

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – REGULAR MEETING**  
**MAPLE PLAIN CITY HALL**  
**Monday, June 8, 2015**  
**6:30 P.M.**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. PROCLAMATIONS**

- A. AED State of MN Proclamation 2015
- B. Step to it Challenge 2015 Winner

**4. ADOPT AGENDA**

**5. CONSENT AGENDA**

- A. Approve May 11 Board of Appeal and Equalization meeting minutes
- B. Approve April 27 City Council workshop minutes
- C. Approve May 11 City Council Minutes
- D. Approve May 11 City Council Workshop Minutes
- E. Approve July 14, 2014 EDA Minutes
- F. Approve May 26, City Council workshop Minutes
- G. Accounts Payable

**6. PUBLIC HEARINGS**

**7. ADMINISTRATIVE REPORTS**

**8. OLD BUSINESS**

- A. Shared Services Discussion
- B. Award 2015 Sealcoating Project

**9. NEW BUSINESS**

- A. Purchase of Park Benches and Concrete
- B. Land Use in MU-B District- Barber Shop

**10. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**

**11. COUNCIL REPORTS & OTHER BUSINESS**

- A. Attitude of Gratitude

**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**



STATE of MINNESOTA

Proclamation

- WHEREAS: More than 2,000 people in Minnesota die each year of sudden cardiac arrest; and
- WHEREAS: Sudden cardiac arrest strikes about 42 men, women, and children every hour in the United States, usually without any prior symptoms; and
- WHEREAS: Nearly 6,000 children suffer out-of-hospital sudden cardiac arrest each year from all causes, including trauma, cardiovascular issues, and sudden infant death syndrome; and
- WHEREAS: Studies have shown that CPR can double the chances of survival from sudden cardiac arrest; and
- WHEREAS: Public access AEDs can increase survival by ten percent for every minute earlier an AED is applied; and
- WHEREAS: Bystanders perform 38 percent of all CPR in Minnesota; and
- WHEREAS: Effective, hands-only CPR and AED training can be achieved in 30 minutes or less.

NOW, THEREFORE, I, MARK DAYTON, Governor of Minnesota, do hereby proclaim the week of June 1-8, 2013, as:

CPR & AED AWARENESS WEEK

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 28<sup>th</sup> day of May.

  
GOVERNOR

  
SECRETARY OF STATE



# *Proclamation*

## **WHEREAS**

Minnesota has long been recognized as one of the healthiest states in the nation and a role model for others across the nation in protecting and promoting the health of its people; and,

## **WHEREAS**

The Step To It Challenge is a four-week physical activity campaign that motivates people of all ages and abilities to become more physically active. Family members, coworkers, schoolmates, neighbors, and friends come together to participate in this friendly competition among communities and,

## **WHEREAS**

Maple Plain and 23 other communities compete against one another to win the Most Active Community awards; and

## **WHEREAS**

**Gregory Kobbe** is the 2015 Maple Plain participant with the most steps with 743,823; and,

## **WHEREAS**

**Gregory** has received tickets to see the Minnesota Twins; and **Gregory** will be recognized at the game along with the other community participants with the most steps.

## **NOW, THEREFORE, BE IT RESOLVED**

### **BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN**

in recognition of **Gregory** for his dedication to health and the Step To It Program, we hereby proclaim **Gregory Kobbe**, as the 2015 Step To It Challenge winner.

## **BE IT RESOLVED**

we commend **Gregory Kobbe** for his commitment to health.

**PROCLAIMED ON THIS THE 8<sup>TH</sup> DAY OF JUNE, 2015.**

Jerry Young, Mayor  
Michael DeLuca, City Council  
Dave Eisinger, City Council  
Julie Maas-Kusske, City Council  
Justin McCoy, City Council

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL – BOARD OF APPEALS**  
**MAPLE PLAIN CITY HALL**  
**MAY 15, 2015**  
**6:30 P.M.**

**1. CALL TO ORDER**

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

Absent: Julie Maas-Kusske

**2. PLEDGE OF ALLEGIENCE**

**3. BOARD OF APPEALS**

Erickson stated that the meeting was a reconvene of the April 27 meeting. Since the last meeting, he met with several residents. Erickson added that the Maas-Kusske residence did not receive their letter in the mail, and he apologized for that. Erickson explained that the Three Oaks neighborhood appears to be finally catching up to the housing market. He added that Maple Plain is recovering from the economic downturn slower than some cities.

The Council reviewed and voted on the following:

5870 Main Street West

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember DeLuca. Motion passed 4-0.**

5260 Independence Street

**Councilmember McCoy moved to approve the Assessor recommendation; seconded by Councilmember DeLuca. Motion passed 4-0.**

1275 Poplar

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember DeLuca. Motion passed 4-0.**

5310 Bryant Street

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember DeLuca. Motion passed 4-0.**

1409 Halgren Road

**Councilmember McCoy moved to approve the Assessor recommendation; seconded by Councilmember DeLuca. Motion passed 4-0.**

1434 Rainbow Avenue

**Councilmember DeLuca moved to approve the Assessor recommendation; seconded by Councilmember Eisinger. Motion passed 4-0.**

4795 Amy Lane

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember McCoy. Motion passed 4-0.**

5710 Main Street West

**Councilmember McCoy moved to approve the Assessor recommendation; seconded by Councilmember DeLuca. Motion passed 4-0.**

5715 main Street West

**Councilmember DeLuca moved to approve the Assessor recommendation;  
seconded by Councilmember McCoy. Motion passed 4-0.**

1541 Three Oaks Avenue

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember DeLuca. Motion passed 4-0.**

1525 Three Oaks Avenue

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember DeLuca. Motion passed 4-0.**

1509 Three Oaks Avenue

**Councilmember McCoy moved to approve the Assessor recommendation;  
seconded by Councilmember DeLuca. Motion passed 4-0.**

1475 Three Oaks Avenue

**Councilmember DeLuca moved to approve the Assessor recommendation;  
seconded by Councilmember Eisinger. Motion passed 4-0.**

5950 Henry Street

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember DeLuca. Motion passed 4-0.**

1500 Three Oaks Avenue

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember McCoy. Motion passed 4-0.**

5934 Henry Street

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember McCoy. Motion passed 4-0.**

1415 Three Oaks Avenue

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember DeLuca. Motion passed 4-0.**

5949 Three Oaks Avenue

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember DeLuca. Motion passed 4-0.**

5825 Amy Lane

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember McCoy. Motion passed 4-0.**

Rolf Erickson, City Assessor, stated that there were some recommended changes for rental units within Maple Plain.

1875 Budd Avenue

**Councilmember McCoy moved to approve the Assessor recommendation;  
seconded by Councilmember Eisinger. Motion passed 4-0.**

1885 Budd Avenue

**Councilmember DeLuca moved to approve the Assessor recommendation;  
seconded by Councilmember Eisinger. Motion passed 4-0.**

5293 Manchester Drive

**Councilmember Eisinger moved to approve the Assessor recommendation;  
seconded by Councilmember McCoy. Motion passed 4-0.**

5285 Manchester Drive

**Councilmember DeLuca moved to approve the Assessor recommendation;  
seconded by Councilmember McCoy. Motion passed 4-0.**

1560 Howard Avenue

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember DeLuca. Motion passed 4-0.**

5260 Bryantwood Drive

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember DeLuca. Motion passed 4-0.**

5295 Bryantwood Drive

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember McCoy. Motion passed 4-0.**

5225 Bryant Wood Drive

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember McCoy. Motion passed 4-0.**

5255 Bryantwood Drive

**Councilmember Eisinger moved to approve the Assessor recommendation; seconded by Councilmember McCoy. Motion passed 4-0.**

1520 Wyman Avenue

**Councilmember DeLuca moved to approve the Assessor recommendation; seconded by Councilmember Eisinger. Motion passed 4-0.**

**Councilmember Eisinger moved to adjourn the Board of Appeal and Equalization meeting 7:10 p.m.; seconded by Councilmember DeLuca. Motion passed 4-0.**

**Maple Plain City Council Meeting  
Workshop Minutes  
April 27, 2015  
Maple Plain City Hall**

**1. CALL TO ORDER**

**Mayor Young called the meeting to order at 5:30 p.m.**

Present: Councilmembers Dave Eisinger, Justin McCoy, Mike DeLuca, Julie Maas-Kusske and Mayor Jerry Young. Also present was Assistant to the City Administrator, Margaret McCallum, City Administrator, Tessia Melvin, City Planner, Mark Kaltsas and City Engineer, Day Boyum.

**2. ADOPT AGENDA**

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

**3. I/I WORK PLAN**

The I/I work plan was introduced by City Administrator Tessia Melvin. She provided an update on the number of properties inspected to-date and the number that still have to be inspected. She recommended that:

- 18 sewer stub replacements be completed 2015
- Residential inspections continue in 2016
- Residential inspections be completed by 2017
- Commercial inspections begin in 2018
- Commercial inspections be completed by 2019
- The Council provides direction on what to do with properties that have been inspected and have not yet completed the necessary I/I corrections.

