

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**March 28, 2016**  
**6:30 PM**

- 1. WELCOME**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADOPT AGENDA**
- 5. CONSENT AGENDA**
  - A. Accounts Payable
  - B. Approval of February 22, 2016 City Council Workshop Minutes
  - C. Approval of March 14, 2016 City Council Meeting Minutes
  - D. Resolution 16-0328-01 MNDoT Master Partnership Contract
- 6. PUBLIC HEARINGS**
- 7. ADMINISTRATIVE REPORTS**
  - A. City Engineer Monthly Report
  - B. West Hennepin Public Safety Director Monthly Report
  - C. Administrative Report
  - D. Public Works Monthly Report
- 8. OLD BUSINESS**
  - A. Budd Avenue Street and Utility Plan Update
  - B. Resolution 16-0328-02 Hennepin County Bikeway Grant Application
- 9. NEW BUSINESS**
  - A. Resolution 16-0328-03 DNR Local Trails Grant Application
- 10. COUNCIL REPORTS & OTHER BUSINESS**
- 11. VISITORS TO BE HEARD**

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

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Payments

Current Period: March 2016

Batch Name	03/25/16 CI	Payment	Computer Dollar Amt	\$64,246.53	Posted
Refer	0	ADP, LLC			
Cash Payment	E 101-41410-437	Miscellaneous			\$6.00
Invoice	1177976	2/12/2016			
Cash Payment	E 101-41410-437	Miscellaneous			\$10.00
Invoice	469579915	2/26/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$16.00
Refer	0	DELTA DENTAL			
Cash Payment	G 101-21707	Dental Insurance			\$222.50
Invoice	6424887	3/15/2016			
Cash Payment	G 101-21707	Dental Insurance			\$153.65
Invoice	6424887	3/15/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$376.15
Refer	0	CENTERPOINT ENERGY MINNEGA			
Cash Payment	E 601-49400-383	Gas Utilities			\$294.78
Invoice		3/24/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$294.78
Refer	0	MN DEPT TRANSPORTATION			
Cash Payment	E 101-42110-437	Miscellaneous	Lease of rent		\$137.00
Invoice	00000310923	3/15/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$137.00
Refer	0	ECM PUBLISHERS INC			
Cash Payment	E 101-41420-351	Legal Notices Publishing	applied credit of 60.83 to bill-96.38		\$35.55
Invoice	324209	3/19/2016			
Cash Payment	E 101-41420-351	Legal Notices Publishing			\$53.12
Invoice	324209	3/19/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$88.67
Refer	0	FRONTIER			
Cash Payment	E 101-41500-321	Telephone	MARCH PAYMENT		\$163.04
Invoice		3/16/2016			
Cash Payment	E 101-43000-321	Telephone	MARCH PAYMENT		\$139.62
Invoice		3/16/2016			
Cash Payment	E 601-49400-321	Telephone			\$58.07
Invoice		3/16/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$360.73
Refer	0	HEALTHPARTNERS			
Cash Payment	G 101-21706	Health Insurance			\$4,021.04
Invoice	64575851	3/8/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$4,021.04
Refer	0	HENN COUNTY INFO TECHNOLOG			
Cash Payment	E 101-43000-419	General Rentals	RADIO FEE		\$74.32
Invoice	1000074014	3/4/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$74.32

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## Payments

Current Period: March 2016

<b>Refer</b> 0 <u>LANO EQUIPMENT</u>					
Cash Payment	E 101-45200-404 Machinery & Equipment				\$1,647.53
Invoice	03-356132	3/8/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$1,647.53
<b>Refer</b> 0 <u>METRO WEST INSPECTION SERVI</u>					
Cash Payment	E 101-42400-308 Building Inspection				\$607.26
Invoice		3/10/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$607.26
<b>Refer</b> 0 <u>MAPLE PLAIN/INDEPENDENCE FIR</u>					
Cash Payment	E 101-42290-307 Fire Administration		APRIL PYMT FIRE PARTNERSHIP		\$14,839.67
Invoice					
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$14,839.67
<b>Refer</b> 0 <u>MAAS-KUSSKE, JULIE</u>					
Cash Payment	E 101-41110-331 Training & Travel				\$23.94
Invoice					
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$23.94
<b>Refer</b> 0 <u>MATT MORRIS</u>					
Cash Payment	E 601-49400-433 Dues & Subscriptions				\$23.00
Invoice		3/7/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$23.00
<b>Refer</b> 0 <u>NAPA</u>					
Cash Payment	E 101-45200-221 Equipment Parts				\$64.77
Invoice	308836	3/7/2016			
Cash Payment	E 101-45200-221 Equipment Parts				\$99.00
Invoice	308836	3/7/2016			
Cash Payment	E 101-45200-221 Equipment Parts				\$15.48
Invoice	308836	3/7/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$179.25
<b>Refer</b> 0 <u>NATIONAL LEAGUE OF CITIES</u>					
Cash Payment	E 101-41500-433 Dues & Subscriptions				\$536.00
Invoice	117571	2/29/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$536.00
<b>Refer</b> 0 <u>MEDIACOM</u>					
Cash Payment	E 101-41500-309 EDP, Software and Desi				\$109.95
Invoice					
Cash Payment	E 601-49400-309 EDP, Software and Desi				\$106.85
Invoice					
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$216.80
<b>Refer</b> 0 <u>NELSON ELECTRIC MOTOR REPAI</u>					
Cash Payment	E 602-49450-311 Contract Service				\$220.00
Invoice	7577	3/15/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$220.00
<b>Refer</b> 0 <u>NEOFUNDS BY NEOPOST</u>					
Cash Payment	E 101-41500-322 Postage				\$112.48
Invoice		2/29/2016			

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## Payments

Current Period: March 2016

Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$112.48
Refer	0 OFFICE DEPOT					
Cash Payment	E 101-43000-215 Shop Materials		File Cabinet			\$239.98
Invoice	828038241001	3/7/2016				
Cash Payment	E 101-41500-201 Office Supplies					\$13.98
Invoice	828038241001	3/7/2016				
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$253.96
Refer	0 P.E.R.A.					
Cash Payment	G 101-21704 PERA Withholding					\$10.00
Invoice	101633	2/26/2016				
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$10.00
Refer	0 STANDARD INSURANCE CO					
Cash Payment	G 101-21708 Life Insurance					\$34.50
Invoice		3/17/2016				
Cash Payment	G 101-21710 Extra Life Insurance					\$7.50
Invoice		3/17/2016				
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$42.00
Refer	0 STANTEC CONSULTING SRVCS IN					
Cash Payment	E 101-43000-303 Engineering Services		MP General 2013			\$480.00
Invoice	1027563	3/24/2016				
Cash Payment	E 101-43000-303 Engineering Services		MP 2013 Public Mtgs			\$233.10
Invoice	1027564	3/24/2016				
Cash Payment	E 101-43000-303 Engineering Services		MP 2013 ST & Path			\$1,104.50
Invoice	1027568	3/24/2016				
Cash Payment	E 601-49400-303 Engineering Services		MP 2013 Water			\$383.50
Invoice	1027569	3/24/2016				
Cash Payment	E 601-49400-303 Engineering Services		MP 2013 Sewere			\$413.00
Invoice	1027570	3/24/2016				
Cash Payment	E 602-49450-303 Engineering Services		MP 2013 Dev Rev			\$464.10
Invoice	1027572	3/24/2016				
Cash Payment	G 101-20212 Planned Unit Develop. Escro		Meadows of MP			\$59.00
Invoice	1027573	3/24/2016				
Cash Payment	E 452-49357-500 Capital Outlay (GENERA		MP Downtn Red St & Ut			\$506.50
Invoice	1027574	3/24/2016				
Cash Payment	E 452-49357-500 Capital Outlay (GENERA		MP Budd Ave St & Util Imp			\$20,965.75
Invoice	1027575	3/24/2016				
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$24,609.45
Refer	0 SJF MATERIAL HANDLING, INC					
Cash Payment	E 101-43000-401 Building Repair & Mainte					\$1,754.28
Invoice	85622					
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$1,754.28
Refer	0 HARRY STRICKLEN					
Cash Payment	E 101-43000-331 Training & Travei		Water Conference			\$121.60
Invoice						
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$121.60
Refer	0 TERRAMARK					

