

Maple Grove City Council Meeting

Meeting Minutes

January 4, 2021

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 4, 2021 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota and online via WebEx. Members present were Mayor Mark Steffenson and Councilmembers Judy Hanson, Karen Jaeger, Phil Leith, and Kristy Barnett. Absent was none. Present also were Heidi Nelson, City Administrator; Joe Hogeboom, Community and Economic Development Director; Peter Vickerman, Planning Manager; Ken Ashfeld, Public Works Director/City Engineer; Tim Bush, Fire Chief; and Justin Templin, City Attorney.

Mayor Steffenson called the meeting to order at 7:30 p.m. and led the City in the Pledge of Allegiance.

Oath of Office

Mayor Steffenson administered the Oath of Office to Councilmember Barnett and Councilmember Hanson.

Invocation

**Pastor Mark
Donaldson
from Elm
Creek
Community
Church**

Pastor Mark Donaldson with the Elm Creek Community Church provided the City Council with an invocation. He thanked the Council for the privilege to speak this evening. He discussed how difficult 2020 was for everyone in Maple Grove. He stated he appreciated the leadership and guidance the City Council provided to the community. He then prayed over the community and asked for peace, patience, strength, wisdom and courage for the coming year.

Presentation of Colors

The Presentation of Colors was canceled due to COVID-19.

**Comments by
the Mayor and
City Council
on the “State
of the City”**

Mayor Steffenson thanked the citizens of Maple Grove for working through a very difficult year. He discussed the challenges the city faced in 2020 and stated he appreciated how well the community had risen to meet the challenges. He explained the finances of the city were tested by COVID, but the city remained strong. He was proud of the loan assistance

program the city had created to assist local businesses. He indicated he was very proud of the low tax increase that had been approved for 2021. He welcomed the new businesses that had moved into the community in 2020 and discussed the expansion that would occur around the hospital. He stated he was looking forward to 2021 and reported the Council would continue to work diligently for the taxpayers by spending tax dollars wisely. He understood residents and local businesses were facing challenges at this time. It was his hope the community could successfully move through COVID and life could get back to normal in 2021.

Councilmember Jaeger reported 2020 came in with a bang but the world came to a standstill by a pandemic in March. She commented on how businesses, retail, restaurants, and churches had been impacted by closures and mask mandates. She stated it was now 2021 and a partial shutdown was still in place. She discussed the new normal that had been reached as more and more members of the community work from home, make purchases online and support local restaurants through take-out. She discussed the developments and expansions that would occur in 2021. She explained she appreciated all of the efforts of the police, fire, park and recreation, and street crews. She thanked city staff for working so diligently on behalf of the entire community throughout the pandemic. She congratulated Councilmember Hanson and Councilmember Barnett on their reelection. She wished everyone a Happy New Year.

Councilmember Leith thanked the residents for making Maple Grove a great city. He thanked staff for their timely and professional responses over the past year. He indicated 2020 was a tough year and he appreciated all of staff's efforts. He discussed all of the community events that were lost in 2020. He stated he was proud of the COVID relief loan program that was created to assist local businesses. He commented on the development that occurred in 2020 despite COVID. He explained he was looking forward to 2021 and hoped TH610 would be finished in his lifetime. He stated it would be exciting to watch the construction for the expansion of the North Metro Range. He indicated he was looking forward to watching the progress on the Gleason ballfields. He reported the finances of the city remained strong and he stated the City Council would continue to work diligently for the community.

Councilmember Hanson stated as 2020 is left behind the city has many positive things to look forward to in 2021. She reported the city's budget is stable and she was looking forward to updates to Main Street and the Community Center. In addition, the improvements to the Gleason Fields would be a huge community asset. She thanked police and fire for responding with professionalism and compassion in a year of unprecedented and serious incidents. She thanked the Community Development team for finding creative ways to help local businesses through the trying times and for finding ways to beautify the city, which gave her hope. She thanked the Parks and Recreation team who worked hard to find creative solutions to keep residents engaged in 2020. She thanked the IT department for keeping the City Council and staff connected and able to hold meetings throughout the pandemic. She thanked the City Clerk, her staff and all of the election judges for working tirelessly to provide a seamless election season. She thanked the City Administrator and remaining city staff for all of their hard work in the past year.

