

**AGENDA
MAPLE PLAIN CITY COUNCIL – WORKSHOP
MAPLE PLAIN CITY HALL
JANUARY 12, 2015
5:30 PM**

- 1. ROLL CALL**
- 2. ADOPT THE AGENDA**
- 3. FEE SCHEDULE**
- 4. COUNCIL APPOINTMENTS**
- 5. TELEVISIONING STORM SEWER NEAR FIRE DEPARTMENT**
- 6. UTILITY BILLING E-MAIL OPTION**
- 7. RATES FOR CONSULTANTS**
- 8. CARING YOUTH AWARD**
- 9. DRAKE AND PERKINS UPDATE**
- 10. OTHER ISSUES**
 - A. Strategic Planning Meeting**
- 11. ADJOURNMENT (NEED TO BE ADJOURNED BY 6:30 P.M. FOR SWEARING IN RECEPTION)**

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 12, 2015
Re: 2015 Fee Schedule

BACKGROUND

Each year the City Council reviews and makes necessary changes to the City's fee schedule. The staff has asked for comments on the current fee schedule.

The City Planner would recommend increasing our minimum fees for some of the zoning and planning issues. Often times there is confusing from the applicant about the fees and the escrows.

Staff has created new fees for the following:

- Fencing under 6ft for a \$25 permit
- Fencing over 6ft would include a \$25 permit and a building permit
- Massage Establishment fee would be \$50
- Massage Therapist fee would be \$250 for the initial background check and \$50 renewal each year, unless a background check is warranted.
- The Chicken License fee would be a one time \$100 fee per property owner, but require an annual renewal of license with no additional fees.
- Staff is currently looking to add a Public Event Permit for large events that come into Maple Plain

Councilmember DeLuca has asked that we look at the staff fees per hour and consider increasing them as health insurance costs rise.

Councilmember Maas-Kusske would like to discuss the park shelter use with the entire Council.

RECOMMENDATION

Staff recommends that the Council discuss the fee schedule. Staff reminds Council that fees are not intended to make money for the City, as they cannot per state law. However, they are created to help budget for staff time and resources.

**CITY OF MAPLE PLAIN
2014 FEE SCHEDULE**

Administration		Fee
Address Labels	\$50.00	
Address List	\$30.00	
Affidavit of Filing (Notary)	\$2.00	
Audit Book Copy	\$150.00	
Copy: City Code Book	Cost +10%	
Copy: Comprehensive Plan	Cost +10%	
City Map	At Cost	
Copies - Single-sided	\$0.25	
Copies - Doubled-sided	\$0.35	
Copies - Oversized	\$1.00	
Copies - Color or Pictures	\$1.00	
Faxes	\$1.00	Per page.
Delinquent Utility Charges	Bill + 10%	10% late charges.
DVD/CD/VHS Copies	\$15.00	
City Hall - Council Chambers	\$35.00	\$150 deposit.
City Hall - Conference Room	\$35.00	\$150 deposit.
Mailing costs of copies/reports	At Cost	
Permits - Peddlers	\$50.00	Per company.
Permits - Solicitors	\$50.00	Per company.
Permits - Transient Merchant	\$50.00	Per company.
Permits - Background Checks	\$50.00	Per person.
Recycling Container	N/C	
Replacement Container	\$5.00	
NSF Check	\$20.00	
Special Assessment Search	\$15.00	
Special Council Meeting Request	\$250.00	
Tax Increment Financing Application	\$1,500.00	Plus accrued expenses.
Zoning Letter Request	\$50.00	Per request; add'l cost over 1 hour.
Massage Establishment License Fee		
Massage Therapist License Fee		
Chicken License	\$100.00	one-time fee, annual renewal
Public Event Permit		
Contractor		Fee
Plumbing registration	\$5.00	

Staff Time (per Hour)		Fee
City Staff - Administrator	\$50.00	
Clerical	\$30.00	
City Attorney		Hourly rate per contract.
Engineering Consultants		Hourly rate per contract.
Planning Consultants		Hourly rate per contract.

Varies depending on fee schedule & assistance requested.

Parks & Recreation		Fee
Ballfield Use	N/C	

Park Shelters (Resident) *	N/C	
Park Shelters (Non-Resident) *	\$30.00	

* Additional cleaning & sanitation charges may apply for large gatherings.

