



AGENDA
MAPLE PLAIN CITY COUNCIL – BUSINESS MEETING
MAPLE PLAIN CITY HALL
January 27, 2025
7:00 P.M.

- 1. WELCOME**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADOPT AGENDA**
- 5. VISITORS TO BE HEARD** *(A completed public comment form should be presented to the City Administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.)*
- 6. CONSENT AGENDA**
 - A. 12/09/24 Council Workshop Meeting Minutes
 - B. 12/10/24 Council Special Meeting- Admin Review
 - C. 12/16/24 Council Workshop Meeting Minutes
 - D. 12/16/24 Council Business Meeting Minutes
 - E. 01/06/25 Council Swearing-in Meeting Minutes
 - F. 01/07/25 Council Workshop Minutes
 - G. 01/13/25 Council Workshop Meeting Minutes
 - H. 2025 Pay Equity Study
 - I. Purchase Fire Tahoe from Capital Budget for \$15,000
 - J. Approve Fire Department Lighting Project
 - K. Approve Chambers Recording Device
 - L. Gambling Permit for Pheasant's Forever
- 7. ACCOUNTS PAYABLE**
 - A. City Checks \$123,005.17
 - B. City ACH \$101,277.81
- 8. STAFF REPORTS**
 - A. Fire Department
 - B. West Hennepin Public Safety
 - C. City Engineer

**This meeting will be recorded and
then posted to the City website within 3-5 business days.**

- D. Public Works
- E. City Planner
- F. Administration & Finance

9. NEW BUSINESS

- A. Resolution 2025-0127-01 Annual Designations
- B. Resolution 2025-0127-02 CUP for Chopper Sports
- C. Ordinance 333 Franchise Agreement with Midco

10. COUNCIL REPORTS & OTHER BUSINESS

- A. City Council Reports

11. ADJOURNMENT

(The City Council may meet as a group for dinner)

**This meeting will be recorded and
then posted to the City website within 3-5 business days.**



Executive Summary

City Council Business Meeting: January 27, 2025

AGENDA ITEM: Consent Agenda	
PREPARED BY: Jacob Kolander, City Administrator	AGENDA NO. 6
RECOMMENDED ACTION: Approve Consent Agenda	

Consent Agenda Items:

- A. 12/09/24 Council Workshop Meeting Minutes
- B. 12/10/24 Council Special Meeting- Admin Review
- C. 12/16/24 Council Workshop Meeting Minutes
- D. 12/16/24 Council Business Meeting Minutes
- E. 01/06/25 Council Swearing-in Meeting Minutes
- F. 01/07/25 Council Workshop Minutes
- G. 01/13/25 Council Workshop Meeting Minutes
- H. 2025 Pay Equity Study (This report is completed every 3 years)
- I. Purchase Fire Tahoe from Capital Budget for \$15,000.00
- J. Approve Fire Department Lighting Project
- K. Approve Purchase of New Recorder using Capital Funds, Not to Exceed \$4,000.00
- L. Gambling Permit for Pheasant's Forever

Maple Plain City Council Workshop Meeting Minutes

Maple Plain City Hall, December 9, 2024 5:30 PM

Call to Order

Mayor Julie Maas-Kusske called the meeting to order at 5:30 PM.

Councilmembers Present

Council Members Mike DeLuca, Connie Francis, John Fay, Andrew Burak, and Mayor Julie Maas-Kusske were present.

Staff Present

City Administrator Kolander, and Assistant City Administrator Kevin Larson.

Meeting Details

Adopt Agenda

A motion was made by DeLuca and seconded by Burak to approve the agenda with the following additions:

- Add special assessment

Motion carried 5-0.

2025 Fee Schedule

City Administrator Kolander summarized the updates for 2025 fee schedule. Key points include:

- Delinquent bills
- Special assessment search
- Utilities – failure to comply

Direction: this will go to the council for the 12/16 business meeting.

City code – Chapter 9

City Administrator Kolander summarized the proposed changes to the city code. Key points:

- Water service shut off after an account is 45 days delinquent
- Wellhead protection is needed to be completed with a public hearing by the end of January

Direction: Move forward with these changes and proceed in January.

Ordinance 332

The council is pleased with bringing the ordinance up to date with relevant verbiage.

Water Incentive Program

The council discussed this program with the following guidelines:

- The incentive program will go 90 days past the warranty period ends.
- There will be commentary to the FAQ's that will be posted on the website

Other Business

Special Assessment Update

City Administrator Kolander provided an update with the payments to Northland Securities.

Adjournment

A motion to adjourn was made by Council Member Fay, seconded by Council Member Francis. Motion passed 5-0. The meeting was adjourned at 6:56 PM.

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:



Maple Plain City Council Special Meeting Minutes

Maple Plain City Hall, December 10, 2024 7:00 PM

Call to Order

Mayor Julie Maas-Kusske called the meeting to order at 7:00 PM.

Councilmembers Present

Council Members Mike DeLuca, Connie Francis, John Fay, Andrew Burak, and Mayor Julie Maas-Kusske were present.

Staff Present

City Administrator Kolander

Meeting Details

Adopt Agenda

A motion was made by DeLuca and seconded by Burak to approve the agenda **Motion carried 5-0.**

City Administrator's Review

Mayor Julie Maas-Kusske read the following statement: This portion of the meeting may be closed pursuant to Minnesota Statute 13D.05, Subd. 3(a).

A motion to close the meeting was made by DeLuca, seconded by Fay Motion Carried 5-0 the meeting was closed at 7:02 PM

A Motion was made by Fay, Seconded by Burak to open the meeting, Motion carried 5-0 the meeting was open at 8:57 PM

During the closed session the Council discussed with Administrator Kolander goals and progress made in the first year, and established goals for the next year.

A motion to adjourn was made by Francis, seconded by Burak. Motion passed 5-0. The meeting was adjourned at 8:59 PM.

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:



Maple Plain City Council Business Meeting Minutes

Maple Plain City Hall, December 16, 2024 7:00 PM

Call to Order

Mayor Julie Maas-Kusske called the meeting to order at 7:00 PM.

Councilmembers Present

Council Members Mike DeLuca, Connie Francis, John Fay, Andrew Burak, and Mayor Julie Maas-Kusske were present.

Staff Present

City Administrator Kolander, Assistant City Administrator Kevin Larson, and ABDO Sr. Finance Manager Julie McMackins.

Meeting Details

Special Presentation

The Orono Rotary Club, represented by President Mary Bakken and Secretary, presented a \$12,000 check to the City for park improvements at Veterans Memorial Park. Mayor Maas-Kusske highlighted the longstanding partnership between the Rotary Club and the City.

Adopt Agenda

A motion was made by Council Member Francis and seconded by Council Member Fay to approve the agenda as presented. **Motion carried 5-0.**

Truth in Taxation (TNT) Presentation

ABDO Sr. Finance Manager Julie McMackins presented the final budget and tax levy:

- The 2025 levy increases by \$132,233 (7.54% over 2024), totaling \$1,886,434.
- Residential property taxes will increase between \$38 and \$191 annually, depending on property value.
- Commercial property taxes will increase between \$431 and \$1,362.
- General Fund revenues decrease by \$57,758 due to ARPA funding depletion.
- Expenditure adjustments include increases in parks and decreases in highways/streets.

TNT Public Hearing

Motion by DeLuca, seconded by Burak, to open the public hearing at 7:13 PM. **Motion carried 5-0.**

John Adsem, 1490 Parkview Road. expressed concerns over a \$421 increase in his property taxes, attributing the change to the City levy.

Motion by Francis, seconded by Burak, to close the public hearing at 7:20 PM. **Motion carried 5-0.**

Consent Agenda

Motion by DeLuca, seconded by Francis, to approve the Consent Agenda:

Consent Agenda items: November 25 Workshop, November 25 Public Hearing, November 25 Business Meeting, and Approval of 2025 staff wage increase. **Motion carried 5-0.**

Accounts Payable

City Administrator Kolander reported:

- Total City bills: \$311,405.62.
- ACH payments: \$9,786.10.
- Street project payments: \$29,548.88.

Motion by Burak, seconded by Francis, to approve accounts payable. **Motion carried 5-0.**

Staff Reports

Motion by DeLuca, seconded by Francis, to accept the staff reports as presented. **Motion carried 5-0.**

New Business

Resolution 2412-16-01: ARPA Funding Expenditures

City Administrator Kolander reported all \$231,022.33 in ARPA funds have been allocated.

Motion by Burak, seconded by DeLuca, to approve the resolution. **Motion carried 5-0.**

Resolution 2412-16-02: Donations Received

Total 2024 donations: \$24,050. Motion by Francis, seconded by Burak, to approve the resolution. **Motion carried 5-0.**

Resolution 2412-16-03: Final Tax Levy and Budget

City Administrator Kolander recommended approval of the 2025 tax levy at 7.54%.

Motion by DeLuca, seconded by Burak, to approve the resolution. **Motion carried 5-0.**

Resolution 2412-16-04: West Hennepin Public Safety JPA Agreement

Motion by DeLuca, seconded by Burak, to approve updates to the JPA. **Motion carried 5-0.**

Ordinance 332: Amending Licensing Requirements

The ordinance requires city taxes and bills to be paid for obtaining a liquor license or building permit.

Motion by Francis, seconded by Burak, to approve the ordinance. **Motion carried 5-0.**

Motion by Fay, seconded by Burak, to approve publishing the summary of the ordinance. **Motion carried 5-0.**

Council Reports

- **Council Member Burak:** Attended "View Santa" and expressed gratitude to outgoing Council Member Fay.
- **Council Member DeLuca:** Highlighted personnel committee work, performance reviews, and workshops.
- **Council Member Francis:** Participated in the Planning Commission and "View Santa."
- **Council Member Fay:** Reflected on his tenure and collaboration on projects such as "Party in the Park."
- **Mayor Maas-Kusske:** Attended Rotary events, regional meetings, and celebrated the legacy of outgoing mayors and council members.

Farewell Presentation for Council Member Fay

Mayor Maas-Kusske and council members expressed their gratitude for Council Member Fay's 13 years of dedicated service to Maple Plain. Fay thanked the council and staff, emphasizing the collaborative effort required for effective governance.

Adjournment

A motion to adjourn was made by Council Member Fay, seconded by Council Member Francis. Motion passed 5-0. The meeting was adjourned at 7:48 PM.

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:



Maple Plain City Council Workshop Meeting Minutes

Maple Plain City Hall, December 16, 2024 5:30 PM

Call to Order

Mayor Julie Maas-Kusske called the meeting to order at 5:30 PM.

Councilmembers Present

Council Members Mike DeLuca, Connie Francis, John Fay, Andrew Burak, and Mayor Julie Maas-Kusske were present.

Staff Present

City Administrator Kolander, and Assistant City Administrator Kevin Larson.

Meeting Details

Adopt Agenda

A motion was made by DeLuca and seconded by Burak to approve the agenda with the following additions:

- Add "Police Commission JPA Update" under Other Business.
- Separate "Fire Department Vehicle Fuel Analysis" into two subtopics under Discussion: "Fuel Analysis" and "Fire Vehicle Usage."
- Add "Financial Reports Discussion" under Other Business.

Motion carried 5-0.

Fuel Analysis Discussion

City Administrator Kolander provided an overview of changes to fuel accounting procedures. Effective March 2024, fuel usage for city departments will be tracked more accurately using a bulk fuel inventory system. Key points include:

- Logs for fuel usage by department (Public Works and Fire Department) will be monitored monthly.
- Fire Chief Denison highlighted ongoing issues with logging errors, including incorrect entries for diesel vs. unleaded fuel. Efforts to mitigate these errors involve new spreadsheet systems.
- The council noted improvements in accountability compared to previous years but emphasized the importance of consistent data entry.

LMC 1/7 Workshop Discussion

The council discussed an upcoming workshop with Amy from the League of Minnesota Cities. Objectives include team-building activities, clarifying roles, and fostering effective communication. The session will run for approximately two hours.

Commission Assignments

The council reviewed assignments for 2025. Adjustments included:

- Clarification that any council member can serve as an alternate for meetings requiring city representation.
- Revisiting the necessity of two members on the Citizens Advisory Panel on Public Spaces.
- Adding “Meetings with Local and State Officials” to the assignment list.

Other Business

Police Commission JPA update

The council discussed extending the JPA agreement from three to five years with a one-to-three-year opt-out clause to attract qualified candidates for the Police Chief role. Updates to outdated language will follow in January.

Fire Department Vehicle Fuel Analysis

Administrator Kolander presented data comparing the increased mileage and fuel costs since the Tahoe became a dedicated fire chief vehicle:

- Mileage has increased by 735 miles.
- Fuel costs increased by 46.5% (\$881 over six months).
- Discussion ensued about the vehicle’s efficiency, necessity of two vehicles, and potential for shared use. The council decided to:
 - Maintain the current vehicle until further discussion in January.
 - Require both vehicles to have identifying graphics.
 - Evaluate whether having two vehicles improves response times and public safety.

Financial Report Discussion

Council Member DeLuca proposed forming a workgroup to simplify financial reports. DeLuca will collaborate with staff and Abdo to explore potential improvements.

Future Workshop/Meetings

- January 6, 2025: Swearing In Ceremony for Mayor and Councilors
- January 7, 2025: Team-Building Workshop
- January 13, 2025: Council Workshop
- January 27, 2025: Council Workshop
- January 27, 2025: Regular Council Business Meeting

Adjournment

A motion to adjourn was made by Council Member Francis, seconded by Council Member Burak. Motion passed 5-0. The meeting was adjourned at 6:26 PM.

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'JKolander', is written over a large, light gray diagonal watermark that says 'DRAFT'.

Maple Plain City Council Meeting Minutes

Maple Plain City Hall, January 6, 2025 6:30 PM

Call to Order

Mayor Julie Maas-Kusske called the meeting to order at 6:30 PM.

