

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**FEBRUARY 8, 2016**  
**6:30 PM**

- 1. WELCOME**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. HEARTSAFE UPDATE**
- 5. ADOPT AGENDA**
- 6. CONSENT AGENDA**
  - A. Approve January 25, 2016 City Council Meeting Minutes
  - B. Approve January 25, 2016 City Council Workshop Minutes
  - C. Accounts Payable
  - D. WECAN Resolution of Support
  - E. Adopt Fire Relief Association By-Law Changes
- 7. PUBLIC HEARINGS**
- 8. ADMINISTRATIVE REPORTS**
  - A. Administrative Report-2015 Year End
- 9. OLD BUSINESS**
  - A. 2015 End of Year Budget Transfers
- 10. NEW BUSINESS**
  - A. Consideration for an increase to Randy's Sanitation in 2016
  - B. Resolution to Formally Request MNDOT right of way for Downtown Development
- 11. COUNCIL REPORTS & OTHER BUSINESS**
- 12. 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.*
- 13. ADJOURNMENT**

**MINUTES**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**JANUARY 25, 2016**  
**6:30 PM**

**1. CALL TO ORDER**

Present: Councilmembers Justin McCoy, Dave Eisinger, Julie Maas-Kusske, and Mayor Jerry Young. Also present were City Administrator, Tessia Melvin, City Engineer, Dan Boyum, City Planner Mark Kaltsas, and City Attorney, Jeff Carson

Absent: Councilmember, Mike DeLuca and West Hennepin Director of Public Safety, Gary Kroells

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPT AGENDA**

**Councilmember Eisinger moved to adopt the January 25, 2016 City Council Agenda. Seconded by Councilmember Maas-Kusske. Motion passed 4 to 0.**

**4. MAYOR PROCLAMATION OF GRATITUDE FOR JEFF CARSON, CITY ATTORNEY**

Mayor Young announced a proclamation for City Attorney, Jeff Carson. Jeff Carson has served the City of Maple Plain since 1970. The Mayor and entire City Council thanked Jeff for all the hard work and dedication he has given to Maple Plain. Mayor Young asked Jeff Carson to share a few words. Jeff Carson announced that he is extremely thankful for all the wonderful relationships he has built with many people here at the City of Maple Plain and how he is honored to have served this community. City Council and Staff gave Jeff Carson a standing ovation.

**5. HeartSafe Update**

There was no update on HeartSafe at this meeting, but there should be an update at the February 8<sup>th</sup> meeting.

**6. CONSENT AGENDA**

- A. Approve January 11, 2016, City Council Meeting Minutes
- B. Approve January 11, 2016, City Council Workshop Minutes
- C. Accounts Payable
- D. Acceptance of Meadows of Maple Plain – Letter of Credit Reduction No. 1

**Councilmember McCoy moved to adopt the consent agenda. Seconded by Councilmember Eisinger. Motion Passed 4 to 0.**

7. **ADMINISTRATIVE REPORTS**

A. City Planner December Monthly Report

City Planner Mark Kaltsas gave a monthly report that included the downtown development. The variance and CUP that is currently on this agenda. Mark Kaltsas did share that many commercial buildings have been brought up recently by potential buyers.

**Councilmember Eisinger moved to approve the City Planner December report. Seconded by Councilmember Maas-Kusske. Motion Passed 4 to 0.**

B. City Engineer December Monthly Report

Dan Boyum explained that he has been working on Meadows of Maple Plain as well as cost analysis reports for Budd Ave. Site Plans were also reviewed for the Kona site as well by Dan Boyum.

**Councilmember McCoy moved to approve the City Engineer December report. Seconded by Councilmember Eisinger. Motion passed 4 to 0.**

C. Public Works December Monthly Report

Tessia Melvin, City Administrator explained that Public Works is rearranging the shop to the most efficient manner possible. Public Works has also been doing a terrific job as keeping our streets and roadways clean during some minor snow falls so far this year.

**Councilmember Maas-Kusske moved to approve the Public Works December report. Seconded by Councilmember McCoy. Motion passed 4 to 0.**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

A. Sign Variance to allow New Internally Illuminated Building Façade Sign by Variant Insurance

City Planner, Mark Kaltsas explained that a new business going into the Gordon James building wants to add a sign facing Highway 12. City staff disputed the illumination of the sign as the downtown district has a provision in the City code that does not allow the illumination of lights. Now many other signs in the downtown district do indeed have illuminated signs and the applicant argues that a variance should be allowed. The buildings current signs are illuminated and these signs were allowed prior to the City requiring a sign package for review.

Mark Kaltsas did note that the applicant does want to have an illuminated sign, but only the letters of the sign would be illuminated and not the entire background of the sign. The applicant has shown a plan of the sign and all other components of the sign including dimensions that have met the current City code and what is deemed acceptable. The Planning Commission did review the proposed sign and had a long

discussion about wanting business to follow the sign ordinances, but ultimately decided to accept the variance on the account that there are multiple tenants in the building and it is more important to match the current tenants.

**Councilmember McCoy moved to approve the Sign Variance. Seconded by Councilmember Eisinger. Motion Passed 4 to 0.**

**B. 5115 Industrial Street CUP Amendment to Cell Tower**

Mark Kaltsas explained that this was the second topic on the Planning Commission agenda from last week and explained that AT&T owned this particular cell phone tower located at 5115 Industrial Street. In order for this cell phone tower to exist a Conditional Use Permit was issued in 1996. The conditions of the Conditional Use Permit allowed for 12 total antennas. Currently the cell phone tower has a total of 33 antennas.

Mark Kaltsas explained that the current CUP in front of the City Council is a CUP that would allow three additional antennas, but would require a new CUP for each additional antenna from this point forward. This cell phone tower is privately owned. The height of the tower is not going to change. The impact of the surrounding properties would not change. Currently there are a lot of tenants on the tower and the location does not hinder any issues. The language in the resolution would permit only three new antennas at this time.