Councilmember Barnett stated she was proud of how the community came together and supported each other in the past year. She saw this in several ways, which included the peaceful rally held by students in June after the death of George Floyd and again when overdose awareness day was declared. She appreciated the support the community provided after the passing of Fire Captain Mike Paidar. She thanked the community for supporting each other through a very difficult year. She thanked CROSS, the Lions, and the Rotary Club for supporting the community. She thanked staff and especially the Parks Department for making 2020 easier on the public. She appreciated the quality programming that was put in place to meet the governor's mandates. She thanked the IT Department for their tremendous efforts during the pandemic. She commended City Clerk Dietl and staff for running a smooth election. She appreciated the Economic Development team that assisted in providing 60 loans to local businesses. She thanked all first responders for showing up and doing their job every day. She thanked all city staff members for their tremendous efforts on behalf of the community and thanked her fellow Councilmembers for their support. She stated she was looking forward to 2021.

**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 Consent Agenda

3K. *FROM DECEMBER 5, 2016 MEETING*

Item Removed from the Consent Agenda for Discussion

3F. Authorize Staff to Submit Compensation Limit Increase Request Form to State of MN MMB

3M. Contribution to Arts Center

Consent Items

The following Consent Items were presented for Council's approval:

MINUTES

- A. Work Session – December 21, 2020
- B. Regular Meeting – December 21, 2020

PERSONNEL ITEMS

C. Police Officer Appointment

Motion to approve the hiring of Robert Johnson to the position of Police Officer (2021 Contract Wage Schedule; starting salary step of \$60,831.68 annually), effective February 1, 2021, subject to a 12-month probationary period. All required screenings and background checks have been successfully completed.

D. Police Officer Appointment

Motion to approve the hiring of Alex Maleski to the position of

Police Officer (2021 Contract Wage Schedule; starting salary step of \$60,831.68 annually), effective February 1, 2021, subject to a 12-month probationary period. All required screenings and background checks have been successfully completed.

E. Recruitment Approval for Record Management Technician

Motion to authorize staff to begin the recruitment process for the vacant position of Record Management Technician in the Police Department, due to the resignation of Elisa Nordby, which was accepted effective as of Friday, January 1, 2021.

F. Authorize Staff to Submit Compensation Limit Increase Request Form to State of MN MMB

This item was removed by Councilmember Jaeger for discussion.

G. Approve Temporary COVID-19 Paid Leave Policy

Motion to approve a temporary policy that allows for up to 2 weeks of paid leave for eligible employees for COVID-19 related reasons, retroactively effective 1/1/2021.

COMMUNITY & ECONOMIC DEVELOPMENT ITEMS

H. Hy-Vee Fast and Fresh PUD Non-Residential Concept Stage Plan Amendment, Development Stage Plan and Final Plat - Resolution No. 21-003

Motion to adopt Resolution No. 21-003 the Hy-Vee Fast and Fresh PUD non-residential concept stage plan amendment, development stage plan, final plat and planned unit development agreement subject to the final review and approval of the City Attorney and the Director of Community & Economic Development.

I. Transfer of Community-Wide SAC Responsibility to the EDA - Resolution No. 21-004

Motion to approve Resolution No. 21-004 approving the transfer of responsibility for management of sewer availability charge (SAC) community-wide credits to the Economic Development Authority.

J. The Ridge at Elm Creek 2nd Addition Final Plat - Resolution No. 21-002

Motion to adopt Resolution No. 21-002 approving The Ridge at Elm Creek 2nd Addition final plat.

ENGINEERING ITEMS

K. Territorial Greens Project No. 2019-08 Change Order No. 1

Motion to approve Change Order No. 1 to The Territorial Greens Project No. 2019-08 in the amount of \$42,020.33.

L. Sureties

Motion to approve the surety actions as identified on the Council Action Form.

ADMINISTRATIVE ITEMS

M. Contribution to Arts Center

This item was removed by Councilmember Barnett for discussion.

N. Appointment of City Attorney and Prosecuting Attorney

Motion to appoint Mr. Justin Templin, of the firm Hoff Barry P.A. as City Attorney effective January 1, 2021.

Motion to appoint Mr. Steven Tallen, of the firm Tallen and Baertschi, as City Prosecuting Attorney effective January 1, 2021.