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**Payments**

**Current Period: March 2016**

Cash Payment	E 101-41910-302 Planning Services	SEP 2015	\$1,820.00
Invoice	0038-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	COL CUP AMD REV	\$340.00
Invoice	0038-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	MEADOWS OF MP	\$80.00
Invoice	0038-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	5305 PIONEER CRK DR	\$420.00
Invoice	0038-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	1570 HALGREN ROAD	\$220.00
Invoice	0038-2015	11/30/2015	
Cash Payment	E 452-49357-500 Capital Outlay (GENERA	DOWNTN PROP DEV	\$200.00
Invoice	0038-2015	11/30/2015	
Cash Payment	E 101-41910-302 Planning Services	OCT 2015	\$1,715.00
Invoice	0039-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	COL CUP AMD REV	\$540.00
Invoice	0039-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	MEADOWS OF MP	\$200.00
Invoice	0039-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	5305 PIONEER CRK DR	\$360.00
Invoice	0039-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	1570 HALGREN ROAD	\$20.00
Invoice	0039-2015	11/30/2015	
Cash Payment	E 452-49357-500 Capital Outlay (GENERA	DOWNTN PROP DEV	\$180.00
Invoice	0039-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	5115 INDUSTRIAL ST CUP REV	\$120.00
Invoice	0039-2015	11/30/2015	
Cash Payment	E 101-41910-302 Planning Services	NOV 2015	\$1,322.50
Invoice	0040-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	COL CUP AMD REV	\$40.00
Invoice	0040-2015	11/30/2015	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	MEADOWS OF MP	\$40.00
Invoice	0040-2015	3/4/2016	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	5159 MAIN ST EAST	\$340.00
Invoice	0040-2015	3/4/2016	
Cash Payment	E 452-49357-500 Capital Outlay (GENERA	DOWNTN PROP DEV	\$420.00
Invoice	0040-2015	3/4/2016	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	5115 INDUSTRIAL ST CUP REV	\$360.00
Invoice	0040-2015	3/4/2016	
Cash Payment	E 101-41910-302 Planning Services	DEC 2015	\$700.00
Invoice	0050-2015	3/4/2016	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	COL CUP AMD REV	\$260.00
Invoice	0050-2015	3/4/2016	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	MEADOWS OF MP	\$20.00
Invoice	0050-2015	3/4/2016	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	1570 HALGREN ROAD	\$240.00
Invoice	0050-2015	3/4/2016	
Cash Payment	G 101-20212 Planned Unit Develop. Escro	5159 MAIN ST EAST	\$120.00
Invoice	0050-2015	3/4/2016	
Cash Payment	E 452-49357-500 Capital Outlay (GENERA	DOWNTN PROP DEV REV	\$320.00
Invoice	0050-2015	3/4/2016	

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**Payments**

**Current Period: March 2016**

Cash Payment	G 101-20212 Planned Unit Develop. Escro 5115 INDUSTRIAL ST CUP REV				\$160.00
Invoice	0050-2015	3/4/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$10,557.50
Refer	0 TOSHIBA				
Cash Payment	E 101-41500-202 Duplicating & Copying S				\$115.30
Invoice	299955385	3/7/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$115.30
Refer	0 UNIFIRST				
Cash Payment	E 101-43000-417 Uniform Rentals				\$98.06
Invoice	0900292971	2/24/2016			
Cash Payment	E 101-43000-417 Uniform Rentals				\$58.42
Invoice	0900296044	3/16/2016			
Cash Payment	E 101-43000-417 Uniform Rentals				\$78.24
Invoice	0900295016	3/9/2016			
Cash Payment	E 101-43000-417 Uniform Rentals				\$58.42
Invoice	0900293985	3/2/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$293.14
Refer	0 UNITED FARMERS COOPERATIVE				
Cash Payment	E 101-43000-215 Shop Materials				\$443.36
Invoice		2/29/2016			
Cash Payment	E 101-43000-215 Shop Materials		CERAMIC HTR		\$28.99
Invoice	32177	3/2/2016			
Cash Payment	E 101-43000-215 Shop Materials		HEX KEY SET		\$17.98
Invoice	32312	3/11/2016			
Cash Payment	E 101-43000-215 Shop Materials		HOSES		\$42.99
Invoice	32322	3/12/2016			
Cash Payment	E 101-43000-215 Shop Materials		MEASUR WHEEL/OTHER SUP		\$73.92
Invoice	32378	3/16/2016			
Cash Payment	E 101-43000-215 Shop Materials		HOOKS		\$7.58
Invoice	32340	3/14/2016			
Cash Payment	E 101-43000-215 Shop Materials		ADAPTOR SET		\$22.99
Invoice	32404	3/17/2016			
Cash Payment	E 101-43000-215 Shop Materials		ULT BATT		\$19.99
Invoice	32476	3/22/2016			
Cash Payment	E 101-43000-215 Shop Materials		EXT SCR, ARM & FLANG		\$36.96
Invoice	32485	3/23/2016			
Cash Payment	E 101-43000-215 Shop Materials		ANTI-FRZ		\$17.96
Invoice	32508	3/24/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$712.72
Refer	0 VERIZON				
Cash Payment	E 601-49400-321 Telephone				\$286.58
Invoice					
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$286.58
Refer	0 XCEL ENERGY				
Cash Payment	E 101-43100-381 Electric Utilities				\$40.50
Invoice	492453815	3/4/2016			
Cash Payment	E 101-41940-381 Electric Utilities				\$16.05
Invoice	492453815	3/4/2016			

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**Payments**

**Current Period: March 2016**

Cash Payment	E 101-41940-381 Electric Utilities				\$12.77
Invoice	492453815	3/4/2016			
Cash Payment	E 101-41940-381 Electric Utilities				\$730.36
Invoice	492453815	3/4/2016			
Cash Payment	E 601-49400-381 Electric Utilities				\$161.02
Invoice	492453815	3/4/2016			
Cash Payment	E 602-49450-381 Electric Utilities				\$42.52
Invoice	492453815	3/4/2016			
Cash Payment	E 101-43100-381 Electric Utilities				\$28.07
Invoice	492453815	3/4/2016			
Cash Payment	E 101-43100-381 Electric Utilities		Acct#51-4986157-0		\$684.09
Invoice	492282427	3/3/2016			
Transaction Date	3/25/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$1,715.38

**Fund Summary**

	10100 Bank of Maple Plain	
602 SEWER FUND		\$726.62
601 WATER FUND		\$1,726.80
452 METROPOLITAN COUNCIL GRANT		\$22,592.25
101 GENERAL FUND		\$39,200.86
		<u>\$64,246.53</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$64,246.53
Total	<u>\$64,246.53</u>

**Maple Plain City Council  
Workshop Minutes  
February 22, 2016  
Maple Plain City Hall**

**1. CALL TO ORDER**

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

Present: Councilmembers Justin McCoy, Dave Eisinger, Julie Maas-Kusske, Mike DeLuca and Jerry Young. Also present was City Administrator Tessia Melvin.

**2. ADOPT AGENDA**

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

**3. PLANNING COMMISSION APPLICANT INTERVIEW**

The City Council interviewed one applicant for the Planning Commission.

**4. DIRECTION ON GASB 67/68**

Melvin presented the memo that was discussed at the January workshop and had discussion on the GASB 67/68. In preparing the City's 2015 audit, accountants from Abdo, Eick and Myers mentioned that the new GASB 67/68 changes influence the Fire Pension. While the pension is not directly impacted, as they report to the State, the accountants suggested that the Fire Pension complete an actuarial valuation, without one, the City would receive a modified opinion. The estimated work would cost between \$1800-\$3000.

The Council directed staff to complete an actuarial valuation, but work with the Fire Relief Board to make sure that any requests they have been completed in one report. The costs will come out of the Fire Partnership.

**5. EQUIPMENT FUND**

Due to lack of time this issue was tabled, but Council asked staff to create a better format of the Equipment Fund.

## **6. REIVEW OF BUILDING INSPECTOR**

Melvin reported that the City of Maple Plain currently contracts with Metro West for Building Inspections. As a result of the Shared Services Study, one possible shared service for the cities of Maple Plain and Independence was sharing a Building Inspector. The City Council also asked staff to contact MNSPECT and get a quote for their services.

