

AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
JANUARY 12, 2015
7:00 PM

- 1. WELCOME**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SWEARING IN OF COUNCILMEMBERS JULIE MAAS-KUSSKE AND MIKE DELUCA**
- 5. ADOPT AGENDA**
- 6. CONSENT AGENDA**
 - A. Approve December 8, 2014, regular meeting minutes
 - B. Approve December 8, 2014, workshop meeting minutes
 - C. Approve the Parks Commission Minutes: December
 - D. Approve the Planning Commission Minutes: November
 - E. Accounts Payable
 - F. 2015 Local Board of Appeals and Equalization Hearing Date
 - G. LMCIT Tort Waiver
 - H. LMCIT Elected Officials Insurance Coverage Renewal- Resolution 15-0112-02
- 7. PUBLIC HEARINGS**
- 8. ADMINISTRATIVE REPORTS**
 - A. West Hennepin Public Safety Report for November and December**
- 9. OLD BUSINESS**
- 10. NEW BUSINESS**
 - A. 2015 City Appointments
 - B. 2015 City Fee Schedule, Ordinance No. 281
 - C. Parking Restrictions within Maple Plain, Ordinance No. 282
 - D. Massage License
 - E. Shared Services Hiring of a Consultant
- 11. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**
 - A. Highway 12 Safety Coalition Update**
- 12. COUNCIL REPORTS & OTHER BUSINESS**
 - A. Thank you to community members**
- 13. 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.

14. **CLOSED SESSION TO DISCUSS REAL EASEMENT PAYMENT FOR 5735 MAIN STREET WEST**
15. **ADJOURNMENT**

**Maple Plain City Council Workshop
Meeting Minutes
December 8, 2014
Maple Plain City Hall**

1. CALL TO ORDER

Mayor Young called the meeting to order at 9:15 p.m.

Present: Mayor Jerry Young and Councilmembers Dave Eisinger, Justin McCoy, Mike DeLuca and Julie Maas-Kusske. Also present were City Administrator, Tessia Melvin, City Engineer, Dan Boyum, and Director of West Hennepin Public Safety, Gary Kroells.

2. ADOPT AGENDA

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

3. 2015 CITY COUNCIL APPOINTMENTS

COMMISSION/COMMITTEE APPOINTMENT	APPOINTED	APPOINTED	ALTERNATE
Acting Mayor	Justin McCoy		
Highway 12 Safety Coalition	Gary Kroells	Tessia Melvin	Julie Maas-Kusske
Planning Commission	Dave Eisinger		Mike DeLuca
Parks Commission	Jerry Young		Julie Mass-Kusske
Lake Minnetonka Cable Commission	Julie Maas-Kusske	Need to Appoint	Need to Appoint
Northwest Hennepin League of Municipalities	Justin McCoy		Jerry Young
Pioneer Sara Creek WSD	Mike DeLuca		All

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

The City Council discussed the Official Depository as the Bank of Maple Plain, but they discussed the necessity for staff to meet with the bank staff to discuss direct deposit. In addition the Council discussed staying with the Laker Pioneer as the Official Newspaper.

Councilmember Maas-Kusske asked if the Council wanted to consider adding Council representation to the Maple Plain Days Committee and the West Hennepin Chamber of Commerce. The Council agreed that staff should represent the City for the Maple Plain Days. There was much discussion on the adding a Councilmember to the Chamber of Commerce. Councilmember Maas-Kusske stated that there were some issues with the Chamber not knowing of the cancellation of the Tree Lighting. Melvin stated that the decision was made by the Council in September and she communicated to the Chamber Board at the next Board meeting. Councilmember Eisinger asked Melvin to talk with the

Chamber to discuss this issue, in addition, Councilmember Eisinger stated he would talk with the board members. Councilmember DeLuca stated that staff should represent the City at the Chamber.

4. CITY STREET PARKING RESTRICTIONS

Melvin reminded the Council that during the Main Street West and Rainbow Avenue Street and Utility Project, the Council discussed restricting parking to one side of Main Street West. With all of the mailboxes being moved to one side of the street, the Council directed staff to restrict parking on the same side of the street as the mailboxes.

Melvin provided the Council with a list of streets that were less than 26 feet wide and there was much discussion on this issue. Melvin added that one street that may be considered for parking restrictions is Boundary due to the complaints about Collision Corners parking on both sides, creating public safety concerns. Director Kroells provided the Council with a public safety perspective.

The Council directed staff to change the Code and bring it to the next meeting on the following streets:

- Boundary: East Side No Parking
- Main Street West: West Side (side with mailboxes) No Parking
- Industrial Street: No Parking on either side of the street

Staff agreed to change the code, bring it to the next meeting and continue analyzing the City streets.

5. ADDITIONAL ENGINEERING COSTS FOR THE MAIN STREET WEST AND RAINBOW AVENUE STREET AND UTILITY PROJECT

City Engineer, Dan Boyum presented a report to the Council. Boyum stated that Engineering costs were based upon the improvements and schedule discussed in the feasibility report done in October 2013. The Feasibility Report anticipated construction beginning in May and completion in September 2014. The City requested proposals for a lump sum bid for both design and construction engineering services. Boyum requested an additional \$11,000 for the increased communications plan that was administered and implemented into the project, as it was added after the first public information meeting.

Boyum asked the Council to consider increasing the engineering costs above the original budget (8.5 weeks x \$7,000 per week = \$59,500). Boyum stated that the weather and the delay of the project resulted in more engineering hours.

There was much discussion on this topic. Councilmember McCoy added that he agreed with the additional \$11,000 as the Communications Plan was additional work, but created beneficial results for the City and staff.

Councilmember DeLuca stated that he would not agree to paying for additional engineering hours, as he believes they should get what they bid for.

The Council concluded and agreed to pay an additional \$11,000 for the time and effort put into the communications plan.

6. OTHER BUSINESS

Assessment Deferral

Melvin reported that resident, Dave Prinzing, is asking the Council to consider administering free 2-hour Wi-Fi coupons to people using Rainbow Park. David's company would like to do a test program offering 2-hour coupons for WI-FI at Rainbow Park, but would like the City to administer them.

The Council agreed that the WI-FI is a great amenity, but not something that staff should be administering.

Utility Billing

Melvin reported that currently the City bills are sent quarterly. With the new meters, the Council had suggested changing to more frequent billing to help residents budget for utility payments. The Council suggested going monthly. Melvin reported that the current staff workload could not handle monthly billing. The new water meters save Public Works time, but the administration of the billing, still requires many hours of staff's time.

In addition, Melvin asked the Council consider eliminating the late notices that are currently sent to residents that are behind their utility payments. Instead, Melvin suggested that the notice be included in the billing. Councilmember DeLuca agreed that the late notices are not necessary. Councilmember Eisinger stated that if they cannot go monthly, he would like to stay with quarterly billing.

Councilmember Maas-Kusske added that the monthly billing would help residents budget. Melvin added that residents can make monthly payments and create a budget plan, which many do. Melvin added that the same people are delinquent in paying their bill and changing the cycle of billing would not attribute to paid bills.

7. Adjourn

Councilmember Eisinger moved to adjourn the meeting at 10:30 p.m.;
seconded by Councilmember McCoy. Motion passed 5-0.

**Maple Plain City Council Regular Meeting
Minutes
Monday, December 12, 2014
Maple Plain City Hall**

1. CALL TO ORDER

Mayor Young called the meeting to order at 7:32 p.m.

Present: Mayor Young and Councilmembers Dave Eisinger, Justin McCoy, Mike DeLuca and Julie Maas-Kusske. Also present were City Administrator Tessia Melvin, City Attorney Jeff Carson, City Engineer Dan Boyum and Director of Public Safety Gary Kroells.

2. PLEDGE OF ALLEGIANCE

3. ACCEPTANCE OF THE AGENDA

Councilmember McCoy moved to accept the agenda; seconded by Councilmember DeLuca. Motion passed 5-0.

4. CONSENT AGENDA

Items to approve under Consent Agenda:

- A. Approve City Council meeting minutes from November 10 meeting**
- B. Approve City Council workshop minutes from November 10**
- C. Approve the City Council minutes from November 24 workshop**
- D. Approve the Joint City Council minutes from November 17, 2014**
- E. Approve the Special Assessment Hearing minutes from November 18, 2014**
- F. Approve the minutes from the December 1 Truth in Taxation Hearing**
- G. Accounts Payable**
- H. Main Street West and Rainbow Avenue-Utility and Street Improvements-Payment Request No. 7**
- I. Crossroads Animal Shelter 2015-2016 Contract**
- J. Budd Avenue Utility Improvement-Payment Request No. 4**

Melvin added that two Consent Agenda items would need to be changed.

- 1. The November 10 Council meeting minutes motion made and seconded by McCoy, should read made by McCoy and seconded by Eisinger.

2. The November 10 Council workshop minutes should have Director Kroells comments under item six and not item five

Councilmember Eisinger moved to adopt the Consent Agenda; seconded by Councilmember DeLuca. Motion passed 5-0.

5. ADMINISTRATIVE REPORTS

A. October West Hennepin Public Safety Report

Chief Kroells presented the monthly report to the Council. He noted that October calls were reduced as the Post Office made security improvements to their facility and they are no longer requesting WHPS to lock the front lobby each night. He noted that similar changes have been made with the locking of the Rainbow Park bathrooms and the compost site.

Through the month of October, WHPS has handled a total of 6,073 incidents. He reported on highlighted cases.

Councilmember Eisinger moved to accept the West Hennepin October Monthly Report; seconded by Councilmember Maas-Kusske. Motion passed 5-0.

B. November and December City Planner Monthly Reports

Melvin presented the Monthly Planner Report. Melvin reported that staff has been reviewing the following projects or concerns:

- “Group Home” on Oak Street
- Downtown Development Concepts
- Parking Restrictions for Common Bond apartments
- Animal and Fence Ordinance updates
- Garage Variance
- Sign and Building Permits for the Liquor Depot

Councilmember McCoy moved to accept the City Planner Monthly Report; seconded by Councilmember DeLuca. Motion passed 5-0.

C. November and December City Engineer Monthly Reports

City Engineer Dan Boyum presented November and December Monthly Reports to the Council. Staff has worked on the following projects:

- HAWK Signal and TH 12 Sidewalk Improvement project closeout
- Budd Avenue Sanitary Sewer Improvements
 - Punch list prepare for spring
 - As Built/Record Plan Field Work was completed
- Main Street West and Rainbow Avenue Project
 - Site visits and punch list created
 - Responded to various concerns from property owners
 - Prepared information for the council on water service at the driveway of 5860 Main Street West

Councilmember Maas-Kusske moved to accept the City Engineer Monthly Report; seconded by Councilmember Eisinger. Motion passed 5-0.

6. OLD BUSINESS

There was no Old Business.

7. NEW BUSINESS

A. Maple Plain Fire Department 2015 Budget-Resolution 14-1208-04

Melvin reported that the 2014 Budget was set for \$355,201. Melvin reported that current expenditures were at \$213,886 (60%) and current revenues were at \$317,250. The Fire Department is not asking for any changes for 2015. Melvin reported that the Fire Commission approved their budget at their December 3 meeting and that they are looking for Council approval.

Councilmember DeLuca moved to accept the 2015 Fire Department Budget, seconded by Councilmember McCoy. Motion passed 5-0.

B. 2014-2015 Tobacco License: Liquor Depot

Melvin presented the liquor license for Liquor Depot. It would be valid from November

2014 to December 31, 2015. This would allow them to be on the same schedule as other establishments. Melvin reported that a background check had been completed by West Hennepin Public Safety.

Councilmember Eisinger moved to approve the Liquor License; seconded by Councilmember McCoy. Motion passed 5-0.

C. 2015 Final General Budget- Resolution No 14-1208-01

Melvin reported that the Minnesota Statute requires cities to adopt and certify their General Fund budgets each year. The 2015 General Fund is proposed at \$1,685,581, which is a 1.9% increase from 2014. The additional \$25,000 is needed to pay for West Hennepin's increased budget. Melvin added that the City Council held a Truth-in-Taxation Hearing on December 1.

Councilmember Eisinger moved to adopt Resolution: 14-1208-01 Certifying the 2015 General Fund; seconded by Councilmember DeLuca. Motion passed 5-0.

D. 2015 Final Property Tax Levy, Resolution No. 14-1208-03

Melvin reported that the Minnesota Statute requires cities to certify the tax levy to the county each year. Melvin stated that the City of Maple Plain is looking to have a 2015 Tax Levy that includes:

- \$1,265,931 General Fund
- \$27,500 EDA Levy
- \$121,874 Debt Services

Melvin added that the Debt Services should decrease in the future, as one of the bonds will be paid off. In addition the 2014 budget did not include debt payment in the amount of \$60,000, so the 2015 reflects the difference.

The Debt Services are made up of the following:

- \$30,100 (2008 Bonds) Water Treatment Plant, Poplar Avenue Sanitary Sewer and Ladder Truck
- \$17,378 (2012 Bonds) Oak and Boundary Project, Highway 12 Forcemain Repair and Water Tower Rehabilitation
- \$47,534 (2013 Bonds) HAWK Signal, Snow plow Truck, Budd Avenue Sewer Repair, Maple Avenue Sewer Repair and Water Meters
- \$26,864 (2014 Bonds) Main Street West and Rainbow Avenue Street and Utility Project

Councilmember Eisinger moved to approve 2015 Tax Levy; seconded by Councilmember Maas-Kusske. Motion passed 5-0.

E. 2015 Employee Cost of Living Adjustment

Melvin reported that staff is recommending a two percent increase, which is based on the West Hennepin Public Safety and the City of Independence cost of living. Melvin added that the salary of employees accounts for 14% of the budget and the employee benefits account for less than 2% of the budget.

