

**AGENDA
MAPLE PLAIN CITY COUNCIL – WORKSHOP
MAPLE PLAIN CITY HALL
MAY 9, 2016
5:30 PM**

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. TRANSITION**
- 4. NEWSLETTER**
- 5. CITY INFRASTRUCTURE IMPROVEMENT PLAN**
- 6. RENTAL ORDINANCE FIRST REVIEW AND TIMELINE**
- 7. OTHER BUSINESS**
 - A. Update on Well**
 - B. Maple Plain Days**
- 8. ADJOURNMENT**

Memorandum

To: City Councilmembers
From: Tessia Melvin, City Administrator
Date: May 9, 2016
Re: Transition

For my transition, I have arranged the following:

1. Administration Staff: Sharon has agreed to work 31 hours per week. She will continue to handle telephone calls, front desk requests, Accounts Payable and Utility Billing. I am currently working with Sharon to take over Payroll and Fund Accounting.
2. Interim: Bobby will be the Interim Administrator and will have additional consulting from Jeff Carson. Currently Bobby is working on Building Permits, Planning and Zoning work, Utility Billing, Grant writing and some additional projects. I believe that with Sharon handling all of the accounting, Bobby will have the workload capacity to perform this position. I am currently creating another document, which I will share with all of you, on the status of current projects.

As the interim, Bobby will have management over staff, serve directly to the Council and assist with other daily activities.

3. Abdo, Eick and Meyer: I spoke with Jean McGann and she is creating a contract that will allow a staff person to come in and assist with month-end until Sharon is trained and confident in the process. Since Sharon is doing the majority of the work, I believe this should be a one-two days per month.
4. Before I leave, it is my intent to complete the following:
 - a. Rental Ordinance
 - b. 2017 Preliminary Budget, we can discuss at future workshop, but would like to have this in a rough draft before the new person comes, as to assist their transition.
 - c. Finalize the Pavement Improvement Plan and Infrastructure

Any other additional items, that you would like me to complete, let me know. Know that I am creating a several page document on current projects and

what needs to be completed. I am committed to ensuring that this transition is smooth for Council, staff and residents.

2016 CITY COUNCIL PROJECTS

Lights and electricity to northside park	Staff is currently working on this and have a draft layout
Move Museum to Northside Park	Waiting on the Master Plan
Master Plan	Architect is meeting with staff next week to discuss a couple of issues and then will present a timeline for Council approval
Veterans Memorial	Waiting for the Master Plan Would Council consider a GoFundMe, link
Street Lighting	Included in the Infrastructure Improvement Plan
Budd Street Reconstruction	Begin in August
Maple and Main Street Reconstruction	Waiting for Developer Feasibility completed
I and I	Public works is getting a quote on smoke test to determine the most problematic areas Or will begin commercial district
Installation of Street Signs	Public Works to complete this spring/summer

Things to Consider

1. Interim Pay
2. Maple Plain Days
3. Summer Hours/Flexible Hours

The City of Maple Plain has worked under summer hours 2013-2003. Last year staff chose to maintain regular hours due to the Main Street/Rainbow Avenue construction project

HISTORY

The City of Independence currently operates under the following hours throughout the year:

Mon-Thurs 8 a.m. to 4:30 p.m.
Friday 8 a.m. to Noon

The City of Excelsior operates under the following hours throughout the year:

Monday through Thursday from 7:30 am to 5:30 pm.

The City of Orono operates under the following summer hours:

May 18th - September 4th

Mon-Thur 7:30 am-5:00 pm

Fri 7:30-11:30 am

The City of Mound operates under the following summer hours:

May through October

Monday through Thursday: 7:30 a.m. - 5:00 p.m.

Friday: 7:30 a.m. - 11:30 a.m.

The City of Long Lake operates under the following hours throughout the year:

Monday-Friday 8 a.m. -4:30 p.m. Closed Daily from noon-1 p.m.

