidewalk Construction Engineering - Review repairs and punchlist with Construction Staff and City Staff along with follow-up discussions.**

Professional Services

| Category/Employee                     | Hours       | Rate   | Current Amount |
|---------------------------------------|-------------|--------|----------------|
| Project Manager                       | 1.25        | 116.00 | 145.00         |
|                                       | <b>1.25</b> |        | <b>145.00</b>  |
| <b>Professional Services Subtotal</b> | <b>1.25</b> |        | <b>145.00</b>  |

**INVOICE**

**Invoice Number**  
**Project Number**

817870  
193801838

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**Top Task 440 Total**

**145.00**

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Total Fees & Disbursements

\$769.25

**INVOICE TOTAL (USD)**

**\$769.25**



**INVOICE**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817871         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$1,203.70    |
| <b>For Period Ending:</b>       | July 11, 2014 |

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**Due on Receipt**

INVOICE

Invoice Number

817871

Project Number

193802383

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**Top Task 220**      **Permits**

**Professional Services**

| <b>Category/Employee</b>              | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|--------------|-------------|-----------------------|
| Engineer                              | 1.75         | 104.00      | 182.00                |
|                                       | <b>1.75</b>  |             | <b>182.00</b>         |
| Project Manager                       | 0.75         | 116.00      | 87.00                 |
|                                       | <b>0.75</b>  |             | <b>87.00</b>          |
| <b>Professional Services Subtotal</b> | <b>2.50</b>  |             | <b>269.00</b>         |

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**Top Task 220 Total** **269.00**

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**Top Task 310**      **Construction Engineering - Traffic control discussions, discussions with contractor, schedule review, update staff.**

**Professional Services**

| <b>Category/Employee</b>              | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|--------------|-------------|-----------------------|
| Engineer                              | 0.50         | 104.00      | 52.00                 |
|                                       | <b>0.50</b>  |             | <b>52.00</b>          |
| Project Manager                       | 4.00         | 116.00      | 464.00                |
|                                       | <b>4.00</b>  |             | <b>464.00</b>         |
| <b>Professional Services Subtotal</b> | <b>4.50</b>  |             | <b>516.00</b>         |

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**Top Task 310 Total** **516.00**

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**Top Task 420**      **Additional Services - Coordination of mail service, ramp access, etc. and review issues on delayed schedule with staff and resident.**

**Professional Services**

| <b>Category/Employee</b>              | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|--------------|-------------|-----------------------|
| Engineer                              | 1.50         | 95.00       | 142.50                |
|                                       | <b>1.50</b>  |             | <b>142.50</b>         |
| <b>Professional Services Subtotal</b> | <b>1.50</b>  |             | <b>142.50</b>         |

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INVOICE

Invoice Number  
Project Number

817871  
193802383

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|                           |               |
|---------------------------|---------------|
| <b>Top Task 420 Total</b> | <b>142.50</b> |
|---------------------------|---------------|

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**Top Task ZZZ Reimbursable Expenses**

**Disbursements**

**Current Amount**

|                                |        |
|--------------------------------|--------|
| Direct - Other Direct Expenses | 265.00 |
| Direct - Vehicle (mileage)     | 11.20  |

|                               |               |
|-------------------------------|---------------|
| <b>Disbursements Subtotal</b> | <b>276.20</b> |
|-------------------------------|---------------|

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|                           |               |
|---------------------------|---------------|
| <b>Top Task ZZZ Total</b> | <b>276.20</b> |
|---------------------------|---------------|

---

|                            |            |
|----------------------------|------------|
| Total Fees & Disbursements | \$1,203.70 |
|----------------------------|------------|

|                            |                   |
|----------------------------|-------------------|
| <b>INVOICE TOTAL (USD)</b> | <b>\$1,203.70</b> |
|----------------------------|-------------------|

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INVOICE

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817874         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$35,202.29   |
| <b>For Period Ending:</b>       | July 11, 2014 |

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**Due on Receipt**

**INVOICE**

**Invoice Number**  
**Project Number**

817874  
193802390

**Top Task 400            Construction Staking**

**Progress Charge**

|                                 | <b>Total Invoiced</b> | <b>Previously Invoiced</b> | <b>Current Amount</b> |
|---------------------------------|-----------------------|----------------------------|-----------------------|
| 22,550.00 X 62.12 % Complete    | 14,008.75             | 8,731.75                   | 5,277.00              |
| <b>Progress Charge Subtotal</b> |                       |                            | <b>5,277.00</b>       |

**Top Task 400 Total**

**5,277.00**

**Top Task 410            Construction Services**

**Progress Charge**

|                                 | <b>Total Invoiced</b> | <b>Previously Invoiced</b> | <b>Current Amount</b> |
|---------------------------------|-----------------------|----------------------------|-----------------------|
| 62,700.00 X 100.00 % Complete   | 62,700.00             | 35,370.00                  | 27,330.00             |
| <b>Progress Charge Subtotal</b> |                       |                            | <b>27,330.00</b>      |

**Top Task 410 Total**

**27,330.00**

**Top Task 700            CenterPoint Gas Relocation and Coordination - Coordination and meetings with Centerpoint and Michels on lowering of gas line work and conflicts, coordination with Wcel Energy on their work.**

**Professional Services**

| <b>Category/Employee</b>              | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|---------------------------------------|--------------|-------------|-----------------------|
| Engineer                              | 2.75         | 104.00      | 286.00                |
|                                       | 7.00         | 95.00       | 665.00                |
|                                       | <b>9.75</b>  |             | <b>951.00</b>         |
| Project Manager                       | 0.75         | 116.00      | 87.00                 |
|                                       | <b>0.75</b>  |             | <b>87.00</b>          |
| <b>Professional Services Subtotal</b> | <b>10.50</b> |             | <b>1,038.00</b>       |

**Top Task 700 Total**

**1,038.00**

**Top Task 710            Ravine Additional Services - Review items with contractor on ravine work, contact watershed on funding, review schedule.**

**Professional Services**

| <b>Category/Employee</b> | <b>Hours</b> | <b>Rate</b> | <b>Current Amount</b> |
|--------------------------|--------------|-------------|-----------------------|
|--------------------------|--------------|-------------|-----------------------|

INVOICE

Invoice Number  
Project Number

817874  
193802390

Project Manager

|             |        |               |
|-------------|--------|---------------|
| 3.75        | 116.00 | 435.00        |
| 1.00        | 112.00 | 112.00        |
| <b>4.75</b> |        | <b>547.00</b> |
| <b>4.75</b> |        | <b>547.00</b> |

Professional Services Subtotal

**Top Task 710 Total**

**547.00**

**Top Task ZZZ**

**Project Expenses**

Usages

**Current Amount**

Usage - Vehicle

06/12/14

81.25

06/13/14

81.25

06/17/14

84.50

07/07/14

73.45

07/09/14

88.40

**Usages Subtotal**

**408.85**

Disbursements

**Current Amount**

Direct - Vehicle (mileage)

601.44

**Disbursements Subtotal**

**601.44**

**Top Task ZZZ Total**

**1,010.29**

Total Fees & Disbursements

\$35,202.29

**INVOICE TOTAL (USD)**

**\$35,202.29**



**INVOICE**

|                        |                |
|------------------------|----------------|
| <b>Invoice Number</b>  | 817873         |
| <b>Invoice Date</b>    | August 6, 2014 |
| <b>Customer Number</b> | 92656          |
| <b>Project Number</b>  | 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

|                                 |               |
|---------------------------------|---------------|
| <b>Stantec Project Manager:</b> | Boyum, Dan D  |
| <b>Stantec Office Location:</b> | St. Paul MN   |
| <b>Current Invoice Due:</b>     | \$2,594.20    |
| <b>For Period Ending:</b>       | July 11, 2014 |

---

**Due on Receipt**

INVOICE

Invoice Number

817873

Project Number

193802890

**Top Task 200**

**Review Preliminary and Final Plat/Plans - Review project correspondence, check in with developers engineer, respond to watershed questions, review revised plans sheets and prepare comments, review lot feedback and MPCA Permit.**

**Professional Services**

**Category/Employee**

**Hours**

**Rate**

**Current Amount**

Engineer

2.50

104.00

260.00

**2.50**

**260.00**

Project Manager

13.75

116.00

1,595.00

6.50

112.00

728.00

**20.25**

**2,323.00**

**Professional Services Subtotal**

**22.75**

**2,583.00**

**Disbursements**

**Current Amount**

Direct - Vehicle (mileage)

11.20

**Disbursements Subtotal**

**11.20**

**Top Task 200 Total**

**2,594.20**

Total Fees & Disbursements

\$2,594.20

**INVOICE TOTAL (USD)**

**\$2,594.20**



Agenda Information Memorandum  
August 25, 2014 - Maple Plain City Council

**VI. ADMINISTRATIVE REPORTS**  
**A. WEST HENNEPIN PUBLIC SAFETY MONTHLY REPORT**

**ACTION TO BE CONSIDERED**

To receive and accept the monthly report from the Director of Public Safety Gary Kroells.

**FACTS**

- See attached.

**ATTACHMENTS**

Monthly report



Date: August 18, 2014  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells *G. Kroells*  
SUBJECT: JULY 2014 ACTIVITY REPORT

The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle accidents, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

\\WHPS#0\share\monthlyactivityreport\2013\lettertocouncilmonthlyreport.docx

*West Hennepin Public Safety Department*  
1918 County Road 90 / Maple Plain, Minnesota 55359  
Phone: (763) 479-0500 / Fax: (763) 479-0504  
Web Address: <http://www.westhennepin.com> E-mail: [westhennepin@westhennepin.com](mailto:westhennepin@westhennepin.com)