**Councilmember Eisinger moved to approve the CUP Amendment. Seconded by Councilmember Mass-Kusske. Motion passed 4 to 0.**

**C. 2016 City Council Appointments**

Tessia Melvin, City Administrator shared all of the City Council appointments to different commissions.

**Councilmember Eisinger moved to approve the 2016 City Council Appointments. Seconded by Councilmember Mass-Kusske. Motion passed 4 to 0.**

**Councilmember Maas-Kusske moved to adopt a recess until 7:30 P.M. for a Public Hearing on the Construction work at Budd Ave. Seconded by Councilmember McCoy. Motion Passed 4 to 0.**

**10. PUBLIC HEARING: Budd Avenue Street and Utility Improvements**

City Engineer, Dan Boyum explained that the purpose of the public hearing is to explain the scope of the project, the cost of the project, and then receive some feedback from the residents about the project. Dan Boyum explained how the sanitary sewer along Budd Avenue is made of clay pipe that is in poor condition. Clay pipes have had a tendency to

contribute to “I and I” issues in the past. The Clay pipes would be replaced with PVC pipes. The water main is an existing 6” cast iron and does deteriorate with hot soils. The plan is to replace the existing water main with an 8” PVC mainline. There would be temporary water during construction.

Street and Storm Sewer improvements would include storm sewer with drain tile. The street improvements would include curb and gutter. The Park side could include a sidewalk. Residents would be assessed for the project depending on location 35 to 50 percent. The City would then pay for the other 65 to 50 percent of the project. The next steps in the process would include opening bids for the project on April 12<sup>th</sup>, Awarding Contract April 25<sup>th</sup>, beginning construction in May/June 2016, Assessment Hearing during the fall of 2016, and concluding with a final wear course in the spring 2017.

Ted Westerdahl shared his concern with the high assessment of the project. The resident expressed concern with being able to get to the park during construction. Maple Plain days would be taking place during the construction of this project.

Kent Adams a resident along Budd Avenue does not have an address and is wondering how to get an official address. Mayor Young shared that Staff will look into getting an official address for Mr. Adams. Kent expressed concern with being assessed sewer and water costs when his property is not connected to sewer and water. Dan Boyum, City Engineer expressed that because sewer and water run adjacent to your property and the sewer and water is stubbed for your property, you are then provided the option to use sewer and water so you are responsible for this assessment.

Dan Boyum, asked City Council if they would like to act on this project now and approve this project for the next step which would be drawing and creating plans and specifications. Mayor Young asked if waiting to act on this project until the next City Council meeting would upset the current proposed schedule for the project. Day Boyum responded that waiting two weeks would push everything back two weeks, but the project would be concluded prior to Maple Plain Days. Councilmember Eisinger recommended to the City Council that action is taken tonight to keep the current schedule and to get bids on this project as soon as possible. Councilmember McCoy agreed with Councilmember Eisinger about the time sensitivity of this project.

**Motion by Councilmember Eisinger through Resolution to approve the drawing and creation of Plans and Specifications for the Budd Ave infrastructure project for 2016. Seconded by Councilmember Maas-Kusske. Motion Carried 4 to 0.**

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

Councilmember McCoy thanked all the residents that came to the public hearing tonight and confirmed with staff, that communication will be shared with the residents before things happen with the project. City Administrator, Tessia Melvin explained how the City is going to soon be implementing CodeRed. CodeRed as explained by Melvin is a communication system that reaches out to residents’ cell phones and email addressed or landlines if they wish to sign up.

## **12. 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.*

**13. ADJOURNMENT**

**Motion by Councilmember Eisinger to adjourn the January 25 City Council meeting.  
Seconded by Councilmember McCoy. Motion Passed 4 to 0.**

**Maple Plain City Council  
Workshop Minutes  
January 25, 2016  
Maple Plain City Hall**

**1. CALL TO ORDER**

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

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

Councilmember DeLuca had an excused absence.

**2. ADOPT AGENDA**

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

**3. UTILITY BILLING CLERK INTERVIEWS**

The City Council interviewed two applicants for the Utility Billing Clerk Position.

**4. DISCUSSION ON DOWNTOWN DEVELOPMENT**

The Council discussed the recent e-mail regarding the creation of a TIF District, removal of the gas tanks and other project related costs. Melvin reported that a TIF District has not been created and monies from the District would be used for public infrastructure.

**5. ADJOURNMENT**

**Councilmember Maas-Kusske moved to adjourn the meeting at 6:11 p.m.; seconded by Councilmember McCoy. Motion passed 4-0.**

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Payments

Current Period: February 2016

Batch Name	2/5/16 PAY C	Payment	Computer Dollar Amt	\$49,106.41	Posted	
Refer	0	OPG-3				
Cash Payment	E 101-41500-309	EDP, Software and Desi				\$1,154.00
Invoice	1096	1/20/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$1,154.00
Refer	0	ADP, LLC				
Cash Payment	E 101-41410-437	Miscellaneous				\$490.00
Invoice		1/15/2016				
Cash Payment	E 101-41410-437	Miscellaneous				\$115.00
Invoice		1/29/2006				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$605.00
Refer	0	BANK OF MAPLE PLAIN				
Cash Payment	E 101-41500-413	Office Equipment Rental				\$60.00
Invoice						
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$60.00
Refer	0	BAGGY JO INC				
Cash Payment	E 101-45200-211	Cleaning Supplies				\$85.44
Invoice	59129	2/2/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$85.44
Refer	0	BELAYHOST				
Cash Payment	E 101-41500-309	EDP, Software and Desi				\$18.00
Invoice	30252	12/1/2015				
Cash Payment	E 101-41500-309	EDP, Software and Desi				\$45.39
Invoice	30430	1/1/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$63.39
Refer	0	CARSON & CLELLAND				
Cash Payment	E 101-41110-304	Legal Services				\$737.03
Invoice		1/27/2016				
Cash Payment	E 101-41610-304	Legal Services				\$2,436.36
Invoice		1/27/2015				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$3,173.39
Refer	0	CENTERPOINT ENERGY MINNEGA				
Cash Payment	E 601-49400-383	Gas Utilities				\$242.18
Invoice		1/22/2016				
Cash Payment	E 101-41940-383	Gas Utilities				\$384.89
Invoice		1/28/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$627.07
Refer	0	MIKE DELUCA				
Cash Payment	E 101-41110-331	Training & Travel				\$7.56
Invoice		1/25/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b>	\$7.56
Refer	0	ECM PUBLISHERS INC				