Building (All)		Fee
Permit Application	\$100.00	Pre-payment; applied to total due.
Building - Commercial		Fee
<i>* All fees due, plus state req'd surcharge.</i>		
Building Permit Fee	Valuation.	1997 Fee Schedule.
Plan Review	65% of permit	Partial due with permit application.
Construction Plan Modifications	\$50.00	Minor changes; bldg insp approval.
New Plans After First Review		Regular fees, plus first plan review fee.
Building without permit.	Double permit.	Double cost of permit(s) & review(s).
Mechanical - 1st Unit	Valuation.	Plan review if needed.
Each Additional	\$30.00	
Mechanical - Ductwork, Gas Piping Alterations, Miscellaneous	\$75.00	Plan review if needed.
Plumbing (1-5 openings)	Valuation.	Plan review if needed.
Each Additional	\$15.00	
Plumbing - Ductwork, Gas Piping, Alterations, Miscellaneous	\$75.00	Plan review if needed.
Demolition (Commercial)	\$200.00	
Demolition (Industrial)	\$500.00	
Re-Roofing	Valuation.	1997 Fee Schedule.
Re-Siding	Valuation.	Plan review if needed.
Windows & Doors	Valuation.	Plan review if needed.
Building - Residential		Fee
<i>* All fees due, plus state req'd surcharge.</i>		
Building Permit Fee	Valuation.	1997 Fee Schedule
Plan Review		65% plan review fee.
Construction Plan Modifications	\$50.00	Minor changes; bldg insp approval.
New Plans After First Review		Regular fees, plus first plan review fee.
Building without permit.	Double permit.	Double cost of permit(s) & review(s).
Mechanical - 1st Unit	\$75.00	Add \$5.00 state surcharge
Each Additional	\$30.00	Add \$5.00 state surcharge
Mechanical - Ductwork, Gas Piping Alterations, Miscellaneous	\$75.00	Add \$5.00 state surcharge
Plumbing (1-5 fixtures)	\$55.00	Add \$5.00 state surcharge
Each Additional	\$15.00	
Water Heater & Water Softener	\$15.00	Add \$5.00 state surcharge
Removal Underground Tanks	\$100.00	Add \$5.00 state surcharge
Demolition (Residential)	\$100.00	Add \$5.00 state surcharge
Building Moving	\$200.00	\$150 bldg insp + bldg permit if req'd.
Site Inspection	\$150.00	Within 30 miles; paid to Bldg Insp.
Re-Roofing	\$70.00	
Re-Siding	\$70.00	
Re-siding - Stucco	\$105.00	
Windows & Doors	\$70.00	Per job.
Fireplace	\$79.00	
Permanent Structures (< 120 sq. ft.)	N/C	
Permanent Structure (> 120 sq. ft.)	Valuation.	1997 Fee Schedule plus 65% of plan rev
Temporary Structure (> 120 sq. ft.)		Temporary structures (<120 sq.ft. - N/C

Fence (< 6 ft.)	\$25.00	No permit.
Fence (> 6 ft.)	\$25.00	State fee schedule.

* All other fees not covered by this fee schedule minimum \$50 or valuation, which ever is greater.

Planning & Zoning	Fee	*** Applicant responsible for all City costs.
Appeal Administrative Decision	\$150.00	
Concept Plan Review	\$500.00	
Conditional Use Permits ***		
Home Occupation	\$200.00	
Escrow	\$1,000.00	
Commercial, Industrial & Office	\$500.00	
Amendment	\$200.00	
Escrow	\$2,000.00	Minimum; covers staff time, printing, et
Interim Use Permit	\$350.00	
Escrow	\$3,000.00	Signed agreement & financial guarante
Site Plan Review ***	\$500.00	
Escrow	\$3,000.00	Minimum; covers staff time, printing, et
Minor Subdivision ***	\$350.00	
Escrow	\$1,000.00	Minimum; covers staff time, printing, et
Preliminary Plat ***	\$500.00	
Escrow	\$3,000.00	Minimum; covers staff time, printing, et
Final Plat ***	\$500.00	
Escrow	\$1,500.00	Minimum; covers staff time, printing, et
Subdivision Application ***	\$500.00	
Escrow	\$3,000.00	Minimum; covers staff time, printing, et
Planned Unit Development ***	\$1,000.00	
Final Plat	\$500.00	
Escrow	\$5,000.00	Minimum; covers staff time, printing, et
Rezoning Application ***	\$500.00	
Escrow	\$2,000.00	Minimum; covers staff time, printing, et
Comprehensive Plan Amendment ***	\$500.00	
Escrow	\$5,000.00	Minimum; covers staff time, printing, et
Variances ***		
Residential	\$100.00	
Escrow	\$750.00	
Commercial, Industrial & Office	\$250.00	
Escrow	\$1,500.00	Minimum; covers staff time, printing, et
Vacation of Property	\$400.00	
Grading & Excavation Permit		
< 50 cubic yards	\$125.00	
51-100 cubic yards	\$200.00	
Above 100 cubic yards	\$350.00	
(> 1,000 cubic yards)	\$1,000.00	Council approval & letter of credit.
Right-of-Way Permit	\$250.00	Per job.
Escrow	\$500.00	Per job.
Park Dedication Fee (Residential)	\$3,750.00	Per unit.
Park Dedication Fee (All Other Uses)	\$0.258	Per square foot.

