



**AGENDA
CITIZENS' ADVISORY COMMITTEE**

7:00 P.M.

Wednesday May 11, 2016

**Mayor's Conference Room #183
Maple Grove Government Center**

- A. Call to Order by Chair
- B. Approve Minutes: CAC April 13, 2016 Meeting
- C. Area Reports (Forms in Packet)
- D. City Council Goals and Objectives
- E. Youth Sports Final Report Discussion
- F. Other Business and Updates
- G. Adjournment

Minutes

Maple Grove Citizens Advisory Committee

Meeting Minutes

April 13, 2016

- Call to Order** The meeting was called to order by CAC member Bob Joiner at 7:05 p.m.
- Members Present**
- | | | |
|-----------------|-------------------|--------------|
| Nkechi Anyamele | Leslie Bender | Jon Burgard |
| Katie Cohen | Lorraine Gresser | Bob Joiner |
| Tim Klevar | Steven Maas | Joan Masberg |
| Meg Miller | Karen Nickolauson | Joe Piket |
| Kevin Rebman | Don Skoglund | |
- Members Absent** John Beacham, Adam Bedard, Stephen Gill, Harry Kennedy, Stephanie Walvatne
- Others Present** CAC Staff Liaison Mike Opatz and Parks and Recreation Senior Program Coordinator Kris Orluck
- Minutes**
- Motion made and seconded to approve the minutes from the March 16, 2016 meeting of the Citizens Advisory Committee. Motion passed.
- Motion made and seconded to approve the minutes from the April 4, 2016, meeting of the Citizens Advisory Committee Subcommittee on Youth Sports. Motion passed.
- Area Reports**
- Crosswalks Need Repainting** - Joan Masberg: Crosswalks in and around the streets surrounding Central Park are in need of re-painting to ensure pedestrian safety for all the pedestrians in the area.
- Cut through traffic on Jonquil Lane / Forestview Lane Extension** – John Burgard: Can anything be done to limit all the cut-through traffic on Jonquil between 85th Avenue and 89th Avenue? It may get worse doing the local street reconstruction projects this summer. Also, Forestview Lane between County Road 30 and 89th appears to have been design as more of a through traffic street, why was it not extended all the way to 85th Avenue?
- Added Stop Signs at Fernbrook Lane and 99th Avenue** – Meg Miller: Why were stops signs at Fernbrook and 99th Avenue? Are they temporary? The congestion is quite bad at time with significant back-ups. Can temporary traffic lights be installed or can traffic control officers direct traffic during peak times?
- Community For A Lifetime Update**
- Parks and Recreation Senior Program Coordinator Kris Orluck provided an overview and update on the Community For A Lifetime group's initiative. She provided a handout and stated the committee was formed two years ago. The group conducted a survey in the summer of 2015 through the City website and summer newsletter, but disappointingly only received 82 responses.

The group is working through the AARP Network of Age-Friendly Communities which provides resources and support throughout the process. There are also connections with the World Health Organization and federal government recognitions.

Currently the Maple Grove group is at Step 1: Entering the Network as outlined in the handout provided. They would appreciate getting verbal support from the Citizens Advisory Committee. In addition, volunteers from CAC are encouraged.

Community For A Lifetime hopes to have a formal application submitted for the AARP Age Friendly Community Network by early summer.

They are hoping to promote their efforts through the Farmers Market and Maple Grove Days. An assessment of the age-friendliness of the city will be used to develop a plan. Items that will be taken into consideration are: What we are already doing; what can be implemented; how can we change our focus. They plan to have a town gathering to present their findings.

The question was asked if the survey is still available online – it is not. Also asked was the types of questions that were on the survey – transportation, walkability, businesses, parks and many other areas.

Discussion took place about possibility incorporating some aspects of the Community For A Lifetime into the Community Survey which is conducted every five years. The next survey would be 2018 but that date might be adjusted in light of the comprehensive plan update that will be conducted in 2017. However, this has not been reviewed or discussed formally.

