

**AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
MONDAY, AUGUST 11, 2014
7:00 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ADOPT AGENDA**
- 4. PROCLAMATION**
 - A. HeartSafe Communities
- 5. CONSENT AGENDA**
 - A. Approve July 11 Special City Council meeting minutes
 - B. Approve July 14 City Council meeting minutes
 - C. Accounts Payable
 - D. Acceptance of Gambling Permit
 - E. 2015 Truth-in-Taxation hearing date, Resolution 14-0728-01
 - F. Westonka Lions Club Temporary Alcohol Application and License Fee Waiver
 - G. Main Street West and Rainbow Avenue- Utility and Street Improvements- Payment Request No. 3
 - H. TH 12 Sidewalk Improvements – Payment Request No. 4
- 6. VISITORS TO BE HEARD**

Note: This is a courtesy extended to persons wishing to address the council who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.
- 7. PUBLIC HEARINGS**
- 8. ADMINISTRATIVE REPORTS**
 - A. West Hennepin Public Safety Monthly Report
 - B. City Engineer Monthly Report
 - C. City Planner Monthly Report
 - D. 2015 Pioneer Sarah Watershed Budget- Final
- 9. OLD BUSINESS**
 - A. Drake and Perkins Survey and Televising Costs
- 10. NEW BUSINESS**
 - A. Replacement or Restoration of New Holland Skidsteer
 - B. Check Signing Device
 - C. Postage Meter Device Contract
 - D. Folding and Stuffing Machine Device
 - E. Resolution of Further Censure of Mayor
- 11. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**

12. COUNCIL REPORTS & OTHER BUSINESS

13. ADJOURNMENT

**Maple Plain City Council Special Meeting
Meeting Minutes
July 11, 2014
Maple Plain City Hall**

1. CALL TO ORDER

Mayor Hackbarth called the meeting to order at 6 p.m.

Present: Councilmembers Roger Hackbarth, Dave Eisinger, Justin McCoy, Jerry Young and Mike DeLuca. Also present were City Administrator Tessia Melvin, and City Attorney, Jeff Carson. Special guest was Annette Margarit, Attorney of Dougherty Molenda.

2. ADOPT AGENDA

Councilmember Eisinger moved to accept the agenda; seconded by Councilmember McCoy. Motion passed 5-0.

3. PERSONNEL MATTERS

City Attorney, Jeff Carson, stated that the Council would be in closed session to review and discuss the investigative report of a formal complaint. The meeting went into closed session at 6 p.m. The City Council resumed Open Session at 6:45 p.m.

Councilmember McCoy to accept the investigative report and schedule a performance review for August 13; seconded by Councilmember DeLuca. Motion passed 4-1. Mayor Hackbarth was opposed.

4. OTHER BUSINESS

5. ADJOURNMENT

Councilmember Eisinger moved to Adjourn at 7 p.m.; seconded by Councilmember DeLuca. Motion passed 5-0.

Prepared by

Tessia, City Administrator

**Maple Plain City Council Meeting
Meeting Minutes
July 14, 2014
Maple Plain City Hall**

1. CALL TO ORDER

Mayor Hackbarth called the meeting to order at 7:02 p.m.

Present: Mayor Roger Hackbarth and Councilmembers Dave Eisinger, Mike DeLuca and Jerry Young. Also present were City Administrator Tessia Melvin, City Attorney Jeff Carson and City Engineer Dan Boyum, Councilmember McCoy arrived at 7:25 p.m.

2. PLEDGE OF ALLEGIANCE

3. ADOPT AGENDA

**Councilmember Young moved to adopt a revised agenda to include:
Move the Approval of Liquor License Application to after the Consent
Agenda;**

seconded by Councilmember Eisinger. Motion passed 4-0.

4. PROCLAMATIONS

There were no proclamations.

5. CONSENT AGENDA

Items to approve under the Consent Agenda:

- A. Approve June 17 Joint City Council meeting minutes**
- B. Approve June 23 City Council meeting minutes**
- C. Approve June 23 Special City Council meeting minutes**
- D. Accounts Payable**
- E. Maple Plain Lot Addendum/Amendment**
- F. Acceptance of Donations for Step To It Program**
- G. Approval of 2014 Election Judges**
- H. Main Street West and Rainbow Avenue- Utility Street Improvements-
Payment Request No. 2**

The Council talked about the HAWK Signal, which had recently experienced some electrical issues. Staff had the electrical contractor out to review, and it was a power surge. The contractor provided some training for staff on how to fix future issues. Council asked City Engineer Boyum to work with contractor and electrical contractor to create a plan for future issues.

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

6. VISITORS TO BE HEARD

Note: This is a courtesy extended to persons wishing to address the Council who are not on the agenda. A completed public comment should be presented to the City Administrator prior to the meeting. Presentations will be limited to 3 minutes. The session will be limited to 15 minutes.

There were no visitors.

10. NEW BUSINESS

A. Approval of Liquor License Application

Sean and Thomas Schumacher were present to present their Liquor License Application at 5020 Highway 12. They will be spending \$900,000 for the purchase and renovation of the building. They are working with Paul Jaunich to handle the architectural guidelines. The building is currently 7,000 square feet. They intend to use 5,000 square feet for the liquor store and 2,000 square feet for additional office lease.

Gigi Vilamil, owner of the Gateway Strip Mall, spoke against the liquor store coming to town as the City of Maple. She believed the new store would be a threat to existing liquor stores.

Bruce Vanorum, partner of Vilamil, stated some statistics on surrounding towns and liquor stores claiming that with this addition the City of Maple Plain will have one liquor store for every 600 residents.

Michelle Lee, current Maple Plain liquor store owner, asked the Council to support her business and not approve this third liquor license.

Sandy Berg, resident of Maple Plain and friend of Michelle Lee, asked the Council to support current businesses and not allow a third liquor store.

Darci Debing spoke to the Council as a regional business owner and regular patron to Michelle. He asked the Council to prohibit another liquor store coming to Maple Plain.

Councilmember DeLuca thanked the individuals for speaking and asked the potential owner, what improvements he would be making to the building and if they would meet with the City's Design guidelines.

Schumacher commented that he would be improving the building's front and would be working with an architect.

Mayor Hackbarth spoke in support of the current businesses, but added that a improvements in the gateway are needed, so the Council cannot prohibit that. He suggested that the new business would not hurt current liquor stores.

Councilmember Young added that the store could not open and the license is only contingent upon the site plan going through the Planning Commission and City Council.

Councilmember Eisinger moved to approve the approve the liquor license application for 5020 Highway 12; seconded by Councilmember Young. Motion passed 5-0.

7. PUBLIC HEARING

There were no visitors.

8. ADMINISTRATIVE REPORTS

A. Quarterly Financial Report

Melvin presented the quarterly financial report to the Council.

General Fund

- Revenue: \$586,169 (34.80% of budget)
- Expense \$746,841 (45.70% of budget)

Community Fund

- Revenue \$4,450 (2013: \$17,144)
- Expense \$8,094 (2013: \$31,804)

Water

- Revenue: \$196,955,066 (47% of budget)
- Expense \$124,177 (30% of budget)

Sewer

- Revenue: \$160,798 (42% of budget)
- Expense \$176,768 (46% of budget)

Storm Water

- Revenue \$38,847 (51% of budget)
- Expense \$19,461 (34% of budget)

Fire Partnership

- Revenue: \$189,544 (51% of budget)
- Expense \$152,058 (43% of budget)

Melvin commented that the budget appeared sound for 2014 and that she is currently working on a five-year budget and Capitol Improvement Plan. Councilmember DeLuca thanked Melvin for her work.

Councilmember Young moved to approve the quarterly financial report; seconded by Councilmember DeLuca. Motion passed 5-0.

9. OLD BUSINESS

A. City Code 30.35 Salaries of Mayor and Councilmembers

Melvin reported that the City Council had met several times to discuss the salaries of Mayor and Councilmembers. The current City Code states:

30.35 SALARIES OF MAYOR AND COUNCILMEMBERS.

(A) *Mayor salary.* From and after the effective date of this section, until otherwise changed pursuant to law, the salary of the Mayor of the city shall be in the sum of \$350 per month.

(B) *Council member salary.* From and after the effective date of this section, until otherwise changed pursuant to law, the salary of a Council member of the city shall be in the sum of \$250 per month.

(C) *Payment for meetings and business.* In addition to the salaries pursuant to divisions (A) and (B) above, the Mayor and the City Council shall be paid \$25 for

each official meeting attended and mileage at the business rate authorized by the federal government.

(D) *Coverage in Worker's Compensation Act.* Pursuant to M.S. § 176.011, Subdivision 9, clause 6, as may be amended from time to time, the Mayor and City Council are included in the coverage of the Worker's Compensation Act for all acts performed in their official duties with the city.

(Ord. 223, passed 6-23-2008)

Past discussions have concluded in two options of guidelines for what is considered "official meeting"

- Councilmembers and the Mayor shall be paid for all Workshops, EDA meetings, Parks Commission meetings and Planning Commission meetings. In addition City Appointed meetings(LMCC, Pioneer Sarah Watershed, Fire Board, Police Commission) and trainings that are held through the League of Minnesota Cities, Met Council or Metro Cities. In this option a Councilmember or Mayor may be paid for more than one meeting per day if a Council workshop.
- Official meetings would not include the following;
- (Council attendance in community events (holiday lighting, volunteer service awards, etc.).
- Official meetings are not meetings with staff unless at a meeting with outside audience members.
- Official meetings do not include meeting with consultants, unless at a meeting with outside audience members.

Councilmember Young moved to approve the additional language to be added to the City Code; seconded by Councilmember Eisinger. Motion passed 5-0.

10. NEW BUSINESS

B. Contract for 2014-2015 Assessing Services

Melvin stated that the current contract will expire September 1, 2014 and the contract amount is for \$14,361, which results in an annual increase of about \$291. Councilmember DeLuca asked about shared services with the City of the City of Independence. Melvin stated that the City of Independence currently uses Hennepin County and their rate per parcel is more than the current contractor. Councilmember Eisinger and Mayor Hackbarth also added the City has an advantage of keeping a consistent assessor, so that assessments are consistent.

Councilmember Young moved to approve the 2014-2015 Assessing Contract; seconded by Councilmember Eisinger. Motion passed 5-0.

11. LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS

Melvin reported that the City is working with surrounding cities: Independence, Orono, Long Lake, Waverly, Montrose, Delano and West Hennepin Public Safety, Wright County Sheriff's Department and Hennepin County Sheriff's Department to create a Highway 12 Safety Coalition. Representatives Hertaus and Osmek are participants along with MnDOT.

12. COUNCIL REPORTS & OTHER BUSINESS

Mayor Hackbarth raised some concerns on the Main Street West and Rainbow Avenue street project: 1) Contractor not marking holes with cones and keeping the road closed on the weekend to eliminate additional traffic in the area. Melvin agreed to work with the City Engineer and West Hennepin Public Safety to address the issues.

City Attorney Carson asked the City Council to set a performance review under the authority of the City Council. This will be a closed session, unless the employee wishes to make it a public meeting.

13. ADJOURNMENT

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

CARSON, CLELLAND & SCHREDER
Attorneys at Law
6300 SHINGLE CREEK PARKWAY STE 305
MINNEAPOLIS, MN 55430-2190
(763)-561-2800

July 31, 2014

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

Professional Services

Amount

..Civil

7/1/2014 Review utility form and note from Maggie	46.67
7/2/2014 Review employee handbook; conference with Tessia regarding employment of relatives	93.33
7/7/2014 Prepare for staff meeting and review liquor laws; code and statute 13D.05 regarding special meetings; review Hennepin County Joint Powers Cooperative Agreement per request of Gary	350.00
7/8/2014 Prepare and attend staff meeting	420.00
7/10/2014 Review liquor license application (off sale) and conferences with Tessia	93.33
7/11/2014 Review liquor license issues with Tessia; conference with Gary Kroells regarding resident complaint and harassment	210.00
7/14/2014 Prepare for meeting, review of agenda and conferences with staff	186.67
Attend City Council meeting	210.00
7/21/2014 Fischer/Fire burn--Conferences with Tessia, review summons and complaint served on City and review League correspondence	280.00
7/22/2014 Attend staff meeting	350.00
7/23/2014 Conference with West Hennepin Chief and Fire Chief regarding fire burn and fire department issues	93.33
7/24/2014 Review Xcel franchise file for 7/28 meeting with Tessia	140.00
SUBTOTAL:	[2,473.33]

.Meadows of Maple Plain

6/30/2014 Review comments and note to Tessia	46.67
7/15/2014 Call to attorney Netzell, review letter of credit draft and send information to Netzell	210.00
7/16/2014 Conference with attorney Netzell and review issues relating to closing	93.33
7/21/2014 Prepare for closing	140.00
7/22/2014 Further preparation for closing; review of documents and conference with Tessia and attorney for buyer	280.00
7/23/2014 Review closing statement (HUD), conference with Netzell and conference with Tessia	186.67
7/24/2014 Work on completion of closing and transfer of documents, conferences with Netzell and Tessia	140.00

Amount

SUBTOTAL: [1,096.67]

.Orono Public School (Discovery Center)

6/30/2014 Review and comment 93.33

SUBTOTAL: [93.33]

[REDACTED] Complaint

6/30/2014 Call and conference with Jason Zeimer, call to investigator 70.00

7/1/2014 Review correspondence from investigator and conference with Tessia regarding special meeting and supplemental report 93.33

7/9/2014 Review supplemental investigation and conferences with Tessia and conference with investigator 186.67

Conduct statutory research and research case law 350.00

Discuss research and issues with attorney Ross 70.00

7/10/2014 Conferences with Tessia and Annette and council member DeLuca, review reports in preparation for special meeting of 7/11 280.00

Draft memo regarding research findings 47.50

7/11/2014 Prepare and attend special hearing regarding [REDACTED] investigation, meet with staff and conference with Pat Beety (League attorney) 560.00

7/16/2014 Review correspondence from Pat Beety and conference with Tessia, conference regarding mediation 93.33

7/17/2014 Conferences with Tessia, review email and conference with attorney Rodelius regarding research involving restraint possibilities for fire department, review Tessia's letter regarding reprimand 93.33

Research regarding fire department harassment restraining order 420.00

7/18/2014 Review research regarding misconduct and restraint 70.00

Draft memo regarding harassment restraining order issue 95.00

7/21/2014 Review redacted investigative report and conference with Tessia 93.33

7/22/2014 Review emails from Beety and respond 46.67

7/24/2014 Review [REDACTED] file for 7/28 meeting with Tessia 140.00

SUBTOTAL: [2,709.16]

6/30/2014 Review copies of pleadings from attorney and dismissal of administrator from suit 70.00

7/10/2014 Review order and documents from attorney 70.00

7/24/2014 Review scheduling order from court 70.00

SUBTOTAL: [210.00]

.West Main Street Rainbow Project

7/9/2014 Conference with Tessia and resident regarding special assessment issues 46.67

7/10/2014 Review easement file for completion 93.33

7/11/2014 Meet with Tessia and review files 93.33

7/17/2014 Review Van DerVoort file and correspondence to Dan 70.00

7/18/2014 Conference with Tessia regarding Sisk easement and issues; conference with "Charla" (resident) and Dan Boyum; email to Tessia 210.00

	<u>Amount</u>
7/18/2014 Van DerVoort Easements--Review file and draft easement agreement and easement and email to Tessia	210.00
7/21/2014 Review and revise the Van DerVoort easement and send to Tessia	93.33
SUBTOTAL:	[816.66]

Criminal

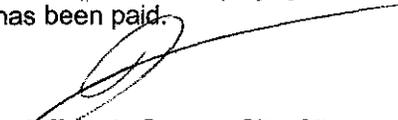
6/30/2014 Prepare disposition letter, review files, review emails and review cases in MNCIS	47.50
7/1/2014 Review cases in MNCIS, prepare memorandums to files	23.75
7/2/2014 Review files, review DVS information	47.50
7/7/2014 Review police reports and prepare decline letter	31.67
7/9/2014 Research traffic regulation on privately developed property	118.75
7/10/2014 Review files/discovery for Ridgedale court, look up criminal histories, note files	23.75
Prepare email to defense attorney	15.83
7/11/2014 Phone call with attorney; instructions to legal assistant	47.50
Handle arraignment/pretrial calendar at Ridgedale court	71.25
Dictate disposition letters, note files for follow up	15.83
Review criminal files and review cases in MNCIS	31.67
7/17/2014 Review and note Harold Lambert file	47.50
7/21/2014 Phone call with defense attorney, note offer, review discovery	47.50
Review complaint, draft declination letter	47.50
Maple Plain vs. Knox--Review file and email defense attorney, prepare memorandum to file	47.50
7/22/2014 Review cases in MNCIS	23.75
7/24/2014 Review and prepare files for 7/25 arraignment/pretrial calendar at Ridgedale court	47.50
Review criminal file, phone call with public defender	23.75
7/25/2014 Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	61.25
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	148.75
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	26.25
Handle arraignment/pretrial calendar at Ridgedale court	158.33
Preparation of one complaint	40.00
Preparation of one complaint	40.00
Open criminal files, preparation of criminal complaints; preparation of cases for court calendars, including court and jury trials; contact and notice to witnesses for trial testimony, prepare outgoing discovery requests, complete incoming discovery requests for monthly period	52.50
SUBTOTAL:	[1,287.08]

Vehicle Forfeiture:

7/8/2014 Prepare forfeiture affidavits	95.00
7/9/2014 Review and revise forfeiture affidavits	31.67

	<u>Amount</u>
7/10/2014 Prepare forfeiture affidavit	71.25
Review status of forfeiture cases and email department	31.67
7/23/2014 Review forfeiture cases, review and respond to defense attorney/lienholder letters	31.67
SUBTOTAL:	[261.26]
For professional services rendered	\$8,947.49
Client Expense Charges :	
<u>Civil Expenses</u>	
Owners and encumbrance reports regarding Alger	100.00
SUBTOTAL:	[100.00]
<u>Criminal Expenses</u>	
Westlaw charges for May	146.82
Monthly support fee	12.83
SUBTOTAL:	[159.65]
Total Client Expense Charges	\$259.65
Total amount of this bill	\$9,207.14
Previous balance	\$5,321.56
7/17/2014 Payment - thank you	(\$5,321.56)
Total payments and adjustments	(\$5,321.56)
Balance due	\$9,207.14

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


 Jeffrey A. Carson, City Attorney

CITY OF MAPLE PLAIN

08/07/14 8:34 AM

Page 1

Payments

Current Period: August 2014

Batch Name	08/11/14City Payments	User Dollar Amt	\$0.00	Computer Dollar Amt	\$44,170.00		
					\$44,170.00	Out of Balance	
Refer	19273	<u>BUDGET PRINTING CENTER</u>	-				
Cash Payment	E 105-45000-352	General Public Informati	Posters Maple Plain Days				\$85.00
Invoice	5480,5571					Project 2014MP	
Cash Payment	E 601-49400-204	Envelopes & Letterhead	Envelopes				\$183.99
Invoice	5456						
Cash Payment	E 602-49450-204	Envelopes & Letterhead	Envelopes				\$183.99
Invoice	5456						
Transaction Date	8/6/2014		Bank of Maple Plain	10100		Total	\$452.98
Refer	19274	<u>BAUERSCHMITT, STAN</u>	-				
Cash Payment	E 101-41940-310	Janitorial Services	Janitor- City Hall				\$150.00
Invoice							
Transaction Date	8/6/2014		Bank of Maple Plain	10100		Total	\$150.00
Refer	19275	<u>BELAYHOST</u>	-				
Cash Payment	E 101-41500-309	EDP, Software and Desi	Email Filter- August				\$22.00
Invoice	25305,27040						
Transaction Date	8/6/2014		Bank of Maple Plain	10100		Total	\$22.00
Refer	19276	<u>CORNER HOUSE</u>	-				
Cash Payment	E 101-42110-437	Miscellaneous	Forensic Interviews				\$530.68
Invoice							
Transaction Date	8/6/2014		Bank of Maple Plain	10100		Total	\$530.68
Refer	19277	<u>CENTERPOINT ENERGY MINNEGA</u>	-				
Cash Payment	E 101-41940-383	Gas Utilities	City Hall				\$20.26
Invoice							
Cash Payment	E 101-41940-383	Gas Utilities	Public Works				\$20.26
Invoice							
Cash Payment	E 601-49400-383	Gas Utilities	WTP				\$24.07
Invoice							
Cash Payment	E 602-49450-383	Gas Utilities	Lift Station				\$65.29
Invoice							
Transaction Date	8/6/2014		Bank of Maple Plain	10100		Total	\$129.88
Refer	19278	<u>ERICKSON, ROLF E.A.</u>	-				
Cash Payment	E 101-41550-305	Assessing Services	Assessing- July				\$1,205.76
Invoice							
Transaction Date	8/6/2014		Bank of Maple Plain	10100		Total	\$1,205.76
Refer	19279	<u>ECM PUBLISHERS INC</u>	-				
Cash Payment	E 105-45000-352	General Public Informati	Maple Plain Days Advertisement				\$2,270.30
Invoice							
Cash Payment	E 101-41410-351	Legal Notices Publishing	Elections				\$65.54
Invoice							
Transaction Date	8/6/2014		Bank of Maple Plain	10100		Total	\$2,335.84
Refer	19280	<u>MAPLE PLAIN/INDEPENDENCE FIR</u>	-				
Cash Payment	E 101-42290-307	Fire Administration	FD August				\$13,482.92
Invoice							

