

Maple Grove City Council meeting

Meeting minutes

January 16, 2024

Call to order

Pursuant to call and notice thereof, a regular meeting of the Maple Grove City Council was held at 7:30 p.m. on January 16, 2024 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota. Members present were Mayor Mark Steffenson and Councilmembers Kristy Barnett, Judy Hanson, Kristy Janigo, and Rachelle Johnson. Absent was none. Present also were Heidi Nelson, City Administrator; Joe Hogeboom, Community and Economic Development Director; Chris LaBounty, Public Works Director/City Engineer; Jupe Hale, Assistant Public Works Director; and Justin Templin, City Attorney.

Mayor Steffenson called the meeting to order at 7:30 p.m.

Presentation of colors

Mayor Steffenson welcomed Maple Grove Boy Scout Pack #584 as they presented the colors and led the city in the Pledge of Allegiance.

Invocation

Pastor Stina Koppes from Cross Winds United Methodist Church provided an opening message for the City Council. She thanked the City Council and staff members for their public service. It was her hope that this time of prayer would provide encouragement and commitment for the work the City Council and staff members were called to do in the coming year.

Comments by the Mayor and City Council on the "State of the City"

Mayor Steffenson stated he was excited to be entering a new year. He commented on the new projects that would be moving forward in 2024. He looked forward to TH610 being completed at the intersection of I-94, noting work would begin in the spring. He reported there has been a lot of significant development in the community, most of which was focused in the gravel mining area. He welcomed the new med tech businesses in this area to the community. He stated the city would continue to work on its plans for the renovated Community Center. He thanked staff for all of their efforts on the Gleason Fields and stated this ballpark was a great addition to the community. He encouraged the public to visit the ice castles in the coming weeks. He stated he was proud to live in

this wonderful community and he thanked all of the residents for letting him serve as Mayor.

Councilmember Hanson thanked the Mayor, City Councilmembers, City Administrator and all staff members for all of their efforts on behalf of the community. She stated 2023 was a great year in Maple Grove. She explained she was looking forward to the completion of the pickleball courts off of Fernbrook in 2024. She commented she was also looking forward to the opening of the community garden at Donahue Park.

Councilmember Barnett reported this was her eighth year as a Councilmember. She explained she appreciated the people in Maple Grove, both the people who live and work here. She believed Maple Grove had tremendous, service minded staff members. She stated Maple Grove was home to her and she loved the work she was able to do on behalf of the community. She appreciated the new businesses and amenities that have been brought to Maple Grove. She commented on how the City Council worked hard to make Maple Grove the place people wanted to live and experience entertainment. She believed Maple Grove had a very bright future and she thanked the Mayor, City Council and staff members for all of their hard work on behalf of the community.

Councilmember Janigo stated as she prepared to take on the role of a Councilmember her mentor told her this position was about the people. She indicated this position was also about the city staff, who deliver public services every day. She explained Maple Grove was her home and she appreciated all of the togetherness and amenities within this community that attributed to her sense of home. She commented on the recent celebration of life ceremony that was held for Tanya Huntley and thanked Tanya for her many contributions to the community, noting she would be deeply missed. She discussed how she was committed to environment, housing, diversity and public safety and discussed how the city was making great strides in each of these areas. She explained she looked forward to pursuing a community engagement team in 2024 for public safety. She encouraged the public to participate in the events being planned for Black History Month and commented on the film festival that would be held every

Wednesday in February. She thanked the community for allowing her to serve, stating it was truly an honor.

Councilmember Johnson welcomed everyone to 2024. She discussed the accomplishments from 2023 noting there were many new and exciting developments that came to the city. She explained she was proud of the work that was done around the strategic plan and how it guides the work being done by the city. She noted the City Council would be holding their next strategic planning session on Saturday, January 27. She commented on the hard choices that had to be made when considering the 2024 budget and tax levy. She discussed the items the city would be advocating for with the state legislature, which included funding for the Community Center. She stated the city continues to invest in public safety, noting the North Metro Regional Public Safety Training Facility was now open. She commented on how the city continued to evaluate traffic patterns, while also engaging in refining processes within the Public Works Department. She thanked staff for all of their efforts on behalf of the residents of Maple Grove and stated she appreciated the trust of the residents for allowing her to work on their behalf.

