

AGENDA
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
Monday, November 9, 2015
6:30 P.M.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ADOPT AGENDA**
4. **CONSENT AGENDA**
 - A. Accounts Payable
 - B. Quote for Lining and inspecting manhole pipeline segments of sanitary sewer collection system along Halgren.
5. **PUBLIC HEARINGS**
6. **ADMINISTRATIVE REPORTS**
7. **OLD BUSINESS**
 - A. Hennepin Youth Sports Program Facility Application Grant – Rainbow Park Ice Rink Facility – Resolution No. 15-1109-01
 - B. Set downtown utility and street improvements – neighborhood issues and site walk-through meeting
 - C. Set Budd utility and street improvements – neighborhood issues and site walk-through meeting
 - D. Amendment to the License of Oak Street for Collision Corner CUP
8. **NEW BUSINESS**
 - A. Acceptance of Bids for Demolition of Downtown Area
 - B. Authorization for Downtown Substandard Building Certification for TIF District
9. **LEGISLATIVE/INTERGOVERNMENTAL AFFAIRS**
10. **COUNCIL REPORTS & OTHER BUSINESS**
11. **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.
12. **ADJOURNMENT**

CITY OF MAPLE PLAIN
Payments

Current Period: November 2015

Batch Name	11/10/15 PAY	User Dollar Amt	\$0.00		
	Payments	Computer Dollar Amt	\$64,002.79		
			\$64,002.79	Out of Balance	
Refer	21111 BELAYHOST	-			
Cash Payment	E 101-41500-309 EDP, Software and Desi	Email Filtering			\$18.00
	Invoice 30072				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$18.00
Refer	21112 BANYON	-			
Cash Payment	E 601-49400-309 EDP, Software and Desi	Utility Billing Software Support			\$397.50
	Invoice 00153495				
Cash Payment	E 602-49450-309 EDP, Software and Desi	Utility Billing Software Support			\$397.50
	Invoice 00153495				
Cash Payment	E 101-41500-309 EDP, Software and Desi	Fund Accounting and Payroll Software Support			\$1,590.00
	Invoice 00153495				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$2,385.00
Refer	21113 CENTERPOINT ENERGY MINNEGA	-			
Cash Payment	E 101-41940-383 Gas Utilities	City Hall			\$26.01
	Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	Public Works			\$23.81
	Invoice				
Cash Payment	E 602-49450-383 Gas Utilities	Lift Station			\$30.51
	Invoice				
Cash Payment	E 101-41940-383 Gas Utilities	Olsons			\$4.69
	Invoice				
Cash Payment	E 601-49400-383 Gas Utilities	Water Treatment Plant			\$38.18
	Invoice				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$123.20
Refer	21114 ORONO IND SCHOOL DISTRICT 27	-			
Cash Payment	E 101-41940-412 Building Rentals	September Rent			\$2,621.25
	Invoice 131				
Cash Payment	E 101-41940-412 Building Rentals	October Rent			\$2,621.25
	Invoice 132				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$5,242.50
Refer	21115 MAPLE PLAIN/INDEPENDENCE FIR	-			
Cash Payment	E 101-42290-307 Fire Administration	November			\$13,482.92
	Invoice				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$13,482.92
Refer	21116 FRONTIER	-			
Cash Payment	E 601-49400-321 Telephone	Water Treatment Plant			\$62.48
	Invoice				
Cash Payment	E 601-49400-321 Telephone	Water Treatment Plant Alarm			\$56.46
	Invoice				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$118.94
Refer	21117 GOPHER STATE ONE-CALL, INC.	-			
Cash Payment	E 101-43000-437 Miscellaneous	Locate Services			\$93.00
	Invoice 149457				

CITY OF MAPLE PLAIN
Payments

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Current Period: November 2015

Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$93.00
Refer	21118 <i>HAWKINS INC.</i>	-			
Cash Payment	E 601-49400-216 Chemicals & Chemical P	Water Chemicals			\$35.00
Invoice	3792189				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$35.00
Refer	21119 <i>METROPOLITAN COUNCIL ENV SE</i>	-			
Cash Payment	E 602-49450-319 Other Consulting Service	December- Sewer			\$19,263.17
Invoice	0001049484				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$19,263.17
Refer	21120 <i>MEDIACOM</i>	-			
Cash Payment	E 101-41500-309 EDP, Software and Desi	City Hall			\$251.20
Invoice					
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$251.20
Refer	21121 <i>ORONO ROTARY CLUB</i>	-			
Cash Payment	E 101-41500-433 Dues & Subscriptions	Melvin			\$225.00
Invoice					
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$225.00
Refer	21122 <i>TESSIA MELVIN</i>	-			
Cash Payment	E 101-41500-321 Telephone	Telephone			\$50.00
Invoice					
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$50.00
Refer	21123 <i>STA-SAFE LOCKSMITHS</i>	-			
Cash Payment	E 101-41940-437 Miscellaneous	Locks			\$399.40
Invoice	20262				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$399.40
Refer	21124 <i>WIDMER CONSTRUCTION, LLC</i>	-			
Cash Payment	E 601-49400-311 Contract Service	Hydrant Repair			\$6,649.20
Invoice	4019				
Cash Payment	E 601-49400-311 Contract Service	Culvert Repair			\$2,548.50
Invoice	4020				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$9,197.70
Refer	21125 <i>WARNING LITES</i>	-			
Cash Payment	E 101-43100-311 Contract Service	Street Signs			\$647.36
Invoice	152203				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$647.36
Refer	21126 <i>XCEL ENERGY</i>	-			
Cash Payment	E 601-49400-381 Electric Utilities	Water Treatment Plant			\$2,011.00
Invoice					
Cash Payment	E 101-43160-381 Electric Utilities	Main Street Lights			\$20.62
Invoice					
Cash Payment	E 101-43160-381 Electric Utilities	Oak Street Lights			\$12.79
Invoice					
Cash Payment	E 101-43160-381 Electric Utilities	Park and Pool			\$38.38
Invoice					
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$2,082.79

CITY OF MAPLE PLAIN
Payments

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Current Period: November 2015

Refer 21127 STANTEC CONSULTING SRVCS IN -					
Cash Payment	E 101-43000-303 Engineering Services	General			\$150.00
	Invoice 971886				
Cash Payment	E 101-41110-303 Engineering Services	City Council			\$100.00
	Invoice 971887				
Cash Payment	E 101-43000-303 Engineering Services	Staff Meetings			\$100.00
	Invoice 971887				
Cash Payment	E 101-43100-303 Engineering Services	Streets			\$240.00
	Invoice 972012				
Cash Payment	E 601-49400-303 Engineering Services	Water			\$571.75
	Invoice 971889				
Cash Payment	E 603-49455-303 Engineering Services	Storm			\$206.50
	Invoice 971890				
Cash Payment	E 451-43100-303 Engineering Services	Main Street West/Rainbow			\$2,059.73
	Invoice 971892				
Cash Payment	G 101-20212 Planned Unit Develop. Escro	Meadows of MP			\$215.00
	Invoice 971893				
Cash Payment	G 101-20216 Site Plan Escrow	Collision Corner			\$114.50
	Invoice 971891				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$3,757.48
Refer 21128 CARSON & CLELLAND -					
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$95.72
	Invoice				
Cash Payment	E 101-42110-304 Legal Services	Criminal			\$1,048.16
	Invoice				
Cash Payment	E 101-41610-304 Legal Services	General			\$1,805.00
	Invoice				
Cash Payment	E 101-41610-304 Legal Services	General			\$95.00
	Invoice				
Cash Payment	E 101-41610-304 Legal Services	General			\$213.75
	Invoice				
Cash Payment	G 101-20216 Site Plan Escrow	Collision Corner			\$475.00
	Invoice				
Cash Payment	E 101-41610-304 Legal Services	General			\$142.50
	Invoice				
Cash Payment	E 101-41110-304 Legal Services	City Council Meetings			\$1,282.50
	Invoice				
Cash Payment	E 101-41610-304 Legal Services	General			\$1,472.50
	Invoice				
Transaction Date	11/4/2015	Bank of Maple Plain	10100	Total	\$6,630.13

CITY OF MAPLE PLAIN
Payments

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Current Period: November 2015

Fund Summary

	10100 Bank of Maple Plain
101 GENERAL FUND	\$29,675.31
451 CAPITAL IMPROVEMENT PROJECTS	\$2,059.73
601 WATER FUND	\$12,370.07
602 SEWER FUND	\$19,691.18
603 STORM WATER FUND	\$206.50
	\$64,002.79

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$64,002.79
Total	\$64,002.79