Councilmembers Present

Council Members Connie Francis, Rochelle Arvizo, Andrew Burak, and Mayor Julie Maas-Kusske were present. Absent Council Member Mike DeLuca.

Staff Present

City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, and Fire Chief Rick Denneson.

Meeting Details

Adopt Agenda

A motion to approve the agenda was made by Council Member Francis, seconded by Council Member Burak, motion carried 4-0

Oath of Office- Mayor Julie Maas-Kusske

Honorable Chief Judge Kerry W. Meyer, fourth Judicial Court in Hennepin County, swore in Julie Maas-Kusske as Mayor of Maple Plain.

Oath of Office- Councilmember Elect- Rochelle Arvizo

City Administrator Kolander swore in Rochelle Arvizo as Council Member of Maple Plain.

Approve the Officer Positions for the Fire Department

City Administrator Kolander summarized the interview process for the Fire Department Officer Positions. Kolander made the recommendation for Council approval to promote Joe Doyle from Lieutenant to Captain, promote Zach Christenson to Captain, keeping Patrick Felton as Lieutenant and to promote Holden Mohs from Firefighter to Lieutenant.

A motion to approve the officer positions made by Council Member Burak, seconded by Council Member Francis. Motion carried 4-0.

Fire Department Oath of Office

Fire Chief Denneson introduced Firefighter Adam Rubin, Captain Joe Doyle, and Lieutenant Holden Mohs. Fire Chief Denneson swore in Adam Rubin as Firefighter, Joe Doyle as Captain, and Holden Mohs as Lieutenant.

Council Reports & Other Business

Oath of Office- Councilmember Mike DeLuca

City Administrator Kolander recapitulated that Mike DeLuca was Re-Elected to the Maple Plain City Council at the 2024 General Election. Due to a scheduling conflict Councilmember Mike DeLuca was unable to attend the swearing-in ceremony. Council Member Mike DeLuca was sworn in on Thursday January 2, 2025 at City Hall.

City Council Reports

Council Members provided reports of activities over the past month.

Adjournment

A motion to adjourn was made by Council Member Francis, seconded by Council Member Arvizo. Motion passed 4-0. The meeting was adjourned at 6:51 PM.

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:



Maple Plain City Council Meeting Minutes

Maple Plain City Hall, January 7, 2025 5:00 PM

Call to Order

Mayor Julie Maas-Kusske called the meeting to order at 5:00 PM.

Councilmembers Present

Council Members Connie Francis, Rochelle Arvizo, Andrew Burak, Mike DeLuca, and Mayor Julie Maas-Kusske were present.

Staff Present

City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, and Helen Dube LMC Elected Leaders' Institute.

Visitor's Present

Helen Dube and Aimee Gourlay from the League of Minnesota Cities

Meeting Details

Adopt Agenda

A motion to approve the agenda was made by Council Member Francis, seconded by Council Member Arvizo, motion carried 5-0

Meeting Purpose and Objectives

Aimee Gourlay summarized the objectives to foster team building and establish a cohesive council culture. Discuss and initiate the drafting of a Code of Conduct. Review self-assessment results to identify strengths and areas for improvement.

Action Items

- Allow a couple of months for the council to work together and finalize the Code of Conduct.
- Schedule follow-up meetings to review grouped ideas and integrate them into the draft.
- Engage with staff and possibly legal counsel to assist in drafting the code.

Adjournment

A motion to adjourn was made by Council Member Francis, seconded by Council Member Burak. Motion passed 5-0. The meeting was adjourned at 7:04 PM.

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:



Maple Plain City Council Workshop Meeting Minutes

Maple Plain City Hall, January 13, 2025 5:30 PM

Call to Order

Mayor Julie Maas-Kusske called the meeting to order at 5:30 PM.

Councilmembers Present

Council Members Mike DeLuca, Connie Francis, Rochelle Arvizo, Andrew Burak, and Mayor Julie Maas-Kusske were present.

Staff Present

City Administrator Jacob Kolander

Meeting Details

Adopt Agenda

A motion to approve the agenda was made by Council Member Francis, seconded by Council Member Burak, motion carried 5-0

Final Review of Committee Assignments

Administrator Kolander summarized the committee assignments.

- Council Member Francis will stay on the Planning Commission
- Council Member Arvizo will assume the responsibility of the Watershed Commission
- Orono Rotary - Council members will rotate quarterly.

Final Review of 2025 Council Meeting Schedule

Administrator Kolander summarized the meeting schedule for 2025, outlining the standard meeting cadence for the different types of committees. There are some specific dates that need meetings to move due to holidays.

- Moving the business meeting that is on Memorial Day to Tuesday.
- The Truth in Taxation meeting moving to 12/1/25

2025 Local Board of Appeal and Equalization Meeting

Discussed the proposed meeting date of 4/7/25. It was decided to keep the April 7, 2025 date at 7pm

Midco Fiber Application

Administrator Kolander summarized the proposal from Midco. The scope of the proposal is to install fiber throughout the city.

Benefits:

- Inclusion of parks in the fiber network.

- Franchise Fees: Current agreement provides \$20,000 annually from Mediacom.

Action Points:

- Finalize franchise agreement with Midco.
- Seek approval from the council

Fire Department Vehicle

Administrator Kolander summarized the proposal to purchase 2015 Chevy Tahoe from City of Minnetonka. Under 50k miles. Cost \$15k.

Discussion Points:

- Previous stance against purchasing another vehicle due to financial and logistical concerns.
- Importance of having two vehicles for redundancy.
- Potential impact on merger discussions.
- Increased mileage rate to 70 cents affecting operational costs.

Decision:

- Agreed to refer the decision to the Fire Commission for recommendation.
- Present vehicle option to the Fire Commission.
- Await Fire Commission's recommendation before proceeding.

Lighting Proposal for Fire Department

Administrator Kolander summarized the Lighting Proposal for Fire Department to upgrade the lights to LED and the bids received by Noble Electric, Excels Electric, and RC Electric.

Discussion Points:

- Reviewed bids and identified discrepancies in cost calculations.
- Chief recommended Noble Electric based on rebate estimates.
- Importance of following RFP procedures for transparency and financial commitment.

Decision:

- Proceed with Noble Electric pending clarification of bid details.
- Finalize bid comparisons.
- Move forward with approved LED lighting installation.
- Present recommendation to the council at the business meeting in two weeks

Additional Topics

Council Chambers Recorder System

Administrator Kolander summarized the current recorder system has been in use for over five years and requires replacement. The proposed system offers updated technology similar to existing functionalities.

Direction:

- The Council approves the purchase and installation of the new recorder system.
- Obtain council official approval at the next business meeting

Warming House at Rainbow Park

Administrator Kolander summarized that the Heater in the warming house is non-functional. The difficulty in finding contractors willing to work on the electric system. The previous contractor provided a lump sum without itemization, leading to rejection.

Direction:

- Dylan to find a suitable contractor.
- Ensure transparent pricing for repairs.

Additional Future Topics

- Ice Skating Rink Maintenance

Adjournment

A motion to adjourn was made by Council Member DeLuca, seconded by Council Member Burak. Motion passed 5-0. The meeting was adjourned at 6:31 PM.

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:





Minnesota Pay Equity Management System - Maple Plain(25-No Submission)

[Home](#)
[Utilities](#)
[Go To](#)
[Log Out](#)

Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Maple Plain

Jurisdiction Type: CITY - City

5050 Independence St

Maple Plain

Contact:	Name	Title	Phone	Email
	Jacob Kolander	City Administrator	763-479-0516	cityadmin@mapleplain.com

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

State Job Match ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (*less than 240 characters)

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

Select a description ▼

3. An official notice has been posted at:

Employee Bulletin Board
(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Maple Plain City Council
(governing body) (*less than 60 characters)

Julie Maas-Kusske
(chief elected official)(*less than 60 characters)

Mayor
(title) (*less than 60 characters)

☒ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Part C: Total Payroll

is the annual payroll
for the calendar year just ended
December 31.

[Save Changes](#)[Sign & Submit](#)[Return to Test Results](#)

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.



MAPLE PLAIN

FIRE DEPARTMENT

1645 Pioneer Ave, PO Box 97
Maple Plain, MN 55359

(763) 479-0520

mpfirechief@mapleplain.com

mapleplainfire.com

Date: 12-18-2024

To: City Administrator Jacob Kolander

From: Fire Chief Rick Denneson

RE: Used Chevy Tahoe – Minnetonka Fire

Jacob, in early December, I learned that the Minnetonka Fire Department was replacing one of their Chevy Tahoe's that they use for Chief's vehicles. I spoke with Operations Chief Derek Metzker by phone, and he told me that the truck is currently sitting at Station 2 waiting to be replaced. I told him that we were looking to replace the Tahoe that I currently drive. He invited me to stop by and look at it.

On December 5th, I met with the Chief, and I looked at the truck. It is a 2015 Chevy Tahoe 4WD. It has just under 50,000 miles on it. It is fully equipped with emergency lighting, siren, center console for radio and other equipment. In the back area, it has an organizer for equipment. They are replacing the truck and all of the equipment, so the truck would come as a package, already set up to be used.

I took photos of the truck which are included in this memo. This vehicle is very clean and well maintained.

I then talked to the fleet service manager, Russ who oversees all of the vehicles from purchase to sale for the City of Minnetonka. He told me that they typically send vehicles to auction when they are done with them. They have sold vehicles in the past directly to other municipalities and he said that it would not be a problem with this vehicle if we wanted to purchase it. They have paperwork necessary to do that and it is easy. Russ told me that they recently sent a truck to auction that was about the same year and same mileage on it and go \$15,000.00 for it. He said that he would just use that price as a fair market gauge for this vehicle and that is what he would sell it to us for. It would include all the emergency lighting, center console setup and trunk organizer.

Russ said that they would send it to their outfitter, Action Radio (who we also use) to have them remove the striping on the outside and also the radio as they will need to put that into their new vehicle.

Operations Chief Metzker told me that they are still waiting for their new vehicle to be set up and want to have that in service before they release this one. They are keeping this one as a spare until the new one is on the road. He anticipated that it would be available mid-January.

This vehicle is an exceptional value for our fire department and would be a great replacement to the vehicle I am currently driving.

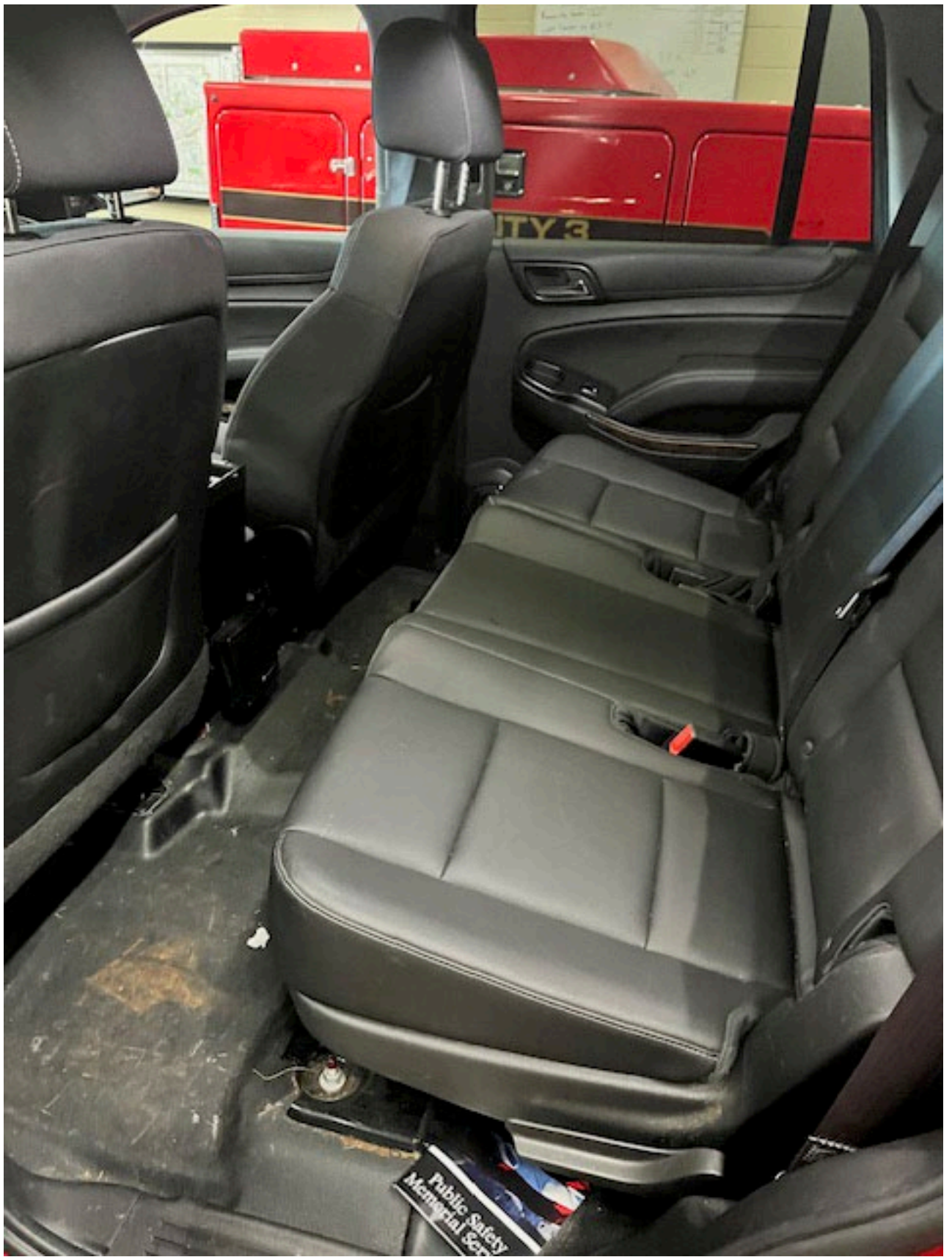
The only expense we would have with this would be to have our striping / badge package put onto it and the installation of the radio by Action Radio. That installation is something that I could coordinate with them to install as they remove the Minnetonka radio.