In 2014, the City of Maple Plain paid Metro West 30% of building fees or about \$11,000 for inspection services. Their fees are collected through the building permits.

Recently staff met with the City of Independence to discuss the possibility of Maple Plain sharing Independence's Building Inspector. It was discussed that the hourly rate would be around \$59. Based on the permits pulled in 2014, it is estimated that the cost of a shared Building Inspector would have been about \$6,000.

MNSPECT provided a quote for 70% of building fees, which would have been about \$25,900. Attached is a proposal from MNSpect.

Council agreed to have staff continue working with Independence on a possible shared service, but felt that 70% of building fees was too high for the City. The Council directed staff to not work with MNSpect, but work with the City of Independence on possible pricing.

## **7. BEGIN REVIEW OF EMPLOYEE HANDBOOK**

Due to lack of time this issue was tabled.

## **8. CITY NEWSLETTER**

Melvin asked the Council for their vision on the City newsletter. Currently the newsletter is shared with the City of Independence. Each issue includes the following sections:

1. Letters from the Councils
2. West Hennepin Public Safety
3. Environmental Reminders
4. Community News
  - a. Delano Senior Center
  - b. Discovery Center/Community Education and Recreation Programs
  - c. West Hennepin Chamber of Commerce News
  - d. Legion and Auxiliary News
  - e. Maple Plain Museum News
5. City News
6. Maple Plain News

Councilmember Maas-Kusske asked if the City should be providing communications for the Discovery Center, as they do not include the City in their news. Melvin stated that without a Parks and Recreation Department, the Discovery Center and Recreation Program serves the citizens of Maple Plain.

The Council discussed and asked that staff continue working with the Discovery Center to include news in both publications.

## **9. OTHER BUSINESS**

### **A. Update on funding for Highway 12**

Melvin provided a brief update that the Safety 12 Coalition is working with Senator Osmeck and Representative Hertaus to create a bill that can fund the needed improvements that include:

1. Jersey barriers from Long Lake to the Maple Plain City limits on Baker Park Road.
2. Improvements at Highway 90
3. Improvements at Highway 92

Melvin stated that staff was working with MnDOT access management through Maple Plain and that MnDOT was working to find some funding for immediate improvements.

### **B. History of Randy's Sanitation**

Councilmember Maas-Kusske brought a letter that was sent to Maple Plain residents from Randy's Sanitation in December. She asked why there was an increase and if staff had seen the letter. Melvin stated that she had not seen the letter, but per the contract with Randy's Sanitation and the City there is an increase per year. The Council briefly discussed and stated that they appreciate the relationship with Randy's Sanitation.

## **10. ADJOURNMENT**

**Councilmember Maas-Kusske moved to adjourn the meeting at 6:28 p.m.; seconded by Councilmember McCoy. Motion passed 5-0.**

**MINUTES**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**March 14, 2016**  
**6:30 PM**

**1. WELCOME**

**Mayor Young called the March 14, 2016 City Council meeting to order at 6:33 P.M.**

**2. CALL TO ORDER**

Present: Councilmembers Justin McCoy, Dave Eisinger, Julie Maas-Kusske, Mike DeLuca, and Mayor, Jerry Young. Also present City Administrator, Tessia Melvin, City Engineer, Dan Boyum, and City Attorney, John Thames

**3. PLEDGE OF ALLEGIANCE**

**4. ADOPT AGENDA**

**Councilmember Eisinger moved to adopt the March 14, 2016 City Council Agenda. Seconded by Councilmember McCoy. Motion Passed 5 to 0.**

**5. CONSENT AGENDA**

- A. Accounts Payable
- B. Approval to Barbara Korri to the Maple Plain Planning Commission
- C. Approval of the hiring of Sharon Spicer as Utility Billing Clerk
- D. Approval of Master Partnership with the State of Minnesota Department of Transportation
- E. Approval of February 8, 2016 City Council Meeting Minutes
- F. Approval of February 8, 2016 City Council Workshop Minutes
- G. Approval of February 22, 2016 City Council Meeting Minutes

**Councilmember McCoy moved to approve the Consent Agenda. Seconded by Councilmember DeLuca. Motion Passed 5 to 0.**

**6. PUBLIC HEARINGS**

**Budd Avenue Street and Utility Improvements**

**Mayor Young opened the Public Hearing at 6:35 P.M.**

City Engineer, Dan Boyum explained that this is a second public Hearing. Dan Boyum explained the project location along Budd Ave. Some of the improvements to the road will include not just pavement, but Utility applications. Storm Water features such as drain tile and curb and gutter will be added along Budd Ave. New sewer and water pipes will also be installed for this project. The current cost of the project is just over 1.2 million dollars. Financing for the project will include bonding, Utility funds, and some assessments. The assessment percentage that is being looked at by the City would be 35 to 50 percent. The first bond payment for this project would be in 2017.

City Engineer, Dan Boyum explained the schedule for the project that would involve opening of bids in mid-April and beginning construction either in June or after Maple Plain days at the end of August. The Assessment Hearing would take place in Fall of 2016.

Ted Westerdahl a resident located at 1709 Budd Ave explained that he does not see a reason for decorative lighting. Mr. Westerdahl expressed concern with making the road a seven or nine ton road. By making the road able to handle more weight, semi's and other larger vehicles will use the road more and create speed issues for the police. Mr. Westerdahl also mentioned that there is no need for a sidewalk.

City Administrator, Tessia Melvin explained that communication with residents will happen almost daily to share the updates on what is going on at Budd Ave. Ted Westerdahl asked if this project once construction begins will be completed in two months, or if it will take longer. Dan Boyum, City Engineer responded that the major work will be done in a two month frame. Mayor Young asked what minor work would need to be completed? Dan Boyum responded that restoration work such as grass seeding and minor clean up could take a little longer to complete.

**Mayor Young closed the Public Hearing at 7:00 P.M.**

7. **ADMINISTRATIVE REPORTS**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

A. Bike and Trail Grant Resolution No. 16-0314-01

City Administrator, Tessia Melvin explained that this resolution is for a grant that is for a potential bike trail along Main St E. to Hwy 12. This trail would also allow residents to connect into the Three River Park District trail system. City Administrator, Tessia Melvin thanked Dan Boyum for all the cost estimates that he presented for this grant.

**City Councilmember McCoy moved to approve Resolution 16-0314-01. Seconded by Councilmember DeLuca. Motion Passed.**

B. Review and Acceptance of Plans and Specifications for Budd Avenue Utility and Reconstruction Project Resolution No. 16-0314-02

City Engineer, Dan Boyum explained that the City of Independence is interesting increasing a sewer line size that runs along Budd Ave. Dan Boyum explained that some trees and shrubs may be removed due to the utility replacement needs. Some driveways may need to be cut as well. Dan Boyum made recommendations from the MN Department of Health that state water lines need to be 18 inches higher than Sanitary Sewer lines. Current existing sanitary sewer lines are at 4 feet in depth. Recommendations include keeping utilities on the east side of the street and keeping utilities in the street until we reach the far north end of the work. The Storm water improvements include ditch work and curb and gutter potentially. Additional catch basins will also happen if this project is awarded a bid. Dan Boyum explained possible sidewalk locations along the south side of Budd Ave and a lighting plan that would light the sidewalk. Dan Boyum also proposed a sidewalk on the north side from Manchester Drive and further north.

Dan Boyum, City Engineer explained that the Maple Plain Community Church has paved from their parking lot to the street bituminous material to easily park on and off the street. The discussion shared by City Council was around the Community Church and what responsibilities the church has regarding the bituminous material that the church installed and the cost associated with digging up the material in the Right-of-Way. City Council also discussed the parking along or on Budd Avenue and how that could potentially change in the future. Lastly, City Council shared thoughts on what type of curb could be installed along Budd Ave and if that would help reduce the parking disagreement with the Community Church. The City Council asked City Staff to meet with Church representatives to work out a plan that works for both the Community Church and the City

Councilmember DeLuca asked why the bids have to open on the 14<sup>th</sup> of April? Dan Boyum, City Engineer responded that the date could be moved up to the 12<sup>th</sup> of April, but with newspaper ads and proper time allocated for accurate bids the cycle is set to a certain degree. Councilmember DeLuca explained that he would like to move the process up a few weeks to insure the project is completed this year if the project waits until after the City Celebration in August. Dan Boyum, City Engineer expressed the idea of proposing bids for both before the City Celebration in August and after the celebration to perhaps receive better more competitive bids. The City Council discussed the idea of having a special meeting on Thursday, April 14<sup>th</sup> at 5:30 P.M. after the bids have been opened Tuesday, April 12<sup>th</sup>.