**Monthly Activity Report**  
**July 2014**

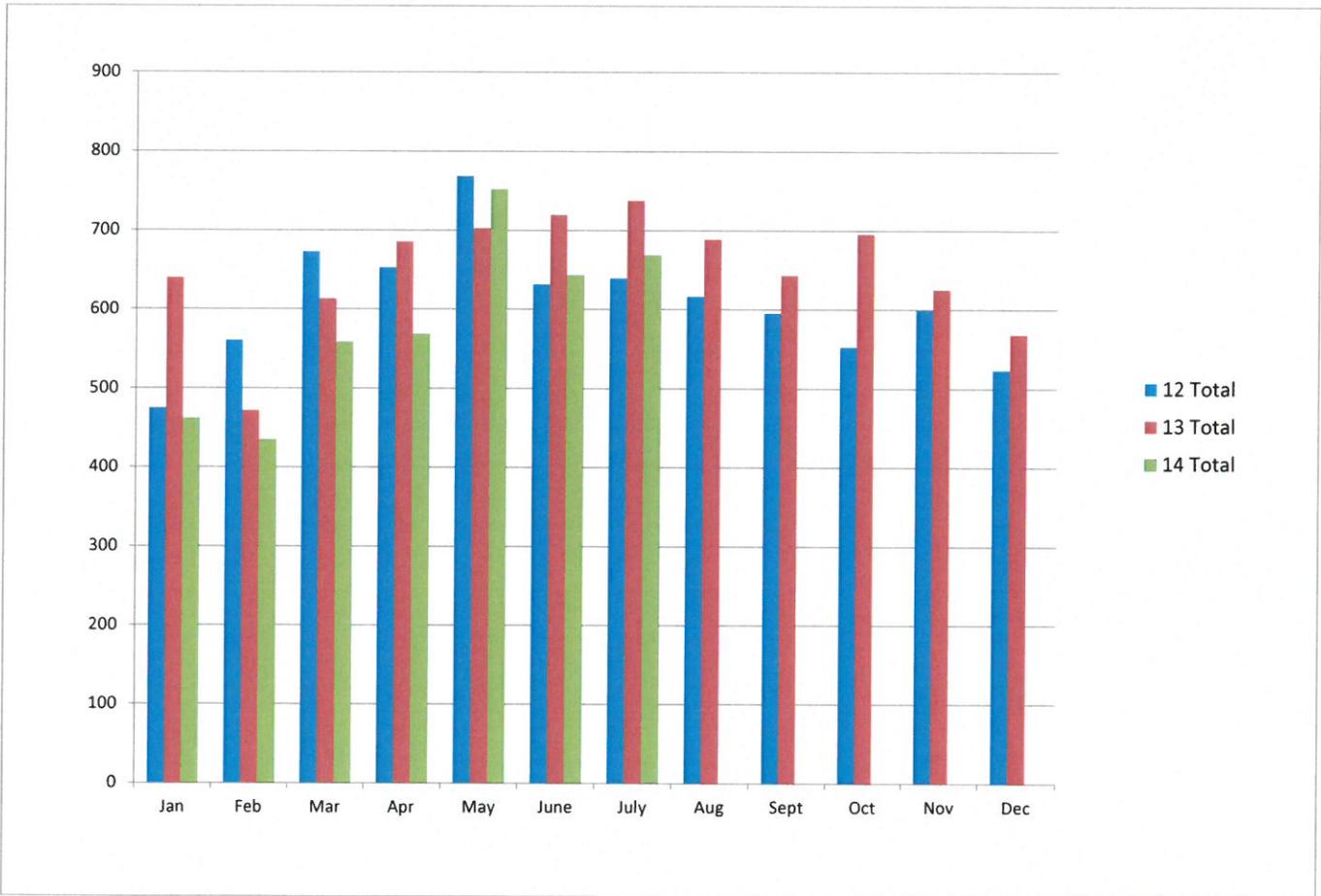
| Offense                           | This Month | Same Month Last Year | This Year To Date | Last Year To Date |
|-----------------------------------|------------|----------------------|-------------------|-------------------|
| <b>City Of Independence</b>       |            |                      |                   |                   |
| Criminal                          | 9          | 12                   | 54                | 56                |
| Traffic                           | 221        | 174                  | 966               | 967               |
| Part III                          | 11         | 21                   | 59                | 77                |
| Part IV                           | 36         | 30                   | 272               | 247               |
| Part V                            | 177        | 196                  | 1,032             | 1,040             |
| <b>Total City of Independence</b> | <b>454</b> | <b>433</b>           | <b>2,383</b>      | <b>2,387</b>      |
| <b>City Of Maple Plain</b>        |            |                      |                   |                   |
| Criminal                          | 10         | 24                   | 44                | 69                |
| Traffic                           | 42         | 55                   | 315               | 458               |
| Part III                          | 6          | 9                    | 51                | 32                |
| Part IV                           | 12         | 21                   | 133               | 138               |
| Part V                            | 126        | 164                  | 995               | 1,137             |
| <b>Total City Of Maple Plain</b>  | <b>196</b> | <b>273</b>           | <b>1,538</b>      | <b>1,834</b>      |
| <b>Grand Total Both Cities</b>    | <b>650</b> | <b>706</b>           | <b>3,921</b>      | <b>4,221</b>      |
| Other ICRS                        | 19         | 32                   | 169               | 352               |
| <b>Total ICR Reports</b>          | <b>669</b> | <b>738</b>           | <b>4,090</b>      | <b>4,573</b>      |
| Mileage                           | 12,822     | 10,193               | 79,476            | 60,482            |
| <b>How Received</b>               |            |                      |                   |                   |
| Fax                               | 9          | 15                   | 87                | 104               |
| In Person                         | 112        | 163                  | 755               | 901               |
| Mail                              | 6          | 3                    | 20                | 30                |
| Other                             | 9          | 2                    | 32                | 13                |
| Phone                             | 52         | 46                   | 326               | 287               |
| Radio                             | 202        | 213                  | 1,284             | 1,264             |
| Visual                            | 279        | 296                  | 1,586             | 1,974             |
| <b>Total</b>                      | <b>669</b> | <b>738</b>           | <b>4,090</b>      | <b>4,573</b>      |

July 2014 Criminal Part I & II  
 City of Independence Grid #'s 3-5

| AGN  | ICR      | Title   | Grid # | Reported Date | MOC range |
|------|----------|---|--------|---------------|-----------|
| WHPS | 14003480 | 4th Degree DWI  | 3      | 7/4/2014      | JGW01     |
| WHPS | 14003514 | 4th Degree DWI; Not a Drop  | 3      | 7/6/2014      | JGW01     |
| WHPS | 14003578 | Criminal Damage to Property   | 3      | 7/8/2014      | P3129     |
| WHPS | 14003583 | Fireworks Discharge / Possession  | 3      | 7/8/2014      | W1689     |
| WHPS | 14003589 | Disorderly Conduct - Offensive - Obscene  | 5      | 7/9/2014      | N3030     |
| WHPS | 14003599 | Harassment; Restraining Order Violation   | 3      | 7/9/2014      | N3380     |
| WHPS | 14003716 | Criminal Damage to Property - 4th Degree - Intentional; Fleeing a Peace Officer; Curfew Violation | 5      | 7/15/2014     | E6700     |
| WHPS | 14003784 | Domestic Assault - Misdemeanor  | 3      | 7/17/2014     | AL441     |
| WHPS | 14004060 | 3rd Degree DWI; Possession of Drug Paraphernalia  | 5      | 7/30/2014     | DA540     |

July 2014 Criminal Part I & II  
 City of Maple Plain Grid #'s 1-2

| AGN  | ICR      | Title  | Grid # | Reported Date | MOC range |
|------|----------|--|--------|---------------|-----------|
| WHPS | 14003448 | Theft - Credit Card Fraud -Unauthorized Use of Credit Card                             | 2      | 7/2/2014      | U3730     |
| WHPS | 14003449 | Identity Theft   | 2      | 7/2/2014      | U373C     |
| WHPS | 14003705 | Theft of Clothes   | 1      | 7/14/2014     | TW999     |
| WHPS | 14003766 | Falsify Age to Purchase Alcohol; Drivers License- Possession of Fake / Altered DL      | 1      | 7/16/2014     | C0179     |
| WHPS | 14003795 | Theft; Possession of Burglary Tools, Theft/Use/Transfer Moveable Property - No Consent | 2      | 7/18/2014     | Q0609     |
| WHPS | 14003886 | Theft of Equipment   | 1      | 7/22/2014     | T0990     |
| WHPS | 14003888 | Traffic-Drivers License-Driving after Cancellation-Inimical                            | 1      | 7/22/2014     | J3901     |
| WHPS | 14003948 | Domestic Assault-Misdemeanor   | 1      | 7/25/2014     | AL351     |
| WHPS | 14003957 | THEFT-Misdemeanor-Shoplifting -\$250 OR LESS   | 1      | 7/25/2014     | U328D     |
| WHPS | 14004089 | Theft-Less than \$250-Misdemeanor - Self Serve Gas                                     | 2      | 7/31/2014     | TR099     |



# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

Police Commission

August 20, 2014

## Year to Date Activity Report

Through the month of July, West Hennepin Public Safety (WHPS) has handled a total of 4,090 incident complaints; 1,538 were for Maple Plain and 2,383 in Independence. The criminal part I and part II cases for both cities have been highlighted for your review on the attached documents. As you can see from the highlighted cases, our incidents are steady compared to last year's numbers for the month of July. Maple Plain is down compared to last year, and Independence is slightly up for this same time period. The overall numbers are still down compared to last year but the officers are working hard to enforce traffic violations and arrest subjects for numerous criminal violations. We will be at full staff of ten full time officers come the middle of September, which should increase our activity as well.

As I mentioned at our May 19, 2014, Police Commission meeting, one of my goals as the new Director of Public Safety is to increase traffic enforcement for our department. I set a 90-day goal of increasing our traffic enforcement by 25% and increasing DWI by 25% as well. I am proud to say that our officers almost met our goal of increasing traffic stops coming in at a 24% increase overall. The officers had a 64% increase in DWI arrests from the previous 90 days but overall they are on pace as the previous six year average for DWI arrests. The officers are working hard to keep our communities safe.

### **Recent Highlighted Cases:**

- July 1      Property damage accident in the 6600 block of Pagenkopf Road in Independence. Driver was going too fast and rolled his vehicle. Cited for driving without due care.
  
- July 1      Property damage accident on Hwy 12 at Country Road 90. Two vehicles involved, minor damage.
  
- July 2      Resident in the 5300 block of Bryant Street advised she was denied use of her credit card in Delano and learned she was a victim of identity theft. Case under investigation.
  
- July 2      Resident in the 1400 block of Rainbow Ave in Maple Plain called to report she was the victim of identity theft from an unknown person in Chicago. Case under investigation.

- July 2 Unwanted person in the 2500 block of Nelson Road. Officers arrived and learned that the property owner and a former employee have a disagreement over property. Suspect was asked to leave and the two of them will exchange property on a different date.
- July 2 Assisted Three River Park Police with an underage party at Baker Park Campground. Citations issued.
- July 3 Police escort in the 1500 block of Rainbow Ave. Officers escorted a male to this residence to retrieve property as there is a restraining order against him.
- July 3 Report of low flying ultralight aircraft in the 200 block of Game Farm Road. Officers made contact with a pilot at the Maple Plain Airport and he would not provide officers with the name of the person flying the aircraft. Pilot advised he will handle it by talking with the unknown pilot.
- July 3 ID check at local liquor store in Maple Plain. Out of state IA and IL ID's were real and all ok.
- July 4 4<sup>th</sup> Degree DWI Arrest on Hwy 12 and Co Rd 92 in Independence. Driver tested a .14 AC and released pending charges.
- July 4 Grass fire in the 4200 block of Lake Sarah Road. A local farmer had just cut a row of grass and that row began to burn. Delano Fire put out the fire.
- July 5 Medical in the 5200 block of Bryantwood Drive.
- July 5 Assisted Three Rivers Park Police with a DWI arrest in the 2300 block of Co Road 19. Driver tested a .11 AC.
- July 5 Prowler call in the 1400 block of Budd Ave of Maple Plain. Officers were advised two people were seen walking behind the home and went into the ABC parking lot. Subjects were located and were out for a walk. Subjects live on Budd Ave as well.
- July 6 DWI - An 18 year old male from Independence was arrested for DWI on County Road 11 and Lake Haughey Road in Independence. Suspect tested a .13 AC. He was released with charges.
- July 6 Crime Prevention in the 800 block of County Road 19 in Independence. Officers noticed property owner's garbage can still at the roadside on Sunday and garbage pickup is Thursday. Property owners were out of town so the Officer moved the garbage can back up to the house so as not to alert thieves that the homeowners were out of town.

- July 7 Narcotic issue at 0130 hours in the 4200 block of Townline Road in Independence. A 44 year old male is using meth heavily and was not acting normal according to his parents. Welfare hold was placed on this party and he was transported to the hospital.
- July 7 Adult protection maltreatment report in the 3100 block of Lake Sarah Road. Officers have responded to this property numerous times and cases are declined by Hennepin County Adult protection as the adults do not want any help.
- July 7 Property damage crash on County Road 11 and County Line Road in Independence.
- July 7 Unwanted person at the MPFC in Maple Plain. Intoxicated male was sitting outside on the picnic table and was asked to leave by officers as he was causing a problem. A friend gave him a ride home.
- July 8 Four car property damage crash on Hwy 12 and Baker Park Road in Maple Plain.
- July 8 Felony damage to property at Pioneer Creek Park in Independence. Unknown suspect(s) burned the Porta Potty to the ground as well as the electrical panel for the park as well. Case under investigation.
- July 8 Medical in the 3100 block of Lake Sarah Road in Independence. Elderly male had fallen down and broken his wrist. Transported to the hospital.
- July 8 Fireworks at Pioneer Creek Park in Independence. Citation issued to driver for possession of fireworks.
- July 9 Burglary-Disorderly Conduct in the 3700 block of County Road 92. Homeowner was woken up at 0415 hours to find an intoxicated woman in his home. The homeowner held the woman at gun point with his pistol until WHPS officers arrived. Due to the woman's intoxicated state she walked into the wrong home and lives about a mile north of this home. Woman was cited for disorderly conduct and released to a sober person.
- July 9 DWI arrest on Hwy 12 and Maple Ave in Maple Plain at 6:30 am. A 48 year old male was arrested and tested .08 AC.
- July 9 Disorderly house in the 3100 block of Lake Sarah Road. Yard is not mowed and trash is all over outside the home. Case forwarded to City of Independence building inspector for follow up.
- July 9 Unwanted Person-OFP Report in the 7800 block of Turner Road in Independence. Case under investigation.

