



---

CITY COUNCIL MEETING AGENDA  
REGULAR MEETING  
TUESDAY, JANUARY 16, 2018

**CITY COUNCIL MEETING TIME: 6:30 PM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. \*\*\*\*Consent Agenda\*\*\*\*

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of the City Council minutes from the January 2, 2018 Regular City Council Meeting.
  - b. Approval of Accounts Payable; Checks Numbered 17701 - 17726.
  - c. **RESOLUTION 18-0116-01** Supporting the WeCAN Community Development Block Grant (CDBG) Application.
  - d. Letter of Support for Senior Community Services Community Development Block Grant (CDBG) Application.
5. Set Agenda – Anyone Not On The Agenda Can Be Placed Under Open/Misc.
6. Reports of Boards and Committees by Council and Staff.
7. Director Gary Kroells, West Hennepin Public Safety - Activity Report for the Months of November and December 2017.
8. Consideration of the City's 2018 Fee Schedule Including Sewer Charges:
  - a. **RESOLUTION NO. 18-0116-02** – Adopting 2018 Fee Schedule
9. Open/Misc.
10. Adjourn.

MINUTES OF A REGULAR MEETING OF THE  
INDEPENDENCE CITY COUNCIL  
TUESDAY, JANUARY 2, 2018 –6:30 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a regular meeting of the Independence City Council was called to order by Mayor Johnson at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE.

Mayor Johnson led the group in the Pledge of Allegiance.

3. ROLL CALL

PRESENT: Mayor Johnson, Councilors Grotting, Spencer, Betts and McCoy

ABSENT: City Attorney Vose

STAFF: City Administrator Kaltsas, City Administrative Assistant Horner, City Attorney David Anderson

VISITORS: Brian Vlach, Joe Baker, Scott Walsh, Bob Volkenant, Sarah Borchers

4. \*\*\*\*Consent Agenda\*\*\*\*

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of the City Council minutes from the December 05, 2017 Truth in Taxation Meeting.
- b. Approval of City Council minutes from the December 05, 2017 Regular City Council Meeting.
- c. Approval of Accounts Payable; Checks Numbered 17621 & 17623-17674 & 17675-17703. Check # 17622 is a 2<sup>nd</sup> check to National League of Cities; the first one was voided due to LMC losing check.
- d. Approve Mayor and Council Members to attend the LMC's Experienced Leaders Conference January 26-27, 2018.
- e. Approval of Mayor's Attendance at the National League of Cities Congressional Cities Conference March 10-14, 2018.
- f. Approval to not waive the monetary limits on Tort Liability established by MN Statutes, to the extent of the limits of liability coverage obtained from the LMCIT.
- g. Approve date of Local Board of Appeal and Equalization Meeting for April 03, 2018 at 6:00 PM.
- h. Approval of Planning Commission Appointments of Carl Phillips and Steve Thompson to New Three (3) Year Terms.
- i. Approve Agriculture Preserve Enrollment Application for Gerald Fredin.

**Motion by Spencer, second by McCoy to approve the Consent Agenda items. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.**

5. SET AGENDA – ANYONE NOT ON THE AGENDA CAN BE PLACED UNDER OPEN/MISC.

6. REPORTS OF BOARDS AND COMMITTEES BY COUNCIL AND STAFF

**Spencer attended the following meetings:**

- None to report

**Grotting attended the following meetings:**

- None to report

**McCoy attended the following meetings:**

- West Hennepin Public Safety Reserves “View Santa” Event

**Betts attended the following meetings:**

- West Hennepin Chamber of Commerce Potluck

**Johnson attended the following meetings:**

- Regional Council of Mayors Meeting
- National League of Cities Conference Call
- Loretto Holiday Train
- Orono School Board Meeting
- West Hennepin Chamber of Commerce Potluck
- Northwest League Of Municipalities Meeting
- American Legion Christmas Party
- Highway 55 Quarter Coalition Meeting
- Senior Community Services Finance Committee Meeting
- Community Action Partnership for Hennepin County Finance Meeting
- Community Action Partnership Hennepin County Board Meeting
- Met with Public Works Director Ende

**Horner attended the following meetings:**

- Met with Bemmels and Five Technologies
- Conference Call with ABDO about payroll system

**Kaltsas attended the following meetings:**

7. SARAH BORCHERS FROM ORONO SCHOOL BOARD TO UPDATE COUNCIL ON CURRENT SCHOOL INITIATIVES.

Borchers outlined the new Activities Center under construction at Orono Schools. She noted this new construction was approved in November 2016. Borchers said community members and students would be able to utilize the facility. The center will be three levels and include a lobby, walking arena and weight room. Borchers said they will be hiring a Facilities Manager in the next few months. She said the Activity Center will be available to seniors to use for free as promised to voters.

Johnson asked if the management position was hired by the School Administration or through the Community Education Department. Borchers said the hiring would be done through the School District. Borchers said it

appears there will be enough in the budget to cover the addition of a plaza for the outside stadium that would include a concessions area. Borchers noted videos and PowerPoints of the project are available on the Orono website.

8. JOE BAKER, KRISTA BARTA, JIM KUJAWA, BRIAN VLACH TO PRESENT CURRENT PIONEER SARAH CREEK WATERSHED MANAGEMENT COMMISSION INITIATIVES.

Baker thanked the Council and Mayor for the continued support of the watershed through 2017. He said the budget was decreased this year as they were able to save some money on administrative costs. Baker said it was a functional and productive year for the watershed. Baker said Barta has worked diligently on the state-wide buffer initiative and the good news is that all of the applicable residents within the City of Independence are compliant and did not require extensions.

Baker introduced Vlach from Three Rivers Park District and said the watershed could not ask for a better partner. Vlach stated he works with Lake Sarah and Lake Independence on TMDL. He also works on implementing water quality improvement projects. Vlach spoke specifically about the Lake Independence TMDL project noting it was the first of its kind done in Minnesota. He said there was a need to bring the TMDL down by 1,081 lbs. /year. Lake Independence had excessive nutrients, mainly phosphorous per a 2002 study. Vlach said the different municipalities that contribute the TMDL have specific amounts they are allowed each year. The City of Independence is responsible for reducing 535 pounds, the City of Medina is 284 pounds and the City of Loretto is 53 pounds. The City of Independence took the initiative to contract with Hennepin County and the Anoka Conservation District to do a watershed assessment and identify hot spots. The project was funded by the Clean Water Fund and addressed Lake Sarah and Lake Independence. The study identified the Baker Campground Ravine as a significant contributor to the load into Lake Independence. Total acres of watershed are 80 acres and the amount in Independence is about 29 acres. A Joint Powers Agreement executed in February 2016 between Medina, Independence, Watershed Management Commission and Three Rivers Park District implemented phase one of the Baker Park Campground Ravine Stabilization Project. A feasibility study was done to determine the scope of work necessary to correct the problem. The study showed 2,200 feet of severe erosion resulting in 277 pounds of phosphorous and 300 tons of sediment going into Lake Independence from this location. The project included rounded fieldstone and rip rap to stabilize the channel area and reduce. Vlach said these projects would cover about 15% of the TMDL. The estimated cost of the project is \$525,000. He noted a Clean Water grant has been applied for in the amount of \$416,000 and Hennepin County Opportunity Grant in the amount of \$59,000 which is contingent on receiving the Clean Water Fund Grant. Vlach noted the idea is slow the water down in a step-wise fashion to reduce velocity and erosion through the channel. The estimated project life is 30 years. Vlach said they did secure the Clean Water Grant in the amount of \$416,000 and they expect to receive the Hennepin County Opportunity Grant as well. He said the remaining balance would be divided among the four partners making each contribution \$10,500/ each. Vlach said the Lake Independence Citizens Association is also contributing \$2500. Vlach noted the Joint Powers study was crucial to obtaining the Clean Water grant. Vlach noted the next step is to complete a work plan which is due March 12<sup>th</sup>. He said there will be another Joint Powers Agreement needed for Phase II of the project and he would need the City's assistance on that. Vlach said they hope to be at the bidding phase of the project for a contractor by August with construction starting sometime in October or November.

Grotting asked how the bidding process worked. Vlach said there will be a public notice and a formal bid process. Johnson asked about the grant through Hennepin County and Vlach noted that was a grant through environmental services. Johnson asked why Maple Plain was not included in this process. Vlach said that the Maple Plain contributing watershed was less than an acre and they were never named in the TMDL as a

responsible party. Johnson asked if the ravine was checked regularly that was filled by Budd Street years ago. Baker said it was doing well.

Grotting asked about holding pond as part of the project. Vlach said that was identified in the scope of work but the amount of phosphorous that would have to be removed proved to be too expensive.

Baker addressed another grant opportunity through Hennepin County directed towards combating the invasive species threatening our lakes. He introduced Walsh who is interested in asking the City of Independence to be the administrator of this grant project. Baker said the grant opportunity would not be available for long. Walsh is looking at a CD3 Waterless Cleaning Station for Lake Sarah. It empowers boaters to stop invasive species with user operated waterless cleaning equipment. Betts asked if there was a limitation on boat size. Baker said it could cover any size boat that would be on Lake Sarah. Betts asked if there was a charge to the boat owner to use the unit. Baker said that was a great question and at this point an open question. Johnson asked if this would typically be used when exiting a lake. Baker said the hope would be that they would use it if they are coming from a lake with invasive species before they go into Lake Sarah. Spencer was curious about the noise factor of the unit. Vlach said the noise was equivalent to a shop vac and the blower is powered by a generator. Walsh noted there is a cell phone within the unit so it can be monitored as to how much use it is getting, when it needs to be pumped, etc. Spencer said he thought people would bypass it if there was a long line to use it. Walsh thought something on a smaller scale would be more appropriate for Lake Sarah.

