

MINUTES
MAPLE PLAIN CITY COUNCIL – REGULAR MEETING
MAPLE PLAIN CITY HALL
April 23, 2018
7:20 P.M.

1. WELCOME

2. CALL TO ORDER

Mayor Julie Maas-Kusske called the meeting to order at 7:00 pm.

Present: Mayor Julie Maas-Kusske, Councilmembers Dominic Broda, Caitlin Cahill, Mike DeLuca, and John Fay. Also Present: City Attorney John Fay and City Administrator Robert Schoen.

3. PLEDGE OF ALLEGIANCE

4. ADOPT AGENDA

Councilmember Fay requested to remove Accounts Payable from the Consent Agenda.

Motion by Councilmember Broda, seconded by Councilmember Cahill, to adopt the agenda with the requested change. Motion passed, 5-0.

5. CONSENT AGENDA

~~A. Accounts Payable~~

B. City Council Business Meeting Minutes 3-26-18

C. City Council Workshop Meeting Minutes 3-26-18

D. City Council Workshop Meeting Minutes 4-9-18

Motion by Councilmember Broda, seconded by Councilmember Cahill, to approve the consent agenda. Motion passed, 5-0.

6. ADMINISTRATIVE REPORTS

A. City Engineer April Monthly Report

B. City Planner April Monthly Report

C. West Hennepin March Monthly Report

D. Public Works April Monthly Report

E. City Administration April Monthly Report

Mayor Maas-Kusske asked if the City Council had any questions or comments on Administrative Reports A-E. There were not any questions or comments.

Motion by Councilmember DeLuca, seconded by Councilmember Broda to approve Administrative Reports A-E. Motion passed, 5-0.

F. Quarterly Finance Report

City Administrator Schoen presented the Quarterly Finance Report for Quarter 1 of 2018. Schoen outlined the Year to Date Expenses noting that accounts payable for April 2018 is not included. Schoen explained why the General Fund expenses are over 25%.

Schoen noted that the water fund expenses are on track, the sewer fund is below 25% but a bond payment will be made later this year, and that the storm water fund is above 25% because of a bond payment made in February. Schoen also shared that the fire department expenses are higher than 25% because the annual Fire Pension check was paid.

In regards to revenues for all funds, Schoen explained the City is on track. Schoen noted the General Fund revenues are at 6.4% because not any property taxes have been collected which is 77% of revenues. Schoen added the Fire Department revenues are slightly below 25% because they have not received their 2% state funds.

Motion by Councilmember Cahill, seconded by Councilmember Fay, to approve the Quarterly Finance Report. Motion passed, 5-0.

7. NEW BUSINESS

A. Accounts Payable

Councilmember Fay asked if the \$5,000 to Abdo, Eich, and Meyers would be the last payment for the audit this year. City Administrator Schoen answered it was.

Councilmember Fay asked about the purchase of a sound system. City Administrator Schoen answered that it was purchased for the Maple Plain City Events.

Councilmember Fay inquired about the Interstate Power generator inspection invoices and why semi-annual inspections were done just two months after earlier inspections this year. City Administrator Schoen replied he would look into this noting it could have been a clerical error.

City Administrator Schoen noted that he has already fixed the clerical error with the police administration payment.

Councilmember Broda asked about the placement of the sound system until general rentals. Schoen clarified this is under the community events fund .

Motion by Councilmember DeLuca, seconded by Councilmember Fay, to approve Accounts Payable. Motion passed, 5-0.

B. Resolution 18-0423-01 Sale of Series 2018A Bonds

Tom Hagen from Ehlers stated that this bond issue sold at \$1,950,000. Hagen noted that the City received a AA+ credit rating by receiving guarantee through the State of Minnesota. Hagen shared that the best bid was by Baird with a 3.2571% interest rate.

Hagen clarified that the City of Maple Plain would only need to contribute additional funds of approximately \$27,000 if the project costs came in at the as bid cost of 1.89805 million.

Hagen outlined the Rating Report noting that the management score which is 20% of the rating increased to a "strong" level and the budgetary performance score which is 10% of the rating increased to a "strong" level.

Hagen stated that the City receiving 4 bids is on track with other bond issuances at their office. Additionally, Hagen provided an overview of the number of bidders for past Maple Plain bond issuances.

Motion by Councilmember DeLuca, seconded by Councilmember Cahill, to approve Resolution 18-0423-01.

Roll Call Vote:

Cahill: Aye

Fay: Aye

DeLuca: Aye

Maas-Kusske: Aye

Broda: Aye

Motion passed, 5-0.

Councilmember Fay complimented City Staff and the City Council for being good stewards of the City's money as shown through a favorable interest rate.

C. Ordinance 295 Ammend Chapter 96 Of The City Code Pertaining To Small Cell Wireless Facilities And Vegetation

City Attorney John Thames stated Ordinance 295 to make adjustments and additions to the City's Right-of-Way ordinance to account for the new small cell wireless law that went into effect in 2017. City Attorney Thames stated that the new state statute puts significant limitations on municipalities to regulate small cell antennas and charge rental. Thames explained that if a cellular company was interested in collocating on City infrastructure in the right-of-way, the company would have to follow the ordinance and sign a collocation agreement which allows the City to collect rent as allowed by statute.

City Attorney Thames also noted the addition of the vegetation language which prohibits planting of future vegetation in the right-of-way without permission from the City.

Councilmember Broda asked if there is a permit process or fee for planting in the right-of-way. Schoen stated there is not a set fee and explained that the purpose of this section of the ordinance is to prohibit residents planting trees in the right-of-way because these trees are the City's liability.