O. City Council Liaison Appointments

Motion to appoint Councilmembers to the positions below:

1. Liaison to Planning Commission – Councilmember Jaeger
2. Liaison to Park Board – Councilmember Leith

3. Liaison to CAC – Councilmember Barnett
4. Liaison to Lake Quality Commission – Councilmember Jaeger
5. Liaison to Arbor Committee – Councilmember Hanson
6. Liaison to Community Center Owners’ Team – Mayor Steffenson and Councilmember Leith

P. Official Newspaper Designation

Motion to designate the Osseo/Maple Grove Press as the official City newspaper for 2021.

Q. Designating Council Secretary

Staff recommends:

1. Adoption of Resolution No. 21-001 Designating Minute Maker Secretarial, Inc. as Council Secretary for 2021.
2. Approve Addendum to Recording Secretary Service Agreement.

R. Reappointments to City Boards and Commissions

Motion to approve the following reappointments to the City Boards and Commissions:

Board/Committee/Commission	Member	New Term Expiration
Arbor Committee	Frank Kempel	December 31, 2023
(one vacancy)	Donald Varney	December 31, 2023
Citizens Advisory Committee	Lorraine Gresser	December 31, 2022
(several vacancies remain)	Robert Joiner	December 31, 2022
	Harry Kennedy	December 31, 2022
	Ted Lyons	December 31, 2022
	Steven Maas	December 31, 2022
	Lee Newman	December 31, 2022

Lake Quality Commission	George Schneider	December 31, 2023
(several vacancies)	Ben Zaker	December 31, 2023
Park Board	John Ferm	December 31, 2023
	Bill Lewis	December 31, 2023
Planning Commission	Chris Ayika	December 31, 2022
(one vacancy)	Chuck Lenthe	December 31, 2022
	Susan Lindeman	December 31, 2022
	Joseph Piket	December 31, 2022
Transit Commission	Yolanda Brantley	December 31, 2022
(several vacancies remain)	Claudia Hames Newman	December 31, 2022
	Matt Nelson	December 31, 2022
	Mary Leukam	December 31, 2022

S. 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 City, Payroll, Utility Billing, Credit Cards, Woodland Mounds, Park Board, and Sunshine Fund – U.S. Bank
- Purchasing Card – U.S. Bank
- Credit Card Processing – Chase Paymentech, Invoice Cloud (Utility Billing, Building), Card Connect (Park & Rec)
- Investments – U.S. Bank, Wells Fargo, RBC Capital Markets, Nuveen Asset Management, Galliard Capital Management, and Pavilion Advisory Group

T. Consideration to Not Waive the Monetary Limits on Municipal Tort Liability Coverage

Motion to not waive the monetary limits on municipal tort

liability established by Minnesota Statutes 466.04.

U. Designation of 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.

CLAIMS

V. Motion to approve the claims as listed:

City Checks: \$4,014,692.97

Purchasing Card: \$46,644.70

Electronic Payments: \$5,360.10

Motion by Councilmember Leith, seconded by Councilmember Hanson, to approve the Consent Items as amended, removing item 3F (Authorize Staff to Submit Compensation Limit Increase Request Form to State of MN MMB) and 3M (Contribution to Arts Center). 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 3F (Authorize Staff to Submit Compensation Limit Increase Request Form to State of MN MMB), Councilmember Jaeger stated she would like to discuss this item further prior to the compensation limit increase being approved.

Councilmember Barnett disagreed stating she would like to see the compensation limit increase approved. She believed it was beyond fair for the City Administrator. She discussed the comparable cities that have this waiver in place and explained Maple Grove was the only city to not have this waiver in place.

Mayor Steffenson stated he believed the waiver would make the city competitive with neighboring communities. He explained he was unaware that neighboring communities had this waiver in place. He stated in order to remain competitive the waiver

should be in place and he supported the waiver moving forward.

Councilmember Hanson asked what the timing would be for this waiver.

Mayor Steffenson discussed how the waiver had to be approved by the legislature. HR Director Thul commented on the administrative process that had to be followed by the Minnesota Management and Budget Office in order to approve the waiver.

Councilmember Leith reported this waiver would apply to all director positions and applying for the waiver gave the city an advantage or opportunity in order to be more competitive. He stated he supported the waiver moving forward.

Mayor Steffenson explained the city has lost several staff members recently to other cities and this was due to pay discrepancies. He stated this was a concern to him because he did not want to lose good staff members.

Councilmember Hanson commented she would support the waiver moving forward at this time.