CITY OF MAPLE PLAIN

08/07/14 8:34 AM

Page 2

Payments

Current Period: August 2014

Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total	\$13,482.92
Refer	19281 FRONTIER	-			
Cash Payment	E 601-49400-321 Telephone Invoice	Water Treatment Plant			\$57.49
Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total	\$57.49
Refer	19282 GOPHER STATE ONE-CALL, INC.	-			
Cash Payment	E 101-43000-437 Miscellaneous Invoice	Locates- July			\$69.60
Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total	\$69.60
Refer	19283 HAWKINS INC.	-			
Cash Payment	E 601-49400-216 Chemicals & Chemical P Invoice 3620428	Water Chemicals			\$233.00
Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total	\$233.00
Refer	19284 METROPOLITAN COUNCIL ENV SE	-			
Cash Payment	E 602-49450-319 Other Consulting Service Invoice	Wastewater Services- September			\$14,401.90
Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total	\$14,401.90
Refer	19285 NORTHERN SAFETY & IND	-			
Cash Payment	E 101-43000-417 Uniform Rentals Invoice	PW Supplies			\$139.87
Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total	\$139.87
Refer	19286 OFFICE DEPOT	-			
Cash Payment	E 101-41500-201 Office Supplies Invoice 721101870001	Office Supplies			\$68.52
Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total	\$68.52
Refer	19287 XCEL ENERGY	-			
Cash Payment	E 101-43160-381 Electric Utilities Invoice	Oak Street Lights			\$8.86
Cash Payment	E 601-49400-381 Electric Utilities Invoice	WTP			\$1,656.54
Cash Payment	E 101-43160-381 Electric Utilities Invoice	Main Street Lights			\$17.02
Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total	\$1,682.42
Refer	19288 CARSON & CLELLAND	-			
Cash Payment	E 101-42110-304 Legal Services Invoice	Criminal			\$1,287.08
Cash Payment	E 101-42110-304 Legal Services Invoice	Vehicle Forefeiture			\$261.26
Cash Payment	E 101-42110-304 Legal Services Invoice	Criminal			\$159.65
Cash Payment	E 101-41610-304 Legal Services Invoice	Main Street West			\$816.66
Cash Payment	E 101-41610-304 Legal Services Invoice	General- Shenk	Project 2014A		\$210.00
Cash Payment	E 101-41610-304 Legal Services Invoice	Investigation			\$2,709.16

CITY OF MAPLE PLAIN
Payments

Current Period: August 2014

Cash Payment	E 101-41610-304 Legal Services	Discovery Center		\$93.33
Invoice				
Cash Payment	G 101-20212 Planned Unit Develop.	Escro Meadows of MP	Project 2014D	\$1,096.67
Invoice				
Cash Payment	E 101-41610-304 Legal Services	Staff Meetings		\$770.00
Invoice				
Cash Payment	E 101-41110-304 Legal Services	City Council		\$186.67
Invoice				
Cash Payment	E 101-41610-304 Legal Services	General Legal		\$1,616.66
Invoice				
Transaction Date	8/6/2014	Bank of Maple Plain	10100	Total \$9,207.14

Fund Summary

	10100 Bank of Maple Plain	
101 GENERAL FUND		\$25,008.43
105 COMMUNITY EVENTS FUND		\$2,355.30
601 WATER FUND		\$2,155.09
602 SEWER FUND		\$14,651.18
		<u>\$44,170.00</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$44,170.00
Total	<u>\$44,170.00</u>

✓ Sent 7/1/14

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.
If total prize value for the year will be \$1,500 or less, contact the licensing specialist assigned to your county.

Application fee (non refundable)

If application is postmarked or received 30 days or more before the event \$50; otherwise \$100.

ORGANIZATION INFORMATION

Organization name American Legion Post 0514 Previous gambling permit number

Minnesota tax ID number, if any 41-6080978 Federal employer ID number (FEIN), if any

Type of nonprofit organization. Check one.
Fraternal Religious [X] Veterans Other nonprofit organization

Mailing address PO Box 22 City Maple Plain State MN Zip code 55359 County Hennepin

Name of chief executive officer (CEO) Gary McPherson Daytime phone number E-mail address

NONPROFIT STATUS

Attach a copy of ONE of the following for proof of nonprofit status.

Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.
Don't have a copy? This certificate must be obtained each year from:
Secretary of State, Business Services Div., 60 Empire Drive, Suite 100, St. Paul, MN 55103
Phone: 651-296-2803

[X] IRS income tax exemption [501(c)] letter in your organization's name.
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization [charter]
If your organization falls under a parent organization, attach copies of both of the following:
a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
b. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place.
Maple Plain Days
1020 Maple Avenue Maple Plain 55359

Address [do not use PO box] 8-14 City or township Zip code County

Date[s] of activity. For raffles, indicate the date of the drawing.

Check each type of gambling activity that your organization will conduct.
[X] Bingo* [X] Raffle [total value of raffle prizes awarded for year \$] Paddlewheels* Pull-tabs* Tipboards*

*Gambling equipment for bingo paper, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.

To find a licensed distributor, go to www.gcb.state.mn.us and click on Distributors under the WHO'S WHO? LIST OF LICENSEES, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days [60 days for a 1st class city].
- The application is denied.

Print city name Maple Plain

Signature of city personnel [Signature]

Title City Administrator Date 6/30/14

Local unit of government must sign

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30 day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print county name _____

Signature of county personnel _____

Title _____ Date _____

TOWNSHIP. If required by the county.

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits.

[A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.166.]

Print township name _____

Signature of township officer _____

Title _____ Date _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief executive officer's signature [Signature] Date 7-1-14

Print name Gary McPherson

REQUIREMENTS

Complete a separate application for:

- all non-consecutive days, or
- all gambling conducted on one day (at multiple locations).

Send application with:

- a copy of your proof of nonprofit status, and
- application fee (non refundable). Make check payable to "State of Minnesota."

To: Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Financial report and recordkeeping required

A financial report form and instructions will be included with your permit, or use the online fill-in form available at www.gcb.state.mn.us.

Within 30 days of the event date, complete and return the financial report form to the Gambling Control Board.

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board.

All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney

General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or
990-EZ

OMB No. 1545-
2085

2012

Open to Public
Inspection

A For the 2012 calendar year, or tax year beginning 1/1/2012, and ending 12/31/2012.

B Check if applicable

Terminated, Out of
Business

Gross receipts are normally
\$50,000 or less

C Name of organization: AMERICAN LEGION POST 0514
d/b/a:

PO Box 222
Maple Plain, MN, US, 55359

D Employer
Identification
Number
41-6080928

F Name of Principal Officer: Cmdr Gary McPherson

E Website:

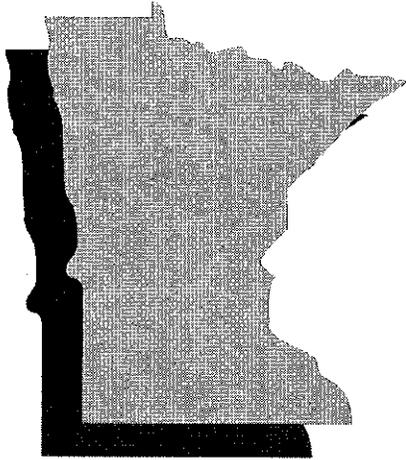
5375 Joyce Street
Maple Plain, MN, US, 55359

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.

The time needed to complete and file this form and related schedules will vary depending on individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do NOT mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



**Minnesota
Gambling Control
Board**

has issued

Lawful Gambling Exempt Permit

X-93436-14-001

Maple Plain Days

1620 Maple Ave

Maple Plain, MN 55359

to

American Legion Post 0514

Effective Date: Aug 19 2014

Expiration Date: Aug 19 2014

Licensing Supervisor

Gary McPherson
American Legion Post 0514
PO Box 22
Maple Plain, MN 55359

Issued by:
Minnesota Gambling Control Board
Suite 300 South
1711 W. County Road B
Roseville, MN 55113

LG220a Exempt Permit Financial Reporting Form

- Issuance of an exempt permit obligates the organization to submit a financial report of the event within 30 days of the gambling activity [Minn. Statute 349.166, Subd. 2(b)].
- Complete the information for the games marked with a 'Yes' as being conducted below and fax or mail to the gambling Control Board.

Organization American Legion Post 0514
 PO Box 22
 Maple Plain, MN 55359

File Number X-93436-14-001

Activity Date(s) 8/19/2014 to 8/19/2014

Game(s) Conducted		Gross Receipts	Expenses (including permit fees)	Net Profit	Value of Prizes (including donations and cash)
Bingo	Yes				
Raffle	Yes				
Tip Board	No				
Paddlewheel	No				
Pull Tabs	No				

Note: If tip board, paddlewheel or pull tabs are conducted the MN Licensed Distributor where product was purchased is required.

Distributor _____ Date of Purchase: ___/___/___

Acknowledgment of Chief Executive Officer

I declare that all financial information is true, accurate, and complete.

Print name of current chief executive officer _____

 Signature of current chief executive officer

_____/_____/_____
 Date signed

Mail or Fax to:

Gambling Control Board
 1711 W County Road B, Suite 300S
 Roseville, MN 55113
 Fax: (651) 639-4032

Data privacy notice: The information on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.



Agenda Information Memorandum
August 11, 2014 Maple Plain City Council

5. CONSENT AGENDA
E. 2015 TRUTH IN TAXATION HEARING
RESOLUTION 14-0811-2

ACTIONS TO BE CONSIDERED

To adopt Resolution No. 14-0811-2 setting the initial Truth-in-Taxation hearing for 6:00 p.m. on December 1, 2014 and the continuation hearing for 6:00 p.m. on December 8, 2014.

FACTS

- Minnesota Statute § 275.065, subd. 6 requires cities with populations over 500 to hold initial Truth-in-Taxation (TNT) hearings each year to discuss and seek public comment on their proposed General Fund budget and proposed property tax levy.
- In addition to the initial hearings, cities must also schedule continuation hearings in the event that the initial hearing does not conclude.
- The initial TNT hearing is scheduled for 6:00 p.m. on Monday, December 1; the continuation hearing, if necessary is planned for 6:00 p.m. on Monday, December 8.
- All meetings must take place after 5 p.m., unless held on a Saturday.
- City councils must adopt final General Fund budgets and certify their final levies at a subsequent hearing, which follows the initial hearing or continuation hearing, if one is held.
- Adoption of the final budget and levy for Maple Plain is set for December 8 during the regular Council meeting.

ATTACHMENTS

Attached on page(s) _____ through _____ is a copy of Resolution No. 14-0811-2 and the hearing notice form to be submitted to Hennepin County.

**CITY OF MAPLE PLAIN
RESOLUTION 14-0811-02**

**A RESOLUTION SETTING TRUTH-IN-TAXATION
HEARING DATES**

WHEREAS THE CITY OF MAPLE PLAIN, MINNESOTA (the “City”) is required by Minnesota Statute § 275.065 to schedule dates for Truth-in-Taxation public hearings and certify those dates to Hennepin County (the “County”) annually; and,

WHEREAS the purpose of Truth-in-Taxation hearings is to discuss the proposed budget and proposed property tax levy for taxes payable in the following year; and,

WHEREAS the City is required to schedule Truth-in-Taxation hearing dates for an “initial hearing” and a “continuation hearing” at least 5 business days but no more than 14 business days after the initial hearing date to continue the initial hearing, if necessary; and,

WHEREAS the City is required to hold a “subsequent hearing” for the purposes of adopting the City’s final property tax levy for taxes payable in the following year; and,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA that initial Truth-in-Taxation hearing is scheduled for 6:00 p.m. on Monday, December 1, 2014 and the continuation hearing for 6:00 p.m. on Monday, December 8, 2014;

BE IT FURTHER RESOLVED that the City Council will adopt the final 2015 General Fund budget and 2015 property tax levy at its regular meeting on Monday, December 8, 2014.

This resolution was introduced by Councilmember _____. Members voting in favor: _____. Members voting against: _____. Members absent: _____. The resolution was _____ by the Maple Plain City Council this 11nd day of August, 2014.

Jerry Young, Acting Mayor

Attest:

Tessia Melvin, City Administrator



Agenda Information Memorandum
August 11, 2014 Maple Plain City Council

5. CONSENT AGENDA
**F. WESTONKA LIONS CLUB TEMPORARY ALCOHOL APPLICATION AND
LICENSE FEE WAIVER REQUEST**

ACTION TO BE CONSIDERED

To approve the Westonka Lions Club temporary alcohol application for Maple Plain Days and to consider a request to waive the temporary 3.2-beer and wine license fee of \$100 for the event.

FACTS

- For the third consecutive year, the Westonka Lions Club will operate the beer tent during the Maple Plain Days on Saturday, August 16.
- The organization has requested waiver of the \$100 license fee.
- The fee has been waived the last two years.
- The temporary 3.2-beer and wine license is \$100 per event.
- The Lions Club is splitting the profits from the sales with the Maple Plain Days committee.
- The license application was reviewed and approved by West Hennepin Public Safety.

ATTACHMENTS

Attached on page(s) ____ through ____ is the temporary liquor license application.

07-15-'14 08:26 FROM- CITY OF MAPLE PLAIN 7634790519

T-224 P0001/0002 F-690



City of Maple Plain
1620 Maple Avenue
P.O. Box 97
Maple Plain, MN 55359
Office: (763) 479-0515
Fax: (763) 479-0519

LIQUOR LICENSE APPLICATION

14003747

APPLICATION INFORMATION

New Application Application Renewal Date of Application 7/15/2014

TYPE OF APPLICATION(S)

On Sale Off Sale Sunday On Sale Wine & Beer On Sale 3.2 Beer Off Sale

APPLICANT INFORMATION

Applicant Name (First, Middle, Last) Northwest Tonka Lions - David Hoses

Address Pete's Pizza 4902 Hwy 110 Work Phone [REDACTED]

City, State, Zip Maple Plain, MN Home Phone [REDACTED]

Date of Birth [REDACTED] Cell Phone [REDACTED]

List all aliases:

REFERENCES

Name Jason Zetter Relationship President NW Tonka Lions

Address 8880 Glacier Rd Phone Number 8880 Glacier Rd

City, State, Zip St. Paul, MN 55375 Email [REDACTED]

Name Roy Peterson Relationship Past President NW Tonka Lions

Address 5815 Beachwood Phone Number [REDACTED]

City, State, Zip Mound, MN 55364 Email roy.peterson@faa.gov

Name Marc Doepner-Have Relationship Secretary NW Tonka Lions

Address 1704 Bluebird Lane Phone Number [REDACTED]

City, State, Zip Mound, MN 55364 Email [REDACTED]

* Note: Cannot list relatives as references.

BUSINESS INFORMATION

Years in Business 62 yrs Address of Premise

Consumption of Liquor Inside Only Outside Inside & Patio Not Applicable

Worker's Compensation Insurer Policy Number

* Must provide copy of insurance policy & coverages.

Owner Name (First, Middle, Last) Date of Birth

Work Phone Home Phone Cell Phone

Owner Name (First, Middle, Last) Date of Birth

Work Phone Home Phone Cell Phone

07-15-'14 08:26 FROM- CITY OF MAPLE PLAIN 7634790519

T-224 P0002/0002 F-690

EMPLOYEE INFORMATION

1. Employee Name (First, Middle, Last)		DOB
Hire Date	Training Date	Permit Number
2. Employee Name (First, Middle, Last)		DOB
Hire Date	Training Date	Permit Number
3. Employee Name (First, Middle, Last)		DOB
Hire Date	Training Date	Permit Number
4. Employee Name (First, Middle, Last)		DOB
Hire Date	Training Date	Permit Number
5. Employee Name (First, Middle, Last)		DOB
Hire Date	Training Date	Permit Number
6. Employee Name (First, Middle, Last)		DOB
Hire Date	Training Date	Permit Number
7. Employee Name (First, Middle, Last)		DOB
Hire Date	Training Date	Permit Number

* Provide attachment if more than seven (7) employees.

Applicant must provide the following with this application: fill out and attach the form prescribed by the Commissioner of Public Safety, proof of financial responsibility, and copy of liability insurance.

Applicants shall allow, per Maple Pain City Code, any peace officer, health officer, city employee or any other person designated by the City Council to conduct compliance checks and to otherwise enter, inspect, and search the premise of licensee during and after business hours during the time when customers remain on the premises without warrant.

I hereby verify that all of the above information is true and correct. I attest that all of the statements made by me on this liquor license application form and documents submitted are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made with the intent to commit fraud, any fraudulent conduct, or any attempted deception by me or by others with my connivance, in any application, paper or document submitted, shall bar me from being issued a liquor license by the City of Maple Plain.

I hereby authorize West Hennepin Public Safety to conduct a background/record check and verify the information provided on this liquor license application.

Applicant Signature *Debbie J. Feustel* Date *7/15/2014*
 ASSN 500 952-201-7862

OFFICE USE ONLY

Application Received <i>7/15/14</i>	Submitted to WHPS <i>7/15/14</i>	Received by WHPS <i>7/15/14</i>
Investigating Officer <i>III</i>	Investigation Complete <i>07/16/14</i>	
WHPS Recommendation <input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny	Signature <i>Can S. [unclear]</i>	
Council Approval <input type="checkbox"/> Approve <input type="checkbox"/> Deny	Outstanding Utilities/Taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No \$	
<input type="checkbox"/> New Application Fee - \$500	<input type="checkbox"/> Application Renewal - \$25	<input type="checkbox"/> Background Check \$
<input type="checkbox"/> On Sale \$5,000	<input type="checkbox"/> Off Sale \$240	<input type="checkbox"/> Sunday On Sale \$200 <input type="checkbox"/> Wine/Beer On \$250
<input type="checkbox"/> 3.2 Beer Off Sale \$50	<input type="checkbox"/> Block Party \$500	<input type="checkbox"/> Temporary 3.2 \$100 Amount Due \$



Agenda Information Memorandum
August 11th, 2014 - Maple Plain City Council

5. CONSENT AGENDA

**G. MAIN ST. W. AND RAINBOW AVE. – UTILITY AND STREET IMPROVEMENTS –
PAYMENT REQUEST NO. 3**

ACTION TO BE CONSIDERED

To approve payment to LaTour Construction Inc. in the amount of \$370,572.36 for work done through August 7, 2014 on the above referenced project.

FACTS

- LaTour Construction Inc. began work on the project in May 2014.
- The City approved a bond used for project funding at the May 28, 2014 Council Meeting.
- This payment request reflects work on removals and utility improvements to date.
- At this time, the Contractor is beginning work on utilities along Rainbow Avenue and has most of the initial drintile, fabric, sand, and gravel placed from west of Rainbow to the west end of Main Street West.
- Some additional sand was added to the street section near the ravine due to existing clay conditions.
- Work on the Halgren Road watermain crossing of the railroad will begin the week of August 11.
- A public information meeting was held recently at Rainbow Park.
- Residents have been encouraged to use non-project streets for parking, especially after rain events. Residents have also been encouraged to slow down to reduce dust complaints.

