

**AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
MONDAY, SEPTEMBER 22, 2014
7:00 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. CONSENT AGENDA**
 - A. Approve City Council minutes September 8 meeting
 - B. Approve City Council minutes from September 8 workshop
 - C. Accounts Payable
 - D. Approval of Hiring of Brian Doyle and Dusty O'Brien to the Maple Plain Fire Department
- 5. 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.
- 6. ADMINISTRATIVE REPORTS**
 - A. Monthly City Planner Report
 - B. Monthly City Engineer Report
- 7. OLD BUSINESS**
- 8. NEW BUSINESS**
 - A. Set Special Assessment Hearing for Main Street West and Rainbow Avenue Street Improvement Project
 - B. Authorization for Appraisal Services for Main Street West and Rainbow Avenue Project Update
 - C. Adopt 2015 Preliminary Budget and Tax Levy
 - D. Purchase of SuperFreeze Electric Pipe Freezer for Public Works
- 9. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**
- 10. COUNCIL REPORTS & OTHER BUSINESS**
 - A. Upcoming events
 - B. Move to Discovery Center
- 11. CLOSED SESSION: DISCUSSION OF EASEMENT PAYMENTS FOR MAIN STREET WEST AND RAINBOW AVENUE**
- 12. ADJOURNMENT**

**Maple Plain City Council Meeting
Meeting Minutes
September 8, 2014
Maple Plain City Hall**

1. CALL TO ORDER

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

Present: Councilmembers Dave Eisinger, Mike DeLuca, Justin McCoy and Jerry Young. Also present was City Administrator Tessia Melvin.

Absent: Mayor Roger Hackbarth

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

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

4. CONSENT AGENDA

Items to approve under the Consent Agenda:

- A. Approve City Council minutes from August 25 meeting**
- B. Approve August 11 City Council meeting minutes**
- C. Approve the August 13 Special meeting minutes**
- D. Approve the August 18 City Council meeting minutes**
- E. Accounts Payable**

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

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 should be presented to the City Administrator prior to the meeting. Presentations will be limited to 3 minutes. The session will be limited to 15 minutes.

Judy Sutherland approached the Council and asked who represents the residents. Councilmember Eisinger commented that the City Council and Administrator work for the residents. Melvin added that the Council is elected to make policy and the

Administrator and staff implement the policies. The City does contract with outside vendors to gain expertise in engineering, planning and legal matters. Councilmember Eisinger added that residents can contact the Council or Administrator anytime with questions or concerns.

7. PUBLIC HEARING

There was no public hearing held.

8. ADMINISTRATIVE REPORTS

There were no Administrative Reports.

9. OLD BUSINESS

There was no Old Business.

10. NEW BUSINESS

A. McGarry's Tobacco License Renewal

Melvin reported that McGarry's Pub applied for a license in 2013, and it was determined that that time to make the license good through December 2013 and then have an annual renewal from January 1-December 31. This was not done during the interim administrative period. Melvin added that the restaurant only sells cigars. Staff will make the necessary changes to make all tobacco license renewal period from January 1-December 31.

Councilmember Eisinger moved accept the tobacco license renewal for McGarry's; seconded by Councilmember McCoy. Motion passed 3-1. Councilmember DeLuca voted against the renewal.

B. Resolution to Change Voting Precinct for the 2014 General Election.

Melvin reported that the Maple Plain City Hall is moving in October to the Discovery Center located at 5050 Independence Street. She has worked with Hennepin County to get the precinct to move to the Discovery Center for the 2014 General Election. Hennepin County will be sending a notification to all residents.

Councilmember McCoy moved to the accept the resolution to change the voting precinct for Maple Plain from 1620 Maple Avenue to 5050 Independence Street; seconded by Councilmember DeLuca. Motion passed 4-0.

11. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS

There were no legislative/intergovernmental affairs update.

12. COUNCIL REPORTS & OTHER BUSINESS

Melvin reported that the City is working on setting up the next Public Information meeting for the Rainbow Avenue and Main Street West Street project for Thursday, September 25, at 6 p.m.

13. ADJOURNMENT

Councilmember DeLuca moved to adjourn the meeting at 7:20 p.m.; seconded by Councilmember Eisinger. Motion passed 4-0.

Prepared by

Tessia Melvin, City Administrator

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

1. CALL TO ORDER

Acting Mayor Young called the meeting to order at 5:36 p.m.

Present: Councilmembers Dave Eisinger, Justin McCoy, Mike DeLuca and Jerry Young. Also present was City Administrator Tessia Melvin.

Absent: Mayor Hackbarth

2. ADOPT AGENDA

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

3. 2015 BUDGET

Melvin reported that the City's Contribution to the Maple Plain Days fund would be about \$9,000, which is less than the 2013 contribution of \$17,000.

In addition, Melvin reported that the City anticipates an 18 percent increase in health benefits for employees. Melvin added that this would increase the monthly cost by \$500. Melvin commented that the AT Group looked at other plans and they could not compete with HealthPartners.

Councilmember DeLuca added that the City may want to explore the possibility of employees going out on their own fore health insurance.