Grotting asked if the grant was specific to this particular tool or anything that addresses the spread of AIS. Kaltsas said there were questions that needed to be answered addressing noise and cost especially. He said it was not a big risk to be named as an applicant for the grant as long as it is worded subject to understanding all the aspects and also what the contribution of the LSIA will look like.

**Motion by McCoy, second by Spencer to authorize Staff to proceed with grant application if deemed appropriate after further investigation. Ayes: Johnson, McCoy, Betts and Spencer. Nays: Grotting. Absent: None. MOTION DECLARED CARRIED.**

9. CONSIDER AUTOMATED PAY OPTIONS:

- a. Direct Withdrawal Sewer Payments
- b. Credit Card Pay Options for Some City Fees

Kaltsas said the City did extensive research along with our financial provider to find the best option available for automated payments. PSN Solutions and MunicPay have the best integration capabilities with cities financial software. He noted those companies would be able to receive the payments and report directly back to our new system software. Kaltsas said most cities authorize an automated withdrawal for sewer payments while very few offer a credit card payment option. Staff would recommend PSN as the better option to accept the automatic withdrawal and the recommendation would also be not to accept the credit card option.

The second option is to take credit card payments for permits and other services. It would provide a higher level of service to the residents. The cost is 2.65-2.75% per transaction with most cities passing the fee to the end user. The fee schedule could be adjusted to account for this or it could be a per transaction charge. Staff recommendation would be to have a terminal available at City Hall. Kaltsas noted we are starting out the year with new financial software so it would make sense to take a look at these services as well. Spencer asked what a POS device would cost the city and would that be a one-time fee. Kaltsas said it would be a one-time cost and it is around \$200.

Grotting asked how many residents use bill pay at this time. Horner said it was about 1/3 of the residents. Kaltsas said he thought there would be a high demand for this option. Spencer noted the processing fee would be passed to the end-user not the maintenance fee.

**Motion by Betts, second by Grotting to approve sewer payments through PSN with the customer absorbing the fee. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.**

**Motion by Spencer, second by McCoy to approve credit card payments through PSN with specifics to be developed by Staff and a final motion determined at the next Council Meeting. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.**

10. ANNUAL CITY COUNCIL APPOINTMENTS.

**Motion by Grotting, second by Betts to keep scheduled appointments with the option to change or substitute as needed. Ayes: Johnson, McCoy, Betts, Grotting and Spencer. Nays: None. Absent: None. MOTION DECLARED CARRIED.**

11. OPEN/MISC.

12. ADJOURN.

**Motion by Spencer, second by Grotting to adjourn at 8:24 p.m. Ayes: Spencer, Johnson, Grotting, McCoy and Betts. Nays: None. Absent: None. MOTION DECLARED CARRIED.**

Respectfully Submitted,

\_\_\_\_\_  
Trish Bemmels/ Recording Secretary

DEC 21 2017

1920 County Road 90  
Independence, MN 55359

## This year we will:



Serve 1,400  
individuals,  
children and  
families



Deliver 8,000  
hot meals to  
seniors



Distribute  
1,200 coats,  
hats and  
mittens



Provide 325  
individuals in  
crisis with  
emergency  
assistance

December 18, 2017

Dear Mayor and City Council,

On behalf of Western Communities Action Network (WeCAN), I am asking your city to support our application for Community Development Block Grant (CDBG) Consolidated Pool fund for 2018 with a resolution and/or a letter of recommendation.

WeCAN serves individuals and families in need in western Hennepin County. We are a community nonprofit organization whose mission is to provide support services to empower and equip individuals and families to reach stability and self-sufficiency. Our vision is that families and individuals will thrive in a vibrant community with full access to resources and support services.

WeCAN provides our community with much needed resources for our low-income and struggling clients. Our Meals on Wheels service provides fresh, nutritious meals delivered directly to the homes of seniors and individuals with disabilities. The WeCAN Mobile Market delivers groceries to those in need, who may not be able to access a traditional food shelf. It also features program that provides food bags to children during school breaks. Our family support programs include personal hygiene items and cleaning supplies given out once per month to stretch budgets, a birthday shelf with gifts and party supplies to celebrate a child's birthday, pet food assistance, school supplies and backpacks, an annual coat drive in the winter and a holiday gift program. We also offer space for clients to meet Hennepin County outreach workers, WIC, CAP-HC and Adult Basic Education classes (GED and ELL). Your support for our application is vital to our organization receiving the funds to support these much needed and well utilized services.

The deadline for your resolution and/or a letter of recommendation is **February 1, 2018**. I have included sample documents for you to use. Please feel free to call or email me with any questions, or to arrange a presentation for the council or staff. I look forward to our continued partnership as we make our community a better place for all.

Sincerely,



Christie Larson  
Executive Director



---

**RESOLUTION NO. 18-0116-01**

**RESOLUTION RECOMMENDING CONTINUATION OF CDBG  
FUNDING OF WESTERN COMMUNITIES ACTION NETWORK (WeCAN)**

**WHEREAS**, the City of Independence (the City) has supported services for its residents given by WeCAN, a community-based human service organization dedicated to helping low-income people achieve greater self-sufficiency and family stability; and

**WHEREAS**, these services include emergency assistance for housing stability, family support services, Meals on Wheels, a mobile food shelf, employment support, public assistance intake services and other resources.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Independence recommends to the Consolidated Pool Selection Committee that Community Development Block Grant (CDBG) funding of Western Communities Action Network (WeCAN) be continued.

Adopted by the City Council this 16<sup>th</sup> day of January, 2018, by a vote of \_\_\_\_\_ ayes and \_\_\_\_\_ nays.

\_\_\_\_\_  
Marvin Johnson, Mayor

\_\_\_\_\_  
Mark Kaltsas, City Administrator

(SEAL)





---

January 16, 2018

CDBG Application Review committee  
Hennepin County Public Works  
701 4th Avenue S, Suite 400  
Minneapolis, MN 55415

Dear CDBG Application Review Committee:

I am writing on behalf of the City of Independence in support of the application by Senior Community Services for funding through the CDBG Program.

At its regular meeting of January 16, 2018, the Independence City Council expressed its support for the Senior Community Services CDBG application and directed that a letter be sent to the Consolidated Pool CDBG Committee.

Senior Community Services provides senior programming and other services through the Gillespie Center to advance its mission to mobilize the community to Reimagine Aging and provide needed services in the community.


Sincerely,

Mark Kaltsas  
City Administrator



Date: December 15, 2017

To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members

From: Director Gary Kroells 

SUBJECT: NOVEMBER 2017 ACTIVITY REPORT

The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle accidents, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

\\WHPS#0\share\monthlyactivityreport\2017\lettertocouncilmonthlyreport.docx

*West Hennepin Public Safety Department*  
1918 County Road 90 / Maple Plain, Minnesota 55359  
Phone: (763) 479-0500 / Fax: (763) 479-0504  
Web Address: <http://www.westhennepin.com> E-mail: [westhennepin@westhennepin.com](mailto:westhennepin@westhennepin.com)

# Monthly Activity Report

## November 2017

| Offense                           | This Month | Same Month Last Year | This Year To Date | Last Year To Date |
|-----------------------------------|------------|----------------------|-------------------|-------------------|
| <b>City Of Independence</b>       |            |                      |                   |                   |
| Criminal                          | 11         | 6                    | 60                | 114               |
| Traffic                           | 158        | 118                  | 1,789             | 2,233             |
| Part III                          | 8          | 7                    | 77                | 124               |
| Part IV                           | 35         | 54                   | 285               | 381               |
| Part V                            | 141        | 153                  | 1,662             | 1,855             |
| <b>Total City of Independence</b> | <b>353</b> | <b>338</b>           | <b>3,873</b>      | <b>4,707</b>      |
| <b>City Of Maple Plain</b>        |            |                      |                   |                   |
| Criminal                          | 6          | 11                   | 55                | 75                |
| Traffic                           | 87         | 72                   | 1,123             | 1,016             |
| Part III                          | 2          | 3                    | 47                | 81                |
| Part IV                           | 15         | 13                   | 175               | 208               |
| Part V                            | 145        | 130                  | 1,480             | 1,497             |
| <b>Total City Of Maple Plain</b>  | <b>255</b> | <b>229</b>           | <b>2,880</b>      | <b>2,877</b>      |
| <b>Grand Total Both Cities</b>    | <b>608</b> | <b>567</b>           | <b>6,753</b>      | <b>7,584</b>      |
| TZD                               | 45         | 33                   | 283               | 534               |
| Agency Assists                    | 57         | 23                   | 645               | 526               |
| <b>Total ICR Reports</b>          | <b>665</b> | <b>623</b>           | <b>7,772</b>      | <b>8,143</b>      |
| Mileage                           | 12,058     | 12,982               | 135,410           | 142,261           |
| <b>How Received</b>               |            |                      |                   |                   |
| Fax                               | 13         | 5                    | 123               | 113               |
| In Person                         | 38         | 25                   | 298               | 385               |
| Mail                              | 2          | 5                    | 16                | 23                |
| Other                             | 3          | 2                    | 46                | 57                |
| Phone                             | 30         | 22                   | 338               | 388               |
| Radio                             | 210        | 211                  | 2,037             | 2,370             |
| Visual                            | 320        | 294                  | 4,398             | 4,204             |
| Email                             | 8          | 1                    | 62                | 47                |
| Lobby Walk In                     | 41         | 58                   | 454               | 556               |
|                                   |            |                      |                   | 8,143             |
| <b>Total</b>                      | <b>665</b> | <b>623</b>           | <b>7,772</b>      | <b>8,143</b>      |



