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MEMORANDUM

Date: April 23, 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
City Council Review and Approval

Introduction

This agenda item is to finalize the city's review and request City Council approval to submit the *Wellhead Protection Plan (WHPP) Part 2* to the Minnesota Department of Health. This planning document is aimed at protecting the city's drinking water resources for the next 10 years. 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. These comments were integrated into the document being reviewed by the City Council at its April 29th meeting.

Matt Bauman will be available if the City Council has any questions on the final *WHPP Part 2* 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 hosted a Public Hearing for recording public and Council comments. No LGU or public comments were received, although the MDH Planner provided comments that will help expedite the agency review process. Bolton & Menk completed the recommended updates to the *WHPP Part 2* and staff will present the final document for City Council approval at its April 29th 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 final draft *WHPP Part 2* document and provide any comments, questions, or edits prior to staff submitting this to the MDH. Upon Council approval, the document will be submitted for the 90-day agency review period. With the planned agency submittal on May 1, 2025, we anticipate MDH approval by August 1, 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
5/1/25	Staff submits <i>WHPP Part 2</i> for 90-day Agency Review
8/1/25	MDH Approval Notice to City
8/11/25	Provide Notice to LGUs, re. Plan Approval
10/1/25	Begin Implementation Plan

Key Points

- No LGU or public comments were received on the draft *WHPP Part 2*.
- The Public Hearing was held on April 14, 2025, with the MDH Planner in attendance.
- Bolton & Menk completed updates and requests City Council approval of the final *WHPP Part 2*.

Recommendation:

Staff recommends the City Council make a motion to approve the *WHPP Part 2* and have staff submit this document to MDH on May 1, 2025, to initiate the 90-day agency review period.

Attachments:

1. Final Draft WHPP Part 2 with Appendices*
2. MDH Submittal and Review Request Letter

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