Other budget increases include an increase to the West Hennepin Public Safety budget and bond payments, added Melvin.

The Council discussed line items that were over budget in 2014 to ensure that the 2015 would correct some of these issues. One area of concern was overtime for Public Works, as it is nearly \$4000 over budget and the City still has four more months in 2014.

4. PROJECTED MOVING COSTS TO THE DISCOVERY CENTER

Melvin reported that the goal for moving to the Discovery Center is October 15 and the estimated costs associated with moving include:

- Movers: \$1300
- Audio/Technology Improvements for the Chamber: \$6,900
- Shelving island for new office: \$500
- Tables to replace Council table: \$1398
- New Chairs for conference room \$719

5. REPLACEMENT OF THE 1996 NEW HOLLAND LX885 SKIDSTEER

The Council discussed the Skidsteer bids that were provided by Public Works for either a new skidsteer or maintenance on the current one. The Council agreed not to buy another skidsteer, as the current one was purchased in 2012 and while used, it was anticipated to last until 2018. The Council also agreed to put \$5,000 into the current skidsteer for necessary repairs. Melvin added that she is working on a Capital Improvement Plan to help plan for the future for equipment.

10. OTHER BUSINESS

A. New Compost Signs

Melvin reported that staff has had issues with illegal dumping into the City's compost site. In an attempt to create better signage the Public Works Department, provided some possible wording for the Council to review. They agreed that the current signs have too much information on them and new signs should include the following information:

- Maple Plain Compost
- Hours of Operation April 31-October 31 8 a.m. -8 p.m.
- Maple Plain Residents Only (within City limits)

The Council asked Melvin to list all of the rules and regulations of the compost site on the website and look at changing the ordinance to include violations of the compost site as part of the City's Administrative Citations.

B. Rental Ordinance Updates

Melvin reported that the City has received several complaints from residents at Manchester Apartments. Some of the issues were fire code violations. Melvin contacted Metro West to do a Commercial Inspection and was informed that they did not do these for the City, per the Past City Administrators orders. There was much discussion on this topic regarding if a decision was made to cut these inspections. The Council concluded that there was no decision made and that Melvin should begin these inspections immediately. Councilmember Eisinger asked Melvin to work with the City of Independence to see that the cost would be to have their Building Inspector complete these inspections. Council gave direction that inspections should be done to 1/3 of businesses every year, and apartments every year.

C. Newsletter

Melvin reported that the next Shared Services newsletter would be coming out in September. She added that there will be a place for Councilmembers to write a column and this will be rotated.

D. Other Business

Council gave direction for Melvin to recruit for the EDA. Melvin agreed to talk with the Chamber and advertise for the EDA. Councilmember DeLuca asked why the mayor had not been taken off of the EDA. Council asked that City Attorney Jeff Carson create a resolution that would remove the Mayor from the EDA for the same reasons presented in the last censure.

13. ADJOURNMENT

Councilmember Young moved to adjourn the meeting at 8:11p.m.; seconded by Councilmember Eisinger. Motion passed 5-0.

CITY OF MAPLE PLAIN

09/17/14 1:16 PM

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Payments

Current Period: September 2014

Batch Name	09/22/13City Payments	User Dollar Amt	\$0.00	Computer Dollar Amt	\$14,167.02		
					\$14,167.02	Out of Balance	
Refer	19460	AMERICAN ENGINEERING, INC	-				
Cash Payment	E 451-43100-303	Engineering Services	Project Testing MSW/Rainbow			\$1,456.00	
Invoice	63607						Project 2014A
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$1,456.00
Refer	19461	AMERICAN PUBLIC WORKS ASSO	-				
Cash Payment	E 101-43000-433	Dues & Subscriptions	PW Membership Dues			\$365.00	
Invoice							
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$365.00
Refer	19462	GOPHER STATE ONE-CALL, INC.	-				
Cash Payment	E 101-43000-437	Miscellaneous	Locates- August			\$118.70	
Invoice	123523						
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$118.70
Refer	19463	HAWKINS INC.	-				
Cash Payment	E 601-49400-216	Chemicals & Chemical P	Water Chemicals			\$10.00	
Invoice	3637135						
Cash Payment	E 601-49400-216	Chemicals & Chemical P	Water Chemicals			\$15.00	
Invoice	3636950						
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$25.00
Refer	19464	HEALTHPARTNERS	-				
Cash Payment	G 101-21706	Health Insurance	Health Insurance Premium			\$2,497.40	
Invoice	51273163						
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$2,497.40
Refer	19465	MN DEPT TRANSPORTATION	-				
Cash Payment	R 101-36500	Collected for other Governme	Liesch- October			\$130.00	
Invoice	164424						
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$130.00
Refer	19466	MN HEALTH DEPT/DRINKING WAT	-				
Cash Payment	E 601-49400-438	Collected for Other Agen	Service Connection Fee			\$985.00	
Invoice							
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$985.00
Refer	19467	METRO WEST INSPECTION SERVI	-				
Cash Payment	E 101-42400-308	Building Inspection	Inspection Services			\$1,991.79	
Invoice							
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$1,991.79
Refer	19468	MEDIACOM	-				
Cash Payment	E 101-41500-309	EDP, Software and Desi	Static IP			\$109.95	
Invoice							
Transaction Date	9/17/2014		Bank of Maple Plain	10100		Total	\$109.95
Refer	19469	NELSON ELECTRIC MOTOR REPAI	-				
Cash Payment	E 602-49450-311	Contract Service	WTP			\$1,269.00	
Invoice	6873						