The City of Delano operates under the regular hours of:

Mon: 7:30 a.m. – 5 p.m.

Tues: 7:30 a.m. -7 p.m.

Wed: Mon: 7:30 a.m. – 5 p.m.

Thurs: Mon: 7:30 a.m. – 5 p.m.

Friday: 8 a.m. – noon

The City of Wayzata operates under the regular hours of:

Monday-Thursday 7 a.m. – 4:30 p.m.

Friday 7 a.m. – 11 a.m.

The City of Loretto operates under the regular hours of:

Mon: 8 a.m.-1:30 p.m.

Wed: 8 a.m. – 1:30 p.m.

3 p.m. -6 p.m.

Fri: 8 a.m. -1:30 p.m.

The City of Medina operates under the follow hours throughout the year:

Monday-Friday: 8 a.m. – 4:30 p.m.

The City of Deephaven operates under the following summer hours;

May 26-September 6

Monday-Thursday 8 a.m.-5 p.m.

Fridays 8 a.m. –noon

RECOMMENDATION

Staff is looking for Council direction on possible summer hours.

Memorandum

To: City Councilmembers
From: Tessia Melvin, City Administrator
Date: May 9, 2016
Re: Newsletter

City Newsletter

Currently the City of Maple Plain works with the City of Independence on its quarterly newsletter. The Council has asked for this newsletter to be expanded to business owners.

Staff has looked into including the newsletter with the utility bills, as they go out to all residents and businesses in Maple Plain. In addition, the postage would be included.

Current Newsletter with the City of Independence	Included in the utility bill
Current newsletter is <ul style="list-style-type: none"> • 4- color • 16 pages • Quarterly • Shared with Independence • Residents only 	Proposed newsletter <ul style="list-style-type: none"> • 4 color • Monthly • 4 pages • Residents and Business Owners • Could share with Independence or not
Cost per quarter Postage \$203 Printing \$550 Total \$753 quarter or \$3012 per year	Cost per month Postage is included with the utility billing Printing and stuffing \$500 Total \$500 per monthly or \$6000 per year

Recommendation

Staff is looking for Council direction on the City Newsletter. The look would remain the same, but the proposed newsletter would be more timely and be sent to businesses.

Memorandum

To: City Councilmembers
From: Tessia Melvin, City Administrator
Date: May 9, 2016
Re: Infrastructure Improvement Planning

Infrastructure Improvement Planning or asset management is critical for the success of a city. A Capital Improvement Program gives cities information to make necessary decisions and plenty of time to pursue funding options.

A good capital improvement program demonstrates how badly an infrastructure improvement project is needed, who will benefit from the project, and how much it will cost. Most importantly, it demonstrates why the project cannot be ignored

A well-executed capital improvement program will determine exactly what is required to get a project completed, including the timelines for permits and approvals that could slow a project down.

The City of Maple Plain's Infrastructure includes:

- Streets, over 2 miles of maintained streets
- Drainage
- Water, 12.1 miles of water piping to and from the water treatment plan
- Wastewater, working with the Met Council

The goal of this discussion is to review the pavement improvement plan and lighting plan to see if it is the direction of the Council. Feedback is necessary for budget planning.

1. See the attached document of scheduled pavement improvements
2. See the attached document on Street Lighting

The City's Capital Improvement Plan will include the following sections

PAVEMENT IMPROVEMENT PLAN

- a. Pavement of roads and utilities

INFRASTRUCTURE IMPROVEMENT PLAN

- a. Well/Pump Houses
- b. Fire Hydrants
- c. Fire Station
- d. Public Works Building
- e. Water Treatment Plant/Water Meters

