

## Memorandum

**To:** Mayor and City Council Members  
Planning Commission Members  
Mark Kaltsas, City Planner

**From:** Tessia Melvin, City Administrator

**Date:** June 22 2015

**Re:** Planning Commission Priorities and Strategic plan

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### **BACKGROUND**

The Planning Commission is made up of dedicated members to providing the City Council with assistance on the planning and zoning of the City of Maple Plain. In 2014, the Planning Commission considered 16 applications:

- Minor Subdivision: one (1)
- Variances: two (2)
- Site Plan Review: four (4)
- Planned Unit Development: one (1)
- Sketch Plat: one (1)
- Preliminary Plat: two (2)
- Final Plat: two (2)
- Sign Package Review: one (1)
- Text Amendment: two (2)

In 2015, the Planning Commission has been busy with the following:

- Implementation of the Biking and Walking Master Plan
  - Review of Plan
  - Update of Plan
  - City Council approval
- Planning Commission Priorities Workplan
- Land Use in MU-B District

### **HISTORY**

The City Council met in February to create a strategic roadmap for staff and commissions. The roadmap includes the City's goals and a timeline of projects that the Council would like to accomplish in 2015-2016.

Attached is a document created by staff that incorporates the Council's roadmap (by goal and date) and the Planning Commissions priorities (in Yellow). This document was created to begin the conversation between the City Council and Planning Commission. The goal is to create a strategic plan for the Planning Commission that is in alignment to the Council's strategic vision.

#### **PLANNING COMMISSION PRIORITIES**

1. R1-R3 Zoning Districts
2. Home Occupation Permit
3. Consolidation on traffic and parking sections
4. Conditional Use Permit
5. Wind Power
6. Low Impact Development
7. Outdated Codes (Municipal Liquor, Flood Plain)
8. Handguns
9. Microbreweries
10. Storm Water
11. Rental Ordinance

#### **ADDITIONAL DOCUMENTS**

- City Council's Strategic Vision document
- City Council's Strategic Roadmap/Timeline.

**CITY COUNCIL ROAD MAP 2015-2016**

**Goal: Maintain Infrastructure for Future Generations**

TIMELINE	PROJECT	DETAILS	STATUS
March	5210 Main Street	<ul style="list-style-type: none"> <li>• Declare Inhabitable</li> <li>• Work with structural engineer and property owner</li> <li>• Receive structural engineer measurements from property owner verifying that project has been completed properly</li> <li>• Building Inspector declares building safe</li> </ul>	Waiting to get results from owner
March	Pavement Improvement Plan	<ul style="list-style-type: none"> <li>• Present at workshop to Council</li> <li>• Work with staff to incorporate into budget, five-year budget and capital improvement plan</li> <li>• Adopt by Council</li> </ul>	Received direction from Council preparing for July meeting for adoption
March	I&I Inspections	<ul style="list-style-type: none"> <li>• Work on the 18 sewer hook-ups that need replacing</li> </ul>	Schedule 18 corrections
July	Overlay on Main and Rainbow	<ul style="list-style-type: none"> <li>• Work with Contractor and residents to complete punchlist</li> <li>• Weed and see updates</li> <li>• Final overlay</li> </ul>	Should be complete by June
November	Overlay on Main and Bud Street		Discussions in progress with Independence
	Storm Water	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>	

**Goal: Create and Maintain a Thriving Business Community**

	Maintain visibility and contact with Chamber	<ul style="list-style-type: none"> <li>• Attend Meetings</li> <li>• Schedule Ribbon Cutting</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Business Visits</li> </ul>	
	Increase ridership and work with Metro Transit on Maintenance of Park and Ride	<ul style="list-style-type: none"> <li>• Created maintenance contract with Metro Transit</li> <li>• They are now responsible for the park and ride without our administration</li> <li>• Get the right players at the table to understand the needs of riders and the locations of their stops</li> </ul>	Completed for the Park and Ride Parking Lot  Need to schedule meeting of the minds
June-August	Make Zoning work for businesses	<ul style="list-style-type: none"> <li>• Collaborate with Planning Commission</li> </ul>	June 22 workshop
June-September	Conduct six business visits	<ul style="list-style-type: none"> <li>• Schedule visits for summer or early fall</li> </ul>	Working on
	Highlight MP Businesses	<ul style="list-style-type: none"> <li>• Use communications to highlight the businesses we visit</li> </ul>	
November-January	Create EDA Vision and Plan	<ul style="list-style-type: none"> <li>• Create strategic plan</li> </ul>	
	Home Occupation Permit	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>	
	Conditional Use Permit	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>	
	Microbreweries	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>	
<b>Goal: Create and Maintain Cost Effective Approach to Government</b>			
June-July	Review LMCC Joint Powers Agreement	<ul style="list-style-type: none"> <li>• Review at workshop</li> </ul>	???
July-August	Updated Financial Tools from Bank	<ul style="list-style-type: none"> <li>• Setup meeting with bank leaders</li> </ul>	
June	Shared Service Direction	<ul style="list-style-type: none"> <li>• Joint Council Meeting</li> <li>• City Council Workshop</li> <li>• If yes, plan communication plan</li> </ul>	
July - August	Review Watershed Contract	<ul style="list-style-type: none"> <li>• Review at workshop</li> </ul>	???
October-December	Education Session on Bond Status	<ul style="list-style-type: none"> <li>• Create a workshop session</li> </ul>	
	Outdated Codes	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>	