Motion by Mayor Steffenson, seconded by Councilmember Barnett, to authorize staff to submit a Compensation Limit Increase Request Form to the State of Minnesota. Upon call of the motion by Mayor Steffenson, there were four ayes and one nay (Jaeger opposed). Motion carried.

Regarding Item 3M (Contribution to Arts Center), Councilmember Barnett stated she opposed this contribution. She indicated this donation originated as a one time deal that has become a yearly request. She explained the Council has yet to determine what would happen with the art center. She indicated the art center was not open at this time and the city was not aware when the art center would reopen. She discussed how she would like to see donations made to non-profits through an RFP process. She reported she would like to know more about the leadership change at the art center and noted she opposed this donation.

Councilmember Hanson stated she understood where Councilmember Barnett was coming from. However, she anticipated the art center had utility expenses. She suggested this matter be tabled to better understand how the \$2,000 would

be spent by the art center.

Councilmember Leith supported the item be tabled in order for the Council to be provided more information.

Motion by Councilmember Hanson, seconded by Councilmember Leith, to table action on the \$2,000 donation for the Maple Grove Arts Center to a future worksession meeting. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Regarding Item 3K from December 5, 2016 (Maple Grove City Code 2-53 Acting Mayor), Councilmember Barnett stated at the December 5, 2016 meeting the Council motioned to have the Acting Mayor for 2017 be Councilmember Hanson and in 2018 the Acting Mayor was to be Councilmember Elect Barnett. She reported Councilmember Leith tabled action on this item to allow Councilmember Barnett to participate in the conversation. It was then decided that Councilmember Hanson and Councilmember Barnett were too young and new to assume this responsibility. She stated she would like this topic revisited after being reelected to the City Council. She explained she wanted all Councilmembers to be allowed the opportunity to have a leadership role and to grow as Councilmembers. She proposed the Acting Mayor position rotate and that Councilmember Leith serve as the Acting Mayor in 2021, Councilmember Hanson serve in 2022 and Councilmember Barnett serve in 2023.

Mayor Steffenson questioned how this item should proceed. City Attorney Templin recommended the Council take action on this item at the January 19, 2021 City Council meeting.

Councilmember Jaeger stated this was an interesting conversation. She indicated the Council has gone over this many times and every couple of years a new plan is derived. She reported originally this position was meant to rotate and then it switched to something else, and then it was changed to seniority. She suggested the Council find a plan and stick with it.

Councilmember Leith suggested this matter be placed on the next worksession agenda for further discussion.

Councilmember Hanson concurred this should be further

discussed at a future worksession meeting.

Special Business

Open Forum

Mayor Steffenson reported he received an email from Marv and Verna Hillstrom at 13837 Sheffield Lane North expressing concerns with the number of coyotes roaming the City of Maple Grove. The Hillstrom's were concerned about the potential harm these coyotes could be to domestic pets. He asked staff to address this item.

Councilmember Leith reported he had received several calls regarding this same matter. He stated he looked forward to hearing recommendations from staff on how to address this concern. Further discussion ensued on how the DNR has managed the excess deer in the city.

Update on COVID-19 Response

Fire Chief/Emergency Management Director Bush provided the Council with an update on the city's response to COVID-19. He reported the State of Minnesota saw large numbers of positive tests for COVID and an increase in fatalities through the holidays. He stated in the past couple of weeks, the State of Minnesota has seen the arrival of the Pfizer vaccine. This vaccine has been given to nurses and those working in healthcare settings. He noted the Moderna vaccine arrived in Minnesota last week and was being given to emergency medical responders, including police and fire fighters. He commented on the tiered approach that would be used for vaccines due to the fact supply was limited. He reviewed the number of COVID cases that have occurred in Maple Grove and Hennepin County. He reported Hennepin County has seen a dramatic downturn in COVID cases in recent weeks. He discussed how dangerous this virus was to the elderly with underlying health conditions. He noted Governor Walz has attempted to adjust his orders in order to protect the most vulnerable.

Swearing-In of Paid-On- Call Firefighters Completing Probation and

Fire Chief Bush introduced Fire Prevention Specialist/Fire Inspector Jeremy Berger to the City Council. He discussed the inspection work Fire Prevention Specialist/Fire Inspector Berger would complete on behalf of the community.

Mayor Steffenson administered the Oath of Office to Fire Prevention Specialist/Fire Inspector Berger and welcomed him

**Fire
Prevention
Specialist/Fire
Inspector**

to the City of Maple Grove. A round of applause was offered by all in attendance.