I would assume we would be able to get a couple of thousand dollars or so for our current Tahoe and that would cover the cost of graphics and radio – or close for sure.

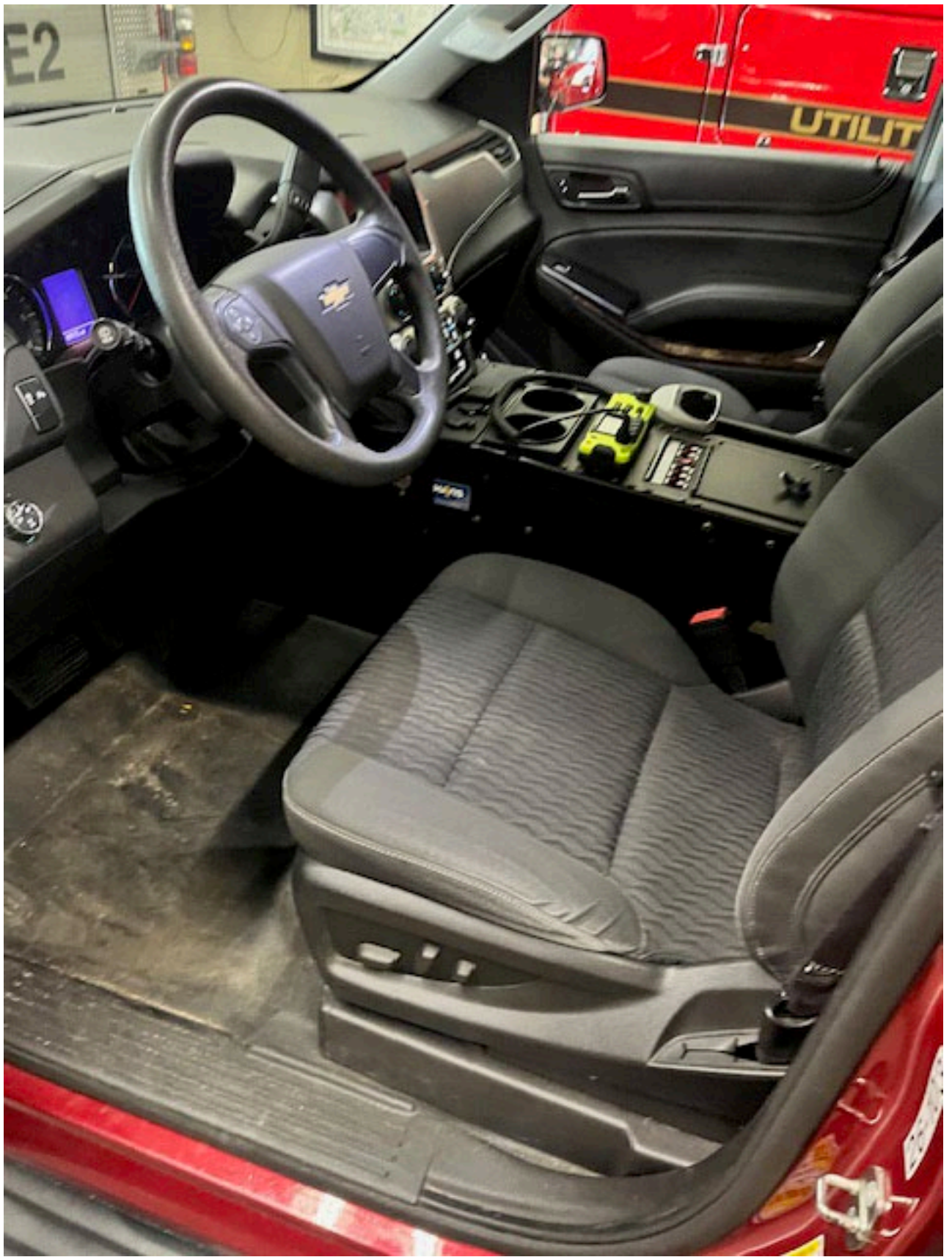
For now, I have told Russ and Chief Metzker that we are interested in it and hold it for us. They said they would.

Let me know if you have any questions.







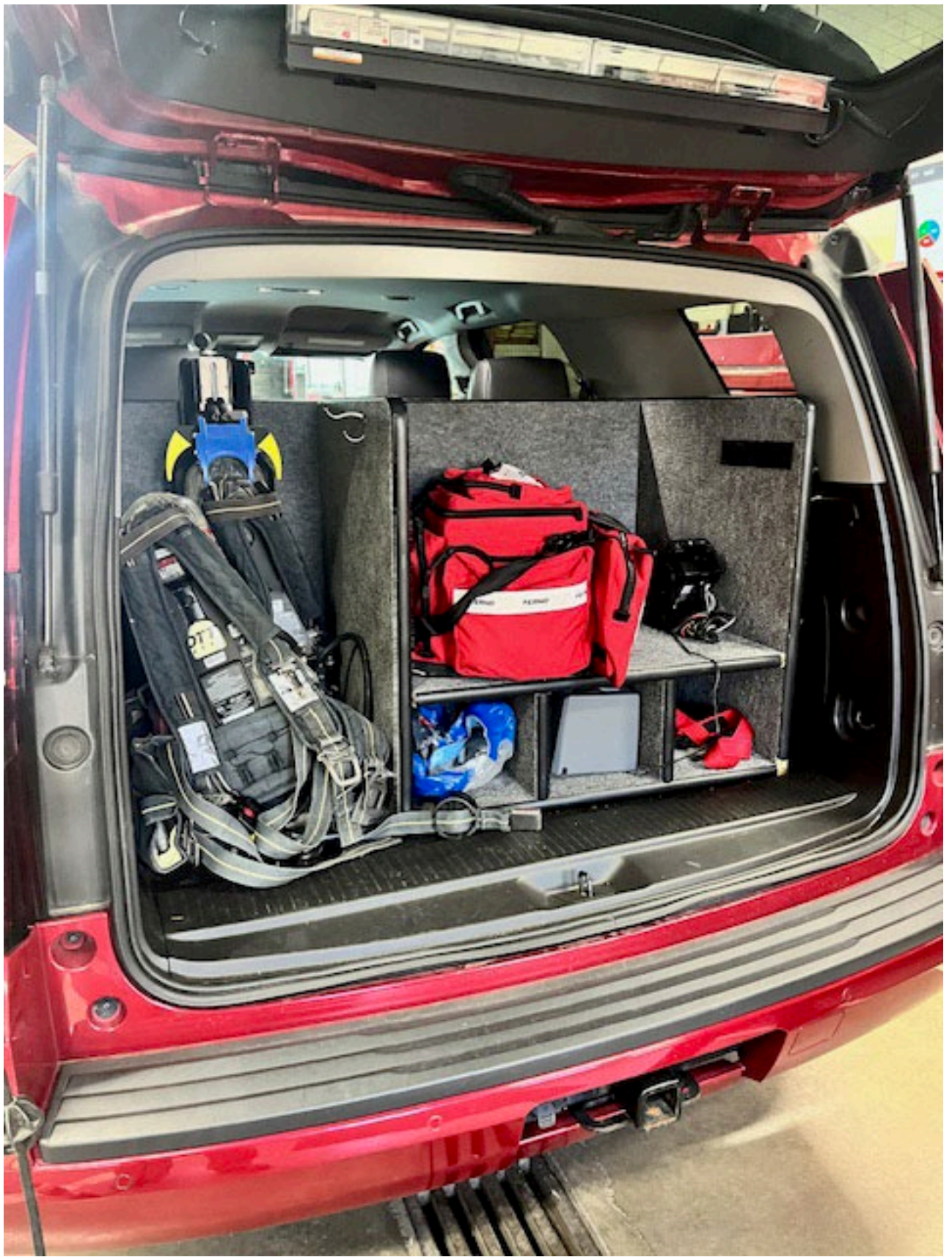














2343 135th Ln NW
Andover, MN 55304

Phone: 763-746-0982
www.NobleCS.com

Date 12/2/2024
THIS PROPOSAL VALID FOR 30 DAYS

Bill To: Maple Plain Fire Dept.	Installation: Maple Plain Fire Dept.
1645 Pioneer Ave	1645 Pioneer Ave
Address: Maple Plain	Address: Maple Plain
MN, 55359	MN, 55359
Contact: Rick Denneson	Contact: Rick Denneson
Phone: (612) 328-1940	Phone: (612) 328-1940
Email: Mpfirechief@mapleplain.com	Email: Mpfirechief@mapleplain.com

Presented By:
Josh Searles

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	Total Project Price for work detailed in scope	\$16,682.21	\$16,682.21
	*Includes: Project Material, Labor, Shipping, Tax, Lamp & Ballast Recycling and Permit.		
	**Emergency/Battery-Backup ballasts are not included in this project.		
	Estimated Utility Rebate		\$6,202.17

Terms:

50% down payment on gross project price (\$8,341.10) before the project begins

45% on completion of job or 95% complete

5% on the completion of the punch list items

1.5% monthly finance charge net 15 days

Proposal Subtotal	\$10,480.04
Shipping & Handling	Included
Tax	Included
TOTAL LESS REBATE	\$10,480.04
TOTAL BEFORE REBATE	\$16,682.21

Repair of any existing electrical system issues that affect standard LED performance or electrical code non-compliance (i.e. Faulty wiring, dirty power, surges, code violations, etc.) are not included in the project price and will be subject to an additional charge.	Initial
Utility rebate above has been estimated based on industry standard calculations and information obtained by NCS or provided by Customer. The estimate has been calculated in good faith but may change based on scope changes or utility review.	Initial
I elect to have Noble CS accept the REBATE RISK, bill me the TOTAL LESS REBATE amount above (rebate paid to Noble CS, amount may differ from estimate)	Initial
I elect to accept the REBATE RISK, bill me the TOTAL BEFORE REBATE amount above (rebate paid to customer, amount may differ from estimate)	Initial

All Change Orders will be signed by both parties before additional work will be scheduled or completed. Additional work requirements by any authority having jurisdiction not specifically stated in this Proposal, shall cost extra. All quotes may need to be re-priced after 30 days from Proposal date above, due to commodity and labor price increases. Any changes in the above specifications shall be made in writing, and as evidence of agreement, shall be signed by both parties. The contractor shall not be held responsible or liable for any loss, damage or delay due to causes beyond its control. It is assumed that all existing customer equipment has sufficient supply voltage to be operational. Unless specifically identified by the customer and documented by separate agreement, Noble Conservation Solutions is not obligated to correct the existing condition and make it operable. In such a case, an estimate will be provided to the customer to fix the issue. If the purchaser disposes of the property by sale or otherwise before this contract has been fulfilled, the full unpaid amount of the contract shall become due and payable at once. □

PLEASE TAKE NOTICE: □

(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE. □

Equipment Warranty - Customer understands and agrees that the manufacturers are warranting the actual Equipment pursuant to the terms and conditions of such manufacturer warranties. Such Equipment is warranted to work according to such manufacturers' warranties for the periods prescribed therein. The warranties and remedies of the manufacturers set forth in the respective manufacturers' documents provided are in lieu of all other warranties or conditions, either in fact or by operation of law, statutory or otherwise, including warranties or conditions of merchantability, and fitness for a particular purpose, all of which are expressly disclaimed. The warranty guidelines for the new Equipment are available upon request. Noble agrees to assist Customer with all Equipment Warranty claims; however, in the event that Noble is unable to assist, Customer has the right and responsibility to contact the respective manufacturers directly for warranty claims.

Signature _____
Title _____
Date _____

1.5% Finance Charge on
all Past Due Accounts

Maple Plain Fire Dept.

	Area	Existing Wattage	Qty	Hours	Work Type	New Lamp/Fixt Type	Qty	Proposed Wattage	Proposed Sensor Type
1	Truck Bay	110	33	260.714	New High Bay	75W High Bay 4,000K	22	75	Network LLLC - Warehouse
2	Meeting Room	85	8	#N/A	New Troffer	Flat Panel LED 2x4 Fixture 4,000K	8	36	Wireless Dim/Occ (Ceiling)
3	Kitchen	110	4	#N/A	Retrofit\Relamp	T8 4' 9.5W Tube 4K	4	38	Wireless Occupancy (Ceiling)
4	Storage	48	1	#N/A	Retrofit\Relamp	T8 4' 9.5W Tube 4K	1	19	Wireless Occupancy (Ceiling)
5	Exterior	20	2	#N/A	New Exterior	Shoe Box 150W 4,000K SBN3	2	150	Photo Eye (Shoebox)
6	Exterior By Doors	100	4	#N/A	New Exterior	Small Wall Pack 20W 5K (With Photocell)	4	20	None
7	Hose Drying Tower	100	3	#N/A	New Exterior	36W Cylinder Wall Sconce 6" Up/Down 3K	3	36	None

Noble Conservation Solutions agrees to perform the work detailed above and any work outlined in the Scope of Work Summary. Any work not detailed in the Scope of Work Summary or the Scope of Work Detail are not included in the package price and may be added to the scope of work via a change order for additional cost.

