



AGENDA
CITIZENS' ADVISORY COMMITTEE

7:00 P.M.

Wednesday February 10, 2016

Mayor's Conference Room
Maple Grove Government Center

- A. Call to Order by Chair
- B. Minutes: Approve Minutes from January 13, 2016
- C. Oath of Office - New Member
- D. Area Reports (Forms in Packet)
- E. Review of CAC Member Guidelines
- F. Report from Youth Sports Subcommittee
- G. Other Business and Updates
- H. Adjournment

Minutes

Maple Grove Citizens Advisory Committee

Meeting Minutes

January 13, 2016

Call to Order	The meeting was called to order by CAC member Bob Joiner at 7:02 p.m.		
Members Present	John Beacham Jon Burgard Lorraine Gresser Tim Klevar Meg Miller Kevin Rebman	Adam Bedard Katie Cohen Bob Joiner Steven Maas Karen Nickolauson Don Skoglund	Leslie Bender Stephen Gill Harry Kennedy Joan Masberg Joe Piket Stephanie Walvatne
Members Absent	Nkechi Anyamele		
Others Present	Maple Grove Councilmember Erik Johnson, City Administrator Heidi Nelson, CAC Staff Liaison Mike Opatz, and Maple Grove resident Chris Cohen		
Minutes	Minutes from the December 9, 2015, meeting of the Citizens Advisory Committee were approved.		
Oaths of Office	Oaths of Office were administered by Councilmember Johnson for reappointed members: Bender, Gresser and Skoglund and for new members: Bedard, Burgard, Cohen, Miller, Nickolauson, and Walvatne. All with two year terms expiring December 31, 2017.		
Introductions	Bob Joiner recognized Mike Opatz for his service to the Committee over the years. City Administrator Nelson and Councilmember Erik Johnson both introduced themselves and included a brief background. Then each current CAC member introduced themselves and provided a brief background followed by the new members doing the same.		
Area Reports	Bob Joiner provided a brief summarization of area reports and their purpose, which is reporting on various areas of concern or inquiry such as traffic, streets, residential matters and business related updates. Area report topics brought up: <ul style="list-style-type: none">• Total Wine traffic issues.• Traffic in area of Applebee's backed on Weaver Lake Road to Crosswinds Church. Timing of lights is troublesome and always has been. It was particularly bad the two days before Christmas around 1 and 2 PM.• The light standard is lying on the sidewalk at the zig-zag section of Nottingham Parkway, which is midway between Bass Lake Road and Dunkirk		

- 72nd Place/Nottingham house fire. Questions asked about how the family is being helped, does the City have any resources for the family. Lions or Rotary could possibly assist.
- Street sign on Wedgwood by Primrose School is down.

**Recap of Youth
Sports
Association
Presentations**

Background was provided on CAC's review of the various youth athletic associations. It was stated that at tonight's meeting the members would review the presentations and see if there is a common theme.

The suggestion was made for a future Parks and Recreation presentation from Terry Just and/or Mark Saari.

Initial comments included: The importance of code of conduct. Teams are a reflection on Maple Grove. Resources should go to total player development.

Additional history on the youth sports review was provided to new CAC members including the fact that the City provided funding for several facilities used by the athletic associations. The presentations provided by the associations involved various factors such as team/player behavior and conduct representing Maple Grove as well as hearing back from the organizations on the facilities and any future needs.

Mike Opatz provided a handout that indicated all groups are keeping up with their financial obligations. Additional information was provided on ISD 279's role in the sports dome and usage by the athletic associations. Similar agreements are in place for the gyms at Maple Grove Middle School as well as the sheets of ice at the Community Center.

The comment was made the athletic associations function like a loose federation. The City and residents would benefit if associations talked/worked together on space and field issues. The statement was made that the soccer association offered to run the Maple Grove Parks and Recreation soccer programs, which may be worth considering.

The statement was made that field quality was a common theme. The size of the school district is a factor with three communities impacted and the school districts concern for the equitable allocation of funds.

With regard to soccer, the statement was made that it would be nice to see a stronger house program. Input included that MapleBrook recruits kids from all over, whereas hockey is kids from the school district. The question was asked if anyone from the City oversees the associations. It was stated that associations are independent, but Parks and Recreation works with them on facilities.

