

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**MAY 12, 2014**  
**7:00 PM**

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ADOPT AGENDA**

4. **PROCLAMATION**

There are no proclamations.

5. **CONSENT AGENDA**

A. **Approve April 28 City Council meeting minutes**

B. **Approve April 28 City Council workshop meeting minutes**

C. **Accounts Payable**

D. **Authorization of Letter of Engagement with Annette Margarit**

E. **NPDES/Storm water pollution prevention permit**

6. **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.*

7. **PUBLIC HEARINGS**

There are no public hearings scheduled.

8. **ADMINISTRATIVE REPORTS**

A. **Tentative Schedule for Main Street West and Rainbow Avenue**

9. **OLD BUSINESS**

10. **NEW BUSINESS**

A. **Ravine Slope Stabilization**

11. **LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**

12. **COUNCIL REPORTS & OTHER BUSINESS**

13. **ADJOURNMENT**

**Maple Plain City Council Meeting  
Meeting Minutes  
April 28, 2014  
Maple Plain City Hall**

**1. CALL TO ORDER**

**Mayor Hackbarth called the meeting to order at 7:05 p.m.**

Present: Mayor Roger Hackbarth, Councilmembers, Justin McCoy, Jerry Young, Dave Eisinger and Mike DeLuca. Also present were City Administrator Tessia Melvin and City Attorney, Jeff Carson, City Planner, Mark Kaltsas, and City Engineer, Dan Boyum.

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPT AGENDA**

**Councilmember Eisinger moved to adopt the agenda with the addition of adding Fire Department SOGs to New Business; seconded by Councilmember DeLuca. Motion passed 5-0.**

**4. PROCLAMATION**

Mayor Hackbarth read a proclamation declaring Friday, May 16, as Poppy Day.

**5. CONSENT AGENDA**

Items approved under the Consent Agenda:

- a) Approve April 14 City Council workshop meeting minutes
- b) Approve April 14 City Council meeting minutes
- c) Accounts Payable

**Councilmember McCoy moved to approve the Consent Agenda; Councilmember DeLuca seconded. Motion passed 5-0.**

**6. VISITORS TO BE HEARD**

There were no visitors.

**7. PUBLIC HEARINGS**

There were no public hearings held.

## 8. ADMINISTRATIVE REPORTS

### A. West Hennepin Public Safety Report

Srgt. Gary Kroells provided the April Monthly report. He reported that incidents are lower in 2014 than 2013, mostly because of the long and cold winter. Citizens Academy was completed and it was another great year. He mentioned Councilmember DeLuca was a participant.

Kroells reported that on March 27 both the Cities Maple Plain and Independence met for a training session with West Hennepin Public Safety to discuss safety in the workplace.

**Councilmember Young moved to approve the West Hennepin Public Safety Monthly Report; Councilmember Eisinger seconded. Motion passed 5-0.**

### B. City Engineer Monthly Report

City Engineer, Dan Boyum, presented the monthly report.

#### **Budd Avenue Sanitary Sewer Improvements**

- Rebid project and opened bids on April 8, 2014.
- Prepared bid tabulation, agenda item, and Council approved proceeding with the project at their April 14, 2014 meeting.
- Prepared contracts and forwarded them to the contractor for processing.
- Reviewed shop drawing information from the contractor.

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

- Forwarded information in response to watershed comments.
- Prepared bid tabulation, agenda item, and resolutions. Council approved proceeding with the base bid and alternate at their April 14, 2014 meeting.
- Prepared contracts.
- Discussions with contractor on shop drawing review and schedule.
- Attended several easement meetings and discussions with Property Owners, City Staff, and City Attorney.
- Discussions and prepared information to Ehlers for bonding.
- Responded to various property owners questions.

#### **Main Street Sidewalk Improvements**

- Some spalling areas in the concrete have appeared after snow melt. The Contractor feels this is from salt use in the winter. The contractor is reviewing and will be forwarding his proposed method for correction. We will review and provide recommendations once this is received.

**Councilmember McCoy moved to approve the City Engineer Monthly Report; Councilmember Young seconded. Motion passed 5-0.**

### C. City Planner Monthly Report

City Planner, Mark Kaltsas, provided a monthly report. The preliminary and final plat approval request for 5540 Pioneer Creek Drive passed through the Planning Commission and is on the agenda tonight. In addition to that project, he is working with a cellular company regarding the possible upgrade to antennas on the 5115 Industrial Street property. Some other planning items included:

- With K-Bid regarding the easement and access agreements required as a part of their subdivision.
- With the potential buyer of a property on 5160 Oak Street.
- With a resident on Meadow Lane regarding a new fence.
- With a potential commercial buyer looking for space along Hwy. 12.

**Councilmember Young moved to approve the City Engineer Monthly Report; Councilmember DeLuca seconded. Motion passed 5-0.**

### 9. OLD BUSINESS

There was no Old Business.

### 10. NEW BUSINESS

#### **A. Preliminary and Final Plat Approval Request for 5540 Pioneer Creek Drive Parking Lot Expansion: 14-0428-03**

City Planner, Kaltsas, reported that the applicant is seeking a site plan approval to expand the existing parking lot as a part of an internal building renovation project. All commercial and industrial development is required to go through the site plan review process. Site plan review requires the review of the Planning Commission and the City Council. The Planning Commission has approved the preliminary and final plat approval.

The proposed parking lot expansion consists of the addition of 25 parking spaces. There are currently 121 parking spaces in the west parking area. The applicant is proposing to remove 26 parking spaces and put back 51 parking spaces.

**Councilmember McCoy moved to approve the Preliminary and Final Plat Approval Request for 5540 Pioneer Creek Drive Parking Lot Expansion: 14-0428-03; Councilmember Young seconded. Motion passed 5-0.**

**B. Approval of Dugout Fencing and Concrete at Don Timpe Field**

City Administrator, Melvin, reported that the Park Commission is seeking approval of \$1,500 for the installation of fencing with concrete support sections for the baseball field at Don Timpe Field. Sterling Fence Inc. provided an estimate for \$855 for the fencing and the Commission received an estimate for \$500 for concrete. If the costs exceed \$1,500, the baseball team will pay the balance.

Councilmember DeLuca commented on the estimates and asked in the future that all be clearly available for review.

**Councilmember Young moved to approve the Approval of Dugout Fencing and Concrete at Don Timpe Field; Councilmember DeLuca seconded. Motion passed 5-0.**

**C. Approval of Resolution Providing the Sale of General Obligation Improvement Bonds, Series 2014A: 14-0428-01**

Todd Hagen, Ehlers, presented information on the General Obligation Improvement Bonds that the City is seeking to use to pay for the Rainbow Avenue and Main Street West project. He reported that rates are very low and would suggest closing bids on May 27. Hagen reported that he believes the interest rate would be about 3%.

**Councilmember Young moved to approve the Approval of Resolution Providing the Sale of General Obligation Improvement Bonds, Series 2014A: 14-0428-01; Councilmember DeLuca seconded. Motion passed 5-0.**

**D. Resolution Authorizing the City to Enter into a Credit Enhancement Program Agreement with the Minnesota Public Facilities Authority: 14-0428-02**

Todd Hagen, Ehlers, asked that the City enter into a Credit Enhancement Program agreement with the Minnesota Public Facilities Authority. It is a typical procedure for the sale of general obligation improvement bonds.

