

Maple Grove City Council meeting

DRAFT meeting minutes

January 3, 2023

DRAFT

(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 January 3, 2023 at the Maple Grove Government Center/Public Safety Facility, Hennepin County, Minnesota. Members present were Mayor Mark Steffenson and Councilmembers Kristy Barnett, Judy Hanson, Kristy Janigo and Rachelle Johnson. Absent was none. Present also were Heidi Nelson, City Administrator; Joe Hogeboom, Community and Economic Development Director; Ken Ashfeld, Public Works Director/City Engineer; and Justin Templin, City Attorney.
- Presentation of colors** Mayor Steffenson welcomed Maple Grove Boy Scout Troop #584 as they presented the colors and led the city in the Pledge of Allegiance.
- Invocation** Pastor Todd Erickson from Grace Free Lutheran Church provided an opening message for the City Council. He offered thanks for the country, state, community and city and asked for wisdom for the Council in the New Year.
- Oath of office** City Attorney Templin administered the oath of office to Mayor Mark Steffenson. A round of applause was offered by all in attendance.
- Mayor Steffenson administered the oath of office to newly elected Councilmembers Kristy Janigo and Rachelle Johnson. A round of applause was offered by all in attendance.
- Comments by the Mayor and City Council on the “State of the City”** Mayor Steffenson stated 2023 brings change to the City Council with two new Councilmembers. He believed this was an exciting change and he was looking forward to working with the new Councilmembers. He reported there were a lot of great things happening in Maple Grove, which included a revisioning for the Community Center. He explained he was looking forward to the North Metro Regional Public Safety

Training Facility being completed for the Maple Grove Police Department and other law enforcement agencies for training. He stated he was looking forward to the final stage of TH610 being completed. He anticipated there would be additional commercial growth in the city in the coming year.

Councilmember Hanson welcomed Councilmember Janigo and Councilmember Johnson to the City Council. She stated she looked forward to working with them on behalf of the City of Maple Grove. She thanked Councilmembers Jaeger and Leith for their tremendous service and wise leadership to the city. She discussed the projects that were accomplished in 2022, which included the Main Street refresh, new medical facilities and businesses and the North Metro Regional Public Safety Training Facility. She commented on the Wonder of Winter Celebration which brought Crokicurl to Maple Grove. She stated she was looking forward to the completion of the Gleason Fields in 2023, along with Pints and Paddles and the planning efforts for the Community Center.

Councilmember Barnett commented on the community survey that was completed in 2022. Based on the results of this survey, the city learned they were doing a lot of things well. She stated she was very proud of this community and indicated she looked forward to taking a deeper look at the survey results in order to find ways to make this community even better. She thanked city staff for the tremendous service they provide to the residents of Maple Grove. She congratulated Councilmembers Janigo and Johnson and welcomed them to the City Council.

Councilmember Janigo thanked residents for putting their trust in her and for electing her to the City Council. She stated she took this responsibility very seriously. She discussed how she worked to invest her time in the community over the years. She believed Maple Grove was a great place to live because of its abundant natural resources, close-knit safe neighborhoods, vibrant business community and a population rich with cultural diversity. She thanked the community for stepping up and taking care of one another through the pandemic. She commented on the kindness and compassion she saw exhibited at the Friends of the Angel memorial. She discussed the matters she was looking forward to in 2023, which

included the Police Department having an embedded social worker, the expansion of the Community Center, and the formation of Experience Maple Grove. She indicated she would be working to continually hear the voices of Maple Grove residents, being mindful of future development, furthering community engagement with the Maple Grove Police Department, finding ways to incorporate affordable housing into new developments as well as transportation options. She thanked city staff for all of their efforts on behalf of the community. Lastly, she thanked outgoing Councilmembers Karen Jaeger and Phil Leith for their service to the City of Maple Grove.

Councilmember Johnson stated there was a lot to be proud of based on all the City Council accomplished in 2022. She explained she was looking forward to all of the matters the Council would address in 2023. She reported as a new Councilmember she has enjoyed learning more about the city, its history and the projects that were underway. She thanked the residents of Maple Grove for electing her to serve the city for the next four years and stated she appreciated their trust. She noted she would work hard on behalf of the residents and would keep the best interests of the city at the cornerstone of every decision. She thanked former Councilmembers Jaeger and Leith for their service to the community and noted they have been the backbone of the city. She explained she has been beyond impressed by the interactions she has had with city staff and the current Councilmembers. She believed the city had an elite team in place and she was looking forward to coming along side these members in order to serve the residents of Maple Grove.

