

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**November 28, 2016**  
**6:30 P.M.**

1. **WELCOME**
2. **CALL TO ORDER**
3. **PLEDGE OF ALLEGIANCE**
4. **ADOPT AGENDA**
5. **CONSENT AGENDA**
  - A. Accounts Payable
  - B. November 14, 2016 Economic Development Authority Meeting Minutes
  - C. November 14, 2016 City Council Minutes
  - D. Change to City Hall Hours
  - E. Payment Request No. 2 – Budd Avenue Street Improvement Project
6. **ADMINISTRATIVE REPORTS**
  - A. City Engineer November Monthly Report
  - B. City Planner November Monthly Report
  - C. West Hennepin October Monthly Report
  - D. Public Works November Monthly Report
  - E. City Administration November Monthly Report
7. **OLD BUSINESS**
8. **PUBLIC HEARING**
  - A. Budd Avenue Street Improvement Project Property Assessment Hearing
  - B. Utility Bill Delinquency Assessment Hearing
9. **NEW BUSINESS**
  - A. Adopt Resolution 16-1128-01 Budd Avenue Street Improvement Project Assessment Certification
  - B. Adopt Resolution 16-1128-02 Utility Bill Delinquency Assessment Certification
10. **COUNCIL REPORTS & OTHER BUSINESS**
  - A. Attitude of Gratitude
    1. First Presbyterian Church of Maple Plain
    2. Lyndale Lutheran Church
    3. Paul Stinson and the American Legion
    4. Maple Plain Days Committee
11. **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.*
12. **ADJOURNMENT**



# CITY OF MAPLE PLAIN

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## Payments

Current Period: November 2016

Batch Name					
Batch Name	11/23/16 PAY	User Dollar Amt	\$67,762.63		
	Payments	Computer Dollar Amt	\$67,762.63		
			\$0.00	<b>In Balance</b>	
Refer	0 CLARK & CLARK	-			
Cash Payment	E 101-43000-221 Equipment Parts				\$43.75
Invoice	7864 11/7/2016				
Cash Payment	E 101-43000-221 Equipment Parts				\$43.75
Invoice	7857 11/3/2016				
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$87.50
Refer	0 ECM PUBLISHERS INC	-			
Cash Payment	E 101-41410-351 Legal Notices Publishing				\$111.80
Invoice	429079 11/12/2016				
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$111.80
Refer	0 FRONTIER	-			
Cash Payment	E 601-49400-321 Telephone				\$57.50
Invoice	11/16/2016				
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$57.50
Refer	0 GOPHER STATE	-			
Cash Payment	E 101-43000-437 Miscellaneous				\$40.50
Invoice	6080540 8/31/2016				
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$40.50
Refer	0 LANO EQUIPMENT	-			
Cash Payment	E 101-43000-221 Equipment Parts				\$7.73
Invoice	03-399956 11/3/2016				
Cash Payment	E 101-45200-404 Machinery & Equipment				\$275.00
Invoice	03-399950 11/3/2016				
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$282.73
Refer	0 MAPLE PLAIN/INDEPENDENCE FIR	-			
Cash Payment	E 101-42290-307 Fire Administration				\$14,839.67
Invoice					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$14,839.67
Refer	0 METRO WEST INSPECTION SERVI	-			
Cash Payment	E 101-42400-308 Building Inspection				\$1,078.71
Invoice	11/17/2016				
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$1,078.71
Refer	0 NEOFUNDS BY NEOPOST	-			
Cash Payment	E 101-41500-322 Postage				\$491.12
Invoice	10/31/2016				
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$491.12
Refer	0 BOBBY SCHOEN	-			
Cash Payment	E 101-41500-321 Telephone	Cell Phone			\$50.00
Invoice					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	\$50.00
Refer	0 OFFICE DEPOT	-			

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**Payments**

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Cash Payment	E 101-41500-437 Miscellaneous		\$126.12
Invoice	875157519001	10/28/2016	
Cash Payment	E 101-41500-437 Miscellaneous		\$31.49
Invoice	876094570001	11/1/2016	
Cash Payment	E 101-41500-437 Miscellaneous		\$35.00
Invoice	876096753001	11/7/2016	
Cash Payment	E 101-41500-437 Miscellaneous		\$68.43
Invoice	876709298001	11/3/2016	
Cash Payment	E 101-41500-437 Miscellaneous		\$5.78
Invoice	87671072201	11/3/2016	
Transaction Date	11/23/2016	Bank of Maple Plain 10100	<b>Total</b> \$266.82
Refer	0 <u>SCOTTS LAWN CARE INC</u>	-	
Cash Payment	E 101-45200-530 Improvements Other Tha		\$1,188.00
Invoice	108	11/18/2016	
Transaction Date	11/23/2016	Bank of Maple Plain 10100	<b>Total</b> \$1,188.00
Refer	0 <u>MN DEPT TRANSPORTATION</u>	-	
Cash Payment	E 101-42110-437 Miscellaneous		\$137.00
Invoice	00000310931	11/15/2016	
Transaction Date	11/23/2016	Bank of Maple Plain 10100	<b>Total</b> \$137.00
Refer	0 <u>TERRAMARK</u>	-	
Cash Payment	E 101-41910-302 Planning Services		\$1,155.00
Invoice	0020-2016	11/15/2016	
Cash Payment	E 452-49357-500 Capital Outlay (GENERA		\$160.00
Invoice	0020-2016	11/15/2016	
Cash Payment	G 101-20216 Site Plan Escrow		\$180.00
Invoice	0020-2016	11/15/2016	
Cash Payment	G 101-20216 Site Plan Escrow		\$60.00
Invoice	0020-2016	11/15/2016	
Cash Payment	G 101-20216 Site Plan Escrow		\$140.00
Invoice	0020-2016	11/15/2016	
Cash Payment	G 101-20216 Site Plan Escrow		\$140.00
Invoice	0020-2016	11/15/2016	
Transaction Date	11/23/2016	Bank of Maple Plain 10100	<b>Total</b> \$1,835.00
Refer	0 <u>TURTLEMAC &amp; KEY PRINTING</u>	-	
Cash Payment	E 101-41500-352 General Public Informati		\$620.00
Invoice	21613	11/9/2016	
Transaction Date	11/23/2016	Bank of Maple Plain 10100	<b>Total</b> \$620.00
Refer	0 <u>USA BLUEBOOK</u>	-	
Cash Payment	E 601-49400-227 Utility Maintenance Supp		\$259.36
Invoice	101211	11/2/2016	
Transaction Date	11/23/2016	Bank of Maple Plain 10100	<b>Total</b> \$259.36
Refer	0 <u>ZONEONE LOCATING / HANCE UTI</u>	-	
Cash Payment	E 601-49400-227 Utility Maintenance Supp		\$156.00
Invoice	23747	11/10/2016	
Transaction Date	11/23/2016	Bank of Maple Plain 10100	<b>Total</b> \$156.00
Refer	0 <u>VERIZON</u>	-	

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**Payments**

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<b>Cash Payment</b>	E 601-49400-321 Telephone				\$143.19
Invoice 9775067830					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$143.19</b>
Refer	0 WEST HENNEPIN PUBLIC SAFETY				
<b>Cash Payment</b>	E 101-42110-306 Police Administration				\$36,317.75
Invoice					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$36,317.75</b>
Refer	0 XCEL ENERGY				
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities				\$43.62
Invoice 524341043 11/15/2016					
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities				\$12.61
Invoice 524785437 11/17/2016					
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities				\$12.87
Invoice 524668379 11/17/2016					
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities				\$20.97
Invoice 524764186 11/17/2016					
<b>Cash Payment</b>	E 601-49400-381 Electric Utilities				\$2,055.55
Invoice 522946721 11/3/2016					
<b>Cash Payment</b>	E 801-42280-381 Electric Utilities	Fire			\$339.26
Invoice 523116006 11/4/2016					
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities	Traffic Signals			\$39.19
Invoice 523116006 11/4/2016					
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities	Park			\$41.41
Invoice 523116006 11/4/2016					
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities	Garage			\$12.69
Invoice 523110060 11/4/2016					
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities	Park			\$142.50
Invoice 523116006 11/4/2016					
<b>Cash Payment</b>	E 601-49400-381 Electric Utilities	Water Acct			\$30.42
Invoice 523116006 11/4/2016					
<b>Cash Payment</b>	E 602-49450-381 Electric Utilities	Sewer			\$270.18
Invoice 523116006 11/4/2016					
<b>Cash Payment</b>	E 101-43160-381 Electric Utilities	Taffic			\$29.24
Invoice 523116006 11/4/2016					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$3,050.51</b>
Refer	0 LEAGUE OF MINNESOTA CITIES				
<b>Cash Payment</b>	E 101-41310-433 Dues & Subscriptions	MN Mayors Association Dues			\$30.00
Invoice					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$30.00</b>
Refer	0 HENNEPIN COUNTY TREASURER				
<b>Cash Payment</b>	E 101-42110-437 Miscellaneous				\$74.32
Invoice 1000083928 11/4/2016					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$74.32</b>
Refer	0 VALLEY-RICH CO., INC				
<b>Cash Payment</b>	E 601-49400-400 Equipment Repair & Mai				\$3,190.65
Invoice R160614 10/1/2016					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$3,190.65</b>

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Refer	0	<u>GENERAL SERVICE</u>	-				
Cash Payment	E 101-45200-402	Structure Repair & Maint				\$150.00	
Invoice		11/8/2016					
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$150.00	
Refer	0	<u>CHESWICK, CAROL</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$599.50	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$599.50	
Refer	0	<u>MAAS-KUSSKE, JULIE</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$90.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$90.00	
Refer	0	<u>SMITH, CAROLYN</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$330.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$330.00	
Refer	0	<u>DIANE SWEENEY</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$290.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$290.00	
Refer	0	<u>GARY MCPHERSON</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$250.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$250.00	
Refer	0	<u>MCPHERSON, CAROL</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$200.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$200.00	
Refer	0	<u>MARGARET HUTCHINSON</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$230.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$230.00	
Refer	0	<u>JERRY HUTCHINSON</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$200.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$200.00	
Refer	0	<u>JUDITH MAAS</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$105.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$105.00	
Refer	0	<u>LEHMEYER, TRUDY</u>	-				
Cash Payment	E 101-41410-104	Temporary Employees - Election Judge				\$305.00	
Invoice							
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>		\$305.00	
Refer	0	<u>COUSER, MARY</u>	-				