**Councilmember Eisinger moved to approve Resolution 16-0314-02. Seconded by Councilmember DeLuca. Motion Passed.**

C. Set a Bid Date for the Budd Avenue Utility and Reconstruction Project.

Dan Boyum, City Engineer explained that previous conversation during this meeting has bid opening on Tuesday, April 12<sup>th</sup> at 10:00 A.M. and City Council review, with potential to approve a bid on Thursday, April 14<sup>th</sup> at 5:30 P.M.

**Councilmember Eisinger moved to approve the Bid Date for the Budd Avenue Utility and Reconstruction Project. Seconded by Councilmember Maas-Kusske. Motion Passed.**

## **10. COUNCIL REPORTS & OTHER BUSINESS**

### **A. Attitude of Gratitude**

Mayor Young read an Attitude of Gratitude to Adam Kusske a resident of Maple Plain for installing shelves at the first Presbyterian Church and being introduced and elected into the order of the Arrow with the National Honors Society and Boys Scouts. The City of Maple Plain is grateful for all the good work Adam.

Councilmember DeLuca mentioned that he was approached by a resident who had visited City Hall and had a pleasant experience working with Bobby. Councilmember DeLuca awarded Bobby an Attitude of Gratitude.

## **11. VISITORS TO BE HEARD**

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

Judy Sutherland a resident from Maple Plain who is part of the Heritage Committee, explained that the Heritage Center needs to be connected to electricity and being that the Heritage Center will not be moving to Northside Park in the near future how is electricity going to be available? Mayor Young mentioned a generator could help, Judy Sutherland agreed and asked if the developer has made any progress with the site and if he needs anyone from the Heritage Committee to walk through the building with him. Tessia Melvin, City Administrator explained that she has walked through the building with the developer and has shared the notes from the Park Commission and City Council meetings. Judy Sutherland thanked City Council for their time.

City Administrator, Tessia Melvin explained that CodeRed is a program the City is working with Independence and West Hennepin Public Safety that will notify residents through one, or all of the following ways if the resident chooses: text message, email, and voice automation, when emergency situations arise in the community. Residents can choose the sensitivity of messages they receive. CodeRed is available to sign up on the City website.

City Administrator, Tessia Melvin also explained that there currently is a bill for improvements for Hwy 12 and staff as well as Hwy 12 Coalition members have been supportive and going to the capital. The bill is currently in the Senate and is asking for 15 million dollars in improvements.

## **12. ADJOURNMENT**

**Councilmember DeLuca moved to adjourn the March 14<sup>th</sup> 2016 City Council meeting at 7:55 P.M. Seconded by Councilmember Maas-Kusske. Motion Passed.**

**CITY OF MAPLE PLAIN  
RESOLUTION NO. 16-0328-01**

**A RESOLUTION SUPPORTING A MASTER PARTNERSHIP CONTRACT  
BETWEEN THE STATE OF MINNESOTA AND THE CITY OF MAPLE PLAIN**

**WHEREAS**, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

**WHEREAS**, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

**WHEREAS**: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
MAPLE PLAIN, MINNESOTA,**

- I. That the City of Maple Plain enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the City Council.
- II. That the proper City of Maple Plain officers are authorized to execute such contract, and any amendments thereto.
- III. That the City of Maple Plain, City Administrator is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City of Maple Plain, City Administrator may execute such work order contracts on behalf of the City of Maple Plain without further approval by this City Council.

This resolution was introduced by \_\_\_\_\_. Members voting in favor: \_\_\_\_\_. Members voting against: \_\_\_\_\_. Absent: \_\_\_\_\_. This resolution passed by the Maple Plain City Council this 28<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
Jerry Young, Mayor

ATTEST:

\_\_\_\_\_  
Tessia Melvin, City Administrator



Agenda Information Memorandum  
March 28, 2016 - Maple Plain City Council

**7. ADMINISTRATIVE REPORTS**  
**A. CITY ENGINEER MONTHLY REPORT**

**ACTION TO BE CONSIDERED**

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

**FACTS**

- See attached.

**ATTACHMENTS**

Attached is the monthly report from City Engineer Dan Boyum.

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To:	Honorable Mayor and Council, City Staff City of Maple Plain	From:	Dan D. Boyum City Engineer
File:	193801804	Date:	March 25, 2016

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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.

**Meadows of Maple Plain**

- Attended meeting with developer and builders on tracking of clay onto Howard and Boundary.
- Performed overall erosion control inspection and prepared list of items to address.
- Set up a follow-up meeting to review list of items to address for March 29, 2016.

**Budd Avenue Improvements**

- Continued work on plans and specifications.
- Prepared for and attended March 14 Public Hearing.
- Met with utility companies on March 15. CenterPoint Gas and Frontier Communications will need to relocated lines along the west side of Budd Avenue.
- Met with Maple Plain Community Church members on March 24 to discuss parallel parking.
- Project is set up to get pricing based on:
  - substantial completion before August 19 City Celebration.
  - start construction after August 19 City Celebration and substantial completion by November 18, 2016.
- Council set April 12, 2016 as bid opening and will review bids on April 14, 2016.

**Downtown Improvements Feasibility Study**

- Reviewed with Staff on timing.

**Miscellaneous**

1. Prepared monthly engineering report.
2. Attended staff and council meetings.
3. Attended meeting with MNDOT, Hennepin County, West Hennepin, City of Independence, and Maple Plain Staff on TH 12.
4. Set dates for upcoming water meetings.
5. Provided Staff past drawings and updated planning cost information for DNR Trail Grant in Northside Park.



Date: March 2, 2016  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells  
SUBJECT: FEBRUARY 2016 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\2015\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**  
**February 2016**