I understand and agree to these terms

Initial

Date



One-Stop Efficiency Shop®
Building Energy Efficiency Program

Lighting System Analysis
Cost Saving Recommendations

Contractor Report

November 28, 2024

Property Address:

Maple Plain City of/Fire-Phase 2-v5

1645 Pioneer Ave

Maple Plain, MN 55359

Prepared for:

,

Ph:

Cell:



www.mncee.org

Prepared by Lighting Specialist:

Erik Ennen

Center for Energy and Environment
212 3rd Avenue North, Suite 560
Minneapolis, MN 55401

Mobile: (612) 819-7245

Phone:

Fax: (612) 335-5888

Email: eennen@mncee.org



One-Stop Efficiency Shop®
Summary of Recommended Lighting Upgrades

One-Stop Auditor: Erik Ennen, Cell Ph. (612) 819-7245

Lighting Upgrades		Estimated Costs	Estimated Annual Savings	Payback
Total Installed Cost	<i>Before rebate</i>	\$16,682.21		
Utility Rebate*		\$6,202.17		
Your Final Cost	<i>After rebate</i>	\$10,480.04	\$1,966.58 (a)	5.3 years
⇒ Rebate equals 37% of installed cost				
<i>*Job must be completed and invoices submitted within 90 days or by 11/15/2024, whichever comes first. One-Stop reserves the right to withdraw this rebate offer after expiration. You may request an extension, which includes re-verification of eligibility, kW/kWh savings, installation costs, estimated rebate, and program rules by One-Stop.</i>				

CEE Financing Option			
Estimated monthly savings		\$163.88(a)	
Monthly loan payments at 5.75% for 60 month term		\$203.48(b)	6.2 years
(b) Estimate based on a loan amount of \$10,480.04. Closing costs apply and may be added to the loan amount. The loan term has a maximum of 5 years, with monthly payments not less than the estimated monthly savings. Estimate assumes borrower agrees to repayment through direct deposit. For rates associated with alternate payment options or longer terms, please contact the One-Stop lighting consultant assigned to your project. Final terms and conditions set by lender upon loan approval.			

Utility Cost Analysis	Demand (KW)	Energy (KWh)	Annual Cost	CO2 (lbs)*
Existing Lights	4.808	22,304	\$2,970.66	34,795
New Lights	1.611	7,566	\$1,004.08	11,803
Estimated Savings	3.197	14,738	\$1,966.58(a)◀	22,991*
* How do CO2 emissions affect me and my business? ¶ Rising concentrations of greenhouse gases (GHG) produce an increase in the average surface temperature of the Earth over time. Rising temperatures produce changes in precipitation patterns, storm severity, and sea level commonly referred to as "climate change." ¶ Carbon dioxide (CO2), methane, nitrous oxide and four groups of fluorinated gases (sulfur hexafluoride, HFCs, PFCs and CFCs) are the major GHG. In the U.S., GHG emissions come primarily from the combustion of fossil fuels in energy use. CO2 emissions from coal-fired electricity generation comprise nearly 80 percent of the total CO2 emissions produced by the generation of electricity in the U.S. ¶ Installing energy-efficient lighting and implementing other conservation measures that reduce electric energy use significantly reduces GHG emissions and mitigates global climate change. Read more at: www.eia.doe.gov or www.epa.gov				

(a) Savings estimates are based on standard engineering calculations and are NOT guaranteed. Your actual savings may be higher or lower depending on various factors, including how you operate your lights and other electric equipment in your building. Electric Utility Rates = \$0.0935/KWh and \$15.34/KW, where Demand cost savings occurs primarily during the summer months peak rate hours of 9am to 9pm.



One-Stop Efficiency Shop®

Recommended Lighting Projects

Recommended Lighting System Upgrades	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	Custom Priced or Change order
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Area A: Truck Bay

Project #1			7x24 8,760 hrs/yr		Est Annual Savings \$575.82/yr		Total Install Cost = \$3,635.93		
Qty Watts EXISTING Luminaire					Qty Watts NEW Luminaire				
8 110 T8 4' 32 E4-4L-Exist*					8 75 LED 075W 1L-NewFix-Ctrl49%KWh				
E1. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)					8	\$2.33	0.000	<input type="checkbox"/>	
E2. Recycle Fluorescent Lamps 4' or Shorter					32	\$0.70	0.000	<input type="checkbox"/>	
E3. Equipment: Network Lighting Controls					8	\$0.00	0.000	<input type="checkbox"/>	
E4. LED Fixture-High Bay Fixture-Premium >>>75W LED HB DLC P3GVLITS					8	\$261.84	1.870	<input checked="" type="checkbox"/> Custom	
E5. 49% of new kW(NLC w/ & w/o LLLC): Control Savings					SPEC			<input type="checkbox"/>	
Project #2			7x12 4,380 hrs/yr		Est Annual Savings \$1,064.84/yr		Total Install Cost = \$11,362.26		
Qty Watts EXISTING Luminaire					Qty Watts NEW Luminaire				
25 110 T8 4' 32 E4-4L-Exist*					25 75 LED 075W 1L-NewFix-Ctrl49%KWh				
E6. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)					25	\$2.33	0.000	<input type="checkbox"/>	
E7. Recycle Fluorescent Lamps 4' or Shorter					100	\$0.70	0.000	<input type="checkbox"/>	
E8. Equipment: Network Lighting Controls					25	\$0.00	0.000	<input type="checkbox"/>	
E9. LED Fixture-High Bay Fixture-Premium >>>75W LED HB DLC P3GVLITS					25	\$261.84	1.870	<input checked="" type="checkbox"/> Custom	
E10. 49% of new kW(NLC w/ & w/o LLLC): Control Savings					SPEC			<input type="checkbox"/>	

Area B: Meeting Room

Project #3	7x02 730 hrs/yr		Est Annual Savings \$116.37/yr	Total Install Cost = \$1,186.04		
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
8	85	T8 4' 32 E3-3L-Exist*	8	36	LED 036W 1L-NewFix-Ctrl24%KWh	
E11. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			8	\$2.33	0.000	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
E12. Recycle Fluorescent Lamps 4' or Shorter			24	\$0.70	0.000	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
E13. LED Fixture-2'x4' Troffer/Panel-Premium >>>36W LED 2x4			8	\$101.00	0.423	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
E14. 24% of new kW (Occ): Control Savings			SPEC			<div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

Area C: Kitchen

Project #4	7x12 4,380 hrs/yr	Est Annual Savings \$192.62/yr	Total Install Cost = \$441.40	
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Maple Plain City of/Fire-Phase 2-v5

Program ID#

00050509

1645 Pioneer Ave

Maple Plain, MN 55359



One-Stop Efficiency Shop®
Recommended Lighting Projects

Recommended Lighting System Upgrades			Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	Custom Priced or Change order
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
4	110	T8 4' 32 E4-4L-Exist*	4	38	LED 9.50W Linear-T8-Bypass-4' 4L-Ctrl24%KWh	
E15. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			4	\$2.33	0.000	<input type="checkbox"/>
E16. Recycle Fluorescent Lamps 4' or Shorter			16	\$0.70	0.000	<input type="checkbox"/>
E17. 4' Linear LED - Ballast Bypass >>9.5W LED T8			16	\$11.22	0.150	<input checked="" type="checkbox"/> Custom
E18. 24% of new kW (Occ): Control Savings			SPEC			<input type="checkbox"/>

Area D: Storage

Project #5	7x06 2,190 hrs/yr	Est Annual Savings \$16.93/yr	Total Install Cost = \$56.58			
Qty	Watts	EXISTING Luminaire	Qty	Watts	NEW Luminaire	
1	58	T8 4' 32 E2-2L-Exist*	1	19	LED 9.50W Linear-T8-Bypass-4' 2L-Ctrl24%KWh	
E19. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)			1	\$2.33	0.000	<input type="checkbox"/>
E20. Recycle Fluorescent Lamps 4' or Shorter			2	\$0.70	0.000	<input type="checkbox"/>
E21. 4' Linear LED - Ballast Bypass >>9.5W LED T8			2	\$11.22	0.150	<input checked="" type="checkbox"/> Custom
E22. 24% of new kW (Occ): Control Savings			SPEC			<input type="checkbox"/>

Totals	Estimated Annual Savings \$1,966.58	Installed Cost (Equip + Labor), Without Rebates \$16,682.21
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Maple Plain City of/Fire-Phase 2-v5	
Program ID#	1645 Pioneer Ave
00050509	Maple Plain, MN 55359



One-Stop Efficiency Shop®
Material List Summary

Equipment Description	Qty	Equipment Cost (Per Item)	Labor Hrs (Per Item)	Custom Priced
M1. Recycle Fluorescent Lamps 4' or Shorter	174	\$0.70	0.000	<input type="checkbox"/>
M2. Recycle Non-PCB Ballast from 4' Lamp (unit price is per ballast)	46	\$2.33	0.000	<input type="checkbox"/>
M3. LED Fixture-2'x4' Troffer/Panel-Premium >>36W LED 2x4	8	\$101.00	0.423	<input type="checkbox"/>
M4. LED Fixture-High Bay Fixture-Premium >>75W LED HB DLC P3GVLITS	33	\$261.84	1.870	<input checked="" type="checkbox"/>
M5. 4' Linear LED - Ballast Bypass >>9.5W LED T8	18	\$11.22	0.150	<input checked="" type="checkbox"/>
M6. Equipment: Network Lighting Controls	33	\$0.00	0.000	<input type="checkbox"/>

Large Quantity Discount Rates:

Fixed = \$0.00

Labor = 25.19%

Materials = 25.19%

****DO NOT**** apply Xcel Energy's LED Instant Rebate.
Rebated through One-Stop Efficiency Shop program.

Disposal	\$228.98
Materials	\$9,650.85
Labor* (Weekdays Rate)	\$6,780.14
Permits	\$22.24
Taxes	\$0.00
Access Factor	\$0.00
Ceiling Height	\$0.00
	\$0.00

*Direct Labor only, excluding Access and Ceiling Height Fees

Total **\$16,682.21**



One-Stop Efficiency Shop® Contractor Participation Agreement

☒ will participate in the One-Stop Efficiency Shop® Program.

The cost of the work included in this Analysis is estimated to be \$16,682.21 . The rebate offered by One-Stop Efficiency Shop® is contingent on the price and equipment specifications in this Analysis. If there are any changes in price or equipment specifications you must immediately notify the Center for Energy and Environment (CEE). CEE will recalculate the rebate offer based on the new price and equipment specifications. The new rebate may be less than the original offering.

After work is completed the undersigned will submit a fully detailed invoice to the client and CEE. All work will be completed pursuant to the terms and conditions specified in the attached Program Rules.

By signing below I certify that I have read, understand and will comply with the attached 'One-Stop Efficiency Shop® RULES and REQUIREMENTS', and that I can not apply for other rebates offered by Xcel Energy or any other energy-efficiency program towards lamps or lighting work covered by this agreement.

Scheduled start date for the
project

Josh Searles
Authorized Signature

Contractor

01/07/25
Date

Noble Electric
Company

Is the project financed through CEE?

☒ NO.

☐ YES. Have customer sign the enclosed Business Completion Certificate and complete and return to CEE with the project invoice.

Lighting Schedules

Your lighting savings are based on the following average hours of operation							
Lighting Schedule Name	Mon	Tues	Wed	Thur	Fri	Sat	Sun
7x12 4380 hrs/yr	12.0 hrs	12.0 hrs	12.0 hrs	12.0 hrs	12.0 hrs	12.0 hrs	12.0 hrs
7x06 2190 hrs/yr	6.0 hrs	6.0 hrs	6.0 hrs	6.0 hrs	6.0 hrs	6.0 hrs	6.0 hrs
7x02 730 hrs/yr	2.0 hrs	2.0 hrs	2.0 hrs	2.0 hrs	2.0 hrs	2.0 hrs	2.0 hrs
7x24 8760 hrs/yr	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM	12:00 AM to 12:00 AM

ONE-STOP EFFICIENCY SHOP® PROGRAM RULES AND REQUIREMENTS

The One-Stop Efficiency Shop® lighting efficiency program (One-Stop Efficiency Shop®), administered by Center for Energy and Environment ("CEE") and funded through Xcel Energy, offers cash rebates to eligible small business customers ("Participant") who purchase and install qualifying energy-efficient lighting products in existing buildings.

The intent of the One-Stop Efficiency Shop® operating as a Minnesota Conservation Improvement Program (CIP), is to incentivize Xcel Energy's customers to install energy efficient equipment earlier than they would have otherwise by defraying a portion of the cost of the retrofit. To ensure that the program operates as intended, the Participant must have a financial stake in the transaction and the Participant's Project Cost must be greater than zero to receive a One-Stop Efficiency Shop® rebate.

Participant Qualifications

One-Stop Efficiency Shop® rebates apply only to qualified Xcel Energy customers with a valid commercial electric account in Xcel Energy's Minnesota service territory that meet One-Stop Efficiency Shop® eligibility requirements. The Vendor or Participant must verify with a CEE consultant that an Xcel Energy account is eligible for One-Stop Efficiency Shop® rebates before committing to, purchasing equipment for or implementing a project. To determine if a business qualifies for the One-Stop Efficiency Shop® please contact CEE at (612) 244-2427.

Eligibility Requirements

1. Rebate items must be installed at the Xcel Energy electric account listed on the application.
2. All equipment must be new. Used or rebuilt equipment is not eligible for a rebate.
3. All removed lighting equipment (lamps, ballasts and fixtures) must be properly recycled, and cannot be sold or reused at another location. Documentation may be required to ensure compliance with proper disposal of equipment.
4. Energy-efficient equipment must result in an electric load reduction.
5. Xcel Energy and CEE recommend Illuminating Engineering Society (IES) light levels. Participant is responsible for approval of final light levels.
6. Rebates are offered for interior lighting, exterior canopy lighting, soffit fixtures, wall pack fixtures, parking garage and parking lot lighting. Rebates will not be issued for street lighting. Most screw-in compact fluorescent lamps (CFLs) are not eligible for rebates.
7. Lamps or other equipment that have already been rebated through any other Xcel Energy rebate programs are ineligible for a rebate under the One-Stop Efficiency Shop®. This includes upstream programs that provide incentives to manufacturers, distributors and retailers to sell products at a discounted price.
8. CEE reserves the right to disallow a rebate if it determines, in its sole judgment, that the lighting technology is inappropriately applied or light levels are inadequate. Contact your CEE consultant to determine qualification of custom or specialty lighting projects.
9. Equipment must be purchased, properly installed and fully operating prior to submitting an application for a rebate.