- July 9 Threat in the 5400 block of Clayton Drive in Maple Plain. Officers spoke with both neighbors and warned the suspect neighbor to stop yelling at his neighbors over minor issues.
- July 9 Threat in the 5200 block of Bryantwood Drive. Apartment manager did not renew a tenant's lease. Tenant was so upset so she came to WHPS to complain that the manager was harassing her. No harassment.
- July 11 Felony warrant arrest in the 1800 block of Co Rd 92 in Independence. Officer observed a stalled vehicle on the side of the road and stopped to assist the driver. Driver had a felony warrant and was arrested for the offense.
- July 12 Domestic disturbance in the 4500 block of Shady Beach Circle in Independence. Both parties had been drinking and were separated for the night. Male party was unable to get into the home prior to our arrival so he took a drill and drilled out the locked to get into the home.
- July 12 Personal injury crash in the 5100 block of County Road 19 in Independence. Motorcycle swerved to miss a deer and went into the ditch. Driver transported to the hospital for hip pain.
- July 12 Agency assist stolen vehicle. Medina Police were following a stolen vehicle on Hwy 55 in Medina. WHPS Officers responded and assisted with shutting down Hwy 55 while the felony stop was conducted.
- July 14 Hit and run on Parkview Road and Amy Lane in Maple Plain. Resident came out of her home to see a unknown person had hit her parked vehicle parked on the street. Case under investigation.
- July 14 Crash/Medical in the 8900 block of Hwy 12 in Independence. Person was driving WB on Hwy 12 near Peterson's Produce when the driver had a stroke, causing him to drive into the ditch. No other vehicles were hit and the driver was taken to the hospital.
- July 15 Criminal damage to property on Hwy 12 and County Line Road in Independence. Six local juveniles were out at 0330 hours throwing eggs at cars as they passed by on Hwy 12. Officers located the juveniles and they all fled on foot. Three were apprehended and investigation conducted. All six juveniles were interviewed and all cited for criminal damage to property, fleeing the police on foot and curfew violations.
- July 15 Fall from a horse in the 7800 block of Pioneer Creek Road in Independence.
- July 16 Fake ID to purchase alcohol at a liquor store in Maple Plain. Suspect was located and cited for attempting to purchase alcohol underage and possession of a fake ID.

- July 16 Welfare check in the 5600 block of Main Street. Officers were advised that a male party was going to kill himself and he had a loaded handgun. An officer located the male party outside his home and was able to remove the gun from the subject without incident. Party was placed on a health and welfare hold.
- July 17 Domestic Assault arrest in the 7800 block of Tuner Road in Independence.
- July 18 Felony Theft at Herc-U-Lift in Maple Plain. Officers were called to a suspicious vehicle behind Herc-U-Lift in Maple Plain at 0357 hours. Officers arrested four people as they left the area for attempting to steal a generator off of a lift.
- July 18 Warrant Arrest on County Road 6 and Nelson Road. Officers stopped a vehicle for speeding and discovered the driver had an outstanding warrant. Suspect transported to jail.
- July 19 Fall from a ladder in the 7900 block of Egret Drive in Independence. Female property owner was cleaning her windows and fell of the ladder. Facial injuries.
- July 20 Missing person in the 3600 block of Induhapi Trail in Independence. Party left Vinland and is court ordered for treatment. Party was later located at the Greyhound station in Minneapolis and was not coming back to Vinland. Social worker and probation officer were advised.
- July 21 Neighbor trouble in the 7800 block of Pioneer Creek Road. A jogger and his two dogs routinely jog past a residence and the dogs defecate on the property. Property owner told the jogger to pick it up and the jogger began to yell and scream at him.
- July 21 Property dispute in the 1800 block of Newport Street. Mother and daughter who live together in the same apartment got into an argument and the daughter left. Now the daughter wants her property back and the mother is refusing to allow her access. Officers tried to mediate the problem and told them this is a civil matter.
- July 22 Felony theft in the 5300 block of Hwy 12. Construction was being done on the roof of a Maple Plain company when the workers returned to find the welder sitting on the roof was stolen. Case under investigations.
- July 22 Arrest driving on a CAN-IPS license on Hwy 12 and Baker Park Road in Maple Plain.
- July 22 Property damage crash on Hwy 12 and Pioneer Ave in Maple Plain

- July 22 Property damage crash on Maple Ave in front of Maple Plain City Hall
- July 22 Property damage crash on Hwy 12 at Halgren Ave. in Maple Plain.
- July 23 HAWK Signal Traffic Complain in Maple Plain. Resident was upset about cars not stopping at crosswalk signal. She was educated on proper procedure on how the lights work. Press release was also sent out to local papers.
- July 24 Dog Bite in the 4500 block of Eagle Ridge. A dog at large attacked another dog in the neighborhood, breaking the dog's leg. Dog owners were interviewed about the incident. One dog was listed as a potentially dangerous dog.
- July 24 Alleged No Contact Order Violation in the 7800 block of Turner Road. Case under investigation.
- July 24 Structure Fire in the 5800 block of County Road 6 in Independence. Storage container in the backyard of the resident caught on fire. Maple Plain Fire put out the fire.
- July 25 Domestic Assault arrest in the 5100 block of Hwy 12 in Maple Plain.
- July 25 Property damage crash on Country Road 50 and County Line Road in Independence. Two cars involved.
- July 25 Stuck Semi in the construction site in the 5800 block of West Main Street in Maple Plain.
- July 25 Shoplifter cited at MPFC in Maple Plain for stealing items.
- July 27 Complaint of dirt bikes driving in Tamarack Park in Independence. Officer spoke with a 10 year old and his parents about driving his dirt park up near the park. Issue handled.
- July 28 Welfare concern on a patient at Vinland Center in Independence. Patient had left the property as was out wondering in the woods. He was located later and taken to HCMC on a hold.
- July 28 Trespassing complaint of three males inside a home that was for sale in the 2000 block of Copeland Road. Investigation was completed and all were cited for trespassing.

- July 28 Patient at Vinland Center in Independence was acting out by throwing items, breaking chairs and being violent. He was arrested for a drug possession warrant and taken to jail.
- July 29 Welfare Check in the 4200 block of Woodhill Drive in Independence. Officers were asked to check on the individual at this residence. Officers learned she went to the doctor today as she wasn't feeling well.
- July 29 Welfare Check/Warrant arrest in the 5100 block of Main Street in Maple Plain. Party was found intoxicated stumbling around on Main Street. He was checked by officers and released to a friend at the Maple Plain Motel.
- July 30 DWI Arrest in the 9200 block of Hwy 12 in Independence. Driver refused a breath test and agreed to a blood test. He was transported to Ridgeview Hospital in Waconia and a blood draw was taken. Charges pending for 3<sup>rd</sup> Degree DWI.



Agenda Information Memorandum  
August 25, 2014 - Maple Plain City Council

**VI. ADMINISTRATIVE REPORTS**  
**B. MONTHLY REPORT FOR CITY ENGINEER**

**ACTION TO BE CONSIDERED**

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

**FACTS**

- See attached.

**ATTACHMENTS**

Monthly report from City Engineer Dan Boyum.

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To: Honorable Mayor and Council, City Staff  
City of Maple Plain

From: Dan D. Boyum  
City Engineer

File: 193801804

Date: August 21, 2014

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**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.

**TH 12 Sidewalk**

- No major work on this item.

**Budd Avenue Sanitary Sewer Improvements**

- Project was delayed to begin after Maple Plain Days.
- Project started on August 18, 2014.
- Closure of the Budd/Main Street intersection will begin on or around August 25. Since the jacking contractor had not mobilized as of August 20, we are confirming the closure date with the contractor and will update the Council at your next meeting.
- The detour route will be County Road 6 to Highway 12.
- Worked with Staff, West Hennepin, Library, and contractor on adding or adjusting signs/barrels.

**Main Street West and Rainbow Avenue – Utility and Street Improvements**

- Construction survey and inspections.
- Project updates for emails and telephone hotline.
- Respond to various property owner questions.
- Reviewed elimination of driveway culvert.

**Main Street Sidewalk Improvements**

- No major activities this month.

**Meadows of Maple Plain**

- Checked in with developer's engineer.

**Miscellaneous**

1. Prepared monthly engineering report.
2. Attended staff and council meetings
3. Prepared information on MS4 permit activities that need to be accomplished.



Agenda Information Memorandum  
August 25, 2014 - Maple Plain City Council

**VI. ADMINISTRATIVE REPORTS**  
**C. MONTHLY REPORT FOR CITY PLANNER**

**ACTION TO BE CONSIDERED**

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

**FACTS**

- See attached.

**ATTACHMENTS**

Monthly report from City Planner Mark Kaltsas

## Memorandum

To: City Council

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: August 21, 2014

Re: **Planning Update**

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### ***Meetings:***

One staff meeting to review current project updates. - Issues that are currently being discussed include Collision Corner parking lot expansion and CUP amendment, Meadows of Maple Plain, potential dog grooming business, liquor store proposal, church parking lot improvements, potential building improvements to property on Poplar Avenue, fence issues and permit development.

Meeting with Collision Corner to discuss CUP and parking area paving.

### ***Correspondence:***

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

- Meadows Subdivision
- Church parking lot requirements, bell tower and electronic signage
- Potential new landscape business use of an existing building with some improvements
- Is use permitted for possible new business in existing downtown building
- Building standards and architectural requirements for new building in downtown.
- Staff has had correspondence with several residents regarding setbacks, zoning, subdivision and other related planning questions.



Agenda Information Memorandum  
August 25, 2014 - Maple Plain City Council

**VII. OLD BUSINESS**  
**A. HALGREN DETOUR BEGINNING SEPTEMBER 2**

**ACTION TO BE CONSIDERED**

- As part of the Main Street West and Rainbow Avenue Street and Utility Project, Halgren will be closed beginning September 2.

**FACTS**

- See attached.

**ATTACHMENTS**

Detour route for Halgren and Main Street West.

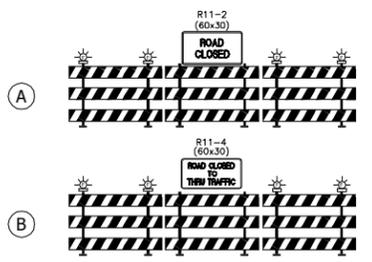
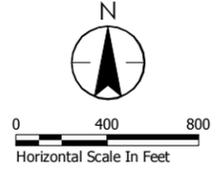
THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS, DONOR/CALCULATE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. STANTEC SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. NO USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC.

**NOTES:**  
 1. PAYMENT FOR TRAFFIC CONTROL IS INTENDED TO COVER SUCH DEVICES AS SHOWN IN THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

- THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING ALL OPEN EXCAVATIONS AS DETAILED IN THE FIELD MANUAL OR AS DIRECTED BY THE ENGINEER IF ANY PUBLIC TRAFFIC IS PERMITTED ON THE WORK SITE.
- ACCESS MUST BE MAINTAINED AT ALL TIMES.
- LAYOUT SHOWN IS AN EXAMPLE. CONTRACTOR MAY ADJUST SIGN PLACEMENT ACCORDING TO CONSTRUCTION STAGING.
- PORTIONS OF THE DETOUR WITHIN COUNTY RIGHT-OF-WAY ARE SUBJECT TO REVIEW AND APPROVAL OF THE COUNTY. CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS SPECIFIED IN APPROVED PERMIT ISSUED BY THE COUNTY.
- CONTRACTOR SHALL RESTORE ACCESS TO ALL STREETS AND DRIVEWAYS AT THE END OF EACH WORK DAY.