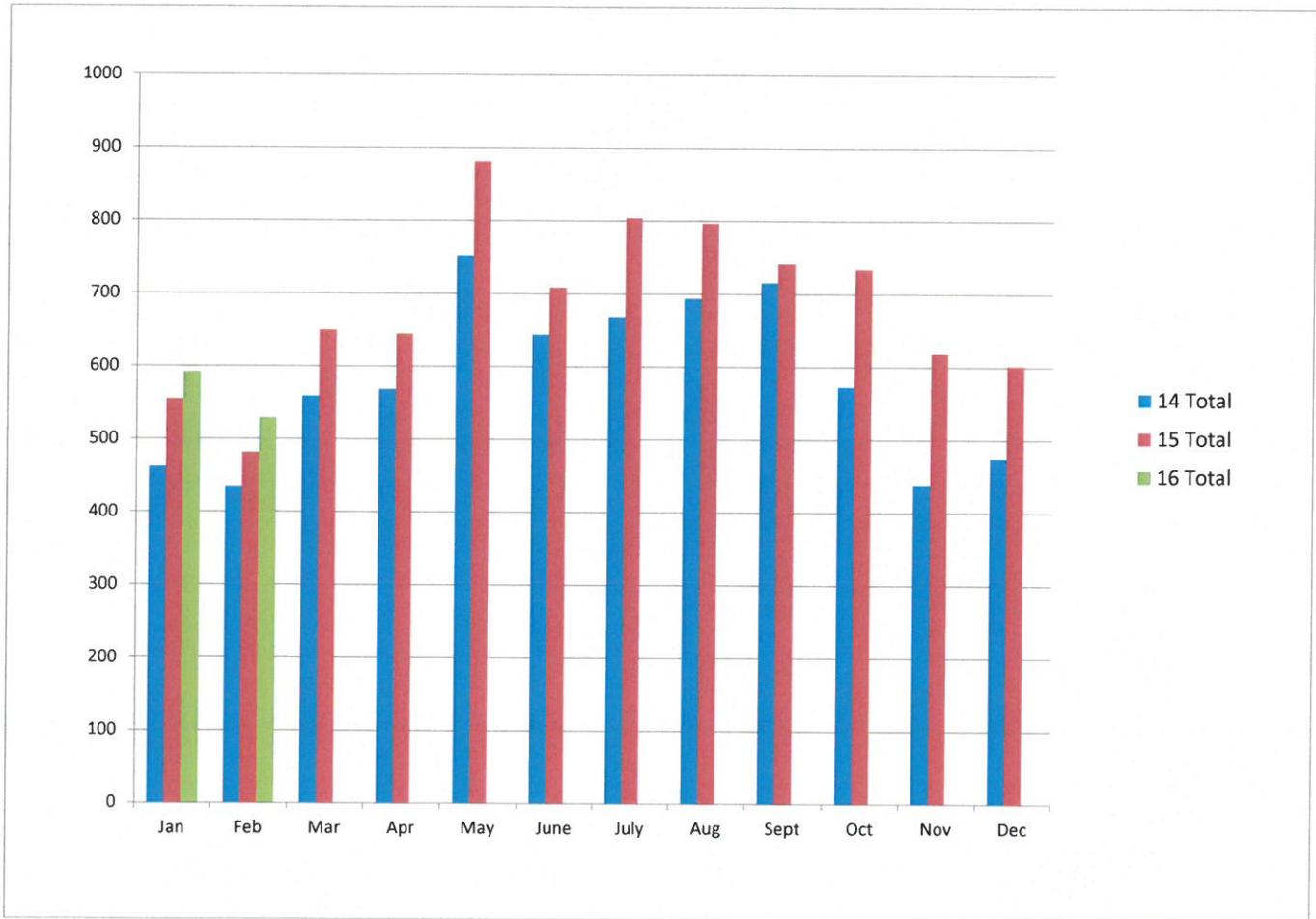
Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
<b>City Of Independence</b>				
Criminal	5	4	11	12
Traffic	153	153	338	366
Part III	10	3	25	12
Part IV	30	31	70	69
Part V	127	110	263	226
<b>Total City of Independence</b>	<b>325</b>	<b>301</b>	<b>707</b>	<b>685</b>
<b>City Of Maple Plain</b>				
Criminal	5	7	8	11
Traffic	37	38	100	77
Part III	4	5	6	12
Part IV	30	18	52	44
Part V	105	89	220	161
<b>Total City Of Maple Plain</b>	<b>181</b>	<b>157</b>	<b>386</b>	<b>305</b>
<b>Grand Total Both Cities</b>	<b>506</b>	<b>458</b>	<b>1,093</b>	<b>990</b>
TZD	0	0	0	0
Agency Assists	23	24	33	47
<b>Total ICR Reports</b>	<b>529</b>	<b>482</b>	<b>1,126</b>	<b>1,037</b>
Mileage	8,666	9,794	22,243	20,856
<b>How Received</b>				
Fax	16	10	29	21
In Person	40	28	91	53
Mail	2	4	3	9
Other	5	4	18	6
Phone	29	27	63	61
Radio	189	167	359	344
Visual	213	215	488	489
Email	2	2	6	5
Lobby Walk In	33	25	69	49
<b>Total</b>	<b>529</b>	<b>482</b>	<b>1,126</b>	<b>1,037</b>

February 2016 Criminal Part I & II  
 City of Independence Grid #'s 3-5

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	16000673	3rd Degree DWI	2/4/2016	5	2/4/2016	JFW01
WHPS	16000765	Theft of Property	2/10/2016	3	2/10/2016	TB999
WHPS	16000832	3rd Degree DWI Refusal	2/14/2016	3	2/14/2016	JFR01
WHPS	16000870	Drugs-Small Amt of Marijuana in M-V / Drugs-Paraphernalia Possession	2/16/2016	3	2/16/2016	DA540
WHPS	16001012	2nd Degree DWI - Refusal - Forfeiture	2/23/2016	3	2/23/2016	DA540

February 2016 Criminal Part I & II  
 City of Maple Plain Grid # 1-2

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	16000762	Domestic Abuse; Violates Order for Protection	2/10/2016	1	2/10/2016	N2370
WHPS	16000826	Theft from Auto	2/13/2016	2	2/13/2016	TD159
WHPS	16000889	4th Degree DWI	2/17/2016	2	2/17/2016	JGW01
WHPS	16000898	2nd Degree DWI/ Open Bottle	2/17/2016	1	2/17/2016	JEW01
WHPS	16000977	Domestic Abuse No Contact Order - Violate No Contact Order	2/21/2016	1	2/21/2016	N2370



# DIRECTOR'S NEWS & NOTES

## WEST HENNEPIN PUBLIC SAFETY

February 2016 Activity Report

### Year to Date Activity Report

At the end of February 29, 2016, West Hennepin Public Safety (WHPS) handled a total of 1,126 incident complaints; 181 in Maple Plain and 325 in Independence. This is an increase of 89 incidents compared to the same time frame last year.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

### **Recent Highlighted Cases:**

#### Allergic Reaction

Feb 1 3 year old was having an allergic reaction at the Discovery Center, Maple Plain. The victim had some swelling, was conscious and breathing. An EpiPen shot was administered and she was transported to the hospital by ambulance.

#### Snowmobile Fire

Feb 3 Received a call of a snowmobile on fire at Pagenkopf Road and Independence Rd, Independence. The snowmobiler said the sled was backfiring as it was ridden across the lake. Then the sled started smoking, the driver and passenger stopped, saw flames and tried to drag it down into the ditch in the snow to get the fire out but it flared up fast. The snowmobile was a total loss.

#### 3<sup>rd</sup> Degree DWI

Feb 4 Vehicle stopped for expired registration at Highway 12 and Nelson Rd, Independence. The driver Phillip Scott Silge, 34 from St Cloud arrested for 3<sup>rd</sup> Degree DWI, blood alcohol concentration .10%.

#### Suspicious Activity

Feb 5 Resident reported in the 1700 block of Howard Ave, Maple Plain a yellow sticky note was found on the back door of her house. The note stated: Gift Notice and boxes checked to call to schedule and unable to make delivery. The resident had not ordered anything and was not expecting delivery of a product. It was found a filtering system company was using flyers inviting customers to call them.

#### Police Assist

Feb 7 A 9 year old reported she was concerned with her grandparents smoking in the vehicle when she was inside the vehicle in the 5200 block of Bryantwood Drive, Maple Plain, she thought it was illegal.

#### Burglary

Feb 8 At 10:01 an alarm was activated in the 5000 block of Highway 12, Maple Plain. Someone had attempted to steal an ATV. Crime Lab responded to gather evidence left at the scene. The case is under investigation.

#### Unwanted Person

Feb 9 At 1:23 p.m. a male entered a church in the 3900 block of County Line Road, Independence, stating he was under attack by demons and needed a jug of water for the demons. The male had left before officer arrival. The area was checked and he was not located.

#### Attempted Scam

Feb 9 A resident in the 6000 block of County Road 11, Independence received a scam voice message on his cell phone from the IRS who said he is being sued. The resident was concerned as the caller had his name. The phone number had a 202 area code for Washington but under the number was the word "Egypt", the call was coming from Egypt. The resident recognized it was a scam and did not call the number back.

#### Theft

Feb 10 Reported carpets were cleaned at a residence house in the 100 block of Co Rd. 92N and after the cleaners left, the homeowner found jewelry rings were missing. The case is under investigation.

#### Domestic Arrest

Feb 10 Reported a restraining order violation in the 1500 block of Howard Ave. Maple Plain. Text messages were sent to a cell phone. Herbert Lindsay Bradley, 53 of Maple Plain was arrested for Gross Misdemeanor Order for Protection violation and transported to Hennepin County Jail.

#### Fall

Feb 11 At 4:33 a.m. WHPS and MPFD responded to the 1500 block of Howard Ave, Maple Plain for a male who had fallen and was unable to get up. The male had been drinking and a preliminary breath test resulted in .295% alcohol concentration. The male was transported to the hospital by ambulance.

#### No Pay

Feb 11 In the 1500 block of Howard Ave, Maple Plain, a taxi driver reported a taxi patron who he brought back from the hospital did not pay. The rider had lost his credit card somewhere and paid \$25.00 dollars but owed the driver \$66.00 dollars. The rider found additional cash and the driver agreed to wait for the \$14.00 left to be paid when the credit card was found.