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## Payments

Current Period: February 2016

Cash Payment	E 101-41420-351	Legal Notices Publishing	\$69.39
Invoice	301060	1/30/2016	
Cash Payment	E 101-41420-351	Legal Notices Publishing	\$99.38
Invoice		12/28/2015	
Transaction Date	2/5/2016	Due 0 Bank of Maple Plain 10100	<b>Total</b> \$168.77
Refer	0 <u>HAWKINS INC.</u>		
Cash Payment	E 601-49400-216	Chemicals & Chemical P	\$15.00
Invoice	3829501	1/22/2016	
Cash Payment	E 601-49400-216	Chemicals & Chemical P	\$55.00
Invoice	3829664	1/22/2016	
Transaction Date	2/5/2016	Due 0 Bank of Maple Plain 10100	<b>Total</b> \$70.00
Refer	0 <u>HENNEPIN COUNTY</u>		
Cash Payment	E 101-43000-419	General Rentals	\$63.64
Invoice		12/7/2015	
Cash Payment	E 101-43100-224	Street Maintenance Mate	\$2,265.21
Invoice		12/31/2015	
Transaction Date	2/5/2016	Due 0 Bank of Maple Plain 10100	<b>Total</b> \$2,328.85
Refer	0 <u>INTERSTATE POWER SYSTEM IN</u>		
Cash Payment	E 601-49400-404	Machinery & Equipment	\$652.18
Invoice	R001107535:01	1/29/2016	
Transaction Date	2/5/2016	Due 0 Bank of Maple Plain 10100	<b>Total</b> \$652.18
Refer	0 <u>JOHNSONTURNER LEGAL</u>		
Cash Payment	E 452-49357-500	Capital Outlay (GENERA	\$1,650.00
Invoice	16-1080-A	2/2/2016	
Transaction Date	2/5/2016	Due 0 Bank of Maple Plain 10100	<b>Total</b> \$1,650.00
Refer	0 <u>LANO EQUIPMENT</u>		
Cash Payment	E 101-45200-404	Machinery & Equipment	\$92.57
Invoice	03-350684	1/26/2016	
Cash Payment	E 101-45200-404	Machinery & Equipment	\$125.78
Invoice	03-350942	1/28/2016	
Cash Payment	E 101-45200-211	Cleaning Supplies	\$10.20
Invoice	03-351764	2/3/2016	
Cash Payment	E 101-45200-211	Cleaning Supplies	\$9.94
Invoice	03-350536	1/25/2016	
Cash Payment	E 101-45200-211	Cleaning Supplies	\$4.20
Invoice	03-350532	1/25/2016	
Transaction Date	2/5/2016	Due 0 Bank of Maple Plain 10100	<b>Total</b> \$242.69
Refer	0 <u>MAAS-KUSSKE, JULIE</u>		
Cash Payment	E 101-41110-331	Training & Travel	\$39.33
Invoice		1/25/2016	
Transaction Date	2/5/2016	Due 0 Bank of Maple Plain 10100	<b>Total</b> \$39.33
Refer	0 <u>METRO WEST INSPECTION SERVI</u>		
Cash Payment	E 101-42400-308	Building Inspection	\$372.26
Invoice		1/20/2016	
Transaction Date	2/5/2016	Due 0 Bank of Maple Plain 10100	<b>Total</b> \$372.26
Refer	0 <u>MINNESOTA RURAL WATER ASSO</u>		

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Payments

Current Period: February 2016

Cash Payment	E 601-49400-331 Training & Travel				\$225.00
Invoice	1/20/2016				
Cash Payment	E 601-49400-331 Training & Travel				\$225.00
Invoice	1/20/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$450.00
Refer	0 MAMA				
Cash Payment	E 101-41500-433 Dues & Subscriptions				\$20.00
Invoice 2024	1/14/2016				
Cash Payment	E 101-41500-433 Dues & Subscriptions				\$45.00
Invoice 2096	1/22/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$65.00
Refer	0 OFFICE DEPOT				
Cash Payment	E 101-41500-201 Office Supplies				\$62.95
Invoice 818593013001	1/19/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$62.95
Refer	0 ORONO IND SCHOOL DISTRICT 27				
Cash Payment	E 101-41940-412 Building Rentals				\$8,021.04
Invoice 142	1/13/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$8,021.04
Refer	0 P.E.R.A.				
Cash Payment	G 101-21704 PERA Withholding				\$10.00
Invoice 100062	1/21/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$10.00
Refer	0 PIPE SERVICES CORP				
Cash Payment	E 603-49455-311 Contract Service				\$22,223.10
Invoice 2007811	10/22/2015				
Cash Payment	E 603-49455-311 Contract Service				\$916.25
Invoice 2007817	11/2/2015				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$23,139.35
Refer	0 TASC				
Cash Payment	E 101-41500-437 Miscellaneous				\$52.00
Invoice					
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$52.00
Refer	0 TESSIA MELVIN				
Cash Payment	E 101-41500-321 Telephone		Cell Phone Feb		\$50.00
Invoice					
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$50.00
Refer	0 UNITED FARMERS COOPERATIVE				
Cash Payment	E 101-43000-212 Motor Fuels				\$323.37
Invoice 34020	1/20/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$323.37
Refer	0 XCEL ENERGY				
Cash Payment	E 601-49400-381 Electric Utilities				\$3,833.16
Invoice	1/25/2016				
Cash Payment	E 101-43160-381 Electric Utilities				\$13.07
Invoice	1/22/2016				

