

**AGENDA**  
**MAPLE PLAIN CITY COUNCIL and**  
**INDEPENDENCE CITY COUNCIL – JOINT MEETING**  
**TUESDAY, OCTOBER 27, 2015**  
**INDEPENDENCE CITY HALL**  
**7 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. WEST HENNEPIN PUBLIC SAFETY UPDATE BY CHIEF KROELLS**
  - A. Emergency Management Plan Update
  - B. September Monthly Report
  - C. Highway 12 Safety Coalition Update
- 5. MAPLE PLAIN FIRE DEPARTMENT UPDATE BY CHIEF EISINGER**
  - A. 2015 Budget YTD
  - B. 2015 Incident Calls YTD
  - C. Other department news
- 6. SHARED SERVICES UPDATE**
  - A. Consideration of Maple Plain using Independence's Building Inspector
  - B. Status of Shared Services by both Councils
- 7. COUNCIL UPDATE**

Each Council will provide an update on upcoming projects and events.
- 8. SWEARING IN OF OFFICER LANCE ZILLES**
- 9. OTHER BUSINESS**
- 10. ADJOURNMENT**

WEST HENNEPIN PUBLIC SAFETY DEPARTMENT

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DATE: September 11, 2015  
TO: Administrator Tessia Melvin  
FROM: Director of Public Safety Gary Kroels  
SUBJECT: Lake Minnetonka Emergency Management Plan

Over the past eight months, the Lake Minnetonka Emergency Management Group has been working on updating our emergency operations plan. We have completed the final revisions and it has been distributed to all jurisdictions involved in our emergency management group. The changes to the plan include three new annexes: Domestic and Exotic Animal Directory, Terrorism, and Volunteer/Donations, along with other updates such as name changes and several minor grammatical changes.

You will find a copy of the emergency management operations plan in digital format, along with a hard copy that I would like to present at the September 28, 2015, Maple Plain City Council meeting.

Attached to this memo is a resolution asking for your acceptance of the Lake Minnetonka Emergency Management Operations Plan. We would ask the City Council to approve the resolution accepting the changes to the plan and authorizing the Mayor and Administrator to sign the resolution accepting the changes.

If you have any questions, please feel free to contact me.

# LAKE AREA EMERGENCY MANAGEMENT EMERGENCY OPERATIONS PLAN

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I. Purpose

To provide an overview of how Crisis Communication would be disseminated in the event of a disaster.

II. Spokesperson(s)/PIO Staff

- A. The Incident Commander or designee / Emergency Management Director or their designee will act as the public information officer (PIO) in the event of a disaster or critical incident. The designee from the jurisdiction having authority will facilitate the dissemination of information from the event to the local media through written press releases or press conferences. The Incident Commander or designee / Emergency Management Director will appoint a spokesperson to present the prepared information for a press conference. The Incident Commander or designee / Emergency Management Director or their designee will approve all messages prior to release for the media. The above PIO Staff will be responsible for addressing public inquiries and rumor control surrounding the incident. Staff will need to be delegated to work within the Joint Information Center (JIC) that will be established by the PIO's to address this need.
- B. The Incident Commander and/or the designee is responsible for safeguarding security sensitive information, how it is sent, who is allowed to receive it, and how it is vetted for accuracy. (See Attachment 1)

III. Policies and Procedures

- A. If it becomes necessary to establish a news briefing room, Council Chambers or other area to be determined would be used for this purpose. News media personnel would be asked to report to this facility.
- B. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis.
- C. Public information would be disseminated through local radio and/or TV stations and social media. (See Attachment 2)
- D. Maintenance of media contact information is the responsibility of each jurisdiction.

**ATTACHMENT 1**

**Public Information SOP**

The purpose of this standard operating procedure is to assure dissemination of information and instructions to the public on a timely basis and to coordinate all releases during pre-emergency, emergency and post-emergency conditions.

1. All release to the news media will be through the Incident Commander or the designated PIO Officer.
2. The PIO will edit and consolidate all releases for radio, TV, newspapers and social media.
3. Messages are to be cleared with the PIO before they are issued.
4. During emergency situations, the PIO will:
  - a. Contact key information staff members.
  - b. Establish liaison with city departments which may require information output.
  - c. Inform the media of public information capabilities and plan.
  - d. Establish the Public Information Service for the media and public inquiries.
  - e. Release prepared messages to the media and to all city emergency services.

**ATTACHMENT 2**

**Local TV, Newspaper and Radio Stations**

**TELEVISION**

KARE	Channel 11	8811 Olson Memorial Hwy, Minneapolis	763-546-1111
KMSP/WFTC	Channel 9/29	11358 Viking Drive, Eden Prairie	952-944-9999 612-379-2929
WUCW	Channel 23	1640 Como Ave, St. Paul	651-646-2300
KSTP/KSTC	Channel 5/45	3415 University Ave, St. Paul	651-645-4500 651-646-5555
WCCO TV	Channel 4	90 11 <sup>th</sup> St S, Minneapolis	612-339-4444

**NEWSPAPERS**

Star Tribune	650 Third Ave S, Ste 1300, Minneapolis	612-673-4000
Pioneer Press	345 Cedar Ave, St. Paul	651-222-1111

**RADIO**

WCCO Radio	830 AM	625 2 <sup>nd</sup> Ave S, Minneapolis	612-370-0159
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I. Purpose

To describe how search and rescue would be accomplished within the cities of the region following a disaster/emergency.

II. Responsibility

Within the City, the primary responsibility for search and rescue during disasters/emergencies belongs to the Fire Department. In the event of law enforcement event such as a missing child, or the search for a criminal suspect the Police Department would assume the primary responsibility. Resources responding to any search would function under the National Incident Management System. Back-up assistance would take the form of mutual aid fire and police agencies depending on the situation.

III. Supporting Agencies/Organizations

A. Local Mutual Aid Police or Fire depending on the situation

B. The following organization(s) would be available to assist with a major search and rescue operation:

1. Hennepin County Sheriff's Emergency Squad
2. Police Reserves
3. Police / Fire Explorers
4. Hennepin County Sheriff's Mobile Radio Corps
5. The Civil Air Patrol
6. MN National Guard
7. Lake Minnetonka Power Squadron
8. State and Federal resources – FBI, BCA, State Patrol

IV. Collapsed Structure Rescue

In the event of a technical rescue involving a collapse situation, confined space high-angle evacuation, and/or trench collapse the following mutual aid resources may be notified.

1. Task Force One through State Duty Officer

I. Purpose

To provide an overview of how the health/medical care needs of residents would be met in the event of a major event, emergency or disaster.

II. Primary Responsibilities

A. Pre-hospital Emergency Medical Services:

1. **Emergency Medical Services – First Responder Emergency Care** is the primary responsibility of the Police and Fire Departments.

*Regional EMS Transport providers-* Within the LAEM Region- North Medical Transportation, Ridgeview Medical Transportation and HCMC Ambulance serve as the primary providers to the region.

2. **Emergency Medical Services – Transportation -Medical Transportation** is the primary responsibility of the regional EMS transport providers and their designated mutual aid ambulance services to provide emergency, non-emergency and special population medical transportation. These resources would be utilized to respond to any incident within the region requiring the transportation of the sick or injured. In the event of an incident requiring the transportation of the physically challenged, regional EMS transport providers and their designated mutual aid ambulance services will provide transportation and/or coordination services as required to transport those with special medical challenges. Metro Transit (metro mobility program) and non-emergency ambulance providers (i.e. Cart Ambulance and Health East ) could be utilized for transporting special populations.

3. **Emergency Medical Services – Transportation – Mutual Aid-Local-Regional-State-Federal**

Regional EMS transport providers maintain mutual aid agreements with other ambulance services within the Minneapolis-St. Paul Metropolitan Region as required by Minnesota Law, in addition to participation in the Minnesota Ambulance Strike Team program available through the state duty officer.

In the event of an incident which exceeds the capabilities of the metropolitan region and state EMS resources, Regional EMS transport providers and their designated mutual aid ambulance services are participants in the National Disaster Medical System (NDMS) that provides federal medical assistance services which is coordinated through the Veterans Administration and the Department of Defense.

4. **Emergency Medical Services – Transportation – Communication**  
Regional EMS transport providers maintain 24-hour communication centers which is linked to the Hennepin County Sheriff's Communication Center by direct telephone line. Back-up EMS Dispatch capability is located at Hennepin County Ambulance Dispatch.
5. **Emergency Medical Services – Transportation – Command – Control – Coordination**  
Regional EMS transport providers and their designated mutual aid ambulance services utilize the National Incident Management System for coordination of EMS with other disciplines or agencies when responding to incidents within the LAEM region.
6. **Emergency Medical Services – Transportation – Hospital and Patient Assignment**  
In the event of a mass casualty incident, hospital and patient assignments are coordinated by Hennepin County Medical Resource Control Center (MRCC) located at Hennepin County Medical Center Ambulance Dispatch at Hennepin County Medical Center in Minneapolis.
7. **Emergency Medical Services – Transportation – Casualty / Patient Tracking**  
In the event of a mass casualty incident, MRCC will monitor the capacity of area hospitals and track patient destination. Patient tracking will be coordinated between the receiving facilities with assistance from Hennepin County Community Health EMS Section and the Red Cross.
8. **Emergency Medical Services–Transportation- Triage and Scene Treatment**  
In the event of a mass casualty incident, the primary responsibility for triage of patients for transportation priorities would be the Police and Fire Departments with Regional EMS transport providers and their designated mutual aid ambulance services fulfilling a secondary role as staff and equipment is available. All agencies engaged in triaging of patients in the pre-hospital setting will utilize the START triage method (*Simple Triage and Rapid Treatment*). Scene treatment will also be the primary responsibility of the Police and Fire Departments, with a secondary role being fulfilled by the EMS transportation agencies.

9. **Emergency Medical Services – Transportation- *Equipment and Supplies***  
Regional EMS transport providers and their designated mutual aid ambulance services maintain supplies and equipment specifically for use in mass casualty incidents which would occur within the region. Each EMS ambulance agency maintains a resource inventory of these supplies and equipment.
10. **Emergency Medical Services – Transportation- *Public Information***  
Regional EMS transport providers, and their designated mutual aid ambulance services under the National Incident Management System, would coordinate with and support the public information officer as designated by the incident commander or designee.
11. **Emergency Medical Services – Transportation – *Hazardous Materials Incident Response***  
Regional EMS transport providers and their designated mutual aid ambulance services will respond to Haz-Mat incidents within the LAEM at the Awareness level as defined in NFPA 473 Standard – Chapter 2 EMS/HM1. Each EMS agency maintains specific internal procedures for notification of key personnel and response to a Haz-Mat incident. All EMS Haz-Mat incident responses would be coordinated through the use of the National Incident Management System.
12. **Emergency Medical Services – Transportation – *Hazardous Materials Incident Response Training***  
Regional EMS transport providers and their designated mutual aid ambulance services provide the necessary Haz-Mat training for their staffs. Training records are available from the respective EMS ambulance agency training officer.
13. **Emergency Medical Services –~~Transportation~~- *System Coordination***  
Overall coordination of EMS operations which would include coordination with hospitals, State and Federal medical agencies, and other public health service organizations to ensure integrated medical operations would be the responsibility of the Police and Fire Department, the Hennepin County Community Health Department – EMS section, and *Minnesota* Emergency Medical Services Regulatory Board.

14. **Emergency Medical Services – Transportation – Fatalities:** *Also see Fatality Management- Medical Examiner within this annex*  
Regional EMS transport providers and their designated mutual aid ambulance services do not provide services for the disposition or transport of fatalities from a mass casualty incident. EMS transportation agencies will support the operations of the Hennepin County Medical Examiner’s Office with supplies and equipment as requested.
15. **Emergency Medical Services – Transportation – Mass Casualty Protocols**  
Protocols for the management of mass casualty response have been established by the Hennepin County EMS Advisory Council. The most current version has approved by that body. These protocols have been adopted by the Regional EMS transport providers, and their designated mutual aid ambulance services. Each ambulance service has the latitude to better define the guidelines set down in this protocol. Each ambulance service maintains their own set of protocols modeled after these guidelines.
16. **Emergency Medical Services — Transportation- Critical Incident Stress Management- Responders,** *also see reference in public health section within this annex*  
Critical Incident Stress Management is available for public safety responders through the Metro CISM Peer Counseling Team which is notified through Hennepin County Medical Control Resource Center at 612-347-5710 or through Regional EMS transport providers or their designated mutual aid ambulance services.
17. **Emergency Medical Services – Medical Care – Shelter / Congregate Care Facilities**  
The provision of medical care in a shelter or congregate care facility would be the initial responsibility of the shelter operator, such as the Red Cross or Salvation Army and/or tasked city department example: Parks and Recreation. As available, Police, Fire Departments and regional EMS transport providers and their designated mutual aid ambulance services will provide support.

**B. Medical Receiving Facility Services:**

1. **Medical Receiving Facility Services – *Hospital coordination – mutual aid***

Hospitals which serve the LAEM region are participants in the Metropolitan Area Hospital Compact (MAHC) which provides for coordination of services during times of disasters or unusual emergencies. 23 Hospital facilities across the Minneapolis St Paul area participate in the MAHC.

2. **Medical Receiving Facility Services – *Hazardous Materials Incidents – Medical Receiving Facilities***

North Memorial Medical Center, Maple Grove Hospital and Hennepin County Medical Center have capability to decontaminate and treat those patients with chemical or radiological contamination. MRCC would make the necessary determinations to send potentially contaminated patients to other facilities as the situation dictates.

3. **Medical Receiving Facility Services- *Surge capacity – MNTRAC, Hennepin County Human Services and Public Health Departments in concert with the Metropolitan Area Hospital Compact (MAHC) supports the Minnesota Department of Health in initiating, maintaining, and demobilizing medical surge capacity, including Mutual Aid Agreements for medical facilities, equipment and medical/general health supplies that will be needed during disaster. This includes the Minnesota Department of Health Mobile Medical Unit. Local jurisdictions may request an MMU deployment through the State Duty officer. The MMU is designed to provide emergency patient stabilization and ambulatory care. Its primary mission will be to serve as a replacement for, or supplement to, local medical care after a disaster or during special events, that is expected to continue for more than two days.***

4. **Medical Receiving Facility Services – Disaster Emergency Treatment Facilities and Casualty Collection Areas**

North Memorial Medical Center is located in the City of Robbinsdale, as well as the Maple Grove Hospital in Maple Grove. In addition four other major medical receiving hospitals are located in communities in the west metro area. In addition, the Fairview University, Fairview Riverside, and Veterans Administration Hospitals are within a 20 mile radius of the region. The hospitals listed in this section are participants in the National Disaster Medical System (NDMS) program. Due to the unpredictable nature of disasters casualty collection points are not pre-identified within the plan, but would be established as required by the incident commander and the EMS Branch Director or other health authorities as identified in the NIMS system. Under the Metropolitan Area Hospital Compact auxiliary hospital and or causality collection area administration, staffing and site operations would be coordinated by Hennepin County Medical Center.

5. **Medical Receiving Facility Services – Public Information**

Regional hospital providers under the National Incident Management System would coordinate with and support the incident public information officer as designated by the incident commander or designee. This is outlined in the Metropolitan Area Hospital Compact Article 1.4.

- C. **Fatality Management Operations** – Would be the responsibility of the Hennepin County Medical Examiner as outlined in the Hennepin County – Emergency Operations Plan – Medical Examiner/Mortuary services is primary and Hennepin County Public Health is secondary. This includes the establishment of temporary morgues and family assistance centers related specifically to a mass fatality event. Family assistance services may be rendered by the American Red Cross and/or the Salvation Army.

D. **Public Health and Human Services Operations**

**Public Health and Human Services Operations**– *Coordination of response* to serious potential or actual health problems (epidemics, food and/or water contamination, etc.) would be the responsibility of Hennepin County Human Services and Public Health Department. This would also include coordination with State and Federal health and human services agencies.

1. **Public Health and Human Services Operations – Behavioral Health-CISM** Hennepin County Human Services and Public Health Department Disaster Behavioral health Services including the provision of or arranging for and coordinating crisis counseling (e.g., Critical Incident Stress Debriefing, mental health treatment, and grief counseling) for emergency workers and victims, and long term mental health counseling and support. These efforts would also be coordinated with other providers such as the State CISM program and Red Cross.

**Also see Emergency Medical Services – Critical Incident Stress Management- Responders**, within this annex

2. **Public Health and Human Services Operations – Mass Vaccination-Dispensing Sites**

Hennepin County Human Services and Public Health Department will assume control and responsibility for operations of mass dispensing sites. Hennepin County Human Services and Public Health Department Epidemiology unit will make recommendations regarding mass dispensing sites based on the findings from the disease investigation and as one disease prevention and control measure. In the event of pandemic influenza or bioterrorism or other large scale event where MDH has taken the lead, the Epidemiology unit will carry out the recommendations made by MDH.

**Other serious or potential health threats may be present in a major event, emergency or disaster. Assessing/Coordinating/Response Organizations/agencies are listed by specific health threat**

**Health Threat /issue**

**Assessing/Coordinating/Response Organization**

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**Disease-bearing pests**

Metropolitan Mosquito Control  
 Hennepin County Human Services and Public Health Department  
 Local Environmental Health departments  
 Minnesota Department of Health  
 Centers for Disease Control and Prevention

**Hazmat Decontamination**

Local fire departments & mutual aid  
Local hospitals ( at facility only)

**Detection of potential biological  
chemical or radioactive agents**

Local fire departments  
55<sup>th</sup> Civil Support Team  
State hazmat teams  
Local hospitals  
Hennepin County Human Services and  
Public Health Department  
Minnesota Department of Health  
Centers for Disease Control & Prevention

**Food contamination-inspections  
Mass care/ recovery operations**

Hennepin County Human Services and  
Public Health Department  
Local Environmental Health depts...  
Minnesota Department of Health

**Respiratory protection  
Air quality issues**

Local fire departments  
Local hospitals  
Minnesota Department of Health

Hennepin County Human Services and  
Public Health Department

**Mass clinics / Mass Vaccinations**

Hennepin County Human Services and  
Public Health Department Local  
public health agencies Minnesota  
Department of Health

**Water purification/supplies**

Local utilities  
Local vendors  
National Guard

**Public Health crisis communication**

Would be the responsibility of the  
Hennepin County Human Services and  
Public Health Department  
Minnesota Department of Health

- E. Special Needs Population – the listed agencies may be available to provide services such as case work, transportation, and adult day care: American Red Cross, Salvation Army (metro only), Catholic Charities, Lutheran Disaster Response, and United Methodist Committee on Relief.

Service	Provider
Case Work	American Red Cross Catholic Charities Lutheran Disaster Response United Methodist Committee on Relief
Routine Transportation	American Red Cross Metro Transit-Metro Mobility
Adult Day Care	The Salvation Army (metro only)

III. Supporting Plans and Personnel

- A. Hennepin County Emergency Operations Plan.
- B. North Memorial Medical Center Emergency Operations Plan
- C. Maple Grove Hospital Emergency Operations Plan
- D. Hennepin County Medical Center Emergency Operations Plan
- E. Metropolitan Area Hospital Compact
- F. Minnesota Department of Health Mobile Medical Unit program
- G. Minnesota Ambulance Strike Team program
- H. North Memorial Chemical Emergency Plan.
- I. Maple Grove Hospital Chemical Emergency Plan

- J. Hennepin County (West Metro) Emergency Medical Services Plan.
- K. Support is available from the Minnesota Department of Health and Hennepin County in responding to health, chemical, and radiation incidents.
- L. Additional State assets would be available through the Minnesota State Duty Officer program.
- M. Hennepin County Public Health and the Minnesota Department of Health maintain plans to include facilities that can be converted to emergency treatment centers for victims of mass casualties and disease outbreaks.
- N. Annex I of this plan (Congregate Care).

#### IV. Supporting Standard Operating Procedures

Refer to Fire Department standard operating procedures for hazardous materials response for detailed procedures of chemical response, identification, and decontamination for health and EMS personnel.

Refer to regional EMS transportation providers' standard operating procedures for responding to hazardous materials incidents.

**LAEM  
EMERGENCY OPERATIONS PLAN**

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I. Purpose

To outline how security, evacuation and traffic control would be carried out if they are required due to a disaster/emergency in the region.

II. Responsibilities

A. In the cities within the region, the ranking public safety official or the appropriate designee may recommend evacuation or sheltering in place:

<u>Official</u>	<u>Type(s) of Incident(s)</u>
Police Chief or designee	Police and All Other
Fire Chief or designee	Fire/Radiological/HAZMAT
Incident Commander	All Other

B. In the event of a disaster/emergency which would result in the loss of life if evacuation is not undertaken immediately, the Police Chief, Fire Chief, or their designee could order such an evacuation.

C. Within the region, the police department would be responsible for coordinating security or any large-scale evacuation that might be required. However, in HazMat Warm and Hot Zones the responsible regional fire department will have the responsibility for door-to-door evacuations if dressed in their appropriate personal protective equipment. Back-up assistance for general evacuation and traffic control would be available from other regional city fire departments, the Hennepin County Sheriff's Office, the regional city police reserves, the regional police and fire explorers, and regional city public works department. Relocation/Security for critical resources would be the responsibility of that City-related department.

D. The regional city police departments will coordinate all transportation resources used in an evacuation.

III. Procedures

A. Residents to be evacuated would be notified of the need to evacuate by outdoor warning sirens, radio, TV, public address systems and/or mass communication systems. Evacuation routes, assembly points and assistance instructions will be announced.

B. Law enforcement personnel would establish traffic control points (if needed). Selection of the most efficient roadways to be utilized for evacuation would be incident specific. The law enforcement incident commanders would announce the direction of travel on the named roadways. Pre-selecting roadways to be utilized

## LAEM EMERGENCY OPERATIONS PLAN

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in a disaster would not be prudent because the type and location of the incident will dictate the decision of what would be the most effective routes.

- C. If necessary, rest areas will be established for the aid and convenience of people passing through the City en-route to neighboring reception areas. Evacuees will be able to obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities when practical.
- D. People requiring transportation should report to announced entry areas. Transportation will be provided from these points.
- E. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the police and fire departments.
- F. Regional city police departments may coordinate assistance to any vehicles having mechanical problems during an evacuation.
- G. Police-related agencies will provide security to each congregate care parking facility.

#### IV. Resources Available

- A. EMS resources would be available, if needed, to evacuate non-ambulatory individuals. (See Annex E)
- B. Various bus companies could provide buses, if needed, to assist in the evacuation process and for transportation of essential workers to hazardous areas. The Public Works Division has access to barricades to assist in any needed road closures. (See Bus Companies tab in resource manual)

#### V. Supporting Standard Operating Procedure (SOP)

Regional police department standard operation procedures  
Regional fire department standard operation procedures  
Annex L – SARA Vulnerability Zone Charts  
SARA Covered Facilities  
City evacuation map

#### Attachments:

1. Maps of potential hazard areas.
2. List of SARA-covered facilities.

I. Purpose

To define the responsibility for the provision of fire protection service(s) in the LAEM.

II. Responsibility and Scope

Under the direction of the Fire Chief, the Fire Departments within the LAEM region shall have the primary responsibility for the provision of fire protection services within the local jurisdiction having authority. Services provided include fire suppression, rescue, radiological emergencies, hazardous material and technical rescue response. The fire department, in certain circumstances, is also responsible for search and rescue actions. Utilizing the National Incident Command System, the Fire Chief of the local jurisdiction having authority shall assign resources as required to address fire protection activities. Other public safety agencies and volunteers may provide assistance.

III. Mutual Aid Agreements

The Fire Departments serving the Lake Area Emergency Management region participate per ordinance, Mutual Aid, and MSA Chapter 12. The members of these groups have agreed to respond when called upon. Written mutual aid agreements exist and are on file with the Fire Departments within the region.

IV. Policy and Supporting Standard Operating Procedure (SOP)

Refer to the *Local Jurisdiction having authority Fire Department Manual of Policies, Regulations, and Operating Guidelines* for procedures relative to fire protection operations. Hazardous Materials Operational SOPs for detailed procedures of chemical response, identification and decontamination for fire personnel.

## I. Purpose

To provide an overview of how damage assessment would be accomplished following a disaster/emergency in cities within the region.

## II. Responsibilities

A. The Emergency Management Director is responsible for:

1. Developing and maintaining a damage assessment "team" composed of municipal and/or private sector agency representatives.
2. Maintaining and up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process (following the occurrence of a disaster/emergency).

B. City government officials who, depending upon the nature of the disaster/emergency, would participate in a damage assessment effort:

1. City Engineer/Public Works Director
2. City Assessor
3. City Finance Director
4. Building Officials

C. County government officials who (potentially) would participate in a damage assessment effort:

1. Emergency Management
2. Transportation/Public Works

## III. Concept of Operations

Disaster intelligence is a tool for action and involves the complete cycle in which information about an event is collected, processed, evaluated, and disseminated to those who need it. This is a key process in caring for the short and long-term disaster needs of the people in the community. Damage assessment, which is an element of disaster intelligence, is an appraisal or determination

of the actual effects on human, economic and natural resources resulting from an emergency or disaster. Delayed assessments may cause hardship as well as erode confidence in the ability of the community to react in time of emergency. Although a rapid preliminary damage assessment is desirable and should be reported to Hennepin County Emergency Management as soon as possible, a more accurate assessment should be compiled as soon as weather and other local conditions permit. Trained spotters should be used to assess actual damage.

Description of assessment requirements (first hour, first 8 hours, first 24 hours)

Within the first hour following an incident, public safety agencies and public works will conduct a systematic survey to determine impacts on infrastructure. (Impassable roads, downed power lines, downed trees and significant structural damage to buildings) During the first hour, the priority shall be life safety.

Within 8 hours: The priority will be property preservation and evaluation of impact to key government infrastructure.

Within 24 hours: The American Red Cross, (ARC).

- A. The American Red Cross, by ARC Regulation 3029, is required to submit a preliminary damage assessment survey of homes to the operations headquarters of the jurisdiction involved in a disaster within 24 hours and submit a detailed damage assessment within 72 hours.
- B. A copy of the Red Cross damage survey information will be provided to the City EOC.
- C. Private sector agencies that might be available and that might be appropriate participants in a damage assessment effort:
  1. Red Cross -- Greater Minneapolis Area Chapter, 612-871-7676 , official in charge of emergency services.
  2. Insurance companies and realtors.
  3. Hazardous materials clean-up contractors.
  4. Hazardous materials.
  5. Christian Reformed World Relief Committee – specializes in detailed damage assessment for long-term recovery operations.

### III. Policies and Procedures

- A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.
- B. Where possible and when appropriate, pictures will be taken of damaged areas and City maps will be used to show the location of damaged sites.

- C. When damage assessment is carried out in conjunction with a request for State or Federal disaster assistance, the Emergency Management Director may contact the Hennepin County Emergency Management Office, who will coordinate with Minnesota Homeland Security Emergency Management. (HSEM)

IV. Supporting Documents

For additional information and guidance, refer to:

Disaster Response and Recovery: A Handbook for Local Government - Hennepin County  
Emergency Management Plan

## I. Purpose

To describe how the congregate care (emergency housing, feeding, clothing, and counseling) needs of affected jurisdiction's residents would be met in the event of a disaster/emergency.

## II. Responsibilities

A. Congregate care encompasses a great deal of involvement for a large number of organizations, both public and private, who are specially trained, have needed resources and possess a mandate or mission in sheltering/congregate care. The following local jurisdiction's and/or Hennepin County government departments/private sector agencies are responsible for ensuring that the congregate care needs of disaster victims are met:

1. Emergency Housing – City department having responsibility, American Red Cross, Salvation Army, and Hennepin County Human Services and Public Health Departments.
2. Emergency Feeding - City department having responsibility, American Red Cross, Salvation Army, MN-WI Baptist Conventions, and Hennepin County Human Services and Public Health Departments.
3. Emergency Clothing - City department having responsibility, American Red Cross, Salvation Army, and Hennepin County Human Services and Public Health Departments.
4. Counseling - City department having responsibility, American Red Cross, Salvation Army, Lutheran Disaster Response, and Hennepin County Human Services.
5. Health/Medical Service – North Memorial, American Red Cross and Hennepin County Human Services and Public Health Departments. (Also see Annex E)
6. Waste Management – The involved local jurisdiction will potentially enlist private contractors to offer this service.
7. Mental Health Treatment and Grief Counseling – counseling for emergency workers and victims will be coordinated in conjunction with local resources. Services may be provided by the American Red Cross, the Salvation Army, Hennepin County Human Services and Public Health Departments, and related MnVOAD agencies.

B. Additional Responsibility

1. Registration of Victims - American Red Cross and City department having responsibility and. Hennepin County Human Services and Public Health Departments may serve in supporting role.
2. Inquiry and Referral (regarding disaster victims) - City department having responsibility, American Red Cross and Hennepin County Human Services.

III. Coordination of Congregate Care

The City Clerk would be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the American Red Cross would provide a representative for the Emergency Operating Center (EOC).

IV. Available Resources

- A. Personnel: American Red Cross (150 trained volunteers/staff) through mutual aid agreements additional personnel available when needed.
- B. Facilities: Shelter/mass feeding agreements are on file with Minneapolis Red Cross, 612-871-7676.
- C. Supplies/Equipment: 150 cots, blankets, pillows (Red Cross and the Salvation Army can obtain more if needed).
- D. Other Assistance: Minnesota Voluntary Organizations Active in Disaster (MNVOAD). Per the Minnesota Emergency Operations Plan, Annex B- Congregate Care, the following MNVOAD Members can be accessed for congregate care functions during a disaster/emergency:

Adventist Community Services	Animal Humane Society
ARES/RACES (Amateur Radio Operators)	Catholic Charities
Church of Jesus Christ of Latter Day Saints	Christian Reform Church
Mennonite Disaster Services	Minnesota Food Bank Network
Minnesota Jewish Disaster Relief Fund	MN Search & Rescue Dog Assoc.,
MN-Wisc. Southern Baptist Conv.	Nazarene Compassionate Ministries
North Amer. Center for Emerg. Comm	United Methodist Church
United States Army Reserve	The Salvation Army

Contact information located in Lake Area Resource Manual, Tab B.

E. Pet evacuation: Sheltering assistance may be obtained from:

PUPS

Animal Humane Society

Humane Society of the United States

Minnesota Animal Disaster Coalition

Minnesota Animal Control Association

Minnesota Horse Council (horse issues only)

These agencies can be reached through MnVOAD, which can be contacted via the Minnesota State Duty Officer.

Contact information can be located in the Resource Manual.

## ATTACHMENT 1

### COORDINATION PROCEDURES

The involved jurisdictions Emergency Management Director has responsibilities during and following an evacuation situation, whether caused by a local problem or, in the worst case, an enemy attack. A major evacuation under the worst situation would only be undertaken if international situations determined it was in the best interest of the populace.

Depending on the disaster, the local jurisdiction having authority can be either a hazard or reception area. Plans have been made to evacuate, if necessary, to a reception area. Congregate care space is listed in this emergency operation plan, Tab B.

Emergency public information will be announced over radio, TV, social media and mass notification systems for a major evacuation. It will advise a citizen where to go and what to do and will identify staging areas and routes to the reception areas.

Following is a checklist of responsibilities and actions to be taken during congregate care or evacuation situations:

- A. Arrange with the owners for opening of care facilities and assign personnel.
- B. Coordinate assistance from the local jurisdiction having authority Parks and Recreation Department, Red Cross, Salvation Army, religious groups, and other volunteers.
- C. Coordinate the allocation of local congregate care space and shelter space.
- D. Coordinate assignment of personnel and volunteers to congregate care facilities.
- E. Advise the local jurisdiction having authority Public Information Officer to release information on the occupancy of congregate care facilities/mass care centers.
- F. Distribute evacuees proportionately, keeping media informed of the situation and who to contact for information on evacuees.
- G. Monitor distribution of necessary supplies and services to each facility.
- H. Keep the local jurisdiction having authority Emergency Management Director informed of actions taken and any assistance needed from fire, police or health officials.
- I. Issue information and instructions to evacuees regarding lodging, feeding, health, and sanitation.
- J. During a major evacuation, assign personnel to staging areas and notify the local jurisdiction having authority Emergency Management Director of transportation needs.

Lists of shelters, approved congregate care centers, and temporary food facilities are maintained in the Lake Area Emergency Management Resource Manual.

I. Purpose

To describe how debris clearance would be accomplished following a disaster/emergency in the region.

II. Responsibilities

Within the LAEM, the Public Works Department and the Park Maintenance from the jurisdiction/s having authority would be responsible for debris clearance.

