

**Maple Grove City Council meeting**

**DRAFT meeting minutes**

**April 4, 2022**

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*(Delete this when final edits are complete)*

**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 April 4, 2022 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota. 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; Brett Angell, Economic Development 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.

**Additions or deletions to the agenda**

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

**Item amended to the agenda**

None

**Item amended to the consent agenda**

None

**Item added to the agenda**

None

**Item removed from the consent agenda for discussion**

3D. Recruitment approval for police officer

3I. 2022 Lake Improvement Program cost sharing

expenditures

**Consent items**

The following consent items were presented for council's approval:

**MINUTES**

A. Regular meeting – March 21, 2022

**HUMAN RESOURCES ITEMS**

B. Appointment of paid-on-call fire officers

Motion to appoint the following firefighters to the position of lieutenant in the Fire Department effective May 1, 2022.

Station 1 - Ryan Christenson

Station 2 - Justin Siemieniewski

Station 3 - Jeffrey Hendel

C. Recruitment approval for assistant city prosecutor

Motion to authorize staff to begin the recruitment process for the assistant city prosecutor position in the Administration Department.

D. Recruitment approval for police officer

This item was removed by Councilmember Leith for discussion.

E. Recruitment approval for zoning enforcement officer

Motion to authorize staff to begin the recruitment process for the zoning enforcement officer in the Community and Economic Development Department due to the resignation of Steven Vue effective April 1, 2022.

**COMMUNITY & ECONOMIC DEVELOPMENT ITEMS**

F. 7479 Fernbrook Lane North variance

Motion to adopt Resolution No. 22-060 denying the variance

for height of the shed, denying the variance for size of the shed and denying the setback variance at 7479 Fernbrook Lane North along with findings of fact.

The resolution also approves the shed color for the 7479 Fernbrook Lane North variance subject to the applicant addressing to the satisfaction of the city any remaining applicable comments contained in the memorandum from the Community and Economic Development Department dated February 22, 2022.

G. Clear Channel Outdoor city advertising contract

Motion to approve the Clear Channel Outdoor city advertising contract.

H. Zoning ordinance text amendment - wetlands

Motion to direct the city attorney to draft an ordinance approving the zoning ordinance text amendment amending City Code Article VII regarding wetlands.

**ENGINEERING ITEMS**

I. 2022 Lake Improvement Program cost sharing expenditures

This item was removed by Councilmember Jaeger for discussion.

J. Arbor Ridge Parkway parking restrictions - Resolution No. 22-077

Motion to adopt Resolution No. 22-077 establishing no parking zones on both sides of Arbor Ridge Parkway from Lawndale Lane to 105th Avenue, wherever designated parking bays are not provided.

K. Northwood Church Developer's Agreement - Resolution No. 22-076

Motion to adopt Resolution No. 22-076 approving Developer's

Agreement for Northwood Church, subject to final review by the city attorney and director of public works.

L. Purchase agreement - 15967 105th Avenue North

Motion to approve Purchase Agreement for a portion of land at 15967 105th Avenue North subject to final review and approval of the city engineer and city attorney.

M. Purchase Agreement with Lynde & McLeod

Motion to approve the purchase agreement with Lynde & McLeod, Inc. for the purpose of disposing of excess right of way.

N. Sureties - April 4, 2022

Motion to approve the surety actions.

**ADMINISTRATIVE ITEMS**

O. Emergency Operations Center upgrade

Motion to authorize the Maple Grove Fire Department purchase of equipment and services to complete an upgrade of the Emergency Operations Center (EOC) and Alternate EOC.

P. Approve claims

Motion to approve claims totaling \$ 1,886,884.53.

**Motion by Councilmember Jaeger, seconded by Councilmember Leith, to approve the consent items as amended removing Items 3D (Recruitment approval for police officer) and 3I (2022 Lake Improvement Program cost sharing expenditures). 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 3D (Recruitment approval for police officer), Councilmember Leith thanked Detective Jim Kirkey for his 28

years of dedicated service to the Maple Grove Police Department and wished him well in his retirement.

**Motion by Councilmember Leith, seconded by Councilmember Barnett, to authorize staff to begin the recruitment process for the police officer position in the police department due to the retirement of Jim Kirkey with an effective date of March 31, 2022. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

Regarding Item 3I (2022 Lake Improvement Program cost sharing expenditures), Councilmember Jaeger discussed the 2022 Lake Improvement Program with the council and thanked all of the residents who serve on the lake quality boards.

**Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to approve the 2022 Lake Improvement Program and authorize cost-sharing expenditures in the amount of \$57,934.78. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

### **Special business**

#### **Open forum**

There were no open forum issues brought before the council at this meeting.

