

Maple Grove City Council meeting

DRAFT meeting minutes

June 6, 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 June 6, 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; Ken Ashfeld, Public Works Director/City Engineer; Jupe Hale, Assistant City Engineer; Eric Werner, Police 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

3K. Edison Apartments planned unit development, comprehensive plan amendment, development stage plan and final plat

Item added to the agenda

None

Item removed from the consent agenda for discussion

3E. Promotion of police sergeant

Consent items

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

MINUTES

A. Board of Appeal and Equalization Reconvene Meeting – April 26, 2022

Worksession Meeting – May 16, 2022

Regular Meeting – May 16, 2022

Joint City Council-Park Board Worksession Meeting – May 23, 2022

Worksession Meeting – May 23, 2022

HUMAN RESOURCES ITEMS

B. Appointment of combination plans examiner/building inspector

Motion to approve the appointment of Caleb Hansen to the position of combination plans examiner/building inspector in the Building Department at an annual salary of \$98,165.60 effective June 20, 2022, subject to a twelve-month probationary period. All required screenings and background checks have been successfully completed.

C. Appointment of police officer

Motion to approve the appointment of Shane Duncan to the position of police officer in the Police Department at an annual salary of \$87,877.92 effective June 21, 2022, subject to a twelve-month probationary period. All required screenings and background checks have been successfully completed.

D. Appointment of police records management technician

Motion to approve the appointment of Krista Rud to the position of police records management technician in the Police Department at an annual salary of \$50,417.12 effective July 5, 2022, subject to a twelve-month probationary period. All required screenings and background checks have been successfully completed.

E. Promotion of police sergeant

This item was removed by Councilmember Leith for discussion.

F. Recruitment approval for senior residential appraiser

Motion to authorize staff to begin the recruitment process for the vacant senior residential appraiser in the Assessing Department due to the retirement of Julie Gustafson effective July 8, 2022.

G. Recruitment approval for part-time office assistant - prosecution

Motion to change original request of part-time paralegal position in the Administration Department, to authorize staff to begin the recruitment process for a part-time office assistant for prosecution. Based off the current needs of the prosecution division, an office assistant will be utilized more efficiently, and cost effective due to the administrative tasks required.

H. Approval of policy amendments – temporary covid leave - article 41 cell phone policy

Sunsetting portions of temporary COVID-19 policies effective June 7, 2022. Amending, and essentially replacing in full, the telephone policy with a cell phone policy that better reflects current practice.

COMMUNITY & ECONOMIC DEVELOPMENT ITEMS

I. Arbor Lakes Business Park Phase 3 planned unit development stage plan, rezoning and final plat

Motion to adopt Ordinance No. 22-12 approving the rezoning from FF (Freeway Frontage) to PUD (planned unit development).

Motion to adopt Resolution No. 22-103 approving the Arbor Lakes Business Park Phase 3 PUD development stage plan, and final plat subject to:

1. Planned unit development agreement final review and

approval of the city attorney and the director of community and economic development.

J. Edgewater on Cook Lake 2nd Addition final plat

Motion to adopt Resolution No. 22-098 approving the Edgewater on Cook Lake 2nd Addition final plat.

K. Edison Apartments planned unit development, comprehensive plan amendment, development stage plan and final plat

Motion to adopt Resolution No. 22-101 approving the Edison Apartments PUD comprehensive plan amendment, development stage plan and final plat subject to:

1. Planned unit development agreement final review and approval of the city attorney and the director of community and economic development.

L. Evanswood final plat

Motion to adopt Resolution No. 22-097 approving Evanswood final plat.

M. Maple Grove Retail Center planned unit development stage plan

Motion to adopt Resolution No. 22-099 approving the Maple Grove Retail Center PUD development stage plan subject to:

1. Planned unit development agreement final review and approval of the city attorney and the director of community and economic development.

N. Optimal Performance Golf rezoning

Motion to adopt Ordinance No. 22-10 approving the rezoning from I, Industrial to B, Business.

O. Rush Creek Boulevard 610 final plat

Motion to adopt Resolution No. 22-106 approving the Rush Creek Boulevard 610 final plat.

- P. Weston Commons 2nd Addition planned unit development concept stage plan, development stage plan, rezoning, preliminary and final plat

Motion to adopt Ordinance No. 22-11 approving the rezoning from RA, Single-Family Agricultural to R4-PUD.

Motion to adopt Resolution No. 21-100 approving the Weston Commons 2nd Addition PUD concept stage plan, development stage plan, preliminary and final plat subject to:

1. Planned unit development agreement final review and approval of the city attorney and the director of community and economic development.

ENGINEERING ITEMS

- Q. 2016-02 Fountains Area Improvement Project - overnight working hours

Motion to approve overnight working hours for the mill and overlay operations at the intersection of Fountains Way and Fountains Drive for the Fountains Area Improvement Project No. 16-02.

- R. Amendment to Developer's Agreement for Edgewater on Cook Lake

Motion to approve Amendment to Developer's Agreement for Edgewater on Cook Lake subject to final review by the city attorney and director of public works.