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## Payments

Current Period: February 2016

Cash Payment	E 101-43160-381 Electric Utilities				\$1,771.01
Invoice	1/22/2016				
Cash Payment	E 101-43160-381 Electric Utilities				\$15.53
Invoice	1/22/2016				
Transaction Date	2/5/2016	Due 0	Bank of Maple Plain	10100	<b>Total</b> \$5,632.77

### Fund Summary

	10100 Bank of Maple Plain	
603 STORM WATER FUND	\$23,139.35	
601 WATER FUND	\$5,247.52	
452 METROPOLITAN COUNCIL GRANT	\$1,650.00	
101 GENERAL FUND	\$19,069.54	
	<hr/>	
	\$49,106.41	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$49,106.41
Total	<hr/> \$49,106.41

5050 INDPENDENCE STREET | P.O. BOX 97 | MAPLE PLAIN, MN 55359  
Ph: (763) 479-0515 | Fax: (763) 479-0519 | [www.mapleplain.com](http://www.mapleplain.com)

Consolidated Pool CDBG Application Review Committee  
c/o Tami Bayne-Kuczmarski

Dear CDBG Application Review Committee,

I am writing on behalf of the Mayor and City Council in support of the application by WeCAN for funding through the CDBG Program. The City Council, at its February 8, 2016 meeting, expressed its support for the WeCAN CDBG application and directed that a letter of support be sent to the Consolidated Pool Committee.

WeCAN provides a variety of essential services to low-income residents in western Hennepin County. It is important that WeCAN continue to receive financial support through the CDBG program and continue to serve over 1,800 individuals in our community.

Sincerely,

Tessia Melvin  
City Administrator  
City of Maple Plain

RESOLUTION NO.16-0208-01

A RESOLUTION APPROVING THE CONTINUATION OF CDBG FUNDING OF WESTERN COMMUNITIES ACTION NETWORK (WeCAN)

WHEREAS, the City of Maple Plain (the “City) has supported services for its residents given by WeCAN, a community-based human service organization dedicated to helping low-income people achieve greater self-sufficiency and family stability; and

WHEREAS, these services include emergency assistance for housing stability, family support services, Meals on Wheels, a mobile food shelf, employment support, public assistance intake services and other resources.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA recommends to the Consolidated Pool Selection Committee that Community Development Block Grant (CDBG) funding of Western Communities Action Network (WeCAN) be continued.

This resolution was adopted by the City Council of the City of Maple Plain on this 8<sup>th</sup> day of February 2016, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

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

ATTEST:

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

(SEAL)

**BYLAWS OF THE MAPLE PLAIN Amended ~~Nov 2013~~ [January 2016](#)  
FIRE DEPARTMENT RELIEF ASSOCIATION**

**ARTICLE I**

**Membership**

**Section 1** Any regular active member of the Maple Plain Fire Department is eligible to apply for membership in this association.

**Section 2** Application for membership may be made at any regular or special meeting of the board of trustees, and then laid over for one month for consideration

**Section 3** Resignation or expulsion from the Maple Plain Fire Department or moving from the vicinity of Maple Plain to take up residence elsewhere, shall terminate the membership of the member so resigning, expelled or removing; provided, however, that any member who has served for at least the minimum number of years required by Article IX of these bylaws for vesting of pension rights as an active member of the Maple Plain Fire Department shall retain his membership in this association, regardless of resignation or removal, subject to payment of dues and such other regulations which may be from time to time imposed.

**ARTICLE II**

**Board of Trustees**

**Section 1** The board of trustees shall be composed of the following: a President, a Vice President, a Secretary, a Treasurer and 2 general trustees, each of whom shall be elected for a term as specified in this Article, or until their successor has been elected and qualified, at the annual meeting of the association from its members, and in addition the statutory ex officio members; the Chief of the Fire Department, the mayor and the clerk or the treasurer of the city of Maple Plain.

**Section 2** At the first election following the adoption of these bylaws, the 2 general trustees shall be elected for terms of one year; the President and the Vice President shall be elected for terms of two years; the Secretary and Treasurer shall be elected for terms of three years. Thereafter, as their respective terms of office expire, two officers or general trustees shall be elected for three year terms at each annual meeting. If a vacancy occurs during the term of office of any officer or general trustee, the remaining members of the board of trustees shall elect a member of the association to serve for the unexpired term of the vacated position.

**BYLAWS OF THE MAPLE PLAIN Amended ~~Nov 2013~~ January 2016**  
**FIRE DEPARTMENT RELIEF ASSOCIATION**

**Section 3** It shall be the duty of the board of trustees to prepare modes and plans for the safe and profitable investment of the unappropriated funds of the association, and whenever loans or investments are made, to investigate and pass upon the securities offered and to attend to the drawing and execution of the necessary papers. The board shall order an audit of the books and accounts of the secretary and the treasurer annually, according to law, and shall submit a written report to the condition of the association to the members at the annual meeting.

**Section 4** The investment of the funds of the association shall be in the exclusive control of the board of trustees, in conformance with state statutes and subject to the approval of the council of the City of Maple Plain.

**Section 5** The members of the board shall act as trustees with a fiduciary obligation to the State of Minnesota, to the City of Maple Plain and to the members of the association.