CITY OF MAPLE PLAIN
Payments

Current Period: November 2015

Batch Name	11/10/15PAY2	User Dollar Amt	\$43,648.00	
	Payments	Computer Dollar Amt	\$43,648.00	
			<u>\$0.00</u>	In Balance
Refer	21135 OUVerson SEWER & WATER			
		-		
Cash Payment	E 602-49450-311 Contract Service	1985 Perkins		\$3,160.00
	Invoice 3745			
Cash Payment	E 602-49450-311 Contract Service	4850 Bradford		\$7,663.00
	Invoice 3748			
Cash Payment	E 602-49450-311 Contract Service	4874 Drake Street		\$2,839.00
	Invoice 3742			
Cash Payment	E 602-49450-311 Contract Service	4845 Drake Street		\$3,836.00
	Invoice 3743			
Cash Payment	E 602-49450-311 Contract Service	4844 Drake Street		\$3,463.00
	Invoice 3744			
Cash Payment	E 602-49450-311 Contract Service	5244 Independence		\$3,440.00
	Invoice 3750			
Cash Payment	E 602-49450-311 Contract Service	5234 Independence		\$2,979.00
	Invoice 3751			
Cash Payment	E 602-49450-311 Contract Service	1469 Halgren		\$4,300.00
	Invoice 3758			
Cash Payment	E 602-49450-311 Contract Service	5230 Independence		\$3,445.00
	Invoice 3753			
Cash Payment	E 602-49450-311 Contract Service	5149 Independence		\$3,754.00
	Invoice 3754			
Cash Payment	E 602-49450-311 Contract Service	1495 Wyman		\$3,119.00
	Invoice 3757			
Cash Payment	E 602-49450-311 Contract Service	5310 Bryantwood		\$1,650.00
	Invoice 3755			
Transaction Date	11/5/2015	Bank of Maple Plain	10100	Total \$43,648.00

Fund Summary

	10100 Bank of Maple Plain
602 SEWER FUND	<u>\$43,648.00</u>
	\$43,648.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$43,648.00
Total	\$43,648.00

CITY OF MAPLE PLAIN
Payments

Current Period: November 2015

Batch Name	11/05/15PAY3	User Dollar Amt	\$0.00		
	Payments	Computer Dollar Amt	\$15,650.00		
			\$15,650.00	Out of Balance	
Refer	<u>21136 TERRAMARK</u>				
		-			
Cash Payment Invoice	E 101-41110-302 Planning Services	City Council- May		\$140.00	
Cash Payment Invoice	E 101-41330-302 Planning Services	Planning Commission- May		\$315.00	
Cash Payment Invoice	E 101-41910-302 Planning Services	General Planning Services- May		\$2,152.50	
Cash Payment Invoice	G 101-20216 Site Plan Escrow	Collision Corner- May		\$120.00	
Cash Payment Invoice	G 101-20212 Planned Unit Develop. Escro	Meadows of MP - May		\$100.00	
Cash Payment Invoice	E 101-41910-302 Planning Services	General- May		\$300.00	
Transaction Date	11/5/2015	Bank of Maple Plain	10100	Total	\$3,127.50
Refer	<u>21137 TERRAMARK</u>				
		-			
Cash Payment Invoice	E 101-41110-302 Planning Services	City Council - April		\$227.50	
Cash Payment Invoice	E 101-41330-302 Planning Services	Planning Commission- April		\$70.00	
Cash Payment Invoice	E 101-41910-302 Planning Services	General Planning Services- April		\$3,715.00	
Cash Payment Invoice	G 101-20216 Site Plan Escrow	Collision Corner- April		\$80.00	
Cash Payment Invoice	G 101-20212 Planned Unit Develop. Escro	Meadows of Maple Plain - April		\$1,220.00	
Cash Payment Invoice	E 101-41910-302 Planning Services	General - April		\$60.00	
Transaction Date	11/5/2015	Bank of Maple Plain	10100	Total	\$5,372.50
Refer	<u>21138 TERRAMARK</u>				
		-			
Cash Payment Invoice	E 101-41110-302 Planning Services	City Council - March		\$332.50	
Cash Payment Invoice	E 101-41330-302 Planning Services	Planning Commission- March		\$297.50	
Cash Payment Invoice	E 101-41910-302 Planning Services	General- March		\$5,880.00	
Cash Payment Invoice	G 101-20216 Site Plan Escrow	Collision Corner- March		\$120.00	
Cash Payment Invoice	G 101-20212 Planned Unit Develop. Escro	Meadows of Maple Plain- March		\$180.00	
Cash Payment Invoice	G 101-20212 Planned Unit Develop. Escro	Car Wash- March		\$340.00	
Transaction Date	11/5/2015	Bank of Maple Plain	10100	Total	\$7,150.00

CITY OF MAPLE PLAIN
Payments

Current Period: November 2015

Fund Summary

	10100 Bank of Maple Plain	
101 GENERAL FUND		\$15,650.00
		<hr/>
		\$15,650.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$15,650.00
Total	<hr/>
	\$15,650.00

August 30, 2015

Invoice No: 0022-2015
City of Maple Plain
 Maple Plain, MN 55359

ATTENTION: Tessia Melvin
PROJECT: General Planning March, 2015
PROJECT NO.: 2015-004-2

For all Professional Services as Follows:

		Hours	Amount
2-Mar-15	Prepare information for Planning Commission Meeting	2.25	\$157.50
3-Mar-15	Staff Meeting	1.50	\$105.00
3-Mar-15	Work in City Hall	2.50	\$175.00
3-Mar-15	City Administration	2.50	\$175.00
4-Mar-15	Work in City Hall	1.25	\$87.50
4-Mar-15	Review and provide information to consultant pertaining to shared services	0.50	\$35.00
4-Mar-15	Shared Services Meeting	1.00	\$70.00
4-Mar-15	Review employee liquor license requirements	0.50	\$35.00
5-Mar-15	Planning Commission Meeting	1.00	\$70.00
5-Mar-15	Work in City Hall	4.00	\$280.00
5-Mar-15	Correspondence with City/coordination for upcoming CC meeting	0.75	\$52.50
5-Mar-15	Correspondence/follow-up with engineer RE: Discovery Center improvements	0.50	\$35.00
6-Mar-15	Correspondence with lighting contractor for Pioneer Center	0.25	\$17.50
6-Mar-15	Work in City Hall	4.50	\$315.00
6-Mar-15	Correspondence with sign company regarding new city sign	0.25	\$17.50
6-Mar-15	Correspondence/review information pertaining to 5210 Main Street building	0.50	\$35.00
8-Mar-15	Correspondence with City RE: Council Meeting agenda items	0.75	\$52.50
9-Mar-15	Discussion with senior living center about locating to MP	0.50	\$35.00
9-Mar-15	Work on comps for downtown building valuation	1.00	\$70.00
9-Mar-15	Correspondence with sign company RE: City entrance sign	0.50	\$35.00
9-Mar-15	Work on information for stormwater/watershed	0.50	\$35.00
9-Mar-15	Correspondence with consultant RE: downtown building acquisition	1.00	\$70.00
9-Mar-15	Correspondence with City RE: CC Agenda	1.25	\$87.50
9-Mar-15	Review sign information for Liquor Depot	0.25	\$17.50
9-Mar-15	City Council Meeting	1.00	\$70.00
10-Mar-15	City Administration	2.00	\$140.00
10-Mar-15	Work in City Hall	4.50	\$315.00
11-Mar-15	Work on downtown redevelopment contract/property acquisition	1.50	\$105.00
11-Mar-15	Work in City Hall	1.00	\$70.00
11-Mar-15	Conference call RE: downtown building acquisition	0.75	\$52.50
11-Mar-15	Correspondence with staff RE: downtown purchase agreements	0.50	\$35.00
12-Mar-15	Conference call with city/broker pertaining to downtown property acquisition	0.75	\$52.50
12-Mar-15	Correspondence with City RE: watershed issue	0.50	\$35.00
12-Mar-15	Meeting with metropolitan council	1.25	\$87.50
12-Mar-15	Work in City Hall	1.75	\$122.50
13-Mar-15	Work in City Hall	1.75	\$122.50

13-Mar-15	Correspondence with City RE: FEMA -2013 storm event	1.00	\$70.00
13-Mar-15	Work on downtown redevelopment contract/property acquisition	1.00	\$70.00
14-Mar-15	Prepare site base for downtown property developer	1.75	\$122.50
16-Mar-15	City Administration	1.00	\$70.00
16-Mar-15	Review/correspondence - watershed options memo/issues	2.00	\$140.00
17-Mar-15	City Administration	2.50	\$175.00
17-Mar-15	Correspondence with temporary peddler RE: chainsaw carvings	0.50	\$35.00
18-Mar-15	Work in City Hall	1.00	\$70.00
18-Mar-15	Correspondence RE: watershed options	0.50	\$35.00
18-Mar-15	City Administration	3.00	\$210.00
19-Mar-15	Correspondence with staff RE: status of projects/issues	0.75	\$52.50
19-Mar-15	Correspondence with consultant RE: shared services study	0.50	\$35.00
19-Mar-15	Work in City Hall	3.50	\$245.00
20-Mar-15	Correspondence with sign company regarding new city sign	0.25	\$17.50
20-Mar-15	Work in City Hall	2.75	\$192.50
20-Mar-15	Correspondence with sign company RE: City entrance sign	0.50	\$35.00
20-Mar-15	Meeting with downtown property broker RE: property acquisition strategy	1.50	\$105.00
20-Mar-15	Correspondence/work on market value for downtown properties	0.75	\$52.50
20-Mar-15	Correspondence with City/Engineer relating to stormwater	1.00	\$70.00
20-Mar-15	Discussion with City auditor RE: stormwater fees/funds	0.25	\$17.50
20-Mar-15	Prepare monthly planning report	1.00	\$70.00
23-Mar-15	City Council Meeting /Workshop	1.00	\$70.00
23-Mar-15	Correspondence with City RE: CC Meeting Agenda	0.25	\$17.50
23-Mar-15	Work on City miscellaneous issues storm water/watershed/workshop items prep	2.75	\$192.50
23-Mar-15	Correspondence with City att./work on personnel issues	0.25	\$17.50
24-Mar-15	Work on City administration	1.25	\$87.50
25-Mar-15	Work on City miscellaneous issues audit questions	0.50	\$35.00
25-Mar-15	Work on City administration	2.50	\$175.00
26-Mar-15	Correspondence RE: Magnolia 8 property	1.50	\$105.00
26-Mar-15	City Administration	2.00	\$140.00
27-Mar-15	Correspondence RE: Magnolia 8 property building permit issuance	3.25	\$227.50
27-Mar-15	City Administration	1.75	\$122.50
30-Mar-15	Correspondence RE: Magnolia 8 property building permit issuance	1.25	\$87.50
30-Mar-15	City Administration	1.00	\$70.00
General Planning Services Total:			\$6,510.00