**Councilmember Young moved to approve the Resolution Authorizing the City to Enter into a Credit Enhancement Program Agreement with the Minnesota Public Facilities Authority: 14-0428-02; Councilmember DeLuca seconded. Motion passed 5-0.**

**E. Approve the FD purchasing Lexipol**

Fire Chief, Dave Eisinger, asked the Council to consider the approval of the Fire Department going to Lexipol. Lexipol is America's leading provider of risk management policies and resources for organizations, delivering our services through a unique, web-based development system. Lexipol offers state-specific policy manuals that are integrated with scenario-based daily training on high-risk, low-frequency events. The Cost is normally \$4,500 per department, but if the collaborate with Long Lake, Loretto, Mound and Excelsior, they can get it for \$2,500 per department. The Lexipol program then has an annual cost of \$2,000 for updates.

**Councilmember Young moved to the purchasing of Lexipol; Councilmember DeLuca seconded. Motion passed 5-0.**

**11. LEGISLATIVE /INTERGOVERNMENTAL AFFAIRS**

There were no legislative / intergovernmental affairs to report on.

**12. COUNCIL REPORTS & OTHER BUSINESS**

Melvin reported that the water meter project continues and residents are encouraged to call to make their appointments.

**13. CLOSED SESSION**

There was not a closed session.

**14. ADJOURNMENT**

**Councilmember Young moved to adjourn at 7:45 p.m.; Councilmember DeLuca seconded. Motion passed 5-0.**

*Prepared by* Tessia Melvin,

City Administrator

**Maple Plain City Council Workshop  
Meeting Minutes  
April 28, 2014  
Maple Plain City Hall**

**1. CALL TO ORDER**

**Mayor Hackbarth called the meeting to order at 5:31 p.m.**

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

Councilmember McCoy arrived late.

**2. ADOPT THE AGENDA**

**Councilmember Young moved to Adopt the Agenda; Councilmember DeLuca seconded. Motion passed 5-0.**

**3. WATER METER PROJECT AND BILLING UPDATE**

City Administrator Melvin presented a brief background on the water meter replacement program. Letters were sent to residential and commercial property owners on April 9, asking them to schedule their water meter replacements with the contractor. Currently about 70 have not done this. The contractor will be out of the City beginning Friday, May 2. The contractors will be performing a final week of installment Monday, May 12-Wednesday, May 14.

The Contractor, Midwest Testing, is looking for Council direction on how to proceed with non-compliant residents. The Council agreed to send another reminder and let the property owner know that failure to comply will result in their water being turned off.

Melvin also asked Council for direction on water billing. The last billing was done in January and the quarter bill would have been mailed mid-April. Due to the replacement of meters, it was agreed by the Council to send one bill once all of the meters were installed. Bills are expected to go out mid-May.

Melvin asked the Council to consider changing the tier rates during this transition, as residents will encounter four months of water charges. The Council agreed to change the water tier levels to the following:

0-8000 gallons	8,001- 16,000 gallons	16,001- 32,000 gallons	32,001 + gallons
\$5.70	\$5.99	\$6.28	\$6.91

The Council also discussed not going to monthly billing until 2015, as they wanted to be respectful of residents. So the 2014 billing schedule will be as follows:

First Quarter: Mid-January  
Second Quarter: Mid-May  
Third Quarter: Mid-July  
Fourth Quarter: Mid-October

**2015 Schedule**

Mid-October –Mid January  
Mid-February  
Mid-March  
Mid-April  
Mid-May  
Mid-June  
Mid-July  
Mid-August  
Mid-September  
Mid-October  
Mid-November  
Mid-December

**4. DOWNTOWN DEVELOPMENT UPDATE**

Melvin reported that Mayor Hackbarth and Councilmember DeLuca met with Tom Palmquist, Independence resident and Commercial Broker about entering into an agreement to list the City’s property for the downtown development project. In their meeting, they discussed fees and expectations. Palmquist agreed to provide an agreement letter to the City Attorney, which was presented to the Council. City Attorney, Carson, stated that the agreement was too generic, but he would be willing to work with Palmquist to meet the Council’s needs. The Council agreed that Carson and Melvin should meet with Palmquist to discuss the agreement and make the necessary changes.

**5. FIRST QUARTER FINANCIALS**

Melvin presented the first quarter financials to the Council. There was much talk regarding the type of format that they would like to see in the future.

**6. RECESS**

**Councilmember McCoy moved to Recess the Workshop to go into the Board of Equalization; Councilmember Young seconded. Motion passed 5-0. Meeting recessed 5:55 p.m.**

## **7. CONVENE OF WORKSHOP**

**Councilmember McCoy moved to convene the Workshop at 6:35 p.m.; Councilmember Young seconded. Motion passed 5-0.**

## **8. CITY CODE 30.35 UPDATE**

Melvin provided the City Council a brief update on this topic. At the April 14 workshop, the Council asked City Attorney, Carson, to provide legal definition on changing the Council salary to eliminate pay for missed meetings. Carson reported the salary cannot be increased or decreased until after an election.

There was much discussion on what meetings should be paid for. The Council asked Melvin to present a better definition of meetings at the next Council meeting.

## **9. ADJOURNMENT**

**Councilmember McCoy moved to Adjourn; Councilmember Young seconded. Motion passed 5-0. Meeting adjourned at 6:55 p.m.**

*Prepared by*

Tessia, City Administrator

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Payments

Current Period: May 2014

Batch Name	05/12/14City Payments	User Dollar Amt	\$0.00	Computer Dollar Amt	\$153,703.87		
				\$153,703.87		<b>Out of Balance</b>	
Refer	18877 AMERIPRIDE	-					
Cash Payment	E 601-49400-310 Janitorial Services	PW Rugs					\$53.21
Invoice	1002766254						
Cash Payment	E 101-41940-310 Janitorial Services	CH Rugs					\$47.18
Invoice	1002766254						
Transaction Date	5/7/2014	Bank of Maple Plain	10100			<b>Total</b>	\$100.39
Refer	18878 ACZ LABORATORIES	-					
Cash Payment	E 601-49400-227 Utility Maintenance Supp	Water Testing					\$184.00
Invoice	17788						
Transaction Date	5/7/2014	Bank of Maple Plain	10100			<b>Total</b>	\$184.00
Refer	18879 BELAYHOST	-					
Cash Payment	E 101-41500-309 EDP, Software and Desi	May- Server Filtering					\$18.00
Invoice	25539						
Transaction Date	5/7/2014	Bank of Maple Plain	10100			<b>Total</b>	\$18.00
Refer	18880 COMMERCIAL ASHPALT	-					
Cash Payment	E 101-43100-224 Street Maintenance Mate	Street Repair					\$150.00
Invoice							
Transaction Date	5/7/2014	Bank of Maple Plain	10100			<b>Total</b>	\$150.00
Refer	18881 CAREFREE SERVICE INC	-					
Cash Payment	E 101-43100-311 Contract Service	Street Sweeping					\$3,009.00
Invoice	26922						
Transaction Date	5/7/2014	Bank of Maple Plain	10100			<b>Total</b>	\$3,009.00
Refer	18882 CENTERPOINT ENERGY MINNEGA	-					
Cash Payment	E 101-41940-383 Gas Utilities	City Hall					\$487.52
Invoice							
Cash Payment	E 101-41940-383 Gas Utilities	Public Works					\$266.03
Invoice							
Cash Payment	E 601-49400-383 Gas Utilities	WTP					\$254.32
Invoice							
Cash Payment	E 602-49450-383 Gas Utilities	Lift Station					\$68.79
Invoice							
Transaction Date	5/7/2014	Bank of Maple Plain	10100			<b>Total</b>	\$1,076.66
Refer	18883 ELECTRICAL INSTALLATION	-					
Cash Payment	E 601-49400-227 Utility Maintenance Supp	WTP					\$1,217.75
Invoice	12858-IN						
Transaction Date	5/7/2014	Bank of Maple Plain	10100			<b>Total</b>	\$1,217.75
Refer	18884 EXPRESS PRESS	-					
Cash Payment	E 101-45200-350 Printing & Binding	Step To It Postcards					\$270.30
Invoice	22643						
Cash Payment	E 101-45200-322 Postage	Step To It Postage					\$214.62
Invoice	22643						
Transaction Date	5/7/2014	Bank of Maple Plain	10100			<b>Total</b>	\$484.92