STREET LIGHTING PLAN

CITY ASSETS

EQUIPMENT AND MACHINERY

Street Name	From	To	Next CF/SC	Next M/O	Next Recon	
Amy Lane	End of Culdesac	Parkview	2015, 2028, 2034	2022	2040	
Boundary Avenue	Main	TH 12	2018, 2024, 2039, 2040	2028	2045	
Bradford Street	Perkins	End of Culdesac	past	past	2019	
Bryant Street	Wyman	William	2022, 2028	2016	2034	
Bryantwood Drive	Joyce	Budd	2015,	2022		
Budd Avenue	TH 12	Main	2020, 2026, 2035, 2039	2030	2044	
Budd Avenue N.	City Limits	Independence	past	past	2016	
Budd Avenue N.	Independence	TH 12	2020, 2026, 2035, 2039	2030	2044	
Clayton Drive	Prairieland	Joyce	2015, 2028, 2034	2022	2040	
Clayton Drive	Joyce	End of Culdesac	2015, 2028, 2034	2022	2040	
Delano Avenue	TH 12	Main	past	past	2019	
Drake Street	Howard	Baker Park	past	past	2019	
Gladview	End of Culdesac	Drake	past	past	2019	
Halgren Road	Pioneer Creek	TH 12	2015, 2028, 2034	2022	2040	
Henry Street	Three Oaks	Meadow	2015, 2028, 2034	2022	2040	
Howard Avenue	Drake	Main	past	past	2019	
Howard Avenue	Main	TH 12	2018, 2024, 2039, 2040	2028	2045	
Howard Avenue	Culdesac	Drake	2018, 2024, 2039, 2040	2028	2045	
Independence Street	TH 12	Budd	past	past	2019	
Independence Street	Budd	Howard	2015, 2028, 2034	2022	2040	
Independence Street	Howard	Baker Park	past	past	2019	
Industrial Street	Poplar	End of Street	2015, 2028, 2034	2022	2040	
Industrial Street	Budd S.	5130 Area	2015, 2028, 2034	2022	2040	
Industrial Street	5130 Area	5130 Area	2015, 2028, 2034	2022	2040	
Industrial Street	5130 Area	Poplar	2015, 2028, 2034	2022	2040	
Joyce Street	Halgren	Bryantwood	2015, 2028, 2034	2022	2040	
Joyce Street	Bryantwood	Bryant	2015, 2028, 2034	2022	2040	
Main Street	Pioneer	Spring	past	past	2017	
Main Street	Spring	Delano	past	past	2017	
Main Street	Delano	Budd	past	past	2017	
Main Street West	City Limits	Halgren	2020, 2026, 2035, 2039	2030	2044	
Main Street West	Halgren	Spring	past	past	2017	
Manchester Drive	Culdesac	Budd	2015, 2028, 2034	2022	2040	
Maple Avenue	TH 12	Main	past	past	2017	
Maple Ridge Drive	End of Culdesac	Parkview	2015, 2028, 2034	2022	2040	
Marsh Avenue	TH 12	Main	2022, 2028	2016	2034	
Meadow Lane	Henry	Three Oaks	2015, 2028, 2034	2022	2040	
Oak Street	Budd	TH 12	2018, 2024, 2039, 2040	2028	2045	
Parkview Road	Main	Maple Ridge	2015, 2028, 2034	2022	2040	
Parkview Road	Maple Ridge	Three Oaks	2015, 2028, 2034	2022	2040	
Parkview Road	Three Oaks	Halgren	2015, 2028, 2034	2022	2040	
Perkins Lane	Drake	Independence	past	past	2019	
Pioneer	Main	Bryant	past	past	2019	
Pioneer	Main	TH 12	past	past	2019	
Pioneer Creek Drive	End of Culdesac	Halgren	2015, 2028, 2034	2022	2040	
Pioneer Creek Drive	Hagren	End of Culdesac	2015, 2028, 2034	2022	2040	
Poplar Avenue	Industrial	Willow	past	past	2019	
Prairieland	Bryant	Joyce	2016, 2021		2025	