Councilmember Eisinger moved to approve 2015 Employee Cost of Living Adjustment; seconded by Councilmember Maas-Kusske. Motion passed 5-0.

F. Authorize Fire Department Electrical Work

Melvin reported that the Fire Department currently needs some electrical work to repair the following:

- Six shoebox exterior wall fixtures need to be removed
- Six LED fixtures need to be furnished and installed
- Conduit needs to be run from the receptacle on the north side of the station
- Trench, furnish and install LED flag light
- Rooftop fixtures need to be removed

Melvin stated that the Fire Department received three bids on the necessary work. The bids included:

- R.C. Electric: \$4,875
- Mister Sparky: \$6,951
- Harrison Eelectric: \$6,433

Councilmember McCoy moved to approve R.C. Electric's bid; seconded by Councilmember Eisinger. Motion passed 5-0.

G. Massage Ordinance-Ordinance No. 280

Melvin reported that the current City Code does not include massage establishments as permitted uses in the zoning code. However, the City of Maple Plain currently has establishments that are within City limits. Melvin provided an update to the Council. Recently staff has received complaints about some of the massage establishments. Staff has benchmarked with surrounding cities to find similar ordinances.

Melvin stated that the purpose of the ordinance is to:

- Prohibit massage businesses and services to the public, except those that are licensed by the City as therapeutic massage enterprises with massage therapists
- Licensing regulations are created to protect businesses that are opening legitimate enterprises, to prevent criminal activity and protect the health and welfare of the community
- Licenses would be required for
 - Therapeutic massage enterprise licenses
 - Massage therapist licenses
 - Term of licenses are one year

Melvin stated that the ordinance has been reviewed and approved by the City Attorney. Staff has benchmarked with several cities to create an ordinance that meets the needs of the City, is welcoming to legitimate businesses and provides public safety.

Melvin recommended that the establishment license would be set at \$50 and the therapist license be set at \$250 for the initial background check. Director Kroells added that this would cover their cost in doing a thorough background check.

Councilmember Eisinger moved to approve the Massage License Ordinance No. 280; seconded by Councilmember Maas-Kusske. Motion passed 5-0.

Melvin asked the Council to approve the summary ordinance, which would be published in the local newspaper.

Councilmember DeLuca moved to approve the summary Massage License Ordinance; seconded by Councilmember Eisinger. Motion passed 5-0.

H. Text Amendment-Chapters 92 Animals, To Further Define the Total Number and Types of Animals Permitted, Ordinance No. 277

Melvin stated that the City Planner was currently at another City meeting and they would proceed until he arrived, but added that all comments should be raised and asked.

Melvin reported that the text amendment includes:

- Definition of Animals (domesticated non-domesticated)
- Definition of Animals (Urban Farm Animals)
- Definition of Beekeeping
- Definition of Chickens

Melvin commented that the Planning Commission had spent two meetings working on the text amendment changes, specifically the text around raising chickens. Melvin highlighted the areas added to define chickens:

- Definition of Chicken Coop
- Definition of Rooster
- Amendments to the limitations on keeping the number of animals permitted.
- Additions for the harboring and keeping of chickens, ducks and geese

Melvin stated that the Planning Commission approved the text amendments at their December 4 meeting. While chickens are not currently allowed in the City limits, Melvin stated that staff has received several complaints regarding chickens roaming the city and have witnessed them throughout the City. Melvin added that the text amendments are not to punish residents that want chickens, but to set guidelines that maintain them within residential properties and prohibit free-range chickens.

Melvin also added that staff has received several complaints regarding one residential property harboring pigs and goats. In addition, the Planning Commission wanted the changes to address the feeding of stray dogs and cats.

Melvin commented that it is the intent of the ordinance to address the number of animals permitted by property owner, as staff constantly receives questions about this issue.

Councilmember Eisinger moved to approve Ordinance 277; seconded by Councilmember Maas-Kusske. Motion passed 5-0.

Melvin asked the Council to approve the summary ordinance, which would be published in the local newspaper.

Councilmember McCoy moved to approve the summary Ordinance 279; seconded by Councilmember DeLuca. Motion passed 5-0.

I. Text Amendment-Chapter 153, General Fencing, Screening, Landscaping and Storage, to provide more details pertaining to fencing requirements and fencing permits, Ordinance No. 278

Melvin began the report with identifying the areas of the amendment changes:

- Building permit would be required for all fences over 6ft tall.
- A zoning permit would be required for all other fences, this allows staff and residents to ensure that the fencing is being placed on correct property lines and that a survey of the land be on record.
- Changes clarify the ability to place a fence on the property line with the written permission from neighboring property owners. While property owners may change, Melvin added that most of the complaints come from residents that claim they did not have knowledge of the fence and it is not within the proper property lines and variances.
- The addition of easements-public and private section to address how fences impact easements and what property owners can install.

Melvin stated that the Planning Commission had approved the changes at their December 4 meeting and was looking for Council approval. Melvin added that staff received several complaints this summer regarding fences in relationship to property lines and maintenance. The City received about 13 inquiries this summer.

Councilmember Eisinger moved to approve the text amendment changes; seconded by Councilmember McCoy. Motion passed 5-0.

J. Approval for Audio Work in the Council Chambers

Melvin stated that staff has received complaints from audience members during the Council meetings about not being able to hear. Staff is aware that the new Council Chambers is larger than the old and has worked with staff from the Lake Minnetonka Communications Commission and received two bids for audio work in the chambers. Alpha Video was the lower bid and is proposing:

- The addition of 9 microphones for the Council and podium
- The addition of 8 speakers in the ceiling to assist audience hearing the Council and guest speakers
- The total project is quoted at \$9,612

Councilmember Eisinger moved to accept the quote from Alpha Video; seconded by Councilmember DeLuca. Motion passed 5-0.

K. Sign Package Approval for 5020 Highway 12

Melvin provided a brief report about the Design Guidelines and the relationship to signs within the cities by new businesses. Melvin added that the Design Guidelines suggest

that all signage should be designated to be at neighborhood and local scale, meaning that all signs must be in proportion of the surrounding area and create a community feeling. In addition, the Design Guidelines encourage that signs be backlit rather than internally lit.

Melvin reported that the Planning Commission approved the proposed sign package for 5020 Highway 12 with the following recommendations:

- The sign shall be Cooperplate Gothic Gold Font with White Outline
- The sign shall be backlit
- The sign shall include “Beer, Wine, Spirits” lettering as depicted
- The applicant select the color to match their interior red logo

Melvin provided illustrations of the proposed signs.

Councilmember Maas-Kusske moved to approve the Sign Package for 5020 Highway 12; seconded by Councilmember Eisinger. Motion passed 5-0.

L. Maple Plain Fire Department Election Results

Melvin reported that the Fire Department is looking for Council approval on their recent election results:

- Chief- Dave Eisinger
- Assistant Chief One-Scott Hartman
- Assistant Chief Two-Chris Doyle
- President-Tom McConn
- Vice President-Tom Lowry
- Secretary-Craig Johnson

Melvin added that Councilmember Eisinger would be abstaining from this vote.

Councilmember DeLuca moved to approve Fire Department Elections; seconded by Councilmember McCoy. Motion passed 4-0. Councilmember Eisinger abstained from the vote.

9. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS

Melvin reported that the City of Maple Plain continues to be active in the Highway 12

Safety Coalition. At their recent meeting, MNDoT agreed to look at Highway 12 and determine where rumble strips could be added past Orono.

Councilmember McCoy asked that the Council and staff look at a street lighting plan to light up the Highway 12 that runs through Maple Plain a bit more.

10. COUNCIL REPORTS AND OTHER BUSINESS

Melvin reminded residents of the following seasonal guidelines:

- The Compost Site is closed
- The Tennis Courts are closed
- The ice rink will be up and running when the weather cooperates. It is run by volunteers.
- There is a no parking rule at night enforced to allow for proper snowplowing.

VISITORS TO BE HEARD

Note: This is a courtesy extended to persons wishing to address the City Council who are not on the agenda. A completed public comment should be presented to the City Administrator prior to the meeting. Presentations will be limited to 3 minutes. The session will be limited to 15 minutes.

Judy Sutherland spoke on the following topics:

- She noted that she appreciated the Tree Lighting done by the Chamber, but added that she would like to see more participation from other businesses. She added that the museum/library was the only well-lit building in town. She also added that she would like to see the Council continue with the tree lighting.
- She asked the Council who would be the Acting Mayor. Melvin replied that Council appointments would be made at the first of the year.
- She noted that the flags are in need of replacement and that the banners should be removed with the holiday ornaments.
- Melvin added that with only one public works staff they are working on these issues and have to contract someone to come to Maple Plain to assist with that work.

Judy Laney spoke on the following topics:

- She suggested that there should be no parking on Boundary Avenue. As a resident of the area, she expressed concern with public safety, street plowing and that Collision Corners has created a mess that needs to be addressed.

- She added that the Oak Street also needs to be cleaned up by Collision Corners as there are car parts throughout the area.
- Melvin added that the City Planner and herself have met with Collision Corners to address these issues. In addition, Melvin added that the Council will be addressing parking issues at their next meeting.

11. ADJOURNMENT

Councilmember Eisinger moved to adjourn the meeting at 9:04 p.m., but stated that they would continue their workshop meeting; seconded by Councilmember Maas-Kusske. Motion passed 5-0.

CITY OF MAPLE PLAIN

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Payments

Current Period: January 2015

Batch Name	2015Payables	User Dollar Amt	\$0.00		
	Payments	Computer Dollar Amt	\$296,929.51		
			\$296,929.51	Out of Balance	
Refer	<u>19916 BANK OF MAPLE PLAIN</u>				
	-				
Cash Payment	E 101-41500-413 Office Equipment Rental	Safety Box Fee-2015			\$60.00
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$60.00
Refer	<u>19917 BOND TRUST SERVICES</u>				
	-				
Cash Payment	E 351-47110-601 Bond Principal	Principal - 2012A			\$75,000.00
	Invoice 24104				
Cash Payment	E 351-47110-611 Bond Interest	Interest - 2012A			\$15,410.00
	Invoice 24104				
Cash Payment	E 351-47110-601 Bond Principal	Principal - 2013A			\$80,000.00
	Invoice 24106				
Cash Payment	E 351-47110-611 Bond Interest	Interest- 2013A			\$10,913.75
	Invoice 24106				
Cash Payment	E 351-47110-620 Fiscal Agent s Fees	Management Fee- 2012A			\$450.00
	Invoice 11699				
Cash Payment	E 351-47110-620 Fiscal Agent s Fees	Management Fee- 2014A			\$450.00
	Invoice 11701				
Cash Payment	E 351-47110-611 Bond Interest	Interest - 2014A			\$51,318.75
	Invoice 24107				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$233,542.50
Refer	<u>19918 MAPLE PLAIN/INDEPENDENCE FIR</u>				
	-				
Cash Payment	E 101-42290-307 Fire Administration	Fire Services- January 2015			\$13,482.92
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$13,482.92
Refer	<u>19920 MN PUBLIC FACILITIES AUTHORITY</u>				
	-				
Cash Payment	E 601-49400-611 Bond Interest	WTP Interest Payment			\$25,617.25
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$25,617.25
Refer	<u>19921 MAAS-KUSSKE, JULIE</u>				
	-				
Cash Payment	E 101-41110-570 Office Equipment & Furn	Computer Reimbursement			\$700.00
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$700.00
Refer	<u>19922 METRO CITIES</u>				
	-				
Cash Payment	E 101-41500-433 Dues & Subscriptions	Membership Dues- 2015			\$855.00
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$855.00
Refer	<u>19923 OFFICE DEPOT</u>				
	-				
Cash Payment	E 101-43000-215 Shop Materials	Paper Towels- PW			\$56.95
	Invoice				
Cash Payment	E 101-41500-201 Office Supplies	Office Supplies			\$63.69
	Invoice				
Cash Payment	E 101-41500-201 Office Supplies	Office Supplies			\$10.99
	Invoice				

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Payments

Current Period: January 2015

Cash Payment	E 101-41500-201 Office Supplies	Office- Shelves		\$258.03
Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$389.66
Refer	19924 RAILROAD MGMT CO	-		
Cash Payment	E 602-49450-433 Dues & Subscriptions	Sewer Line Encroachment Fee		\$1,020.53
Invoice 315720				
Cash Payment	E 602-49450-433 Dues & Subscriptions	Sewer Line Encroachment Fee		\$901.50
Invoice 315708				
Cash Payment	E 602-49450-433 Dues & Subscriptions	Sewer Line Encroachment Fee		\$366.61
Invoice 315712				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$2,288.64
Refer	19925 NYSTROM PUBLISHING CO INC	-		
Cash Payment	E 101-41500-352 General Public Informati	Newsletter-Spring		\$483.08
Invoice 28210				
Cash Payment	E 101-41500-322 Postage	Newsletter-Spring-Postage		\$197.29
Invoice 28210				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$680.37
Refer	19938 TESSIA MELVIN	-		
Cash Payment	E 101-41500-321 Telephone	Phone Reimbursement- Jan 2015		\$50.00
Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$50.00
Refer	19940 METROPOLITAN COUNCIL ENV SE	-		
Cash Payment	E 602-49450-319 Other Consulting Service	Wastewater Services-Feb		\$19,263.17
Invoice 1039843				
Transaction Date	1/8/2015	Bank of Maple Plain	10100	Total \$19,263.17