Vendor Responsibilities

10. The "Vendor" is any person or company that is consulting on the project, selling the project to the participant, completing the work and/or supplying the materials. Vendor is an independent contractor and not an agent or representative of Xcel Energy or CEE, has no authority to bind Xcel Energy or CEE, and is solely responsible for sub-contractors the Vendor hires to do some or all of the work and/or supply materials.
11. The Vendor must clearly communicate to the Participant the purpose and requirements of the One-Stop Efficiency Shop®, including eligibility requirements for lighting rebates. The Vendor must involve the CEE consultant in communications with the Participant, and must keep the CEE consultant fully informed regarding all details of the transaction.

12. Vendors are responsible for reviewing, signing and returning the Contractor Report to CEE before materials are ordered. By signing the Contractor Report, the Vendor represents and warrants that the transaction complies with these Rules and Requirements and that the project specifications in the Contractor Report are accurate, acceptable and will be installed as specified.

13. Any inaccuracies concerning project specifications must be reported immediately to a CEE consultant so they can be addressed, the rebate recalculated if necessary and a revised report issued to the Vendor and the Participant.

14. Vendor must contact a CEE consultant whenever there are changes to the project so that equipment eligibility can be confirmed and the rebate value can be re-calculated if necessary.

15. CEE will not be responsible for changes in the rebate value if the Vendor does not sign and return the Contractor Report, and report: inaccuracies in the Contractor Report; changes in the equipment to be installed; or changes in the project during construction.

Rebate Calculations

16. Rebate values are based on CEE's calculation of electric demand (KW) and energy (kWh) savings. Hours used for calculation of the kWh savings must be an accurate representation of the Participant's operating schedule.

17. Electric demand and energy savings are calculated using lighting efficiency baselines established by the Energy Independence and Security Act (EISA). EISA standards apply to most T12 and incandescent lighting technologies today, and will apply to other technologies as efficiency requirements continue to be phased in.

18. If an Xcel Energy lighting rebate was previously assigned to this account and the rebated lighting was subsequently converted to a less efficient lighting system, a One-Stop consultant must review the situation to determine the correct baseline energy use for calculating the rebate.

19. Rebates are based on the energy use of the equipment actually installed at the site and the Participant's Project Cost. Rebates will be recalculated if the final equipment and Participant's Project Cost is different than originally approved by CEE.

20. Rebates cannot exceed 60 percent of the Participant's Project Cost, unless otherwise specified by the One-Stop Efficiency Shop®. The minimum rebate paid is \$5.00.

21. "Participant's Project Cost" means the Participant's financial obligation for the lighting retrofit based on the total project cost less any and all Deductions, regardless of when these Deductions are received.

ONE-STOP EFFICIENCY SHOP® PROGRAM RULES AND REQUIREMENTS

22. "Deductions" means anything of value received by the Participant that reduces the Participant's actual out-of-pocket cost for the lighting retrofit including, but not limited to: labor or material donations; monetary donations; labor or material cost deductions; grants; awards, rebates; or any other assistance of monetary value provided, directly or indirectly, by the Vendor, its agents or representatives to reduce the Participant's actual financial obligation for the lighting project.

23. The following types of financial transactions are not allowed as methods of payment by the Participant for the lighting project: barter, in-kind donations and performance contracting.

24. All Deductions must be separately itemized on the final invoice submitted to CEE. The Participant's Project Cost must be greater than zero to receive a One-Stop Efficiency Shop® rebate.

Invoice

25. The Vendor must submit an accurate, complete and transparent final invoice for the completed lighting retrofit. All parties involved in the project, including the Participant and CEE, must have a clear understanding of the scope of work and associated project costs, including any Deductions that have been applied.

26. Invoice(s) submitted must include: (1) itemized quantity, manufacturer's make and model numbers for each material item, (2) a lump sum amount for both material and labor, and (3) grand total project cost. In some cases, original equipment manufacturer (OEM) specification sheets may be requested for verification or clarification.

27. The Vendor must provide the Participant an invoice that reflects the same financial information that is submitted to CEE, including any Deductions that have been applied.

Verification

28. CEE reserves the right to inspect Participant's facility(ies) for installation of materials listed on this rebate application and will need access to survey the installed project. Participant must keep a sample of any and all types of equipment removed for a period of three (3) months after receiving a rebate from Xcel Energy. If the inspection determines that Participant did not comply with these Rules and Requirements, any rebate received by Participant must be promptly returned to Xcel Energy.

29. Vendor agrees to promptly provide CEE with such additional documentation and information as may be necessary to verify compliance with these Rules and Requirements, such as copies of cancelled checks or other relevant receipts/records as proof that the Participant paid the amount reflected on the invoice. Rebates for that project will not be paid until all requested documentation and information is provided and verified.

Rebate Application and Payment

30. One-Stop Efficiency Shop® rules and rebate eligibility requirements are subject to change. It is the Participant's and Vendor's responsibility to verify with CEE that estimated rebates are still valid before committing to, purchasing equipment for or implementing a project. CEE will not pay a rebate for projects where the invoice is submitted more than 24 months after the start of the project.

31. Xcel Energy and CEE are not responsible for any lost, late, stolen, ineligible, illegible, misdirected or postage-due mail. All completed rebate applications and other submissions in connection with the One-Stop Efficiency Shop® become the property of Xcel Energy and CEE and will not be returned.

32. In cases of deferred payment, CEE reserves the right to process the rebate only when full payment is received by the Vendor from the Participant. All financed and alternate payment plans must be documented with detailed, legally obligating and signed contracts. CEE reserves the right to disallow any payment plan that its staff determines is not in compliance with the program design intent and rules.

33. Rebates will not be disbursed until the project is fully installed and verified.

34. The rebate check will be sent to the Participant (i.e., Xcel Energy account holder) listed on the rebate application, unless otherwise authorized by CEE.

Xcel Energy will issue rebates in the form of checks, not utility bill credits.

35. Once completed paperwork is submitted and approved, rebate payments are usually made in 6 to 8 weeks.

Special Notices

36. Xcel Energy and CEE reserve the right to refuse payment or participation in the One-Stop Efficiency Shop® if the Participant or Vendor violates program design intent, rules and procedures. Xcel Energy and CEE are not liable for rebates promised to Participants as a result of a Vendor misrepresenting the program.

37. The One-Stop Efficiency Shop® is subject to 60 days notice of cancellation. The Participant and Vendor are responsible for checking with a CEE consultant to determine whether the program is still in effect and to verify program requirements.

38. CEE RESERVES THE RIGHT TO DISQUALIFY NON-COMPLIANT VENDORS FROM PARTICIPATION IN THE ONE-STOP EFFICIENCY SHOP®.

Disclaimers

Xcel Energy and CEE:

39. Do not endorse any particular vendor, manufacturer, product or system design by offering these rebates;

40. Will not be responsible for any tax liability imposed on the Participant as a result of the payment of rebates;

41. EXPRESSLY DISCLAIM ALL WARRANTIES, EXPRESSED OR IMPLIED, AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE WITH RESPECT TO ANY PRODUCTS, EQUIPMENT, MATERIAL OR WORKMANSHIP PROVIDED, SUPPLIED OR INSTALLED IN CONNECTION WITH THE ONE-STOP EFFICIENCY SHOP®. Warranties, if any, are between Participant and equipment manufacturer(s) and/or Vendors.

42. Are not responsible for the disposal of removed lighting equipment (lamps, ballasts and/or fixtures) replaced as a result of this program, when required for optimum lighting performance;

43. In no event shall be liable for any indirect, special, incidental, consequential or punitive damages arising out of or relating to administering the One-Stop Efficiency Shop®

44. Do not guarantee that a specific level of energy or cost savings will result from the implementation of energy conservation measures or the use of products funded under this program.

For more information, contact CEE at
Phone: (612) 244-2427 Fax: (612) 335-5888.
Mail To: Center for Energy and Environment
212 3rd Avenue North, Suite 560
Minneapolis, MN 55401



CEE FACET, Programs Rules # 130326



To:	City of Maple Plain
Attn:	Jacob Kolander
Address:	5050 Independence Street Maple Plain, MN 55359
Email:	jkolander@mapleplain.com
Phone:	763-479-0516

EPA Audio Visual, Inc.
7910 State Hwy 55
Rockford, MN 55373
Phone: 763-477-6931
EPASTAFF@epaaudio.com

Date:	January 13, 2025
Sales Rep:	Extron
Job:	QM / DN
RP: <input type="checkbox"/>	
Quote#:	011325

Qty	Brand	Model and Description	Unit Price	Line Total
1	Extron	60-1594-01, SMP 111 32GB H.264 Streaming Recording Processor	2,313.00	2,313.00
1	EPA	Installation Labor to Include: The swapping out of the recorders and setup of the new recorder.		1,120.00
		SHIPPING:		Plus Shipping
		QUOTE SUB-TOTAL:		\$ 3,433.00

NOTICE: Please inspect all shipped or delivered electronics, especially TV/Monitors and projection screens. All damaged or missing pieces must be reported to EPA immediately upon receipt.

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. UNLESS NOTED SALES TAX AND SHIPPING ARE NOT INCLUDED. CREDIT CARD PURCHASES OVER \$2,500 WILL BE SUBJECT TO A 3% PROCESSING FEE.

THIS QUOTATION IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE.

To accept this quotation, sign here and return: _____

Thank you for your business!

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Pheasants Forever - Great Water Chapter 0985 Previous Gambling Permit Number: X-94907-24-004

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 1783 Buerkle Circle

City: St. Paul State: MN Zip: 55110 County: Ramsey

Name of Chief Executive Officer (CEO): Kennon Kleinke

CEO Daytime Phone: 320-309-8613 CEO Email: kennon1123@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Iron Exchange

Physical Address (do not use P.O. box): 1500 Howard Ave.

Check one:

☒ City: Maple Plain Zip: 55359 County: Hennepin

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): March 16th, 2025

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)
**CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 11/14/25
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS
Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS
Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.



Executive Summary

City Council Business Meeting: January 27, 2025

AGENDA ITEM: Accounts Payable	
PREPARED BY: Jacob Kolander, City Administrator	AGENDA NO. 7
RECOMMENDED ACTION: Approval of the following A. City Bills- \$123,005.17 B. City ACH's- \$101,277.81 Grand Total- \$224,282.98	

Summary:

City Checks

Fund Summary

	10100 BoMP/MidCountry/4M	
101 GENERAL FUND		\$29,371.50
451 CAPITAL IMPROVEMENT PROJECTS		\$945.00
458 2024 STREET RECONSTRUCTION		\$8,640.00
601 WATER FUND		\$35,718.67
602 SEWER FUND		\$196.27
603 STORM WATER FUND		\$147.12
701 PLAN REVIEW ESCROWS		\$3,020.00
801 FIRE PARTNERSHIP FUND		\$44,966.61
		<hr/>
		\$123,005.17

City ACH Payments

Fund Summary

	10100 BoMP/MidCountry/4M	
101 GENERAL FUND		\$31,671.15
601 WATER FUND		\$12,896.77
602 SEWER FUND		\$25,744.11
603 STORM WATER FUND		\$11,175.41
801 FIRE PARTNERSHIP FUND		\$19,790.37
		<hr/>
		\$101,277.81

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Payments

Current Period: January 2025

Payments Batch 012725 2024 AP		\$123,005.17	
Refer	0 ACME TOOLS	-	
Cash Payment	E 801-42220-240 Small Tools & Minor Eq	MILWAUKEE M18 REDLITHIUM XC 5.0Ah Extended Capacity Battery	\$398.00
Invoice	13802521	12/31/2024	
Cash Payment	E 801-42220-240 Small Tools & Minor Eq	MILWAUKEE M18 REDLITHIUM XC 5.0Ah Extended Capacity Battery	\$398.00
Invoice	13802521	12/31/2024	
Transaction Date	12/31/2024	BoMP/MidCountry/4 10100	Total \$796.00
Refer	0 ACTION FLEET LLC	-	
Cash Payment	E 801-42260-406 Apparatus & Equipment	Tahoe - Siren box	\$1,057.47
Invoice	17421	11/22/2024	
Transaction Date	11/22/2024	BoMP/MidCountry/4 10100	Total \$1,057.47
Refer	0 ADAMS PEST CONTROL	-	
Cash Payment	E 101-45200-311 Contract Service	Prevention Plus - December 2024	\$125.89
Invoice	4034296	12/17/2024	
Transaction Date	12/17/2024	BoMP/MidCountry/4 10100	Total \$125.89
Refer	0 AMAZON.COM	-	
Cash Payment	E 101-41500-201 Operating Supplies	name Plate Sunny	\$12.50
Invoice	11YQ7MNPNT1G	12/14/2024	
Cash Payment	E 101-41110-437 Miscellaneous	Name Plate for Rochelle	\$12.50
Invoice	11YQ7MNPNT1G	12/14/2024	
Cash Payment	E 101-41500-437 Miscellaneous	Thermostat Lock Box	\$9.99
Invoice	1KHWGK43TGYG	12/27/2024	
Cash Payment	E 101-41500-437 Miscellaneous	Shipping	\$6.99
Invoice	1KHWGK43TGYG	12/27/2024	
Transaction Date	12/14/2024	BoMP/MidCountry/4 10100	Total \$41.98
Refer	0 AT&T MOBILITY	-	
Cash Payment	E 801-42250-323 Radio Units/Technology	TABLETS 11/12/24-12/11/24	\$305.84
Invoice	523683x12192024	12/11/2024	
Transaction Date	12/11/2024	BoMP/MidCountry/4 10100	Total \$305.84
Refer	0 BOLTON & MENK, INC.	-	
Cash Payment	E 101-43000-303 Engineering Services	Maple Plain/2024 Misc Engineering	\$236.50
Invoice	0353668	12/31/2024	
Cash Payment	E 101-43000-303 Engineering Services	Meetings Attended Council Q4 2024	\$225.00
Invoice	0353668	12/31/2024	
Cash Payment	E 601-49400-303 Engineering Services	Lead Service Line Plan 2024	\$712.50
Invoice	0353668	12/31/2024	
Cash Payment	E 603-49455-303 Engineering Services	2024 Miscellaneous Drainage	\$92.00
Invoice	0353667	12/31/2024	
Cash Payment	G 701-22018 ESCROW: T-MOBILE / TILS	Engineering (Bolton & Menk)	\$1,162.00
Invoice	0353663	12/31/2024	Project 22018
Cash Payment	E 458-43000-303 Engineering Services	Construction Observation 2024 Street Project	\$8,640.00
Invoice	0353662	12/31/2024	
Cash Payment	E 601-49400-303 Engineering Services	Wellhead Protection Plan (2024)	\$1,333.00
Invoice	0353664	12/31/2024	