CITY OF MAPLE PLAIN

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Payments

Current Period: September 2014

Transaction Date	9/17/2014	Bank of Maple Plain	10100	Total	\$1,269.00
Refer	19470 PREMIUM WATERS	-			
Cash Payment	E 101-41500-437 Miscellaneous	Water			\$20.30
Invoice					
Transaction Date	9/17/2014	Bank of Maple Plain	10100	Total	\$20.30
Refer	19471 TOSHIBA	-			
Cash Payment	E 101-41500-413 Office Equipment Rental	Lease			\$251.34
Invoice					
Cash Payment	E 101-41500-400 Equipment Repair & Mai	Copies			\$70.74
Invoice					
Transaction Date	9/17/2014	Bank of Maple Plain	10100	Total	\$322.08
Refer	19472 UNITED FARMERS COOPERATIVE	-			
Cash Payment	E 101-45200-221 Equipment Parts	PW Supplies			\$23.60
Invoice					
Cash Payment	E 101-43000-401 Building Repair & Mainte	PW Supplies			\$6.56
Invoice 22681					
Cash Payment	E 101-43000-401 Building Repair & Mainte	PW Supplies			\$17.99
Invoice 22678					
Cash Payment	E 101-43000-401 Building Repair & Mainte	PW Supplies			\$53.13
Invoice 22677					
Cash Payment	E 101-45200-402 Structure Repair & Maint	PW Supplies			\$23.99
Invoice 22356					
Cash Payment	E 101-43000-215 Shop Materials	PW Supplies			\$27.98
Invoice 22566					
Cash Payment	E 101-45200-402 Structure Repair & Maint	PW Supplies			\$11.99
Invoice 22316					
Cash Payment	E 101-43100-221 Equipment Parts	PW Supplies			\$30.89
Invoice 22380					
Cash Payment	E 105-45100-311 Contract Service	MP Days			\$28.66
Invoice 22550			Project 2014MP		
Cash Payment	E 101-45200-402 Structure Repair & Maint	PW Supplies			\$31.80
Invoice 22384					
Cash Payment	E 101-43000-401 Building Repair & Mainte	PW Supplies			\$3.99
Invoice 22582					
Cash Payment	E 105-45100-311 Contract Service	MP Days			\$35.76
Invoice 22572			Project 2014MP		
Transaction Date	9/17/2014	Bank of Maple Plain	10100	Total	\$296.34
Refer	19473 OFFICE DEPOT	-			
Cash Payment	E 101-43000-215 Shop Materials	PW Supplies			\$31.98
Invoice 728182126001					
Cash Payment	E 101-43000-215 Shop Materials	Paper Towels			\$56.95
Invoice 728182126001					
Cash Payment	E 101-41500-201 Office Supplies	Office Supplies			\$12.19
Invoice 728182126001					
Transaction Date	9/17/2014	Bank of Maple Plain	10100	Total	\$101.12
Refer	19474 USA BLUEBOOK	-			
Cash Payment	E 601-49400-216 Chemicals & Chemical P	WTP			\$1,195.59
Invoice 403033					

CITY OF MAPLE PLAIN
Payments

Current Period: September 2014

Transaction Date	9/17/2014	Bank of Maple Plain	10100	Total	\$1,195.59
Refer	19475 XCEL ENERGY				
Cash Payment	E 101-43160-381 Electric Utilities	Street Lights			\$2,008.22
Invoice					
Cash Payment	E 101-43100-381 Electric Utilities	Traffic Lights			\$68.26
Invoice					
Cash Payment	E 101-41940-381 Electric Utilities	Parks			\$182.13
Invoice					
Cash Payment	E 602-49450-381 Electric Utilities	Sewer			\$201.44
Invoice					
Cash Payment	E 601-49400-381 Electric Utilities	Water			\$146.65
Invoice					
Cash Payment	E 101-41940-381 Electric Utilities	City Hall & Garage			\$351.25
Invoice					
Transaction Date	9/17/2014	Bank of Maple Plain	10100	Total	\$2,957.95
Refer	19476 DIAMOND VOGEL				
Cash Payment	E 101-43100-224 Street Maintenance Mate	Paint			\$325.80
Invoice	802154302				
Transaction Date	9/17/2014	Bank of Maple Plain	10100	Total	\$325.80

Fund Summary

	10100 Bank of Maple Plain
101 GENERAL FUND	\$8,823.92
105 COMMUNITY EVENTS FUND	\$64.42
451 CAPITAL IMPROVEMENT PROJECTS	\$1,456.00
601 WATER FUND	\$2,352.24
602 SEWER FUND	\$1,470.44
	\$14,167.02

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$14,167.02
Total	\$14,167.02



Agenda Information Memorandum
September 22, 2014 Maple Plain City Council

4. CONSENT AGENDA

D. ACCEPTANCE OF HIRING BRIAN DOYLE AND DUSTY O'BRIEN TO THE MAPLE PLAIN FIRE DEPARTMENT

ACTION TO BE CONSIDERED

To approve an offer of employment to and the appointment of Brian Doyle and Dusty O'Brien as firefighters for the Maple Plain Fire Department.