Signage	Fee	
Permanent	Valuation	State Fee Schedule & 65% for plan rev

Temporary	\$25.00	Per sign.
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Utility Trunk Charges		Fee
Inflow & Infiltration Violation	\$500.00	Per Quarter
Overdue/Unpaid Bills		Cost + 10% per Quarter.
Sewer Access Charge (SAC)		
MCES	\$2,485.00	Per unit.
City	\$600.00	Per unit.
Water Access Charge (WAC)		
Residential	\$2,889.00	Per unit.
Commercial & Industrial	\$11,555.00	Per unit.
Commercial & Industrial Addt'l	\$100.00	Per unit.
Non-Resident	\$5,778.00	Per unit.
Sanitary Sewer Rates (Quarterly)		
Fixed & Volume		See Ordinance No. 272
Water Rates (Quarterly)		
Fixed, Volume & Non-Resident		See Ordinance No. 272
Water Meter	\$90.00	Per unit.
Storm Sewer (Quarterly)		
Undeveloped or Vacant Land	\$40.50	Per acre.
Single- & Two-Family Residential	\$8.91	Per lot.
Multi-Family Residential	\$54.00	Per acre.
Church & Institutional	\$40.50	Per acre.
Mixed Use	\$81.00	Per acre.
Commercial, Retail & Office	\$81.00	Per acre.
Industrial	\$81.00	Per acre.

Utility Fees - Other		Fee
Delinquent Bills - County Certification	\$150.00	Plus 10% penalty.
Meter Testing		Cost of test.
Damaged Water Meter Repair	\$60.00	Plus staff time & material.
Damaged Curb Stop Repair	\$100.00	Plus staff time & material.
Private Hydrants (Flushing)	N/C	
Maintenance/Repair		\$50 + Labor & Materials.
Temporary Hydrant Meters		
Construction (per Month)	\$100.00	Plus volume charges.
Construction (Deposit)	\$250.00	
Damage Hydrant	At Cost	
Damage Water Main	At Cost	
Scheduled After-Hours Work		
Charged 2 Hour Minimum		Staff OT + 15%
Scheduled Holiday Work		
Charged 2 Hour Minimum		Staff Double Time + 15%
Utility Customer List		
Customer List	\$175.00	Paid in advance.
Mailing	At Cost	
Water Disconnect/Shut Off	\$50.00	
Water Restart	\$50.00	

Sewer Disconnect	\$50.00	
Sanitary Sewer Lateral Repair Permit	\$40.00	
Water Line Repair Permit	\$40.00	

Noise		Fee
Special Event Permit	\$50.00	Per event. (See Ordinance No. 258)

Liquor & Cigarette Licenses		Fee
Cigarette	\$150.00	
Liquor License Application Renewal	\$25.00	
Licensing of Employees	\$10.00	
Liquor License Investigation (In-State)		WHPS Fee Schedule.
Liquor License Investigation (Out-State)		WHPS Fee Schedule.
Liquor On-Sale		
On-Sale	\$5,000.00	
Sunday On-Sale	\$200.00	
Wine & Beer On-Sale	\$250.00	
Liquor Off-Sale	\$240.00	
3.2 Beer Off-Sale	\$50.00	
Public Dance / Block Party ****	\$500.00	
Temporary 3.2 Liquor Permit	\$100.00	Applicable insurance required.

**** Requires City Council & Police Department approval & security provided by WHPS at cost. (3.2 liquor-only.)

Public Safety		Fee
Police/Fire False Alarm (1st)	N/C	Per calendar year.
Police/Fire False Alarm (2nd)	\$100.00	Per calendar year.
Police/Fire False Alarm (3rd)	\$200.00	Per calendar year.
Police/Fire False Alarm (4th)	\$350.00	Per calendar year.
Police/Fire False Alarm (5th & subsequent)	\$500.00	Per calendar year.
Dog Impound	\$35.00	Plus cost of shelter contract.