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Payments

Current Period: January 2025

Cash Payment	G 701-22017	ESCROW: 1741 BUDD AVE	Engineering (Bolton & Menk)		\$279.00
Invoice	0353666	12/31/2024		Project 22017	
Cash Payment	G 701-22017	ESCROW: 1741 BUDD AVE	Development Review - Engineering (Bolton & Menk)		\$1,012.00
Invoice	0353666	12/31/2024		Project 22017	
Cash Payment	G 701-22012	ESCROW: 5370 HWY 12	Stormwater Review - Engineering (Bolton & Menk)		\$92.00
Invoice	0353666	12/31/2024		Project 22012	
Transaction Date	12/31/2024		BoMP/MidCountry/4 10100	Total	\$13,784.00
Refer	0	CARSON, CLELLAND & SCHREDE	-		
Cash Payment	E 101-42110-304	Legal Services	Criminal Prosecution - December 2024		\$165.00
Invoice	6787	12/27/2024			
Cash Payment	E 101-42110-304	Legal Services	Criminal Paralegal - December 2024		\$168.00
Invoice	6787	12/27/2024			
Cash Payment	E 101-42110-304	Legal Services	Preparation of criminal complaints - December 2024		\$40.00
Invoice	6787	12/27/2024			
Cash Payment	E 101-42110-304	Legal Services	Monthly Support Fee for December		\$7.60
Invoice	6787	12/27/2024			
Transaction Date	12/27/2024		BoMP/MidCountry/4 10100	Total	\$380.60
Refer	0	CliftonLarsonAllen LLP	-		
Cash Payment	E 101-41500-301	Auditing & Accounting S	Audit services performed for 12/31/2024		\$628.43
Invoice	L241853365	12/31/2024			
Cash Payment	E 601-49400-301	Auditing & Accounting S	Audit services performed for 12/31/2024		\$165.38
Invoice	L241853365	12/31/2024			
Cash Payment	E 602-49450-301	Auditing & Accounting S	Audit services performed for 12/31/2024		\$165.37
Invoice	L241853365	12/31/2024			
Cash Payment	E 603-49455-301	Auditing & Accounting S	Audit services performed for 12/31/2024		\$55.12
Invoice	L241853365	12/31/2024			
Cash Payment	E 801-42210-301	Auditing & Accounting S	Audit services performed for 12/31/2024		\$88.20
Invoice	L241853365	12/31/2024			
Transaction Date	12/31/2024		BoMP/MidCountry/4 10100	Total	\$1,102.50
Refer	0	CLOUDPERMIT INC	-		
Cash Payment	E 101-41500-309	EDP, Software and Desi	Cloud Permit Software		\$9,800.00
Invoice	2070	12/11/2024		Project ARPA24	
Transaction Date	12/11/2024		BoMP/MidCountry/4 10100	Total	\$9,800.00
Refer	0	CUSTOMIZED FIRE RESCUE	-		
Cash Payment	E 801-42240-331	Training & Travel	Class on 7/22/24, NFPA 1001/1403 Car Fire Live Burn Prop. In		\$700.00
Invoice	2848	10/29/2024			
Cash Payment	E 801-42240-331	Training & Travel	Class on 7 /22/24, NFPA 1001 Forcible Entry Prop. Prop Instr		\$650.00
Invoice	2848	10/29/2024			
Cash Payment	E 801-42240-331	Training & Travel	Class on 7/29/24, NFPA 1002, Aerial Apparatus Hands On Setup		\$500.00
Invoice	2848	10/29/2024			
Cash Payment	E 801-42240-331	Training & Travel	Class on 8/26/24, NFPA 1006/1670 Confined Space Hands On Ope		\$500.00
Invoice	2848	10/29/2024			

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Payments

Current Period: January 2025

Cash Payment	E 801-42240-331	Training & Travel	Class on 10/14/24, NFPA 1001 SCBA Confidence Confidence Semi	\$1,500.00
Invoice 2848	10/29/2024			
Cash Payment	E 801-42240-331	Training & Travel	Class on 10/21/24, NFPA 1001 FDC I Standpipe Hands On Prop,	\$700.00
Invoice 2848	10/29/2024			
Transaction Date	10/29/2024	BoMP/MidCountry/4	10100	Total \$4,550.00
Refer	0	DEPT EMPLOYMENT & EC DEVEL	-	
Cash Payment	E 101-41500-142	Unemployment Benefit	Q4 2024 Unemployment Benefits Paid - Employer acct number	\$580.01
Invoice 58001	1/8/2025			
Transaction Date	1/8/2025	BoMP/MidCountry/4	10100	Total \$580.01
Refer	0	DOUGHTY, JEFFERY & JESSIE	-	
Cash Payment	G 601-28010	UB overpayment	REFUND: 1725 HOWARD AVE 00-00023400-01-4	\$108.99
Invoice	12/30/2024			
Transaction Date	12/30/2024	BoMP/MidCountry/4	10100	Total \$108.99
Refer	0	EARL F. ANDERSON	-	
Cash Payment	E 101-41110-437	Miscellaneous	Fay Blvd Sign	\$55.00
Invoice 0138399IN	12/11/2024			
Transaction Date	12/11/2024	BoMP/MidCountry/4	10100	Total \$55.00
Refer	0	ECM PUBLISHERS INC	-	
Cash Payment	E 101-41500-352	General Public Informati	Summary Budget AD# 1440722	\$94.88
Invoice 1030009	12/28/2024			
Cash Payment	E 101-41500-352	General Public Informati	Ordinance 332	\$37.13
Invoice 1029059	12/21/2024			
Cash Payment	E 101-41500-352	General Public Informati	Ord No. 331, Ad Number 1437317	\$81.88
Invoice 1027300	12/7/2024			
Transaction Date	12/28/2024	BoMP/MidCountry/4	10100	Total \$213.89
Refer	0	FAY, JOHN	-	
Cash Payment	E 101-41110-331	Training & Travel	December 2024 Mileage	\$13.40
Invoice	12/5/2024			
Transaction Date	12/5/2024	BoMP/MidCountry/4	10100	Total \$13.40
Refer	0	FIRE EQUIPMENT SPECIALTIES	-	
Cash Payment	E 801-42220-443	Turnout Gear	Leatherhead 6' New York Hook w/ Chisel End (6@\$115)	\$690.00
Invoice 21323	12/31/2024			
Cash Payment	E 801-42220-443	Turnout Gear	LION PBI MAX Custom 'V Force' Bi-Swing Coat (4@\$2984)	\$11,936.00
Invoice 21316	12/26/2024			
Cash Payment	E 801-42220-443	Turnout Gear	LION PBI MAX Custom 'V Force' Bi-Swing Coat, 33.5	\$2,984.00
Invoice 21316	12/26/2024			
Cash Payment	E 801-42220-443	Turnout Gear	LION PBI Max 'V-Force Pant' - Natural (5@\$1813)	\$9,065.00
Invoice 21316	12/26/2024			
Cash Payment	E 801-42220-443	Turnout Gear	Shipping and Handling	\$24.99
Invoice 21316	12/26/2024			

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Payments

Current Period: January 2025

Cash Payment	E 801-42220-443	Turnout Gear	LION PBI Max 'V-Force Pant' - Natural with SB842X Suspenders	\$1,813.00
Invoice	21322	12/31/2024		
Cash Payment	E 801-42220-443	Turnout Gear	LION PBI MAX Custom 'V Force' Bi-Swing Coat, 32 Natural	\$2,984.00
Invoice	21322	12/31/2024		
Transaction Date	12/31/2024	BoMP/MidCountry/4	10100	Total \$29,496.99
Refer	0	FRONTIER	-	
Cash Payment	E 601-49400-321	Telephone & Internet	ALARM LINE #763-479-6882-082311-2 12/16/24 to 01/15/25	\$81.52
Invoice	1612162024	12/16/2024		
Transaction Date	12/16/2024	BoMP/MidCountry/4	10100	Total \$81.52
Refer	0	GERTENS	-	
Cash Payment	E 601-49400-400	Equipment Repair & Mai	paint and pipe insulation	\$886.48
Invoice	869915	12/30/2024		
Transaction Date	12/30/2024	BoMP/MidCountry/4	10100	Total \$886.48
Refer	0	GRAINGER	-	
Cash Payment	E 801-42220-240	Small Tools & Minor Eq	Drop cords for trucks in the bay	\$175.80
Invoice	9353904056	12/23/2024		
Transaction Date	12/23/2024	BoMP/MidCountry/4	10100	Total \$175.80
Refer	0	HENN COUNTY ACCTS RECEIVAB	-	
Cash Payment	E 101-42110-317	Board & Booking Fees	12/01/2024-12/31/2024 Jail Per Diem	\$75.00
Invoice	1000237805	1/6/2025		
Cash Payment	E 101-43000-419	General Rentals	Radio Lease - Public Works 12/01/2024-12/31/2024	\$58.48
Invoice	1000237635	1/6/2025		
Cash Payment	E 101-43000-419	General Rentals	(PW) RADIO MESB FEE 2@\$0.69 12/01/2024-12/31/2024	\$1.38
Invoice	1000237635	1/6/2025		
Cash Payment	E 101-43000-419	General Rentals	(PW) Radio Fleet Fee 2@\$27.09 12/01/2024-12/31/2024	\$54.18
Invoice	1000237635	1/6/2025		
Cash Payment	E 801-42250-323	Radio Units/Technology	(FIRE) December Radio Lease Fee	\$1,985.39
Invoice	1000237596	1/6/2025		
Transaction Date	1/6/2025	BoMP/MidCountry/4	10100	Total \$2,174.43
Refer	0	HENNEPIN COUNTY TREASURER (-	
Cash Payment	E 101-41410-437	Miscellaneous	2025 Maintenance: DS200s (2 machines @ \$206)	\$412.00
Invoice	24MPL	12/5/2024		
Cash Payment	E 101-41410-437	Miscellaneous	2025 Maintenance: ExpressVotes (2 machines @ \$185)	\$370.00
Invoice	24MPL	12/5/2024		
Cash Payment	E 101-41410-437	Miscellaneous	2024 Election	\$482.39
Invoice	24MPL	12/5/2024		
Cash Payment	E 101-41410-437	Miscellaneous	2024 VOTER Fund	-\$487.04
Invoice	24MPL	12/5/2024		
Transaction Date	12/5/2024	BoMP/MidCountry/4	10100	Total \$777.35
Refer	0	HOFF BARRY ATTORNEYS	-	

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Payments

Current Period: January 2025

Cash Payment	E 101-41610-304	Legal Services	General Administration Dec 2024	\$1,013.00
Invoice		1/2/2025		
Cash Payment	E 101-41610-304	Legal Services	JM Workers Comp Dec 2024	\$598.00
Invoice		1/2/2025		
Cash Payment	G 701-22012	ESCROW: 5370 HWY 12	5370 Hwy 12 Application Review (Hoff Barry Attorney)	\$475.00
Invoice		1/2/2025	Project 22012	
Transaction Date	1/2/2025	BoMP/MidCountry/4	10100	Total \$2,086.00
Refer	0	KOLANDER, JACOB	-	
Cash Payment	E 101-41500-321	Telephone & Internet	December cell phone Reimbursement	\$50.00
Invoice		12/12/2024		
Cash Payment	E 101-41500-331	Training & Travel	Mileage December 2024	\$52.66
Invoice		12/12/2024		
Transaction Date	12/12/2024	BoMP/MidCountry/4	10100	Total \$102.66
Refer	0	LAURA OWEN	-	
Cash Payment	G 601-28010	UB overpayment	REFUND: 5910 MAIN ST W 00-00053600-00-4	\$68.01
Invoice		12/30/2024		
Transaction Date	12/30/2024	BoMP/MidCountry/4	10100	Total \$68.01
Refer	0	MAAS-KUSSKE, JULIE	-	
Cash Payment	E 101-41110-437	Miscellaneous	Cake for John's Farewell	\$25.00
Invoice		12/5/2024		
Cash Payment	E 101-41110-437	Miscellaneous	Supplies for 1/6/25 Swearing In Ceremony	\$16.28
Invoice		12/5/2024		
Cash Payment	E 101-41110-331	Training & Travel	December 2024 Mileage	\$69.01
Invoice		12/5/2024		
Transaction Date	12/5/2024	BoMP/MidCountry/4	10100	Total \$110.29
Refer	0	MEDIACOM	-	
Cash Payment	E 801-42280-321	Telephone & Internet	phone service 12/16/24 through 01/15/25	\$11.05
Invoice		12/16/2024		
Transaction Date	12/16/2024	BoMP/MidCountry/4	10100	Total \$11.05
Refer	0	MENARDS	-	
Cash Payment	E 101-41410-201	Operating Supplies	Storage Boxes for Elections Materials	\$69.93
Invoice 36245		12/11/2024		
Transaction Date	12/11/2024	BoMP/MidCountry/4	10100	Total \$69.93
Refer	0	METRO WEST INSPECTION SERVI	-	
Cash Payment	E 101-42400-308	Building Inspection	Building Permits December 2024	\$3,155.05
Invoice 4423		1/1/2025		
Cash Payment	E 101-42400-308	Building Inspection	Rental Permits Final December 2024	\$500.00
Invoice 4423		1/1/2025		
Transaction Date	1/1/2025	BoMP/MidCountry/4	10100	Total \$3,655.05
Refer	0	NICHOLLS, ANGELA	-	
Cash Payment	G 601-28010	UB overpayment	REFUND: 5565 MAIN ST W 00-00005000-01-8	\$111.95
Invoice		12/30/2024		
Transaction Date	12/30/2024	BoMP/MidCountry/4	10100	Total \$111.95
Refer	0	PERFORMANCE FOODSERVICE	-	