FACTS

- Fire Chief Dave Eisinger has recommended Brian Doyle and Dusty O'Brien for employment with the Fire Department.
- Doyle and O'Brien have successfully completed all of the required testing and background checks.
- An offer of employment shall include a six-month probationary period.
- Both have completed the application process.
- Both have been interviewed by one of the Assistant Chiefs.
- Both passed their physical agility tests.
- Both passed their background checks from West Hennepin Public Safety.
- Both have passed their pre-employment medical physicals.
- With the addition of these two firefighters, the department's roster is 28

ATTACHMENTS

None.



Agenda Information Memorandum
September 22, 2014 - Maple Plain City Council

6. ADMINISTRATIVE REPORTS
A. MONTHLY CITY PLANNER REPORT

ACTION TO BE CONSIDERED

To receive and accept the monthly report from the City Planner Mark Maltsas.

FACTS

- See attached.

ATTACHMENTS

Attached on page(s) ____ through ____ is the monthly report from City Planner, Mark Kaltsas.

Memorandum

To: City Council

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: September 19, 2014

Re: **Planning Update**

Meetings:

Two staff meetings to review current project updates. - Issues that are currently being discussed include Proposed business on Spring Avenue, Downtown Redevelopment, Exotic Animal Ordinance, nuisance violations, proposed liquor store site plan review, Meadows of Maple Plain, and potential building improvements to property on Poplar Avenue.

Meeting with Tom Palmquist regarding City Hall redevelopment opportunities.

Planning Commission Meeting – September 4th, 2014.

Meeting with Carole King regarding dog grooming business.

Meeting with owners/architect of proposed Liquor Depot.

Site visit to Three Oaks property to review nuisance complaint.

Correspondence:

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

- Potential new landscape business use of an existing building with some improvements.
- Resident seeking information on a Ham radio.
- Developer looking at purchase of local business for a new business.
- Architect for liquor depot.
- Business owner of proposed dog grooming business.
- Staff has had correspondence with several residents regarding setbacks, zoning, subdivision and other related planning questions.



Agenda Information Memorandum
September 22, 2014 - Maple Plain City Council

6. ADMINISTRATIVE REPORTS
B. MONTHLY CITY ENGINEER REPORT

ACTION TO BE CONSIDERED

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

FACTS

- See attached.

ATTACHMENTS

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

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

From: Dan D. Boyum
City Engineer

File: 193801804

Date: September 18, 2014

Reference: Monthly Engineering Report

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

TH 12 Sidewalk

- No major work on this item.

Budd Avenue Sanitary Sewer Improvements

- Project started on August 18, 2014.
- We observed construction activities, performed surveys, coordinated responses to questions, prepared daily email updates, and helped staff with telephone hotline.
- Additional signage was added for the detour based on feedback from West Hennepin Public Safety.
- Closure of the Budd/Main Street intersection began on September 4.
- Jacking and sanitary sewer placement is completed.
- Street construction is continuing.
- Paving of the Budd/Main Street intersection and reopening it up is scheduled for September 22 or 23, weather permitting.
- Worked on a change order related to watermain, draintile, and inside drop.

Main Street West and Rainbow Avenue – Utility and Street Improvements

- We observed construction activities, performed surveys, prepared daily email updates, and helped staff with telephone hotline.
- Respond to various property owner questions.
- Closure of the Halgren Road/Main Street intersection began on September 2.
- Paving of the intersection was done on September 16 and opened to traffic on September 17.
- The major utility work is completed on Rainbow Avenue and Main Street West between Rainbow and Halgren.
- Gravel base construction is completed on Rainbow and should be completed by September 19 on Main Street West between Rainbow and Halgren.
- The contractor is updating his overall schedule.
- The next Resident Information Meeting is set for September 25 at 6 pm at Rainbow Park.

Main Street Sidewalk Improvements

- No major activities this month.

Meadows of Maple Plain

- No major activities this month.

September 18, 2014

Honorable Mayor and Council, City Staff

Page 2 of 2

Reference: Monthly Engineering Report

Oak and Boundary Improvements

- Worked on closeout documents.

Hawk Signal and Sidewalk Improvements

- Worked on closeout documents.

Miscellaneous

1. Prepared monthly engineering report.
2. Attended staff and council meetings.
3. Visited drainage issue areas at Perkins/Drake and Clayton with Public Works.