ATTACHMENTS

Attached on page(s) ____ through ____ is Payment Request No. 3 and Construction Phasing Figure.



Owner: City of Maple Plain, P. O. Box 97, Maple Plain, MN 55359	Date: August 7, 2014
For Period: 7/11/2014 to 8/7/2014	Request No: 3
Contractor: LaTour Construction, Inc., 2134 County Rd. 8, Maple Lake, MN 55358	

CONTRACTOR'S REQUEST FOR PAYMENT
MAIN STREET WEST AND RAINBOW AVENUE
UTILITY AND STREET IMPROVEMENTS
STANTEC PROJECT NO. 193802390

SUMMARY

1	Original Contract Amount		\$	2,812,476.61
2	Change Order - Addition	\$ 31,607.63		
3	Change Order - Deduction	\$ 0.00		
4	Revised Contract Amount		\$	2,844,084.24
5	Value Completed to Date		\$	920,744.56
6	Material on Hand		\$	0.00
7	Amount Earned		\$	920,744.56
8	Less Retainage 5%		\$	46,037.23
9	Subtotal		\$	874,707.33
10	Less Amount Paid Previously		\$	504,134.97
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>3</u>		\$	<u>370,572.36</u>

Recommended for Approval by:
STANTEC

Approved by Contractor:
LATOUR CONSTRUCTION, INC.

Approved by Owner:
CITY OF MAPLE PLAIN

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
PART A: MAIN STREET WEST IMPROVEMENTS							
PART A.1: MAIN STREET WEST SANITARY SEWER							
1	MOBILIZATION	LS	1	39000.00		1	\$39,000.00
2	REMOVE SANITARY SEWER PIPE	LF	2750	2.15	392	2407	\$5,175.05
3	REMOVE SANITARY SEWER MANHOLE	EA	9	410.00	1	8	\$3,280.00
4	REMOVE SANITARY SEWER SERVICE PIPE	LF	1900	0.01	928	1453	\$14.53
5	BYPASS PUMPING	LS	1	12260.00	0.15	0.9	\$11,034.00
6	IMPROVED PIPE FOUNDATION	LF	1400	5.00		487.896	\$2,439.48
7	CONNECT TO EXISTING SANITARY SEWER PIPE	EA	5	1300.00		2	\$2,600.00
8	CONNECT TO EXISTING SANITARY SEWER MANHOLE	EA	1	2830.00		1	\$2,830.00
9	4' DIAMETER SANITARY SEWER MANHOLE	EA	9	2150.00	1	8	\$17,200.00
10	4' DIAMETER SANITARY SEWER MANHOLE OVERDEPTH	LF	30	85.00	4.42	23	\$1,955.00
11	8" PVC SANITARY SEWER, SDR-35	LF	2800	33.00	392	2407	\$79,431.00
12	8" PLUG	EA	1	91.00		1	\$91.00
13	4" X 8" PVC WYE	EA	60	291.00	10	51	\$14,841.00
14	4" PVC SANITARY SEWER SERVICE, SCH 40	LF	2000	22.35	1008	1719	\$38,419.65
15	RECONNECT SANITARY SEWER SERVICE	EA	55	271.00	27	46	\$12,466.00
16	ABANDON SANITARY SEWER SERVICE	EA	13	91.00	2	3	\$273.00
17	TELEWISE SANITARY SEWER	LF	2800	0.60			\$0.00
TOTAL PART A.1: MAIN STREET WEST SANITARY SEWER							\$231,049.71
PART A.2: MAIN STREET WEST WATERMAIN							
18	REMOVE WATERMAIN PIPE	LF	1800	2.85	350	2042	\$5,819.70
19	ABANDON WATERMAIN PIPE	LF	1170	4.00	375	1485	\$5,940.00
20	REMOVE HYDRANT	EA	6	355.00	2	5	\$1,775.00
21	REMOVE GATE VALVE	EA	9	210.00		4	\$840.00
22	REMOVE WATER SERVICE PIPE	LF	1800	0.01	1067	1576	\$15.76
23	TEMPORARY WATERMAIN	LS	1	12635.00	0.15	0.9	\$11,371.50
24	IMPROVED PIPE FOUNDATION	LF	1500	4.00			\$0.00
25	1" CORPORATION STOP	EA	60	144.00	28	44	\$6,336.00
26	1" CURB STOP AND BOX	EA	60	288.00	28	44	\$12,672.00
27	SERVICE SADDLE	EA	60	135.00	28	44	\$5,940.00
28	1" TYPE K COPPER WATER SERVICE	LF	2320	20.35	1067	1636	\$33,292.60
29	RECONNECT TO EXISTING WATER SERVICE	EA	54	170.00	28	44	\$7,480.00
30	6" GATE VALVE AND BOX	EA	10	1415.00	1	10	\$14,150.00
31	8" GATE VALVE AND BOX	EA	9	1875.00	1	8	\$15,000.00
32	12" GATE VALVE AND BOX	EA	1	3175.00			\$0.00
33	6" PVC WATERMAIN, C900	LF	400	24.00	15	263	\$6,312.00
34	8" PVC WATERMAIN, C900	LF	2850	28.50	375	2325	\$66,262.50
35	12" PVC WATERMAIN, C900	LF	20	47.00			\$0.00
36	6" PLUG	EA	6	139.00		6	\$834.00
37	6" X 8" TEE	EA	16	513.00	1	16	\$8,208.00
38	8" X 8" TEE	EA	4	600.00	1	2	\$1,200.00
39	6" X 8" REDUCER	EA	3	282.00		1	\$282.00
40	8" x 12" REDUCER	EA	1	475.00			\$0.00
41	8" 45 DEGREE BEND	EA	2	350.00		2.355	\$824.25
42	HYDRANT	EA	9	4000.00	1	8	\$32,000.00
43	WATERMAIN OFFSET	EA	5	1300.00	2	5	\$6,500.00
44	ABANDON WATER SERVICE	EA	7	0.01			\$0.00
45	CONNECT TO EXISTING WATERMAIN	EA	5	1530.00		4	\$6,120.00
46	4" INSULATION	SY	50	54.00	15.22	29.44	\$1,589.76
TOTAL PART A.2: MAIN STREET WEST WATERMAIN							\$250,765.07
PART A.3: MAIN STREET WEST STORM SEWER							
47	REMOVE STORM SEWER PIPE	LF	2850	7.50	852	1261	\$9,457.50
48	REMOVE STORM SEWER STRUCTURE	EA	7	325.00	5	6	\$1,950.00
49	2' X 3' CATCH BASIN	EA	7	1540.00	6	6	\$9,240.00
50	27" DIAMETER CATCH BASIN	EA	8	1285.00	7	7	\$8,995.00
51	48" DIAMETER CATCH BASIN MANHOLE	EA	12	1950.00	11	11	\$21,450.00
52	60" DIAMETER CATCH BASIN MANHOLE	EA	3	2775.00	3	3	\$8,325.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
53	72" DIAMETER CATCH BASIN MANHOLE	EA	2	3460.00	2	2	\$6,920.00
54	84" DIAMETER CATCH BASIN MANHOLE	EA	1	6700.00		1	\$6,700.00
55	48" DIAMETER STORM MANHOLE	EA	2	2075.00	2	2	\$4,150.00
56	60" DIAMETER STORM MANHOLE	EA	2	3000.00	2	2	\$6,000.00
57	12" RCP STORM SEWER PIPE	LF	1050	27.25	868	868	\$23,653.00
58	15" RCP STORM SEWER PIPE	LF	715	29.75	731	731	\$21,747.25
59	24" RCP STORM SEWER PIPE, CL. 3	LF	490	41.50	490	490	\$20,335.00
60	36" RCP STORM SEWER PIPE, CL. 3	LF	765	69.00	565	765	\$52,785.00
61	12" FLARED END SECTION	EA	4	675.00	4	4	\$2,700.00
62	CONNECT TO EXISTING STORM SEWER PIPE	EA	1	875.00	1	1	\$875.00
TOTAL PART A.3: MAIN STREET WEST STORM SEWER							\$205,282.75

PART A.4: MAIN STREET WEST STREET

63	MOBILIZATION	LS	1	12000.00		0.9	\$10,800.00
64	CLEARING AND GRUBBING	LS	1	3150.00		1	\$3,150.00
65	REMOVE TREE	EA	15	525.00		27	\$14,175.00
66	REMOVE SHRUB	EA	20	52.00		58	\$3,016.00
67	REMOVE STUMP	EA	1	160.00		2	\$320.00
68	REMOVE CONCRETE CURB AND GUTTER	LF	200	4.60			\$0.00
69	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	1730	3.00		771	\$2,313.00
70	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	100	6.10			\$0.00
71	REMOVE BITUMINOUS PAVEMENT	SY	8200	4.15		5873	\$24,372.95
72	REMOVE DRAIN TILE	LF	1350	1.05			\$0.00
73	REMOVE RETAINING WALL	LF	250	12.75		290	\$3,697.50
74	REMOVE BOLLARD	EA	4	116.00		4	\$464.00
75	SAWING BITUMINOUS PAVEMENT	LF	910	3.15		331	\$1,042.65
76	SAWING CONCRETE PAVEMENT	LF	40	4.15			\$0.00
77	REMOVE SIGN	EA	16	26.15		16	\$418.40
78	TEMPORARY MAILBOXES	LS	1	3800.00	0.25	0.75	\$2,850.00
79	SALVAGE AND REINSTALL FENCE	LF	50	7.65		207	\$1,583.55
80	SALVAGE AND REINSTALL YARD LIGHT	EA	2	515.00			\$0.00
81	SALVAGE AND REINSTALL TREE	EA	4	235.00		4	\$940.00
82	COMMON EXCAVATION (EV)	CY	10500	11.65		1150	\$13,397.50
83	SUBGRADE EXCAVATION (EV)	CY	1000	13.45			\$0.00
84	COMMON EXCAVATION (EV) - SPECIAL 1	CY	200	17.45			\$0.00
85	TOPSOIL BORROW (LV)	CY	3100	16.35			\$0.00
86	GEOTEXTILE FABRIC TYPE V	SY	10200	2.20			\$0.00
87	SELECT GRANULAR BORROW - STREETS	CY	3500	21.15			\$0.00
88	SELECT GRANULAR BORROW MODIFIED - FILTRATION BASIN	CY	60	42.50			\$0.00
89	PLANTING SOIL - FILTRATION BASIN	CY	50	39.50			\$0.00
90	MULCH, TYPE 6 - FILTRATION BASIN	CY	12	65.00			\$0.00
91	LAWN EDGING - FILTRATION BASIN	LF	400	2.65			\$0.00
92	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	5350	13.55			\$0.00
93	AGGREGATE MATERIAL FOR ACCESS	CY	1000	10.00	172.609	471.609	\$4,716.09
94	ADJUST MANHOLE CASTING	EA	12	300.00			\$0.00
95	ADJUST VALVE BOX	EA	11	180.00			\$0.00
96	EXTERNAL SEAL SYSTEM	EA	9	240.00			\$0.00
97	BITUMINOUS MATERIAL FOR TACK COAT	GAL	440	3.40			\$0.00
98	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	800	66.00			\$0.00
99	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	1000	64.25			\$0.00
100	PATCH HALGREN ROAD	SY	470	84.00			\$0.00
101	BITUMINOUS DRIVEWAY PATCH	SY	1730	22.35			\$0.00
102	CONCRETE DRIVEWAY APRON	SY	600	43.75			\$0.00
103	CONCRETE DRIVEWAY PATCH	SY	55	43.75			\$0.00
104	GRAVEL DRIVEWAY PATCH	SY	490	11.65			\$0.00
105	6" PERF PVC DRAIN TILE (FILTRATION BASIN)	LF	100	13.50			\$0.00
106	6" PVC DRAIN TILE (FILTRATION BASIN)	LF	60	13.50			\$0.00
107	6" PVC DRAIN TILE CLEANOUT (FILTRATION BASIN)	EA	3	142.00			\$0.00
108	4" PERF PE DRAIN TILE	LF	5740	7.00			\$0.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
109	4" PERF PVC DRAIN TILE, SCH. 40	LF	500	11.25			\$0.00
110	CONNECT TO EXISTING DRAIN TILE	EA	20	90.00			\$0.00
111	CONNECT EXISTING DRAIN TILE TO STRUCTURE	EA	20	210.00			\$0.00
112	CONCRETE CURB & GUTTER, SURMOUNTABLE	LF	5600	9.75			\$0.00
113	CONCRETE CURB & GUTTER, DESIGN B618	LF	200	10.25			\$0.00
114	TRAFFIC CONTROL	LS	1	4645.00		0.9	\$4,180.50
115	STREET SWEEPER (WITH PICKUP BROOM)	HR	20	155.00	13.76	32.51	\$5,039.05
116	LANDSCAPE FUND	LS	1	10000.00			\$0.00
117	WATER FOR DUST CONTROL	MGAL	100	58.00			\$0.00
118	SILT FENCE, TYPE MACHINE SLICED	LF	600	1.85		566	\$1,047.10
119	PROTECTION OF CATCH BASIN, NON-STREET	EA	15	210.00		3	\$630.00
120	PROTECTION OF CATCH BASIN, STREET	EA	33	190.00		5	\$950.00
121	CULVERT PROTECTION	EA	5	65.00		3	\$195.00
122	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	5	1225.00	2.11	5.95	\$7,286.62
123	BIOROLL	LF	150	2.95		100	\$295.00
124	SEED MIX 25-151 AND HYDROMULCH	SY	13100	1.00			\$0.00
125	SEED MIX 25-151 AND BLANKET	SY	700	1.45			\$0.00
126	SEED MIX 25-151 AND BLANKET, CAT 4	SY	100	1.75			\$0.00
127	DECIDUOUS TREE 2.5" CAL. B&B	EA	22	390.00			\$0.00
128	5' HIGH CONIFEROUS TREE B&B	EA	8	265.00			\$0.00
129	SHRUB	EA	20	70.00			\$0.00
130	PERENNIALS	EA	350	6.00			\$0.00
131	SIGN PANEL, TYPE C	SF	80	36.00			\$0.00
132	INSTALL STREET NAME SIGN	EA	8	105.00			\$0.00
TOTAL PART A.4: MAIN STREET WEST STREET							\$106,879.91

PART B: RAINBOW AVENUE IMPROVEMENTS
PART B.1: RAINBOW AVENUE SANITARY SEWER

133	MOBILIZATION	LS	1	36000.00	0.9	0.9	\$32,400.00
134	REMOVE SANITARY SEWER PIPE	LF	1260	2.10	42	42	\$88.20
135	REMOVE SANITARY SEWER MANHOLE	EA	4	420.00			\$0.00
136	REMOVE SANITARY SEWER SERVICE PIPE	LF	900	0.01			\$0.00
137	BYPASS PUMPING	LS	1	8000.00			\$0.00
138	IMPROVED PIPE FOUNDATION	LF	650	5.00			\$0.00
139	CONNECT TO EXISTING SANITARY SEWER PIPE	EA	2	0.01			\$0.00
140	4' DIAMETER SANITARY SEWER MANHOLE	EA	4	2300.00			\$0.00
141	4' DIAMETER SANITARY SEWER MANHOLE OVERDEPTH	LF	20	85.00			\$0.00
142	8" PVC SANITARY SEWER, SDR-35	LF	1300	33.25	42	42	\$1,396.50
143	4" X 8" PVC WYE	EA	26	290.00			\$0.00
144	4" PVC SANITARY SEWER SERVICE, SCH 40	LF	900	21.75			\$0.00
145	RECONNECT SANITARY SEWER SERVICE	EA	26	265.00			\$0.00
146	ABANDON SANITARY SEWER SERVICE	EA	2	91.00			\$0.00
147	TELEVISION SANITARY SEWER	LF	1300	0.60			\$0.00
TOTAL PART B.1: RAINBOW AVENUE SANITARY SEWER							\$33,884.70