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Current Period: November 2016

Cash Payment Invoice	E 101-41410-104 Temporary Employees -	Election Judge			\$180.00
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$180.00</b>
Refer	0	BOYD-TIMPE, LYNNETTE	-		
Cash Payment Invoice	E 101-41410-104 Temporary Employees -	Election Judge			\$260.00
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$260.00</b>
Refer	0	REE, JOANN	-		
Cash Payment Invoice	E 101-41410-104 Temporary Employees -				\$265.00
Transaction Date	11/23/2016	Bank of Maple Plain	10100	<b>Total</b>	<b>\$265.00</b>

Fund Summary

	10100 Bank of Maple Plain	
101 GENERAL FUND		\$61,100.52
452 METROPOLITAN COUNCIL GRANT		\$160.00
601 WATER FUND		\$5,892.67
602 SEWER FUND		\$270.18
801 FIRE PARTNERSHIP FUND		\$339.26
		<u>\$67,762.63</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$67,762.63
<b>Total</b>	<b>\$67,762.63</b>

**AGENDA**  
**MAPLE PLAIN ECONOMIC DEVELOPMENT AUTHORITY**  
**MAPLE PLAIN CITY HALL**  
**NOVEMBER 14, 2016**  
**5:30 p.m.**

**1. CALL TO ORDER**

Present: Mayor Jerry Young, Councilmembers Mike DeLuca, Dave Eisinger, Julie Maas-Kusske, Justin McCoy, and EDA Member Jack Henrich. Also Present: City Administrator Robert Schoen, City Planner Mark Kaltsas, Assistant to the City Administrator Taylor Burandt, Councilmember-Elects John Fay and Dominic Broda, Tom Palmquist, and Kent Carlson.

**2. ADOPT AGENDA**

**Motion by Councilmember Eisinger, seconded by Councilmember DeLuca, to adopt the agenda as written. Motion passed, 6-0.**

**3. DISCUSS DOWNTOWN DEVELOPMENT PROGRESS WITH DEVELOPERS**

City Planner Kaltsas began by stating that Mr. Palmquist and Mr. Carlson will provide a status update regarding Maple Plain's downtown redevelopment site. There can also be discussion on a continued agreement to redevelop under the current terms seeing as the agreement does expire at the end of the year.

Mr. Tom Palmquist was present with the real estate firm of Welsh Companies to provide information on the City of Maple Plain's Downtown Redevelopment. Also present was Kent Carlson, the developer of the project.

Palmquist began by stating that there is no progress at this time. No right user has followed through on interest to kick the deal off. One national fitness franchise was on the table for the whole building on the East side, but that plan did not continue.

Palmquist stated that he believes the largest hurdle is the mid-teen expectation for rate of rent per square foot, but for new construction, the rents are realistically in the twenties. He also stated that the area is difficult because it is a "betweenner" area in that it's in the middle of Ridgedale Mall area and Delano, both of which contain various commercial entities.

Palmquist continued to state that medical and professional uses have been approached without reciprocation. The thought of residential above retail was considered, but it was concluded that retail is the best option and the mixed use model would not be successful in this area.

He continued to state that hundreds of brochures have been sent out to brokers. The top three oppositions he hears from brokers and/or developers is the price in respect to the geographical location, there is no stoplight to encourage traffic to stop at the location, and it's the "betweenner" city as discussed earlier.

Mayor Young stated he is disappointed in the tenants that have shown interest thus far, and would really like to see some sort of food establishment and not just any business, such as a cellphone franchise store.

Councilmember Eisinger stated that he would love to see an eye or medical clinic as an anchor tenant in the space.

Councilmember McCoy asked if it would be easier to find tenants with a fully constructed building. Palmquist stated it would be, but that is not a fact that is partial to this site. Councilmember McCoy asked if residential above would at all be considered. Carlson stated that it is not practical here, and that design is more urban. The largest problem with the site is that people expect a lower rent this far out of the metro, but the rent is realistically closer to the mid and upper twenties, not teens.

Councilmember Eisinger asked if constructing the stoplight would justify the rent cost and also bring tenants to the location. Palmquist stated that installing a stoplight is not the one solution that would solve all of the problems; there is not one solution or suggestion that would guarantee a tenant.

Councilmember DeLuca asked if there was a way to get the rent down into the teens. Carlson stated that lowering rent would probably not be feasible because in order to achieve the attractive architecture around all four sides of the building, since all four are very visible.

Kaltsas stated that the issue he is seeing a lot is that the local users with an existing market in the city would like to move into a new and bigger space, but are paying less than \$10 per square foot for rent and cannot afford a new building's rates.

Plamquist covered the idea of office spaces over retail spaces, and it could work for this site and that would allow the space to be subsidized by the office spaces until retail moved in.

Mayor Young asked if the number of roofs in the city deterred potential tenants. Palmquist stated that it may deter some, but again, not one issue can be deemed as the most impactful.

Councilmember McCoy asked what the city can do. Palmquist stated there is no one right answer, other than waiting for the right person. One fix most likely will not influence the entire site. Councilmember McCoy asked if the city should construct the building to attract tenants. Carlson stated that he would recommend waiting for a tenant to validate the market and is a catalyst for the rest of the site naturally.

Councilmember DeLuca asked if other uses should be considered since the site has not been successful for commercial. Palmquist suggested to keep pursuing with patience until the right person comes along.

Kaltsas stated that time is on the City's side. He envisions that if the city wants to redevelop that site, that waiting for the perfect tenant is key. He also mentioned that the site has really only been completely clean up and presentable for approximately nine months.

He continued to state that if you invest in another company, then it all starts at the beginning again with more expense.

Palmquist agreed, and stated the city is not bleeding cash by holding onto the site and waiting for the appropriate tenant.

City Administrator Schoen asked if commercial/retail was the vision of the city, or is this the time to reconsider something else. EDA Member Henrich asked if that would contradict the grant the city received in regard to redevelopment. Kaltsas said that the grant is fine until we hit the grant's next criteria, then we re-approach it. The steps were to produce a development agreement, purchasing the site, and completing the environmental work.

Broda asked if commercial construction is trending right now in the metro. Palmquist stated that market has bounced back tremendously since the recession and that other cities are seeing large growth in their commercial markets.

Mayor Young thanked both Carlson and Palmquist for their time and investment into the project. Councilmember McCoy echoed Mayor Young and stated he believes the project will happen, and asked if it is more efficient to stick with one developer or utilize multiple. Palmquist stated it is better for one person to have control over the property to pursue a deal and to not double up on the same broker, and maintain one point of contact.

Carlson suggested that both sides could stretch a little, both the city and the interested tenant, in terms of costs.

Councilmember McCoy asked what kind of extension they would be interested in. Palmquist stated six months.

Fay asked what the probability is of changing someone's mind, seeing as they have already asked every broker in the metro. Palmquist stated that sometimes it is all about timing, and a franchise may not be ready today, but in three months they are ready for expansion.

Henrich stated he feels in the dark about this project, and request both Carlson and Palmquist attend meetings quarterly in order to provide an update.

Resident Judy Sutherland asked if Carlson has money held up by this project by it waiting to be built, and that he could leave the agreement at any time. Schoen stated that Carlson could in fact leave at any time, but he is very successful in the area and we would hope he would not leave and stay with the project.

Councilmember McCoy asked if there was any local interest. Kaltsas stated there is some and he has been actively speaking with one resident.

Henrich asked what the cancellation policy would be on the agreement if we extended another six months. Kaltsas stated the agreement is very non-binding, and either party can leave at any time. Henrich wanted to inform Palmquist and Carlson that the city may be speaking to locals for interest in the site.

**4. OTHER BUSINESS**

**5. ADJOURNMENT**

**Motion by Councilmember Eisinger, seconded by EDA Member Henrich, to adjourn the meeting. Motion passed,6-0.**

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**November 14, 2016**  
**6:30 P.M.**

**1. WELCOME**

Present: Mayor Jerry Young, Councilmembers Julie Maas-Kusske, Justin McCoy, Dave Eisinger, and Mike DeLuca. Also present: City Administrator Robert Schoen, City Attorney John Thames, City Engineer Dan Boyum, and Assistant to the City Administrator Taylor Burandt.

**2. CALL TO ORDER**

**3. PLEDGE OF ALLEGIANCE**

**4. ADOPT AGENDA**

**5. CONSENT AGENDA**

- A. Accounts Payable
- B. City Council Minutes from October 24, 2016 City Council Regular Meeting
- C. Payment of \$2,157.75 to American Engineering Testing, Inc. re Budd Ave. Street and Utility Improvement Project
- D. Accept Dan Vaale and Kevin Kolkind onto the Maple Plain Fire Department with removal of their probation

City Administrator Schoen stated that an administrative error was made and letter “D” on the Consent Agenda is a duplicate from the previous city council meeting’s consent agenda, and recommended removal of letter “D” from the consent agenda.

**Motion by Councilmember DeLuca, seconded by Councilmember Maas-Kusske, to approve the consent agenda with the removal of item “D”. Motion passed, 5-0.**

**6. OLD BUSINESS**

**8. PUBLIC HEARING**

- A. Cable Franchise Agreement Submittals

Mayor Young opened the public hearing at 6:38PM. Councilmember McCoy asked for an explanation on Frontier’s business model and the differences it has as opposed to other companies. Council invited a representative from Frontier to provide background information.