Street Name	From	To	Next CF/SC	Next M/O	Next Recon	
Rainbow Avenue	Main	Parkview	2020, 2026, 2035, 2039	2030	2044	
Spring Avenue	Main	Bryant	2022, 2028	2016	2034	
Spring Avenue	TH 12	Main	2022, 2028	2016	2034	
Three Oaks Avenue	Main	Three Oaks	2015, 2028, 2034	2022	2040	
Three Oaks Avenue	Three Oaks	Parkview	2015, 2028, 2034	2022	2040	
William Drive	Bryant	Clayton	2015	past	2023	
Willow Street	Budd	Poplar	past	past	2019	
Wyman	Bryant	Joyce	past	past	2019	

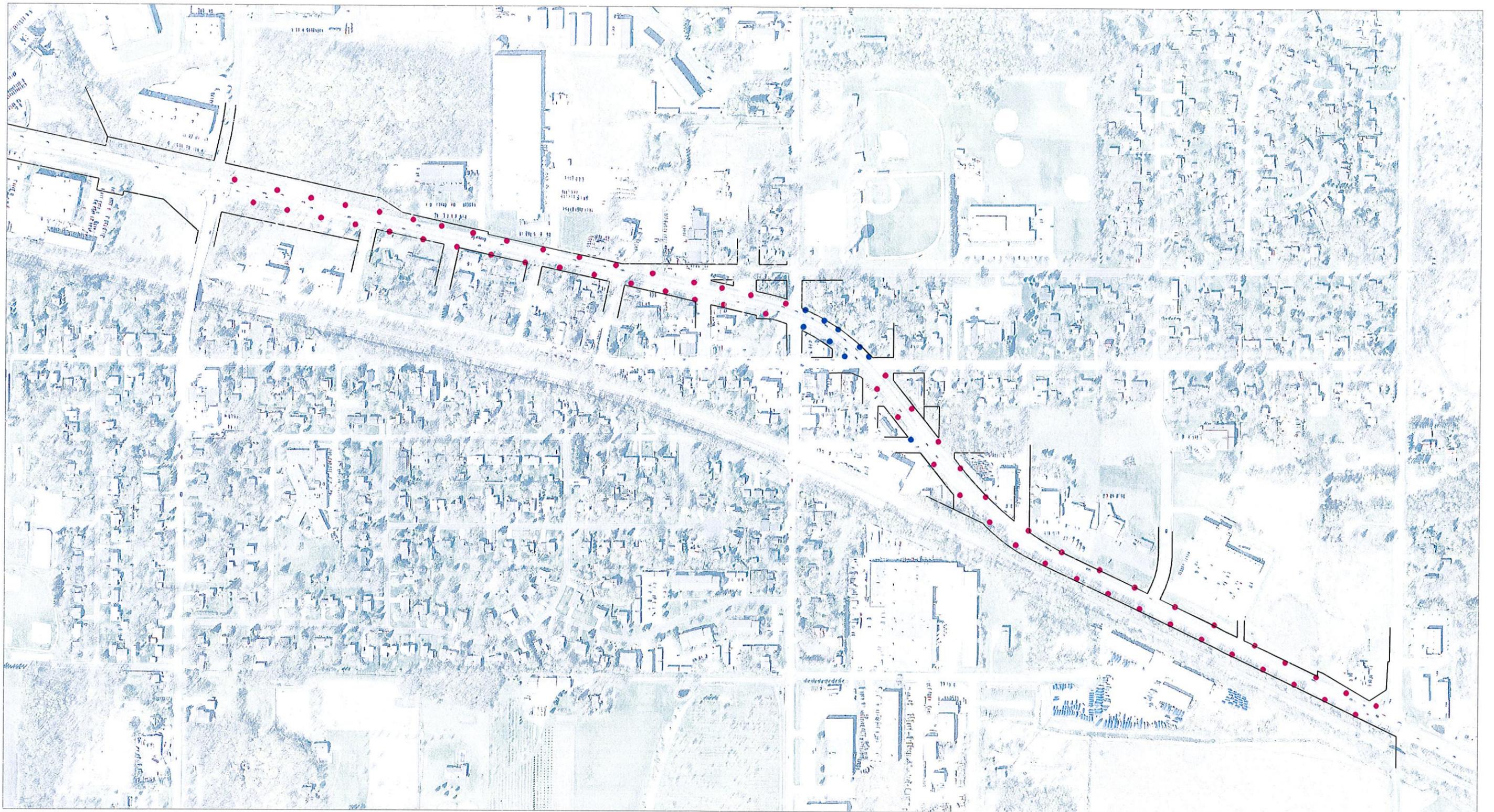
STREET LIGHTING

The City installed Guideline Approved streetlighting in 2012. In 2012, a total of 9 lights were installed. In working with Xcel Energy, it is estimated that the cost of installation per light is \$9,700. The attached document illustrates an additional 68 proposed street lighting along Highway 12.

In order to improve the lighting along Highway 12, it is recommended that City Council approval a 10-year plan for lighting. At six lights installed along Highway 12 per year, the City would spend \$58,200 per year. It is estimated that the City use their Infrastructure Improvement Reserves. Each year the City puts an additional \$179,000 in the Infrastructure Improvement Reserves. Staff will continue to look for additional grant funding to assist in this project.

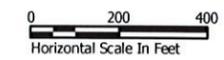
City Council may decide to increase the spacing between the lights in order to save money, but provide additional lighting. A reduction in the lighting can be reflected at a later date.

2016	6 Lights
2017	6 Lights
2018	6 Lights
2019	6 Lights
2020	6 Lights
2021	6 Lights
2022	6 Lights
2023	6 Lights
2024	6 Lights
2025	6 Lights
2026	6 Lights
2027	8 Lights



LIGHTING LAYOUT

CITY OF MAPLE PLAIN, MINNESOTA
 TH 12 STREETING LIGHTING IMPROVEMENTS



- PROPOSED LIGHT POLE (66 EA)
- EXISTING LIGHT POLE (9 EA)

APPROXIMATE 150' SPACING BETWEEN POLES.

FIGURE 1

SECTION

PURPOSE

The purpose of this ordinance is to protect the public health, safety and general welfare of our community. This article has been created to ensure that rental housing in our City is operated and maintained as not to become a nuisance to the neighborhood or an influence that foster blight and deterioration, or does not create a disincentive to reinvest in our community.