#### **Hennepin County Commissioner Kevin Anderson presentation**

Hennepin County Commissioner Kevin Anderson provided the council with a brief presentation from the county. He explained he represented District 7 and was elected in 2020. He reported he has 20 years of experience in information technology and has volunteered at churches, schools and with the scouts. He then reviewed the committees he was serving on and noted he served as the chair for the Public Works Committee. He commented on the county budget which was the largest budget in Minnesota beyond the state's budget. He stated he was proud to report a veterans memorial would be constructed on county property. He discussed how the county would be allocating ARPA fundings, noting the major priorities were economic recovery, housing, broadband expansion,

mental health, and gun violence/crime prevention. He noted the county would be returning to a more onsite and hybrid workforce in 2022. He stated he was proud of the investment that was being made in the North Metro Regional Public Safety Training Facility for an expansion.

Councilmember Hanson requested further information regarding the embedded social worker program. Hennepin County Commissioner Anderson explained the county was willing to pay 50% of the salary for a social worker that was embedded within a Police Department. He discussed how police departments were utilizing the social workers to respond to calls with police in order to address the needs of the community or those facing a mental health crisis.

Councilmember Jaeger thanked County Commissioner Anderson for all of his efforts on behalf of the community.

Mayor Steffenson thanked County Commissioner Anderson for all of his hard work noting the North Metro Range project would not be moving forward without his efforts.

**Swearing in of  
paid-on-call  
firefighter**

Fire Chief Bush introduced newly hired Paid-On-Call Firefighter Brandon Scheunemann to the City Council.

Mayor Steffenson administered the Oath of Office to Paid-On-Call Firefighter Scheunemann and welcomed him to the Maple Grove Fire Department. A round of applause was offered by all in attendance.

**Oath of office for  
city prosecutor**

City Administrator Nelson reported the council approved the appointment of Andrew Draper to the position of city prosecutor at the March 21, 2022 City Council meeting.

Mayor Steffenson administered the Oath of office to City Prosecutor Andrew Draper and welcomed him to the City of Maple Grove.

**Public hearings**

**7:30 p.m. Public  
hearing**

**Easement**

Public Works Director/City Engineer Ashfeld requested the council consider the vacation of an easement of excess right-of-way along a newly constructed road (TH610). He explained when the project was completed there was excess right-of-way

**Vacation No. 22-01**

purchased and this right-of-way can now be vacated. He requested the council hold a public hearing and adopt a resolution that would vacate the right-of-way.

**Resolution No. 22-066**

**Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to open the public hearing. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

Mayor Steffenson opened the public hearing at 7:59 p.m. and asked if anyone would like to address this issue.

Amy Johnson, 10084 Troy Lane N, explained she was a homeowner in the area. She asked if the letter that was sent to her was legal. She questioned if the vacation would be on 105<sup>th</sup> or Lawndale Lane. Public Works Director/City Engineer Ashfeld reported the official street name was Lawndale Lane but within the MNDOT documents, the street was referred to as 105<sup>th</sup>. He discussed how Lawndale Lane would have better continuity for the name going forward. He explained on the south and west of I94 the roadway would be Lawndale Lane and on the east I94 would be 105<sup>th</sup>.

Ms. Johnson asked what she could expect to happen if this easement were approved. Public Works Director/City Engineer Ashfeld explained the City Council approves how land is used in the city. He stated utilities, pedestrian facilities, and motorized vehicles are located within right-of-ways.

Ms. Johnson inquired when work would begin in this area. Public Works Director/City Engineer Ashfeld reported work would not begin until the developer enters into a development agreement. He anticipated this would occur in the next month.

**Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to close the public hearing at 8:05 p.m. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Motion by Councilmember Leith, seconded by Councilmember Hanson, to adopt Resolution No. 22-066 vacating certain easement located in the City of Maple Grove, County of Hennepin, State of Minnesota. Upon call of the**

**motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**7:30 p.m. Public hearing**

**Easement  
Vacation No. 22-02**

**Resolution No.  
22-069**

Public Works Director/City Engineer Ashfeld requested the council vacate a prescriptive use right-of-way along 69<sup>th</sup> Avenue. He discussed how this neighborhood has developed over time and noted the parcel in question as owned by Ron Fidely and Diane Bayhoff. He commented on the proposed improvements noting the city was preparing a new plat that would clean up the area. Staff commented further on the vacation and noted it would be contingent upon the filing of the new plat.

**Motion by Councilmember Hanson, seconded by Councilmember Barnett, to open the public hearing. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

Mayor Steffenson opened the public hearing at 8:10 p.m. and asked if anyone would like to address this issue.