The comment was made about coordination between associations, although probably not much the City can do. Possible revenue sharing from an association(s) to make improvements to facilities and field quality.

Input was provided that associations are doing what they want to do. Do not see any oversight necessary from the City as the associations are independent non-profits.

It was stated that positive progress was made in getting the organizations to present to CAC, and the groups shared freely. The suggestion was made to create a report to share with the Council and organizations that presented. A lot of the groups have the same goals.

Overall CAC was impressed with the commitment from parents and those running the programs as well those who made the presentations and information provided. The organizations did a good job of sharing their program information.

During the presentations the theme of facility and field quality was brought up, mostly when associations were prompted by CAC and asked what the City could do. The topic of facility/field quality was not always initially brought up by the organizations.

Various factors related to safety, particularly hockey, were brought up. Input was provided that how to check and take hits should be taught when kids are young rather than waiting until older and kids are bigger than others. The statement was made that most concussions in general come from playing baseball.

The statement was made that each organization has hierarchies and runs their own show. The question was asked if Parks and Recreation should “compete” with associations. The question was also asked about what age does it go from being fun to being competitive.

It was stated that contradictory information was provided from one association presentation vs. what some CAC members have seen from their experience. For example, premier/competitive levels recruiting from outside of area was contradictory to what was presented by the association.

The CAC can't impose anything but can make recommendations, such as communications between groups, communications with Parks and Recreation, and code of conduct.

Discussion took place on code of conduct – policing of parents and fans, even having parents police each other or other attendees.

The statement was made that the associations now know that someone is watching.

The suggestion was made to form a subcommittee to put together CAC's observations. The statement was made that a report may be premature before the presentation from Parks and Recreation. Mike Opatz will check on Parks and Recreation's availability for a presentation at the February CAC meeting.

CAC will collect collaborative suggestions. A youth sports subcommittee was created of the following CAC members – Don Skoglund, Joan Masberg, Tim Klevar, John Beacham, Meg Miller and Harry Kennedy with the intent of formulating a report that incorporates CAC member input from the youth sports association presentations.

The suggestion was made that Harry Kennedy be the team lead, and Don Skoglund would assist. The report should be kept factual and objective. Personal experiences or opinion should not be factored in. The report should be based on the presentations.

The statement was made to keep in mind the CAC report will be public. The question was asked if there was any information from the associations that they would not want shared. The CAC meeting is a public forum so information presented would be public.

CAC members should forward their input to CAC member Harry Kennedy. Mike Opatz clarified the formation of the subcommittee and formality of the meetings.

The suggestion was made to structure the report as follows: Provide data/facts, conclusions, and suggestions. Include in the report what recommendations CAC wants the City to do and where the City should go and not go.

The question was asked about how the reviews of the athletic associations came about. It was stated there were three main factors that initiated the reviews – use of facilities, codes of conduct, and disparities between house and traveling teams.

CAC Member Guidelines

It was stated the review of the CAC member guidelines would be deferred to the February meeting.

Other Business

The topic was brought forward about the Maple Grove Arts Center presentation and report at the December 21, 2015 City Council meeting about the financial impact an arts facility would have on the community. It was thought the Arts Center would be coming back to the Council with a proposal, and they may follow the same road of the sports organizations. CAC members were reminded the Arts Center made a presentation at the

February 2014 CAC meeting. The statement was made the CAC may have a role similar to the one played with the sports organizations. The comment was made that any consideration by the City Council would be done at a public Council meeting, either regular or special.

Adjournment

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Carol Morris
Minute Secretary

Oath of Office

Area Reports

CAC Area Report – January 13, 2016

Traffic in area of Applebee's backed on Weaver Lake Road to **Crosswinds** Church. Timing of lights is troublesome and always has been. It was particularly bad the two days before Christmas around 1 and 2 PM.