III. Policies and Procedures

- A. To clear debris from City Streets, City public right-of-ways and City Facilities within the region.
- B. Coordinate with Hennepin County Public Works and the Minnesota Department of Transportation regarding County Roads, State Highways, and Interstates involving debris clearance.
- C. Coordinate and oversee mutual aid requests and responding resources regarding debris clearance during disaster/emergency events utilizing the NIMS/ICS structure.
- D. Coordinate efforts with the Parks Department staff in the debris clearance of parks and park trail properties within the jurisdiction/s having authority.
- E. Is responsible for the disposal of solid waste (concrete, dirt, brick, non-hazardous materials, etc.), tree and brush-type debris and other building-type debris (lumber, roofing materials, etc).
- F. Debris would be disposed of at the following locations:
  - 1. Debris would be trucked to a landfill designated by each city.
  - 2. Tree debris would be trucked to the tree disposal site as designated by Public Works for the jurisdiction having authority.
- G. If additional debris clearance-type equipment were needed, it would be obtained from Hennepin County and other cities per mutual aid agreements.
- H. Except in extremely unusual circumstances, removal of debris from private property would be the responsibility of the property owner.

- I. In the aftermath of a natural or other type of disaster, residents will be asked to sort debris by:
  - 1. Trees and brush
  - 2. White goods (appliances)
  - 3. Household hazardous waste
  - 4. Construction/demolition materials
  - 5. Regular garbage
  
- J. Determination of emergency routes will depend on the nature and location of the debris generating event, and will be identified by the Incident Commander.
  
- K. The Minnesota Pollution Control Agency (651-649-5451) will assist with the disposal of industrial and hazardous waste.
  
- L. Hennepin County Environmental Services (612-348-3777) will assist with the disposal of household hazardous waste.
  - M. The Board of Animal Health (651-296-2942), and the Minnesota Department of Agriculture (651-201-6000) will advise/assist with the disposal of animal carcasses.
  
- N. Contracting procedures will be determined by the City's Administrative Services/Finance Department.

IV. Supporting Documents

- A. A listing of construction contractors which have debris removal-type equipment, and which are located in the City, is on file at the Public Works.
  
- B. No formal agreements for debris clearance removal exist with other cities other than through normal emergency management channels or the Emergency Assistance Pact.

V. Supporting Activities

- A. Provide barricades and signage for street closures and detours requested by Police or Fire Incident Commanders.
  
- B. Escort emergency vehicles into debris filled areas, clearing a route(s) of travel.
  
- C. Assist with the repair and refueling of emergency response equipment and vehicles in the field.
  
- D. Provide City Staff equipped with street and sewer information as needed by the Incident Commander to contain the flow of liquid hazardous materials.
  
- E. Provide material, equipment and personnel to provide dikes and sandbags for Haz-Mat and flooding situations.

- F. Close/block storm sewer holding pond out flows to contain hazardous materials flowing in sewers.
- G. Assist police with door-to-door evacuations in “non-hot zone” and non-hazardous areas.
- H. Assist police with traffic control and outer perimeter security.

VI. Supporting Standard Operating Procedure (SOP)

Lake Area Emergency Management Emergency Operations Plan – Annex L

I. Purpose

To provide an overview of how utility services would be restored following a disaster/emergency. Priorities for utility restoration will depend on the nature and location of the incident. Vulnerable populations and facilities essential for public safety and continuity of government will be considered first. Each jurisdiction's public works and/or utility departments are responsible for coordinating the repair and restoration of vital services.

II. Responsibilities

Member cities will maintain a list of public and private utility providers to be used in the event of a utility outage due to a disaster/emergency. The Director of Emergency Management is responsible for developing and carrying out standard operating procedures used to prioritize and coordinate the repair/restoration of vital services, including conducting safety inspections before the general public is allowed to return to the impacted area(s). Each City within the Lake Area Emergency Management must have standard operating procedures for establishing recovery time objectives or recovery priorities for essential functions and critical infrastructure repair and restoration.

## **Part A – Radiological Protection**

### **I. Purpose**

It is recognized that emergency situations could develop in which the Lake Area Emergency Management area residents could be exposed to radiological incidents or threats. Plans are needed to ensure a coordinated response and recovery from transportation accidents, nuclear power plant incidents, industrial accidents, laboratory radiation incidents, military accidents or nuclear attack.

### **II. Organization**

The State of Minnesota Chemical Assessment Team (CAT) located in Hopkins is the City's radiological protection organization. The Team will support the local operation under the direction of the local Incident Commander. The Operations Officer for the Hopkins Chemical Assessment Team will be responsible for the maintenance and placement of radiological equipment. The local Incident Commander will make the request for the team through the State Duty Officer at (651) 649-5451.

### **III. Responsibility**

A. The Public Safety officials are responsible for:

1. Coordination of data, information (e.g., radiation readings, damage reports, response requirements, chemical properties and exposure estimates) and materials needed to minimize effects of all radiological accidents or threats to the area are available and utilized in time of emergency.  
Each city's overall radiological response and recovery efforts, including monitoring, reporting, assessment, containment, and protective actions are coordinated through NIMS.

B. HSEM and the Minnesota Department of Health (MDH) will be called upon for instrumentation, guidance, decontamination, and medical evaluation. Public Safety personnel will respond as necessary, to assist in the execution of this responsibility.

C. The Local Police Department is responsible for:

1. Supporting emergency operations during radiological incidents.
2. Assisting with security and traffic direction at facilities, thoroughfares, and public areas.

IV. Operations Policies

- A. Radiological response operations will be directed and controlled at the scene utilizing the incident command system. This would include establishing an exclusionary zone and the use of monitoring equipment where available. When appropriate, operations will be coordinated from an Emergency Operations Center. Scene operations will be controlled by the on-site incident commander.
  
- B. In the event of any radiological emergency, local government should immediately contact the State Duty Officer at 651-649-5451 to request technical and operational assistance.

## **Part B – Hazardous Material Protection**

### I. Purpose

It is recognized that emergency situations could develop in which residents of the region could be exposed to an accidental release of hazardous materials. Planning is needed to ensure a coordinated response to all types of hazardous material incidents, whether they occur at a fixed facility or the result of a transportation accident.

### II. Response

- A. Pre-identification of risk. In response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, as well as other legislation, the following facilities/ locations within the Lake Area Emergency Management area have been pre-identified.
1. “Covered” facilities are facilities that possess extremely hazardous materials. A list of the covered facilities and their locations are maintained by each city in the region.
  2. Other facilities that may contribute an additional risk due to their proximity to “covered” facilities. A list of other facilities and their locations are maintained by each city in the region.
  3. Facilities (schools, hospitals, nursing homes, etc.) at risk due to proximity to facilities with extremely hazardous materials. A list of at risk facilities and their locations are maintained by each city in the region.
  4. Transportation and evacuation routes (highways, railroad lines, etc.) for extremely hazardous materials are contained in the resource manual (Tab F). Transportation and evacuation routes are maintained by each city in the region. Maps showing these routes are also available within the EOC.
- B. Determination that a release of hazardous materials has occurred. Facilities located within the Lake Area Emergency Management which use, store, manufacture, or transport hazardous materials are responsible for developing systems, and training their employees so as to be able to promptly determine and report when a release of hazardous materials has occurred. The systems, methods, and/or procedures in place at each facility for determining that a release occurred, along with a brief description of

any specialized system (i.e., monitor/sensor system) are described in the facility emergency plans. Copies of these plans are available from the Local Fire Department.

- C. Response by Public Safety Responders. Emergency responders, and City employees who respond to hazardous materials incidents within the Lake Minnetonka Region, have received training designed to help them properly respond to such incidents. At the minimum, city personnel are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120(q)(6)(i), or will work under the supervision of incident command staff.

Local Police Department is trained to, and responds at the First Responder Awareness Level, as defined in 29 CFR 1910.120(q)(6)(i). Training records are maintained by each Police Department.

The EMS transport agencies for the Lake Area Emergency Management area, and their designated mutual aid ambulance services are trained to 910.120(q)(6)(i). Training records are maintained by each EMS agency.

Local Fire Departments respond at the Haz-Mat Operation Level, Technician or Specialist level as defined in 29 CFR 1910.120(q)(6)(ii), 1910.120(q)(6)(iii) and 1910.120(q)(6)(iv) respectively, to include decontamination. Training Records are maintained by the Fire Department Training Officers. (Specific Response info)

- D. Response to a release of a hazardous material.
1. Each city has conducted a hazard analysis to determine potential populations and facilities which might be affected by a hazardous materials emergency. The resource / methodology used to determine the area of the city likely to be affected includes the following:
    - a. **The Technical Guidance for Hazardous Analysis**, the **US DOT, North American Emergency Response Guidebook**, **CAMEO** and other computer software, facility preplans, and/or other systems and publications.
  2. Facilities within the Lake Area Emergency Management area that possess extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.120 or emergency action plans as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials. At minimum, the plans must:

- a. Specify that the facility shall immediately notify the following in the event of an accidental emergency release: Local authorities by dialing 911, state authorities by contacting the State Duty Officer by dialing 651/-/649-5451, and the National Response Center by dialing 1-800-424-8802.
  - b. Designate one or more facility emergency coordinators who shall make determinations to implement the plan, with 24- hour contact telephone numbers.
3. All covered facilities have developed, or (new facilities) have under development emergency response plans for on-site response. Copies of the plans are located at each fire department.

E. Hazardous Materials Response Capabilities

1. Within the Lake Area Emergency Management area, the Fire Department has the primary responsibility for responding to hazardous materials incidents.
2. First responders will begin their determination of the area affected by a hazardous materials release by identifying / verifying the hazardous material involved. The following methodology will be utilized to determine the need for evacuation and the area of the city to evacuate: Use of the direct observation where applicable, North American Emergency Guide Book, Facility Preplans (if fixed facility), computer modeling when available, and on the advice of State Chemical Assessment Team, or facility operator.
3. All responses to hazardous materials incidents within the Lake Area Emergency Management area will be coordinated through the use of the National Incident Management System (NIMS).

F. A listing of emergency equipment available from public agency Haz-Mat resources is contained in the Resource Manual.

G. A listing of available emergency equipment and facilities owned and operated by private facilities and available for use in response to a Haz-Mat accident would normally be contained within the facility plan. Currently, of the facilities located within the Lake Minnetonka Region, none of the facilities processes unique or specialized equipment which is not available in sufficient quantities from local government sources.

### III. State/County Support

In the event of a hazardous materials incident that is beyond the capabilities of a specific city's fire department and immediate mutual aid agencies; assistance from Hennepin County Environmental Services, and State Agencies CAT – Chemical Assessment Teams, and Hazardous Materials Response Teams can be requested. Such requests are made through the State Duty Officer (651-649-5451).

### IV. Federal Support

In the event of a hazardous materials incident that is beyond the capabilities of municipal, county, and state governments, the National Regional Response Team can be requested through the Duty Officer (651-649-5451).

- A. Reimbursement of costs for a hazardous materials response may be available. To be eligible for reimbursement, contact the National Response Center (1-800-424-8802) and the MCPA within 24 hours of the incident and subsequently submit an application for reimbursement. Hennepin County and State Emergency Management offices can offer assistance when seeking reimbursement from this and other sources.

### V. Supporting Documents

Lake Minnetonka Regional Resource Manual

Local Fire Department Manual of Policies, Regulations, and Operating Guidelines

Local Police Department Policies and Procedures Manual

EMS Transportation Service – Hazardous Materials Response SOP (??)

Hennepin County Emergency Operations Plan – Hazardous Materials-Annex H

The National Response Teams' Hazardous Materials Emergency Planning Guide and Technical Guidance for Hazard Analysis

North American Hazardous Materials Emergency Guidebook

## ATTACHMENT 1

### **HAZARDOUS MATERIALS** **RESPONSE LEVEL DESCRIPTIONS**

#### **Response Level 1 – Potential Emergency Conditions**

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

##### **Level 1 Agency Contacts:**

Respective local Fire Department  
Respective local Police Department  
Appropriate Medical Transportation Service  
**MN DEM State Duty Officer**  
Consider Partial EOC activation  
Appropriate local Public Information Officer  
Appropriate local Public Works Department  
Hennepin County Emergency Management

#### **Response Level II – Potential Emergency Conditions**

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

##### **Level 2 Agency Contacts:**

##### **All Agencies in Level 1 plus:**

State Chemical Assessment Team  
Consider Full EOC Activation  
Public Utilities  
Minnesota State Patrol  
Mutual Aid Fire  
State Haz-Mat Team  
Red Cross

### **Response Level III – Potential Emergency Conditions**

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large-scale evacuation; or an incident requiring the expertise or resources of County, State, Federal or private agencies/organizations.

#### **Level 2 Agency Contacts:**

#### **All Agencies in Level 1 and 2 plus:**

Mutual Aid EMS  
MN Division of Emergency Management  
Mutual Aid Law Enforcement  
EPA  
FEMA

The contacts listed are only a guideline; any and all agencies could be contacted at any level as the situation would dictate. Additional resources from the public and private sector should be considered.

I. Purpose

To summarize how law enforcement services are provided in the City.

II. Responsibility

Law Enforcement services are provided by the Police Department.

III. Mutual Aid Agreements

The Police Department participates in mutual aid agreements which involve law enforcement agencies from the immediate area and county. Agreements are on file in the Police Chief's office.

IV. Communication Capability

Police Department vehicles are equipped with mobile and portable communications equipment, and are dispatched by the Hennepin County Sheriff's Communication Center.

V. Hazardous Materials

The Police Department responds at the first responder awareness level as defined in 1910.120 and serves in a support role to the Fire Department.

VI. Police Department Training Records

Police Department training records are maintained by the department training officer at the police offices.

VII. Command, Control, Coordination

When responding to incidents involving multiple agency or discipline response, the Minnesota Incident Command System is utilized when responding within the City.

VIII. EMS First Responder

The Police Department has the primary responsibility with the Fire Department for providing EMS first responder service to the citizens of the City.

IX. Search and Rescue

Those incidents occurring within the Lake Minnetonka Region which involve search and rescue activities as a result of a law enforcement event, such as the search for a criminal suspect or lost child, would be the primary responsibility of the Police Department. Any responding mutual aid assistance would be coordinated under MIMS.

X. Public Information

The Police Department, when responding to an event involving multiple agency/discipline response and other mutual aid agencies, would coordinate with and support the Public Information Officer as designated by the Incident Command or Chief of Police.

XI. Investigations

The Police Department is the primary agency for conducting and/or coordinating investigations of incidents within the Lake Minnetonka Region as outlined by Minnesota State Statute. This is to include the coordination with county, state and federal investigative agencies where indicated. The MIMS system is utilized to facilitate these efforts.

XII. Evacuation

The Police Department has primary responsibility for coordinating and execution of evacuations to include transportation resources during times of emergency. (See Annex F)

XIII. Traffic Control

The Police Department has the primary responsibility within the City to provide traffic control on a day-to-day basis as well as during times of emergency. The establishment of traffic control points is at the discretion of the Incident Commander or ranking Police official.

XIV. Warning and Notification

The Police Department has primary responsibility to ensure that all warnings and notifications of key personnel and facilities are transmitted as the agency responsible for the City warning point.

I. Purpose

The purpose of this plan is to coordinate the effective use of public and private partnerships for the evacuation, rescue, transport, sheltering, and disposal of domestic animals (pets and livestock) and exotic animals in the Lake Area Emergency Management during and after a disaster/emergency.

II. Responsibilities

- A. The ultimate responsibility for any animal lies with its owner.
- B. The Emergency Management Director of the jurisdiction having authority is responsible for the activating the plan.
- C. The Emergency Management Director or his/her designee of the jurisdiction having authority will assist in providing resource coordination between the public and private sector.
- D. The Emergency Management Director of the authority having jurisdiction is responsible for coordinating the dissemination of information to the public on mitigation and recovery actions for domestic animals.
- E. City personnel and equipment from within the Lake Area Emergency Management region may be utilized to assist owners who do not have the resources or transportation available to ensure the proper evacuation of their animals in a safe and timely manner.
- F. The Lake Area Emergency Management will maintain pre-determined agreements to ensure that adequate resources are available to assist with these concerns during a disaster/emergency. **(HENNEPIN COUNTY EMERGENCY MANAGEMENT PLAN)**

III. Resources

Police Department Community Service Officers  
Fire Department personnel  
Mutual aid with neighboring Community Service Officers  
Minnesota Department of Natural Resources  
Hennepin County Animal Humane Society  
Local Veterinarians & Technicians  
Hennepin County and Minnesota State Fair Grounds  
Leroy Job Trucking Company (Animal Rendering)  
Public school facilities  
Minnesota Horse Council  
University of Minnesota Veterinary Hospital  
Zuhrah Shrine Mounted Patrol Stable

Minnesota Herpetological Society  
Local Wildlife Rehabilitators  
Parks and Recreation  
PetSmart  
Pets Under Police Security (PUPS)

IV. Equipment Considerations

Kennels/Cages/Aquariums  
Food  
First-aid materials  
Muzzles  
Dishes  
ID Bands  
Digital Cameras  
Vehicles

V. Procedure

During a disaster/emergency event the Emergency Management Director or his/her designee of the authority having jurisdiction will coordinate with the Police Department of the jurisdiction having authority to implement the required aspects of this plan. The Police Department will coordinate with the listed resources to address the concerns at-hand to find reasonable solutions to rescue, shelter, treat, feed, remove, and transport both domestic and exotic animals.

I. Purpose

This is a general guideline for coordinating emergency operations in the event of a terrorist attack.

II. Responsibility

Lake Area Emergency Management will play a key role in the initial crisis management phase of a terrorist attack and the affected city will maintain the sole responsibility for consequence management throughout the incident. During a terrorist threat or actual incident, response from County, State, and Federal agencies will be required.

III. Policies

Local Emergency Responders shall perform the following tasks:

- A. Establish overall direction, control and/or coordination through a unified command and/or open the EOC to support the response to a terrorism incident.
- B. Fire/Rescue will provide fire control, rescue operations and hazardous material response and assist law enforcement in evacuations.
- C. Law Enforcement will exercise broad lawful authority within existing capabilities to protect life and property threatened by terrorism incidents to include evacuations, curfews and other necessary actions to contain or control the incident.
- D. The local city Emergency Management Division will be responsible for all resource coordination during the incident i.e., FBI, ATF, FEMA, HSEM, etc.
- E. If the incident is determined to be an act of terrorism, the FBI becomes the lead federal agency.

IV. Notifications

In the event of a terrorist attack, notifications need to be made in order to properly enact the Emergency Operations Plan.

Agencies to be notified:

- A. Lake Area Emergency Management: The jurisdiction/s involved: City Manager/City Administrator or designee / Emergency Management Director, Emergency Management Coordinator, Fire Chief, Department Directors and Police Chief

- B. Hennepin County Emergency Management – Incident Annex I
- C. Federal Bureau of Investigation
- D. Involved jurisdiction/s City Council
- E. Minnesota Division of Homeland Security and Emergency Management (HSEM)

V. Procedures

A. Initial Response Considerations:

1. Protection of self and crew
2. Size-up and assessment by first arriving unit
3. Establish Incident Command System
4. Isolate area
5. Establish initial zones and perimeters
6. Identify need for and request additional resources
7. Consider secondary devices
8. Location of Command Post, Staging, and Decontamination areas
9. Weather
10. Access and egress routes

B. Law Enforcement Response:

Law Enforcement will exercise broad lawful authority with existing capabilities to protect life and property threatened by terrorism incidents which include: ordering evacuations, curfews, and other necessary actions to contain/control the incident.

Law Enforcement Considerations:

1. Recognize Hazmat and secondary devices
2. Preservation of crime scene/evidence protection
3. Conduct investigation and apprehension of suspects
4. Perimeter scene control
5. Traffic control
6. Protect first responders and on-scene personnel
7. Request Bomb unit if necessary
8. Establish ingress and egress for emergency vehicles
9. Credentialing (support personnel will handle)
10. Intelligence gathering with Federal, State, and local authorities
11. Activate tactical response team
12. Establish communications with on-scene personnel and first responders

13. Establish staging areas
  - a. Media
  - b. Family
  - c. Personnel
  - d. Equipment

C. Fire Service Response:

In a critical event, the fire service will evaluate the incident to determine the danger and magnitude of the event. The fire service will provide fire suppression, rescue operations, and will assist HazMat teams. In addition, the fire service will assist law enforcement with evacuations.

Fire Service Considerations:

1. Fire suppression
2. Rescue operations

HazMat Considerations:

1. Identify the product
2. Determine hot, warm, and cold zones through monitoring
3. Provide recommended evacuation/isolation distances and/or shelter in place plan
4. Monitor air quality continuously
5. Provide emergency and technical decontamination and recovery teams
6. Mitigate hazards
7. Assist Law Enforcement with the Collection and protection of evidence.
8. Provide technical support/information with regard to possible symptoms and treatments per reference materials as required

D. Emergency Management Response:

The involved jurisdiction's Emergency Management Division will establish overall direction, control, and coordination through unified command in response to a terrorism incident.

Emergency Management Considerations:

1. The EOC will be opened and will establish overall direction control and/or coordination through a unified command to support the response and recovery to a terrorism incident.
2. The EOC staff will utilize the C-FLOP (Command Finance Logistics Operations Planning) Incident Command format to assist in the coordination and control of the event. EOC staff will be divided into each C-FLOP component and will work with the designated commanders.

3. The EOC will manage the process for all requests for assistance through HSEM to request State and Federal assistance i.e., National Guard, FEMA, etc.
4. The EOC will coordinate all requests for assistance and anticipated needs through existing mutual aid agreements with the involved jurisdiction.
5. The EOC will determine the need for shelters and will notify shelter managers and volunteer agencies to open and operate the shelters as needed.
6. The EOC will assist with any P.I.O. considerations.

E. Emergency Medical Services Response:

North Memorial Ambulance Service, Ridgeview Medical Center, and HCMC ambulance are the Lake Area Emergency Management's primary emergency medical support providers. In the event of a terrorist attack, EMS will be summoned to coordinate patient care.

EMS Considerations:

1. Provide basic and advanced life support care
2. EMS will treat and transport injured victims and coordinate triage
3. EMS will request mutual aid assistance when needed
4. EMS will track the transport destination of all patients
5. EMS will assist HazMat with decontamination and treatment of the contaminated patient

F. Public Health Response:

Hennepin County Human Services and Public Health Department shall monitor the emergency situation for health threats, initiate alerts, provide epidemiological investigation and response, and implement a plan for mass prophylaxis or vaccination of citizens through the Strategic National Stockpile program when needed.

Public Health Response:

1. Inspect licensed facilities and mass care sites to ensure safe food, lodging, and water.
2. Conduct prevention and control activities including epidemiological investigations and recommendations to reduce the public health consequences of the emergency.
3. Ensure mechanisms for mass dispensing of vaccine or antimicrobials for the public.

G. Volunteer Agencies Response:

The following agencies and personnel will be considered for providing additional resources and support if necessary. All volunteer agencies will perform support functions in identified “Cold Zones.”

1. Red Cross: The American Red Cross may provide various services, depending on the event, including food, shelter, disaster mental and physical health services, disaster welfare inquiry service, and financial assistance and/or referrals.
2. Salvation Army: Provide food and shelter.
3. Lake Area Emergency Management regional Police Reserves/Explorers resources: Aid with support functions.
4. Lake Area Emergency Management regional Chaplain Corps:
5. Lake Area Emergency Management regional Managers and Coordinators: Support the command staff in the Emergency Operations Center (EOC).

VI. Summary

In the event of a terrorist attack, the local jurisdiction having authority will have a number of responsibilities in both the crisis and consequence management phases of the incident. This annex provides general guidelines for coordinating the City’s emergency operations, response, and recovery from a terrorist attack.

## I. Purpose

This is a general guideline for coordinating emergency operations in the event of a major emergency or disaster. Many disaster incidents create a need to coordinate donations of unsolicited goods and services, along with spontaneous or unaffiliated volunteers. It is not anticipated that every disaster incident will result in the donation of goods and services.

- A. When circumstances warrant, a united and cooperative effort by state, federal and local governments, private volunteer organizations, the private sector and the donor community is necessary for the successful management of unsolicited and non-designated donations. This plan outlines a system for managing the onslaught of unsolicited and non-designated goods, which invariably make their way to the disaster area.
- B. Because private volunteer organizations are experienced in managing volunteers and donations and have existing capabilities to receive, process and deliver needed goods and services to disaster victims, the city emergency management division having jurisdiction will look to those organizations for providing a means to implement the resource system.
- C. The city emergency management division having a jurisdictional role in allocation and distribution of donations will be limited to providing a means to coordinate response needs with offers of goods and services. This will be accomplished through a Donations Coordination Team representing County, Local and Volunteer/Non-Profit agencies.

## II. Responsibility

The City Emergency Management Division having jurisdiction will work closely with HSEM and M N V O A D that have agreed to help coordinate this effort. The City's Volunteer Donations Plan will not interfere with any individual private volunteer organization's policy concerning donations. Rather, the intent is the incorporation of all private volunteer organizational policies in order to provide a means for optimal coordination in responding to the needs of disaster victims in the most efficient and timely manner possible.

## III. Direction and Control

This Disaster Resources Management Plan and implementing procedure will be activated in the event of a catastrophic disaster or other significant disaster causing a major need for resources. The Emergency Management Director and/or his/her designee, will determine when these procedures will be implemented and will notify appropriate City personnel, local government officials and participating volunteer organizations before public notification.

#### IV. Concept of Operation

- A. When the disaster situation warrants, the Emergency Management Director or their designee of the jurisdiction having authority will assign the Donations Coordination Team to serve, along with volunteer non-profit agency representatives, on a needs assessment team. The needs assessment team will deploy to the affected area to determine the initial “needs list” for donated goods and/or volunteers to identify operating facilities to be used for donations management will be identified. Needs assessment is an ongoing process. Available facilities are outlined in the Lake Area Emergency Management Emergency Plan and Resource Manual. **(See Tab C)**
- B. Upon implementation of the Emergency Management Plan, the Emergency Management Director of the jurisdiction having authority will designate an individual to assist the Donations Coordination Team in facilitating transactions concerning offers of cash, goods and services and volunteers during the disaster operations. The team is made up of the Volunteer Resource Coordinator, Donated Goods Coordinator, and the Financial Coordinator.
- C. The Federal Emergency Management Agency donations coordinator, the state donations coordinator and representatives of participating volunteer organizations will be assigned to a Donations Coordination Center at the onset of a disaster. This Donations Coordination Center will be the central location for the Donations Coordination Team. The Center will be located at a location that has the following resources:
- Paid phone line
  - Multi-line phones
  - Computer access
  - Located close to an Emergency Operations Center
  - Restrooms and a kitchen
  - Large parking lot
  - Emergency Power
- D. Once the plan is implemented, participating volunteer organizations will provide the city emergency management division having jurisdiction with phone numbers and other pertinent information in order to begin an effective communications process. This information will be provided to the Donations Coordination Center.

- E. The Donations Coordination Center is tasked with facilitating the matching of donated goods and services with all organizations involved. This command post will work in conjunction with the affected jurisdiction (HSEM and/or Hennepin County) Emergency Operating Centers.
- F. In cooperation with the State of Minnesota HSEM, a central phone number will be established for response to inquiries concerning donations. The number of operators needed will be determined based on the circumstances of the particular disaster incident. These phone line operators will come from RSVP, United Way, Hennepin County Emergency Management and Hennepin County Sheriff's Department and the Lake Area Emergency Management.
- G. A computer database can be utilized for documenting all donated resources. Donation information will be made available to all participating agencies, volunteer organizations and emergency responders.
- H. Information regarding individuals and businesses soliciting contracts for goods or services will be recorded separately from donated goods and services.
- I. For the proper management of unsolicited and non-designated donations, operating facilities will include checkpoints, staging areas, donations coordination center, distribution centers and storage warehouses.
- J. The City Emergency Management Division having jurisdiction will coordinate with local governments, volunteer non-profit agencies and the State to identify appropriate facilities to serve as donations, coordination center, distribution centers and storage warehouses. (See Hennepin County Resource Manual)
- K. The State will support the Lake Area Emergency Management and Hennepin County Emergency Management in any resource requirements, as appropriate, to make facilities operable in a timely manner.
- L. When necessary, the Emergency Management Program having jurisdiction and Hennepin County Emergency Management will coordinate with RSVP, CERT, and United Way to provide personnel to assist in managing operating facilities and donations phone lines.
- M. Twenty-four hour security of facilities and personnel shall be considered.
- N. Hennepin County and the City Emergency Management Program having jurisdiction will coordinate with Hennepin County Sheriff's Department, local police and Minnesota State Patrol to identify and manage checkpoints and staging areas for incoming donations. Weigh stations and rest areas will be considered for this use.

- O. The City Emergency Management Program having jurisdiction and Hennepin County Emergency Management will coordinate with Department of Transportation and the Minnesota State Patrol in directing vehicles and trucks bringing donations into their counties. Road signs should be posted and clearly marked.
- P. Distribution centers will be operated by local governments, local churches, community-based organizations and volunteer agencies to provide donated goods directly to disaster victims.
- Q. Volunteer agencies active in the disaster may operate independent facilities for coordinating designated donations and donations that are specifically solicited by their agencies.
- R. Sanitation for volunteer and staff living on-site is a requirement. Sanitation and hand washing facilities will be required.
- S. Arrangements for the feeding of volunteers and staff will be made when necessary. Mass feeding may be available through a volunteer agency with a mobile kitchen. Shuttle service to local eateries will be provided when warranted.
- T. The appropriate key players will coordinate any information provided to the media before being released to the press. The City Emergency Management Division having jurisdiction in coordination with volunteer agencies, through news releases and printed materials will encourage cash donations rather than clothing, food or other items.
- U. No attempts will be made by anyone involved in the coordination and implementation of this plan to solicit donations for any specific organization.
- V. In circumstances where the donor is undecided or is unaware of which organizations are involved in disaster relief activities, the individual responding to the inquiry may provide a list of those organizations that are in need of and will accept the particular goods or services being offered.

If a cash donation is involved, a complete list of Volunteer Organizations Active in Disasters (VOAD) providing disaster assistance in the County will be provided to the donor.

The City Emergency Management Program having jurisdiction will make every effort to ensure that information about offers of goods and services are available to volunteer/non-profit agencies.

- W. Donors will be encouraged to make their own decision in choosing which organization the donation is to be designated.
- X. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with shipments.
- Y. The City Emergency Management Program having jurisdiction will work with the appropriate state and federal agencies to coordinate waste disposal operations. It may be necessary to maintain a waste disposal contract to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods.
- Z. The City Emergency Management Program having jurisdiction will coordinate with the local Radio Emergency Associated Communications Teams (REACT) Council and HAM radio organization to provide Citizen's Band (CB) and other mobile radio communications. For example, REACT may provide truck drivers with directions to the appropriate donations facilities.

V. Administrative and Technical Support

- A. Government agencies and volunteer organizations in implementing the Donations Plan will provide administrative support. Temporary personnel may be employed on an as needed basis.
- B. Technical assistance is available from the State HSEM Division to provide guidance on:

- Establishing a Donations Coordination Team;
- Establishing a Donations Coordination Center;
- Processing offers;
- Evolving from response to recovery;
- Establishing donations hot line/phone bank; and
- Developing press releases.

VI. Designated Cash Donations

- A. Every effort will be made by the counties to encourage the public to contribute cash donations to established, recognized disaster relief organizations of their choice. All inquiries concerning donations for a specified organization will be referred to that organization.
- B. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.

- C. The United Way, the fiscal agent for this plan, may establish on-line donations to accept local, national and international financial donations.
- D. The United Way is a 501.3c organization. Cash contributions, therefore, are tax deductible.

VII. Non-Designated Cash Donations

- A. Even after being asked not to send cash directly to the state, some donations may be received. To prepare for that contingency, the City Emergency Management Program having jurisdiction may establish an approved Disaster Donations Fund through United Way. Cash contributions received but not designated to a specified organization will be deposited in the Disaster Donations Fund account. Donors who do not wish to specify their cash contribution to a particular volunteer organization will be advised to make the donation check payable to the Disaster Donations Fund.
- B. Volunteer organizations, churches and other non-profit entities may apply for grants from the Disaster Donations Fund so long as the grant is used specifically for disaster-related needs and expenses.
- C. Grantees cannot use any portion of a grant for administrative expenses. Grantees will be required to submit documentation of expenditures.
- D. The City Emergency Management Program having jurisdiction may assign the Donations Coordination Team the responsibility of reviewing applications, preparing a brief summary for each application and submitting recommendations to United Way. The team may consult with the Emergency Management Director.
- E. Surplus non-designated cash donations will be used only for needs and expenses resulting from jurisdictions' declared disasters.
- F. Undesignated funds, remaining after FEMA has closed all project applications, will be released to volunteer organizations by the United Way "Results Team." These organizations must demonstrate the disaster had an adverse impact on their organizations resources.
- G. The Financial Resources Team Leader will ensure an audit of all financial accounts is performed.

VIII. Unsolicited/Non Designated Donation Goods

- A. Donors will be discouraged from sending unsolicited donations directly to the disaster site.