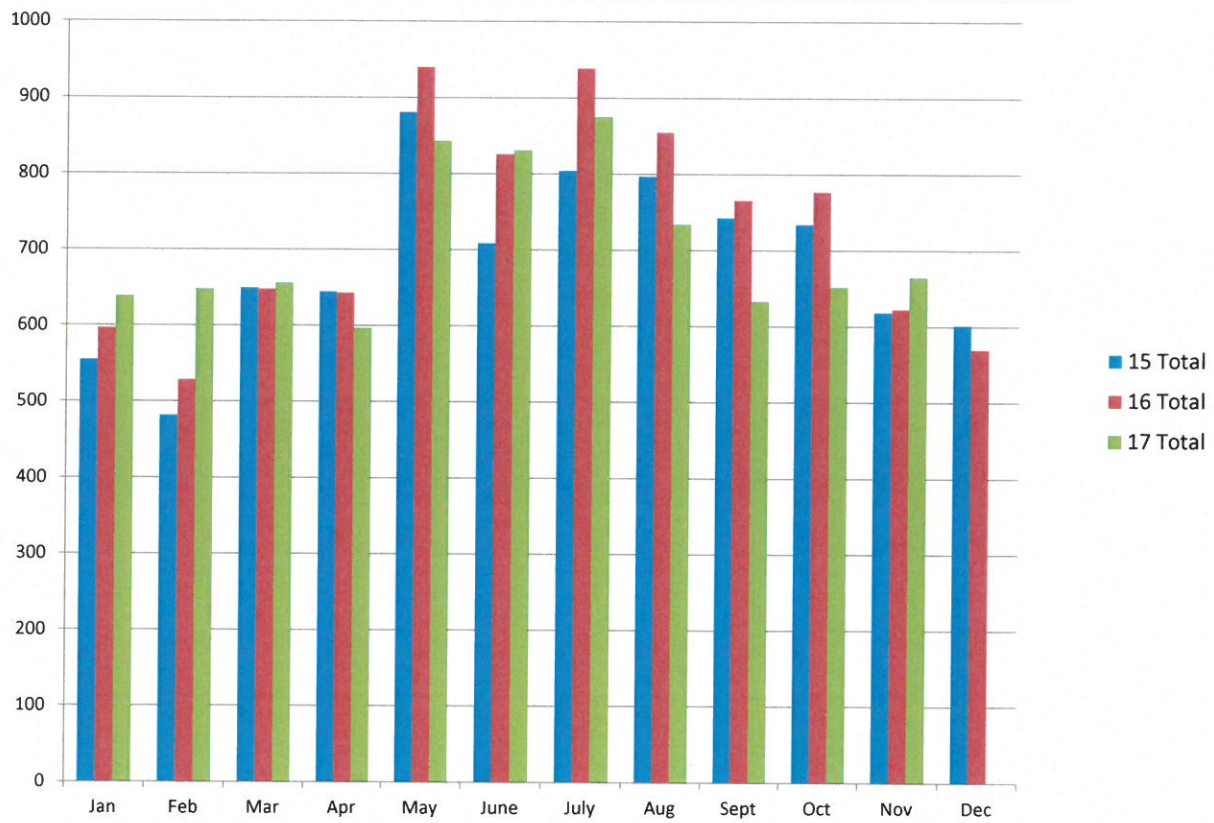
November 2017 Criminal Part I & II  
City of Independence Grid #'s 3-5

| AGN  | ICR      | Title  | Create Date | Grid # | Reported   | MOC   |
|------|----------|--|-------------|--------|------------|-------|
| WHPS | 17007120 | Identity Theft                                 | 11/1/2017   | 3      | 11/1/2017  | U3730 |
| WHPS | 17007284 | Identity Theft                                 | 11/9/2017   | 4      | 11/9/2017  | U1730 |
| WHPS | 17007300 | Theft  | 11/9/2017   | 3      | 11/9/2017  | U1280 |
| WHPS | 17007390 | Property Damage                                | 11/13/2017  | 3      | 11/13/2017 | P3129 |
| WHPS | 17007392 | Trespass on Private Property / Flee an Officer | 11/13/2017  | 3      | 11/13/2017 | X2080 |
| WHPS | 17007467 | Theft  | 11/17/2017  | 4      | 11/17/2017 | TG159 |
| WHPS | 17007539 | Fraud / Identity Theft                         | 11/21/2017  | 3      | 11/21/2017 | U3730 |
| WHPS | 17007612 | Theft from Vehicle                             | 11/24/2017  | 3      | 11/24/2017 | TD159 |
| WHPS | 17007659 | Theft From Auto                                | 11/25/2017  | 3      | 11/25/2017 | TQ159 |
| WHPS | 17007661 | Minor Possession of Tobacco                    | 11/25/2017  | 5      | 11/25/2017 | M3005 |
| WHPS | 17007683 | Burglary                                       | 11/26/2017  | 3      | 11/26/2017 | B4695 |
| WHPS | 17007687 | Damage to Property                             | 11/26/2017  | 5      | 11/26/2017 | P3129 |
| WHPS | 17007723 | 3rd Degree CSC                                 | 11/28/2017  | 4      | 11/28/2017 | X3200 |
| WHPS | 17007771 | Theft From Auto                                | 11/30/2017  | 4      | 11/30/2017 | TF159 |

City of Maple Plain Grid # 1-2

| AGN  | ICR      | Title                  | Create Date | Grid # | Reported Date | MOC range |
|------|----------|------------------------|-------------|--------|---------------|-----------|
| WHPS | 17007471 | Fraud                  | 43056       | 1      | 43056         | U1069     |
| WHPS | 17007502 | Lost/Stolen cell phone | 43057       | 1      | 43057         | TC009     |
| WHPS | 17007614 | CSC Report - Unfounded | 43063       | 2      | 43063         | L5098     |
| WHPS | 17007684 | Damage to Property     | 43065       | 2      | 43065         | P3119     |

### THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



# DIRECTOR'S NEWS & NOTES

## WEST HENNEPIN PUBLIC SAFETY November 2017 Activity Report

### Year to Date Activity Report

At the end of November 30, 2017 West Hennepin Public Safety (WHPS) handled a total of 7,772 incident complaints, 2,880 in Maple Plain and 3,873 in Independence. For the month of November 2017, WHPS handled 255 incidents in Maple Plain and 353 in Independence.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

### **Recent Highlighted Cases:**

#### Recovered Stolen Vehicle

Nov 1 5200 Bryantwood Dr., Maple Plain. A white Chevy truck was parked along the side of the road with a rear license plate only. The license plate did not match the description of the truck. The truck VIN # was checked and the vehicle was found stolen from Pine County. Pine County Sheriff's Office was contacted and it was confirmed the truck was stolen. The case is under investigation.

#### November 3<sup>rd</sup> Snow Event

On Friday afternoon within a 3 hour time, WHPS responded to 5 calls for vehicles that went into the ditch and responded to 3 property damage crashes. All appeared to have been weather related

#### Weapons / Carrying

Nov 5 12:07 p.m. Highway 12 / County Line Rd, Independence. Reported a male wearing a yellow construction type vest had a rifle up on his shoulder, aiming it. A male was located lying underneath a pickup truck, said he stopped the truck because of an animal, decided not to shoot it, then his truck would not start. DNR Officer responded and rifles were confiscated. Charges pending.

#### Warrant Arrest

Nov 6 1800 Budd Ave., Maple Plain. Police assisted with apprehending a fugitive. Bounty hunters transported the male to jail.

#### Stalled Car

Nov 8 11:53 p.m. 6000 Hwy 12, Maple Plain. Motorist had a flat tire and was having trouble figuring out where the spare was. Police assisted in locating it underneath the vehicle, in the center, held up by a cable and helped change the tire.

#### Truancy

Nov 13 2000 S Lake Shore Dr., Independence. Homeowner reported juveniles were at her house and she did not want them there, they were violating truancy. Three juveniles were told to leave the residence and did. The school was advised of their truancy.

#### Trespassing

Nov 13 100 CR 110, Independence. Reported someone walking through their property with a long gun, wearing all black clothing, possibly rode a bicycle to the property. The male was located, would not listen to the Officer and took off running. He was located again riding a bicycle through the corn field. He was illegally hunting pheasants without a license and permission from the homeowner. Evan Meline 60, Minnetrista was arrested, transported to jail and booked for fleeing an Officer on foot, obstructing, hunting without a license and trespassing.