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Payments

Current Period: May 2014

Refer	18885	FRONTIER	-			
Cash Payment	E 601-49400-321	Telephone	WTP			\$64.35
Invoice						
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$64.35
Refer	18886	MAPLE PLAIN/INDEPENDENCE FIR	-			
Cash Payment	E 101-42290-307	Fire Administration	Fire Service- April & May			\$26,965.84
Invoice						
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$26,965.84
Refer	18887	GOPHER STATE ONE-CALL, INC.	-			
Cash Payment	E 101-43000-437	Miscellaneous	Locate Services- April			\$43.70
Invoice	103249					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$43.70
Refer	18888	HACH CO.	-			
Cash Payment	E 601-49400-216	Chemicals & Chemical P	WTP			\$192.58
Invoice	8791690					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$192.58
Refer	18889	HERC U LIFT	-			
Cash Payment	E 101-43000-404	Machinery & Equipment	PW Supplies			\$111.79
Invoice	50046481					
Cash Payment	E 101-43000-404	Machinery & Equipment	PW Supplies			\$111.79
Invoice	50046497					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$223.58
Refer	18890	HENN COUNTY INFO TECHNOLOG	-			
Cash Payment	E 101-43000-400	Equipment Repair & Mai	Radio Admin. Lease			\$15.90
Invoice	1000043834					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$15.90
Refer	18891	HAWKINS INC.	-			
Cash Payment	E 601-49400-216	Chemicals & Chemical P	Water Chemicals			\$25.00
Invoice	3588078					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$25.00
Refer	18892	JAUNICH TIRE	-			
Cash Payment	E 101-43000-213	Lubricants & Additives	PW Repair			\$15.00
Invoice	345105					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$15.00
Refer	18893	METROPOLITAN COUNCIL ENV SE	-			
Cash Payment	E 602-49450-319	Other Consulting Service	Wastewater Services- June			\$14,401.90
Invoice	1033444					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$14,401.90
Refer	18894	METERING & TECHNOLOGY SOL	-			
Cash Payment	E 451-49400-500	Capital Outlay (GENERA	Water Meter Project			\$37,910.50
Invoice	671, 673, 682				Project 2014C	
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>		\$37,910.50
Refer	18895	OFFICE DEPOT	-			
Cash Payment	E 101-43000-215	Shop Materials	Bath Tissue and Paper Towels			\$78.98
Invoice	710858315001					

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Payments

Current Period: May 2014

Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$78.98</b>
Refer	18896	<u>ERICKSON, ROLF E.A.</u>	-		
Cash Payment	E 101-41550-305	Assessing Services	Assessing- April		\$1,200.96
Invoice					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$1,200.96</b>
Refer	18897	<u>WATERTOWN PARTS CO.</u>	-		
Cash Payment	E 101-43000-400	Equipment Repair & Mai	PW Supplies		\$18.67
Invoice	415613				
Cash Payment	E 101-43000-212	Motor Fuels	PW Supplies		\$11.75
Invoice	415696				
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$30.42</b>
Refer	18898	<u>UMR GEOTHERMAL</u>	-		
Cash Payment	E 101-41940-401	Building Repair & Mainte	Gas Valve Repair & Maintenance- CH		\$953.00
Invoice	7468				
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$953.00</b>
Refer	18899	<u>UNITED FARMERS COOPERATIVE</u>	-		
Cash Payment	E 601-49400-227	Utility Maintenance Supp	PW Supplies		\$38.98
Invoice	19969				
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$38.98</b>
Refer	18900	<u>WEST HENNEPIN PUBLIC SAFETY</u>	-		
Cash Payment	E 101-42110-306	Police Administration	Police Services- May		\$36,764.54
Invoice					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$36,764.54</b>
Refer	18901	<u>XCEL ENERGY</u>	-		
Cash Payment	E 601-49400-381	Electric Utilities	WTP		\$2,245.15
Invoice					
Cash Payment	E 101-43160-381	Electric Utilities	Oak Street Street Lights		\$13.69
Invoice					
Cash Payment	E 101-43160-381	Electric Utilities	Main Street Street Lights		\$22.17
Invoice					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$2,281.01</b>
Refer	18902	<u>BAUERSCHMITT, STAN</u>	-		
Cash Payment	E 101-41940-310	Janitorial Services	Janitor- City Hall		\$150.00
Invoice					
Cash Payment	E 101-41940-223	Building Repair Supplies	Light Bulb Reimbursement		\$8.30
Invoice					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$158.30</b>
Refer	18903	<u>MCFOA</u>	-		
Cash Payment	E 101-41500-433	Dues & Subscriptions	Membership- McCallum & Melvin		\$70.00
Invoice					
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b>	<b>\$70.00</b>
Refer	18904	<u>CARSON &amp; CLELLAND</u>	-		
Cash Payment	E 101-42110-304	Legal Services	Criminal & Vehicle Forfeiture		\$1,816.53
Invoice					
Cash Payment	E 101-41610-304	Legal Services	Main Street West/Rainbow Project		\$2,240.00
Invoice					

Project 2014A

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Payments

Current Period: May 2014

Cash Payment	E 101-41610-304 Legal Services	General Items		\$2,006.67
Invoice				
Cash Payment	E 101-41610-304 Legal Services	Complaint		\$1,003.34
Invoice				
Cash Payment	E 101-41610-304 Legal Services	Staff Meeting Preparation & Attendance		\$700.00
Invoice				
Cash Payment	E 101-41110-304 Legal Services	Council Meeting Prep. & Attendance		\$350.00
Invoice				
Cash Payment	G 101-20218 Variance Escrow	Protolabs		\$93.33
Invoice				
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b> \$8,209.87
Refer	18905 STANTEC CONSULTING SRVCS IN	-		
Cash Payment	E 451-49400-303 Engineering Services	Halgren Project		\$2,501.75
Invoice 787795			Project 2012C	
Cash Payment	E 601-49400-303 Engineering Services	Water		\$1,761.20
Invoice 787799				
Cash Payment	E 602-49450-303 Engineering Services	Sewer		\$581.00
Invoice 787801				
Cash Payment	E 603-49455-303 Engineering Services	Storm		\$637.00
Invoice 788301				
Cash Payment	E 451-49450-303 Engineering Services	Budd Avenue		\$3,026.25
Invoice 787803			Project 2013A	
Cash Payment	E 451-43100-303 Engineering Services	Main Street/Rainbow		\$6,806.44
Invoice 787804				
Cash Payment	E 101-43100-303 Engineering Services	Streets		\$29.00
Invoice 787798				
Cash Payment	E 101-43000-303 Engineering Services	General		\$1,711.00
Invoice 787796				
Cash Payment	E 101-43100-303 Engineering Services	Development		\$232.00
Invoice 787802				
Cash Payment	E 101-41110-303 Engineering Services	Council Meetings		\$174.74
Invoice 787797				
Cash Payment	E 101-43000-303 Engineering Services	Staff Meetings		\$87.36
Invoice 787797				
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b> \$17,547.74
Refer	18906 AWARDS BY HAMMOND	-		
Cash Payment	E 101-41110-434 Awards & Indemnities	Plaque- McCoy		\$168.50
Invoice 77806				
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b> \$168.50
Refer	18907 ZEE MEDICAL	-		
Cash Payment	E 101-43000-215 Shop Materials	Medical Supplies		\$102.50
Invoice 54089296				
Transaction Date	5/7/2014	Bank of Maple Plain	10100	<b>Total</b> \$102.50