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

3B. Promotion of deputy city clerk and recruitment approval for administrative assistant I

3C. Recruitment approval for police officer

3D. Recruitment for building official and reporting structure change

3W. Joint powers agreement between Hennepin County and City of Maple Grove for social worker services

Consent items

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

MINUTES

A. Regular meeting – December 19, 2022

HUMAN RESOURCES ITEMS

B. Promotion of deputy city clerk and recruitment approval for administrative assistant I

This item was removed by Councilmember Barnett for discussion.

C. Recruitment approval for police officer

This item was removed by Councilmember Hanson for discussion.

D. Recruitment for building official and reporting structure change

This item was removed by Councilmember Hanson for discussion.

COMMUNITY & ECONOMIC DEVELOPMENT ITEMS

E. Bella Woods planned unit development concept stage plan

Motion to table Bella Woods planned unit development concept stage plan to the January 17, 2023 City Council meeting.

F. Eagle Point planned unit development concept stage plan, development stage plan, rezoning, and final plat

Motion to adopt Resolution No. 23-009 and Ordinance No. 23-01 approving Eagle Point planned unit development concept stage plan, development stage plan, rezoning, and final plat subject to:

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

G. Maple Grove Pet Hospital planned unit development stage plan

Motion to adopt Resolution No. 23-010 approving the Maple Grove Pet Hospital planned unit development stage plan.

H. Zoning ordinance text amendment - donation collection bins

Motion to adopt Ordinance No. 23-02 approving the zoning ordinance text amendment amending City Code Article VI regarding Industrial District and Section 26 – Solid Waste Management regarding donation collection bins.

ENGINEERING ITEMS

I. CSAH 101 - 73rd Ave. to 83rd Ave. Project No. 22-10 - re-authorize ad for bids - Resolution No. 23-008

Motion to adopt Resolution No. 23-008 re-authorizing advertisement for bids for CSAH 101 – 73rd Ave. to 83rd Ave.

ADMINISTRATIVE ITEMS

J. Appointments to various organizations and positions

Motion to appoint 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 Comm.
Representatives – Councilmember Judy Hanson and Al Madsen
3. Northwest Community Television Board of Directors
Representatives – Councilmember Judy Hanson 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 – Councilmember Kristy Barnett
Alternate – Mike Opatz
8. Elm Creek Watershed Management Commission
Commissioner – Maple Grove Resident – Joe Trainor
Alternate – Dan Riggs
Technical Advisor – Public Works Director/City Engineer Ken Ashfeld and Water Resources Engineer Derek Asche
9. Municipal Legislative Commission
Delegate – Mayor Steffenson
Delegate – City Administrator Heidi Nelson
10. Experience Maple Grove
Board member – Assistant Community and Economic

Development Director Brett Angell

11. West Mississippi and Shingle Creek Watershed Management Commission

Commissioner – Maple Grove Resident – Karen Jaeger

Alternate Commissioner – Terry Muller

Technical Advisor – Public Works Director/City Engineer Ken Ashfeld and Water Resources Engineer 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 and Transit Administrator Mike Opatz

K. City Council liaison appointments

Motion to appoint Councilmembers to the positions below:

1. Liaison to Planning Commission – CM Barnett

2. Liaison to Park Board – CM Hanson

3. Liaison to Lake Quality Commission – CM Janigo

4. Liaison to Arbor Committee – CM Johnson

5. Liaison to Community Center Owners' Team – Mayor Steffenson and CM Hanson

L. Appointment of city attorney

Motion to appoint Justin Templin, of the firm Hoff Barry P.A. as city attorney effective January 1, 2023.

M. Approve consideration to not waive tort liability coverage

Motion to not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

N. Reappointments to city boards and commissions

Motion to approve the following reappointments to city boards and commissions for members whose terms expired on December 31, 2022.

Arbor Committee

Marilyn Arnlund
Julie Gamber
Sarah Picket

Lake Quality Commission

Nancy Bergstrand (Weaver)

Park Board - (one vacancy remains)

Kelly Cunningham
Andrew Mielke

Planning Commission - (one vacancy remains)

Chris Ayika
Chuck Lenthe
Mike Ostaffe
Joe Picket

Transit Commission - (several vacancies remain)

Yolanda Brantely
Mary Leukam
Claudia Hames Newman

O. Official newspaper designation

Motion to designate the *Osseo/Maple Grove Press* as the official city newspaper for 2023.