Area Report Response

From: John Hagen

Sent: Monday, February 01, 2016 3:59 PM

To: Mike Opatz <MOpatz@maplegrovern.gov>

Cc: Ken Ashfeld <KAshfeld@maplegrovern.gov>; Jupe Hale <jhale@maplegrovern.gov>

Subject: CAC Area Report Response: Weaver Lake Road traffic back-up

Below is a brief summary of our response to the CAC Area Report Topic regarding the Weaver Lake Road traffic back-up:

- Weaver Lake Road is a County Road east of the I-94 interchange and a City of Maple Grove roadway west of the interchange.
 - Hennepin County maintains the traffic signals east of the interchange starting at the I-94 East Ramps
 - The City of Maple Grove maintains the traffic signals west of the interchange starting at the East Fish Lake Road/I-94 West Ramps intersection
- The traffic signals along Weaver Lake Road between W. Fish Lake Road/SciMed Place and Main Street are coordinated; however, the W. Fish Lake Road/SciMed Place signal and the Applebee's signal are not currently physically connected via interconnect wire to the rest of the coordinated/interconnected traffic signal system. As a result, they do not currently communicate directly with the other traffic signals along Weaver Lake Road; rather, these two signals are coordinated with the other signals using a clock, or time-of-day coordination. Occasionally, this time-of-day coordination drifts slightly and requires updates to bring the coordination back in line with the rest of the interconnected signal system along Weaver Lake Road.
- The City is working with Hennepin County to connect these two signals with the rest of the coordinated/interconnected traffic signal system along Weaver Lake. We are hopeful that they will be physically connected soon as we understand that fiber optic cable has recently been run between the signal cabinets. Once we get the necessary hardware for the signal controllers, they will be connected and all the signals along Weaver Lake Road will be interconnected. This should minimize the vehicular queues west of the I-94 interchange.
- City and County staff are aware of the recent back-ups. They were particularly noticeable this past summer with the numerous construction projects in the NW Metro Area (most notably the I-494 construction south of the Fish Lake Interchange, I-94 construction north of Maple Grove, and the Vicksburg and Lawndale Lane construction projects south of Maple Grove in

Plymouth). These area construction projects have all combined to alter traffic patterns in Maple Grove, and have put additional stress on the local roadway system; particularly at our interchanges with the regional freeway system.

- City crews checked the time-of-day coordination at the W. Fish Lake Road/SciMed Place and the Applebee's signals in late Fall/early Winter, and adjusted the drift between the signals.
- We will go out again and check the coordination to see if it needs to be adjusted again to bring these two signals back in line with the rest of the coordinated/interconnected traffic signal system along Weaver Lake Road.
- The I-494 construction south of the Fish Lake Interchange will continue during the summer of 2016, and the TH 610 connection to I-94 will open in late 2016. Once these large construction projects are completed, and traffic patterns in the area stabilize, we will work with Hennepin County to update the signal timing and coordination along the entire Weaver Lake Road corridor, as needed.

It should be noted; however, that SciMed's Campus does place a significant load on Weaver Lake Road west of the I-94 interchange, particularly during the morning and afternoon shift changes. As a result, there are regularly times during the afternoon when significant outbound traffic from SciMed heads to the east towards the I-94 interchange and competes with the heavy westbound commuting traffic heading home from the I-94 interchange for traffic signal time along the corridor. Furthermore, the closely spaced Applebee's traffic signal and the current unconventional design of the westbound Weaver Lake Road access to eastbound I-94 (i.e. – the WB left-turn for carpoolers to the loop ramp and the right-turn for the remainder of the WB Weaver Lake Road to EB I-94) contributes to the ongoing traffic backups in this area. City staff has considered some potential high-level concepts for the interchange that might help to improve the overall operation of the Weaver Lake Road/I-94 interchange, but these concepts would require significant future investment from the State, County, and the City, and many years to develop.

Hope this helps! Let me know if you have any questions, comments, or would like to discuss this in greater detail. Thanks,

John Hagen, P.E., PTOE
Transportation Operations Engineer
City of Maple Grove

CAC Area Report – January 13, 2016

72nd Place/Nottingham house fire. Questions asked about how the family is being helped, does the City have any resources for the family. Lions or Rotary could possibly assist.

Area Report Response

From: Scott Anderson
Sent: Tuesday, January 26, 2016 11:22 AM
To: Mike Opatz <MOpatz@maplegrovern.gov>
Subject: RE: CAC Area Report - assistance after fire

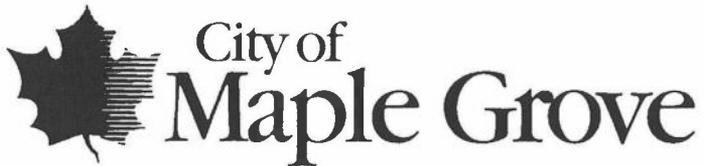
Mike: We have a lot of resources, it depends on the situation.