Payments

Current Period: May 2014

Fund Summary

	10100 Bank of Maple Plain	
101 GENERAL FUND		\$81,733.70
451 CAPITAL IMPROVEMENT PROJECTS		\$50,244.94
601 WATER FUND		\$6,036.54
602 SEWER FUND		\$15,051.69
603 STORM WATER FUND		\$637.00
		<hr/>
		\$153,703.87

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$153,703.87
Total	<hr/>
	\$153,703.87

**CARSON, CLELLAND & SCHREDER**  
**Attorneys at Law**  
**6300 SHINGLE CREEK PARKWAY STE 305**  
**MINNEAPOLIS, MN 55430-2190**  
**(763)-561-2800**

April 30, 2014

CITY OF MAPLE PLAIN  
ATTN: MAGGIE MCCALLUM  
P.O. BOX 97  
MAPLE PLAIN, MN 55359

Professional Services

Amount

.Civil

4/4/2014	Protolab zoning file - review application documents and note to Tessia.	93.33
4/7/2014	Prepare for staff meeting on April 8, 2014.	93.33
4/8/2014	Staff meeting.	280.00
4/9/2014	Downtown redevelopment - meet with Olsons (Gary and Mike) and Tessia and review development status.	373.33
4/14/2014	Prepare for workshop and regular meeting.	210.00
	Meeting	140.00
4/17/2014	Research city authority and procedure to alter salary.	70.00
4/21/2014	Draft Massage Services ordinance.	490.00
4/22/2014	Draft/edit massage services ordinance, research additional provisions.	420.00
4/23/2014	Staff meeting.	326.67
		[ 2,496.66]

SUBTOTAL:

.EEOC Complaint

4/7/2014	Review and telephone conference.	70.00
4/8/2014	Meetings at city hall, EEOC complaint, meet with staff and League rep. Pat Beety.	280.00
4/9/2014	Complaint conferences with Dave Eisinger and Tessia.	46.67
4/10/2014	EEOC investigation conferences with staff.	186.67
4/11/2014	Conferences with Tessia (3) and review correspondence from Beety.	140.00
4/21/2014	Sarah Mann-EEOC - meet Pat Beety, Tessia and Dave and review case.	280.00
		[ 1,003.34]

SUBTOTAL:

.Mckown

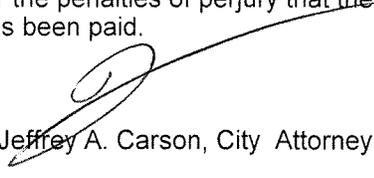
4/3/2014	Conference with Ritts regarding McKown storm utility charges.	46.67
4/23/2014	Conference with attorney Ritts regarding settlement and review file.	70.00
		[ 116.67]

SUBTOTAL:

	<u>Amount</u>
<u>.Shenk</u>	
4/13/2014 Review Shenk file and review research.	280.00
4/15/2014 Shenk meeting with Mr. Shenk and attorney.	186.67
4/25/2014 Shenk - review information from attorney from League (Hatlevig).	70.00
	<hr/>
SUBTOTAL:	[ 536.67]
<u>.West Main Street Rainbow Project</u>	
4/3/2014 West Main street Rainbow project - review bids and review easement file.	93.33
4/7/2014 Work on West Main street easements.	70.00
4/8/2014 West Main street - review easement issues with Dan and Tessia and draft temporary license for Lanars.	233.33
4/9/2014 West Main project - work on easement documents.	70.00
4/10/2014 West Main project - review comments on Lanars document and revise, send documents to Tessia and Dan.	186.67
4/11/2014 Review of amended Lanars agreement, correspondence to Dan and conference with Tessia.	70.00
4/15/2014 West Main project - review of items needed for project.	233.33
4/17/2014 West Main - conferences with Tessia (3) conference with Waytas, review easement and work on easements.	186.67
4/18/2014 Review West Main file and conference with Tessia regarding easements.	70.00
4/21/2014 West Main project, meet with appraiser on site and review parcel with Tessia.	280.00
4/23/2014 West Main project - conferences with Tessia, review agreement and comment, draft Sisk and Meterska easements.	326.67
4/24/2014 West Main project - work on easements and draft exhibits for Johnson and Swenson.	350.00
4/25/2014 West Main street project - conference with Tessia and review of agreements.	70.00
	<hr/>
SUBTOTAL:	[ 2,240.00]
<u>Criminal</u>	
3/30/2014 Preparation for jury trial, review files and videos.	190.00
3/31/2014 Attend jury trial hearing downtown.	380.00
4/1/2014 Dictate disposition letters, letters to victims, witnesses, noted files, jury trial preparation. Correspondence with defense attorney defendants, review motion documents, correspondence with court, advocate, noted files.	47.50
	23.75
	<hr/>
Instructions to legal assistant.	15.83
4/2/2014 Email regarding witness notices and review criminal files.	31.67
4/3/2014 Correspondence with court, defense attorneys, review discovery, note offers, files. Review files in preparation for April 4, 2014 arraignment/pretrial/court trial calendars at Ridgedale court.	95.00
	23.75
4/4/2014 Handle arraignment/pretrial/court trial calendars at Ridgedale court.	285.00
4/8/2014 Research arrests and warrant exceptions.	31.67
4/9/2014 Correspondence with defense attorneys, dictate disposition letters, letters to victims, witnesses, noted files, identified witnesses for jury trials, correspondence with court.	47.50
	<hr/>
Review and approve complaints; telephone call with sergeant Kroells.	31.67
4/17/2014 Prepare for April 18, 2014 Ridgedale cases.	31.67
4/18/2014 Attend arraignment/pretrial hearings.	110.83

	<u>Amount</u>
4/18/2014 Review miscellaneous paper work from inbox, review files and lookup cases in MNCIS.	47.50
Disposition letter.	23.75
4/21/2014 Preparation of one complaint.	40.00
4/25/2014 Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period.	218.75
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period.	43.75
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period.	8.75
<b>SUBTOTAL:</b>	[ 1,728.34]
<u>Vehicle Forfeiture:</u>	
4/9/2014 Review status of forfeiture cases.	47.50
<b>SUBTOTAL:</b>	[ 47.50]
<b>For professional services rendered</b>	<b>\$8,169.18</b>
Client Expense Charges :	
<u>Criminal Expenses</u>	
Westlaw charges for March	27.86
Monthly support fee	12.83
<b>SUBTOTAL:</b>	[ 40.69]
<b>Total Client Expense Charges</b>	<b>\$40.69</b>
<b>Total amount of this bill</b>	<b>\$8,209.87</b>
<b>Previous balance</b>	<b>\$8,835.81</b>
4/17/2014 Payment - thank you	(\$8,835.81)
<b>Total payments and adjustments</b>	<b>(\$8,835.81)</b>
<b>Balance due</b>	<b>\$8,209.87</b>

I hereby declare under the penalties of perjury that the foregoing statement for legal services is just and correct and that no part thereof has been paid.