- S. Avery Park Street and Utility Project No. 2021-06

Motion to approve the final acceptance of the Avery Park Street and Utility Project No. 2021-06 completed by S.R. Weidema, Inc. subject to the warranty provisions of the contract and statutory law.

- T. Debt retirement of RALF loan

Motion to approve the repayment of RALF loan L-02-2 in the amount of \$3,811,088.00, by lump sum or partial payments, as

determined by the director of public works.

U. Fox Briar Ridge East, Project No. 22-15 - Resolution No. 22-092

Motion to adopt Resolution No. 22-092 establishing Fox Briar Ridge East Project No. 22-15, ordering feasibility report, receiving and approving feasibility report, receiving surety, and ordering public hearing.

V. Metropolitan Council Clean Water Fund Grant Agreement - Resolution No. 22-105

Motion to adopt Resolution No. 22-105 approving the Metropolitan Council Clean Water Fund Grant Agreement.

W. Northwood Church-Weston Commons Project No. 21-16 - Change Order No. 1

Motion to approve Change Order No. 1 to the Northwoods Church/Weston Commons Project No. 21- 16 in the amount of 494,025.45.

X. Sureties - June 6, 2022

Motion to approve the surety actions.

ADMINISTRATIVE ITEMS

Y. 2022-2023 Liquor license renewals

Motion to approve the renewal of the City of Maple Grove liquor licenses as listed on the council action form for the period July 1, 2022 through June 30, 2023 subject to compliance with all licensing requirements including all pertinent information listed on the council action form and as outlined in Chapter 4 of the Maple Grove Code or including but not limited to all required renewal documents, insurance certifications, including provisions extending the liquor liability to outdoor seating if applicable, fees and compliance statements.

Z. Approve ordinance amending Maple Grove City Code Sections 4-7 to address recent changes to state law

Motion to approve Ordinance No. 22-13 amending Maple Grove City Code Sections 4-7 to address recent changes to state law and authorizing the publication of the ordinance summary.

AA. Approval of State of Minnesota General Obligations Bond Proceeds Grant Agreement – Construction Grant for the North Metro Regional Public Safety Training Facility Maple Grove Project

Motion to approve Resolution No. 22-104 authorizing the approval of the State of Minnesota General Obligations Bond Proceeds Grant Agreement – Construction Grant for the North Metro Regional Public Safety Training Facility Maple Grove Project with an effective date of June 20, 2022 and for the mayor and city administrator to execute the agreement.

BB. CenterPoint Community Safety Grant - Award

Motion to approve Resolution No. 22-107 accepting the Community Safety Grant in the amount of \$2,300 to be used toward hearing protection for police officers as part of the police department's hearing protection program.

CC. New refuse hauler license for Suburban Waste MN, LLC

Motion to approve the refuse hauler license, subject to compliance with all licensing requirements as outlined in Chapter 26 of Maple Grove City Code, with said license to expire May 31, 2023.

DD. Resolution to accept donation

Motion to approve Resolution No. 22-102 to accept thermal imaging camera donation from Firehouse Subs Public Safety Foundation to the Maple Grove Fire Department.

EE. Second Amendment of Joint Powers Agreement for Fernbrook Fields

Motion to approve the Second Amendment to the Joint Powers Agreement with the City of Maple Grove and the Independent School District 279 modifying the ISD 279 use time as previously intended with the First Amendment.

FF. Approve claims

Motion to approve claims totaling \$ 4,899,904.57.

Motion by Councilmember Jaeger, seconded by Councilmember Barnett, to approve the consent items as amended, removing item 3E (Promotion of police sergeant). 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 3E (Promotion of police sergeant), Councilmember Leith congratulated Officer Keith Stuart for being promoted to sergeant and thanked him for his 19 years of service to the Maple Grove Police Department.

Motion by Councilmember Leith, seconded by Councilmember Barnett, to approve the promotion of Keith Stuart to the position of sergeant in the Police Department, with an annual salary of \$112,326.24 effective June 7, 2022, subject to a twelve-month probationary period. 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.

**Police Officer
oath of office**

Police Chief Werner introduced newly hired Police Officer Grant Prom to the City Council.

Mayor Steffenson administered the oath of office to Police Officer Prom and he welcomed him to the City of Maple Grove. A round of applause was offered and Officer Prom's badge was pinned on.

**Police
Department
Service
Awards**

Police Chief Werner stated the Maple Grove Police Department awarded Sergeant Brad Holzerland and Officer Zachery Hanson with the departmental Medal of Valor. The Medal of Valor may be awarded to any members of the department for an act of bravery, which demonstrates obvious self-sacrifice in the face of

presentation

death or serious injury.

Police Chief Werner explained Officers Tom Stolee, Ryan Kane, Jacob Hatzenbeller, Dominick Bouta, and Community Service Officer Cole Rach were awarded with the Maple Grove Police Department Medal of Commendation. The Medal of Commendation may be awarded to a member of the department for an outstanding police act which brings credit to the department and is highly recognized by other officers or citizens. This act is characterized by obvious self-sacrifice while in the face of personal danger.