Councilmember Maas-Kusske asked if the inspection information was accurate. She informed that her property was inspected years ago, nonetheless was not on the list.

Engineer Boyum informed that the records relate to work that was done starting in 2008. He stated that in 2008, the inspection program started over.

The Council directed staff to inform non-compliant inspected properties that corrections need to be made. The Council directed staff to begin with

Commercial inspections next year and then continue with residential property inspections after commercial inspections were complete.

#### **4. HIGHWAY 12 SAFETY COALITION UPDATE**

City Administrator Tessia Melvin informed that the Highway Safety Coalition asked that the City Council discuss and provide feedback on safety concerns pertaining to Highway 12 and the City.

The Council recommended that staff bring back to the Coalition the following:

- To review the area between Blackwater Coffee and Maple Avenue (curve and access points)
- Lighting throughout the City
- To allow businesses on Highway 12 access through Pioneer Avenue and Manchester Avenue (example: Wenck). Avoid hassles with getting onto Highway 12
- Rumble strips west of Highway 83
- One speed limit throughout town

#### **5. NORTHSIDE PARK PARKING LOT**

City Administrator Tessia Melvin informed that the Park Commission asked that the engineer put together an estimate as to what it would cost to pave the parking lot at Northside Park. She stated that the estimate came back at \$160,400. Melvin asked the Council for direction on the paving of the parking lot.

The Council decided not to proceed with the paving of the parking lot at this time.

#### **6. ROAD RESURFACING**

City Administrator Tessia Melvin explained that the City of Independence is looking to pave part of Budd Avenue north of the City. She informed that the City of Independence is looking into whether the City of Maple Plain is interested in paving its portion of the street as well. Melvin stated that while the City of Independence can extend the life of their portion of the road by doing an overlay, the City of Maple Plain's portion is beyond repair and needs a total reconstruction.

She informed that the City of Independence is asking the City of Maple Plain to consider the following options:

- a. The City of Independence repair and overlay only the North half of Budd Street. Independence would pay for this and Maple Plain would agree to improve the south half at a later time.
- b. The City of Independence would repair and overlay the remaining shared part of Budd Street. If options a and b are completed now, both Cities would split the cost.
- c. Overlay the street to Independence Street. This option Maple Plain would pay 100% of the cost for their portion of the street.

Melvin asked for direction as to what the Council would like to do with regards to Budd Avenue.

The Council expresses concerns about paving the street since the infrastructure underneath needs to be redone in the future.

The Council agreed that they needed more information from the City of Independence and the City Engineer before they could provide direction.

Melvin informed that Council that there are several areas throughout town that need some overlay and patchwork completed. She said that the following streets needed attention:

- West Main from Halgren Road to Spring Avenue
- Delano Avenue
- Portions of Independence Street
- Portions of Budd Avenue
- Drake Street

Maas-Kusske asked that additional cost information be sought and provided to the Council.

## **7. SIGN PERMIT**

City Administrator Tessia Melvin informed that businesses are required to obtain a sign permit before the construction of a permanent sign. She stated that Larson Lawnscares recently installed a new sign and that the contractor installed it without a sign permit and without meeting the appropriate setbacks.

City Planner Mark Kaltsas said that they applied for the permit, nonetheless built without providing the City with a site plan.

The Council directed staff to inform that the property owner that the sign needed to be moved to meet setback requirements.

## **8. SALT SHED**

City Administrator Tessia Melvin asked the Council for direction with regards to purchasing a salt shed for salt storage. She informed that if the City was not ready to build a shed at this time that public works could continue to buy sand and salt from the County.

The Council tabled this item.

## **9. PUBLIC WORKS UNIFORMS AND RUGS**

Assistant to the City Administrator Maggie McCallum asked the Council for direction with regards to consolidating services for public works uniforms and rugs.

The Council tables this item.

## **10. OTHER**

City Attorney Jeff Carson provided an update to the Council with regards to the Shenk case.

## **11. ADJOURNMENT**

**Councilmember Maas-Kusske moved to adjourn the meeting at 6:30 p.m.; seconded by Councilmember Eisinger. Motion passed 5-0.**

**AGENDA  
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING  
MAPLE PLAIN CITY HALL  
MAY 11, 2015  
AFTER THE BOARD OF APPEALS MEETING 7:10 p.m.**

**1. CALL TO ORDER**

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

Absent: Councilmember Julie Maas-Kusske

**2. PLEDGE OF ALLEGIANCE**

**3. ADOPT AGENDA**

**Councilmember DeLuca moved to add one item to the agenda: Public Works Employee Status; seconded by Councilmember Eisinger seconded. Motion passed 4-0.**

**4. CONSENT AGENDA**

Items to approve under the Consent Agenda:

- A. Approve April 27 Board of Appeal and Equalization meeting minutes
- B. April 27 City Council regular meeting minutes
- C. Transient Merchant License
- D. Accounts Payable
- E. Set MS4 Annual Meeting for Monday, June 22

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

**5. PUBLIC HEARINGS**

There were no public hearings.

**6. ADMINISTRATIVE REPORTS**

There were no administrative reports.

**7. 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 felt they would still have maintenance concerns with the proposed landscape rock.
- The City Engineer provided the following options:
  1. Option 1: Continue with the culvert and follow discussions from fall 2014. Do additional grading on east side and place landscape rock on the west side.
  2. Option 2: Build 27" beehive catchbasin over 12" culvert. Fill in yard on east side. Place landscape rock on west side.
  3. Option 3: Build 12" square draitile catchbasin. Connect draitile catchbasin 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 the driveway, but leave the culver under the 6014 Main Street exposed. Property owner to be responsible for ownership and maintenance of 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 the flow.
  4. Option 4: Build 12" square draitile catchbasin on east side and connect existing draitile behind the curb. Review with the 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 catchbasin 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 event.

After much discussion, the Council agreed upon a hybrid of the options. They directed staff to build two concrete catchbasins over the existing culvert under the driveway and then connect to the existing downstream pipe for the property in Independence. Both ditches to the east and west of 5990 Main Street would be filled in. No connections to the drain tile.

The property owners stated their appreciation to the Council and City Engineer Dan Boyum.

**Councilmember Eisinger moved to direct staff to build two concrete catchbasins over the existing culvert under the driveway and then connect to the existing downstream pipe for the property in Independence. Both ditches to the east and west of 5990 Main Street would be filled in. No connections to the drain tile; seconded by Councilmember DeLuca. Motion passed 4-0.**

## **8. NEW BUSINESS**

### **A. Public Works Employee Status**

City Attorney, Jeff Carson, introduced this subject. Carson stated that due to the medical information, they would not go into specific details, but the City of Maple Plain couldn't accommodate Brent Mickolichек's restrictions.

Carson read a resolution for the Council:

**WHEREAS**, public works employee Brent Mickolichек has not worked since September of 2014 when he went on worker's compensation due to back surgery from a work related injury; and

**WHEREAS**, prior to September of 2014 Mickolichек was on restricted duty from January 2014 to September 2014 because of the work related back injury; and

**WHEREAS**, that in February of 2015 Mickolichек gave the City a list of work he would be able to perform; that administration and the city council concluded that the City needed a full time, unrestricted, public works employee and at that time determined to see what work availability Mickolichек would have in three months' time; and

**WHEREAS**, the City has received two "return to work" forms from Mickolichек; one following an exam of February 12, 2015 indicating work limitations and one following an exam of May 6, 2015, showing some improvement but with continuing significant work restrictions for at least the next six weeks; and

**WHEREAS**, there is no indication that Mickolichек will be available for full time, unrestricted, work in the near future; that the only indication from Mickolichек is that he is available for "light" duty; and

**WHEREAS**, the Maple Plain Public Works Department currently consists of one full time employee; that the work load for the Maple Plain Public Works Department requires two full time employees without work restrictions; that the need for an additional full time employee

is urgent and there are no light duty positions available in the Maple Plain Public Works Department.

**NOW, THEREFORE**, the Maple Plain City Council **RESOLVES**, as follows:

- 1) To terminate the public works employee Brent Mickolichcek as he is unable to return to full time unrestricted work.
- 2) To authorize staff immediately to advertise for one additional full time public works employee.

**Councilmember Eisinger moved to approve the termination of Brent Mickolichcek; seconded by Councilmember DeLuca. Motion passed 4-0.**

### **B. Metro Transit Service Agreement**

Melvin reported that the City of Maple Plain partnered with Metro Transit to provide a Park and Pool to the City. The original agreement stated that the City would maintain the parking lot and land until it became a Park and Ride. Melvin reported that in December 2014, the Park and Pool became a Park and Ride. Melvin stated that staff has received several complaints about the parking lot not being maintained properly. After meeting with Metro Transit to discuss the matter, the Metro Transit staff asked the City to take over the maintenance of the lot. Melvin argued that the City of Maple Plain is too leanly staffed to do so, but would consider administering a service contract between Maple Plain and Metro Transit. Melvin reported that the City is looking to collect \$327.45 per month plus additional costs for landscaping and snow plowing.