Jeffrey A. Carson, City Attorney



May 2, 2014

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

Re: Services rendered March 1, 2014 through March 28, 2014

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

<b>Project</b>	<b>Invoice No.</b>	<b>Name</b>	<b>Amount</b>
193800415	787795	Maple Plain Halgren Road Water Main	2,501.75
193801803	787796	Maple Plain General 2013	1,711.00
193801804	787797	Maple Plain 2013 Public Meetings	262.10
193801805	787798	Maple Plain 2013 Streets and Pathways	29.00
193801806	787799	Maple Plain 2013 Water	1,761.20
193801807	787801	Maple Plain 2013 Sewer	581.00
193801808	788301	Maple Plain 2013 Storm Sewer	637.00
193801809	787802	Maple Plain – 2013 Development Review	232.00
193802383	787803	Budd Ave. Sewer Improvements	3,026.25
193802390	787804	Main Street W. & Rainbow Ave. Utility and Street Improvements	6,806.44
		<b>Total Amount Due</b>	<b>\$17,547.74</b>

Thank you for allowing us to provide our services to your community. Please remit all invoice payments to our lockbox at:

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago, IL 60693

If you have questions regarding these invoices, please contact me at (651) 604-4829

Sincerely,  
Stantec

Dan Boyum, P.E.  
Client Service Manager

Enclosures



INVOICE

**Invoice Number** 787795  
**Invoice Date** April 30, 2014  
**Customer Number** 92656  
**Project Number** 193800415

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** 000223-11144-0 Maple Plain Halgren Road Water Main

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$2,501.75  
**For Period Ending:** March 28, 2014

---

Due on Receipt

20

INVOICE

Invoice Number

787795

Project Number

193800415

**Top Task 280**

**Other Additional Services - Plan revisions and addendum, review and respond to contractor questions bidding.**

**Professional Services**

<b>Category/Employee</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Engineer	2.00	90.00	180.00
	10.25	95.00	973.75
	<b>12.25</b>		<b>1153.75</b>
Project Manager	3.25	116.00	377.00
	4.50	126.00	567.00
	<b>7.75</b>		<b>944.00</b>
Project Technician	3.50	65.00	227.50
	0.50	43.00	21.50
	<b>4.00</b>		<b>249.00</b>
Senior Principal	1.00	155.00	155.00
	<b>1.00</b>		<b>155.00</b>
<b>Professional Services Subtotal</b>	<b>25.00</b>		<b>2,501.75</b>

**Top Task 280 Total**

**2,501.75**

Total Fees & Disbursements

\$2,501.75

**INVOICE TOTAL (USD)**

**\$2,501.75**



INVOICE

<b>Invoice Number</b>	787796
<b>Invoice Date</b>	April 30, 2014
<b>Customer Number</b>	92656
<b>Project Number</b>	193801803

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Maple Plain - General Services

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$1,711.00
<b>For Period Ending:</b>	March 28, 2014

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Due on Receipt

**INVOICE**

Invoice Number

787796

Project Number

193801803

**Top Task 301**

**Review general correspondence with staff, staff discussions, review city engineering meetings with residents and staff, collect information and respond to independence questions, general engineering administration.**

**Professional Services**

Category/Employee	Hours	Rate	Current Amount
Project Manager	8.75	116.00	1,015.00
	<u>8.75</u>		<u>1,015.00</u>
<b>Professional Services Subtotal</b>	<u>8.75</u>		<u>1,015.00</u>

**Top Task 301 Total**

**1,015.00**

**Top Task 302**

**Prepare for and attend easement meeting with staff and city attorney.**

**Professional Services**

Category/Employee	Hours	Rate	Current Amount
Project Manager	1.00	116.00	116.00
	<u>1.00</u>		<u>116.00</u>
<b>Professional Services Subtotal</b>	<u>1.00</u>		<u>116.00</u>

**Top Task 302 Total**

**116.00**

**Top Task 303**

**Trail Grant Application - Review options, update past costs, prepare new trail cost estimates, review maintenance of trail issues and provide feedback to staff for grant application.**

**Professional Services**

Category/Employee	Hours	Rate	Current Amount
Project Manager	5.00	116.00	580.00
	<u>5.00</u>		<u>580.00</u>
<b>Professional Services Subtotal</b>	<u>5.00</u>		<u>580.00</u>

**Top Task 303 Total**

**580.00**

**INVOICE**

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

787796  
193801803

Total Fees & Disbursements

\$1,711.00

**INVOICE TOTAL (USD)**

**\$1,711.00**



INVOICE

**Invoice Number** 787797  
**Invoice Date** April 30, 2014  
**Customer Number** 92656  
**Project Number** 193801804

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Maple Plain - 2013 Public Meetings

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$262.10  
**For Period Ending:** March 28, 2014

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Due on Receipt

25

INVOICE

Invoice Number

787797

Project Number

193801804

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**Top Task 302 Meeting Attendance - Attend Staff and Council Meetings on March 4, March 10, and March 24, 2014 - 3 @ \$50.00 = \$150.00.**

# of Meetings	Amount Per	Current Amount
3	50.00	150.00

**Progress Charge Subtotal** 150.00

**Disbursements**

Direct - Vehicle (mileage)

**Current Amount**

112.10

**Disbursements Subtotal** 112.10

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**Top Task 302 Total** **262.10**

Total Fees & Disbursements \$262.10

**INVOICE TOTAL (USD)** **262.10**



INVOICE

**Invoice Number** 787798  
**Invoice Date** April 30, 2014  
**Customer Number** 92656  
**Project Number** 193801805

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Maple Plain - 2013 Streets and Pathways

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$29.00  
**For Period Ending:** March 28, 2014

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Due on Receipt

27

INVOICE

Invoice Number  
Project Number

787798  
193801805

**Top Task 301**      **General - Hennepin County Overlay - Check on schedule, update County on Budd Project.**

Professional Services

Category/Employee	Hours	Rate	Current Amount
Project Manager	0.25	116.00	29.00
	<b>0.25</b>		<b>29.00</b>
<b>Professional Services Subtotal</b>	<b>0.25</b>		<b>29.00</b>

**Top Task 301 Total**      **29.00**

Total Fees & Disbursements      \$29.00

**INVOICE TOTAL (USD)**      **\$29.00**



INVOICE

<b>Invoice Number</b>	787799
<b>Invoice Date</b>	April 30, 2014
<b>Customer Number</b>	92656
<b>Project Number</b>	193801806

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Maple Plain - 2013 Water

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$1,761.20
<b>For Period Ending:</b>	March 28, 2014

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Due on Receipt

29

**INVOICE**

**Invoice Number**

787799

**Project Number**

193801806

**Top Task 300            General - Site visit and work with staff on plugging issue.**

**Professional Services**

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

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

**Top Task 301            General - Review water questions with Public Works, provide mapping information to public works contact, and updates on WTP testing and chemical lines.**