Fund Summary

	10100 Bank of Maple Plain	
101 GENERAL FUND		\$16,217.95
351 DEBT SERVICE (CAPITAL PRJTS)		\$233,542.50
601 WATER FUND		\$25,617.25
602 SEWER FUND		\$21,551.81
		<u>\$296,929.51</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$296,929.51
Total	<u>\$296,929.51</u>

CITY OF MAPLE PLAIN
Payments

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Current Period: January 2015

Batch Name	2014Payable2	User Dollar Amt	\$0.00		
	Payments	Computer Dollar Amt	\$14,980.44		
			\$14,980.44	Out of Balance	
Refer	19898 <i>AMERIPRIDE</i>	-			
Cash Payment	E 601-49400-310 Janitorial Services	WTP Rugs			\$73.63
	Invoice 1002998574				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$73.63
Refer	19899 <i>BANYON</i>	-			
Cash Payment	E 101-41500-309 EDP, Software and Desi	PERA Retirement Module			\$595.00
	Invoice 152039				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$595.00
Refer	19900 <i>CARSON & CLELLAND</i>	-			
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$59.49
	Invoice				
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$11.83
	Invoice				
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$1,200.41
	Invoice				
Cash Payment	E 101-41610-304 Legal Services	MWS/Rainbow Project			\$490.00
	Invoice			Project 2014A	
Cash Payment	E 101-41110-304 Legal Services	City Council Meetings			\$746.67
	Invoice				
Cash Payment	E 101-41610-304 Legal Services	General			\$350.00
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$2,858.40
Refer	19901 <i>CENTERPOINT ENERGY MINNEGA</i>	-			
Cash Payment	E 101-41940-383 Gas Utilities	City Hall			\$471.72
	Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	Public Works			\$388.43
	Invoice				
Cash Payment	E 602-49450-383 Gas Utilities	Lift Station			\$31.62
	Invoice				
Cash Payment	E 601-49400-383 Gas Utilities	Water Treatment Plant			\$157.92
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$1,049.69
Refer	19902 <i>ECM PUBLISHERS INC</i>	-			
Cash Payment	E 101-41420-351 Legal Notices Publishing	Ordinance 279,281,278 Publications			\$196.61
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$196.61
Refer	19903 <i>FRONTIER</i>	-			
Cash Payment	E 601-49400-321 Telephone	WTP Alarm			\$56.36
	Invoice				
Cash Payment	E 601-49400-321 Telephone	WTP			\$61.96
	Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total	\$118.32
Refer	19904 <i>HENN COUNTY ACCTS RECEIVAB</i>	-			

CITY OF MAPLE PLAIN
Payments

Current Period: January 2015

Cash Payment	E 101-42110-317 Board & Booking Fees	Board and Booking	\$40.88
	Invoice 48871		
Cash Payment	E 101-42110-317 Board & Booking Fees	Board and Booking	\$75.00
	Invoice 49927		
Cash Payment	E 101-42110-317 Board & Booking Fees	Board and Booking	\$75.00
	Invoice 52116		
Transaction Date	1/7/2015	Bank of Maple Plain 10100	Total \$190.88
Refer	19905 <u>H & L MESABI</u>	-	
Cash Payment	E 101-43000-221 Equipment Parts	Plow Truck blades	\$640.65
	Invoice		
Transaction Date	1/7/2015	Bank of Maple Plain 10100	Total \$640.65
Refer	19906 <u>HAWKINS INC.</u>	-	
Cash Payment	E 601-49400-216 Chemicals & Chemical P	Water Chemicals	\$185.71
	Invoice 3676084		
Cash Payment	E 601-49400-216 Chemicals & Chemical P	Water Chemicals	\$15.00
	Invoice 3679000		
Cash Payment	E 601-49400-216 Chemicals & Chemical P	Water Chemicals	\$25.00
	Invoice 3679164		
Transaction Date	1/7/2015	Bank of Maple Plain 10100	Total \$225.71
Refer	19907 <u>MATT MORRIS</u>	-	
Cash Payment	E 101-41940-401 Building Repair & Mainte	Key Copying Reimbursement	\$12.81
	Invoice		
Transaction Date	1/7/2015	Bank of Maple Plain 10100	Total \$12.81
Refer	19908 <u>MINNESOTA RURAL WATER ASSO</u>	-	
Cash Payment	E 601-49400-331 Training & Travel	Membership Dues	\$250.00
	Invoice		
Transaction Date	1/7/2015	Bank of Maple Plain 10100	Total \$250.00
Refer	19909 <u>NAGELL APPRAISAL INC</u>	-	
Cash Payment	E 451-43100-500 Capital Outlay (GENERA	Appraisals - MSW/Rainbow	\$2,400.00
	Invoice		
Cash Payment	E 451-43100-500 Capital Outlay (GENERA	Appraisals- MSA/Rainbow	\$800.00
	Invoice		
Transaction Date	1/7/2015	Bank of Maple Plain 10100	Total \$3,200.00
Refer	19910 <u>OLSON S MARKET</u>	-	
Cash Payment	E 101-41500-437 Miscellaneous	Cups- View Santa Event	\$4.38
	Invoice		
Transaction Date	1/7/2015	Bank of Maple Plain 10100	Total \$4.38
Refer	19911 <u>ERICKSON, ROLF E.A.</u>	-	
Cash Payment	E 101-41550-305 Assessing Services	Assessing Services- Dec	\$1,288.42
	Invoice		
Transaction Date	1/7/2015	Bank of Maple Plain 10100	Total \$1,288.42
Refer	19912 <u>VERIZON</u>	-	
Cash Payment	E 601-49400-321 Telephone	WTP	\$35.05
	Invoice		
Cash Payment	E 101-43000-321 Telephone	PW	\$54.67
	Invoice		

CITY OF MAPLE PLAIN

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Payments

Current Period: January 2015

Cash Payment	E 101-43000-321 Telephone	PW		\$54.67
Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$144.39
Refer	19913	<u>GIESE PRECISION WELDING</u>	-	
Cash Payment	E 101-43000-404 Machinery & Equipment	Blade Maintenance- Plow		\$212.50
Invoice 2014-157				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$212.50
Refer	19914	<u>XCEL ENERGY</u>	-	
Cash Payment	E 101-43160-381 Electric Utilities	Park & Pool		\$57.63
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	Street Lights		\$2,627.44
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	Oak Street Lights		\$14.28
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	Main Street Lights		\$20.50
Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$2,719.85
Refer	19915	<u>MEDIACOM</u>	-	
Cash Payment	E 101-41500-309 EDP, Software and Desi	City Hall		\$128.57
Invoice				
Cash Payment	E 601-49400-321 Telephone	WTP		\$89.90
Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$218.47
Refer	19926	<u>GOPHER STATE ONE-CALL, INC.</u>	-	
Cash Payment	E 101-43000-437 Miscellaneous	Locates- December 2014		\$17.50
Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$17.50
Refer	19927	<u>JC SUPPLY PRODUCTS</u>	-	
Cash Payment	E 101-43000-213 Lubricants & Additives	Lubricants		\$661.25
Invoice 1488				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$661.25
Refer	19937	<u>LANO EQUIPMENT</u>	-	
Cash Payment	E 101-43000-417 Uniform Rentals	Safety Glasses		\$13.99
Invoice 03-207127				
Cash Payment	E 101-45200-221 Equipment Parts	PW Supplies		\$14.40
Invoice 03-207127				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$28.39
Refer	19939	<u>LYLE BRANDT</u>	-	
Cash Payment	E 101-45200-221 Equipment Parts	Rainbow Park Screw for Display Case		\$23.59
Invoice				
Transaction Date	1/7/2015	Bank of Maple Plain	10100	Total \$23.59
Refer	19949	<u>WEST HENN CHAMBER OF COMM</u>	-	
Cash Payment	E 105-45100-437 Miscellaneous	Maple Plain Days-Donation to Heart Safe		\$250.00
Invoice				
Transaction Date	1/8/2015	Bank of Maple Plain	10100	Total \$250.00

CITY OF MAPLE PLAIN

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Payments

Current Period: January 2015

Fund Summary

	10100 Bank of Maple Plain	
101 GENERAL FUND		\$10,548.29
105 COMMUNITY EVENTS FUND		\$250.00
451 CAPITAL IMPROVEMENT PROJECTS		\$3,200.00
601 WATER FUND		\$950.53
602 SEWER FUND		\$31.62
		<hr/>
		\$14,980.44

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$14,980.44
Total	<hr/>
	\$14,980.44



Carson, Clelland
& Schreder

ATTORNEYS AT LAW
6300 SHINGLE CREEK PARKWAY STE 305
MINNEAPOLIS, MN 55430-2190
(763)-561-2800

December 31, 2014

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

Professional Services

Amount

..Civil

11/24/2014	Prepare and attend workshop	280.00
12/4/2014	Conference with Tessia regarding miscellaneous items for council meeting	70.00
12/5/2014	Conference with Tessia and review of agenda items including massage ordinance issues	93.33
12/8/2014	Prepare for meeting and workshop	210.00
	Attend city council and workshop meetings	256.67
12/10/2014	Conference with Tessia regarding miscellaneous topics	46.67
12/11/2014	Miscellaneous conferences with Tessia	46.67
12/12/2014	Review massage applications from Tessia and comment	93.33
	SUBTOTAL:	[1,096.67]

.West Main Street Rainbow Project

12/18/2014	Prepare and meet with Alger at city hall and negotiate easement	350.00
12/19/2014	Review emails from Tessia and Dan and Alger and conferences with Tessia (2) and review easement documents	140.00
	SUBTOTAL:	[490.00]

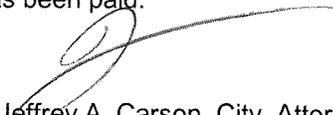
Criminal

12/1/2014	Research "radar jammer" issue	47.50
	Westlaw research	47.50
12/2/2014	Conference with attorney Ross regarding open cases	47.50
12/5/2014	Review discovery documents	23.75
	Review emails regarding criminal files	15.83
12/9/2014	Phone call with defense attorney	15.83
	Conference with attorney Thames regarding re-opening cases	31.67

	<u>Amount</u>
12/11/2014 Preparation of one complaint	40.00
Prepare files for court on 12/12	47.50
Phone call to defendant's attorney	15.83
12/12/2014 Talk to defendants, correspond with court, exchange discovery, draft plea agreements, note files	158.33
Phone call with defense attorney, review and note file	31.67
12/15/2014 Phone call with police department and note to file	47.50
12/17/2014 Review correspondence from court administration and review cases in MNCIS	31.67
12/18/2014 Preparation of one complaint	40.00
12/19/2014 Prepare disposition letter, select witnesses for upcoming contested matters, review discovery, note files	63.33
12/23/2014 Review files in preparation for 12/26 arraignment/pretrial calendar at Ridgedale court	47.50
12/26/2014 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	52.50
Prepare for and handle arraignment/pretrial calendar at Ridgedale court, correspond with court regarding warrant complaints, note files	237.50
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	113.75
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
SUBTOTAL:	[1,200.41]
<u>Vehicle Forfeiture:</u>	
12/2/2014 Review forfeitures, prepare emails, update files, review MNCIS and DVS records	95.00
12/23/2014 Review status of cases in MNCIS	15.83
SUBTOTAL:	[110.83]
For professional services rendered	\$2,897.91
Client Expense Charges :	
<u>Criminal Expenses</u>	
Westlaw charges for October	46.66
Monthly support fee for November	12.83
SUBTOTAL:	[59.49]
Total Client Expense Charges	\$59.49
Total amount of this bill	\$2,957.40

	<u>Amount</u>
Previous balance	\$6,302.74
12/30/2014 Payment - thank you	(\$6,302.74)
Total payments and adjustments	(\$6,302.74)
Balance due	\$2,957.40

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

**Maple Plain Park Commission
Meeting Minutes
December 15, 2014
Maple Plain City Hall
7:00 PM**

I. CALL TO ORDER

John Timpe, Chair, called the meeting to order at 7:05 p.m.

Present: Commission Chair, John Timpe; Park Commissioners Jeff Brown, Dana Oas, Mike Rippberger; Council liaison Jerry Young; and Assistant to the City Administrator, Maggie McCallum.

Absent: Park Commissioners Lyle Brandt and Jesse Lillejord

II. ADOPT AGENDA

Young moved to adopt the agenda; Brandt seconded. Motion passed 3-0.

III. CONSENT AGENDA

Young moved to adopt the Consent Agenda; Oas seconded. Motion passed 3-0.

Item(s) approved under the Consent Agenda:

- A. Approve the September 15, 2014 regular meeting minutes.

IV. ADMINISTRATIVE REPORTS

- A. Park Commission Budget Update

Assistant to the City Administrator, Maggie McCallum, provided a budget update to the Commission.

McCallum informed that the city paid \$645.00 for the approved concrete pouring at the Timpe Field dugouts.

Chair Timpe explained that the installation of fencing around the dugouts would be completed in the spring.

Commissioner Oas asked what amount of the Park Commission's budget would go towards the purchasing of a digital sign for the City.

Council liaison, Young, said that a final amount has not yet been determined, but suggested that it would at most be \$10,000, but likely less than that.

Chair Timpe stated that the Maple Plain Town Team may contribute to the sign as well as the team has interest in using it.

Young informed that it is a great sign. He stated the it would be controlled by staff at City Hall.

Commissioner Brown said that the City should write a policy that would determine what can be put on the sign.

Young informed that staff is going through the process of writing a policy that would determine what can be put on the sign. He said that the goal is to have it be an informational sign for the community that would display information like baseball games and such.

B. Thank you to Commissioner Lillejord- Rainbow Park Improvements

McCallum thanked Commissioner Lillejord for work that she performed at Rainbow Park. The work included painting the teeter-totters and the benches. She showed pictures to the Commission.

Chair Timpe said nice job to Lillejord.