Independence offers free for residents

We are charged by Maple Plain Bank

New
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Something to Consider

Councilmember DeLuca would like to discuss

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Councilmember Maas-Kusske would like to discuss

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Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 12, 2015
Re: 2015 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 2015. At the December workshop there was discussion on interests and the appointment process. All appointments were recommended at the time, but we were not able to get two appointments for the LMCC. Staff is asking that the Council review the appointments and make a decision on the LMCC appointments.

1. 2015 CITY COUNCIL APPOINTMENTS

COMMISSION/COMMITTEE APPOINTMENT	APPOINTED
Acting Mayor	Justin McCoy
Highway 12 Safety Coalition	Julie Maas-Kusske Tessia Melvin Gary Kroells-Alternate
Planning Commission	Dave Eisinger Mike DeLuca-Alternate
Parks Commission	Jerry Young Julie Maas-Kusske-Alternate
Lake Minnetonka Cable Commission	Julie Maas-Kusske

	Need to Appoint
Northwest Hennepin League of Municipalities	Justin McCoy Jerry Young-Alternate
Pioneer Sara Creek WSD	Mike DeLuca City Council-Alternate
Suburban Rate Authority	Jerry Young
West Hennepin Public Safety Police Commission	Jerry Young Dave Eisinger Justin McCoy-Alternate
Fire Commission	Jerry Young Mike DeLuca Julie Maas-Kusske-Alternate
MN Department of Transportation	Justin McCoy
WAFTA	Dave Eisinger
Building Inspector	Metro West
Emergency Management Director	Gary Kroells
City Forester	Tessia Melvin
Newsletter Editor	Maggie McCallum
Recycling Coordinator	Maggie McCallum
Weed Inspector	Jerry Young
Personnel Committee	Jerry Young Julie Maas-Kusske

RECOMMENDATION

Staff recommends that the Council discuss current appointments and determine if there are any changes for 2015. In addition, staff suggests that if the LMCC is not filled by a Councilmember, the Council open it up for a resident.

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 12, 2015
Re: Storm Sewer Near Fire Department

BACKGROUND

Staff has noticed drainage issues near the Fire Department. It appears that on the east side of Pioneer Avenue the storm sewer and catch basins may have collapsed.

RECOMMENDATION

Staff is looking for Council approval to go forward with some televising to determine what is occurring. Staff would estimate this televising at \$1500. This expense would come from the storm sewer fund.

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 12, 20215
Re: E-mail Utility Billing

Background

Currently the City does not have an option for residents to receive their utility bills via e-mail. Our current Payment Services Provider is offering this option to the City of Maple Plain for \$50 per month.

Recommendation

Staff would recommend the option for residents for the following reasons:

- They can opt out of receiving paper bills, which will reduce the postage and staff time mailing utility bills.
- It can act as a reminder to residents of the utility billing schedule.
- It provides a convenience to our residents
- It allows property owners to look up information about past utility bills and payments.
- It allows property owners to see a graph on the usage of water for their property.
- The additional expense would be paid for from the water and sewer funds.
-

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 12, 2015
Re: 2015 Consultant Rates

BACKGROUND

Each year the City Council authorizes and approves the City's consultants and their rates.

- Stantec is proposing to charge 8 hours of general engineering time per month at a reduced rate of \$60 per hour.
- Stantec has not had an increase since 2008. They are proposing a \$2 increase
- The City Planner will keep his rate of \$70 per hour.
- The City Attorney is looking for an increase of \$2.50.

ENGAGEMENT LETTER

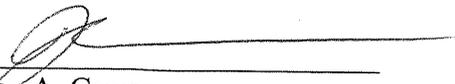
The Law Firm of Carson, Clelland & Schreder agrees to represent the City of Maple Plain for civil legal services and for municipal prosecution services in 2015.

Civil services include meeting attendance, staff consultation and the production of work relating to ordinances, zoning, special assessments, development contracts and other contractual matters. Representation for EDA matters is also anticipated. In addition to the before mentioned subjects, any other services as needed and directed by the City Council will be gladly performed. Charges for the civil work will be \$142.50 per hours.