**Professional Services**

Category/Employee	Hours	Rate	Current Amount
Project Manager	1.50	116.00	174.00
	<b>1.50</b>		<b>174.00</b>
<b>Professional Services Subtotal</b>	<b>1.50</b>		<b>174.00</b>

**Top Task 301 Total** **174.00**

**Top Task 302            Flag lot analysis/design for future water services, Recalculate chemical feed rates, discussions with Public Works, trips to site, work with staff on feed rate adjustments and piping issues.**

**Professional Services**

Category/Employee	Hours	Rate	Current Amount
Engineer	2.75	104.00	286.00
	<b>2.75</b>		<b>286.00</b>
Project Manager	6.50	116.00	754.00
	<b>6.50</b>		<b>754.00</b>
<b>Professional Services Subtotal</b>	<b>9.25</b>		<b>1,040.00</b>

**Disbursements**

**Current Amount**

**INVOICE**

**Invoice Number**

787799

**Project Number**

193801806

Direct - Vehicle (mileage)

67.20

**Disbursements Subtotal**

67.20

**Top Task 302 Total**

1,107.20

Total Fees & Disbursements

\$1,761.20

**INVOICE TOTAL (USD)**

\$1,761.20



**INVOICE**

<b>Invoice Number</b>	787801
<b>Invoice Date</b>	April 30, 2014
<b>Customer Number</b>	92656
<b>Project Number</b>	193801807

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Maple Plain - 2013 Sewer

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$581.00
<b>For Period Ending:</b>	March 28, 2014

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**Due on Receipt**

**32**

INVOICE

Invoice Number

787801

Project Number

193801807

**Top Task 301**

**General - Review with public works on sewer questions, provide staff feedback on sewer items, metering discussions of main line sewers and meeting with metering staff.**

**Professional Services**

**Category/Employee**

Project Manager

**Hours**

**Rate**

**Current Amount**

0.50

126.00

63.00

2.00

116.00

232.00

**2.50**

**295.00**

**Professional Services Subtotal**

**2.50**

**295.00**

**Top Task 301 Total**

**295.00**

**Top Task 302**

**Flag lot analysis/design for future water services.**

**Professional Services**

**Category/Employee**

Engineer

**Hours**

**Rate**

**Current Amount**

2.75

104.00

286.00

**2.75**

**286.00**

**Professional Services Subtotal**

**2.75**

**286.00**

**Top Task 302 Total**

**286.00**

Total Fees & Disbursements

\$581.00

**INVOICE TOTAL (USD)**

**\$581.00**



INVOICE

<b>Invoice Number</b>	788301
<b>Invoice Date</b>	April 30, 2014
<b>Customer Number</b>	92656
<b>Project Number</b>	193801808

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Maple Plain - 2013 Storm Sewer

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$637.00
<b>For Period Ending:</b>	March 28, 2014

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Due on Receipt

34

**INVOICE**

Invoice Number

788301

Project Number

193801808

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**Top Task 303**

**Storm Water Utility - Review storm water utility information from City Staff, check in on options related to credits, provide feedback to staff on agenda discussions, Storm Sewer Easements and meetings, forward additional information to attorney, Fema Agency discussions, MS4 annual meeting and permit review.**

Professional Services

**Category/Employee**

Project Manager

**Hours                      Rate                      Current Amount**

0.25                      112.00                      28.00

5.25                      116.00                      609.00

**5.50    637.00**

**Professional Services Subtotal**

**5.50    637.00**

---

**Top Task 303 Total**

**637.00**

Total Fees & Disbursements

\$637.00

**INVOICE TOTAL (USD)**

**\$637.00**

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INVOICE

**Invoice Number** 787802  
**Invoice Date** April 30, 2014  
**Customer Number** 92656  
**Project Number** 193801809

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Maple Plain - 2013 Development Review

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$232.00  
**For Period Ending:** March 28, 2014

---

Due on Receipt

36

**INVOICE**

**Invoice Number**

787802

**Project Number**

193801809

---

**Top Task 301**      **Rosecreek Builders - K-bid - Review information request from developers land surveyor, check in with public works on questions, review files, review televising, forward information to K-bid Surveyor.**

**Professional Services**

<b>Category/Employee</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Project Manager	2.00	116.00	232.00
	<b>2.00</b>		<b>232.00</b>
<b>Professional Services Subtotal</b>	<b>2.00</b>		<b>232.00</b>

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**Top Task 301 Total**      **232.00**

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Total Fees & Disbursements      \$232.00

**INVOICE TOTAL (USD)**      **\$232.00**

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INVOICE

**Invoice Number** 787803  
**Invoice Date** April 30, 2014  
**Customer Number** 92656  
**Project Number** 193802383

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Budd Ave. Sewer Improvements

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$3,026.25  
**For Period Ending:** March 28, 2014

---

Due on Receipt

38

INVOICE

Invoice Number

787803

Project Number

193802383

---

**Top Task 420**      **Additional Services - Agenda item on rebidding, revise plans and specifications, County and MnDOT permits, and prepare and forward advertisement for bids.**

**Professional Services**

<b>Category/Employee</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Engineer	13.50	95.00	1,282.50
	<b>13.50</b>		<b>1,282.50</b>
Project Manager	11.25	116.00	1,305.00
	<b>11.25</b>		<b>1,305.00</b>
Project Technician	6.75	65.00	438.75
	<b>6.75</b>		<b>438.75</b>
<b>Professional Services Subtotal</b>	<b>31.50</b>		<b>3,026.25</b>

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**Top Task 420 Total**      **3,026.25**

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Total Fees & Disbursements      \$3,026.25

**INVOICE TOTAL (USD)**      **\$3,026.25**



INVOICE

**Invoice Number** 787804  
**Invoice Date** April 30, 2014  
**Customer Number** 92656  
**Project Number** 193802390

**Bill To**

City of Maple Plain  
Accounts Payable  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain MN 55359  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States  
Federal Tax ID 11-2167170

---

**Project Description:** Main St. W. & Rainbow Ave. Utility and Street Improvements

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$6,806.44  
**For Period Ending:** March 28, 2014

---

Due on Receipt

40

**INVOICE**

Invoice Number

787804

Project Number

193802390

**Top Task 320          Design**

**Progress Charge**

	<b>Total Invoiced</b>	<b>Previously Invoiced</b>	<b>Current Amount</b>
59,600.00 X 100.00 % Complete	59,600.00	56,620.00	2,980.00
<b>Progress Charge Subtotal</b>			<b>2,980.00</b>

**Top Task 320 Total**

**2,980.00**

**Top Task 600          Special Services**

**Progress Charge**

	<b>Total Invoiced</b>	<b>Previously Invoiced</b>	<b>Current Amount</b>
7,200.00 X 100.00 % Complete	7,200.00	5,400.00	1,800.00
<b>Progress Charge Subtotal</b>			<b>1,800.00</b>

**Top Task 600 Total**

**1,800.00**

**Top Task 700          CenterPoint Gas Relocation - Review information request from CenterPoint, forward requested information, attend site meetings with CenterPoint to review gas relocation.**