The operation of residential rental properties is a business enterprise that entails certain responsibilities. Owners and operators are responsible for taking such reasonable steps as are necessary to ensure that citizens of the City who occupy such rental properties may pursue the quiet enjoyment of the normal activities of life in their surroundings that are: safe, secure and sanitary; free from noise nuisances or annoyances; and free from conditions that endanger the health or safety of persons, and the security of property.

DEFINITIONS

Apartment building means a multi-family building containing dwelling units in a stacked configuration, having common walls and floors/ceilings.

Applicant means the rental manager or residential property owner completing the registration for prescribed herein.

Certificate of Compliance is a document issued by the City, stating that the dwelling has been inspected and is in compliance with the applicable property maintenance codes and regulations.

Dwelling unit means a single unit providing a living space delineated by partitions of any kind for one or more persons.

Multiple residential building mean a building any dwelling joined to another dwelling at one or more sides by a party wall or walls, including apartments, townhomes, twin homes, duplexes or quad homes.

Rental manager means a person who has been delegated by the residential rental property owner the day-to-day charge, care or control of the rental property, and is able to respond in-person to issues related to the residential rental property.

Residential rental property means any building, or one or more portions thereof (assigned a unique property identification number), occupied or intended to be occupied for residential purposes by a residential tenant.

Residential property owner means the person or entity owning residential rental property within the City of Maple Plain.