The criminal prosecution services included the prosecution of petty misdemeanors, misdemeanors and gross misdemeanors as they occur; review and preparation of criminal complaints and consultation and advice with officers and police administration. The prosecution services include vehicle forfeitures. The prosecution services are billed at \$97.50 per hour for attorney and \$37.50 per hour for legal assistant.

The firm will also provide human resources and labor consultation and representation if desired by the City. These services will be billed at the civil rate.

Sincerely,



Jeffrey A. Carson
on behalf of Carson, Clelland & Schreder

APPROVED BY CITY OF MAPLE PLAIN

By: _____
Its Mayor

By: _____
Its Clerk



Stantec Consulting Services Inc.
2335 Highway 36 West
St. Paul MN 55113
Tel: (651) 636-4600
Fax: (651) 636-1311

January 5, 2015
File: 193801803

Attention: Tessia Melvin
City of Maple Plain
P.O. Box 97
Maple Plain, MN 55359-0097

Reference: 2015 Rate Schedule

Dear Tessia,

This past year has been a great year for the City of Maple Plain. We would like to take this opportunity to thank you for allowing Stantec to provide you our professional services. We look forward to continuing our service with the exciting projects and challenges in 2015.

We understand the financial constraints cities must operate under in today's economy. To best serve you, Stantec is committed to employing great people while keeping our technical capabilities innovative and effective. With the tough restraints placed on municipal governments, we are proposing to hold our rates in Maple Plain to an average increase of 2%. Our overall rate structure in Maple Plain was last adjusted in 2008.

Please be assured that we will continue to strive internally to minimize cost increases to the City and look for cost saving measures in our day to day operations with staff to help reduce your engineering costs. To help Maple Plain control expenses for 2015 in general engineering costs, we will continue the practice that was implemented in 2013:

- We will charge 8 hours of general engineering time per month at a reduced rate of \$60 per hour.

We highly value our relationship with you. We will continue to focus our efforts on providing the City with high quality service while being sensitive to budgets. Please do not hesitate to contact us with any questions. We look forward to continuing our services to you for 2015!

If you have any questions or require further information please call me at (651)604-4829.

Regards,

STANTEC CONSULTING SERVICES INC.

A handwritten signature in black ink that reads "Dan D. Gayman".

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: January 12, 2015
Re: Caring Youth Award

BACKGROUND

At a recent Council Onboarding Session, the City Council agreed to highlight and recognize all of the achievements in our community. The intent is to illustrate the strong sense of community that is found in Maple Plain, build positive relationships with residents and recognize and appreciate all of the work of our community members.

At the meeting, the Council decided to recognize the work, volunteering and partnerships found in Maple Plain. The Council has begun this process with thank you notes and verbal recognition at City Council meetings.

Staff would like the Council to consider adding another award to our Volunteer of the Year and Community Service of the year. Staff would like the City Council to consider adding a Caring Youth Award.

THINGS TO CONSIDER

Communities such as Hopkins, Minnetonka and Shoreview have such programs that work to recognize young people in grades 7 through 12 who have unselfishly involved themselves in a cause or situation benefiting others. It is designed to honor young people who demonstrate caring by reaching out to others or whose day-to-day lifestyles reflect uncommon concern for others. Caring Youth supports the attitude of giving without expectation of reward or recognition. It encourages an attitude of recognizing the needs of others and responding to those needs in a personal, caring way.

Staff have attached the nominations forms of two different programs for the Council to review and discuss what this may look like. Staff believes this would be a great opportunity to highlight our youth, work with the school and promote community. Below are some common questions that may be asked:

What Qualifies A Nominee As A “Caring Youth?”

A Caring Youth takes the initiative to identify a need in the community then volunteers in a way that helps meet that need. The nominee should have some personal passion for the cause for which they are volunteering, and it should be an activity that resulted in the nominee “stretching” themselves beyond their normal comfort zone.

Who May Nominate Someone For A Caring Youth Award?

The nominee must be nominated by a member of the organization for which they volunteered, or by someone who was closely involved with the volunteer activity. Nominations may not be submitted by a family member of the nominee.

How Do I Nominate Someone?

- Fill out the nomination form
- Return the form to City Hall via mail, fax or e-mail
- The Deadline is March 1st.

How will the winners be honored?

The City Council can honor the caring youth awards at the same time as the other community awards. A plaque will be presented at a City Council meeting.

RECOMMENDATION

Staff is looking for Council direction on this issue. If Council agrees, staff can create the forms and application forms in more detail for a future meeting.



NOMINATION FORM

2014 Caring Youth Awards

Sponsored by the cities of Golden Valley, Hopkins and Minnetonka, the Hopkins and Minnetonka school districts, and the Glen Lake Optimists.