- B. Donors who insist on donating unsolicited or unwanted goods will be advised that although the goods cannot be accepted at this time, the information will be entered into a data base and made available to federal and state governments, volunteer organizations and other emergency responders, should a need arise for such goods.
- C. Goods not requested but which can be used will be made available to all participating volunteer organizations and other specialized existing non-profit organizations such as Goodwill Industries or a local community-wide food bank.
- D. When possible, unneeded goods such as clothing shall be recycled or redistributed to others in need.
- E. When deemed necessary, the city Emergency Management Program having jurisdiction would provide transportation of donated goods. A list of moving and storage companies can be found in the Hennepin County Emergency Management Resource Manual.
- F. The City Emergency Management Program having jurisdiction will follow established guidelines for tracking the receipt and distribution of unsolicited and non-designated goods. A computer program for tracking goods may be needed to deal with the volume of goods based on the size of the disaster.
- G. The team leader of the Donated Goods will seek an audit of all donations.
- H. Stores that will accept clothing, household goods, and furniture.

GOODWILL – Will accept clothing and household items. Will not accept items that will cost them money to dispose of.

SAVERS - Will accept clothing and household items.

SALVATION ARMY – Will accept food, clothes, and some furniture.

CATHOLIC CHARITIES - Will accept some food, clothing, and household items.

Will not accept large appliances.

## IX. Volunteer Services

The City Emergency Management Program having jurisdiction will encourage individuals age 18 and older interested in volunteering services to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief activities. Some local groups have been identified:

RSVP	Community Organizations	Church Groups
Salvation Army	Catholic Charities	American Red Cross
Ham Radio	United Way	Seventh Day Adventist Church
Colleges	High Schools	

Positions to manage volunteer services:

Overall coordinator

Volunteer Manager – recruitment, public information, and answer phones

In-take Coordinator - sign waivers, registration forms

Supply coordinator (before volunteers are sent out to site)

Transportation coordinator to direct them to their work site

- A. Unaffiliated volunteers will be discouraged from going directly to any disaster site.
- B. The Emergency Management Director and/or his/her designee of the city emergency management division having jurisdiction may be asked to identify potential volunteers with specific technical skills. The Director or assigned designee may work with the Public Information Officer.
- C. Certification and credentials will be required of some volunteers such as doctors, nurses and certain other specialists to ensure volunteers chosen are qualified to provide the services they offer. Construction contractors providing both residential and commercial construction must be licensed by the State of Minnesota and show proof of license, insurance and bonding. All trades, including plumbing, heating and electrical contractors, must be licensed, bonded and insured either by the State of Minnesota or as applicable by the local municipality.
- D. The City Emergency Management Program having jurisdiction may identify a Volunteer Center, depending on the disaster needs and the number of offers to volunteer that are received. This will be handled through the city emergency management program having jurisdiction. The Volunteer Center preferably should be within a one-mile radius from the disaster. Facilities could be schools, churches, warehouses, etc.
- E. Volunteers will be advised they must be fully self-supporting for at least the first 72 hours.
- F. Organizations will be encouraged to provide volunteers with easily recognizable identification. They must be age 18 or above, signed a waiver and capable of doing a task assigned without constant supervision.

- G. Volunteer organizations involved in the disaster will request public volunteers, as needed, from the Volunteer Resource Team.
- H. Requests from the disaster affected community for public volunteers will be made through each jurisdictions EOC.
- I. The Salvation Army or the American Red Cross may be designated to feed volunteers.
- J. Businesses and people offering their paid services will be put on a list for future services. County and City building permits will be required.

IX. Corporate Donations

- A. Corporate offers of bulk items will be accepted if the items can be used in the disaster response and relief efforts.
- B. Information concerning corporate offers of bulk items may be entered into a resource database.
- C. When necessary, information concerning the proper use of items being donated and expiration dates will also be entered in the database.
- D. Corporate donors will be advised to label all goods and to provide a detailed inventory list with all shipments.
- E. Information on these resources will be made available to all private volunteer organizations and emergency responders through the resource database.

X. Public Information

- A. The Emergency Management Program Director or his/her designee of the city emergency management program having jurisdiction, will designate a Public Information Office (PIO). All media releases go through the PIO.
- B. The City Emergency Management Program having jurisdiction, in conjunction with private volunteer organizations will develop a program to educate the media, government officials, and the public concerning donations.
- C. The public information program will be designed to encourage cash donations and to limit or stop the arrival of unneeded goods and services.
- D. Public Information should reach a wide variety of organizations such as civic and church groups, unions, state, and other interest groups.

- E. Press releases will be issued immediately following a major disaster. These press releases will encourage cash donations to the private volunteer organizations and will briefly explain some of the problems associated with unsolicited goods and services.
- F. Press releases will be determined by an assessment of needs.
- G. Volunteer organizations are responsible for representing their own organizations; however, prior coordination between key players should take place to ensure that messages to the public are consistent.
- H. General public recognition of in-kind gifts, donations and services will probably be the only method that can be utilized to thank the donors.

XIII. Staffing Chart

Emergency Management Director of city  
 Emergency management division having  
 Jurisdiction

Hennepin County Emergency  
 Management

Resource Coordination

RSVP Director

Volunteer Resources  
 RSVP Program  
 Coordinator

Donated Resources  
 Comm. Services  
 Program Mgr.  
 Catholic Charities

Financial Resources  
 Director of Finance  
 United Way

VOAD (Volunteer Organizations Active in Disasters)  
 Community Members



Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**CITY OF INDPENDENCE**

**RESOLUTION NO. 15-1027-01**

**RESOLUTION ADOPTING THE UPDATED LAKE  
MINNETONKA EMERGENCY OPERATIONS PLAN (LMEO)**

**WHEREAS**, the City of Independence is a member of the Lake Minnetonka Emergency Management Group; and

**WHEREAS**, the City of Independence holds a common ordinance describing the responsibilities of the Lake Minnetonka Emergency Management Group with the other jurisdictions; and

**WHEREAS**, the Emergency Mangers for each jurisdiction, who are appointed by their elected boards, are responsible for the Lake Minnetonka Emergency Operations Plan; and

**WHEREAS**, the Lake Minnetonka Emergency Operations Plan must be updated and reviewed to ensure compliance with the latest laws and requirements; and

**WHEREAS**, the Lake Minnetonka Emergency Operations Plan has been updated and approved by the Lake Minnetonka Emergency Managers.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of \_\_\_\_\_ approves the updates to the Lake Minnetonka Emergency Operations Plan as of October 27, 2015.

\_\_\_\_\_  
\_\_\_\_\_, Mayor

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, City Administrator - Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ upon vote being taken thereon, the following voted in favor thereof:

And the following voted against same:

Whereupon said resolution was declared duly passed and adopted.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**CITY OF INDPENDENCE**

**RESOLUTION NO. 15-1027-01**

**RESOLUTION ADOPTING THE UPDATED LAKE  
MINNETONKA EMERGENCY OPERATIONS PLAN (LMEO)**

**WHEREAS**, the City of Maple Plain is a member of the Lake Minnetonka Emergency Management Group; and

**WHEREAS**, the City of Maple Plain holds a common ordinance describing the responsibilities of the Lake Minnetonka Emergency Management Group with the other jurisdictions; and

**WHEREAS**, the Emergency Mangers for each jurisdiction, who are appointed by their elected boards, are responsible for the Lake Minnetonka Emergency Operations Plan; and

**WHEREAS**, the Lake Minnetonka Emergency Operations Plan must be updated and reviewed to ensure compliance with the latest laws and requirements; and

**WHEREAS**, the Lake Minnetonka Emergency Operations Plan has been updated and approved by the Lake Minnetonka Emergency Managers.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of \_\_\_\_\_ approves the updates to the Lake Minnetonka Emergency Operations Plan as of October 27, 2015.

\_\_\_\_\_  
\_\_\_\_\_, Mayor

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, City Administrator - Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ upon vote being taken thereon, the following voted in favor thereof:

And the following voted against same:

Whereupon said resolution was declared duly passed and adopted.



Date: October 1, 2015  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells *G. Kroells*  
SUBJECT: SEPTEMBER 2015 ACTIVITY REPORT

The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle accidents, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

\\WHPS#0\share\monthlyactivityreport\2015\lettertocouncilmonthlyreport.docx

*West Hennepin Public Safety Department*  
1918 County Road 90 / Maple Plain, Minnesota 55359  
Phone: (763) 479-0500 / Fax: (763) 479-0504  
Web Address: <http://www.westhennepin.com> E-mail: [westhennepin@westhennepin.com](mailto:westhennepin@westhennepin.com)

**Monthly Activity Report  
September 2015**

<b>Offense</b>	<b>This Month</b>	<b>Same Month Last Year</b>	<b>This Year To Date</b>	<b>Last Year To Date</b>
<b>City Of Independence</b>				
Criminal	5	11	94	77
Traffic	189	225	1,839	1,396
Part III	14	9	92	73
Part IV	35	30	299	332
Part V	173	170	1,444	1,382
<b>Total City of Independence</b>	<b>416</b>	<b>445</b>	<b>3,768</b>	<b>3,260</b>
<b>City Of Maple Plain</b>				
Criminal	10	6	57	58
Traffic	77	66	513	428
Part III	3	7	50	68
Part IV	26	25	202	179
Part V	158	143	1,175	1,290
<b>Total City Of Maple Plain</b>	<b>274</b>	<b>247</b>	<b>1,997</b>	<b>2,023</b>
<b>Grand Total Both Cities</b>				
	<b>690</b>	<b>692</b>	<b>5,765</b>	<b>5,283</b>
TZD	0	0	211	0
Agency Assists	53	24	290	217
<b>Total ICR Reports</b>	<b>743</b>	<b>716</b>	<b>6,266</b>	<b>5,500</b>
Mileage	11,089	9,625	113,712	101,061
<b>How Received</b>				
Fax	8	12	94	121
In Person	60	104	362	993
Mail	0	3	27	28
Other	6	4	34	42
Phone	51	38	404	420
Radio	217	210	1,746	1,689
Visual	337	345	3,123	2,207
Email	6	0	35	0
Lobby Walk In	58	0	441	0
<b>Total</b>	<b>743</b>	<b>716</b>	<b>6,266</b>	<b>5,500</b>

**September 2015 Criminal Part I & II**

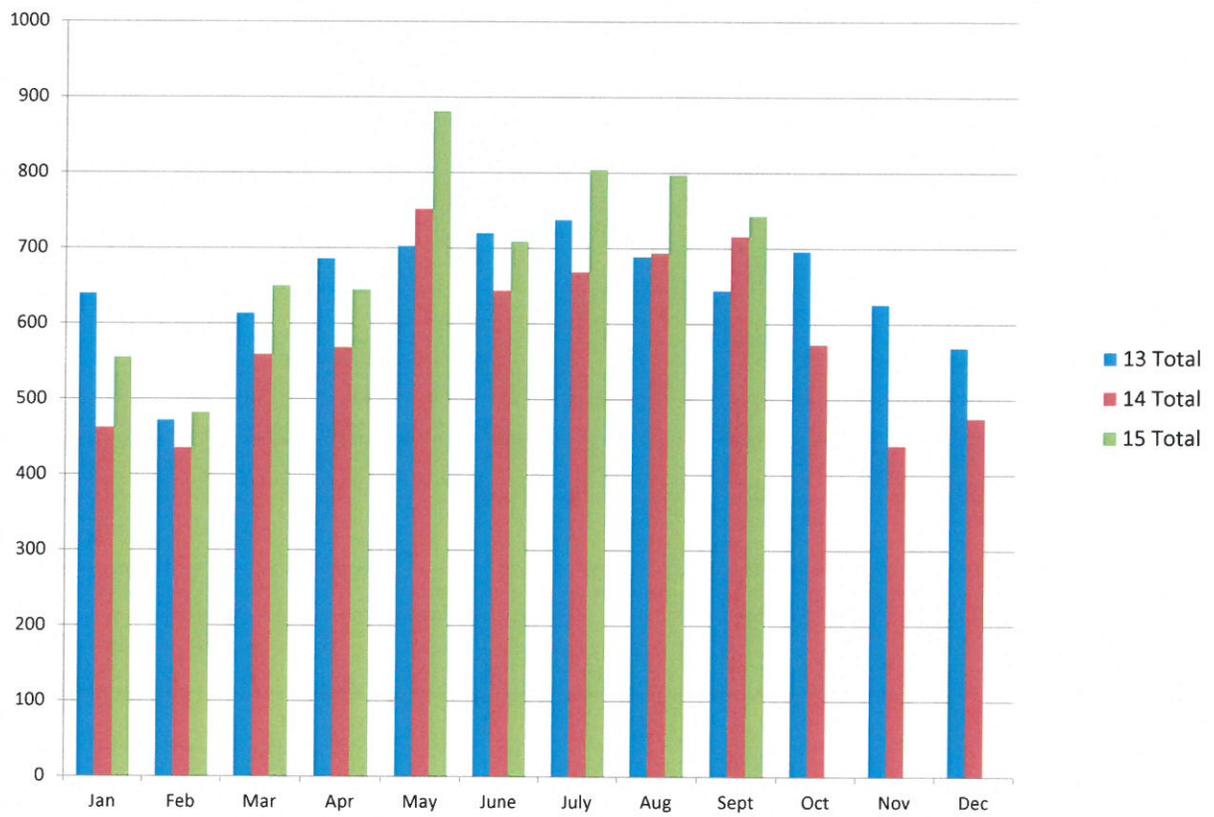
**City of Independence Grid #'s 3-5**

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	15005561	Theft of Generator	9/2/2015	5	9/2/2015	TC999
WHPS	15005805	Gross Misdemeanor Intent to Escape Tax	9/11/2015	3	9/11/2015	Y0230
WHPS	15005812	4th Degree DWI	9/11/2015	3	9/11/2015	JGW01
WHPS	15005842	Drugs- Possess Small Amount of Marijuana / Drugs - Paraphernalia Possession	9/12/2015	5	9/12/2015	DA540
WHPS	15006058	2nd Degree DWI Refusal	9/22/2015	3	9/22/2015	JER01

**September 2015 Criminal Part I & II**

**City of Maple Plain Grid # 1-2**

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	15005851	2nd Degree DWI & Vehicle Forfeiture	9/13/2015	1	9/13/2015	JEW01
WHPS	15005890	Gas Drive Off / No Pay	9/15/2015	2	9/15/2015	TR099
WHPS	15005900	3rd Degree DWI	9/15/2015	1	9/15/2015	DA540
WHPS	15005977	Theft of Laptop	9/19/2015	2	9/19/2015	TC029
WHPS	15006002	Drugs- Possess Small Amount of Marijuana	9/20/2015	2	9/20/2015	DA540
WHPS	15006016	4th Degree DWI	9/20/2015	2	9/20/2015	JGW01
WHPS	15006181	Accident/Personal Injury / Results pending Driving Under the Influence Controlled Substance	9/27/2015	2	9/27/2015	JG601
WHPS	15006197	Driving after cancellation-inimical to public CAN-IPS	9/28/2015	2	9/28/2015	J3901
WHPS	15006235	Drugs-Small Amt of Marijuana in Motor Vehicle	9/30/2015	2	9/30/2015	DA540
WHPS	15006243	Voter Fraud Violation	9/30/2015	1	9/30/2015	Y0190



# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

September 2015 Activity Report *GMS*

## Year to Date Activity Report

At the end of September 30, 2015 West Hennepin Public Safety (WHPS) handled a total of 6,266 incident complaints 1,997 incidents in Maple Plain and 3,768 in Independence. This is an increase of 766 incidents compared to the same time frame last year.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

### **Recent Highlighted Cases:**

#### Crash / Property Damage

Sept 1 A motorist was westbound on Co Rd 6 turning southbound on Co Rd 92 in Independence and turned in front of a vehicle traveling eastbound on Co Rd 6. No injuries. The motorist was issued a citation for 'Fail to Yield Right of Way'. Both vehicles were towed from the scene.

#### Theft

Sept 2 A resident in the 1500 block of Copeland Road, Independence reported theft of a 2008 Yamaha generator. The generator is blue in color and has a boost feature on it which increases an extra 500 Watts while under load. The generator was entered into National Crime Information Center which is accessed nationwide for locating stolen property. Approximate loss \$2,400.00. The case is under investigation.

#### Stuck in Elevator

Sept 2 WHPS responded to the 5200 block of Bryantwood Drive, Maple Plain for a female stuck in an elevator. Maple Plain Fire Rescue assisted in opening the elevator doors and releasing the female inside. The female refused medical attention. The elevator was locked and signage "out of order" placed on the doors by the apartment manager.

#### Car Seat Inspection

Sept 2 WHPS Sgt Denneson a certified Child Passenger Safety Technician assisted parents with education, inspected and assisted with installation of their baby car seat bases and car seats in their vehicles.

#### Tipped over Pontoon

Sept 3 WHPS Officer responded to the 6400 block of Highway 12, Independence for a pontoon that had flipped over onto its side when pulled out of the driveway onto the roadway. Traffic was stopped while a Bobcat picked it up and set in onto a trailer and towed it back to the yard. No injuries or property damage.

#### Scam / Theft

Sept 6 WHPS Officer responded to 1600 block of Marsh Ave, Maple Plain for a possible theft. A check was issued for approximately \$2,700.00 to run errands and for child care and the check did not go through. Services were not provided, possible loss \$20.00 for fee for a bad check.

### 3<sup>rd</sup> Degree DWI Refusal

Sept 6 WHPS Officer responded to a complaint of a possible intoxicated driver in the city of Maple Plain. Juan Emiliano Gutierrez, 36 from Loretto arrested and transported to Hennepin County Jail for 3<sup>rd</sup> Degree DWI Refusal.

### Disorderly Conduct

Sept 8 WHPS Officer responded to the 1900 block of Co Rd 90, city of Independence council chambers Independence for persons being loud and belligerent and wanting to speak on their issues after the adjourned meeting. The council had gone through the agenda items and came to the open forum asking if anyone wanted to speak and be added to the agenda. No one in the audience spoke up. The council continued through the agenda and upon completion, adjourned the meeting. The persons had not heard the council ask if anyone wanted to be put on the agenda and they became upset. All parties had left before WHPS officer arrival.

### Unwanted Person – Warrant Arrest

Sept 8 WHPS Officer responded to the 5300 block of Highway 12, Maple Plain for a reported male who was aggressive. A male had paid for a room for one person staying and two other people entered the room. They were asked to leave and the renter became aggressive. A 39 year old female from Isanti was in the room was found to have a Hennepin County Felony Warrant for a controlled substance crime. She was transported to Hennepin County Jail and booked for the warrant.

### Scam Attempt

Sept 9 Caller reported in the 1500 block of Budd Avenue S. Maple Plain, they received a phone call from a person stating they are from the IRS and they are going to be suing him. The caller knew it was a scam and did not give any personal information.

### Welfare Check

Sept 10 WHPS Officer found a disheveled female at Halgren Road and Highway 12, Maple Plain. The female was intoxicated and was planning on riding her bicycle a long distance on Highway 12. The female was unable to take care of herself and was transported to Main Detox.

### Welfare Check

Sept 11 Caller reported a possible suicidal male was walking on the railroad tracks in Maple Plain. The male was located and voluntarily agreed to go to the hospital.

### Driving After Revocation /Intent to Escape Tax

Sept 11 WHPS Officer stopped a vehicle without a front plate in the 6000 block of Co Rd, Independence. WHPS officer found the driver Michele Lynne Roberts, 49 of Plymouth driver's license was revoked, could not provide proof of insurance and the license tabs belonged to another vehicle. Roberts was arrested for driving after revocation and motor vehicle registration – intent to escape tax.

### 4<sup>th</sup> Degree DWI

Sept 11 Vehicle stopped at Co Rd 6 and Kuntz Drive, Independence for speed, 67 mph in a 50 mph zone. The driver Ashley Suzanne Dolly, 27 of Minneapolis arrested for 4<sup>th</sup> Degree DWI. BAC .12%

#### Fire Code Violation

Sept 12 WHPS Officer observed inside the front entry of the city of Independence, a cardboard box taped over the fire alarm pull station and the fire alarms in the community center. The renters of the community center had covered them up so the party attendants wouldn't 'accidently' pull the fire alarms. The alarms were uncovered for the event and the City of Independence was notified so that this would not happen in the future.

#### 2<sup>nd</sup> Degree DWI / Forfeiture

Sept 13 WHPS Officer responded to a traffic complaint at Baker Park Road and Highway 12, Maple Plain. Chaz Joshua Froemming, 28 from Dassel was arrested for 2<sup>nd</sup> Degree DWI, alcohol content .16 % BAC and transported to Hennepin County Jail. His vehicle is pending forfeiture.

#### Stolen Trailer Recovered

Sept 15 At 4:47 p.m. WHPS Officer was contacted by Sibley County Sheriff's Office in Henderson, MN regarding a stolen trailer from the city of Independence that they had located. The trailer was reported stolen in January 2015 from a resident's driveway in the 1500 block of Co Rd 90, Independence. The trailer had been entered into NCIC – National Crime Information Center. WHPS Officer confirmed the trailer was the reported stolen trailer. The case is under investigation for charges.

#### 3<sup>rd</sup> Degree DWI

Sept 15 WHPS Officer responded to Howard Avenue and E Main Street, Maple Plain for a driver who did not have a valid driver's license. John Steven, Moot, 56 from Maple Plain was arrested for 3<sup>rd</sup> Degree DWI; BAC .20%, Driving after Revocation and Possession of Marijuana and transported to Hennepin County Jail.

#### Stolen Snowmobile Recovered

Sept 15 At 10:56 p.m., Wright County Sheriff's Office contacted WHPS officer regarding a snowmobile that was listed as stolen from the city of Independence that they had located. It was confirmed the snowmobile was stolen from a resident's yard in the 7000 block of Co Rd 6 in Independence in January 11, 2015. The case is under investigation for charges against the males in possession of the stolen snowmobile.

#### Disturbance

Sept 16 WHPS Officer responded to Vinland Center, 3675 Ihduhapi Trail, Independence for a male who was increasingly getting aggressive and his answers did not make sense. The male was transported to Hennepin County Medical Center.

#### Agency Assist

Sept 17 WHPS Officer responded to 500 block of Elm Avenue, Delano to assist Wright Count Sheriff's office with a male that was aggressive and had a knife. WCSO arrested the male.

#### Theft of Laptop

Sept 19 WHPS Officer responded to 5000 block of Oak Street, Maple Plain for theft of a laptop. The laptop was stolen from a back corner office in the store. The store video shows the male suspect walking around the store then sprayed the video camera lens with a white liquid substance blocking the video recording. The case is under investigation.

#### Property Damage Crash

Sept 20 WHPS Officer responded to Highway 12 and Co Rd 90, Independence for a two vehicle crash. The motorist was westbound on Highway 12 when the vehicle in front of her stopped suddenly and turned on their left blinker to make a turn. The motorist maneuvered into the right turn lane to avoid rear ending the vehicle in front of her and the vehicle behind her crashed into her vehicle. No injuries.

#### Traffic Complaint / Hit and Run

Sept 20 WHPS Officer responded to Co Rd 19 and Co Rd 6, Independence for several complaints of a vehicle driven out of control. Another vehicle was struck and the motorist drove away. The vehicle was located and the driver a 45 year old female from Maple Plain did not know she had struck a vehicle. The driver was cited for Fail to Drive with Due Care.

#### 4<sup>th</sup> Degree DWI

Sept 20 WHPS Officer responded to Halgren Road and Highway 12, Maple Plain for a crash a vehicle partially on top of a guard rail. Driver Alex Isoe, 36 of Maple Plain was arrested for 4<sup>th</sup> Degree DWI. The test result was .10% BAC.

#### Intoxicated Male

Sept 20 Resident in the 1000 block of Budd Ave, Maple Plain reported an unknown person was trying to get in his front door. The male was located, found to be intoxicated and was released to his mother.

#### Personal Injury crash

Sept 21 WHPS Officer responded to Co Rd 92N and Highway 12, Independence for a crash. 62 year old female driver from Spicer was westbound on Highway 12 and the vehicle in front of her entered the Co Rd 92N right turn lane. A southbound vehicle driven by 19 year old female from Rockford pulled out into the Highway 12 lanes and was broadsided.

#### Personal Injury Crash

Sept 22 Motorist was driving her vehicle east on Highway 12 approaching Main Street E, Maple Plain when a vehicle that had been sitting at the stop sign on Main pulled out tried to cross Highway 12 was broadsided.

#### Welfare Check

Sept 22 WHPS responded to the 1800 block of Newport Street, Maple Plain for a welfare check on a parent who had not met her kindergarten child at the bus stop. The child was returned to school. WHPS officer made contact with the mother who was sleeping whose alarm did not wake her up and she did not realize what time it was. This case is under investigation.

#### 2<sup>nd</sup> Degree DWI – Refusal/ Vehicle Forfeiture

Sept 22 WHPS responded to a traffic complaint of a vehicle all over the road and the van had hit the center cement barrier while passing under the railroad tracks in the 6200 block of Highway 12, Independence. The driver Amber Nicole Sanborn, 30 of Medina refused to give a breath test. Sanborn was booked into Hennepin County Jail for 2<sup>nd</sup> Degree DWI Refusal and her vehicle is pending forfeiture.

#### Apartment Fire

Sept 22 WHPS and Maple Plain Fire responded to the 5200 block of Bryantwood Drive, Maple Plain for a light in the ceiling that was on fire. A light ballast had burned up and created a fair amount of smoke in the hallway. No one was injured.

#### Fall

Sept 23 WHPS Officer responded to 4900 block Co Rd 6, Independence for a female that fell from a horse and was confused, could not remember what happened and how she got to her current location. North Memorial Hospital transported the female to the hospital.

#### Solicitor Complaint

Sept 23 A resident in the 2300 block of Old Post Rd, Independence reported a solicitor selling meat. WHPS officer made contact with the solicitor who did not have a city permit to solicit. The solicitor was informed he needed permits from both cities, Independence and Maple Plain. He decided he would not sell anymore meat.

#### Accident / Crash

Sept 24 WHPS Officer responded to a crash at Co Rd 92N and Egret Dr, Independence for crash of a dump truck and a Toyota Prius traveling south on Co Rd 92. The driver of the dump truck turned his left turn signal on, slowed down to take a left into Egret Drive and started to turn. The driver of the Toyota did not realize he was stopping to turn and went to pass ending up striking the dump truck's driver's side door. The dump truck driver was issued a citation for No Insurance on Motor Vehicle and the Toyota driver was issued a citation for "Fail to Drive with Due Care." Both drivers declined medical attention.

#### Theft of Mail

Sept 25 Resident in the 5000 block of Fieldstone Place, Independence reported they were not getting their mail and they just received info from the post office that their mail had been forwarded to an apartment in Miami. The case is under investigation.

#### Welfare Check /Medical

Sept 27 WHPS Officer responded to 5000 block of Independence Street, Maple Plain for female who was going through prescription drug withdrawal. The female was upset and had walked away from her resident and her family was concerned for her welfare.

#### Personal Injury Crash / Driving Under Influence of Controlled Substance

Sept 27 At 4:55 p.m. WHPS Officer responded to Industrial Street & Poplar, Maple Plain for a vehicle that was on top of a boat trailer. WHPS officer found the vehicle had been eastbound on Industrial Street, exited the roadway, jumped the curb, hit the fire hydrant, launched through the air crashing through a chain link fence of S&T boat storage and then landed on top of a boat trailer. The 37 year old male driver from Brooklyn Park admitted to using Marijuana at 10:00 a.m. Charges pending results of urine test.

#### Zoning Violation

Sept 27 WHPS Officer responded to 5300 block of Pioneer Creek Dr, Maple Plain for a complaint of a business working out of a storage building. An employee was found working and was told to stop working and shut down. The storage building is not zoned for business and the owner was issued a stop order by the city of Maple Plain.

## Off Roaders

Sept 28 WHPS Officer found a 17 year old male driving a Jeep with 5 juvenile passengers on the hill pass the 'no vehicles' sign at the Pioneer Community Creek Park. The driver's parents were contacted and advised of the ongoing issues at the park, the safety concerns and warnings issued to the juveniles. The tire tread of the Jeep did not match previous cases of property damage done at the park.

## Crash/ Personal Injury

Sept 29 WHPS Officer responded to Co Rd 90 / Highway 12, Independence for a personal injury crash. 69 year old female driver from Bloomington was westbound on Highway 12; struck a southbound vehicle that had stopped at Co Rd 90 then pulled out into the Highway 12 lane of traffic in front of her. The 18 year old female driver from Minnetonka was issued a citation for Fail to Yield to Another Vehicle. One was transported to the hospital.

## Voter Fraud Violation

Sept 30 City of Maple Plain reported in the 1500 block of Howard Ave. Maple Plain a possible voter fraud violation. The case is under investigation.

# US 12 Road Safety Audit: Technical Report

Western Wright County Limit to Wayzata, MN

*Minnesota Department of Transportation (MnDOT) Metro  
District and District 3*

September 11, 2015



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# 1 Executive Summary

This report discusses the findings of a road safety audit which took place on a 38-mile corridor of US 12, located just west of the Minnesota Twin Cities metro region. A road safety audit is a three-step study where a road is observed for unusual crash trends through data analysis, a field visit is conducted to identify deficiencies and other safety risks, then safety solutions and recommendations are provided to increase the safety of a corridor. The need for a road safety audit was triggered in response to a high number of crashes. Fatal and severe crashes are an issue throughout many segments of this corridor.

Table 1-1 and Table 1-2 summarize the recommendations for safety solutions along the US 12 corridor. These recommendations were developed from the road safety audit review process. Please refer to Section 5.2 for more detailed descriptions of solutions for corridor-wide improvements, as well as improvements to specific locations. Please refer to Figure 1-1 to see how the corridor was divided into segments.

This report consists of an evaluation of the corridor background, a summary of crash data trends, an overview of the field review process, suggested improvement strategies, and an overview of the road safety audit team recommendations. Appendix A provides a glossary of commonly referenced acronyms. In addition to this report, please refer to the document “US 12 Road Safety Audit Briefing Book” for background information and crash data on the corridor.