C. Rainbow Park Trail Update

McCallum provided an update to the Commission regarding the pavement of the Rainbow Park Trail. The trail was paved during the Main Street West/Rainbow Avenue Street Reconstruction Project. McCallum informed that residents had petitioned for the paving of the trail and it was determined that paving the trail would cost less by doing the work in conjunction with the Main Street West/Rainbow Project.

Young informed that it was the Council's goal to keep costs as low as possible.

Timpe said that it looked fantastic.

McCallum stated that Public Works would be snow plowing the trail over the winter so that residents would be able to use it year round.

V. **OLD BUSINESS**

A. Project Planning

McCallum asked the Commission to discuss project planning for 2015 and future years.

Commissioner Oas asked the Commission what they should do with the area at Northside Park where an old swing set currently sits. Oas suggested looking at a volleyball court again.

Timpe stated that if the Commission decides to replace the play equipment, it would be smaller play equipment, nothing big.

Oas suggested just replacing the swings and not the diggers.

Young stated that the cables and swings could be replaced. Young asked about the Oodle Swing that McCallum had presented at a prior meeting.

Young asked about the BMX track and its usage. He asked if no volunteers have come forward to assist with the track, is there a better use for the land.

Commissioner Brown stated that the weeds need to be controlled.

Oas asked if anyone would continue to use it.

Timpe informed that kids use the smaller part of the track. He said that the track is hard to maintain.

Young said that he initially supported moving the track years ago and that the City has put a lot of money into the track. Young suggested expanding the track that was built for smaller kids.

Oas said that the Commission should contact the bike association to see if there is any interest left for the track and if not bulldoze it.

Young suggested turning it into a more family friendly ice rink space since the Rainbow Park ice rink is mainly used for hockey. He said that the City could try it one year and see what the turnout would be.

Oas stated that it is hard to maintain an open ice rink space. His concerns included no lights and ice that you would be able to skate on. Oas suggested flooding the Northside Park parking lot.

Young suggested getting input from residents over the website, newsletters and/or Facebook.

Oas asked about the golf driving range that was approved years earlier. He stated that the range could be put there.

Brown stated that golf courses have been closing all over the area and that golf isn't attracting as many people now.

Oas mentioned the pickleball striping at Rainbow Park and how it has become a popular sport and not too expensive.

Brown informed that the 6th graders at Orono Middle School are looking for volunteer projects and that Commission should look for projects and coordinate with the kids.

Commissioner Mike Rippberger entered the meetings at 7:42 p.m.

VI. **NEW BUSINESS**

A. Providence Academy renting Timpe Field

Chair Timpe informed that he received a call from a representative of Providence Academy asking about using Timpe Field for baseball games.

Young asked if there is liability to the City. He also asked if the City would charge and informed that the City could use it as a revenue source.

Timpe stated that there are already three teams that play on the field and that it may be hard to coordinate their schedule with the other team schedules.

Young asked staff to look into if there would be any liability to the city, if it would be covered under insurance, and what other cities charge for use.

VII. COMMISSION REPORTS & OTHER BUSINESS

Timpe informed that the baseball team may be looking into purchasing a groomer next year.

Commissioner Rippberger stated that it would be used.

Young said that we need to maintain what we have, but that we need to make sure that the parks look great, are comfortable and enjoyable. He stated that the City of Maple Plain has a great park system and thanked the Park Commission.

VIII. VISITORS TO BE HEARD

IX. ADJOURNMENT

Young moved to Adjourn; Oas seconded. Motion passed 4-0. Meeting adjourned at 8:11 p.m.

Prepared by

A handwritten signature in cursive script that reads "Margaret McCallum". The signature is written in black ink and is positioned above the printed name.

Margaret McCallum, Assistant to the City Administrator

**City of Maple Plain Planning Commission
Meeting Minutes
November 6, 2014
7 p.m.**

1. CALL TO ORDER

Chair Bliss called the meeting to order at 7:08 p.m.

Present: Chair Michele Bliss and Commissioners John Fay, Stephen Shurson, Barb Rose and Mardelle DeCamp. Also in attendance were Councilmember Dave Eisinger, City Planner, Mark Kaltsas and City Administrator, Tessia Melvin.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

Commissioner Shurson moved to adopt the Agenda; Commissioner Rose seconded. Motion passed 5-0.

4. CONSENT AGENDA

A. Minutes from October 21, 2014

Commissioner Fay moved to accept the October 21 minutes with minor changes; Commissioner DeCamp seconded. Motion passed 5-0.

5. SITE PLAN REVIEW-1275 POPLAR AVENUE

The applicants Ann Markus and Jeffrey Markus were present. Mark Kaltsas, City Planner, reported to the Commission. The applicants are looking to allow modifications to the existing building and use of the site for a landscaping business. The existing building is oriented such that the entrance faces east and has a driveway access off of Poplar Avenue. The existing building is approximately 4,500 SF and contains office area as well as storage/warehouse space. The applicant would like to convert the western portion of the building into a garage/storage/service area for the landscaping business. In order to utilize the western portion of the building, the applicant would like to install an overhead door that would provide access to the western portion of the building via a new driveway access off of Willow Street. In addition to the building modifications, the applicant is requesting use of the site for outdoor storage associated with the principal use of the building. The outdoor storage would be required to be located to the west and north sides of the building.

Kaltsas added that the City allows the landscaping business in the Industrial Zoning District. Kaltsas added that the applicant is looking to add a new driveway

access to Willow Street and use a portion of the site for outdoor storage. The applicant is not proposing to make alterations which would exceed 67% of the building value. For this reason, the existing parking area would be permitted to remain in its current condition. Kaltsas added that the City would require 14 spaces for this building if it were constructed today.

Kaltsas added that the City requires outdoor storage areas to be paved to control dust and erosion, unless determined by the City that a vegetative or low impact surface is more appropriate to reduce hard surface. Kaltsas stated that the City would require the applicant to submit a landscaping plan which indicates the actual type and size of the proposed landscaping.

Commissioner Shurson asked about the material being used on the north and west side of the building. Kaltsas responded that it is dirt and gravel.

Commissioner Fay asked if office space would be added. Kaltsas responded that no new office space would be added as the current site plan has office space available. Ann Markus, applicant, added that only a wall would be added, due to the new driveway.

Commissioner Fay asked if the applicant would be using the City's compost site. Melvin responded that the compost is only available for residents of Maple Plain and not businesses. Fay commented that he has noticed many illegal dumping from businesses. The Commission discussed some possible changes for the City including, adding cameras, having a key checked out to residents or having a person at the entrance of the Compost Site. Melvin stated that she would take the recommendations to the Council.

Commissioner Fay asked if the City can allow a lesser material to be used instead of asphalt. Kaltsas responded that the City can grant gravel to be used instead of asphalt. Chair Bliss commented that it would be nice to see no asphalt or concrete to be used in the storage area.

Commissioner Shurson added that he is fine with pavement on the driveway and gravel on the two parking areas. He discussed the runoff coefficient for asphalt and gravel and commented that they are essentially the same, therefore gravel surfaces should not be considered permeable.

Commissioner Shurson asked the applicant to describe the landscaping plan in more detail. Ann Markus responded that they would add shrubs to the east side of the building and take care of the weeds on the southside of the building.

Commissioner DeCamp moved to accept the site plan review with the following conditions 1). Applicant shall provide the City with a revised site plan which indicates the location of the proposed fence and access into the outdoor storage area, 2). Applicant shall address all engineering

comments, 3). Applicant shall provide the City with a revised landscape plan detailing the proposed landscape to screen the outdoor storage area; seconded by Commissioner Rose. Motion passed 5-0.

6. VARIANCE REQUEST- 5530 MAIN STREET WEST

Kaltsas provided a report for the Commission. The property owner is seeking a variance to allow the construction of a detached accessory structure with the following provisions:

- An accessory structure which is not located wholly to the rear of the house;
- An accessory structure that does not have 20 feet of separation from the main house and;
- An accessory structure which is located closer than 35 feet from the street right of way.

Kaltsas added that the applicant is seeking a variance to allow the replacement of the existing detached garage located on the property. There currently is an existing single car garage located on the property. The application would like to raze the existing garage and replace it with a new garage in exactly the same location. Kaltsas added that if the existing building were raised, a variance would be required. The proposed setbacks are:

- Front Yard Setback: 23.9 feet
- Side Yard Setback: 5 feet
- Rear Yard Setback: 31 feet
- Accessory Structure Separation from Principle Structure: 10.5 feet
- Driveway Setback: 5 feet

Commissioner DeCamp stated that according to her interpretation of state law, the property owner would not need a variance as he is using the same footprint.

Kaltsas responded, that the City Code requires a variance, and this process is helpful to the City as it creates a checks and balance for the Planning Commission and City Council.

Chair Bliss added that she believes the Planning Commission should adhere to City Code and it seems applicable in this circumstance.

Commissioner Shurson moved to approve the Variance Request for 5530 Main Street West; seconded by Commissioner Fay. Motion passed 5-0.

Commissioner DeCamp noted that she does not believe the applicant needed a variance for his request. Staff agreed to further investigate.

7. TEXT AMENDMENTS-CHAPTER 93-ANIMALS AND CHAPTER 153, LAND USEAGE

Kaltsas provided an update the Commission. Staff prepared the following:

- Definition of animals has been replaced by a definition for non-domesticated animals.
- A separate section has been added to the ordinance which delineates the number of animals permitted.
- The definition of Kennel has been revised to match the permitted number of dogs in 93.08.
- A definition of urban farm animals has been added to address other animals such as bees.
- The chicken provisions have been paired down on the discussion had during the last PC meeting.

Chair Bliss asked if more dogs were permitted if some of them resided in the house. Kaltsas responded that the number permitted are per property, regardless of where they sleep.

Commissioner DeCamp added that she would like to see a provision that prohibits illegal feeding of Ferrell cats.

Commissioner Shurson stated that he is not fine with the yard encing provision for chickens.

Commissioner DeCamp stated that currently a resident gets a lifetime permit for dogs, but the new ordinance would require a renewal license for chickens. Kaltsas added that it could be changed to a tiered permit that would allow defer the renewal or lessen the fee for no violations.

The Commission discussed in detail the chicken provisions and what should be required and what would be restrictive for owners. The Commission provided staff with guidance and asked to see a final revision at the December Planning Commission meeting.

8. ADMINISTRATIVE REPORTS

Melvin announced that the City's compost site would be closing Sunday, November 9.

9. OLD BUSINESS

There was no old business discussed

10. NEW BUSINESS

No additional new business discussed.

11. COMMISSION REPORTS AND OTHER BUSINESS

12. VISITORS TO BE HEARD

Note: this is a courtesy extended to persons wishing to address the Commission who are not on the agenda. A completed public comment form should be presented to the City Administrator prior to the meeting. The presentation will be limited to 3 minutes. The session will be limited to 15 minutes.

There were no visitors to be heard.

12. ADJOURNMENT

Commissioner Rose moved to adjourn the meeting at 8:50 p.m.;
Commissioner Fay seconded. Motion passed 5-0.



Agenda Information Memorandum
January 12, 2015 Maple Plain City Council

6. CONSENT AGENDA
F. 2015 LOCAL BOARD OF APPEALS & EQUALIZATION
HEARING DATE

ACTION TO BE CONSIDERED

To set the 2015 Local Board of Appeal and Equalization Date for 6:30 p.m. on Monday, April 27, 2015.

FACTS

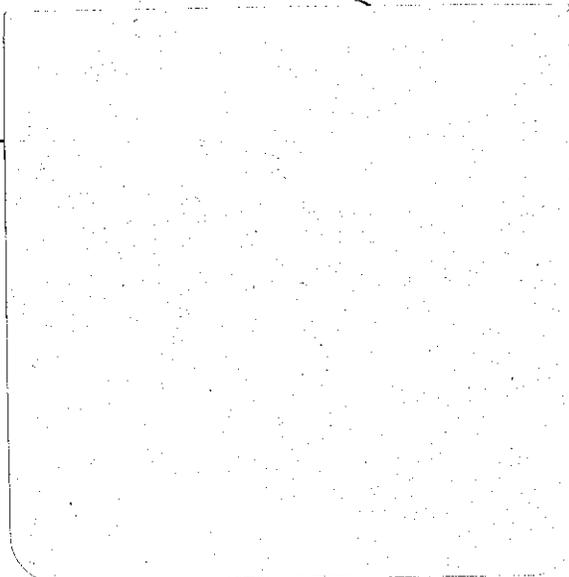
- Cities must schedule their annual Local Board of Appeal and Equalization hearing dates and notify their respective counties of the dates, times and locations of those hearings.
- The Maple Plain City Council has typically conducted the hearing prior to a regularly scheduled Council meeting.
- City Administrator Melvin will notify if any Council members need to renew the required training.

ATTACHMENTS

Attached is a copy of the Local Board of Appeal and Equalization notice and information from Hennepin County.



Hennepin County Memo



To: Tessa Melvin, Maple Plain City Clerk
 From: LuAnn Hagen, Assistant County Assessor
 Date: December 23, 2014
 Re: 2015 Local Board of Appeal and Equalization

Monday
 Day of the Week

April 27, 2015
 Date

Minnesota Statute 274.01, Subdivision 1, requires that the County Assessor set the date for your local board of appeal and equalization meeting. We are proposing the date referenced above based upon last year's meeting date.

In the confirmation area of this form, please note the preferred date, time and place for your meeting, and send the information to JoDee Schinkel, A-2103 Government Center, Minneapolis, MN 55487, or fax it to our office at (612) 348-8751, or via email to jodee.schinkel@co.hennepin.mn.us. If you are requesting a significant change to the date of the meeting, please call JoDee at 612-348-8155.