For a typical single family home or a townhome fire, the residents must have homeowners insurance. The insurance provides for immediate emergency housing and replacement of essential personal items. What this means is that we can get them set up in a local hotel and take them to Target or similar store and get them clothes and groceries immediately. They would charge this on a credit card and be immediately reimbursed by the insurance company. If vehicles are destroyed, we can get them set up with a rental vehicle. In the days that follow, their homeowners insurance agent will meet with them and get them going on itemizing contents of the home that were damaged/destroyed and make preparations for replacement. They will bring in a restoration contractor to clean up items damaged but not destroyed in the fire. For a longer term housing situation, the insurance company will place them in a rental home or townhome while repairs or replacement are carried out on the damaged structure. Now days, for fires that breach the sheetrock, many of the homes are demolished and rebuilt. From start to finish following a significant fire, this often takes up to a year to get back into a rebuilt home.

For apartment residents or folks in rental homes or townhomes, we can often find them suitable nearby living arrangements. Apartment management will usually find vacant units in other nearby apartment complexes. We strongly encourage rental insurance to cover contents.

The ones that need the most assistance are the ones with no insurance. We work with social service agencies to provide service to these folks (Red Cross, Salvation Army, etc.). Rather than the Lions or Rotary attempting to start up their own assistance program, it would probably be more efficient for them to contribute to the Red Cross/Salvation army or provide volunteer time to these organizations. Hope this helps.

Scott Anderson



MEMORANDUM

TO: CAC Members
FROM: Mike Opatz, CAC Staff Liaison
DATE: February 10, 2016
SUBJECT: Review CAC Guidelines

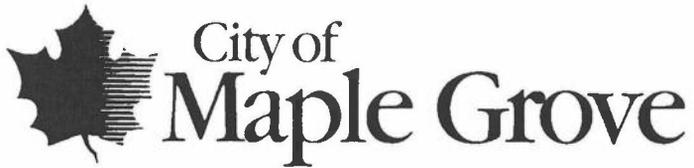
It has been several years since the CAC has reviewed its guidelines and with new members starting out, now would be an appropriate time to do so.

One area that needs to be updated is to have the guidelines match the recently approved Boards and Commission attendance policy.

Some suggested revisions are bolded and underlined in the attachment, but other suggestions are welcomed.

Thanks.

Review of CAC Member Guidelines



MEMORANDUM

TO: CAC Members
FROM: Mike Opatz, CAC Staff Liaison
DATE: February 10, 2016
SUBJECT: Review CAC Guidelines

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One area that needs to be updated is to have the guidelines match the recently approved Boards and Commission attendance policy.

Some suggested revisions are bolded and underlined in the attachment, but other suggestions are welcomed.

Thanks.

Maple Grove Citizens' Advisory Committee

The Citizens' Advisory Committee's mission is to support the decision-making process of the Maple Grove City Council, staff, and citizens by providing additional perspective through recommendations on a wide range of community interests.

GUIDELINES

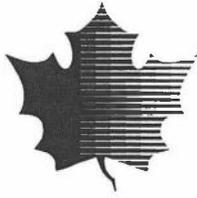
1. Recommend that members get involved in other community activities that could involve this committee and report back to the Committee.
2. Committee meets the second Wednesday of the month, 12 months out of the year, unless there are insufficient agenda items to merit meeting.
3. Recommend attendance requirement for reappointment – such as 9 out of 12 meetings. (Can be flexible)
4. The City Council will appoint the Co-Chairs for the Committee. Current Committee members will have the opportunity to submit their name for consideration for a Chair appointment at the January meeting. Each Chair appointment will be for a two-year term effective with the March meeting.
5. A quorum consists of 1 member over 50% of the membership appointed to the body and that to pass a motion, 1 over 50% of those present are necessary.
6. A member displaying his/her belief on a motion should make an effort to represent the feelings of his/her neighborhood.
7. No standing committees and the use of special sub-committees should only be formed when necessary.
8. At the December meeting, a synopsis of the past year is made which would serve as both an evaluation of the past performance of the group and give future specific goals.
9. Any new applicant for the Committee should be given the Guidelines of the Committee so he/she knows something about the Committee before accepting appointment. After appointment has been approved by Council and along with the letter from Council on his/her appointment, a synopsis of the past year should also be sent.