Residential tenant means a person who does not own, but occupies a dwelling for residential purposes, for payment of a fee or other compensation to the owner, under a lease or contract, written or verbal.

SEC. #-## APPLICABILITY

This article applies to any dwelling, and any dwelling unit therein, that is a residential rental property as defined herein, including garages and storage buildings. This article does not apply to Minnesota Department of Health licensed rest homes, care facilities, group homes, nursing homes, hotels, motels or owner-occupied units.

SEC. #-## RENTAL MANAGER REQUIRED

- (a) Each residential property owner shall appoint a rental manager upon whom the City may lawfully service notices pertaining to the administration of this or any other article or chapter of the City Code or state or federal law, service of which shall be as effective as if made upon such residential rental property owner.
- (b) The residential rental property owner may serve as the rental manager, provided that all requirements of the rental manager, prescribed within this article, have been met by the residential property owner.

SEC. #-## REGISTRATION

All residential properties shall be registered with the City. The residential rental property owner or rental manager is responsible for completing this registration. Registration of each residential rental property shall be made on a separate form provided by the City, and shall include the following information:

- (1) The name, address and telephone number of the residential property owner and rental manager(s)
- (2) The name, address and telephone number of the rental manager or residential rental property owner completing the registration form.
- (3) The address of the residential property. In the case of an apartment building, the applicant shall provide the address and the name of the building, as well as, the number of dwelling units contained therein.
- (4) Whether or not the residential rental property owner or rental manager conducts a criminal background check on each and every rental tenant.
- (5) Whether a written lease exists for the residential property and each unit dwelling thereon; and
- (6) Whether a written lease addendum commonly known as a "Drug Free/Crime Free Lease Addendum" exists for each and every written lease

FEES

Fees will be set in the City Fee Schedule

Upon completion of the registration form, the City shall issue to the registrant a certificate of registration as proof of the registration. Certificates of registration shall be non-transferrable and state the following:

- date of issuance
- address of the residential rental property
- name, if an apartment building
- of the residential rental property owner
- name(s) of the rental manager(s)
- number of dwelling units located within the residential rental property

In the event of a transfer of ownership, change in rental manager, change in the number of rental units, or change in dwelling occupancy from owner occupancy to rental tenant occupancy, the residential rental property owner or rental manager shall complete and submit new registration for each and every affected residential rental property within 30 days. The rental manger or residential rental property owner shall maintain and have readily available a current list of the tenants in each multiple residential building owned and/or managed by them.

A residential rental property owner owning residential rental property at the time of the adoption of this article shall have 180 days from its effective date to voluntarily comply with the registration provision contained herein.

REQUIREMENTS OF LICENSES

No person shall operate a rental dwelling without having obtained a license to do so from the City of Maple Plain. A license will be granted as Type I, Type II or Type III. The cost of the inspection is to be paid through the rental license. Any additional Life Safety Inspections required by the City will be charged to the property owner. The City Administrator along with City Council has the authority to grant an exception to licensing if a unique circumstance occurs.

License Term: Licenses will be issued for a time period according to the license type in the following diagram. All licenses may be reviewed at any time after the beginning of the license term to determine whether the property continues to have the appropriate type of license.

Type of License	Licensing Period	Min. Inspection Frequency	Crime Free Housing	Plans
I	3 year	Minimum 1-time in three years upon request, or as needed as determined by the City		
II	2 year	Minimum 1- time in two years upon request, or as		

		needed as determined by the City		
III	1 year	Minimum one time per year, upon request, or as needed as determined by the City		Mitigation Plan required

New Licenses: Properties that have legally not been required to have a rental license due to construction change or change from owner-occupant to rental will qualify for a Type II License. Properties found operating without a valid license from the City or failing to meet the City Code requirements or that have been the subject of enforcement actions such as criminal prosecution, civil penalties or violation of this ordinance will only qualify for Type III Licensing.