Please respond by January 30, 2015, to allow for the timely preparation of valuation notices sent to property owners and taxpayers. Upon receipt of the confirmation below, we will send the official "notice for posting" as required by law.

Please, also, use this form to report the city's current mayor and council members. If you have any questions, please call JoDee at the number above, or me at 612-348-8444.

CONFIRMATION

City: Maple Plain Mayor: Jerry Young

Date: 4/27/2015 Council Dave Eisinger

Time: 6:30 p.m. Council Mike DeLuca

Place: City Hall Council Julie Maas-Kusske

5050 Independence Council Justin McCoy

Street Council _____

Maple Plain, MN

55359

Clerk/Administrator signature:
Jessica Melvin



Agenda Information Memorandum
January 12, 2015 Maple Plain City Council

5. CONSENT AGENDA
G. LMCIT LIABILITY COVERAGE WAIVER

ACTIONS TO BE CONSIDERED

To accept the current statutory tort limits for liability coverage.

FACTS

- The statutory tort limit is \$500,000. An individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory limits apply.
- The per occurrence limit is \$1,500,000.
- Items covered under the municipal liability limit includes, but are not limited to, car accidents and injuries on City public property or during City events.
- Waiver of the statutory tort limit could increase the financial liability of the City.
- City Administrator Tessia Melvin recommends the City Council not waive the statutory tort limit, thereby accepting the \$500,000 limit.

ATTACHMENTS

There are no attachments.



Agenda Information Memorandum
January 12, 2014 Maple Plain City Council

6. CONSENT AGENDA
H. LMCIT ELECTED OFFICIALS INSURANCE COVERAGE RENEWAL
RESOLUTION NO. 15-0112-02

ACTION TO BE CONSIDERED

To approve Resolution No. 15-0112-02 providing workers compensation insurance coverage for elected officials.

FACTS

- Workers compensation coverage for elected officials requires passage of a resolution by the City Council.
- Total payroll for Mayor and City Council in 2015 is \$26,275. Worker's compensation coverage is \$79 for the year.

ATTACHMENTS

Attached is a copy of Resolution No. 15-0112-02.

**CITY OF MAPLE PLAIN
RESOLUTION NO. 15-0112-01
RESOLUTION APPROVING WORKERS COMPENSATION COVERAGE
FOR MAPLE PLAIN ELECTED OFFICIALS**

WHEREAS THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA (the "Council") frequently attends meetings and functions as representatives of the City of Maple Plain (the "City"), its residents and businesses; and,

WHEREAS, Minnesota Workers Compensation law allows elected officials to be covered as employees of the City; and,

WHEREAS, it is the intent of the City that the Mayor and City Council members be included as employees of the City.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, that the Mayor and City Council members of the City be hereby covered under the Minnesota Workers Compensation Law as provided through the City's insurance policy with the League of Minnesota Cities Insurance Trust.

This resolution was introduced by _____.

Members voting in favor: _____.

Members voting against: _____.

Members absent: _____.

The resolution was passed by the Maple Plain City Council this 12th day of January, 2015.

Jerry Young, Mayor

Attest:
Tessia Melvin, City Administrator



Agenda Information Memorandum
January 12, 2015 - Maple Plain City Council

8. ADMINISTRATIVE REPORTS
A. WEST HENNEPIN PUBLIC SAFETY MONTHLY REPORT

ACTION TO BE CONSIDERED

To receive and accept the November and December monthly reports from the Director of Public Safety Gary Kroells.

FACTS

- See attached.

ATTACHMENTS

Monthly report



Date: January 7, 2015

To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members

From: Director Gary Kroells *G. Kroells*

SUBJECT: DECEMBER 2014 ACTIVITY REPORT

The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle accidents, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

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West Hennepin Public Safety Department
1918 County Road 90 / Maple Plain, Minnesota 55359
Phone: (763) 479-0500 / Fax: (763) 479-0504
Web Address: <http://www.westhennepin.com> E-mail: westhennepin@westhennepin.com

Monthly Activity Report
December 2014

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	9	4	100	109
Traffic	176	77	1,870	1,592
Part III	8	5	102	140
Part IV	23	59	401	437
Part V	112	131	1,737	1,745
Total City of Independence	328	276	4,210	4,023
City Of Maple Plain				
Criminal	3	1	67	103
Traffic	31	46	532	681
Part III	1	4	79	67
Part IV	20	28	239	250
Part V	68	167	1,567	2,029
Total City Of Maple Plain	123	246	2,484	3,130
Grand Total Both Cities	451	522	6,694	7,153
Agency Assist	23	47	292	644
Total ICR Reports	474	569	6,986	7,797
Mileage	11,961	12,029	134,477	125,546
How Received				
Fax	7	13	145	168
In Person	66	107	1,249	1,549
Mail	7	4	48	58
Other	2	2	59	26
Phone	22	35	511	480
Radio	146	195	2,138	2,219
Visual	224	213	2,836	3,297
Total	474	569	6,986	7,797

December 2014 Criminal Part I & II
 City of Independence Grid #'s 3-5

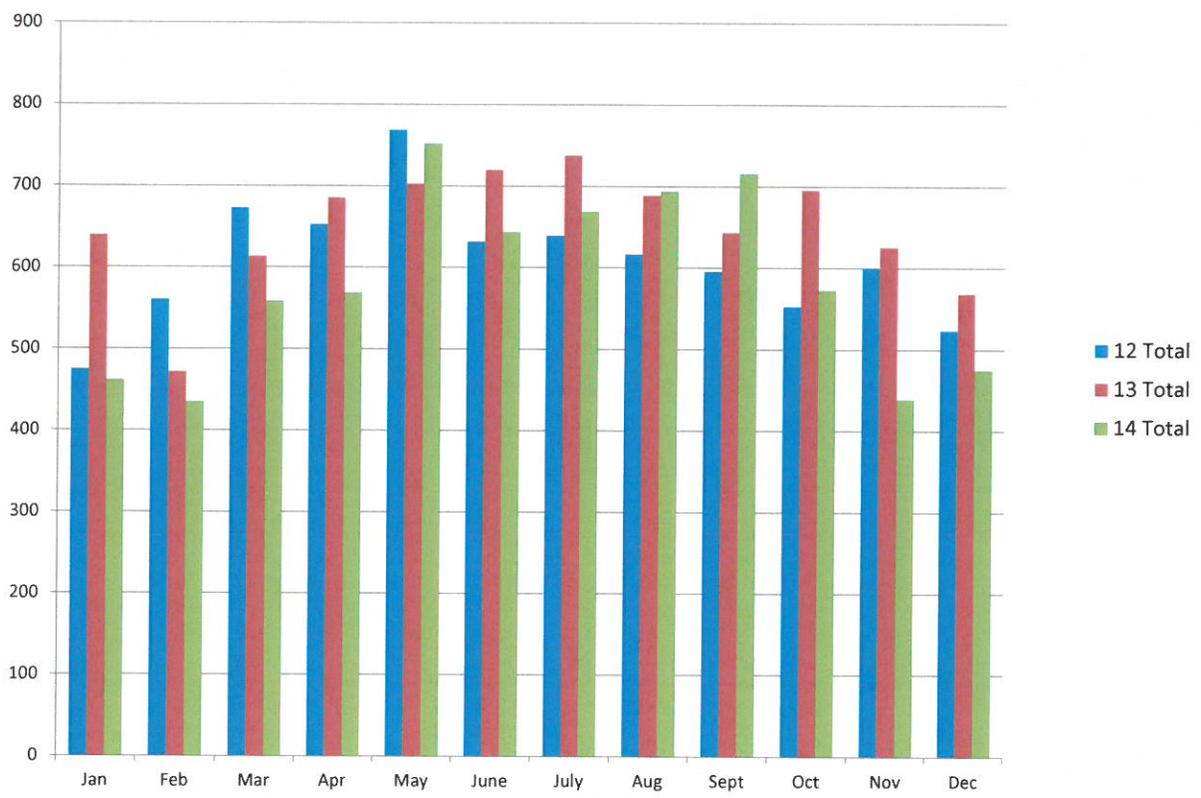
Found 9 Results.

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	14006595	2nd Degree Burglary, Theft-take / use/ transfer movable property / no consent / Receiving stolen property / DAS Driving after Suspense	12/7/2014	3	12/7/2014	B1494
WHPS	14006641	Drugs - Small Amount of Marijuana in MV / No Insurance in MV	12/10/2014	5	12/10/2014	DA540
WHPS	14006773	Drugs - Small Amount of Marijuana in MV/ Drugs - Paraphernalia Possession	12/21/2014	3	12/21/2014	M4140
WHPS	14006804	Drugs - Small Amount of Marijuana in MV/ Drugs - Paraphernalia Possession	12/21/2014	5	12/21/2014	DA540
WHPS	14006868	Negligent Storage of Firearms - Loaded	12/24/2014	3	12/24/2014	W2F40
WHPS	14006873	Domestic Assault - Misdemeanor / Disorderly Conduct	12/24/2014	4	12/24/2014	AL351
WHPS	14006898	4th Degree DWI	12/26/2014	3	12/26/2014	JGW01
WHPS	14006905	Property Damage	12/27/2014	3	12/27/2014	P3119
WHPS	14006984	Property Damage to City Public Park	12/31/2014	4	12/31/2014	P3129

December 2014 Criminal Part I & II
 City of Maple Plain Grid # 1-2

Found 3 Results.

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	14006727	DANCO (Domestic Abuse No Contact Order Violation) Violation	12/18/2014	2	12/18/2014	N3390
WHPS	14006880	Prostitution - Hire, Offers or Agrees	12/25/2014	1	12/25/2014	Z3600
WHPS	14006942	3rd Degree DWI	12/28/2014	1	12/28/2014	JFW01



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

December, 2014

Year to Date Activity Report

Ending the year on December 31, 2014, West Hennepin Public Safety (WHPS) handled a total of 6,986 incident complaints: 2,484 in Maple Plain and 4,210 in Independence. A total of 474 incidents were handled in the month of December.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents. As you can see, our criminal activity is down for the year and is low again for the month of December.

Our staff at West Hennepin Public Safety Department did an excellent job in handling all of these calls for service for the 2014 year. I am thankful we ended the year without any officers being harmed or injured as a result of their job as a police officer at West Hennepin PSD.

Recent Highlighted Cases:

- December 1: Property damage accident on Hwy 12 and Nelson Road, Independence. Semi-tractor trailer tires broke free from the semi, striking a vehicle stopped at a stop sign.
- December 2: Vandalism in the 5200 block of Bryant wood Drive in Maple Plain. Vulgar language was spray painted on the building. Case under investigation.
- December 2: Fatality Crash- Hwy 12 and Co Rd 29 in Medina. WHPS assisted Medina Police with a two vehicle fatality crash. Case under investigation by MN State Patrol.
- December 3: Child Protection- Case was reported to WHPS that occurred in the 1500 block of Howard Avenue in Maple Plain. Case forwarded to Hennepin County Child Protection.
- December 5: Narcotics Complaint- Officers responded to the 5200 block of Manchester Drive in Maple Plain. A heavy smell of marijuana was coming from the apartment complex hallway. Case investigation forwarded to the West Metro Drug Task Force.
- December 6: View Santa - Santa was escorted around Maple Plain and Independence in his sleigh by WHPS Reserve Officers. Over 1,300 pounds of food and \$850 dollars was donated to the local food shelf at the Maple Plain Community Church.

- December 6: Agency Assist Suicidal Person - Person threatened to harm himself with a gun in the 5600 block of Bartlett Blvd. in Mound. WHPS assisted Orono Police with the use of our ballistic shield to make an approach to the home. Party was taken to the hospital without incident. No gun located.
- December 6: Agency Assist Stabbing - Assisted Orono Police with a stabbing that occurred in the 2000 block of Commerce Blvd. in Mound. WHPS officer assisted Orono Police with the suspect until other officers took over the investigation.
- December 7: Personal Injury Crash -1000 block of Copeland Road. Sixteen year old driver lost control due to driving too fast for road conditions and hit a large tree. Her two juvenile passengers that were not wearing seatbelts were taken to the hospital with lacerations and concussion type injuries.
- December 7: Burglary Report - 6000 block of Main Street in Independence. Property owner returned home to find his snow blower had been stolen out of his garage. Suspect was located and charged by WHPS.
- December 8: Parking Complaint - Excessive vehicles parking at all hours of the day and night on Boundary Ave in Maple Plain. Owner of the business was contacted by WHPS and MP City Hall to make improvements.
- December 9: Fatality Crash - Hwy 12 just East of Co Rd 83 in Maple Plain. One vehicle crossed over the center line and struck another vehicle head-on. One male person died as a result of the crash. Case is under investigation by WHPS and MN State Patrol.
- December 9: Property Damage Crash - Budd Street and Perkinsville Road in Independence. Two vehicles were involved and one driver was cited for driving without due care.
- December 10: Narcotics/Driving After Suspension - WHPS officers stopped a vehicle in the 8000 block of Hwy 12 in Independence. Driver was driving with a suspended license and was found to be in possession of 6.0 grams of marijuana.
- December 12: Domestic/Warrant Arrest - A male and a female got into an argument at the Maple Plain Motel. No assault had occurred but the female was arrested and taken to jail on outstanding warrants.
- December 13: Damage to Property - 1800 block of Newport Street in Maple Plain. Male party came outside to find his tire had been slashed. \$200 dollar loss. Case is under investigation.

