

AGENDA
MAPLE PLAIN CITY COUNCIL – WORKSHOP MEETING
MAPLE PLAIN CITY HALL
MONDAY, DECEMBER 8, 2014
AFTER REGULAR MEETING

1. CALL TO ORDER
2. ADOPT AGENDA
3. 2015 CITY COUNCIL APPOINTMENTS
4. CITY STREET PARKING RESTRICTIONS
5. ADDITIONAL ENGINEERING COSTS FOR MAIN STREET WEST AND RAINBOW AVENUE UTILITY AND STREET IMPROVEMENTS(will present report at meeting)
6. NEIGHBORHOOD MEETING WITH DRAKE AND PERKINS RESIDENTS
7. UTILITY BILLING SIX TIMES A YEAR (EVERY OTHER MONTH)
8. OTHER BUSINESS
 - a. 2015 Strategic Planning
7. ADJOURNMENT

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: December 8, 2014
Re: 2014-2015 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 2014-2015:

COUNCIL

Acting Mayor

COMMISSION & COMMITTEE APPOINTMENTS

Highway 12 Safety Coalition
Planning Commission liaison
Park Commission liaison
Lake Minnetonka Cable Commission
NW Hennepin League of Municipalities
Pioneer Sarah Creek WSD
Suburban Rate Authority
West Hennepin Public Safety
Fire Partnership
MN Department of Transportation

WAFTA Alternate

STAFF and CONSULTANTS

City Administrator
City Attorney
City Auditor
City Assessor
City Planner
City Engineer
Building Inspector
Emergency Management Director
Fire Department: Fire Chief, 1 st Assistant, 2 nd Assistant
City Forester
Newsletter Editor
Recycling Coordinator
WAFTA Director
Weed Inspector Assistant Weed Inspector

CITY COMMISSIONS

Planning Commission
Park Commission
Economic Development Authority (Members at Large)

DEPOSITORY & NEWSPAPER

Official Depository
Official Newspaper

ATTACHMENT:

Attached is a spreadsheet of current appointments to begin this discussion. Also attached are the rate changes for the City Attorney and City Engineer.

RECOMMENDATION

Staff recommends that the Council discuss current appointments and determine if there are any changes.

Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: December 8, 2014
Re: Parking Restrictions

BACKGROUND

During the Main Street West and Rainbow Avenue construction project, the Council discussed restricting parking to one side of the road on Main Street West. With all of the mailboxes being moved to one side, it was suggested to restrict parking on the side of the mailboxes.