Kris stated she would like to look at the last community survey results to see what information might be helpful.

The statement was made to keep in mind there is only so much the City / community can do. The question was asked about Welcome Wagon status.

When asked, Kris provided background on how the project got started. Maple Grove resident Goytree Hakim presented the idea to former City Administrator Al Madsen who enlisted Kris's involvement. Then a call was put out to form a committee.

CAC can consider what type of role they could play in this initiative. It was stated that, since CAC members represent neighborhoods, they could provide their insights. It was asked that Community For A Lifetime provide CAC with an outline in ways they can help.

Discussion took place on public transit and that it would be nice to have within the community. CAC member Anyamele provided her insights and experience in England.

Kris stated that now is a good time to talk about making changes as changes take time. It is good to have conversations and start to gather ideas for future consideration and to incorporate/plan for in budgets.

A formal letter of support will be done to accompany the World Health Organization application. It might be good to have CAC review and provide input.

Kris stated that as part of the City's senior programs, they average 280 people per day in senior programs and mail the newsletter to 1,400 households and three senior living facilities.

**Youth Sports
Final Report
Discussion**

The CAC Youth Sports Subcommittee needs to meet one more time. There are no recommendations at this time. The subcommittee did not make much process in drafting the final report given some members missed the last subcommittee meeting.

The question was asked about being able to provide subcommittee member Harry Kennedy with the subcommittee's input for his review. Mike Opatz stated he will see if there is any conflict in doing so related to open meeting requirements.

They will attempt to meet again before the next full CAC meeting of May 11. They will look at date options but may have to wait until legislative session is done so Harry Kennedy can be involved. It was stated that Harry probably wouldn't have anything ready before the May CAC meeting. The Legislature goes no later than May 23rd.

CAC members will be notified of when the next subcommittee meeting is should they wish to attend. When asked, the subcommittee members stated that in general they were available for a May meeting. CAC members were asked if they had any questions for the subcommittee. There were none.

Other Business

It was stated that it would be beneficial for new members to have updates from various City departments—what they do, key updates and future direction. Scheduling them can be taken into consideration as the CAC makes their work plan. Emergency management, finance and transportation would be good topics.

Mike Opatz will put together a list of previous presentation and dates. This will be a good tie-in to the upcoming goals presentation by City Administrator Heidi Nelson. CAC can then review and determine which presentations they would like to schedule and when. A brief background was provided on CA Nelson's goals presentation.

Discussion turned to the Economic Development Director the City is proposing to add to staff, what role CAC might play and if there could be ongoing involvement with this person. The suggestion was made that a development update be a standing CAC agenda item. In addition, would it be possible for CAC to make recommendations for businesses, suppliers, etc. that they would like to see and maybe play some role in economic development. Mention was made of the former Economic Development Commission, not sure if that will be brought back or how that might be handled. The idea was brought up about a CAC subcommittee on economic development that could be chaired by the Economic Development Director.

The question was asked if there is a place/tie-in for CAC with the Community For A Lifetime Project.

Question asked /answered about how residents can provide input on development. CAC can ask for status on development and updates are provided at meeting. Everyone is encouraged to watch/attend Planning Commission meetings and review the agenda.

CAC would like to address the potential for the Community Survey to be moved up to 2017. It was stated this will be brought up at the May meeting since CA Nelson will be in attendance.

There was discussion about returning back to Maple Grove Days to have a booth at the Business Expo on Saturday from 10 a.m. to 4 p.m. Background was provided for new members' benefit about past CAC participation. The question was asked about most recent aerial maps, and Mike Opatz stated he would find out the status. In the past CAC provided general city information, project updates, had a large aerial map of the city on hand, and allowed residents to submit questions and comments. This has not been done since 2010 due to declining interest.

Question was asked about Hy-Vee -- expected in fall of 2017 at Bass Lake Road/101. The proposed Hy-Vee in The Grove development was tabled indefinitely.

The comment was made about the promotion of prescription drop-off in Police. The suggestion was made to get pharmacies to promote the drop-off location.