Ron Fidely, 6930 Trenton Lane North, explained he was one of the property owners, along with his two sisters. He stated this property has been in his family since 1928. He discussed the problems that occurred along 69<sup>th</sup> Avenue North and keeping lots buildable at the end of the cul-de-sac. He indicated residents have also been dumping miscellaneous items at the end of the cul-de-sac which he was then responsible for getting rid of. He thanked staff for working with him to find the most equitable solution the city's and his problems.

Jeff Blum, 7013 Union Terrace Lane North, stated he lived to the north of Outlot A. He hoped the changes would stop the ATV traffic that was cutting through the area. He explained he did have concerns about how the property would continue to subdivide in the future. Public Works Director/City Engineer Ashfeld explained there would be a development agreement as it relates to this plat with no provisions for variances. He indicated a future buyer would have to satisfy all City Codes with respect to setbacks and shoreland regulations. He reported a large number of lots could not be located on this outlot because it was too restrictive.



Mr. Fidely discussed the three options he had for the outlot which would be to retain or expand the existing home which was in the non-conforming area, retaining the home and adding one home between the twinhomes, or tearing down the existing home in order to make two new lots.

**Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to close the public hearing at 8:21 p.m. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Motion by Councilmember Hanson, seconded by Councilmember Barnett, to adopt Resolution No. 22-069 vacating certain easements located in the City of Maple Grove, County of Hennepin, State of Minnesota. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**7:30 p.m. Public hearing**

**Project Monarch DEED applications and city revolving loan fund allocation**

Economic Development Manager Angell stated Project Monarch involves the relocation of a large medical-technology firm from a different Twin Cities community into Maple Grove. The business is a manufacturer of precision parts which play an integral role in numerous important medical devices, such as pacemakers. The business has been within the metro area for many years and has additional locations throughout the United States and internationally. Due to challenges at their existing location, the business explored relocation options both within Minnesota and elsewhere. Following an extensive search, the business identified the former Caterpillar building at 11601 93rd Avenue North as the preferred option. The business would occupy the entire 175,000 square foot space which has been vacant since 2020. The relocation is contingent on receiving incentives. Due to this contingency, the move is not yet public which is why a project name alias is being used. The project includes the relocation of 308 existing employees to the Maple Grove location with plans to add approximately 35 additional employees within two years. Based upon the existing job numbers, the business would be in the top five for total private employment within the city. The initial capital investment into the facility is approximately \$4.2 million including equipment purchases and leasehold improvements. It is anticipated to take up to 90 weeks for the full move to

occur due to the amount of machinery and certification process. Staff commented further on the proposed move along with the loan assistance that would be needed from MIF, DEED and the City of Maple Grove.

Councilmember Jaeger questioned how many revolving loan fund allocations the city has made in the past. Economic Development Manager Angell stated the city had three active MIF loans and no revolving loan fund allocations through the City. He reported this program currently had \$750,000.

**Motion by Councilmember Leith, seconded by Councilmember Jaeger, to open the public hearing on a Minnesota Investment Fund application and business subsidy for Project Monarch. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

Mayor Steffenson opened the public hearing at 8:26 p.m. and asked if anyone would like to address this issue.

No public testimony was offered.

**Motion by Councilmember Hanson, seconded by Councilmember Barnett, to close the hearing at 8:27 p.m. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

Mayor Steffenson thanked staff for all of their work on this item.

Councilmember Leith and Councilmember Barnett concurred.

**Motion by Councilmember Leith, seconded by Councilmember Barnett, to adopt Resolution No. 22-074 authorizing the City to apply to the Department of Employment and Economic Development for a Minnesota Invest Fund award for Project Monarch. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Motion by Councilmember Barnett, seconded by Councilmember Leith, to adopt Resolution No. 22-075 supporting a job creation fund application in connection with**

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

**Motion by Councilmember Jaeger, seconded by Councilmember Leith, to authorize the allocation of \$125,000 from the city's revolving loan fund pending formal review for Project Monarch and authorizing the Economic Development Manager to execute documents related to an award. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Community and economic development items**

**7103 Birchview Road North variance**

Community and Economic Development Director Hogeboom stated the applicant is requesting a variance to the shoreland setback for the purpose of constructing a deck on the lakeward side of the existing home at 7103 Birchview Road North. The deck is proposed to extend off the back of the house and is part of a larger remodel and second floor addition to the home. The property is located near the end of a narrow peninsula that extends from the north shore of Cedar Island Lake. The existing home was constructed in 1963 and similar to many other homes on the peninsula, does not meet the current 75-foot shoreland setback requirement. An existing deck located at the southwest corner of the home further encroaches the shoreland setback and also encroaches the five-foot side yard setback. The distance from the existing deck to the Ordinary High-Water level (OHWL) is 47.6 feet at its nearest point. The applicant is proposing to convert the existing deck into an enclosed porch and extend a new deck along the lakeward side of the home. A variance is requested to construct the new deck within 42.5 feet of the OHWL, approximately five feet closer than the existing deck. As mentioned earlier, a second-floor addition is planned for the rambler style home. City Code permits the upward expansion of a nonconforming structure as long as it is not constructed beyond its current setback and will otherwise be compliant with city ordinances. A separate "expansion permit" will be issued to allow for the addition of a second floor and new

porch that replaces the current deck. Staff commented further on the request and reported the Planning Commission recommends approval.