**NOMINATION DEADLINE:
Monday, February 3, 2014**

Nominees must be in grades 7 through 12 and meeting one of the following criteria: live in, attend school in, or volunteer in Golden Valley, Hopkins or Minnetonka. Volunteer work must be unpaid and not a requirement for a class, a co-curricular program or an award received through another organization. Awards will be presented at a reception Thursday, March 20, 2014, at the Minnetonka Community Center.

Information about the young person you nominate for this award:

Name: _____ Volunteer Organization: _____
(Be sure name is spelled correctly, as this information will be used for certificates.)

Home Address: _____ City & Zip: _____

Telephone: _____ Email: _____

Age: _____ Grade: _____ School: _____

Information about you, the nominator:

Name: _____ Email: _____

Organization: _____ Title: _____

Address: _____ City & Zip: _____

Telephone: _____ Relationship to nominee: _____

Information about his/her parent(s)/guardian(s):

Name: _____ Email: _____

Home Address: _____ City & Zip: _____

Daytime Telephone: _____

*For the following questions, you may use a separate sheet of paper.
(over)*

Description of Volunteer Service

1. What volunteer work has the nominee done? Please describe the activity/activities in detail.
2. How long has the nominee volunteered, and how often?
3. What inspired the nominee to become involved in this particular volunteer activity?

Impact of Volunteer Service

4. How has the service affected the organization or individuals with whom the nominee is volunteering?
5. How has the service affected the Golden Valley, Hopkins or Minnetonka community?

Personal Qualities

6. Why is this young person qualified as a Caring Youth?
7. How do her/his personal qualities contribute to her/his volunteer work?
8. How has the volunteer experience affected the nominee? Has it changed their view of the world, their future plans, or their current behavior?

Photos: *If your nominee is chosen to receive the Caring Youth Award, the committee will request digital photos of the youth engaged in the volunteer activities for which he or she was nominated. The photos are used for a presentation at the awards reception.*

Return nomination form via email, fax or mail by 4:30 p.m. February 3, 2014, to:

Email: jlarson@eminnetonka.com

Fax: (952) 939-8244

Mail: Caring Youth, City of Minnetonka, 14600 Minnetonka Blvd., Minnetonka, MN 55345

Shoreview Caring Youth Award

Empowering communities to value youth

and youth to value communities.

The **CARING YOUTH AWARD** honors our community's outstanding youth. Nominees should help to make Shoreview a community where all people are welcomed, valued and respected; where each person feels at home.

Submit this **form** and **one page letter**. Clearly address the following aspects in your letter:

- Describe how you know the nominee and the length of your relationship.
- Describe the nominee's activities and character. Include any special attributes or challenges that set this nominee apart.
- Describe the impact this nominee has on other people and/or programs. Include any information about how much time, energy or skill is involved.

Send to: Terri Hoffard, City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126

Email: thoffard@shoreviewmn.gov

Questions: Call 651-490-4614

All winners will be recognized at an upcoming City Council Meeting at Shoreview City Hall.

Information about the Nominator (YOU) Nominators cannot be family members.

Name: _____

Address: _____

City: _____ Zip: _____

Affiliated with: _____

Phone: _____

Email: _____

Nominations DUE by Wed. May 21, 2014.

Nominees must live in or volunteer in Shoreview, be in grades 9 through 12, and meet the criteria of one or more of the following categories. Please circle all that apply.

Arts & Creativity

Enriching others through imaginative skills and originality in such activities that include: acting, dance, music, visual arts and writing.

Community Involvement

Volunteering to meet a need in the community through action, education, advocacy or service.

Courage

Standing up for beliefs, values and personal integrity and taking action during challenging circumstances to make a difference.

Cultural Awareness

Valuing culture and/or social diversity through action, lifestyle awareness or education.

Environment

Demonstrating leadership and commitment to heighten awareness about environmental issues and promote actions that lead to community sustainability.

UnBullying

Creating a welcoming environment for all. Speaking up to prevent bullying or protecting themselves or others from bullying.

Information about the Nominee

Name: _____

Address: _____

City: _____ Zip: _____

Age: ___ Grade: ___ School: _____

Parent(s)/Guardian(s) Information

Name(s): _____

Address: _____

City: _____ Zip: _____

Daytime Phone: _____

To: Tessia Melvin
City Administrator

From: Dan D. Boyum
City Engineer

File: 193801803

Date: January 9, 2015

Reference: Perkins Drainage Issue

Attached please find the following drawings related to the existing storm sewer system in the backyards of 1719 and 1735 Perkins Lane and 1718 and 1730 Howard Avenue.