<b>Goal: Maintain a High Level of Public Safety</b>			
April-May	Shared Service Study	<ul style="list-style-type: none"> <li>Use communications to highlight the businesses we visit</li> </ul>	
May-July	LEXIPOL Standards and Practices	<ul style="list-style-type: none"> <li>Check in with Dave</li> </ul>	
May-July	Examine Fire Department Business Model (JPA)	<ul style="list-style-type: none"> <li>Review at workshop</li> </ul>	
May-August	Highway 12 Safety Audit	<ul style="list-style-type: none"> <li>Present results at City Council meeting</li> </ul>	Audit completed, now waiting for results
September-October	Public Forum on Safety Audit	<ul style="list-style-type: none"> <li>Staff to set up</li> </ul>	
December-January	Police Coverage and Type Discussion	<ul style="list-style-type: none"> <li>Review at workshop</li> </ul>	
	Handguns in the City Code	<ul style="list-style-type: none"> <li>Planning Commission</li> </ul>	
	Rental Ordinance	<ul style="list-style-type: none"> <li>Planning Commission</li> </ul>	Staff has a draft
	Consolidation of traffic and Parking Sections	<ul style="list-style-type: none"> <li>Planning Commission</li> </ul>	
<b>Goal: Strengthen Relationships Between Citizens and Government</b>			
March-February	Council and staff present and visible at events and conferences		
May-June	LMC Innovation Award	<ul style="list-style-type: none"> <li></li> </ul>	Applied
April-August	Joint City Festival	<ul style="list-style-type: none"> <li>Discuss at workshop</li> </ul>	
April-November	Citizens know council active participation in community	<ul style="list-style-type: none"> <li>Rotary</li> <li>Attitude of Gratitude</li> </ul>	

		<ul style="list-style-type: none"> <li>• Attendance at City festival</li> <li>• CSA award ceremony</li> </ul>	
December-February	Create Caring Youth Award	<ul style="list-style-type: none"> <li>• Staff to create</li> <li>• Present to Council</li> <li>• Work with school district</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Goal: Become a Destination City</b>			
April-June	Electronic Sign on Highway 12	<ul style="list-style-type: none"> <li>• Ask if Independence wants to participate</li> <li>• Install sign</li> </ul>	Should be installed by July
June-August	Business Grant	<ul style="list-style-type: none"> <li>• At least one business gets grant</li> </ul>	
August	Vision Document Highway 12 Report	<ul style="list-style-type: none"> <li>• Take Highway 12 Safety Audit Results and create a Maple Plain Roadmap to a Desirable Highway 12</li> </ul>	
September-November	Lighting Plan	<ul style="list-style-type: none"> <li>•</li> </ul>	
2015	At least one new business comes to town		
	Low Impact Development	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>	
	Residential Code Sections	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>	
	Wind Power	<ul style="list-style-type: none"> <li>• Planning Commission</li> </ul>	
		<ul style="list-style-type: none"> <li>•</li> </ul>	

# Memorandum

**To:** Mayor and City Council Members  
**From:** Tessia Melvin, City Administrator  
**Date:** June 22, 2015  
**Re:** Maple Plain Days Parade

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## **BACKGROUND**

The Maple Plain Days charges \$75 for parade entrants, and provide free entrants for nonprofits. These monies are used to pay for entertainment.

## **HISTORY**

Councilmember DeLuca has asked that this topic be discussed at a workshop. He has asked the following questions:

- 1) Can the elected officials of a city be invited by the city to ride in a parade that is sponsored by the city?**
- 2) Can the city invite neighboring elected officials to ride in their city parade?**
- 3) Does the status of the elected official e.g. they are a candidate for office change the answer to questions 1 or 2? if so, please site applicable statute.**
- 4) Is there any legal reason that the city could not allow any candidate running for local office to be invited to the parade without a fee?**

State statute states:

### **211B.205 PARTICIPATION IN PUBLIC PARADES.**

**If a public parade allows candidates, a candidate must be allowed to participate for a fee that is not greater than the amount that is charged to other units participating in the parade.**

The gray areas is when there is an election year During an election year, do Councilmembers have to pay for their participation in the parade to not make it an unfair advantage of those running against them?

The League answers this question with the following response, “Probably, if the councilors are candidates for re-election and will arguably be campaigning in the parade or have the appearance of campaigning, they should probably be treated the same as any other candidate in the parade. Although there is nothing that directly addresses this in the Minnesota Fair Campaign Practices act, there is potential for someone to argue that they have an unfair advantage or an appearance of endorsement by the city. However, it’s a little murky if the councilor, is for example, riding on a float with other councilors or city employees/officials. It is a question that likely requires the input of the City Attorney, as it is somewhat fact specific and not directly addressed by statute.”

In speaking with the City Attorney, he believes this is a policy issue that the Council must decide. In the past, Councilmembers up for election paid to be in the parade during an election year and did not during the three non-election years for Councilmembers and one year for Mayor. This was intended not to create an unfair advantage for any challengers.

#### **RECOMMENDATION**

Staff is looking for Council’s recommendation on this issue.

# Memorandum

**To:** Mayor and City Council Members  
**From:** Tessia Melvin, City Administrator  
**Date:** June 22, 2015  
**Re:** Staff Reviews

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## **BACKGROUND**

Staff have not received performance reviews since 2010. Staff performance reviews were created by the Administrator in alignment with the City Councils' goals, vision and objectives and the duties of the specific job.

Staff completed a self-evaluation and the Administrator completed an evaluation. Staff and the Administrator met to discuss highlights, progress and areas of opportunities.

## **HISTORY**

The Employee Handbook States, "Employees obtaining certifications and licenses or successfully completing other job-related education requirements shall receive a 5% pay increase.

## **RECOMMENDATION**

The City Administrator would recommend that both Maggie McCallum and Matt Morris receive at a minimum their 5% increase for completion of Municipal Clerk's Certification and Sewer License.