

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**May 11, 2015**  
**6:30 P.M.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. BOARD OF APPEALS**
- 4. ADOPT AGENDA**
- 5. CONSENT AGENDA**
  - A. Approve April 27 Board of Appeal and Equalization meeting minutes
  - B. Approve April 27 City Council workshop minutes
  - C. Transient Merchant License
  - D. Accounts Payable
- 6. PUBLIC HEARINGS**
- 7. ADMINISTRATIVE REPORTS**
- 8. OLD BUSINESS**
  - A. 5990 Main Street West
- 9. NEW BUSINESS**
  - A. Metro Transit Service Agreement
  - B. Road Resurfacing
- 10. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**
- 11. COUNCIL REPORTS & OTHER BUSINESS**
- 12. VISITORS TO BE HEARD**

*Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.*
- 13. ADJOURNMENT**

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – BOARD OF APPEALS**  
**MAPLE PLAIN CITY HALL**  
**APRIL 27, 2015**  
**6:30 P.M.**

**1. CALL TO ORDER**

Present: Councilmembers Dave Eisinger, Julie Maas-Kusske, Mike DeLuca and Mayor Jerry Young. Also present were City Administrator, Tessia Melvin, City Engineer, Dan Boyum, City Planner, Rolf Erickson, City Assessor, Mark Kaltsas, City Attorney, Jeff Carson and Director of Public Safety, Gary Kroells.

Absent: Councilmember Justin McCoy

**2. PLEDGE OF ALLEGIENCE**

**3. BOARD OF APPEALS**

Melvin stated that the Maple Plain Board of Appeals and Equalization is created to hear appeals from property owners who disagree with the City's assessed value of their property. Starting in January of each year, the County sends out tax notifications based on the Assessor's valuation of each property. If a property owner disagrees with the estimated market value and/or classification, it may be addressed at the Board of Appeals and Equalization meeting. Melvin noted that the Board can only address questions of the estimated market and the classification. The Board can make reductions in value not to exceed 1% of the current total market value of the City.

Rolf Erickson, City Assessor, stated that only a few residents had called to talk about their properties. Erickson reported that a total of 9 calls were addressed: 4 residential and 5 commercial. He noted that the audience size was larger than those that called his office. Erickson reminded the audience that the tax notice stated all property owners were to contact their Assessor before the Board of Appeals meeting.

Erickson noted that many of the residential concerns were in the Three Oaks neighborhood. Erickson commented that Maple Plain is one of the cities that had the slowest recovery to the economic downturn.

Many residents spoke that they had called the Assessor or were concerned about the process.

Melvin stated that it appeared that there was some communication concerns with the Assessor's office and the tax notifications. She proposed extending the meeting until Monday, May 11, and have each property owner make an appointment with the Assessor's office. In addition, Melvin requested that the Assessor provide a list of properties that contact the Assessor and any properties that have not been addressed prior to the next meeting.

**Councilmember Eisinger moved to extend the Board of Appeal and Equalization meeting until Monday, May 11 at 6:30 p.m.; seconded by Councilmember DeLuca. Motion passed 4-0.**

**AGENDA  
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING  
MAPLE PLAIN CITY HALL  
APRIL 27, 2015  
AFTER THE BOARD OF APPEALS MEETING**

**1. EXECUTIVE SUMMARY FROM APRIL 13 MEETING**

City Attorney, Jeff Carson, reported that at the April 13 meeting the City Council went into an Executive Meeting to discuss a potential lawsuit with the property owner of 5210 Main Street. Carson stated that no decisions were made, but that City Councilmembers were updated on the current situation of the building.

**2. ADOPT AGENDA**

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

**3. CONSENT AGENDA**

Items to approve under the Consent Agenda:

- A. Approve April 13 regular meeting minutes
- B. Accounts Payable

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

**4. PUBLIC HEARINGS**

There were no public hearings.

**5. ADMINISTRATIVE REPORTS**

- A. City Engineer Monthly Report

City Engineer, Dan Boyum, reported that staff has been busy with responding to property owners' questions and concerns with the Main Street West and Rainbow Avenue project. In addition, staff has been working on the Letter of Credit calculations for the developer's agreement for the Meadows of Maple Plain. In addition, staff has been working on the MS4 permit, provided surveys to the Met Council and Hennepin county.

Boyum reported that some other work areas included the Pavement Improvement Program, sewer extension of 5649 Highway 12 and the property at 5210 Main Street.

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

- B. City Planner Monthly Report

City Planner, Mark Kaltsas, reported that staff is currently working on the sewer connection at 5469 Highway 12, downtown development, rental ordinance issues, nuisance complaints, driveway issues, traffic/safety issues with Highway 12 and working with a potential landscaping business.

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

#### C. West Hennepin Public Safety Monthly Report

Public Safety Director, Gary Kroells, reported on the March and February West Hennepin reports. Kroells reported that February had an increase of 140 incidents compared to February 2014. Some of the reports included: DWI arrests, vandalism to Rainbow Park, domestic assault and thefts.

Director Kroells provided the March report. Kroells stated that the number of incidents increased by 231 from 2014. Some of the incidents included: community outreach, narcotics complaint, property damage, DWI arrests and medicals.

Director Kroells reported that WHPS would be hosting a Bike Rodeo on May 2. In addition, staff is currently working on a safety audit for Highway 12 along with the Highway 12 Safety Coalition.

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

## 6. OLD BUSINESS

### A. 5990 Main Street West

City Engineer, Dan Boyum presented the following:

- 5990 Main Street West is the last property in Maple Plain on the north side of Main Street West before Independence.
- This is the transition property from the new urban section in Maple Plain to the existing rural section in Independence.
- The highpoint in the road is at 5974 Main Street West, the first property to the west of 5990 Main Street West, so drainage goes from east to west on their property. This is the same direction that drainage went before in the existing ditch.
- Curb and gutter was placed in front of their property, but due to the new street needing to match into the existing gravel roadway with a rural section in Independence, the curb was not able to be lowered enough to get all the yard drainage to the street.
- A new concrete culvert was placed at their driveway, and this culvert drains west to the existing CMP culvert at 6014 Main Street in Independence.
- The existing ditch had filled in with material over the years, covering up the invert of the existing CMP culvert. This material was removed as part of the City Project to match into the existing CMP culvert at 6014 Main Street.

- The property owner expressed concerns with being the only property in the City of Maple Plain on this project with a culvert still being needed under their driveway. There also was maintenance concerns expressed with the existing ditch to the west of their driveway.
- City Staff met with the property owner in the Fall of 2014 and discussed placing some landscape type rock between their culvert and the neighbor's culvert to reduce maintenance concerns.
- City Staff also discussed the concern on having a culvert still at their property, and the City Council provided a reduced assessment of \$1,540 to this property because of this concern.
- The property owner had some drainage concerns at the NW corner of their existing driveway and the new concrete apron this past winter that will be reviewed with the Contractor.
- In a meeting with the property owner in April 2015, they asked if the City could look into options to fill in the ditch on the east side of their driveway, eliminate the culvert under their driveway, and possibly eliminate the ditch between their property and 6014 Main Street in Independence. They feel they will still have maintenance concerns with the proposed landscape rock.
- The City Engineer could look into such drainage options as:
  - Building a small beehive catchbasin over the east end of their culvert, fill in material in the ditch on the east side of their driveway, and leave west side as is with landscape rock being placed as discussed last year to address maintenance concerns.

Same as above but also take some additional drainage shots to see if placing pipe between the two culverts of

The City Council directed staff to provide possible solutions to the addressed areas of concern at the next City Council Meeting. The Council thanked the homeowners for their time and patience with this issue.

## **B. Ravine Culvert**

Melvin provided an update on the ravine culvert. Melvin reported that in 2014 the City completed the Main Street West and Rainbow Avenue project. In preparing the contractor's punch list staff has noted that a trash guard will be placed at the ravine upstream, but not downstream. The Contractor is placing the one at the upstream to replace the old one; however, one was not placed at the downstream area. Staff is concerned that without both trash guards, it is a safety issue, as youth can easily access the culvert.

Melvin asked Council for consideration of purchasing an additional trash guard with an estimated cost between \$1,500-\$3,000.

**Councilmember Eisinger moved to approve the purchase and installation of an additional trash guard for the ravine culvert; seconded by Councilmember DeLuca. Motion passed 4-0.**

## **7. NEW BUSINESS**

### **A. 5469 Highway 12 Sewer Lateral**

City Planner, Mark Kaltsas, presented this agenda item to the Council. Kaltsas provided an update from the last City Council meeting. Kaltsas reported that staff has reviewed

historical permit information, current sewer elevations and potential routing for a new sewer line. During the City's review of this issue, it was noted that no permit was found in the file for the current sewer service across the adjacent private property. It is understood that this line was installed many years ago and was not previously or currently considered public infrastructure.

The existing sewer line runs from the southeast corner of the building to the east and connects into the City's sewer line in Spring Avenue.. The existing sewer line is a 4" gravity line. Based on the invert elevations of the sewer on Spring Avenue, the existing sewer is considered to be somewhat shallow.