The statement/question was made about how does the City increase communications with residents.

Discussion took place on the City considering a drone ordinance which included the topic of FAA jurisdiction.

Adjournment

Motion made and seconded to adjourn the April 13, 2016 Citizens Advisory Committee. The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Carol Morris
Minute Secretary

Area Reports

CAC Area Reports - April 13, 2016

Crosswalks Need Repainting - Joan Masberg

- Crosswalks in and around the streets surrounding Central Park are in need of re-painting to ensure pedestrian safety for all the pedestrians in the area.

Cut through traffic on Jonquil Lane / Forestview Lane Extension – John Burgard

- Can anything be done to limit all the cut-through traffic on Jonquil between 85th Avenue and 89th Avenue? It may get worse doing the local street reconstruction projects this summer. Also, Forestview Lane between County Road 30 and 89th appears to have been design as more of a through traffic street, why was it not extended all the way to 85th Avenue?

Added Stop Signs at Fernbrook Lane and 99th Avenue – Meg Miller

- Why were stops signs at Fernbrook and 99th Avenue? Are they temporary? The congestion is quite bad at time with significant back-ups. Can temporary traffic lights be installed or can traffic control officers direct traffic during peak times?

Area Report Responses

From: John Hagen

Sent: Friday, April 29, 2016 4:12 PM

To: Mike Opatz <MOpatz@maplegrovern.gov>;

Subject: RE: CAC Area Reports from April 13, 2016 - various traffic items

Mike:

Below are our responses to the Area Reports from the April 13th CAC Meeting. Let me know if you have any questions/comments or need any additional information.

Crosswalks Need Repainting - Joan Masberg

Comment:

- *Crosswalks in and around the streets surrounding Central Park are in need of re-painting to ensure pedestrian safety for all the pedestrians in the area.*

Response:

- Public Works begin the process of restriping City streets and crosswalks in May of each year. They initially focus their efforts in and around the vicinity of schools, and will then shift over to the Central Park area before systematically completing the remaining portions of the City.

Cut through traffic on Jonquil Lane / Forestview Lane Extension – John Burgard

Comment:

- *Can anything be done to limit all the cut-through traffic on Jonquil between 85th Avenue and 89th Avenue? It may get worse doing the local street reconstruction projects this summer. Also, Forestview Lane between County Road 30 and 89th appears to have been design as more of a though traffic street, why was it not extended all the way to 85th Avenue?*

Response:

- Jonquil Lane is one of the few continuous north/south streets between 85th Avenue and 89th Avenue. As a result, it will naturally carry more traffic than other routes within the Woodland Ponds and Maple Lakes neighborhoods. Jonquil Lane between 85th Avenue and 89th Avenue has been identified in the City's Transportation Plan as a Minor Collector roadway. As a Minor Collector roadway, Jonquil Lane connects local streets (such as 86th Place & 87th Avenue) to other collectors (such as 89th Avenue) or minor arterials (such as 85th Avenue). The key to not overload minor collectors is to have them well spaced – ideally between 1/4 to 3/4 miles apart.

The City's Transportation Plan has identified three north/south minor collectors that connect 85th and 89th Avenues between Elm Creek Boulevard and Zachary Lane; these roadways include: Pineview Lane, Jonquil Lane, and Forestview Lane. These three roadways are currently spaced between 1/4 and 1/2 miles apart; however, as CAC Member Burgard correctly noted, Forestview Lane is currently not continuous between 85th and 89th Avenues. The approximately 880-foot gap in Forestview Lane is currently owned by MnDOT. The City is working with MnDOT right-of-way folks on the disposition of the property to the City so that it can ultimately be developed and the missing piece of Forestview Lane can be constructed. This will ultimately complete the third north/south minor collector connection between 85th and 89th Avenues and reduce the load of traffic on Jonquil Lane.