Additions or deletions to the agenda

Mayor Steffenson asked if there were any additions and/or deletions to the consent agenda to which Heidi Nelson stated the following:

Item amended to the agenda

None

Item amended to the consent agenda

None

Item added to the agenda

None

Item removed from the consent agenda for discussion

3H. Recruitment approval for police officer

Consent items

The following consent items were presented for Council's

approval:

MINUTES

- A. Regular meeting – December 18, 2023
- B. Work session meeting – December 18, 2023

HUMAN RESOURCES ITEMS

- C. Recruitment approval for city forester

Motion to authorize staff to begin the recruitment process for the city forester position in the Community and Economic Development Department.

- D. Appointment of community service officer

Motion to approve the appointment of Oscar Aragon-Aguilar to the position of community service officer in the Police Department, subject to the successful completion of a twelve-month probationary period. All pre-employment requirements have been successfully completed.

- E. Appointment of community service officer

Motion to approve the appointment of Brandon Carlson to the position of community service officer in the Police Department, subject to the successful completion of a twelve-month probationary period. All pre-employment requirements have been successfully completed.

- F. Recruitment approval for geographic information systems technician

Motion to authorize staff to begin recruitment for the geographic information systems technician position in the engineering department.

- G. Recruitment approval for office assistant

Motion to authorize staff to begin the recruitment process for the office assistant position in the community and economic

development department.

H. Recruitment approval for police officer

This item was removed by Councilmember Hanson for discussion.

COMMUNITY & ECONOMIC DEVELOPMENT ITEMS

I. Minnesota Health Village 4th Addition final plat

Motion to recommend that the City Council direct the city attorney to draft a resolution approving Minnesota Health Village 4th Addition final plat. The applicant shall acknowledge that park dedication requirements are based on staff review and recommendation to the Parks and Recreation Board and their subsequent board action. Board meetings are held on the third Thursday of each month.

J. Rush Hollow Third Addition final plat

Motion to recommend that the City Council direct the city attorney to draft a resolution approving the Rush Hollow Third Addition final plat subject to:

1. The applicant addressing to the satisfaction of the city any remaining applicable comments contained in the memorandums from:
 - a. The Parks and Recreation Department dated January 9, 2024
 - b. Hennepin County dated July 12, 2023

The applicant shall acknowledge that park dedication requirements are based on staff review and recommendation to the Parks and Recreation Board and their subsequent board action. Board meetings are held on the third Thursday of each month.

K. Support for the acquisition of 10775 Fernbrook Lane North in the City of Maple Grove by Three Rivers Park District

Motion to adopt Resolution No. 24-009 approving support for

the acquisition of 10775 Fernbrook Lane North in the City of Maple Grove by Three Rivers Park District.

L. Williamson Second Addition short plat

Motion to remove this item from table.

Motion to recommend that the City Council direct the city attorney to draft a resolution approving the Williamson Second Addition short plat subject to:

1. The plat shall not be released until a shed, not less than 8 feet x 10 feet in size, has been installed on Lot 1.
2. The applicant addressing to the satisfaction of the city any remaining applicable comments contained in the memorandums from:
 - a. The Community and Economic Development Department dated October 20, 2023
 - b. The Engineering Department dated October 20, 2023
 - c. The Parks and Recreation Department dated November 7, 2023

The applicant shall acknowledge that park dedication requirements are based on staff review and recommendation to the Parks and Recreation Board and their subsequent board action. Board meetings are held on the third Thursday of each month.

ENGINEERING ITEMS

M. 2022 Trunk Sanitary CIPP Project No. 22-04 Final acceptance

Motion to approve the final acceptance of the 2022 Trunk Sanitary CIPP Project No. 22-04 completed by Visu-Sewer subject to the warranty provisions of the contract and statutory law.

N. 2024 Water Meter Technology Upgrade Project No. 24-06 Resolution No. 24-007

Motion to adopt Resolution No. 24-007 establishing 2024 Water Meter Technology Upgrade Project No. 24-06, and authorizing city attorney to prepare contract agreement to complete the work.