**ARTICLE III**

**Duties of Officers**

**Section 1** It shall be the duty of the President to attend and preside at all meetings of the association and the board of trustees. He/she shall enforce the due observance of the Articles of Incorporation and the bylaws and see that the officers properly perform the duties assigned to them. They shall sign all checks issued by the Treasurer and all other papers requiring his signature. The President shall be a member of all committees except the aid committee and shall exercise careful supervision over the affairs of the association

**Section 2** It shall be the duty of the Vice President to perform the duties of the President in his absence. In the absence of both the President and the Vice President, it shall be the duty of the association to elect a President Pro Tem, who shall perform the duties incident to the office.

**BYLAWS OF THE MAPLE PLAIN Amended ~~Nov 2013~~ January 2016**  
**FIRE DEPARTMENT RELIEF ASSOCIATION**

**Section 3** It shall be the duty of the Secretary to keep a true and accurate record of the proceedings of all meetings of the association and of the board of trustees. He/She shall keep a correct record of all amendments, alterations and additions to the Articles of Incorporation or the bylaws in a separate book from the minute books of the association. The Secretary shall cause due notice of all special meetings of the association and the board of trustees to be given. They shall receive all moneys due the association and pay the same over to the Treasurer, taking a receipt for the same, and failing to do so the secretary may be impeached and expelled from the association. The Secretary shall keep a roll of membership, with the date joining, resignation, discharge, dues and assessments paid and relief or pensions furnished. Their books shall be at all times open to inspection by the board of trustees. The Secretary shall prior to entering upon the duties of their office, give a bond in such amount and with such sureties as may be required and approved by the board of trustees, conditioned upon the faithful discharge of his/her trusts and the full performance of the duties of their office, paid for from the Special Fund of the association. He/she shall sign all orders for payment issued to the Treasurer, and statements required by law.

**Section 4** It shall be the duty of the Treasurer to receive from the Secretary all moneys belonging to the association and hold them subject to the order of the President and counter signed by the Secretary. The Treasurer shall keep separate and distinct accounts of the General and Special Funds, and shall prepare and present to the board of trustees a full and detailed statement of the assets and liabilities of each fund separately prior to the annual meeting of the association. Failing in his obligations, they may be impeached and expelled from the association. The Treasurer shall deliver to their successor in office, or any committee appointed by the board of trustees to receive the same, all moneys, books, papers, etc., pertaining to his/her office immediately upon the expiration of his term of office. The Treasurer shall, prior to entering upon the duties of their office, give a bond in such amount and with such sureties as may be required and approved by the board of trustees, conditioned upon the faithful discharge of his/her trust and the faithful performance of the duties of his office, and payable from the Special Fund of the association. Jointly with the Secretary, he/her shall prepare and file all reports and statements required by law.

**Section 5** There shall be an Aid Committee, composed of the Vice President and two other members of the association, who may or may not be members of the board of trustees, appointed by the President. The Vice President shall be the chairman of this committee, whose duty shall be to see that assistance is rendered to each sick or disabled member, and to the survivors of any deceased member.

**BYLAWS OF THE MAPLE PLAIN Amended ~~Nov 2013~~ January 2016  
FIRE DEPARTMENT RELIEF ASSOCIATION**

**ARTICLE IV**

**Meetings**

**Section 1** The annual Meeting of the association, for the election of officers and trustees, and other business shall be held on the 1st Monday of March in each year. If such day falls on a holiday or other mandatory training, such meeting shall be held on the next-closest following available Monday night as determined by the President.

**Section 2** The board of trustees shall meet at least 4 times during each year.

**Section 3** Special meetings of the association or of the board of trustees may be called by the President, or 2 members of the board of trustees, and shall also be called upon written request of 6 or more members of the association. Members or trustees shall be notified by the Secretary of such special meetings, and the object of the meeting shall be stated in such notice.

**Section 4** A majority of the board of trustees then in office and 40% of the members of the association shall constitute quorums for the transaction of business at their respective meetings. Less than a quorum may adjourn a meeting to a future time, which the Secretary shall make known to the affected members.

**Section 5** All meetings shall be conducted according to Robert's Rules of Order, as revised.

**ORDER OF BUSINESS**

1. Call to order.
2. Approval of minutes of previous meeting.
3. Approval of reports and minutes of board of trustees' meetings.
4. Reports of officers.
5. Proposition for membership.
6. Reports of special committees.
7. Balloting for members.
8. Old Business
9. New Business
10. Election of officers and trustees (Annual meeting).
11. Roll call.
12. Adjournment.

BYLAWS OF THE MAPLE PLAIN Amended ~~Nov 2013~~ January 2016  
FIRE DEPARTMENT RELIEF ASSOCIATION

ARTICLE V

**Dues, Duties and Rights of Members**

**Section 1** Any member who shall, in the opinion of a majority of the board of trustees, fraudulently claim benefits from, or defraud or attempt to defraud the association in any way, shall be suspended from membership by the board, and he/she shall forfeit all further rights to benefits from the association.

**Section 2** Any suspended member can only be reinstated upon his application therefor in writing, presented at a regular or special meeting of the association, accompanied by a sum of money equal to what he/she would have been required to pay to the association during the period of suspension had he/she not been suspended, plus a reinstatement fee of \$1.00, upon a favorable vote of 2/3 of the members present and voting at such meeting. If the application for reinstatement is rejected, the money accompanying the same shall be returned to the applicant.

**Section 3** No money or funds of the Special Fund of the association shall be disbursed except for those purposes specifically authorized by state statutes.

**Section 4** No money or funds of the General Fund of the association shall be disbursed for any purpose not herein provided for, unless authorized by the favorable vote of 2/3 of the members present at a regular or special meeting of the association.