PART B.2: RAINBOW AVENUE WATERMAIN

148	REMOVE WATERMAIN PIPE	LF	1140	2.85	20	20	\$57.00
149	ABANDON WATERMAIN PIPE	LF	260	4.00	50	50	\$200.00
150	REMOVE HYDRANT	EA	2	355.00			\$0.00
151	REMOVE GATE VALVE	EA	4	210.00			\$0.00
152	REMOVE WATER SERVICE PIPE	LF	860	0.01			\$0.00
153	TEMPORARY WATERMAIN	LS	1	9700.00			\$0.00
154	IMPROVED PIPE FOUNDATION	LF	750	4.00			\$0.00
155	1" CORPORATION STOP	EA	24	145.00			\$0.00
156	1" CURB STOP AND BOX	EA	24	290.00			\$0.00
157	SERVICE SADDLE	EA	24	135.00			\$0.00
158	1" TYPE K COPPER WATER SERVICE	LF	860	21.50			\$0.00
159	RECONNECT TO EXISTING WATER SERVICE	EA	24	170.00			\$0.00
160	6" GATE VALVE AND BOX	EA	4	1415.00			\$0.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
161	8" GATE VALVE AND BOX	EA	5	1875.00	1	1	\$1,875.00
162	6" PVC WATERMAIN, C900	LF	80	24.00			\$0.00
163	8" PVC WATERMAIN, C900	LF	1380	28.75	70	70	\$2,012.50
164	6" X 8" TEE	EA	4	515.00			\$0.00
165	8" X 8" TEE	EA	1	600.00			\$0.00
166	6" X 8" REDUCER	EA	1	281.00			\$0.00
167	8" 11.25 DEGREE BEND	EA	2	310.00			\$0.00
168	8" 45 DEGREE BEND	EA	2	350.00			\$0.00
169	HYDRANT	EA	4	3700.00			\$0.00
170	WATERMAIN OFFSET	EA	2	1350.00			\$0.00
171	ABANDON WATER SERVICE	EA	2	0.01			\$0.00
172	CONNECT TO EXISTING WATERMAIN	EA	2	1600.00			\$0.00
173	4" INSULATION	SY	20	54.00			\$0.00
TOTAL PART B.2: RAINBOW AVENUE WATERMAIN							\$4,144.50
PART B.3: RAINBOW AVENUE STORM SEWER							
174	REMOVE STORM SEWER PIPE	LF	750	7.50			\$0.00
175	REMOVE STORM SEWER STRUCTURE	EA	8	325.00			\$0.00
176	2' X 3' CATCH BASIN	EA	3	1525.00			\$0.00
177	27" DIAMETER CATCH BASIN	EA	3	1285.00			\$0.00
178	48" DIAMETER CATCH BASIN MANHOLE	EA	10	1950.00			\$0.00
179	48" DIAMETER MANHOLE	EA	1	2215.00			\$0.00
180	12" RCP STORM SEWER PIPE	LF	312	27.25			\$0.00
181	15" RCP STORM SEWER PIPE	LF	31	30.00			\$0.00
182	18" RCP STORM SEWER PIPE	LF	293	33.25			\$0.00
183	21" RCP STORM SEWER PIPE, CL. 3	LF	179	37.75			\$0.00
184	12" HDPE STORM SEWER PIPE	LF	290	25.75			\$0.00
185	15" HDPE STORM SEWER PIPE	LF	142	30.75			\$0.00
186	CONNECT TO EXISTING STORM SEWER PIPE	EA	1	845.00			\$0.00
TOTAL PART B.3: RAINBOW AVENUE STORM SEWER							\$0.00
PART B.4: RAINBOW AVENUE STREET							
187	MOBILIZATION	LS	1	4600.00	0.4	0.9	\$4,140.00
188	REMOVE TREE	EA	5	425.00		7	\$2,975.00
189	REMOVE SHRUB	EA	3	52.00			\$0.00
190	REMOVE CONCRETE CURB AND GUTTER	LF	100	4.60			\$0.00
191	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY	450	3.00			\$0.00
192	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY	390	6.00			\$0.00
193	REMOVE BITUMINOUS PAVEMENT	SY	4100	4.15			\$0.00
194	REMOVE DRAINTILE	LF	3000	1.05			\$0.00
195	SAWING BITUMINOUS PAVEMENT	LF	370	3.15			\$0.00
196	SAWING CONCRETE PAVEMENT	LF	200	4.15			\$0.00
197	REMOVE SIGN	EA	7	26.15		7	\$183.05
198	TEMPORARY MAILBOXES	LS	1	1900.00	0.5	0.5	\$950.00
199	COMMON EXCAVATION (EV)	CY	4500	12.00			\$0.00
200	COMMON EXCAVATION (EV) - SPECIAL 1	CY	200	17.45			\$0.00
201	SUBGRADE EXCAVATION (EV)	CY	500	13.45			\$0.00
202	TOPSOIL BORROW (LV)	CY	1300	16.45			\$0.00
203	GEOTEXTILE FABRIC TYPE V	SY	4900	2.15			\$0.00
204	SELECT GRANULAR BORROW - STREET	CY	1800	21.20			\$0.00
205	SELECT GRANULAR BORROW MODIFIED - FILTRATION BASIN	CY	60	42.50			\$0.00
206	PLANTING SOIL - FILTRATION BASIN	CY	50	39.55			\$0.00
207	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	2500	13.55			\$0.00
208	AGGREGATE MATERIAL FOR ACCESS	CY	500	10.00			\$0.00
209	ADJUST MANHOLE CASTING	EA	4	300.00			\$0.00
210	ADJUST VALVE BOX	EA	5	180.00			\$0.00
211	EXTERNAL SEAL SYSTEM	EA	4	240.00			\$0.00
212	BITUMINOUS MATERIAL FOR TACK COAT	GAL	210	3.40			\$0.00
213	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	400	66.00			\$0.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
214	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	500	64.25			\$0.00
215	BITUMINOUS DRIVEWAY PATCH	SY	460	22.35			\$0.00
216	CONCRETE DRIVEWAY APRON	SY	300	43.75			\$0.00
217	CONCRETE DRIVEWAY PATCH	SY	390	43.75			\$0.00
218	GRAVEL DRIVEWAY PATCH	SY	290	13.15			\$0.00
219	6" PERF PVC DRAIN TILE (FILTRATION BASIN)	LF	100	13.45			\$0.00
220	6" PVC DRAIN TILE (FILTRATION BASIN)	LF	60	13.45			\$0.00
221	6" PVC DRAIN TILE CLEANOUT (FILTRATION BASIN)	EA	3	142.00			\$0.00
222	4" PERF PE DRAIN TILE	LF	2800	7.00			\$0.00
223	4" PERF PVC DRAIN TILE, SCH. 40	LF	230	11.25			\$0.00
224	CONNECT TO EXISTING DRAIN TILE	EA	5	90.00			\$0.00
225	CONNECT EXISTING DRAIN TILE TO STRUCTURE	EA	5	210.00			\$0.00
226	CONCRETE CURB & GUTTER, SURMOUNTABLE	LF	3000	9.75			\$0.00
227	TRAFFIC CONTROL	LS	1	2100.00	0.4	0.9	\$1,890.00
228	STREET SWEEPER (WITH PICKUP BROOM)	HR	10	155.00			\$0.00
229	LANDSCAPE FUND	LS	1	5000.00			\$0.00
230	WATER FOR DUST CONTROL	MGAL	100	58.00			\$0.00
231	SILT FENCE, TYPE MACHINE SLICED	LF	300	1.85			\$0.00
232	PROTECTION OF CATCH BASIN, NON-STREET	EA	7	210.00			\$0.00
233	PROTECTION OF CATCH BASIN, STREET	EA	13	190.00			\$0.00
234	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2	1225.00			\$0.00
235	BIOROLL	LF	200	3.00			\$0.00
236	SEED MIX 25-151 AND HYDROMULCH	SY	5500	1.00			\$0.00
237	DECIDUOUS TREE 2.5" CAL. B&B	EA	8	390.00			\$0.00
238	5' HIGH CONIFEROUS TREE B&B	EA	2	265.00			\$0.00
239	SHRUB	EA	3	70.00			\$0.00
240	SIGN PANELS, TYPE C	SF	30	36.00			\$0.00
241	INSTALL STREET NAME SIGN	EA	2	105.00			\$0.00
	TOTAL PART B.4: RAINBOW AVENUE STREET						\$10,138.05
PART C: RAINBOW PARK STORM SEWER AND RAVINE IMPROVEMENTS							
242	REMOVE TREE	EA	10	420.00		6	\$2,520.00
243	REMOVE SHRUB	EA	4	52.00			\$0.00
244	TREE TRIMMING	LS	1	1575.00		1	\$1,575.00
245	REMOVE DEBRIS - RAVINE	LS	1	1050.00		1	\$1,050.00
246	REMOVE STORM SEWER PIPE	LF	500	9.00			\$0.00
247	REMOVE CONCRETE BOX CULVERT	LF	89	75.00		89	\$6,675.00
248	REMOVE STORM SEWER STRUCTURE	EA	2	450.00			\$0.00
249	SALVAGE AND REINSTALL STORM SEWER PIPE	LF	60	30.00	30	60	\$1,800.00
250	SALVAGE AND REINSTALL FLARED END SECTION	EA	1	490.00	0.5	1	\$490.00
251	SALVAGE AND REINSTALL STORM SEWER STRUCTURE	EA	1	1035.00	0.5	1	\$1,035.00
252	SALVAGE AND REINSTALL TREE	EA	4	235.00		1	\$235.00
253	CONNECT EXISTING DRAINTILE TO STRUCTURE	EA	4	215.00			\$0.00
254	6" PERF PVC DRAINTILE	LF	120	14.25			\$0.00
255	6" CLEANOUT	EA	2	142.00			\$0.00
256	21" RCP STORM SEWER PIPE, CL. 3	LF	17	43.35			\$0.00
257	48" RCP STORM SEWER PIPE, CL. 4	LF	125	138.00		117	\$16,146.00
258	12" HDPE STORM SEWER	LF	187	25.50			\$0.00
259	24" HDPE STORM SEWER	LF	910	45.00			\$0.00
260	48" FLARED END SECTION	EA	1	3225.00		1	\$3,225.00
261	27" DIAMETER CATCH BASIN	EA	2	1300.00			\$0.00
262	48" DIAMETER CATCH BASIN MANHOLE	EA	5	2000.00			\$0.00
263	60" DIAMETER CATCH BASIN MANHOLE	EA	1	2600.00			\$0.00
264	96" DIAMETER CATCH BASIN MANHOLE	EA	1	7800.00	1	1	\$7,800.00
265	CONNECT TO EXISTING STORM MH-2	EA	1	3910.00		1	\$3,910.00
266	SITE GRADING - RAINBOW PARK	LS	1	5475.00			\$0.00
267	SITE GRADING - RAVINE	LS	1	1625.00			\$0.00
268	RELOCATE GRAVEL TRAIL	SY	155	12.30			\$0.00
269	RANDOM RIPRAP, CLASS 4	CY	33	91.00		21.90	\$1,993.02
270	DECIDUOUS TREE 2.5" CAL. B&B	EA	10	390.00			\$0.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
271	SHRUB	EA	4	70.00			\$0.00
272	SEED MIX 25-151 AND BLANKET, CAT. 4	SY	250	1.50			\$0.00
273	SEED MIX 25-151 AND HYDROMULCH	SY	6000	1.00			\$0.00
274	SEED MIX 25-141 AND BLANKET, CAT. 4	SY	300	1.50	275	275	\$412.50
275	SEED MIX 25-141 AND TURF REINFORCEMENT MAT	SY	250	10.40			\$0.00
276	SILT FENCE, TYPE MACHINE-SLICED	LF	1000	1.85	336	665	\$1,230.25
277	FLOTATION SILT FENCE, MOVING WATER	LF	125	17.00			\$0.00
278	PROTECTION OF CATCH BASIN, NON-STREET	EA	10	206.00			\$0.00
279	BIOROLL	LF	300	2.85		20	\$57.00
TOTAL PART C: RAINBOW PARK STORM SEWER AND RAVINE IMPROVEMENTS							\$50,153.77

PART D: HALGREN ROAD WATERMAIN IMPROVEMENTS

280	MOBILIZATION	LS	1	8200.00			\$0.00
281	CLEARING AND GRUBBING	LS	1	3700.00			\$0.00
282	TRAFFIC CONTROL	LS	1	1050.00			\$0.00
283	CONNECT TO EXISTING WATERMAIN - NORTH END	EA	1	3185.00			\$0.00
284	12" PVC WATERMAIN, C-900	LF	50	69.50			\$0.00
285	12" GATE VALVE AND BOX	EA	1	3235.00			\$0.00
286	24-INCH STEEL CASING PIPE, JACKED	LF	100	717.00			\$0.00
287	DIRECTIONAL DRILL 14" HDPE WATERMAIN	LF	350	210.00			\$0.00
288	12"-45 DEGREE BEND	EA	2	690.00			\$0.00
289	SILT FENCE, TYPE MACHINE SLICED	LF	200	2.60			\$0.00
290	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	1225.00			\$0.00
291	SEED MIX 25-141 AND HYDROMULCH	SY	800	1.80			\$0.00
292	SEED MIX 25-141 AND BLANKET, CAT 4	SY	500	1.60			\$0.00
TOTAL PART D: HALGREN ROAD WATERMAIN IMPROVEMENTS							\$0.00

ALTERNATE NO. 1: RAINBOW PARK PARKING LOT PAVING

293	SUBGRADE PREPARATION	SY	1630	1.60			\$0.00
294	AGGREGATE BASE CLASS 5, 100% CRUSHED	TON	300	20.75			\$0.00
295	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	300	78.00			\$0.00
TOTAL ALTERNATE NO. 1: RAINBOW PARK PARKING LOT PAVING							\$0.00

CHANGE ORDER NO. 1

1	450 JOHN DEERE EXCAVATOR W/OPERATOR	HR	9	288.00	9	9	\$2,592.00
2	160 HITACHI EXCAVATOR W/OPERATOR	HR	9	193.00	8	8	\$1,544.00
3	744 JOHN DEERE LOADER W/OPERATOR	HR	4.5	182.00	6.2	6.2	\$1,128.00
4	LABORERS (2)	HR	9	159.00	8	8	\$1,272.00
5	FOREMAN	HR	9	98.00	8	8	\$784.00
6	LANDSCAPE - CAT #3 EROSION BLANKET W/33-261 SEED	SY	250	2.30			\$0.00
7	LANDSCAPE - TEMPORARY DITCH CHECK TYPE STRAW LOGS	LF	50	3.60			\$0.00
8	TREE CLEARING - ALLOWANCE	LS	1	3570.00	0.57	0.57	\$2,040.00
9	HAUL EXCESS MATERIAL TO PIT	CY	100	9.00			\$0.00
10	CLASS 2 OR CLASS 4 FIELD STONE	TN	189	38.95	212.05	212.05	\$8,259.35
11	TYPE V NON-WOVEN FABRIC 8.0 OZ NW 12.5' X 360' (500 SY)	SY	500	0.86	200	200	\$172.00
12	OVERHEAD	LS	1	3186.46	0.98	0.98	\$3,110.99
TOTAL CHANGE ORDER NO. 1							\$20,902.34

CHANGE ORDER NO. 2

1	450 JOHN DEERE EXCAVATOR W/OPERATOR	HR	4.5	288.00	4.5	4.5	\$1,296.00
2	744 JOHN DEERE LOADER W/OPERATOR	HR	4.5	182.00	3.5	3.5	\$634.50
3	LABORERS (2)	HR	4.5	159.00	4.5	4.5	\$715.50
4	FOREMAN	HR	4.5	98.00	4.5	4.5	\$441.00
5	LANDSCAPE - CAT #3 EROSION BLANKET W/33-261 SEED	SY	100	2.30			\$0.00
6	LANDSCAPE - TEMPORARY DITCH CHECK TYPE STRAW LOGS	LF	100	3.60	50	50	\$180.00

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
7	TREE CLEARING - ALLOWANCE	LS	1	510.00	2	2	\$1,020.00
8	CLASS 2 OR CLASS 4 FIELD STONE	TN	39	38.95	36.81	36.81	\$1,433.75
9	TYPE V NON-WOVEN FABRIC 8.0 OZ NW 12.5' X 360' (500 SY)	SY	500	0.86	46.67	46.67	\$40.14
10	REDI-MIX GROUT FOR RIPRAP	CY	3	128.00	5.6	5.6	\$715.00
11	SMALL LOAD FEE	LD	1	90.00	0.17	0.17	\$15.00
12	ENVIRONMENTAL WASTE MANAGEMENT FEE	LD	1	30.00	1	1	\$30.00
13	SELF CONTAINED WASH OUT SERVICE	LD	1	20.00			\$0.00
14	OVERHEAD	LS	1	1099.07	0.93	0.9306778	\$1,022.88
	TOTAL CHANGE ORDER NO. 2						<u>\$7,543.77</u>

TOTAL PART A.1: MAIN STREET WEST SANITARY SEWER	\$231,049.71
TOTAL PART A.2: MAIN STREET WEST WATERMAIN	\$250,765.07
TOTAL PART A.3: MAIN STREET WEST STORM SEWER	\$205,282.75
TOTAL PART A.4: MAIN STREET WEST STREET	\$106,879.91
TOTAL PART B.1: RAINBOW AVENUE SANITARY SEWER	\$33,884.70
TOTAL PART B.2: RAINBOW AVENUE WATERMAIN	\$4,144.50
TOTAL PART B.3: RAINBOW AVENUE STORM SEWER	\$0.00
TOTAL PART B.4: RAINBOW AVENUE STREET	\$10,138.05
TOTAL PART C: RAINBOW PARK STORM SEWER AND RAVINE IMPROVEMENTS	\$50,153.77
TOTAL PART D: HALGREN ROAD WATERMAIN IMPROVEMENTS	\$0.00
TOTAL ALTERNATE NO. 1: RAINBOW PARK PARKING LOT PAVING	\$0.00
TOTAL CHANGE ORDER NO. 1	\$20,902.34
TOTAL CHANGE ORDER NO. 2	\$7,543.77
TOTAL WORK COMPLETED TO DATE	<u>\$920,744.56</u>

PROJECT PAYMENT STATUS

OWNER CITY OF MAPLE PLAIN
STANTEC PROJECT NO. 193802390
CONTRACTOR LATOUR CONSTRUCTION, INC.

CHANGE ORDERS

No.	Date	Description	Amount
1	8/7/2014	This Change Order provides for additional work on this project. See Change Order.	\$23,664.01
2	8/7/2014	This Change Order provides for additional work on this project. See Change Order.	\$7,943.62
Total Change Orders			\$31,607.63

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	05/04/2014	06/04/2014	238,388.73	12,546.78	250,935.51
2	06/05/2014	07/10/2014	265,746.24	26,533.42	530,668.39
3	07/11/2014	08/07/2014	370,572.36	46,037.23	920,744.56

Material on Hand

Total Payment to Date		\$874,707.33	Original Contract	\$3,458,126.86
Retainage Pay No. 3		46,037.23	Change Orders	\$31,607.63
Total Amount Earned		\$920,744.56	Revised Contract	\$3,489,734.49



Agenda Information Memorandum
August 11, 2014 - Maple Plain City Council

IV. CONSENT AGENDA

H. TH 12 SIDEWALK IMPROVEMENTS – PAYMENT REQUEST NO. 4

ACTION TO BE CONSIDERED

To approve payment to Johnson Masonry in the amount of \$3,397.14 for work done through August 8, 2014 on the above referenced project.

FACTS

- Johnson Masonry began work on the project in September 2013.
- The majority of the work is completed.
- The work done on this payment request is related to restoration work and punchlist items.

ATTACHMENTS

Attached on page(s) ____ through ____ is Payment Request No. 4.



Owner: City of Maple Plain, 1620 Maple St., P. O. Box 97, Maple Plain, MN 55359	Date: August 8, 2014
For Period: 12/4/2013 to 8/8/2014	Request No: 4
Contractor: Johnson Masonry, 204 Budd St. N., Maple Plain, MN 55359	

CONTRACTOR'S REQUEST FOR PAYMENT
 TH 12 SIDEWALK IMPROVEMENTS
 STANTEC PROJECT NO. 193801838

SUMMARY

1	Original Contract Amount		\$	41,510.00
2	Change Order - Addition		\$	0.00
3	Change Order - Deduction		\$	0.00
4	Revised Contract Amount		\$	41,510.00
5	Value Completed to Date		\$	37,352.80
6	Material on Hand		\$	0.00
7	Amount Earned		\$	37,352.80
8	Less Retainage	500.00	\$	500.00
9	Subtotal		\$	36,852.80
10	Less Amount Paid Previously		\$	33,455.66
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	4	\$	3,397.14

Recommended for Approval by:
STANTEC

Approved by Contractor:
JOHNSON MASONRY

Approved by Owner:
CITY OF MAPLE PLAIN

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE BID:							
1	MOBILIZATION	LS	1	1200.00		1	\$1,200.00
2	SAWING BITUMINOUS PAVEMENT	LF	150	4.50		152	\$684.00
3	SAWING CONCRETE PAVEMENT	LF	30	12.00			\$0.00
4	REMOVE BITUMINOUS PAVEMENT	SY	85	18.00		35	\$630.00
5	REMOVE CONCRETE SIDEWALK	SY	15	18.00		5	\$90.00
6	REMOVE CONCRETE DRIVEWAY APRON	SF	210	3.00		409	\$1,227.00
7	REMOVE CONCRETE CURB AND GUTTER	LF	40	20.63		40	\$825.20
8	REMOVE CONCRETE POST	EA	2	5.00		1	\$5.00
9	REMOVE CULVERT	LF	70	10.00		70	\$700.00
10	SALVAGE AND REINSTALL WOOD FENCE	LF	16	5.00			\$0.00
11	SALVAGE AND REINSTALL CONCRETE APRON	EA	1	100.00		1	\$100.00
12	CONNECT TO EXISTING STORM SEWER	EA	1	200.00		1	\$200.00
13	12" CMP CULVERT	LF	70	34.29		70	\$2,400.30
14	15" RCP STORM SEWER	LF	10	71.00		8	\$568.00
15	COMMON EXCAVATION	CY	100	18.40		100	\$1,840.00
16	CLASS 5 AGGREGATE BASE	TN	120	24.38		120	\$2,925.60
17	4" BITUMINOUS SIDEWALK/DRIVEWAY	SY	150	43.75		75	\$3,281.25
18	BITUMINOUS STREET PATCH	SY	25	59.50		32	\$1,904.00
19	GRAVEL DRIVEWAY PATCH	SY	4	42.50		4	\$170.00
20	4" CONCRETE SIDEWALK	SF	1600	5.15		1221	\$6,288.15
21	6" CONCRETE DRIVEWAY APRON	SF	335	7.20		564	\$4,060.80
22	CONCRETE PEDESTRIAN RAMP	SF	144	5.50		144	\$792.00
23	TRUNCATED DOME PANEL	SF	16	37.50		16	\$600.00
24	CONCRETE CURB AND GUTTER	LF	105	32.00		52	\$1,664.00
25	INLET PROTECTION	EA	6	50.00		2	\$100.00
26	SILT FENCE	LF	220	4.00			\$0.00
27	RESTORATION	LS	1	2250.00	0.97	2.27	\$5,097.50
	TOTAL BASE BID:						<u>\$37,352.80</u>
	TOTAL BASE BID:						\$37,352.80
	TOTAL WORK COMPLETED TO DATE						<u>\$37,352.80</u>

PROJECT PAYMENT STATUS

OWNER CITY OF MAPLE PLAIN
 STANTEC PROJECT NO. 193801838
 CONTRACTOR JOHNSON MASONRY

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	09/01/2013	10/04/2013	24,985.05	1,315.00	26,300.05
2	10/05/2013	11/06/2013	7,260.61	1,697.14	33,942.80
3	11/07/2013	12/03/2013	1,210.00	1,697.15	35,152.80
4	12/04/2013	08/08/2014	3,397.14	500.00	37,352.80

Material on Hand

Total Payment to Date		\$36,852.80	Original Contract	\$41,510.00
Retainage Pay No.	4	500.00	Change Orders	
Total Amount Earned		\$37,352.80	Revised Contract	\$41,510.00



Agenda Information Memorandum
August 11, 2014 Maple Plain City Council

8. ADMINISTRATIVE REPORTS
A. WEST HENNEPIN PUBLIC SAFETY MONTHLY REPORT

ACTION TO BE CONSIDERED

To receive and accept the monthly report from West Hennepin Public Safety Director Gary Kroells.

