

Maple Grove City Council Meeting

Meeting Minutes

June 7, 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 June 7, 2021 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, Jesse Corrow, Associate Planner, Ken Ashfeld, Public Works Director/City Engineer; Jupe Hale, Assistant City Engineer; Police Chief Eric Werner; Fire Chief Tim Bush; 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

3P. ZOTA – Tree Preservation Overlay District

3Q. 9800 Fernbrook Lane North Sign Variance

3V. Bob Burlingame Family Donation to Police Department

Consent Items

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

MINUTES

- A. Work Session – May 17, 2021
- B. Regular Meeting – May 17, 2021

PERSONNEL ITEMS

C. Appointment to Police Officer

Motion to approve the hiring of DeNea Dozier to the position of Police Officer (2021 Contract Wage Schedule; starting salary step of \$62,04848 annually, effective July 6, 2021, subject to a 12-month probationary period. All required screenings and background checks have been successfully completed.

D. Appointment to Assistant Fire Chief Professional Standards and Training

Motion to approve the appointment of Aaron Morris to the position of Assistant Fire Chief of Training at an annual salary of \$81,700.32, effective June 28, 2021 subject to a 12-month probationary period. All required screenings and background checks have been successfully completed.

E. Recruitment Approval for Part-Time Secretary in the Community & Economic Development Department

Motion to authorize staff to begin the recruitment process for the vacant position of Part-Time Secretary in the Community & Economic Development Department due to the resignation of Megan Pavek effective June 18, 2021.

F. Recruitment Approval for Light Equipment Operator

Motion to authorize staff to begin the recruitment process for the vacant Light Equipment Operator position in the Streets division in the Public Works department due to the transfer of

Sam McNellis to the Parks & Recreation Department effective May 24, 2021.

G. Recruitment Approval for Police Officer

Motion to authorize staff to begin the recruitment process for a position of Police Officer due to the resignation of Dimitry Ivanov effective May 15, 2021.

H. Recruitment Approval for Commercial Appraiser

Motion to authorize staff to begin the recruitment process for the vacant position of Commercial Appraiser in the Assessing Department due to the resignation of Duane Scheurer effective May 14, 2021.

COMMUNITY & ECONOMIC DEVELOPMENT ITEMS

I. Arbor Lakes Business Park Phase 2 Planned Unit Development Non-Residential Development Stage Plan and Final Plat - Resolution No. 21-072

Motion to adopt Resolution No. 21-072 approving Arbor Lakes Business Park Phase 2 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 & Economic Development.

J. Boston Scientific Addition Final Plat - Resolution No. 21-071

Motion to adopt Resolution No. 21-071 approving the Boston Scientific Addition final plat.

K. Environmental Assessment Worksheet (EAW) for Evanswood Contract with Stantec

Motion to enter into a contract with Stantec to draft an EAW for the Evanswood PUD.

L. MHV Housing 55+ Planned Unit Development Residential Development Stage Plan Final Plat - Resolution No. 21-073

Motion to adopt Resolution No. 21-073 approving the MHV Housing 55+ PUD development stage plan and final plat subject to:

1. The final review and approval from the City Attorney and the Director of Community & Economic Development of the Planned Unit Development agreement.

M. Park 81 Lease Agreement

Motion to enter into a lease agreement with Scannell Properties #481, LLC subject to final review and approval by the Director of Community and Economic Development and the City Attorney.

N. Village Arbor Lakes Senior Housing Planned Unit Development Residential Concept Stage Plan Amendment Development Stage Plan Amendment Final Plat - Resolution No. 21-074

Motion to adopt Resolution No. 21-074 approving the Village Arbor Lakes Senior Housing PUD concept stage plan amendment, development stage plan amendment and final plat, subject to:

1. The final review and approval from the City Attorney and the Director of Community & Economic Development of the Planned Unit Development agreement.

O. Zachary Distribution Center Architectural Review - Resolution No. 21-070

Motion to adopt Resolution No. 21-070 approving the architectural elevations of Zachary Distribution Center.

P. ZOTA – Tree Preservation Overlay District

This item was removed by Councilmember Leith for discussion.

Q. 9800 Fernbrook Lane North Sign Variance

This item was removed by Councilmember Leith for discussion.

ENGINEERING ITEMS

R. Palisades at Nottingham 3rd Addn. Project No. 21-09
Award of Contract - Resolution No. 21-075

Motion to adopt Resolution No. 21-075 accepting bid for Palisades at Nottingham 3rd Addition Project No. 21-09.

S. Sureties

Motion to approve the surety actions as identified on council action form.

ADMINISTRATIVE ITEMS

T. Cancellation of City Council Meeting July 6, 2021

Motion to approve the cancellation of the July 6, 2021, city council meeting.

U. 2021-2022 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, 2021 through June 30, 2022 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.

