



AGENDA
CITIZENS' ADVISORY COMMITTEE

7:00 P.M.

Wednesday January 13, 2016

Mayor's Conference Room
Maple Grove Government Center

- A. Call to Order by Chair
- B. Minutes: Approve Minutes from December 9, 2015
- C. Oath of Office Reappointed and New Members
- D. Introduction of New Members
- E. Area Reports (Forms in Packet)
- F. Review of CAC Member Guidelines
- G. Recap of Youth Sports Association Presentations
- H. Other Business and Updates
- I. Adjournment

Minutes

Maple Grove Citizens Advisory Committee

Meeting Minutes

December 9, 2015

Call to Order The meeting was called to order by CAC member Bob Joiner at 6:30 p.m.

Members Present	John Beacham	Leslie Bender	Stephen Gill
	Lorraine Gresser	Bob Joiner	Tim Klevar
	Steven Maas	Joan Masberg	Joe Picket
	Don Skoglund		

Members Absent Harry Kennedy and Kevin Rebman

Others Present Citizens Advisory Committee Candidates: Jon Burgard, Adam Bedard, Karen Nickolauson, Andrew Ramsey, Katie Cohen, Ted Lyons, Nkechi Anyamele, Meg Miller, Dre Monseth, Brett Freeseaman, Karen Heiden, Bill Henke, and Stephanie Walvatne

Area Reports None.

CAC New Member Interviews The group discussed the interview process for the 13 candidates. After the interviews, the three interview panels will select their top two candidates. Mike Opatz reviewed the interview schedule with the committee. The request was made for the panels to keep track of time to stay on schedule.

The committee split into the three interview panels with each working from a different conference room at the Government Center. Interviews with CAC candidates took place from 6:45 to 8:45 p.m. The committee came back together at 8:45 p.m. to discuss the CAC candidates and subsequent interviews.

The panel of Bob Joiner, Lorraine Gresser and Stephen Gill stated their two top candidates were Nkechi Anyamele and John Burgard.

The panel of Don Skoglund, Leslie Bender and Tim Klevar stated their two top candidates were Stephanie Walvatne and Meg Miller.

The panel of Joan Masberg, Joe Picket, Steven Maas, and John Beacham stated their two top candidates were Karen Nickolauson and Katie Cohen.

The committee talked about the experiences, qualities and backgrounds of their selections as well as those citizens who were interviewed.

Discussion took place about possibly recommending one or more of the candidates who were not selected for CAC if it was felt they would be a strong candidate for the Park Board. The comment was made that Bill Henke might be a possible candidate for Park Board. In addition, the

name Karen Nickolauson was considered a possibility if she was not selected for CAC.

Discussion took place on the CAC candidates, and the need for the committee to think about how the new candidates would fit in with the group. In addition, they may also wish to consider any overlap if candidates live near current members. Review and brief discussion took place about where the six finalists lived. The question was asked if the group wants to make location an overriding factor versus candidates' qualities, abilities and backgrounds. The question was also asked if any CAC members were concerned about their area being under represented. A brief general discussion took place.

Motion made to consider all six of the applicants selected by the Committee-- Nkechi Anyamele, John Burgard, Stephanie Walvatne, Meg Miller, Karen Nickolauson and Katie Cohen. This recommendation will be made to Mayor Steffenson and Councilmember Johnson and then presented to the City Council for approval.

Minutes

Minutes from the November 18, 2015 meeting of the Citizens Advisory Committee were approved.

Other Business

The January meeting will be a discussion on the presentations from the athletic associations. CAC will put together possible recommendations to the City as well as a summary of their thoughts. Mike Opatz will send out the presentations from the various athletic associations as well as the CAC minutes from those meetings. CAC members will provide their observations and suggestions via email to Mike Opatz in advance so the group has something to review at the January meeting.

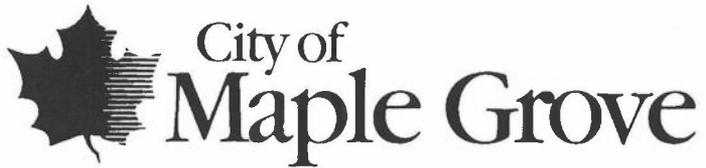
Adjournment

The meeting adjourned at 9:17 p.m.