FACTS

- See attached.

ATTACHMENTS

Attached on page(s) _____ through _____ is a copy of the West Hennepin Public Safety monthly report.



Date: July 15, 2014
To: Public Safety Commissioners
City of Independence Council Members
City of Maple Plain Council Members
From: Director Gary Kroells *G. Kroells*
SUBJECT: JUNE 2014 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\2013\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

Monthly Activity Report

June 2014

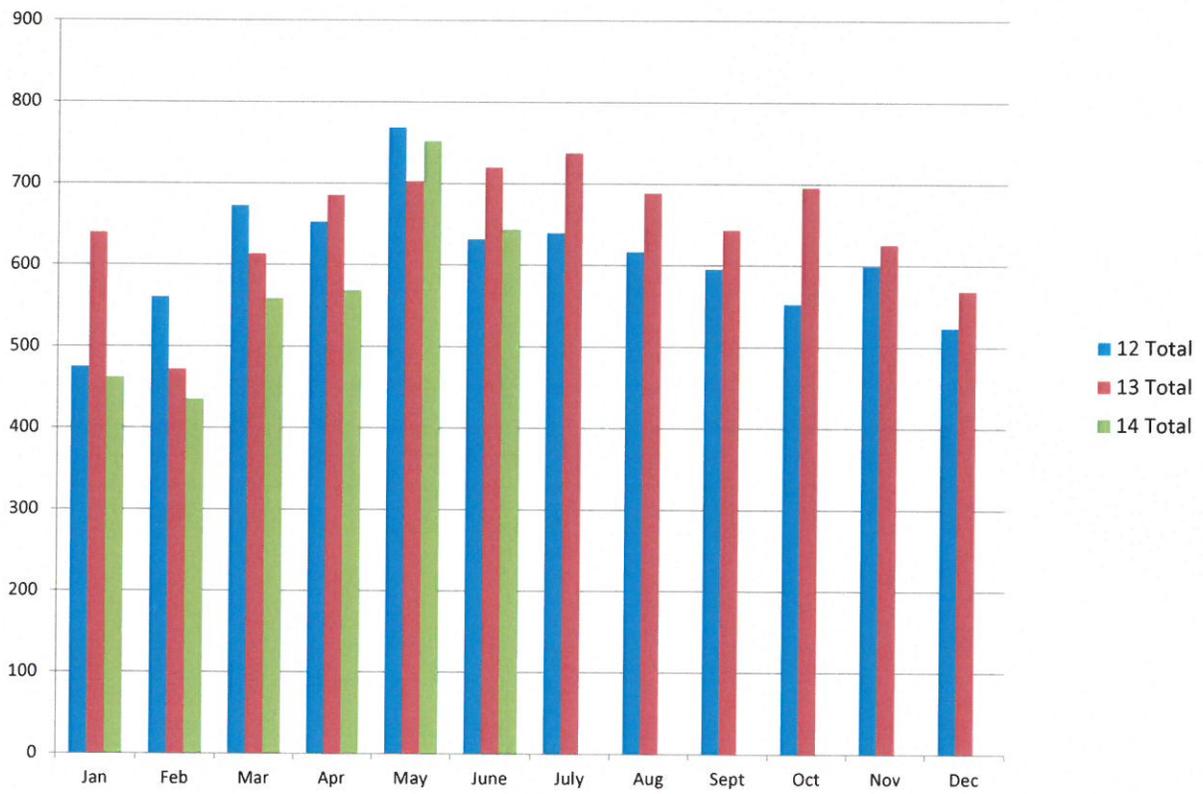
Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	15	4	45	44
Traffic	179	154	745	793
Part III	12	14	48	56
Part IV	42	48	236	217
Part V	149	168	855	844
Total City of Independence	397	388	1,929	1,954
City Of Maple Plain				
Criminal	12	10	34	45
Traffic	34	66	273	403
Part III	11	4	45	23
Part IV	23	24	121	117
Part V	138	178	869	973
Total City Of Maple Plain	218	282	1,342	1,561
Grand Total Both Cities				
Other ICRS	29	50	150	320
Total ICR Reports	644	720	3,421	3,835
Mileage	11,346	10,193	66,654	60,482
How Received				
Fax	14	5	78	89
In Person	95	151	643	738
Mail	5	5	14	27
Other	6	2	23	11
Phone	45	40	274	241
Radio	211	210	1,082	1,051
Visual	268	307	1,307	1,678
Total	644	720	3,421	3,835

June 2014 Criminal Part I & II
City of Independence Grid #'s 3-5

AGN	ICR	Title	Create Date	Grid #	Date	range
WHPS	14002813	Burglary	6/3/2014	5	6/3/2014	B0894
WHPS	14002831	Minor Consumption of Alcohol; Drugs - Small Amount of Marijuana in Motor Vehicle; Drugs - Paraphernalia Possession; Seatbelt Violation	6/4/2014	3	6/4/2014	DA540
WHPS	14002865	Minor Consumption of Alcohol; Possession of Alcohol Under 21; Drugs - Small Amount of Marijuana not in Motor Vehicle; Drugs - Paraphernalia Possession	6/5/2014	5	6/5/2014	DA540
WHPS	14002978	Property Damage	6/10/2014	4	6/10/2014	P3129
WHPS	14003002	3rd Degree DWI ; Vehicle Forfeiture	6/11/2014	5	6/11/2014	JFWA1
WHPS	14003009	Theft	6/12/2014	4	6/12/2014	TT029
WHPS	14003022	4th Degree DWI; Underage Drinking and Driving	6/13/2014	5	6/13/2014	JGW01
WHPS	14003075	Theft-Take-Use-Transfer Moveable Property - No Consent; Check Forgery - Make or Alter a Check; Financial Transaction Card Fraud-Use-No Consent	6/15/2014	4	6/15/2014	C00D1
WHPS	14003141	Property Damage - Mailbox	6/18/2014	3	6/18/2014	P3119
WHPS	14003213	Drugs- Small Amount of Marijuana in Motor Vehicle	6/20/2014	4	6/20/2014	DA540
WHPS	14003237	3rd Degree DWI; Careless Driving	6/22/2014	3	6/21/2014	JFWA1
WHPS	14003241	3rd Degree DWI	6/22/2014	3	6/22/2014	JFW01
WHPS	14003402	4th Degree DWI; Open Bottle; Drivers License-Driving Without a Valid License	6/29/2014	5	6/29/2014	JG501
WHPS	14003408	Assault - 2nd Degree- Dangerous Weapon; Domestic Assault - Felony; Terroristic Threats- Reckless Disregard Risk	6/29/2014	5	6/29/2014	AJ152
WHPS	14003422	Drugs- Small Amount of Marijuana in Motor Vehicle; Drug - Paraphernalia Possession; Drugs - Small Amount Marijuana not in Motor Vehicle; No Proof of Insurance	6/30/2014	3	6/30/2014	DA540

June 2014 Criminal Part I & II
City of Maple Plain Grid #'s 1-2

AGN	ICR	Title	Create Date	Grid #	Reported Date	MOC range
WHPS	14002785	Domestic Assault	6/1/2014	2	6/1/2014	AL352
WHPS	14002892	Felony DWI Arrest; Gross Misdemeanor driving After Cancellation - Inimical to Public Safety; Two Hennepin County Warrants	6/6/2014	2	6/6/2014	JDW01
WHPS	14002985	Domestic Assault; Drugs - Possession of Drug Paraphernalia; Drugs - Possess / Sale of Small Amount of Marijuana	6/10/2014	1	6/10/2014	AK312
WHPS	14003062	4th Degree Damage to Property;	6/15/2014	2	6/15/2014	P3119
WHPS	14003135	Theft of Scrap Wire	6/18/2014	2	6/18/2014	TV059
WHPS	14003212	Attempt to Purchase Alcohol; DL - Display DL of Another	6/20/2014	1	6/20/2014	C0179
WHPS	14003227	Underage Purchase of Alcohol; Possess Alcohol Under 21; Falsify Age to Purchase Alcohol	6/21/2014	1	6/21/2014	C0179
WHPS	14003349	Theft	6/26/2014	2	6/26/2014	TW229
WHPS	14003373	3rd Degree DWI	6/27/2014	2	6/27/2014	JFWA1
WHPS	14003374	False ID - Attempt to Purchase; Drugs - Small Amount of Marijuana in Motor; Drugs - Possession of Paraphernalia	6/27/2014	1	6/27/2014	C0179
WHPS	14003382	Underage Drinking and driving; Liquor - Possession by Person Under 21; Drugs - Possession of Drug Paraphernalia; Drugs - Possess Over 1.4 Grams Marijuana in Motor Vehicle	6/28/2014	2	6/28/2014	JG501
WHPS	14003422	Drugs-Small Amount of Marijuana in Motor Vehicle; Drugs-Possession of Paraphernalia; Drugs-Small Amount Marijuana not in Motor Vehicle	6/30/2014	2	6/30/2014	DA540



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY

Police Commission

July 21, 2014

Year to Date Activity Report

In the month of June, West Hennepin Public Safety (WHPS) responded to a total of 3,835 total incident complaints. One thousand five hundred sixty-one (1,561) were for Maple Plain and one thousand nine hundred fifty-four (1,954) were for Independence. The criminal part I and part II cases for both cities have been highlighted for your review on the attached documents. As you can see from the highlighted cases, our incidents are up for June, 2014. This is a direct result of our officers working hard to enforce traffic violations and arrest subjects for numerous criminal violations.

As I mentioned at our May 19, 2014, Police Commission meeting, one of my goals as the new Director of Public Safety is to increase traffic enforcement for our department. WHPS officers are stepping up and accomplishing this goal.

The May 2014 Activity Report was presented to both City Councils at a joint council meeting on June 17, 2014. That report showed that WHPS responded to a total of 2,777 incidents through the month of May. Independence accounted for 1,532 of those calls for service and Maple Plain was at 1,124.

Recent Highlighted Cases:

- June 1 Domestic assault arrest on Three Oaks Avenue in Maple Plain.
- June 1 Neighbor problems on Clayton Drive in Maple Plain. Party has a mental health issue. WHPS is working with Hennepin County COPE to help the individual who suffers from a mental health problem.
- June 1 Assisted Medina PD with a suicidal male who ran into the woods off of Hwy 55. Person was not located that evening.
- June 2 A 39 year old Independence man died from a cardiac arrest at his residence on County Road 6. CPR was performed and Maple Plain Fire used LUCAS to perform continuous CPR. Father died in front of his 7 and 9 year old children. WHPS coordinated with the wife to have the kids get a tour of WHPS to help the children deal with this traumatic event.
- June 3 Burglary report off of Nelson Road at the old farm house that had burned down several months ago. Case under investigation.
- June 3 Injury crash at County Road 19 and Independence Street. Driver ran off the road and struck a tree while having a seizure.

- June 4 Local business donated two Twins tickets to WHPS. The tickets were given to a Independence single mother and her son.
- June 4 Sgt. Denneson performed a car seat safety inspection for a new mother.
- June 6 Numerous complaints of young children (8-14) driving ATV's on Becker Road. Parents were contacted and educated on ATV laws. MN DNR officer dropped off safety brochures for parents and children. WHPS is looking into training officers in ATV safety and then hosting an ATV safety seminar for area residents.
- June 6 Neighbor problem in the 2300 block of Independence Road. Local resident is allowing his grandson and friends to hang out in the area, which is causing problems with the neighbors. All parties spoken to about the issues.
- June 6 Personal injury crash on Hwy 12 and Nelson Road. Two car crash with minor injuries. Delano Fire and Wright County Sheriff's Office assisted WHPS.
- June 6 Felony DWI arrest in the 5200 block of Maple Plain.
- June 7 Felony warrant arrest at the Maple Plain Motel.
- June 7 Liberty Triathlon Bike Race was performed in the Independence area. Five WHPS reserve officers worked the event and Officer Ben Anderson worked in Incident Command. All went great. Final Stretch was charge \$750 for our Reserve Officers working the detail.
- June 8 Medical at Vinland Center for one in pain due to him being angry and punching the wall.
- June 8 Welfare check in the 5200 block of Bryantwood Drive in Maple Plain. Mother was swearing at her children using the " F" word. Mom was upset because one child had bitten the other child on the shoulder and she was upset. She was advised to use better language.
- June 9 Violation of No Wake ordinance on Lake Sarah. WHPS assisted Hennepin County Water Patrol. Violator was an Independence resident who lives on the lake.
- June 9 Welfare check in the 1400 block of Budd Avenue. An intoxicated male was sending text messages to a friend that he was depressed. An officer assisted the drunk male and all was OK.
- June 10 Domestic assault arrest in the 1800 block of Newport Street. Male party was arrested for assaulting his girlfriend.
- June 11 Welfare check in the 1800 block of Newport Street. Intoxicated party was located and left with a friend to care for him.

- June 12 Felony theft/burglary in the 5000 block of County Road 11. Victim has not provided WHPS investigator with an accurate list of stolen items. The case is under investigation.
- June 14 Electrical fire in a home located on Pioneer Creek Road in Independence. WHPS and Maple Plain Fire Department assisted the home owner. Minor damage.
- June 15 Felony warrant arrest at Maple Plain Motel.
- June 15 Felony theft/stolen checks in the 3500 block of County Road 90. Parents reported that their adult son had stolen their checks and used them to withdraw funds from their account. WHPS investigator handled the case, obtaining a confession and gathering all the evidence to successfully prosecute the case. As WHPS was charging the case, the suspect's parents refused to cooperate with the charges against their son and dropped the case.
- June 16 Adult protection report received regarding a patient at Vinland Center not being given their proper medications. No crime discovered.
- June 18 Theft report in the 5100 block of Industrial Street in Maple Plain. Scrap metal being stolen from the outside lot. Case under investigation.
- June 19 Emergency management of several flooded roads in Independence. Worked with public works to get proper road closed signs for flooded roads. Assisted Maple Plain Public Works with a flooded basement.
- June 19 Felony warrant at Vinland Center. Vinland Center called to report that a patient was acting aggressively with staff and they wanted him removed. WHPS worked with the patient's probation officer and a felony warrant was issued. The person was known to be violent and may fight police. Three WHPS officers arrested the suspect without incident.
- June 20 Fake ID displayed at Liquor store in Maple Plain. Underage suspect cited for using a fake ID and attempting to purchase alcohol underage.
- June 21 Death investigation. Maple Plain resident died after having a medical in the 5300 block of Main Street. Known heart and other medical problems.
- June 21 Fake ID displayed at a Liquor store in Maple Plain. Underage suspect cited for using a fake ID and attempting to purchase alcohol underage.
- June 23 Trespassing complaint in the 5500 block of Pagenkopf Road. Owner of the home returned back from vacation to find that her grandson had a party inside the home and left it a mess. Drug paraphernalia and other illegal items were located. She wanted WHPS to investigate the case as to who was at her home because her grandson would not tell her. Property owner eventually changed her mind and will try and handle the matter with her grandson.

- June 24 Felony assault-unwanted person. WHPS officers responded to assist Minnetrista Police with an unwanted person who was out of control in the 100 block of County Road 110. Two WHPS officers and two Minnetrista officers had to wrestle with the suspect until he was detained. Suspect charged with felony assault against a police officer. WHPS officers were not injured.
- June 24 Personal injury crash at Hwy 12 and County Road 92 North.
- June 24 Suicide threat in the 2000 block of Budd Street in Independence. Person was combative and out of control from heroin use. Four officers responded to assist. Person was taken into custody for suicide threats without incident. He was transported to the hospital on a mental health hold.
- June 25 Medical. Female party was thrown off of a horse in the 800 block of Wild Oak Trail in Independence. Female received many injuries. Victim transported to North.
- June 27 Fake ID displayed at a liquor store in Maple Plain. Underage suspect cited for using a fake ID and attempting to purchase alcohol underage.
- June 28 Felony warrant arrest. Suspect ran out of gas as he was driving past the police department. Officer recognized the suspect as a known criminal in the area and he just happened to have a felony warrant out for his arrest. Suspect arrested and enjoyed his time in jail.
- June 29 Felony domestic assault. A couple got into an argument while driving in the 4700 block of Lake Sarah Road. Female jumped out of the vehicle after the male was hitting her in the face and threatening to kill her. She screamed for help as the male was trying to run her over with the vehicle. Officers responded and could not locate the suspect; he had fled. WHPS investigator obtained a felony warrant for his arrest and he was later arrested for his offenses.
- June 30 Personal injury crash in the 3500 block of Country Road 90. Motorcycle left the road and the driver was thrown from the bike. Minor injuries.
- June 30 Assault. Two patients at Vinland Center did not like each other and got into a pushing match between the two of them. Staff requested assistance in handling the matter. Parties were separated. No charges.



Agenda Information Memorandum
August 11, 2014 - Maple Plain City Council

8. ADMINISTRATIVE REPORTS
B. CITY ENGINEER MONTHLY REPORT

ACTION TO BE CONSIDERED

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

FACTS

See attached.

ATTACHMENTS

Attached on page(s) ____ through ____ is the monthly Engineer report.

Memo



Annual

To: Honorable Mayor and Council, Staff From: Dan Boyum, City Engineer

File: 193801804

Date: August 7, 2014

Reference: Monthly Engineering Report

The purpose of this update is to provide you with information on various projects and engineering activities from mid-June to date.

TH 12 Sidewalk

- Punchlist work done and payment request processed.

Budd Avenue Sanitary Sewer Improvements

- Project was delayed after initial set-up due to delays in getting Mn/DOT Permit.
- Revised project schedule of contractor went right up to Maple Plain Days.
- Delayed project start until after City Celebration
- County mill and overlay paving of Budd and Main Street East began week of August 4.

Main Street West and Rainbow Avenue – Utility and Street Improvements

- Coordination with utility companies on service relocations, lowering of lines, and pole removals.
- Construction survey and inspections.
- Project updates for emails and telephone hotline.
- Handout notices.
- Respond to various property owner questions.
- Public information meeting attendance.
- Payment request processing.

Main Street Sidewalk Improvements

- No major activities this month.

Meadows of Maple Plain

- Reviewed revised plans and letter of credit.

Miscellaneous

1. Prepared monthly engineering report.
2. Attended staff and council meetings.

Design with community in mind



Agenda Information Memorandum
August 11, 2014 Maple Plain City Council

8. ADMINISTRATIVE REPORTS
C. CITY PLANNER MONTHLY REPORT

ACTION TO BE CONSIDERED

To receive and accept the monthly planning report from City Planner, Mark Kaltsas.

FACTS

- See attached.

ATTACHMENTS

Attached on page(s) ____ through ____ is the monthly Planning report.

.