Background

Residents in the area contacted City Staff about recent drainage issues in their area. City Staff met with residents on June 12, 2014 to discuss the drainage issues. There currently is an existing backyard catchbasin and 6" draintile in this area. The existing system has been not handling water recently after larger storm events in 2013 and during spring thaws. Residents asked for help from the City in investigating the system.

The City Council authorized the City Engineer to do a survey and Public Works to coordinate televising of the existing 6" draintile line.

Televising Findings

Public Works coordinated and televised the 6" draintile. They found it was clean and running easterly to Perkins from the existing catchbasin. They were not able to determine where it went once it got to Perkins. Because the draintile was clean, they anticipate there is some type of downstream issue with the draintile. With limited storm sewer in this part of town, Public Works was not able to locate a downstream issue.

Options for Consideration

Based on the field survey and Public Works televising, three options for consideration include:

1. Option 1 – A new catchbasin could be placed at the current location and based on the apparent drainage area, a 12" pipe could be placed at a 2% slope to the existing storm sewer system at Independence Street. This piping could be directionally drilled to minimize disturbance. Since the work would be crossing several properties, easements would be needed. A planning number for this work would be around \$50,000 to \$55,000 (not including easement costs), and based on the drainage area, it would benefit around 12 properties.
2. Option 2 – A new catchbasin could be placed at the current location and based on existing elevations on Perkins, a 15" pipe could be placed at a 0.5% slope and connect into new storm sewer that would be placed along Perkins when it is reconstructed in the future. Since the work would affect several properties, easements would be needed. A planning number for this work would be around \$20,000 to \$25,000 (not including easement costs), and based on the drainage area, it would benefit around 12 properties.

Reference: Perkins Drainage Issue

3. Option 3 – A local contractor could be hired to try to spot locate the draitile and do additional investigations on the draitile location and condition. We know some property owners had water gushing up at their driveway in the past from the draitile, and that may be a starting location for additional investigations to possible televising. We do not have an estimate of this cost, but we anticipate this would be the least expensive option.

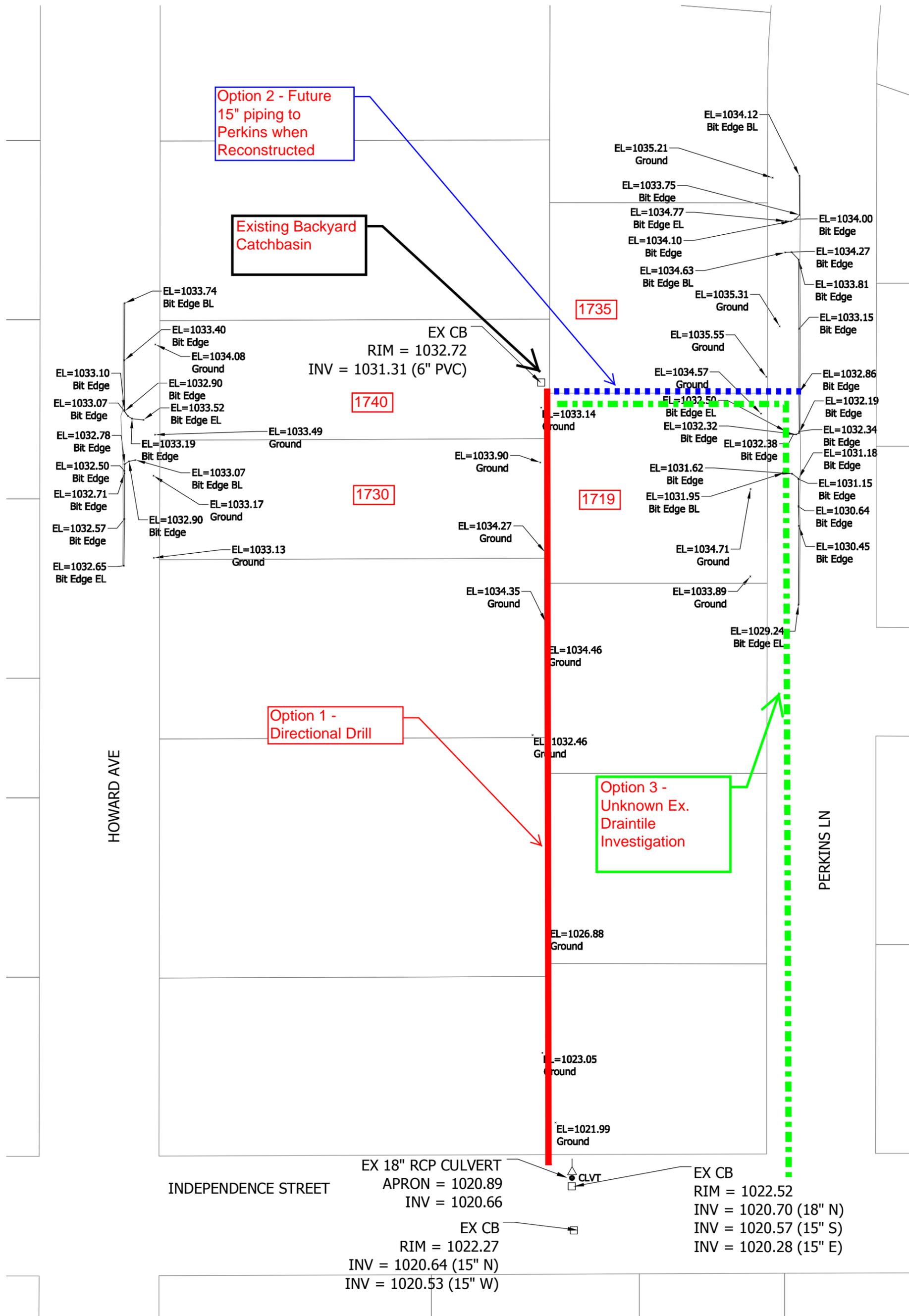
City Staff is coordinating another meeting with the property owners to discuss the findings. Please contact me with any questions.