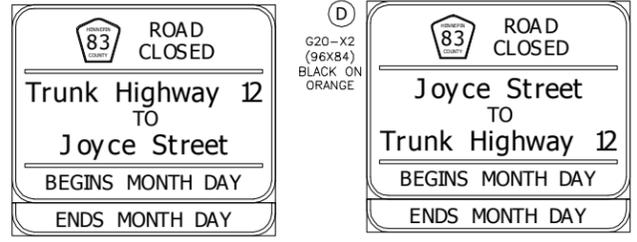
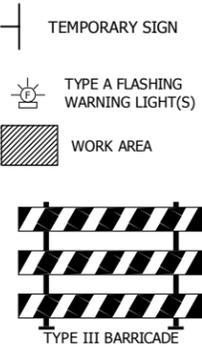
**- GENERAL NOTES -**

- ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE MnMUTCD, INCLUDING THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.
- THE CONTRACTOR SHALL FURNISH, INSTALL, AND MAINTAIN THE DEVICES IN THE TRAFFIC CONTROL PLAN UNLESS OTHERWISE NOTED.
- FIELD CONDITIONS MAY REQUIRE MODIFICATIONS OF THIS LAYOUT AS DEEMED NECESSARY BY THE ENGINEER.
- THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING ANY WORK AREAS NEAR TRAFFIC IN ACCORDANCE WITH THE MnMUTCD.
- ALL LOCATIONS IN THE TRAFFIC CONTROL PLAN ARE APPROXIMATE. EXACT LOCATIONS MAY BE MARKED BY THE ENGINEER PRIOR TO PLACEMENT BY THE CONTRACTOR.
- INSTALLATION DETAILS OF SIGNS ON BARRICADES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT.
- SIGNS SHALL BE MOUNTED ON POSTS DRIVEN INTO THE GROUND AT PROPER HEIGHT AND LATERAL OFFSET AS DETAILED IN THE MnMUTCD. SIGNS MAY ALSO BE MOUNTED ON PORTABLE SUPPORTS 5-7 FT. HIGH, AS APPROVED BY THE ENGINEER. WHEN SIGNS ARE REMOVED, THE SIGN POSTS SHALL BE REMOVED AS SOON AS POSSIBLE. ALL SIGNS MOUNTED MORE THAN 14 DAYS SHALL BE POST MOUNTED.
- ALL TRAFFIC CONTROL DEVICES, INCLUDING OVERHEAD SIGNS ON ROADS OPEN TO TRAFFIC THAT ARE NOT CONSISTENT WITH TRAFFIC OPERATIONS SHALL BE COVERED, REMOVED, OR REVISED AS DIRECTED BY THE ENGINEER.
- ALL WARNING SIGNS SHALL BE MADE OF DIAMOND GRADE ORANGE REFLECTIVE SHEETING (3984 SERIES) OR AN APPROVED SUBSTITUTE. ALL M4-10 (DETOUR ARROW) AND ALL M4-8 (DETOUR) SIGNS SHALL BE FLOURESCENT DIAMOND GRADE (3924 SERIES) SHEETING. ALL REGULATORY SIGNS SHALL BE V.I.P. DIAMOND GRADE (3990 SERIES) SHEETING. ALL ROUTE MARKER GUIDE SIGNS AND DIRECTIONAL ARROW SIGNS SHALL HAVE RETROREFLECTIVE SHEETING.
- BARRICADES SHALL BE TYPE III AND SHALL BE CONSTRUCTED OF LIGHT MATERIAL. THE ACTUAL NUMBER OF BARRICADES AT EACH LOCATION REQUIRED MAY VARY DEPENDING ON THE SIZE OF THE BARRICADE USED.
- THE CONTRACTOR SHALL COORDINATE THE REMOVAL OF THE TEMPORARY SIGNS.
- ALL SIGNS PROVIDED BY THE CONTRACTOR FOR TRAFFIC CONTROL DURING CONSTRUCTION SHALL REMAIN THE PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE JOB SITE WHEN THEY ARE NO LONGER NEEDED.
- ALL SIGN POSTS SHALL BE REMOVED AND THE SURROUNDING GROUND RETURNED TO ITS ORIGINAL CONDITION WHEN THEY ARE NO LONGER NEEDED.
- THE CONTRACTOR MUST GIVE 48 HOURS NOTICE PRIOR TO ANY TRAFFIC CONTROL SIGNS BEING PLACED.
- SIGNS SPECIFIC TO THE CLOSURE OF CSAH 83 AND MAIN STREET WEST, INCLUDING TRAILBLAZERS, DIRECTIONAL SIGNS AND ROAD CLOSED WARNING SIGNS AND BARRICADES SHALL BE INSTALLED PRIOR TO CLOSURE OF THE INTERSECTION.



**NOTES:**  
 SETUP A - BARRICADES ARE NOT SHOWN TO SCALE. PROVIDE NECESSARY BARRICADES TO SPAN ROADWAY.  
 SETUP B - PROVIDE SPACE BETWEEN BARRICADES TO ALLOW FOR LOCAL TRAFFIC.

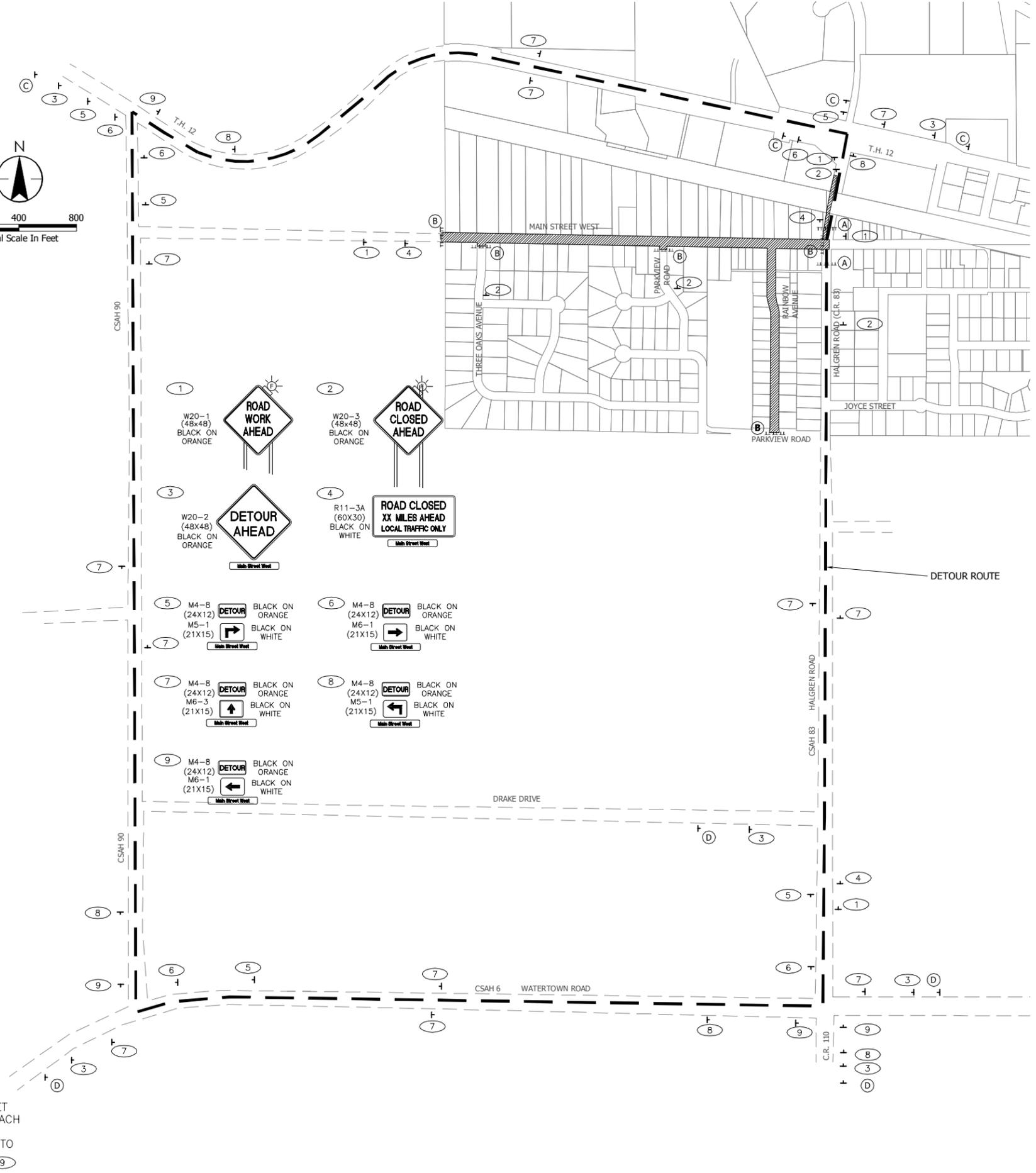
**LEGEND**



PLACE G20-2X ADVANCE WARNING SIGNS A MIN. 10 DAYS PRIOR TO CLOSURE OF CSAH 83 AT MAIN STREET WEST

- M1-6 (24X24) **83** BLACK ON WHITE
- M3-1M (24X12) **NORTH** BLACK ON WHITE
- M3-3M (24X12) **SOUTH** BLACK ON WHITE

PRIOR TO CSAH 83/MAIN STREET WEST INTERSECTION CLOSURE ATTACH CSAH 83 TRAILBLAZERS AND APPROPRIATE DIRECTIONAL SIGN TO



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 PRINT NAME: JILLIAN SCHLEGEL  
 SIGNATURE: *Jillian Schlegel*  
 DATE: 02/24/2016 LIC. NO. 46200

CITY OF MAPLE PLAIN, MINNESOTA  
 MAIN STW AND RAINBOW AVE UTILITY AND STREET IMPROVEMENTS  
 TRAFFIC CONTROL PLAN

| NO | REVISION   | DATE    |
|----|------------|---------|
| 1  | ADDENDUM 1 | 3/14/14 |

|           |           |
|-----------|-----------|
| SURVEY    | NHL       |
| DRAWN     | ACD       |
| DESIGNED  | KMS       |
| CHECKED   | KMS       |
| APPROVED  | DOB       |
| PROJ. NO. | 193802390 |

Plot Date: 08/12/2014 - 12:40pm  
 Drawing name: V:\1938\active\193802390\CAD\DWG\193802390\_C9.01R.dwg  
 User: jlschlegel  
 Title: 193802390-Maple-Utility-Improvements



Agenda Information Memorandum  
August 25, 2014 - Maple Plain City Council

**VIII. NEW BUSINESS**  
**A. MS4 PERMIT IMPLEMENTATION**

**ACTION TO BE CONSIDERED**

Authorize the City Engineer to assist the City in completing the MS4 permit implementation items identified in the approved Storm Water Pollution Prevention Program (SWPPP) Document. The work will be done on an hourly basis for an amount not to exceed \$12,000.

**FACTS**

- Maple Plain was granted an extension of the Municipal Separate Storm Sewer System (MS4) General Permit by the MPCA on January 16, 2014.
- The City has 1-year from that date to complete implementation items identified in the SWPPP document.
- Funding for this work would come from the Storm Water Utility Fund.
- See attached letter for specifics on the 10 different tasks.
- Work would begin in September on these tasks if approved.

**ATTACHMENTS**

Attached is the letter from Brad Schleeter of Stantec on the above referenced action item.