2015 BUDGET -PIONEER SARAH CREEK WATERSHED MANAGEMENT COMMISSION

	2014 Approved	2015 Budget
INCOMES		
OPERATING REVENUES		
Member assessments	\$ 101,000	\$ 106,760
Project Review Fees	\$ 1,000	\$ 1,000
WCA Adm Fees	\$ 500	\$ 500
Interest and Dividend Income	\$ 20	\$ 20
	\$ 102,520	\$ 108,280
EXPENSES		
Operating expenses		
Engineering/Consulting	\$ 20,000	\$ 22,500
Administrative Expense	\$ 50,000	\$ 47,000
Adm-Project Reviews	\$ 1,000	\$ 700
WCA - Admin/Legal Expenses	\$ 500	\$ 400
Adm - Tech Support	\$ 2,200	\$ 1,000
Legal Expense	\$ 1,500	\$ 500
Audit Expense	\$ 4,000	\$ 4,000
Insurance	\$ 3,300	\$ 3,300
	\$ 82,500	\$ 79,400
Program Deliverables and Education		
Administration - General Programs	\$ 1,500	\$ 1,000
Technical Advisory Committee	\$ -	\$ 3,000
Lakes Monitoring -TRPD	\$ 3,400	\$ 3,600
Lakes Monitoring -CAMP	\$ 560	\$ 560
Stream Monitoring	\$ 3,900	\$ 7,000
Management Plan Amendment	\$ -	\$ 1,000
General Education	\$ 2,000	\$ 6,000
Education-Events	\$ 500	\$ 500
Grant Writing	\$ -	\$ 1,000
Invertebrate Monitoring	\$ 1,500	\$ 1,500
Website	\$ 2,200	\$ 2,200
	\$ 15,560	\$ 27,360
Contingency		
Contingency Reserve	\$ 2,000	\$ -
	\$ 2,000	\$ -
Special Funds		
CIP For Project Funds & Sub Watershed Assesments	\$ 20,000	\$ 20,000
3rd Generation Plan funding	\$ 5,000	\$ -
	\$ 25,000	\$ 20,000
GRAND TOTAL	\$ 125,060	\$ 126,760
TOTAL FOR CITY ASSESSMENTS (fee + Special funds)	\$ 126,000	\$ 126,760

Pioneer-Sarah Creek Watershed Management Commission
Approved 2015 Member Assessments

2014 Approved	2013 Market Value PSC Basin	Increase in MV over Prev Year	2014 Total Assessment		Increase over Prev Year	
			%age	Amount	%age	Amount
Greenfield	365,010,854	-4.25%	29.52%	37,195.20	9.31%	3,167.86
Independence	477,361,467	-1.37%	38.61%	48,648.60	12.61%	5,447.64
Loretto	46,244,015	-9.42%	3.74%	4,712.40	3.41%	155.40
Maple Plain	91,010,859	-12.49%	7.36%	9,273.60	-0.10%	\$ (9.62)
Medina	132,129,100	-6.58%	10.69%	13,469.40	6.69%	845.16
Minnetrستا	124,675,269	-7.51%	10.08%	12,700.80	5.56%	668.56
TOTALS	1,236,431,564	-4.63%	100.00%	126,000.00	8.88%	10,275.00
2015 Approved	2014 Market Value PSC Basin	Increase in MV over Prev Year	2015 Op Budget		Increase over Prev Year	
			%age	Amount	%age	Amount
Greenfield	350,761,259	-3.90%	28.05%	35,539.65	-4.45%	(1,655.55)
Independence	480,214,274	0.60%	38.40%	48,656.01	0.02%	7.41
Loretto	48,868,030	5.67%	3.91%	4,951.38	5.07%	238.98
Maple Plain	97,240,148	6.84%	7.78%	9,852.51	6.24%	578.91
Medina	149,430,452	13.09%	11.95%	15,140.51	12.41%	1,671.11
Minnetrستا	124,158,610	-0.41%	9.93%	12,579.93	-0.95%	(120.87)
TOTALS	1,250,672,773	1.15%	100.00%	126,720.00	0.57%	720.00



ADMINISTRATIVE OFFICE: 3235 Fernbrook Lane N • Plymouth, MN 55447
763.553.1144 • Fax: 763.553.9326

June 27, 2014

City Clerks
Member Cities (via email)
Pioneer-Sarah Creek Watershed Management Commission
Hennepin County, Minnesota

Re: 2015 Operating Budget

Dear Clerks:

Attached is the 2015 budget for the Pioneer Sarah Creek Watershed Commission. It was approved at the Commission's June 16, 2014 meeting. The overall assessment to the cities has a very small increase from \$126,000 to \$126,760 (a 0.6% increase). Per the Joint Powers Agreement, assessments are based on 2014 Market Value within the cities. Therefore, you may see a small increase or decrease in your cities assessment due to these factors.

The 2015 budget has some exciting changes we want to highlight.

Administrative costs are budgeted to decrease by 3.9%. This will allow more dollars to be spent on water projects and services to the cities.

Deliverable products and services have been aligned with the third generation Plan, and the budgeted expenditures have been significantly increased by 75% on these products and services to the cities. Included in these deliverable services are dollars to fund a special Technical Advisory Group to help identify projects and grant writing assistance to help cities develop successful grant applications. Details on the Technical Advisory Group and grant writing services will be sent to the cities this fall. There is also a significant increase in education efforts to help educate city staff, councils, planning commissions and residents of the importance of water quality within the six member cities.

The budget also includes \$20,000 targeted toward Capital Improvement Projects. The Commission is committed to using these dollars to help cities with projects identified as important for residents, providing 10% matching funds for appropriate projects.

The budget for 2015 reflects our desire to make a difference in the water quality within the six cities.

Section 6.3 of the Joint Powers Agreement that established the Commission provides that a member may object to the budget by giving written notice to the Commission before August 15, 2014. If any objection is received, the Commission will hear the objection and may modify the budget.

In order to hear objections in a timely manner so as to convey a possibly modified budget to the members by September 1, 2014, the Commission is requesting that written objections be received in the administrative office by **August 14, 2014**, for consideration by the Commission at its August 21, 2014 regular meeting.

Questions regarding the 2015 operating budget may be directed to your representative or my office.

Regards,



Judie A. Anderson
Administrator

MD:aal

Attachments

cc: Commissioners (via email)
Staff (via email)

Z:\Pioneer-SarahCreek\Financials\Financials 2015\L_conveying 2015 PSC budget to cities.doc



Agenda Information Memorandum
August 11, 2014 Maple Plain City Council

9. OLD BUSINESS
A. DRAKE AND PERKINS DRAINAGE ISSUES

ACTION TO BE CONSIDERED

To provide Council update on Drake and Perkins drainage issues

FACTS

- Residents on Perkins Lane were concerned with storm water flooding after heavy rain falls.
- Swale located between the homes of Howard Avenue and Perkins Lane is not flowing properly
- City Administrator and City Engineer on Thursday, June 12. at 7 p.m. with about 10-12 neighbors.
- Council gave direction to receive estimates on the televising and surveying costs to determine some of the problems and possible solutions.
- City Engineer, Dan Boyum, estimates that a half day of surveying the area of the backyards would help determine issues with some of the existing drainage structures and downstream structures. In addition they plan to have the rearyards located. The estimated half-day cost would be about \$800.
- The estimated televising costs would be \$840.
- Staff is looking for approval of the \$1640 estimation to help determine some of the problems of this ear. These costs would come from the storm water fund.

ATTACHMENTS

There are no attachments.



Agenda Information Memorandum
August 11, 2014 Maple Plain City Council

10. NEW BUSINESS

A. AUTHORIZE THE REPLACEMENT OF THE 1996 NEW HOLLAND LX885 SKIDSTEER.

ACTION TO BE CONSIDERED

To authorize the replacement or restoration of the 1996 New Holland LX885 Skidsteer

FACTS

- The New Holland LX885 was purchased used in 2012 and was projected to last until 2018.
- Staff is concerned about safety concerns.
- The New Holland was needed to be fixed last winter and was out of commission for two weeks. It will need new tires.
- No additional equipment will need to be purchased, except for a bucket, which is included
- Staff uses it probably once a week during the summer and everyday during the winter.
- The dealer will give us a \$9,000 trade in for the equipment, which reduces the price to \$32,609.08 and the projected cost of replacement for 2018 is \$53,860.
- Trueman Welters, Inc. of Buffalo quote restoration of the current machine at \$21,520.48.
- A second quote came in at \$39,101.67 (without tax)
- Future replacement of equipment for Public Works is scheduled as follows:
 - 2015: none
 - 2016: Ford F350 \$37,200, CAT Backhoe \$78,856 and Kubota Mower/Attachment \$40,583
 - 2017: none
 - 2018: Pickup \$22,000, Skidsteer \$54,000
 - 2019: None
 - 2020: None
 - 2021: None
- Would be purchased from our Equipment Revolving Fund, which currently has a balance of \$284,968.

ATTACHMENTS

Attached on page(s) _____ through _____ are copies of the trade-in value breakdown for the 1996 New Holland and the invoice for the Bobcat.



Product Quotation

Quotation Number: 2213E022180

Date: 2014-08-06 12:46:02

Ship to	Bobcat Dealer	Bill To		
City Of Maple Plain 1620 Maple Avenue Maple Plain, MN 55359 Phone: 763.479.0515	Tri-State Bobcat Inc,Burnsville,MN 1800 WEST HIGHWAY 13 BURNSVILLE MN 55337-2214 Phone: (952) 894-0894 Fax: (952) 894-5759 ----- Contact: Brian Bjonfald Phone: 952-894-0894 Fax: 952-894-5759 E Mail: brianb@tristatebobcat.com	City Of Maple Plain 1620 Maple Avenue Maple Plain, MN 55359 Phone: 763.479.0515		
Description	Part No	Qty	Price Ea.	Total
S650 T4 Bobcat Skid-Steer Loader 74 HP Tier 4 Turbo Diesel Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Engine/Hydraulic Systems Shutdown Glow Plugs (Automatically Activated) Horn Instrumentation: Engine Temp and Fuel Gauges, Hourmeter, RPM and Warning Lights Lift Arm Support	M0269	1	\$45,262.00	\$45,262.00
	Lift Path: Vertical Lights, Front & Rear Operator Cab Includes: Adjustable Cushion Seat, Top & Rear Windows, Parking Brake, Seat Bar, Seat Belt Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOOPS) meets SAE- J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts) Spark Arrestor Exhaust System Tires: 12-16.5 12 PR Bobcat Heavy Duty Warranty: 12 Months, Unlimited Hours			
A91 Option Package Cab enclosure with Heat and AC High Flow Hydraulics Two-Speed Travel with SAPR Parking Brake Sound Reduction Hydraulic Bucket Positioning	M0269-P01-A91	1	\$9,599.00	\$9,599.00
	Power Bob-Tach Deluxe Instrument Panel Keyless Start Suspension Seat with 3-Point Belt Engine Block Heater Attachment Control Kit Cab Accessories Package			
Radio	M0269-R26-C02	1	\$397.00	\$397.00
Strobe Light Kit, Amber	7129301	1	\$125.94	\$125.94
74" Low Profile Bucket	6731421	1	\$1,065.00	\$1,065.00
--- Bolt-On Cutting Edge, 74"	6718007	1	\$250.00	\$250.00
Total of Items Quoted				\$56,698.94
Dealer P.D.I.				\$200.00
Freight Charges				\$473.85
Dealer Assembly Charges				\$0.00
Trade-in New Holland Lx885 Turbo				(\$9,500.00)
Discount Tri-State Bobcat Discount				(\$8,872.79)
Sales total before Taxes and Trades				\$39,000.00
Taxes: MN Transit Tax				\$95.82
Taxes: Minnesota State Sales Tax				\$2,640.67
Taxes: Hennepin County				\$5.85
Quote Total - US dollars				\$41,742.34

Notes: Bobcat 12-16.5, 12pr Severe Duty Tires are \$ 545.00 upgrade

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.
Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print: _____ **Sign:** _____ **Date:** _____

CITY41 CITY OF MAPLE PLAIN
 1620 MAPLE AVE
 POP BOX 97
 MAPLE PLAIN, MN 55359

Sold By: 113 PO #: L885 Date 7/31/14 QUOTE QB01934
 Ship By: Tax #: 16:46:08 PRT: 2 Open

Tax D Qty Description -----* Price Amount
 GROUP : 01

CHANGE ALL OILS AND FILTER
 REMOVE HYDROS AND SEND OUT FOR DRIVE ISSUES
 REMOVE GEAR BOX AND REPLACE BRAKES
 REMOVE OIL COOLER AND RADIATOR FOR CLEANING
 REBUILD BOOM CYLINDERS- X2
 REBUILD LEFT SIDE BUCKET CYLINDER
 WIRE IN HORN SWITCH AND GET WORKING
 GET BACK UP BEEPER WORKING
 INSTALL NEW SEAL ON DOOR FRAME AND CAB
 REPLACE LEAKING CHARGE PRESSURE SWITCH
 REPLACE CONTROL LEVER BOOTS
 REPLACE DRIVE MOTOR HOSES AND GEAR PUMP HOSE TO VALVE
 REPLACE BATTERY- BATTERY IS FROM 2009
 REPLACE COLLING OVERFLOW TANK
 REPLACE TIRES
 REPLACE RADIATOR HOSE AND FAN BELT
 INSTALLED NEW CONTROL DAMPERS
 REPLACE AUX HOSE THAT RUN THROUGH BOOM
 REPLACE BUCKET HOSE THAT RUN UP THE BOOM
 WASH UP
 MAY NEED MORE PARTS AFTER UNIT IS TAKEN APART

OUTSIDE LABOR
 00000 OUTSIDE LABOR HYDROSTATI 5500.00
 00000 RADIATOR PSI CHECK 75.00
 ** TOTAL OUTSIDE LABOR 5575.00

SHOP CASE
 06875 1 2 86643721 SWITCH, PRE SUBS 40.63 40.63
 06875 1 2 9827313 SWITCH, RES 41.74 41.74
 06875 1 2 F775DSW BATTERY, WE 128.00 128.00
 06875 1 2 SCRP3 CORE 22.50 22.50
 06875 2 2 86522146 DIVIDER 131.25 262.50
 06875 4 2 86504528 DISC 55.39 221.56
 06875 2 2 9600987 HANDLE GRIP 14.18 28.36
 06875 2 2 9827590 BOOT 21.53 43.06
 06875 8 CAS 167268 O-RING CAB10-3 1.05 8.40
 06875 1 2 9846473 HOSE 114.45 114.45
 06875 1 2 9846474 HOSE, FLEXI 79.01 79.01
 06875 1 2 9846471 HOSE, FLEXI 129.15 129.15
 06875 1 2 9846472 HOSE, FLEXI 164.00 164.00

This invoice must accompany any warranty or return claim on parts purchases.
 15% restock for all returned parts.
 No returns on special order or electrical parts.

CITY41 CITY OF MAPLE PLAIN
 1620 MAPLE AVE
 POP BOX 97
 MAPLE PLAIN, MN 55359

Sold By: 113 PO #: L885
 Ship By: Tax #:

Date 7/31/14 QUOTE
 16:46:08 PRT: 2 QB01934
 Open

Tax	D	Qty	Description	Price	Amount
06875		4 2	86534115DS TYRE/TIRE	611.00	2444.00
06875		2 2	C6AB13465A BULB	3.25	6.50
06875		1 2	9841002 HOSE, RADIA	38.33	38.33
06875		4 CAS	86050202 CLIP, HOSE	3.16	12.64
06875		1 2	86556163 HOSE, RADIA	29.66	29.66
06875		1 2	84284907 FILTER, ENG	13.70	13.70
06875		1 2	84535312 FILTER, FUE	7.22	7.22
06875		1 2	86501331 RESERVOIR, L3	54.08	54.08
06875		1 2	86507190 CAP	12.60	12.60
06875		1 2	86512355 SAFETY ELEM	34.68	34.68
06875		1 2	86529587 PRIMARY ELE	71.40	71.40
06875		1 2	1620000060006 BELT	10.11	10.11
06875		2 CAS	9706914 O-RING	3.11	6.22
06875		1 2	86620236 KIT	111.46	111.46
06875		1 2	9807283 ALARM	98.18	98.18
06875		1 2	9600987 HANDLE GRIP	14.18	14.18
06875		1 2	9842392 FILTER CART	66.30	66.30
06875		1 2	86504784 FILTER, AIR	12.24	12.24
06875		2 2	134707 SEAL	92.14	184.28
06875		1 2	617215 MOLDING	28.09	28.09
06875		1 2	86506879 SEAL	29.14	29.14
06875		1 2	86504595 SEAT/SLOT	175.23	175.23
06875		1 2	84174257 SEAT BELT L6	168.84	168.84
06875		2 2	86504363 WEATHERSTRI	27.56	55.12
06875		1 2	9840158 KIT	63.00	63.00
06875		1 2	86511592 INSULATION,	40.95	40.95
06875		8 2	622446 STRIP, SEAL	7.7	61.6
06875		2 2	86525010 HOSE, FLEXI	140.70	281.40
06875		2 2	86562827 HOSE	134.40	268.80
06875		1 2	86513649 HOSE, FLEXI	76.39	76.39
06875		2 2	86570933 KIT, SEALS	113.40	226.80
06875		1 2	86570931 KIT, SEALS	80.85	80.85
06875		2 2	676223 HUB	12.60	25.20
06875		4 2	195183 BUSHING	6.20	24.80
06875		1 2	86506504 SHAFT	54.08	54.08
06875		1 2	9848790 SPRING	22.58	22.58
06875		2 2	86533319 PLATE	155.40	310.80
06875		4 2	9848796 BUSHING	13.39	53.56
06875		2 2	9826723 SHOCK ABSOR M8	64.63	129.26
06875		12 CAS	73341716SHOP 1 GAL NO.1 SHOP	13.88	166.56
06875		20 CAS	CC28250 OT PREMIX A SHOP	3.79	75.80
** TOTAL SHOP CASE					6874.55

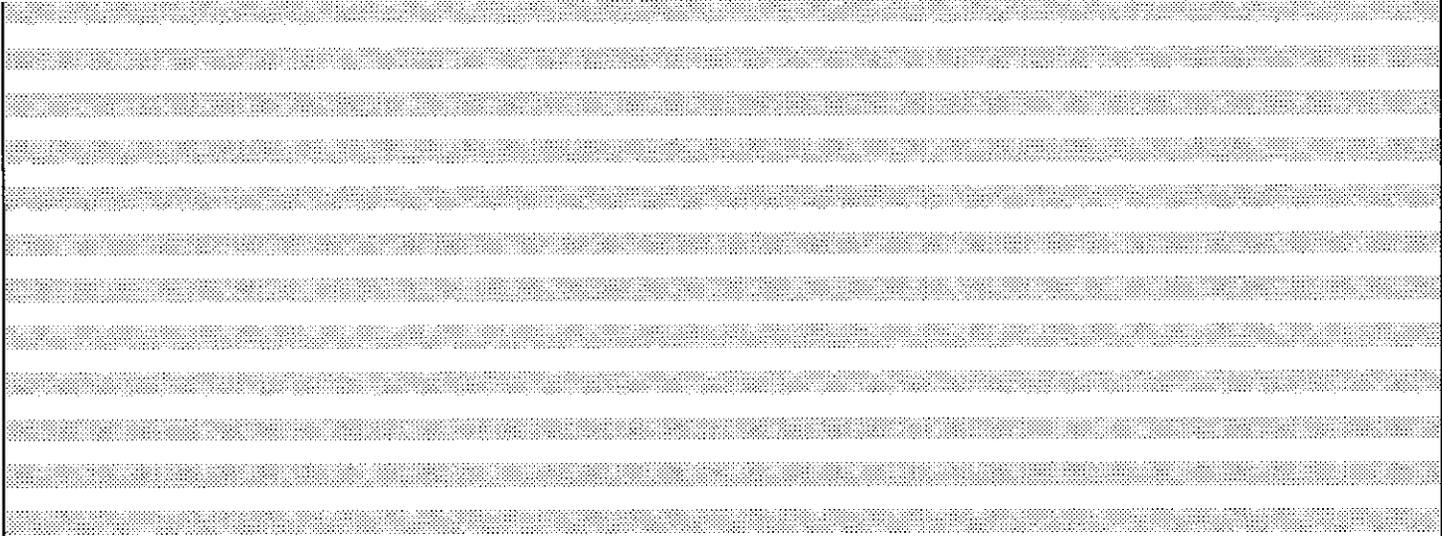
This invoice must accompany any warranty or return claim on parts purchases.
 15% restock for all returned parts.
 No returns on special order or electrical parts.

CITY41 CITY OF MAPLE PLAIN
 1620 MAPLE AVE
 POP BOX 97
 MAPLE PLAIN, MN 55359

Sold By: 113 PO #: L885 Date 7/31/14 QUOTE QB01934
 Ship By: Tax #: 16:46:08 PRT: 2 Open

Tax	D	Qty	Description	Price	Amount
			SHOP SUPPLIES		
06875			SHOP SUPPLIES		178.00
			EPA		
00000			FILTER DISPOSAL		4.00
00000			TIRE DISPOSAL		20.00
00000			ANTIFREEZE DISPOSAL		
			** TOTAL EPA		24.00
			TECH LABOR		
			** TOTAL TECH LABOR		8010.00
			FREIGHT		
06875N			FREIGHT		350.00

OTHER PARTS MAY BE NEEDED WHEN STARTING TO WORK ON
 SKIDLOADER



This Invoice must accompany any warranty or return claim on parts purchases.
 15% restock for all returned parts.
 No returns on special order or electrical parts.