PASS THROUGH

Collision Corners CUP Amendment Review

2-Mar-15	Correspondence with City RE: plan	0.50	\$40.00
3-Mar-15	Meeting with applicant	1.00	\$80.00
Collision Corners CUP Amendment Review			\$120.00

MPFC Car Wash Site Plan Review

3-Mar-15	Review site plan/prepare comments	2.00	\$160.00
3-Mar-15	Correspondence with applicant	0.25	\$20.00
4-Mar-15	Review plans with staff	1.00	\$80.00
5-Mar-15	Meeting with applicant	0.75	\$60.00
13-Mar-15	Correspondence with car wash representative	0.25	\$20.00

MPFC Car Wash Site Plan Review Service Total \$340.00

The Meadows of Maple Plain Final Plat

10-Mar-15	Correspondence with City RE: final plat status	1.00	\$80.00
11-Mar-15	Review revised final drawing submittal and correspondence	1.25	\$100.00

The Meadows of Maple Plain Final Plat Service Total \$180.00

Professional Planning Services Total: \$7,150.00

Terms: 25 Days from Receipt of Invoice
1.5% Per Month (18% per Year) Service Charge Applied from Invoice Date
If Payment Is Not Received Within 25 Days Of Invoice Receipt Date

Thank you,

Terramark



Mark Kaltsas, PLA
President



6015 Cathcart Drive
Shorewood, MN 55331

September 1, 2015

Invoice No: 0023-2015

City of Maple Plain
5050 Independence Street
Maple Plain, MN 55359

ATTENTION: Tessia Melvin
PROJECT: General Planning April 2015
PROJECT NO.: 2015-004-2

For all Professional Services as Follows:

		Hours	Amount
1-Apr-15	Correspondence RE: street recon	0.50	\$35.00
1-Apr-15	Correspondence/follow-up on drainage issue-W Main Street	0.50	\$35.00
1-Apr-15	Correspondence RE: 5210 building issues	0.75	\$52.50
1-Apr-15	Correspondence RE: downtown Olson's contract	0.50	\$35.00
2-Apr-15	Correspondence with resident RE: Three Oaks brush pile	0.50	\$35.00
2-Apr-15	Correspondence/follow-up on drainage issue-W Main Street	1.00	\$70.00
2-Apr-15	Correspondence RE: 5210 building issues	1.00	\$70.00
3-Apr-15	Correspondence/follow-up on drainage issue-W Main Street	0.75	\$52.50
3-Apr-15	Correspondence/follow-up regarding personnel issues	0.50	\$35.00
3-Apr-15	Correspondence/follow-up regarding 5120 building issues	0.25	\$17.50
6-Apr-15	Correspondence with staff RE: new sign	0.50	\$35.00
7-Apr-15	Staff Meeting	2.00	\$140.00
7-Apr-15	Work in City Hall	3.25	\$227.50
8-Apr-15	Correspondence with resident RE: Maple Terrace apts.	0.75	\$52.50
8-Apr-15	Correspondence RE: 5210 building issues	0.50	\$35.00
8-Apr-15	Work on City issues/correspondence	2.00	\$140.00
9-Apr-15	Work on City issues/correspondence	1.75	\$122.50
9-Apr-15	Correspondence with RE: 5210 building	0.75	\$52.50
10-Apr-15	Work on City issues/correspondence	2.25	\$157.50
10-Apr-15	Meeting with Elim Homes/site visit RE: facility plans	1.75	\$122.50
10-Apr-15	Correspondence with Clark and Clark about cars parked on street	0.25	\$17.50
13-Apr-15	Work in City Hall	2.50	\$175.00
13-Apr-15	City Council Meeting	1.00	\$70.00
13-Apr-15	Prepare information for City Council Meeting	1.25	\$87.50
13-Apr-15	Correspondence with City RE: street reconstruct project	0.50	\$35.00
14-Apr-15	Correspondence with City RE: administration issues	1.75	\$122.50
15-Apr-15	Work in City Hall	1.25	\$87.50
16-Apr-15	Prepare nuisance letter to Three Oaks property owner	0.75	\$52.50
16-Apr-15	Prepare letter to MN Beef Council	1.00	\$70.00
16-Apr-15	Correspondence with City RE: administration issues	1.50	\$105.00
17-Apr-15	Correspondence with City RE: temporary peddlers license issue for chainsaw carving	1.00	\$70.00
17-Apr-15	Correspondence with City RE: administration issues	2.50	\$175.00
19-Apr-15	Correspondence with City RE: administration issues	0.75	\$52.50
20-Apr-15	Meeting with Olson's RE: property acquisition	1.25	\$87.50
20-Apr-15	Call back resident about main street driveway width	0.25	\$17.50
21-Apr-15	Correspondence with realtor RE: valley view road property	0.25	\$17.50

21-Apr-15	Correspondence with staff RE: Budd Street improvements	0.75	\$52.50
21-Apr-15	Correspondence with staff RE: new sign	0.50	\$35.00
21-Apr-15	Correspondence with realtor RE: fence at 1439 Parkview Rd.	0.25	\$17.50
21-Apr-15	Staff Meeting	2.00	\$140.00
22-Apr-15	Correspondence with City RE: MN Beef Council sewer issue	0.50	\$35.00
23-Apr-15	Prepare monthly planning report	1.00	\$70.00
23-Apr-15	Prepare memo to CC on MN Beef Council sewer	1.25	\$87.50
23-Apr-15	Site visit/follow-up to Larson Landscape RE: sign location	0.50	\$35.00
24-Apr-15	Prepare staff report for Council RE: MN Beef Council sewer issue	2.00	\$140.00
24-Apr-15	Correspondence with City RE: MN Beef Council sewer issue	0.50	\$35.00
24-Apr-15	Correspondence with staff RE: 5210 building issues	0.50	\$35.00
27-Apr-15	Correspondence RE: new sign for Maple Street fitness business	0.50	\$35.00
27-Apr-15	City Council Meeting/Workshop	1.00	\$70.00
27-Apr-15	Review nuisance issues	0.75	\$52.50
27-Apr-15	Meeting with potential downtown developer	1.25	\$87.50
28-Apr-15	Review and follow-up with nuisance issue at 1805 Gladview	0.75	\$52.50
28-Apr-15	Review and follow-up with driveway widening question	0.50	\$35.00
29-Apr-15	Correspondence with City RE: temporary business for plant sales	0.50	\$35.00
30-Apr-15	Administration	3.25	\$162.50
30-Apr-15	Correspondence with downtown redevelopment broker/City	0.50	\$35.00

General Planning Services Total: \$4,012.50

PASS THROUGH

Collision Corners CUP Amendment Review

30-Apr-15	Prepare letter to applicant	1.00	\$80.00
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Collision Corners CUP Amendment Review Services Total \$80.00

The Meadows of Maple Plain Final Plat

13-Apr-15	Final Plan and DA correspondence	1.00	\$80.00
17-Apr-15	Final Plan and DA correspondence/plan review	1.25	\$100.00
21-Apr-15	Correspondence with City RE: final plan revisions/updated DA	1.50	\$120.00
22-Apr-15	Correspondence and follow-up with City RE: appraiser for development	0.50	\$40.00
22-Apr-15	Correspondence with City RE: final plan revisions/updated DA	2.00	\$160.00
23-Apr-15	Correspondence with City RE: final plan revisions/updated DA	1.75	\$140.00
24-Apr-15	Correspondence with City RE: final plan revisions/updated DA	1.00	\$80.00
24-Apr-15	Prepare staff report and resolution, work on DA	3.75	\$300.00
27-Apr-15	Correspondence with City RE: final plan revisions/updated DA	0.50	\$40.00
28-Apr-15	Correspondence with City RE: final plan revisions/updated DA	0.75	\$60.00
29-Apr-15	Prepare final updated DA	1.25	\$100.00

The Meadows of Maple Plain Final Plat Service Total \$1,220.00

Discovery Center Site Plan Review

5-Apr-15	Correspondence/follow-up regarding lighting information	0.50	\$40.00
6-Apr-15	Correspondence/follow-up regarding lighting information	0.25	\$20.00



Discovery Center Site Plan Review Service Total	\$60.00
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Professional Planning Services Total:	\$5,372.50
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Terms: 25 Days from Receipt of Invoice
1.5% Per Month (18% per Year) Service Charge Applied from Invoice Date
If Payment Is Not Received Within 25 Days Of Invoice Receipt Date

Thank you,

Terramark

A handwritten signature in blue ink, appearing to read 'Mark Kaltsas', is written over the printed name.