P. Designating council secretary

Staff recommends:

1. Adoption of Resolution No. 23-001 designating Minute Maker Secretarial, Inc. as council secretary for 2023
2. Approve addendum to Recording Secretary Service Agreement

Q. Approve 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, scattered site homes and Sunshine Fund – U.S. Bank
Purchasing card – U.S. Bank
Credit card processing – Chase Paymentech, Invoice Cloud, Card Connect
Investments – U.S. Bank, Wells Fargo, PMA, Nuveen Asset Management, Galliard Capital Management, and Mercer

R. Approve 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.

S. Data practices policy update

Motion to approve amendments to the Maple Grove Data Practices Policy (MGDPA).

T. Authorizing solicitation and acceptance of donations for Maple Grove Police Department K-9 program

Motion to approve Resolution No. 23-013 authorizing solicitation and acceptance of donations for the Maple Grove Police Department K-9 program.

U. Authorizing solicitation and acceptance of donations for Maple Grove Police Department crime prevention program

Motion to approve Resolution No. 23-011 authorizing solicitation and acceptance of donations for the Maple Grove Police Department crime prevention program.

V. Authorizing solicitation and acceptance of donations for Maple Grove Police Department DARE program

Motion to approve Resolution No. 23-012 authorizing solicitation and acceptance of donations for the Maple Grove Police Department D.A.R.E. (Drug Abuse Resistance Education) program.

W. Joint powers agreement between Hennepin County and City of Maple Grove for social worker services

This item was removed by Councilmember Janigo for discussion.

X. Annual replace and upgrade PCs

Motion to approve the replacement of desktops, laptops, monitors and docks for 2023. The total cost of replacement will be \$56,603.00 to be purchased from the Data Processing Replacement Fund. The breakdown of costs are as follows:

Replacement of 40 desktops: \$33,600.00
Replacement of 11 laptops: \$14,185.00
Replacement of 29 monitors: \$6,090.00
Replacement of 1 laptop docks: \$2,728.00

Y. Annual toughbook replacements

Motion to approve the replacement of 18 Panasonic Toughbooks. Replacement of these Toughbooks is per the standard computer replacement schedule. The computers replaced are used in Police, Fire, and Public Works Departments. The total cost of replacement will be \$51,192.00 to be purchased from the Data Processing Replacement Fund.

Z. Findings of fact on Angels Liquor Inc. dba Angels Liquor - Resolution No. 23-002

Motion to adopt Resolution No. 23-002 making findings, conclusion, and decision imposing a civil penalty of \$2,000 and a seven (7) day suspension on Angel's Liquor Inc. dba Angel's

Liquor, 7496 East Fish Lake Road, Maple Grove, Minnesota.

AA. Findings of fact on Butcher and the Artist LLC dba Maxs on Main - Resolution No. 23-003

Motion to adopt Resolution No. 23-003 making findings, conclusion, and decision imposing a civil penalty of \$2,000 and a two (2) day suspension on Butcher and the Artist LLC dba Max's on Main, 7890 Main Street, Maple Grove, Minnesota.

BB. Findings of fact on CRAVE Maple Grove LLC dba CRAVE - Resolution No. 23-004

Motion to adopt Resolution No. 23-004 making findings, conclusion, and decision imposing a civil penalty of \$2,000 and a two (2) day suspension on CRAVE Maple Grove LLC dba CRAVE, 12734 Elm Creek Blvd, Maple Grove, Minnesota.

CC. Findings of fact on Grove Up LLC dba Pizza Karma

Motion to adopt Resolution No. 23-005 making findings, conclusion, and decision imposing a civil penalty of \$2,000 and a two (2) day suspension on Grove Up LLC dba Pizza Karma, 11611 Fountains Drive, Maple Grove, Minnesota.

DD. Findings of fact on Haskells Inc. dba Haskells - Resolution No. 23-006

Motion to adopt Resolution No. 23-006 making findings, conclusion, and decision imposing a civil penalty of \$2,000 on Haskell's Inc. dba Haskell's, 15304 Grove Circle N, Maple Grove, Minnesota.

EE. Findings of fact on Walmart Inc. dba Walmart 2882

Motion to adopt Resolution No. 23-007 making findings, conclusion, and decision imposing a civil penalty of \$2,000 on Walmart Inc. dba Walmart #2882, 9451 Dunkirk Lane, Maple Grove, Minnesota.