**Professional Services**

<b>Category/Employee</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Engineer Dienhart, Ann C	10.25	95.00	973.75
	<b>10.25</b>		<b>973.75</b>
Field Supervisor Olson, Harlan M	0.50	132.00	66.00
	<b>0.50</b>		<b>66.00</b>
<b>Professional Services Subtotal</b>	<b>10.75</b>		<b>1,039.75</b>

**Disbursements**

	<b>Current Amount</b>
Direct - Other Direct Expenses - Hennepin County Permit	265.00
Direct - Other Direct Expenses - MN Department of Health Permit	150.00
<b>Disbursements Subtotal</b>	<b>415.00</b>

INVOICE

Invoice Number

787804

Project Number

193802390

**Top Task 700 Total** **1,454.75**

**Top Task 750** **Parking Lot - Specifications for parking lot.**

Professional Services

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

**Top Task 750 Total** **142.50**

**Top Task ZZZ** **Project Expenses**

Usages

	Current Amount
Usage - Printing & Reproduction	
01/23/14	33.87
03/11/14	377.24
<b>Usages Subtotal</b>	<b>411.11</b>

Disbursements

	Current Amount
Direct - Postage & Courier	6.88
Direct - Vehicle (mileage)	11.20
<b>Disbursements Subtotal</b>	<b>18.08</b>

**Top Task ZZZ Total** **429.19**

Total Fees & Disbursements \$6,806.44

**INVOICE TOTAL (USD)** **\$6,806.44**



Agenda Information Memorandum  
May 12, 2014 Maple Plain City Council

**5. CONSENT AGENDA**

**D. APPROVAL OF ENGAGEMENT LETTER FOR HIRING OF ANNETTE MARGARIT**

**ACTION TO BE CONSIDERED**

To approve the hiring of Annette Margarit to conduct an internal investigation for the Maple Plain Fire Department.

**FACTS**

- The City received an EEOC claim and worked with the League of Minnesota Cities.
- An outside investigation was conducted and no charges were found.
- The League of Minnesota Cities recommended that the City enter into an internal investigation to ensure that no city policies were violated.

**ATTACHMENTS**

Attached on page(s) \_\_\_\_\_ through \_\_\_\_\_ is a copy of Annette Margarit's engagement letter.

May 7, 2014

Tessia Melvin, Administrator  
City of Maple Plain  
1620 Maple Avenue  
P.O. Box 97  
Maple Plain, MN 55359

Via email only  
[tmelvin@mapleplain.com](mailto:tmelvin@mapleplain.com)

Re: Maple Plain Fire Department Investigation  
Our File #TBD

Dear Tessia:

It is my understanding the City of Maple Plain has hired me and Dougherty, Molenda, Solfest, Hills & Bauer P.A. to conduct an investigation of allegations the City received about actions of a member of the Maple Plain Fire Department from another member of the Department. I have performed employee investigations for numerous cities, specifically police situations for the cities of Jordan, Mendota Heights, Richfield, Dassel and Pierz and also McLeod and Wabasha Counties. I was the Human Resource Manager for the City of Apple Valley from 1996 until about mid-2000 and was heavily involved in policies and discipline of firefighters.

I will provide the Tennessee warning to the persons I interview and the Garrity warning as necessary. Generally, I tape record the interviews. After interviewing the appropriate persons, reviewing relevant documents and performing any other necessary research, I will provide the City a report containing the following sections:

1. The reason for the investigation and the persons to whom I speak, documents I review and any other sources of information;
2. Findings of facts based upon the evidence I receive; and
3. Conclusions as to whether I believe there is a violation of a relevant City policy, industry norms, or applicable law and regulations.

If, during the investigation, I think it is appropriate that the fire department's computers be examined, I will suggest that to you.

**Terms of Retainer.** The firm will bill the City \$141.03 per hour for my time. We will also bill the cost of mileage at the 2014 IRS rate plus copies and postage. We will not bill for driving time. If I am called to testify regarding the investigation, we will bill

**Office**

7300 West 147th Street  
Suite 600  
Apple Valley, MN 55124  
(952) 432-3136 Phone  
(952) 432-3780 Fax

[www.dms hb.com](http://www.dms hb.com)

**Attorneys**

Michael G. Dougherty <sup>2</sup>

Michael E. Molenda <sup>1</sup>

Loren M. Solfest <sup>1,2</sup>

Sharon K. Hills

Robert B. Bauer <sup>1,2</sup>

Terrence A. Merritt <sup>1</sup>

Annette M. Margarit

Stephen A. Ling <sup>2</sup>

Christine J. Cassellius

Brian J. Wisdorf <sup>2</sup>

Michael D. Klemm <sup>1,2</sup>

Matthew J. Schaap

Ryan J. Bies

William M. Topka

Erin E. Boerschel

Kelsey A. Hanrahan

Daniel M. Ryan

Tessia Melvin  
Maple Plain City Administrator  
May 7, 2014  
Page 2 of 2

separately for that testimony. I will use our paralegal to summarize the evidence for me and perform any necessary research. We bill her at \$86.10 per hour.

If you have questions or concerns about this project, please let me know. Thank you for the opportunity to assist Maple Plain.

Very truly yours,

DOUGHERTY, MOLENDIA, SOLFEST, HILLS & BAUER P.A.

A handwritten signature in blue ink that reads "Annette M. Margarit". The signature is written in a cursive style with a large initial 'A'.

Annette M. Margarit  
AMM/djk



Agenda Information Memorandum  
May 12, 2014 - Maple Plain City Council

**5. CONSENT AGENDA**  
**E. NPDES/STORM WATER POLLUTION PREVENTION PERMIT**

**ACTION TO BE CONSIDERED**

To set the City's annual Storm Water Pollution Prevention Permit public meeting for June 23, 2014 at 7 p.m. at Maple Plain City Hall.

**FACTS**

- The City is required to hold an annual public meeting on its National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Separate Storm Sewer System (MS4) general permit.
- The meeting must occur prior to June 30 and requires a 30-day published notice.
- The City prepared and submitted its first NPDES Phase II General Storm Water Pollution Prevention Program (SWPPP) to the MPCA in May 2003. An updated permit was submitted in the Summer of 2006.
- Each year, the City must conduct a storm water public meeting to educate the public and allow interested citizens an opportunity to comment on the existing SWPPP and progress towards reaching the measureable goals.
- After the presentation, time will be available for public comments.
- Formal responses to all comments will be prepared and submitted to the MPCA.
- The City adopted a Local Surface Water Management Plan (LSWMP) in 2009.
- The MPCA created a new MS4 Permit in August 2013.
- Maple Plain and other cities were required to submit a new permit in Fall 2013 related to MS4 Permit compliance. The MPCA has incorporated some new requirements in this round of permit updates.
- The City's new permit was accepted by the MPCA.
- The City will have to complete new paperwork over the next permit period, and the City Engineer is meeting with Staff to review these requirements.

**ATTACHMENTS**

Attached on page(s) \_\_\_\_ through \_\_\_\_ is a copy of the public hearing notice.

# CITY OF MAPLE PLAIN

## NOTICE OF PUBLIC MEETING

**Notice is hereby given** that the City of Maple Plain is conducting a public meeting at 7 p.m. on Monday, June 23, 2014 at the Council Chambers, 1620 Maple Avenue, to allow interested citizens an opportunity to comment on the city's Storm Water Pollution Prevention Program (SWPPP).