License Renewal: All rental properties are subject to review and may be required to apply and qualify for a different license. Type based on the level of compliance with City Codes and applicable regulations.

License Category Criteria: License type will be determined on the basis of established criteria based on Police incidents and property Code and nuisance violations as recommended by the City Administrator and approved by the City Council.

- a. Police incidents: Frequency of police calls will be based on the average number of valid police calls per unit. Police incidents for the purposes of determining licensing categories shall include homicide, rape, robbery, aggravated assault, burglary, theft, auto theft, arson and public nuisances. Police incidents may include others that are identified by the City Administrator in a letter to the landlord of the property.
- b. Property Code and Nuisance Violations: Standards for property maintenance will be based on compliance with the City and other applicable Codes as determined through inspections and investigations. Failure to meet property code will result in a formal letter to the landlord and may result in a mitigation plan to correct the areas of public safety concern.

LICENSE FEES

License fees are set by the City Council shall be due 90 days prior to the license expiration date, in cases of new unlicensed dwellings, fees shall be due at the time of application.

- 1. Residential Rental Conversion Fee: When a residential property is converted to a rental property, the owner or applicant shall pay a conversion fee as established by the City Council. The rental conversion fee also applies to residential properties registered as vacant properties.

2. License Fees, Delinquent Payments: A delinquency penalty of 5% the license fee for each day of operation without a valid license shall be charged operators or rental dwellings. Once issued, a license is nontransferable and the licensee shall not be entitled to a refund or any application fee. Upon revocation or suspension or if the applicant withdraws an application, or in the case of an incomplete or process, or if an application is canceled, the fee is nonrefundable.
3. Reinspection Fees are set by the City Council. If the reinspection is being performed as part of the licensing process, fees must be paid prior to the time of license issuance or renewal of the property. If a reinspection fee is not paid within 60 days after billing, or within 60 days after any appeal becomes final, the City Council may certify the unpaid costs against the property.

RESPONSIBILITY OF THE OWNER (LANDLORD)

Cleanliness: Every owner of a rental dwelling is responsible for keeping the premises, including any shared common areas in a clean, sanitary and safe condition in conformance with the City Code and the International Property Maintenance Code. The piling of garbage and furniture outside will not be allowed by the City and the owner or licensee may be subject to an administrative fine.

Obtain License: the owner must obtain a license and pay all license fees as required by this chapter before the rental dwelling or until may be rented.

Utilities: the owner of the property is responsible for the payment of City utilities and both the owner and renter must complete a Utilities Change form. Failure to do so, may result in late fees and any additional administrative fees necessary. An existing property shall maintain a zero balance prior to a new tenant moving in.

Crime Free Housing Program: The owner or its registered agent may not rent a dwelling or unit unless there is a written agreement between the owner and the occupant that contains the following prohibition on the occurrence of criminal and drug related activity:

- a. Tenant, or any member pf the tenant's household or guest shall not engage in criminal activity, including drug-related.
 - I. Tenant, any member of the tenant's household or a guest or other person affiliated with the tenant shall not engage in any act intended to facilitate criminal activity, including drug related criminal activity, on or near the premises;
 - II. Tenant or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related activity, regardless of whether the individual engaging in such activity is a member of the household or guest;
 - III. Tenant or member of the tenant's household or guest or other person affiliated with the tenant shall not affiliate in unlawful manufacturing, selling, using, storing, keeping or giving of a controlled substance at any location, whether on or near the premises;

- b. It is the responsibility of the licensee to see that persons occupying the licensed premises conduct themselves in a manner as not to cause premises to be disorderly. This also includes any guests or visitors.
 - I. Noise violations
 - II. Violation of City Code
 - III. Public disturbance
 - IV. Unlawful sale of intoxicating liquor or 3.2 malt liquor
 - V. Violations of laws relating to gambling
 - VI. Violations to any state statutes regarding personal conduct
 - VII. Loud parties/persons
 - VIII. Fights
 - IX. Disorderly Conduct, as defined, by the Minnesota Statute
 - X. Property Damage
 - XI. Assaults 5th degree non-domestic
 - XII. Interference with a peace officer
 - XIII. Unlawful assembly
 - XIV. Terrorist threats