- December 14: DAR/Warrant Arrest - WHPS officer stopped a vehicle on Co Rd 92 and Lake Sarah Road in Independence. Driver was operating a vehicle on a revoked license and was found to have an outstanding warrant for his arrest.
- December 15: Medical - Male party felt he was having a heart attack in the 2800 block of Copeland Road. WHPS and Delano Rescue responded to assist. He was later transported to Abbott by North Memorial.
- December 16: DOA - Assisted Orono Police with a person found deceased in the 1000 block of Town Line Road in Orono. Person appeared to have died from natural causes. Case is being handled the Hennepin County Medical Examiner's Office.
- December 17: Robbery - Wright County Sheriff's Deputy reported a male had been robbed with the threatened use of a gun at the Holiday Gas Station in Delano at 11:46 p.m. WHPS Officer Maass located the vehicle as it drove through Maple Plain eastbound on Hwy 12. A felony stop was conducted with the assistance of several agencies. All four suspects were taken into custody and later charged by Wright County.
- December 18: Suicidal Person - A male party threatened to harm himself with a knife in the 5400 block of Bryant Street in Maple Plain. Party was taken to the hospital without incident.
- December 19: Alarm/DWI Arrest - WHPS officers were called to a burglary alarm at Monies Bar in Maple Plain at 0342 hours. Officer located a suspicious vehicle running with a male party inside of it sitting at the Subway. That person was found to be intoxicated and passed out in the vehicle.
- December 21: Traffic Stop/Underage Consumption - WHPS officer stopped a vehicle in the 6000 block of Hwy 12. Passengers were underage and had been drinking alcohol. They were issued citations and released. Driver had not been drinking.
- December 22: Tobacco Compliance Checks - WHPS performed Tobacco Compliance Checks with the assistance of an underage decoy sent into area businesses. No violations occurred.
- December 23: Traffic Stop/DAC/NO Insurance - WHPS officers stopped a vehicle in the 8000 block of County Road 6 in Independence for speeding. Driver was cited for driving on a cancelled license, speed and no insurance.

- December 24: Found Firearm - Resident in the 1800 block of Budd Avenue found a rifle in the woods near his property. WHPS officer responded to find a loaded firearm that appeared to be covered up with wood as though someone was trying to hide it. Investigation revealed that the owner of the gun left the loaded gun in the woods as he forgot about it. Charges pending for negligent storage of a loaded firearm.
- December 24: Domestic - Domestic assault arrest in the 5300 block of Sunset Lane in Independence. Female party was arrested and taken to Hennepin County Jail for domestic assault against a family member.
- December 25: Unwanted Solicitation - Male party was offered inappropriate sexual services at a massage parlor in Maple Plain. Investigation was completed and a female working at the massage parlor was cited for prostitution. Case under investigation.
- December 26: DWI Arrest - Male party arrested for DWI after his vehicle crashed into the ditch in the 4800 block of Hwy 12 in Maple Plain. Driver tested .14 BAC.
- December 27: Property Damage Crash/No Insurance - Vehicle went into the ditch on Co Rd 6 near Wright County Road 17 in Independence. As officers arrived the driver attempted to drive away with her right front tire turned sideways. She was stopped and later cited for driving without insurance.
- December 27: Crashes - WHPS responded to six crashes throughout Independence and Maple Plain during this snow storm.
- December 28: DWI-Pursuit – A male party was arrested for DWI in the 4800 block of Hwy 12 in Maple Plain. Driver tested a .22 AC and was taken to Hennepin County Jail.
- December 29: Warrant Arrest - Driver was stopped by a WHPS officer for speeding in the 7700 block of Hwy 12. Driver was arrested on an outstanding warrant for driving after cancel-IPS. He was transported to Hennepin County Jail and cited for speed as well.
- December 30: Property Damage Crash - Two vehicle crash in the area of Hwy 12 and County Line Road in Independence. Driver cited for following too close as that was the cause of the crash.
- December 31: Detox - Male party who lives in the 5200 block of Bryantwood Drive in Maple Plain called WHPS as he had too much to drink and was looking to go to detox. His alcohol concentration was at .33 BAC. He was taken to the hospital for his own safety.



Date: December 10, 2014
To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members
From: Director Gary Kroells
SUBJECT: NOVEMBER 2014 ACTIVITY REPORT

The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

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PART IV-- Casualties: Includes all motor vehicle accidents, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

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West Hennepin Public Safety Department
1918 County Road 90 / Maple Plain, Minnesota 55359
Phone: (763) 479-0500 / Fax: (763) 479-0504
Web Address: <http://www.westhennepin.com> E-mail: westhennepin@westhennepin.com

Monthly Activity Report

November 2014

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	7	13	91	105
Traffic	105	104	1,694	1,515
Part III	9	17	94	135
Part IV	30	24	378	378
Part V	112	127	1,625	1,614
Total City of Independence	263	285	3,882	3,747
City Of Maple Plain				
Criminal	4	7	64	102
Traffic	29	57	501	635
Part III	5	12	78	63
Part IV	18	14	219	222
Part V	83	172	1,499	1,862
Total City Of Maple Plain	139	262	2,361	2,884
Grand Total Both Cities				
Other ICRS	37	79	269	597
Total ICR Reports	439	626	6,512	7,228
Mileage	9,263	10,679	122,516	113,517
How Received				
Fax	13	13	138	155
In Person	76	114	1,183	1,442
Mail	8	13	41	54
Other	7	0	57	24
Phone	26	35	489	445
Radio	148	162	1,992	2,024
Visual	161	289	2,612	3,084
Total	439	626	6,512	7,228

November 2014 Criminal Part I & II
 City of Independence Grid #'s 3-5

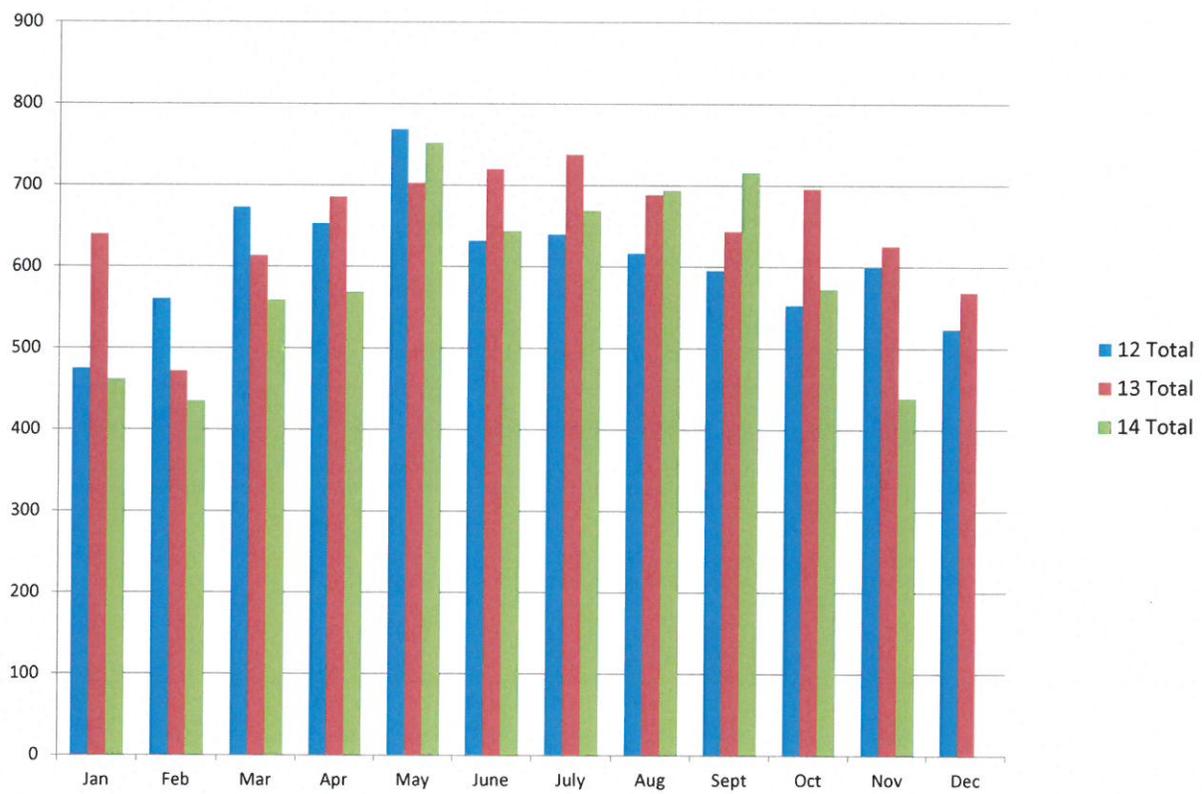
Found 13 Results.

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	14006123	Drive after CAN-IPS	11/3/2014	3	11/3/2014	J2901
WHPS	14006187	Crash Driminal Vehicular Operation, 4th Degree DWI	11/5/2014	3	11/5/2014	JGW01
WHPS	14006298	Terroristic Threats	11/13/2014	3	11/13/2014	AL311
WHPS	14006337	Juvenile Runaway	11/16/2014	3	11/16/2014	M5350
WHPS	14006367	3rd Degree DWI/4th Degree Assault	11/20/2014	5	11/20/2014	AA047
WHPS	14006385	5th Degree Assault - Inflict or Attempt Bodily Harm	11/21/2014	4	11/21/2014	AD05F
WHPS	14006469	Theft	11/27/2014	5	11/27/2014	TW159

November 2014 Criminal Part I & II
 City of Maple Plain Grid # 1-2

Found 13 Results.

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	14006208	Domestic Assaultby Strangulation	11/6/2014	2	11/6/2014	AN351
WHPS	14006256	2nd Degree DWI Refusal	11/9/2014	1	11/9/2014	JER01
WHPS	14006412	Damage to Property	11/23/2014	1	11/21/2014	P3119
WHPS	14006488	Domestic Assault - Misdemeanor	11/29/2014	2	11/29/2014	AL351



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

Police Commission

December 16, 2014

Year to Date Activity Report

Through the month of November, West Hennepin Public Safety (WHPS) has handled a total of 6,512 incident complaints: 2,361 in Maple Plain and 3,882 in Independence. A total of 439 incidents were handled in the month of November. This is the lowest numbers I have seen in a single month in quiet some time. These low numbers are can be directly related to our staff being down two officers during the month. WHPS lost one officer due to an off duty injury and second officer resigned in October. WHPS also spent a considerable amount of time hiring and training a new officer during this month as well.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents. As you can see our criminal activity is down for the year and is very low for the month of November. I believe this is a direct result of increased patrol activity and officers working hard to reduce crime.

As you can see from the highlighted cases, our incidents in Maple Plain are down for the month of November. I believe we are going to see a continued trend towards lower incident numbers in Maple Plain as requests for lock ups in the City of Maple Plain have been significantly reduced.

Recent Highlighted Cases:

- November 1: Customer trouble at the Maple Plain Motel in Maple Plain. Customer was combative towards staff and upset over the \$61.00 daily rate. WHPS officer settled the dispute and the party left after paying.
- November 2: Officers were called to a fight between two females at the 1560 Howard Avenue Apartments in Maple Plain. WHPS officers learned it was a loud verbal argument between two women. No assault; both parties advised to leave each other alone.
- November 2: Personal injury crash in the 8100 block of Co Rd 11 in Independence. One person transported to North for neck pain.
- November 3: Property damage crash involving two vehicles on Hwy 12 at Delano Avenue in Maple Plain. One person looked down at their phone and rear-ended a stopped vehicle. Driver cited.
- November 3: Driving After Canceled-IPS arrest in the area of Co Rd 110 and Moline Road in Independence.
- November 4: Hunting complaint of a person hunting after hours in the Lake Robina Wildlife Management area in Independence. Party was located and

turned out to be lost. He was cited for driving without a license and no insurance on a motor vehicle.

- November 5: Two car property damage crash on Hwy 12 at Howard Avenue in Maple Plain. Driver looked down at his phone and rear-ended the vehicle in front of him. Cited for driving without due care.
- November 5: Personal injury crash on Hwy 12 at Co Rd 92 North. Male party was rear-ended by a female party who was arrested for DWI. DWI test was a .14 AC at 5:42 pm. Charges pending.
- November 6: Felony Domestic Assault-Strangulation in the 1500 block of Budd Ave in Maple Plain. Suspect had choked his wife prior to the police arriving. He was later located and charged with felony assault.
- November 8: Traffic complaint of one crossing over the center line on Hwy 12 near Maple Plain. WHPS officers stopped the vehicle to learn the driver had spilled coffee on his lap. He remembers crossing over the center line.
- November 9: Revoked License. WHPS officer stopped a vehicle for following too close on Hwy 12 at Valley Road in Independence. The mother was taking her child to a friend's house and wasn't paying attention. She was driving on a revoked license and cited for same.
- November 9: Lawn Tractor Fire at 6500 Fogelman Road in Independence. Female resident was mowing leaves when the tractor caught on fire. Maple Plain Fire arrived and put out the fire. Total loss.
- November 9: 2nd Degree DWI Test Refusal in the 5200 block of Hwy 12 in Maple Plain. Vehicle currently under forfeiture. Charges pending.
- November 12: Animal complaint of a deer was found struggling in the ice on the south shore of Lake Independence. Hennepin County Water Patrol assisted by breaking up the ice and allowing the deer to get to shore.
- November 12: Suicidal female in the 1400 block of Budd Ave. in Maple Plain. Family members had reported the female was depressed and took a bunch of pills. Female was not cooperative and had to be restrained by WHPS officers to get her on a 72 hour health and welfare hold.
- November 13: Three car property damage crash on Hwy 12 and Baker Park Road in Maple Plain. Road conditions and driving too fast for those conditions were the cause of the crash.
- November 13: Felony Terrorist Assault. A father had threatened his son with a gun in the 100 block of Ingerson Road in Independence. A tactical team was formed with three WHPS officers and one Minnetrista officer to make entry into the home. Suspect was taken into custody without incident in the garage. Two guns were found in the garage.