Mark Kaltsas, PLA
President

September 1, 2015

Invoice No: 0024-2015
 City of Maple Plain
 5050 Independence Street
 Maple Plain, MN 55359

ATTENTION: Tessia Melvin
PROJECT: General Planning May 2015
PROJECT NO.: 2015-004-2

For all Professional Services as Follows:

		Hours	Amount
1-May-15	Correspondence with City RE: transient merchants	0.50	\$35.00
1-May-15	Administration	3.50	\$175.00
4-May-15	Correspondence with City RE: planning issues	0.25	\$17.50
4-May-15	Correspondence with resident RE: brush pile on Three Oaks	0.50	\$35.00
4-May-15	Work on downtown redevelopment - City and broker	1.25	\$87.50
4-May-15	Review/correspondence on final sign design for City sign	0.50	\$35.00
5-May-15	Staff Meeting	2.00	\$140.00
5-May-15	Work with downtown redevelopment - City and broker	0.75	\$52.50
7-May-15	Correspondence with City RE: planning projects	0.75	\$52.50
7-May-15	Prepare nuisance letters	1.50	\$105.00
7-May-15	Prepare second letter to MN Beef Council	0.75	\$52.50
8-May-15	Work on downtown redevelopment - City and broker	0.50	\$35.00
11-May-15	Prepare downtown redevelopment financial analysis	3.25	\$227.50
11-May-15	Meeting with City to review downtown redevelopment financial analysis	1.00	\$70.00
11-May-15	Review nuisance issue with pigs on Three Oaks	0.25	\$17.50
11-May-15	Correspondence with downtown broker	0.25	\$17.50
11-May-15	Correspondence with potential new barber	0.50	\$35.00
11-May-15	EDA Meeting	1.00	\$70.00
11-May-15	City Council Meeting	1.00	\$70.00
12-May-15	Correspondence with City RE: nuisance issues	0.50	\$35.00
13-May-15	Work on downtown redevelopment - City and broker	1.25	\$87.50
14-May-15	Correspondence with City RE: traveling vendor	0.50	\$35.00
14-May-15	Correspondence with City RE: Akona	0.25	\$17.50
14-May-15	Prepare letter to property owner of 5469 US Hwy 12	1.00	\$70.00
15-May-15	Correspondence with nuisance property owner on Gladview	0.50	\$35.00
15-May-15	Meeting with Olson's owners to discuss property acquisition	1.25	\$87.50
15-May-15	Follow-up with Olson's regarding acquisition	1.00	\$70.00
18-May-15	Correspondence with City RE: planning projects	0.75	\$52.50
19-May-15	Staff Meeting	0.75	\$52.50
19-May-15	Follow up on potential new barber shop	0.50	\$35.00
19-May-15	Correspondence with Akona building owner	0.25	\$17.50
20-May-15	Correspondence with City RE: nuisance follow-up	0.25	\$17.50
20-May-15	Meeting with Olson's owners to discuss property acquisition	1.25	\$87.50
21-May-15	Correspondence with City RE: nuisance follow-up	0.25	\$17.50
22-May-15	Prepare monthly planning report	0.75	\$52.50
26-May-15	City Council Meeting	1.00	\$70.00



27-May-15	Correspondence with Wenck RE: phase I for downtown	0.75	\$52.50
28-May-15	Prepare planning commission packet	1.75	\$122.50
28-May-15	Follow-up on Gladview nuisance	0.25	\$17.50
29-May-15	Work on downtown redevelopment - City and broker	1.25	\$87.50
29-May-15	Prepare planning commission packet	2.00	\$140.00
29-May-15	Correspondence with resident RE: fence on Henry	0.25	\$17.50

General Planning Services Total: \$2,607.50

PASS THROUGH

Collision Corners CUP Amendment Review

12-May-15	Meeting to review application	1.00	\$80.00
28-May-15	Correspondence with City and owner	0.50	\$40.00

Collision Corners CUP Amendment Review Services Total \$120.00

The Meadows of Maple Plain Final Plat

1-May-15	Final Plan and DA correspondence	0.50	\$40.00
5-May-15	Correspondence with City RE: final plan revisions/updated DA	0.75	\$60.00

The Meadows of Maple Plain Final Plat Service Total \$100.00

5260 Independence Street IUP Review

24-May-15	Review zoning issues/requirements	1.50	\$120.00
29-May-15	Prepare PC Meeting memo	2.25	\$180.00

5260 Independence Street IUP Review Service Total \$300.00

Professional Planning Services Total: \$3,127.50

Terms: 25 Days from Receipt of Invoice
 1.5% Per Month (18% per Year) Service Charge Applied from Invoice Date
 If Payment Is Not Received Within 25 Days Of Invoice Receipt Date

Thank you,

Terramark


 Mark Kaltsas, PLA
 President



Carson, Clelland
& Schreder

ATTORNEYS AT LAW
6300 SHINGLE CREEK PARKWAY STE 305
MINNEAPOLIS, MN 55430-2190
(763)-561-2800

October 29, 2015

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

Professional Services

	<u>Amount</u>
<u>..Civil</u>	
9/28/2015 Review/outline action items on open files, update files, conference with Attorney Carson regarding action items	47.50
Prepare for meeting, review documents and conference with Tessia, review Shenk information from Dan	213.75
Attend City Council meeting	285.00
9/29/2015 Conference with Tessia regarding miscellaneous items, revise resolution (LMCC) and send to Tessia	95.00
10/5/2015 Prepare for staff meeting, review of files	71.25
10/6/2015 Attend staff meeting	427.50
10/12/2015 Prepare for meeting and workshop	285.00
Attend workshop meeting	142.50
10/19/2015 Prepare for staff meeting, review King file for lot combination	71.25
10/20/2015 Attend staff meeting	285.00
10/22/2015 Conference with Tessia regarding miscellaneous topics	47.50
10/26/2015 Prepare for workshop and council meeting	213.75
Attend workshop and City Council meeting	570.00
SUBTOTAL:	[2,755.00]
<u>.5210 Main Street Hazardous Building</u>	
10/7/2015 Review demand for settlement, correspondence and conference with Tessia	95.00
10/20/2015 Correspondence to Waytas regarding appraisal	47.50
SUBTOTAL:	[142.50]

CITY OF MAPLE PLAIN

Page 2

	<u>Amount</u>
<u>.Collision Corners Amended CUP</u>	
10/19/2015 Work on License and send draft to staff	285.00
10/20/2015 Revise License Agreement and send to staff	190.00
SUBTOTAL:	[475.00]
<u>.King Lot Combination</u>	
10/8/2015 Review file, review form from Hennepin County regarding combination and dictation to Becky	142.50
10/9/2015 Review Hennepin County information regarding lot combinations and correspondence to Tessia	71.25
SUBTOTAL:	[213.75]
<u>.Midland Fiberglass Building Code Violation</u>	
9/30/2015 Correspondence with City, Attorney Carson, officer, regarding ongoing code violations and response at Midland Filberglass	47.50
10/1/2015 Correspondence with City, officer regarding nuisance property, update file	47.50
SUBTOTAL:	[95.00]
<u>.Olson Mkt</u>	
9/28/2015 Review correspondence and title commitment; conference with Jody at title	142.50
9/29/2015 Work on closing documents, correspondence to Jody, review purchase agreement for amendment regarding tanks and conference with Mark	142.50
9/30/2015 Conference with Mark, conference with Tessia, review information from Mark regarding addendum to purchase agreement and draft; review closing statement and HUD document, conference with Mike Olson	498.75
10/1/2015 Further work on Olson's closing, correspondence to parties regarding addendum, conference with Mark and review amendment to the addendum	213.75
10/2/2015 Conference with Tessia, review purchase agreement, review question of MPCA letter received by City; correspondence to Tessia and Mark and to Attorney Wynn Curtiss; conference with attorney	285.00
10/5/2015 Conferences with Tessia regarding addendum and scheduling of closing	95.00
10/14/2015 Review file for closing on 10/15, conference with Tessia	142.50
10/15/2015 Prepare and attend closing	285.00
SUBTOTAL:	[1,805.00]
<u>Criminal</u>	
9/28/2015 Research standards for motion to reconsider, review discovery, handle conference call with defense attorney and Judge	97.50
9/30/2015 Review and prepare files for 10/2 hearings	32.50
10/2/2015 Attend morning calendar at Ridgedale court	81.25