Staff reviewed several alternative solutions which could be implemented to address/correct the current sewer issue. The City has not televised or viewed the private line and may not have all of the information required to make a determination of the current state of the existing line, but would recommend the following two options to the property owner:

**Option 1.**

Abandon the existing sewer line running to Spring Avenue and install a new sewer line along Pioneer Avenue to the manhole on Main Street E. This line would need to be a pressurized line as a result of the shallow main line located in Main Street E. In order to pressure the line, a grinder pump would need to be installed. The City has prepared an opinion of probable cost for this option. The opinion of probable cost is \$37,000. The sanitary sewer would have to be routed over the top of an existing storm sewer in the right of way. Having to maneuver around the existing storm sewer would also cause the depth of the pipe to be shallow.

**Option 2.**

Replace the existing 4" gravity sanitary sewer with a new 4" gravity sanitary sewer. The property owner would need to acquire the requisite easements from the adjoining property owner where the existing pipe is routed. There are several variables which could substantially change the cost of this option. The amount and type of restoration, determining if the entire existing pipe needs replacement and potentially adding insulation to the new pipe due to the shallow depth would all impact the cost of the project.

Councilmember DeLuca asked why the property owner was not present. Kaltsas responded that the property owner was notified of the meeting. Councilmember Eisinger added that he would like a letter sent to the current rental tenant of this property to provide them an update on the current situation.

**Councilmember Eisinger moved to approve staff sending a letter to the property owner with the two options as possible solutions to the property owner's sewer issues; seconded by Councilmember Maas-Kusske. Motion passed 4-0.**

**B. Meadows of Maple Plain Developers Agreement**

City Planner, Mark Kaltsas, presented this agenda item.

Kaltsas reported that the applicant is seeking final plat approval for an eighteen (18) lot subdivision to be known as the Meadows of Maple Plain. The proposed subdivision would create a new development of single-family lots across three existing properties. The City

reviewed and approved the preliminary plat in June of 2014. The City has been working with the developer to finalize details pertaining to the final plat and associated development agreement. The City has prepared a development agreement to solidify key development criteria pertaining to the subdivision.

The key components of the proposed development are as follows:

1. The applicant is proposing to construct a new east west street and cul-de-sac to provide access into the development. The streets are proposed to be private and maintained by the homeowners association.
2. The utilities are proposed to be public and constructed in accordance with all applicable City standards. The utilities will be located within drainage and utility easements that will allow the City to maintain and service them as necessary and required.
3. The applicant is proposing to develop a tot lot on Outlot C to satisfy the City's park dedication requirements. The proposed park has been reviewed and approved by the Park Commission and City Council. Based on the City's park dedication requirements, this development would be required to dedicate land or cash in lieu of land. The cash requirement for this development is further detailed as follows:

Cash Requirement

Cash per lot = \$3,750

Number of Lots = 18

**Total Cash = \$67,500**

Developer Proposed Park Contribution

Land = \$25,000

Infrastructure Improvements = \$31,400

Tot lot Improvements = \$35,000

**Total Contribution = \$91,400**

The Outlot will be deeded to the City as a part of the development agreement and final plat. The developer will install playground equipment as a part of their park dedication requirements. The proposed tot lot plans are required to be installed by the developer and included in the development agreement.

4. Lot standards proposed for the development compare to the underlying zoning as follows:

	<u>Existing</u>	<u>Proposed</u>
<b>Minimum Lot Size:</b>	6,000 SF	4,500 SF
<b>Minimum Lot Width:</b>	100 feet	varies
<b>Front Yard Setback:</b>	5-10 feet	20 feet
<b>Side Yard:</b>	10 feet	5 feet
<b>Corner Side Yard:</b>	20 feet	20 feet
<b>Rear Yard:</b>	20 feet	15 feet
<b>Open Deck Setback:</b>	20 feet	10 feet

5. The applicant is proposing to construct a 5 foot wide sidewalk along the length of the proposed Oak Street. This will provide pedestrian access to the new park from both Howard Avenue and Boundary Avenue.
6. The proposed storm water facility (basin and surrounding drainage area) will be maintained by the homeowners association. Minnehaha Creek Watershed District has required that the applicant enter into a storm water maintenance agreement covering the proposed storm water facility. The storm water maintenance agreement is also referenced in the development agreement.
7. The applicant has proposed to install four street lights within the development in accordance with the City's recommendations. The street lights will match those designated in the City's design guidelines.
8. The applicant is proposing a monument sign as a part of the proposed development. The proposed sign is located on Lot 9, Block 1. The final sign design and location will need to meet all applicable criteria of the City's sign ordinance. The applicant will need to submit final plans to the City for final review.

Kaltsas stated that the final plat is in substantial compliance with the approved preliminary plat. The applicant has provided the City with revised plans which address the issues and comments identified during the preliminary plat review process. The final development agreement will be required to be executed by the developer following City Council approval. A requirement of the development agreement is that the developer shall provide a letter of credit and additional escrow relating to the public improvements and final review.

**Councilmember Eisinger moved to approve the Meadows of Maple Plain Developers Agreement; seconded by Councilmember Maas-Kusske. Motion passed 4-0.**

### **C. Electronic Sign**

Melvin presented this item.

Melvin reported that the City Council has been looking to replace the current fire department sign with an electronic sign. After receiving quotes, staff has chosen to go with the Scenic Sign Corporation. Staff is looking for further direction on the sign.

1. Monochrome Red or Amber: \$49,954
2. 19mm full color: \$55,335
3. 16mm full color (highest resolution): \$61,495

Councilmember Maas Kusske asked if the City of Independence would contribute to the sign. Melvin stated that staff has talked with their staff, but are not sure of an amount.

**Councilmember DeLuca moved to approve the third option for the electronic sign: seconded by Councilmember Eisinger. Motion passed 4-0.**

## **8. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**

Melvin reported that the Highway 12 Safety Coalition would be working with MNDoT on a safety audit of Highway 12. All concerns or questions should be directed to her. Melvin also reminded the City Council that the Joint Council meeting with Independence would be held on Monday, May 4 at 7 p.m.

**9. COUNCIL REPORTS & OTHER BUSINESS**

Melvin reported that the following activities would be held:

1. Clean Up day: May 2
2. Bike Rodeo: May 2
3. Step To It Challenge: May 3
4. Hydrant flushing begins May 4
5. City tennis courts are ready for tennis and pickle ball playing

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**10. VISITORS TO BE HEARD**

There were no visitors to be heard.

**11. ADJOURNMENT**

**Councilmember Eisinger moved to adjourn the meeting at 8:30 p.m.; seconded by Councilmember DeLuca. Motion passed 4-0.**



Agenda Information Memorandum  
May 11, 2015 - Maple Plain City Council

**5. CONSENT AGENDA**  
**C. Transient Merchant License**

**ACTION TO BE CONSIDERED**

To receive and approve the Transient Merchant License for Suzann Van Dan Einde to sell flowers in the parking lot on Highway 12 near the new liquor store.

**FACTS**

- See attached.

**ATTACHMENTS**

Attached is the Transient Merchant License.



City of Maple Plain  
5050 Independence St  
P.O. Box 97  
Maple Plain, MN 55359  
Office: (763) 479-0515  
Fax: (763) 479-0519

# TRANSIENT MERCHANT LICENSE

## APPLICANT INFORMATION

Applicant Name	Suzann VanDen Ende	Phone Number	320-212-5473
Address	612 Country Lane	Email	gittis1@charter.net
City, State, Zip	Delano, MN 55328		

Company Name	ELLIEZ	Company Contact	Sue
Address	same	Phone Number	320-212-5473
City, State, Zip		Email	same

Vehicle Information	Make	Model	Color	License
	Chevy	Suburban	white	2AB829

## PRODUCT INFORMATION

Intended distribution location (List specific address and a map of the location)

New Liquor Store parking lot on Hwy 12

Spoke with Kay received ok to use here. Parking Lot

Product Information	Type of product(s)
	Flowers, plants plant supplies.