Mr. Jack Philips was present to provide the background information on Frontier. Philips is part of the government affairs department. Philips offered an explanation of the technology stating that Frontier is a new video service, but has similarities to the offerings of traditional cable and voice service. Frontier is planning on upgrading and using the existing infrastructure with an interactive guide. The service will also include amenities such as instantaneous channel changing, fast wireless internet with up to four stations in a home to enhance the internet's performance. Frontier also offers satellite dish service.

Councilmember McCoy stated that a second option for residents is great.

City Administrator Schoen stated that Mediacom is also going through the franchise agreement process but they are not present for the public hearing because of their current infrastructure and legal clause. Mediacom is already currently in the Right of Way, which allows them to enter into an expedited process.

**Motion by Councilmember McCoy to approve the agreement with Frontier as written, seconded by Councilmember Maas-Kusske. Motion passed, 5-0.**

## **6. NEW BUSINESS**

### **A. Review Cable Franchise Agreements**

Mayor Young stated this topic was satisfactorily covered during the public hearing.

### **B. Review Bids for Well No. 4**

City Engineer Day Boyum was present to provide information on the Bids for Well No. 4. Boyum stated that on November 10, 2016, a public bid opening meeting took place, in which Mark J. Traut Wells submitted the lowest bid of \$179,480.00 for the initial construction of Well No. 4. Engineers with Stantec were estimating a cost of \$220,000.00, so the bid was approximately \$40,520 less expensive than estimated. Boyum continued to state that he anticipates the well will be online the summer of 2017.

Boyum continued with explaining that this is for the initial digging and construction of the well, and a separate bid opening will occur at a later date for the pump for the well.

**Motion by Councilmember McCoy to approve the Well No. 4 bid by Mark J. Traut Wells for \$179,480, seconded by Councilmember Eisinger. Motion passed, 5-0.**

Councilmember McCoy asked Boyum why the local well company did not submit a bid. Boyum stated that they were very helpful in the initial planning stages of Well No. 4, but due to the size of the well, they did not feel comfortable submitting a bid, but maybe they will for the pump open bid.

C. Review Bids for Foundation and Moving of Heritage Museum to Northside Park

City Engineer Boyum was present to also provide the information for the bids for foundation and moving of the Heritage Museum to Northside Park. Boyum stated that the local contractor had too many projects this season and could not participate in the Heritage Museum Project. Boyum continued to state that there are two bids submitted outside of the local contractor. One bid was quite high compared to the other, and the lowest bid belonged to CDJ Concrete & Masonry, Inc.

City Administrator Schoen began the conversation regarding the total cost of the Heritage Museum Project. Schoen asked the question to the full council of how much they are hoping to invest into the museum to move it this fall. Schoen continued to state that the studs and other foundational aspects need work done on them, and the museum is not structurally sound to move as is. Schoen then asked if it is council's priority to move the museum as soon as possible, or if it can be revisited.

Councilmember Eisinger stated that he thinks more people should look at it before a decision is made and a more accurate total cost is provided.

Resident of Maple Plain, Judy Sutherland, asked city council what happened to the quote provided by local business a few years ago, Stubs, which stated that they could move the museum for \$2,500?

Boyum stated that bid must not have been for the entire scope of the project.

Mayor Young stated that a quote on the price of fixing the structural issues should be provided before a moving decision is made.

Councilmember Eisinger stated that the price will ultimately be the same whether we fix it now or later.

Boyum stated he has staff ready to go and take a closer look at the structure and provide their expertise on the cost of repairs.

Sutherland stated that "we're" willing to do take the siding off and replace it.

**Motion by Councilmember McCoy to approve the CDJ Concrete & Masonry, Inc. Bid for the foundation and direct staff to come to the next City Council meeting with a pricing and structure report on the Heritage Museum, seconded by Councilmember Maas-Kusske. Motion passed, 5-0.**

D. Canvass 2016 State General Election Results for Local Office

Councilmember DeLuca asked if the write-in tallies could be forwarded to Council. Staff stated they would forward the write-in tallies.

**Motion by Mayor Young, seconded by Councilmember DeLuca, to accept the canvassed 2016 General Election results. Motion passed, 4-0, with Councilmember Maas-Kusske abstaining.**

Council all congratulated the selected candidates.

**9. COUNCIL REPORTS & OTHER BUSINESS**

E. Attitude of Gratitude

Councilmember McCoy wanted to mention the NW Hennepin League Meeting. It was a meeting discussing natural resource mapping, and how great of a tool it is for residents to utilize to learn more about their property; such as flood plains and more. He suggested putting out flyers or such to let residents know more about it.

**10. 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.*

**11. ADJOURNMENT**

**Motion by Councilmember DeLuca, seconded by Councilmember Esiginer, to adjourn the meeting. Motion passed, 5-0.**



Agenda Information Memorandum  
November 28, 2016 Maple Plain Canvassing Board

**CONSENT AGENDA  
D. CITY HOURS PROPOSAL**

**ACTION TO BE CONSIDERED**

To approve the proposed Staff recommended City Hours Change

**FACTS**

Mayor and City Council, currently, City Hall is open Monday through Friday 8:00 A.M. to 4:30 P.M. By having the hours allocated as they currently are, a large portion of Maple Plain's population is unable to stop by City Hall. Residents with daytime jobs are unable to stop by City Hall with the current hours because they too are working. Staff recommends the following hours change.

**City Hall**

Monday 7:30 A.M. to 6:30 P.M.  
Tuesday 7:30 A.M. to 4:30 P.M.  
Wednesday 7:30 A.M. to 4:30 P.M.  
Thursday 7:30 A.M. to 4:30 P.M.  
Friday 8:00 A.M. to 12 (Noon)

**Public Works**

Monday – Friday 7:00 A.M. to 3:30 P.M.

City Hall hours would increase from 40 to 42 hours per week and allow for residents with day jobs to stop in to City Hall on Monday evenings or before work Monday through Thursday. Staff would recommend approval of these hours to provide more opportunities for residents to visit City Hall.

**ATTACHMENTS**



Agenda Information Memorandum  
November 28, 2016 - Maple Plain City Council

### **5. CONSENT AGENDA**

#### **E. Payment Request No. 2 – BUDD AVENUE UTILITY & STREET IMPROVEMENTS**

#### **ACTION TO BE CONSIDERED**

To approve Payment Request No. 2 in the amount of \$461,787.67 to Ryan Contracting Co.

#### **FACTS**

- Construction on the project started in September, 2016.
- The payment request reflects work completed up to November 16, 2016.
- Street and restoration work is completed for the season.
- There are a few items still being addressed prior to winter.

#### **ATTACHMENTS**

Payment Request No. 2



Owner: City of Maple Plain, P. O. Box 97, Maple Plain, MN 55359	Date: November 22, 2016
For Period: 10/14/2016 to 11/16/2016	Request No: 2
Contractor: Ryan Contracting Co., 26480 France Ave., P. O. Box 246, Elko New Market, MN 55020	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 BUDD AVENUE STREET AND UTILITY IMPROVEMENTS  
 STANTEC PROJECT NO. 193803417

SUMMARY

1	Original Contract Amount		\$ <u>885,269.10</u>
2	Change Order - Addition	\$ <u>24,500.00</u>	
3	Change Order - Deduction	\$ <u>0.00</u>	
4	Revised Contract Amount		\$ <u>909,769.10</u>
5	Value Completed to Date		\$ <u>735,346.28</u>
6	Material on Hand		\$ <u>0.00</u>
7	Amount Earned		\$ <u>735,346.28</u>
8	Less Retainage 5%		\$ <u>36,767.31</u>
9	Subtotal		\$ <u>698,578.97</u>
10	Less Amount Paid Previously		\$ <u>236,791.30</u>
11	Liquidated damages -		\$ <u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$ <u><u>461,787.67</u></u>