STANTEC CONSULTING SERVICES INC.

Dan Boyum
City Engineer
Phone: (651) 604-4829
Fax: (651) 636-1311
Dan.Boyum@stantec.com

Attachment: Figure 1 – Survey Info and Figure 2 – Drainage Area

c. Matt Morris, Jeff Carson, Kellie Schlegel



Option 2 - Future 15\"/>

Existing Backyard Catchbasin

Option 1 - Directional Drill

Option 3 - Unknown Ex. Drain Tile Investigation

EL=1033.74 Bit Edge BL
 EL=1033.40 Bit Edge
 EL=1034.08 Ground
 EL=1033.10 Bit Edge
 EL=1033.07 Bit Edge
 EL=1032.78 Bit Edge
 EL=1032.50 Bit Edge
 EL=1032.71 Bit Edge
 EL=1032.57 Bit Edge
 EL=1032.65 Bit Edge EL
 EL=1033.19 Bit Edge
 EL=1033.07 Bit Edge BL
 EL=1033.17 Ground
 EL=1032.90 Bit Edge
 EL=1033.13 Ground
 EL=1033.49 Ground
 EL=1033.90 Ground
 EL=1034.27 Ground
 EL=1034.35 Ground
 EL=1034.46 Ground
 EL=1032.46 Ground
 EL=1026.88 Ground
 EL=1023.05 Ground
 EL=1021.99 Ground
 EX CB RIM = 1032.72
 INV = 1031.31 (6\"/>

INDEPENDENCE STREET

EX 18\"/>

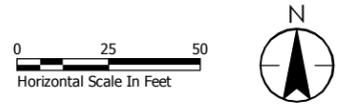
EX CB
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 INV = 1020.64 (15\"/>

EX CB
 RIM = 1022.52
 INV = 1020.70 (18\"/>

SURVEY INFO

MAPLE PLAIN, MINNESOTA
 PERKINS LANE BACKYARD DRAINAGE

FIGURE 1



Plot Date: 10/09/2014 1:20:16pm
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 User: 193802833.MAP

DRAKE STREET

HOWARD AVE

PERKINS LN

1784

1036

4909

1036

1774

DRAINAGE AREA
2.5 AC

1769

1764

1036

1754

1753

1034

1740

1735

EX CB
RIM = 1032.72
INV = 1031.31 (6" PVC)

1730

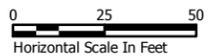
1718

1719

1034

1032

1030



DRAINAGE AREA

MAPLE PLAIN, MINNESOTA
PERKINS LANE BACKYARD DRAINAGE

FIGURE 2



Plot Date: 10/20/2014, 3:28pm
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User: 19380283_MAP_Coribous