

AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
JANUARY 11, 2016
5:30 PM

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. ADMINISTRATIVE PART-TIME POSITION**
- 4. BUDD STREET RECONSTRUCTION PROJECT UPDATE**
- 5. 2016 CITY APPOINTMENTS**
- 6. ROTARY DISCUSSION CONTINUED**
- 7. OTHER BUSINESS**
 - A. Office Furniture
- 8. ADJOURNMENT**

Memorandum

To: City Councilmembers
From: Tessia Melvin, City Administrator
Date: January 11, 2016
Re: Utility Billing Clerk

BACKGROUND

The Council authorized a part-time position to be hired to assist with utility billing in December. With the addition of our Assistant to the City Administrator, I would like to get that position filled.

The intent of this position is to administer utility billing, general office duties and help with office coverage. Working with our accountant, I am able to create a .5 position at \$15 per hour. Ideally we are looking for someone to fill hours 10 a.m. – 2 p.m. daily, but are flexible.

The goal is by May 1 to be able to do monthly utility billing, which has been a goal of the City for years. This has been a request of residents and would help detect water leakages earlier.

TIMELINE

- Post the position Tuesday, January 12-Tuesday, January 19.
- Interviews the week of January 19
- Council interview January 25

Memorandum

To: City Councilmembers
From: Tessia Melvin, City Administrator
Date: January 11, 2016
Re: Budd Avenue Improvements

BACKGROUND

The Council authorized preparation of the feasibility study for Budd Avenue Utility and Street Improvements. Estimated Project Costs include:

- Sanitary Sewer: \$162,00
 - Water Main: \$178,100
 - Storm Sewer: \$82,000
 - Street, Lighting and Walk: \$789,500
- Total \$1.2 million

Budd Avenue presents us with some areas of concern. We have a property owner of Independence that would be assessing for the water and street. Their property resides in Independence, so we need the property owner to waive his rights to appeal the assessment through a public hearing of Independence, or the City of Independence will have to assess on our behalf. City Engineer, Dan Boyum and I talked with the Mark Kaltsas, Interim City Administrator of Independence, and there were some concerns raised regarding the participation of Independence:

1. They did a mill and overlay of part of our street last year on Budd Avenue, and are estimated it cost \$9,000
2. They would like that amount used as a credit for the cost of doing their part of Budd Avenue.
3. In discussing the costs of the project, Mark raised concerns of the section of Budd in Independence regarding curb and gutter (as Independence does not include this in their section of Budd), street lighting is also not included in their section. Finally, some of the improvements to the area are not typical of Independence and he questioned the City being willing to share those costs.

Dan put together some scenarios for the Council to consider:

Based on around 292.5' of street that lies both in Maple Plain and Independence being reconstructed with the Budd Avenue Improvements, here are a few different scenarios:

Item	Original Street / Storm Costs	Reduce Street / Storm Costs by	Revised costs for 292.5' in Independence (65%)	Revised costs for 292.5' in Independence (50%)
Option 1 – Eliminate Curb and Gutter North of Manchester (Note 1)	\$871,500	\$12,000	\$78,332	\$60,255
Option 2 – Eliminate lights, walk, and curb north of Manchester (Note 2)	\$871,500	\$148,500	\$65,783	\$50,602
Option 3 – Eliminate lights, walk, all curb, storm sewer, draitile, and raingarden (Note 3)	\$871,500	\$326,500	\$49,649	\$38,191

Note(s):

1. The width of the road is wider to the north of Manchester as compared to south, so eliminating the curb and gutter in this stretch will not appear to change the other street section costs. Also, there is no storm sewer improvements in this area since it was assumed the curb and gutter would drain to the south to catchbasins at Manchester and we would still have an existing ditch system on the east side. Also, the water replacement along the east edge of the existing asphalt will disturb a good portion of the road.
2. The decorative lights that will end at Manchester at this time may be considered more of a City of Maple Plain benefit than City of Independence. Also, the meandering walk in the park area may be considered more of a park improvement. Thus, these costs were added to the curb and gutter north of Manchester for a reduction in overall costs in this option.