**Councilmember DeLuca moved to approve the contract for services with Metro Transit; seconded by Councilmember Eisinger. Motion passed 4-0.**

### **C. Road Resurfacing**

Melvin reported that staff is looking for approval on some overlay and patch work on the following streets:

- West Main from Halgren Road to Spring Avenue
- Delano Avenue
- Portions of Independence Street\*\*\*
- Portions of Budd Avenue\*\*\*
- Drake Street

Melvin added that these portions will be done to help extend the life of the road, but if the road is in such condition where the work will not last more than one year, that portion will not be considered.

Melvin also reported that staff has also discussed crack filling and seal coating various existing streets that were last done in 2009 as discussed above. These streets are shown in yellow on the attached figure drawing, and setting some budgetary number to do at least some of these streets this year and next year would keep with a typical 6-year cycle for seal coating.

**Councilmember DeLuca moved to approve the quote for \$29,600 for resurfacing of some portions of the following streets in 2015 (Main Street West, Delano Avenue, Independence Street, Budd Avenue and Drake Street) : seconded by Councilmember Eisinger. Motion passed 4-0.**

**9. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**

Melvin reported that the Highway 12 Safety Coalition met and the safety audit of Highway 12 will be completed May 28. This audit will include experts in traffic, pedestrians, biking and public safety.

Melvin also added that the City Councils of Maple Plain and Independence will host a joint meeting on May 27 to discuss the Shared Services report.

**10. COUNCIL REPORTS & OTHER BUSINESS**

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**11. VISITORS TO BE HEARD**

There were no visitors to be heard.

**12. ADJOURNMENT**

**Councilmember Eisinger moved to adjourn the meeting at 7:30 p.m.; seconded by Councilmember DeLuca. Motion passed 4-0.**

**Maple Plain City Council Meeting  
Workshop Minutes  
May 11, 2015  
After the EDA Meeting  
Maple Plain City Hall**

**1. CALL TO ORDER**

**Mayor Young called the meeting to order at 6:10 p.m.**

Present: Councilmembers Dave Eisinger, Mike DeLuca, Justin McCoy, Julie Maas-Kusske and Mayor Jerry Young. Also present was City Administrator, Tessia Melvin, and City Attorney, Jeff Carson.

Councilmember Maas-Kusske left at 6:15 p.m.

**2. ADOPT AGENDA**

**Councilmember DeLuca asked that we discuss the Staffing Update first: seconded by Councilmember Eisinger. Motion passed 5-0.**

**3. STAFFING UPDATE**

The Council discussed a current workers comp issue and the work restrictions of the employee. The Council agreed that the City cannot operate without two full-time public works employees and while they value their employees, the city can no longer accommodate work restrictions. The restrictions have been in place for more than a year and a half.

**4. CITY FESTIVAL UPDATE**

City Administrator Melvin updated the Council on the current festival planning. Melvin noted that the City of Independence has not participated in the planning and that the Committee was concerned with changing the name. The Council agreed to keep it Maple Plain Days.

**5. PAVEMENT IMPROVEMENT PLAN**

Melvin presented the Pavement Improvement Plan. The Council asked to see a colored map by year and add any additional information on the rating of streets.

**6. OTHER**

## **7. ADJOURNMENT**

**Councilmember Eisinger moved to adjourn the meeting at 6:30 p.m.; seconded by Councilmember McCoy. Motion passed 4-0.**

**Meeting of the Maple Plain Economic Development Authority  
Meeting Minutes  
July 14, 2014  
Maple Plain City Hall  
5:30 PM**

**1. CALL TO ORDER**

**Chair Hackbarth called the meeting to order at 5:35 p.m.**

Present: Members Michael DeLuca, Jerry Young, Dave Eisinger, Justin McCoy and Jack Henrich; City Administrator Tessia Melvin and City Planner Mark Kaltsas.

**2. ADOPT AGENDA**

**Eisinger moved to adopt the Agenda; McCoy seconded. Motion passed 5-0.**

**3. APPROVAL OF THE MINUTES**

**McCoy moved to adopt the June 9 EDA Minutes; Young seconded. Motion passed 5-0.**

**4. ADMINISTRATIVE REPORTS**

There was no Administrative Report.

**5. OLD BUSINESS**

**A. Downtown Redevelopment: City Museum Location**

**McCoy moved to table this topic until the July 14 meeting as the volunteers of the Museum were unable to attend; Young seconded. Motion passed 5-0.**

**6. NEW BUSINESS**

**A. Pavement Program**

Melvin presented the pavement program to the City Council and asked for direction from the Council. Melvin reported that the City had evaluated the pavement conditions in 2008 and all streets were ranked in the order of their condition. In addition, the City Engineer rated the existing sanitary sewer and watermain to various streets. Melvin provided the EDA in their packets with the following: pavement management rating system, reconstruction conditions of roads, map of rated streets, spreadsheets of rated streets (including the cost estimates and project deadlines), a description of streets and a list of the infrastructure history of City utilities. Councilmember Eisinger asked that Melvin work with the Public Works and Stantek to create a priority list. Once this is created, the EDA and City Council can approve.

## **B. Potential Business Retention Program**

Melvin reported to the EDA that a Business Retention and Expansion (BRE) program is a key element to local economic development. Melvin reported that commonly, more jobs are created by business expansion than by new business start-ups. In addition a BRE program is designed to provide information to City Council and staff members on the community's strengths and weaknesses.

Melvin reported that there are both short-term and long-term objectives of a BRE Program:

Short-term objectives include: 1) To demonstrate support for local businesses and 2) To help solve immediate business concerns.

Long-term objectives include: 1) To increase a local businesses' ability to compete in the global economy, 2) To establish and implement a strategic plan for economic development and 3) To build community capacity to sustain growth and development.

Melvin presented two options to the EDA:

Option One: The City collaborate with the University of Minnesota Extension Office. With the help of University of Minnesota Extension expertise, the community personally interviews local businesses and analyzes the results. The resulting report provides valuable information and ideas to invigorate the local economy through targeted action. BR&E reports don't sit on a shelf. Because the BR&E process leads the community through three major steps - Research, Prioritize, Implement - ideas turn into action.

The BR&E Strategies Program helps make local businesses be more competitive by evaluating and addressing some of their key needs and concerns. By addressing common business concerns, the community ensures a healthier future for itself. Businesses that stay competitive are more likely to remain in the community and possibly expand. The program also establishes an economic development plan for the community and a broad-based community coalition to sustain long term economic development efforts.

The BR&E Strategies Program focuses on both short-term and long-term objectives. This contract for services is priced at \$7,000 and \$15,000, depending upon location and complexity of the program.

Option Two: Staff create an internal BRE program. Melvin included in the packet a list of policies, goals and objectives that would be addressed by an internal BRE program. EDA members discussed and agreed that the key to this program is to begin business visits and help owners. Melvin agreed to create a draft program for the August EDA meeting.

The EDA directed Melvin to continue creating a BRE program for the City.

### C. Potential Business Development Loan Program

Melvin began the discussion with the \$25,000 that has been levied for the EDA, but not spent. She suggested that the EDA consider a business loan program. Melvin presented information on the City of Watertown's Central Business District Loan Program, which was created to support façade improvements in Watertown. The program was created to add value to the downtown commercial stock.

Watertown's current loan provides funding for the following eligible projects:

- Window Replacement
- Exterior Painting
- Tuck Pointing
- Awning Replacement
- Sign Replacement
- Streetscape improvements

Melvin provided the following examples of what the grant could look like:

Loan: \$5,000 (5 year loan, 3% interest)

Grant: \$2,500

Example 1

\$15,000 property owner investment

\$5,000 EDA Loan

\$2,500 EDA Grant

Example 2

\$5,000 Property Owner Investment

\$1,660 EDA Loan

\$833 EDA Grant

The Loan must be repaid in monthly installments. The EDA's contribution to projects is intended to supplement local investment. As a matter of practice, funds will be released upon completion of the projects.

Requests must include:

- Detailed project plan
- Detailed project cost estimates, including bids from contractors
- Information about current building use, including lease term if applicable

- Completed Loan Application
- \$50 application fee

City Planner Kaltsas added that the program has been very successful for the City of Watertown. The EDA discussed the loan program idea and shared much support. Member McCoy added that it would also make sense to include the elimination of WAC and SAC fees, if possible.

The EDA agreed to have Melvin create a draft template of the loan program and an application and present it at the August meeting. Their timeline would include a November-December timeframe of applications.

#### **OTHER BUSINESS**

No other business was discussed.

#### **7. ADJOURNMENT**

**Young moved to adjourn; Henrich seconded. Motion passed 5-0. Meeting adjourned at 6:58 p.m.**

*Prepared by*  
Tessia Melvin, City Administrator

**Maple Plain City Council Meeting  
Workshop Minutes  
May 26, 2015  
Maple Plain City Hall**

**1. CALL TO ORDER**

**Mayor Young called the meeting to order at 5:30 p.m.**

Present: Councilmembers Dave Eisinger, Mike DeLuca, Julie Maas-Kusske and Mayor Jerry Young. Also present was City Administrator, Tessia Melvin, and Chief Gary Kroells.