- November 14: Medical of one not feeling well in the 5200 block of Bryantwood Drive in Maple Plain. Male party was taken to the hospital as he was having stomach pain. Alcohol reading of the male party was a .33 BAC at 6:45 pm.
- November 16: Suicidal female in the 5100 block of Oak Street. Female was treated and taken to the hospital. City of Maple Plain was advised that a doctor out of St. Louis Park purchased this home and turned it into a "Sober House" for up to nine females attending rehab. City of Maple Plain is following up on code violations.
- November 19: Suspicious activity in the 5800 block of Main Street West in Maple Plain. Resident reported a sewer truck doing work and felt this was odd as the sewer and street had just been repaired. City of Maple Plain advised the sewer company is validating the sewer work.
- November 20: 3rd Degree DWI in the 8100 block of Hwy 12 in Independence. Female party was arrested for DWI and tested a .28 BAC at 8:47 pm. She was also charged for assaulting a police officer as she kicked a WHPS officer in the groin during the arrest.
- November 21: Lake Minnetonka SWAT call out. Our SWAT team executed a high risk search warrant on behalf of our West Metro Drug Task Force at an address in Mound. Entry was made and a party was taken into custody without incident. Reminder - WHPS has one officer on this team.
- November 21: Assault at Vinland Center in Independence. One female was arrested and taken to jail on assault charges.
- November 22: Male patient at Vinland Center in Independence walked away and wanted to attend treatment at another location. WHPS officer talked him into returning and he was later transported on Monday to a new location. This was the second call in two days for this party.
- November 23: 4th Degree DWI arrest on Hwy 12 near County Line Road. Driver tested a .08 BAC.
- November 25: Parking complaint on Boundary Avenue in Maple Plain. Concerns with how Collision Corner staff are parking their vehicles the wrong way on Boundary Avenue were addressed. WHPS officers spoke with the owner and his staff to fix the issue. City of Maple Plain involved as well.
- November 26: Theft of License Plate in the 3800 block of Lake Haughey Road in Independence. Plate was entered in as stolen and Wright County has had reports of this plate being involved in suspicious activity in Watertown. Case under investigation.

- November 29: Domestic assault arrest in the 5300 block of Joyce Street in Maple Plain. Female party assaulted her ex-boyfriend as was arrested for domestic assault.
- November 29: Agency Assist Hennepin County - Male party fell through the ice on Lake Sarah. WHPS officer located the party on County Road 92 in Greenfield. He was OK and treated by North Memorial.
- November 30: Pursuit - Hwy 169 and County Road 82 in Brooklyn Park. WHPS officer was working a '*Towards Zero Deaths*' shift in Brooklyn Park. Suspect vehicle fled from officers and later crashed. Driver took off running and was taken into custody without incident. No officers or suspects injured in this incident.



Agenda Information Memorandum
January 12, 2015 Maple Plain City Council

NEW BUSINESS
A. 2015 CITY APPOINTMENTS

ACTION TO BE CONSIDERED

To consider City Council, Commission, City staff and other appointments for 2015

FACTS

- The City Council met in December to talk about the appointment process and provide their input on committees and commissions.
- Advisory board re-appointments will be done at the next meeting, as we are awaiting interest in the positions from the Commissioners.

ATTACHMENTS

Attached is a copy of the City appointment spreadsheet.

Memorandum

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

BACKGROUND

Each year the City Council designates members to represent the City on a variety of internal and external boards and commissions of interest to the City of Maple Plain. In addition, appointments and designations are made by the Council. The following appointments and designations need to be made for 2015. At the December workshop there was discussion on interests and the appointment process. All appointments were recommended at the time, but we were not able to get two appointments for the LMCC. Staff is asking that the Council review the appointments and make a decision on the LMCC appointments.

1. 2015 CITY COUNCIL APPOINTMENTS

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

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

RECOMMENDATION

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



Agenda Information Memorandum
January 12, 2015 Maple Plain City Council

10. NEW BUSINESS
B. 2014 FEE SCHEDULE
ORDINANCE NO. 275

ACTION TO BE CONSIDERED

To approve Ordinance No. 275, thereby establishing the 2015 Fee Schedule.

FACTS

- The following new charges proposed for 2015 include:
- Met Council SAC charge: \$2,485, an increase of \$50
 - Met Council SAC charges increase annually.
 - The City adopts its fee schedule by ordinance annually.

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

Staff has created new fees for the following:

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

ATTACHMENTS

Attached is a copy of Ordinance No. 275 and a copy of the Summary Ordinance No. 275 for publication.

**CITY OF MAPLE PLAIN
2014 FEE SCHEDULE**

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

Massage Establishment License Fee
 Massage Therapist License Fee
 Chicken License \$100.00 one-time fee, annual renewal
 Public Event Permit

Contractor		Fee
Plumbing registration	\$5.00	

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

Varies depending on fee schedule & assistance requested.

Parks & Recreation		Fee
Ballfield Use	N/C	

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

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

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

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

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

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

Signage	Fee	
Permanent	Valuation	State Fee Schedule & 65% for plan review.

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

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

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

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

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

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

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

**CITY OF MAPLE PLAIN
ORDINANCE NO. 272**

**SUMMARY OF
AN ORDINANCE ADOPTING A SCHEDULE FOR THE COLLECTION OF FEES AND
CHARGES FOR VARIOUS SERVICES, LICENSES, PERMITS & APPLICATIONS**

The City Council of the City of Maple Plain is desirous of establishing a uniform system of fees for requests relating to official controls, information, permits, applications or other matters handled by the City.

Thus, the City Council hereby ordains as follows:

SECTION I. All fees and charges in effect as of the date of the adoption of this ordinance shall remain in effect unless otherwise modified by the provisions of this ordinance.

SECTION II. In the event of a conflict, the Schedule of Fees shall prevail.

SECTION III. The fees and charges for services, licenses, permits, and applications shall be located in the Table of Special Ordinances in the Maple Plain Code of Ordinances.

SECTION IV. The City Council finds that the cost of publication of the full ordinance is cost prohibitive and a summary of the ordinance would inform the public of the intent and effect of the ordinance.

SECTION V. This is a summary of the adopted ordinance and the complete text of the ordinance is available for inspection at City Hall or upon request.

SECTION VI. This Ordinance shall become effective immediately upon its adoption and publication.

Adopted by the Maple Plain City Council this 12th day of January, 2015.

Jerry Young, Mayor

Attest:

Tessia Melvin, City Administrator

Summary Ordinance published in The Pioneer on the 17th day of January, 2015.

**CITY OF MAPLE PLAIN
COUNTY OF HENNEPIN**

STATE OF MINNESOTA

ORDINANCE NO. 278

**AMENDING CHAPTER 71 OF THE MAPLE PLAIN CITY CODE
RELATING TO PARKING**

THE CITY OF MAPLE PLAIN DOES ORDAIN:

71.08 PARKING RESTRICTIONS

Section 1. PERMANENT RESTRICTIONS

The City Council designates the following areas within City Limits as permanent no-parking areas:

- (A) Boundary Avenue: East Side No Parking
- (B) Main Street West: West Side (side with mailboxes) No Parking
- (C) Industrial Street: No Parking on either side of the street

Sec. 2. SEASONAL RESTRICTIONS

(A) From November 1 through April 15 of each year, it shall be unlawful for any person to park or permit to be parked any vehicle upon any street between the hours of 1 a.m. and 7 a.m. Following a snowfall of 3 inches or more in depth, it shall be unlawful to park or permit to be parked, or continue to park or permit to stand, any vehicle upon any street until the snow has been plowed from the street or the same has been otherwise disposed of.

Adopted this 12th day of January, 2015.

Jerry Young, Mayor

ATTEST:

Tessia Melvin, City Administrator



Agenda Information Memorandum
January 12, 2015 Maple Plain City Council

10. NEW BUSINESS
D. MESSAGE LICENSE

ACTIONS TO BE CONSIDERED

To review and approve the massage license application for Wenyu Liu and Yu Yu Massage.

FACTS

- A Massage Therapist application is required.
- A Massage Establishment license is required.
- After a comprehensive background check was completed, staff would recommend denial of both applications based on the following:
 - Prior employee sited for illegal activities
 - Prior establishment denied by another city for illegal activities.

ATTACHMENTS

No attachments



Agenda Information Memorandum
January 12, 2015 Maple Plain City Council

10. NEW BUSINESS
E. SHARED SERVICES HIRING OF A CONSULTANT

ACTIONS TO BE CONSIDERED

To review and approve hiring a consultant to look at both cities of Maple Plain and Independence to determine additional shared services opportunities in the amount of \$6,875.

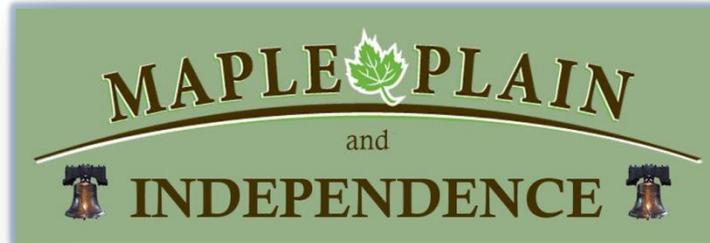
FACTS

- A shared service study was conducted in 1998 for both cities for the amount of \$2,500 per city.
- The two cities have recently been working on sharing services, but they have come to a point where an organizational assessment would help staff know what areas of opportunities and possible solutions.
- The Shared Services Committee, made up of two councilmembers from each city, accepted the proposal and they are looking for Council approval.
- The Independence City Council will review the same proposals at their Tuesday, January 13 meeting.

ATTACHMENTS

Attached are the three proposals.

David Drown Associates
Administrative and Public Works Shared Services Proposal
Cities of Maple Plain and Independence
December 31, 2014



CONTENTS OF PROPOSAL

Description of Firm	Project Details
Project Approach	References
Service Team	Fee
Outline of Project	

DESCRIPTION OF THE FIRM

For 17 years, David Drown Associates (DDA) has provided Financial Solutions, Tax Increment Financing, Economic Development, Strategic Planning, Executive Searches and other services to cities and counties throughout Minnesota. With over 250 local government clients, we have a deep understanding of the workings of local government in Minnesota. David Drown Associates has provided services to many nearby communities including Howard Lake, Cokato, Winsted and others.

PROJECT APPROACH

Our approach to conducting this analysis is to help your communities determine the financial viability of delivering administrative and public works services through a joint service structure. We will comprehensively assess the current service delivery system and assist the Cities of Independence and Maple Plain in evaluating possible options for combined administrative and public works services.

After conducting research and gathering information, we will comprehensively assess the options and provide the Councils information needed to determine if any changes are cost effective. Throughout this process, we will be in regular communication with staff and the shared services committee.

SERVICE TEAM

Gary Weiers

Our team will be led by Gary Weiers. He joined DDA in 2013 after completing over 20 years of county government management experience, the last 11 years as County Administrator in Rice County. Prior to becoming Administrator, Gary served as the Social Service Department Director in Rice County and worked as a Social Service Supervisor in Mower and Sherburne Counties.

Gary received his Bachelor's Degree from the University of St. Thomas and has honed his skills by working his way up from an entry level social worker position to be the head of a \$50 million organization with over 350 employees. This experience helps Gary have a deep understanding of local government from top to bottom and helps him keep perspective on the impact of change.

Since joining DDA, Gary has conducted Administrator searches, facilitated strategic planning, performed organizational studies and provided extensive consultation to three counties that are merging their Human Service Departments.

Gary will be assisted by associate Shannon Sweeney and firm President David Drown, but the vast majority of work will be directly performed by Gary. It is likely that Gary will be the only member of the firm that you see during the course of the project.

Shannon Sweeney

Shannon Sweeney has been with DDA for 13 years and has worked with dozens of cities and counties throughout Minnesota on executive searches, economic development, finance and strategic planning. Shannon will assist Gary by providing professional feedback and consultation from start to finish.

David Drown

David Drown is the President of DDA. He founded the company 17 years ago to provide cities and counties a wide array of services in a cost effective, efficient and professional manner. David has worked with hundreds of municipal clients in his career and, as a result, will help insure that this process meets the needs of the Cities of Maple Plain and Independence. David remains directly involved in day to day company operations and will lend professional assistance, when necessary, throughout this process.

DDA was founded to enhance the quality of services to local governments in Minnesota. If DDA is selected to do this work, the communities will receive the most comprehensive and highest quality service available.

OUTLINE OF THE PROCESS

This is a tentative timeline that is contingent upon action by the City Councils.