Recommended for Approval by:  
**STANTEC**

Approved by Contractor:  
**RYAN CONTRACTING CO.**

Approved by Owner:  
**CITY OF MAPLE PLAIN**

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>ALTERNATE 2A - STREET IMPROVEMENTS</b>							
135	MOBILIZATION	LS	1	30000.00	0.25	0.75	\$22,500.00
136	TRAFFIC CONTROL	LS	1	7500.00		0.5	\$3,750.00
137	TEMPORARY MAILBOX	LS	1	2500.00	0.5	1	\$2,500.00
138	TEMPORARY CONSTRUCTION ENTRANCE	EA	3	200.00			\$0.00
139	STREET SWEEPER (WITH PICK UP BROOM AND OPERATOR)	HR	10	135.00	5	5	\$675.00
140	BOBCAT (WITH OPERATOR)	HR	10	80.00	4	8	\$640.00
141	CLEAR & GRUB	TREE	8	600.00		10	\$6,000.00
142	BRUSH REMOVAL	LS	1	2000.00		1	\$2,000.00
143	TREE TRIMMING	HR	4	300.00		4	\$1,200.00
144	REMOVE WOODEN POST	EA	3	50.00		3	\$150.00
145	SALVAGE AND REINSTALL FENCE, SPLIT RAIL	LF	100	20.00		50	\$1,000.00
146	SALVAGE AND REINSTALL SIGN	EA	1	250.00			\$0.00
147	SAWING BITUMINOUS PAVEMENT	LF	300	4.00	200	200	\$800.00
148	SAWING BITUMINOUS DRIVEWAY	LF	280	5.00	180	180	\$900.00
149	REMOVE BITUMINOUS PAVEMENT	SY	4560	3.50		4300	\$15,050.00
150	REMOVE BITUMINOUS DRIVEWAY	SY	780	5.00		700	\$3,500.00
151	REMOVE BITUMINOUS TRAIL	SY	60	5.00	60	60	\$300.00
152	REMOVE CONCRETE SIDEWALK	SF	150	1.00	96	96	\$96.00
153	REMOVE CONCRETE CURB & GUTTER	LF	260	4.00	160	260	\$1,040.00
154	REMOVE SIGN	EA	3	100.00		3	\$300.00
155	REMOVE SANITARY SEWER PIPE	LF	900	3.00		900	\$2,700.00
156	ABANDON SANITARY SEWER PIPE	LF	450	6.00	200	200	\$1,200.00
157	REMOVE WATERMAIN PIPE	LF	225	6.00		225	\$1,350.00
158	ABANDON WATERMAIN PIPE	LF	1350	6.00	500	1000	\$6,000.00
159	REMOVE SANITARY MANHOLE	EA	5	500.00		6	\$3,000.00
160	ABANDON SANITARY MANHOLE	EA	1	700.00			\$0.00
161	REMOVE STORM SEWER MANHOLE OR CATCHBASIN	EA	7	400.00	7	7	\$2,800.00
162	REMOVE STORM SEWER PIPE	LF	1100	8.00	1100	1100	\$8,800.00
163	REMOVE HYDRANT	EA	3	300.00		3	\$900.00
164	SALVAGE HYDRANT	EA	1	400.00		1	\$400.00
165	ADJUST GATE VALVE BOX	EA	6	350.00			\$0.00
166	ADJUST FRAME AND RING CASTING	EA	11	400.00			\$0.00
167	FURNISH AND INSTALL NEW FRAME AND RING CASTING IN STREET	EA	2	700.00			\$0.00
168	FURNISH AND INSTALL NEW CASTING FOR CURB BOX IN DRIVEWAY	EA	4	300.00	2	2	\$600.00
169	DITCH GRADING	LF	200	12.00	200	200	\$2,400.00
170	COMMON EXCAVATION (P)	CY	4450	15.00	4250	4450	\$66,750.00
171	SUBGRADE EXCAVATION (EV)	CY	500	12.00	450	450	\$5,400.00
172	SELECT GRANULAR BORROW	CY	2425	18.00	2284.45	2284.45	\$41,120.10
173	COMMON TOPSOIL BORROW (LV)	CY	775	25.00			\$0.00
174	GEOTEXTILE FABRIC, TYPE V NON-WOVEN	SY	5770	1.50	5030	5030	\$7,545.00
175	AGGREGATE BASE, CLASS 5, 100% CRUSHED	TN	2950	15.00	2422.84	2422.84	\$36,342.60
176	TYPE SP 9.5 WEARING COURSE (2,B)	TN	420	64.62			\$0.00
177	TYPE SP 12.5 NON-WEARING COURSE (2,B)	TN	560	58.92	500.98	500.98	\$29,517.74
178	TYPE SP 9.5 WEARING COURSE (2,B) 3.0" THICK (DRIVEWAY REPAIR)	SY	530	23.05	288	288	\$6,638.40
179	BITUMINOUS WEDGE FOR PLOW PROTECTION	TN	10	114.00	33.46	33.46	\$3,814.44
180	BITUMINOUS MATERIAL FOR TACK COAT	GAL	245	2.60	20	20	\$52.00
181	AGGREGATE BASE, CLASS 2, 100% CRUSHED	TN	150	45.00			\$0.00
182	AGGREGATE MATERIAL FOR ACCESS	CY	400	20.00			\$0.00
183	CONNECT EXISTING DRAINTILE TO STRUCTURE	EA	4	250.00	4	4	\$1,000.00
184	4" PERFORATED POLYETHYLENE PIPE	LF	2750	6.00	2450	2450	\$14,700.00
185	4" PERFORATED PVC DRAIN TILE, SDR 26	LF	175	10.00	175	175	\$1,750.00
186	4" PVC SUMP PIPE STUB INCLUDING WYE AND CAP	EA	10	200.00	8	8	\$1,600.00
187	POTHOLE EXISTING UTILITY	EA	4	300.00	2.29	5.29	\$1,587.00
188	SURMOUNTABLE CONCRETE CURB AND GUTTER	LF	2300	12.00	2248	2248	\$26,976.00
189	6" CONCRETE DRIVEWAY APRON	SF	1825	6.00	1075	1075	\$6,450.00
190	4" CONCRETE SIDEWALK	SF	8100	5.00	7675	7675	\$38,375.00
191	CONCRETE PEDESTRIAN CURB RAMP	SF	300	8.00	314	314	\$2,512.00
192	TRUNCATED DOME SURFACE	SF	74	40.00	84	84	\$3,360.00
193	SIGN PANEL, TYPE C	SF	92	45.00			\$0.00
194	INSTALL STREET NAME SIGN	EA	2	300.00			\$0.00
195	PROTECTION OF CATCHBASIN	EA	15	100.00		5	\$500.00
196	SILT FENCE, MACHINE SLICED	LF	1250	1.00		1000	\$1,000.00
197	ROCK DITCH CHECK	EA	5	250.00			\$0.00
198	FILTER LOG	LF	200	3.00		100	\$300.00
199	WATER FOR DUST CONTROL	MGAL	15	30.00			\$0.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
200	5' HIGH CONIFEROUS TREE B&B	EA	3	300.00			\$0.00
201	DECIDUOUS TREE 2.5" CAL. B&B	EA	3	450.00			\$0.00
202	SODDING, LAWN TYPE	SY	5500	4.55			\$0.00
203	SHRUB	EA	10	50.00			\$0.00
204	SEEDING	AC	0.5	2000.00			\$0.00
205	SEED MIXTURE TYPE 25-151	LB	60	5.00			\$0.00
206	SEED MIXTURE TYPE 33-262	LB	20	5.00			\$0.00
207	WATER FOR TURF ESTABLISHMENT	MGAL	10	80.00			\$0.00
208	FERTILIZER, TYPE 3	LB	200	1.00			\$0.00
209	EROSION CONTROL BLANKETS, CATEGORY 1	SY	100	2.00			\$0.00
210	EROSION CONTROL BLANKETS, CATEGORY 3	SY	600	2.50			\$0.00
211	LANDSCAPE RESTORATION	LS	1	10000.00			\$0.00
212	HERBICIDE	AC	0.5	1000.00			\$0.00
213	4" WHITE STRIPING (PAINT)	LF	300	1.50			\$0.00
214	4" DOUBLE YELLOW STRIPING (PAINT)	LF	250	3.00			\$0.00
215	PAVEMENT MESSAGE, ARROW (EPOXY)	EA	2	160.00			\$0.00
216	ZEBRA WALK (EPOXY)	SF	240	4.90			\$0.00
	TOTAL ALTERNATE 2A - STREET IMPROVEMENTS						\$389,841.28
<b>ALTERNATE 2B - SANITARY SEWER IMPROVEMENTS</b>							
217	BYPASS PUMPING	LS	1	1.00		1	\$1.00
218	CONNECT TO EXISTING SANITARY SEWER STRUCTURE, CORE DRILL	EA	1	2500.00		1	\$2,500.00
219	CONNECT TO EXISTING SANITARY SEWER PIPE	EA	1	2000.00		1	\$2,000.00
220	4' DIAMETER SANITARY MH, INCL R-1642-B CSTG AND CONC ADJ RINGS	EA	4	2800.00		4	\$11,200.00
221	4' DIAMETER SANITARY MANHOLE OVERDEPTH	LF	4	125.00		4	\$500.00
222	EXTERNAL SEAL SYSTEM	EA	5	300.00			\$0.00
223	8" PVC SANITARY SEWER, SDR 35	LF	75	37.00		75	\$2,775.00
224	10" PVC SANITARY SEWER, SDR 35	LF	1338	38.00		1338	\$50,844.00
225	10" X 4" SEWER WYE	EA	6	300.00		4	\$1,200.00
226	10" X 6" SEWER WYE	EA	6	350.00		8	\$2,800.00
227	8" PLUG	EA	2	200.00		2	\$400.00
228	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	400	2.00		400	\$800.00
229	TELEWISE SANITARY SEWER	LF	1413	2.00			\$0.00
230	RECONNECT SANITARY SEWER SERVICE	EA	12	200.00	11	11	\$2,200.00
231	CLEANOUT	EA	4	300.00			\$0.00
232	4" PVC, SCH. 40 SERVICE PIPE	LF	225	20.00	184	184	\$3,680.00
233	6" PVC, SCH. 40 SERVICE PIPE	LF	225	22.00	369	369	\$8,118.00
	TOTAL ALTERNATE 2B - SANITARY SEWER IMPROVEMENTS						\$89,018.00
<b>ALTERNATE 2C - WATERMAIN IMPROVEMENTS</b>							
234	TEMPORARY WATER MAIN	LS	1	5000.00		1	\$5,000.00
235	CONNECT TO EXISTING WATER MAIN	EA	6	1000.00	1	7	\$7,000.00
236	HYDRANT	EA	3	3600.00	1	4	\$14,400.00
237	6" GATE VALVE & BOX	EA	6	1700.00	3	9	\$15,300.00
238	8" GATE VALVE & BOX	EA	8	2000.00		8	\$16,000.00
239	6" PVC WATER MAIN, C900	LF	180	29.00	22	202	\$5,858.00
240	8" PVC WATER MAIN, C900	LF	1600	30.00		1600	\$48,000.00
241	INSULATION 4" THICK	SY	25	30.00	4	12	\$360.00
242	DUCTILE IRON FITTINGS	LB	1500	5.00	260	1420	\$7,100.00
243	IMPROVED PIPE FOUNDATION, PER 6" INCREMENT	LF	400	0.01		400	\$4.00
244	CONNECT TO EXISTING WATER SERVICE	EA	14	250.00	11	11	\$2,750.00
245	1" TYPE "K" COPPER WATER SERVICE	LF	625	20.00	523.8	523.8	\$10,476.00
246	1" CURB STOP AND BOX	EA	13	300.00	10	10	\$3,000.00
247	1" CORPORATION STOP WITH SERVICE SADDLE	EA	13	250.00	10	10	\$2,500.00
	TOTAL ALTERNATE 2C - WATERMAIN IMPROVEMENTS						\$137,748.00
<b>ALTERNATE 2D - STORM SEWER IMPROVEMENTS</b>							
248	BULKHEAD STORM SEWER PIPE	EA	2	200.00	2	2	\$400.00
249	CONNECT TO EXISTING STORM SEWER PIPE	EA	2	1000.00	2	2	\$2,000.00
250	12" PVC STORM SEWER PIPE, SDR 35	LF	59	38.00	59	59	\$2,242.00
251	12" RCP STORM SEWER, CLASS 5	LF	89	40.00	89	89	\$3,560.00
252	15" RCP STORM SEWER, CLASS 5	LF	706	42.00	706	706	\$29,652.00
253	18" RCP STORM SEWER, CLASS 5	LF	32	45.00	32	32	\$1,440.00
254	24" EQUIVALENT ARCH RCP STORM SEWER(29" SPAN), CI	LF	61	75.00	61	61	\$4,575.00
255	27" RCP STORM SEWER, CLASS 3	LF	46	60.00	46	46	\$2,760.00
256	30" EQUIVALENT ARCH RCP STORM SEWER(36" SPAN), CLASS 3	LF	50	95.00	50	50	\$4,750.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
257	27" RC FLARED END SECTION, INCLUDING TRASH GUARD	EA	1	1800.00	1	1	\$1,800.00
258	30" EQUIVALENT ARCH RC FLARED END SECTION, INCLUDING TRASH GUARD	EA	2	2000.00	2	2	\$4,000.00
259	30" HDPE CORRUGATED STORM PIPE	LF	28	55.00	28	28	\$1,540.00
260	30" METAL FLARED END SECTION, INCLUDING TRASH GUARD	EA	2	750.00	2	2	\$1,500.00
261	27" DIA STORM SEWER CBMH, INCL R-4342 CSTG AND CONC ADJ RINGS	EA	2	2000.00	2	2	\$4,000.00
262	2' X 3' CB, INCL R-3067 CSTG AND CONC ADJ RINGS	EA	2	2200.00	2	2	\$4,400.00
263	4' DIA STORM SEWER CBMH, INCL R-3067 CSTG AND CONC ADJ RINGS	EA	6	2400.00	6	6	\$14,400.00
264	4' DIA STORM SEWER MH, INCL R-4342 CSTG AND CONC	EA	1	2400.00	1	1	\$2,400.00
265	5' DIA STORM SEWER CBMH, INCL R-1642 CSTG AND CONC ADJ RINGS	EA	1	3200.00	1	1	\$3,200.00
266	5' DIA STORM SEWER CBMH, INCL R-3067 CSTG AND CONC ADJ RINGS	EA	2	3300.00	2	2	\$6,600.00
267	6' DIA STORM SEWER CBMH, INCL R-3067 CSTG AND CONC ADJ RINGS	EA	1	4500.00	1	1	\$4,500.00
268	RANDOM RIP RAP, CLASS 3	CY	25	60.00	12	12	\$720.00
	TOTAL ALTERNATE 2D - STORM SEWER IMPROVEMENTS						\$100,439.00
<b>CHANGE ORDER NO. 1</b>							
1	REMOVE & DISPOSE EXISTING DUCTWORK FROM INDEPENDENCE TO STATION 11+50	LF	1050	22.00	800	800	\$17,600.00
2	BULKHEAD DUCT	EA	4	350.00	2	2	\$700.00
	TOTAL CHANGE ORDER NO. 1						\$18,300.00
TOTAL ALTERNATE 2A - STREET IMPROVEMENTS							\$389,841.28
TOTAL ALTERNATE 2B - SANITARY SEWER IMPROVEMENTS							\$89,018.00
TOTAL ALTERNATE 2C - WATERMAIN IMPROVEMENTS							\$137,748.00
TOTAL ALTERNATE 2D - STORM SEWER IMPROVEMENTS							\$100,439.00
TOTAL CHANGE ORDER NO. 1							\$18,300.00
<b>TOTAL WORK COMPLETED TO DATE</b>							<b>\$735,346.28</b>