Agenda Information Memorandum
September 22, 2014 - Maple Plain City Council

8. NEW BUSINESS

A. SET SPECIAL ASSESSMENT HEARING FOR MAIN STREET WEST AND RAINBOW AVENUE STREET IMPROVEMENT PROJECT FOR TUESDAY, NOVEMBER 18

ACTION TO BE CONSIDERED

Set the Special Assessment Hearing Date for the Main Street West and Rainbow Avenue Street Improvement Project for Tuesday, November 18.

FACTS

- Special Assessment Rolls are due to Hennepin County by November 30.
- Residents must have a 30-day period to pay for the assessment interest free.
- The project is expected to be completed by October 31.
- A Legal Notice will be published in The Laker.
- Proper notifications will be sent to residents.

ATTACHMENTS

None.



Agenda Information Memorandum
September 22, 2014 - Maple Plain City Council

8. NEW BUSINESS
**B. AUTHORIZATION FOR APPRAISAL SERVICES FOR MAIN STREET WEST AND
RAINBOW AVENUE PROJECT UPDATE**

ACTION TO BE CONSIDERED

Authorize Appraisal Services for Main Street West and Rainbow Avenue Project Update

FACTS

- Appraisals of three properties on the project.
- Appraisal of potential property damage from easement work.
- Needed to provide information to the Council on the value of the project.
- Engagement letter will be provided on Monday.

ATTACHMENTS

None.



Agenda Information Memorandum
September 22, 2014 - Maple Plain City Council

8. NEW BUSINESS
C. ADOPT 2015 PRELIMINARY BUDGET AND TAX LEVY

ACTION TO BE CONSIDERED

Adopt 2015 Preliminary Budget and Tax Levy

FACTS

- Truth and Taxation Date has been set for Monday, December 8, at 6 p.m.
- Current budget had some areas of concern:
 - The Levy did not cover the cost of bond payments for 2014 (\$50,000)
 - In the past the \$25,000 EDA Levy has transferred to the general budget
- Council held a workshop on August 18 to talk about a draft budget. Here is a recap of the meeting:
 - Staff proposed a 1.7% increase to the General Fund to make up for the EDA Levy, which will be used in 2015 for a Business Loan Program
 - Council asked that the General Fund remain at zero percent increase.
 - Staff proposed a tax levy for debt services of 6.77% (\$121,874) to be used for the following:
 - \$17,378 2012A G.O. Bonds
 - \$47,534 2013A G.O. Bonds
 - \$26,862 got 2014A G.O Bonds
 - \$30,100 for Fire Partnership Debt Service

ATTACHMENTS

See five year budget plan that includes:

- Scheduled Property Tax Levy Rates
- Revenues and Expenditures Fund Balances
- Debt Service Funds
- Enterprise Funds Revenues and Expenditures
- Schedule of Annual Fund Cash Balance 2011-2022
- Schedule of Debt Transfers 2014-2019

CITY OF MAPLE PLAIN
 SCHEDULE OF PROPERTY TAXES LEVIED AND TAX RATES
 FOR THE YEARS ENDED DECEMBER 31, 2011 TO 2013 (ACTUAL) AND 2014 TO 2019 (ESTIMATED)

		2011	2012	2013	2014	2015	2016	2017	2018	2019
		Actual	Actual	Actual	Actual	Preliminary	Estimated	Estimated	Estimated	Estimated
		Amounts								
Property Taxes Levied for General Purposes										
101	General Fund	\$ 1,184,406	\$ 1,183,489	\$ 1,196,675	\$ 1,241,109	\$ 1,241,109	\$ 1,317,691	\$ 1,362,321	\$ 1,386,773	\$ 1,434,073
200	EDA	-	31,151	27,341	27,341	27,500	27,500	27,500	27,500	27,500
Property Taxes Levied for Debt Service										
351	2012A G.O. Bonds	\$ -	\$ -	\$ 22,818	\$ 22,398	\$ 17,378	\$ 16,958	\$ 16,538	\$ 16,118	\$ 15,698
352	2013A G.O. Bonds	-	-	-	-	47,534	52,490	52,028	51,419	50,684
353	2014A G.O. Bonds	-	-	-	-	26,862	73,290	72,030	70,770	69,510
101	Fire Partnership debt service	-	30,550	29,550	28,600	30,100	-	-	-	-
<i>Subtotal</i>		-	30,550	52,368	50,998	121,874	142,738	140,596	138,307	135,892
Total Taxes Levied		\$ 1,184,406	\$ 1,245,190	\$ 1,276,384	\$ 1,319,448	\$ 1,390,483	\$ 1,487,929	\$ 1,530,417	\$ 1,552,580	\$ 1,597,465
Percent change			5.13%	2.51%	3.37%	5.38%	6.55%	2.86%	1.45%	2.89%

**CITY OF MAPLE PLAIN
ENTERPRISE FUNDS
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
PROPOSED BUDGET - SUMMARY FISCAL YEAR 2015**