O. Copper Marsh and Hidden Meadows Area Street Rehabilitation Project No. 23-02 Change Order No. 1

Motion to approve Change Order No. 1 for Copper Marsh & Hidden Meadows Area Street Rehabilitation Project No. 23-02 in the amount of \$237,101.50.

P. Response to Hennepin Energy Recovery Center closure plan

Motion to approve submitting response letter to Hennepin County regarding HERC closure plan.

Q. Rush Creek Stream Restoration Phase I Clearing and Grubbing-part of Rush Hollow Project No. 23-06 Award contract Resolution No. 24-008

Motion to adopt Resolution No. 24-008 accepting bids for Rush Creek Stream Restoration Phase I Clearing and Grubbing, part of Rush Hollow Project No. 23-06, and awarding the contract to Ashwill Companies, Inc. of Cokato, Minnesota.

R. Sureties - 01-16-24

Motion to approve the surety actions.

ADMINISTRATIVE ITEMS

S. Annual approval of Maple Grove Data Practices Policy - MGDPA

Motion to approve amendments to the Maple Grove Data Practices Policy (MGDPA).

T. Annual replace and upgrade PCs

Motion to approve the replacement of desktops, laptops, monitors and docks for 2024. The total cost of replacement will

be \$104,402.00 to be purchased from the Data Processing Replacement Fund.

U. Appointment of city attorney

Motion to appoint Justin Templin, of the firm Hoff Barry P.A. as city attorney effective January 1, 2024.

V. Appointments to various organizations and positions

Motion to appoint representatives as shown in the CAF for organizations and positions:

1. League of Minnesota Cities

Delegate – Mayor Steffenson

Alternate – Heidi Nelson

2. Northwest Suburbs Cable Communications Commission

Representatives – Councilmember Judy Hanson and Maple Grove resident Al Madsen

3. Northwest Community Television Board of Directors

Representatives – Councilmember Judy Hanson and Maple Grove resident Al Madsen

4. Maple Grove Tree Inspector

Joe Bennett, Street Supervisor

5. Maple Grove Weed Inspector

Mayor Steffenson

6. Maple Grove Assistant Weed Inspector

Joe Bennett, Street Supervisor

7. Suburban Transit Association

Delegate – Councilmember Kristy Barnett

Alternate – Mike Opatz

8. Elm Creek Watershed Management Commission

Commissioner – Maple Grove resident – Joe Trainor

Alternate – Dan Riggs

Technical Advisor – Public Works Director/City Engineer Chris

LaBounty and Water Resources Engineer Derek Asche

9. Municipal Legislative Commission

Delegate – Mayor Steffenson

Delegate – City Administrator Heidi Nelson

10. Experience Maple Grove

Executive Director – Greg Anzelc

11. West Mississippi and Shingle Creek Watershed Management Commission

Commissioner - Maple Grove resident - Karen Jaeger

Alternate Commissioner – TBD

Technical Advisor – Public Works Director/City Engineer Chris LaBounty and Water Resources Engineer Derek Asche

12. Maple Grove Firefighters Relief Association

Representatives – Mayor Steffenson and Finance Director Greg Sticha

13. Policy Advisory Committee for Dayton River Crossing Study

Representative – Councilmember Judy Hanson

14. Bottineau Light Rail Transit Corridor Management Committee

Representatives – Mayor Steffenson and Transit Administrator Mike Opatz

W. Approve annual close of inactive funds

Staff recommends the closing of the funds listed in Attachment A as of December 31, 2023.

X. Approve consideration to not waive the monetary limits on tort liability coverage

Motion to not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Y. Approve designation of official depositories

Motion to authorize the finance director to designate

depositories and make investments, as authorized by Minnesota Statute 118A.01 to 118A.06. The following will be the designations of official depositories for city funds:

Checking accounts for the city, payroll, utility billing, credit cards, Woodland Mounds, park board, scattered site homes, and sunshine fund – U.S. Bank

Purchasing cards – U.S. Bank

Credit card processing – Chase Paymentech, Invoice Cloud, Card Connect, PayPal, Elavon, Sekure Merchants

Investments – PMA, Nuveen Asset Management, Galliard Capital Management, and Mercer

Z. Approve electronic transaction policy

Motion to authorize the finance director and other finance staff to make electronic funds transfers as designated in the city's electronic transaction policy in accordance with Minnesota Statute 471.383.