V. Bob Burlingame Family Donation to Police Department

This item was removed by Councilmember Leith for discussion.

W. Support for State Bonding Bill Request to Provide Funding Assistance for the Maple Grove Community Center Expansion and Renovation - Resolution No. 21-080

Motion to adopt Resolution No. 21-080 supporting the City of

Maple Grove submitting a proposal for State Bonding Bill funds to assist with the capital costs associated with the Maple Grove Community Center Expansion and Renovation.

X. Approve 2020 Comprehensive Annual Financial Report

Motion to accept the 2020 Comprehensive Annual Financial Report (CAFR).

CLAIMS

Y. Motion to approve the claims as listed:

City Checks: \$2,372,086.98

Purchasing Card: \$9,308.30

Electronic Payments: \$13,463.11

Motion by Councilmember Jaeger, seconded by Councilmember Barnett, to approve the Consent Items as amended, removing items 3P (ZOTA – Tree Preservation Overlay District), 3Q (9800 Fernbrook Lane North Sign Variance), and 3V (Bob Burlingame Family Donation to Police Department). 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 3P (ZOTA – Tree Preservation Overlay District), Councilmember Leith explained he had an issue with the requirements within Item 6A and recommended this language be amended.

Councilmember Hanson stated staff worked very hard on this code amendment. She recommended action on this item be delayed to allow staff time to make the requested revision.

Motion by Councilmember Hanson, seconded by Mayor Steffenson, to table action on this item to the June 21, 2021 City Council meeting. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Regarding Item 3Q (9800 Fernbrook Lane North Sign Variance), Councilmember Leith stated mistakes were made with the notifications that were sent out for this item. For this reason, he recommended the item be tabled to the June 21, 2021 City Council meeting.

Motion by Councilmember Leith, seconded by Councilmember Jaeger, to table action on this item to the June 21, 2021 City Council meeting. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

Regarding Item 3V (Bob Burlingame Family Donation to Police Department), Councilmember Leith explained Bob Burlingame passed away recently. He wanted to take the time to thank the Burlingame family for their generous donation to the Police Department.

Mayor Steffenson stated Bob Burlingame was a dedicated servant to the City of Maple Grove and he thanked the family for the donation.

Motion by Councilmember Leith, seconded by Councilmember Hanson, to accept the \$2000.00 donation from the family of Bob Burlingame's donation to the police department. 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.

Swearing-In of Paid-on- Call Firefighters Completing Probation

Fire Chief Bush introduced the newly hired paid-on-call firefighters to the City Council and discussed the training these individuals they have received. It was noted the Maple Grove Fire Department has over 90 paid-on-call firefighters. He thanked these individuals for their willingness to serve the community.

Mayor Steffenson administered the Oath of Office to Firefighters Gary Hendrickson, Eric Barry, Sam Eininger, and

Randy Sartor and welcomed them to the Maple Grove Fire Department. A round of applause was offered by all in attendance.

**Oath of Office
for Police
Captain
Travis Pobuda**

Police Chief Werner introduced Police Captain Travis Pobuda to the City Council. It was noted Captain Pobuda has been with the department for over 21 years. His previous assignments within the department were described at length with the Council.

Mayor Steffenson administered the Oath of Office to Police Captain Travis Pobuda and congratulated him on his new position. A round of applause was offered by all in attendance and his badge was pinned on.

**Oath of Office
for Police
Sergeant Brad
Holzerland**

Police Chief Werner introduced Police Sergeant Brad Holzerland to the City Council. He noted Sergeant Holzerland has served with the department for the past 19 years and his special accomplishments were discussed.

Mayor Steffenson administered the Oath of Office to Police Sergeant Brad Holzerland and congratulated him on his new position. A round of applause was offered by all in attendance and his badge was pinned on.

**Oath of Office
for Police
Sergeant
Aaron
Schonning**

Police Chief Werner introduced Police Sergeant Aaron Schonning to the City Council. It was noted Sergeant Schonning has served with the department for over eight years, served with another department for four years, and prior to that served four years in the Marine Corps.

Mayor Steffenson administered the Oath of Office to Police Sergeant Aaron Schonning and congratulated him on his new position. A round of applause was offered by all in attendance and his badge was pinned on.

**Oath of Office
for Police
Sergeant
Grant Smith**

Police Chief Werner introduced Police Sergeant Grant Smith to the City Council. He reported Sergeant Smith has been with the department for the past 14 years. He discussed the numerous ways Sergeant Smith has served the community within the department.

Mayor Steffenson administered the Oath of Office to Police Sergeant Grant Smith and congratulated him on his new position. A round of applause was offered by all in attendance

and his badge was pinned on.