Dates	Days of the week:
List dates will be in town: Through out summer into fall.	<input type="checkbox"/> M <input type="checkbox"/> T <input checked="" type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input checked="" type="checkbox"/> Sa <input checked="" type="checkbox"/> Su
	Times: maybe one 8 AM 4:00 PM
	Times: week day after 5:00 PM various times on week ends

## OFFICE USE ONLY

Permit Fees
<input type="checkbox"/> License (Per Company) \$50
<input type="checkbox"/> Amount Paid: _____
<input type="checkbox"/> Received By: _____

**CITY OF MAPLE PLAIN**  
**Payments**

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**Current Period: May 2015**

Batch Name	05/08/15 PAY	User Dollar Amt	\$0.00		
	Payments	Computer Dollar Amt	\$46,792.42		
			\$46,792.42	<b>Out of Balance</b>	
Refer	<u>20366 AWARDS BY HAMMOND</u>	-			
Cash Payment	E 101-41110-434 Awards & Indemnities	Johnson- Award			\$99.00
	Invoice m1055				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b>	\$99.00
Refer	<u>20367 AMERIPRIDE</u>	-			
Cash Payment	E 601-49400-310 Janitorial Services	Rugs- WTP			\$73.63
	Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b>	\$73.63
Refer	<u>20368 BUDGET PRINTING CENTER</u>	-			
Cash Payment	E 101-41110-437 Miscellaneous	Pins			\$3.50
	Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b>	\$3.50
Refer	<u>20369 CENTERPOINT ENERGY MINNEGA</u>	-			
Cash Payment	E 601-49400-383 Gas Utilities	WTP			\$104.39
	Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	City Hall			\$132.57
	Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	Public Works			\$166.15
	Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b>	\$403.11
Refer	<u>20370 ERICKSON, ROLF E.A.</u>	-			
Cash Payment	E 101-41550-305 Assessing Services	Assessing- April			\$1,225.21
	Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b>	\$1,225.21
Refer	<u>20371 ECM PUBLISHERS INC</u>	-			
Cash Payment	E 101-41420-351 Legal Notices Publishing	Board of Appeals			\$34.70
	Invoice 209928				
Cash Payment	E 101-41420-351 Legal Notices Publishing	Time Change for Meetings			\$19.28
	Invoice 204609				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b>	\$53.98
Refer	<u>20372 MAPLE PLAIN/INDEPENDENCE FIR</u>	-			
Cash Payment	E 101-42290-307 Fire Administration	Fire Services- May			\$13,482.92
	Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b>	\$13,482.92
Refer	<u>20373 FRONTIER</u>	-			
Cash Payment	E 601-49400-321 Telephone	Alarm Line			\$56.50
	Invoice				
Cash Payment	E 601-49400-321 Telephone	WTP			\$62.25
	Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b>	\$118.75
Refer	<u>20374 GOPHER STATE ONE-CALL, INC.</u>	-			

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Cash Payment	E 101-43000-437 Miscellaneous	Locates- April		\$34.90
Invoice 135854				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$34.90
Refer	20375 HENN COUNTY INFO TECHNOLOG	-		
Cash Payment	E 101-43000-419 General Rentals	Radio Lease		\$63.64
Invoice 1000060480				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$63.64
Refer	20376 HAWKINS INC.	-		
Cash Payment	E 601-49400-216 Chemicals & Chemical P	Water Chemicals		\$15.00
Invoice 3719443				
Cash Payment	E 601-49400-216 Chemicals & Chemical P	Water Chemicals		\$30.00
Invoice 3719619				
Cash Payment	E 601-49400-216 Chemicals & Chemical P	Water Chemicals		\$922.49
Invoice 3722756				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$967.49
Refer	20377 MN DEPT PUBLIC SAFETY	-		
Cash Payment	E 601-49400-216 Chemicals & Chemical P	Haz Mat Inventory		\$100.00
Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$100.00
Refer	20378 ORONO IND SCHOOL DISTRICT 27	-		
Cash Payment	E 101-41940-412 Building Rentals	Rent- May		\$2,621.25
Invoice 124				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$2,621.25
Refer	20379 OFFICE DEPOT	-		
Cash Payment	E 101-43000-215 Shop Materials	PW Shop Supplies		\$24.99
Invoice				
Cash Payment	E 101-41500-201 Office Supplies	Administrative Supplies		\$44.44
Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$69.43
Refer	20380 STREET FLEET DELIVERY SERVIC	-		
Cash Payment	E 101-41500-322 Postage	Delivery		\$33.41
Invoice 355846				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$33.41
Refer	20381 TESSIA MELVIN	-		
Cash Payment	E 101-41500-321 Telephone	Phone		\$50.00
Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$50.00
Refer	20382 WESTSIDE WHLS TIRE & SUPPLY	-		
Cash Payment	E 101-43000-404 Machinery & Equipment	Tire- Backhoe		\$224.91
Invoice 743985				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$224.91
Refer	20383 XCEL ENERGY	-		
Cash Payment	E 101-43160-381 Electric Utilities	Park and Pool		\$39.37
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	Street Lights		\$1,996.83
Invoice				

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Cash Payment	E 101-43160-381	Electric Utilities	Oak Street		\$12.75
Invoice					
Cash Payment	E 601-49400-381	Electric Utilities	WTP		\$2,140.66
Invoice					
Cash Payment	E 101-43160-381	Electric Utilities	Main Street East		\$20.11
Invoice					
Transaction Date	5/8/2015		Bank of Maple Plain	10100	<b>Total</b> \$4,209.72
Refer	20384	MEDIACOM			
Cash Payment	E 101-41500-309	EDP, Software and Desi	City Hall		\$251.20
Invoice					
Transaction Date	5/8/2015		Bank of Maple Plain	10100	<b>Total</b> \$251.20
Refer	20385	STANTEC CONSULTING SRVCS IN			
Cash Payment	E 451-43100-303	Engineering Services	Halgren		\$1,236.00
Invoice	902433				
Cash Payment	E 101-43000-303	Engineering Services	General		\$4,376.50
Invoice	902424				
Cash Payment	E 601-49400-303	Engineering Services	Water		\$88.50
Invoice	902427				
Cash Payment	E 603-49455-303	Engineering Services	Stormwater		\$2,979.00
Invoice	902428				
Cash Payment	E 451-49450-303	Engineering Services	Budd Avenue		\$1,033.25
Invoice	902454				
Cash Payment	E 451-43100-303	Engineering Services	Main Street West		\$1,425.90
Invoice	902464				
Cash Payment	G 101-20212	Planned Unit Develop.	Escro Meadows of Maple Plain		\$59.00
Invoice	902430				
Cash Payment	E 101-41110-303	Engineering Services	City Council		\$162.95
Invoice	902425				
Cash Payment	E 101-43000-303	Engineering Services	Staff Meetings		\$162.95
Invoice	902425				
Cash Payment	G 101-20212	Planned Unit Develop.	Escro Car Wash/Day Distributing		\$295.00
Invoice	902429				
Transaction Date	5/8/2015		Bank of Maple Plain	10100	<b>Total</b> \$11,819.05
Refer	20386	CARSON & CLELLAND			
Cash Payment	E 101-42110-304	Legal Services	Criminal		\$356.05
Invoice					
Cash Payment	E 101-42110-304	Legal Services	Criminal		\$1,261.27
Invoice					
Cash Payment	E 101-41610-304	Legal Services	General		\$285.00
Invoice					
Cash Payment	G 101-20212	Planned Unit Develop.	Escro Meadows of MP		\$712.50
Invoice					
Cash Payment	E 101-41610-304	Legal Services	General- 5210 MSE		\$2,161.25
Invoice					
Cash Payment	E 101-41610-304	Legal Services	General- Shenk		\$308.75
Invoice					
Cash Payment	E 101-41610-304	Legal Services	Staff Meetings		\$783.75
Invoice					

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Cash Payment	E 101-41110-304 Legal Services	City Council Meetings		\$783.75
Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$6,652.32
Refer	20387 TERRAMARK			
Cash Payment	E 101-41110-302 Planning Services	City Council- Jan		\$70.00
Invoice	0007-2015			
Cash Payment	E 101-41330-302 Planning Services	Planning Commission- Jan		\$420.00
Invoice	0007-2015			
Cash Payment	E 101-41910-302 Planning Services	General - Jan		\$892.50
Invoice	0007-2015			
Cash Payment	G 101-20216 Site Plan Escrow	Collision Corner CUP- Jan		\$35.00
Invoice	0007-2015			
Cash Payment	G 101-20212 Planned Unit Develop. Escro	Car Wash- Jan		\$280.00
Invoice	0007-2015			
Cash Payment	G 101-20212 Planned Unit Develop. Escro	Meadows of Maple Plain		\$80.00
Invoice	0007-2015			
Cash Payment	E 101-41330-302 Planning Services	Planning Commission- Feb		\$17.50
Invoice				
Cash Payment	E 101-41110-302 Planning Services	City Council- Feb		\$87.50
Invoice				
Cash Payment	E 101-41910-302 Planning Services	General - Feb		\$1,712.50
Invoice				
Cash Payment	G 101-20216 Site Plan Escrow	Collision Corner- Feb		\$560.00
Invoice				
Cash Payment	G 101-20212 Planned Unit Develop. Escro	Meadows of Maple Plain- Feb		\$80.00
Invoice				
Transaction Date	5/8/2015	Bank of Maple Plain	10100	<b>Total</b> \$4,235.00

Fund Summary

	10100 Bank of Maple Plain	
101 GENERAL FUND		\$36,524.85
451 CAPITAL IMPROVEMENT PROJECTS		\$3,695.15
601 WATER FUND		\$3,593.42
603 STORM WATER FUND		\$2,979.00
		\$46,792.42

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$46,792.42
Total	\$46,792.42



6015 Cathcart Drive  
Shorewood, MN 55331

April 15, 2015

**Invoice No:** 0003-2015

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

**ATTENTION:** Tessia Melvin  
**PROJECT:** General Planning January, 2015  
**PROJECT NO.:** 2015-004-2

For all Professional Services as Follows:

		Hours	Amount
2-Jan-15	Correspondence with City RE: Oak Street property group home concern	0.25	\$17.50
2-Jan-15	Correspondence with City/realtor RE: 1570 Halgren Road	0.50	\$35.00
2-Jan-15	Correspondence with City RE: Oak Street property group home	0.25	\$17.50
5-Jan-15	Correspondence with City RE: sign permit	0.50	\$35.00
6-Jan-15	Staff Meeting	1.25	\$87.50
6-Jan-15	Correspondence with City RE: sign permit for liquor depot	0.25	\$17.50
6-Jan-15	Correspondence with City RE: downtown redevelopment	0.50	\$35.00
8-Jan-15	Planning Commission Meeting	0.25	\$17.50
9-Jan-15	Correspondence with City RE: codification of ordinances	0.25	\$17.50
9-Jan-15	Review right of way information/prepare concept for possible c-store in downtown	1.50	\$105.00
12-Jan-15	Review right of way information/prepare concept for possible c-store in downtown	0.50	\$35.00
14-Jan-15	Meeting with City RE: downtown redevelopment	0.25	\$17.50
14-Jan-15	Review address issue on Newport	0.50	\$35.00
14-Jan-15	Prepare resolution for Newport Street	0.50	\$35.00
16-Jan-15	Administration	2.25	\$112.50
20-Jan-15	Staff Meeting	1.50	\$105.00
20-Jan-15	Correspondence with City RE: nuisance	0.25	\$17.50
21-Jan-15	Administration	2.75	\$137.50
21-Jan-15	Correspondence with City RE: planning project status	0.50	\$35.00
22-Jan-15	Prepare monthly planning report	0.75	\$52.50
22-Jan-15	Correspondence with City/follow-up RE: temp peddlers license	0.75	\$52.50
22-Jan-15	Administration	3.00	\$150.00
26-Jan-15	City Council/EDA Meeting	0.50	\$35.00
26-Jan-15	Correspondence with Oak Street property owner RE: group home concern	0.25	\$17.50
26-Jan-15	Worked on downtown building valuations for financial analysis/TIF/Assessor	2.25	\$157.50
27-Jan-15	Review appraisal and additional information downtown redevelopment	0.75	\$52.50
27-Jan-15	Correspondence RE: downtown property valuations	0.50	\$35.00
27-Jan-15	Correspondence RE: stormwater for downtown redevelopment	0.75	\$52.50
28-Jan-15	Review grant application for meeting	0.50	\$35.00
28-Jan-15	Meeting with Metropolitan Council	1.75	\$122.50
28-Jan-15	Correspondence with City/follow-up RE: temp peddlers license	0.25	\$17.50



6015 Cathcart Drive  
Shorewood, MN 55331

29-Jan-15	Correspondence with City RE: downtown redevelopment	0.25	\$17.50
29-Jan-15	Correspondence with City/review relating to peddlers license at Tri-K	0.75	\$52.50
29-Jan-15	Correspondence with realtor of Alcona building	0.50	\$35.00
30-Jan-15	Correspondence with City RE: downtown	0.25	\$17.50

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**General Planning Services Total: \$1,817.50**

**PASS THROUGH**

**Collision Corners CUP Amendment Review**

2-Jan-15	Meeting to review application	1.00	\$80.00
6-Jan-15	Review plan submittal	0.25	\$20.00
14-Jan-15	Prepare initial review of application	0.50	\$40.00
15-Jan-15	Correspondence with City	0.25	\$20.00
15-Jan-15	Review staff comments	0.50	\$40.00
15-Jan-15	Review staff comments	0.50	\$40.00
29-Jan-15	Review site plan	1.00	\$80.00
30-Jan-15	Review site plan/prepare review letter	3.00	\$240.00

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**Collision Corners CUP Amendment Review \$560.00**

**The Meadows of Maple Plain - Final Plat**

30-Jan-15	Review Rosecreek RE: completion of plans and DA	1.00	\$80.00
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**The Meadows of Maple Plain - Final Plat Review \$80.00**

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**Professional Planning Services Total: \$2,457.50**

Terms: 25 Days from Receipt of Invoice  
1.5% Per Month (18% per Year) Service Charge Applied from Invoice Date  
If Payment Is Not Received Within 25 Days Of Invoice Receipt Date

Thank you,

**Terramark**

  
Mark Kaltsas, PLA  
President



6015 Cathcart Drive  
Shorewood, MN 55331

April 15, 2015

**Invoice No:** 0007-2015

**City of Maple Plain**  
P.O. Box 97  
1620 Maple Avenue  
Maple Plain, MN 55359

**ATTENTION:** Tessia Melvin  
**PROJECT:** General Planning February, 2015  
**PROJECT NO.:** 2015-004-2

For all Professional Services as Follows:

		Hours	Amount
2-Feb-15	Meeting with downtown Main Street building owner	1.00	\$70.00
2-Feb-15	Meeting with City to review project status	1.25	\$87.50
3-Feb-15	Staff Meeting	1.25	\$87.50
4-Feb-15	Correspondence and follow-up with attorney for Oak Street property owner	1.00	\$70.00
5-Feb-15	Prepare PC annual report	2.00	\$140.00
5-Feb-15	Planning Commission Meeting	1.00	\$70.00
5-Feb-15	Correspondence RE: temporary structures	0.50	\$35.00
9-Feb-15	Correspondence RE: plan for admin leave	0.50	\$35.00
10-Feb-15	Meeting with MNDOT RE: Highway 12	1.50	\$105.00
11-Feb-15	Correspondence with City RE: project status	0.25	\$17.50
13-Feb-15	Correspondence and follow-up with attorney for Oak Street property owner	0.25	\$17.50
13-Feb-15	Correspondence RE: downtown building/property acquisition	0.50	\$35.00
16-Feb-15	Correspondence and follow-up with attorney for Oak Street property owner	0.25	\$17.50
17-Feb-15	Staff Meeting	1.50	\$105.00
17-Feb-15	Prepare Public Hearing notice for PC Meeting	0.50	\$35.00
18-Feb-15	Correspondence with City RE: contract	0.25	\$17.50
18-Feb-15	Review/correspondence RE: MS4 permit ordinance updates	1.25	\$87.50
19-Feb-15	Meeting with shared services consultant	1.00	\$70.00
19-Feb-15	Correspondence with potential buyer of property on Main Street	0.25	\$17.50
23-Feb-15	City Council Meeting	1.00	\$70.00
24-Feb-15	Meeting with Dynamic Innovations	1.00	\$70.00
26-Feb-15	Correspondence with City RE: Dynamic Innovations	0.25	\$17.50
27-Feb-15	Prepare PC packet for meeting	1.50	\$105.00
<b>General Planning Services Total:</b>			<b>\$1,382.50</b>

**PASS THROUGH**

**Collision Corners CUP Amendment Review**

3-Feb-15	Review plans with staff	0.50	\$35.00
<b>Collision Corners CUP Amendment Review</b>			<b>\$35.00</b>





Carson, Clelland  
& Schreder

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

April 30, 2015

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

Professional Services

Amount

..Civil

4/6/2015	Prepare for staff meeting, review of current files	95.00
4/7/2015	Attend staff meeting	427.50
4/13/2015	Prepare for meeting	142.50
	Attend city council meeting	190.00
4/21/2015	Attend staff meeting	285.00
4/24/2015	Review information from Dan regarding Heatherwood	71.25
4/27/2015	Prepare for meeting, review workshop and meeting agendas; review Shenk opinion regarding summary judgement	237.50
	Attend workshop and city council meeting	427.50
SUBTOTAL:		[ 1,876.25]

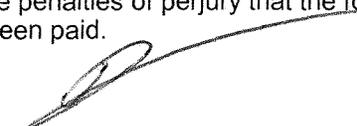
.5210 Main Street Hazardous Building

4/1/2015	Review engineer's correspondence, conference with Mark (2), conference with attorney Beckman	190.00
4/3/2015	Receipt and review correspondence from attorney Beckman, correspondence to Mark and correspondence to Jack Hennen (League of Cities)	95.00
4/6/2015	Conference with attorney Hennen, correspondence to Beckman	190.00
4/9/2015	Review of lawsuit by Magnolia 8 and send to attorney Hennen, and City and conference with Hennen	285.00
4/10/2015	Work on file, conference with League attorney, conference with building official Peitso and draft of affidavit for his signature	332.50
4/15/2015	Work on file, review motion documents and conferences with League attorney	570.00
4/16/2015	Conference with Jason K. (League attorney), conference with Maggie regarding building permit issues and result of temporary restraining order hearing	213.75
4/17/2015	Conference with Maggie, conference with Jason K. (attorney for League), review building permit and send to Jason	95.00