10. The City Council will assume the role of selecting applicants to interview for the Committee vacancies.

Drafted: March 2004

Approved: May 3, 2004 by the Maple Grove City Council

Revisions:



CITY OF MAPLE GROVE BOARD AND COMMISSION MEMBERS ATTENDANCE REQUIREMENTS

Board and Commission Members

City of Maple Grove

Upon application for and acceptance of appointment, board and commission members must demonstrate their intention and ability to attend meetings.

The City Council is most appreciative of the dedication and contribution by those who are willing to donate their time to community service. The Council anticipates that members appointed to the City's boards and commissions will make every reasonable effort to attend all regular meetings of their respective boards or commissions, to attend special meetings if applicable, and to be prepared to discuss matters on their respective agendas.

Regular attendance at meetings is a requirement for continued membership on any board or commission. Irregular attendance and frequent absences are detrimental to the entire group and put undue pressure on those members who do attend meetings. Regular attendance allows members to learn about and discuss issues in depth which contributes to more effective decision making.

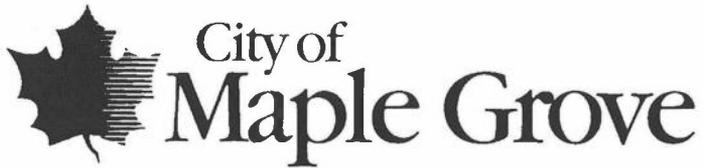
Therefore, it is imperative that members maintain regular attendance. Members who cannot attend a meeting should contact the chair and/or appropriate staff member concerning his or her absence prior to the meeting. If no contact is made, the absence would be considered unexcused.

Attendance Requirements

The following are cause of a member's appointment to be considered for termination:

1. Any board or commission member who is absent from three consecutive meetings in a row (unexcused) will be deemed to have vacated his or her membership on the particular board or commission, unless his or her absence is excused for illness, family emergency and business conflicts.
2. Any board or commission member must attend 75% of all regular meetings from the time the member's term begins until the end of the calendar year and each subsequent calendar year thereafter.
3. City board and commission liaisons shall prepare an annual report of attendance noting the percentage of absences of members for the preceding fiscal year. This report shall be provided no later than November 30 of each year and will be forwarded to the Mayor and City Councilmembers who may use this information in considering reappointment.

Youth Sports Subcommittee Report



MEMORANDUM

TO: CAC Members

FROM: Mike Opatz, CAC Staff Liaison

DATE: February 10, 2016

SUBJECT: Youth Sports Subcommittee Report

At the January 2016 CAC meeting, it was suggested to form a subcommittee as means to draft a report regarding CAC's observations from the various presentation from the youth sports organizations. The committee's first meeting is scheduled for February 10, 2016, see attached agenda. The subcommittee includes CAC members include Don Skoglund, Joan Masberg, Tim Klevar, John Beacham, Meg Miller with Harry Kennedy as the Chairperson.

The Committee is charged with summarizing key information contained in the presentation materials and the key take-always and/or themes from each presentation. The suggestion was also made at the last CAC meeting that a final report would include conclusions and recommendations.

In additional, the subcommittee will draft a list of potential questions to ask Parks and Recreation staff when they attend the March 2016 CAC meeting.



AGENDA

Citizens' Advisory Committee (CAC)

SPECIAL SUBCOMMITTEE FOR YOUTH SPORTS

**6:30 P.M.
February 3, 2016**

**Administration Conference Room #204
Upper Level
Maple Grove Government Center**

- A. Call to Order
- B. Questions for Park and Rec Staff on Youth Sports
- C. Report Framework Regarding Youth Sports Presentations
- D. Adjournment

Note: CAC Members should bring copies of the Youth Sports Presentations and Meeting Minutes that were included in the CAC agenda packet dated January 13, 2016.

Other Business and Updates

AREA REPORT
Maple Grove Citizens Advisory Committee

Please use this form to express your concerns, suggestions, and positive comments on things you see taking place in Maple Grove!

Name: _____ (Required)

Date: _____

Phone: _____ (Please include if responding party has any questions)

Comment: _____

Comment: _____

Comment: _____

Submit your completed form to Mike Opatz at the monthly CAC meeting. Area Reports will be submitted to the appropriate City staff/department, and a response will be in a future CAC agenda packet.