Figure 1-1: Segmentation of the Corridor

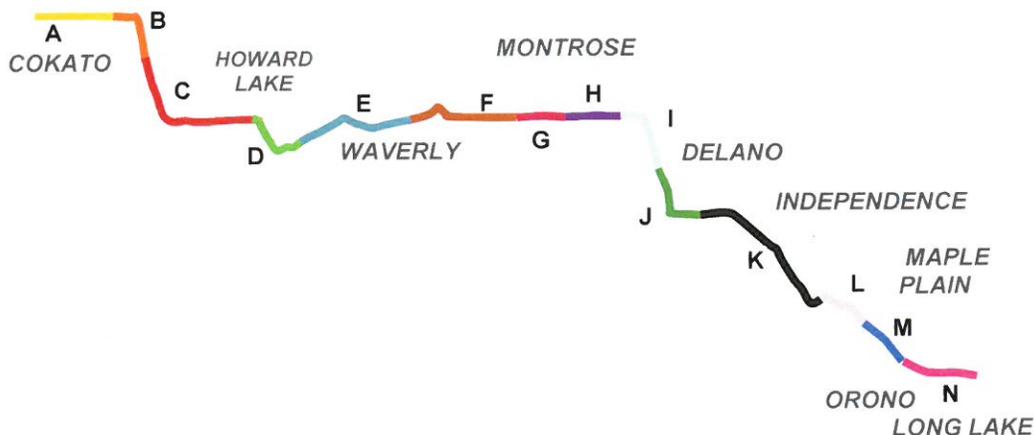


Table 1-2: Summary of Recommended Solutions – By Segment

Location	Recommended Short (0-5yrs), Medium (5-10yrs), and Long (10+yrs) Term Solutions
Segment A <b>West of Cokato</b>	<p>Short-Term:</p> <ul style="list-style-type: none"> <li>• Install centerline and edge line rumble strips</li> <li>• Monitor ITS ice detection system/utilize active road maintenance</li> <li>• Implement active enforcement near Dassel-Cokato High School</li> <li>• Evaluate start/end times for schools</li> <li>• Conduct an ICE review process at Reardon Avenue intersection               <ul style="list-style-type: none"> <li>○ Evaluate: signal with advanced queue detection and warning for mainline traffic, Continuous Green T with dedicated left turn lane, and roundabout configurations</li> </ul> </li> </ul> <p>Medium-Term:</p> <ul style="list-style-type: none"> <li>• Install center buffer strip</li> <li>• Install wind block (snow/ice reduction)               <ul style="list-style-type: none"> <li>○ Use living snow fence</li> <li>○ Partner with railroad to use cars</li> </ul> </li> <li>• Install traffic control chosen from ICE process at intersection with Reardon Avenue</li> </ul> <p>Long-Term:</p> <ul style="list-style-type: none"> <li>• Develop 2+1 passing lane sections (traffic flow improvement/access management)</li> </ul>
Segment B <b>Cokato</b>	<p>Short-Term:</p> <ul style="list-style-type: none"> <li>• Conduct public outreach for Complete Streets solutions (road diet)</li> <li>• Develop Access Management Plan</li> <li>• Utilize active road maintenance</li> <li>• Install wind block (snow/ice reduction)               <ul style="list-style-type: none"> <li>○ Use living snow fence</li> <li>○ Partner with railroad to use cars</li> </ul> </li> <li>• Relocate sign at Jackson Ave (sightline improvement)</li> <li>• Update striping at County State Aid Highway (CSAH) 3 (increased width for truck movements)</li> <li>• Add retro-reflective back plates at CSAH 3 intersection (increase visibility of signal indications)</li> <li>• Re-evaluate pedestrian crossing times at CSAH 3</li> <li>• Install overhead pedestrian indications</li> </ul> <p>Medium to Long-Term:</p> <ul style="list-style-type: none"> <li>• Implement Complete Streets solution (road diet)</li> <li>• Close access at Sunset Ave, Century Ave, and other regions identified in Access Management Plan</li> <li>• Implement 3/4 intersection with Jackson Ave (access consolidation)</li> <li>• Install pedestrian bump outs/curb extensions at CSAH 3</li> <li>• Move north and south stop bars closer to intersection at CSAH 3 (sightline improvements)</li> </ul>
Segment C <b>East of Cokato</b>	<p>Short-Term:</p> <ul style="list-style-type: none"> <li>• Install centerline and edge line rumble strips</li> </ul> <p>Medium-Term:</p> <ul style="list-style-type: none"> <li>• Install center buffer strip</li> </ul> <p>Long-Term:</p> <ul style="list-style-type: none"> <li>• Develop 2+1 passing lane sections or install concrete or high-tension cable barrier between opposing travel directions in four-lane section (traffic flow improvement/access management)</li> </ul>

Location	Recommended Short (0-5yrs), Medium (5-10yrs), and Long (10+yrs) Term Solutions
Segment H <b>East of Montrose</b>	<p>Short-Term:</p> <ul style="list-style-type: none"> <li>• Install centerline and edge line rumble strips</li> </ul> <p>Medium-Term:</p> <ul style="list-style-type: none"> <li>• Install center buffer strip</li> </ul> <p>Long-Term:</p> <ul style="list-style-type: none"> <li>• Develop 2+1 passing lane sections or install concrete or high-tension cable barrier between opposing travel directions in four-lane section (traffic flow improvement/access management)</li> </ul>
Segment I <b>West of Delano</b>	<p>Short-Term:</p> <ul style="list-style-type: none"> <li>• Install centerline and edge line rumble strips</li> <li>• Add more lighting between CSAH 14 and Delano</li> <li>• Add "Cross Traffic Does Not Stop" signage at CSAH 14 north approach and add LED flashers to stop sign perimeter (driver awareness improvements)</li> </ul> <p>Medium-Term:</p> <ul style="list-style-type: none"> <li>• Install center buffer strip</li> </ul> <p>Long-Term:</p> <ul style="list-style-type: none"> <li>• Develop 2+1 passing lane sections (traffic flow improvement/access management)</li> </ul>
Segment J <b>Delano</b>	<p>Short-Term:</p> <ul style="list-style-type: none"> <li>• Conduct public outreach for Complete Streets solutions (road diet)</li> <li>• Develop Access Management Plan</li> <li>• Add warning flashers and relocate beacon prior to the bridge east of the Bridge Avenue Intersection and prior to the curve west of the intersection (driver awareness improvements)</li> <li>• Add "Signal Ahead" warning signs for westbound traffic at the CSAH 30 intersection</li> <li>• Add horizontal curvature warning sign for westbound traffic approaching the CSAH 30 intersection</li> <li>• Perform an intersection capacity analysis to determine if additional lanes needed at Tiger Drive (congestion alleviation)</li> <li>• Evaluate system-wide signal coordination through town (congestion alleviation)</li> <li>• Add flashing yellow arrow for left turns at County Line Road/CSAH 139 (congestion alleviation)</li> <li>• Add pavement markings for pedestrian crossings at County Line Road/CSAH 139</li> </ul> <p>Medium-Term:</p> <ul style="list-style-type: none"> <li>• Implement Complete Streets solution (road diet)</li> <li>• Add pedestrian bump outs/curb extensions on US 12 intersections</li> <li>• Look into closing accesses around Babcock Circle, especially on the north side of US 12.</li> <li>• Install signal system interconnect through town (congestion alleviation)</li> <li>• Remove left turn lanes onto Crow River Drive (access consolidation)</li> <li>• Extend right turn lanes at County Line Road/CSAH 139 (congestion alleviation)</li> </ul> <p>Long-Term:</p> <ul style="list-style-type: none"> <li>• Make segment four-lanes with raised center median (access consolidation/congestion alleviation)</li> </ul>

Location	Recommended Short (0-5yrs), Medium (5-10yrs), and Long (10+yrs) Term Solutions
	<ul style="list-style-type: none"> <li>• Close south access from Budd Avenue and/or CSAH 19, and close Oak Street access (access consolidation)</li> </ul> <p>Long-Term:</p> <ul style="list-style-type: none"> <li>• Install roundabouts at Maple Avenue and CSAH 29 (congestion alleviation)</li> <li>• Install raised median between Maple Avenue and CSAH 29 (access consolidation)</li> <li>• Install traffic control chosen from ICE process at Baker Park Road/CSAH 29 intersection</li> </ul>
Segment M <b>Orono</b>	<p>Short-Term:</p> <ul style="list-style-type: none"> <li>• Install centerline and edge line rumble strips</li> <li>• Add CSAH 6 ramp metering (congestion alleviation)</li> <li>• Implement ITS solutions (driver awareness improvements)               <ul style="list-style-type: none"> <li>○ Travel time signing</li> <li>○ Congestion ahead</li> </ul> </li> </ul> <p>Medium-Term:</p> <ul style="list-style-type: none"> <li>• Install center buffer strip</li> <li>• Develop 2+1 passing lane sections (traffic flow improvement/access management)</li> </ul> <p>Long-Term:</p> <ul style="list-style-type: none"> <li>• Create moveable barrier (congestion alleviation)</li> </ul>
Segment N <b>Orono/ Long Lake</b>	<p>Short-Term:</p> <ul style="list-style-type: none"> <li>• Install flexible delineators along centerline</li> <li>• Install centerline median barrier</li> <li>• Implement ITS solutions (driver awareness improvements)               <ul style="list-style-type: none"> <li>○ Travel time signing</li> <li>○ Congestion ahead</li> </ul> </li> </ul> <p>Medium-Term:</p> <ul style="list-style-type: none"> <li>• Develop 2+1 passing lane sections (traffic flow improvement/access management)</li> <li>• Add dynamic shoulder for eastbound traffic between CSAH 6 and Wayzata (congestion alleviation)</li> </ul> <p>Long-Term:</p> <ul style="list-style-type: none"> <li>• Create moveable barrier (congestion alleviation)</li> </ul>

## 2.2 Road Safety Audit Review Team

MnDOT chose HDR to assist in the assembly of a review team and to co-lead US 12 road safety audit efforts. It was crucial to assemble a team that would look at all project aspects and not provide biased views on safety issues. The road safety audit team consisted of team members from various disciplines and backgrounds. Refer to Table 2-1 for a list of the road safety audit team members.

Table 2-1: Road Safety Audit Team

Name	Agency and Position
Derek Leuer	MnDOT, Traffic Safety Engineer
Scott Thompson	MnDOT District 7 (Mankato), Traffic Engineer
Jim Rosenow	MnDOT, State Design Flexibility Engineer
Melissa Barnes	MnDOT, Bicycle and Pedestrian Engineer
Brad Estochen	MnDOT, State Traffic Safety Engineer
Will Stein	FHWA, Safety Engineer (Minnesota Division)
Gary Kroells	West Hennepin Public Safety Department, Director (Leader of the Highway 12 Coalition)
Rick Denneson	West Hennepin Public Safety Department, Sgt.
Brandi Popenhagen	HDR, Project Manager
Natalie Lindsoe	HDR, Project Engineer
Bernie Arseneu	HDR, National Director - Traffic Management Systems

Figure 2-2: US 12 Road Safety Audit team members in Howard Lake, MN (May 28, 2015)<sup>2</sup>



<sup>2</sup> Photo provided by Gary Kroells

## 3 Pre-Audit

The main goal of the pre-audit stage was to select key regions to focus on for the field review. In addition, a briefing book was developed so that road safety audit team members could be brought up-to-date on the corridor status on the morning of the field review day (see document “US 12 Road Safety Audit Briefing Book”). Various factors were considered for this, including: observations identified by the coalition, past, present, and future improvement projects planned for the corridor, roadway characteristics (volumes, speeds, AADT), and lastly, crash data.

### 3.1 Coalition Concerns

Various concerns and recommendations were voiced at the Highway 12 Coalition meeting on May 7, 2015. These concerns are listed below. Any concerns brought up from the cities or residents were noted as well. The topics brought up by these parties were evaluated during the road safety audit process.

#### ***Corridor-Wide***

Corridor Lighting: *Especially at intersections*

Speeding Issues: *Especially through towns where speed limits are reduced*

#### ***Cokato***

Ice issues on stretch of Highway 12 between Cokato and Dassel: *Has issues with ice during the winter months. Because there is very little screening, the roadway in between the cities near the school gets very icy with wind blowing snow across the road.*

Access to the school off Highway 12: *There is no signal light or other traffic control device at the intersection by the school. Passenger vehicles and school buses take chances every day trying to exit the school onto Highway 12. As Highway 12 is an open stretch of flat land in either direction, the speed of the oncoming traffic on Highway 12 is also a safety concern. Motorists frequently ignore posted speed limits in this area, and the speed limits are too fast to allow cross traffic from the school to exit safely. Even a flashing light that only stops traffic during peak morning/afternoon drop off times would be helpful.*

Intersection of Highway 12 and CSAH 3: *Often have issues with truck traffic turning to head north on County State Aid Highway (CSAH) 3. Traffic coming south on CSAH 3 are blind to traffic coming from either direction on Highway 12 until they are nearly at the intersection because lines of sight are blocked by two existing buildings. CSAH 3 is not wide enough for large trucks to make the turn from either direction without entering into the left turn lane heading south on CSAH 3. Traffic entering the turn lane south often have to stop far short of the intersection, thus not triggering the sensor for the stoplight, or have been forced to put their vehicle into reverse and back up to avoid being hit by turning trucks. This method has worked, since there weren't cars behind them in line, but is also a safety risk, as oncoming traffic is not expecting the cars ahead to be coming in reverse.*

## 3.2 Corridor Characteristics

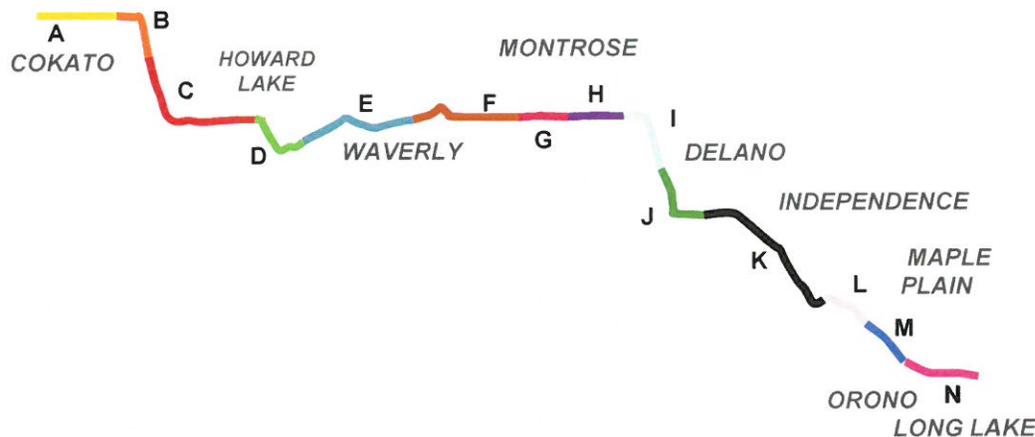
### 3.2.1 Annual Average Daily Traffic (AADT)

The 2013 annual average daily traffic (AADT) values range between 7,800 at the western project limit and 24,100 at the eastern project limit. In July 2012, the MnDOT Transportation Data and Analysis (TDA) Office prepared future year 2036 projections. State planning-level projections were developed from traffic data in years 1992 to 2011. According to these projections, AADT is projected to range between 9,500 and 25,000 throughout the entire corridor in 2036. Refer to Appendix E, Table E- 2 for projected volume values. It should be noted that this model was unconstrained; meaning that the roadway was assumed to have unlimited capacity. In reality, the roadway does have limited capacity, but it's difficult to predict how the state of the roadway will change over time. For planning level projections, unconstrained models can be good for getting a ball-park estimate. Please refer to pages A-12 to A-17 of the document "US 12 Road Safety Audit Briefing Book" for 2013 AADT maps of the corridor. 2010-2013 AADT values are summarized in Table E- 1, which can be found in Appendix E.

### 3.2.2 Segments

In order to better perform an analysis, the roadway was divided up into segments. Segment breaks were chosen wherever the road character changed. The corridor alternates primarily between three-lane<sup>5</sup> urban and two-lane rural segments. For the most part, urban segments had reduced speed limits (i.e. around 30mph) while rural segments had speed limits around 50-55mph. Google Earth was used to determine where road geometry and character changes occurred. AADT data was considered in the segmenting process as well. Refer to Figure 3-1 and Table 3-1 for more information about segments.

Figure 3-1: Segmentation of the Corridor



<sup>5</sup> Three-lane urban segments in this corridor consisted of one lane for each direction of traffic and a continuous shared left turn lane in the center. This geometry was present in most cities.

### 3.3 Historic and Planned Road Construction Projects

Prior to the road safety audit, the road safety audit team met with MnDOT's District 3 and Metro District at a meeting on Thursday, May 21, 2015 to discuss the past, present and future of the project corridor. Specifically, past projects were discussed, along with projects that are programmed. The two districts were also asked to discuss what their future vision is for the project corridor. Table 3-2 and Table 3-3 summarize past, programmed, and planned projects for each district.

Table 3-2: District 3 Past, Programmed, and Planned Projects<sup>7</sup>

Year Built	Location	Description
<b>District 3 – Past</b>		
1996	West of Cokato	Reconstruction
1997	West limits of Montrose to West limits of Delano	Reconstruction – includes passing lane section
1998	Cokato to Howard Lake	Reconstruction – includes passing lane section
1999	Cokato	Reconstruction
2000	Howard Lake to Montrose	Reconstruction
2008-2009	Delano	Reconstruction – urban section built as three-lane with wide shoulders; could be striped as a four-lane in the future if US 12 capacity increased between Metro and Delano
2014	Dassel/Cokato	Ice sensor warning system installed
<b>District 3 – Programmed</b>		
2015	1 mile east of Montrose	Reconstruction of the TH 25 north leg and US 12 intersection into a Continuous Green T.
2015	West Cokato city limits to Maple Plain	Complete sign replacement along US 12. Includes side street stop signs and additional side street signs on MnDOT right of way.
Future Year 2018	Cokato to Howard Lake	Resurfacing
Future Year 2019	Meeker County Line to 7 <sup>th</sup> St E in Cokato	Resurfacing and upgrade to Americans with Disabilities Act (ADA) standards
<b>District 3 – Planned</b>		
Future Year 2021	Howard Lake to Delano	Resurfacing – includes ADA in Howard Lake, Waverly and Montrose.

<sup>7</sup> Source: District 3 Updates at Past, Present, and Future meeting on May 21, 2015.

implemented to bring intersections up to standards that accommodate all types of pedestrians. ADA improvements include: adding truncated domes<sup>9</sup> to pedestrian ramps, placing WALK push buttons in accessible locations, adding count down timers and other audio queues to pedestrian signals, and making pedestrian curb ramps less steep. This could be incorporated with Complete Streets solutions and pedestrian safety improvements recommended in this report.

Around the City of Cokato, there is a rural section which contains stretches of passing lanes that are alternated for each direction of traffic. This is commonly referred to as a 2+1 section. 2+1 sections are installed to provide drivers with opportunities to pass slow moving traffic where normally they would have to use the opposing lane to do so. This is a method that could be applied in other rural segments along the corridor.

A Continuous Green T is being constructed at the TH 25 north leg intersection, one mile east of Montrose. Continuous Green T's, also referred to as CGT's, are a type of intersection control installed at T-intersections. They are constructed to allow continuous movement for through traffic on the "top" of the T intersection and provide safer turn movements through channelization. CGT's can reduce right angle crashes attributed to left-turning traffic on the "stem" of the T. Additionally, CGT's can alleviate congestion. Depending on the success of this intersection control device, it is possible that Continuous Green T's could be applied to other regions in this corridor. Further discussion on Continuous Green T's is provided in Section 5.2.4.

A sign replacement project is currently taking place along US 12 from the westerly city limits of Cokato to the City of Maple Plain. This project includes the replacement of side street stop signs and any additional side street signs on MnDOT right of way. At the time of the road safety audit field visit, these sign updates were not yet in place.

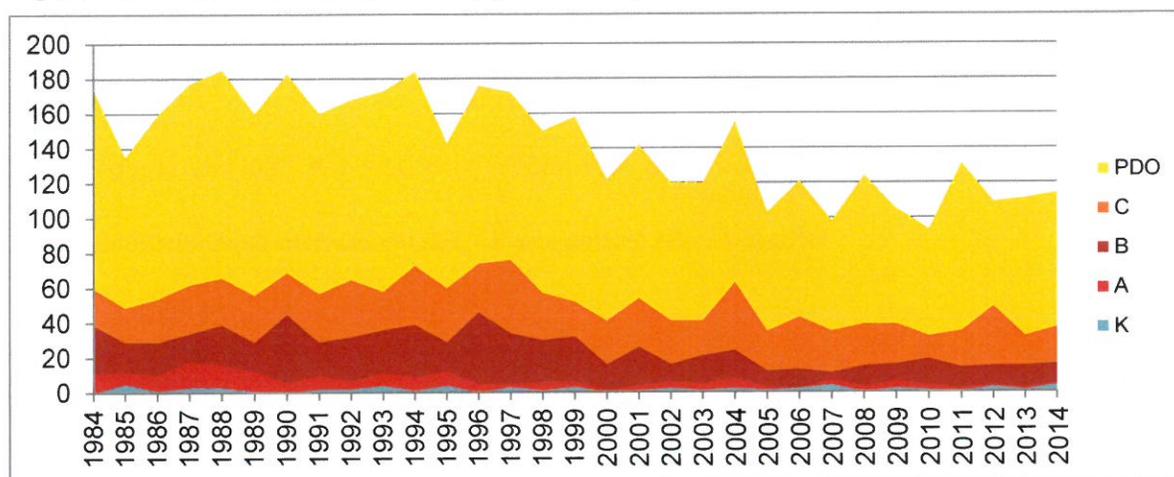
Frequent ice issues around the Dassel-Cokato High School have raised safety concerns. In 2014, an ice sensor warning system was installed to inform drivers when ice is present on the roadway. With this detection system, maintenance staff is directly notified when corrective action is needed to clear the roadway. The system performance is being continually evaluated to monitor the effectiveness of this new technology. Further discussion about this project is given in Appendix G: Ice Sensor Warning System.

In response to a large number of head-on collisions, centerline rumble strips were installed between CSAH 6 and CSAH 29, and from CSAH 9 to County Line Road in December 2014. Local officers note that they have noticed a significant reduction in head-on crashes since the installation and intend to install more rumble strips along the corridor.

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<sup>9</sup> Truncated domes are textured pieces of material that are placed on edges of curb ramps so that visually impaired people can be alerted that they have entered the interface between the sidewalk and the street crossing.

Figure 3-3: Total Crashes, By Severity (1984-2014)<sup>11</sup>



Similarly, crash rates along the corridor have also decreased since 1984. Please refer to pages B1-B4 of the document “US 12 Road Safety Audit Briefing Book” for data figures showing total crash rate trends and fatal and incapacitating rate (FAR) trends.

### 3.4.2 Corridor-Wide Trends (2010-2014)

The study period chosen for the road safety audit crash data review was from 2010-2014. This five year study period provides data which is recent, yet long enough in duration to more accurately show trends. The bullet points below list the general trends observed along the corridor. Percentages were computed from a total of 558 crashes, with 18 of these crashes being K+A<sup>12</sup>. Please refer to Section C of the document “US 12 Road Safety Audit Briefing Book” for data figures and charts.

One significant trend observed for this corridor was the high percentage of head-on collisions. Approximately two out of every three fatal or incapacitating crashes were head-on collisions. Based on this trend, the RSA team noted the importance of implementing safety features to reduce lane-departure crashes.

- Crash Severity:** 65 percent of all crashes were property damage only. Approximately four percent of crashes were fatal or incapacitating (K+A). Refer to Figure 3-4 for a comparison of US 12 K+A severities to state average values.

<sup>11</sup> US 12 Crash Data Source: 1984-2015 Minnesota TIS Crash Data

<sup>12</sup> Note that crash data from Segment N between Brown Road and Wayzata Boulevard was not included in these percentages. This portion of Segment N was included in the analysis on a later timeline in response to public request.

### 3.4.3 Segment Trends (2010-2014)

Each of the segments shown in Figure 1-1 was individually analyzed as part of the crash study. Crash rates and FARs were computed using formulas from MnDOT's "Traffic Safety and Fundamentals Handbook" (2008). US 12 rates were compared to statewide averages, which came from the MnDOT 2013 Section Toolkit, as well as critical rates, which were computed using formulas from MnDOT's "Traffic Safety and Fundamentals Handbook (2008). Crash rates are summarized in Table 3-4 below. Note that orange cells indicate that the US 12 rate is above Minnesota state average. Red cells indicate that the US 12 rate is over the critical rate and the Minnesota state average. Any segments that are highlighted in yellow were flagged and identified as segments to focus on during the road safety audit. In most cases, the FAR rates were identified as a problem. This signified that fatal and incapacitating crashes play a large role in the corridor safety.

Crash type summaries were developed for each of the highlighted segments in order to determine trends in crash severity, year, light condition, collision type, collision diagram, vehicle type, contributing factors, alcohol/chemical use, time of day, day of week, road surface condition, weather condition, and driver age. Crash frequency and percentages were compared to expected crash data (i.e. Minnesota Statewide Averages) from MnDOT Oracle Business Intelligence (BI) and the MnDOT 2013 Crash Data Toolkit. Please refer to Section D of the document "US 12 Road Safety Audit Briefing Book" to review these data sheets. A summary of segment data sheets is provided in Appendix D of this report.

intersections which were flagged as being a higher risk intersection. Please refer to Section C of the document “US 12 Road Safety Audit Briefing Book” for more information on intersection severities and crash rates. Section D contains crash type summaries for each of the flagged intersections. A summary of intersection data sheets is provided in Appendix D of this report.

**Table 3-5: Flagged Intersections**

Segment	Cross Street	Intersection Type	Reason Studied
Segment A <i>West of Cokato</i>	Quimby Avenue SW	Rural Thru/Stop	CR > State Avg.
Segment B <i>Cokato</i>	Sunset Avenue N	Urban Thru/Stop	CR > State Avg.
	Johnson Avenue N	Urban Thru/Stop	CR > State Avg.
	Jackson Avenue NW	Urban Thru/Stop	CR > State Avg.
	CSAH 3/ Broadway Avenue N	Low Vol. & Speed Signal	≥ 5 crashes
Segment D <i>Howard Lake</i>	CSAH 6 LT/10th Avenue	Urban Thru/Stop	CR > State Avg.
	CSAH 6 RT/7th Avenue	Urban Thru/Stop	CR > State Avg.
Segment F <i>Waverly/Montrose</i>	CSAH 8 LT/ Emerson Avenue SW	Urban Thru/Stop	CR > State Avg.
	S 4th Street/CSAH 62	Urban Thru/Stop	CR > State Avg.
	Clementa Avenue SW	Urban Thru/Stop	CR > State Avg.
	Center Avenue S	Urban Thru/Stop	CR > State Avg.
	TH 25 RT/CSAH 12/ Buffalo Avenue S	Low Vol. & Speed Signal	≥ 5 crashes
Segment G <i>Eastern Montrose</i>	Zephyr Avenue	Rural Thru/Stop	FAR > State Avg.
	TH 25 LT	Rural Thru/Stop	CR > State Avg.
Segment I <i>West of Delano</i>	CSAH 14	Rural Thru/Stop	CR > State Avg.
Segment J <i>Delano</i>	Bridge Avenue E	High Vol., Low Speed Signal	≥ 5 crashes
	CSAH 30 RT	High Vol., Low Speed Signal	≥ 5 crashes
	5th Street S	Urban Thru/Stop	≥ 5 crashes
	Babcock Circle	Urban Thru/Stop	≥ 5 crashes
	Tiger Dr	High Vol., Low Speed Signal	≥ 5 crashes
	CSAH 139/ County Line Road SE	High Vol., Low Speed Signal	CR > State Avg.
Segment K <i>Independence</i>	Nelson Road	Rural Thru/Stop	≥ 5 crashes
	CSAH 92 RT/Mud Lake Road	Rural Thru/Stop	CR > State Avg.
	CSAH 92 LT/Lake Sarah Road	Rural Thru/Stop	≥ 5 crashes
	Valley Road	Rural Thru/Stop	≥ 5 crashes
	CSAH 90	Rural Thru/Stop	CR > Critical Rate
Segment L <i>Maple Plain</i>	CSAH 83/Halgren Road	High Vol., Low Speed Signal	≥ 5 crashes
	Pioneer Avenue	Urban Thru/Stop	CR > State Avg. & FAR > Critical FAR
	Budd Avenue N	Urban Thru/Stop	CR > Critical Rate
	CSAH 19/Main Street E	Urban Thru/Stop	CR > State Avg.
	CSAH 29/Baker Park Road	High Vol. & Speed Signal	≥ 5 crashes

Crash Type	Possible Contributing Factors(s)	Segments/Intersections Identified from Crash Data
Right angle collisions	<ul style="list-style-type: none"> <li>Fail to yield right of way</li> <li>Inadequate sightlines</li> <li>Distracted drivers</li> <li>Poor driver decision</li> </ul>	<u>Rural Segments:</u> I, K <u>Urban Segments:</u> D <u>Rural Intersections:</u> Zephyr, CSAH 14, CSAH 92 RT, CSAH 92 LT, CSAH 90 <u>Urban Intersections:</u> Sunset, Jackson, CSAH 6 RT, CSAH 8 LT, S 4 <sup>th</sup> St, 5 <sup>th</sup> St S, Babcock, Halgren, Budd, CSAH 19
Right turn into traffic	<ul style="list-style-type: none"> <li>Inadequate sightline</li> <li>Lack of gaps in traffic</li> <li>Distracted drivers</li> </ul>	<u>Rural Intersections:</u> CSAH 14 <u>Urban Intersections:</u> Center
Head-on collisions	<ul style="list-style-type: none"> <li>Lack of centerline rumble strips</li> <li>Traffic moving in opposite directions have no buffer space</li> <li>Driver confusion (evaluate lighting, appearance of roadway)</li> <li>Distracted drivers</li> </ul>	<u>Rural Segments:</u> A, G, I, K, M, N <u>Urban Segments:</u> D <u>Rural Intersections:</u> Zephyr <u>Urban Intersections:</u> Sunset, CSAH 6 RT, CSAH 8 LT, CSAH 139, Halgren, Pioneer
Overturn/ rollover	<ul style="list-style-type: none"> <li>Insufficient edge lines</li> <li>Distracted drivers</li> <li>Tight curves</li> <li>Poor roadside embankment</li> </ul>	<u>Rural Intersections:</u> Quimby, Valley <u>Urban Intersections:</u> Co Rd 30, Clementa
Pedestrian related crashes	<ul style="list-style-type: none"> <li>Pedestrians have a long crossing distance</li> <li>Inadequate sightlines</li> <li>Distracted drivers</li> <li>Insufficient lighting</li> </ul>	<u>Rural Segments:</u> G <u>Urban Intersections:</u> Center
Speed related crashes	<ul style="list-style-type: none"> <li>The character of the area causes drivers to feel like they are on an expressway</li> <li>Not enough warning to alert drivers of lower speed zones</li> <li>Distracted drivers</li> </ul>	<u>Rural Segments:</u> G, I, M <u>Urban Segments:</u> D <u>Rural Intersections:</u> Zephyr, Nelson, Valley <u>Urban Intersections:</u> Sunset, Broadway, CSAH 8 LT, Clementa, Center, TH 25 RT, Bridge, Babcock, Tiger, CSAH 139, Halgren, Pioneer
Snow/Ice related crashes	<ul style="list-style-type: none"> <li>Inadequate road maintenance</li> <li>Road material not textured enough</li> <li>Not enough warning</li> <li>Distracted drivers</li> </ul>	<u>Rural Segments:</u> A, I, M <u>Rural Intersections:</u> Quimby, CSAH 14, Valley <u>Urban Intersections:</u> Sunset, Jackson, Broadway, CSAH 6 LT, Co Rd 30, Babcock, Tiger, CSAH 139, Budd, CSAH 19
Crashes linked to poor lighting	<ul style="list-style-type: none"> <li>Insufficient lighting causing sight issues</li> <li>Distracted drivers</li> </ul>	<u>Rural Segments:</u> I, M, N <u>Rural Intersections:</u> T.H. 25 LT, CSAH 14, CSAH 92 LT, CSAH 90 <u>Urban Intersections:</u> CSAH 3, CSAH 8 LT, Clementa, 5 <sup>th</sup> St S, Babcock, CSAH 139, CSAH 19

crashes occurring. Limiting access reduces the number of possible conflict zones and can increase capacity. Spacing of access points should also be considered so that drivers have sufficient space to make turns and merges with minimal conflict.

- **Raised Medians:** Median treatments are an effective way to regulate access because drivers are forced to turn right at minor access points. Instead of crossing traffic to make a left turn or through movement, drivers instead are re-directed to another intersection where they can make safer U-turns.
- **Frontage Roads:** Local business owners often express concern that that a reduction in access points will cause negative economic impact because accessibility will be reduced. As access points are closed, frontage roads can be used to maintain connectivity from former access points to US 12 mainline. According to the FHWA primer, "Safe Access is Good for Business,"<sup>18</sup> businesses can benefit from access management. This is primarily because managing access on a road can result in better traffic flow, fewer crashes, and an overall better shopping experience for customers.
- **Turn Lanes:** Exclusive turn lanes should be provided to reduce the frequency of rear end crashes. This is especially important for left-turn lanes because left turns are made from the center of the road way and left turners often have to stop as they wait for an opportunity to cross opposing traffic. The length of turn lanes should also be evaluated based on traffic demands so that queues don't overflow into through lanes.

Access consolidation will be especially beneficial as AADT increases over the years because there will be more drivers on US 12 and, in result, there will be less gaps in traffic for vehicles to make turns to or from side streets. Intersection control methods should be reevaluated for intersections that would carry increased amount of traffic movements. The effects of quality of flow, safety, and effect on intersection capacities throughout the system should be considered.

*Corridor Lighting:* An overall assessment of corridor lighting should take place. Having a well lit corridor can greatly increase driver response time because it allows drivers to better see obstacles and road geometry changes ahead. A corridor lighting plan should be developed to acknowledge light-deficient regions.

*Active Road Maintenance:* Road maintenance can play a key role in road safety. There are various measures that can be taken to continually improve safety.

- **Signing/Striping:** One measure that should be taken is to make sure that signing and striping are in good condition. Signs and pavement markings play a critical role in driver awareness and help a driver stay in the appropriate vehicle path.
- **Ice/Snow Removal:** Rapid response to ice/snow collection can greatly reduce the number of weather-related crashes. Having an active ice/snow removal plan is strongly recommended.

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<sup>18</sup> Source: [http://ops.fhwa.dot.gov/publications/amprimer/access\\_mgmt\\_primer.htm](http://ops.fhwa.dot.gov/publications/amprimer/access_mgmt_primer.htm)

*Education:* In addition to driver enforcement, education outreach can be utilized to teach current and future drivers about different road safety topics, such as the dangers of distracted driving, the risk of aggressive driving, drinking while driving, and knowing how to use different traffic control devices at intersections. Various outreach campaigns are available and can be researched.

The United States Department of Transportation (USDOT)<sup>21</sup>, the Minnesota Department of Public Safety, and Minnesota State Patrol provide many great tips and resources about how to start conversations with children and youth, as well as how to use the integrated four-E approach (Engineering, Enforcement, Education, and Emergency Services) to accomplish safety improvements. Different grants, such as the Toward Zero Deaths (TZD) Safe Roads Grant<sup>22</sup>, may be available to help fund action on education outreach and other safety initiatives along the corridor.

Informing drivers of different safety risks may not completely eliminate distraction-related crashes, but it will allow drivers to make more informed decisions when jumping behind the wheel.

## 5.2.2 Urban Segments

The following paragraphs provide discussion of safety recommendations given for Urban Segments. Please refer to Table 1-1 for a summary of these recommendations.

*Rural to Urban Speed Transitions:* Corridor-wide speed limit signing transitions are inconsistent. In some cities, there are speed limit signs reducing the speed in 5 mph increments (i.e. 55 mph to 50 mph to 45 mph to 35 mph to 30 mph), whereas in other cities there are speed limit signs just for 10 or 15 mph increments (i.e. 55 mph, 45 mph and 30 mph). Taking a corridor-wide approach to speed changes would increase consistency across the corridor and would increase driver expectation.