	<u>Amount</u>
4/20/2015 Review answer and conference with attorney Beckman	71.25
4/21/2015 Conference with League attorney regarding issues in their case and our hazardous building case	47.50
4/24/2015 Correspondence to staff and attorney for owner regarding sidewalk work/building permit requirements	71.25
SUBTOTAL:	[ 2,161.25]
<u>.Rose Creek Builders</u>	
4/22/2015 Review correspondence from Dan and Mark and correspondence to Mark	142.50
4/23/2015 Review of HOA documents; review watershed declarations received from Mark	213.75
4/24/2015 Review memo from Mark for city council and review development agreement file	142.50
4/27/2015 Work on development agreement amendments and review of exhibits	213.75
SUBTOTAL:	[ 712.50]
<u>.Shenk</u>	
4/20/2015 Review summary judgement order and conference with Tessia	142.50
SUBTOTAL:	[ 142.50]
<u>.Worker's Compensation Claim</u>	
4/1/2015 Review of information sent from Maggie and conference with Maggie	142.50
SUBTOTAL:	[ 142.50]
<u>Criminal</u>	
3/30/2015 Review of file and correspondence with defendant's attorney	73.13
Dictate disposition letters, letters to victims, witnesses, note files	32.50
4/2/2015 Review files in preparation for 4/3 calendar at Ridgedale court	32.50
4/3/2015 Attend arraignments and pretrial hearings	97.50
4/7/2015 Prepare disposition letter	24.38
4/9/2015 Review discovery, correspond with defense attorneys, witnesses	32.50
Schedule upcoming jury trials, review cases in MNCIS	24.38
4/13/2015 Emails to defense attorney in criminal case	16.25
Email judge's law clerk, review prior emails and review of file	65.00
4/16/2015 Review and discuss criminal cases with attorney Thames	32.50
Correspond with defense attorneys, witnesses, review discovery, jury trial preparation, review files in preparation for 4/17 arraignment/pretrial calendar at Ridgedale court	97.50
4/17/2015 Handle arraignment/pretrial calendar at Ridgedale court	170.63
4/23/2015 Review and respond to emails regarding criminal cases	48.75
4/24/2015 Research Data Practices Act and prepare email to West Hennepin regarding release of discovery	195.00
4/27/2015 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	168.75

	<u>Amount</u>
4/27/2015 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	56.25
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	93.75
<b>SUBTOTAL:</b>	[ 1,261.27]
<b>For professional services rendered</b>	<b>\$6,296.27</b>
Client Expense Charges :	
<u>Criminal Expenses</u>	
Legal process service	223.00
Westlaw charges for March	133.05
<b>SUBTOTAL:</b>	<b>[ 356.05]</b>
<b>Total Client Expense Charges</b>	<b>\$356.05</b>
<b>Total amount of this bill</b>	<b>\$6,652.32</b>
<b>Previous balance</b>	<b>\$4,997.53</b>
4/24/2015 Payment - thank you	(\$4,997.53)
<b>Total payments and adjustments</b>	<b>(\$4,997.53)</b>
<b>Balance due</b>	<b>\$6,652.32</b>

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

  
 Jeffrey A. Carson, City Attorney



April 24, 2015

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

Re: Services rendered February 28, 2015 through March 27, 2015

Please find enclosed our invoices dated April 24, 2015 for the projects listed below. These invoices are due within 30 days.

<b>Project</b>	<b>Invoice No.</b>	<b>Name</b>	<b>Amount</b>
193800415	902433	Maple Plain Halgren Road Water Main	1,236.00
193801803	902424	Maple Plain General 2013	4,376.50
193801804	902425	Maple Plain 2013 Public Meetings	325.90
193801806	902427	Maple Plain 2013 Water	88.50
193801808	902428	Maple Plain 2013 Storm Sewer	2,979.00
193801809	902429	Maple Plain 2013 Development Review	295.00
193802383	902454	Maple Plain Budd Avenue Sewer Improvements	1,033.25
193802390	902464	Main Street W. & Rainbow Ave. Utility and Street Improvements	1,425.90
193802890	902430	Meadows of Maple Plain	59.00
		<b>Total Amount Due</b>	<b>\$11,819.05</b>

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

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

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

Sincerely,  
Stantec

Dan Boyum, P.E.  
Client Service Manager

Enclosures



**INVOICE**

<b>Invoice Number</b>	902433
<b>Invoice Date</b>	April 24, 2015
<b>Customer Number</b>	92656
<b>Project Number</b>	193800415

**Bill To**

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

**Please Remit To**

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

---

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

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$1,236.00
<b>For Period Ending:</b>	March 27, 2015

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**Due on Receipt**

**INVOICE**

**Invoice Number**

902433

**Project Number**

193800415

---

**Top Task 350**

**Record Plans Office**

Professional Services

**Billing Level**

**Hours**

**Rate**

**Current Amount**

Field Supervisor

12.00

103.00

1,236.00

**12.00**

**1,236.00**

**Professional Services Subtotal**

**12.00**

**1,236.00**

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**Top Task 350 Total**

**1,236.00**

Total Fees & Disbursements

\$1,236.00

**INVOICE TOTAL (USD)**

**\$1,236.00**

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**INVOICE**

<b>Invoice Number</b>	902424
<b>Invoice Date</b>	April 24, 2015
<b>Customer Number</b>	92656
<b>Project Number</b>	193801803

**Bill To**

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

**Please Remit To**

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

---

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

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$4,376.50
<b>For Period Ending:</b>	March 27, 2015

---

**Due on Receipt**

INVOICE

Invoice Number

902424

Project Number

193801803

**Top Task 300**

**General Engineering - General city engineering correspondence and administration, discussions with Staff, monthly Engineering Report, feedback on diseased trees, and 5210 Building discussions and coordinations.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	7.00	60.00	420.00
	<u>7.00</u>		<u>420.00</u>
<b>Professional Services Subtotal</b>	<u>7.00</u>		<u>420.00</u>

**Top Task 300 Total**

**420.00**

**Top Task 302**

**5210 Main Street East**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	27.00	143.00	3,861.00
	<u>27.00</u>		<u>3,861.00</u>
Project Technician	0.25	66.00	16.50
	<u>0.25</u>		<u>16.50</u>
Senior Principal	0.50	158.00	79.00
	<u>0.50</u>		<u>79.00</u>
<b>Professional Services Subtotal</b>	<u>27.75</u>		<u>3,956.50</u>

**Top Task 302 Total**

**3,956.50**

Total Fees & Disbursements

\$4,376.50

**INVOICE TOTAL (USD)**

**\$4,376.50**

Billing Backup - Roster

Date	Project	Task	Expend Type	Employee Billing Title	Employee/Supplier	Quantity	Bill Rate	Bill Amount	Comment	AP Ref #
03/02/2015	193801803	302	Direct - Regular	Project Manager	CASWELL, PHILIP J (PHIL)	8.00	143.00	1,144.00	SITE VISIT, INSPECTED BUILDING AT 5210. MET WITH OWNER, SPOKE W/IT ATTORNEY, BEGIN STRUCTURAL CONDITION ASSESSMENT REPORT	
03/03/2015	193801803	302	Direct - Regular	Project Manager	CASWELL, PHILIP J (PHIL)	3.00	143.00	429.00	PREPARED SCA REPORT	
03/04/2015	193801803	302	Direct - Regular	Project Manager	CASWELL, PHILIP J (PHIL)	4.00	143.00	572.00	PREPARED SCA REPORT	
03/05/2015	193801803	302	Direct - Regular	Project Manager	CASWELL, PHILIP J (PHIL)	6.00	143.00	858.00	PREPARED SCA REPORT	
03/26/2015	193801803	302	Direct - Regular	Project Manager	CASWELL, PHILIP J (PHIL)	2.50	143.00	357.50	SPOKE WITH OWNERS ENGINEER (GEOFF JILLSON, GUY ENGINEERING) TO REVIEW REPORT, REPAIR ITEMS, PREPARED TELEPHONE CONVERSATION RECORD, SPOKE WITH DAN B, SPOKE WITH CITY ATTORNEY	
03/27/2015	193801803	302	Direct - Regular	Project Manager	CASWELL, PHILIP J (PHIL)	3.50	143.00	500.50	SPOKE WITH CITY (MARK KALTSAS) & DAN B REGARDING NEXT STEPS, STARTED LETTER TO CITY REGARDING NEXT STEPS	
03/06/2015	193801803	302	Direct - Regular	Project Technician	VANCE, CYNTHIA J (CINDY)	0.25	66.00	16.50	FORNAT REPORT - BLDG. STRUCTURAL CONDITION ASSESSMENT - 5210 MAIN STREET	
03/06/2015	193801803	302	Direct - Regular	Senior Principal	RAUTMANN, MICHAEL T	0.50	158.00	79.00	REVIEW STRUCTURAL ASSESSMENT REPORT FOR 5210 MAIN STREET	
<b>Total Top Task 302</b>						<b>27.75</b>		<b>\$3,956.50</b>		
<b>Total Project 193801803</b>						<b>27.75</b>		<b>\$3,956.50</b>		



**INVOICE**

<b>Invoice Number</b>	902425
<b>Invoice Date</b>	April 24, 2015
<b>Customer Number</b>	92656
<b>Project Number</b>	193801804

**Bill To**

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

**Please Remit To**

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

---

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

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$325.90
<b>For Period Ending:</b>	March 27, 2015

---

**Due on Receipt**

**INVOICE**

**Invoice Number**

902425

**Project Number**

193801804

---

**Top Task 302**

**Meeting Attendance - Attend Staff, Council, and Work Session Meetings on March 3, 9, 17, and 25, 2015.**

Professional Services

<b>Billing Level</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Project Manager	4.00	50.00	200.00
	<u>4.00</u>		<u>200.00</u>
<b>Professional Services Subtotal</b>	<u>4.00</u>		<u>200.00</u>

Disbursements

	<b>Current Amount</b>
Direct - Vehicle (mileage)	125.90
<b>Disbursements Subtotal</b>	<u>125.90</u>