** SUBTOTAL 21011.55
 ** SALES TAX 508.93

X _____ Cash Sale

Phone: (763) 479-0525
 Page 3 Last Page

PAY THIS
 AMOUNT



\$21520.48



Agenda Information Memorandum
August 11, 2014 - Maple Plain City Council

10. NEW BUSINESS
B. CHECK SIGNING DEVICE UPDATE

ACTION TO BE CONSIDERED

To review and discuss updating the process and equipment for signing checks by staff.

FACTS

- Staff writes checks on a bi-weekly, monthly and quarterly basis.
- Staff currently uses a check signing machine that signs checks individually after they are printed.
- Staff is looking to make the process more efficient by changing to a thumb drive signing device that would sign the checks as they are printed.
- Up front cost to changing would be \$1,245.00 for set up, training and the thumb drive device.
- The yearly contact fee through Girard's Business Solutions would be reduced from \$296.00 to \$150.00.
- New signatures (when there is a change in the Mayoral position or the City Administrator position) would be reduced from \$290.00 to \$150.00.

ATTACHMENTS

Attached on page(s) ____ through ____ is a memorandum from Assistant to the City Administrator, Maggie McCallum and other applicable information.

Memorandum

To: City Council

From: Maggie McCallum, Assistant to the City Administrator

CC: Tessia Melvin, City Administrator

Date: August 8, 2014

Re: Check Signing

Mayor Hackbarth and Council,

Staff has looked into the possibility of changing the check signing process that is currently in practice. At this time, the check signing process is time consuming and inefficient. Staff talked with Girard's Business Solutions (supplier of our current check signing machine) to see if there are solutions available to reduce staff time on this task and to become more efficient with staff time.

The following types of checks are written by the City:

1. Payroll
 - a. City Staff (Bi-weekly)
 - b. City Council (Monthly)
 - c. Fire Department (Quarterly)
2. Accounts Payables
 - a. City (Bi-Weekly)
 - b. Fire Department (Monthly)

When writing a check, there are several steps involved.

1. Filing of appropriate paperwork
2. Inputting the data in the applicable Banyon software program
3. Printing of the checks
- 4. Signing of the checks**

Depending on the number of checks that are written, it can take between 10 – 45 minutes to sign checks.

As a City employee, we are always looking for ways to make our jobs more efficient if the change will result in time saved and cash savings.

The current signing machine:

- Signs each check separately
- Information on each check must be entered into the machine before it can be signed.
- The machine is no longer in production; however parts are still made if maintenance is needed.
- A new signature plate (~\$290.00) is needed when the Mayor or City Administrator changes.
- Ink needs to be replaced (~\$20.00 per year)
- It is secure in that two keys are needed to turn the machine on and allows for appropriate segregation of duties among staff (those that print the checks and those that sign).

The City pays a \$296.00 yearly fee for contract services from Girard's Business Solutions.

The proposed signing device would:

- Sign the checks when they are printed (on the copy machine), thus eliminating the step of signing the checks individually.
- Has security in that the signatures are secured on a jump drive that is password protected and can only be accessed on specified (administrative) computers.
- Have a one-time fee of \$1,245.00 for set up, training and the jump drive.
- New signatures would cost \$150.00 (new Mayor or new City Administrator), and can be kept on file.
- The City would pay a \$150.00 yearly fee for contract services from Girard's Business Solutions.
- Save staff time by combining steps 3 and 4 in the check writing process.

	Current Machine	Jump Drive Option
Check signing process	Signs each check separately	Signs checks when checks are printed on the copier
Security	Two keys	Password protected and limited by computer access
Yearly Contract Fee	\$296.00	\$150.00
Set Up Fee	-	\$1,245.00
New Signature Fee	\$290.00	\$150.00
Ink	\$20.00 per year	-
Staff Time	10 – 45 minutes for step 4	Zero extra time because checks are signed in step 3.

Staff is asking the Council to discuss and consider the purchasing of the new signature device to make the process more efficient and less costly (staff time and yearly contract and maintenance costs) over time.

Sincerely,

Maggie McCallum



Girard's Business Solutions, Inc.

11910 12th Avenue South · Burnsville MN 55337 · (952) 890-4827 · www.girardsinc.com

To: **City of Maple Plain c/o Maggie McCallum**

Date: August 8, 2014
763-479-0515

We are please to submit the following quotation for your consideration:

Quantity	Description	Unit Price	Extension
1	WySign USB		\$795.00
1	Digitized Signature		\$150.00
1	Annual Maintenance Maintenance Contract Coverage: Software Updates Technical Support via Wycom Customer Service USB Loss Coverage -If USB becomes lost customer can replace for \$95.00 with coverage. If no coverage full replacement cost applies. If found key must be returned to Wycom.		\$150.00
	Installation and Training		\$150.00
	Sub-total		\$1,245.00
FAX # 952-890-5530			

Delivery 5-7 Days	F.O.B. Factory	Terms Net 10
-----------------------------	--------------------------	------------------------

APPROVED BY _____ **DATE** _____

IMPORTANT:
Prices good for 30 days only, unless extended in writing.
Forms quantities shown above are not guaranteed.
Customer responsible for factory freight and sales tax if applicable.

By. Nate Girard

WySign



Your Key to Secure, Efficient Check Signing

Save time, save money, and improve security with WySign: the simple, secure solution for automated check signing. WySign physically separates the check signing and printing functions for optimal security. And it eliminates the noise, messy signature plates and cumbersome operation of mechanical check signers — turning your desktop printer into a fast, secure and quiet check signer.

Get the WySign Advantage

Extremely secure. Signatures are encrypted on the WySign USB key, using custom signature backgrounds that discourage duplication or alteration. When it comes to controlling end user access, you make the call: choosing which users can create check overlays, sign checks, or print reports.

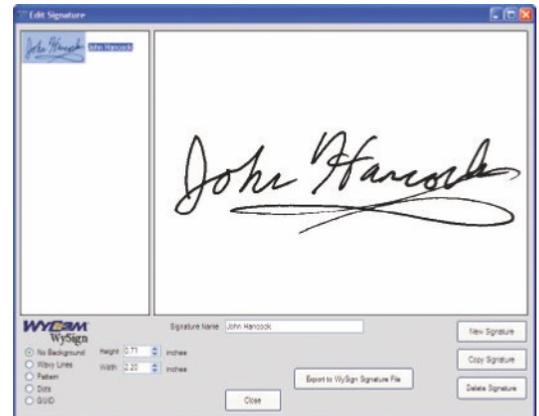
Simple to set up. A graphical interface eliminates the need to measure for signature alignment. Just print the WySign grid on your check and set up signature placement at a glance.

Easy to use. Insert the WySign USB drive into any computer. Log in with a secure user name and password, choose your check overlay, specify how many checks to sign, and WySign does the rest.

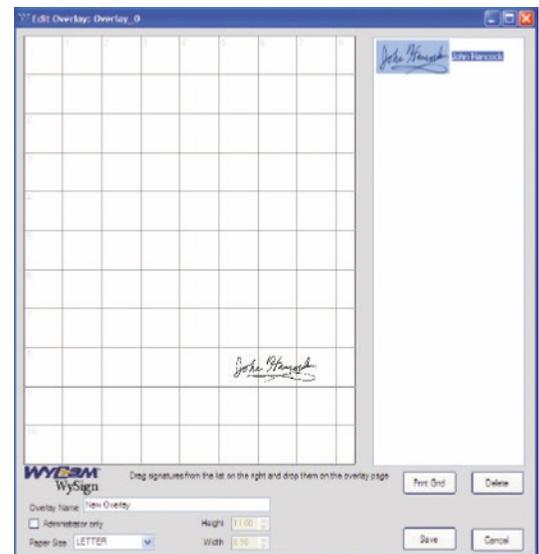
Simple to audit. An audit log accounts for every check signed — so you always know who signed checks, when, and which overlays and signatures they used.

Flexible. Use the WySign USB key on any computer you choose, without installing software. WySign supports an unlimited number of check overlays and signatures, making it easy to customize check signing to your needs.

Printer-compatible. WySign works with nearly any printer on the market — which means you can use it with nearly any printer in your office.



WySign makes it easy to customize signature sizes and backgrounds.



Drag-and-drop functionality makes the check overlay simple to use.

Take a free 30-day trial!

GIRARD'S

GIRARD'S BUSINESS SOLUTIONS, INC.

11910 12th Avenue South • Burnsville MN 55337
sales@girardsinc.com • <http://www.girardsinc.com>
(952) 890-4827 • (800) 536-4472



Agenda Information Memorandum
August 11, 2014 Maple Plain City Council

**10. ADMINISTRATIVE REPORTS
C. POSTAGE METER DEVICE CONTRACT**

ACTION TO BE CONSIDERED

To discuss and decide a new contract for a postage meter device.

FACTS

- The City's five year contract with Pitney Bowes has expired.
- The City needs to resign a contract with Pitney Bowes or another company that provides postage meter services.
- Staff received contract quotes from Pitney Bowes and Neopost.
- Staff is asking the Council to review the new lease options and to decide with lease contract to pursue.

ATTACHMENTS

Attached on page(s) ____ through ____ is a memorandum from Assistant to the City Administrator, Maggie McCallum and other applicable information.

Memorandum

To: City Council

From: Maggie McCallum, Assistant to the City Administrator

CC: Tessia Melvin, City Administrator

Date: August 8, 2014

Re: New Meter Device Contract

Mayor Hackbarth and Council,

In May 2014, the City's 60 month lease contract, with Pitney Bowes, expired with regards to renting our current postage meter device. Currently we are being charged a monthly rental fee (\$50.54), similar to the previous contracted amount, for the machine. We are currently not on a contract but need to resign a contract.

Due to contract expiration, City staff is looking into either resigning a contract with Pitney Bowes or looking into another vendor if there is a cost savings.

Staff contacted Pitney Bowes and Neopost to get estimates for leasing postage meter machines.

	Pitney Bowes	Neopost
Monthly Lease Fee	\$82.62 (for life of contract)	\$34.95 (for life of contract and after)
Ink Replacement		
Pitney Bowes Ink Cartridge- 3,000 prints	\$13.49 (Amazon) - \$52.39 (Office Depot)	
Neopost Ink Cartridge- 17,000 prints		\$54.00 (Amazon) - \$152.00 (through Neopost)
Lease Options	5 years *	1, 2, or 3 year lease options

*The City has the option of leases that are shorter in length; however the cost per month would increase.

Staff uses the meter device for postage on most mail items. It is used as a more efficient and convenient way to put postage on mail than stamps.

Since we are a small office, the machine averages about 3,500 – 4,000 prints per year. As a result, ink replacement is not very often. With our current Pitney Bowes machine, we replace the ink once or twice a year.

	Pitney Bowes	Neopost
Estimated yearly fee	\$991.44 (Lease) \$26.98 - \$104.78 (Ink)	\$419.40 (Lease) \$54.00 - \$152.00 (Ink)*

*This ink cartridge (17,000 prints) would likely last 2-3 years

Since our current lease has expired, staff is asking Council to review new lease options and to decide which lease contract to pursue.

Sincerely,

Maggie McCallum
Assistant to the City Administrator



DM225™ Postage Meter

**Increase the speed, ease,
and productivity of mail processing.**



[Get a Quote](#)

The DM225 Postage Meter offers a wide range of robust mailing and shipping capabilities all within a small, easy-to-use package.

The DM225 Postage Meter is flexible enough for large volume mailings, yet perfect for the smaller ones. You can even track postage expenses for different accounts! Features that make mailing easier include a semi-automatic letter feed, a built-in (5/10lb) or interfaced (30/70lb) scale options, and fast print speed.



Spend less time preparing mail

Save time on larger jobs with the DM225 semi-automatic feeder, which can print postage at 45 letters per minute. And even the smallest office has room for its compact and sleek design. But don't let its small footprint fool you... the DM225 delivers professional grade, ready-to-mail documents quickly and easily... with a seamlessly integrated scale and the ability to seal and post your envelopes all at the same time.



Save money on postage expenses

The DM225 ensures that you'll always pay the correct postage and that you'll never run out of postage, thanks to its built-in scale and automatic updates to the latest USPS rates. And you won't have to worry about running out of postage because you can refill your postage meter online or through your phone line, 24 hours a day, 7 days a week.



Improve your open rates

Catch your reader's eye instantly by printing marketing and promotional messages, or QR Codes, on your envelopes with the DM225 Postage Meter's Inkjet printing capability. Customize each print job and save money on preprinted envelopes.



Manage costs and track packages

The Pitney Bowes DM225 helps you to stay on top of your mailing costs by tracking all your mailing expenses by different customer accounts and/or meters. You can also track individual mail and packages with delivery confirmation services, and save an average of 5% on Express Mail® and Priority Mail®.

If you need assistance with a specific feature of the DM225 or if you are having a problem, we offer many support resources to help, including reference guides, how-to articles, and video tutorials.



WSCA/NASPO FMV Lease Option C Agreement

Account # 10

Agreement Number grid

Agreement Number

Your Business Information

THE CITY OF MAPLE PLAIN

Table with customer information: Full Legal Name of Customer, DBA Name of Customer, Tax ID # (FEIN/TIN), Billing Address, Billing Contact Name, Billing Contact Phone #, Billing CAN #, Installation Address, Installation Contact Name, Installation Contact Phone #, Installation CAN #, Fiscal Period, Customer PO #, Delivery CAN #.

Your Business Needs

Table with columns: Qty, Business Solution Description. Includes items like DM225 Digital Mailing System, IntelliLink Interface, Basic Accounting, etc.

- Check items to be included in customer's payment. Includes checkboxes for Equipment Maintenance, Software Maintenance, Soft-Guard Subscription, IntelliLink Subscription/Meter Rental, Confirmation Services, and Purchase Power.

Your Payment Plan

Table with columns: Number Of Months, Monthly Amount *. Shows 60 months at \$82.62.

(*Does not include any applicable taxes)

- Payment options: Required advance check, Tax Exempt#, Tax Exempt Certificate Attached, Tax Exempt Certificate Not Required.

Your Signature Below

By signing below, you agree to be bound by this FMV Lease Option C Agreement (this "Lease"). This Lease is made and entered into pursuant to your State's/Entity's Participating Addendum, which is made in connection with the WSCA/NASPO Contract # ADSP011-00000411-7 ("Agreements")...

Signature lines for Customer Signature, Date, State's/Entity's Participating Addendum #, Print Name, Title, Email Address.

Sales Information

Table with sales information: Jason Ambrosio--ISS, District Office, PBGFS Acceptance.

neopost 



IS-330

**THE INTELLIGENT
SOLUTION FOR YOUR
POSTAL NEEDS**

Optimize Efficiency. Ensure Quality.

WE VALUE YOUR MAIL



neopost

IS-330

DESKTOP MAILING SYSTEM

CONVENIENT, SMART AND FRIENDLY

Growing businesses count on smart productivity tools to keep their offices running smoothly. The Neopost IS-330 is a powerhouse professional that makes it simple to weigh, rate, post and track your mail with accuracy.

Easy to operate and convenient to use, the highly capable IS-330 with whisper-quiet operation is designed to integrate smoothly into your office environment and process mail efficiently.

With its state-of-the-art technology and online services you can be sure to have the best in class solution to meet your demanding needs.



SAVE SPACE, TIME AND MONEY

Fast, accurate weighing and rating. The integrated weighing platform automatically calculates the exact rate for your mailpieces, preventing overspending on postage. With Smart Start technology, each time an envelope is removed from the weighing platform the powerfeeder starts and is ready to process mail.



WEIGHING YOUR COSTS HAS NEVER BEEN EASIER

Don't be confused by postal rates. Let the IS-330 Rate Wizard give you a hand so you don't have to be a postal expert. Whatever rate you need is in the IS-330 and, save even more time by eliminating keystrokes when you select the mail class you need from the Shortcut Keys menu. From single envelopes to larger packages, you'll have the flexibility you need to weigh and manage your mail with ease.



GIVE THE RIGHT IMPRESSION

Promote customer relations with printed messages that enhance the professional look of your organization. Select advertising slogans, or simply customize a text message to reinforce the communication to your customers. Your imprint will be crisp and clear as well as fully USPS® compliant printing the latest technology, the smaller IBI Lite, 2-D barcode. Even your mail class die is set and embedded to automatically print the correct class so you can be sure to save time and costs.



DON'T RUN OUT OF INK

Managing ink couldn't be easier. The IS-330 uses a long-life cartridge and prints a smaller indicia barcode, IBI Lite, optimizing ink yield and minimizing replenishment. Plus, with the IS-330 you will receive a Low Ink E-mail Alert so you can be sure your mail keeps moving. And thanks to the Click n' Snap design, changing ink cartridges has never been easier.

Space saving, built-in weighing platform with Smart Start technology

- SMART AND FRIENDLY
- POWERFUL ENVELOPE FEEDING
- SPACE SAVING WEIGHING PLATFORM
- WHISPER-QUIET OPERATION
- ONLINE SERVICES

Convenient ATM style postage downloads without prepayment requirement

Simple dashboard display provides operational overview with user friendly prompts and menu

Smooth, powerfeed provides fast batch processing and delivers the extra force when you need it

Optional automatic moistener with easy access reservoir ensures a perfect envelope seal

Shortcut keys ensure maximum efficiency



SEALED TIGHT & SECURE

With the optional integrated envelope moistener, you can be sure to deliver tightly secured mail with a tip-to-tip seal. And the IS-330 saves you even more time with its easy-access reservoir that's designed for efficient removal for easy fill, no spill and quick cleaning.



SIMPLIFY YOUR MAIL OPERATIONS WITH ONLINE MANAGEMENT

The IS-330 is connected online to help you monitor and track postage, mail class and department usage to help manage your operations more efficiently. Maximum uptime is essential to meet the strict deadlines of your mail processing operations. Low ink email alerts keep you abreast of your ink usage and simplify ink cartridge re-ordering. Plus, you'll enjoy hassle-free postal rate changes that can be automatically downloaded, ensuring simplicity, accuracy, and postal compliance.



TRACK, CONFIRM, AND SAVE WITH E-SERVICES

Save money by using USPS® discounted electronic rates for eDelivery Confirmation, eSignature Confirmation, and eCertified with Electronic Return Receipt. Email alerts and online access save time by helping you monitor, track, and confirm important items while providing the most accurate data. Smart Connect™ high speed LAN connectivity available.

IS-330

DESKTOP MAILING SYSTEMS



PERFORMANCE ASSURED

- Ergonomically-designed with whisper-quiet operation
- Powerfeed with optional moistener for fast batch processing with easy-access reservoir
- Space saving two-pound or five-pound weighing platform
- Smart Start weighing

EFFICIENCY OPTIMIZED

- Smart Start technology eliminates keystrokes and saves time. Each time a mail piece is removed from the weigh platform, the system automatically starts the feeder
- Rate Wizard simplifies Rate Selection and ensures accuracy
- Shortcut keys deliver quick selection for operational efficiency
- Automatic date setting with time preset for early date advance
- Download postage now, pay later with neoFunds

COST CONTROL

- PIN code protection helps you control usage
- Default rate setting value helps eliminate accidental mis-posting
- Postage usage allocation by department or user
- Online access to postal usage for previous 13-months
- Lower postage costs using USPS® eConfirmation Services

ONLINE MANAGEMENT

- Convenient access to postal and department usage on MyNeopost
- Simple, hassle-free postal rate change downloads
- Simplify ink reordering with "Low-Ink" email alerts
- Get added support with remote diagnostics

WE'VE GOT YOU COVERED

Neopost customer support is there for you with nationwide factory trained technicians who are ready to assist you.

In fact, our dedication to providing you with world class customer satisfaction is so advanced that we offer automatic diagnostics with our IS product line. By uploading system data, we will be alerted if you are having trouble.

With Neopost Online Services, this remote access to your system allows us to analyze the situation remotely and then, fix it accordingly.