Councilmember McCoy was not in attendance.

**2. ADOPT AGENDA**

**Councilmember Maas-Kusske moved to adopt the agenda with one addition; seconded by Councilmember Eisinger. Motion passed 4-0. The Council agreed to add an update on the Watershed District to the agenda.**

**3. COMMUNITY SERVICES AWARD**

The Council discussed nominations for the Community Service Awards and Volunteer of the Year. The Council voted on the recipients. The Council will host a reception on July 13 at 6 p.m.

**4. PUBLIC WORKS UNIFORMS**

City Administrator Tessia Melvin presented the Council with the current policy on the uniforms and proposed changing vendors. The Council agreed that they would like to see names on uniforms and the employees looking consistent and professional. The Council gave staff direction to work with the vendor that serves the City the best.

**4A. WATERSHED DISTRICT UPDATE**

Councilmember DeLuca provided an update on the Watershed. He reported that the Watershed Commission approved the survey results and that there was not enough support to increase taxes to watershed district. DeLuca commented that the Commission continues to work on its future plan. Currently it has accepted the Third Generation Plan, but will continue conversations of its future membership and budget.

## **5. ADJOURNMENT**

**Councilmember Maas-Kusske moved to adjourn the meeting at 6:30 p.m.; seconded by Councilmember Eisinger. Motion passed 4-0.**

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

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Page 1

**Current Period: June 2015**

Batch Name	06/04/15 PAY	User Dollar Amt	\$0.00	
	Payments	Computer Dollar Amt	\$102,025.98	
			\$102,025.98	<b>Out of Balance</b>
Refer	20459 <i>BELAYHOST</i>	-		
Cash Payment	E 101-41500-309 EDP, Software and Desi	Email Filtering		\$18.00
	Invoice 29125			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$18.00
Refer	20460 <i>CLARK &amp; CLARK</i>	-		
Cash Payment	E 101-43000-221 Equipment Parts	Equipment Maintenance		\$39.00
	Invoice 6716			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$39.00
Refer	20461 <i>DAVID DROWN ASSOCIATES INC</i>	-		
Cash Payment	E 101-41110-319 Other Consulting Service	Shared Services Study		\$6,875.00
	Invoice 00003072			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$6,875.00
Refer	20462 <i>DISPLAY SALES</i>	-		
Cash Payment	E 101-45200-228 Park Equipment Supplie	Flags and Poles		\$903.00
	Invoice 001566			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$903.00
Refer	20463 <i>ERICKSON, ROLF E.A.</i>	-		
Cash Payment	E 101-41550-305 Assessing Services	Assessing Services- May		\$1,377.06
	Invoice			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$1,377.06
Refer	20464 <i>ERVASTI SALES</i>	-		
Cash Payment	E 101-45200-228 Park Equipment Supplie	Ball Field Maintenance		\$2,183.90
	Invoice 12787			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$2,183.90
Refer	20465 <i>MAPLE PLAIN/INDEPENDENCE FIR</i>	-		
Cash Payment	E 101-42290-307 Fire Administration	FD-June		\$13,482.92
	Invoice			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$13,482.92
Refer	20466 <i>OFFICE DEPOT</i>	-		
Cash Payment	E 101-43000-201 Office Supplies	PW Office Supplies		\$69.99
	Invoice			
Cash Payment	E 101-41500-201 Office Supplies	Admin Office Supplies		\$68.35
	Invoice			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$138.34
Refer	20467 <i>SCOTTS LAWN CARE INC</i>	-		
Cash Payment	E 101-45200-311 Contract Service	Lawn Application		\$1,594.00
	Invoice 11183			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$1,594.00
Refer	20468 <i>TESSIA MELVIN</i>	-		
Cash Payment	E 101-41500-321 Telephone	Phone Reimbursement		\$50.00
	Invoice			

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

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**Current Period: June 2015**

Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$50.00</b>
Refer	20469	TITAN MACHINERY-ROGERS	-		
Cash Payment	E 101-45200-404	Machinery & Equipment	Mower Blade Maintenance		\$131.40
Invoice	5980487				
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$131.40</b>
Refer	20470	MTI DISTRIBUTING	-		
Cash Payment	E 101-45200-530	Improvements Other Tha	Ball Park Groomer		\$4,000.00
Invoice					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$4,000.00</b>
Refer	20471	XCEL ENERGY	-		
Cash Payment	E 101-43160-381	Electric Utilities	Oak Street Lights		\$12.66
Invoice					
Cash Payment	E 101-43160-381	Electric Utilities	Main Street Lights		\$20.19
Invoice					
Cash Payment	E 101-43160-381	Electric Utilities	Park and Pool Lights		\$33.04
Invoice					
Cash Payment	E 601-49400-381	Electric Utilities	Water Treatment Plant		\$2,168.90
Invoice					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$2,234.79</b>
Refer	20472	ECM PUBLISHERS INC	-		
Cash Payment	E 101-41420-351	Legal Notices Publishing	Joint Meeting		\$15.42
Invoice					
Cash Payment	E 101-41420-351	Legal Notices Publishing	Joint Meeting		\$15.42
Invoice					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$30.84</b>
Refer	20473	HAWKINS INC.	-		
Cash Payment	E 601-49400-216	Chemicals & Chemical P	Water Chemicals		\$15.00
Invoice	3731826				
Cash Payment	E 601-49400-216	Chemicals & Chemical P	Water Chemicals		\$30.00
Invoice	3731983				
Cash Payment	E 601-49400-216	Chemicals & Chemical P	Water Chemicals		\$282.37
Invoice	3732531				
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$327.37</b>
Refer	20474	HENN COUNTY ACCTS RECEIVAB	-		
Cash Payment	E 101-42110-317	Board & Booking Fees	Board and Booking Fees		\$1,578.50
Invoice	1000061096				
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$1,578.50</b>
Refer	20475	CENTERPOINT ENERGY MINNEGA	-		
Cash Payment	E 601-49400-383	Gas Utilities	WTP		\$54.09
Invoice					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$54.09</b>
Refer	20476	FRONTIER	-		
Cash Payment	E 601-49400-321	Telephone	WTP		\$62.25
Invoice					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$62.25</b>
Refer	20477	MEDIACOM	-		

CITY OF MAPLE PLAIN

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Payments

Current Period: June 2015

Cash Payment	E 601-49400-309 EDP, Software and Desi	WTP			\$97.40
Invoice					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$97.40</b>
Refer	20478	POSTMASTER	-		
Cash Payment	E 101-41500-413 Office Equipment Rental	P.O. Box Rental Fee			\$90.00
Invoice					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$90.00</b>
Refer	20479	METROPOLITAN COUNCIL ENV SE	-		
Cash Payment	E 602-49450-319 Other Consulting Service	July Wastewater Services			\$19,263.17
Invoice 0001045283					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$19,263.17</b>
Refer	20480	CARSON & CLELLAND	-		
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$2,277.53
Invoice					
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$81.26
Invoice					
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$175.00
Invoice					
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$51.32
Invoice					
Cash Payment	E 101-41610-304 Legal Services	General			\$902.50
Invoice					
Cash Payment	E 101-41610-304 Legal Services	General			\$142.50
Invoice					
Cash Payment	E 101-41610-304 Legal Services	General			\$95.00
Invoice					
Cash Payment	G 101-20212 Planned Unit Develop.	Escro Townhomes			\$427.50
Invoice					
Cash Payment	E 101-41610-304 Legal Services	General			\$285.00
Invoice					
Cash Payment	E 101-41610-304 Legal Services	General			\$213.75
Invoice					
Cash Payment	E 101-41610-304 Legal Services	General			\$403.75
Invoice					
Cash Payment	E 101-41610-304 Legal Services	General			\$213.75
Invoice					
Cash Payment	E 101-41110-304 Legal Services	CC Meetings			\$142.50
Invoice					
Cash Payment	E 101-41610-304 Legal Services	Staff Meetings			\$760.00
Invoice					
Cash Payment	E 101-41610-304 Legal Services	General			\$973.75
Invoice					
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b>	<b>\$7,145.11</b>
Refer	20481	STANTEC CONSULTING SRVCS IN	-		
Cash Payment	E 101-43000-303 Engineering Services	General			\$1,515.50
Invoice 911238					
Cash Payment	E 101-43100-303 Engineering Services	Streets			\$1,583.50
Invoice 911240					