Fund Description	Water	Sewer	Storm Sewer	Total
Fund Number	601	602	603	
Revenue				
Charges for Services	\$ 418,060	\$ 377,890	\$ 74,950	\$ 870,900
Hook Up Fees	20,000	-	-	20,000
Transfers	61,500	20,600	30,900	113,000
Total Revenue	499,560	398,490	105,850	1,003,900
Expenditures				
Salaries & Benefits	59,130	32,170	7,700	99,000
Fees and Charges	81,390	332,850	25,470	439,710
Supplies	22,670	3,050	-	25,720
Depreciation	136,327	26,276	6,566	169,169
Capital Outlay	-	-	-	-
Debt Service - Principal	206,000	46,500	-	252,500
Interest	69,225	15,381	-	84,605
Transfers	87,728	54,010	40,598	182,336
Total Expenditures	662,470	510,237	80,334	1,253,040
Revenue over Expenditures	\$ (162,910)	\$ (111,747)	\$ 25,517	\$ (249,140)

**CITY OF MAPLE PLAIN
STATEMENT OF REVENUES AND EXPENDITURES
DEBT SERVICE FUNDS
PROPOSED BUDGET - FISCAL YEAR 2015**

Fund Description	2012A G.O.	2013A G.O.	2014A G.O.	Total
Fund Number	351	352	353	
Revenue				
Property taxes	\$ 17,378	\$ 47,534	\$ 26,862	\$ 91,774
Special Assessments	5,980	-	-	5,980
Transfers in	85,338			85,338
Total Revenue	108,696	47,534	26,862	183,092
Expenditures				
Debt Service - Principal	75,000	35,000	-	110,000
Interest	30,070	6,190	25,580	61,840
Fiscal Agent Fees	450	450	450	1,350
Total Expenditures	105,520	41,640	26,030	173,190
Revenue over Expenditures	\$ 3,176	\$ 5,894	\$ 832	\$ 9,902

CITY OF MAPLE PLAIN, MINNESOTA
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES -
SUMMARY - GENERAL FUND
ACTUAL FOR THE YEAR ENDED DECEMBER 31, 2012 AND 2013, PERIOD TO DATE MAY 31, 2014 AND
BUDGET FOR THE YEARS ENDED DECEMBER 31, 2014 AND 2015

	Actual		YTD	Budget		Percent Change
	2012	2013	May/June 2014	2014	2015	
REVENUES						
Taxes	\$ 1,230,329	\$ 1,232,258	\$ 6,801	\$ 1,268,450	\$ 1,271,209	0.22%
Intergovernmental	247,736	276,832	24,031	258,080	260,920	1.10%
Licenses and permits	35,462	60,810	41,771	41,910	41,920	0.02%
Charges for services	15,103	2,430	3,936	-	-	0.00%
Fines and forfeitures	21,234	13,226	5,925	13,200	13,200	0.00%
Special assessments	1,747	333	-	-	-	0.00%
Community events fund	17,151	17,144	3,340	-	32,000	0.00%
Miscellaneous	60,052	64,934	27,735	52,760	47,760	-9.48%
TOTAL REVENUES	1,628,814	1,667,967	113,539	1,634,400	1,667,009	2.00%
EXPENDITURES						
Mayor and council	46,986	81,788	29,105	61,882	58,530	-5.42%
Elections	2,798	130	774	3,900	770	-80.26%
Recording and reporting	6,065	2,703	592	4,650	4,790	3.01%
Financial administration	224,296	230,413	116,425	214,927	227,630	5.91%
Assessing	14,684	14,085	7,388	15,124	15,580	3.02%
Legal	28,288	23,630	28,434	25,000	28,000	12.00%
Planning and zoning	32,889	17,019	4,178	26,600	20,000	-24.81%
Building services	20,778	29,592	15,334	35,652	15,440	-56.69%
Police administration	446,067	475,093	256,602	487,563	514,338	5.49%
Fire suppression	187,459	189,760	94,380	187,545	193,170	3.00%
Building inspection	5,463	9,661	3,891	14,000	14,420	3.00%
Civil defense	953	502	502	505	520	2.97%
Animal control	85	-	-	250	260	4.00%
Streets and highways	185,542	187,219	81,902	239,845	208,260	-13.17%
Snow and ice removal	12,300	19,361	9,516	13,145	13,860	5.44%
Sanitation	13,130	112	137	1,120	-	-100.00%
Parks	64,583	85,033	33,491	52,440	52,810	0.71%
Community events fund	37,465	31,804	7,854	-	32,200	0.00%
Economic development	10,812	28,309	15,044	18,200	18,750	3.02%
Debt service	21,438	21,437	-	21,438	21,438	0.00%
Unallocated	-	-	-	20,000	20,600	3.00%
TOTAL EXPENDITURES	1,362,081	1,447,651	705,549	1,443,786	1,461,366	1.22%
EXCESS REVENUES (EXPENDITURES)	266,733	220,316	(592,010)	190,614	205,643	7.88%
OTHER FINANCING SOURCES (USES)						
Sale of capital assets	-	17	-	-	-	
Transfers out	(240,167)	(436,246)	-	(190,614)	(205,643)	7.88%
TOTAL OTHER FINANCING	(240,167)	(436,229)	-	(190,614)	(205,643)	
EXCESS (DEFICIENCY) OF REVENUES AND						
OTHER FINANCING SOURCES OVER (UNDER)						
EXPENDITURES AND OTHER USES	\$ 26,566	\$ (215,913)	\$ (592,010)	\$ -	\$ -	