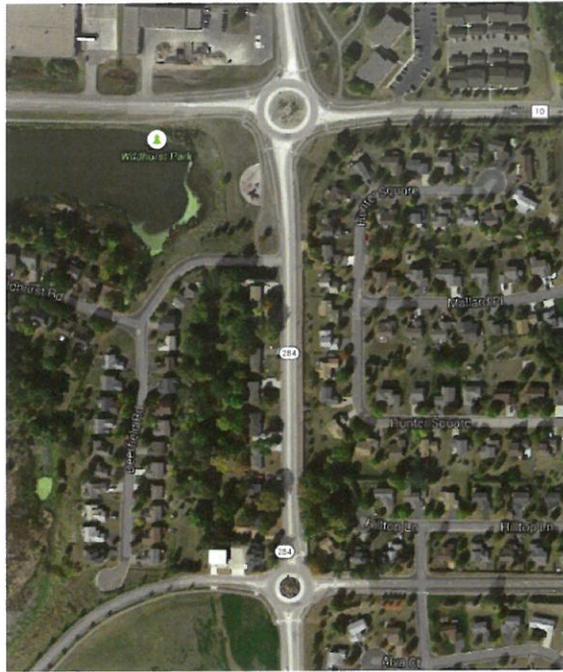
- Speed Limit Signing: A short-term solution to this is to start by updating the speed limit signs across each city. An example would be to have 55mph, 45 mph and 30 mph signing.
- Intelligent Transportation System (ITS) Speed Technologies: In addition to speed limit signing updates, ITS technology can be used to accent the speed reductions. “Reduced Speed Ahead” flasher systems (see Figure 5-2) have been used and can bring more attention to reduced speed zones. Furthermore, speed detection systems can be installed to alert drivers of their speed (see Figure 5-3).

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<sup>21</sup> USDOT Education/Outreach Web Link: [http://safety.fhwa.dot.gov/ped\\_bike/education/](http://safety.fhwa.dot.gov/ped_bike/education/)

<sup>22</sup> TZD Safe Roads Grant Program Web Link: <https://dps.mn.gov/divisions/ots/tzd-safe-roads/Pages/default.aspx>

**Figure 5-4: Roundabouts in Waconia, MN**



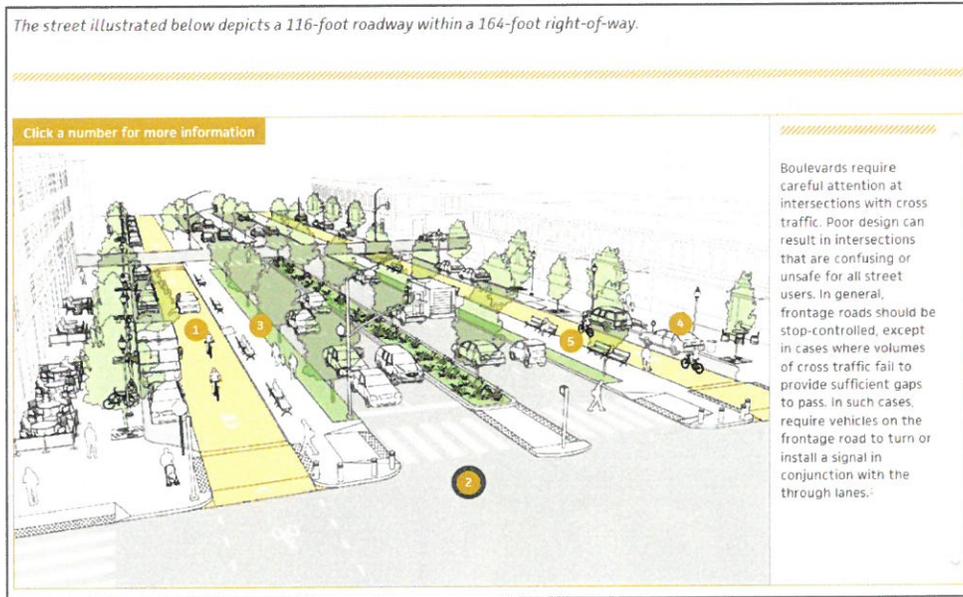
Maple Plain (Segment L) was identified as a region that could benefit from this type of configuration. In the long-term, other cities could consider taking this approach as well for corridor-wide consistency.

*Complete Streets (Road Diet):* Citizens along the urban segments have expressed concerns related to speeding. The road safety audit team recognized that the road sections were wide through all of the cities studied. The shoulder widths were often much wider than necessary which resulted in a feel of a higher speed section, rather than a low speed urban street. Repurposing the cross sectional width is strongly recommended to change the character of the road in urban regions.

Depending on the preferences of each city, different methods could be used to change the character of the roadway so that drivers naturally slow down. This can be accomplished by turning urban sections into Complete Streets. Complete Streets are streets which are designed to accommodate various road users. There is no set way to develop a Complete Street layout but designs are most successful when created for specific community needs. Space availability should be considered as well. Public outreach is strongly recommended when considering different ideas. There should be coordination between cities so that urban sections have consistent lane widths and road character.

Various case studies can be used as examples when assessing complete streets ideas. Figure 5-5 shows the results of a retrofit that took place in Jordan, MN. As can be seen in the figure, the presence of bike lanes, parking stalls and narrow lanes gives the road an urban feel. The road was designed to accommodate pedestrians, bicyclists, and vehicles. Parking stalls further separate pedestrians from vehicular traffic as an extra safety measure. Figure 5-40 (found in Segment J recommendations section) also provides an example of a complete streets solution from a project in St. Paul, Minnesota.

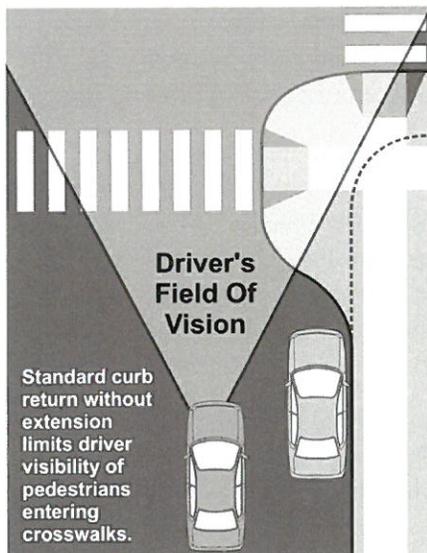
**Figure 5-6: National Association of City Transportation Officials (NACTO) Urban Streets Design Guide Info-Graphic Tool on Boulevards**



Federal Transportation Investment Generating Economic Recovery (TIGER) grants should be sought out for funding Complete Streets solutions. TIGER grants are awarded on a competitive basis to projects that will have a significant impact on the nation, a region, or a metropolitan area. Multi-modal projects that provide economic benefits are highly encouraged to apply. For more information on TIGER grants, visit the US Department of Transportation’s website at the following link: <http://www.transportation.gov/tiger>.

*Curb Extensions:* At all pedestrian crossings in wide road sections, curb extensions are recommended. Curb extensions are installed to narrow the crossing distance over a street and improve pedestrian safety. As can be seen in Figure 5-7, they allow pedestrians to enter the driver’s field of vision before entering the crossing.

**Figure 5-7: Curb Extensions**



RRFB looks like. RRFBs are much more visually apparent than traditional flashers and only flash when triggered by a pedestrian. RRFBs are installed at unsignalized intersections and mid-block pedestrian crossings to increase driver awareness. Pedestrians are given a button that they can push to trigger a flashing pattern similar to emergency flashers on police vehicles. Solar panels can be used to provide electricity to the devices. Traditionally, local units of government have funded these kinds of safety improvements so funds will need to be pulled aside for these updates.

**Figure 5-9: Rectangular Rapid Flash Beacon (RRFB)**



*Mumble Strips:* In various regions, the risk of drivers drifting out of their lane is present. Traditionally, rumble strips have been installed on the edges of lanes to notify drivers that they are drifting out of their lane. A downside to rumble strips is that they can produce an audible rumbling noise, which is an issue in residential areas. “Mumble” strips, which are rumble strips that produce less external noise, may be an option in areas with higher residential density. Figure 5-10 below gives a visual of what mumble strips look like. For comparison, refer to photos of rumble strips shown in Figure 5-11 and Figure 5-14.

**Figure 5-10: Mumble Strips<sup>28</sup>**



<sup>28</sup> Photo Source: <http://mntransportationresearch.org/2014/06/10/rumble-strips-vs-mumble-strips-noise-comparison-video/>

This methodology has been used on US 12 on the bypass through Long Lake and also on the rural, two-lane Highway 14 between Nicollet and Mankato, Minnesota. Figure 5-12 shows the four-foot centerline buffer that was installed on Highway 14 in 2012. In spring 2012, Highway 14 underwent a road safety audit process. Similar to US 12, the audit took place in response to a high number of fatal head-on crashes. As a result of the audit, an 8-foot buffer zone was installed along the corridor with double yellow stripes and a set of centerline rumble strips on either side. To limit passing movements, tubular delineators were installed within the buffer zone. The results were successful. According to an interview with MnDOT engineer Scott Thompson in the Minnesota LTAP (Local Technical Assistance Program) Technology Exchange Spring 2015, Vol. 23 No. 2 Newsletter, fatal and serious injury crashes have been reduced by 100 percent and cross-centerline crashes have been reduced by almost 50 percent.

Figure 5-12: Centerline Buffer and Delineation, Highway 14 in Nicollet, MN<sup>30</sup>



Figure 5-13 demonstrates the lane adjustments that could take place through much of the US 12 Corridor to accommodate a 4-foot buffer width. In some situations, additional pavement may need to be added to accommodate an increase in cross-sectional width or reinforce shoulders. There should be at least a six-foot shoulder (including gravel portions) provided for enforcement to safely pull over as needed. Consideration should be given for whether tubular delineators will be installed. Tubular delineators are beneficial in that they create more visual queues for drivers. A downside to tubular delineators is that they are susceptible to being hit by vehicles or snow plows and are resultantly a maintenance burden.

<sup>30</sup> Photo Source: <http://finance-commerce.com/2015/05/highway-14-expansion-set-to-begin/>

*2+1 Passing Lane Section:* As a medium- or long-term solution, 2+1 passing lane sections should be installed in rural segments. 2+1 configurations reduce crash rates by improving traffic operational efficiency. Passing lanes provide safe opportunities for drivers to pass slower moving traffic while optimizing cross sectional width. Only three lanes need to be paved to fit this configuration. Passing lane sections are typically provided in one- to two-mile intervals and alternate between each direction of traffic. This configuration would work well with a buffer or other sort of division between traffic because traffic would not need to use the opposing lane to pass slow moving vehicles. It is strongly recommended that a consistent approach is applied to the entire corridor in order to maintain corridor-wide consistency. Please refer to Figure 5-15 below for a visual of a possible 2+1 configuration.

Figure 5-15: General Schematic of a 2+1 Configuration<sup>33</sup>

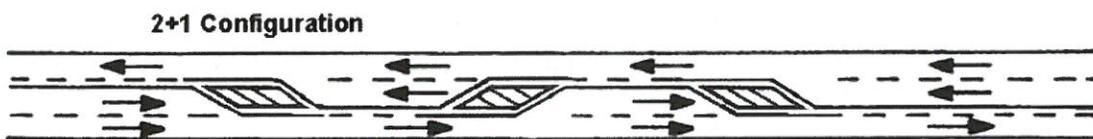


Figure 5-16: 2+1 Passing Lane Section<sup>34</sup>

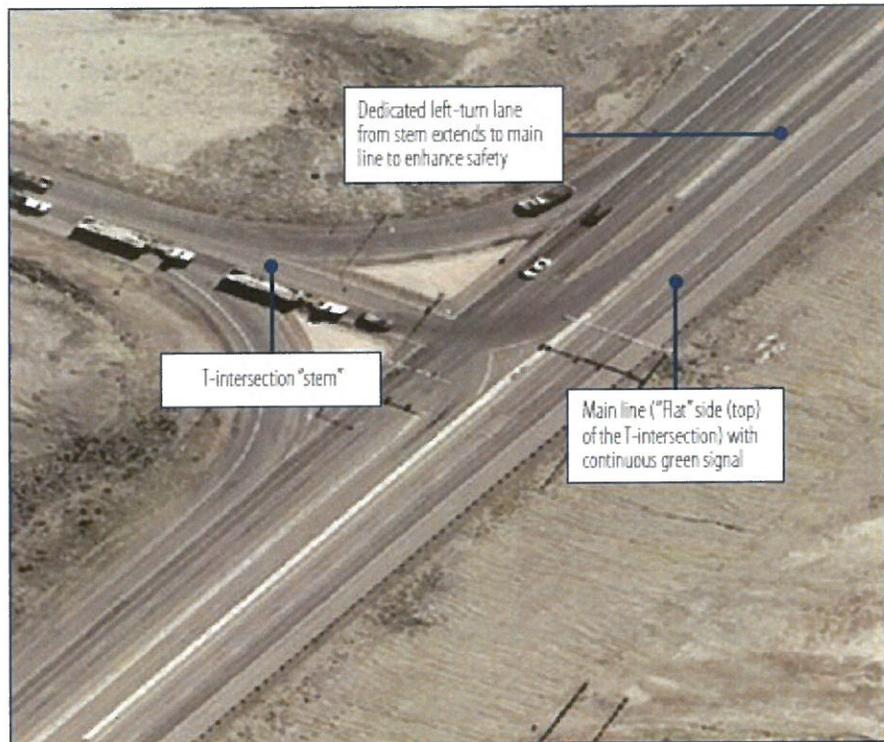


When developing a 2+1 section, strategized access management is crucial. The placement of turn lanes will have to be incorporated into the design and some four-way intersections may need to be modified such that through and left-turn movements are restricted. Intersection control methods, such as reduced conflict intersections (RCIs) should be considered. For a description of these methods, please refer to the intersection recommendations section.

<sup>33</sup> Photo Source: [http://epg.modot.org/index.php?title=232.2\\_Passing\\_Lanes](http://epg.modot.org/index.php?title=232.2_Passing_Lanes)

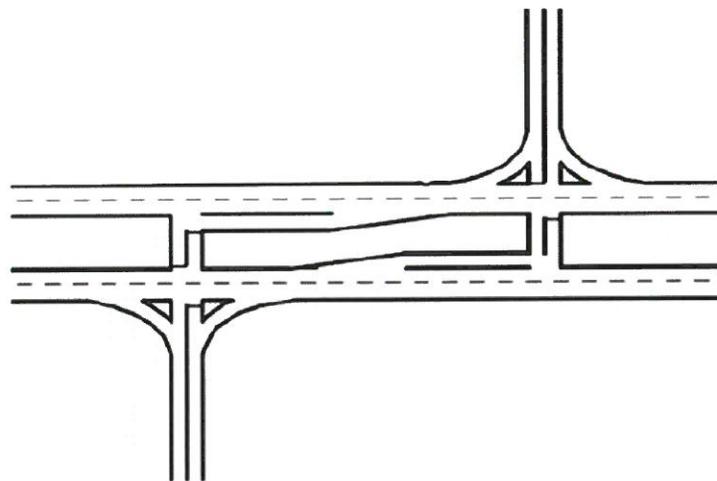
<sup>34</sup> Photo Source: <http://www.monroemonitor.com/2012/12/27/does-sweden-have-the-answer-for-u-s-2/>

Figure 5-17: Aerial View of the Continuous Green T in Grand Junction, Colorado<sup>35</sup>



- **Offset T-Intersections:** In some cases, it may be beneficial to offset north and south approaches so that the number of conflict points is reduced. This can be especially effective when minor approach volumes are low and existing approaches are skewed and can be retrofitted. Sight distance between approaches should also be considered. Please refer to Figure 5-18 for a visual of offset T-intersections.

Figure 5-18: Typical Geometry of an Offset T-Intersection<sup>36</sup>



<sup>35</sup> Photo Source: <http://safety.fhwa.dot.gov/intersection/resources/casestudies/fhwas09016/>

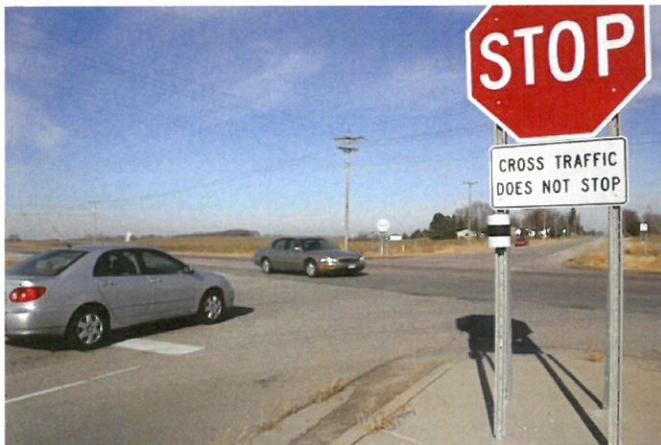
<sup>36</sup> Photo Source: <http://www.fhwa.dot.gov/publications/research/safety/09060/09060.pdf>

following link provides information regarding the grant application process: <http://www.fhwa.dot.gov/accelerating/grants>.

*Bypass Lane Replacement with Left Turn Lanes:* At various intersections throughout the corridor, bypass lanes are in place to allow through traffic to pass vehicles waiting to make a left turn. This can provide a safety risk because drivers have to change lanes to avoid colliding with the stopped vehicle and driver inattention may lead to rear end collisions. It is recommended that these intersections are re-striped to have designated left turn lanes so that through traffic does not have to change lanes. At narrow intersections, the cross section may need to be widened to accommodate these changes.

*Stop Sign Improvements at Through-Stop Intersections:* At through-stop intersections that have a large amount of right angle or turning related crashes due to disregard of traffic control devices, improvements may be made to bring more attention to the stop sign. As shown in Figure 5-20, a “Cross Traffic Does Not Stop” panel can be added beneath the stop sign to bring attention to the fact that mainline traffic does not stop.

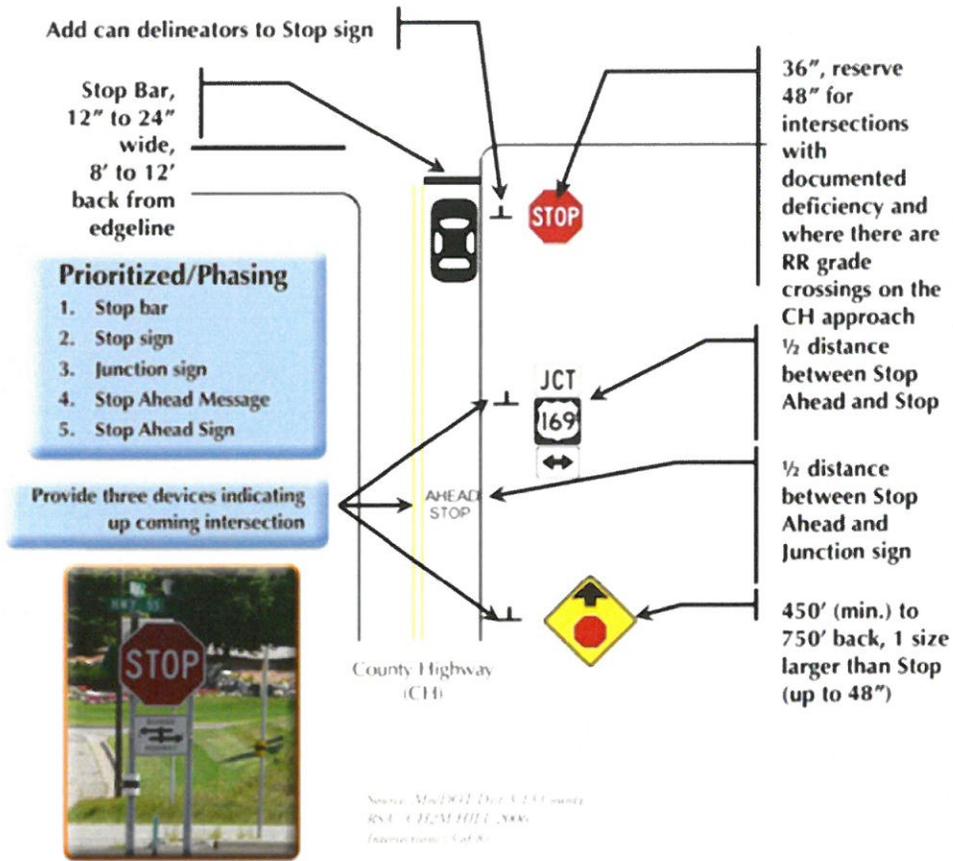
Figure 5-20: Example of “Cross Traffic Does Not Stop” Signage<sup>39</sup>



Improvements can be made to the actual stop sign panel as well to bring further attention. This can mean increasing the panel size or even adding LED red flashers around the perimeter of the stop sign as show in Figure 5-21 below:

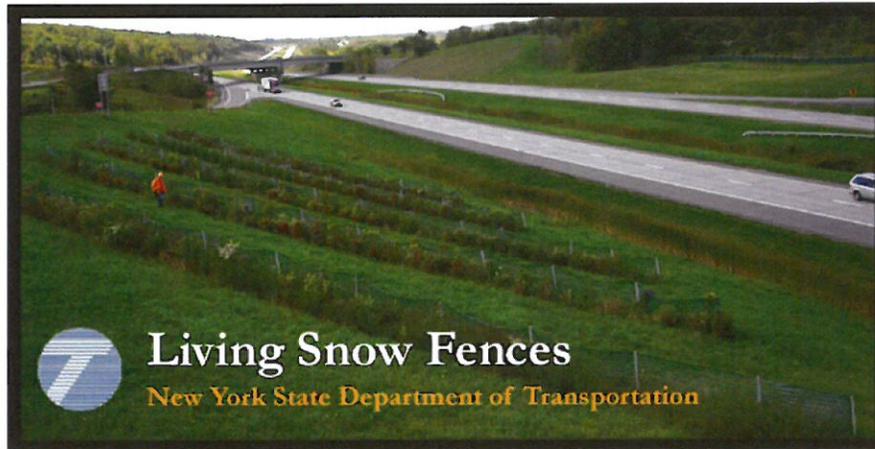
<sup>39</sup> Photo Source: [http://www.southernminn.com/waseca\\_county\\_news/news/article\\_33a7138c-77bc-5304-a48d-f9cfcdbd59c1c.html](http://www.southernminn.com/waseca_county_news/news/article_33a7138c-77bc-5304-a48d-f9cfcdbd59c1c.html)

Figure 5-22: Intersection Approach Signing



the rail road during the winter. Another option is to construct a living snow fence (i.e. plant trees, bushes, or other vegetation to provide a natural barrier). Living snow fences provide more visually appealing results than traditional snow fences and can be installed easily. See Figure 5-24 for a visual of what a living snow fence could look like in practice. It will be important to inform businesses and residents who live along the road to not tamper with the planted vegetation.

Figure 5-24: Living Snow Fences<sup>42</sup>

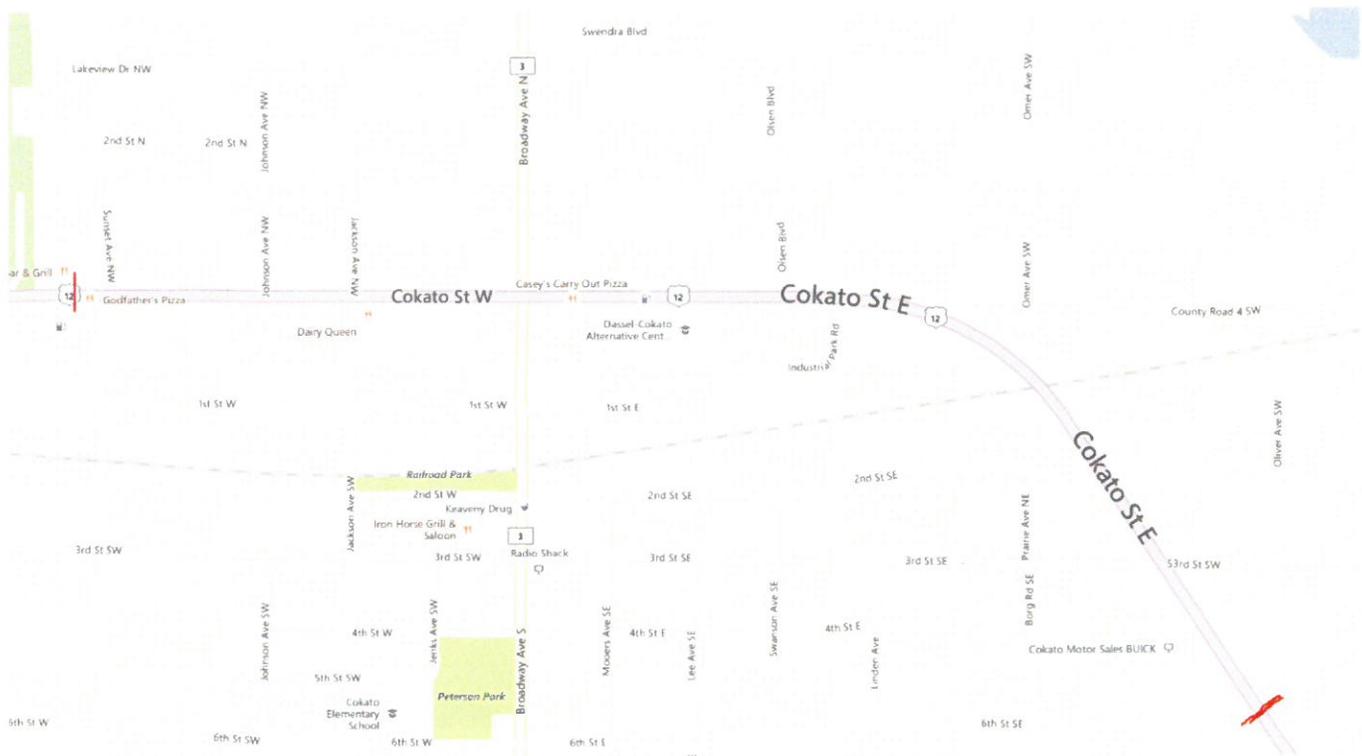


*Reardon Avenue Intersection (Dassel-Cokato High School):* In response to congestion-related concerns around the Dassel-Cokato High School, the road safety audit team observed traffic behavior as drivers exited from Reardon Avenue SW onto US 12. The team observed traffic patterns for a 15-minute period around 4:00pm. In attempt to make turns safer, 35 mph speed limit signs with attached flashers were installed. When flashers aren't activated, traffic is allowed to continue at the 55 mph speed limit. A speed detection system which shows "Your Speed" was also installed to make drivers aware of their vehicle's speed. Despite this, it appeared that turning left onto US 12 was difficult due to the lack of gaps in traffic. School buses were routed to make only right-hand turns, likely because it is safer and more efficient.

- *Active Enforcement around Dassel-Cokato High School:* According to crash reports, there is a peak in crashes during the morning and evening peak hours. It is recommended that officers are staffed before and after school in the region in attempt to counteract driver distraction, both from students and mainline through traffic.
- *Congestion Before/After School:* Because many congestion-related concerns occur during peak hours, start and end times for the Dassel-Cokato High School should be re-evaluated. If moved to a time where traffic volumes aren't as high, many of the safety concerns associated with turn movements would be alleviated. With less traffic on mainline US 12, there would be more gaps in traffic, which would provide more safe opportunities to make turns.

<sup>42</sup> Photo Source: [https://www.dot.ny.gov/divisions/engineering/design/landscape/trees/rs\\_liv\\_sn\\_fence](https://www.dot.ny.gov/divisions/engineering/design/landscape/trees/rs_liv_sn_fence)

## Segment B (Cokato)

Figure 5-25: Segment B (1.34-Mile Stretch through Cokato)<sup>43</sup>

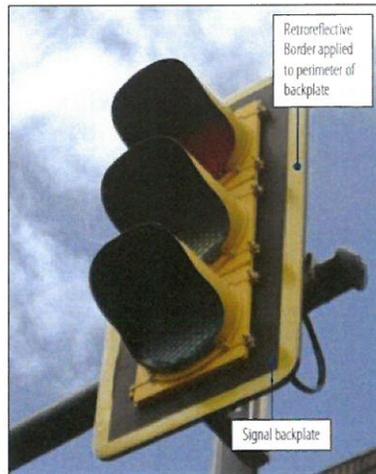
Segment B runs 1.34 miles in length through the City of Cokato. Please refer to Figure 5-25 for a map view of the segment. Majority of the segment contains one lane for each travel direction and a center lane reserved for left-turn movements. General corridor-wide and urban segment recommendations (i.e. Complete Streets) should be applied to this segment. The following paragraphs further explain the recommendations listed in Table 1-2 for Segment B.

*Complete Streets:* When the road safety audit team went through the City of Cokato, the group's driver noted that he felt like he had to actively focus on driving at the speed limit through town. This gave the team insight to the natural tendency for road users to speed as they approach the city. Because the road had a wide cross section and the road character doesn't significantly change, drivers tend to continue driving as if they are still in a rural section.

To change driver habits, a change needs to be made to the road character. A complete streets approach should be taken to do so. The City of Cokato has installed many crosswalks and even has installed flashing pedestrian crossing signs. Given the city's focus on pedestrians and bicyclists, the city could look into striping a bike lane that connects to the trail leading to the Dassel-Cokato High School.

<sup>43</sup> Photo Source: Bing Maps (August 2015)

Figure 5-27: Retro-Reflective Back Plate for Signal Heads<sup>45</sup>



Another observation made during the road safety audit field review was that pedestrians did not seem to have enough time to walk across the pedestrian crossing. It is recommended in short-term that crossing-times are re-evaluated in addition to adding curb extensions.

*Access Consolidation:* There are opportunities for access consolidation in town. A recommendation is to close Century Avenue and Sunset Avenue so that traffic would be re-directed to Johnson Avenue or Jackson Avenue. It was determined during the pre-audit analysis that Sunset Avenue has a higher crash rate (0.21 crashes per MVM) than the state average (0.18 crashes per MVM). Many of the crashes that occurred at this intersection are attributed to turn movements. If Sunset Avenue is not closed, then consideration should be for making turn movements around the intersection more restricted. As an access management plan is developed, look into alternating between north and south approaches to create a positive offset between intersections.

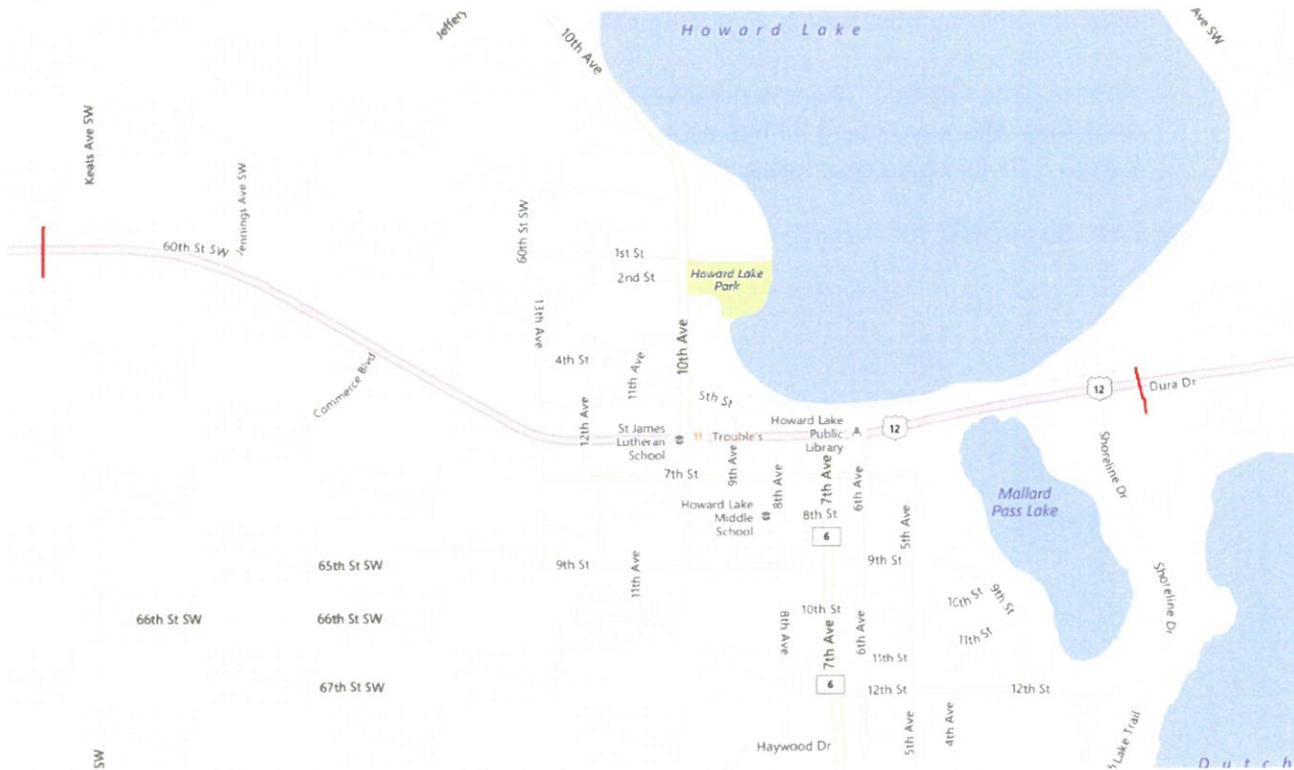
*Jackson Avenue Updates:* Majority of crashes experienced on Jackson Avenue are tied to the turn movements or northbound/southbound through traffic. Signs located on the corners on the south side of the intersection that cause sightline issues (i.e. the signs for DQ Grill & Chill and Marketplace). It is recommended as a short-term solution that these are relocated to improve sightlines. A medium-term solution would be to restrict turn movements by turning Jackson Avenue into a type of right-in-right-out intersection, such as a 3/4 intersection. Figure 5-28 below shows what a 3/4 intersection may look like. As you can see, the north and south approaches in this figure are prohibited from making through or left movements. Mainline left turns are channelized using concrete center islands so that the distance needed to cross opposing traffic is minimized.