CITY OF MAPLE PLAIN

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Payments

Current Period: June 2015

Cash Payment	E 601-49400-303 Engineering Services	Water		\$463.50
	Invoice 911241			
Cash Payment	E 602-49450-303 Engineering Services	Sewer		\$1,893.50
	Invoice 911242			
Cash Payment	E 603-49455-303 Engineering Services	Storm Sewer		\$605.50
	Invoice 911278			
Cash Payment	E 451-49450-303 Engineering Services	Budd Avenue		\$88.50
	Invoice 911244			
Cash Payment	E 451-43100-303 Engineering Services	Main Street West		\$2,999.00
	Invoice 911246			
Cash Payment	G 101-20212 Planned Unit Develop.	Escro Townhomes		\$619.50
	Invoice 911245			
Cash Payment	E 101-43000-303 Engineering Services	Staff Meetings		\$100.00
	Invoice 911239			
Cash Payment	E 101-41110-303 Engineering Services	City Council Meetings		\$100.00
	Invoice 911239			
Cash Payment	E 101-43000-303 Engineering Services	Day Distributing		\$501.50
	Invoice 911243			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$10,470.00
Refer	20482 RIEFF, ANN GARDEN DESIGN	-		
Cash Payment	E 101-45200-225 Landscaping Materials	Planters		\$479.84
	Invoice 148956			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$479.84
Refer	20483 MODERN ROADWAYS	-		
Cash Payment	E 451-43100-530 Improvements Other Tha	Street Patching		\$29,400.00
	Invoice 8601			
Transaction Date	6/4/2015	Bank of Maple Plain	10100	<b>Total</b> \$29,400.00

Fund Summary

	10100 Bank of Maple Plain	
101 GENERAL FUND		\$44,602.80
451 CAPITAL IMPROVEMENT PROJECTS		\$32,487.50
601 WATER FUND		\$3,173.51
602 SEWER FUND		\$21,156.67
603 STORM WATER FUND		\$605.50
		<u>\$102,025.98</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$102,025.98
Total	<u>\$102,025.98</u>



Carson, Clelland  
& Schreder

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

May 29, 2015

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

Professional Services

	<u>Amount</u>
..Civil	
4/30/2015 Conference with Tessia	47.50
5/1/2015 Conference with attorney Carson regarding open files, research liquor licensing issues, correspond with City, update files	213.75
5/4/2015 Conference with Tessia and Gary	47.50
5/5/2015 Attend staff meeting	356.25
5/6/2015 Review dynamic sign issues and review title work for pioneer park; correspondence to Dan and Mark	142.50
5/11/2015 Attend city council meeting	142.50
5/18/2015 Review AED agreement for Chamber of Commerce, conference with Tessia	47.50
Prepare for staff meeting, review of 1675 Spring Ave. file	47.50
5/19/2015 Attend staff meeting	356.25
5/21/2015 Review shared services reports and conference with Tessia; voicemail from attorney Vose	190.00
Receipt and review of title documents for sign permit and send to Dan Boyum	71.25
5/22/2015 Conference with attorney Carson regarding open files, action items, review/update files	47.50
Conference with attorney Vose regarding shared services meeting and conference with Tessia	47.50
Review of email from Boyum regarding easement questions	47.50
5/26/2015 Review information from Tessia (Hackbarth complaint) and conference with Tessia	71.25
SUBTOTAL:	[ 1,876.25]
<u>.5210 Main Street Hazardous Building</u>	
4/28/2015 Conference with Tessia regarding miscellaneous items	47.50
5/6/2015 Review notes and correspondence to attorney Beckman	71.25
5/7/2015 Review email from Dan, follow up to Beckman and receipt of voicemail from Beckman	95.00
SUBTOTAL:	[ 213.75]

Amount

.Downtown Redevelopment

5/13/2015	Review purchase agreement (Palm and Olson's), send information to Palmquist	142.50
5/15/2015	Review of new purchase agreement and conference with Tom Palmquist	142.50
5/18/2015	Prepare for staff meeting, review of file and purchase agreement	47.50
5/21/2015	Review "Olson Market" Purchase Agreement received from Tom	71.25

SUBTOTAL: [ 403.75]

.EDA:

5/11/2015	Review previous purchase agreements	71.25
	Attend EDA meeting	142.50

SUBTOTAL: [ 213.75]

.Park 'n' Ride

5/7/2015	Conference with Tessia, review information from Tessia	71.25
5/8/2015	Review information from Tessia, draft contract and send to Tessia	213.75

SUBTOTAL: [ 285.00]

.Rose Creek Builders

4/28/2015	Review of file, correspondence from Mark and correspondence to staff	95.00
4/30/2015	Review information for development agreement from Dan	47.50
5/1/2015	Review of file and staff comments and revise development agreement, send to all	190.00
5/4/2015	Review exhibits in preparation for staff meeting on 5/5	95.00

SUBTOTAL: [ 427.50]

.Shenk

5/7/2015	Review settlement correspondence from League attorney	47.50
5/19/2015	Review of settlement document	47.50

SUBTOTAL: [ 95.00]

.Woessner (4820 Main St.)

5/12/2015	Review title work and correspondence to Mark and Tessia	95.00
5/18/2015	Prepare for staff meeting, review of file	47.50

SUBTOTAL: [ 142.50]

	<u>Amount</u>
<u>Worker's Compensation Claim</u>	
5/7/2015 Review worker's compensation documents; conference with Tessia and call to attorney Peterson (League of Cities)	190.00
5/8/2015 Conference with Tessia, conference with Pat Beety, review medical information	142.50
5/11/2015 Prepare for workshop, review of file, review ADA provisions and work compensation issues	285.00
5/12/2015 Draft resolution for termination of public works employee, send to Tessia and conferences with Tessia; review correspondence to Brent	285.00
	<hr/>
SUBTOTAL:	[ 902.50]
<u>Criminal</u>	
4/28/2015 Correspond with defense attorneys, defendants, witnesses, review discovery, dictate disposition letters, note files	73.13
Review discovery, jury trial preparation, note files	121.88
4/30/2015 Preparation for 5/1 cases	48.75
5/1/2015 Attend arraignments and pretrial hearings	146.25
5/3/2015 Preparation for 5/2 jury trial, review videos and audio files, review stop issue cases	292.50
5/4/2015 Maple Plain vs. Halverson -- Attend jury trial hearing downtown, phone call with officer	357.50
Review criminal research	48.75
Prepare Rasmussen questions for 5/5 hearing	195.00
5/5/2015 Attend Rasmussen hearing downtown, discuss case with officer and argue motion	341.25
5/7/2015 Correspond with defense attorneys, court, witnesses, victims, review motion documents, discovery, note files	48.75
Review cases in MNCIS	16.25
5/11/2015 Preparation of one complaint	40.00
5/14/2015 Review files in preparation for 5/15 calendar at Ridgedale court	40.63
5/15/2015 Attend arraignment and pretrial hearings	73.13
5/18/2015 Prepare disposition letter	48.75
5/20/2015 Review and note files, prepare disposition letter	24.38
5/21/2015 Preparation of one complaint	40.00
Review, sign complaints	16.25
5/22/2015 Correspond with defense attorneys, court, review discovery, note files	32.50
5/26/2015 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	150.00
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	37.50
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	84.38
	<hr/>
SUBTOTAL:	[ 2,277.53]

	<u>Amount</u>
<u>Vehicle Forfeiture:</u>	
5/6/2015 Review forfeiture files	24.38
5/7/2015 Review status of forfeiture cases	56.88
SUBTOTAL:	[ 81.26]
<b>For professional services rendered</b>	<b>\$6,918.79</b>
Client Expense Charges :	
<u>Civil Expenses</u>	
Owners and encumbrance report for 4830 Main Street	100.00
Owners and encumbrance report for Pioneer Park	75.00
SUBTOTAL:	[ 175.00]
<u>Criminal Expenses</u>	
Monthly support fee for January - April 2015	51.32
SUBTOTAL:	[ 51.32]
<b>Total Client Expense Charges</b>	<b>\$226.32</b>
<b>Total amount of this bill</b>	<b>\$7,145.11</b>
<b>Previous balance</b>	<b>\$6,652.32</b>
5/20/2015 Payment - thank you	(\$6,652.32)
<b>Total payments and adjustments</b>	<b>(\$6,652.32)</b>
<b>Balance due</b>	<b>\$7,145.11</b>

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

  
 Jeffrey A. Carson, City Attorney



May 21, 2015

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

Re: Services rendered through March 28, 2015 through May 1, 2015

Please find enclosed our invoices dated May 21, 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>
193801803	911238	Maple Plain General 2013	1,515.50
193801804	911239	Maple Plain 2013 Public Meetings	200.00
193801805	911240	Maple Plain 2013 Streets and Pathways	1,583.50
193801806	911241	Maple Plain 2013 Water	463.50
193801807	911242	Maple Plain 2013 Sewer	1,893.50
193801808	911278	Maple Plain 2013 Storm Sewer	605.50
193801809	911243	Maple Plain 2013 Development Review	501.50
193802383	911244	Maple Plain Budd Avenue Sewer Improvements	88.50
193802390	911246	Main Street W. & Rainbow Ave. Utility and Street Improvements	2,999.00
193802890	911245	Meadows of Maple Plain	619.50
		<b>Total Amount Due</b>	<b>\$10,470.00</b>

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

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

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

Sincerely,  
Stantec

Dan Boyum, P.E.  
Client Service Manager

Enclosures



**INVOICE**

**Invoice Number** 911238  
**Invoice Date** May 21, 2015  
**Customer Number** 92656  
**Project Number** 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