#### Property Damage Crash

Nov 14 Three car vehicle crash Hwy 12 / County Line Rd, Independence. The driver stated he was trying to slide an item back on the passenger side of his vehicle and didn't see the vehicle in front of him. He struck vehicle #2 so hard, it propelled the 2<sup>nd</sup> vehicle into the 3<sup>rd</sup> vehicle. The driver was issued a citation for Fail to Drive with Due Care.

#### Property Damage Crash

Nov 15 CR 6/CR 92, Independence. A vehicle was stopped on CR 92 for a school bus stop arm and children getting off the bus when it was rear-ended by a second vehicle. Neither driver was injured. Driver said he didn't see the stopped school bus or the vehicle in front of him in time to stop. He was cited for fail to drive with due care.

#### Hunting Complaint

Nov 16 Hwy 12/CR 92, Independence. A call was received of a person with an assault rifle who didn't appear to be hunting. The person was found had a .22 rifle and said he was hunting squirrels. He was warned on trespassing.

#### Theft

Nov 17 5000 Fern Drive, Independence. Residence reported property stolen from her vehicle. Case under investigation.

#### Hunting Complaint

Nov 18 4500 Shady Beach Cir, Independence. Homeowner reported a duck boat on the lake near his property; felt they were shooting too close to his residence and unsafe activity. DNR responded, checked on the hunters and found they were in compliance.

#### Lost / Stolen Cell Phone

Nov 18 5000 Independence Street, Maple Plain. Caller reported her Apple iPhone went missing after she had plugged it in for a low battery. The phone was pinged and showed it was in Appleton, MN. The iPhone was entered into NCIC as stolen and the case is under investigation.

#### Traffic Complaint

Nov 19 9:53 p.m. Received report of a vehicle all over the road and changing speeds. Police caught up with the vehicle observed weaving in the lane, over the shoulder rumble strips and center line. The driver showed no indicia of impairment but clearly visible was a smart phone on the center console actively playing videos online. The 25 year old female driver from Coon Rapids stated she listens to it for music; it was obviously a video playing. She was cited for Failure to Drive with Due Care.

#### Traffic Complaint / Crash

Nov 20 4:12 p.m. Three calls to Dispatch reported a vehicle was all over the road, in and out of the ditch several times, CR 11 / CR 92, Independence. The CR 92 crossing arm pole had been struck several times when the driver kept trying to drive through the pole and the front tire was completely shredded off. Police found the vehicle in the ditch. The driver, 58 year old male from Loretto was having a diabetic reaction, had low blood sugar, was given something to eat and his wife responded to the scene. Vehicle was towed and RR contacted to repair the damage.

#### Traffic Complaint

Nov 20 9:45 p.m. CR 90 / Hwy 12, Independence. Traffic complaint of driver passing vehicles on the right, tailgating and swerving. Police contact with 17 year old female driver from Litchfield who said she is a new driver, was not familiar with the area, was unsure if she passed any vehicles on the shoulder and seemed unaware of her surroundings while driving. Her aunt was contacted and advised of the complaint and stated she would hand the matter at home.

#### Welfare Check

Nov 21      Caller was concerned for a male walking on Hwy 12 near CR 92, Independence. Police located the male who was just released from jail, currently homeless and was trying to get to his work place in Delano. He was going to call his friends to help with transportation and housing once he got to work. Police gave him a ride to his work.

#### Vehicle in Ditch

Nov 22      9:40 a.m. 3000 CR 92 Independence. The 28 yr. male driver from Eden Prairie stated he was coming from a friend's house, was looking at the map on his phone, drove slightly onto the gravel shoulder, over corrected and ended up spinning into the ditch. The vehicle was inoperable and was towed from the ditch. No injuries.

#### Scam Attempt

Nov 22      4600 Lake Sarah Drive S, Independence. Resident reported he received a very clear, concise voice message from a female who said IRS calling and they had a law suit against him and he needed to call them. Resident knew it was a scam.

#### Scam Attempt

Nov 22      Motorist stopped at PD stating his grandparents who live in the city of Watertown received a call from their grandson who said he was in jail; he was in a vehicle that was stopped and had drugs in it. The grandparents were instructed to go to the bank and get a money order. The Motorist was advised this is a scam; do not have them send money. The Motorist wanted the surrounding jail phone numbers to call to check if his brother was in jail as he is known to be in trouble. He was given the Jail numbers to call and advised again, it is a scam.

#### Theft from Auto

Nov 24      1000 Polo Club Rd, Independence. Someone entered an unlocked vehicle and stole a Brahmin purse and a smaller purse, and credit cards and cash. The case is under investigation.

#### Verbal Domestic

Nov 25      5200 Bryantwood Dr, Maple Plain. Reported a verbal domestic between an ex-wife and current girlfriend. Police arrival the girlfriend had left and ex-wife wanted the girlfriend prohibited from being in the apartment when their child was there. No physical domestic occurred.

#### Burglary / Theft

Nov 26      2000 Old Post Rd, Independence. Homeowner reported he had accidentally left his garage door open on Friday night and someone had stolen three power tools: Dewalt Power Palm Hand Sander, Dewalt Power Sawzall and Craftsman Power Router Black. An unlocked vehicle inside the garage had been gone through. The case is under investigation.

#### Recovered Sign

Nov 27      Wright Co Sheriff's Office reported they recovered a street sign that had been stolen from the city of Independence.

#### Road Rage

Nov 28      Caller reported a pickup truck driven excessively slow s/b on CR 92 to CR 6, Independence. When caller attempted to pass, the truck veered to the left and cut her off. A 2nd attempted pass the driver opened his door. The driver was an elderly male and he turned into a parking lot. The vehicle was gone upon Officer arrival.

#### Traffic Complaint

Nov 30      Caller reported a vehicle on Bryant Street Maple Plain ran into the curb and then pulled out in front of some other vehicles when should not have. Contact with the 81 yr. female driver who admitted hitting the curb as she dropped change she was getting out of her pocket. She agreed she should be paying more attention.



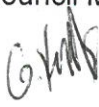
Theft from Vehicle

Nov 30 4000 Bell Rose Dr., Independence. Reported a wallet was stolen from an unlocked vehicle. Wallet contained credit cards, cash and ATM card. Someone had used her banking card online for a purchase. She called the card companies to report the theft.



Date: January 4, 2018

To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members

From: Director Gary Kroells 

SUBJECT: DECEMBER 2017 ACTIVITY REPORT

The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle accidents, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

\\WHPS#0\share\monthlyactivityreport\2017\lettertocouncilmonthlyreport.docx

*West Hennepin Public Safety Department*  
1918 County Road 90 / Maple Plain, Minnesota 55359  
Phone: (763) 479-0500 / Fax: (763) 479-0504  
Web Address: <http://www.westhennepin.com> E-mail: [westhennepin@westhennepin.com](mailto:westhennepin@westhennepin.com)

# Monthly Activity Report

December 2017

| Offense                           | This Month | Same Month Last Year | This Year To Date | Last Year To Date |
|-----------------------------------|------------|----------------------|-------------------|-------------------|
| <b>City Of Independence</b>       |            |                      |                   |                   |
| Criminal                          | 4          | 11                   | 64                | 125               |
| Traffic                           | 122        | 109                  | 1,911             | 2,342             |
| Part III                          | 7          | 12                   | 84                | 136               |
| Part IV                           | 33         | 33                   | 318               | 414               |
| Part V                            | 124        | 130                  | 1,786             | 1,985             |
| <b>Total City of Independence</b> | <b>290</b> | <b>295</b>           | <b>4,163</b>      | <b>5,002</b>      |
| <b>City Of Maple Plain</b>        |            |                      |                   |                   |
| Criminal                          | 3          | 6                    | 58                | 81                |
| Traffic                           | 52         | 78                   | 1,175             | 1,094             |
| Part III                          | 1          | 7                    | 48                | 88                |
| Part IV                           | 21         | 24                   | 196               | 232               |
| Part V                            | 98         | 122                  | 1,578             | 1,619             |
| <b>Total City Of Maple Plain</b>  | <b>175</b> | <b>237</b>           | <b>3,055</b>      | <b>3,114</b>      |
| <b>Grand Total Both Cities</b>    | <b>465</b> | <b>532</b>           | <b>7,218</b>      | <b>8,116</b>      |
| TZD                               | 0          | 12                   | 283               | 538               |
| Agency Assists                    | 28         | 26                   | 645               | 585               |
| <b>Total ICR Reports</b>          | <b>493</b> | <b>570</b>           | <b>8,266</b>      | <b>8,713</b>      |
| Mileage                           | 10,063     | 13,110               | 145,473           | 155,371           |
| <b>How Received</b>               |            |                      |                   |                   |
| Fax                               | 13         | 10                   | 136               | 123               |
| In Person                         | 40         | 23                   | 338               | 408               |
| Mail                              | 2          | 0                    | 19                | 23                |
| Other                             | 2          | 2                    | 48                | 59                |
| Phone                             | 29         | 25                   | 367               | 413               |
| Radio                             | 165        | 173                  | 2,202             | 2,543             |
| Visual                            | 215        | 299                  | 4,613             | 4,503             |
| Email                             | 6          | 1                    | 68                | 48                |
| Lobby Walk In                     | 21         | 37                   | 475               | 593               |
| <b>Total</b>                      | <b>493</b> | <b>570</b>           | <b>8,266</b>      | <b>8,713</b>      |