<sup>45</sup> Photo Source: [http://safety.fhwa.dot.gov/provencountermeasures/fhwa\\_sa\\_12\\_007.htm](http://safety.fhwa.dot.gov/provencountermeasures/fhwa_sa_12_007.htm)

2+1: As discussed in previous sections, it is highly recommended that all rural segments be converted to have a 2+1 road geometry. This includes Segment C. In the portion of Segment C that already contains four-lanes, some sort of separation should be installed to divide directions of traffic, such as a high-tension cable barrier, tubular delineators, or median barrier.

## Segment D (Howard Lake)

Figure 5-30: Segment D (1.83-Mile Stretch through Howard Lake)<sup>48</sup>



Segment D is primarily classified as a three-lane urban highway. Like Segment B, the center lane is devoted to left-turn movements. The segment runs through the City of Howard Lake and is 1.83 miles in length. See Figure 5-30 for a map view of the segment. The primary concern voiced by the US 12 Coalition was that speeding issues through the city endanger pedestrians. This segment was flagged as having higher risks because the FAR (3.25 crashes per 100 MVM) was higher than both the critical rate (3.07 crashes per 100 MVM) and the state average (2.67 crashes per 100 MVM). General corridor-wide and urban segment recommendations (especially improvements that counter-act speeding concerns, such as Complete Streets solutions) should be applied to this segment. The following paragraphs further explain the recommendations listed in Table 1-2 for Segment D.

<sup>48</sup> Photo Source: Bing Maps (August 2015)

vehicles coming from the north leg of 10<sup>th</sup> Avenue. It is recommended that this sign be relocated as a short-term solution.

Figure 5-32: CSAH 6/10<sup>th</sup> Avenue North Approach<sup>50</sup>



*Pedestrian Safety Improvements:* The following recommendations are suggested for improving pedestrian safety:

- In response to speeding and pedestrian safety concerns in the City of Howard Lake, it is advised that attention be given to road geometry, especially at intersections. US 12 has a wide cross section throughout Howard Lake, which both promotes higher speeds and creates a long crossing distance for pedestrians. A Complete Streets approach should be taken to counteract these issues.
- In short-term, it is recommended to add pedestrian bump outs (i.e. curb extensions) to narrow the crossing distance. Refer to urban segment recommendations section for further discussion on curb extensions. This is a concept that could potentially be incorporated into upcoming ADA improvement projects in the area.
- Another short-term recommendation is to replace pedestrian flashers with RRFBs. Please refer to urban segment recommendations for a discussion of RRFBs.

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<sup>50</sup> Photo Source: Google Street View (August, 2015)

segment recommendations (i.e. Complete Streets), the following paragraphs further explain the recommendations listed in Table 1-2 for Segment F.

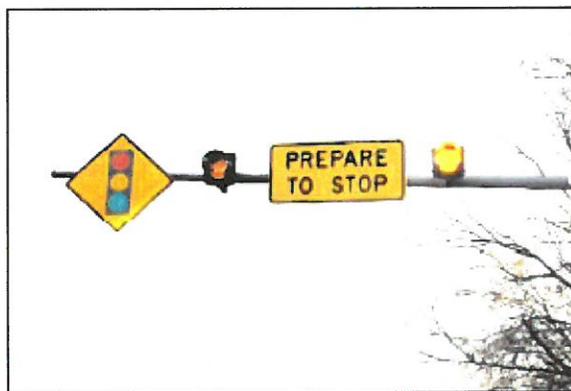
*Clementa Avenue Improvements:* It was noted during the road safety audit review that Clementa Avenue lighting did not seem adequate. This was also reflected in crash data for the intersection. It is recommended that an additional street light be added in the southwest quadrant of the intersection. In addition to Clementa Avenue, crash data showed a possibility that increasing lighting may help at Emerson Avenue/CSAH 8 LT as well.

*Pedestrian Safety Improvements:* Various safety improvements are recommended for Segment F:

- The pedestrian crossing at 4<sup>th</sup> Street is the first crossing seen by westbound traffic upon entering town. This poses a safety risk for pedestrians and it is recommended that advanced warning signs are installed for westbound traffic in short-term. In medium-term, further attention could be brought to the crossing by installing a High Intensity Activated Cross Walk (HAWK) crosswalk. Refer to Segment B recommendations for further discussion on HAWK signals.
- Throughout Montrose and Waverly, pedestrian flashers should be updated to be RRFBs. Please refer to urban segment recommendations for further discussion on RRFBs.
- Throughout Segment F, pedestrian bump outs (i.e. curb extensions) would help reduce crossing distance and could be incorporated as part of a Complete Streets plan. Please refer to urban segment recommendations for further discussion on Complete Streets and curb extensions.

*Buffalo Avenue/TH 25:* The percentage of rear-end crashes at the Buffalo Avenue/TH 25 signalized intersection exceeded state averages during the five-year study period. Many crashes were attributed to tailgating or driver distraction. To bring more attention to stopped traffic at the signal, advanced warning signs or flashers could be added for mainline traffic as a short-term solution. A flasher system, such as the one shown in Figure 5-35 below, could be used to bring attention to westbound traffic entering the city.

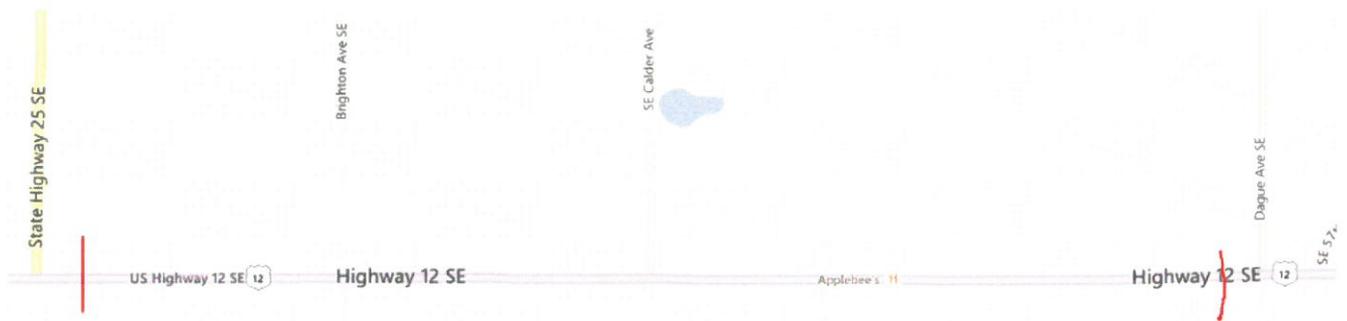
Figure 5-35: Prepare to Stop Flasher System Example<sup>53</sup>



<sup>53</sup> Photo Source: [http://safety.fhwa.dot.gov/intersection/redlight/cameras/rlr\\_report/chap3.cfm](http://safety.fhwa.dot.gov/intersection/redlight/cameras/rlr_report/chap3.cfm)

## Segment H (East of Montrose)

Figure 5-37: Segment H (1.78-Mile Stretch East of Montrose)<sup>55</sup>



Segment H is 1.78 miles in length and is located just east of Montrose (see Figure 5-37 for a visual of the segment on a map). This rural segment alternates between three and four lane geometries. Based on crash rates, Segment H was not a flagged segment and did not contain any flagged intersections. General corridor-wide and rural segment recommendations should be applied to Segment H. When Segments G and I geometries are updated as part of a long-term solution, all three segments should be designed to have a continuous 2+1 configuration.

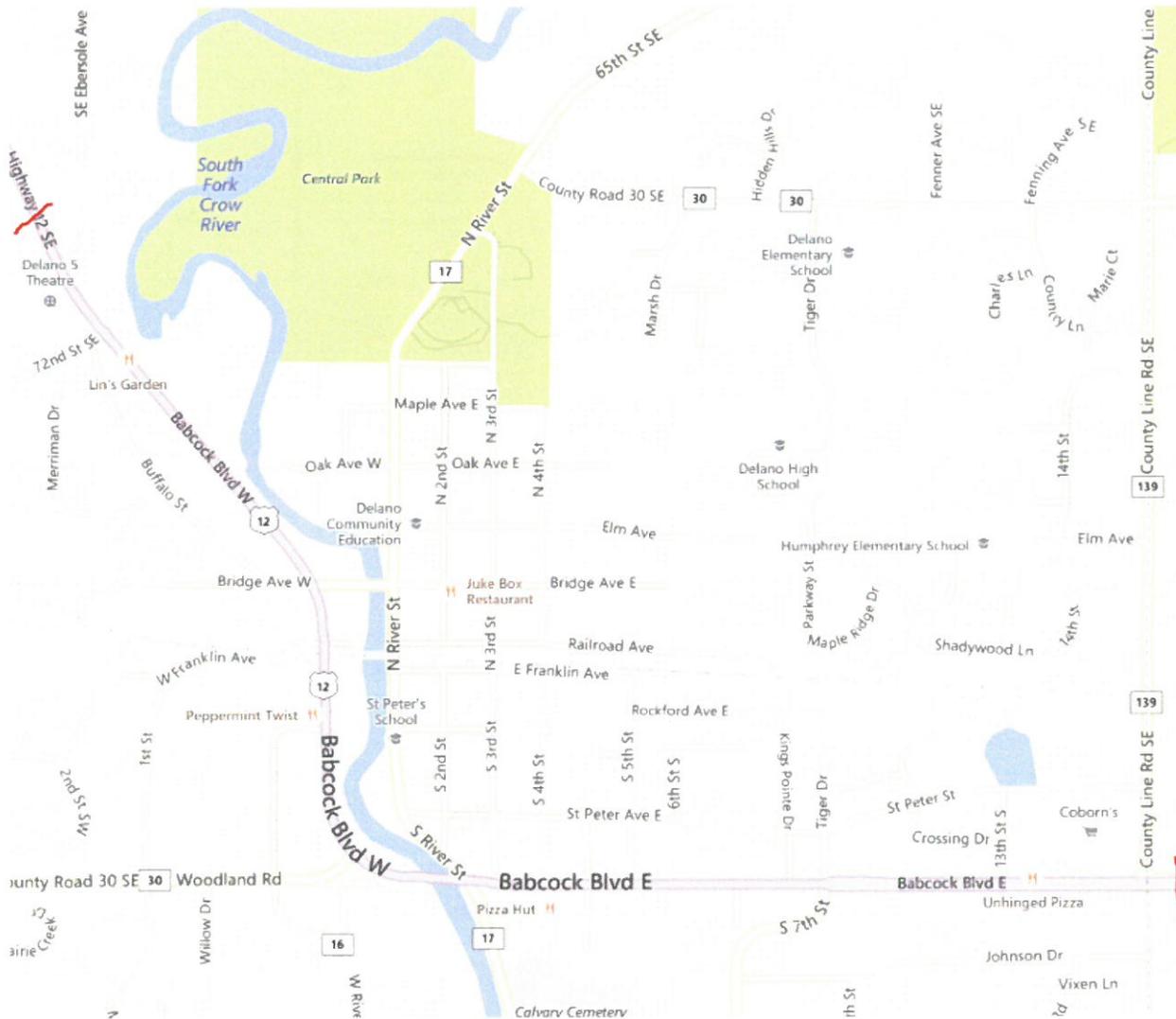
<sup>55</sup> Photo Source: Bing Maps (August 2015)

*Stop Sign Improvements:* Crash data shows that left turn and right angle collisions are prevalent at the CSAH 14 north approach. Majority of these crashes were from southbound traffic failing to yield right of way, and in many cases, driver distraction was noted as being a contributing factor. During the field review, the team didn't observe any abnormalities in the intersection geometry and there weren't any obvious obstructions that could block a driver's cone of vision as they approach the intersection.

A short-term solution would be to increase the size of the stop sign, add LED flashers around the perimeter, and/or add signage showing that cross traffic does not stop as detailed above in the discussion about general intersection remedies. While the effectiveness of LED stop signs is still under discussion, research has confirmed at least some safety benefits to the installation.

### Segment J (Delano)

Figure 5-39: Segment J (2.25-Mile Stretch through Delano)<sup>57</sup>



<sup>57</sup> Photo Source: Bing Maps (August 2015)

*Signal Coordination:* In addition to intersection capacity analyses, system-wide signal coordination should be evaluated throughout town in short-term. Signal coordination means that each traffic signal is synched to be timed to work together. A well-coordinated system can help push heavy traffic through town during peak hours and reduce the frequency of congestion-related crashes.

Traffic coordination can be implemented through installing a traffic signal interconnect system (medium-term solution). With system interconnects, signals can be linked together using underground or over-head cables. The interconnect provides a means for signals to communicate with each other. For example, if signal is turns green, the next signal in the system may be triggered to turn green slightly after so that traffic can move between signals with minimal delay.

*Lane Geometry Changes:* Intersection capacity analysis results may show that US 12 should be striped for two lanes in each direction through town to improve overall traffic flow. The current cross section was constructed to accommodate up to five lanes and this change should be made once traffic volumes warrant it (i.e. once the AADT surpasses 20,000 vehicles per day). A Complete Streets Approach should be considered in repurposing this space.

*Improvements around Tiger Drive/Crow River Drive:* Local residents have indicated concerns regarding congestion near the school located north of Tiger Drive and US 12 intersection. In many cases, drivers will take side streets to avoid waiting at the traffic signal. For example, they will use Crow River Drive as an access point from US 12. This poses risk because drivers make unsafe left-turns maneuvers to cross heavy traffic. Restricting turn movements from Crow River Drive to be right-in-right out would help reduce this risk.

*Bridge Avenue Intersection Improvements:* Driving towards the Bridge Avenue intersection from the east, the road safety audit team observed that there was a lot of visual noise which made the signal less noticeable. This creates sight issues and can increase risk of accidents caused by driver inattention. In addition, the intersection is located on a curve, which creates some horizontal sightline issues. It is advised that warning flashers are added to inform drivers coming from both the east and west of stopped traffic. There are existing beacons located on either side of the intersection; however, it is recommended that they be relocated prior to the curve west of the intersection and prior to the bridge east of the intersection to give drivers more advanced notice.

*CSAH 30 Intersection Improvements:* Crash data showed a prevalence of speeding related crashes involving westbound traffic approaching the CSAH 30 intersection. Similar to Bridge Avenue, the CSAH 30 intersection is located on a curve, which also causes sightline issues from far away. Signal ahead as well as curve ahead warning signs could help inform drivers of the changes ahead.

*County Line Road/CSAH 139 Improvements:* This intersection showed a high frequency of congestion-related crashes. To increase capacity, right turn lanes could be extended. It was observed during the road safety audit field review that the right turn lane from the east approach was not long enough and right turning traffic would drive on the shoulder to get into the right turn bay. Additionally,

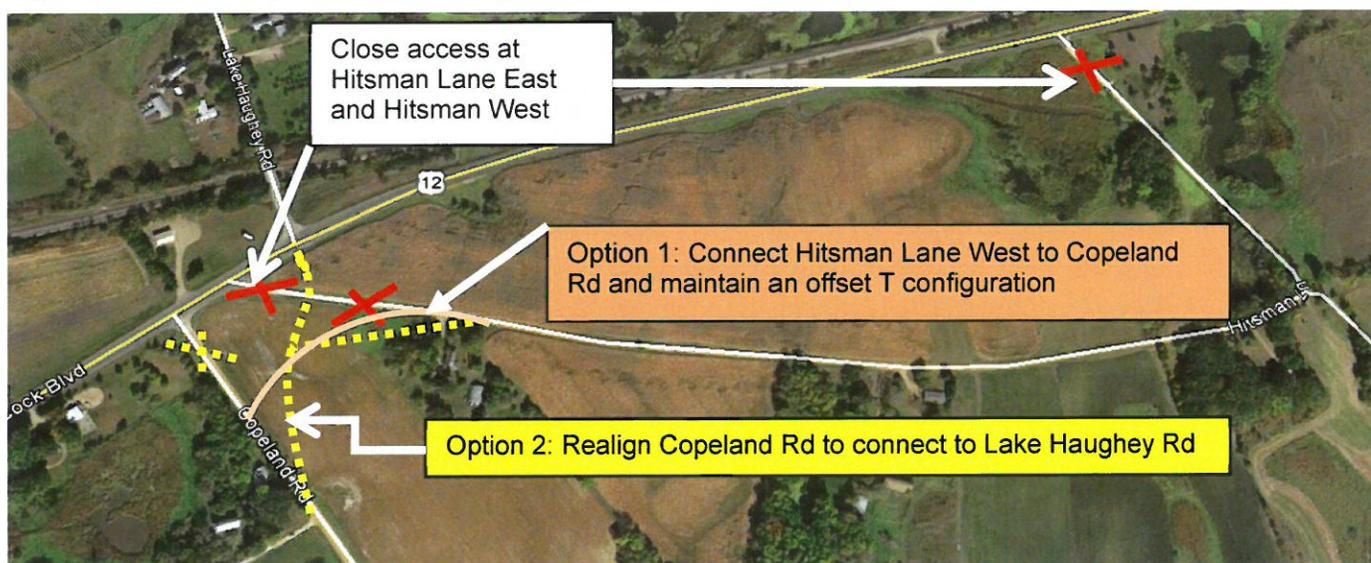
General corridor-wide and rural segment recommendations should be applied to this segment, some solutions should be applied on a tighter time line than suggested for the rest of the corridor. The following paragraphs further explain the recommendations listed in Table 1-2 for Segment K.

*Road Improvements:* Segment K is visually much older and narrower than the rest of the corridor. It was stated that this stretch of roadway has not been reconstructed in more than 35 years. Crash data trends show a higher concentration of crashes in the segment than in others. Approximately 23 percent of all crashes and 25 percent of fatal and incapacitating crashes took place in the city of Independence during the five-year study period. Similar to other rural segments, it is advised that centerline and edge line rumble strips be immediately added to the roadway in short-term to reduce the frequency of lane departure crashes caused by driver distraction or drowsiness.

In medium-term, the roadway should be planned for reconstruction and converted to a 2+1 lane configuration. Some sort of separation should be included in this re-design to divide opposing directions of traffic (i.e. adding a buffer zone and tubular delineators, high-tension cable barrier, or concrete barrier). By reconstructing this segment, many safety issues could be resolved by improving cross section, as well as horizontal and vertical curvature. It should be noted that if this reconstruction project occurs in near-term, the success of a 2+1 lane configuration and/or buffer zone installation could be tested prior to installation in other segments.

*Access Management Plan:* Several locations were identified by the Highway 12 Coalition and were verified during the road safety audit field visit for access consolidation. Locations include closing the Western access to Peterson Produce, access to Hitsman Lane East, and access to Valley Road. Alternative routes are available for traffic to use after these closures occur. A summary of suggestions for closures around Hitsman Lane is given in Figure 5-42 below.

Figure 5-42: Summary of Access Management Recommendations around Hitsman Lane<sup>61</sup>



<sup>61</sup> Photo Source: Google Maps (July 2015).

*Clear Zone Improvements:* During the road safety audit field review, it was noted that clear zones needed to be improved (i.e. tree clearing; slope improvements) on the westbound shoulder between the two CSAH 92 approaches. Maintaining a good clear zone will provide drivers with more sight distance as they prepare to approach the south leg from the north leg.

*Left Turn Lanes:* To alleviate congestion and separate turn movements from through movements, left turn lanes should be added for various intersections in short-term. This is especially true at CSAH 92 and CSAH 90 intersections. All existing bypass lane sections should be eliminated and replaced with left turn lanes. Where a right turn lane exists but there is no room to incorporate a left turn lane, left turn lanes should be given preference over right turn lanes.

*Channelized Right Turn Lane on CSAH 92:* In short-term, there is space available for adding a channelized right turn lane on the CSAH 92 south approach. Channelizing this turn movement gives vehicles a better angle to enter mainline traffic, reduces frequency of right angle crashes, and allows for more continuous turn movements because right turners won't necessarily have to stop before turning.

*Pavement Marking Updates on CSAH 90:* The current lane configuration has a left-through lane and a right turn lane. Based on similar concepts described above for adding left-turn lanes on mainline, traffic flow would be improved by changing the configuration to instead have a left turn lane and a right-through lane.

*CSAH 92 Intersection Improvements:* Both CSAH 92 intersections are in need of improvement. These two intersections approach US 12 at a skewed angle. This results in limited sightlines and provides more risk because vehicles have to enter and depart from these approaches at odd angles. Furthermore, US 12 traffic volumes are high, especially during rush hours. Because of this, there aren't many gaps in traffic and vehicles trying to turn onto mainline often take risks to complete their turning maneuver.

In short-term, Intersection control methods should be evaluated via the ICE process. See intersection recommendations for more details on the ICE process. In medium-term, the intersection control method resulting from the ICE process should be installed. At present, additional funding is being sought out by MnDOT to make these updates.

Based on the results of the road safety audit and coalition recommendations, the following scenarios should be evaluated:

- Option #1: Remove the skew for each intersection and create a positive offset. Restrict turn movements to be right-in-right-out configuration at the north approach and add a roundabout at the south approach so that drivers can reverse directions if needed.
- Option #2: Combine the two approaches, but install a roundabout to make turn and through movements safer.
- Option #3: Install reduced conflict intersections (RCI) at these approaches to make turn and side street through movements safer without impacting

land around the intersections of CSAH 19 and Budd Avenue to develop a city block. With this plan in mind, there are some potential access closures that could align with this future plan.

- Closures at Budd Avenue, CSAH 19, and Oak Street: In the medium-term, it was suggested that the south/west accesses for Budd Avenue and/or CSAH 19, and Oak Street accesses be closed or restricted to right turn movements only. In the current configuration, locals know to avoid crossing US 12 on Budd Avenue because it is difficult to find gaps in traffic large enough to safely cross. To increase safety for road users who are unaware of this, it is advised that the south access be either close or restricted. The CSAH 19 intersection is located on a curve and at a skewed angle and this causes safety risks. To further separate the future city block as a separate region from US 12 mainline, Oak Street could be closed and a cul-de-sac could be added. If CSAH 19, Budd Avenue, and Oak Street south/west accesses are closed, then traffic can be routed to use Maple Avenue to access that part of the city.
- Roundabouts at City Limits: In long-term, it was suggested that roundabouts be added to Maple Avenue and CSAH 29, and that a raised median be added between the two roundabouts. The raised median would further assist with access management. With the addition of roundabouts, drivers would be forced to slow down as they enter town, and the new geometry would allow restricted movements in town to safely make a U-turn if needed. There would also be options to incorporate safer pedestrian crossing locations into this plan. For more information on roundabouts at city limits, refer to discussions on rural to urban speed transitions in the corridor-wide safety solutions recommendations.

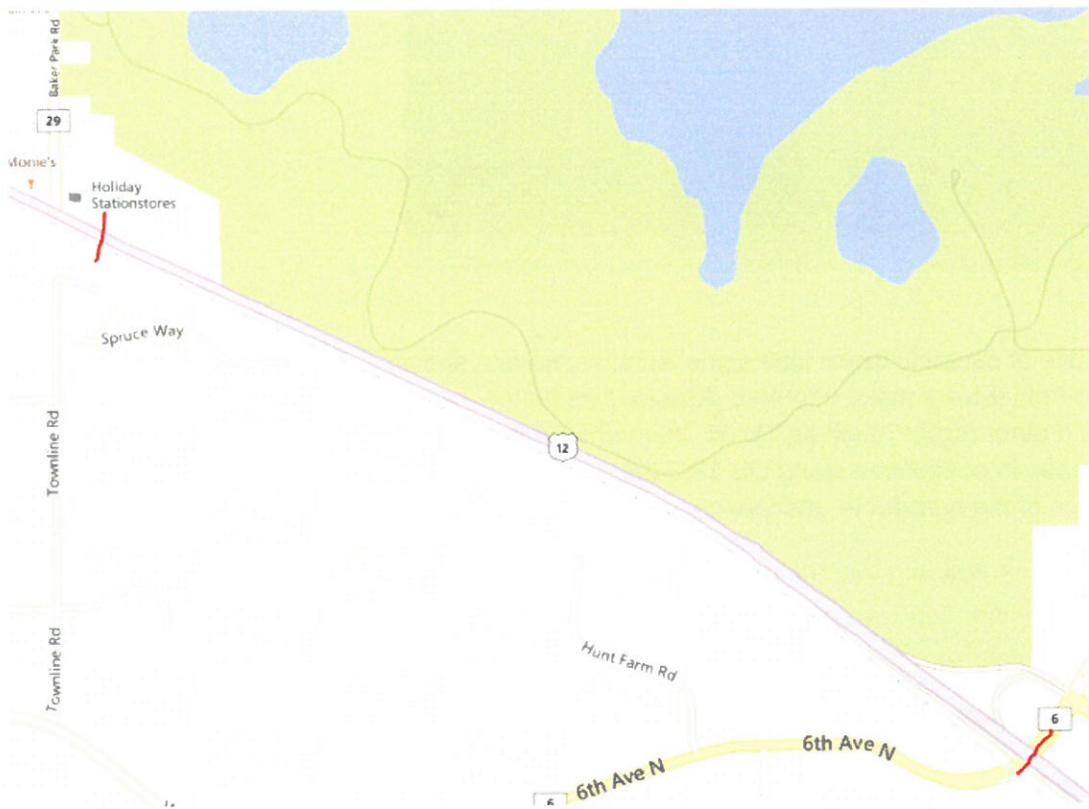
*Attenuator at Railroad Median Barrier:* Local officers indicated that the median barrier which protects a railroad bridge on the western side of Maple Plain frequently gets hit by drivers. A suggestion was made to install a recoverable attenuator in front of the medium barrier to provide some additional protection for the driver. Recoverable attenuators are often placed in front of in place structures that are at risk of getting hit by vehicles. They are intended to reduce damage to structures, vehicles, and motorists resulting from collisions by absorbing the colliding vehicle's energy and can take repeated impacts without having to be replaced.

- **Roundabout:** As discussed above, a roundabout should be evaluated for this intersection as part of a master plan to provide access control for the City of Maple Plain.

*Improvements at CSAH 83:* During the road safety audit field review, officers indicated that left turn loop detectors on the south approach for CSAH 83 are frequently triggered by vehicles entering the approach from the west leg of the intersection. This poses a risk in that it can create unnecessary delay for mainline traffic, which could lead to an increase in rear end collisions. This is especially true for drivers entering from the west because it is the first signal encountered upon entering town. It is suggested that the loop detector be re-located to a placement where this issue is less likely to occur. Pavement marking updates should take place as well to assist with this.

### Segment M (Orono)

**Figure 5-46: Segment M (1.54-Mile Stretch through Orono)<sup>65</sup>**



Segment M is 1.54-miles in length and is located between the City of Maple Plain and CSAH 6 (see Figure 5-46 for a visual of the segment). The segment is classified as a two-lane, rural highway. The FAR for Segment M was 3.66 crashes per 100 MVM, which exceed both the state average (1.57 crashes per 100 MVM) and the critical FAR (1.80 crashes per 100 MVM).

In addition to the general corridor-wide and rural segment recommendations, the following paragraphs further explain the recommendations listed in Table 1-2 for

<sup>65</sup> Photo Source: Google Maps (August, 2015)

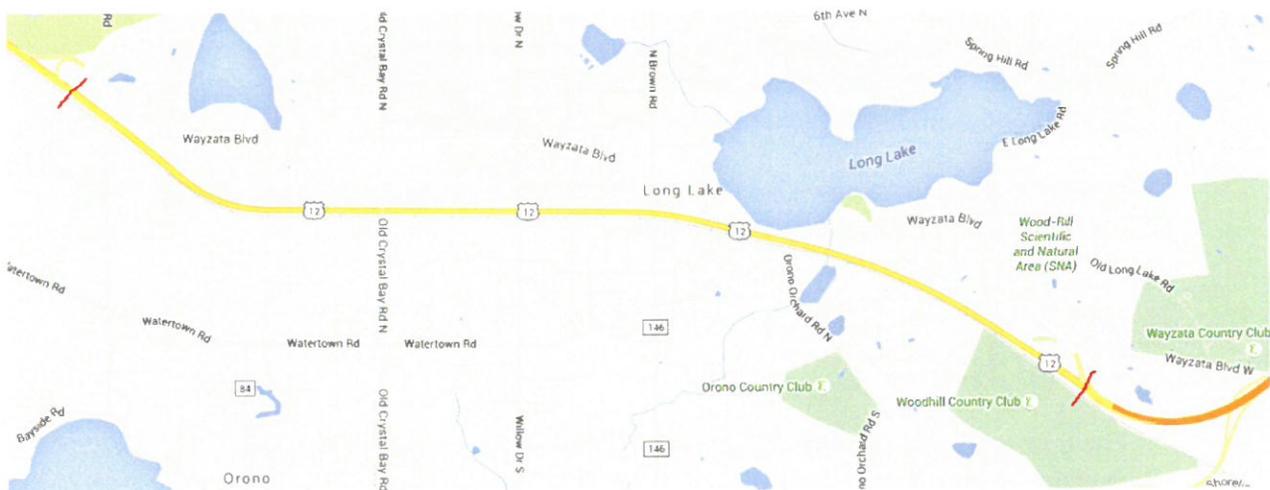
often used for construction staging in regions where space for lanes is limited and heavy traffic directions occur during morning and evening peak hours. Using a “zipping” device, median barrier can be transferred during non-peak hours to provide an extra lane for peak flow traffic. Installing a moveable median barrier requires extra funding for maintenance during week days and will have an upfront equipment cost. These costs should be evaluated against the benefits provided for congestion alleviation along the corridor.

Figure 5-49: Moveable Median Barrier<sup>68</sup>



Segment N (Orono and Long Lake)

Figure 5-50: Segment N (4.02-Mile Stretch through Orono/Long Lake)<sup>69</sup>



Segment N is 4.02-miles in length and is bounded to the west by CSAH 6 (see Figure 5-50 for a visual of the segment). The segment has two-lanes and is mostly classified as being rural, but also has some sections with curb and gutter.

<sup>68</sup> Photo Source: [http://www.roadstothefuture.com/Zipper\\_I95\\_JRB.html](http://www.roadstothefuture.com/Zipper_I95_JRB.html)

<sup>69</sup> Photo Source: Bing Maps (September 2015)

and resources. Short-term solutions are usually low-cost, high benefit, and can often be applied corridor-wide and system wide.

Overall, the amount of crashes on the corridor has continually decreased since the 1980s. This is likely a cause of safety improvements that have happened over the years.

Some improvement projects are currently under way; the success of these improvements should be continually monitored. An example is the Continuous Green T Intersection being installed at TH 25 in Montrose, Minnesota. The intersection was designed to channelize turn movements and allow eastbound through traffic to move through the intersection without stopping. If crash rates and traffic patterns are improved as a result of this project, then this solution could be used elsewhere in the corridor.

The corridor wide fatal and incapacitating crash rates (FARs) are higher than statewide averages for similar roadway types. In most cases, FARs were what flagged segments as being higher risk in the analysis. In many cases, head-on collisions accounted for these severe crashes. Centerline remedies such as installing rumble strips and adding a buffer between opposing directions of traffic can greatly reduce this number.

Although 49 percent of all crashes were non-junction related; several intersections were flagged as being higher risk based on high crash rates or large numbers of crashes. Safety recommendations were made for these intersections on a case-by-case basis. Some low-cost solutions, such as updating sign sizing and spacing on approaches, should be applied to all intersections.

Crash data showed that 22 percent of all crashes and 22 percent of fatal and incapacitating crashes occurred in the City of Independence. This is likely because of the high volumes of traffic that travel through this constrained segment. Unlike most other segments, TH 12 in Independence has not been reconstructed in a long time, and this may be contributing to crashes. Due to these factors, centerline rumble strips should be added immediately. This segment should be reconstructed and incorporate the medium-term solution of adding a buffer and 2+1 passing lane configuration.