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$1,515.50  
**For Period Ending:** May 1, 2015

---

**Due on Receipt**

**33**

INVOICE

Invoice Number

911238

Project Number

193801803

**Top Task 300**      **General Engineering - Hennepin County Bike Survey and discussions with interim administrator, monthly engineering report, 5210 walk replacement, other general city engineering and administration items.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	5.00	60.00	300.00
	<u>5.00</u>		<u>300.00</u>
<b>Professional Services Subtotal</b>	<u>5.00</u>		<u>300.00</u>

**Top Task 300 Total** **300.00**

**Top Task 302**      **5210 Main Street - Completed and transmitted report, discussions with attorney, prepare draft letter on next steps finalize letter and forward to parties.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	8.50	143.00	1,215.50
	<u>8.50</u>		<u>1,215.50</u>
<b>Professional Services Subtotal</b>	<u>8.50</u>		<u>1,215.50</u>

**Top Task 302 Total** **1,215.50**

Total Fees & Disbursements \$1,515.50

**INVOICE TOTAL (USD)** **\$1,515.50**



**INVOICE**

**Invoice Number** 911239  
**Invoice Date** May 21, 2015  
**Customer Number** 92656  
**Project Number** 193801804

**Bill To**

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

**Please Remit To**

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

---

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

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$200.00  
**For Period Ending:** May 1, 2015

---

Due on Receipt

35

**INVOICE**

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

911239  
193801804

---

**Top Task 302**

**Meeting Attendance - Attend Staff and Council Meetings on April 7, 13, 21,  
and 27, 2015.**

	<b># of Meetings</b>	<b>Amount Per</b>	<b>Current Amount</b>
	4	50.00	200.00
<b>Progress Charge Subtotal</b>			<u><b>200.00</b></u>

---

**Top Task 302 Total**

**200.00**

---

Total Fees & Disbursements \$200.00

**INVOICE TOTAL (USD)** **\$200.00**



**INVOICE**

**Invoice Number** 911240  
**Invoice Date** May 21, 2015  
**Customer Number** 92656  
**Project Number** 193801805

**Bill To**

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

**Please Remit To**

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

---

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

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$1,583.50  
**For Period Ending:** May 1, 2015

---

**Due on Receipt**

**37**

**INVOICE**

**Invoice Number** 911240  
**Project Number** 193801805

**Top Task 300 CIP Review - Pavement Management Review.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	2.50	60.00	150.00
	<u>2.50</u>		<u>150.00</u>
<b>Professional Services Subtotal</b>	<u>2.50</u>		<u>150.00</u>

**Top Task 300 Total** **150.00**

**Top Task 301** **General - Review Budd Pavement conditions and respond to questions, Northside Park Parking Lot review and cost estimates, review conditions of various streets with Public Works, site visits and discuss options for repairs, prepare memo for Council, Xcel Street light information, CIP Plan update.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	3.00	114.00	342.00
	<u>3.00</u>		<u>342.00</u>
Project Manager	9.25	118.00	1,091.50
	<u>9.25</u>		<u>1,091.50</u>
<b>Professional Services Subtotal</b>	<u>12.25</u>		<u>1,433.50</u>

**Top Task 301 Total** **1,433.50**

Total Fees & Disbursements	\$1,583.50
<b>INVOICE TOTAL (USD)</b>	<b><u><u>\$1,583.50</u></u></b>



**INVOICE**

**Invoice Number** 911241  
**Invoice Date** May 21, 2015  
**Customer Number** 92656  
**Project Number** 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

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$463.50  
**For Period Ending:** May 1, 2015

---

**Due on Receipt**

**39**

INVOICE

Invoice Number  
Project Number

911241  
193801806

**Top Task 300**      **General - Review with MN Department of Health on water tests and update staff.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	0.50	60.00	30.00
	<b>0.50</b>		<b>30.00</b>
<b>Professional Services Subtotal</b>	<b>0.50</b>		<b>30.00</b>

**Top Task 300 Total**      **30.00**

**Top Task 301**      **General - Hydrant mapping and update fire chief and Met Council survey.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	2.25	114.00	256.50
	<b>2.25</b>		<b>256.50</b>
Project Manager	1.50	118.00	177.00
	<b>1.50</b>		<b>177.00</b>
<b>Professional Services Subtotal</b>	<b>3.75</b>		<b>433.50</b>

**Top Task 301 Total**      **433.50**

Total Fees & Disbursements      \$463.50

**INVOICE TOTAL (USD)**      **\$463.50**



**INVOICE**

**Invoice Number** 911242  
**Invoice Date** May 21, 2015  
**Customer Number** 92656  
**Project Number** 193801807

**Bill To**

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

**Please Remit To**

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

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

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$1,893.50  
**For Period Ending:** May 1, 2015

---

**Due on Receipt**

**41**

INVOICE

Invoice Number

911242

Project Number

193801807

Top Task 301

General - Met Council survey, review items with Public Works on Survey, Hetherwood Sewer (5469 TH12) - review issues with staff, site visit, research record plans and options prepare cost estimate and figure drawing for alternatives, update sanitary sewer basemap.

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	6.00	114.00	684.00
	<u>6.00</u>		<u>684.00</u>
Project Manager	10.25	118.00	1,209.50
	<u>10.25</u>		<u>1,209.50</u>
<b>Professional Services Subtotal</b>	<u><b>16.25</b></u>		<u><b>1,893.50</b></u>

**Top Task 301 Total**

**1,893.50**

Total Fees & Disbursements

\$1,893.50

**INVOICE TOTAL (USD)**

**\$1,893.50**



**INVOICE**

**Invoice Number** 911278  
**Invoice Date** May 21, 2015  
**Customer Number** 92656  
**Project Number** 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

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

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$605.50  
**For Period Ending:** May 1, 2015

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**Due on Receipt**

**43**

INVOICE

Invoice Number  
Project Number

911278  
193801808

**Top Task 301      Update storm sewer basemap.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	3.25	114.00	370.50
	<u>3.25</u>		<u>370.50</u>
<b>Professional Services Subtotal</b>	<u>3.25</u>		<u>370.50</u>

**Top Task 301 Total** **370.50**

**Top Task 304      MS4 Permit update and FEMA Item followup.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	0.25	114.00	28.50
	<u>0.25</u>		<u>28.50</u>
Project Manager	1.75	118.00	206.50
	<u>1.75</u>		<u>206.50</u>
<b>Professional Services Subtotal</b>	<u>2.00</u>		<u>235.00</u>

**Top Task 304 Total** **235.00**

Total Fees & Disbursements \$605.50

**INVOICE TOTAL (USD)** \$605.50



**INVOICE**

**Invoice Number** 911243  
**Invoice Date** May 21, 2015  
**Customer Number** 92656  
**Project Number** 193801809

**Bill To**

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

**Please Remit To**

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

---

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

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$501.50  
**For Period Ending:** May 1, 2015

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**Due on Receipt**

45

INVOICE

Invoice Number

911243

Project Number

193801809

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**Top Task 301**      **Day Distributing Parking Lot Improvements - Review items with City Staff, contact watershed, contact developers engineer, and forward comments to City Planner.**

Professional Services

Billng Level	Hours	Rate	Current Amount
Project Manager	4.25	118.00	501.50
	<u>4.25</u>		<u>501.50</u>
<b>Professional Services Subtotal</b>	<u>4.25</u>		<u>501.50</u>

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**Top Task 301 Total**      **501.50**

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Total Fees & Disbursements      \$501.50

**INVOICE TOTAL (USD)**      **\$501.50**



**INVOICE**

**Invoice Number** 911244  
**Invoice Date** May 21, 2015  
**Customer Number** 92656  
**Project Number** 193802383

**Bill To**

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

**Please Remit To**

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

---

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

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$88.50  
**For Period Ending:** May 1, 2015

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**Due on Receipt**

47

**INVOICE**

**Invoice Number**

911244

**Project Number**

193802383

---

**Top Task 310      Construction Engineering - Project discussions and administration.**

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>

---

**Top Task 310 Total** **88.50**

---

Total Fees & Disbursements \$88.50

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



**INVOICE**

<b>Invoice Number</b>	911246
<b>Invoice Date</b>	May 21, 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

---

**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>	\$2,999.00
<b>For Period Ending:</b>	May 1, 2015

---

**Due on Receipt**

49

INVOICE

Invoice Number  
Project Number

911246  
193802390

**Top Task 700**

**Additional Services - Review items with property owners, review pipe drainage issues and respond, review pipe freezing issues and respond to questions, review items on 5990 Main Street, attend meetings on 5990 Main St., review items on Laura Owen Sewer Service and coordinate items with Contractor, forward information on sump items to property owners, review additional trashguard.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	2.50	114.00	285.00
	<u>2.50</u>		<u>285.00</u>
Project Manager	23.00	118.00	2,714.00
	<u>23.00</u>		<u>2,714.00</u>
<b>Professional Services Subtotal</b>	<u><b>25.50</b></u>		<u><b>2,999.00</b></u>