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**Top Task 302 Total**

**325.90**

Total Fees & Disbursements

\$325.90

**INVOICE TOTAL (USD)**

**325.90**



**INVOICE**

<b>Invoice Number</b>	902427
<b>Invoice Date</b>	April 24, 2015
<b>Customer Number</b>	92656
<b>Project Number</b>	193801806

**Bill To**

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

**Please Remit To**

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

---

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

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$88.50
<b>For Period Ending:</b>	March 27, 2015

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**Due on Receipt**

**INVOICE**

**Invoice Number**

902427

**Project Number**

193801806

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**Top Task 301      General - Wellhead protection discussions and follow-up.**

Professional Services

<b>Billing Level</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Project Manager	0.75	118.00	88.50
	<u>0.75</u>		<u>88.50</u>
<b>Professional Services Subtotal</b>	<u>0.75</u>		<u>88.50</u>

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**Top Task 301 Total** **88.50**

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Total Fees & Disbursements \$88.50

**INVOICE TOTAL (USD)** \$88.50



**INVOICE**

Page 1 of 3

<b>Invoice Number</b>	902428
<b>Invoice Date</b>	April 24, 2015
<b>Customer Number</b>	92656
<b>Project Number</b>	193801808

**Bill To**

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

**Please Remit To**

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

---

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

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$2,979.00
<b>For Period Ending:</b>	March 27, 2015

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**Due on Receipt**

INVOICE

Invoice Number

902428

Project Number

193801808

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**Top Task 300      General - General staff discussions on watershed issues.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	1.00	60.00	60.00
	<u>1.00</u>		<u>60.00</u>
<b>Professional Services Subtotal</b>	<u>1.00</u>		<u>60.00</u>

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**Top Task 300 Total      60.00**

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**Top Task 303      Watershed Research - Watershed management options study and memo, discuss memo with interim city administrator, prepare for meeting discussions.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	14.50	111.00	1,609.50
	<u>14.50</u>		<u>1,609.50</u>
Principal Engineer	0.75	148.00	111.00
	<u>0.75</u>		<u>111.00</u>
Project Manager	3.25	118.00	383.50
	3.00	129.00	387.00
	<u>6.25</u>		<u>770.50</u>
<b>Professional Services Subtotal</b>	<u>21.50</u>		<u>2,491.00</u>

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**Top Task 303 Total      2,491.00**

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**Top Task 304      MS4 permit discussions, FEMA repairs and check-ins.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	3.00	118.00	354.00

**INVOICE**

**Invoice Number**

902428

**Project Number**

193801808

	<u>3.00</u>	<u>354.00</u>
<b>Professional Services Subtotal</b>	<u>3.00</u>	<u>354.00</u>

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**Top Task 304 Total** **354.00**

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**Top Task 400**      **MS4 - Review Illicit Discharge Letter.**

Professional Services

<b>Billing Level</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Principal Engineer	0.50	148.00	74.00
	<u>0.50</u>		<u>74.00</u>
<b>Professional Services Subtotal</b>	<u>0.50</u>		<u>74.00</u>

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**Top Task 400 Total** **74.00**

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Total Fees & Disbursements \$2,979.00

**INVOICE TOTAL (USD)** **\$2,979.00**



**INVOICE**

<b>Invoice Number</b>	902429
<b>Invoice Date</b>	April 24, 2015
<b>Customer Number</b>	92656
<b>Project Number</b>	193801809

**Bill To**

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

**Please Remit To**

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

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

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$295.00
<b>For Period Ending:</b>	March 27, 2015

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**Due on Receipt**

**INVOICE**

**Invoice Number**

902429

**Project Number**

193801809

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**Top Task 301**

**Car Wash - Review items with City Staff and Transportation Engineers, prepare comments, review Day Distributing Application.**

Professional Services

**Billing Level**

**Hours**

**Rate**

**Current Amount**

Project Manager

2.50

118.00

295.00

2.50

295.00

**Professional Services Subtotal**

2.50

295.00

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**Top Task 301 Total**

**295.00**

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Total Fees & Disbursements

\$295.00

**INVOICE TOTAL (USD)**

**\$295.00**



**INVOICE**

<b>Invoice Number</b>	902454
<b>Invoice Date</b>	April 24, 2015
<b>Customer Number</b>	92656
<b>Project Number</b>	193802383

**Bill To**

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

**Please Remit To**

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

---

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

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$1,033.25
<b>For Period Ending:</b>	March 27, 2015

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**Due on Receipt**

INVOICE

Invoice Number

902454

Project Number

193802383

**Top Task 300 Construction Inspection - Review quantities for upcoming payment requests.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Field Supervisor	1.25	103.00	128.75
	<u>1.25</u>		<u>128.75</u>
<b>Professional Services Subtotal</b>	<u>1.25</u>		<u>128.75</u>

**Top Task 300 Total 128.75**

**Top Task 310 Construction Engineering - Review quantity and discussions with Contractor on request for breakdown.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	0.75	118.00	88.50
	<u>0.75</u>		<u>88.50</u>
<b>Professional Services Subtotal</b>	<u>0.75</u>		<u>88.50</u>

**Top Task 310 Total 88.50**

**Top Task 400 Records Plans - Office**

Professional Services

Billing Level	Hours	Rate	Current Amount
	816.00	1.00	816.00
	<u>816.00</u>		<u>816.00</u>
<b>Professional Services Subtotal</b>	<u>816.00</u>		<u>816.00</u>

**Top Task 400 Total 816.00**

Total Fees & Disbursements

\$1,033.25

**INVOICE**

Page 3 of 3

**Invoice Number**

902454

**Project Number**

193802383

**INVOICE TOTAL (USD)**

**\$1,033.25**



**INVOICE**

<b>Invoice Number</b>	902464
<b>Invoice Date</b>	April 24, 2015
<b>Customer Number</b>	92656
<b>Project Number</b>	193802390

**Bill To**

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

**Please Remit To**

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

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

<b>Stantec Project Manager:</b>	Boyum, Dan D
<b>Stantec Office Location:</b>	St. Paul MN
<b>Current Invoice Due:</b>	\$1,425.90
<b>For Period Ending:</b>	March 27, 2015

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**Due on Receipt**

INVOICE

Invoice Number

902464

Project Number

193802390

**Top Task 500**

**Record Drawings**

Progress Charge

	Total Invoiced	Previously Invoiced	Current Amount
4,200.00 X 100.00 % Complete	4,200.00	3,445.50	754.50
<b>Progress Charge Subtotal</b>			<u><u>754.50</u></u>

**Top Task 500 Total**

**754.50**

**Top Task 700**

**Additional Services - Respond to questions from CenterPoint Contractor on televising, update Staff on CenterPoint schedule and email blast, discussions with Laura Owen on sewer service, discussions and follow-up on drainage concerns respond to sign and Xcel work questions.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	5.50	118.00	649.00
	<u>5.50</u>		<u>649.00</u>
<b>Professional Services Subtotal</b>	<u>5.50</u>		<u>649.00</u>

Disbursements

	Current Amount
Direct - Vehicle (mileage)	22.40
<b>Disbursements Subtotal</b>	<u><u>22.40</u></u>

**Top Task 700 Total**

**671.40**

Total Fees & Disbursements \$1,425.90

**INVOICE TOTAL (USD) \$1,425.90**



**INVOICE**

**Invoice Number** 902430  
**Invoice Date** April 24, 2015  
**Customer Number** 92656  
**Project Number** 193802890

**Bill To**

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

**Please Remit To**

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

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**Project Description:** Meadows of Maple Plain

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$59.00  
**For Period Ending:** March 27, 2015

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**Due on Receipt**

**INVOICE**

**Invoice Number**

902430

**Project Number**

193802890

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**Top Task 200**      **Status check-in and correspondence.**

**Professional Services**

<b>Billing Level</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Project Manager	0.50	118.00	59.00
	<u>0.50</u>		<u>59.00</u>
<b>Professional Services Subtotal</b>	<u>0.50</u>		<u>59.00</u>

---

**Top Task 200 Total**      **59.00**

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Total Fees & Disbursements      \$59.00

**INVOICE TOTAL (USD)**      **59.00**



Agenda Information Memorandum  
May 11, 2015 - Maple Plain City Council

**8. OLD BUSINESS**  
**A. 5990 MAIN STREET WEST**

**ACTION TO BE CONSIDERED**

To give Staff direction as to whether the ditch drainage for 5990 Main Street West should continue as per the original installation or if one of the options discussed below or some other option should be implemented. The City Engineer will also provide an update on drainage off the driveway.