**PROJECT PAYMENT STATUS**

OWNER CITY OF MAPLE PLAIN  
 STANTEC PROJECT NO. 193803417  
 CONTRACTOR RYAN CONTRACTING CO.

**CHANGE ORDERS**

No.	Date	Description	Amount
1	8/15/2016	This Change Order provides for additional work on this project. See Change Order.	\$24,500.00
<b>Total Change Orders</b>			\$24,500.00

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	09/13/2016	10/13/2016	236,791.30	12,462.70	249,254.00
2	10/14/2016	11/16/2016	461,787.67	36,767.31	735,346.28

**Material on Hand**

Total Payment to Date		\$698,578.97	Original Contract	\$885,269.10
Retainage Pay No.	2	36,767.31	Change Orders	\$24,500.00
Total Amount Earned		\$735,346.28	Revised Contract	\$909,769.10



Agenda Information Memorandum  
November 28, 2016 - Maple Plain City Council

**6. ADMINISTRATIVE REPORTS  
A. MONTHLY ENGINEER REPORT**

**ACTION TO BE CONSIDERED**

To receive and accept the monthly report from City Engineer Dan Boyum.

**FACTS**

- See attached.

**ATTACHMENTS**

Attached on page(s) \_\_\_\_ through \_\_\_\_ is the monthly report from City Engineer Dan Boyum.

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To: Honorable Mayor and Council, City Staff  
City of Maple Plain

From: Dan D. Boyum  
City Engineer

File: 193801804

Date: November 22, 2016

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**Reference: Monthly Engineering Report**

The purpose of this update is to provide you with information on various projects and engineering activities since the last report and to date.

**Meadows of Maple Plain**

- Performed weekly erosion control inspection and prepared list of items to address.
- Looked at project with developers engineer, public works, and Stantec construction staff to prepare a punchlist.

**Budd Avenue Improvements**

- Performed various survey and site construction observations.
- The major street and restoration work is completed for the season.
- A guide wire needed to be removed and a hand hole needed to be shifted in two sidewalk locations. Temporary gravel will be placed in these areas until concrete can be placed next spring.
- Reviewed estimated final costs, had discussions with the special benefit appraiser and staff, and prepared assessment roll and notices to property owners.
- Provided various project updates to staff for resident communications.
- Prepared Payment Request No. 2 for the project.
- We are reviewing grading/drainage items at the north entrance to the church as well as discussing the current surmountable entrance with church representatives.

**Well No. 4**

- Opened bids on November 10, 2016.
- Council awarded the bid to the low bidder, Mark J. Traut Wells for \$179,480 (Base and Alternate Bid).
- We forwarded contracts to the contractor for signature, and coordinated a preconstruction meeting.
- Coordinated staking location of museum and planting beds in Northside Park.

**Heritage Museum**

- Prepared quote packages for a new foundation in Northside Park and for relocating the existing museum to Northside Park.
- Responded to contractor questions and prepared correspondence on quotes.
- Only one quote was received on relocating the museum, and one contractor expressed concerns with the building condition.
- Performed a site inspection and review of the existing museum condition and prepared a memo for Council considerations.

**Reference: Monthly Engineering Report****Miscellaneous**

1. Prepared monthly engineering report.
2. Attended staff and council meetings.
3. Conducted Proto Labs erosion control site visits.
4. Looked at Common Bond parking lot and provided comments to the City Planner.
5. Prepared general correspondence to City Staff on various items.

## Memorandum

To: Mayor and City Council

From: Mark Kaltsas, City Planner

CC: Robert Schoen, City Administrator

Date: November 28, 2016

Re: **Planning Update – November 2016**

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### ***Meetings:***

- **City Council Meetings** – provided October planning report.
- **EDA Meeting** – Attended EDA Meeting to review downtown redevelopment status.
- **Planning Commission Meetings** – Attended the November Planning Commission Meeting to discuss Total Auto Sales variance request.
- **Staff Meetings** – one meeting to discuss current project status/issues – discussed Total Auto Sales Site Plan/Variance, Maple Terrace parking lot expansion, downtown redevelopment agreement extension and church parking lot expansion.
- Meeting with Total Auto Sales on site to review existing conditions with applicant.
- Meeting with City and potential gateway property commercial developer.
- Meeting with Maple Terrace Apartments on site to review the proposed parking lot expansion.

### ***Correspondence:***

Staff has had correspondence with various constituents over the course of the last month, including the following:

- Correspondence with City and applicant pertaining to Total Auto Sales.
- Correspondence with Maple Terrace Apartments regarding parking lot expansion.

- Correspondence with Meadows of Maple Plain Developer regarding additional marketing of the project.
- Correspondence with downtown developer regarding status of leasing for project.
- Correspondence with realtor regarding school house property and the potential to subdivide.
- Correspondence with City regarding outstanding CUP conditions that have not been met for recent City approvals.
- Correspondence with realtor regarding 1675 Spring Ave. property.
- Staff has had correspondence with developers, builders and residents regarding building setbacks, zoning and other related planning questions.
- Work and correspondence with City regarding FEMA mapping updates and ordinance changes.



Date: November 2, 2016  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells *G.K.*  
SUBJECT: OCTOBER 2016 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.