**Update on
COVID-19
Response**

Fire Chief/Emergency Management Director Bush provide the Council with an update on the city's response to COVID-19. He explained it has been 18 months since coronavirus arrived in the United States and Governor Tim Walz declared a peacetime emergency in the State of Minnesota. He thanked the City Council for their support throughout the past year and a half during this unprecedented time. He described the waves of COVID that occurred in 2020 and discussed how the vaccines have worked to drastically reduce the number of new cases occurring on a daily basis. He reported Minnesota was a leader in the nation when it came to getting vaccines into the arms of residents. He noted over 2.6 million Minnesotans have completed the vaccine series and 90% of those over the age of 65 have received at least one dose. He explained he has completed over 175 briefings in the past 18 months to address to COVID pandemic and noted this may be his last.

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

City Administrator Nelson requested the Council consider an off-sale intoxicating liquor license for Cub Wine & Spirits at 13335 Grove Drive North. She explained all necessary paperwork and fees have been submitted to the city. It was noted construction for this business would begin this summer and would be completed later this fall.

**Off-Sale
Intoxicating
Liquor
License for
Cub Stores
Holdings,
LLC dba Cub
Wine &
Spirits**

Jim Hornecker, Director of Real Estate for Cub Foods, introduced himself to the Council. He stated he was proposing to add a stand-alone wine and spirits store on the current Cub Foods site and was seeking an off-sale liquor license for this store.

Councilmember Leith asked if any other Cub Foods in the metro area have free standing liquor stores. Mr. Hornecker reported this would be the first ground up wine and liquor store in the metro area. He believed Maple Grove would be an excellent location for this amenity.

Mayor Steffenson understood that Cub Foods knows how to run a liquor store. He encouraged Cub Foods to properly train their employees on how to card and sell alcohol to its patrons.

Councilmember Hanson questioned if Cub Foods would be having license scanners at the checkout counters. Bridget Birkeland, Vice President of Adult Beverage for Cub Foods,

stated she was working to get this point of sale system into her stores.

Councilmember Barnett encouraged Cub Foods to send their employees to the city's alcohol compliance training.

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 8:11 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 public hearing at 8:11 p.m. 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 approve the Off-Sale Intoxicating Liquor License for Cub Stores Holdings, LLC dba Cub Wine & Spirits, 13335 Grove Drive N, Maple Grove, Minnesota, subject to (1) compliance with liquor licensing requirements in Chapter 4, Article I of the City Code; and (2) passing Minnesota Alcohol and Gambling Enforcement Division's final inspection of the premises after completion of construction. The license, if approved, shall expire June 30, 2022. 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.
21-03**

**Resolution No.
21-077**

Assistant City Engineer Hale requested the Council consider the vacation of an easement on the Boston Scientific campus. He explained the campus was made up of several parcels and Boston Scientific was pursuing a replat to join the parcels. This replatting led to the request to vacate the existing easements.

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 8:14 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 8:14 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 approve adopting Resolution No. 21-077 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.

Community Development Items

Crew Carwash Planned Unit Development Non- Residential Development Stage Plan

Associate Planner Corrow requested the Council consider a development stage plan approval for the purpose of constructing a car wash building and a future interior cleaning building on the former Highland Bank site located at the intersection of Elm Creek Boulevard and Weaver Lake Road. The approved concept plan includes a carwash as an intended use for the Maple Square development. Staff discussed the plans in further detail with the Council and reported the Planning Commission recommends approval.

Resolution No. 21-078

David Bruckelmeyer, Crew Carwash representative, thanked the Council for their consideration. He stated he was excited to bring this project to the City of Maple Grove. He reported Crew Carwash has been around since 1948 and was a family owned business. He discussed the great pride his organization takes in maintaining its facilities. He stated this would be a beautiful site but noted what would really set this business apart from other car washes would be its employees. He explained if this request was approved, construction would begin in July.

Councilmember Leith asked if there were any other Crew Carwash locations in Minnesota. Mr. Bruckelmeyer stated he just broke ground on another location in St. Cloud that would be open by December.

Councilmember Jaeger expressed concern with the traffic that would be generated by this business and how it would impact this intersection. Mr. Bruckelmeyer discussed how his business worked to spread out the customer traffic by having an early bird special with discounted rates. He commented on the amount of vehicular stacking that would be provided on site.

Mayor Steffenson stated this would be a significant change to a corner that has been a bank for a long time but he understood a car wash was an approved use for this parcel.

Councilmember Leith stated he was not too concerned with the traffic that would be generated by this use noting a car wash was previously located on an adjacent parcel.

Motion by Mayor Steffenson, seconded by Councilmember Jaeger, to approve adopting Resolution No. 21-078 approving Crew Carwash PUD non-residential development stage plan subject to:

- 1. The applicant addressing to the satisfaction of the City any remaining applicable comments contained in the memorandums from:**
 - a. The Community & Economic Development Department dated April 23, 2021**
 - b. The Fire Department dated April 26, 2021**
 - c. The Water Resources Engineer dated May 11, 2021**
 - d. The Transportation Operations Engineer dated June 1, 2021**
- 2. Planned Unit Development agreement final review and approval of the City Attorney and the Director of Community & Economic Development.**

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.

