



Real People. Real Solutions.

## MEMORANDUM

Date: April 9, 2025

To: Jacob Kolander, City Administrator  
City of Maple Plain

From: Angie Smith, Environmental Planner  
Matt Bauman, P.E.

Subject: Staff Report: Wellhead Protection Plan – Part 2 Update  
Public Hearing, City of Maple Plain

---

### **Introduction**

This agenda item is to record public and City Council comments on the draft *Wellhead Protection Plan (WHPP) Part 2*, aimed at protecting the city's drinking water resources. The draft document was submitted for Local Government Unit (LGU) stakeholders to review and provide comments between February 6 and April 6, 2025.

No LGU comments were received during this time; however, the Minnesota Department of Health (MDH) provided courtesy comments that will expedite the agency approval process.

Angie Smith will provide an informational overview for the City Council on the draft *WHPP Part 2* document and process.

### **WHPP Process**

Minnesota Rules 4720 outlines the process and requirements for local communities to update and maintain their WHPP every 10 years. The MDH oversees and manages this process in close collaboration with its partner communities.

The City of Maple Plain received notice of the Part 2 requirements on February 6, 2024, with the Part 2 plan due by October 2025. The draft *WHPP Part 2* and its associated Appendices were presented to City Council for initial review at its January 27, 2025, meeting. During this review, the City Council expressed interest in and reviewed the *WHPP Part 2* goals, objectives, and action plan. The action plan represents the City's commitment to protecting land and water resources, managing potential drinking water contaminant sources, and proactively engaging with the WHPP stakeholders. Items identified in the action plan are potentially available for grant funding.

Following the 60-day LGU review period, the City Council hosts a Public Hearing for recording public and Council comments. Following receipt of all draft document comments, Bolton & Menk will update the *WHPP Part 2* and present the final document for City Council approval at its April 29<sup>th</sup> meeting. MDH will coordinate with other state agencies for the 90-day agency review period and subsequent approval. The tentative timeline in the table below outlines those steps and how the City will meet its October 2025 deadline.

The City Council can review the draft *WHPP Part 2* document and provide any comments, questions, or edits during the Public Hearing. Upon Council approval at the April 29<sup>th</sup> meeting, the document will be submitted for the 90-day agency review period. With the planned agency submittal on May 5, 2025, we anticipate MDH approval by August 5, 2025.

### **WHPP Schedule**

The schedule below provides an overview of the *WHPP Part 2* update process. After the WHPP process is completed, the City is responsible for implementing its action plan and coordinating with MDH for regular updates.

Date	Action
1/27/25	City Council Workshop – Review Draft <i>WHPP Part 2</i>
2/6/25	Submit Draft <i>WHPP Part 2</i> for 60-day LGU Review
2/6/25 – 4/6/25	60-day LGU Review Period
4/14/25	City Council – Public Hearing on Draft <i>WHPP Part 2</i>
4/15/25 – 4/22/25	Finalize <i>WHPP Part 2</i> Updates
4/29/25	City Council Approves <i>WHPP Part 2</i> for Agency Review
5/5/25	Submit <i>WHPP Part 2</i> for 90-day Agency Review
8/5/25	MHD Approval Notice to City
8/11/25	Provide Notice to LGUs, re. Plan Approval
10/1/25	Begin Implementation Plan

### **Key Points**

- The draft document was reviewed by LGUs and no comments were received.
- The Public Hearing will allow constituents and interested parties to provide comments on the draft document.
- MDH provided draft document comments as a courtesy and these updates will be made before the City Council approves the final *WHPP Part 2*.
- The final draft *WHPP Part 2* will be presented to the City Council for approval at their April 29<sup>th</sup> meeting.

### **Recommendation:**

Staff recommends the City Council make a motion to have Bolton & Menk update the draft *WHPP Part 2* based on comments received in the MDH letter (see attached) and any provided during the Public Hearing, to be presented at the April 29<sup>th</sup> Council meeting.

### **Attachments:**

1. Draft WHPP Part 2\*
2. Appendices\*
3. MDH Comment Letter

\* Available to download from the following SharePoint Site: [Maple Plain WHPP Part 2](#)