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Payments

Current Period: January 2025

Cash Payment	E 801-42210-437	Miscellaneous	PROPEL BERRY 3@26.30	\$78.90
Invoice 386136	12/20/2024			
Cash Payment	E 801-42210-437	Miscellaneous	GTRADE FRUIT PUNCH 3@32.34	\$97.02
Invoice 386136	12/20/2024			
Cash Payment	E 801-42210-437	Miscellaneous	PWRADE MTBRYBL 3@\$36.06	\$108.18
Invoice 386136	12/20/2024			
Cash Payment	E 801-42210-437	Miscellaneous	PWRADE XERO MXBRY 3@36.54	\$109.62
Invoice 386136	12/20/2024			
Cash Payment	E 801-42210-437	Miscellaneous	PWRADE RASPBERRY COOL MXBRY 3@32.34	\$97.02
Invoice 386136	12/20/2024			
Cash Payment	E 801-42210-437	Miscellaneous	GTRADE RIP TIDE RUSH 3@\$32.34	\$97.02
Invoice 386136	12/20/2024			
Cash Payment	E 801-42210-437	Miscellaneous	PLANTR SNACK MIX NUT NUT & CHOC 3@\$174.99	\$174.99
Invoice 386136	12/20/2024			
Cash Payment	E 801-42210-437	Miscellaneous	REJUV WATER SPRING BOTTLED 15@\$6.74	\$101.10
Invoice 386136	12/20/2024			
Cash Payment	E 801-42210-437	Miscellaneous	FUEL SURCHARGE	\$6.50
Invoice 386136	12/20/2024			
Transaction Date	12/20/2024	BoMP/MidCountry/4	10100	Total \$870.35
Refer	0	REPUBLIC SERVICES	-	
Cash Payment	E 101-43000-311	Contract Service	1 Waste Container 2 Cu Yd, 1 Lift Per Week Waste/Recycling O	\$57.41
Invoice 0894006966517	12/31/2024			
Cash Payment	E 101-43000-311	Contract Service	1 Recycle Container 2 Cu Yd, 1 Lift Per Week Organics Delive	\$176.00
Invoice 0894006966517	12/31/2024			
Cash Payment	E 101-43000-311	Contract Service	Pickup Service 12/23/24-01/31/25	\$291.58
Invoice 0894006966517	12/31/2024			
Cash Payment	E 101-43000-311	Contract Service	Fees- Total Fuel/Environmental Recovery Fee Total Solid Wast	\$231.66
Invoice 0894006966517	12/31/2024			
Cash Payment	E 101-43000-311	Contract Service	1 Waste Container 30 Cu Yd, On Call Service Dry Waste	\$75.00
Invoice 0894006964816	12/31/2024			
Cash Payment	E 101-43000-311	Contract Service	Solid Waste Management Tax	\$12.75
Invoice 0894006964816	12/31/2024			
Cash Payment	E 101-43000-311	Contract Service	COU Solid Waste Management Fee	\$16.13
Invoice 0894006964816	12/31/2024			
Transaction Date	12/31/2024	BoMP/MidCountry/4	10100	Total \$860.53
Refer	0	Ryan Auto Mall	-	
Cash Payment	E 801-42260-404	Machinery & Equipment	Repairs on Tahoe (2024)	\$1,162.38
Invoice 12297271	11/26/2024			
Transaction Date	11/26/2024	BoMP/MidCountry/4	10100	Total \$1,162.38
Refer	0	SECURITY & SOUND COMPANY	-	
Cash Payment	E 451-41110-500	Capital Outlay (GENER	Council Sound System	\$945.00
Invoice 29105	1/2/2025		Project ARPA24	
Transaction Date	1/2/2025	BoMP/MidCountry/4	10100	Total \$945.00
Refer	0	SNOWPROS	-	

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Cash Payment	E 101-43100-311	Contract Service	Monthly Minimum Minus \$692 already paid invoice 3999	\$3,308.00
Invoice 3434	12/10/2024			
Cash Payment	E 101-43100-311	Contract Service	12/2/24 Regular Road Deicer \$198.00 5.75000 Tons	\$1,138.50
Invoice 3410	12/5/2024			
Cash Payment	E 101-43100-311	Contract Service	12/2/24 Heavy Duty Pickup Truck with Salter \$148.00 4.50000	\$666.00
Invoice 3410	12/5/2024			
Cash Payment	E 101-43100-311	Contract Service	12/14/24 Heavy Duty Pickup Truck with Salter \$148.00 4.25000	\$629.00
Invoice 3635	1/9/2025			
Cash Payment	E 101-43100-311	Contract Service	12/14/24 Regular Road Deicer \$198.00 4.50000	\$891.00
Invoice 3635	1/9/2025			
Transaction Date	12/10/2024	BoMP/MidCountry/4	10100	Total \$6,632.50
Refer	0	STREICH, ALLISON	-	
Cash Payment	G 601-28010	UB overpayment	REFUND: 5109 INDEPENDENCE ST 00-00007100-01-3	\$109.29
Invoice	12/30/2024			
Transaction Date	12/30/2024	BoMP/MidCountry/4	10100	Total \$109.29
Refer	0	TEAM LAB	-	
Cash Payment	E 101-43100-224	Street Maintenance Mat	cold patch - 50 bags	\$892.50
Invoice INV0044637	12/23/2024			
Transaction Date	12/23/2024	BoMP/MidCountry/4	10100	Total \$892.50
Refer	0	TOLL GAS & WLDING SUPPLY	-	
Cash Payment	E 801-42270-218	Medical Supplies	O2 TANK RENTAL (medical)	\$76.50
Invoice 0040203640	11/30/2024			
Transaction Date	11/30/2024	BoMP/MidCountry/4	10100	Total \$76.50
Refer	0	TOSHIBA BUSINESS SOLUTIONS	-	
Cash Payment	E 101-41500-413	Office Equipment Rental	TOSHIBA COPIER DECEMBER 2024	\$145.72
Invoice 5032372293	12/6/2024			
Cash Payment	E 101-41500-201	Operating Supplies	COPY OVERAGES 11/24/2024-12/24/2024	\$72.03
Invoice 5032372293	12/6/2024			
Cash Payment	E 101-41500-201	Operating Supplies	Black/White Copy Overages Copies - Black/White 11/24-	\$9.61
Invoice 5032372293	12/6/2024			
Transaction Date	12/6/2024	BoMP/MidCountry/4	10100	Total \$227.36
Refer	0	UNITED FARMERS COOPERATIVE	-	
Cash Payment	G 101-14100	Inventory of Material/Supply	UNLEADED GAS BULK GAL 236.9000 2.8190 Tank: 1500 GAL GAS ROA	\$667.82
Invoice 33912	12/10/2024			
Cash Payment	G 101-14100	Inventory of Material/Supply	#1 DYED DIESEL FUEL GAL 100.0000 3.0690 Tank: 2500 GAL DSL E	\$306.90
Invoice 33911	12/10/2024			
Cash Payment	G 101-14100	Inventory of Material/Supply	#2 DYED DIESEL FUEL GAL 100.0000 2.6690 Tank: 2500 GAL DSL E	\$266.90
Invoice 33911	12/10/2024			
Transaction Date	12/10/2024	BoMP/MidCountry/4	10100	Total \$1,241.62
Refer	0	VALLEY-RICH CO., INC	-	

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Cash Payment	E 601-49400-400	Equipment Repair & Mai	Emergency mainbreak repair at the corner of Joyce St and Cla	\$13,112.93
Invoice	34049	11/5/2024		
Cash Payment	E 601-49400-400	Equipment Repair & Mai	Emergency mainbreak repair at the corner of Joyce St and Cla	\$16,647.25
Invoice	34048	11/5/2024		
Transaction Date	11/5/2024	BoMP/MidCountry/4	10100	Total \$29,760.18
Refer	0	W.S. DARLEY & COMPANY	-	
Cash Payment	E 801-42220-240	Small Tools & Minor Eq	Electric Vehicle Disconnect Plug	\$925.00
Invoice	17546949	12/20/2024		
Cash Payment	E 801-42220-240	Small Tools & Minor Eq	Single Use EV Car Fire Blanket	\$1,650.00
Invoice	17546949	12/20/2024		
Cash Payment	E 801-42220-240	Small Tools & Minor Eq	Freight Charges	\$132.94
Invoice	17546949	12/20/2024		
Transaction Date	12/20/2024	BoMP/MidCountry/4	10100	Total \$2,707.94
Refer	0	CENTERPOINT ENERGY	Ck# 004412E 1/17/2025	
Cash Payment	E 801-42280-383	Gas Utilities	FIRE DEPT 11/19/24-12/18/24	\$1,051.46
Invoice		12/20/2024		
Transaction Date	12/20/2024	BoMP/MidCountry/4	10100	Total \$1,051.46
Refer	0	CENTERPOINT ENERGY	-	
Cash Payment	E 601-49400-383	Gas Utilities	Water Treatment Plant 11/20/2024-12/18/2024	\$129.41
Invoice		12/30/2024		
Cash Payment	E 602-49450-383	Gas Utilities	LIFT STATION 11/20/2024-12/18/2024	\$30.90
Invoice		12/30/2024		
Cash Payment	E 101-43100-380	Utility Services (GENER	PUBLIC WORKS 11/20/2024-12/18/2024	\$425.88
Invoice		12/30/2024		
Transaction Date	12/30/2024	BoMP/MidCountry/4	10100	Total \$586.19
Refer	0	ELAN FINANCIAL SERVICES	Ck# 004413E 1/3/2025	
Cash Payment	E 601-49400-201	Operating Supplies	Scale for Chemical Weighing	\$611.89
Invoice		12/5/2024		
Cash Payment	E 101-41500-433	Dues & Subscriptions	Annual Credit Card Fee	\$99.00
Invoice		12/5/2024		
Cash Payment	E 101-41500-437	Miscellaneous	Rewards Redemption	-\$350.00
Invoice		12/5/2024		
Transaction Date	12/5/2024	BoMP/MidCountry/4	10100	Total \$360.89
Refer	0	ELAN FINANCIAL SERVICES	Ck# 004414E 1/9/2025	
Cash Payment	E 101-41410-437	Miscellaneous	Water	\$14.38
Invoice		12/13/2024		
Cash Payment	E 101-41110-437	Miscellaneous	Good Neighbor Award Snacks	\$29.95
Invoice		12/13/2024		
Cash Payment	E 101-41110-437	Miscellaneous	Good Neighbor Award Snacks	\$35.46
Invoice		12/13/2024		
Cash Payment	E 101-41500-321	Telephone & Internet	Ring Central-Nov	\$140.22
Invoice		12/13/2024		
Cash Payment	E 101-41500-309	EDP, Software and Desi	Network Solutions-Priv Data for Website	\$9.99
Invoice		12/13/2024		
Cash Payment	E 101-41500-309	EDP, Software and Desi	Network Solutions renewal	\$11.99
Invoice		12/13/2024		

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Cash Payment	E 601-49400-201	Operating Supplies	Heaters for Well Houses		\$1,527.50
Invoice		12/13/2024			
Cash Payment	E 101-41500-352	General Public Informati	Prepaid Priority Mail Envelopes		\$104.50
Invoice		12/13/2024			
Cash Payment	E 101-41500-433	Dues & Subscriptions	Annual Credit Card Fee		\$99.00
Invoice		12/13/2024			
Transaction Date	12/13/2024	BoMP/MidCountry/4	10100	Total	\$1,972.99
Refer	0	<u>GOOGLE.COM</u>	<u>Ck# 004415E 1/6/2025</u>		
Cash Payment	E 101-41500-309	EDP, Software and Desi	(CITY- 10 USERS - GOOGLE) December 2024		\$72.00
Invoice	5145867142	12/31/2024			
Cash Payment	E 801-42210-309	EDP, Software and Desi	(FIRE - 24 USERS - GOOGLE) December 2024		\$172.80
Invoice	5145867142	12/31/2024			
Transaction Date	12/31/2024	BoMP/MidCountry/4	10100	Total	\$244.80
Refer	0	<u>OPTUM BANK</u>	<u>Ck# 004416E 1/14/2025</u>		
Cash Payment	E 101-43000-131	Employer Paid Health In	HSA Monthly Maintenance Fee - 24-Nov - Group ID HB905889A		\$3.75
Invoice	0001681922	12/12/2024			
Transaction Date	12/12/2024	BoMP/MidCountry/4	10100	Total	\$3.75
Refer	0	<u>PAYMENT SERVICES NETWORK</u>	<u>Ck# 004417E 1/3/2025</u>		
Cash Payment	E 601-49400-309	EDP, Software and Desi	12/01/2024 - 12/31/2024 RT19358		\$112.57
Invoice	305536	1/2/2025			
Transaction Date	1/2/2025	BoMP/MidCountry/4	10100	Total	\$112.57
Refer	0	<u>PAYMENT SERVICES NETWORK</u>	<u>Ck# 004418E 1/3/2025</u>		
Cash Payment	E 101-41500-309	EDP, Software and Desi	12/01/2024 - 12/31/2024 RT19359		\$4.85
Invoice	305537	1/2/2025			
Transaction Date	1/2/2025	BoMP/MidCountry/4	10100	Total	\$4.85
Refer	0	<u>XCEL ENERGY</u>	-		
Cash Payment	E 801-42280-381	Electric Utilities	ELECTRICITY 11/18/24 to 12/21/24		\$458.44
Invoice	1151709315	12/23/2024			
Transaction Date	12/23/2024	BoMP/MidCountry/4	10100	Total	\$458.44