3. In order to compare more of a reconstructed rural section to urban section, we added project costs for remaining storm sewer, draitile, raingardens, and the rest of the curb and gutter to the south of Manchester to the items already in Option 2 for these calculations. We did not decrease the common excavation quantities between a rural and urban section at this time since these will be better determined in final design.
4. General – reconstruction of the Budd Avenue with the City’s typical section of fabric, sand, draitile gravel, and asphalt as well as curb and gutter is a more costly street section than the mill and overlay section done with the City of Independence Improvements in 2015. A typical mill and overlay will last 10 years. The fabric, sand, draitile, and gravel section is intended to give extended life to the street so that in the future, seal coat and mill and overlays will be done as part of a regular street maintenance program.

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 11, 2016
Re: 2016 City Appointments

BACKGROUND

Each year the City Council designates members to represent the City on a variety of internal and external boards and commissions of interest to the City of Maple Plain. In addition, appointments and designations are made by the Council. The following appointments and designations need to be made for 2016:

COUNCIL

Acting Mayor

COMMISSION & COMMITTEE APPOINTMENTS

Highway 12 Safety Coalition
Planning Commission liaison
Park Commission liaison
Lake Minnetonka Cable Commission
NW Hennepin League of Municipalities
Pioneer Sarah Creek WSD
Suburban Rate Authority
West Hennepin Public Safety
Fire Partnership
MN Department of Transportation

WAFTA Alternate

WAFTA Director
Weed Inspector Assistant Weed Inspector

CITY COMMISSIONS

Planning Commission
Park Commission
Economic Development Authority (Members at Large)

DEPOSITORY & NEWSPAPER

Official Depository
Official Newspaper

RECOMMENDATION

Staff recommends that the Council discuss current appointments and determine if there are any changes.

Memorandum

To: City Councilmembers
From: Tessia Melvin, City Administrator
Date: December 14, 2015
Re: Rotary

BACKGROUND

The City of Maple Plain had a group membership for the Orono Rotary; however with schedules a designated members could not often attend. The meetings are every Thursday at 7 a.m. The current dues is \$660 from the City and each members is asked to consider financial donations.

At a recent meeting, when discussing staffing, I mentioned that I cannot attend these meetings and believe that the dues are too expensive.

Councilmember DeLuca has asked the following be considered:

Tessia, I understand Tessia that the city has announced to the Orono Rotary that it will be dropping its membership in Rotary effective 1-1-16. I have been thinking about this and I know how difficult this is for you personally to be a part of this. I do believe it is helpful and very appropriate for the city to have a membership in this organization. We have the ability to bring projects and concepts to Maple Plain if we are a part of this. In fact there have been some specific discussions regarding doing things in Maple Plain and Independence so the group has a larger regional footprint.

We have a membership that is not you, but the city as the member. We have designated you as the primary person, but Gary and Justin are listed as others that can come. Why not consider designating Julie, Dave, Jerry, Justin as our representatives. We could also designate Gary (you know Rotary has the police chief from Orono a part of this). We could even include the fire departments assistant chiefs. We should have a large enough pool to make this work. We are paying for the breakfasts each week whether someone comes or not. So let's spread it around. I get that you may not be able to be there all the time, but that should not be affect our willingness to be a part of this. We could handle the Thursday morning breakfast meetings like any other meeting even if it rotated through the group. In fact Julie and/or Justin may be very appropriate representatives for the city to this kind of an organization. Julie has lots of connections with The Chamber (which would be

wonderful). And Justin knows that there are several administrators and school board members as a part of Rotary.

I do not believe that we should lose our opportunity to be a part of this, and the potential benefits to the city that come from our participation.

Why don't we consider having a discussion at an upcoming Council workshop and the council can determine our continuation in Rotary. After all, it was the council that established that we should be a member in Rotary. It only seems appropriate if there is going to be a change in that decision, that it comes from the council. Would you please put this on a future council workshop agenda and forward my thoughts to the council. Then the group can make a decision about where we want to go.