	<u>Amount</u>
10/2/2015 Update files from Ridgedale court	24.38
10/6/2015 Preparation of one complaint	40.00
10/8/2015 Review and respond to emails regarding criminal cases	32.50
10/9/2015 Review and respond to emails regarding criminal matters	32.50
10/13/2015 Prepare case law update regarding refusal case law to department	40.63
10/15/2015 Review discovery, correspondence with defense attorneys, research constitutionality of testing issue, note files	24.38
Review caselaw regarding warrantless blood draws	97.50
Preparation for 10/16 cases	32.50
10/16/2015 Attend arraignments and pretrial hearings	130.00
10/19/2015 Research testing constitutionality caselaw, correspondence with defense attorneys, defendants, Court, review discovery, jury trial preparation	48.75
Finalize email to department regarding warrantless blood draws	32.50
10/20/2015 Review caselaw regarding warrantless urine and breath tests, review exceptions to warrant in other circumstances	32.50
10/22/2015 Finish 10/16 disposition letter and follow up instructions to assistants	81.25
10/26/2015 Research regarding criminal vehicular operation and private property; telephone conference with police department regarding same	40.63
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	65.63
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	46.88
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	34.38
SUBTOTAL:	[1,048.16]
For professional services rendered	\$6,534.41
Client Expense Charges :	
<u>Criminal Expenses</u>	
Monthly support fee for August	14.11
Westlaw charges for August	67.50
Monthly support fee for September	14.11
SUBTOTAL:	[95.72]
Total Client Expense Charges	\$95.72
Total amount of this bill	\$6,630.13
Previous balance	\$4,235.35

CITY OF MAPLE PLAIN

Page 4

	<u>Amount</u>
10/23/2015 Payment - thank you	<u>(\$4,235.35)</u>
Total payments and adjustments	<u>(\$4,235.35)</u>
Balance due	<u><u>\$6,630.13</u></u>

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



October 23, 2015

City of Maple Plain
1620 Maple Avenue
PO Box 97
Maple Plain, MN 55359

Re: Services rendered September 5, 2015 through October 2, 2015

Please find enclosed our invoices dated October 23, 2015 for the projects listed below. These invoices are due within 30 days.

Project	Invoice No.	Name	Amount
193801803	971886	Maple Plain General 2013	150.00
193801804	971887	Maple Plain 2013 Public Meetings	200.00
193801805	972012	Maple Plain 2013 Streets and Pathways	240.00
193801806	971889	Maple Plain 2013 Water	571.75
193801808	971890	Maple Plain 2013 Storm Sewer	206.50
193801809	971891	Maple Plain 2013 Development Review	114.50
193802390	971892	Main Street W. & Rainbow Ave. Utility and Street Improvements	2,059.73
193802890	971893	Meadows of Maple Plain	215.00
Total Amount Due			\$3,757.48

Thank you for allowing us to provide our services to your community. Please remit all invoice payments to our lockbox at:

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago, IL 60693

If you have questions regarding these invoices, please contact me at (651) 604-4829

Sincerely,

Stantec

Dan Boyum, P.E.
Client Service Manager

Enclosures



INVOICE

Invoice Number	971886
Invoice Date	October 23, 2015
Customer Number	92656
Project Number	193801803

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - General Services

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$150.00
For Period Ending:	October 2, 2015

Due on Receipt

INVOICE

Invoice Number
Project Number

971886
193801803

Top Task 300 **General Engineering - General engineering correspondence and questions, update staff on private home construction, monthly engineering report, and review items with City Attorney.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	2.50	60.00	150.00
	<u>2.50</u>		<u>150.00</u>
Professional Services Subtotal	<u>2.50</u>		<u>150.00</u>

Top Task 300 Total **150.00**

Total Fees & Disbursements \$150.00

INVOICE TOTAL (USD) \$150.00



INVOICE

Invoice Number 971887
Invoice Date October 23, 2015
Customer Number 92656
Project Number 193801804

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Public Meetings

Stantec Project Manager: Boyum, Dan D
Stantec Office Location: St. Paul MN
Current Invoice Due: \$200.00
For Period Ending: October 2, 2015

Due on Receipt

INVOICE

Invoice Number
Project Number

971887
193801804

**Top Task 302 Meeting Attendance - Attend Council and Staff Meetings on
September 8, 14, 22, and 28, 2015.**

Progress Charge

	# of Meetings	Amount Per	Current Amount
	4	50.00	200.00
Progress Charge Subtotal			<u>200.00</u>

Top Task 302 Total 200.00

Total Fees & Disbursements \$200.00

INVOICE TOTAL (USD) \$200.00



INVOICE

Invoice Number	972012
Invoice Date	October 23, 2015
Customer Number	92656
Project Number	193801805

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Streets and Pathways

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$240.00
For Period Ending:	October 2, 2015

Due on Receipt

INVOICE

Invoice Number

972012

Project Number

193801805

Top Task 300 **Meeting with Staff, review seal coat questions, review past project listing and street improvements, update staff on Bryant Street Pavement Ranking, and discuss Budd Street and other street items.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	4.00	60.00	240.00
	4.00		240.00
Professional Services Subtotal	4.00		240.00

Top Task 300 Total **240.00**

Total Fees & Disbursements \$240.00

INVOICE TOTAL (USD) **\$240.00**



INVOICE

Invoice Number	971889
Invoice Date	October 23, 2015
Customer Number	92656
Project Number	193801806

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Water

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$571.75
For Period Ending:	October 2, 2015

Due on Receipt

INVOICE

Invoice Number
Project Number

971889
193801806

Top Task 300 General - Review of plan operations with Public Works.

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	1.50	60.00	90.00
	<u>1.50</u>		<u>90.00</u>
Professional Services Subtotal	<u>1.50</u>		<u>90.00</u>

Disbursements

	Current Amount
Direct - Vehicle (mileage)	28.75
Disbursements Subtotal	<u>28.75</u>

Top Task 300 Total **118.75**

Top Task 301 General - Review existing wells and options for abandoning, saving, or new wells.

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager	2.50	118.00	295.00
	<u>2.50</u>		<u>295.00</u>
Senior Principal	1.00	158.00	158.00
	<u>1.00</u>		<u>158.00</u>
Professional Services Subtotal	<u>3.50</u>		<u>453.00</u>

Top Task 301 Total **453.00**

Total Fees & Disbursements \$571.75

INVOICE TOTAL (USD) \$571.75

INVOICE

Invoice Number

971889

Project Number

193801806



INVOICE

Invoice Number 971890
Invoice Date October 23, 2015
Customer Number 92656
Project Number 193801808

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-21 67170

Project Description: Maple Plain - 2013 Storm Sewer

Stantec Project Manager: Boyum, Dan D
Stantec Office Location: St. Paul MN
Current Invoice Due: \$206.50
For Period Ending: October 2, 2015

Due on Receipt

INVOICE

Invoice Number
Project Number

971890
193801808

Top Task 301 **Update staff on Shenk request in alley and review various storm sewer items with City Attorney.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Project Manager			
	1.75	118.00	206.50
	1.75		206.50
Professional Services Subtotal	1.75		206.50

Top Task 301 Total **206.50**

Total Fees & Disbursements \$206.50

INVOICE TOTAL (USD) **\$206.50**



INVOICE

Invoice Number 971891
Invoice Date October 23, 2015
Customer Number 92656
Project Number 193801809

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Maple Plain - 2013 Development Review

Stantec Project Manager: Boyum, Dan D
Stantec Office Location: St. Paul MN
Current Invoice Due: \$114.50
For Period Ending: October 2, 2015

Due on Receipt

INVOICE

Invoice Number
Project Number

971891
193801809

Top Task 301 **Review Collision Corner site plan and provide storm water management requirements.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Engineer	0.50	111.00	55.50
	0.50		55.50
Project Manager	0.50	118.00	59.00
	0.50		59.00
Professional Services Subtotal	1.00		114.50

Top Task 301 Total **114.50**

Total Fees & Disbursements	\$114.50
INVOICE TOTAL (USD)	\$114.50



INVOICE

Invoice Number	971892
Invoice Date	October 23, 2015
Customer Number	92656
Project Number	193802390

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Main St. W. & Rainbow Ave. Utility and Street Improvements

Stantec Project Manager:	Boyum, Dan D
Stantec Office Location:	St. Paul MN
Current Invoice Due:	\$2,059.73
For Period Ending:	October 2, 2015

Due on Receipt

INVOICE

Invoice Number

971892

Project Number

193802390

Top Task 700

Additional Services - Review pictures from property owner, review pictures and options with City Staff, review 5990 Main Street correspondence, review contract language, forward information to City Attorney, review correspondence from City Staff, update contractor, update residents and update staff on discussions. Prepare for meeting with new contractors and discuss items with property owner.