August 21, 2014

Tessia Melvin  
P.O. Box 97  
Maple Plain, MN 55359

Dear Tessia,

**Reference: MS4 Permit Implementation – Tasks to be Completed Prior to January 16, 2015**

Maple Plain was granted an extension of Municipal Separate Storm Sewer System (MS4) General Permit coverage by the Minnesota Pollution Control Agency (MPCA) on January 16, 2014. The City has 1-year from the date of MS4 permit coverage extension to complete the implementation items identified in their approved Storm Water Pollution Prevention Program (SWPPP) Document. The purpose of this letter is to provide Maple Plain with a scope and cost for Stantec to assist the City with completing the MS4 Permit implementation items identified in its approved SWPPP Document.

**1. Scope of Services: MS4 Permit Implementation**

This scope of services follows the commitments the City made in its approved SWPPP Document. However, this is not a complete list of actions necessary to fully implement the SWPPP Document, rather only those tasks for which Stantec can assist the City in completing. Each commitment, or group of commitments (if multiple commitments can be completed together), will be presented as a separate task. Each detailed task description will outline the task scope, necessary actions of the City, and the Stantec deliverables.

**Task 1: Regulatory Mechanism Updates to Meet MS4 Permit Requirements**

The City has an adopted Illicit Discharges and Connections Ordinance, Regulations Regarding Erosion Control for Construction Site Runoff Ordinance, and Local Surface Water Management Plan (LSWMP). The documents comprise the City's stormwater Regulatory Mechanisms. The City's approved SWPPP Document identifies the need for some minor modifications to the City's Construction Site Runoff Ordinance and LSWMP to be consistent with the MS4 Permit.

We will redline the City's ordinance and LSWMP, and submit to the City for review. Revisions to the City's Construction Site Runoff Ordinance will follow the regulatory mechanism guidance documents provided by the MPCA. We do not propose any face-to-face meetings to complete this task, but will coordinate these updates with City staff via email and phone.

*City Responsibilities:* Review ordinance and LSWMP updates and provide feedback, and adopt the updated ordinance and LSWMP

*Stantec Deliverable(s):* Ordinance and SWMP Updates



Reference: MS4 Permit Implementation – Tasks to be Completed Prior to January 16, 2015

### **Task 2: Develop Enforcement Response Procedures**

The MS4 Permit requires that the City develop Enforcement Response Procedures (ERPs), which will describe the enforcement, implementation, and documentation procedures related to the City's:

- Illicit discharge requirements,
- Construction site stormwater runoff control requirements, and
- Post-construction stormwater management requirements

These three focus areas encompass the City's stormwater related regulatory mechanisms. We will work with the appropriate City staff members to review the City's existing enforcement procedures and provide a list of recommendations for improvements to these procedures to adequately meet the MS4 Permit requirements.

The end product in developing ERPs will be three stand-alone documents, one for each of the regulatory mechanisms mentioned above, that provide the City with a means to track enforcement actions, outlines procedural action steps, and document the tasks performed to address the action.

We propose one meeting with City staff (2 Stantec staff members will attend) to review and discuss the city's existing enforcement procedures in order to prepare the draft ERP documents. The draft ERP documents and final ERP documents will be transferred between Stantec and the City via email, with no face-to-face meetings proposed.

*City Responsibilities:* Compile and review existing enforcement procedures, review and comment on draft ERP documents, implement ERPs

*Stantec Deliverable(s):* Draft ERP documents, final ERP documents

### **Task 3: Storm Sewer System Map Updates**

The City meets the majority of the Storm Sewer System Map requirements of the MS4 Permit. The scope for this task involves updating the City Stormwater System Map to include the following elements:

- All City stormsewer 12-inches and larger with flow arrows
- Outfalls
- Structural Stormwater BMPs
- Assign a unique ID number and identify geographic coordinates for each MS4 feature
- Classify the type of each waterbody in the City
- Complete the Pond Inventory spreadsheet as required by the MPCA

*City Responsibilities:* Review draft Stormwater System Map

*Stantec Deliverable(s):* Updated Stormwater System Map and completed Pond Inventory spreadsheet



Reference: MS4 Permit Implementation – Tasks to be Completed Prior to January 16, 2015

#### **Task 4: Stormwater Webpage Content Development**

The City's SWPPP Document identifies the development of a stormwater webpage as a BMP to be implemented. With a link on the City's main webpage, the stormwater page will be a central location for users to view the City's SWPPP Document, LSWMP, stormwater related ordinances, and other stormwater related resources.

Using existing city resources, as well as resources from other local sources, we will provide the City with stormwater webpage content recommendations. We will coordinate these updates with City staff via email and phone.

*City Responsibilities:* Implement and maintain stormwater webpage

*Stantec Deliverable(s):* Stormwater webpage content recommendations document

#### **Task 5: Potential Illicit Discharge Prioritization**

The City's SWPPP Document indicates the need to identify priority areas for potential illicit discharges and the outfalls in these areas. We will review the City's existing outfalls and provide the City with a list of priority outfalls. The City has committed to inspect priority outfalls annually during the 5-year permit term (as opposed to once during the permit term for regular outfalls). We will coordinate with the City to perform the additional priority outfall inspections.

We do not propose any face-to-face meetings to complete this task, but will coordinate this task with City staff via email and phone.

*City Responsibilities:* Review the location of priority outfalls and perform additional inspections

*Stantec Deliverable(s):* Map of priority outfalls

#### **Task 6: Site Plan Review Checklists**

To meet the project review requirements in the MS4 Permit, we recommend the City develop a plan review checklist. This checklist would incorporate various elements currently present in the City's existing regulatory mechanisms, as well as new elements as required by the MS4 Permit. The scope of this task would include the preparation of a site plan review checklist that meets the requirements of the MS4 Permit. This checklist would incorporate construction site stormwater runoff control and post-construction stormwater management requirements.

We do not propose any face-to-face meetings to complete this task, but will coordinate this task with City staff via email and phone.

*City Responsibilities:* Review and comment on draft checklist

*Stantec Deliverable(s):* Draft and final Site Plan Review Checklist



Reference: MS4 Permit Implementation – Tasks to be Completed Prior to January 16, 2015

### **Task 7: Facilities Inventory**

The MS4 Permit requires that the City develop a facilities inventory for all facilities owned or operated by the City. This inventory should include a map of the facility locations, along with a list of inventoried facilities that includes information required by the MS4 Permit. Our scope of services to perform this task includes the following elements:

- Work with the City to identify all facilities owned or operated by the City. Locate these facilities on a map.
- Prepare a matrix identifying the facility type, pollutant(s) of concern potentially generated by the facility, current maintenance practices, and BMPs necessary to prevent or reduce pollutants from these facilities.
- A field evaluation of specific City facilities that warrant a more in-depth review to develop site specific BMPs. The facilities included in this field evaluation will be limited to facilities with a higher potential for pollutant runoff (e.g. stockpile areas, vehicle service locations, outdoor storage yards, etc.). The field evaluation will involve one site inspection, which would include meeting with appropriate City staff to discuss practices, and a site-specific BMP write-up.

In addition to the field assessment, we propose one additional meeting with City staff (2 Stantec staff members to attend) to present a draft facilities inventory and receive input.

*City Responsibilities:* Provide Stantec with the location and description of all facilities owned or operated by the City, along with the City's current maintenance practices

*Stantec Deliverable(s):* Map of City facilities; matrix identifying facilities, pollutants of concern, and necessary BMPs; site-specific BMP write-up

### **Task 8: Pond Assessment**

The MS4 Permit requires that the City “develop procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater.” As the City maintains only one stormwater pond, this task involves a simple desk analysis to estimate pond treatment effectiveness. The desktop analysis will include an evaluation of parameters such as: pond age, pond size vs. drainage area, pond design drainage area vs. current drainage area, previous pond maintenance actions, and land use tributary to the pond. We do not propose any water quality modeling associated with this task.

We do not propose any field work or face-to-face meetings with City to complete this task, but will coordinate the assessment with City staff via email and phone.

*City Responsibilities:* Provide available pond information for analysis

*Stantec Deliverable(s):* Memo summarizing our findings regarding pond treatment effectiveness.



Reference: MS4 Permit Implementation – Tasks to be Completed Prior to January 16, 2015

### **Task 9: MS4 Program Tracking**

Compliance with the MS4 Permit has many components that require participation from various City departments and staff. As an aid to managing all of these moving parts, we propose to assist the City by developing a spreadsheet of all City MS4 Program Actions, broken up quarterly.

To implement the tracking, we will schedule 2 meetings with staff between now and January 2015 to track the City's progress on MS4 Program Actions. The first meeting will be set for early fall 2014 and the second for December 2014. We will provide a MS4 tracking spreadsheet for the city to use and update throughout the year.

*City Responsibilities:* Review and comment on MS4 tracking document

*Stantec Deliverable(s):* Draft and final MS4 Program Tracking document

### **Task 10: Staff Training**

The MS4 Permit requires that the City improve the existing employee stormwater training program to include the following elements:

- Illicit discharge inspection, recognition, and tracking
- Address the importance of water quality
- Cover the requirements of the permit relevant to the duties of the employee
- Include a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements

We propose to schedule one staff training session in 2014 that will meet the requirements of the permit. Additional staff training in subsequent years will be discussed with the City at that time.

*City Responsibilities:* Coordinate city staff to attend training

*Stantec Deliverable(s):* Staff training presentation notes and sign-up sheet

## **2. Modifications to the Scope of Services**

Any additions or reductions to the Scope of Services and associated fee changes, as identified in Tasks 1-11, initiated by either Stantec or the City, must be documented in writing, dated, and acknowledged by both parties prior to commencement of work.

## **3. Schedule**

Tasks 1-10: The City received MS4 permit coverage extension on January 16, 2014 and will have until January 16, 2015 to complete the implementation items identified in the City's SWPPP Document, which includes Tasks 1-10. We will strive to complete Tasks 1-10 within one month of the proposed start date, as proposed:



Reference: MS4 Permit Implementation – Tasks to be Completed Prior to January 16, 2015

| Task Number | Proposed Start Date |
|-------------|---------------------|
| 1, 3, 4     | September 1, 2014   |
| 2, 9        | October 1, 2014     |
| 5, 6, 10    | December 1, 2014    |
| 7, 8        | January 1, 2015     |

#### 4. Compensation

##### Estimated Compensation for Tasks 1-10

The following table presents our proposed fee to complete Tasks 1-10 described above. These Tasks will be billed on an hourly basis in accordance with our current Professional Services Agreement with Maple Plain. An estimated fee amount for these Tasks is outlined in the following table:

| <b>Task Number</b>       | <b>Task Name</b>   | <b>Proposed Task Fee Amount</b> |
|--------------------------|--|---------------------------------|
| 1                        | Regulatory Mechanism Updates to Meet MS4 Permit Requirements | \$1,600                         |
| 2                        | Develop Enforcement Response Procedures                      | \$1,400                         |
| 3                        | Storm Sewer System Map Updates                               | \$1,100                         |
| 4                        | Stormwater Webpage Content Development                       | \$700                           |
| 5                        | Potential Illicit Discharge Prioritization                   | \$400                           |
| 6                        | Site Plan Review Checklists                                  | \$1,700                         |
| 7                        | Facilities Inventory   | \$2,200                         |
| 8                        | Pond Assessment  | \$900                           |
| 9                        | MS4 Program Tracking   | \$900                           |
| 10                       | Staff Training   | \$800                           |
| Total Proposed Task Fee: |  | \$11,700                        |

##### Expenses

It is anticipated that our expenses will include mileage to attend proposed meetings and miscellaneous printing and postage costs associated with Tasks 1-10. We estimate a total of \$300 for these expenses, however expenses will be invoiced as they are incurred, based on actual quantities. Electronic versions of information will be included with the deliverables at no additional charge.