A brief presentation will provide background information on the permit requirements and 2013 annual report material, which will be submitted to the MPCA. Time will be available during the meeting for oral statements from the public. Copies of the SWPPP are available for viewing at City Hall. Written comments may be submitted by mailing them to Tessia Melvin, City Administrator, 1620 Maple Avenue, P.O. Box 97, Maple Plain, MN 55359-0097, or by e-mailing them to [tmelvin@mapleplain.com](mailto:tmelvin@mapleplain.com).

Tessia Melvin  
City Administrator



Agenda Information Memorandum  
May 12, 2014 - Maple Plain City Council

**8. ADMINISTRATIVE REPORTS**

**A. TENTATIVE SCHEDULE FOR MAIN STREET WEST & RAINBOW AVENUE PROJECT**

**ACTION TO BE CONSIDERED**

To receive a tentative schedule update for the Main Street West & Rainbow Avenue Project.

**FACTS**

- A tentative schedule and project information was provided prior to the meeting.
- City Administrator, Tessia Melvin and City Engineer, Dan Boyum, will provide additional up-to-date information if needed.

**ATTACHMENTS**

None.



Agenda Information Memorandum  
May 12, 2014 - Maple Plain City Council

**10. NEW BUSINESS**  
**A. RAVINE SLOPE STABILIZATION**

**ACTION TO BE CONSIDERED**

Upon discussion by the Council, a motion was made to direct the city engineer to get a price on stabilizing part of the ravine slope to the north of Main Street West.

**FACTS**

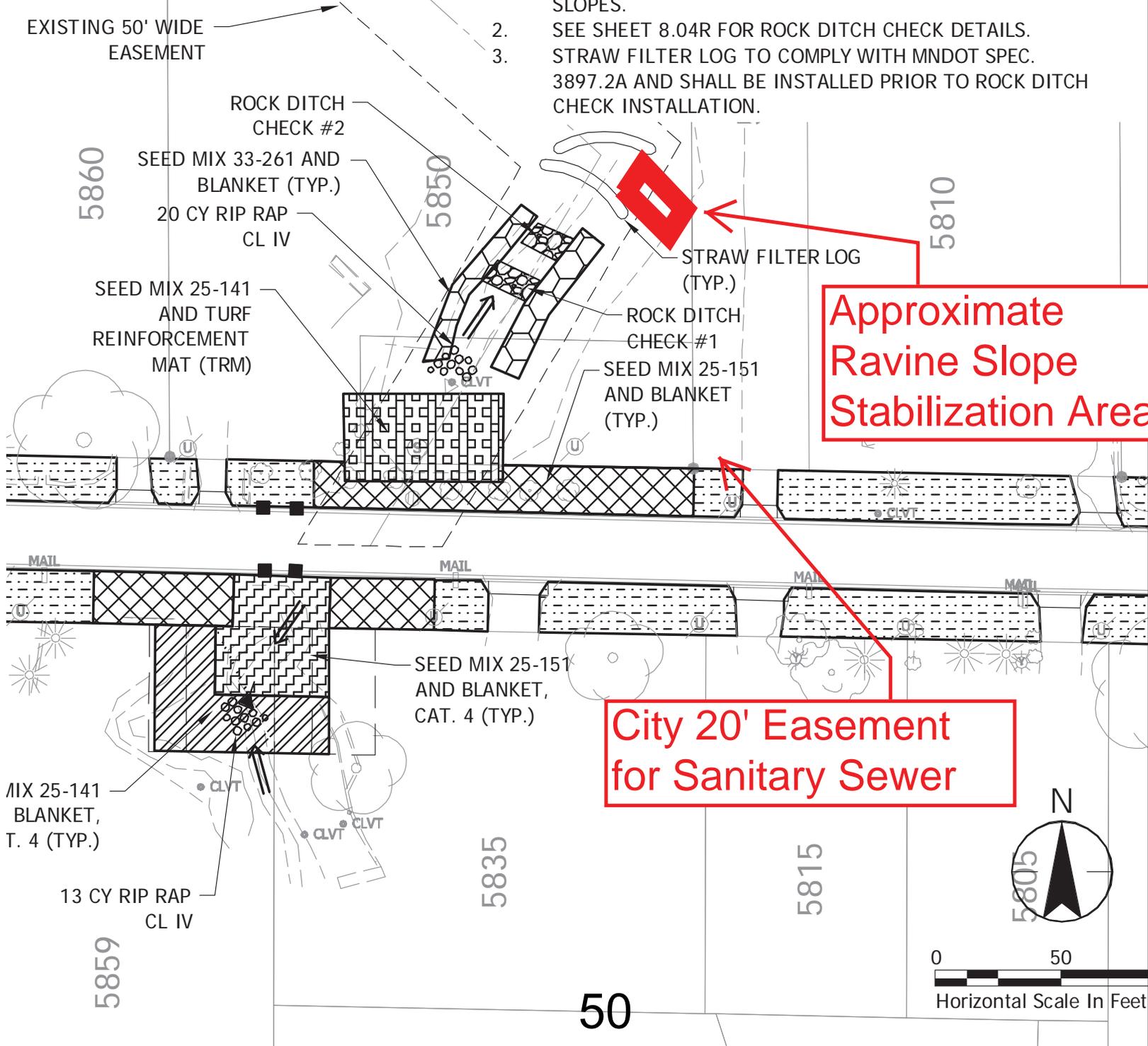
- The existing ravine slope approximately 100' north of Main Street West and next to the City's Sanitary Sewer Easement experienced erosion after summer storm events in 2013.
- Rip rap at the end of the culvert on the north side of the ravine experienced washing following these same storm events.
- The City approached FEMA representatives about funding repairs to these two areas.
- FEMA indicated the riprap area is fundable because it is man-made, but the natural ravine slope is not eligible for funding.
- Pioneer Sarah Creek Watershed requires two rock checks to the north of the riprap area to reduce downstream velocities.
- FEMA has indicated these rock checks may be eligible for funding, but they need to submit information soon.
- LaTour is preparing a price for the rock check work.
- Since this rock check work will be close to the ravine slope and LaTour will be doing work in this area, Staff has discussed getting a price from LaTour to stabilize the ravine bank.

**ATTACHMENTS**

Attached on page(s) \_\_\_\_ through \_\_\_\_ is Ravine Slope Location drawing and Slope Pictures

RAVINE NOTES:

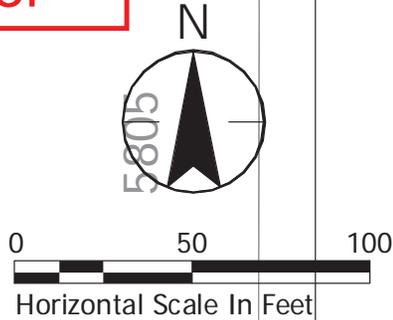
1. RESTORE CHANNEL BY SHAPING AND SEEDING DISTURBED AREAS WITH STATE MIX 33-261 AND BLANKET DISTURBED SLOPES.
2. SEE SHEET 8.04R FOR ROCK DITCH CHECK DETAILS.
3. STRAW FILTER LOG TO COMPLY WITH MNDOT SPEC. 3897.2A AND SHALL BE INSTALLED PRIOR TO ROCK DITCH CHECK INSTALLATION.



Approximate Ravine Slope Stabilization Area

City 20' Easement for Sanitary Sewer

SEE BELOW



50

# Ravine Slope Restoration

**North Ravine area looking west from Driveway**



**North Ravine area slope looking westerly**