Added Stop Signs at Fernbrook Lane and 99th Avenue – Meg Miller

Comment:

- *Why were stops signs at Fernbrook and 99th Avenue? Are they temporary? The congestion is quite bad at time with significant back-ups. Can temporary traffic lights be installed or can traffic control officers direct traffic during peak times?*

Response:

- The intersection of 99th Avenue and Fernbrook Lane was converted from a side-street stop-controlled intersection to a temporary all-way stop-controlled intersection as part of the Highway 610 Project's closure of Maple Grove Parkway. Maple Grove Parkway (between 99th Avenue and the new Yard Waste Site Entrance along Maple Grove Parkway just south of County Road 81) is currently closed in order to construct the new Highway 610/Maple Grove Parkway interchange. The signed detour for Maple Grove Parkway is 99th Avenue and Fernbrook Lane. In order to accommodate the increase in traffic volumes as a result of the Maple Grove Parkway detour, temporary all-way stop signs were installed at the 99th Avenue/Fernbrook Lane intersection. Once Maple Grove Parkway is opened back up to traffic, the temporary all-way stop signs will be removed and the 99th Avenue/Fernbrook Lane intersection will revert back to

the original side-street stop-control intersection (with the 99th Avenue approach to the intersection controlled by a stop sign).

As CAC Member Miller noted, there are times that there is congestion at this intersection, particularly during the afternoon peak period in the first couple weeks of the Maple Grove Parkway closure. Since then, traffic volumes have stabilized as motorists have found alternative routes during construction. MnDOT and the City have been monitoring the traffic at this intersection and are looking into options that will reduce the delays and vehicular queues at the intersection, specifically on the eastbound 99th Avenue approach to the intersection. At this time we do not believe that the occasional peak hour congestion at the intersection warrants the installation of a temporary traffic signal or the regular use of traffic control officers from the Police Department. We will continue to monitor the traffic operations at this intersection and work with MnDOT to address issues as they arise.

Thanks,

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

From: Dan Wills
Sent: Thursday, April 28, 2016 8:32 AM
To: Mike Opatz <MOpatz@maplegrovern.gov>
Subject: RE: CAC Area Reports from April 13, 2016 - various traffic items

Absolutely. We can certainly help in extreme circumstances, but we generally avoid traffic direction unless is specifically contracted through Contractual Police Services so the officer(s) can dedicate their time fully at those intersections. Feel free to call or email if you have any other inquires. Thanks

Dan Wills, Police Captain

From: Mike Opatz
Sent: Thursday, April 28, 2016 8:26 AM
To: Dan Wills <DWills@maplegrovern.gov>
Subject: RE: CAC Area Reports from April 13, 2016 - various traffic items

Thanks Dan. You are right these are primarily items for the Engineering Department. I should have been more specific on what items that I thought the Police should comment on, which was the request if Police could provide "traffic control officers" on Fernbrook and 99th when traffic is backed up. However, these responses provide additional perspective from what John Hagen will provide. Your help is appreciated

Mike Opatz

From: Dan Wills
Sent: Thursday, April 28, 2016 8:13 AM
To: Mike Opatz <MOpatz@maplegrovern.gov>
Subject: RE: CAC Area Reports from April 13, 2016 - various traffic items

Mike,

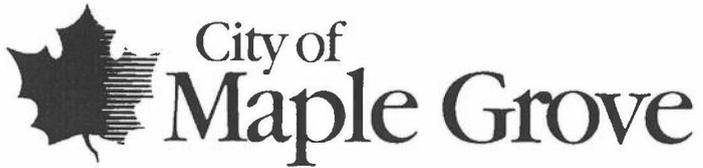
My apologies in the delay in getting a response to you. Sgt. Hamann is our sergeant assigned to traffic enforcement/issues within our City. Although none of the items are specifically a police related matter, he offers the following suggestions below that may help:

- *Stop signs at 99th.* They are in place because of the construction being completed on Maple Grove Parkway, north of 99th. The road is currently non-existent, so there is no other way to get to Co 81 for traffic in the Target area. Traffic that usually goes north on MG Parkway to Co 81 is diverted east on 99th then north on Fernbrook to Co 81. The stop sign is to allow east traffic an opportunity to get on the road or we would have major backups on 99th. It was on our "extra patrol" in roll call already for a few weeks to watch the sign as people started to get used to a stop sign actually being there. We will continue to monitor when we can.
- *Cut through traffic on Jonquil.* Obviously if people think this will save them time to use this route, they will and this is similar to complaints in the neighborhoods near 101/30. If there are speeders or violations, we can use extra patrol enforcement action, but the roundabout certainly slows people down. Trying to limit who uses the road would not be an option without total road redesign. The potential Forestview extension would be nice and appears set-up to someday go through from 89th to 85th. This extension would certainly alleviate some traffic on Jonquil.
- *Crosswalk painting.* I will refer to PW for their summer part time helpers which have not started yet for the year. If we get the crosswalks posted and painted, this will assist us with taking enforcement action when applicable.

If there is anything else we can help with, please let me know. Thanks

Dan Wills, Police Captain

City Council Goals and Objectives



MEMORANDUM

TO: CAC Members

FROM: Mike Opatz, CAC Staff Liaison

DATE: May 2, 2016

SUBJECT: City Council Goals and Objectives

City Administrator Heidi Nelson will present the City Council Goals and Objectives for the coming year that were derived from a City Council work session earlier this year. Attached is a summary of those items. A more detailed report will be presented at the meeting.

CITY OF MAPLE GROVE

2016-2018 GOALS



Create a proactive Economic Development Program to address Retention, Expansion and Recruitment of Industry in Maple Grove.

- Create and hire a leadership position in Economic Development.
- Establish relationships with local commerce and industry to be a resource for business expansion and workforce needs.
- Complete Tax Increment Financing Plan for the Gravel Mining Area (GMA).
- Establish a policy for the use of incentives for expansion and recruitment of industry.
- Ensure land use and zoning in the GMA and 610 Corridor attracts and allows flexibility for desired (market relevant) office and industrial uses.
- Develop a marketing and communication plan that promotes the opportunity and benefits of doing business in Maple Grove.



Embark on the Comprehensive Plan Update Process to create a long-term vision for the build-out of Maple Grove.

- Focus early on GMA and 610 Corridor Area Plans to determine desired land uses, transportation and park needs.
- Create a process for Community Engagement for all aspects of the update.
- Establish timelines for completion of milestones.



“Serving Today, Shaping Tomorrow”

CITY OF MAPLE GROVE 2016-2018 GOALS

(continued)



Prioritize Coordination and Leadership for Information Systems (IS) to support technology and efficiency advances throughout the organization.

- Establish Director position for the IS function.
- Increase coordination of IS throughout the organization.
- Pursue efficiency improvements via the use of technology.



Prioritize Succession Planning and Staff Development Efforts throughout the Organization.

- Monitor workforce changes and trends that will affect the organization.
- Understand and plan for retirements and identify key positions for succession.
- Provide development opportunities for staff to strengthen department leadership.
- Document institutional knowledge.

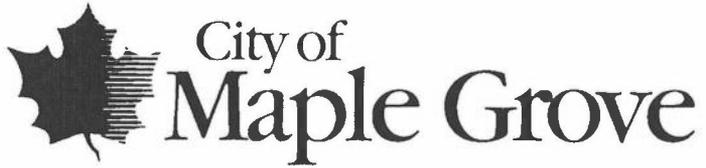


Streamline Administrative and Hiring Processes.

- Seek opportunities throughout the organization to streamline administrative processes that do not sacrifice appropriate controls.
- Establish streamlined process for hiring that focuses Council involvement in final stages.

“Serving Today, Shaping Tomorrow”

Youth Sports Final Report Discussion



MEMORANDUM

TO: CAC Members

FROM: Mike Opatz, CAC Staff Liaison

DATE: May 2, 2016

SUBJECT: Youth Sports Final Report Discussion

The Subcommittee on Youth Sports is meeting on May 2 at 6 PM to have Final Report discussions. An update on the progress of the report will be given at the meeting.

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.