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**Top Task 700 Total** **2,999.00**

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Total Fees & Disbursements	\$2,999.00
<b>INVOICE TOTAL (USD)</b>	<b><u><u>\$2,999.00</u></u></b>



**INVOICE**

**Invoice Number** 911245  
**Invoice Date** May 21, 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

---

**Project Description:** Meadows of Maple Plain

**Stantec Project Manager:** Boyum, Dan D  
**Stantec Office Location:** St. Paul MN  
**Current Invoice Due:** \$619.50  
**For Period Ending:** May 1, 2015

---

**Due on Receipt**

51

**INVOICE**

**Invoice Number**

911245

**Project Number**

193802890

---

**Top Task 200**

**Review letter of credit revisions, developers agreement and other items and update staff.**

**Professional Services**

**Billing Level**

**Hours**

**Rate**

**Current Amount**

Project Manager

5.25

118.00

619.50

**5.25**

**619.50**

**Professional Services Subtotal**

**5.25**

**619.50**

---

**Top Task 200 Total**

**619.50**

Total Fees & Disbursements

\$619.50

**INVOICE TOTAL (USD)**

**\$619.50**



Agenda Information Memorandum  
June 8, 2015 - Maple Plain City Council

**8. OLD BUSINESS**  
**B. AWARD 2015 SEALCOATING PROJECT**

**ACTION TO BE CONSIDERED**

To award the 2015 Seal Coat Project to the low quote contractor.

**FACTS**

- The City rated the pavement condition on all the City streets in 2008.
- A last seal coat project was done in 2009.
- A typical time schedule for re-sealcoating a street is 6 years.
- Streets sealed in 2009 are meeting this 6 year schedule.
- The City rerated the pavement condition on all the City streets the week of May 18, 2015 to confirm streets needing to be seal coated.
- Based on this rating, Staff recommended several streets be seal coated in 2015.
- The Council reviewed going for quotes or bidding this seal coat work on May 26, 2015 and directed the City Engineer to prepare a quote package for the 2015 Seal Coat.
- Quote packages were sent out to 4 contractors with a Friday, June 5, 2015 deadline to submit quotes.
- A summary of the quotes will be prepared and brought to the Council Meeting on June 8, 2015 for action.

**ATTACHMENTS**

Attached is a copy of the City Map showing the 2015 Seal Coat.

# MAPLE PLAIN ADDRESS MAP

2015 Seal Coat

6000 5900 5800 5700 5600 5500 5400 5300 5200 5100 5000 4900 4800

2000

1900

1800

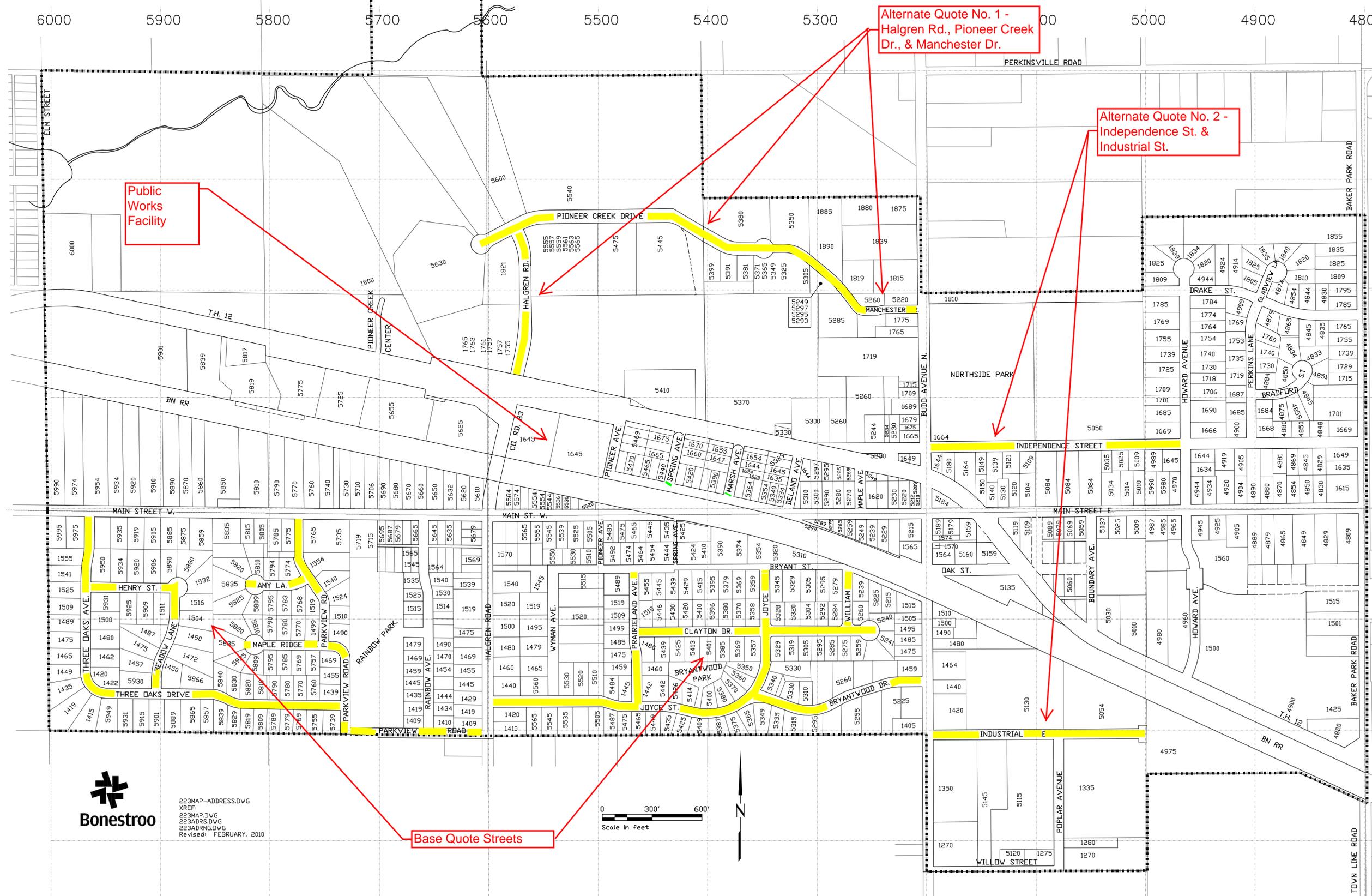
1700

1600

1500

1400

1300



Public Works Facility

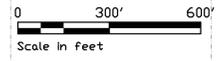
Alternate Quote No. 1 - Halgren Rd., Pioneer Creek Dr., & Manchester Dr.

Alternate Quote No. 2 - Independence St. & Industrial St.

Base Quote Streets



223MAP-ADDRESS.DWG  
XREF:  
223MAP.DWG  
223ADRS.DWG  
223ADR.DWG  
Revised: FEBRUARY, 2010





Agenda Information Memorandum  
June 8, 2015 - Maple Plain City Council

**9. NEW BUSINESS**  
**A. PURCHASE OF PARK BENCHES AND CONCRETE**

**ACTION TO BE CONSIDERED**

To receive Council direction on the replacing and installation of park benches and concrete at Rainbow Park, Northside Park and Bryantwood Park.

**FACTS**

- Wooden, park benches at Northside Park, Rainbow Park and Bryantwood Park are aging and rotting.
- The Park Commission moved to recommend to the Council the purchasing and installation of new park benches.
- The Park Commission also discussed:
  - Replacing a section of the sidewalk at the Northside Park Concession/Bathroom to be ADA accessible.
  - Adding a sidewalk path from the current trail to the swing set to make the swing set ADA accessible.
  - Expanding the sidewalk south of the Northside Park Concession/Bathroom to make it ADA accessible from the concession stands to the ball field.
- The estimate for all concrete work and concrete slabs for the benches (including removal of old materials and labor) is \$10,984.00.
- The estimate for the benches is \$8,230.00.
- Staff is recommending that the cost be split between the Park Commission budget and the sidewalk budget. The Park Commission budget would pay for the benches and the concrete slabs, and the concrete sidewalks will be split between the budgets.
  - Park Commission budget- \$45,061.34
  - Sidewalk budget - \$8,240.00

**ATTACHED**

A memo from Assistant to the City Administrator Maggie McCallum and an estimate for the concrete work from CDJ Concrete and Masonry.

# Memorandum

**To:** Mayor and City Council Members  
**From:** Maggie McCallum, Assistant to the City Administrator  
**Date:** June 4, 2015  
**Re:** Concrete Work and Benches at city parks

---

## BACKGROUND

City staff has looked into what it would cost to replace benches at Northside Park, Rainbow Park and Bryantwood Park. Many of the benches are wooden and have therefore started to rot or get worn down. Staff is also looking at the addition of concrete sidewalk at Northside Park to make the concession/bathroom area, baseball field area and swing set area more ADA accessible.

To properly install the new benches, concrete pads would be poured. The benches would be secured onto the pads. The pads provide solid surface for mounting, and it allows for easier lawn maintenance around the benches.