Fire Chief Bush introduced the six new paid-on-call firefighters to the City Council. He discussed how the combination of staff members within the department assisted in keeping the Maple Grove Fire Department operational. He then described the training that was completed by all paid-on-call firefighters and congratulated the firefighters for earning their station helmet.

Mayor Steffenson administered the Oath of Office to paid-on-call firefighters Jeff Claseman, Jason Grenz, Jay Lamsal, Chris Somero, Vic Strecher and Tomas Stubbe. A round of applause was offered by all in attendance.

**Appointments
to Various
Organizations
and Positions**

City Administrator Nelson requested the Council approve appointments to various organizations and positions.

Motion by Mayor Steffenson, seconded by Councilmember Jaeger, to approve appointing representatives as shown below to the following organizations and positions:

- 1. League of Minnesota Cities
Delegate - Mayor Steffenson
Alternate – Heidi Nelson**
- 2. Northwest Suburbs Cable Communications
Commission
Representatives – Councilmember Phil Leith and Al Madsen**
- 3. Northwest Community Television Board of Directors
Representatives – Councilmember Phil Leith and 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 – Mike Opatz
Alternate – Kristy Barnett**

- 8. Elm Creek Watershed Management Commission
Commissioner - Maple Grove Resident - Joe Trainor
Alternate – Dan Riggs
Technical Advisor – Public Works Director/ City
Engineer Ken Ashfeld
Water Resources Engineer Derek Asche**

- 9. Municipal Legislative Commission
Delegate – Mayor Steffenson
Delegate - City Administrator Heidi Nelson**

- 10. Minneapolis Northwest Tourism
Delegate - Mayor Steffenson
Alternate – Community and Economic Development
Director Joe Hogeboom**

- 11. West Mississippi and Shingle Creek Watershed
Management Commission
Commissioner – Councilmember Karen Jaeger
Alternate Commissioner – Terry Muller
Technical Advisor – Ken Ashfeld/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 &
Transit Administrator Mike Opatz.**

Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

**Community
Development
Items**

**Report On
Upcoming
Community
and Economic
Development
Items**

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

- The Planning Commission would meet next on Monday, January 11 at 7:00 p.m. The Commission would be reviewing an addition to Rice Lake Elementary School.
- The Planning Commission would meet again on Monday, January 25 at 7:00 p.m. where they would be reviewing the Edgewater Final PUD and a Concept PUD for Phase 2 of the Duke Development.
- The city was seeking volunteers for several of its boards and commissions and applications would be accepted through January 27, 2021.

**Report on
Upcoming
Engineering
Items**

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

- The closing for a piece of property within the wetland bank occurred last week.
- Work continues on the environmental assessment for the TH610 extension out to County Road 30.

**Heidi Nelson,
City
Administrator**

Ms. Nelson explained that the Council has her Monday report if there are any questions. She reported the legislative session would begin on January 5, 2021. She indicated the City Council would be holding a worksession meeting on Tuesday, January 19, 2021 to discuss body cameras, review of Main Street design study, non-profit organization contributions, and the Acting Mayor designation.

**Adjourn to
EDA Meeting**

Mayor Steffenson adjourned the City Council meeting to the EDA Meeting at 8:44 p.m.

**Reconvene to
Regular
Meeting**

Mayor Steffenson reconvened the regular City Council meeting at 8:49 p.m.

**Items Added
to the Agenda**

Councilmember Barnett commented on a message left on the Next Door app stating a woman in Maple Grove wanted to thank the community and the City of Maple Grove Police Department for helping her get out after being stuck along

Weaver Lake Road during the recent storm. She thanked the Maple Grove Police Department for all of the assistance they provide to the community.

Councilmember Jaeger stated she watched the swearing in ceremony for the four new Hennepin County Commissioners, including Kevin Anderson.

Councilmember Jaeger reported the farmers market was now closed and would reopen in the spring.

Councilmember Jaeger encouraged residents to get out and skate, noting a reservation was required.

Councilmember Jaeger indicated Elm Creek Park required a reservation along with the Maple Grove Dome.

Councilmember Hanson stated a resident reached out to her with a special thanks for the Parks Department for clearing the trail around Rice Lake.

Adjournment

Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to adjourn to the regular City Council meeting on January 19, 2021 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 8:52 p.m. by Mayor Steffenson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Heidi Nelson', written in a cursive style.

Heidi Nelson
City Administrator