#### Welfare Check

Feb 12 A resident had hazardous living conditions in the 1500 block of Howard Ave, Maple Plain. Plastic bags, other cluttered items made it difficult to move, walk around. The resident was transported to the hospital by ambulance.

#### Trespassing Complaint

Feb 13 A business in the 4000 block of Highway 12, Maple Plain reported a male customer who appears to be intoxicated continues to come into the store and attempts to get alcohol without paying for it. He does not have money and wants to pay later. He ripped open a package of beer and tried to take a beer out of the package without paying for it and would not leave when refused the sale. Contact was made with the 63 year old male from Maple Plain who was told he is trespassed from entering the store.

### Suspicious Act

Feb 13 Complaint of someone in the break room singing about death, shootings, ISIS, praying and "acting weird" in the 1500 block of Howard Ave. Maple Plain. No one was found in the break room. The singer was found in his apartment and would only speak through his door and not open it. The male admitted to being in the break room a few minutes ago and he had been singing. He was advised if he is going to be singing in public places that he needs to be considerate for the others living in the building. He did not think he was loud.

### 3<sup>rd</sup> Degree DWI/ Refusal

Feb 14 At 12:53 a.m. a vehicle was stopped for speeding 108 mph in the 50 mph zone at Co Rd 6 and Co Rd 92, Independence. The driver Larry Darnell Morris, 60 from Minneapolis had slurred speech, showed signs of impairment and a strong odor consistent with an alcoholic beverage. Morris refused to take a breath test and was charged and arrested for 3<sup>rd</sup> Degree DWI Refusal. Morris was transported to Hennepin County Jail.

### Missing Person

Feb 14 Caller reported her daughter was missing from the 1500 block of Howard Ave. The daughter is homeless and on the methadone program and had not shown up for her dose. The daughter was later found and everything was okay.

### Damage to Property

Feb 15 Resident reported someone struck his mailbox in the 1200 block of Co Rd 83, Maple Plain. The mailbox was sideways and there was a broken car mirror on the ground next to the mailbox and other misc. pieces of broken vehicle plastic. The owner heard a loud crash and looked outside and the vehicle driving by looked like a dark colored car. The vehicle was not located.

### 4<sup>th</sup> Degree DWI

Feb 17 At 12:03 a.m. a vehicle was stuck in the ditch at Highway 12 and Spring, Maple Plain. The driver, Cody James Tanner, 23 from Mound was arrested for 4th Degree DWI. Breath Test resulting in .12% Alcohol Concentration.

### 2<sup>nd</sup> Degree DWI

Feb 17 At 2:57 p.m. WHPS received a traffic complaint of a vehicle was weaving all over the road and almost rear ended the caller. The car was stopped on Hwy 12 & Spring Ave. in Maple Plain. The driver, Nicholas Daryl Leroy Karnes, 27 from Eden Prairie was arrested for Gross Misdemeanor 2<sup>nd</sup> Degree DWI. Breath Test resulting in .24% Alcohol Concentration. His vehicle was impounded and while completing an inventory search found was: a marijuana smoking pipe, an open bottle of gin alcohol and multiple empty bottles of liquor which were kept as evidence. Karnes was transported to Hennepin County Jail. Vehicle pending forfeiture.

### Misc. Assist

Feb 18 A resident at Vinland Center, 3675 Ihduhapi Trail, Independence reported he was being held against his will and his scheduled time to leave. The client was court ordered to be at Vinland and his social worker responded to speak with him.

### Car Seat Inspection

Feb 20 Sgt Rick Denneson, Certified National Child Passenger Safety Technician for installing infant and child car seats was asked for assistance in installing a baby car seat in a vehicle at the WHPS office. Along with the install, the car seat is inspected for safety and a one-on-one educational learning experience of how to install correctly and feel comfortable reinstalling it on your own. This is free to parents, grandparents, nannies, whoever will be transporting your child in their car seats.

#### Breathing Problems

Feb 20 While assisting a male who had fallen at Vinland Center, 3675 Ihduhapi Trail, Independence, another male who has asthma was having trouble breathing. He was transported to the hospital by ambulance.

#### Loud Music

Feb 21 At 1:12 a.m. responded to a loud music complaint in the 5000 block of Manchester Drive, Maple Plain. Approaching the apartment door, it sounded like someone was watching a movie or TV. Contact was made and the male was watching a movie and would turn his surround sound down.

#### Personal Injury Crash

Feb 21 Caller reported a bad car crash at Highway 12 and County Line Road, Independence. The driver had fallen asleep, left the roadway striking the signal light pole at the intersection. The driver was the lone occupant and appeared to have a broken ankle and was taken to the hospital. Driver test a .63 AC at 1050 hours on Sunday morning.

#### Court Order Violation

Feb 21 Reported an Order for Protection was violated in the 1500 block of Howard Ave. Maple Plain. The victim was texted by the male who the order was against; no texting, no contact allowed. The case is under investigation.

#### Crash

Feb 22 Reported a vehicle in the ditch at 7000 block of Highway 12, Independence. The 61 year old driver from Annandale thought he blacked out while driving and woke up down in the ditch. The driver was not under the influence but was possibly having an unknown medical problem. No injuries. The vehicle had a flat front left tire and was not drivable. The driver was transported to McDonald's where he waited for a ride to pick him up.

#### 2<sup>nd</sup> Degree DWI Refusal

Feb 23 At 1:52 a.m. a vehicle was stopped at CR 6 and CR 90, Independence. Kenya Kenyatta, Earthman, 38 from Minneapolis was found under the influence of alcohol. Earthman refused to take a breath test. Earthman was arrested for 2<sup>nd</sup> Degree DWI, Driving After Revocation, Possession of Marijuana in a Motor Vehicle and was transported to Hennepin County Jail. Earthman's vehicle is pending forfeiture.

#### Solicitor Complaint

Feb 23 Residents reported solicitors had left yellow sticky notes on their doors at Howard Ave and Independence Street, Maple Plain. The note was the same as others left in the cities; unable to make delivery and to call. The company was contacted and advised they were in violation of the Maple Plain and Independence solicitation ordinances which are to protect the residents of Maple Plain and Independence of unwanted solicitors. Summit was told to obtain a solicitation permit before they continued their solicitation.

### Identity Theft

Feb 24 Caller reported in the 8000 block of Pioneer Creek Rd, Independence, she was notified that her daughter's social security number had been used on someone else's income tax return as a dependent.

### Road Debris

Feb 24 Reported trucks leaving the road construction site in 1500 block of Howard Ave, Maple Plain were leaving chunks of slippery, gooey mud on the road making it a hazard to drive. City of Maple Plain made arrangements with the contractor to clean up the roadway.

### Medical

Feb 24 Reported a male was tripping on acid in the 600 block of Nelson Rd, Independence. The male was located and transported to the hospital.

### Crash

Feb 25 Highway 12 and Budd Ave., Maple Plain a vehicle on Budd Avenue was struck when it pulled out in front of a westbound vehicle on Highway 12. The driver had looked both ways and saw it was clear, and did not see the oncoming vehicle. No injuries, both vehicles were towed.

### Minor Alcohol Consumption

Feb 26 At 11:57 p.m. at Perkinsville Road and Co Rd 19, Independence for speeding. The driver was cited for speeding. Two passengers, 18 year old females from Independence and Chanhassen were issued citations for Minor Consumption of Alcohol.

### Juvenile Consumption of Alcohol

Feb 26 At 11:57 p.m. an anonymous caller reported a juvenile party in the 2000 block of S Lakeshore Dr, Independence. Contact was attempted at the residence, no one would come to the door and the lights were turned off. The homeowner was not at home and would not give permission for officers to enter and a search warrant was issued for entrance. Juveniles began to leave the residence and were checked for alcohol use. Minor Consumption of Alcohol was issued to 17 year old male juvenile from Maple Plain, two 17 year old juvenile males from Plymouth, 16 year old juvenile male from Wayzata. All juveniles were released to their mothers. Inside the house several bottles of alcohol, glass pipe with marijuana residue in it and second glass pipe were taken as evidence from the issued search warrant. The 17 year old juvenile male was issued a citation for Possession of Alcohol.