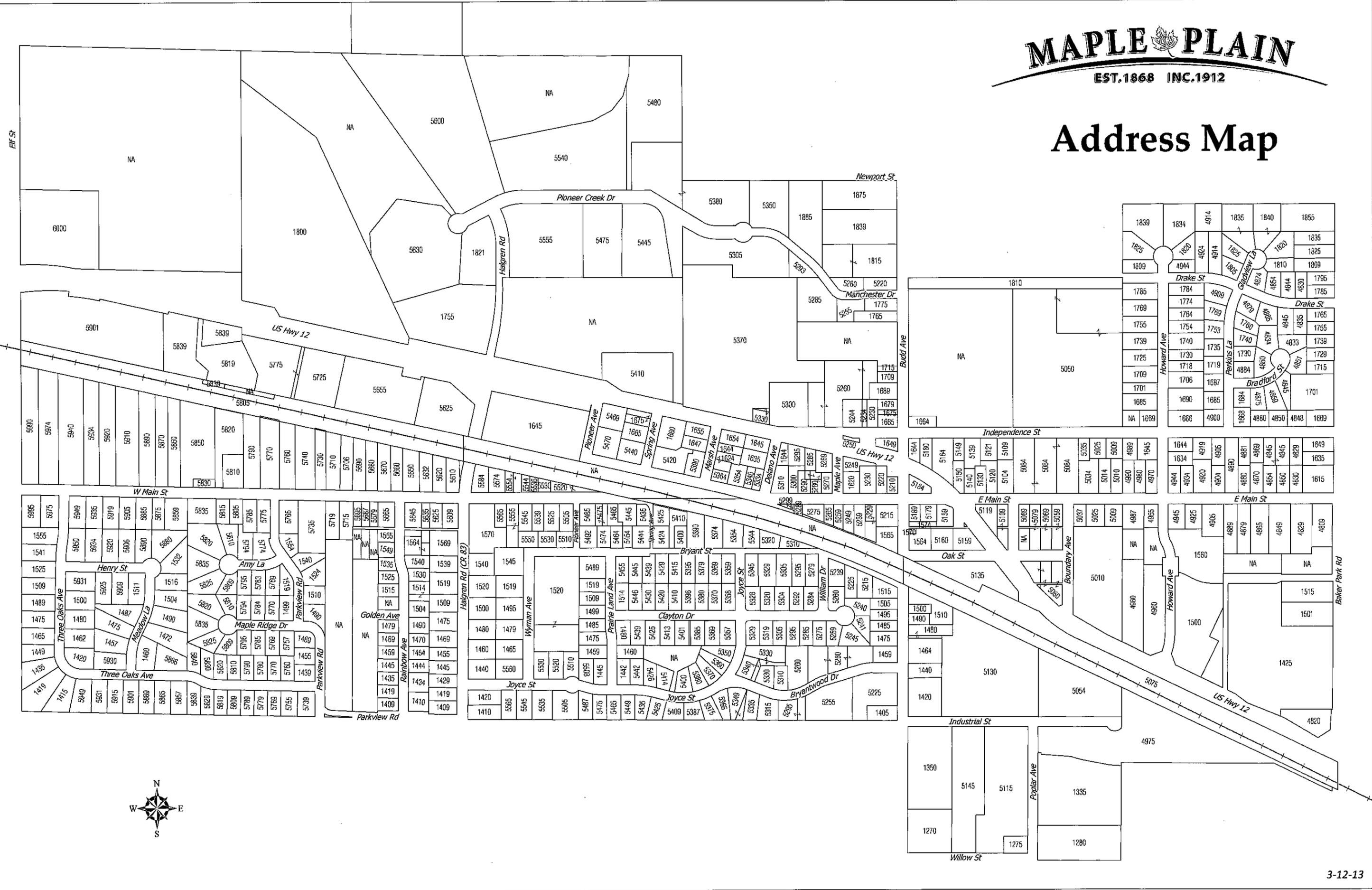
THINGS TO CONSIDER

To provide some background, the City has the following streets that are less than 26 feet wide:

- Bryant Street: 25 feet
- Bryantwood Drive: 24 feet
- Henry Street: 25 feet
- Joyce Street: 24 feet
- Meadow Lane: 25 feet
- Three Oaks: 25 feet

Staff is looking for direction from the Council on if any streets should be included in parking restriction section of the City Code. One additional street to include is Boundary due to the complaints with Collision Corner parking on both sides of the road creating public safety concerns. A map of the City Streets and the current City Code on Parking are attached.

Address Map



Memorandum

To: Mayor and City Council Members
From: Tessia Melvin, City Administrator
Date: December 8, 2015
Re: 2015 Utility Billing

BACKGROUND

Currently the City of Maple Plain bills quarterly. With the new water meters, Public Works staff is able to complete all readings in about four hours. Staff has received requests to go to a more frequent billing cycle.

THINGS TO CONSIDER

The City Council has previously discussed going to a monthly billing process. Staff would ask that the City Council consider every other month. Every other month billing would require the monthly fees to be adjusted accordingly and staff would present these new figure in the 2015 Fee Schedule at the first Council meeting in January.

The current staff workload could not handle monthly billing. Here is what the 2015 Billing Cycle would be comprised of:

- January 15: Billing from October-December 2014
- March 15: January-March 1
- May 15: March 2-May 1
- July 15: May 2-July 1
- September 15: July 2-September 1
- November 15: September 2-November 1
- January 15, 2016: November 2-January 1

In an attempt to save money and staff time, staff is asking the Council to eliminate the mailing of late notices. In a benchmark with other cities, late notices are not sent. There would be a notice on the next billing, which would notify the resident of past due utilities.