Professional Services

Billing Level	Hours	Rate	Current Amount
Field Supervisor	4.50	135.00	607.50
	4.50		607.50
Project Manager	12.00	118.00	1,416.00
	12.00		1,416.00
Professional Services Subtotal	16.50		2,023.50

Disbursements

	Current Amount
Direct - Vehicle (mileage)	36.23
Disbursements Subtotal	36.23

Top Task 700 Total **2,059.73**

Total Fees & Disbursements \$2,059.73

INVOICE TOTAL (USD) **\$2,059.73**



INVOICE

Invoice Number 971893
Invoice Date October 23, 2015
Customer Number 92656
Project Number 193802890

Bill To

City of Maple Plain
Accounts Payable
1620 Maple Avenue
P.O. Box 97
Maple Plain MN 55359
United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
13980 Collections Center Drive
Chicago IL 60693
United States
Federal Tax ID 11-2167170

Project Description: Meadows of Maple Plain

Stantec Project Manager: Boyum, Dan D
Stantec Office Location: St. Paul MN
Current Invoice Due: \$215.00
For Period Ending: October 2, 2015

Due on Receipt

INVOICE

Invoice Number
Project Number

971893
193802890

Top Task 300 **Construction Inspection - Schedule update, contact contractor, and update staff and prepare notice.**

Professional Services

Billing Level	Hours	Rate	Current Amount
Field Supervisor	0.50	135.00	67.50
	0.50		67.50
Project Manager	1.25	118.00	147.50
	1.25		147.50
Professional Services Subtotal	1.75		215.00

Top Task 300 Total **215.00**

Total Fees & Disbursements \$215.00

INVOICE TOTAL (USD) **\$215.00**



Des Moines, IA

Mankato, MN

Rogers, MN

Sioux Falls, SD

Watertown, SD

PROPOSAL

Bill To: City of Maple Plain, MN
5050 Independence Street
Maple Plain, MN 55359

Ship To: City of Maple Plain, MN
Halgren/Main
Maple Plain, MN 55359

Date	Expires
11/2/2015	10/3/2015
Hydro-Klean Quote Number	Delivery / Availability
QTE034035	Schedule Permitting
Prepared By	
Michelle Barrett	
Freight On Board	
Watertown, SD	
Terms	
COD	

Quantity	Units	Description	Price	Amount
----------	-------	-------------	-------	--------

Projected probable project cost to perform the following tasks on a unit cost basis:
Project #1- 8" X 2,300' CIPP on Halgren Road

Customer will be responsible for water and dump site at no charge to Hydro-Klean. Hydro-Klean will provide all crew, equipment, labor and material to prepare, pre inspect and install CIPP lining at various manhole to manhole pipeline segments within your sanitary sewer collection system. Our service is complete including all necessary pre cleaning and inspection, bypass pumping, installation of new liner, reinstatement of active service lateral connections as identified by the City, post liner inspection and written report.

Variations in the work scope will require execution of a change order.

1.00	Each	Mobilization	\$1,731.50	\$1,731.50
2300.00	Each	8" CIPP	\$21.60	\$49,680.00

*NOTE: Proposal does not include any applicable taxes

Prepared By: Michelle Barrett
Approved By: Wade Anderson
Accepted By: _____
Title: _____

Title: Inside Sales Coordinator
Title: CFO
Date: _____
PO#: _____

*Total
\$51,411.50

RESOLUTION 15-1109-02

**RESOLUTION OF SUPPORT OF LOCAL GOVERNMENT UNIT FOR HENNEPIN
YOUTH SPORTS PROGRAM FACILITY APPLICATION FOR ICE RINK AT
RAINBOW PARK**

WHEREAS, the Hennepin County Board of Commissioners, via the Hennepin Youth Sports Program, provides for capital funds to assist local government units of Hennepin County for the development of sports or recreational facilities, and

WHEREAS, The City of Maple Plain (local government unit, hereinafter LGU) desires to reconstruct the ice rink at Rainbow Park (name of project, hereinafter PROJECT).

NOW, THEREFORE BE IT RESOLVED BY THE City Council (authorizing entity) of the LGU:

- I. The estimate of the total cost of developing PROJECT shall be \$163,820.
- II. The LGU is requesting \$100,000 from the Hennepin Youth Sports Program and will assume responsibility for a matching funds requirement of \$63,820.
- III. LGU agrees to own and assume one hundred (100) percent of operational and maintenance costs for PROJECT. LGU will operate PROJECT for its intended purpose for the functional life of the facility.
- IV. III. LGU agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of developing PROJECT and managing its long-term operation.
- V. IV. That Tessia Melvin, City Administrator (authorized representative of the LGU) is authorized and directed to execute the application for the Hennepin Youth Sports Program grant.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City of Maple Plain (authorizing entity) at a duly authorized meeting thereof held on the 9th day of November, 2015, as shown by the minutes of said meeting in my possession.

Mayor Jerry Young

City Administrator Tessia Melvin

Public Notary



Agenda Information Memorandum
November 9, 2015 - Maple Plain City Council

7. OLD BUSINESS

B. SET DOWNTOWN UTILITY AND STREET IMPROVEMENTS - NEIGHBORHOOD ISSUES AND SITE WALK-THROUGH MEETING

ACTION TO BE CONSIDERED

Council to set the Neighborhood Issues and Site Walk-through Meeting for November 17.

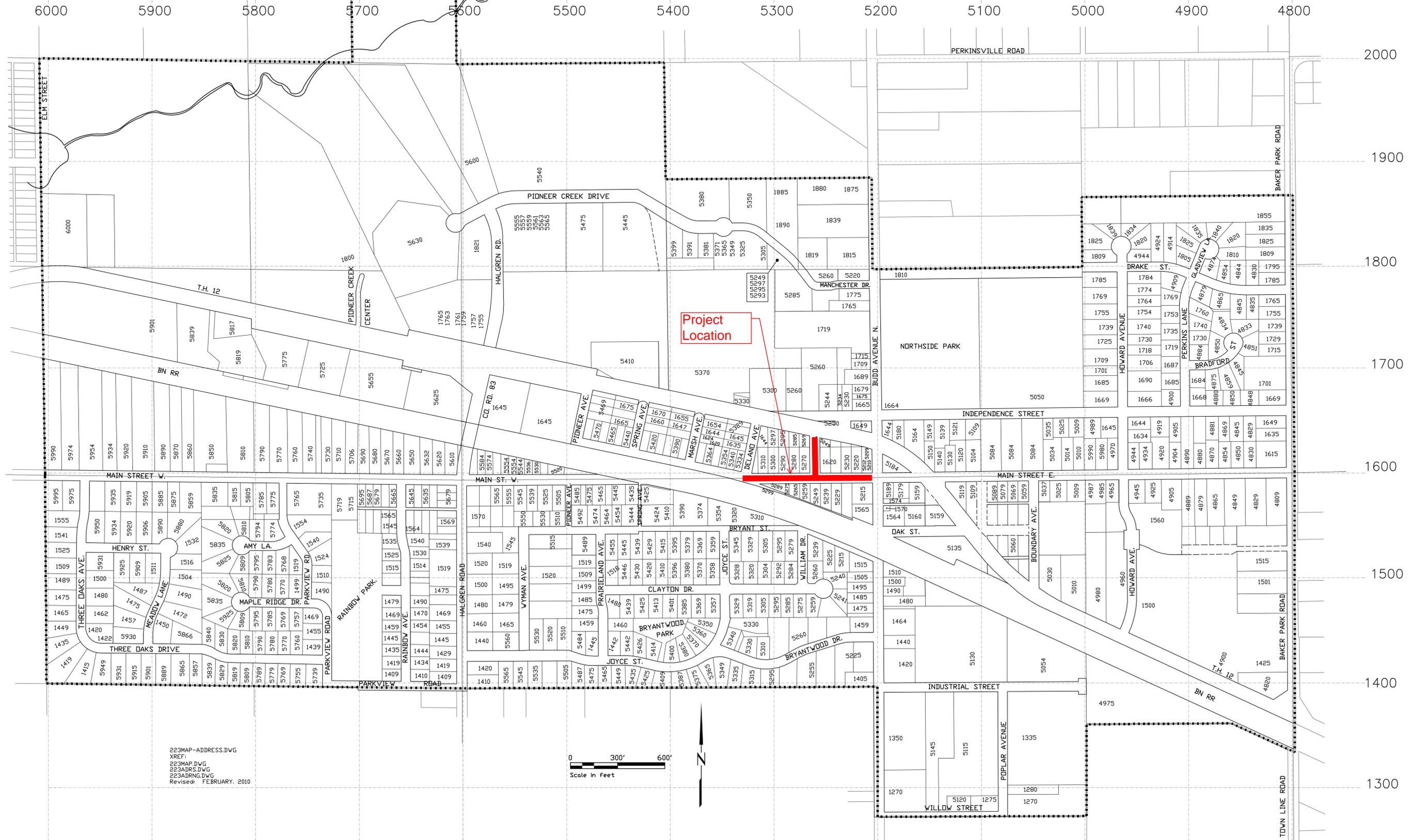
FACTS

- The City is proceeding with a feasibility study for utility and street improvements along Main Street East and Maple Avenue in Downtown Maple Plain.
- Part of the discussions on the above referenced improvements recommended a neighborhood issues and site walk-through meeting.
- This meeting will allow residents and property owners a chance to give the City Engineer and Staff feedback on issues along the proposed improvement area.
- The meeting would typically be in the evening; however due to the time of the year and hours of available light, the meeting is recommended to begin at or before 4:30 pm. Residents who cannot make the meeting could forward comments via letter or email to the City.
- Communicating the date selected to property owners could be done by mailing, email, or other methods recommended by Staff and the Council.

ATTACHMENTS

Attached is the location map.

MAPLE PLAIN ADDRESS MAP



223MAP-ADDRESS.DWG
 XREF:
 223MAP.DWG
 223ADRS.DWG
 223ADR.DWG
 Revised: FEBRUARY, 2010



Agenda Information Memorandum
November 9, 2015 - Maple Plain City Council

7. OLD BUSINESS

C. SET BUDD UTILITY AND STREET IMPROVEMENTS - NEIGHBORHOOD ISSUES AND SITE WALK-THROUGH MEETING

ACTION TO BE CONSIDERED

Council to set the Neighborhood Issues and Site Walk-through Meeting for November 19.