Reference: MS4 Permit Implementation – Tasks to be Completed Prior to January 16, 2015

Compensation Summary

| <b>Item</b>               | <b>Description</b>             | <b>Proposed Fee Amount</b> |
|---------------------------|--------------------------------|----------------------------|
| Tasks                     | Proposed Fee for Tasks 1-10    | \$11,700                   |
| Expenses                  | Mileage, printing, and postage | \$300                      |
| <b>Total Proposed Fee</b> |                                | <b>\$12,000</b>            |

**5. Conclusion**

We are pleased to have this opportunity to offer our services to Maple Plain for the tasks associated with the implementation of the new MS4 Permit. We are prepared to begin work on the tasks upon authorization as our schedule indicates, and look forward to continuing our working relationship.

The tasks outlined above will be prepared by or under the supervision of Brad Schleeter. If you have questions about any of the information contained in this letter, please contact Brad directly. We appreciate the opportunity to continue to provide MS4 related services to the City of Maple Plain.

Regards,

**Stantec Consulting Services Inc.**

Bradley P. Schleeter, P.E.  
Project Manager  
Phone: 651-604-4801  
brad.schleeter@stantec.com

c. Dan Boyum, Stantec



Agenda Information Memorandum  
August 25, 2014 - Maple Plain City Council

**VIII. NEW BUSINESS**  
**B. 2015 Municipal Wastewater Charges**

**ACTION TO BE CONSIDERED**

Approve the 2015 Municipal Wastewater Charges for the Metropolitan Council.

**FACTS**

- Their 2015 budget includes a 3.5% increase from 2014.
- The 2015 charges total \$190.71 million.
- The National Association of Clean Water Agencies projects a national average increase of 5.7 percent for 2015.
- The City of Maple Plain will be charged a total of \$231,158 in 2015, which is \$19,263.13 in monthly charges.
- The City of Maple Plain will experience a 34% increase, which is the second highest in the region, due to the metered wastewater leaving Maple Plain.
- Two incidents in April 2014 and June 2014 reported highest levels of wastewater from Maple Plain.

**ATTACHMENTS**

Attached is the letter and documentation from Jason Willet, Director, MCEC Finance and Energy.

August 22, 2014

**To: City Finance & Other Interested Officials**

**Re: 2015 Municipal Wastewater Charges**

The Metropolitan Council adopted a Metropolitan Wastewater Charge for 2015 of \$190.71 million. This is an increase of 3.5% from the 2014 budget of \$184.19.

Metropolitan wastewater facilities nationwide are under a lot of cost pressure due to aging infrastructure, increasing regulation and decreasing federal and state financial support. The National Association of Clean Water Agencies (NACWA) projects a national average increase of 5.7% for 2015 and predicts increases over 5% for the next several years.

MCES also faces these challenges and future MCES rate increases in the near term are likely to be higher than 4%. Nevertheless, our national competitiveness remains very good: at the retail level, the average single-family residence in the Twin Cities metropolitan area paid \$255 in 2014 compared to a national average of \$457 per NACWA.

For 2015 charges, MCES will continue the "firm flow" allocation method which uses the 12-month flow numbers for July 1, 2013 to June 30, 2014 (as an estimate of 2015 service) to allocate the \$190.71 million of total metropolitan charges. Your municipality's percentage of the overall system flow is the percentage of the Metropolitan Wastewater Charge that will be charged to your community as your 2015 Municipal Wastewater Charge. We've done the calculation on the attached spreadsheet and will bill your community this amount equally over 12 monthly payments in 2015.

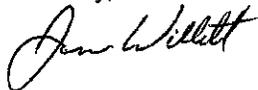
More information on current MCES rates and billings is available on the Council's website at:

<http://metro council.org/Wastewater-Water/Funding-Finance.aspx>

Note that the numbers on the attached spreadsheet DO NOT include any I/I Surcharges. Those communities that have a preliminary 2015 I/I obligation have received a separate letter from Bryce Pickart.

As always, MCES welcomes your comments, questions and suggestions on our services. Feel free to call me at any time at (651) 602-1196 or send me an e-mail at [jason.willett@metc.state.mn.us](mailto:jason.willett@metc.state.mn.us). If you want the NACWA data, please contact Dan Schueller at (651) 602-1624 or [dan.schueller@metc.state.mn.us](mailto:dan.schueller@metc.state.mn.us). In addition you may contact Kyle Colvin with questions about your communities' wastewater flows at (651) 602-1151 or [kyle.colvin@metc.state.mn.us](mailto:kyle.colvin@metc.state.mn.us).

Sincerely,



Jason Willett

Director, MCES Finance & Energy  
Attachment: Metropolitan Disposal System Flows and Charges

## 2015 Metropolitan Disposal System Flows and Charges

2015 Metropolitan Wastewater Charge to be allocated: **\$190,710,000**

| Community        | Flow (Mill. Gall.) | % of Total | 2015 Annual Charge | 2015 Monthly Charge |
|------------------|--------------------|------------|--------------------|---------------------|
| ANDOVER          | 482.20             | 0.527024%  | \$1,005,087        | \$83,757.27         |
| ANOKA            | 597.80             | 0.653370%  | \$1,246,041        | \$103,836.79        |
| APPLE VALLEY     | 1,205.30           | 1.317341%  | \$2,512,301        | \$209,358.45        |
| ARDEN HILLS      | 331.49             | 0.362304%  | \$690,951          | \$57,579.22         |
| BAYPORT          | 180.90             | 0.197716%  | \$377,064          | \$31,422.01         |
| BIRCHWOOD        | 21.75              | 0.023772%  | \$45,335           | \$3,777.94          |
| BLAINE           | 1,497.04           | 1.636200%  | \$3,120,398        | \$260,033.16        |
| BLOOMINGTON      | 2,990.50           | 3.268488%  | \$6,233,334        | \$519,444.49        |
| BROOKLYN CENTER  | 1,009.26           | 1.103078%  | \$2,103,680        | \$175,306.65        |
| BROOKLYN PARK    | 1,866.40           | 2.039895%  | \$3,890,284        | \$324,190.33        |
| BURNSVILLE       | 1,951.41           | 2.132807%  | \$4,067,477        | \$338,956.42        |
| CARVER           | 84.80              | 0.092683%  | \$176,755          | \$14,729.61         |
| CENTERVILLE      | 93.19              | 0.101853%  | \$194,243          | \$16,186.94         |
| CHAMPLIN         | 598.50             | 0.654135%  | \$1,247,501        | \$103,958.38        |
| CHANHASSEN       | 757.81             | 0.828254%  | \$1,579,563        | \$131,630.24        |
| CHASKA           | 915.50             | 1.000602%  | \$1,908,248        | \$159,020.71        |
| CIRCLE PINES     | 144.30             | 0.157714%  | \$300,776          | \$25,064.65         |
| COLUMBIA HEIGHTS | 467.68             | 0.511154%  | \$974,822          | \$81,235.18         |
| COLUMBUS         | 10.61              | 0.011596%  | \$22,115           | \$1,842.94          |
| COON RAPIDS      | 1,878.90           | 2.053557%  | \$3,916,339        | \$326,361.56        |
| COTTAGE GROVE    | 761.00             | 0.831740%  | \$1,586,212        | \$132,184.33        |
| CRYSTAL          | 663.50             | 0.725177%  | \$1,382,985        | \$115,248.76        |
| DAYTON           | 54.64              | 0.059719%  | \$113,890          | \$9,490.87          |
| DEEPHAVEN        | 157.08             | 0.171682%  | \$327,414          | \$27,284.51         |
| EAGAN            | 2,214.10           | 2.419916%  | \$4,615,022        | \$384,585.20        |
| EDEN PRAIRIE     | 1,643.04           | 1.795772%  | \$3,424,717        | \$285,393.10        |
| EDINA            | 2,217.82           | 2.423982%  | \$4,622,776        | \$385,231.36        |
| ELKO NEW MARKET  | 96.80              | 0.105798%  | \$201,768          | \$16,813.99         |
| EMPIRE TOWNSHIP  | 50.61              | 0.055315%  | \$105,490          | \$8,790.87          |
| EXCELSIOR        | 76.61              | 0.083731%  | \$159,684          | \$13,307.02         |
| FALCON HEIGHTS   | 206.30             | 0.225477%  | \$430,007          | \$35,833.94         |
| FARMINGTON       | 533.61             | 0.583213%  | \$1,112,245        | \$92,687.10         |
| FOREST LAKE CITY | 545.29             | 0.595979%  | \$1,136,591        | \$94,715.89         |
| FRIDLEY          | 1,762.91           | 1.926785%  | \$3,674,572        | \$306,214.30        |
| GEM LAKE         | 10.15              | 0.011094%  | \$21,156           | \$1,763.04          |
| GOLDEN VALLEY    | 940.72             | 1.028167%  | \$1,960,817        | \$163,401.38        |
| GREENFIELD       | 2.40               | 0.002623%  | \$5,003            | \$416.88            |
| GREENWOOD        | 11.01              | 0.012033%  | \$22,949           | \$1,912.42          |
| HASTINGS         | 535.80             | 0.585606%  | \$1,116,810        | \$93,067.50         |
| HILLTOP          | 31.37              | 0.034286%  | \$65,387           | \$5,448.91          |
| HOPKINS          | 628.59             | 0.687022%  | \$1,310,219        | \$109,184.96        |
| HUGO             | 226.40             | 0.247445%  | \$471,903          | \$39,325.27         |

|                     |           |            |              |                |
|---------------------|-----------|------------|--------------|----------------|
| INDEPENDENCE        | 17.22     | 0.018821%  | \$35,893     | \$2,991.08     |
| INVER GROVE HEIGHTS | 816.40    | 0.892290%  | \$1,701,687  | \$141,807.22   |
| LAKETOWN TOWNSHIP   | 14.40     | 0.015739%  | \$30,015     | \$2,501.25     |
| LAKEVILLE           | 1,560.89  | 1.705986%  | \$3,253,486  | \$271,123.79   |
| LANDFALL            | 25.36     | 0.027717%  | \$52,860     | \$4,404.99     |
| LAUDERDALE          | 63.44     | 0.069337%  | \$132,233    | \$11,019.41    |
| LAKE ELMO           | 8.44      | 0.009225%  | \$17,592     | \$1,466.01     |
| LEXINGTON           | 40.96     | 0.044768%  | \$85,376     | \$7,114.68     |
| LILYDALE            | 26.34     | 0.028788%  | \$54,903     | \$4,575.21     |
| LINO LAKES          | 360.61    | 0.394131%  | \$751,648    | \$62,637.31    |
| LITTLE CANADA       | 346.22    | 0.378404%  | \$721,654    | \$60,137.79    |
| LONG LAKE           | 97.77     | 0.106858%  | \$203,790    | \$16,982.47    |
| MAHTOMEDI           | 170.77    | 0.186644%  | \$355,949    | \$29,662.44    |
| MAPLE GROVE         | 2,010.02  | 2.196866%  | \$4,189,642  | \$349,136.87   |
| MAPLE PLAIN         | 110.90    | 0.121209%  | \$231,158    | \$19,263.13    |
| MAPLEWOOD           | 1,412.32  | 1.543605%  | \$2,943,809  | \$245,317.45   |
| MEDICINE LAKE       | 13.19     | 0.014416%  | \$27,493     | \$2,291.08     |
| MEDINA              | 117.26    | 0.128160%  | \$244,414    | \$20,367.85    |
| MENDOTA             | 8.30      | 0.009072%  | \$17,300     | \$1,441.70     |
| MENDOTA HEIGHTS     | 557.26    | 0.609061%  | \$1,161,541  | \$96,795.06    |
| MINNEAPOLIS         | 17,863.24 | 19.523755% | \$37,233,753 | \$3,102,812.74 |
| MINNETONKA          | 1,886.00  | 2.061317%  | \$3,931,138  | \$327,594.82   |
| MINNETONKA BEACH    | 22.20     | 0.024264%  | \$46,273     | \$3,856.10     |
| MINNETRISTA         | 137.35    | 0.150118%  | \$286,289    | \$23,857.45    |
| MOUND               | 369.36    | 0.403695%  | \$769,886    | \$64,157.17    |
| MOUNDS VIEW         | 399.20    | 0.436308%  | \$832,084    | \$69,340.32    |
| NEW BRIGHTON        | 659.20    | 0.720477%  | \$1,374,022  | \$114,501.86   |
| NEW HOPE            | 725.60    | 0.793050%  | \$1,512,425  | \$126,035.42   |
| NEWPORT             | 98.88     | 0.108072%  | \$206,103    | \$17,175.28    |
| NORTH OAKS          | 21.82     | 0.023848%  | \$45,481     | \$3,790.09     |
| NORTH ST PAUL       | 407.10    | 0.444943%  | \$848,550    | \$70,712.54    |
| OAKDALE             | 969.68    | 1.059819%  | \$2,021,180  | \$168,431.68   |
| OAK PARK HEIGHTS    | 199.01    | 0.217509%  | \$414,812    | \$34,567.68    |
| ORONO               | 233.79    | 0.255522%  | \$487,307    | \$40,608.90    |
| OSSEO               | 74.80     | 0.081753%  | \$155,912    | \$12,992.63    |
| PLYMOUTH            | 2,521.01  | 2.755356%  | \$5,254,739  | \$437,894.91   |
| PRIOR LAKE          | 589.40    | 0.644189%  | \$1,228,533  | \$102,377.72   |
| RAMSEY              | 292.90    | 0.320127%  | \$610,514    | \$50,876.20    |
| RICHFIELD           | 1,213.18  | 1.325954%  | \$2,528,726  | \$210,727.19   |
| ROBBINSDALE         | 410.38    | 0.448528%  | \$855,387    | \$71,282.27    |
| ROSEMOUNT           | 516.90    | 0.564950%  | \$1,077,415  | \$89,784.60    |
| ROSEVILLE           | 1,248.82  | 1.364907%  | \$2,603,014  | \$216,917.79   |
| ST ANTHONY          | 284.68    | 0.311143%  | \$593,381    | \$49,448.41    |
| ST BONIFACIUS       | 95.02     | 0.103853%  | \$198,058    | \$16,504.80    |
| ST LOUIS PARK       | 1,771.20  | 1.935846%  | \$3,691,851  | \$307,654.26   |
| ST PAUL             | 9,812.35  | 10.724478% | \$20,452,651 | \$1,704,387.59 |
| ST PAUL PARK        | 121.60    | 0.132904%  | \$253,460    | \$21,121.70    |
| SAVAGE              | 764.50    | 0.835566%  | \$1,593,507  | \$132,792.28   |