Motion by Councilmember Cahill, seconded by Councilmember Broda, to approve Ordinance 295.

Roll Call Vote:

Fay: Aye

DeLuca: Aye

Maas-Kusske: Aye

Broda: Aye

Cahill: Aye

Motion passed, 5-0.

D. Maple Plain Small Wireless Facility Collocation Agreement

City Attorney Thames explained that this is the standard agreement for collocating small wireless facilities on City structures in the right-of-way.

Schoen explained that a revised copy of the agreement was given to the Council at the meeting due to a typo of having Director instead of City Administrator.

Motion by Councilmember Broda, seconded by Councilmember DeLuca, to approve the Maple Plain Small Wireless Facility Collocation Agreement. Motion passed, 5-0.

E. Ordinance 296 Adopting A Procedure For Mailbox Repair And Replacement Due To Damage By The City Of Maple Plain

City Administrator Schoen explained that this ordinance provides a procedure to address damage to mailboxes caused by City vehicles. Schoen stated that the first step if a mailbox is damaged is for public works to attempt to fix the mailbox. If the mailbox is not able to be fixed the resident can choose a \$75 reimbursement or for public works to install a new mailbox. Schoen also noted that if a mailbox is unable to be installed due to weather conditions, the City will loan a temporary mailbox free of charge.

Councilmember Cahill asked if the ordinance includes third party contractors that the City hires. City Administrator Schoen stated that it does not.

Mayor Maas-Kusske asked how the \$75 reimbursement was determined. City Administrator Schoen answered that the City researched fees for area cities with this type of policy in place and that \$75 was in the middle range.

Motion by Councilmember Fay, seconded by Councilmember Cahill, to approve Ordinance 296.

Mayor Maas-Kusske shared that she would be voting against this ordinance noting that if the City breaks a \$200 mailbox the City should reimburse replace that.

Councilmember DeLuca disagreed stating that there needs to be a set standard.

Roll Call:

DeLuca: Aye

Maas-Kusske: Nay

Broda: Aye

Cahill: Aye

Fay: Aye

Motion passed, 4-1.

F. Employee Handbook Revision Adverse Weather Conditions

City Administrator Schoen explained the proposed change to the Employee Handbook is to give the City discretion keep City Hall open when Orono School Public Schools close instead of automatically following their school closure policies. Schoen noted that a school closure may not always mean a City Hall closure is necessary.

It was clarified that the City has the ability to open and allow public access to the Discovery Center when the school district is closed.

Motion by Councilmember Broda, seconded by Councilmember Cahill, to approve the Employee Handbook Revision regarding Adverse Weather Conditions as written. Motion passed, 5-0.

G. Fire Department Personnel Changes

City Administrator Schoen shared several personnel changes within the Maple Plan Fire Department that need City Council approval as follows:

1. Retirement of Randy O'Brien effective January 8, 2018.
2. Retirement of Bryan Swenson effective February 5, 2018.
3. Resignation of Dusty O'Brien effective January 29, 2018
4. Recommendation of Rick Denneson to serve as Captain 1.
5. Recommendation of Jay McCoy to serve as Captain 2.
6. Recommendation of Ed McGinty to serve as Captain 3.
7. Recommendation of Brad Couser to serve as Inspector 1.

Schoen explained that the Inspector 1 position will replace the Captain 4 position.

Councilmember DeLuca asked why the appointments for captains were not brought to the City Council in January. Schoen stated this was an oversight.

Motion by Councilmember DeLuca, seconded by Councilmember Cahill, to approve the Fire Department Personnel Changes. Motion passed, 5-0.

8. COUNCIL REPORTS & OTHER BUSINESS

A. City Council Reports

Councilmember Broda did not have a report.

Councilmember DeLuca shared that he attended the Quarterly Police Commission along with Mayor Maas-Kusske. During this meeting the auditor's report was presented and it was a clean opinion. DeLuca highlighted the report noting that West Hennepin Public Safety is in a good financial position. Councilmember DeLuca also reported that he attended the Pioneer-Sarah Watershed Commission meeting in place of Councilmember Fay and that the watershed is preparing for a 10-year performance review.

Councilmember Fay announced that the Orono Rotary is sponsoring a Party in the Park event on Saturday, June 2 with live bands, food, and beverages.

Councilmember Cahill reported that she attended Planning Commission where signage was discussed. Councilmember Cahill also shared that she attended a library conference (not for City business) where a City of Los Angeles I.T. person spoke. She shared that the City of Los Angeles is implementing a bot system that can speak 30 different languages and provide resources as well as an online system that shows issues reported such as potholes and their status. Cahill thought these would be great ideas for in the future.

Mayor Maas Kusske attended the Regional Council of Mayors meeting in which the topic was "The and the Coming Climate," the Northwest League of Municipalities

meeting in which the Hennepin County assessor spoke and the West Hennepin Chamber of Commerce meeting in which the City spoke.

Mayor Maas-Kusske thanked the City Council for their hardwork and participation including the EDA meeting and Joint Parks Commission meeting. Mayor Maas-Kusske also noted that there will be an open house in Independence on Monday, April 30 from 4:30 to 6:30 for the review of concept plans for improvements to the intersection of County Road 90 and Highway 12.

9. VISITORS TO BE HEARD

- A. *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.*

10. ADJOURNMENT

Motion by Councilmember DeLuca, seconded by Councilmember Broda, to adjourn the meeting. Motion passed, 5-0. Meeting adjourned at 8:13 p.m.

Respectfully submitted,

**Nicole Kathman
Assistant to the City Administrator**