CITY OF MAPLE PLAIN
SCHEDULE OF ANNUAL FUND CASH BALANCES
FOR THE YEARS ENDED DECEMBER 31, 2012 TO 2013 ACTUAL AND 2014 TO 2022 PROJECTED

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Trend
	Actual Amounts	Actual Amounts	Actual Amounts	Estimated Amounts									
GOVERNMENT-TYPE													
General Operations													
101 General	\$ 1,167,377	\$ 1,206,502	\$ 1,012,252	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	\$ 1,069,719	●
Special Revenue													
200 Economic Development	\$ 8,649	\$ 8,691	\$ 8,721	\$ 8,721	\$ 36,221	\$ 63,721	\$ 91,221	\$ 118,721	\$ 146,221	\$ 173,721	\$ 201,221	\$ 228,721	●
Subtotal	8,649	8,691	8,721	8,721	36,221	63,721	91,221	118,721	146,221	173,721	201,221	228,721	
Debt Service													
351 2012A G.O. Bonds	\$ -	\$ 3,883	\$ 20,706	\$ 28,628	\$ 31,805	\$ 34,835	\$ 37,820	\$ 40,708	\$ 43,500	\$ 52,972	\$ 57,261	\$ 61,383	●
352 2013A G.O. Bonds	-	-	1,465	(4,436)	1,458	12,558	18,556	24,455	30,259	35,951	41,546	52,289	●
353 2014A G.O. Bonds	-	-	-	-	832	(28,968)	(58,828)	(88,747)	(118,727)	(148,516)	(178,371)	(208,290)	●
Subtotal	-	3,883	22,171	24,192	34,094	18,425	(2,452)	(23,584)	(44,968)	(59,594)	(79,565)	(94,619)	
Capital Projects													
250 Street Improvement	\$ 176,421	\$ 68,379	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	\$ 99,842	●
400 Capital Improvement	438,301	551,214	857,213	-	-	-	-	-	-	-	-	-	●
401 Park Capital	70,394	-	-	-	-	-	-	-	-	-	-	-	●
402 Building	71,759	111,817	152,345	-	-	-	-	-	-	-	-	-	●
450 Park and Ride	-	167,071	12,736	12,736	12,736	12,736	12,736	12,736	12,736	12,736	12,736	12,736	●
451 Capital Project	(217,861)	350,508	405,480	1,555,238	1,710,281	1,865,324	2,020,367	2,175,410	2,330,453	2,485,496	2,640,539	2,795,582	●
501 Equipment Capital	281,578	293,125	284,968	309,578	334,478	359,378	384,278	409,178	434,078	458,978	483,878	508,778	●
Subtotal	820,592	1,542,114	1,812,584	1,977,394	2,157,337	2,337,280	2,517,223	2,697,166	2,877,109	3,057,052	3,236,995	3,416,938	
Total - Governmental-type Funds	\$ 1,996,618	\$ 2,761,190	\$ 2,855,728	\$ 3,080,026	\$ 3,297,371	\$ 3,489,145	\$ 3,675,711	\$ 3,862,022	\$ 4,048,081	\$ 4,240,898	\$ 4,428,371	\$ 4,620,759	
BUSINESS-TYPE													
Enterprise Funds													
601 Water	\$ 801,037	\$ 864,014	\$ 1,367,797	\$ 998,291	\$ 971,708	\$ 903,315	\$ 844,230	\$ 789,921	\$ 745,899	\$ 711,036	\$ 677,414	\$ 655,728	●
602 Sewer	(23,593)	(8,705)	288,820	99,448	13,978	(35,887)	(60,863)	(87,788)	(116,463)	(146,669)	(173,212)	(195,973)	●
603 Storm Water	120,311	177,879	245,917	293,819	325,902	327,769	331,406	336,854	344,171	353,389	364,556	377,714	●
Total - Business-type Funds	\$ 897,755	\$ 1,033,188	\$ 1,902,534	\$ 1,391,558	\$ 1,311,587	\$ 1,195,197	\$ 1,114,774	\$ 1,038,986	\$ 973,607	\$ 917,755	\$ 868,759	\$ 837,469	
Grand Total - City	\$ 2,894,373	\$ 3,794,378	\$ 4,758,262	\$ 4,471,584	\$ 4,608,958	\$ 4,684,342	\$ 4,790,484	\$ 4,901,008	\$ 5,021,688	\$ 5,158,653	\$ 5,297,129	\$ 5,458,228	

CITY OF MAPLE PLAIN
SCHEDULE OF DEBT TRANSFERS BY YEAR AND FUND
FOR THE YEARS ENDED DECEMBER 31, 2014 TO 2019 (ESTIMATED)