AA. Approve transfers for the long-term development plan - Resolution No. 24-006

Motion to adopt Resolution No. 24-006 approving the 2023 transfers for the long-term development plan.

BB. Authorizing solicitation and acceptance of donations for MGPD crime prevention program - Resolution No. 24-001

Motion to approve Resolution No. 24-001 authorizing solicitation and acceptance of donations for the Maple Grove Police Department crime prevention program.

CC. Authorizing solicitation and acceptance of donations for MGPD DARE program - Resolution No. 24-002

Motion to approve Resolution No. 24-002 authorizing solicitation and acceptance of donations for the Maple Grove Police Department D.A.R.E. (Drug Abuse Resistance Education) program.

DD. Authorizing solicitation and acceptance of donations for MGPD K9 program - Resolution No. 24-003

Motion to approve Resolution No. 24-003 authorizing solicitation and acceptance of donations for the Maple Grove Police Department K-9 program.

EE. City Council liaison appointments

Motion to appoint Councilmembers to the positions below:

1. Liaison to Planning Commission – CM Barnett
2. Liaison to Park Board – CM Hanson
3. Liaison to Lake Quality Commission – CM Janigo
4. Liaison to Arbor Committee – CM Johnson
5. Liaison to Community Center Owners’ Team – Mayor Steffenson and CM Hanson

FF. Designating Council secretary

Staff recommends:

1. Adoption of Resolution No. 24-004 designating Minute Maker Secretarial, Inc. as Council secretary for 2024
2. Approve addendum to Recording Secretary Service Agreement

GG. Official newspaper designation

Motion to designate the Osseo/Maple Grove Press as the official city newspaper for 2024.

HH. Reappointments to city boards and commissions

Motion to approve the following reappointments to city boards and commissions for members whose terms expired on December 31, 2023.

Arbor Committee
Frank Kappel
Donald Varney

Lake Quality Commission

Brennon O'Callaghan (Fish Lake)
Joe Ruegsegger (At Large)
George Schneider (Rice Lake)

Park Board

John Ferm
Bill Lewis

Planning Commission

Lorie Klein
Craig Lamothe

Transit Commission

Teri Anderson

II. Approve claims

Motion to approve claims totaling \$ 6,176,561.28.

Motion by Councilmember Janigo, seconded by Councilmember Johnson, to approve the consent items as amended, removing item 3H (Recruitment approval for police officer). Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Consideration of items pulled from the agenda

The following items were pulled from the consent agenda.

Regarding Item 3H (Recruitment approval for police officer), Councilmember Hanson thanked Officer Kathy Hoeke for her dedicated service to the City of Maple Grove for the past 29 years. She commented on Officer Hoeke's career and wished her a long and healthy retirement. She explained she supported the city moving forward with the recruitment of a new police officer.

Motion by Councilmember Hanson, seconded by Mayor Steffenson, to authorize staff to begin recruitment for the police officer position in the police department due to the retirement of Kathy Hoeke, which was accepted with an effective date of January 13, 2024. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion

carried.

Special business

Open forum

Courtney Stowe, 17186 77th Ave N, thanked the Mayor and Council for their time. She explained she lived in a neighborhood adjacent to Maple Grove Parkway and 77th Avenue North. She expressed concern for the safety of her neighborhood and the drivers that use this intersection daily. She reported this intersection was dangerous because visibility was limited due to the curve in the road. In addition, the speed on Maple Grove Parkway was too high and there was a large number of pedestrians using these roadways. She reported she reached out to staff three years ago in January 2021 requesting a lit crosswalk. She stated after three years of emails with staff, she has not seen any action taken.