**FACTS**

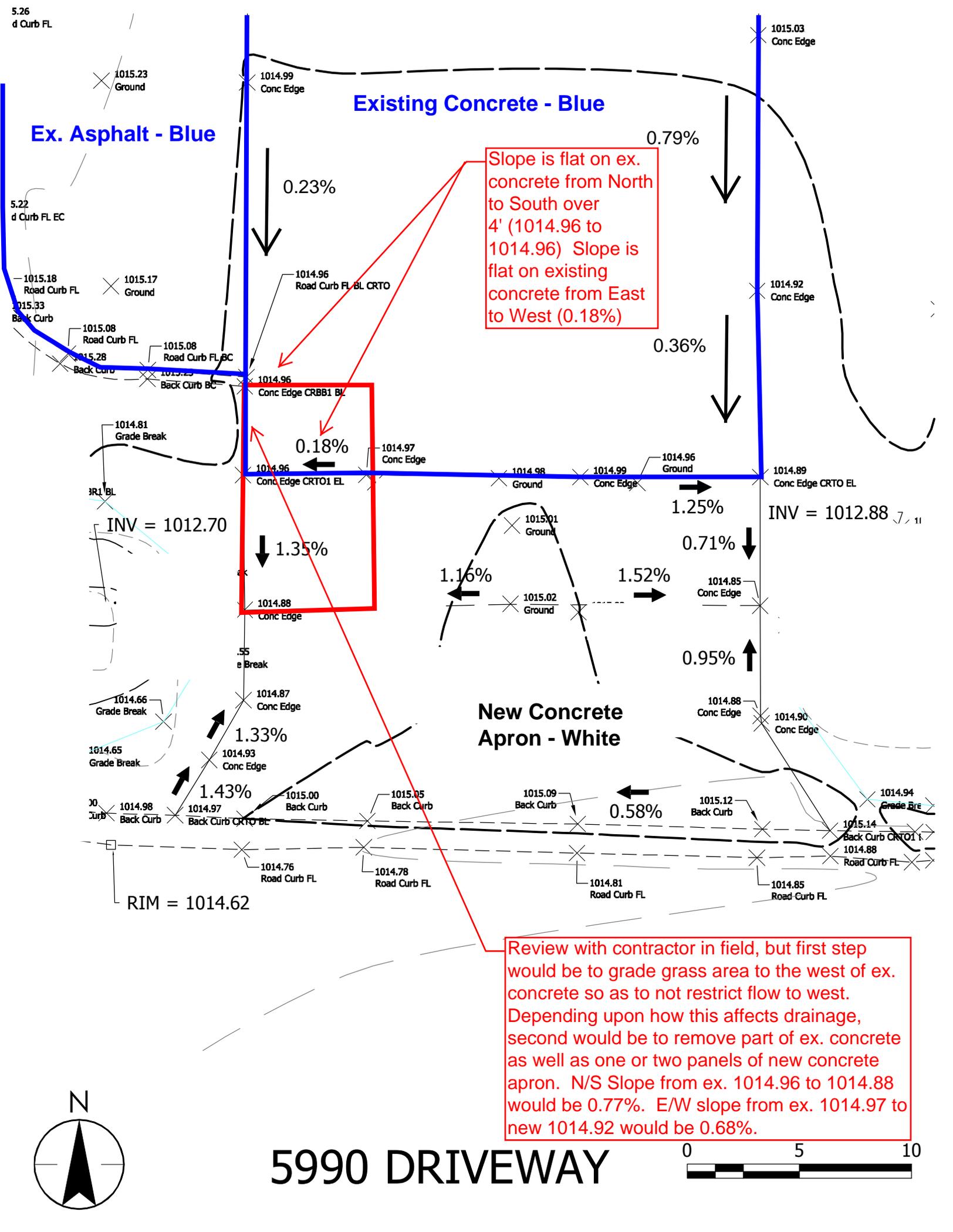
- 5990 Main Street West is the last property in Maple Plain on the north side of Main Street West before Independence.
- This is the transition property from the new urban section in Maple Plain to the existing rural section in Independence.
- The highpoint in the road is at 5974 Main Street West, the first property to the west of 5990 Main Street West, so drainage goes from east to west on their property. This is the same direction that drainage went before the project started in the existing ditch.
- Curb and gutter was placed in front of their property, but due to the new street needing to match into the existing gravel roadway with a rural section in Independence, the curb was not able to be lowered enough to get all the yard drainage to the street.
- A new concrete culvert was placed at their driveway, and this culvert drains westerly to the existing CMP culvert at 6014 Main Street in Independence.
- The existing ditch had filled in with material over the years, covering up around 6" of the invert of the existing CMP culvert. This material was removed as part of the City Project to match into the existing CMP culvert at 6014 Main Street.
- The property owner expressed concerns with being the only property in the City of Maple Plain on this project with a culvert still being needed under their driveway. There also was maintenance concerns expressed with the existing ditch to the west of their driveway.
- City Staff met with the property owner in the Fall of 2014 and discussed placing some landscape type rock between their culvert and the neighbor's culvert to reduce maintenance concerns.

- City Staff also discussed the concern on having a culvert still at their property, and the City Council provided a reduced assessment of \$1,540 to this property because of this concern.
- The property owner had some drainage concerns at the NW corner of their existing driveway and the new concrete apron this past winter as well as this spring. From further review of grades,;
  - the existing driveway has a flat area on the NW corner right before the new apron.
  - the drainage on the existing driveway is less than 0.5 percent in some spots, and the contractor matched into the existing concrete driveway with the new apron.
  - we recommend grading in the 4' area near the existing concrete.
  - Depending upon how drainage is handled after this grading, we would recommend reviewing with the contractor and removal of part of the existing concrete apron in this flat area and one or two panels of new concrete apron as shown on attached drawings/pictures.
- In a meeting with the property owner in April 2015, they asked if the City could look into options to fill in the ditch on the east side of their driveway, eliminate the culvert under their driveway, and possibly eliminate the ditch between their property and 6014 Main Street in Independence. They feel they will still have maintenance concerns with the proposed landscape rock. The Council directed us to review options and bring these back to the next meeting.
- The following is a list of options for Council consideration:
  - Option 1 - Continue with the culvert as installed and place landscape rock in the west ditch like discussed in Fall 2014.
  - Option 2 - Building a small 27" diameter beehive catchbasin over the east end of the culvert, fill in material in the ditch on the east side of their driveway, and leave west side as is with landscape rock being placed as discussed in 2014.
  - Option 3 - Build 12" square draitile catchbasin. Connect draitile catchbasin to draitile behind the curb. Bulkhead east and west side of concrete culvert. Fill in east side of driveway. Fill in a portion of the west side of driveway but leave the culvert under the 6014 Main Street exposed. Property owner to be responsible for ownership and maintenance of the draitile catchbasin since this is not a standard catchbasin for the City of Maple Plain. Property owner to be aware that ponding will occur in boulevard areas on large storm events since the size of the draitile can restrict flow.
  - Option 4 - Build 12" square draitile catchbasin on east side and connect to ex. draitile behind curb. Review with City of Independence and property owner at 6014 Main Street. If approved, build second 12" draitile catchbasin in the ditch area between 5990 and 6014 Main Street. Connect draitile into existing driveway culvert under 6014 Main Street. Bulkhead east and west side of concrete culvert under the driveway and fill in east side and west ditches. Property owners to be responsible for ownership and maintenance of the draitile catchbasins since these are not a standard catchbasin for the City of Maple Plain. Property owners to be aware that ponding will occur in boulevard areas on large storm events since the size of the draitile can restrict flow.

- The costs for these improvements could be paid under project quantities; however we would need to negotiate the pricing on some of the items where we do not have bid items or pricing on.
- The property owner indicated concerns with the culvert pushing up and cracking the concrete apron. In general, all driveway culverts as well as most storm sewer piping and catchbasins/manholes are not deeper than frost levels. It does not appear like the new culvert caused any cracking of the new apron over the first freeze/thaw cycle, and that can be a critical year after construction. Also, the joint placement is set on the concrete apron so that if there is any cracking, it should follow the existing tooled joint line.
- There is maintenance required with landscape rock. Over time, dirt can build up in the rock and will need to be cleaned, especially if weeds develop. The weeds could be pulled, or a product could be chosen based upon some of the property owner's environmental concerns.

## **ATTACHMENTS**

Attached on page(s) \_\_\_\_ through \_\_\_\_ are pictures and figure drawings related to the above referenced options and discussions.



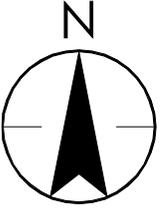
**Existing Concrete - Blue**

**Ex. Asphalt - Blue**

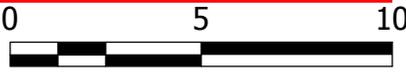
Slope is flat on ex. concrete from North to South over 4' (1014.96 to 1014.96) Slope is flat on existing concrete from East to West (0.18%)