FACTS

- The City is proceeding with a feasibility study for utility and street improvements along Budd Avenue to the north of Independence Street.
- Part of the discussions on the above referenced improvements recommended a neighborhood issues and site walk-through meeting.
- This meeting will allow residents and property owners a chance to give the City Engineer and Staff feedback on issues along the proposed improvement area.
- The meeting would typically be in the evening; however due to the time of the year and hours of available light, the meeting is recommended to begin at or before 4:30 pm. Residents who cannot make the meeting could forward comments via letter or email to the City.
- Communicating the date selected to property owners could be done by mailing, email, or other methods recommended by Staff and the Council.

ATTACHMENTS

Attached is a location map.



45

NEWPORT STREET

1875

1885

1839

1815

1815

5260

5220

WESTSTER DRIVE

5293

5285

5253

1775

1765

77

1715

5260

1709

1689

5260

1679

5244

5230

1675

1665

INDEPENDENCE STREET

1649

Project Location

1664

295

5285

5269

VENUE

1640

45

1644

5180

5164

5149

5150

5121

5109

LICENSE AGREEMENT

This License Agreement (“Agreement”) is entered into as of _____, 2015 (the “Effective Date”) between the City of Maple Plain, a Minnesota municipal corporation (“City/Licensor”) and Kurt K. Kroll & Associates, Inc. d.b.a. Collision Corner, a Minnesota corporation (“Licensee”).

RECITALS

- a) City has a deeded right-of-way located adjacent to the property owned by Licensee. The deeded right of way is shown on the plat of _____ as “Oak Street” (“Subject Property”).
- b) Licensee is owner of the real property located at 5060 Highway 12, Maple Plain, Minnesota 55359, and operates a commercial body, repair and paint facility at that address; Licensee also sells motor vehicles from its property; Licensee has operated its business at said property under the authority of a Conditional Use Permit (CUP) issued by the City in 1988.
- c) Licensee has applied to the City for an amended CUP; the Maple Plain Planning Commission has reviewed Licensee’s application, and has recommended approval, with conditions.
- d) On October 27, 2015 the Maple Plain City Council reviewed and approved the CUP of Licensee; one of the conditions of approval was that Licensee enter into a License Agreement for the use of Subject Property under the terms and conditions of this Agreement.

NOW, THEREFORE, Licensor and Licensee agree:

- 1) The City hereby issues to Licensee this License for the use by Licensee of the Subject Property for the parking of vehicles, as depicted on the approved amended CUP; no other storage of Licensee’s property is permitted on the Subject Property.
- 2) Licensee shall install a gravel base on Subject Property and will be allowed to park 17 employee vehicles, only, (to eliminate the existing parking on Boundary Avenue) on the south portion of Subject Property. This parking arrangement is temporary and will be reviewed by the Licensor on or about October 1, 2016 for a determination as to whether additional parking will be allowed on Subject Property.
- 3) Licensee will be required to pave the Subject Property before it can qualify for additional parking of vehicles; Licensee shall maintain Subject Property, including snow plowing, and Subject Property must be kept in good condition by Licensee.

- 4) The paving of Subject Property shall be installed in accordance with the grading and drainage plan presented by Licensee and approved and by the City.
- 5) The City shall have access to the Subject Property at all times to maintain and repair its public utilities (sewer and water).
- 6) Licensor has the right to terminate this License by giving Licensee 180 days written notice by United States mail at least three days before the commencement of the 180 day period; or the 180 day period starts immediately following personal delivery of notice to Licensee.
- 7) Licensee shall have the right terminate this Agreement upon at least 180 days prior written notice to Licensor.
- 8) One of the conditions of this License is that Licensee have a valid CUP to operate its business; any violation of the amended CUP by Licensee will constitute a violation of this License, and the License shall be deemed null and void at such time as the Licensee is found to be in violation of the terms of the amended CUP.
- 9) Upon termination of this License, Licensee shall remove any property it may have placed on Subject Property; failing to remove its property, Licensor may remove such property and assess the cost of said removal to Licensee.
- 10) If this License is terminated, the CUP issued to Licensee must be amended.

[Signatures pages to follow]

LICENSOR:

CITY OF MAPLE PLAIN

By: _____
Its Mayor

By: _____
Its Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2015, by Jerry Young, the Mayor, and Tessia Melvin, the Administrator, of the City of Maple Plain, a Minnesota municipal corporation on behalf of the corporation.

Notary Public

LICENSEE:

**KURT K. KROLL & ASSOCIATES, INC.
d.b.a. COLLISION CORNER**

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this _____ day of _____, 2015, by _____ the _____ of Kurt K. Kroll & Associates, Inc. d.b.a. Collision Corner, a Minnesota corporation, on behalf of the corporation.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Jeffrey A. Carson, Esq.
CARSON, CLELLAND & SCHREDER
6300 Shingle Creek Parkway, Suite 305
Minneapolis, MN 55430
763-561-2800

QUOTE OR BID SOLICITATION

From: City of Maple Plain

1.01 The Owner (hereinafter referred to as Owner)

City of Maple Plain
5050 Independence Street
Maple Plain, MN 55359

1.02 Date Due: Monday, November 9, 2015 (4:00 pm) *****IF MORE TIME IS NEEDED, PLEASE LET THE CITY KNOW*****

1.03 To: Contractors

Your company is invited to submit a quote to the City of Maple Plain for demolition services at 5249 U S Hwy No 12 and 1620 Maple Ave, herein referred to as “the Project”. The offer is to be submitted for review by **Monday, November 9, 2015, 4:00 pm** for the following project with the conditions as listed:

1. Please see attached site survey for the Project parameters.
2. Demolish and remove the building, concrete foundation, parking surface, concrete curbing and any other structural and site improvements located at 5249 U S Hwy No 12 and 1620 Maple Ave.
3. Demolish and remove abandoned water treatment building (part of 1620 Maple Avenue building) and all existing equipment within building.
4. The existing refrigeration equipment, located inside of 5249 US Hwy No. 12., will need to be evacuated and removed.
5. Please provide a separate line item amount for the cost for you to conduct an environmental building inspection to identify any hazardous building materials.
6. Any existing electric service to the structure must be disconnected and properly removed (notify proper utility company).
7. Any existing water service to the structure must be coordinated to be turned off at the meter (notify proper utility company).
8. Any existing sewer connections must be capped off.
9. No structure shall be demolished by use of fire or explosives.
10. Bidder will be responsible for any and all damages to neighboring properties, streets and sidewalks not included as part of this bid.

11. All demolition debris shall be disposed of in a landfill designated for construction or similar debris. Copies of receipts, load tickets or other similar document issued by the landfill shall be included with and attached to the final invoice as documentation of proper disposal.
12. The remaining property shall be graded and contoured to the surrounding area. Graded areas shall be seeded and straw applied to prevent erosion.
13. Demolition shall be done between the hours of 7:00 AM and 7:00 PM, Monday through Saturday.
14. All work shall be done within 30 days after notification to proceed unless the time is specifically extended due to weather.
15. Site inspection and interior building inspection prior to bid is strongly encouraged although not required; however, conditions discovered after the bid opening that should have been reasonably found on site inspection shall not be grounds for a change in the bid price.
16. Bids shall conform to State of Minnesota requirements for contractor license as may be applicable.
17. A permit to demolish shall be obtained for the work from the City of Maple Plain prior to commencing any work.
18. Any applicable right of way permits shall be obtained from applicable regulatory authorities.
19. The contractor will be required to furnish all materials and equipment required to complete the project.
20. Your offer will be required to be submitted under a condition of irrevocability for a period of 60 days after submission.
21. A start and finish date is to be included with the bid.
22. Safety is important and is the responsibility of contractor and the City expects them to follow OSHA standards.
23. Damage caused by contractor will be repaired before final payment. Damage may include but not limited to streets, curbs, lights, utilities, and landscaping.
24. The Owner reserves the right to accept or reject any or all offers.
25. Invoices are required for work completed and verification of materials. Upon review the invoice will be paid following approval by the City Council.
26. The quote shall be attached to this solicitation.
27. It is understood the City of Maple Plain is also soliciting offers for this project from other companies.
28. Invoices are required for work completed and will be paid following review by the City; including inspection of the work completed and verification of materials. Upon review the invoice will be paid following approval by the City Council. If periodic payments are to be made, the City will retain 5% of each payment until final payment is approved.

- 29. Performance Bond: 100% of the Project.
- 30. Summary of Insurance: Comprehensive general liability insurance including premises-operations coverage, completed operations coverage, independent contractor’s coverage and contractual liability coverage, with limits not less than \$1,000,000 combined single limit, including bodily injury liability and property damage liability. Workers’ compensation insurance and employee’ liability insurance as required by law, with requirements that employers’ liability insurance shall cover all employees with limits of not less than \$1,000,000 combined single limit, including bodily injury, sickness, disease and death liability. Automobile, bodily injury and property damage liability insurance, including coverage for all owned, hired vehicles and employers’ insurance, including coverage for all owned, hired vehicles and employers’ non-ownership liability coverage with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability.
- 31. Liquidated Damages: Bidder/contractor agrees to pay to the City of Maple Plain the sum of \$500 per day as liquidated damages for each day the project is not fully completed past the required completion date. The City may, at is option, apply to and deduct such amount from any remaining balance to be paid under the contract.
- 32. Please contact Mark Kaltsas if you have any questions or need additional information at 612-567-8786.