Paul Koch, 17186 77th Ave N, stated he understood staff believes the data shows the traffic levels was not high enough in this area for a traffic controlled intersection or a crosswalk. He reported the intersection was not safe. He indicated pedestrian traffic was high in this area and there is a need for a crosswalk. He discussed how the curve in the road was creating visibility and safety concerns. He asked that the City Council take another look at how to address the safety concerns at this intersection.

Public hearings

Public hearing

Rush Creek Hollow Project No. 24-03

Resolution No. 24-005

Assistant City Engineer Hale explained the Council previously received the feasibility report for Rush Creek Hollow Project No. 24-03. The cost of the improvements benefitting this development is estimated to be \$563,120. Those costs, together with area trunk assessments of \$180,070 result in a proposed total assessment of \$743,190 for the Rush Creek Hollow Project No. 24-03, which equates to \$92,899 per unit. It is recommended that council adopt the resolution ordering Rush Creek Hollow Project No. 24-03, receiving surety, and ordering plans and specifications.

Motion by Councilmember Barnett, seconded by Councilmember Hanson, to open the public hearing. Upon call of the motion by Mayor Steffenson, there were five ayes

and no nays. Motion carried.

Mayor Steffenson opened the public hearing at 8:07 p.m. and asked if anyone would like to address this issue.

No public testimony was offered.

Motion by Councilmember Hanson, seconded by Councilmember Barnett, to close the public hearing at 8:08 p.m. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Motion by Councilmember Barnett, seconded by Councilmember Hanson, to adopt Resolution No. 24-005 ordering Rush Creek Hollow Project No. 24-03, receiving surety and ordering plans and specifications. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Community and economic development items

Adjourn to EDA meeting

Mayor Steffenson adjourned the City Council meeting to the EDA meeting at 8:09 p.m.

Reconvene to regular meeting

Mayor Steffenson reconvened the regular City Council meeting at 8:14 p.m.

Report on upcoming community and economic development items

Community and Economic Development Director Hogeboom updated the Council regarding the following:

- Tono's Pizza and Cheesesteaks would be holding a grand opening ceremony on Tuesday, January 17 at 1 p.m.
- The Dragon's Lair Axe and Tap would be celebrating its grand opening at on Friday, January 19 at 4 p.m.
- Ice Castles would be opening on Wednesday, January 24 at 5 p.m.
- The Planning Commission would meet next on Monday, January 29 at 7 p.m.

- The I-94 Chamber of Commerce would be hosting a State of the City event on Tuesday, January 30 at Rockwoods in Otsego at 11 a.m.

Engineering- public works items

Report on upcoming engineering items

Public Works Director/City Engineer LaBounty updated the Council regarding the following:

- Public Works crews were keeping an eye on problem areas for ice in the community.

Administration items

Adopt 2024 legislative agenda

City Administrator Nelson stated as we look ahead to the 2024 legislative session, staff has prepared a 2024 legislative agenda for the City Council's consideration. The priority continues to be state bonding in support of the expansion and renovation of the Maple Grove Community Center, as well as transportation funding for the US Hwy 169/County Road 130 interchange reconstruction project, and amendments to the Gravel Mining Area TIF district. Also included are supporting position statements for initiatives that are represented by member organizations for issues that have directly affected Maple Grove by either the presence or absence of legislation. The list is intended to identify priority issues; thus it is not all inclusive of legislative issues that municipalities face.

Motion by Councilmember Janigo, seconded by Councilmember Johnson, to adopt the 2024 legislative agenda as presented. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Report on upcoming administration items

City Administrator Nelson explained that the Council has her Monday report if there are any questions. She reported the Senate Bonding Tour would occur on Thursday, January 18 at 9:20 a.m. She stated a Joint Park Board/Council Worksession would be held on Thursday, February 1 at 6 p.m.

Items added to

None.

the agenda

Adjournment

Motion by Councilmember Barnett, seconded by Councilmember Johnson, to adjourn to the regular City Council meeting on February 5, 2024 at 7:30 p.m. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

The meeting was adjourned at 8:21 p.m. by Mayor Steffenson.

Respectfully submitted,

Heidi Nelson
City Administrator