SPECIFICATIONS

OPERATIONAL EFFICIENCY

Speed	35 LPM
Envelope minimum / maximum	3.5" x 5" / 10" x 13"
Maximum envelope thickness	Up to 3/8"; maximum with moistening 1/4"
Envelope orientation	Landscape or portrait
Imprint memories	Yes, 9

MAIL QUALITY & SECURITY

Advertising slogans	8 standard / 2 open
Personalized text messages	Up to 10
Mail class – automatically printed	Yes
Incoming mail date stamp	Yes

BUDGET OPTIMIZATION

Account reporting & control	10 departments std.
View postage usages (\$ and pieces)	Yes / online
View detailed postal & departmental usage	Optional / online
USB mass storage capability	Yes

ONLINE MANAGEMENT

Postal rate downloads	Yes
Low ink e-mail alerts	Yes
Remote diagnostics	Yes
USPS E-Services	Optional
High speed internet or analog phone line	Yes

SYSTEM DIMENSIONS

Length x Height x Depth	13" x 10" x 15"
Length x Height x Depth (including moistener)	17" x 10" x 15"

OPTIONS

Weighing platforms	2 or 5 lb.
Differential weighing	Yes
Departmental upgrades	100 accounts
Barcode scanner	Yes
External USB report printer	Yes
Envelope moistener	Yes

WHY CHOOSE NEOPOST?

Neopost is a world leader in mailing and logistics solutions. Our innovative solutions bring simplicity and efficiency to your mailing process to make your business run better. Neopost brilliantbasics benefits provide excellence in all our offers, from products to support and services. They bring you the best in operational efficiency, mail quality and security, budget optimization and online management. Whether for advice or support, you enjoy our commitment to supply first-class service – on the phone, on site, or online. Benefit from immediate response times and remote diagnosis at our call centers, and fast dispatch of service engineers when needed. Find out more at www.neopost.com/brilliantbasics

neopost  1-888-NEOPOST (636-7678)
www.neopostinc.com

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EAGLE Registrations Inc.
 SERVICE • INTEGRITY • VALUE

ISO 14001 and OHSAS 18001
 Registered by EAGLE Registrations Inc.



Neopost IS-330

Bold Denotes an Exclusive or Best in Class Feature



Pitney Bowes DM100

Semi-automatic with constant "Power Feed"	Mail Feeder	Manual feeding
35 letters per minute	Batch Mail Speed	30 letters per minute (already sealed envelopes)
3/8"	Max. Envelope Thickness	3/8"
Optional automatic envelope moistener	Sealing Method	Optional manual envelope moistener on leases only
10 departments standard, 100 optional View online, save to USB flash drive , or print	Postal Expense Management	10 and 50 departments optional only. View on screen or print
Smart Connect™ high speed internet or analog connection	Connection Type	Analog fax/phone line connection only
Shortcut Keys, Postal Rate Wizard, 9 job presets , auto date advance	Productivity Features	5 job presets, auto date advance
Digital inkjet w/ new IBI Lite meter stamp . Print text messages , advertisements, postal inscriptions and date stamp incoming mail	Print Technology	Digital inkjet w/standard IBI meter stamp. Print advertisements and postal inscriptions, date stamp incoming mail
PIN code protection, high value/low postage and ink operator warnings, low ink email alerts, monitor postage usage on web	Security Controls	PIN code protection, high value/low postage and ink operator warnings
Up to 6,500 imprints/cartridge. Integrated no-cost print head	Imprint & Ink Supply	Up to 3,000 imprints/cartridge. Separate print head required
Double Tape Sheets. Lower cost per tape	Postage Tape Function	Double Tape Sheets. Higher cost per tape
Process e-Delivery or Signature Confirmation and e-Certified w/e-Return Receipt	USPS E-Services	Process e-Delivery or Signature Confirmation & e-Certified

Neopost IS-330 Key Advantages

- The Neopost IS-330 is equipped with a *true* semi-automatic feeder. Press "Start" and IS-330's feed rollers start to spin, pulling each envelope out of your hand and completely through the system. With its "power feed" technology, the IS-330 can process mail as quick as you can feed it - literally! The DM100's practical speed is limited by its letter-activated mail feeder – the feed rollers start and stop for each piece of mail, creating processing interruptions.
- Save over \$1.00 per letter on Certified Mail by using IS-330's optional Electronic Return Receipt capability.
- IS-330 consumables give you much more for your money. Printing the next-generation "IBI-Lite" meter stamp impression, IS-330's ink yield is over double that of the DM100. Postage labels for the IS-330 are dramatically less expensive, creating serious savings even for moderate tape printing.
- The USPS price list contains 32 pages of rate information by class, category, and extra service. Now, the shape of your mail is more important than the weight. Accurately rating mail is anything but easy these days – unless you have the IS-330's industry-exclusive *Rate Wizard* that provides intuitive on-screen guidance for choosing the right mail class and optional special services.
- Managing your mailing system has never been easier. IS-330 warns you when ink is running low by sending you an email. It automatically downloads updated USPS rates when they change. IS-330 even uploads postage usage data to the web, providing you with on-line access to view, print, or export reports to Excel.



Agenda Information Memorandum
August 11, 2014 Maple Plain City Council

10. ADMINISTRATIVE REPORTS
D. FOLDING AND STUFFING MACHINE DEVICE

ACTION TO BE CONSIDERED

To discuss and decide whether to rent a folding and stuffing machine.

FACTS

- The City changed from postcard to 8 ½” by 11” paper sheet utility bills.
- The change allows for better privacy and information “stuffers”.
- The new format requires the folding of the documents and the stuffing into envelopes.
- Staff is able to do low quantities manually, however with about 630 utility accounts, it is too time consuming. Therefore, the City contracts this out to Express Press in Edina for \$125.00 per time.
- The City is looking at going to monthly utility billing.
- Staff has looked into renting a folding and stuffing machine for \$150.00/month.
- The machine could be used for mailings other than utility bills.
- Staff is asking Council to discuss and consider whether the City should keep contracting the service out or move it in-house by renting.

ATTACHMENTS

Attached on page(s) ____ through ____ is a memorandum from Assistant to the City Administrator, Maggie McCallum and other applicable information.

Memorandum

To: City Council

From: Maggie McCallum, Assistant to the City Administrator

CC: Tessia Melvin, City Administrator

Date: August 8, 2014

Re: Folding and Stuffing Machine

Mayor Hackbarth and Council,

In 2014, the City switched from post cards to 8 ½” by 11” paper sheets for utility billing (in envelopes). Some of the reasons for the switch were to provide for better privacy and to allow for the ability to send additional information to residents and businesses with “stuffers”.

The City has done the new utility billing format twice with stuffers and staff feels like it has been a good additional way to provide information.

The switch has been beneficial; nonetheless, the new format takes more time and resources (envelopes, paper and staff time). The City has about 630 utility accounts and to stuff and seal the bills, the City has had contracted with Express Press in Edina to do the work because we do not have the tools to fold and stuff 630 bills. The City currently pays \$125.00 per quarter to do this (twice so far).

Staff has discussed and considered the renting of a folder and stuffing machine that would allow for us to do the folding and stuffing at City Hall. Girard’s Business Solutions has a “Stack N’ Go” machine that the City could rent on a monthly basis for \$150.00. Purchasing a machine like this would otherwise cost about \$14,195.00.

A benefit to having the machine is that it could be used for other mailings, beyond utility bills, in which information needs to be sent many people. Currently staff manually folds documents and insert them into envelopes. Sometimes this can be very time consuming, if there is a large amount of mailings.

Next year, the City is planning to switch to monthly utility billing. The City has the option to keep contracting the service out or to do the work in-house.

Staff is asking the Council to discuss whether to keep contracting out the folding and stuffing of utility bills with Express Press or to rent a machine that would allow for staff to do the work in-house.

Sincerely,

Margaret McCallum
Assistant to the City Administrator

PFE Minimizer 4 Plus

The choice of 3 machines within the Minimizer 4 Plus Range offers the user the capability of processing a wide variety of applications quickly and efficiently

Never has a desktop folding and inserting system been more advanced, bringing a new level of automation with its unique *Stack 'n' Go* feature. Capable of processing a wide variety of applications quickly and efficiently, the small and stylish system offers total flexibility.

With two, three or four stations options the Minimizer 4 can make your folding and inserting needs as simple as 1, 2, 3.

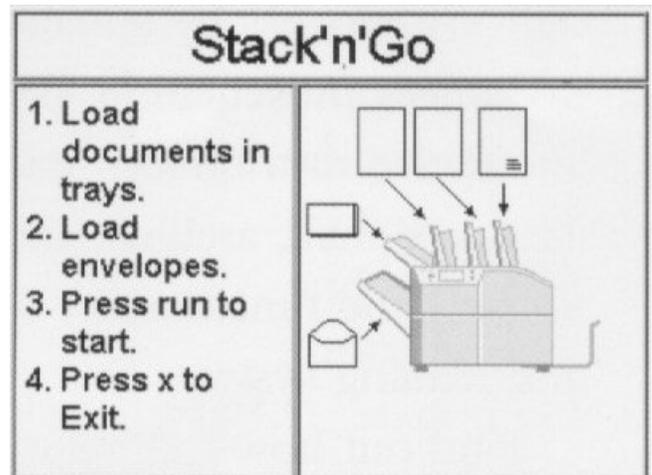


Stack 'n' Go

The Minimizer 4 Plus range is the first PFE product to feature this highly innovative concept. It allows the operator to simply stack any document of varying sizes plus any insert into the machine, hit the start button and the machine will process into your envelope automatically. There is absolutely no set-up required! The machine has now memorized your job and has fully calibrated itself ready to process your job with the minimum of fuss, saving you time and money.

Stack 'n' Go - Three easy steps

1. Load documents in trays
2. Load envelopes
3. Press run to start





STANDARD FEATURES (2 Station):

- ❖ Stack 'n' Go
- ❖ Two automatic feed stations
- ❖ Each station has 250 sheet capacity
- ❖ Handles paper from 60 - 110 gsm
- ❖ Inserts booklets up to 1 mm thick
- ❖ Fully automatic fold and envelope settings
- ❖ 20 user programmable jobs
- ❖ Advanced operator interface
- ❖ Double document detection
- ❖ High capacity desk-top envelope catch tray
- ❖ Optional OMR capability

STANDARD FEATURES (3 Station):

- ❖ All the options of the 2 station, plus
- ❖ Three Automatic feed stations
- ❖ 2 station cascade
- ❖ Wider range of document combinations



STANDARD FEATURES (4 Station):

- ❖ All the options of the 2 and 3 station plus
- ❖ Four Automatic feed stations
- ❖ 3 station cascade
- ❖ Widest range of document combinations
- ❖ including complex multi-part mailing





Flexibility

Your Minimailer 4 Plus can be ordered with 2, 3, or 4 stations. Each system is available with OMR or can be upgraded to read OMR at a later date.



Short Form

All feed stations now have the ability to run not only standard forms that require folding, but shorter forms that do not. Forms sizes can be varied across all sheet feed stations



Hand Feed

The 'Daily Post' function enables the machine to handle multiple sets of documents either on their own, or with the automatically fed items.



Easy Access

In case of a mis-feed, the clam shell design allows you to gain unrivalled access to the entire paper path. The operator interface will even tell you where to look. The document can then be cleared and the machine re-started immediately.

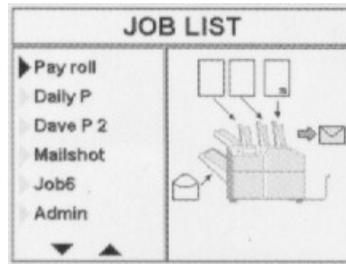
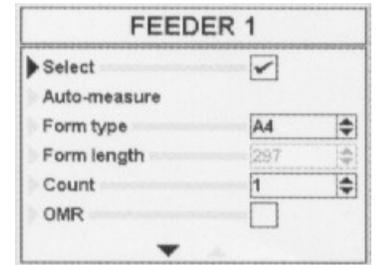
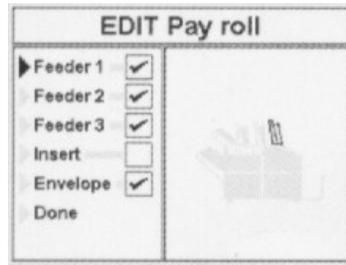


Automeasure

During the full programming operation, Automeasure allows the user to automatically measure form lengths. This is achieved by simply passing the document through the machine via station one.

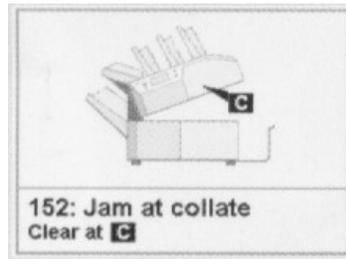
Job Programming

The system allows for up to 20 jobs programs to be held on its memory. The interface guides you through the system in order to speedily operate the machine. It's child's play!



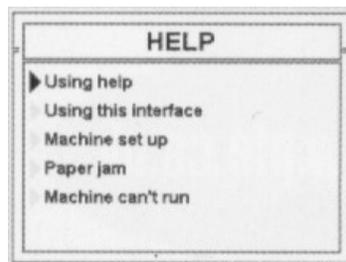
Job List

Simply choose the required job, the machine will automatically calibrate itself and you're ready to go.



Document Misfeed

In the eventuality of a misfeed, the interface will indicate the exact position of the problem and status of the machine.



Help

An intelligent and comprehensive help feature will speedily enable the operator to overcome any obstacle.

Options

On-line Franker link
PFE OMR system capability with grouping, select feed, out-sort and forms security functions.

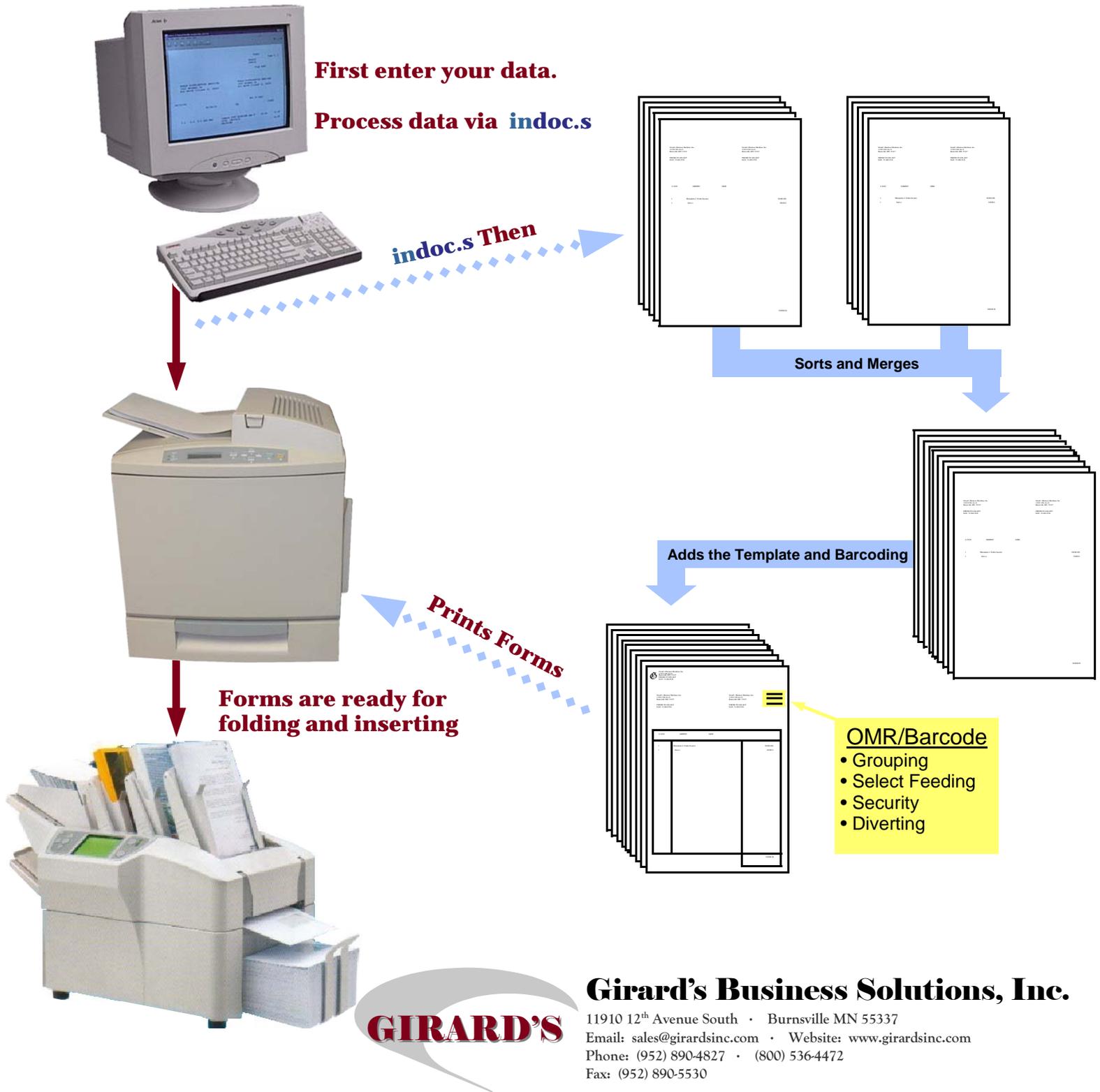
Dimensions

Width: 16 1/8"
Height: 21 5/8"
Length: 26 3/4" (excluding catch tray)
Weight: 50 kg

indoc.s

indoc.s is the simple intelligent document delivery solution which allows users to cut the costs of document distribution. **indoc.s** creates documents produced in any software application prior to printing, optimizing printing efficiencies, and can apply OMR or Barcode marks used to control a folding and inserting system.

Most importantly, **indoc.s** requires no changes to existing software, specialized programming knowledge, consultancy fees and elimination of costly preprinted forms.



RESOLUTION NO. 14-0811-01

**A RESOLUTION FURTHER CENSURING MAYOR ROGER HACKBARTH AND
ELIMINATING HIS MAYORAL DUTIES**

WHEREAS, in March of 2014, based on an independent investigators report, The Maple Plain City Council passed Resolution No.14-0811-01 censuring the Mayor and significantly limiting his duties; and

WHEREAS, since the initial censure resolution, the Mayor has continued to violate the censure resolution and guidelines, to wit:

- The Mayor continues to correspond with employees and others without sending a copy to the Acting Mayor as directed in the censure resolution.
- The Mayor continues to send emails regarding questions of City business to members of the City Council, outside of the public forum of a Council meeting, creating open meeting violations.
- The Mayor continues to behave unprofessionally with angry outbursts toward City Council members and staff, making a working relationship with either Council or staff extremely difficult.

WHEREAS, the City received very positive support from the following governmental entities: The League of Minnesota Cities, Lake Minnetonka Communications Commission, Metropolitan Council and Metro Cities, upon being advised in March of this year that the Mayor's appointment to their organizations had been terminated; and

WHEREAS, more recently the Mayor shared private, employment medical information with persons not authorized to receive such information; and

WHEREAS, the City has received complaints from citizens and business owners regarding the Mayor's abusive and negative behavior; and

WHEREAS, the City Council finds that the entirety of the Mayor's behavior before and following censure has been demeaning and degrading to the City and its staff and that the Mayor's actions are not in the best interest of the City; that the Mayor has failed to serve the citizens of the City.

NOW, THEREFORE, The Maple Plain City Council **RESOLVES**, effective immediately, as follows:

- 1) The Mayor's pay shall be eliminated and the Administrator shall cease all income payments to the Mayor.

- 2) The Mayor is hereby removed from serving on the West Hennepin Public Safety Police Commission; that the Administrator shall notify the Commission of this decision and the City Council shall appoint a replacement commission member.
- 3) The Acting Mayor shall henceforth chair all regular and special meetings of The Maple Plain City Council.
- 4) The Mayor shall not be provided any data that is either non-public, private or confidential.
- 5) The Mayor shall not attend any closed sessions of the City Council where non-public, private or confidential information is discussed or reviewed.

FURTHER, The Maple Plain City Council hereby **RESOLVES**:

The Maple Plain City Council hereby requests that Mayor Roger Hackbarth resign from the office of Mayor.

This resolution passed by The Maple Plain City Council this ____ day of _____, 2014.

Jerry Young, Acting Mayor

Mike DeLuca, Councilmember

Dave Eisinger, Councilmember

Justin McCoy, Councilmember

ATTEST:

Tessia Melvin, City Administrator