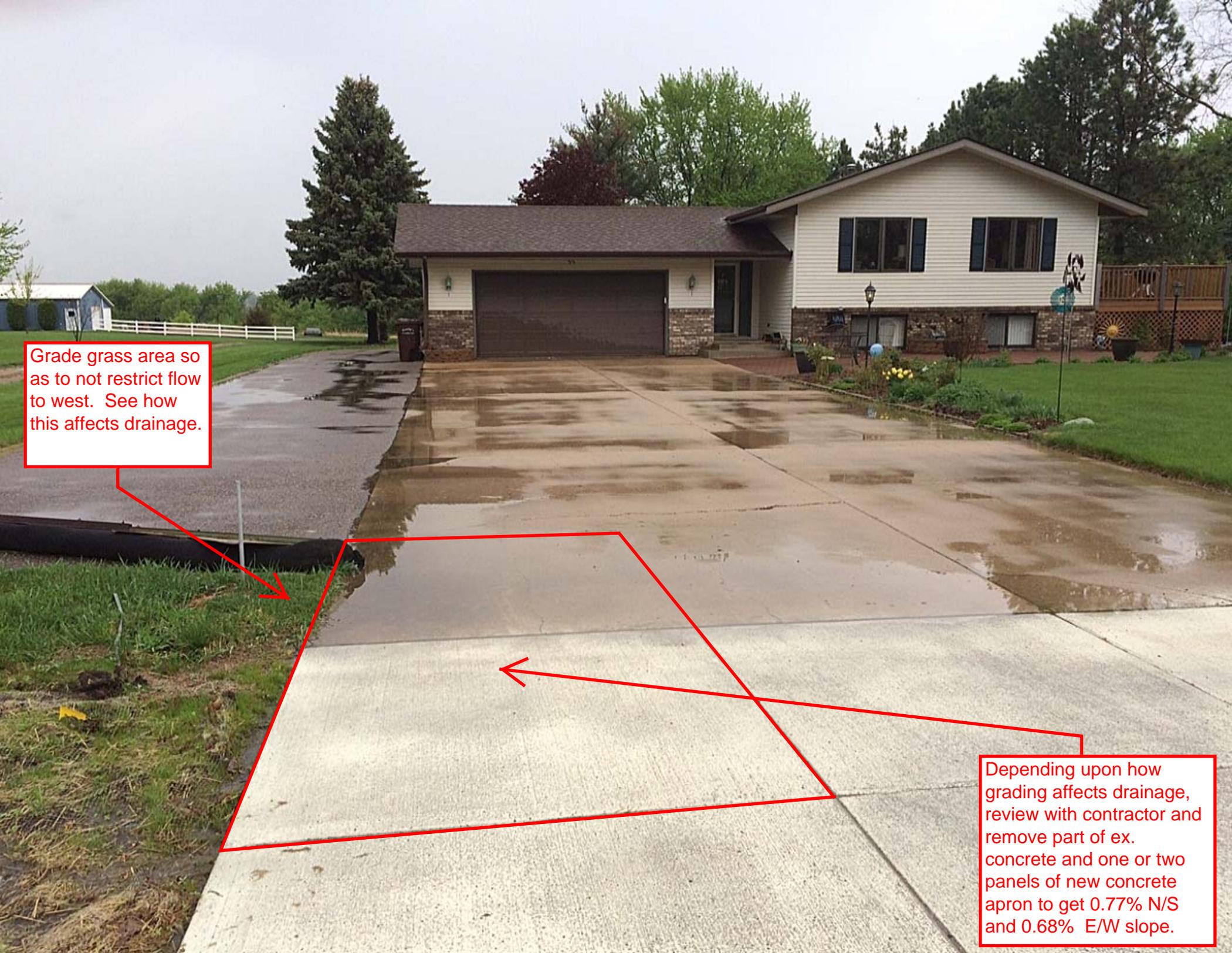
**New Concrete Apron - White**

Review with contractor in field, but first step would be to grade grass area to the west of ex. concrete so as to not restrict flow to west. Depending upon how this affects drainage, second would be to remove part of ex. concrete as well as one or two panels of new concrete apron. N/S Slope from ex. 1014.96 to 1014.88 would be 0.77%. E/W slope from ex. 1014.97 to new 1014.92 would be 0.68%.



# 5990 DRIVEWAY





Grade grass area so as to not restrict flow to west. See how this affects drainage.

Depending upon how grading affects drainage, review with contractor and remove part of ex. concrete and one or two panels of new concrete apron to get 0.77% N/S and 0.68% E/W slope.

Option No. 1 - Continue with culvert and follow discussions from Fall 2014. Do additional grading on east side and place landscape rock on west side.



Option No. 2 - Build 27" beehive catchbasin (similar to other backyard catchbasins on project) over 12" culvert. Fill in yard on east side. Place landscape rock on west side.

Connect drantile catchbasin to drantile (located 2.5' to 3' deep behind curb)



Option No. 3- Build 12" square drantile catchbasin. Connect drantile catchbasin to drantile behind the curb. Bulkhead east and west side of concrete culvert. Fill in east side of driveway. Fill in a portion of the west side of driveway but leave the culvert under the 6014 Main Street exposed. Property owner to be responsible for ownership and maintenance of the drantile catchbasin since this is not a standard catchbasin for the City of Maple Plain. Property owner to be aware that ponding will occur in boulevard areas on large storm events since the size of the drantile can restrict flow.

Connect east  
draitile catchbasin  
to existing draitile  
(located 2.5' to 3'  
deep behind curb)



Option No. 4- Build 12" square draitile catchbasin on east side and connect to ex. draitile behind curb. Review with City of Independence and property owner at 6014 Main Street. If approved, build second 12" draitile catchbasin in the ditch area between 5990 and 6014 Main Street. Connect draitile into existing driveway culvert under 6014 Main Street. Bulkhead east and west side of concrete culvert under 5990 and fill in east side and west ditches. Property owners to be responsible for ownership and maintenance of the draitile catchbasins since this is not a standard catchbasin for the City of Maple Plain.. Property owners to be aware that ponding will occur in boulevard areas on large storm events since the size of the draitile can restrict flow.





Agenda Information Memorandum  
May 11, 2015 - Maple Plain City Council

**9. NEW BUSINESS**  
**A. Metro Transit Service Agreement**

**ACTION TO BE CONSIDERED**

To approve Metro Transit contract on the maintenance agreement of the Park and Ride Parking Lot.

**FACTS**

- The City of Maple Plain partnered with Metro Transit to provide a Park and Pool to the City.
- In December 2014, the Park and Pool became a Park and Ride. Once it became a Park and Ride, the original contract stated that Metro Transit would assume maintenance and landscaping responsibilities of the lot.
- Metro Transit has not maintained the parking lot.
- Metro Transit has asked staff to consider taking over the maintenance of the parking lot.
- The City of Maple Plain is too leanly staffed to do, but would consider administering a service contract between Maple Plain and Metro Transit.
- The City is looking to collect \$327.45 per month plus additional costs for landscaping and snow plowing.

**ATTACHMENTS**

Attached is the Metro Transit Contract.

**AGREEMENT TO PROVIDE SERVICES TO THE  
METRO TRANSIT PARK AND RIDE FACILITY**

THIS AGREEMENT (the “Agreement”) is made between the Metro Transit, an operating division of the Metropolitan Council (“Metro”) and the City of Maple Plain, a Minnesota municipal corporation (“City”).

**RECITALS**

**WHEREAS**, Metro owns and operates a Park and Ride facility in Maple Plain on property owned by the City of Maple Plain; and

**WHEREAS**, Metro has requested and the City has agreed to provide certain services for Metro at the Park and Ride facility under the terms and conditions of this Agreement.

**NOW, THEREFORE**, the parties hereto agree as follows:

1) The City will provide the following services to Metro on the terms and conditions specified:

- a. Weekly Garbage Service. The City will contract with Randy’s Sanitation at \$45.45 per month for garbage service that will allow a 90 gallon container to be picked up weekly. Metro agrees to pay this amount to the City. Any additional garbage services provided will be reimbursed to the City by Metro.
- b. Monthly Recycling Service. The City will contract with Randy’s Sanitation for \$32.00 per month for recycling services which will include a 90 gallon container. Any additional recycling services will cost extra and will be reimbursed to the City by Metro.
- c. Snow Plowing Services. The City will contract with a snow plow service in an amount estimated to be \$\_\_\_\_\_ per month for winter snow plowing, salting and sanding. Metro agrees to pay this amount to the City. Any additional services not included with the contract will be paid by Metro to the City.
- d. Landscaping. The City will contract with a landscape company in the approximate amount of \$\_\_\_\_\_ to provide landscaping services to the Park and Ride facility. Metro agrees to pay this amount to the City. Additional services required or requested will be paid by Metro to the City.

- 2) Administration. Metro will pay to the City the amount of \$250.00 per month for administrative services which will include monthly billing, processing any complaints received relating to the Park and Ride facility and dealing with other administrative tasks relating to the Park and Ride facility. Administration will include the legal costs to the City for preparation of this Agreement.
- 3) Payment. Metro agrees to pay the City for the above services rendered in the amount of \$\_\_\_\_\_ annually. This contract shall begin May 18, 2015 and run through May 17, 2016 and is subject to amendment if changes are needed by the City.
- 4) Applicable Law. This contract shall be governed by the laws of the State of Minnesota and any applicable Federal laws.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year indicated.

*[Signatures found on the following pages]*

**METRO TRANSIT**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

**CITY OF MAPLE PLAIN**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_



Agenda Information Memorandum  
May 11, 2015 - Maple Plain City Council

**9. NEW BUSINESS**  
**B. Road Resurfacing**

**ACTION TO BE CONSIDERED**

To approve the resurfacing of several sections throughout Maple Plain by Modern Roadways in the amount of \$29,600.

**FACTS**

Staff is looking to resurface the following streets:

- Delano Avenue
- Portions of Independence Street
- Drake Street
- A Portion of Howard Avenue

**ATTACHMENTS**

Attached is the map of the City with identified streets.

## Address Map

PATCH WORK