**Food Truck
Ordinance**

**Ordinance No.
12-08**

Economic Development Manager Angell requested the Council consider approving an ordinance amending City Code regarding food truck regulation. He reported over the past decade food trucks have become increasingly popular. As such, the city does not have an ordinance to regulate food trucks. The proposed ordinance would build upon current practices to address safety and standards. A general license from the city would not be required, but a fire inspection would be required. It was noted the State of Minnesota and Hennepin County license all food trucks. Staff commented further on the regulations within the ordinance and indicated the effective date of the ordinance would be January 1, 2022.

Councilmember Leith requested further information regarding special event permits. Economic Development Manager Angell explained event coordinators would request a special event permit for events such as a farmer's market or Concert on the Lawn.

Motion by Councilmember Leith, seconded by Councilmember Hanson, to approve adopting Ordinance No. 21-08 amending Maple Grove City Code Chapter 10, Article XVIII regarding food truck regulation and authorizing the publication of the ordinance summary. Upon call of the motion by Mayor Steffenson, there were five ayes and no nays. Motion carried.

**Adjourn to
EDA Meeting**

Mayor Steffenson adjourned the City Council meeting to the EDA Meeting at 8:31 p.m.

**Reconvene to
Regular
Meeting**

Mayor Steffenson reconvened the regular City Council meeting at 8:54 p.m.

**Arbor Lakes
Business Park
II Gravel
Mining Area
TIF
Development
Agreement**

Economic Development Manager Angell requested the City Council consider authorizing a TIF Development Agreement for the Arbor Lakes Business Park Phase II for the Gravel Mining Area. He discussed the 220,000 square foot business park development that was being proposed at the corner of southeast corner of Elm Creek Boulevard and Zachary Lane. The developer, Endeavor, has requested TIF financing to aid in the cost of the development and since the project was located within the GMA TIF District, this project could be added. It was noted

**Resolution No.
21-079**

the GMA TIF District was created in 2018. Staff commented further on the proposed project and explained staff and Ehlers were recommending a TIF amount of \$1.1 million to make the project financially feasible. He requested the Council concur with the EDA decision to authorize the TIF Development Agreement.

Motion by Mayor Steffenson, seconded by Councilmember Leith, to approve deny adopting Resolution No. 21-079 concurring in the approval of, and authorization to execute, a tax increment financing development agreement for Arbor Lakes Business Park Phase II. 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 14, 2021 to discuss a Tricare retail building, a small office building on 73rd Avenue, and a 52-lot subdivision called Crocus Grove.

**Report on
Upcoming
Engineering
Items**

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

- Staff discussed the single lane restrictions planned for west bound I-494 to I-94.
- Staff was working on applications for RAISE Grants for the TH610 completion project.
- The Ranchview Water Tower painting project was moving along. The water tower would be completed mid-July.

**Heidi Nelson,
City
Administrator**

Ms. Nelson explained that the Council has her Monday report if there are any questions. She reported the Hindu Society would be hosting an event from Friday, June 11, 2021 through Sunday, June 13, 2021 celebrating the 15th Anniversary of the temple. It was noted the special legislative session would be held on Monday, June 14, 2021 and staff would be monitoring the special tax bill.

**Items Added
to the Agenda**

Councilmember Jaeger explained she attended the grand opening of the Fernbrook View Apartments, along with

Councilmember Leith and Mayor Steffenson.

Councilmember Jaeger reported last Saturday she attended the 10th District Convention for the American Legion.

Councilmember Jaeger commented on Memorial Day she attended an event at Central Park at the Veteran's Memorial.

Councilmember Jaeger stated the Historical Society would meet next on Thursday, June 17, 2021.

Councilmember Jaeger encouraged residents to consider visiting the farmer's market every Thursday through October.

Councilmember Jaeger reported the city's ambassadors were selling buttons. She invited the public to consider attending a steak fry at the Osseo Maple Grove Legion on Tuesday, June 22, 2021.

Councilmember Leith invited the public to attend the Concert on the Lawn. He discussed the bands that would be playing at this event and noted tickets were now on sale.

Councilmember Leith reported the Maple Grove Lions Golf outing would be held on Friday, June 11, 2021.

Adjournment

Motion by Councilmember Jaeger, seconded by Councilmember Hanson, to adjourn to the regular City Council meeting on July 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 9:08 p.m. by Mayor Steffenson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Heidi Nelson". The signature is fluid and cursive, with a large initial "H" and "N".

Heidi Nelson
City Administrator