**Section 5** All reports and resolutions shall be submitted in writing and no report from a committee shall be accepted unless it is the report of a majority of a committee, provided, however, that a minority shall be permitted to present its views in writing.

ARTICLE VI

**Funds**

**Section 1** The funds received by this association from dues, fines, initiation fees, entertainment's and other miscellaneous sources shall be kept in the General Fund of the association on the books of the Secretary and the Treasurer and may be disbursed for any purpose reasonably related to the welfare of the association or its members.

**Section 2** All funds received by this association from any tax sources, and all funds or property donated or granted to the association for the benefit of this fund shall be kept in a Special Fund on the books of the Secretary and the Treasurer and shall not be disbursed for any purpose except those authorized by law.

**BYLAWS OF THE MAPLE PLAIN** ~~Amended Nov 2013~~ Amended January 2016  
**FIRE DEPARTMENT RELIEF ASSOCIATION**

**Section 3** No disbursement of funds of this association shall be made except by checks drawn by the Treasurer and countersigned by the President. Except when issued for salaries, pensions and other fixed charges. The exact amount of which has previously been determined and authorized by the board of trustees or the members, no check shall be issued until the claim to which it relates has been approved by the board of trustees.

**Section 4** All money belonging to this association shall be deposited to the credit of the association in such banks, trust companies, savings and loan associations or other depositories as the board of trustees may designate.

**Section 5** The funds of this association may be invested by the Board of Trustees in such income-paying properties and securities as may be authorized by the board and in compliance with the laws of the State of Minnesota.

**ARTICLE VII**

**Application for Benefits**

**Section 1** All applications for relief or pension benefits shall be made in writing on forms furnished by the Secretary.

**Section 2** All applications for disability benefits shall be submitted to the board of trustees at a regular or special meeting of the board. The application shall be accompanied by a certificate from the attending physician or surgeon setting forth the nature of the illness or injury, the cause and duration thereof, the length of time the applicant has been unable to perform his duties as a firefighter, and an estimate of the future time during which the applicant will be unable to perform his duties as a firefighter.

**Section 3** All applications for pensions shall be submitted to the board of trustees at a regular or special meeting of the board. Applications shall be verified by an oath of the applicant and shall state the age of the applicant, the period of service in and the date of retirement from the Maple Plain Fire Department, the length of time he/she has been a member of the association, and such other information as the board of trustees may require.

**Section 4** No benefits or pensions shall be paid until the application therefor has been approved by a majority vote of the board of trustees. Decisions of the board shall be final as to the payment of such benefits or pensions. No person receiving a pension shall be paid any other benefits by this association.

BYLAWS OF THE MAPLE PLAIN Amended ~~Nov 2013~~ January 2016  
FIRE DEPARTMENT RELIEF ASSOCIATION

ARTICLE VIII

**Sick and Disability Benefits**

**Section 1** If a member of this association shall become totally and permanently disabled to the extent that a physician or surgeon acceptable to the board of trustees shall certify that such disability will permanently prevent said member from performing his/her duties in the Maple Plain Fire Department, the association shall pay to such member the sum of \$1000 for each year that he/she served as an active member of the Maple Plain Fire Department. If a member who has received such a disability pension should subsequently recover and return to active duty in the Maple Plain Fire Department, any amount paid to him/her as a disability pension shall be deducted from his/her retirement pension.

**Section 2** Each member of the Association, except those on the deferred pension roll who is sick or disabled as a result of injuries caused during fire service to the extent that he/she is unable to perform the duties of his/her employment, and who is under the care of a physician for a period of 30 consecutive days or more shall be entitled to a benefit of \$50.00 per week commencing with the 31st day of such illness or disability. But, the total of such benefits paid to any one member shall not exceed \$500 in any one calendar year.

ARTICLE IX

**Death Benefits and Pensions**

**Section 1** Upon the death of any member of the association who is in good standing at the time of his death, the association shall pay to the surviving spouse, if any, and if there is no surviving spouse, to surviving child or children, if any, and if no child or children survive, to the estate of such deceased member he shall pay to such member the sum of ~~-\$2400~~2500 for each year that he/she served as an active member of the Maple Plain Fire Department.

**Section 2** The association shall pay to each member who shall have served actively in the Maple Plain Fire Department for a period of 20 years or more prior to his resignation from said Fire Department, and who has reached the age of 50 years or more, and who has been a member of the association for at least 10 years, he/she shall pay to such member the sum of ~~-\$2400~~2500 for each year that he/she served as an active member of the Maple Plain Fire Department.

**BYLAWS OF THE MAPLE PLAIN** ~~Amended Nov 2013~~ Amended January 2016  
**FIRE DEPARTMENT RELIEF ASSOCIATION**

**Section 3** If a member of the association has served in the Maple Plain Fire Department for at least 20 years, but has not reached the age of 50 years; he/she may retire from said Fire Department and be placed on the deferred pension roll. When he/she reaches the age of 50 years, the association shall pay to such member the sum of \$~~2400-2500~~ for each year that he/she served as an active member of the Maple Plain Fire Department.

**Section 4** During the time that a member is on the deferred pension roll, the association shall add interest to the deferred benefit amount at the end of the calendar year to a rate set by the Relief Association Board of Trustees. The interest rate shall be 0.5% (one-half percent).