Councilmember Leith asked what would be located under the deck. Community and Economic Development Director Hogeboom commented a patio would be located under the deck, which was already in place. He reported the percentage of impervious surface would not change with the proposed improvements.

Councilmember Jaeger questioned when this project was sent to Shingle Creek. Community and Economic Development Director Hogeboom reported this project was sent to the watershed district one month ago and the city received no comments.

Rachel Boe, 7103 Birchview Road North, thanked the council for reviewing her variance request. She explained she has lived in her home for the past six years and she was hopeful she would be able to further invest in her home and the surrounding community. She indicated she spoke to her neighbors and received letters of support from both adjacent neighbors and the neighbor across the street. She thanked staff for all of their help with the variance request.

Councilmember Hanson thanked Ms. Boe for speaking with her neighbors regarding the variance request.

Councilmember Jaeger appreciated the fact that Ms. Boe wanted to stay in her home and was willing to invest in her property.

Mayor Steffenson reported the City Council has historically granted variances to the homes in this neighborhood because they were built within the setback.

**Motion by Councilmember Leith, seconded by Councilmember Hanson, to direct the city attorney to draft a resolution approving the 7103 Birchview Road North variance.**

**The applicant shall acknowledge that park dedication requirements are based on staff review and recommendation**

**to the Park and Recreation Board and their subsequent board action. Board meetings are held on the third Thursday of each month.**

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

**Report on  
upcoming  
community and  
economic  
development  
items**

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

- It was noted the Monday, April 11 Planning Commission meeting has been canceled.
- Staff reminded the council of the joint Council/Planning Commission/Park Board worksession that would be held on Monday, April 18. The topic for this meeting would be rental housing and the Territorial Road Area project.
- The Planning Commission would be holding a meeting on Monday, April 25 where the group will discuss the Edison Apartment project and a PUD amendment for the Homestead Corner shopping center.
- The virtual Community Forum on Race would be held on Thursday, April 28 at 6 p.m.

**Engineering-  
public works  
items**

**Report on  
upcoming  
engineering  
items**

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

- Street sweeping would begin in the next week or two.

**Administration  
items**

**2022-2024 City  
Goals**

City Administrator Nelson stated the February 12, 2022, strategic planning session was very productive, and all in attendance shared insight into future challenges and opportunities. Establishing these goals provides city staff with clear direction regarding priorities and continuing solid planning and sound development as well as addressing staffing

challenges and opportunities. From here a detailed work plan will be developed for each priority area that tracks specific tactics and progress. She reviewed the 2022-2024 goals in further detail with the council and recommended approval.

**Motion by Councilmember Hanson, seconded by Councilmember Barnett, to approve the goals for 2022-2024 for the City of Maple Grove. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.**

**Report on upcoming administration items**

City Administrator Nelson explained that the council has her Monday report if there are any questions. She reported TH610 was included in the senate transportation bill. It was noted the Board of Appeal would be meeting on Tuesday, April 12 and the Board of Reconvene would be meeting on Tuesday, April 26 at 7 p.m.

**Adjourn to EDA meeting**

Mayor Steffenson adjourned the City Council meeting to the EDA meeting at 8:42 p.m.

**Reconvene to regular meeting**

Mayor Steffenson reconvened the regular City Council meeting at 8:45 p.m.

**Items added to the agenda**

Councilmember Jaeger reported there would be two more indoor farmers markets before the market moves outdoors.

Councilmember Jaeger encouraged residents to check their smoke detectors because there has been a rise in house fires in the community and throughout the metro area.

Councilmember Jaeger stated the Maple Grove Historical Society would be holding an open house on Sunday, April 10 at 1 p.m.

Councilmember Jaeger indicated Rice Lake had a successful draw down and the lake was now refilling.

Councilmember Jaeger reported the Maple Grove Ambassadors program was seeking applications at this time and applications had to be submitted by May 1.

**Adjournment**

**Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to adjourn to the regular City**

**Council meeting on April 18, 2022 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,

Heidi Nelson  
City Administrator