December 2017 Criminal Part I & II  
City of Independence Grid #'s 3-5

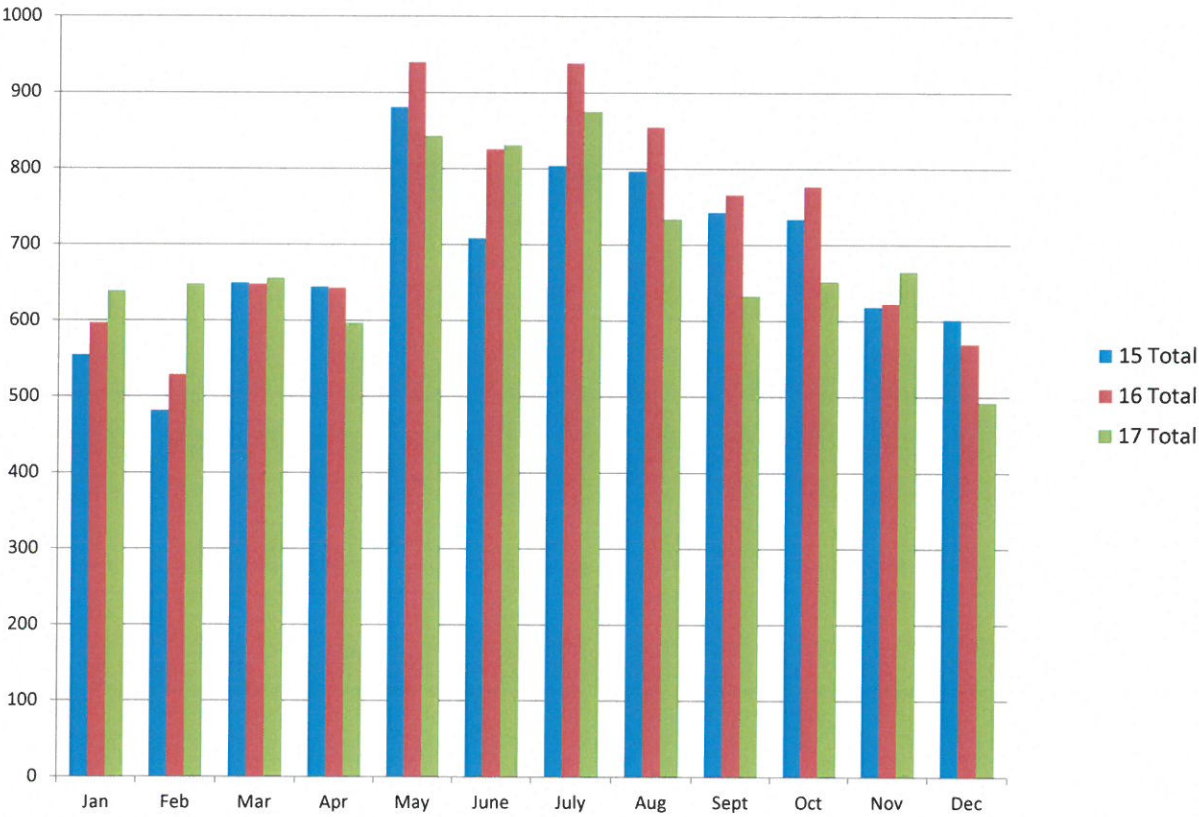
| <a href="#">AGN</a> | <a href="#">ICR</a> | <a href="#">Title</a>           | <a href="#">Create Date</a> | <a href="#">Grid #</a> | <a href="#">Reported Date</a> | <a href="#">MOC range</a> |
|---------------------|---------------------|---------------------------------|-----------------------------|------------------------|-------------------------------|---------------------------|
| WHPS                | 17007843            | Damage to Vehicle               | 12/6/2017                   | 3                      | 12/6/2017                     | P3119                     |
| WHPS                | 17007970            | Theft from Auto                 | 12/11/2017                  | 3                      | 12/11/2017                    | TC229                     |
| WHPS                | 17008101            | Theft from Auto                 | 12/20/2017                  | 4                      | 12/20/2017                    | TD159                     |
| WHPS                | 17008183            | 3rd Degree DWI/B-Card Violation | 12/25/2017                  | 3                      | 12/25/2017                    | JFWA1                     |

City of Maple Plain Grid # 1-2

| <a href="#">AGN</a> | <a href="#">ICR</a> | <a href="#">Title</a>                         | <a href="#">Create Date</a> | <a href="#">Grid #</a> | <a href="#">Reported Date</a> | <a href="#">MOC range</a> |
|---------------------|---------------------|---|-----------------------------|------------------------|-------------------------------|---------------------------|
| WHPS                | 17007821            | 5th Degree Domestic Assault                   | 12/4/2017                   | 1                      | 12/4/2017                     | AL312                     |
| WHPS                | 17007977            | Domestic/DANCO Violation & 5th Degree Assault | 12/11/2017                  | 1                      | 12/11/2017                    | A430A                     |
| WHPS                | 17008187            | Damage to Property - Mail Boxes               | 12/26/2017                  | 1                      | 12/26/2017                    | P3119                     |



**THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY**



# DIRECTOR'S NEWS & NOTES

## WEST HENNEPIN PUBLIC SAFETY December 2017 Activity Report

### Year to Date Activity Report

At the end of December 31, 2017 West Hennepin Public Safety (WHPS) handled a total of 8,266 incident complaints, 3,055 in Maple Plain and 4,163 in Independence. For the month of December 2017, WHPS handled 175 incidents in Maple Plain and 290 incidents in Independence.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

### Recent Highlighted Cases:

#### Birth of Baby

Dec 4      Ingerson Rd, Independence. Reported female was in labor and eminent birth of a baby. Police arrival found mother holding newborn. Police and MP Fire assisted clearing the baby's airway. Mother and newborn were transported to the hospital by ambulance.

#### Utility Problem

Dec 5      Hwy 12/ Baker Park Rd, Maple Plain. Reported the stop lights were not working and caller thought the lights were green in all directions. The stop lights were frosted over. MN DOT was called to respond and repair.

#### Crash

Dec 6      Baker Park Rd / Hwy 12, Maple Plain. Motorist was at the stop light and accidentally hit the gas instead of the brake and ran into the back of a stopped vehicle. The driver of the struck vehicle had back pain and North Memorial Ambulance assessed him. The driver refused transportation to the hospital.

#### Harassment

Dec 6      5000 Main Street, Maple Plain. Resident received a threatening text from a male who was trespassed from the residence. The male was contacted and told not to contact the resident.

#### Open Door

Dec 8      3900 Independence Rd, Independence. Caller reported a garage door was open on a house that is vacant and for sale. Police checked the house and found the garage door was closed and the house was secure.

#### Disturbance

Dec 10      6:41 p.m. Reported someone was knocking on windows at a business at 5500 Pioneer Creek Dr., Maple Plain. Police arrival the business employee was talking with a neighboring business owner who had been knocking on the windows to let them know she was coming into work.

#### Theft from Auto

Dec 11      6200 Hwy 12, Independence. Reported plumbing items were stolen from a company truck. Stolen were several sections of copper, pipes and brass fittings. Video from the surveillance camera is being viewed. Case under investigation.

#### DANCO Violation / 4<sup>th</sup> Degree Assault

Dec 11 Reported a rolling domestic coming from Wayzata through Orono, Medina and entering Maple Plain. The vehicle was found at 1800 Budd Ave., Maple Plain. The driver, Robert Willard Hammond, 30 of Minneapolis was arrested and transported to jail for Misdemeanor Domestic Abuse No Contact Order Violation. Passenger victim Stephanie Rose Hammond, 32 of Minneapolis was found intoxicated. While being treated, she kicked an Emergency Medical Staff. Charges are pending for 4<sup>th</sup> Degree Assault.

#### Suspicious Act

Dec 13 3:45 a.m. Police observed a vehicle make a U-Turn at Lake Sarah Dr / CR 92, Independence and stopped on the side of the road. Police contact with the driver who was holding a pair of binoculars, had a spotlight in the center cup holder and the vehicle was full of hunting equipment. The driver stated he was heading to Kimball to go bow hunting.

#### Scam Letter

Dec 14 6000 Woodhill Lane, Independence. Resident received a threatening letter from an anonymous sender requesting Bitcoin payment. Case is under investigation.

#### Suspicious Act

Dec 16 3:33 a.m. Police observed a vehicle backed up to the front door of a residence 2000 Nelson Rd, Independence with the vehicles rear hatch open and interior light on. Homeowner was contacted and everything was fine.

#### Truck Roll-Over Crash

Dec 18 7300 Hwy 12, Independence. Semi-truck rolled over and the driver extracted himself from the truck and was treated by North Memorial Ambulance emergency personnel. Highway 12 traffic was diverted for several hours while the semi was pulled out from the ditch.

#### Medical

Dec 19 400 Nelson Rd, Independence. Construction worker injured. Delano Fire and North Memorial Ambulance were started. Before Police and emergency responders arrived, coworkers transported the injured person to the hospital in a private car. Call was cancelled.