**Section 5** If a member shall have served for more than 10 years, but less than 20 years, as an active member of the Maple Plain Fire Department; he/she may retire from said Fire Department and be placed on the early vested pension roll. When he/she reached the age of 50 years, he/she shall upon application therefore, be paid in the following manner:

- (a) For active duty of more than 10 years, but less than 11 years, 60% of the amount per year of service which would have been earned, had the member served for 20 years or more.
- (b) For active duty of more than 11 years, but less than 20 years, 4% of the amount per year of service which would have been earned, had the member served for 20 years or more, shall be added for each additional year of service between 11 and 20 years.
- (c) During the time that any member is on the early vested pension roll he/she will not be eligible to receive any of the benefits provided for in Article VIII. Pensions payable to members on the early vested pension roll shall be based on the amount payable per year of service in effect at the time of such early retirement.
- (d) During the time that a member is on the early vested pension roll, the association shall add interest to the deferred benefit amount at the end of the calendar year to a rate set by the Relief Association Board of Trustees. The interest rate that the Relief Association Board of Trustees will use shall be 0.5% (one-half percent)

**Section 6** For purposes of computing benefits payable under Article VIII and IX, a "year of service" shall be defined as a period of 12 full months of active duty in the Maple Plain Fire Department, beginning on the anniversary of the date when the member became an active member of said Fire Department. If a member's period of active service is not continued, parts of years may be added together to compute full years. In order to qualify for a complete year of service, each member must meet the minimum call percentage and training set forth in the City of Maple Plain's handbook. The Fire Chief will notify the relief association annually of those members not meeting this call percentage.

**ARTICLE X**

**Amendments**

**Section 1** The bylaws of this association may be amended at any regular or special meeting thereof by a favorable vote of 2/3 of the members present and voting, provided that a quorum is present, and provided further that notice of any proposed amendment of amendments shall be

**BYLAWS OF THE MAPLE PLAIN Amended ~~Nov 2013~~ January 2016  
FIRE DEPARTMENT RELIEF ASSOCIATION**

given by reading the same at a regular or special meeting not more than 31 days next preceding that upon which such amendment or amendments are acted upon, and that a notice be emailed to each member at ~~his~~ their last known email address not less than 10 days prior to such meeting; and provided further, that if such amendment or amendments shall change the amount of benefits or pension, approval of the City Council of Maple Plain must be obtained before such change may take effect.

**Maple Plain Fire Department Relief Association Board of Trustees**

President Justin McCoy Term: ~~March 2012 – March 2015~~ March 2015 – March 2018

Vice President Doug Brooks Term: March 2013 – March 2016

Secretary Tommy McConn Term: ~~March 2011 – March 2014~~ March 2014 – March 2017

Treasurer Nathan Scott Term: March 2013 – March 2016

Trustee Ray McCoy Term: ~~March 2011 – March 2014~~ March 2014 – March 2017

Trustee ~~Zach Christenson Term: March 2012 – February 2015~~ Jake Altendorf March 2015 – March 2018

City Administrator Tessia Melvin

City Elected Official Jerry Young

Fire Chief Dave Eisinger

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Agenda Information Memorandum  
February 8, 2016 - Maple Plain City Council

**6. ADMINISTRATIVE REPORTS**  
**A. QUARTERLY FINANCIAL REPORT**

**YEAR TO DATE  
EXPENSES**

General Fund

Fund	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual
General	\$1,590,133	\$1,796,338	\$1,418,036	\$1,371,277.82	\$1,402,646	\$1,468,595
Community Events	\$0	\$31,804	\$0	\$38,173	34,159	24,385
Water Fund	\$377,255	\$377,525	\$408,960	\$416,180	\$412,342	\$369,571
Sewer Fund	\$334,694	\$285,086	\$376,337	\$341,669.96	\$476,827	\$334,094
Storm Water Fund	\$56,980	\$68,072	\$57,048	\$56,485.31	\$50,334	\$43,301
Fire	\$295,201	\$305,335	\$325,201	\$297,832	\$355,201	\$350,554

**General Fund**

1. All bills have been paid, but some journal entries are still to be completed.
2. **The General Fund was overbudget by \$65,949.** Expenses that were made but not budgeted for include:
  - a. Electronic Sign, \$69,445

- b. Council Chambers Upgrade: \$10,539
- c. Shared Services Consultant: \$6,875
- d. Fire Department improvements: \$6,398

**Total projects completed or paid for in 2015, but not budgeted for \$93,257**

- 3. In 2015 the City experienced some unexpected costs, but was able to tighten other areas of the budget.

**Community Fund**

- 1. Community Fund in the past had not been budgeted for.
- 2. In 2015 there is a line item for expenses and a budget has been prepared for Community Events
- 3. In 2015, the event made \$9,774 in profit.

**Water Fund**

- 1. The Water Fund was healthy and water sales remained the same.

**Storm Water Fund and Sewer Fund**

- 1. They continue to get more stable.
- 2. Staff have made significant changes in some of the materials used to be more efficient and effective.

**Fire**

- 1. Fire Department continues to run on an efficient and effective budget.

**At a Glance Expenses**

Council: Increased Expenses due to more travel reimbursement and trainings

Planning Costs: Decreased Expenses with new Planner

Administration: Additional coding for full-time that will get transferred to water, sewer and storm due to utility billing

General Public Information: A prepayment for 2016 was made in 2015

More Engineering Services for the Seal and Overlay project, Pavement Improvement Plan and jetting and televising project

Cleaning Supplies: Wrong coding will get coded to correct line items bills sent via envelopes, Consultant for Accounting during transition, software, printing with new newsletter

Public Works: Spent more money on safety equipment, shop upgrades and other projects that were long overdue

**YEAR TO DATE  
REVENUES**

General Fund

Fund	2013 Budget	2013 Actual	2014 Budget	2014 Actual	2015 Budget	2015 Actual
General	\$1,375,133	\$1,380,086.24	\$1,683,451	\$1,742,902.52	\$1,629,731	\$1,694,689
Community Events	\$0	\$17,144.42	\$0	\$22,116.05	\$25,750	\$35,524
Water Fund	\$418,066	\$452,662	\$418,066	\$410,443	\$438,060	\$423,660
Sewer Fund	\$379,556	\$449,982.34	\$379,556	\$340,712	\$398,490	\$342,887
Storm Water Fund	\$0	\$88,359.81	\$74,950	\$83,073	\$74,950	\$83,866
Fire	\$0	\$361,119.67	\$373,201	\$364,731	\$373,201	\$354,444

**General Fund**

1. Building permits have increased
2. City sold a parcel of land in 2014

**Community Events**

1. in 2013 and 2014 City did not have as a line item, it is included in 2015
2. City has proposed budget for 2015 for community events

**Water Fund**

1. Sales are down throughout the Metro due to the wet spring. This number also illustrates the effectiveness of our new water meters.