Speeding issues were prevalent in most urban segments of the corridor. A consistent approach to speed limit signing would help manage driver expectation between rural and urban segments. Additionally, implementing a Complete Streets approach to narrow cross sections in urban regions would change the character of the road to invoke drivers to slow down. In addition to improving speed issues, a Complete Streets design would further benefit the community by repurposing the space for various types of road users. Involving the public in decisions related to Complete Streets improvements would lead to a design based more around the community needs and could help improve the overall usability of the roadway within Cities.

Various ITS methods can be used to increase driver awareness of traffic changes, and even help drivers make informed decisions about their route choice.

The four-E's (Engineering, Education, Enforcement, and Emergency Services) should be all considered to create a multi-disciplinary approach to safety solutions.

Acronym	Meaning	Definition
<b>HAWK</b>	High-Intensity Activated Crosswalk beacon	Wikipedia Definition (August 2015): "A HAWK beacon (High-Intensity Activated crossWalk beacon) is a traffic control device used to stop road traffic and allow pedestrians to cross safely. It is officially known as a Pedestrian Hybrid Beacon (PHB). The purpose of a HAWK beacon is to allow protected pedestrian crossings, stopping road traffic only as needed. Where standard traffic signal 'warrants' prevent the installation of standard three-color traffic signals, the HAWK beacon provides an alternative. A HAWK beacon is used only for marked crosswalks. Similar hybrid beacons are allowed at driveways of emergency service buildings such as fire houses."
<b>ICE</b>	Intersection Control Evaluation	From MnDOT's Traffic Engineering Page (August 2015): "The purpose of Intersection Control Evaluation is to determine the optimum traffic control based on a technical and financial analysis as well as political factors."
<b>ITS</b>	Intelligent Transportation System	Wikipedia Definition (August 2015): "Intelligent transportation systems (ITS) are advanced applications which, without embodying intelligence as such, aim to provide innovative services relating to different modes of transport and traffic management and enable various users to be better informed and make safer, more coordinated, and 'smarter' use of transport networks."
<b>K+A</b>	Fatal (K) and Incapacitating (A) crashes	The sum of crashes which result in fatality or serious injuries.
<b>LED</b>	Light Emitting Diode	A type of light source which can provide several advantages, such as: high-efficiency, high levels of brightness, low voltage and current requirements, low radiated heat, long life, and can be easily controlled and programmed.
<b>MnDOT</b>	Minnesota Department of Transportation	Wikipedia Definition (August 2015): "The Minnesota Department of Transportation (Mn/DOT, pronounced "min-dot") oversees transportation by land, water, and air in the U.S. state of Minnesota. The cabinet-level agency is responsible for maintaining the state's trunk highway system (including state highways, U.S. highways, and interstate highways), funding municipal airports and maintaining radio navigation aids, and other activities."
<b>RCI</b>	Reduced Conflict Intersection	From MnDOT's Website (August 2015): "Reduced Conflict Intersections are intersections that decrease fatalities and injuries caused by broadside crashes on four-lane divided highways. In some parts of the country, RCIs are sometimes referred to as J-turns or RCUTs." In an RCI, drivers always make a right turn, followed by a U-turn."

# Appendix B. What is a Road Safety Audit?

## What is a Road Safety Audit?

In the FHWA's (Federal Highway Safety Administration) *Road Safety Audit Guidelines* 2006 publication, the following definition is provided:

*A Road Safety Audit is a formal safety performance examination of an existing or future road or intersection by an independent audit team.*

*The road safety audit team considers the safety of all road users, qualitatively estimates and reports on road safety issues and opportunities for safety improvement*

A road safety audit usually is in response to an abnormal frequency or severity of crashes in a region. Road safety audits can also be used to assess potential risk factors as well.

## Goals of a Road Safety Audit

The primary goal of a road safety audit is to find ways to make a road safer by identifying potential road safety issues and developing short-, medium-, and long-term solutions. The following fundamental focus areas were identified to help achieve this goal:

**Focus #1:** Eliminate fatal and serious injuries

**Focus #2:** Reduce the number and severity of all crashes

**Focus #3:** Take a multi-dimensional approach

Fatal and incapacitating crashes hold the highest importance. By focusing on fatal and incapacitating crashes, more lives can be saved. This well aligns with Minnesota's "Toward Zero Deaths" (TZD) goal. By next focusing on reducing the total number and severity of crashes, risk factors can be reduced to improve the overall safety of the corridor.

The safety of all road users is important. Semi-trucks, students, daily commuters, pedestrians, bicyclists, road maintenance staff, and emergency vehicles use the road and put their lives at risk. There are many types of road users and different considerations that need to be made to account for them.

## Road Safety Audit Review Process

There are three main stages for the road safety audit review process: Pre-audit, audit, and post audit.

# Appendix C. Public Feedback

## DOCUMENT 1: A LETTER FROM US 12 COALITION LEADER, GARY KROELLS

**From:** Gary Kroells  
**Sent:** Thursday, August 20, 2015 1:19 PM  
**To:** Leuer, Derek (DOT)  
**Subject:** RE: US 12 RS Audit

Derek,

I would only stress and I mean really stress Hwy12 through Independence needs to be redesigned and rebuilt in the next three to five years. It is an outdated, unimproved road for over 50 years and it is time to replace it. The crash facts speak for themselves and improvements need to be made now, not later. I don't agree with the time lines in the safety audit in the Independence area. We desperately need traffic control device (stop light or a roundabout) at Hwy12 and County Road 90 and 92 need a in the next three years or less as well. It simply cannot wait five plus year and I will continue to push the improvements on Hwy12 until completed.

I drove Hwy 55 yesterday from Medina to Rockford and you cannot tell me Willow Drive and Arrowhead Drive in Medina warranted a traffic signal to be installed. Very little if any traffic crosses Hwy 55 at either of these local city street roads. I have two major county roads (County Road 92 and Co 90) that are way more dangerous to cross at Hwy 12 than the few cars that cross at Willow and Arrowhead.

Improvements must be made. I know I seem frustrated, but our department, MnDOT, and our cities did this same study 20 plus years ago with the same results. Nothing changed then and now we are back at it. Improvements need to be made and the funding must be discovered for this to be a priority of MnDOT.

I am still waiting for the six foot tall weeds to be cut along Hwy 12 and it has been a month. Now we have to wait until September 1 to even get a tractor out here to get it done. We are forgotten out here by Metro and District 3 and it is time to make some changes.

That is my input.



**Chief Gary Kroells**  
West Hennepin Public Safety  
1918 County Road 90  
Maple Plain, MN 55359  
Phone: 763-479-0500  
Cell: 612-328-1905  
Fax: 763-479-0504  
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[gkroells@westhennepin.com](mailto:gkroells@westhennepin.com)

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# Appendix D. Summary of Segment Crash Data Sheets

## Segment Trends

The following trends were observed for segments that had high crash rates or FARs (\*observations that apply to fatal crashes are noted with a star). Please refer to section D of the document “US 12 Road Safety Audit Briefing Book” to review these data sheets.

- **Segment A (Rural segment west of Cokato):** Crashes above state averages for: head-on collisions\*, driver inattention\*, morning peak hours\*, ice/snow\*, drivers 16-18 years in age\*.
- **Segment D (Urban segment in Howard Lake):** Crashes above state averages for: right angle collisions, head-on collisions\*, crashes with pickups, speeding, drivers in their 60s\*.
- **Segment G (Rural segment in eastern Montrose):** Crashes above state averages for: number of crashes in 2014\*, pedestrian/bicycle collisions\*, rear end collisions, run off road collisions\*, head-on collisions\*, speeding\*, hours between 6:00 am and 11:59 am\*, drivers 16-18 years in age\*, drivers 40 to 49 year in age\*.
- **Segment I (Rural segment west of Delano):** Crashes above state averages for: dark lighting\*, right angle collisions, head-on collisions\*, driver inattention\*, hours between 3:00 pm and 5:59 pm\*, crashes occurring on a Friday\*, ice/snow\*, drivers 21-29 years in age\*.
- **Segment K (Rural segment in Independence):** Crashes above state averages for: rear end collisions\*, right angle collisions\*, head-on collisions\*, hours between 6:00-8:59 am\*, 9:00-11:59 am\*, and 3:00-5:59 pm\*, drivers aged 19-20\* or 40-59\* years in age.
- **Segment M (Rural segment in Orono):** Crashes above state averages for: dark lighting\*, rear end collisions, head-on collisions\*, speeding, alcohol/chemical use, hours between 9:00 and 11:59 pm, crashes occurring on Thursdays and Fridays\*, ice/snow\*, drivers 21-29\* or 50-59\* years in age.
- **Segment N (Rural segment in Orono):** Crashes above state averages for: dark lighting\*, rear end collisions, run off road collisions\*, head-on collisions\*, alcohol/chemical use\*, hours between 6:00-8:59 am\*, ice/snow\*, drivers 19-20\* or 30-39\* years in age.

- **TH 25 RT/CSAH 12/Buffalo Avenue S:** Crashes above state averages for: crashes occurring in 2012, rear end collisions, speeding, hours between 6:00-8:59 am, drivers 21-29 years in age.
- **Zephyr Avenue:** Crashes above state averages for: right angle collisions, head-on collisions\*, speeding, driver inattention\*, hours between 9:00-11:59 am\*, crashes occurring on a Thursday, drivers 16-18 years in age\*.
- **TH 25 LT:** Crashes above state averages for: dark lighting, rear end collisions, sideswipe collisions, run off road collisions, hours between 6:00-8:59 pm, crashes occurring on Thursdays.
- **CSAH 14:** Crashes above state averages for: dark lighting, left turn into traffic collisions, right angle collisions, hours between 3:00-5:59 pm, ice/snow.
- **Bridge Avenue:** Crashes above state averages for: crashes occurring in 2011, rear end collisions, run off road collisions, speeding, alcohol/chemical use, hours between 9:00-11:59 am, crashes occurring on Wednesdays, drivers 30-39 years in age.
- **County Road 30 SE:** Crashes above state averages for: overturn/rollovers, left turn into traffic collisions, run off road collisions, driver inattention, hours between 9:00-11:59 am, ice/snow, drivers 30-39 years in age.
- **5<sup>th</sup> Street S:** Crashes above state averages for: dark lighting, rear end collisions, right angle collisions, hours between 6:00-8:59 pm, crashes occurring on Thursdays, drivers 40-49 years in age.
- **Babcock Circle:** Crashes above state averages for: dark lighting, rear end collisions, right-angle collisions, speeding, crashes occurring from 9:00-11:59 am and 3:00-5:59 pm, ice/snow.
- **Tiger Drive:** Crashes above state averages for: crashes occurring in 2013, rear end collisions, sideswipe collisions, collisions with semi-trucks, speeding, hours from 3:00-5:59 pm, ice/snow, drivers 30-39 years in age.
- **CSAH 139/County Line Road SE:** Crashes above state averages for: dark lighting, left turn into traffic collisions, head-on collisions, speeding, hours from 6:00-8:59 am and 6:00-8:59pm, ice/snow.
- **Nelson Road:** Crashes above state averages for: speeding, hours between 6:00-8:59 am, 3:00-5:59 pm, drivers 40-49 years in age.
- **CSAH 92 RT/Mud Lake Road:** Crashes above state averages for: crashes occurring in 2011, rear end collisions, left turn into traffic collisions, right angle collisions, hours between 6:00-8:59 am, crashes occurring on Tuesdays.
- **CSAH 92 LT/Lake Sarah Road:** Crashes above state averages for: crashes occurring in 2011, dark lighting, rear end collisions, right angle collisions, hours between 3:00-5:59 pm, wet surface conditions, drivers 21-29 years in age.
- **Valley Road:** Crashes above state averages for: Overturn/rollovers, rear end collisions, run off road collisions, speeding, hours between 6:00-11:59 am, wet road conditions, ice/snow.

## Appendix E. Average Annual Daily Traffic (AADT) Data

Table E- 1: 2010-2013 Average Annual Daily Traffic (AADT) Summary

Start	End	2013 <sup>70</sup>	2012 <sup>71</sup>	2011 <sup>72</sup>	2010 <sup>73</sup>	Average (2010-2013)
Meeker/Wright County Line	CSAH 3/ Broadway Avenue N	7800	7400	7700	7700	7650
CSAH 3/ Broadway Avenue N	CSAH 4/1st Street NE	9900	9900	7600	7600	8750
CSAH 4/1st Street NE	CSAH 5 RT	7800	7900	7500	7500	7675
CSAH 5 RT	Commerce Boulevard	8330	7600	7800	7800	7882.5
Commerce Boulevard	CSAH 7/Shoreline Drive	10100	9900	9600	9600	9800
CSAH 7/Shoreline Drive	Gowan Avenue SW	8000	8500	8300	8300	8275
Gowan Avenue SW	Clementa Avenue SW	9700	9600	9600	9600	9625
Clementa Avenue SW	TH 25 RT/CSAH 12/ Buffalo Avenue S	11100	10700	10300	10300	10600
TH 25 RT/CSAH 12/ Buffalo Avenue S	TH 25 LT	11000	12000	12000	12000	11750
TH 25 LT	72nd Street SE	11800	11900	11500	11500	11675
72nd Street SE	S River Street	16700	15800	13900	13900	15075
S River Street	CSAH 139/ County Line Road SE	17800	18000	16900	16900	17400
CSAH 139/ County Line Road SE	CSAH 92 RT/ Mud Lake Road	14400	14600	14000	15450	14612.5
CSAH 92 RT/ Mud Lake Road	CSAH 90	16200	15500	14000	14000	14925
CSAH 90	CSAH 19/Main Street E	16600	16100	13100	13100	14725
CSAH 19/Main Street E	CSAH 29/ Baker Park Rd/ Townline Road	17900	16900	16100	16100	16750
CSAH 29/ Baker Park Road/ Townline Road	CSAH 6	24100	20000	16800	16800	19425
CSAH 6		24100	22900	22400	22400	22950

<sup>70</sup> 2013 Draft Values from MnDOT Traffic Mapping Application

<sup>71</sup> 2012 Values From MnDOT Traffic Mapping Application

<sup>72</sup> From 2011 Trunk Highway Traffic Volumes for Metro Street Series

<sup>73</sup> From 2010 Trunk Highway Traffic Volumes for Metro Street Series and Wright County

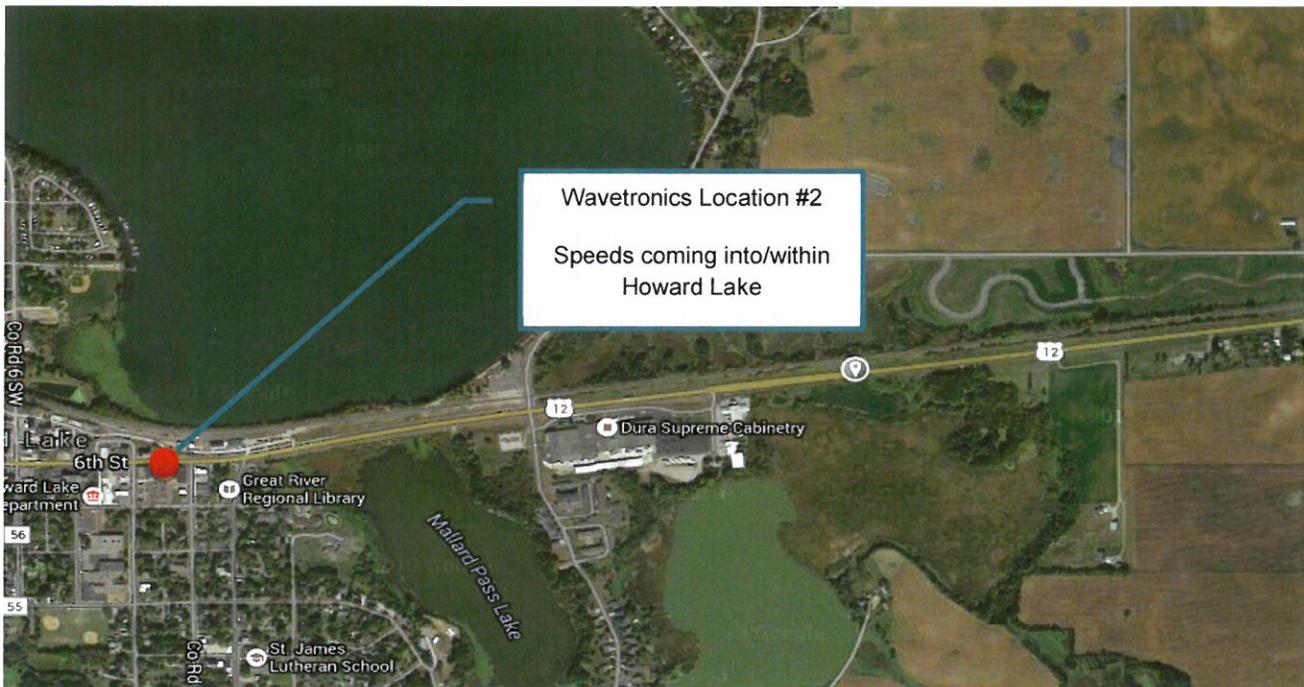
# Appendix F. Wavetronics Data

Wavetronics devices were placed at two locations along the corridor (see Figure F- 1 and Figure F- 2). Wavetronics devices are used to collect various data, such as vehicle speeds and traffic counts. Data is collected for each lane of traffic.

Figure F- 1: Wavetronics Location #1 (West of the Super 2)



Figure F- 2: Wavetronics Location #2 (West of 6th Ave N in Howard Lake)





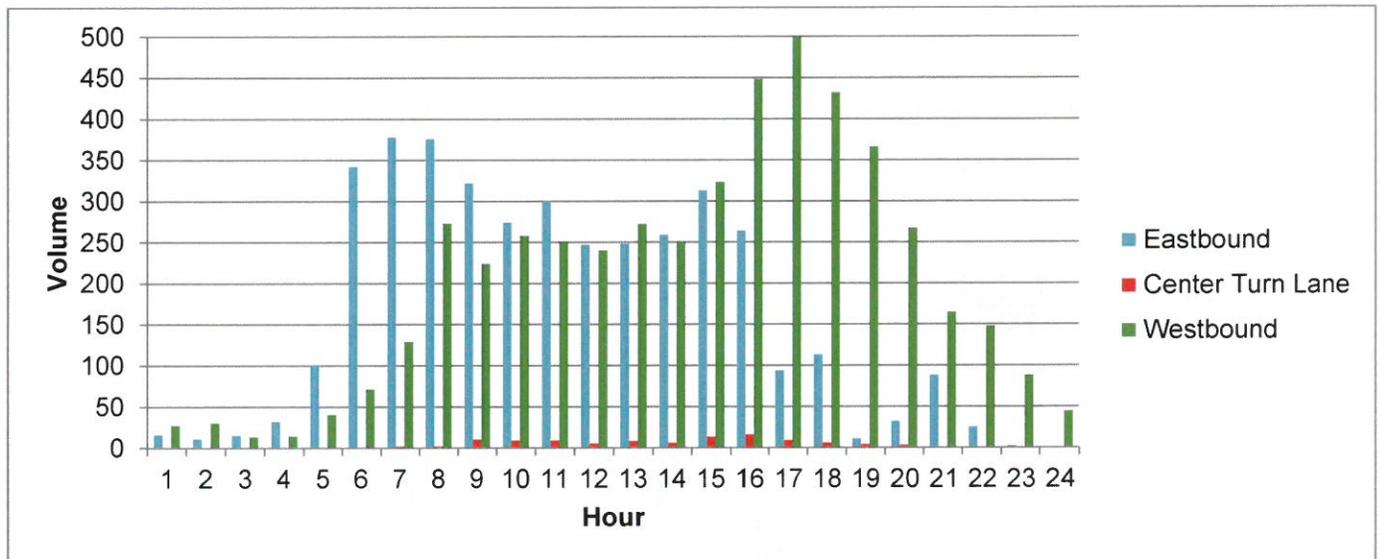
The wavetronics device in Howard Lake showed the speed trends shown in Table F- 2 and volume trends shown in Figure F- 4.

**Table F- 2: Speed Data (Wednesday, May 20, 2015 at Howard Lake Location)**

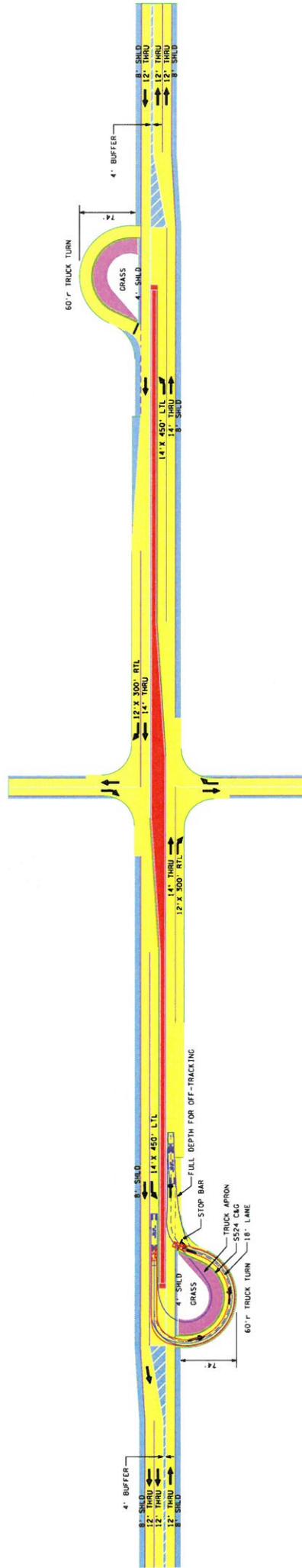
	Eastbound	Center Turn Lane	Westbound
Average Daily Speed	31 mph	17 mph	30 mph
Maximum Recorded	34 mph	30 mph	32 mph
Average Hourly Speed	(1:00 AM to 1:59 AM)	(10:00 PM to 11:59 PM)	(1:00 AM to 2:59 AM)
Minimum Recorded	26 mph	10 mph	28 mph
Average Hourly Speed	(7:00 PM to 7:59 PM)	(12:00 AM to 5:59 AM)	(10:00 AM to 10:59 AM)

*Data Source: Raw Data Collected from Smart Street Rental*

**Figure F- 4: Volume vs. Hour (Wednesday, May 20, 2015 at Howard Lake Location)**



*Data Source: Raw Data Collected from Smart Street Rental*



Agenda Information Memorandum  
Joint City Council Meeting  
October 27, 2015

**6. MAPLE PLAIN FIRE DEPARTMENT REPORT**

**ACTIONS TO BE CONSIDERED**

To receive an update regarding the Maple Plain Fire Department 2015 budget. Fire Chief, Dave Eisinger, will also present year-to-date calls and other important department news.

**ATTACHMENTS**

Attached are the following documents:

1. Expenditures for 2015
2. Revenues for 2015
3. City Comparison in Fire Calls
4. Mutual Aid Year-to-Date
5. 2015 Incident Reports
6. First Quarter Incident Chart
7. Second Quarter Incident Chart
8. Third Quarter Incident Chart



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Current Period: Closing 2015

		2015	2015	Closing	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
<b>Total Fire Fightin</b>		\$89,670.00	\$90,295.50	\$0.00	\$0.00	-\$625.50	100.70%
<b>Fire Prevention</b>							
Active	E 801-42230-203 Printed Forms &	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42230-331 Training & Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42230-352 General Public Inf	\$520.00	\$193.30	\$0.00	\$0.00	\$326.70	37.17%
Active	E 801-42230-437 Miscellaneous	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	0.00%
<b>Total Fire Preventio</b>		\$1,040.00	\$193.30	\$0.00	\$0.00	\$846.70	18.59%
<b>Fire Training</b>							
Active	E 801-42240-207 Training Supplies	\$1,550.00	\$724.91	\$0.00	\$0.00	\$825.09	46.77%
Active	E 801-42240-208 Training and Instr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42240-331 Training & Travel	\$17,100.00	\$12,552.14	\$0.00	\$0.00	\$4,547.86	73.40%
Active	E 801-42240-433 Dues & Subscripti	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42240-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42240-580 Other Equipment	\$520.00	\$124.46	\$0.00	\$0.00	\$395.54	23.93%
<b>Total Fire Trainin</b>		\$19,170.00	\$13,401.51	\$0.00	\$0.00	\$5,768.49	69.91%
<b>Fire Communications</b>							
Active	E 801-42250-221 Equipment Parts	\$4,120.00	\$1,142.75	\$0.00	\$0.00	\$2,977.25	27.74%
Active	E 801-42250-309 EDP, Software an	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	0.00%
Active	E 801-42250-323 Radio Units	\$1,030.00	\$0.00	\$0.00	\$0.00	\$1,030.00	0.00%
Active	E 801-42250-410 Rentals (General)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42250-419 General Rentals	\$15,450.00	\$9,517.34	\$0.00	\$0.00	\$5,932.66	61.60%
Active	E 801-42250-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42250-580 Other Equipment	\$5,670.00	\$2,442.46	\$0.00	\$0.00	\$3,227.54	43.08%
<b>Total Fire Communication</b>		\$26,790.00	\$13,102.55	\$0.00	\$0.00	\$13,687.45	48.91%
<b>Fire Equipment</b>							
Active	E 801-42260-212 Motor Fuels	\$3,610.00	\$1,809.53	\$0.00	\$0.00	\$1,800.47	50.13%
Active	E 801-42260-221 Equipment Parts	\$2,060.00	\$699.16	\$0.00	\$0.00	\$1,360.84	33.94%
Active	E 801-42260-240 Small Tools & Mi	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42260-404 Machinery & Equi	\$10,300.00	\$5,701.40	\$0.00	\$0.00	\$4,598.60	55.35%
Active	E 801-42260-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42260-580 Other Equipment	\$10,300.00	\$28.80	\$0.00	\$0.00	\$10,271.20	0.28%
<b>Total Fire Equipmer</b>		\$26,270.00	\$8,238.89	\$0.00	\$0.00	\$18,031.11	31.36%
<b>Fire Fleet Vehicles</b>							
Active	E 801-42265-405 Vehicle Repair &	\$50,470.00	\$17,210.64	\$0.00	\$0.00	\$33,259.36	34.10%
Active	E 801-42265-550 Motor Vehicles	\$2,580.00	\$0.00	\$0.00	\$0.00	\$2,580.00	0.00%
<b>Total Fire Fleet Vehicle</b>		\$53,050.00	\$17,210.64	\$0.00	\$0.00	\$35,839.36	32.44%
<b>Medical Services</b>							
Active	E 801-42270-215 Shop Materials	\$520.00	\$73.57	\$0.00	\$0.00	\$446.43	14.15%
Active	E 801-42270-221 Equipment Parts	\$1,550.00	\$1,833.46	\$0.00	\$0.00	-\$283.46	118.29%

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Current Period: Closing 2015

		2015	2015	Closing	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 801-42270-240 Small Tools & Mi	\$0.00	\$17.38	\$0.00	\$0.00	-\$17.38	0.00%
Active	E 801-42270-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42270-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Medical Service</b>		<b>\$2,070.00</b>	<b>\$1,924.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$145.59</b>	<b>92.97%</b>
<b>Fire Stations and Bldgs</b>							
Active	E 801-42280-211 Cleaning Supplie	\$770.00	\$252.04	\$0.00	\$0.00	\$517.96	32.73%
Active	E 801-42280-223 Building Repair S	\$1,550.00	\$667.32	\$0.00	\$0.00	\$882.68	43.05%
Active	E 801-42280-302 Planning Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42280-309 EDP, Software an	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42280-311 Contract Service	\$1,550.00	\$1,595.00	\$0.00	\$0.00	-\$45.00	102.90%
Active	E 801-42280-321 Telephone	\$3,400.00	\$2,267.17	\$0.00	\$0.00	\$1,132.83	66.68%
Active	E 801-42280-362 Property Insuranc	\$820.00	\$0.00	\$0.00	\$0.00	\$820.00	0.00%
Active	E 801-42280-381 Electric Utilities	\$3,300.00	\$3,432.20	\$0.00	\$0.00	-\$132.20	104.01%
Active	E 801-42280-382 Water Utilities	\$820.00	\$434.15	\$0.00	\$0.00	\$385.85	52.95%
Active	E 801-42280-383 Gas Utilities	\$5,150.00	\$4,225.26	\$0.00	\$0.00	\$924.74	82.04%
Active	E 801-42280-384 Refuse & Recycli	\$210.00	\$0.00	\$0.00	\$0.00	\$210.00	0.00%
Active	E 801-42280-385 Sewer Utilities	\$1,030.00	\$592.24	\$0.00	\$0.00	\$437.76	57.50%
Active	E 801-42280-401 Building Repair &	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-42280-520 Buildings & Struct	\$5,150.00	\$3,094.50	\$0.00	\$0.00	\$2,055.50	60.09%
Active	E 801-42280-560 Furniture & Fixtur	\$520.00	\$0.00	\$0.00	\$0.00	\$520.00	0.00%
Active	E 801-42280-720 Operating Transf	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Fire Stations and Bldg</b>		<b>\$24,270.00</b>	<b>\$16,559.88</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,710.12</b>	<b>68.23%</b>
<b>Sanitation &amp; Recycling</b>							
Active	E 801-43200-384 Refuse & Recycli	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Sanitation &amp; Recyclin</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Culture &amp; Recreation</b>							
Active	E 801-45000-225 Landscaping Mat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Culture &amp; Recreatio</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>Fire Truck Note</b>							
Active	E 801-47076-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-47076-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-47076-611 Bond Interest	\$0.00	\$1,155.00	\$0.00	\$0.00	-\$1,155.00	0.00%
Active	E 801-47076-620 Fiscal Agent s Fe	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-47076-621 Bond Issuance C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-47076-724 Debt Service Fun	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Fire Truck Not</b>		<b>\$0.00</b>	<b>\$1,155.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$1,155.00</b>	<b>0.00%</b>
<b>Transfers Out</b>							
Active	E 801-49360-721 Equipment Revol	\$30,900.00	\$0.00	\$0.00	\$0.00	\$30,900.00	0.00%
Active	E 801-49360-722 Capital Improvem	\$30,900.00	\$0.00	\$0.00	\$0.00	\$30,900.00	0.00%

**CITY OF MAPLE PLAIN**  
**\*Expenditure Guideline©**

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Current Period: Closing 2015

		2015	2015	Closing	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
<b>Total Transfers Out</b>		\$61,800.00	\$0.00	\$0.00	\$0.00	\$61,800.00	0.00%
<b>Other Expense - Unallocated</b>							
Active	E 801-49990-725 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 801-49990-750 Use of Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total Other Expense - Unallocate</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total FIRE PARTNERSHIP FUND</b>		\$381,930.00	\$212,964.90	\$0.00	\$0.00	\$168,965.10	55.76%

**CITY OF MAPLE PLAIN**  
**\*Revenue Guideline©**

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Current Period: Closing 2015

	2015 YTD Budget	2015 YTD Amt	Closing MTD Amt	2015 YTD Balance	% of YTD Budget
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**FIRE PARTNERSHIP FUND**

Active	R 801-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-33420 Insurance Premium Tax-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-33422 Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-34202 Special Fire Protection S	\$0.00	\$266,681.39	\$0.00	-\$266,681.39	0.00%
Active	R 801-34950 Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-36230 Contributions & Donation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF MAPLE PLAIN

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\*Revenue Guideline©

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Current Period: Closing 2015

		2015 YTD Budget	2015 YTD Amt	Closing MTD Amt	2015 YTD Balance	% of YTD Budget
Active	R 801-36250 Refunds & Reimburseme	\$0.00	\$3,843.94	\$0.00	-\$3,843.94	0.00%
Active	R 801-39101 Sales of Fixed Assets &	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-39201 Transfer from General Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-39250 Reserve Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 801-39300 Proceeds-Gen Long-term	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total FIRE PARTNERSHIP FUND</b>		\$0.00	\$270,525.33	\$0.00	-\$270,525.33	0.00%
<b>FIRE EQUIP &amp; CAPITAL FUND</b>						
Active	R 802-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 802-36210 Interest Earnings	\$0.00	\$3.93	\$0.00	-\$3.93	0.00%
Active	R 802-39200 Interfund Operating Tran	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 802-39300 Proceeds-Gen Long-term	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total FIRE EQUIP &amp; CAPITAL FUND</b>		\$0.00	\$3.93	\$0.00	-\$3.93	0.00%
<b>FIRE DEBT SERVICE</b>						
Active	R 803-33000 Intergovernmental Reven	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-33100 Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-33420 Insurance Premium Tax-	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-33422 Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-34202 Special Fire Protection S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-34950 Other Revenues	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-36230 Contributions & Donation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39200 Interfund Operating Tran	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39250 Reserve Funds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39300 Proceeds-Gen Long-term	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39310 Proceeds-Gen Obligation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 803-39320 Loan Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total FIRE DEBT SERVICE</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>MAPLE PLAIN ARTS PROJECT FUND</b>						
Active	R 810-33630 Other LGU Grants & Aid	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 810-36230 Contributions & Donation	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 810-39200 Interfund Operating Tran	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 810-39201 Transfer from General Fu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total MAPLE PLAIN ARTS PROJECT FUND</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>ACCRUED INTEREST</b>						
Active	R 999-31010 Current Ad Valorem Tax	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-31050 Tax Increment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-31057 Tax Increment Dist #5	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-34000 Charges for Services	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