\\WHPS#0\share\monthlyactivityreport\2015\lettertocouncilmonthlyreport.docx

*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](mailto:westhennepin@westhennepin.com)

**Monthly Activity Report**  
**October 2016**

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
<b>City Of Independence</b>				
Criminal	12	14	108	108
Traffic	193	182	2,115	2,021
Part III	10	14	117	106
Part IV	28	36	327	335
Part V	185	147	1,702	1,591
<b>Total City of Independence</b>	<b>428</b>	<b>393</b>	<b>4,369</b>	<b>4,161</b>
<b>City Of Maple Plain</b>				
Criminal	6	3	64	60
Traffic	80	97	944	610
Part III	5	5	78	55
Part IV	19	16	195	218
Part V	138	151	1,367	1,326
<b>Total City Of Maple Plain</b>	<b>248</b>	<b>272</b>	<b>2,648</b>	<b>2,269</b>
<b>Grand Total Both Cities</b>				
	<b>676</b>	<b>665</b>	<b>7,017</b>	<b>6,430</b>
TZD	2	31	133	242
Agency Assists	99	38	501	328
<b>Total ICR Reports</b>	<b>777</b>	<b>734</b>	<b>7,520</b>	<b>7,000</b>
Mileage	14,132	14,211	129,279	127,923
<b>How Received</b>				
Fax	5	7	108	101
In Person	30	56	360	418
Mail	1	2	18	29
Other	3	4	55	38
Phone	30	38	346	442
Radio	215	210	2,179	1,956
Visual	426	376	3,910	3,499
Email	2	1	46	36
Lobby Walk In	65	40	498	481
<b>Total</b>	<b>777</b>	<b>734</b>	<b>7,520</b>	<b>7,000</b>

**October 2016 Criminal Part I & II**  
**City of Independence Grid #'s 3-5**

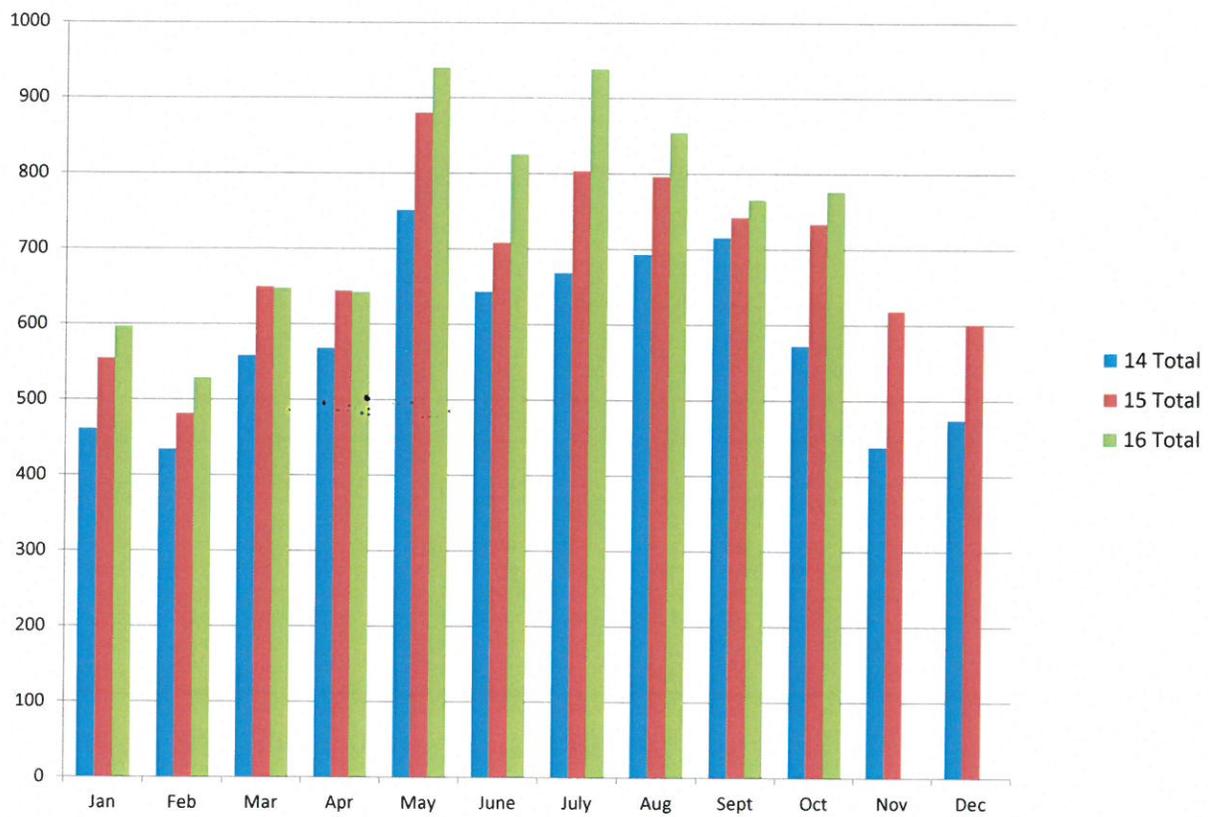
AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	16006742	4th Degree DWI	42644	5	42644	JGW01
WHPS	16006883	Dangerous Weapons- Intentionally Point a Gun / Damage to Prop-1st Degree- Value Reduced	42649	4	42649	P3119
WHPS	16006935	Burglary/ Theft of Property / Damage to Property	42651	5	42651	P3119
WHPS	16006959	Assault-2nd Degree-Dangerous Weapon-Substantial Injury / Felony Flee Police Officer	42652	4	42652	E1700
WHPS	16006987	Damage to Property	42654	3	42654	P3119
WHPS	16007005	Domestic - 2nd Degree Assault - Dangerous Weapon	42655	4	42655	A2131
WHPS	16007075	Damage to Property / Trespassing	42657	3	42657	P3119
WHPS	16007123	Property Damage to Mailbox	42659	3	42659	P3119
WHPS	16007126	Property Damage to Mailbox	42659	3	42659	P3119
WHPS	16007135	Possession of Small Amount Marijuana / Possession of Drug Paraphernalia	42659	4	42659	DA540
WHPS	16007177	Possession of Small Amount Marijuana / Possession of Drug Paraphernalia / No Insurance on Motor Vehicle	42661	3	42661	DA540
WHPS	16007185	CSC / Alleged Child Maltreatment	42661	3	42661	L1801

**October 2016 Criminal Part I & II**  
**City of Maple Plain Grid # 1-2**

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	16006806	Financial Exploitation Vulnerable Adult	42646	2	42646	U1701
WHPS	16006846	5th Degree Controlle Substance Possess Schedule 1, 2,3, 4	42648	1	42648	DH530
WHPS	16006951	Domestic Assault - Misdemeanor- Commits Act to Cause Fear or Immeidate Bodily Harm or Death /Domestic Assault -Misdemeanor- Intentionally Inflicts -Attempts to Inflict bodily Harm on Another /Disorderly Conduct	42652	2	42652	AL351
WHPS	16007068	Theft/ Shoplifting	42657	1	42657	U328D
WHPS	16007096	Theft from Auto - Catalytic Converters	42658	1	42658	TC159
WHPS	16007338	Theft & Damage of Campaign Signs	42668	2	42668	TR059

**October 2016 Criminal Part I & II**  
**Towards Zero Death Grant Shift**

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	16006742	4th Degree DWI	42644	12	42644	JGW01
WHPS	16007164	Possession of Drug Paraphernalia	42660	68	42660	DC500



# DIRECTOR'S NEWS & NOTES

## WEST HENNEPIN PUBLIC SAFETY

October 2016 Activity Report

### Year to Date Activity Report

At the end of October 31, 2016, West Hennepin Public Safety (WHPS) has year-to-date handled a total of 7,520 incident complaints; 2,648 in Maple Plain and 4,369 in Independence. This is an increase of 520 incidents compared to the same time frame last year.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

### **Recent Highlighted Cases:**

#### Reckless Driving

Oct 1 At 12:56 a.m. WHPS Officer heard tires squealing and observed gray Dodge Pickup driving at a high speed through the Metro Transit parking lot. The driver and two passengers in the vehicle were stopped. The driver decided to come to the parking lot to "have some fun" and was intentional in his driving. Tire marks left in the parking lot led up to the stopped vehicle and the truck tires were warm to the touch. The driver was issued a citation for reckless driving.

#### Suspicious Activity

Oct 1 10:19 p.m. Caller reported a female took a pumpkin from the MPFC in Maple Plain after hours and did not pay for it. The female was located in the 1500 block of Howard Ave with a cart full of groceries in bags from MPFC and a large pumpkin in one of the bags. The female said she originally was not going to buy a pumpkin, but changed her mind and told the cashier to add it to her bill but did not have a receipt for her groceries. Case pending if female had paid for the pumpkin.

#### PI Crash

Oct 2 At 7:43 a.m. at 7900 Co Rd 11, Independence. A single car rollover crash. Two juvenile males were standing outside of their vehicle. The juveniles had been at a church lock out and were up all night until 4:00 a.m. The driver said he closed his eyes because he was tired, drove slightly off the road, onto the steep ditch embankment and the vehicle ended on its roof. The driver and passenger were able to get out of the vehicle through the passenger side door. Both had been wearing their seatbelts and were not injured. Their relatives arrived and picked them up.

#### Medical

Oct 2 Male at Vinland National Center, Independence reported he was having suicidal thoughts. He was at Vinland Center voluntarily but has been feeling homesick. North Memorial responded to the scene and transported to the hospital to speak to a doctor about his thoughts and possibly change his medication.

#### Suspicious Act

Oct 4 5700 Providence Curve, Independence. 6:09 a.m. reported a vehicle with flashers on had been parked in front a residents hours for approximately 1 ½ hours. Contact with the male driver who said he was with the utility company, was doing some markings and showed the list of addresses on his laptop.

#### Child Stuck

Oct 4 Orono Discovery Center reported a child that was stuck in their playground equipment. Maple Plain Fire Rescue responded and was able to release the child.

#### Suspicious Act / 5<sup>th</sup> Degree Controlled Substance

Oct 5 At 12:48 a.m. caller reported vehicle parked behind the Maple Plain Family Center strip mall with two male occupants that were reclined in their seats and appeared passed out. Contact was made with the males who were sleeping. Nearly a pound of marijuana and drug paraphernalia was found inside the vehicle. The two males were arrested and transported to Hennepin County Jail charged with 5<sup>th</sup> Degree Drug Possession.

#### Assist/ Female Stuck in Elevator

Oct 5 1800 block of Budd Ave., Maple Plain a 90 year old female was stuck in an elevator in the basement of the building and the door would not open. Maple Plain Fire responded and was able to get the doors open and the female was able to get out.

#### School Bus Stop Arm Violation

Oct 6 1400 Halgren Rd, Maple Plain. Reported a vehicle passed on the left side of the school bus when the kids were on the bus and the bus doors were closing. Contact was made the driver who admitted he had passed a school bus.

#### Reckless Discharge of Firearm

Oct 6 Fern Drive and Sunset Lane, Independence Driver reported his truck was shot with a pellet gun by two kids near the railroad tracks. The area was checked, a 13 year old male from Independence and 16 year old male from Loretto admitted to intentionally shooting at the truck with the pellet guns. Charges/ Consequences pending for their actions.