Police Chief Werner reported the officers are being presented with these awards as a result of their actions on October 31, 2021 at 3:19 a.m., when Maple Grove officers were called to the 9300 block of Juneau Lane N for a possible house fire. Upon arrival, it was reported that there was an active fire with flames showing and spreading from the garage up to the second story of the house. Officers quickly determined that two of the residents were on the second story and could not get out because of the fire on the first floor. One of the residents had mobility issues and was trapped on a second story deck. Sergeant Brad Holzerland and Officer Zachery Hanson quickly scaled the second story deck to assist the residents that were trapped there. The fire was moving towards their location and there was a great deal of smoke causing respiratory distress for the officers. They stayed focused on keeping the residents calm while everyone worked on a plan to get the two residents down.

Police Chief Werner stated North Paramedics provided a mega mover tool to Sergeant Holzerland and Officer Hanson. Officer Tom Stolee quickly put his squad to use and pulled-up under the deck, so that Officers Ryan Kane, Jacob Hatzenbeller, Dominick Bouta, and Community Service Officer Cole Rach could stand on the hood to assist with carrying the residents off the deck to get them to safety. Sergeant Holzerland and Officer Hanson lifted the immobile resident over the deck railing to the officers that were standing on the squad's hood below them. These officers no doubt risked their safety to save the lives of the residents of this house and they did so without one moment of hesitation. We are honored to have these officers serving with our agency and community. Police Chief Werner and Mayor Steffenson presented the Medal of Valor and Medal of Commendation awards to the officers. A round of applause and

standing ovation was offered by all in attendance.

Public hearings

7:30 p.m. Public hearing

Weston Commons 2nd Addition Project No. 22-14

Resolution No. 22-096

Assistant City Engineer Hale stated council previously received the feasibility report for Weston Commons 2nd Addition, Project No. 22-14. The cost of the improvements benefitting this development is estimated to be \$2,490,494. Those costs, together with area trunk assessments of \$734,234 result in a total proposed total assessment of \$3,224,728 or \$39,326 per unit. Staff commented further on the proposed improvements and recommended the council adopt a resolution ordering Weston Commons 2nd Addition Project No. 22-14, ordering plans and specifications pending receipt of surety.

Motion by Councilmember Leith, 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 7:49 p.m. and asked if anyone would like to address this issue.

No public testimony was offered.

Motion by Councilmember Jaeger, seconded by Councilmember Barnett, to close the public hearing at 7:50 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. 22-096 ordering Weston Commons 2nd Addition, Project No. 22-14, ordering plans and specifications pending receipt of surety. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Community and economic development items

Interim

Community and Economic Development Director Hogeboom

**ordinance
establishing a
moratorium
within the city
on new rental
license
applications
for single-
family homes,
townhomes,
and other
direct entry
residences**

stated during the past several years, the City of Maple Grove has experienced a significant increase in both new construction of residential rental projects as well as in the number of existing residences being converted into rental properties. This exponential rise in rental units has created an increased demand for licensing and inspections services that current staffing levels are not able to adequately accommodate. Additionally, entry level and move-up level homeownership opportunities within Maple Grove have become limited as a result of residential properties valued under \$400,000 being developed and purchased by rental entities. Throughout the moratorium period, the city will analyze rental inspections staffing methods, licensing fee structures, and other methods to help address the increase in rental housing. Further, staff will work to identify ways to promote affordable and attainable homeownership opportunities in Maple Grove.

Councilmember Hanson asked when this ordinance would become effective. Community and Economic Development Director Hogeboom reported the ordinance would become effective July 1, 2022.

Councilmember Jaeger stated she supported the proposed moratorium and believed now was the right time to step back and evaluate things.

Councilmember Barnett explained the council discussed this topic at the strategic planning session and at a worksession meeting. She indicated she supported the proposed moratorium.

Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to adopt Ordinance No. 22-09 approving the interim ordinance establishing a moratorium within the city on new rental license applications for single-family homes, townhomes, and other direct entry residences. 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 summary Ordinance No. 22-09 to reduce publication costs. 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:

- The Planning Commission would meet next on Monday, June 13 where the group would discuss the Tricare senior affordable housing project, a multi-tenant dental/medical office at The Grove, along with the Rush Hollow project.
- The Hy-Vee convenience store at The Village at Arbor Lakes may still go forward, but staff has yet to receive plans for this project.

**Engineering-
public works
items**

**Report on
upcoming
engineering
items**

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

- Phase IV was now underway for the I-94 project.
- Work on Main Street continues and Phase 1A was now complete.
- Chalkfest would be held on June 11 and 12 on Main Street.
- The spring cleanup was a success last month at the public works facility.

**Administration
items**

**Report on
upcoming
administration
items**

City Administrator Nelson explained that the council has her Monday report if there are any questions. She reported the Council would be holding a work session meeting on Monday, June 20 at 5:30 p.m. She indicated the Maple Grove Days parade would be held on Thursday, July 14.

**Items added to
the agenda**

Councilmember Jaeger commented on the event that was held on Memorial Day at the Veterans Memorial in Central Park.

Adjournment

Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to adjourn to the regular City Council meeting on June 20, 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 8:11 p.m. by Mayor Steffenson.

Respectfully submitted,

Heidi Nelson
City Administrator