#### Suspicious Vehicle

Dec 20 10:42 a.m. Resident reported a vehicle was driven very slowing down their street, 5000 Timber Trail, Independence. The resident felt they were possibly looking for packages on front door steps. The vehicle was not located.

#### Theft from Auto

Dec 20 5000 Lake Sarah Heights Dr. Independence. Resident reported sometime between 12/18 and 12/19 someone went into her unlocked vehicle that was in her driveway and stole her purse. Also a second vehicle had been gone through. Case under investigation.

#### Stall

Dec 22 CR 6 / CR 19, Independence. Vehicle was stalled in the intersection and the driver had called for tow assistance. A passerby helped Police push the vehicle out of the intersection to a safe spot to wait for the tow truck.

#### Smoke Smell

Dec 23 1800 Newport Street, Maple Plain. Police dispatched for a smell of something burning. Maple Plain Fire assisted and no fire or smoke was found. Determined the smell was coming from the washing machine in the laundry room in the basement which was full of water and not draining. Maintenance was contacted.

#### Mailbox Damage

Dec 23 2900 Lindgren Lane, Independence. Homeowner reported sometime overnight someone hit her mailbox as well as two others that are attached to hers. Estimate lost \$150.00.

#### Alarm

Dec 23 18 Golf Walk, Independence. Dispatched for alarms covering multiple areas at a business were activated. Police made contact with two cooks in the kitchen who forgot their key to the building and their boss had unlocked the building for them. No issues found.

#### Harassment

Dec 24 1560 Howard Ave. Maple Plain. Complainant wanted Police to talk with a tenant with the rules of the apartment complex; such as dog rest areas and parking spots. Police advised no criminal issues occurring and would not respond to investigate where the dog goes to the bathroom. Advised for the complainant to bring her complaints to management instead of the tenant.

#### Unwanted Person

Dec 24 11:35 p.m. 1900 Highsted Dr. Independence. Resident reported unwanted person in her residence. Person was hired to watch her dogs, had lied to the homeowner, had shut off the house cameras and had another person in the house. Police contact with the hired person, she was advised they had to leave and she gathered her items and both persons left. Caretaker secured the residence.

#### 3<sup>rd</sup> Degree DWI / B-Card Violation

Dec 25 8:17 p.m. Complaint of a vehicle all over road at Hwy 12/ CR 90, Independence. Police contact with driver Brent Jay Mead, 69 years old of Mountain View, AR, provided a breath sample which resulted in .17 breath alcohol concentration. Mead was transported to Hennepin County Jail, booked on 3<sup>rd</sup> Degree DWI and B-Card Violation.

#### Mailbox Damage

Dec 26 5200 Manchester Dr., Maple Plain. Management reported someone had bent the aluminum back on the top row of apartment mailboxes. Possibly happened on Dec. 21<sup>st</sup>. Case is under investigation.

#### Coyote Sighting

Dec 27 2:25 p.m. 5900 Merz Way, Independence. Caller reported saw either a small wolf or coyote walk across Becker Rd towards a house that she knows has small children. Caller did not know the family or how to contact them to warn them. Police checked the area and did not locate any wild animals.

#### Verbal Domestic

Dec 28 5200 Manchester Dr., Maple Plain. Neighbor reported arguing and a loud banging noise coming from an apartment. Police contact with residents found verbal argument occurred, nothing physical. Both persons agreed to be separated for the evening.

#### Crash / PD

Dec 28 WHPS Patrol responded to 6 calls of vehicles in the ditch and property crashes due to the roads covered in ice, snow and were slippery in the cities of Maple Plain and Independence.

#### Crash

Dec 28 10:19 a.m. 8000 CR 11, Independence. Motorist stated the roads were covered in ice and snow, were slippery and he went off the road, hit a driveway approach and the vehicle went airborne, crashing into the ditch. Damage to landscaping near the driveway and the vehicle was towed from the scene. No injuries.



#### Personal Injury Crash

Dec 29      Reported personal injury crash at 7400 CR 6, Independence. Police found a Motorist trapped inside his vehicle, had back pain and stated he was struck by another vehicle which was down the road. Maple Plain Fire Rescue responded and extricated the male who was transported to the hospital by ambulance. The driver of the striking vehicle was w/b CR 6, noticed the motorist's vehicle was not negotiating the turn and could not avoid the crash. Driver and her passenger were not injured. Both vehicles were towed from the scene.

#### Suspicious Activity

Dec 29      1500 Budd Ave., Maple Plain, Delayed report of a male who attempted to enter a residence the night before at 10:30 p.m., opened the screen door and was startled by the residents' son. The male ran. Male was wearing all black clothing and a black hoodie.

#### Fire Alarm

Dec 29      1500 Howard Ave., Maple Plain. Fire alarm sounding in an apartment. Resident admitted to smoking cigarettes in the apartment due to the cold weather. Alarms were reset and residence was aired out.

#### Hit and Run Property Damage

Dec 29      5000 Perkinsville Rd, Independence. Hit and run damage to a mailbox and sign post. Police found vehicle tracks w/b on Perkinsville Rd, leading north off the roadway, struck a mailbox, then struck a sign post and left the scene of the crash. Several pieces of vehicle parts left at the scene including a part number that was matched to a 2008 – 2012 Chev Malibu, The parts were a 'liver' color. Case pending investigation.

#### Vehicle Stalls

Dec 30 & 31      Police assisted with several vehicle stalls due the cold weather.

# City of Independence

## Fee Schedule Update / Automated Payment Agreement

---

*To:* City Council  
*From:* Mark Kaltsas, City Administrator  
*Meeting Date:* January 16, 2018

### ***Discussion:***

Council discussed the automated payment options at the last Council Meeting and directed staff to move forward with PSN – Payment Services Network to accept automated payments for both utilities and credit card payments over the counter for various City fees.

### **Automated Payments**

There are a couple of points of clarification that Council should consider prior to formal approval:

1. The contract with PSN – Payment Services Network is for three (3) years. There is a prepayment penalty of \$500 if the City would leave the contract early.
2. The City will set up automated payment withdrawals for utility bills using PSN as the third-party provider of this service. The cost of the services is one dollar (\$1) per transaction (\$4 annually) and will be paid directly by the customer and not collected by the City. Credit cards will not be accepted for utility bills.
3. The City has updated the fee schedule to identify which payments will be accepted via a credit card. Generally, all zoning and planning fees and deposits, septic fees and deposits and liquor license fees will be excluded from credit card payments. The remaining City fees, including building permits, can be paid with credit cards and PSN with will add the 2.75% surcharge onto the cost of each individual transaction.
4. The total initial and annual cost to provide the credit card payment option is estimated to be as follows:
  - a. Initial Setup Costs:
    - i. \$149.00 Training/Setup Fee
    - ii. \$200.00 Website Integration
    - iii. \$219.00 Credit Card Terminal
    - \$568.00 (One Time Fee)**
  - b. Annual Costs:
    - i. \$59.40 Credit Card Terminal
    - ii. \$89.00 Security Compliance Fee
    - \$148.40 (Annual Fees)**

*Fee Schedule Update*

The City annually reviews the fee schedule to ensure that the cost of providing various services is commensurate with the services provided. In addition to adding the credit card payment option and applicable surcharge to the fee schedule, there were several fees identified that need to be amended. The following fees are proposed to be amended:

1. Quarterly sewer charges are proposed to be amended in accordance with the City's sewer charge study that was updated in January of 2017. The quarterly sewer fees will be amended as follows:
  - a. Quarterly sewer access charge     \$            200 (*\$181 in 2017*)
  - b. Quarterly availability charge        \$            100 (*\$91 in 2017*)

***Council Recommendation:***

Staff is seeking Council direction relating to authorizing staff to enter into a contract for automated payment services with PSN. Based on that recommendation, staff is seeking Council approval of **RESOLUTION NO. 18-0116-02** adopting the updated 2018 fee schedule.

***Attachments:***            Credit Card/Direct Fee Proposal From PSN  
                                 PSN Services Contract  
                                 **RESOLUTION NO. 18-0116-02**

# ePayments ■ eBills ■ eCommunications



ONLINE



MOBILE APP



IVR



CALL CENTER



SWIPES-EMV



MOBILE SWIPES



VIRTUAL



BANK-ISSUED



PAPER CHECKS



KIOSKS



CASH SITES



Payment Service Network (PSN) offers you the widest suite of electronic payment, billing and communication services. PSN solutions are so easy to implement, manage and use. Yet they are so sophisticated that you can let your customers pay any way they want, while fully adhering to your business policies and applicable regulations. No matter how your customers pay, all payments will be consolidated into the PSN system with automatic posting to your software. Add to that your ability to reduce the cost of printing and mailing bills with eBills and broadening your customer communications to include everything “e” and you have a complete solution that is unbelievably inexpensive—in fact, your ROI is nearly immediate. What’s most excellent is that you can select only the services that are best for your organization and your customers today and easily change them as your needs change.

**Keep customers happy!**  
Let them pay any way  
they want—or can!

- ✓ Online
- ✓ Smart Phones & Tablets
- ✓ Automated Phone (Spanish/English)
- ✓ PSN Call Center (Spanish/English)
- ✓ Entered by Your Staff (in the field and at counter)
- ✓ Mailed Paper Checks
- ✓ Bank-issued Check Payments
- ✓ Cash Payment Locations
- ✓ Credit Card Swipes

All of these payments can flow into the PSN system and then automatically post to your software.