# Maple Plain Fire Department

## Call Breakdown by City for 2015

January - December

Quarter Breakdown

### January - March

City	# Of Calls	Fire Related	Rescue	# Of Personnel Hrs.	% Of Total
Medina	0	0	0	0	0%
HC	0	0	0	0	0%
Independence	23	11	12	248	32%
Maple Plain	50	5	45	522	68%
<b>Totals</b>	<b>73</b>	<b>16</b>	<b>57</b>	<b>770</b>	<b>100%</b>

### April - June

City	# Of Calls	Fire Related	Rescue	# Of Personnel Hrs.	% Of Total
Medina	3	2	1	27	6%
HC	0	0	0	0	0%
Independence	16	4	12	136	31%
Maple Plain	33	9	24	336	63%
<b>Totals</b>	<b>52</b>	<b>15</b>	<b>37</b>	<b>499</b>	<b>100%</b>

### July - September

City	# Of Calls	Fire Related	Rescue	# Of Personnel Hrs.	% Of Total
Medina	3	0	3	32	4%
HC	3	2	1	35	4%
Independence	33	6	27	464	41%
Maple Plain	42	6	36	471	51%
<b>Totals</b>	<b>81</b>	<b>14</b>	<b>67</b>	<b>1002</b>	<b>100%</b>

### October - December

City	# Of Calls	Fire Related	Rescue	# Of Personnel Hrs.	% Of Total
Medina					
HC					
Independence					
Maple Plain					
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100%</b>

**Maple Plain Fire Department**  
2015 Incident Reports

Fire #	Date	Address	Incident Type	City	FF Hours	
138	6/27/2015	Rolling Hills Rd. & Highway 55	Rescue - PI	Loretto	24	M.A.
				<b>1</b>	<b>24</b>	
56	3/12/2015	19600 Schutte Rd.	Fire - Structure	Corcoran	26	M.A.
166	7/31/2015	10218 Hage Dr.	Fire - Standby	Corcoran	24	M.A.
87	4/15/2015	9321 County Line Rd.	Fire - Grass	Delano	48	M.A.
75	3/28/2015	8720 Grace Ln.	Fire - Grass	Greenfield	25	M.A.
85	4/11/2015	5290 Yvette St.	Fire - Grass	Greenfield	22	M.A.
108	5/21/2015	3590 Independence Rd.	Fire - Grass	Independence	110	M.A.
118	6/2/2015	Long Lake Fire Department	Fire - Standby	Long Lake	26	M.A.
79	4/1/2015	7340 Kalk Rd.	Fire - Structure	Loretto	64	M.A.
93	4/25/2015	Hamel Rd. & Willow Dr.	Fire - Grass	Loretto	11	M.A.
155	7/16/2015	20115 County Rd. 10	Fire - Structure	Loretto	22	M.A.
195	9/2/2015	137 Summit Ave.	Fire - Structure	Loretto	42	M.A.
59	3/15/2015	4305 Shorewood Tr.	Fire - Grass	Medina	32	M.A.
89	4/17/2015	2815 Vega Ave.	Fire - Grass	New Germany	24	M.A.
22	1/23/2015	4340 County Rd. 6	Fire - Structure	Orono	9	M.A.
110	5/22/2015	135 Luce Line Ridge	Fire - Structure	Orono	70	M.A.
113	5/24/2015	2740 White Oak Circle	Fire - Structure	Orono	13	M.A.
116	5/31/2015	4225 County Rd. 6	Fire - Structure	Orono	30	M.A.
100	5/7/2015	1825 Terrace View Ln.	Fire - Structure	Plymouth	15	M.A.
206	9/16/2015	6700 Main St.	Fire - Structure	Rockford	6	M.A.
54	3/10/2015	1750 Chateau Way	Fire - Grass	St. Boni	25	M.A.
				<b>20</b>	<b>644</b>	
164	7/26/2015	4001 County Rd. 24	Rescue - Medical	HC	16	
				<b>1</b>	<b>16</b>	
190	8/30/2015	4001 County Rd. 24	Fire - Alarm	HC	13	cancelled
192	8/31/2015	4001 County Rd. 24	Fire - Alarm	HC	6	cancelled
				<b>2</b>	<b>19</b>	
4	1/2/2015	County Rd. 92 N. & Highway 12	Rescue - PI	Independence	12	
5	1/5/2015	6000 Providence Curve	Rescue - Medical	Independence	10	

6	1/5/2015	2864 County Rd. 92 N	Rescue - Medical	Independence	10
9	1/7/2015	940 Polo Club Rd.	Rescue - Medical	Independence	18
21	1/19/2015	1950 Budd St. N	Rescue - Medical	Independence	11
31	2/8/2015	7220 Turner Rd.	Rescue - Medical	Independence	7
34	2/10/2015	190 County Rd. 92 N	Rescue - Medical	Independence	8
36	2/12/2015	1160 County Rd. 19 N	Rescue - Medical	Independence	8
37	2/12/2015	2894 Lindgren Ln.	Rescue - Medical	Independence	5
47	2/28/2015	1989 Budd St. N.	Rescue - Medical	Independence	12
69	3/19/2015	5655 Highway 12	Rescue - Medical	Independence	6
76	3/29/2015	2835 Becker Rd.	Rescue - Medical	Independence	8
80	4/2/2015	5630 Drake Dr.	Rescue - Medical	Independence	12
82	4/5/2015	5695 Drake Dr.	Rescue - Medical	Independence	14
84	4/11/2015	2555 County Rd. 90	Rescue - Medical	Independence	13
91	4/23/2015	2835 Becker Rd.	Rescue - Medical	Independence	10
101	5/10/2015	6755 Turner Rd.	Rescue - Medical	Independence	14
112	5/23/2015	Highway 12 & County Rd. 90	Rescue - Medical	Independence	11
119	6/2/2015	2864 County Rd. 92 N	Rescue - Medical	Independence	8
124	6/7/2015	1301 County Rd. 83	Rescue - Medical	Independence	16
126	6/9/2015	3424 Lake Sarah Rd.	Rescue - Medical	Independence	16
129	6/11/2015	2211 Heritage Trl.	Rescue - Medical	Independence	8
131	6/18/2015	6080 Drake Dr.	Rescue - Medical	Independence	10
141	6/27/2015	1920 County Rd. 90	Rescue - Medical	Independence	10
154	7/16/2015	565 County Rd. 110	Rescue - Medical	Independence	8
156	7/16/2015	County Rd. 92 N. & Highway 12	Rescue - PI	Independence	11
157	7/21/2015	2112 County Rd. 92	Rescue - Medical	Independence	60
158	7/23/2015	565 County Rd. 110	Rescue - Medical	Independence	7
163	7/26/2015	6615 Highway 12	Rescue - Medical	Independence	7
165	7/28/2015	7575 County Rd. 6	Rescue - PI	Independence	15
167	8/1/2015	Fogelman Rd. & County Rd. 90	Rescue - PI	Independence	14
168	8/1/2015	240 County Rd. 92	Rescue - Medical	Independence	11
169	8/2/2015	6755 Turner Rd.	Rescue - Medical	Independence	15
171	8/4/2015	2095 Budd St.	Rescue - Medical	Independence	15
177	8/16/2015	565 County Rd. 110	Rescue - Medical	Independence	18
178	8/18/2015	7900 Highway 12	Rescue - PI	Independence	12
180	8/20/2015	Highway 12 & County Rd. 92	Rescue - PI	Independence	56

cancelled

182	8/23/2015	5976 County Rd. 6	Rescue - Medical	Independence	12	
193	9/1/2015	1799 County Rd. 90	Rescue - Medical	Independence	14	
196	9/2/2015	565 County Rd. 110	Rescue - Medical	Independence	4	
197	9/2/2015	18 Golf Walk	Rescue - Medical	Independence	4	
200	9/5/2015	18 Golf Walk	Rescue - Medical	Independence	9	
204	9/12/2015	18 Golf Walk	Rescue - Medical	Independence	11	cancelled
209	9/18/2015	18 Golf Walk	Rescue - Medical	Independence	9	cancelled
211	9/21/2015	County Rd. 19 & County Rd. 24	Rescue - PI	Independence	7	
212	9/21/2015	County Rd. 92 N. & Highway 12	Rescue - PI	Independence	14	
217	9/23/2015	4977 County Rd. 6	Rescue - Medical	Independence	10	
222	9/28/2015	18 Golf Walk	Rescue - Medical	Independence	14	
224	9/28/2015	565 County Rd. 110	Rescue - Medical	Independence	15	
225	9/29/2015	2615 Providence Ct.	Rescue - Medical	Independence	8	
226	9/29/2015	County Rd. 90 & Highway 12	Rescue - PI	Independence	14	
				<b>51</b>	<b>651</b>	
7	1/5/2015	837 County Rd. 19	Fire - Grass	Independence	24	
10	1/8/2015	6576 Turner Rd.	Fire - Alarm	Independence	8	
12	1/10/2015	7055 Turner Rd.	Fire - Alarm	Independence	7	cancelled
38	2/12/2015	5765 Providence Curve	Fire - Gas	Independence	12	
44	2/23/2015	6910 Fogelman Rd.	Fire - Alarm	Independence	11	cancelled
51	3/8/2015	385 County Rd. 110	Fire - Grass	Independence	17	
53	3/10/2015	2750 County Rd. 90	Fire - Alarm	Independence	7	
60	3/16/2015	1915 Baker Park Rd.	Fire - Alarm	Independence	14	
61	3/17/2015	6555 Fogelman Rd.	Fire - Grass	Independence	13	cancelled
63	3/18/2015	County Rd. 6 & County Rd. 90	Fire - Vehicle	Independence	8	
66	3/15/2015	5491 Anderson Estates Rd.	Fire - Alarm	Independence	12	cancelled
83	4/8/2015	County Rd. 6 & County Rd. 90	Fire - Grass	Independence	10	
99	5/6/2015	5500 Anderson Estates Rd.	Fire - Smoke/Smell	Independence	7	
103	5/11/2015	5080 South Lake Shore Dr.	Fire - Gas	Independence	7	
107	5/17/2015	6225 County Rd. 6	Fire - Grass	Independence	19	
148	7/9/2015	1195 Polo Club Rd.	Fire - Alarm	Independence	11	cancelled
162	7/25/2015	1920 County Rd. 90	Fire - Smoke/Smell	Independence	6	
191	8/30/2015	3162 Independence Rd.	Fire - Alarm	Independence	13	cancelled
194	9/1/2015	2852 County Rd. 92	Fire - Other	Independence	11	
205	9/13/2015	7314 Turner Rd.	Fire - Alarm	Independence	11	
218	9/23/2015	2284 County Rd. 90	Fire - Other	Independence	18	cancelled

				<b>22</b>	<b>356</b>
1	1/1/2015	4834 Bradford St.	Rescue - Medical	Maple Plain	15
2	1/1/2015	5225 Bryantwood Dr.	Rescue - Medical	Maple Plain	13
3	1/2/2015	5225 Bryantwood Dr. #302	Rescue - Medical	Maple Plain	9
8	1/7/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	11
11	1/8/2015	5285 Manchester Dr. #205	Rescue - Medical	Maple Plain	13
13	1/12/2015	5515 Bryant St.	Rescue - Medical	Maple Plain	16
15	1/13/2015	5245 Clayton Dr.	Rescue - Medical	Maple Plain	13
16	1/14/2015	5515 Bryant St. #13	Rescue - Medical	Maple Plain	9
17	1/14/2015	4820 Highway 12	Rescue - Medical	Maple Plain	10
18	1/17/2015	5260 Bryantwood Dr. #308	Rescue - Medical	Maple Plain	8
19	1/18/2015	5084 Main St.	Rescue - Medical	Maple Plain	9
20	1/18/2015	5435 Main St. W. #F	Rescue - Medical	Maple Plain	10
23	1/24/2015	1535 Rainbow Ave.	Rescue - Medical	Maple Plain	10
24	1/24/2015	1560 Howard Ave. #201	Rescue - Medical	Maple Plain	6
25	1/28/2015	5515 Bryant St.	Rescue - Medical	Maple Plain	9
26	1/31/2015	1535 Rainbow Ave.	Rescue - Medical	Maple Plain	7
27	2/3/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	8
28	2/4/2015	1560 Howard Ave. #316	Rescue - Medical	Maple Plain	11
30	2/7/2015	1520 Wyman Ave. #6	Rescue - Medical	Maple Plain	4
32	2/9/2015	5260 Bryantwood Dr. #307	Rescue - Medical	Maple Plain	10
33	2/10/2015	1520 Wyman Ave. #31	Rescue - Medical	Maple Plain	6
35	2/12/2015	1840 Gladview Ln.	Rescue - Medical	Maple Plain	15
39	2/13/2015	5901 Highway 12	Rescue - Medical	Maple Plain	8
41	2/20/2015	5901 Highway 12	Rescue - Medical	Maple Plain	9
42	2/21/2015	1560 Howard Ave.	Rescue - Medical	Maple Plain	8
43	2/23/2015	6514 Rainbow Ave.	Rescue - Medical	Maple Plain	11
45	2/24/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	10
46	2/27/2015	5910 Main St. W.	Rescue - Medical	Maple Plain	10
48	3/1/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	8
49	3/6/2015	5435 Main St. W. #F	Rescue - Medical	Maple Plain	11
50	3/7/2015	1560 Howard Ave. #303	Rescue - Medical	Maple Plain	8
52	3/8/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	14
55	3/12/2015	4909 Drake St.	Rescue - Medical	Maple Plain	11
57	3/12/2015	4909 Drake St.	Rescue - Medical	Maple Plain	16

cancelled

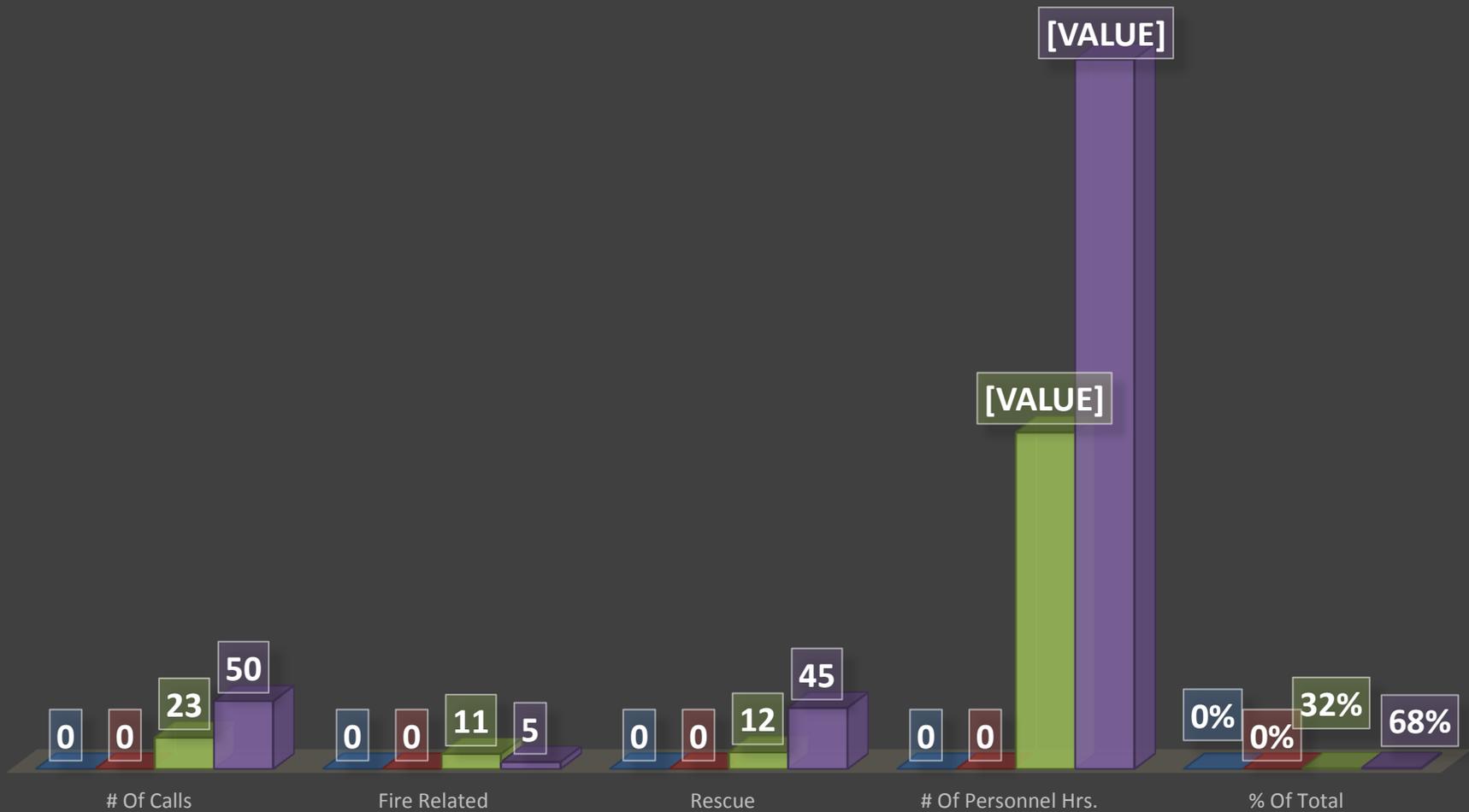
58	3/13/2015	5225 Bryantwood Dr.	Rescue - Medical	Maple Plain	11
64	3/20/2015	County Rd. 83 & Highway 12	Rescue - PI	Maple Plain	12
65	3/15/2015	5380 Joyce St.	Rescue - Medical	Maple Plain	11
67	3/16/2015	5435 Main St. W. #F	Rescue - Medical	Maple Plain	15
68	3/19/2015	5424 Bryant St.	Rescue - Medical	Maple Plain	10
70	3/21/2015	5225 Bryantwood Dr. #302	Rescue - Medical	Maple Plain	9
71	3/22/2015	1560 Howard Ave. #311	Rescue - Medical	Maple Plain	12
72	3/23/2015	5050 Independence St.	Rescue - Medical	Maple Plain	11
73	3/27/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	9
77	3/31/2015	5535 Joyce St.	Rescue - Medical	Maple Plain	9
78	3/31/2015	5540 Pioneer Creek Dr.	Rescue - Medical	Maple Plain	8
81	4/3/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	13
86	4/11/2015	1645 Pioneer Ave.	Rescue - Medical	Maple Plain	22
92	4/24/2015	5515 Bryant St.	Rescue - Medical	Maple Plain	5
95	4/27/2015	1519 Wyman Ave.	Rescue - Medical	Maple Plain	5
96	4/29/2015	1560 Howard Ave. # 216	Rescue - Medical	Maple Plain	10
98	5/2/2015	5260 Bryantwood Dr. #308	Rescue - Medical	Maple Plain	7
102	5/11/2015	1560 Howard Ave. #315	Rescue - Medical	Maple Plain	6
106	5/16/2015	5780 Three Oaks Ave.	Rescue - Medical	Maple Plain	7
109	5/22/2015	5255 Bryantwood Dr. #101	Rescue - Medical	Maple Plain	13
111	5/23/2015	1765 Baker Park Rd.	Rescue - Medical	Maple Plain	7
115	5/30/2015	5225 Bryantwood Dr.	Rescue - Medical	Maple Plain	11
117	5/30/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	22
121	6/5/2015	5400 Bryant St.	Rescue - Medical	Maple Plain	12
123	6/7/2015	1560 Howard Ave. #303	Rescue - Medical	Maple Plain	8
125	6/9/2015	1560 Howard Ave. # 202	Rescue - Medical	Maple Plain	5
127	6/10/2015	1520 Wyman Ave. #16	Rescue - Medical	Maple Plain	9
130	6/12/2015	1560 Howard Ave. #306	Rescue - Medical	Maple Plain	7
133	6/20/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	11
134	6/21/2015	5234 Independence St.	Rescue - Medical	Maple Plain	10
136	6/24/2015	5515 Bryant St. #4	Rescue - Medical	Maple Plain	7
137	6/24/2015	5234 Independence St.	Rescue - Medical	Maple Plain	8
139	6/25/2015	1560 Howard Ave. #318	Rescue - Medical	Maple Plain	11
140	6/27/2015	5400 Bryant St.	Rescue - Medical	Maple Plain	13
142	6/29/2015	5515 Bryant St.	Rescue - Medical	Maple Plain	7

144	7/3/2015	5380 Joyce St.	Rescue - Medical	Maple Plain	6	
145	7/4/2015	1560 Howard Ave.	Rescue - Medical	Maple Plain	6	
146	7/7/2015	1560 Howard Ave. #303	Rescue - Medical	Maple Plain	6	
147	7/8/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	10	
149	7/9/2015	County Rd. 83 & Highway 12	Rescue - PI	Maple Plain	15	
150	7/10/2015	4833 Bradford St.	Rescue - Medical	Maple Plain	7	
151	7/11/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	11	
153	7/15/2015	5555 Pioneer Creek Dr.	Rescue - Medical	Maple Plain	12	
161	7/25/2015	5109 Independence St.	Rescue - Medical	Maple Plain	11	
170	8/2/2015	1520 Wyman Ave.	Rescue - Medical	Maple Plain	12	
172	8/6/2015	1755 Baker Park Rd.	Rescue - Medical	Maple Plain	7	
173	8/9/2015	5010 Main St. E.	Rescue - Medical	Maple Plain	16	
174	8/4/2015	5260 Bryantwood Dr. #308	Rescue - Medical	Maple Plain	16	
175	8/14/2015	Northside Park	Rescue - Medical	Maple Plain	11	
176	8/15/2015	1820 Howard Ave.	Rescue - Medical	Maple Plain	8	
179	8/19/2015	5515 Bryant St.	Rescue - Medical	Maple Plain	13	cancelled
181	8/21/2015	5515 Bryant St.	Rescue - Medical	Maple Plain	6	
183	8/23/2015	5295 Bryantwood Dr. #102	Rescue - Medical	Maple Plain	14	
184	8/24/2015	5555 Main St. W.	Rescue - Medical	Maple Plain	7	
186	8/25/2015	5109 Independence St.	Rescue - Medical	Maple Plain	20	
187	8/27/2015	1875 Budd Ave. #102	Rescue - Medical	Maple Plain	7	cancelled
188	8/27/2015	5260 Bryantwood Dr. #38	Rescue - Medical	Maple Plain	16	
189	8/28/2015	1560 Howard Ave. #203	Rescue - Medical	Maple Plain	5	
198	9/2/2015	5260 Bryantwood Dr. #108	Rescue - Other	Maple Plain	13	
199	9/2/2015	5400 Bryant St.	Rescue - Medical	Maple Plain	11	
202	9/7/2015	5400 Bryant St.	Rescue - Medical	Maple Plain	14	
203	9/12/2015	1560 Howard Ave.	Rescue - Medical	Maple Plain	9	
207	9/16/2015	5260 Bryantwood Dr.	Rescue - Other	Maple Plain	11	
208	9/18/2015	1500 Howard Ave.	Rescue - Medical	Maple Plain	9	cancelled
210	9/20/2015	County Rd. 83 & Highway 12	Rescue - PI	Maple Plain	17	cancelled
214	9/22/2015	County Rd. 19 & Highway 12	Rescue - PI	Maple Plain	7	cancelled
219	9/27/2015	5515 Bryant St. #107	Rescue - Medical	Maple Plain	12	
220	9/27/2015	5400 Bryant St.	Rescue - Medical	Maple Plain	13	
221	9/28/2015	1684 Perkins Ln.	Rescue - Medical	Maple Plain	8	
223	9/28/2015	5824 Main St. W.	Rescue - Medical	Maple Plain	13	
227	9/30/2015	5435 Joyce St.	Rescue - Medical	Maple Plain	7	

				<b>105</b>	<b>1,085</b>	
14	1/12/2015	5535 Joyce St.	Fire - Gas	Maple Plain	15	
29	2/5/2015	1520 Wyman Ave.	Fire - Alarm	Maple Plain	10	
40	2/19/2015	1560 Howard Ave. #207	Fire - Alarm	Maple Plain	10	
62	3/17/2015	5365 Joyce St.	Fire - Electrical Utilities	Maple Plain	11	
74	3/28/2015	5104 Main St. E.	Fire - Alarm	Maple Plain	13	cancelled
88	4/17/2015	5084 Main St.	Fire - Alarm	Maple Plain	7	cancelled
90	4/22/2015	5330 Highway 12	Fire - Structure	Maple Plain	17	
94	4/26/2015	5435 Main St. W.	Fire - Smoke/Smell	Maple Plain	14	
114	5/28/2015	5520 Joyce St.	Fire - Alarm	Maple Plain	6	cancelled
120	6/3/2015	5285 Manchester Dr. #210	Fire - Smoke/Smell	Maple Plain	18	
122	6/6/2015	1520 Halgren Rd.	Fire - Gas	Maple Plain	8	
128	6/10/2015	5050 Independence St.	Fire - Gas	Maple Plain	14	
132	6/19/2015	5175 Broadmoor Dr.	Fire - Alarm	Maple Plain	7	
135	6/22/2015	5159 Highway 12	Fire - Electrical Utilities	Maple Plain	9	
152	7/13/2015	1644 Marsh Ave.	Fire - Electrical Utilities	Maple Plain	10	cancelled
160	7/25/2015	1560 Howard Ave.	Fire - Alarm	Maple Plain	9	
185	8/25/2015	5260 Bryantwood Dr. #110	Fire - Smoke/Smell	Maple Plain	17	
213	9/21/2015	1757 Halgren Rd.	Fire - Alarm	Maple Plain	18	
215	9/22/2015	1560 Howard Ave.	Fire - Alarm	Maple Plain	14	cancelled
216	9/22/2015	5225 Bryantwood Dr.	Fire - Structure	Maple Plain	17	
				<b>20</b>	<b>244</b>	
105	5/16/2015	1765 Baker Park Rd.	Rescue - Medical	Medina	7	
143	7/1/2015	County Rd. 29 & Highway 12	Rescue - PI	Medina	14	
159	7/24/2015	1765 Baker Park Rd.	Rescue - Medical	Medina	9	
201	9/5/2015	2022 County Rd. 19	Rescue - Medical	Medina	9	cancelled
				<b>4</b>	<b>39</b>	
97	4/30/2015	4620 Spruce Ln.	Fire - Grass	Medina	5	
104	5/13/2015	1300 Baker Park Rd.	Fire - HazMat	Medina	15	
				<b>2</b>	<b>20</b>	

# QUARTER BREAKDOWN JANUARY - MARCH 2015

■ Medina ■ HC ■ Independence ■ Maple Plain



# Maple Plain Fire Department

## Mutual Aid

January - December

City	Fire Dept.	FF Hrs.
Orono	Long Lake	9
Corcoran	Loretto	26
Greenfield	Loretto	47
Medina	Loretto	32
St. Boni	St. Boni	25
Delano	Delano	48
Loretto	Loretto	75
Hollywood	New Germany	18

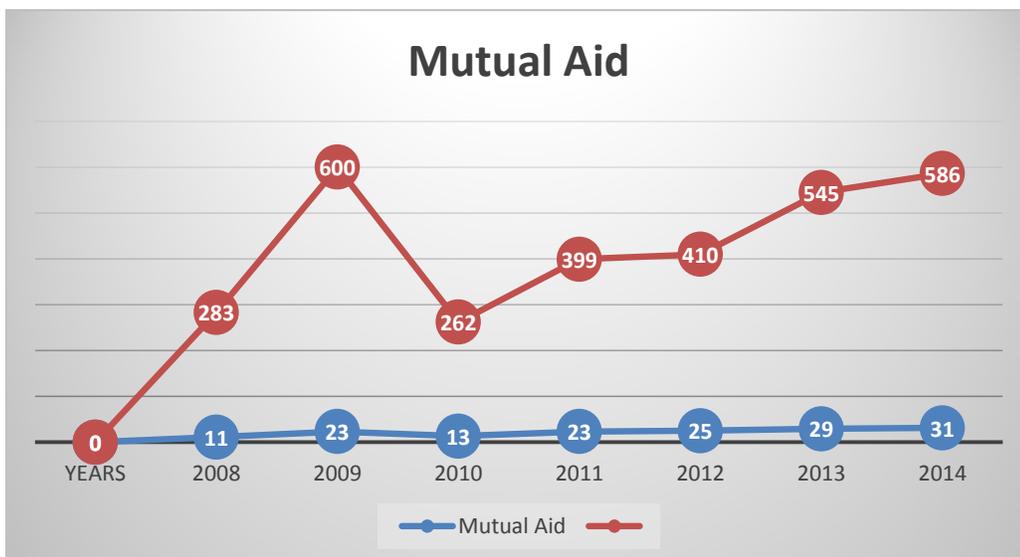
### Mutual Aid

Years	Calls	Hours
2008	11	283
2009	23	600
2010	13	262
2011	23	399
2012	25	410
2013	29	545
2014	31	586

**Average**

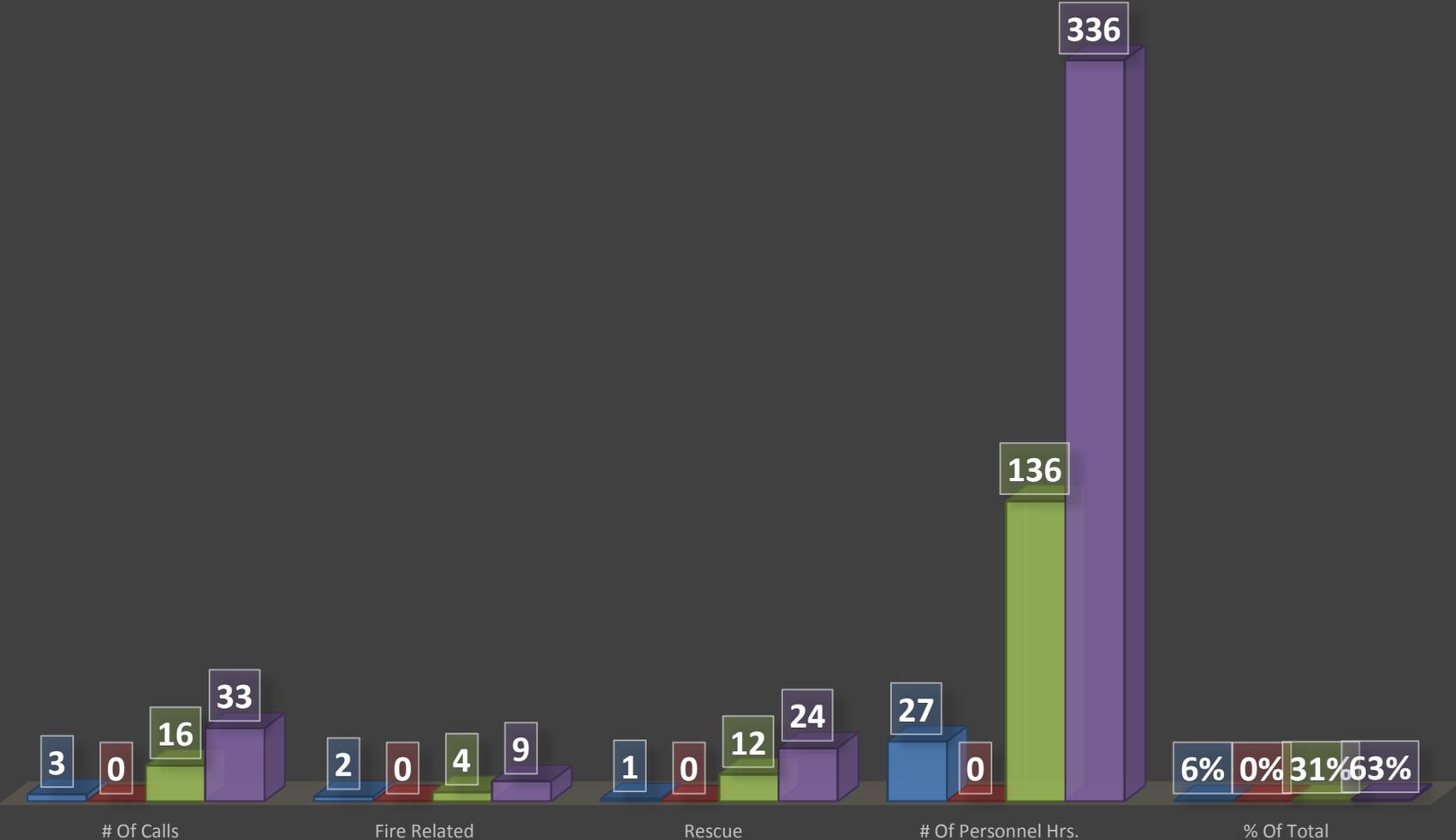
**22**

**440**



# QUARTER BREAKDOWN APRIL - JUNE 2015

Medina HC Independence Maple Plain



# QUARTER BREAKDOWN JULY - SEPTEMBER 2015

■ Medina ■ HC ■ Independence ■ Maple Plain