Item	Task	Completed Date
Decision by City Councils to Proceed		January 12 & 13, 2015
Step 1: Shared Services Committee Input	<ul style="list-style-type: none"> • Meet with shared services committee • Review the scope of the analysis 	January 30, 2015
Step 2: Information Gathering	<ul style="list-style-type: none"> • Review current tables of organization • Study city budgets • Review financial statements • Gather debt information • Review any previous work done regarding shared services • Review the current shared services law enforcement operation 	February 20, 2015
Step 3: Key Stakeholder Meetings	<ul style="list-style-type: none"> • Meet with key staff, council members and others as determined by the shared services committee 	March 6, 2015
Step 4: Information Analysis	<ul style="list-style-type: none"> • Analysis of all data gathered 	March 13, 2015
Step 5: Review of Options	<ul style="list-style-type: none"> • Review and develop options for organizational structure 	March 20, 2015
Step 6: Review Initial Findings	<ul style="list-style-type: none"> • Meet with the shared services committee to review initial findings 	April 3, 2015
Step 7: Report	<ul style="list-style-type: none"> • Complete preliminary report 	April 10, 2015
Step 8: Present Report	<ul style="list-style-type: none"> • Meet with City Councils to present final report and recommendations 	April 21, 2015

DETAILS OF ORGANIZATIONAL ASSESSMENT PROCESS

Step 1: Input and Direction from Shared Services Committee

Meet with the shared services committee for the following purposes:

- Receive direction on project scope
- Determine list of people to interview as part of the study
- Receive committee member comments regarding previous efforts at sharing services
- Determine if there are any obstacles that will need to be addressed

Step 2: Information Gathering

During this phase of the project, a substantial amount of pertinent data will be collected and assembled for additional review. Data that will be gathered includes:

- Tables of organization
- Budgets

- Financial statements
- Debt positions
- Previous relevant studies
- Tax capacity
- Tax base
- Revenue sources
- Organizational structure of current law enforcement partnership
- Examples of mergers involving other communities
- Literature review of current best practices

Step 3: Stakeholder meetings

Individual meetings with key stakeholders will take place. These discussions will focus on

- Perceived efficiencies of shared services
- Possible obstacles to jointly providing services
- Organizational structure ideas
- Community response to sharing services
- Other topics

Step 4: Information Analysis

Review of the information gathered in Step 2 and 3 will take place during this project phase which will encompass detailed financial analysis of the current structure and initial financial modeling of providing services through a single administrative structure. This analysis will focus exclusively on administrative and public works services.

Step 5: Review of Organizational Options

DDA will refine the modeling and begin to develop a detailed summary of the information and viable options for discussion by the shared services committee.

Step 6: Review of Initial Findings

An outline of the information will be shared with the shared services committee and then DDA will meet with the committee to review the data, options and financial ramifications. After review, the committee will provide direction prior to the development of a final report.

Step 7: Draft Report

After receiving direction from the shared services committee, DDA will prepare a comprehensive report for the City Councils including the following components:

- Executive summary
- Background information
- Current operational summary
- Organizational options
- Financial analysis
- Recommendations
- Implementation strategies

Step 8: Presentation of Report

DDA will meet with the City Councils to review final report and recommendations. It is recommended the report be shared at a joint meeting of the City Councils, however if preferred, the report can be presented independently.

REFERENCES

Steve Stotko

Mayor, City of Winsted
Phone number: 320-485-2366
Email: stotko@winsted.mn.us

Dana Graham

Mayor, City of Northfield
Phone number: 612-483-2570
Email: dana.graham@ci.northfield.mn.us

Felix Schmiesing

Commissioner, Sherburne County
Phone number: 763-765-3001
Email: schmiesingfelix@gmail.com

John Howard

Council Member, City of Madison Lake
Phone number: 507-243-3854
Email: john.howard.mlouncil@gmail.com

Nick Haggemiller

Administrator, City of Northfield
Phone number: 507-645-3009
Email: nick.haggemiller@ci.northfield.mn.us

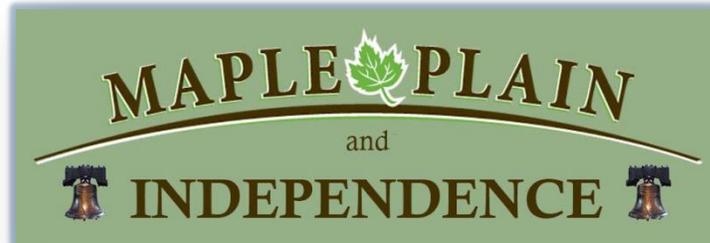
Pete Zimmerman

Mayor, City of Howard Lake
Phone number: 952-457-4503
Email: PZimmerman@ci.orono.mn.us

FEES

The fee for all professional services and all expenses is \$13,750.

David Drown Associates
Administrative and Public Works Shared Services
Alternate Proposal
Cities of Maple Plain and Independence
December 31, 2014



CONTENTS OF PROPOSAL

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Outline of Project	

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Gary will be assisted by associate Shannon Sweeney and firm President David Drown, but the vast majority of work will be directly performed by Gary. It is likely that Gary will be the only member of the firm that you see during the course of the project.

Shannon Sweeney

Shannon Sweeney has been with DDA for 13 years and has worked with dozens of cities and counties throughout Minnesota on executive searches, economic development, finance and strategic planning. Shannon will assist Gary by providing professional feedback and consultation from start to finish.

David Drown

David Drown is the President of DDA. He founded the company 17 years ago to provide cities and counties a wide array of services in a cost effective, efficient and professional manner. David has worked with hundreds of municipal clients in his career and, as a result, will help insure that this process meets the needs of the Cities of Maple Plain and Independence. David remains directly involved in day to day company operations and will lend professional assistance, when necessary, throughout this process.

DDA was founded to enhance the quality of services to local governments in Minnesota. If DDA is selected to do this work, the communities will receive the most comprehensive and highest quality service available.

OUTLINE OF THE PROCESS

This is a tentative timeline that is contingent upon action by the City Councils.

Item	Task	Completed Date
Decision by City Councils to Proceed		January 12 & 13, 2015
Step 1: Shared Services Committee Input	<ul style="list-style-type: none"> • Meet with shared services committee • Review the scope of the analysis 	January 30, 2015
Step 2: Information Gathering	<ul style="list-style-type: none"> • Review current tables of organization • Study city budgets • Review financial statements • Gather debt information • Review any previous work done regarding shared services • Review the current shared services law enforcement operation 	February 20, 2015
Step 3: Information Analysis	<ul style="list-style-type: none"> • Analysis of all data gathered 	March 13, 2015
Step 4: Review of Options	<ul style="list-style-type: none"> • Review and develop options for organizational structure 	March 20, 2015
Step 5: Review Initial Findings	<ul style="list-style-type: none"> • Meet with the shared services committee to review initial findings 	April 3, 2015
Step 6: Report	<ul style="list-style-type: none"> • Complete preliminary report 	April 10, 2015
Step 7: Present Report	<ul style="list-style-type: none"> • Meet with City Councils to present final report and recommendations 	April 21, 2015

DETAILS OF ORGANIZATIONAL ASSESSMENT PROCESS

Step 1: Input and Direction from Shared Services Committee

Meet with the shared services committee for the following purposes:

- Receive direction on project scope
- Determine list of people to interview as part of the study
- Receive committee member comments regarding previous efforts at sharing services
- Determine if there are any obstacles that will need to be addressed

Step 2: Information Gathering

During this phase of the project, a substantial amount of pertinent data will be collected and assembled for additional review. Data that will be gathered includes:

- Tables of organization
- Budgets
- Financial statements
- Debt positions

- Previous relevant studies
- Tax capacity
- Tax base
- Revenue sources
- Organizational structure of current law enforcement partnership
- Examples of mergers involving other communities
- Literature review of current best practices

Step 3: Information Analysis

Review of the information gathered in Step 2 and 3 will take place during this project phase which will encompass detailed financial analysis of the current structure and initial financial modeling of providing services through a single administrative structure. This analysis will focus exclusively on administrative and public works services.

Step 4: Review of Organizational Options

DDA will refine the modeling and begin to develop a detailed summary of the information and viable options for discussion by the shared services committee.

Step 5: Review of Initial Findings

An outline of the information will be shared with the shared services committee and then DDA will meet with the committee to review the data, options and financial ramifications. After review, the committee will provide direction prior to the development of a final report.

Step 6: Draft Report

After receiving direction from the shared services committee, DDA will prepare a comprehensive report for the City Councils including the following components:

- Executive summary
- Background information
- Current operational summary
- Organizational options
- Financial analysis
- Recommendations
- Implementation strategies

Step 7: Presentation of Report

DDA will meet with the City Councils to review final report and recommendations. It is recommended the report be shared at a joint meeting of the City Councils, however if preferred, the report can be presented independently.

REFERENCES

Steve Stotko

Mayor, City of Winsted
Phone number: 320-485-2366
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Felix Schmiesing

Commissioner, Sherburne County
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FEES

The fee for all professional services and all expenses is \$11,000.

**Cities of Maple Plain and Independence, Minnesota
Shared Services Analysis
January, 2015**

Team Members

Contact Information and Brief Bio for Project Manager

Springsted Incorporated

Mr. David Unmacht, *Senior Vice President*
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David Unmacht is Director of Springsted's Organizational Management/Human Resources group. He is an experienced local government professional with more than 30 years in the business. He has over 15 years of county administration experience, having worked for Scott and Dakota counties, Minnesota. He also has 10 years of experience working as a City Manager in Prior Lake and City Administrator in Belle Plaine, Minnesota. He has worked as a local government consultant for five years. He works closely with municipal and county governments in many different fields including executive searches, organizational assessments, goal setting and strategic planning. He has a master's in Public Administration from Drake University in Iowa and a bachelor's degree in Business Administration and Political Science from Wartburg College in Iowa.

Mr. Unmacht was the recipient of the Minnesota Association of County Administrators (MACA) Joe Ries Excellence in County Management Award in 2000 and the Minnesota City/County Management Association (MCMA) Award for Management Excellence in 2006. Mr. Unmacht is also a Credentialed Manager with the International City/County Management Association (ICMA) and a community faculty member with Metropolitan State University in Saint Paul, Minnesota.

Two additional team members on this project include:

Patricia L. "Patty" Kettles, CIPFA

Vice President

Ms. Patty Kettles has over 17 years of experience working with Springsted clients on various projects, including performing utility rate analyses and financial feasibilities, financing options, capital improvement programming and debt management. Ms. Kettles holds a master's in business administration and a bachelor's degree in finance.

Nicholas R. "Nick" Dragisich, PE

Executive Vice President

Mr. Nick Dragisich is team leader for Springsted's Management Consulting Services team. He has over 28 years of management experience, including service as a city administrator and city engineer. He joined Springsted Incorporated as a Management Consultant in 2000 and became the team leader for Management Consulting Services in 2003. Mr. Dragisich has been directly responsible for or involved in numerous utility expense and cost analysis studies as well as in the development of Excel®-based

computer models for utilities in Iowa, Kansas, Maryland, Minnesota, Missouri, North Carolina, North Dakota, Virginia, Washington and Wisconsin. He holds a master's degree in business administration, a bachelor's degree in civil engineering and is a licensed professional engineer in Minnesota and Washington.

Ms. Kettles and Mr. Dragisich will provide project support and leadership in the interviews, data analysis, staffing and the financial operations requirements of the study.

Organizational Review

The Cities of Maple Plain and Independence are considering the possibility of merging their public works, and city administration departments. In addition, they are interested in knowing what the options are for merging both cities entirely. In order to accomplish this analysis we use a four phase approach. A brief summary follows:

Phase 1: Project Management

This phase is designed to ensure that the communication and working relationship is clearly established and understood by both cities. We will work to earn your trust from the beginning to the end of the project. Once hired for the work, we will conduct an initial organizational meeting to review plans, details and schedule the initial site visits. This meeting will also establish communication expectations and guidelines.

As part of this phase we will request data and information from each City. This request for data will be sent prior to our organizational meeting.

Phase 2: On Site Interviews

The purpose of the interviews is to collect first-hand information from city staff and other key stakeholders, possibly City Council members or individuals that work with the impacted departments. Information collection techniques will include interviews and possibly an online confidential survey. We will work with you to identify who will be interviewed and what questions we will ask in our interactions. These interviews are essential to obtaining information on current issues, shared service opportunities and concerns and identifying the cultures of each department and city.

Phase 3: Analyze Information and Develop Findings

Once we have collected all information and analyzed the data we will prepare a set of Findings. The Findings will focus on each study area and identify issues, opportunities, and concerns. The purpose of the Findings is to fully understand the information being used to make decisions and develop our recommendations. The Findings will be presented to the city staff for review and comment.

Phase 4: Prepare a Report

After receiving input on the Findings, a Report will be prepared that includes our recommendations. It is our goal and practice to prepare a practical and useful document that can be used as a guide and road-map for the City.

Objectives

The following three objectives will guide the study:

1. Cost and financial benefit of merging public works facilities of both cities
2. Cost and financial benefit of merging administration staff of both cities
3. Cost and financial benefit of merging both cities

These outcomes may change based on discussions with the City and/or information that is learned during the beginning of the study process. In addition to the three main objectives as part of our analysis we will identify the strengths and challenges of the public works departments, city administration and the two cities overall.

The objectives are divided into two parts: Part One includes Numbers 1 and 2 above. Part Two includes 1 and 2, but also expands the study to include Number 3.

Deliverables

The deliverables for the study include: a set of findings and a report on our analysis of the possible mergers as delineated in either Part One or Part Two. The report may include options and alternatives as will be identified from the study.

Timeline

The schedule below illustrates the major steps within a project timeframe. The specific dates are subject to review and discussion and will be filled in with further input from the City.

Project Milestones	Timeframe
Approval	
Project coordination; discuss details, finalize study process	
Data request submitted and analysis begins	
On site interviews, document review and data analysis	
Preparation of preliminary findings	
Briefing on preliminary findings	
Preparation of report	
Present the report	

Cost

The fee to perform Part One of the study is \$17,000. The fee to perform Parts One and Two is \$25,000. We anticipate up to five trips to the cities to successfully complete the study: project management, on site interviews (possibly two dates), findings and report presentations. We will be flexible in our scope to accommodate needs of each City.

There will be miscellaneous out of pocket expenses that will be primarily based on travel and general study costs. These expenses are not included in the fee. The miscellaneous expenses will be invoiced at cost. We will invoice the City half the cost of the study and expenses incurred following the briefing on the preliminary findings. The balance of the fee and expenses will be billed upon completion of the study.

David Unmacht
Springsted Incorporated
January 2015