|                     |           |             |               |               |
|---------------------|-----------|-------------|---------------|---------------|
| SHAKOPEE            | 1,155.60  | 1.263021%   | \$2,408,708   | \$200,725.65  |
| SHOREVIEW           | 816.08    | 0.891940%   | \$1,701,020   | \$141,751.63  |
| SHOREWOOD           | 292.26    | 0.319428%   | \$609,180     | \$50,765.04   |
| SOUTH ST PAUL       | 1,214.40  | 1.327287%   | \$2,531,269   | \$210,939.10  |
| SPRING LAKE PARK    | 217.82    | 0.238068%   | \$454,019     | \$37,834.94   |
| SPRING PARK         | 91.60     | 0.100115%   | \$190,929     | \$15,910.76   |
| STILLWATER          | 707.50    | 0.773267%   | \$1,474,698   | \$122,891.48  |
| TONKA BAY           | 88.80     | 0.097055%   | \$185,093     | \$15,424.40   |
| VADNAIS HEIGHTS     | 440.04    | 0.480945%   | \$917,210     | \$76,434.16   |
| VICTORIA            | 233.60    | 0.255315%   | \$486,911     | \$40,575.90   |
| WACONIA             | 350.70    | 0.383300%   | \$730,992     | \$60,915.96   |
| WAYZATA             | 212.25    | 0.231980%   | \$442,409     | \$36,867.44   |
| WEST ST PAUL        | 828.00    | 0.904968%   | \$1,725,865   | \$143,822.11  |
| WHITE BEAR LAKE     | 858.19    | 0.937965%   | \$1,788,793   | \$149,066.06  |
| WHITE BEAR TOWNSHIP | 362.21    | 0.395880%   | \$754,983     | \$62,915.23   |
| WILLERNIE           | 18.65     | 0.020384%   | \$38,874      | \$3,239.47    |
| WOODBURY            | 1664.87   | 1.819631%   | \$3,470,219   | \$289,184.93  |
| TOTAL               | 91,494.90 | 100.000000% | \$190,710,000 | 15,892,500.00 |



Agenda Information Memorandum  
August 25, 2014 - Maple Plain City Council

**VIII. NEW BUSINESS**  
**C. 2015 LMCC Budget**

**ACTION TO BE CONSIDERED**

Approve the 2015 Lake Minnetonka Communications Commission Budget.

**FACTS**

- The budget is not funded by tax dollars, but rather cable company franchise fees paid annually to LMCC.
- In addition, LMCC will receive PEG access fees.
- The 2015 budget franchise fees will be \$273,274, which is a decrease of \$40,465.
- The 2015 budget PEG fees will be \$69,564, which is a \$9,834 decrease.
- Total 2015 revenues decrease by \$52,730.
- Total 2015 expenses decrease by \$10,386

**ATTACHMENTS**

Attached is the letter and documentation from Sally Koenecke, LMCC Executive Director



# LMCC

LAKE MINNETONKA COMMUNICATIONS COMMISSION

4071 SUNSET DRIVE ■ BOX 385 ■ SPRING PARK, MN 55384-0385 ■ 952.471.7125 ■ FAX 952.471.9151 ■ [lmcc@lmcc-tv.org](mailto:lmcc@lmcc-tv.org)

August 20, 2014

DEEPHAVEN

RE: Approval of LMCC 2015 Budget

EXCELSIOR

Dear Mayor and Council Members:

GREENWOOD

The Lake Minnetonka Communications Commission (LMCC) unanimously passed the enclosed budget for 2015 at the Full LMCC Commission Meeting on August 14, 2014. This budget is not funded with tax dollars, but rather a cable company franchise fee paid annually to the LMCC. We are also receiving a PEG (public, educational, governmental) access fee.

INDEPENDENCE

LONG LAKE

Regarding city approval of the budget, I am submitting the budget to all city members of the LMCC for review and approval according to our Joint Powers Agreement. "The Commission shall annually formulate a proposed budget for the ensuing calendar year by August 31 and shall promptly provide such proposed budget to each Member City. The budget shall be effective unless rejected by a majority of the Member Cities with 45 days after its receipt." Please send me the minutes or resolution of your voting actions regarding the LMCC Budget as we keep a record of approval on file at the LMCC Offices.

LORETTO

MAPLE PLAIN

MEDINA

MINNETONKA  
BEACH

MINNETRISTA

If you have any questions regarding the 2015 Budget please direct them to me, Sally Koenecke, at [sally@lmcc-tv.org](mailto:sally@lmcc-tv.org) or 952-471-7125.

ORONO

Thank you for your continued support and use of the television facilities and your participation in the programming of city council meetings, your city events, and all election coverage of candidates and other city related programs.

ST. BONIFACIUS

Sincerely,

SHOREWOOD

LAKE MINNETONKA COMMUNICATIONS COMMISSION

SPRING PARK

TONKA BAY

Sally Koenecke  
Executive Director

VICTORIA

WOODLAND

Enclosure: LMCC 2015 Annual Budget

**Lake Minnetonka Communications Commission  
Budget Comparison**

**PROPOSED**

|  | 2015           | 2014           | \$ change + / (-) |
|--|----------------|----------------|-------------------|
| <b>Budgeted Revenues</b>   |                |                |                   |
| Franchise fees   | 273,274        | 313,739        | (40,465)          |
| PEG fees   | 69,564         | 79,398         | (9,834)           |
| Mound Usage fees   | 47,385         | 49,816         | (2,431)           |
| Studio Rental  | 2,000          | 2,000          | 0                 |
| All other  | 2,000          | 2,000          | 0                 |
| <b>Total Budgeted revenues</b>                                       | <b>394,223</b> | <b>446,953</b> | <b>(52,730)</b>   |
| <b>Total Budget - Personnel Expenses</b>                             | <b>292,107</b> | <b>296,058</b> | <b>(3,951)</b>    |
| <b>Total Budget - Expenses</b>                                       | <b>92,507</b>  | <b>98,942</b>  | <b>(6,435)</b>    |
| <b>Total Budget - All Expenses</b>                                   | <b>384,614</b> | <b>395,000</b> | <b>(10,386)</b>   |
| <b>Capital equipment expenditures budget</b>                         | <b>63,761</b>  | <b>55,000</b>  | <b>8,761</b>      |
| <b>Allocated Contingency</b>   | <b>15,000</b>  | <b>50,000</b>  | <b>(35,000)</b>   |
|  | <b>463,375</b> | <b>500,000</b> | <b>(36,625)</b>   |
| <b>Total Budget - All expenses + Capital + Allocated Contingency</b> |                |                |                   |

**Lake Minnetonka Communications Commission  
Projected Fund Balance**

**PROPOSED**

|  | 2015           | 2014           | \$ change + / (-) |
|--|----------------|----------------|-------------------|
| Opening Fund balance   | 323,161        | 376,208        | (53,047)          |
| Plus - unspent prior year Allocated Contingency  | 30,000         | 0              | 30,000            |
| <b>Total Opening Fund Balance</b>  | <b>353,161</b> | <b>376,208</b> | <b>(23,047)</b>   |
| <b>Projected Revenues</b>  | <b>394,223</b> | <b>446,953</b> | <b>(52,730)</b>   |
| <b>Total Fund balance available</b>  | <b>747,384</b> | <b>823,161</b> | <b>(75,777)</b>   |
| <b>Projected Expenses</b>  | <b>384,614</b> | <b>395,000</b> | <b>(10,386)</b>   |
| <b>Projected Capital Outlay</b>  | <b>63,761</b>  | <b>55,000</b>  | <b>8,761</b>      |
| <b>Allocated Contingency &amp; Special Projects</b>  | <b>15,000</b>  | <b>50,000</b>  | <b>(35,000)</b>   |
| <b>Fund balance after expenses, capital outlay, allocated contingency and special projects</b> | <b>284,009</b> | <b>323,161</b> | <b>(39,152)</b>   |