Respectfully submitted,

Carol Morris
Minute Secretary

Oath of Office



MEMORANDUM

TO: CAC Members

FROM: Mike Opatz, CAC Staff Liaison

DATE: January 5, 2016

SUBJECT: Oath of Office

The following CAC members had their terms expire on 12/31/15, sought reappointment, and were approved by the City Council for another two-year term that will expire December 31, 2017:

- Leslie Bender
- Lorraine Gresser
- Don Skoglund

The residents listed below were interviewed by the Citizen Advisory Committee on December 9 to fill vacancies on the CAC. The City Council approved these appointments on January 4, 2016 for a two-year term. These new CAC members will take the oath office at the January 13, 2016 CAC meeting.

- Nkechi Anyamele,
- Adam Bedard,
- John Burgard,
- Katie Cohen,
- Meg Miller,
- Karen Nickolauson and
- Stephanie Walvatne.

Introduction of New Members



MEMORANDUM

TO: CAC Members

FROM: Mike Opatz, CAC Staff Liaison

DATE: January 5, 2016

SUBJECT: Introduction of New Members

The following new CAC members will provide a brief introduction of themselves to the full CAC as welcome them aboard:

- Nkechi Anyamele,
- Adam Bedard,
- John Burgard,
- Katie Cohen,
- Meg Miller,
- Karen Nickolauson and
- Stephanie Walvatne.

Area Reports

CAC AREA REPORT RESPONSE

From: John Hagen
Sent: Monday, December 28, 2015 3:41 PM
To: Mike Opatz <MOpatz@maplegrovmn.gov>
Cc: Ken Ashfeld <KAshfeld@maplegrovmn.gov>; Jupe Hale <jhale@maplegrovmn.gov>
Subject: CAC Area Report Response: Traffic Flow due to Total Wine

Mike:

Below, please find my response to CAC Member Klear's Area Report regarding the traffic flow due to the new Total Wine store in the Arbor Lakes – Main Street Shopping Center. Please review and let me know if you have any questions, or would like to discuss in greater detail.

CAC Area Report – Traffic Flow due to Total Wine

COMMENT:

*A couple of people (5 or 6) have asked if anything is going to change in the traffic flow due to Total Wines, especially with holidays coming. Their observation is that with the pedestrian crossing from parking lot to store, it halts the vehicle flow to the point where traffic is backed up onto Main Street. People are beginning to use the back entry by Best Buy and the Hampton Inn to egress. Anybody looking at this? **Presented by CAC Member Tim Klear***

RESPONSE:

Primary access to the Arbor Lakes – Main Street Shopping Center is located in the southwest quadrant of the Elm Creek Boulevard/Main Street intersection is provided along Main Street at the existing all-way stop that is located approximately 450 feet south of the Elm Creek Boulevard. Secondary access to the shopping center is provided via the existing right-in/right-out access along Elm Creek Boulevard (between the Hampton Inn and the Best Buy/Chuck E. Cheese's/David's Bridal/LifeWay Christian Store Building). The primary access drive runs east/west across the site along the front of the stores and creates a divide between the stores and the parking area. With the recent addition of the new Total Wine Store (in the old Office Depot space) and the new retail building in the northeast corner of the site (where the old Houlihan's Restaurant once stood), traffic in/out of the Main Street Arbor Lakes Shopping Center has increased not only at the primary access along Main Street, but also the secondary access behind the Best Buy/Chuck E. Cheese's/David's Bridal/LifeWay Christian Store Building.

As the traffic volumes in/out of the Arbor Lakes – Main Street Shopping Center has increased, so has the number of conflicts between pedestrians crossing the primary east/west access drive and vehicles entering/exiting the site. During the Holiday Shopping Season, the almost steady stream of shoppers crossing the primary access drive at the new Total Wine and the existing Nordstrom's Rack Stores have occasionally created "grid-lock" that not only spilled over to the all-way stop-controlled intersection

along Main Street, but also have created long vehicular queues that extend back to the signalized Elm Creek Boulevard/Main Street intersection.

In order to temporarily address the traffic congestion, Kimco Realty (the property management company for the Arbor Lakes – Main Street shopping Center) contacted the City of Maple Grove's Police Department to hire off-duty traffic control specialists to help improve the traffic flow at the all-way stop-controlled intersection on Main Street by Nordstrom's Rack during the weekend before and after Christmas. After the Holiday Season, they will be evaluating ways to improve traffic circulation within the shopping center.