1.04 Quote Format: Please include the following per itemized of quote: Lump Sum Quotation for the building demolition and separate line item amount for the environmental building inspection. The City holds the right to alter the quote to better suite the needs of the project once a contractor has been chosen.

On behalf of the undersigned, our offer to furnish all labor, materials, equipment, and supplies for the above- described project in accordance with the conditions and specifications provided by the City is attached to this solicitation.

Name of Company/Contractor

Date: _____

By: _____
Authorized Agent

For: The City of Maple Plain, Minnesota
By: Tessia Melvin

Signed: _____
City Administrator

City of Maple Plain

Memorandum

To: City Council

From: Mark Kaltsas, City Planner

CC: Tessia Melvin, City Administrator

Date: November 9, 2015

Re: **Downtown Building Substandard Building Certification**

Discussion:

The City directed staff to inspect the City Hall and Olson's buildings to determine whether or not they would meet the statutory definition of substandard for the purposes of establishing a tax increment financing district. The City has inspected the buildings and determined that both structures are substandard. The reports verifying the substandard condition will be presented at the meeting.

The City has to certify the buildings to be substandard by resolution. Within the resolution the City will identify the cost of acquiring the property and demolition of the buildings. This will allow the City the opportunity to reimburse itself should it obtain tax increment revenue in the future. By certifying the buildings substandard and identifying the potential reimbursable costs, the City is not obligating itself to utilize tax increment or reimburse itself at any time.

The reimbursable amounts are as follows:

Property Acquisition: \$900,000

5230 Main Street

5220 Main Street

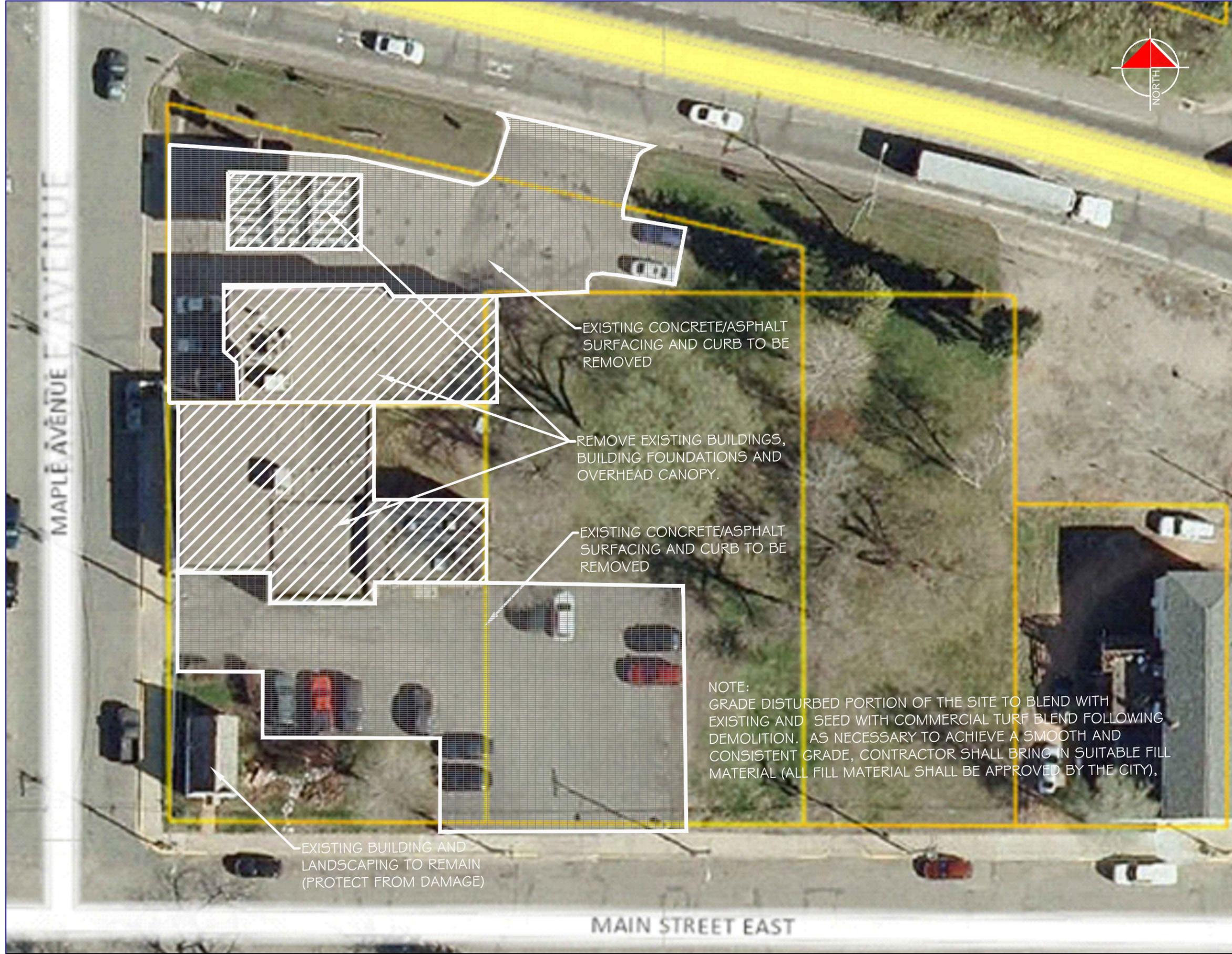
5249 US Hwy 12

Demolition Costs: \$150,000

Administration 10%

Total Amount: \$1,155,000

The City utilized both the General Fund and the Capital Outlay fund to acquire the property and pay for initial costs associated with the project.



CITY OF MAPLE
PLAIN
MAPLE PLAIN, MINNESOTA

BUILDING DEMOLITION
5249 US HWY 12 &
1620 MAPLE AVE.
MAPLE PLAIN, MINNESOTA

Scale: No Scale	Date: 10.12.2015	Sheet: S-1

RESOLUTION NO. 15-1109-01_____

**A RESOLUTION FINDING BUILDINGS TO BE SUBSTANDARD, DECLARING THE CITY'S
INTENT TO CREATE A REDEVELOPMENT TIF DISTRICT WITHIN THREE YEARS OF THE PASSAGE
OF THIS RESOLUTION, AND AUTHORIZING AN INTERFUND LOAN**

WHEREAS, buildings located on property identified by Parcel ID Numbers 2411824340069 and 2411824340028 and located at 5249 U.S. Highway 12, Maple Plain, MN and 1620 Maple Avenue, Maple Plain, MN, respectively, have been inspected by a Building Official and have each been found to be structurally substandard as defined by Minn. Stat. §469.174, Subd. 10 as detailed in the attached report which is incorporated by reference herein; and,

WHEREAS, as the City of Maple Plain has in the past, and will continue to encourage redevelopment of blighted and substandard areas in the downtown through the use of tax increment financing and other redevelopment tools in the best interests of the city and community; and

WHEREAS, the City of Maple Plain intends to demolish the remaining buildings on these parcels and plans to include the parcels in a Redevelopment TIF District; and,

WHEREAS, the City of Maple Plain and its Economic Development Authority (EDA) are supportive of redevelopment of this site and downtown area and are working to encourage new construction in this area; and,

WHEREAS, it is the City and EDA's intention to encourage the redevelopment of the parcels within three years of the adoption of this resolution by including the parcels in a redevelopment tax increment financing district; and,

WHEREAS, Minnesota Statute § 469.174 subdivision 10 provides for a parcel to be deemed occupied by a structurally substandard building for the purposes of establishing a redevelopment TIF District if, not more than 3 years prior to the request for certification of the TIF District, the Authority finds by resolution that the parcel was occupied by a structurally substandard building and the Authority intends to include the parcel within a TIF District; and

WHEREAS, in order to use future tax increments to reimburse itself for eligible project costs that will be incurred in the acquisition of property and demolition of buildings prior to the creation of a tax increment district, the City must authorize the interfund loan and identify terms of repayment from the proposed redevelopment tax increment financing district; and

WHEREAS, the City of Maple Plain, a municipal governmental entity, is organized and existing under the laws of the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Maple Plain finds the structures located at 5249 U.S. Highway 12 and 1620 Maple Avenue, Maple Plain, Minnesota to be substandard, and declares its intention to include said parcels in a redevelopment Tax Increment Financing District within three years of the passage of this resolution.

The City also authorizes an interfund loan in an amount of up to \$1,155,000 from the General fund and Capital Outlay fund, for the purpose of funding the proposed acquisition of property and demolition of substandard buildings. The interfund loan shall be repaid from tax increments from a redevelopment tax increment district for which a request for certification will be made within three years of the passage of this resolution. The term of the loan shall be the

statutory duration of the proposed redevelopment tax increment district. The interest rate on the interfund loan shall be 4%.

Adopted by the City Council of the City of Maple Plain, Minnesota on _____, November 9th, 2015.

The following council members voted in favor: _____

The following members voted against or abstained: _____

Where upon the motion was declared passed and executed.

ATTEST:

Mayor

City Clerk