The new benches will be made recycled plastic seats and steel mounts. These benches will be low maintenance. They will not require painting and they will not rot.

The benches pictured below gives you an idea of what they will look like.



Staff is recommending replacing old and installing new benches accordingly:

## **Northside:**

### **Benches and Concrete**

- Two six (6) foot backed benches on 4' x 7' concrete slabs
  - Location: By Northside Park Playground
- One six (6) foot flat benches on 4' x 7' concrete slabs
  - Location: By Basketball court

### **Concrete Sidewalk Replacement at Bathroom/Concessions**

Staff has looked into what it would cost to replace a section of the sidewalk at the Northside Park Bathrooms/Concession Stand. The current sidewalk is slanted and therefore is not ADA compliant.

The section to be replaced would be 5' x 17'.

### **Concrete Sidewalk Addition from current trail to swing set**

To make the swing set more accessible, staff is proposing the addition of a sidewalk from the current trail to the swing set.

The new addition would be 4' x 42'.

### **Concrete Sidewalk Addition from concession stands to baseball field.**

To make to ball field more accessible, staff is proposing the addition of concrete from the concession stand to the baseball field.

The new addition would add 12' x 40' of concrete on the south side of the concession stands. Off of that new section, a sidewalk would connect it to the current baseball field concrete padding further south. This section would be 4' x 30'.

## **Rainbow:**

### **Benches and Concrete**

- Twelve eight (8) foot flat benches on six 2'-8" x 16' concrete slabs
  - Location: in the dugout areas of the ball fields
- Three spectator bleacher 5'-8" x 16' concrete slabs (existing bleachers)
  - Existing bleacher locations

- Three six (6) foot backed benches on 4' x 7' concrete slabs.
  - Location: By Basketball court and Tennis courts

**Bryantwood:**

**Benches and Concrete**

- Two six (6) foot backed bench on 4' x 7' concrete slabs
  - Location: By Bryantwood Park Playground

**COST**

The concrete work for all three parks is estimated to be \$10,984.00.

The cost of the benches is estimated to be:

	Units	Cost per Bench	
Eight (8) foot flat benches	13	\$395.00	\$4,740.00
Six (6) foot flat Benches	1	\$375.00	\$375.00
Six (6) foot backed benches	7	\$445.00	\$3,115.00
Total	21		\$8,230.00

The total estimated cost for everything is \$19,214.00.

**RECOMMENDATION**

Staff is looking for Council direction on how to proceed with the proposed park improvements.

Staff is recommending that the cost of the park improvements be split between the Park Commission budget and the new sidewalk budget.

- Benches and concrete slabs would be covered completely by the Park Commission
- Sidewalk work would be split between the Park Commission and new sidewalk budget.

The current Park Commission budget is \$45,061.34. The Park Commission is expecting to assist in paying for the new digital sign. This has not been taken out of the Park Commission budget yet.

The current sidewalk budget is \$8,240.00.

The benches were decided upon by the Maple Plain Park Commission. They moved to recommend to the Council the purchasing of the benches for the parks.

The concrete work was discussed by the Park Commission. This has not yet been approved by the Park Commission because the estimate was not available at the time of their May meeting. Staff is looking to bring the estimate to them at the June meeting.

CDJ Concrete & Masonry, Inc.

1530 Rainbow Avenue  
Maple Plain, MN 55359

Craig Johnson  
612.581.1909 cjfire@live.com

# Estimate

Date	Estimate #
5/21/2015	215

Name / Address
City of Maple Plain 5050 Independence Street PO BOX 97 Maple Plain, MN 55359

Description	Total
<p>Site Work to be Performed at: Rainbow Park, North- Side Park, and Bryantwood Park Site Work Performed: Concrete Slabs for Player Benches, Spectator Bleachers, Seating Benches, Sidewalks, A.D.A. Sidewalks, and Common Area Walkways</p> <ul style="list-style-type: none"> <li>•Demolition and disposal of 5'x17' sidewalk area adjacent to restrooms, at Northside Park, includes saw-cutting. Four (4) 3'x5' bench slabs, in Northside Park. Three (3) 3'x5' bench slabs, in Rainbow Park. One (1) 3'x5' bench slab at Bryantwood Park</li> <li>•Forming for six (6) player bench slabs, each 2'-8" x 16' and three (3) spectator bleacher slabs, each 5'-8" x 16' and three (3) 4'x7' park bench slabs, at Rainbow Park.</li> <li>•Forming for new A/D/A/ sidewalk 5'x17' and 4'x20' at restroom entrances. 4'x42' sidewalk from asphalt path to swing-set area. 12'x40' common area, between concession stand and baseball field. 4'x30' sidewalk connecting common area, to baseball field bleacher slab. Three (3) 4'x7' park bench slabs at basketball court and swing-set area, at Northside Park. ✓</li> <li>•Forming, for two (2) 4' x 7' park bench slabs, at Bryantwood Park ✓</li> <li>•Grading to provide a 4" thickness, for all new concrete slabs. Sod and black dirt removed and con-bit used, as base material. Base material to be compacted, using a vibratory plate compactor</li> <li>•Placement of 4000 PSI ready-mixed concrete, reinforced with #4 (1/2") rebar, in both directions</li> <li>•Control joints grooved, into new concrete, for expansion purposes</li> <li>•All new concrete slabs completed, with a broomed finish</li> <li>•"Cure and Seal" applied, after concrete is broomed</li> </ul> <p>All Labor and Materials:</p> <p>**Optional concrete placement adjacent to baseball announcer's booth and gravel strip, to it's south (13' x 15' and 5' x 57')** Would be an ADDITIONAL : \$3000.00</p>	<p>10,984.00</p>
<p>Thank you for calling, CDJ Concrete &amp; Masonry, Inc. Craig Johnson Owner/Operator</p>	<p><b>Total</b> \$10,984.00</p>



Agenda Information Memorandum  
June 8, 2015 Maple Plain Planning Commission

### **9. NEW BUSINESS**

B. Barber Shop – Land-Use in MU-B District

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

To discuss the request for a barber shop located at 5260 Independence Street.

#### **FACTS**

- 5260 Independence Street is zoned at MU-B (Mixed Use – Budd/Highway 12 District).
- The permitted uses section of the zoning code does not specify whether barber shops are allowed, nonetheless does specify beauty shops. Beauty shops are not allowed in the MU-B District.
- City discussed with the Planning Commission the issue and they recommend that the applicant complete an interim use permit (\$500) and would be required to go in front of the Planning Commission again.

#### **ATTACHMENTS**

A memorandum from City Planner, Mark Kaltsas.

## Memorandum

To: Planning Commission

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: June 5, 2015

Re: **Planning Commission Meeting Discussion**

---

### **Barber Shop - Land Use in MU-B Zoning District**

The City has been approached by a resident that is interest in opening a barber shop in the downtown area. The barber shop would initially be a single-chair with just the owner cutting hair. The potential business owner found a space to lease in the existing building located at 5260 Independence Street. The building currently has a retail establishment (Control Freaks) in the western two-thirds of the building. The property is currently zoned MU-B (Mixed Use – Budd/Highway 12 District). The City has a table that provides permitted uses in the various mixed use districts. The list does not specifically address barber shops, but does provide for beauty shops. Beauty shops are not permitted in the MU-B zoning district. The ordinance states the following about uses listed in the table:

*The following list is not meant to be all encompassing, but all uses not identified on this list shall be subject to review by city staff and must be identified as 'similar' in use to other listed, permitted or conditional uses otherwise the use shall be deemed not permitted. Any dispute of staff's decision shall be brought before the City Council upon written request to be submitted to city staff to be placed on the next available agenda.*

The City could find that a Barber Shop is similar to a Beauty Shop and therefore would not be permitted by the ordinance. The process spelled out in the ordinance states that the City Council can make a determination regarding a use that is not specifically referenced in the ordinance. Staff would like to have the Planning Commission review the proposed use (Barber Shop) and provide feedback relating to whether or not it should be considered in the MU-B district. Based on the discussion, staff will take this item to the City Council for further consideration. It may be necessary that the City consider amending the ordinance to allow Beauty Shops in the MU-B district.

### Zoning Code

<i>Permitted Use</i>	<i>MU-G</i>	<i>MU-D</i>	<i>MU-B</i>
Art studio, interior decorating studio, photographic studio or music studio	X	X	
Bakery goods sales and baking of goods	X	X	
Bank, without drive-through lanes	X	X	X
Beauty shop	X	X	
Bookstore	X	X	
Cabinetry shops, no outdoor storage		X	X
Camera and photo finish	X	X	X
Candy, ice cream, popcorn, nuts, frozen dessert and soft drink shop, without drive-in or drive-through lanes	X	X	
Catering services	X		X
Clothing and/or shoe stores	X	X	X
Coffee shops, cigar bars, wine bars or similar gathering places	X	X	X
Convenience store	X	X	X
Daycare	X	X	
Delicatessen	X	X	
Department store over 50,000 square feet			X
Diet centers	X	X	X