#### Stolen Vehicle Recovered

Oct 6 Vehicle had been reported stolen out of Minneapolis was stopped at Co Rd 6 / Co Rd 92, Independence. Both driver and passenger were taken into custody. The driver was arrested, booked and released pending complaint for theft and driving a vehicle without the owner's consent.

#### Disorderly Conduct/ Unreasonable Acceleration

Oct 6 Police observed a driver pull into the 1890 Newport apartments, cut the corner, driving on the dirt area, accelerated hard with his truck, flinging mud all the way across Budd Ave hitting the van that had just closed its side door with children sitting inside. The driver looked in his rear view mirror at the Officer who yelled to stop and come back. The driver kept going to his parking spot, got out, and walked towards the squad, saying "What"? He was informed why he was stopped. He stated he did not try to fling mud at the Officer, or the other vehicles, his truck has big tires, can't control that and his truck is just big and powerful. The male scraped the road clean of the mud and was issued a citation for Disorderly Conduct and Unreasonable Acceleration.

#### Theft of Mail

Oct 7 2200 block of Budd Street N. Maple Plain resident reported someone has stolen mail from his mailbox as he has had bogus checks written on two separate accounts of his. Counterfeit checks were written at several locations, and two of them got cashed. The accounts were closed at his bank. Case under investigation.

#### Warrant

Oct 7 Vinland National Center, Independence reported a client had a Ramsey County warrant for a probation violation originating charge of felony drugs. Client was arrested and transported to Hennepin County Jail.

Burglary

Oct 8 3500 block of Co Rd 92, Independence. Owner of property stopped by his unoccupied dwelling and found his front door was pried open and inside were 3 dogs and 5 cats. Occupants were illegally living in the dwelling, had replaced the lock with a new lock and had been using the house as their residence. Occupants were from the state of Pennsylvania and arrived while Police were there. They were issued no trespassing notices and told to not return to the property. Extensive damage was done to the residence and barn. Charges pending.

Domestic Assault

Oct 9 5300 block of Bryant St, Maple Plain. Reported a domestic assault. A 54 year old male was arrested for domestic assault and transported to Hennepin County Jail.

Trespassing

Oct 9 Vinland National Center, Independence Reported a male who was previously a client at the center was on site fraternizing with other female clients and they requested he leave. The male was issued a No Trespassing Notice barring him from the center or its grounds for one year. He left the property in a taxi.

Assault

Oct 9 10:58 p.m. Vinland National Center, Independence reported a male was struck with a pillow case filled with rocks causing large lacerations to the top of the victims head. The victim had multiple stitches and staples to close the wound. Anthony Haxen Hill, 34 from St. Louis Park was arrested and transported to Hennepin County Jail. He was charged 2<sup>nd</sup> Degree Assault – Dangerous Weapon

Suicide Threat

Oct 10 1800 block of Newport Street, Maple Plain. Female was breaking up with her boyfriend, had made suicidal comments and possibly broke her hand punching the wall. North Memorial Ambulance transported her to the hospital.

2<sup>nd</sup> Degree Assault

Oct 12 5300 Sunset Lane, Independence. A 30 year old female cut her mom with a box cutter and was arrested for 2<sup>nd</sup> Degree Assault and transported to Hennepin County Jail.

Misc. Assist

Oct 12 Person at Vinland National Center, Independence reported he was assaulted by staff that had grabbed his sweatshirt and made him go back into the building. It was not a crime and he would need to go through the grievance process at Vinland.

Misc. Assist

Oct 13 WHPS Officer assisted two males that were trying to rope a goat that was on Co RD 6 and Co Rd 110, Independence. The goat was roped, loaded into the back of the males' pickup truck and returned to the owner on Broadmoor Drive.

Theft

Oct 14 4900 block of Highway 12, Maple Plain. Male paid for a bottle of Phillips vodka and when asked where the Bacardi was he had picked up, he stated he put it back. The store video showed the male put the bottle in his pants, did not put it back on the shelf and left with it in his pants. The case is under investigation.

Suspicious Act

Oct 15 Homeowner in the 800 block of Co Rd 19, Independence had accidentally left her garage door open when she left. Upon returning, the door to the house was locked and she thought she had left it unlocked. The house was checked, no one was found inside and nothing appeared disturbed. No crime had occurred.

#### Theft of Catalytic Converters

Oct 15 5200 Independence Street, Maple Plain. The owner stated he started up his two trucks and noticed they were extremely loud. He checked the exhaust and the catalytic converters had been cut off from two trucks. Approximate loss \$2,000.00.

#### Suspicious Vehicle

Oct 16 11:51 p.m. reported an occupied vehicle was parked on the roadway of 5400 block of Lake Sarah Heights Drive, Independence. The driver a 17 year old female from Plymouth and 21 year old male from Loretto were inside the vehicle. The driver was issued a citation for Possession of a Small Amount of Marijuana and Possession of Drug Paraphernalia.

#### School Bus Crash

Oct 18 School bus rear-ended at the 3300 block of County Line Rd / Railroad Tracks, Independence. The driver, 45 year old female from Waconia admitted being distracted trying to find a location on her phones GPS. She failed to see the school bus with amber lights active, stopping at the RR crossing and rear ended the school bus at posted speed of approximately 40 – 45 mph. The Driver was cited for Failure to Drive with Due Care.

#### Crash

Oct 19 10:51 p.m. WHPS Officer responded to crash; a vehicle rolled over on Co Rd 11 near Lake Rebecca Rd, Independence. The driver a 16 year old male from Delano stated he drove off the side of the road, over corrected trying to get back on the road, went back into the ditch and the vehicle rolled over. The driver and the 15 year old female passenger from Independence reported no injuries.

#### Hit and Run Crash

Oct 20 Driver reported she was traveling westbound Highway12 prior to County Line Rd, Independence and her vehicle was rear-ended by another westbound vehicle. She turned onto County Line Road and the other vehicle that had struck her drove off. No injuries to the driver. The other vehicle was not located.

#### Traffic Complaint

Oct 21 5:11 p.m. caller reported a large combine was driven down the roadway taking up an entire lane at Highway 12 and Co Rd 92, Independence. The caller was not happy that the combine/farmer has to be working during rush hour.

#### Animal Complaint

Oct 22 6000 block of Co Rd 11, Independence. Reported two dogs entered a horse pen and the horse kicked one of the dogs in the face. The dog was bleeding but did not appear to be life threatening. Previous reports were found of the dogs chasing a horse with a rider, running at large, and no city dog license. The animal owner's sister picked up the dogs; said the dogs always find a way out and have broken windows and doors to get out of the barn. The animal owner was issued a citation for Dog at Large.

#### Help Requested

Oct 24 Client at Vinland Center, Independence was hearing voices and telling him to do inappropriate things. He wanted to go to the hospital instead of jail. He was transported to the hospital.

#### Killed Chicken

Oct24 4900 Block of Main Street, Maple Plain reported their neighbors old yellow lab dog was found with a chicken in its mouth; when confronted the dog dropped it and went back home. Caller did not have issues with the dog; she was hoping the Police would take the dead chicken for her. She was given a couple options of how to take care of the dead chicken.

#### Hunter Harassment

Oct 27 9000 block of Kuntz Crossing, Independence. Reported a neighbor near his hunting area is harassing him. Six deer walked out in front of the hunter, as he was going to shoot one of them the neighbor came into his back yard of Nelson Road and started hitting his fence posts with a stick to scare them away. The hunter checked his trail cameras and noted the SD cards in two cameras have been stolen.

#### Traffic Stop / Warrant Arrest

Oct 27 8:55 p.m. vehicle stopped for no tail lights. The 26 year old male passenger from Minneapolis had a Misdemeanor Warrant in Washington County for Drug Paraphernalia. He was transported to Hennepin County Jail.

#### Traffic Complaint

Oct 28 Caller stated a car that going 60 – 80 mph was speeding down Nelson Road had tried to run him over when he stood in the road and forced the car to stop. As soon as he walked around to speak to the driver the vehicle sped off.

#### Warrant Arrest

Oct 29 Vehicle stopped for fail to dim headlights. The 24 year male driver from Brooklyn Center admitted he did not have a driver's license, he was revoked. His girlfriend bought the vehicle a month ago and did not have insurance on it. He was issued a citation for Driving after Revocation and No Insurance Motor Vehicle. The 50 year old male passenger had a body only Gross Misdemeanor Warrant in Dakota County for stalking /harassment; was arrested and transported to Hennepin County Jail.

#### Halloween

Oct 31 7:36 p.m. caller reported 6 males in the area of the Orono Discovery Center, one had a clown mask and they were scaring kids that were out trick-or-treating. The area was checked and found many kids out trick-or-treating, did not find a large group of males or someone wearing a clown mask.



Agenda Information Memorandum  
November 28, 2016 - Maple Plain City Council

**6. ADMINISTRATION MONTHLY REPORTS**  
**D. Public Works October Monthly Report**

**ACTION TO BE CONSIDERED**

To approve the October Monthly Report for Public Works:

**FACTS**

Staff has been busy with seasonal projects and ongoing opportunities that include:

- Continued compost site clean-up and organization for the closure for the season.
- Prepared city equipment for snow plowing and maintenance for the season.
- Updated the water treatment plant with by replacing aging chemical feed lines.
- Placed Holiday Ornaments up in the city.
- Planted three spruce trees in Northside Park.
- Prepared the hockey rink at Rainbow Park.
- Prepared the warming house at Rainbow Park.
- Completed some spot pothole patching.