### 9-1-1 Hang up / Domestic

Feb 28 9-1-1 hang up in the 6000 block of Highway 12, Independence. WHPS officer found a domestic assault had occurred. 34 year old female from New Hope was arrested for 5<sup>th</sup> Domestic Assault and transported to Hennepin County Jail. Domestic Assault charges are pending for the 56 year old male from Maple Plain.

### Civil Matter

Feb 29

Caller reported in the 5000 block of Clayton Drive, Maple Plain stated she is being evicted today; family is hiding some of her belongings and is arguing who owns what and cannot get along. The caller requested an officer to come to the house and "babysit" while she moves her belongings to the moving truck. She was advised the police department does not babysit people and that this is a civil matter between her and her family.



Agenda Information Memorandum  
March 28, 2016 - Maple Plain City Council

**8. NEW BUSINESS**  
**C. Administrative March Monthly Report**

**ACTION TO BE CONSIDERED**

To approve the March Monthly Report for Administration

**FACTS**

- Staff received a \$33,000 grant for Downtown Development streetscaping. This grant will pay for benches, garbage cans, planters, trees and lights that will be implemented in the downtown area per the Design Guidelines.
- Attended the Hearing on the Funding for Highway 12 Safety Coalition, this included preparation for the hearing and attendance.
- Conducted first compliance check at Collision Corner. Monthly check-ins have been directed by the Council to help gain compliance on their CUP.
- Met with the Personnel Committee to update the Employee Handbook. Updates will be sent to the entire Council for comments and then brought to Council for final approval.
- Met with the 5K committee to create a new 5K run to increase participation and reduce staff time and resources
- Met with the Downtown Developer on current status of the project. Currently they are working to submit projects plans for the May Planning Commission meeting
- Met with the planner for the downtown development to go over specifications of the projects and details of the Design Guidelines
- Met with the Discovery Center staff to discuss some community building with the City. We discussed the Maple Plain Days and their open house. Due to staffing and conflicts, they will hold their open house in April. We also discussed creating the following programs for Maple Plain Residents:
  - Lunch Buddy and Reading Program: Invite the public to read to classrooms. Discovery Center staff will work out a schedule and City staff will collect the volunteers. Provide lunch for residents to eat with the kids. City staff needs to look into funding of this and how residents would sign up
  - City staff is working with a group of residents to begin a Community Day in the Council Chambers where residents can assemble to play cards, games, and do crafts.
- Staff attended a Pioneer Sarah Creek meeting on water issues

- Staff attended the Highway 12 Safety Coalition, created an annual report for the Coalition, created a brochure on when to call 9-1-1 and worked with community volunteers on speaking points for attending Bill Hearings
- Staff arranged a Business Visit at Wenck for the EDA, City Council and Chamber.
- Staff attended a Chamber Meeting, set up the video equipment for them and help facilitate the meeting
- Staff met with a potential developer interested in coming to Maple Plain
- Staff worked with an outside vendor to address payroll and the potential of outsourcing it.
- Staff attended CodeRED training and began implementation of the project
- Staff prepared packets for the EDA meeting, City Council meeting and attended the Fire Relief Association
- Staff prepared packets and attended the Fire Commission meeting
- Staff attended the Police Commission meeting
- Staff prepared materials for Maple Plain Days meeting, conducted the meeting and sent out letters for vendors, potential sponsors, etc.
- Staff met with Maple Terrace and the CommonBond Board to discuss issues and concerns
- Staff met with the Maple Plain Community Church to discuss the street improvement project
- Staff prepared the City newsletter
- Implemented the cities road restrictions on the website, Facebook and electronic sign
- Staff updated the electronic sign
- Staff updated the website and Facebook

## **ATTACHMENTS**



Agenda Information Memorandum  
March 28, 2016 - Maple Plain City Council

**8. NEW BUSINESS**  
**D. Public Works March Monthly Report**

**ACTION TO BE CONSIDERED**

To approve the March Monthly Report for Public Works

**FACTS**

- Staff attended the annual water training and schooling at St. Cloud
- Serviced the Parks utility cart and mowers to be ready for summer
- Continued working on getting the Leaf pile composting and ready for residents to use in their gardens
- Worked with City Engineers on prep for this summer's construction projects
- Lift station generator still being dialed in to get running properly
- Added a PC to public works building to help avoid issues of water treatment pc controls worries.
- Inspected 2 new home construction sewer and water connections.
- Worked on Northside Park bathroom repaired toilet
- Regraded Northside Park's gravel parking lot. Do to someone doing donuts in the gravel, throughout the winter and spring.
- Implemented the cities road restrictions and worked with staff to get detailed info posted to inform people via our website

**ATTACHMENTS**



Agenda Information Memorandum  
March 28, 2016 - Maple Plain City Council

**8. OLD BUSINESS**  
**BUDD AVENUE STREET AND UTILITY PLAN UPDATE**

**ACTION TO BE CONSIDERED**

To get an update on the project from Staff and then decide if a parallel parking area will be included in the project and if curb and gutter will be surmountable or barrier.

**FACTS**

Project Update:

- Meetings were held with private utilities on March 15, 2016.
- CenterPoint Energy and Frontier Communications will need to move their utilities along the west side of Budd Avenue.
- CenterPoint will plan to move their gas line 3' east of the west right-of-way of Budd.
- Frontier Communications has not indicated an exact location but is reviewing back of curb information staked for them in the field.
- Exact dates for relocation are not known at this time, but we anticipate the relocation work will be started in May based on feedback from both utilities.
- The project is set up to get pricing on work:
  - Alternate 1 - being substantially complete by August 12 or
  - Alternate 2 - starting on August 19 and being substantially complete by November 18.
- Final wear will not be placed until Spring 2017 in both options to allow the new street to go through one freeze/thaw cycle.
- To encourage more bidders, the project is set up to allow a contractor to bid on Alternate 1, Alternate 2, or both. Some contractors may choose to not bid on Alternate 1 due to their workloads but may be looking for work in the fall and would bid on Alternate 2.

Parallel Parking Area:

- The City Council directed Staff on March 14, 2016 to meet further with the Maple Plain Community Church (MPCC) to discuss their proposed parking lot improvements and their request for a parallel parking area by their property.
- Staff met with Church representatives on March 24, 2016.
- The church plans to reduce their parking lot and remove the southerly entrance off of Budd Avenue.

- They are still working on the proposed parking lot improvements and are getting information from City Staff on various items including setbacks and landscaping requirements.
- They are requesting the parallel parking area be placed and eliminating their existing perpendicular parking area next to Budd.
- They feel parallel parking is safer for backing out operations and that parallel parking helps slow traffic.
- They understand the parking would be public for use by anyone in the area. They indicated the public uses their internal parking lot for City celebrations.
- Grass could be placed rather than patching the existing asphalt in this area. Grass in lieu of asphalt reduces overall project costs.
- They would prefer replacement of their existing perpendicular parking versus being assessed additional costs for the parallel parking.

Surmountable versus Barrier Curb and Gutter:

- The Council discussed both of these curb and gutters at the March 14, 2016 Council Meeting.
- Discussion included protecting the park area from miscellaneous entering and exiting, keeping the curb the same type on both sides, and matching what was done on past projects.
- Surmountable curb was used on 2014 Main Street and Rainbow Avenue Project. The discussions at that time were that since parking was going to be allowed on one side of the street, a surmountable curb would be easier to park against and allow a vehicle to pull off the road easier. Surmountable curb would be needed in the area of MPCC if the existing perpendicular parking is maintained.
- Barrier curb (harder to drive over, preferred by Public Works for plowing, and holds more water in street) was initially proposed since parking was to be restricted on Budd Avenue. The barrier type curb would be lowered at driveway locations. It would provide more restrictions to exiting/entering at the park than surmountable curb.
- Both types of curb have been used in the past in Maple Plain; however surmountable has been used on the most recent projects.

**ATTACHMENTS**

None.



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## **8. OLD BUSINESS**

### **B. RESOLUTION SUPPORTING A HENNEPIN COUNTY BIKEWAY GRANT APPLICATION FROM THE CITY OF MAPLE PLAIN**

#### **Action to be Considered:**

Approve Resolution 16-0328-01

#### **Facts:**

- A Resolution very similar to this one was approved at the March 14, 2016 City Council Meeting.
- This Resolution is different because of the change in dollars being requested due to increasing contingency costs associated with the implementation of this trail.