FF. Acting city administrator Jan 11-16 2023

Motion to approve Community and Economic Development Director Joe Hogeboom as acting city administrator effective Wednesday, January 11 through Monday, January 16, 2023.

GG. Approve claims

Motion to approve claims totaling \$ 1,527,519.85.

Motion by Councilmember Hanson, seconded by Councilmember Barnett, to approve the consent items as amended, removing items 3B (Promotion of deputy city clerk and recruitment approval for administrative assistant I), 3C (Recruitment approval for police officer), 3D (Recruitment for building official and reporting structure change), and 3W (Joint powers agreement between Hennepin County and City of Maple Grove for social worker services). 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 3B (Promotion of deputy city clerk and recruitment approval for administrative assistant I), Councilmember Barnett stated Jamy Hanson has been a great addition to the City Clerk Department and stated she was pleased to see Ms. Hanson was being promoted.

Motion by Councilmember Barnett, seconded by Councilmember Hanson, to approve the promotion of Jamy Hanson to the position of deputy city clerk with an annual salary of \$83,324.83, effective January 23, 2022 subject to a 6-month probationary period. All required screenings have been successfully completed. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Motion by Councilmember Barnett, seconded by Councilmember Hanson, to authorize staff to begin the recruitment process for the administrative assistant I position. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Regarding Item 3C (Recruitment approval for police officer),

Councilmember Hanson thanked Adam Marinello for his 25 years of dedicated service to Maple Grove and for serving as the city's DARE Officer.

Motion by Councilmember Hanson, seconded by Councilmember Barnett, to authorize staff to begin the recruitment process for a police officer position in the Police Department due to the retirement of Adam Marinello, which was accepted with an effective date of February 19, 2023. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Regarding Item 3D (Recruitment for building official and reporting structure change), Councilmember Hanson thanked Building Official Ann Jacklitch for her strong leadership in the Building Inspection Department for the past seven years and wished her a long and healthy retirement.

Mayor Steffenson agreed Ann Jacklitch has been a strong leader for Maple Grove. He thanked Ann for her dedicated service to the City of Maple Grove.

Motion by Councilmember Hanson, seconded by Mayor Steffenson, to authorize staff to begin the recruitment process for a building official due to the retirement of Ann Jacklitch, which was accepted with an effective date of January 20, 2023 and to change the reporting structure for the position to report to the Director of Community and Economic Development. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Regarding Item 3W (Joint powers agreement between Hennepin County and City of Maple Grove for social worker services), Councilmember Janigo stated she believed the city was making a great investment in the community by embedding a social worker in the Maple Grove Police Department. She discussed how other agencies were having great success in addressing mental health crises. She reported 20 cities across the county now had embedded social workers and seven more cities would have them by the end of 2023. She commented on the two ride-alongs she completed in 2022 and stated the officers within the department were excited

about having an embedded social worker.

Councilmember Barnett reported many residents in Maple Grove were very supportive of this addition to the police department. She noted she supported the position as well.

Motion by Councilmember Janigo, seconded by Councilmember Hanson, to approve and authorize the mayor, city administrator, and chief of police to execute the joint powers agreement between Hennepin County and City of Maple Grove for social worker services, subject to the agreement's final approval by the city attorney. 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.

Community and economic development items

Report on upcoming community and economic development items

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

- It was noted there was an open seat on the Planning Commission and applications were being taken through Friday, January 20 and interviews would be held on Monday, January 30 at 6:15 p.m.
- The I-94 West Chamber of Commerce would be holding its annual state of the cities luncheon on Wednesday, January 25 at 11 a.m. at Rush Creek.

Engineering-Public works items

Report on upcoming engineering

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

- The city has been plowing the main roads and arteries all

items day. Staff would be regrouping at midnight and would have neighborhoods cleared overnight.

**Administration
items**

**Report on
upcoming
administration
items** City Administrator Nelson explained that the Council has her Monday report if there are any questions. She stated the I-94 Corridor Coalition legislative breakfast would be held on Friday, January 6 at 7:30 a.m. She reported the next City Council meeting would be held on Tuesday, January 17 at 7:30 p.m.

**Items added to
the agenda** None.

Adjournment **Motion by Councilmember Hanson, seconded by Councilmember Janigo, to adjourn to the regular City Council meeting on January 17, 2023 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 8:08 p.m. by Mayor Steffenson.

Respectfully submitted,

Heidi Nelson
City Administrator