<u>Fund</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
101 General						
Budgeted transfers - to WTP	\$ (30,660)	\$ (30,600)	\$ (30,600)	\$ (30,600)	\$ (30,600)	\$ (30,600)
Budgeted transfers	(159,954)	(175,043)	(175,043)	(175,043)	(175,043)	(175,043)
	(190,614)	(205,643)	(205,643)	(205,643)	(205,643)	(205,643)
351 2012A G.O. Bonds						
From enterprise	86,564	85,338	84,112	92,886	96,460	99,934
	86,564	85,338	84,112	92,886	96,460	99,934
400 Capital Improvement fund						
Close to fund 451	(857,213)					
	(857,213)	-	-	-	-	-
402 Building Fund						
Close to fund 451	(152,345)					
	(152,345)	-	-	-	-	-
451 Capital Project Fund						
closing funds 400 & 402	1,009,558					
Budgeted transfers - from general	140,200	155,043	155,043	155,043	155,043	155,043
	1,149,758	155,043	155,043	155,043	155,043	155,043
501 Equipment Capital Fund						
Budgeted transfers	24,610	24,900	24,900	24,900	24,900	24,900
	24,610	24,900	24,900	24,900	24,900	24,900
601 Water enterprise fund (601)						
To fund 351 debt 2012A	(48,135)	(47,435)	(46,735)	(46,035)	(45,335)	(44,635)
To fund 351 debt 2012A (improvement)	(6,719)	(6,593)	(6,467)	(6,341)	(6,215)	(6,089)
Budgeted transfers - from general	30,660	30,600	30,600	30,600	30,600	30,600
Budgeted transfers- to equipment	(2,775)	(2,800)	(2,800)	(2,800)	(2,800)	(2,800)
	(26,969)	(26,228)	(25,402)	(24,576)	(23,750)	(22,924)
602 Sewer enterprise fund (602)						
To fund 351 debt 2012A	(31,710)	(31,310)	(30,910)	(40,510)	(44,910)	(49,210)
Budgeted transfers- to equipment	(2,081)	(2,100)	(2,100)	(2,100)	(2,100)	(2,100)
	(33,791)	(33,410)	(33,010)	(42,610)	(47,010)	(51,310)



Agenda Information Memorandum
September 22, 2014 - Maple Plain City Council

8. NEW BUSINESS

D. PURCHASE OF SUPERFREEZE ELECTRIC PIPE FREEZER FOR PUBLIC WORKS

ACTION TO BE CONSIDERED

Authorize the purchase of a SuperFreeze Electric Pipe Freezer for Public Works in the amount of \$3199.95

FACTS

- This equipment allows Public Works to work on the location and eliminates water main shut-downs.
- This equipment allows Public Works to replace a non-Functional Curb Box without shutting down the water main.
- This equipment allows Public Works to replace a main valve inside a business or residential location due to not being able to locate a curb box or functional curb box.
- This allows work to be done immediately.
- Currently they try to borrow from surrounding communities.
- With our aging infrastructure, this is needed more.
- This would come from the Public Works Equipment/Parts Budget, which currently has a balance of \$3833.20.

ATTACHMENTS

See attached product description.

Fast ice plugs without using nitrogen, CO₂, or refrigerants!

RIDGID



**Ridgid SuperFreeze®
Electric Pipe Freezers**



- No more gas cylinders
- Up to 2-1/2" for copper and 2" for steel pipe

RIDGID® has taken pipe freezing to a new level of efficiency, reliability, and convenience. The use of CO₂, nitrogen or illegally releasing refrigerants is eliminated. Simply attach the freeze heads to the pipe and turn the unit on.

The rotary Hermetic mini-refrigeration unit circulates self-contained refrigerant to aluminum freeze heads. Ice plugs form in as little as 5 minutes, and one machine can form two plugs at the same time. Once the pipe is plugged, repairs can be made with no fear of the plug melting because the unit can remain running as long as required.

8-1/2' standard hose length provides a total span of 17' between the freeze heads. All components are housed in a rugged stainless steel carrying case. Standard RIDGID lifetime warranty.

Note: Pipe freezers are not designed to freeze lines with flowing water. Flow must be isolated and stopped before and during use of this product.

Capacity: copper tube: 1/2 to 2 1/2"; steel pipe: 1/2 to 2"
Power: 120 VAC; 4.5 A (230V models available as special order)
Weight: 55 lbs

MFR #	DESCRIPTION	STOCK #	EACH
SF-2500R	SuperFreeze Electric Pipe Freezer	118279	\$ 3,199.95

Freezing Times

Times shown are for copper tubing. Steel pipe will take longer.

PIPE DIA	ROOM TEMP (°F)	FREEZING TIME (MIN)	PIPE DIA	ROOM TEMP (°F)	FREEZING TIME (MIN)
1/2"	70	5	1 1/2"	70	14
	80	6		80	16
	90	9		90	21
3/4"	70	5	2"	70	29
	80	7		80	35
	90	10		90	44
1"	70	7	2 1/2"	70	42
	80	9		80	51
	90	12		90	58