- c. Violations: For the purpose of public safety, 9-11, criminal activity and drug-related criminal activity is defined as crimes punishable as a gross misdemeanor or felony. It is not necessary that a gross misdemeanor or felony criminal charge be brought in order to support a determination that a violation of the Crime Free Housing Program has occurred nor does the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse license action under this ordinance. Upon determination by the City Administrator any disorderly manner as described above the City Administrator shall take the following actions:
 - I. For a first instance of public nuisances of premise a notice shall be provided to the licenses directing that steps be taken to prevent further violations. Where there is no written agreement between the owner and the occupant, the owner, licensee, or registered agent shall have the occupant execute a written agreement containing all of the regulations of criminal activity, acknowledging that any violation of a criminal activity will result in termination of the occupant's tenancy.
 - i. Upon written notification from the City or its police department to the owner, licensee and the registered agent of a violation, the owner, licensee and the registered agent must terminate the tenancy of the occupant(s) immediately. The owner, licensee, or registered agent shall not offer any other rental dwelling within the City to any occupant whose tenancy was terminated pursuant to the provision for a period of one year from the occupant's removal date. The owner shall notify the City in writing of the occupant's termination.
 - ii. Any owner that fails to proceed with an action to terminate the tenancy of the occupant after City or the police department notification shall be assessed an administrative fee in the amount set forth from time to time by the City Council by resolution for each day that the owner fails to proceed. If after two months

the occupant has not been evicted, the rental license may be suspended or revoked by the City Council after a duly noticed public hearing.

CRIME FREE HOUSING

Phase 1: For license categories under Phase 1, the owner, manager or local agent must complete the following:

- a. Attend an 8-hour crime-free housing course
- b. Use a written lease including the Minnesota Crime Free Housing Lease Addendum
- c. Check the criminal background of all prospective tenants and upon request provide a copy of a Third-Party Background Check procedures for tenants
- d. Evict tenants or actively pursue those who violates the terms of the lease and/or the Crime Free Lease Addendum

Phase 2: For license categories under Phase 2, the owner, manager or local agent must complete the following:

- a. Complete a security assessment and complete the security improvements recommended

Phase 3: For license categories under Phase 3, the owner, manager or local agent must complete the following:

- a. Have no City Code violations that were not resolved in accordance with compliance orders within the past year.
- b. For properties with more than ## units, hold regular resident meetings

The ordinance shall be effective upon adoption and publication accordingly to law

Adopted by the City Council of Maple Plain on this ## day of December 2016.

Memorandum

To: City Councilmembers
From: Tessia Melvin, City Administrator
Date: May 9, 2016
Re: Rental Ordinance

The City Council and staff have been in talks about creating a rental ordinance for many years. The purpose of this ordinance is to achieve the following:

1. The purpose of this ordinance is to promote health, safety and welfare of residents by providing for accountability of property owners for property maintenance and criminal conduct associated with their properties
2. Out of the city owners will be required to designate an agent who can be the legal contact on behalf of the owner.
3. The ordinance establishes criteria for dealing with criminal activity on rental properties.
4. The ordinance establishes criteria for dealing with building code violations.
5. The ordinance establishes criteria administrative costs for administration and building inspections.

Staff is currently working on currently working on the wording of the ordinance, but is seeking input by the City Council. The ordinance will be ready for viewing at the next workshop.

May 9, 2016.....City Council Workshop to review ordinance

June 13, 2016.....Public Hearing and invite all rental properties

June 13, 2016.....City Council Approval

September 13, 2016.....90 Day Deadline for rental property owners to
comply

TBD.....Begin Inspections