**Sewer Fund**

1. In 2013 and in 2014 we received an additional \$89,000 in assets from outside programs and are confident we will receive similar amounts for the 2014 year, but will know more after the audit.

**Storm Water Fund**

1. Revenues are steady

**Fire Department**

1. City of Independence is one payment behind

**YEAR TO DATE**

The City Council maintained a lean, but balanced budget. Our general fund is currently the same amount it was in 2008. We had some reduced costs in Public Works due to a workers compensation, where only one staff person was working from January – June. Maple Plain's tax capacity is still high in the area at 75%, but has reduced from 85%. As a fully developed small town, our City struggles to be innovative at creating new revenues, trying to cut any costs while still maintaining exceptional services. Complete financials with line items will be available at the next Council meeting, as needed journal entries need to be made. This is an overall summary of 2015 financials.

RESOLUTION NO.16-0208-01

A RESOLUTION FOR INTER-FUND TRANSFERS

**BE IT RESOLVED** BY the City of Maple Plain City Council that the FY2015 Budget Interfund Transfers listed below be and are hereby authorized and approved.

FY2015 Budget Interfund Transfers

From Fund	To Fund	Amount
<b>Transfer for future capital</b>		
101-49360-722 Capital Improvement Funding	Capital Project Fund (451)	\$193,615
451-10100 Cash	451-39200 (Pavement Improvement Plan)	\$173,615
501-10100 Cash	) 501-39200 (Interfund Transfers)	\$20,000
<b>Budgeted Transfers from the General Fund</b>		
101-49630-723 Transfers to WTP Fund	101-10100 Cash	\$30,600
621-39201 Tranfer from General Fund	621-10100 (sewer)	\$30,600
<b>Budgeted Transfers for 2012A Debt Payments</b>		
(streets) 351-39200 Interfund Operating Transfers	351-10100	\$85,338
(water) 601-49611-72 Operating Transfers	601-10100	\$54,028
(sewer) 602-49450-720 Operating Transfers	602-10100	\$31,310
<b>Budgeted Transfers for 2014A Debt Payments</b>		
451 (Capital Project Fund)	353(bond Proceeds and Principal)	\$56,469
<b>Depreciation Transfers</b>		
501-39200 Interfund Operating Transfers	501-10100	\$4,900
601-49400-715 Depreciation Expense Transfer	601-10100 Cash	\$2,800

602-49450-715 Depreciation Expense Transfer      602-10100 Cash    \$2,100

**Fire Department**

801-49360-721      801-10100      \$30,900

501-10100      501-39200      \$30,900

This resolution was adopted by the City Council of the City of Maple Plain on this \_\_\_\_ day of \_\_\_\_, 2015, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

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

ATTEST:

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

RES. NO. 16-0208-01  
FY2015 Budget Interfund Transfers



Agenda Information Memorandum  
February 8, 2016 - Maple Plain City Council

**10. NEW BUSINESS**  
**A. CONSIDERATION FOR AN INCREASE TO RANDY'S SANITATION IN 2016**

**ACTION TO BE CONSIDERED**

To listen to Randy's Sanitation. No formal action can be taken without a resolution.

**FACTS**

- Randy's Sanitation would like to discuss the need for a price increase.
- Starting in January 2016 all disposal facilities are increasing the rate on the disposal of Municipal Solid Waste (MSW).
- Randy's would like to ask that this increase in government fee be passed to the residents in the form of a rate increase on the trash portion of billing.
- The increase we will be asking for is \$.75 per month per household. May we ask to be put on an agenda to present to council if need be.

**FOLLOW UP**

Staff asked the following questions, but did not receive any answers:

1. We understand that Randy's Sanitation will soon be opening a new facility, which will eliminate the need for MSW. When will Randy's new facility open? Does the new facility have an impact on Randy's use of landfills?
2. How many cities has Randy's asked for the increase and how many cities does Randy's provide service too?
3. What is the total cost?
4. If the City approves the increase will that delay further increases?

RESOLUTION NO.16-0208-02

A RESOLUTION OFFICIALLY REQUESTING MN DOT RIGHT OF WAY ALONG HIGHWAY 12  
NEAR DOWNTOWN DEVELOPMENT

WHEREAS, the City of Maple Plain (the "City) is a municipal corporation under the laws of Minnesota; and

WHEREAS, the City has currently owns the majority of the property between Maple Avenue and Budd Street, along Main Street; and

WHEREAS, MNDoT currently has a small right of way on the corner of Budd Street and Highway 12, that the City of Maple Plain would like to request use of for the completion of the Downtown Development area; and

WHEREAS, the right of way is not being used, and the City's intent is to use the right of way for storm water retention;

WHEREAS, the Property is illustrated on the attached Exhibit A; and

WHEREAS, the results of this action will not adversely impact the residents of the City of Maple Plain.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA that it should and hereby does officially request some MNDoT right of way to complete the Downtown Development project, the right of way is illustrated in the attached Exhibit A.

This resolution was adopted by the City Council of the City of Maple Plain on this 8th day of February , 2016, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

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

ATTEST:

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



1644

5295

5285

5269

Maple Avenue

5249

5310

5300

5280

5280

5290

5280

5270

1620

5230

5220

5210