**Make billing simple  
for you and  
your customers!**

- ✓ eBill resembles paper bill
- ✓ Online archive (up to 24 months)
- ✓ Current amount due always available
- ✓ Ability to opt out of paper bills
- ✓ Ability to print any bill
- ✓ Ability to make a service request
- ✓ Attach notices just like in paper bills
- ✓ Accessible to your staff
- ✓ Automated notices to customers that their bills are ready to view

With a simple file upload, PSN generates and posts the bills online. A customer file uploaded daily updates the current amount due.

**Assure you get paid  
by accepting a wide range  
of payment methods!**

- ✓ VISA
- ✓ MasterCard
- ✓ Discover
- ✓ American Express
- ✓ eChecks and eSavings
- ✓ Cash
- ✓ Money Orders
- ✓ Paper Checks
- ✓ Bank-issued Checks (Bank bill pay systems)

Select which payment methods you want to allow your customers to use, and PSN “turns them on.”

**Simplify your  
business day...  
Let PSN work for you!**

- ✓ Data sharing payments to your software and posts amounts due online
- ✓ All payments flow into one system for one deposit, one reconciliation
- ✓ No PSN hardware or software costs
- ✓ Eliminate data entry errors, bank-issued paper checks, cost of printing/mailling bills
- ✓ Easily reconcile payments and deposits
- ✓ Have online access to all payment, billing and communications information

These are just a few of the many, many benefits you can realize with implementing PSN ePayment, eBill and eCommunication solutions.

**Contact us** for more information or a live online demonstration of our solutions.

2901 International Lane ■ Madison WI 53704 ■ 866.917.7368 VOICE ■ [www.PaymentServiceNetwork.com](http://www.PaymentServiceNetwork.com)





## **Pricing Proposal for Independence City, MN**

Payment Service Network, Inc.  
2901 International Lane  
Madison Wisconsin 53704

[www.PaymentServiceNetwork.com](http://www.PaymentServiceNetwork.com)

VOICE 866.917.7368

FAX 608.442.5116

Christine Dudley

DIRECT 608-442-5089

cdudley@PaymentServiceNetwork.com

*Simplifying Your Business Day*



**VISA**



**AMERICAN  
EXPRESS**



**DISCOVER**



**MasterCard**



Thank you for allowing me to submit this proposal. Payment Service Network (PSN) provides a vast range of eServices for payment processing, billing and customer communication. After discussing your needs, I have developed the following proposal of services. Please let me know if there is any additional information you require. The staff at PSN looks forward to providing you with personalized service.

This proposal quotes costs for the services that are marked below. If you would like quotes on any additional services, please let me know.

#### PAYMENT METHODS

| Included | Not Included |                                |
|----------|--------------|--------------------------------|
| √        |              | Credit and Debit Card Payments |
| √        |              | Checking and Savings Payments  |
|          | √            | Cash and Money Orders          |

#### PAYMENT CHANNELS

| Included | Not Included |   |
|----------|--------------|---|
| √        |              | Online and Standard Mobile App            |
| √        |              | Automated Phone (IVR) and PSN Call Center |
| √        |              | Counter Credit Card Swipes                |
| √        |              | Virtual Terminal for Your Staff           |
|          | √            | Cash Payment Locations Arranged by PSN    |
| √        |              | Residents' Banks' Bill Payment System     |
|          | √            | Paper Check Scanning (Check 21)           |

#### ADDITIONAL SERVICES

| Included | Not Included |                                   |
|----------|--------------|-----------------------------------|
|          | √            | Web Customization                 |
| √        |              | Data Sharing (System Integration) |
| √        |              | eBills                            |
|          | √            | Customized Mobile App             |
|          | √            | Customized Automated Phone (IVR)  |
|          | √            | Outbound Auto-Call Messaging      |
|          | √            | Lockbox Processing                |

## Implementation and Service Fees

Following are non-transactional fees which are either one-time, monthly or annual costs. If you need additional information on these costs, please let me know.

|   |  |  |
|---|--|--|
| <b>Service Implementation Fee</b><br>Includes, as applicable: Implementation Team • Training • Online Portal Setup • Standard Mobile App Setup • IVR Setup • PSN Call Center Training Specific to Your Account • Merchant Application Processing • eBill Design • Marketing Support   | One-time fee   | \$149  |
| <b>Data Sharing/Integration</b><br>Includes, as applicable: Integration Specialist • Creating Specifications • Developing Interface • Coordination with Your Software Supplier • Testing • Training   | One-time fee   | WAIVED   |
| <b>Website Customization Fee</b><br>Includes: Development of Web Portal with Your Header and Links  | One-time fee   | \$200<br>OPTIONAL UPGRADE                      |
| <b>Support, Maintenance Fee</b><br>Includes, as applicable: Online Portal, Standard Mobile App, IVR System Upgrades and Maintenance • Call Center Support for Your Customers • Email Notifications to Payers and Staff • Service Account Manager for Your Staff • Interface/Integration Support (Storage and Maintenance of Customer Data) • Reports • Online Account Management Center • System and Account Monitoring (24/7) • And More | Monthly fee per account                                  | WAIVED   |
| <b>eBill Fee</b><br>Includes: Creation of PDF eBills • Posting Online • Archiving for 24 Months • Email Notifications (Includes “Ready to View,” “Coming Due” and “Past Due,” as Applicable)  | Monthly fee  | \$39.95<br>OPTIONAL UPGRADE                    |
| <b>Credit Card Terminal Maintenance Fee</b>   | Monthly fee<br>\$2.50 for each additional terminal       | \$4.95<br>with purchase with credit card swipe |
| <b>PCI Security Compliance Fee</b><br>Includes: Required PCI Certification • Compliance with Credit Card Security Requirements • Auditing   | Annual fee<br>(one fee regardless of number of accounts) | \$89   |

## Equipment Cost

|   |                            |       |
|---|----------------------------|-------|
| <b>Credit Card Swipe Terminal- VeriFone vx520 with EMV Chip Reader</b><br>Includes: Terminal • Setup • Shipping | One-time cost per terminal | \$219 |
|---|----------------------------|-------|

## Transaction Fees Paid by Residents

To cover costs of processing payments through the network of financial institutions, the following fees will apply to each transaction. The fees are based on the type of payment (check, credit card, cash) and/or how the payment is made.

| <i>Payment Channel</i>  | <i>Check/Savings</i> | <i>Credit/Debit Card</i>    |
|---|----------------------|-----------------------------|
| Online • Mobile • Virtual • Automated Phone (IVR) • PSN Call Center | \$1.00               | 2.75% (+50c if under \$100) |
| Swipe Terminal  |                      | 2.75% (+50c if under \$100) |

*Credit cards include VISA, MasterCard, Discover and American Express*

**NOTE:** A \$15 fee is charged to you for any disputed credit/debit card.

*Your residents will be charged a \$35 NSF fee.*

## Other Services

You can also convert time-consuming traditional payments to ePayments through PSN. These payments can automatically post to your software, if integrated. You would pay these fees.

| <i>Conversion Methods</i>                   | <i>Fee</i> |
|---|------------|
| Bank Bill Payment Paper Checks to ePayments | 50¢        |





---

**RESOLUTION NO. 18-0116-02**

**A RESOLUTION APPROVING AN UPDATE TO THE  
FEE SCHEDULE**

WHEREAS, the City of Independence (the “City”) is a municipal corporation under the laws of Minnesota; and

WHEREAS, the City has adopted a Fee Schedule to set forth fees for certain services provided by the City;

AND WHEREAS, the Fee Schedule is referred to in the City’s Code of Ordinances and determined to be necessary to ensure that the City is reimbursed for the cost of providing the services.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INDEPENDENCE, MINNESOTA:

1. The Fee Schedule attached hereto as Exhibit A is hereby adopted.

This resolution was adopted by the City Council of the City of Independence on this 16<sup>th</sup> day of January, 2018, by a vote of \_\_\_\_ ayes and \_\_\_\_ nays.