Lake Minnetonka Communications Commission

**PROPOSED**

2015 Budget Detail

|   | 2015           | 2014           | \$ change + / (-) |
|---|----------------|----------------|-------------------|
| <b>Budgeted Revenues</b>                        |                |                |                   |
| Franchise fees                                  | 273,274        | 313,739        | (40,465)          |
| PEG fees  | 69,564         | 79,398         | (9,834)           |
| Mound Usage fees                                | 47,385         | 49,816         | (2,431)           |
| Studio Rental                                   | 2,000          | 2,000          | 0                 |
| All other                                       | 2,000          | 2,000          | 0                 |
| <b>Total Budgeted revenues</b>                  | <b>394,223</b> | <b>446,953</b> | <b>(52,730)</b>   |
| Salaries  | 224,970        | 253,128        | (28,159)          |
| PERA Contributions                              | 13,498         | 10,705         | 2,793             |
| FICA Contributions                              | 17,210         | 15,693         | 1,517             |
| Health, dental and disability insurance         | 33,929         | 13,500         | 20,429            |
| Worker's Compensation Insurance                 | 2,500          | 3,032          | (532)             |
| <b>Total Budget - Personnel Expenses</b>        | <b>292,107</b> | <b>296,058</b> | <b>(3,951)</b>    |
| Office Supplies                                 | 1,600          | 1,600          | 0                 |
| Special Events/Meetings                         | 300            | 500            | (200)             |
| Repairs & Maintenance Supplies                  | 500            | 1,000          | (500)             |
| Studio Expendables                              | 2,660          | 4,000          | (1,340)           |
| Audit/Accounting Fees                           | 13,000         | 11,000         | 2,000             |
| Access Contractors                              | 15,500         | 16,802         | (1,302)           |
| Legal Fees                                      | 8,000          | 10,000         | (2,000)           |
| Copier Expense                                  | 3,507          | 4,010          | (503)             |
| Payroll Services                                | 1,500          | 1,600          | (100)             |
| Janitorial Services                             | 2,000          | 2,389          | (389)             |
| Security Services                               | 900            | 804            | 96                |
| Telephone/Communications                        | 3,500          | 3,400          | 100               |
| Postage   | 1,200          | 1,550          | (350)             |
| Computer Consulting                             | 2,000          | 3,100          | (1,100)           |
| Training  | 400            | 500            | (100)             |
| Travel  | 900            | 535            | 365               |
| Mileage   | 500            | 1,000          | (500)             |
| Printing & Publishing                           | 400            | 500            | (100)             |
| Insurance                                       | 4,500          | 5,927          | (1,427)           |
| Utilities                                       | 10,500         | 9,600          | 900               |
| Refuse & Recycling                              | 900            | 950            | (50)              |
| Bank Finance Fees                               | 10             | 20             | (10)              |
| Contracted Building Repair                      | 2,000          | 2,200          | (200)             |
| Maintenance Repair Equipment                    | 2,500          | 3,525          | (1,025)           |
| Equipment Rental                                | 30             | 30             | 0                 |
| Advertising                                     | 200            | 50             | 150               |
| Van Operation                                   | 1,500          | 2,000          | (500)             |
| Web streaming/Broadband                         | 10,000         | 10,000         | 0                 |
| Licenses  | 1,000          | 350            | 650               |
| Other Expenses / Contingency                    | 500            | 0              | 500               |
| Building Improvements                           | 500            | 0              | 500               |
| <b>Total Budget - Expenses</b>                  | <b>92,507</b>  | <b>98,942</b>  | <b>(6,435)</b>    |
| <b>Total Budget - All Expenses</b>              | <b>384,614</b> | <b>395,000</b> | <b>(10,386)</b>   |
| <b>Capital equipment expenditures budget</b>    | <b>63,761</b>  | <b>55,000</b>  | <b>8,761</b>      |
| <b>Total Budget - All expenses plus Capital</b> | <b>448,375</b> | <b>450,000</b> | <b>(1,625)</b>    |

## 2015 Capital Budget

|      | <b>Master Control Upgrade for HD:</b> |  |           |              |             |               |                     |
|------|---------------------------------------|--|-----------|--------------|-------------|---------------|---------------------|
| Qty: | Description:                          | Mfg.:                                  | Part #:   | Cost Each:   | Tax Each:   | X Qty:        | Total:              |
| 1    | 2+1 Channel HD Server                 | Tightrope                              | SX2 HD    | \$ 28,500.00 | \$ 2,137.50 | 1             | \$ 30,637.50        |
| 1    | Control Unit                          | Tightrope                              | Pro VOD   | \$ 8,700.00  | \$ 652.50   | 1             | \$ 9,352.50         |
| 2    | SD/HD Graphics Players                | Tightrope                              | CG330     | \$ 3,750.00  | \$ 281.25   | 2             | \$ 8,062.50         |
| 1    | Installation                          | Tightrope                              |           | \$ 4,500.00  | \$ 337.50   | 1             | \$ 4,837.50         |
| 1    | Silver Assurance                      | Tightrope                              |           | \$ 2,000.00  | \$ 150.00   | 1             | \$ 2,150.00         |
| 3    | 19" SD/HD Monitors                    | Insignia                               | NS-19E310 | \$ 149.99    | \$ 11.25    | 3             | \$ 483.00           |
|      |                                       | <b>For City/Contract Producer Use:</b> |           |              |             |               |                     |
| 10   | Super Cardiod Mics                    | Shure                                  | MX412     | \$ 229.95    | \$ 17.25    | 10            | \$ 2,472.00         |
| 4    | Tri Pod Kits                          | Bogen                                  | 503HDV    | \$ 645.00    | \$ 48.38    | 4             | \$ 2,773.52         |
| 1    | SDHC Recorder Shorewood               | Panasonic                              | AG-HMR10  | \$ 1,495.00  | \$ 112.13   | 1             | \$ 2,616.13         |
|      |                                       | <b>For Van Use:</b>                    |           |              |             |               |                     |
| 1    | Portable PA System                    | Behringer                              | EPA150    | \$ 349.99    | \$ 26.25    | 1             | \$ 376.24           |
|      |                                       |  |           |              |             | <b>Total:</b> | <b>\$ 63,760.89</b> |

## 2015 5 Year Plan

| Year 1:                         |                            |               |           |              |             |               |                     |
|---------------------------------|----------------------------|---------------|-----------|--------------|-------------|---------------|---------------------|
| Master Control Upgrade for HD:  |                            |               |           |              |             |               |                     |
| Qty:                            | Description:               | Mfg.:         | Part #:   | Cost Each:   | Tax Each:   | X Qty:        | Total:              |
| 1                               | 2+1 Channel HD Server      | Tightrope     | SX2 HD    | \$ 28,500.00 | \$ 2,137.50 | 1             | \$ 30,637.50        |
| 1                               | Control Unit               | Tightrope     | Pro VOD   | \$ 8,700.00  | \$ 652.50   | 1             | \$ 9,352.50         |
| 2                               | SD/HD Graphics Players     | Tightrope     | CG330     | \$ 3,750.00  | \$ 281.25   | 2             | \$ 8,062.50         |
| 1                               | Installation               | Tightrope     |           | \$ 4,500.00  | \$ 337.50   | 1             | \$ 4,837.50         |
| 1                               | Silver Assurance           | Tightrope     |           | \$ 2,000.00  | \$ 150.00   | 1             | \$ 2,150.00         |
| 3                               | 19" SD/HD Monitors         | Insignia      | NS-19E310 | \$ 149.99    | \$ 11.25    | 3             | \$ 483.00           |
| For City/Contract Producer Use: |                            |               |           |              |             |               |                     |
| 10                              | Super Cardiod Mics         | Shure         | MX412     | \$ 229.95    | \$ 17.25    | 10            | \$ 2,472.00         |
| 4                               | Tri Pod Kits               | Bogen         | 503HDV    | \$ 645.00    | \$ 48.38    | 4             | \$ 2,773.52         |
| 1                               | SDHC Recorder Shorewood    | Panasonic     | AG-HMR10  | \$ 1,495.00  | \$ 112.13   | 1             | \$ 2,616.13         |
| For Van Use:                    |                            |               |           |              |             |               |                     |
| 1                               | Portable PA System         | Behringer     | EPA150    | \$ 349.99    | \$ 26.25    | 1             | \$ 376.24           |
|                                 |                            |               |           |              |             | <b>Total:</b> | <b>\$ 63,760.89</b> |
| Year 2:                         |                            |               |           |              |             |               |                     |
| Upgrading Studio to HD:         |                            |               |           |              |             |               |                     |
| Qty:                            | Description:               | Mfg.:         | Part #:   | Cost Each:   | Tax Each:   | X Qty:        | Total:              |
| 1                               | Flint System               | Broadcast PIX | Flint     | \$ 18,500.00 | \$ 1,387.50 | 1             | \$ 19,887.50        |
| 2                               | 32" Monitors               | Insignia      | NS-32E330 | \$ 300.00    | \$ 22.50    | 2             | \$ 645.00           |
| 4                               | HD Cameras                 | Panasonic     | AG-AC160A | \$ 5,085.00  | \$ 381.38   | 4             | \$ 21,865.52        |
| 1                               | 24 Port Audio Board        | Mackie        | Onyx 24.4 | \$ 1,998.00  | \$ 149.85   | 1             | \$ 2,147.85         |
|                                 | Cables & Misc.             | NA            |           | \$ 4,000.00  | \$ 300.00   | 1             | \$ 4,300.00         |
|                                 | Installation               | NA            |           | \$ 3,000.00  | \$ 225.00   | 1             | \$ 3,225.00         |
| 1                               | Dual Channel Pre Amp       | True Systems  | P2A       | \$ 1,500.00  | \$ 112.50   | 1             | \$ 1,612.50         |
| 2                               | 12" Powered Speakers       | Peavey        | PR12D     | \$ 339.99    | \$ 25.50    | 2             | \$ 730.98           |
| 1                               | Studio PA System Amplifier | Berhinger     | NU1000DSP | \$ 299.99    | \$ 22.50    | 1             | \$ 322.49           |
| 1                               | Stage Flood/Spot Light     | Source 4      | 750       | \$ 350.00    | \$ 26.25    | 1             | \$ 376.25           |
|                                 |                            |               |           |              |             | <b>Total:</b> | <b>\$ 55,113.09</b> |

## 2015 5 Year Plan

| Year 3: | New Non-Linear Edit Bays:           |               |                  |              |             |               |                     |
|---------|-------------------------------------|---------------|------------------|--------------|-------------|---------------|---------------------|
| Qty:    | Description:                        | Mfg.:         | Part #:          | Cost Each:   | Tax Each:   | X Qty:        | Total:              |
| 2       | Edit Systems                        | Apple         | Mac Pro          | \$ 25,000.00 | \$ 1,875.00 | 2             | \$ 53,750.00        |
| 1       | Installation                        | NA            |                  | \$ 3,000.00  | \$ 225.00   | 1             | \$ 3,225.00         |
|         |                                     |               |                  |              |             | <b>Total:</b> | <b>\$ 56,975.00</b> |
| Year 4: | Van and LAN                         |               |                  |              |             |               |                     |
| Qty:    | Description:                        | Mfg.:         | Part #:          | Cost Each:   | Tax Each:   | X Qty:        | Total:              |
|         | <b>For Van Use:</b>                 |               |                  |              |             |               |                     |
| 1       | 2 in 2 out Instant Replay for Flint | Broadcast PIX | ReVue            | \$ 23,600.00 | \$ 1,770.00 | 1             | \$ 25,370.00        |
| 1       | Codec Pack for Instant Replay       | Broadcast PIX | 703              | \$ 4,715.00  | \$ 353.63   | 1             | \$ 5,068.63         |
| 1       | SDHC Recorder for Van               | Panasonic     | AG-HMR10         | \$ 1,495.00  | \$ 112.13   | 1             | \$ 2,616.13         |
| 4       | Mountable SDHC Recorders            | GoPro         | Hero3 Silver     | \$ 299.99    | \$ 22.50    | 4             | \$ 1,289.96         |
| 1       | 4 Person Intercom System            | Eartec        | TCS4000          | \$ 1,100.00  | \$ 82.50    | 1             | \$ 1,182.50         |
| 2       | 19" SD/HD Monitors                  | Insignia      | NS-19E310        | \$ 149.99    | \$ 11.25    | 2             | \$ 322.48           |
| 2       | Camera Mount Wireless Mics          | Sennheiser    | EW112-PG3        | \$ 944.72    | \$ 70.86    | 2             | \$ 2,031.16         |
|         | <b>For Staff/Office Use:</b>        |               |                  |              |             |               |                     |
| 1       | LAN Server                          | Dell          | 1U Rack Mnt(4tb) | \$ 2,700.00  | \$ 202.50   | 1             | \$ 2,902.50         |
| 5       | Laptop Computers                    | Dell          | XPS              | \$ 800.00    | \$ 60.00    | 5             | \$ 4,300.00         |
| 10      | Installation                        | NA            | At \$100hr       | \$ 100.00    | \$ 7.50     | 10            | \$ 1,075.00         |
|         |                                     |               |                  |              |             | <b>Total:</b> | <b>\$ 46,158.36</b> |
| Year 5: | Production Use:                     |               |                  |              |             |               |                     |
| 1       | Used Racked Production Van          | Open          | NA               | \$ 60,000.00 | \$ 4,500.00 | 1             | \$ 64,500.00        |
|         |                                     |               |                  |              |             | <b>Total:</b> | <b>\$ 64,500.00</b> |