Agenda Information Memorandum  
October 24, 2016 - Maple Plain City Council

**6. ADMINISTRATIVE REPORTS**  
**E. ADMINISTRATION OCTOBER MONTHLY REPORT**

**ACTION TO BE CONSIDERED**

To approve the November Monthly Report for Administration

**FACTS**

- Staff is finished the 2016 State General Election.
- Staff attended the November Police Commission meeting.
- Staff attended the APMP Monthly meeting discussing succession planning.
- Staff has been working with to establish Cable Franchise Applications.
- Staff has been communicating with Budd Avenue residents during the street reconstruction project and is wrapping the project up for the season.
- Staff has been working on discussing and drafting an electronic sign policy.
- Staff has been working on the utility bill assessment certification process.
- Staff has been working on end-of-year reporting for various institutions.
- Staff has been working on Liquor Licenses.



Agenda Information Memorandum  
November 28, 2016 - Maple Plain City Council

**8. ASSESSMENT HEARING**  
**A. BUDD AVENUE UTILITY & STREET IMPROVEMENTS**

**ACTION TO BE CONSIDERED**

Following closure of the assessment hearing, approve Resolution 16-1128-01 that adopts the assessment for the project.

**FACTS**

- Construction on the project started in September, 2016.
- The first lift of asphalt has been placed on the project streets. The final lift of asphalt as well as remaining restoration and punchlist items will be completed in Spring 2017.
- The estimated total project costs are \$1,177,900.
- The proposed assessments are based on assessing 35% of the costs to property owners over a 20-year period at an interest rate of 3.80 percent.
- 35% was used on the most recent Main Street West and Rainbow Avenue Projects.
- Where new water and sanitary sewer mains were placed for future development on two lots, those water and sanitary sewer mains are assessed at 100%.
- The Council felt new street lighting and concrete walk do provide benefit to the community as a whole.
- The City of Independence will hold their assessment hearing for the one property owner in Independence on November 29, 2016.

**ATTACHMENTS**

Proposed Final Assessment Roll and Resolution 16-1128-01

**Proposed Final Assessment Roll  
Budd Avenue Street and Utility Improvements  
Maple Plain, Minnesota  
November 28, 2016**

<b>Property Owner</b>	<b>Property Address</b>	<b>Parcel No.</b>	<b>Adjusted Frontage</b>	<b>Total Assessment (1) (35%)</b>
City of Maple Plain	1664 Budd Avenue N.	24-118-24-43-0005	66	\$ 13,143.03
City of Maple Plain	Address Unassigned	24-118-24-43-0004	765	\$ 87,567.94
David B & Carla M Liesch	1810 Budd Avenue	24-118-24-43-0001	0	\$ -
David B & Carla M Liesch (2), (3)	1826 Budd Avenue	24-118-24-42-0007	260	\$ 19,931.98
Marilyn I Vialle	1665 Budd Avenue	24-118-24-34-0013	75	\$ 7,985.51
Pete Martinez	1675 Budd Avenue	24-118-24-34-0012	30	\$ 9,009.99
Donald & Marcy Fahrman	1679 Budd Avenue	24-118-24-34-0011	60	\$ 12,204.19
Wayne W Marshall	1689 Budd Avenue	24-118-24-34-0009	102	\$ 14,100.00
Ted & Patricia Westerdahl	1709 Budd Avenue	24-118-24-34-0008	68	\$ 13,355.97
Barbara L Ingersoll	1715 Budd Avenue	24-118-24-34-0007	33	\$ 9,629.41
Adlon Land Acquisition I LLC (3)	1741 Budd Avenue	24-118-24-34-0080	264	\$ 40,598.76
Debra K. Olsen	1765 Budd Avenue	24-118-24-34-0003	65	\$ 13,036.55
Caitlin Cahill	1775 Budd Avenue	24-118-24-34-0002	75	\$ 14,101.29
Maple Plain Community Church	5220 Manchester Dr.	24-118-24-34-0065	74	\$ 7,879.03
Maple Plain Community Church	1815 Budd Avenue	24-118-24-31-0006	200	\$ 45,000.00
Maple Plain Community Church	1839 Budd Avenue	24-118-24-31-0005	207	\$ 15,900.00
Maple Plain Apartments, LLC	1875 Budd Avenue	24-118-24-31-0004	40	\$ 18,000.00
<b>Totals</b>			<b>2384</b>	<b>\$ 341,443.65</b>

**Note(s):**

- (1) The City of Maple Plain has done a special benefit analysis. That special benefit analysis provided a maximum benefit number that the City used in adjusting final assessments on the project.
- (2) This property is located in the City of Independence.
- (3) The 8" sanitary & 6" watermain stubs for future development are included in Total Assessment Columns.

**RESOLUTION NO. 16-1128-01**

**A Resolution Adopting Assessments for the  
Budd Avenue – Street and Utility Improvements**

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for Budd Avenue – Street and Utility Improvements, the improvement of Budd Avenue between Independence Street to north of Manchester Drive by utility and street improvements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLE PLAIN, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January 2017, and shall bear interest at the rate of 3.80 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2017. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the council this 28<sup>th</sup> day of November, 2016.

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Mayor

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City Administrator



5050 INDEPENDENCE STREET | MAPLE PLAIN, MN 55359  
Phone: (763) 479-0515 | Fax: (763) 479-0519 | [www.mapleplain.com](http://www.mapleplain.com)

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To: City of Maple Plain Honorable Mayor and Council  
From: Robert Schoen  
Re: Delinquent Utility Bills  
Date: November 28, 2016

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### **Background**

The City of Maple Plain has previously certified delinquent utility amounts to property taxes. City Staff has completed the administrative end of this process and brings forth to Council the procedure and the request for the approval of certifying delinquent utility bill accounts to the corresponding property taxes:

The City of Maple Plain reviewed all of the accounts through our utility billing system and found accounts delinquent since July 31, 2016 or earlier. A total of sixty-three (63) accounts were found delinquent. The City sent informative notices on November 10, 2016, alerting the owners of the property that the overdue amount would be assessed to their property taxes if no payment was made before today's date (November 28, 2016). The notice also directly alerted the property owners of today's public hearing regarding the topic at hand.

Since that time, the total of delinquent accounts has now been reduced to forty-five (45). The properties and the delinquent amounts are listed in the attached resolution. The resolution also contains the justification by state statute and city ordinance to certify the delinquent utility bill amounts to the property taxes.

If Council approves the certification, city staff will submit the resolution and property information to Hennepin County by Wednesday, November 30, 2016. In which the process will be completed by them.

### **Recommendation**

Staff recommends the adoption of Resolution 16-1128-02 to certify delinquent water and sewer accounts as special assessments to the owner's property taxes.

**CITY OF MAPLE PLAIN  
RESOLUTION 16-1128-02**

**RESOLUTION CERTIFYING DELINQUENT WATER AND SEWER  
ACCOUNTS AS SPECIAL ASSESSMENTS**

**WHEREAS THE CITY OF MAPLE PLAIN, MINNESOTA** (the “City”) operates public utilities which are funded through usage rates paid by property owners; and,

**WHEREAS** property owners receive monthly utility bills from the City including water, sanitary sewer, and storm sewer; and,

**WHEREAS** property owners with outstanding and delinquent balances are assessed a late fee if utility bills are not paid in full by the due date indicated by the City; and,

**WHEREAS** the public utility billing records for the City identify certain accounts as delinquent for the year 2016; and,

**WHEREAS** consumers have received notification regarding the delinquency of their account according to the legal requirement of the law; and,

**WHEREAS** City Ordinance § 53.19 imposes a \$150 penalty on each delinquent utility account that is assessed and collected with taxes; and,

**WHEREAS** Minnesota Statute § 444.075, subd.3(e) authorizes collection of delinquent accounts by certification to the County Tax Rolls for collection.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA** the County Auditor of Hennepin County is hereby directed to place the following list of delinquent utility accounts, consisting of delinquent principal, penalty and interest thereon at the rate of 10 percent on the 2016 payable 2017 tax rolls:

# Delinquency Certification 2016

Property Address	Overdue Assessment Amount
1350 BUDD AVE	\$1,988.35
1760 PERKINS LN	\$1,962.05
5429 BRYANT ST	\$1,732.68
5785 MAPLE RIDGE DR	\$1,552.96
5789 THREE OAKS AVE	\$1,457.93
1826 BUDD AVE "B"	\$1,348.82
5009 MAIN ST E	\$1,187.62
1826 BUDD AVE "A"	\$1,162.31
5119 MAIN ST E	\$1,143.18
1499 PRAIRIELAND AVE	\$1,141.22
5609 MAIN ST W	\$1,115.88
5079 MAIN ST E	\$1,077.04
4920 MAIN ST E	\$1,000.83
5259 MAIN ST E	\$991.72
5369 CLAYTON DR	\$864.15
4355 HIGHWAY 55	\$836.88
5250 HIGHWAY # 12	\$836.85
5687 MAIN ST W	\$784.51
5260 MANCHESTER DR	\$784.39
1565 RAINBOW AVE	\$763.09
1555 THREE OAKS AVE	\$732.33
1490 BUDD AVE	\$719.32
5380 JOYCE	\$705.78
2015 BUDD AVE	\$619.08
1540 HALGREN RD	\$563.86
5180 HIGHWAY #12	\$520.02
5354 BRYANT ST	\$445.64
5820 MAIN ST W	\$440.30
1644 DELANO AVE	\$424.84
5949 THREE OAKS AVE	\$419.53
1514 RAINBOW AVE	\$411.57
5370 JOYCE ST	\$381.61
P O BOX 85	\$352.74
1455 PARKVIEW RD	\$332.56
5910 MAIN ST W	\$326.90
5420 CLAYTON DR	\$306.55
5810 MAIN ST W	\$267.83
5060 HIGHWAY #12	\$249.28
5410 BRYANT ST	\$242.18
1465 THREE OAKS AVE	\$132.51
5830 THREE OAKS AVE	\$118.41
4809 MAIN ST E	\$98.79
5385 CLAYTON DR	\$71.43
1464 BUDD AVE	\$65.84
1785 BAKER PARK RD	\$53.43

The resolution was passed by the Maple Plain City Council this 28<sup>th</sup> day of November, 2016.

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Jerry Young, Mayor

ATTEST:

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Robert Schoen, City Administrator

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