\_\_\_\_\_  
Marvin Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Mark Kaltsas, City Administrator  
(SEAL)

## LIQUOR LICENSES

|                             |            |
|-----------------------------|------------|
| Wine, on sale               | \$ 600     |
| On-sale intoxicating        | \$5500     |
| Off-sale intoxicating       | \$ 240     |
| Sunday On-sale              | \$ 200     |
| Beer Off-sale               | \$ 50      |
| Beer On-sale                | \$ 500     |
| Setup                       | \$ 500     |
| Investigation fee           | \$ 500     |
| Temporary liquor (1-4 days) | \$ 100/day |

## DOG LICENSES (#)

|   |        |
|---|--------|
| Lifetime License                          | \$ 20  |
| Replacement tag                           | \$ 2   |
| Dangerous Dog annual fee                  | \$ 500 |
| Dog Impound Fee 1 <sup>st</sup> Violation | \$ 35  |
| 2 <sup>nd</sup> Violation                 | \$ 70  |
| 3 <sup>rd</sup> Violation                 | \$ 105 |

## SERVICE FEES (#)

|                                |        |
|--------------------------------|--------|
| Address Labels                 | \$ 50  |
| Address List                   | \$ 30  |
| Copies 8 ½ x 11                | \$ .25 |
| Copies, Oversize               | \$ .50 |
| Copies: City Code Book         | \$ 60  |
| Copies: Subdivision Ordinance  | \$ 15  |
| Copies: Zoning Ordinance       | \$ 15  |
| Copies: Shoreland Ordinance    | \$ 15  |
| Copies: City Comp. Plan        | \$ 40  |
| Copies: Park Comp. Plan        | \$ 15  |
| Copies: Audit Book             | \$ 45  |
| City Address Map               | \$ 8   |
| Zoning Map (color)             | \$ 3   |
| Land Use Map (color)           | \$ 3   |
| Assessment Search written req. | \$ 25  |
| Flood Zone Search written req. | \$ 25  |
| Ag Preserve Application        | \$ 50  |
| Ag Preserve Expiration         | \$ 50  |
| NSF Check                      | \$ 30  |
| Special Council Meeting fee    | \$ 250 |
| Election Filing fee            | \$ 2   |

## SIGN PERMIT (#)

|                                 |        |
|---------------------------------|--------|
| Temporary (administrative)      | \$ 100 |
| Permanent Sign/Site Plan Review | \$ 250 |

## ZONING FEES

|                        |        |
|------------------------|--------|
| Extension              | \$ 250 |
| Appeal Admin. Decision | \$ 750 |
| Move Building          | \$ 175 |
| Right-of-way permit    | \$ 75  |

Grading Permit (100 cu yd or more) \$ 500  
(if less than 100 cu. yd, no permit required.)

Other (non-defined) Planning/Review: \$ 250

Staff time in excess of application fees:

|                       |        |
|-----------------------|--------|
| Professional per hour | \$ 100 |
| Clerical per hour     | \$ 50  |

**Planning Application Type I-Application Fee:**  
**\$1,250/Additional Fee Deposit \$750**

- Minor Subdivision (Minor Subdivision (Lot Line Rearrangement, Lot Consolidation, Rural View Lot Subdivision, Lot Split-2 lots or less)
- Rezoning
- Conditional Use Permit (residential)
- Interim Use Permit (residential)
- Right of Way or Easement Vacation
- Simple Concept Plan
- Simple Zoning Text Amendment
- Simple Site Plan Review

**Planning Application Type II-Application Fee:**  
**\$1,750/Additional Fee Deposit \$1,500**

- Preliminary Plat (3 lots or more) - (plus \$250 per lot)
- Final Plat (plus \$250 per lot)
- Conditional Use Permit (commercial)
- Interim Use Permit (commercial)
- Comprehensive Plan Amendment
- Complex Concept Plan
- Complex Site Plan Review
- Complex Zoning Text Amendment

**After-the-fact fees double**

Grading Permit (100 cu yd or more) \$ 500  
(if less than 100 cu. yd, no permit required.)

## PARK DEDICATION FEES

\$3500 per lot to 4.99 acres + \$750 per acre over 5 acres.

## MISC. PERMIT FEES

|                                |         |
|--------------------------------|---------|
| Fireworks Dealer License       | \$ 75   |
| Tower (wireless communication) | \$ 1000 |

## LICENSES (#)

|                                |        |
|--------------------------------|--------|
| Garbage hauler/per year        | \$ 150 |
| Per truck per year             | \$ 20  |
| Tobacco                        | \$ 100 |
| 1 <sup>st</sup> Offense        | \$ 75  |
| 2 <sup>nd</sup> Offense        | \$ 200 |
| 3 <sup>rd</sup> Offense & over | \$ 250 |
| Solicitation                   | \$ 100 |

## FLAT FEE BUILDING PERMIT FEES (#)

|                                 |              |
|---------------------------------|--------------|
| Mechanical                      |              |
| Furnace                         | \$ 100       |
| Air Conditioner                 | \$ 100       |
| Gas Fireplace                   | \$ 100       |
| Water Heater                    | \$ 50        |
| Wood stove/fireplace            | \$ 100       |
| Chimney                         | \$ 100       |
| Fuel tank removal               | \$ 100       |
| Lawn Sprinkler                  | \$ 100       |
| Plumbing remodel                | \$ 100       |
| Plumbing new                    | \$ 100       |
| ( \$10 per fixture over five)   |              |
| Re-roof                         | \$ 100       |
| Re-side                         | \$ 100       |
| Window replacement same size    | \$ 100 (1) + |
| ( \$10 each additional opening) |              |

**Flat Fee State Permit Surcharge Add \$ 1**  
(Example: A/C + Furnace = \$201)

|            |        |
|------------|--------|
| Demolition | \$ 100 |
| Driveway   | \$ 100 |

**All Other Building Permits Based on Value**

**Electrical Permits (Contact State)**

## SEPTIC FEES

|   |    |      |
|---|----|------|
| Private On-site Permit                      | \$ | 300  |
| Mound Repair                                | \$ | 150  |
| Abandonment of System/Tank                  | \$ | 75   |
| Holding Tank with Pumping Agreement         | \$ | 100  |
| First Year                                  | \$ | 50   |
| Annual                                      | \$ | 25   |
| Operating Permit Business                   | \$ | 175  |
| First Year                                  | \$ | 175  |
| Annual                                      | \$ | 75   |
| Mid-Size System                             | \$ | 400  |
| (+ \$1,000 escrow)                          |    |      |
| Total Sewer Connection Fee                  | \$ | 3860 |
| - Includes \$ 1250 City Sewer Permit        |    |      |
| - Includes \$ 125 Street to house connect   |    |      |
| - Includes \$ 2485 SAC (MUSA line)          |    |      |
| Quarterly sewer access charge               | \$ | 200  |
| Quarterly availability charge               | \$ | 100  |
| (dwelling not connected to available sewer) |    |      |
| SAC (MUSA line)                             | \$ | 2485 |
| Winter septic holding tank escrow*          | \$ | 8000 |
| *Plus Administrative fee                    | \$ | 55   |

## OTHER INSPECTION FEES

|                                 |    |                        |
|---------------------------------|----|------------------------|
| Investigation/Re-inspection Fee | \$ | 100/1 <sup>st</sup> Hr |
|                                 | \$ | 50/Hr.                 |
| Fire Damage Inspection          | \$ | 100                    |

## COMMUNITY ROOM RENTAL (#) (maximum 200 guests)

|  |    |      |
|--|----|------|
| Non-Profit                             | \$ | 75   |
| Security /Damage Deposit               | \$ | 650  |
| False Fire Alarm                       | \$ | 350  |
| Organizations regular mtgs.            | \$ | 100  |
| Events under 50 – resident             | \$ | 150  |
| Events under 50 – <i>non-resident</i>  | \$ | 250  |
| Events 50 – 100 – resident             | \$ | 200  |
| Events 50 – 100 – <i>non-resident</i>  | \$ | 400  |
| Events 101 – 150 – resident            | \$ | 300  |
| Events 101 – 150 – <i>non-resident</i> | \$ | 500  |
| Events 151 – 200 – resident            | \$ | 400  |
| Events 151 – 200 – <i>non-resident</i> | \$ | 750  |
| Funeral – resident                     | \$ | 50   |
| Funeral – <i>non-resident</i>          | \$ | 100  |
| Wedding – resident                     | \$ | 400  |
| Wedding – <i>non-resident</i>          | \$ | 1000 |

## CONFERENCE ROOM RENTAL (#)

(seats 25 people)

|              |    |     |
|--------------|----|-----|
| Rent per day | \$ | 100 |
| with kitchen | \$ | 150 |
| per hour     | \$ | 35  |

## PARK RENTAL FEES (#)

|   |    |     |
|---|----|-----|
| Commercial, daily - resident            | \$ | 200 |
| Commercial, daily - <i>non-resident</i> | \$ | 300 |
| Individual, daily - resident            | \$ | 75  |
| Individual, daily – <i>non-resident</i> | \$ | 150 |
| (Liability Insurance Required)          |    |     |

## FREQUENTLY CALLED NUMBERS

|                                  |              |
|----------------------------------|--------------|
| Public Works Director Larry Ende | 763-479-0530 |
| City Administrator Mark Kaltsas  | 763-479-0527 |
| Building Inspector Bruce Satek   | 763-479-0531 |
| Administrative Asst. Beth Horner | 763-479-0527 |
| Office Assistant Trish Bemmels   | 763-479-0514 |
| West Hennepin Public Safety      | 763-479-0500 |
| Burn permits WHPS                | 763-479-0500 |
| Hennepin County                  | 612-348-3000 |

**CREDIT CARD PAYMENTS ACCEPTED FOR FEES IDENTIFIED WITH THE (#) SYMBOL. THE CITY WILL CHARGE THE LISTED FEE, PLUS APPLICABLE CHARGES FOR PROCESSING THE CREDIT CARD (CURRENTLY 2.75%, PLUS \$0.50 FOR ANY TRANSACTION LESS THAN \$100).**



1920 COUNTY ROAD 90  
INDEPENDENCE MN 55359

PHONE: 763-479-0527

FAX: 763-479-0528

Website: <https://independence.govoffice.com>

**ALL FEES ARE NON-REFUNDABLE.**  
**Fees are Subject to change**

## FEE SCHEDULE

Effective September 1, 2003

Revised January 16, 2018