Due to the increasing contingency costs of implementing this trail, the former Resolution brought before you was inaccurate. It is important that the Resolution of Support, if approved, matches what the City submitted application reads. Staff is willing to answer any questions you may have.

#### **Attachments:**

Resolution 16-0328-01

**CITY OF MAPLE PLAIN  
RESOLUTION NO. 16-0328-02**

**A RESOLUTION SUPPORTING A HENNEPIN COUNTY BIKEWAY  
GRANT APPLICATION FROM THE CITY OF MAPLE PLAIN**

**WHEREAS**, Hennepin County, via the Hennepin County Bicycle and Sidewalk Program, provides capital funds to assist local government units of Hennepin County for the development of bike trails along county roads; and,

**WHEREAS**, the City of Maple Plain (“LGU”) desires to complete construction of the off-street bike trail that would provide access to Baker Park a Three Rivers Park District trail system, while providing residents a safe and controlled environment to ride their bike.

**WHEREAS**, the off-street bike trail would fill a gap in the Hennepin County 2040 Bicycle Transportation Plan.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
MAPLE PLAIN, MINNESOTA,**

- I. The estimate of the total cost of developing “Project” shall be \$193,960.00 and LGU is requesting 96,980.00 from the Hennepin County Bicycle and Sidewalk Program and will assume responsibility for a match requirement of \$96,980.00.
- II. LGU agrees to own, assume 100 percent of operation costs for Project, and will operate the Project for its intended purpose for the functional life of the Trail.
- III. That the City Administrator is authorized and directed to execute said application and serve as official liaison with Hennepin County or its authorized representative.

This resolution was introduced by \_\_\_\_\_. Members voting in favor: \_\_\_\_\_. Members voting against: \_\_\_\_\_. Absent: \_\_\_\_\_. This resolution passed by the Maple Plain City Council this 28<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
Jerry Young, Mayor

ATTEST:

\_\_\_\_\_  
Tessia Melvin, City Administrator



Agenda Information Memorandum  
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## **9. New Business**

### **A. RESOLUTION SUPPORTING THE GRANT APPLICATION MADE TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE LOCAL TRAIL CONNECTIONS PROGRAM**

#### **Action to be Considered:**

Approve Resolution 16-0328-03

#### **Facts:**

- This Resolution is in support of a DNR trail grant that would be constructed through Northside Park east and west and ultimately connects to Drake Street.
- This project would require acquisition of land from the Orono School District. The land that would need to be acquired would be along the north property line of the Discovery Center.
- This grant was once applied for in 2010, but the City did not receive any funding.
- This grant if approved could provide for 75% of the total cost of this project. As a result the City would have to provide a minimum \$37,300.

#### **Attachments:**

Resolution 16-0328-03

Map of potential Trail

**CITY OF MAPLE PLAIN  
RESOLUTION NO. 16-0328-03**

**A RESOLUTION SUPPORTING THE GRANT APPLICATION MADE TO THE  
MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE LOCAL TRAIL  
CONNECTIONS PROGRAM**

**WHEREAS**, the City of Maple Plain supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program. The application is to construct 1800 feet of paved trail for the Maple Plain Recreational Trail System. The trail system is located within Maple Plain, and

**WHEREAS**, the City of Maple Plain recognizes that it has secured \$37,300 in non-state cash matching funds for this project.

**NOW, THEREFORE, BE IT RESOLVED**, if the City of Maple Plain is awarded a grant by the Minnesota Department of Natural resources, the City of Maple Plain agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Maple Plain will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

**BE IT FURTHER RESOLVED**, the City Council of the City of Maple Plain names the fiscal agent for the City of Maple Plain for this project as:

Tessia Melvin  
City Administrator  
City of Maple Plain  
5050 Independence St  
P.O. Box 97  
Maple Plain, MN 55359

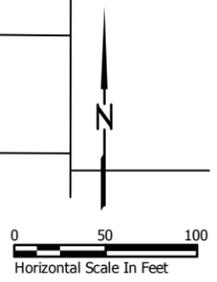
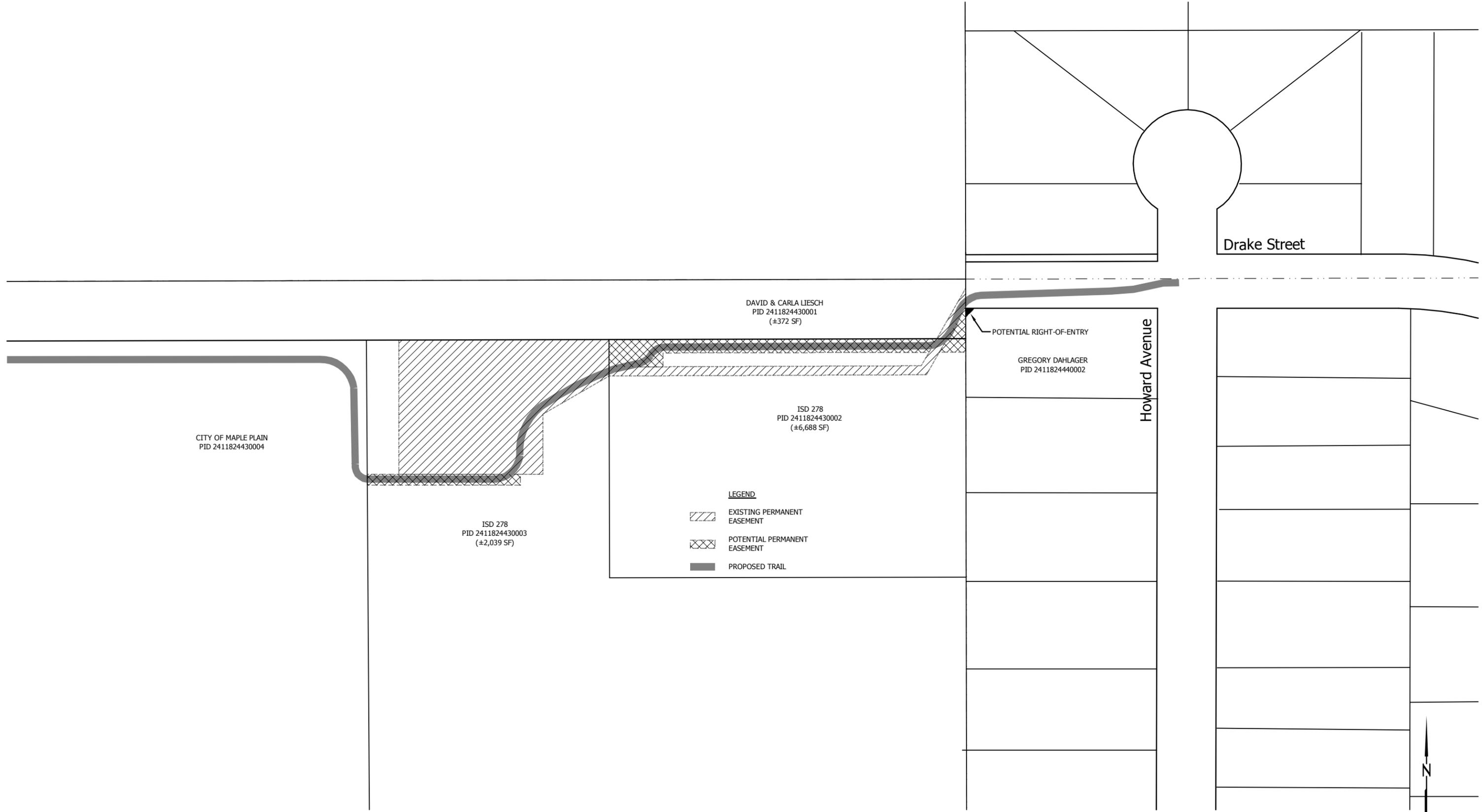
**BE IT FURTHER RESOLVED**, the City of Maple Plain hereby assures the Northside Park Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

ATTEST:

\_\_\_\_\_  
Jerry Young - Mayor

\_\_\_\_\_  
Tessia Melvin – City Administrator



POTENTIAL EASEMENTS - NORTHSIDE TRAIL

MAPLE PLAIN, MINNESOTA  
2009 TRAIL IMPROVEMENTS

FIGURE 5A