In the meantime, the City's Engineering Department has met to discuss alternatives to improve the traffic flow in/out of the Arbor Lakes – Main Street Shopping Center. The alternatives under consideration include (but are not limited to) additional right-in only access along Main Street and possibly Elm Creek Boulevard, improvements to the existing all-way stop-controlled intersection on Main Street, as well as the possible reconfiguration of the parking lot and drive aisles internal to the shopping center. The City is open to considering improvements to the public roadway system (that may involve additional right-in only access and/or improvements to the existing all-way stop along Main Street), but will need the shopping center stores and management company to also commit to on-site improvements to the parking lot and drive aisles in order to help improve traffic flow and safety in/around the shopping center.

To this end, we have contacted Patrick Rooney (Kimco's Regional Property Manager) to schedule a meeting to discuss improvement options for the site. We will keep the CAC informed on any outcome from our upcoming meeting with Kimco representatives, and will provide an update to the CAC as soon as we have improvement alternatives ready for review. Thanks

John Hagen, P.E., PTOE

Transportation Operations Engineer
City of Maple Grove
12800 Arbor Lakes Parkway
PO Box 1180
Maple Grove, MN 55311
763-494-6364

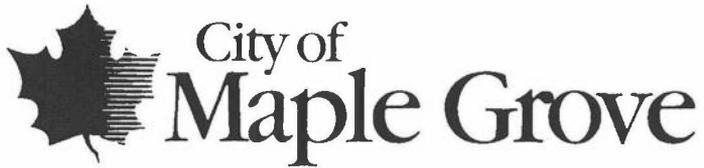
From: Mike Opatz
Sent: Thursday, December 10, 2015 10:31 AM
To: John Hagen <jhagen@maplegrovern.gov>
Cc: Mike Opatz <MOpatz@maplegrovern.gov>
Subject: CAC Arear Report - traffic flow due to Total Wine

John, below is an Area Report from Citizen Advisory Committee (CAC) member Tim Klevar regarding traffic flow due to Total Wine. Are any traffic or pedestrian improvements planned for this area. Please draft an e-mail response by December 31. Thanks for the help.

From: Tim Klevar
Sent: Thursday, December 10, 2015 8:00 AM
To: Mike Opatz <MOpatz@maplegrovern.gov>
Subject: Re: CAC Meeting Agenda for December 9, 2015

I forgot to bring up last night, a couple of people (5 or 6) have asked if anything is going to change in the traffic flow due to Total Wines, esp with holidays coming. Their observation is that with the ped crossing from parking lot to store, it halts the vehicle flow to the point where traffic is backed up onto Main. People are beginning to use the back entry by Best Buy and Hampton to egress. Anybody looking at this?

Review of CAC Member Guidelines



MEMORANDUM

TO: CAC Members
FROM: Mike Opatz, CAC Staff Liaison
DATE: January 5, 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.

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) **Attendance requirements should follow the policy adopted by the Maple Grove City Council listed as Exhibit A.**
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. The City Council reserves the right to assume the role of selecting applicants to interview for the Committee vacancies. The City Council will give the CAC permission on when and by how many vacancies to approve.

Drafted: March 2004

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

Revisions:

- Draft 1/5/16

Exhibit A
Attendance Policy



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.

**Recap of
Youth Sports Association Presentations**



MEMORANDUM

TO: CAC Members

FROM: Mike Opatz, CAC Staff Liaison

DATE: January 5, 2016

SUBJECT: Recap of Youth Sports Association Presentations

At the last CAC meeting it was agreed members would summarize their perspective on the main points from each youth sports meeting and possible recommendations or discussion points for future meetings with Park and Rec staff and/or the City Council. To help facilitate this, I sent out the meeting minutes and presentations from the various youth sport meetings via e-mail on December 15. Below is a summary of the meetings:

- Soccer - Maplebrook Soccer Association: President Ashraf Omar on April 8.
- Football - Osseo Football Association President John Plumhoff on May 13.
- Baseball - Osseo Maple Grove Athletic Association: President Paul Sperl on June 10.
- Lacrosse - Maple Grove Lacrosse: President Mike Urquhart on July 8.
- Basketball - Osseo Maple Grove Basketball Association: President Jim Davison on August 13.
- Hockey - Osseo Maple Grove Hockey Association: President Rob Borsch on October 14.
- Football - Maple Grove Youth Football Association: President Jason Pitts on November 18.

I have not yet received any CAC member responses regarding summarizing their thoughts and ideas on the presentations. I have included the minutes and presentations separately in the this agenda packet for your reference.

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.