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Fund Summary

	10100 BoMP/MidCountry/4M	
101 GENERAL FUND		\$29,371.50
451 CAPITAL IMPROVEMENT PROJECTS		\$945.00
458 2024 STREET RECONSTRUCTION		\$8,640.00
601 WATER FUND		\$35,718.67
602 SEWER FUND		\$196.27
603 STORM WATER FUND		\$147.12
701 PLAN REVIEW ESCROWS		\$3,020.00
801 FIRE PARTNERSHIP FUND		\$44,966.61
		<hr/>
		\$123,005.17

Pre-Written Checks	\$3,751.31
Checks to be Generated by the Computer	\$119,253.86
	<hr/>
Total	\$123,005.17

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Payments Batch 012725 ACCTS PAYBL				\$101,277.81	
Refer	0 <u>ABDO LLP</u>				
Cash Payment	E 101-41500-301	Auditing & Accounting S	financial management services	January 2025	\$4,125.00
Invoice	500323	1/1/2025			
Cash Payment	E 601-49400-301	Auditing & Accounting S	financial management services	January 2025	\$750.00
Invoice	500323	1/1/2025			
Cash Payment	E 602-49450-301	Auditing & Accounting S	financial management services	January 2025	\$750.00
Invoice	500323	1/1/2025			
Cash Payment	E 603-49455-301	Auditing & Accounting S	financial management services	January 2025	\$375.00
Invoice	500323	1/1/2025			
Cash Payment	E 801-42210-301	Auditing & Accounting S	financial management services	January 2025	\$1,500.00
Invoice	500323	1/1/2025			
Transaction Date	1/1/2025	BoMP/MidCountry/4	10100	Total	\$7,500.00
Refer	0 <u>ANCOM COMMUNICATIONS, INC</u>				
Cash Payment	E 801-42250-323	Radio Units/Technology	Motorola Minitor 7 WBH Pager (4@\$509)		\$2,036.00
Invoice	125732	1/8/2025			
Cash Payment	E 801-42250-323	Radio Units/Technology	3 yr extended warranty 4@\$60		\$240.00
Invoice	125732	1/8/2025			
Cash Payment	E 801-42250-323	Radio Units/Technology	Pager Battery 4@\$30		\$120.00
Invoice	125732	1/8/2025			
Cash Payment	E 801-42250-323	Radio Units/Technology	Pager Belt Clip		\$17.00
Invoice	125732	1/8/2025			
Cash Payment	E 801-42250-323	Radio Units/Technology	Pager Programming kit for Pager 7's		\$89.00
Invoice	125732	1/8/2025			
Cash Payment	E 801-42250-323	Radio Units/Technology	Impress Portable Radio Batteries 3@\$170.52		\$511.56
Invoice	125732	1/8/2025			
Cash Payment	E 801-42250-323	Radio Units/Technology	Portable Radio Replacement Antennas 3@\$31.32		\$93.96
Invoice	125732	1/8/2025			
Cash Payment	E 801-42250-323	Radio Units/Technology	Freight		\$40.00
Invoice	125732	1/8/2025			
Transaction Date	1/8/2025	BoMP/MidCountry/4	10100	Total	\$3,147.52
Refer	0 <u>BLUE PEAK CONSULTING COMPA</u>				
Cash Payment	E 801-42210-180	Psychological Evaluatio	Par 360 subscription fee 1/1/25-12/31/25		\$4,830.00
Invoice mp	1/1/25	1/1/2025			
Transaction Date	1/1/2025	BoMP/MidCountry/4	10100	Total	\$4,830.00
Refer	0 <u>CITY OF INDEPENDENCE</u>				
Cash Payment	G 101-21707	Dental Insurance	1/1/2025-1/31/2025 dental		\$102.08
Invoice		12/20/2024			
Cash Payment	G 101-21707	Dental Insurance	2/1/25-2/28/25 Dental		\$102.08
Invoice		12/1/2024			
Transaction Date	12/20/2024	BoMP/MidCountry/4	10100	Total	\$204.16
Refer	0 <u>CIVICPLUS LLC</u>				
Cash Payment	E 101-41500-309	EDP, Software and Desi	Agenda & Meeting Management		\$3,300.00
Invoice	325688	12/27/2024			
Cash Payment	E 101-41500-309	EDP, Software and Desi	01/17/2025-01/16/2026 -- Premium Bundle: Custom Banner, Code		\$1,095.00
Invoice	324703	12/10/2024			

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Transaction Date	12/27/2024	BoMP/MidCountry/4	10100	Total	\$4,395.00
Refer	0 EMERGENCY APPARATUS MAINT.	-			
Cash Payment	E 801-42260-406 Apparatus & Equipment	Repairs & Maintenance - Labor			\$1,203.86
Invoice	134943	1/6/2025		Project RESC11	
Cash Payment	E 801-42260-406 Apparatus & Equipment	Repairs & Maintenance - Parts & Accessories			\$113.28
Invoice	134943	1/6/2025		Project RESC11	
Transaction Date	1/6/2025	BoMP/MidCountry/4	10100	Total	\$1,317.14
Refer	0 ESO SOLUTIONS	-			
Cash Payment	E 801-42250-309 EDP, Software and Desi	EMS - 1st PCR Upgrade 1/1/2025- 12/31/2025			\$662.40
Invoice	ESO156194	12/2/2024			
Cash Payment	E 801-42250-309 EDP, Software and Desi	EMS - CAD Integration 1/1/2025- Integration 1/1/2025 12/31/			\$914.25
Invoice	ESO156194	12/2/2024			
Cash Payment	E 801-42250-309 EDP, Software and Desi	EMS - Google Maps Add-On 1/1/2025- 12/31/2025			\$495.00
Invoice	ESO156194	12/2/2024			
Cash Payment	E 801-42250-309 EDP, Software and Desi	EMS - Fire Package 1/1/2025- 12/31/2025			\$1,932.00
Invoice	ESO156194	12/2/2024			
Transaction Date	12/2/2024	BoMP/MidCountry/4	10100	Total	\$4,003.65
Refer	0 HENN COUNTY ACCTS RECEIVAB	-			
Cash Payment	E 101-41500-352 General Public Informati	24-25 Truth & Taxation Notices			\$222.95
Invoice		1/8/2025			
Transaction Date	1/8/2025	BoMP/MidCountry/4	10100	Total	\$222.95
Refer	0 HERC U LIFT	-			
Cash Payment	E 101-43000-419 General Rentals	Lift Rental for Removing Holiday Decor 01/08/25			\$450.00
Invoice	R093421	1/8/2025			
Transaction Date	1/8/2025	BoMP/MidCountry/4	10100	Total	\$450.00
Refer	0 INTEGRATED FIRE & SECURITY	-			
Cash Payment	E 601-49400-311 Contract Service	annual service fee 02/13/25- 02/12/26 WTP Fire Monitoring			\$335.40
Invoice	98547	12/13/2024			
Transaction Date	12/13/2024	BoMP/MidCountry/4	10100	Total	\$335.40
Refer	0 LEAGUE OF MINNESOTA CITIES	-			
Cash Payment	E 101-41110-331 Training & Travel	City Day On Hill 2025			\$99.00
Invoice	420004	1/6/2025			
Cash Payment	E 101-41110-433 Dues & Subscriptions	LMC Membership 2025			\$2,616.00
Invoice	418866	1/1/2025			
Cash Payment	E 101-41500-331 Training & Travel	MCMA 2025 Conference			\$525.00
Invoice	419999	1/6/2025			
Transaction Date	1/6/2025	BoMP/MidCountry/4	10100	Total	\$3,240.00
Refer	0 MEDIACOM	-			
Cash Payment	E 801-42280-321 Telephone & Internet	phone service 01/16/25 through 02/15/25			\$11.05
Invoice		1/16/2025			
Transaction Date	1/16/2025	BoMP/MidCountry/4	10100	Total	\$11.05
Refer	0 METERING & TECHNOLOGY SOLU	-			

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Cash Payment	E 601-49400-221	Equipment Parts	Orion LTE-M/C Cellular-M Endpoint **M**; 8 Twist Tight; 6439	\$525.00
Invoice INV6927	1/8/2025			
Cash Payment	E 601-49400-221	Equipment Parts	Shipping	\$17.26
Invoice INV6927	1/8/2025			
Transaction Date	1/8/2025	BoMP/MidCountry/4	10100	Total \$542.26
Refer	0	<u>METRO CHIEF FIRE OFFICERS</u>	-	
Cash Payment	E 801-42210-433	Dues & Subscriptions	2025 DUES Rick Denneson	\$100.00
Invoice	12/25/2024			
Transaction Date	12/25/2024	BoMP/MidCountry/4	10100	Total \$100.00
Refer	0	<u>METRO CITIES</u>	-	
Cash Payment	E 101-41110-433	Dues & Subscriptions	2025 METRO CITIES MEMBERSHIP DUES	\$967.00
Invoice 2090	1/12/2025			
Transaction Date	1/12/2025	BoMP/MidCountry/4	10100	Total \$967.00
Refer	0	<u>METROPOLITAN COUNCIL</u>	-	
Cash Payment	E 602-49450-319	Other Consulting Servic	Waste Water Services Def Rev FEBRUARY 2025	\$20,862.19
Invoice 0001181395	1/3/2025			
Transaction Date	1/3/2025	BoMP/MidCountry/4	10100	Total \$20,862.19
Refer	0	<u>MN PUBLIC FACILITIES AUTHORITY</u>	-	
Cash Payment	E 601-49400-611	Bond Interest	MPFA-06-0039-R-FY07 PFA Loan Interest	\$4,740.75
Invoice 1.04791E+11	1/16/2025			
Transaction Date	1/16/2025	BoMP/MidCountry/4	10100	Total \$4,740.75
Refer	0	<u>MSFCA</u>	-	
Cash Payment	E 801-42210-433	Dues & Subscriptions	Individual Membership Renewal thru 12/31/25	\$460.00
Invoice 8912	1/2/2025			
Transaction Date	1/2/2025	BoMP/MidCountry/4	10100	Total \$460.00
Refer	0	<u>ONSOLVE, LLC</u>	-	
Cash Payment	E 101-41500-309	EDP, Software and Desi	Code Red - Split 50/50 With Independence 12/16/2024- 12/15/	\$5,702.77
Invoice 15324001	10/16/2024			
Transaction Date	10/16/2024	BoMP/MidCountry/4	10100	Total \$5,702.77
Refer	0	<u>ORONO IND SCHOOL DISTRICT 27</u>	-	
Cash Payment	E 101-41940-387	Office Lease	January 2025 Rent Discovery Center	\$3,333.33
Invoice 25-Jan	1/2/2025			
Transaction Date	1/2/2025	BoMP/MidCountry/4	10100	Total \$3,333.33
Refer	0	<u>PEOPLESERVICE, INC.</u>	-	
Cash Payment	E 101-45200-311	Contract Service	(PARKS 30%) February	\$4,360.50
Invoice PSINV106600	1/15/2025			
Cash Payment	E 101-43000-311	Contract Service	(PUBLIC WORKS 18%) February	\$2,616.30
Invoice PSINV106600	1/15/2025			
Cash Payment	E 601-49400-311	Contract Service	(WATER 38%) February	\$5,523.30
Invoice PSINV106600	1/15/2025			
Cash Payment	E 602-49450-311	Contract Service	(SEWER 6%) February	\$872.10
Invoice PSINV106600	1/15/2025			
Cash Payment	E 101-43100-311	Contract Service	(STREETS 8%) February	\$1,162.80
Invoice PSINV106600	1/15/2025			

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Transaction Date	1/15/2025	BoMP/MidCountry/4	10100	Total	\$14,535.00
Refer	0 <i>PI VARIABLES INCORPORATED</i>	-			
Cash Payment	E 801-42220-240 Small Tools & Minor Eq	Rechargeable Road Flare set of 10. 2@\$750			\$1,500.00
Invoice 10779	1/10/2025				
Cash Payment	E 801-42220-240 Small Tools & Minor Eq	freight			\$40.00
Invoice 10779	1/10/2025				
Transaction Date	1/10/2025	BoMP/MidCountry/4	10100	Total	\$1,540.00
Refer	0 <i>PIONEER-SARAH CREEK WMO</i>	-			
Cash Payment	E 603-49455-433 Dues & Subscriptions	2025 Member Operating Assessment			\$8,526.64
Invoice 253	12/31/2024				
Cash Payment	E 603-49455-433 Dues & Subscriptions	2025 Member CIP Assessment			\$2,273.77
Invoice 253	12/31/2024				
Transaction Date	12/31/2024	BoMP/MidCountry/4	10100	Total	\$10,800.41
Refer	0 <i>RAILROAD MGMT CO</i>	-			
Cash Payment	E 602-49450-433 Dues & Subscriptions	License Fees- 10 Inch Sewer Pipeline Encroachment 04/01/25-			\$1,475.72
Invoice 518519	12/19/2024				
Cash Payment	E 602-49450-433 Dues & Subscriptions	License Fees - 8 Inch Sewer Pipeline Encroachment 04/08/25			\$1,784.10
Invoice 518529	12/19/2024				
Cash Payment	E 601-49400-433 Dues & Subscriptions	License Fees 8 Potable Water Ppln crossing 04/01/25- 03/31/			\$794.63
Invoice 518523	12/19/2024				
Transaction Date	12/19/2024	BoMP/MidCountry/4	10100	Total	\$4,054.45
Refer	0 <i>RELIANCE STANDARD</i>	-			
Cash Payment	G 101-21715 Long-Term Disability	VOLUNTARY LTD January 2025			\$50.29
Invoice	12/17/2024				
Transaction Date	12/17/2024	BoMP/MidCountry/4	10100	Total	\$50.29
Refer	0 <i>TARGETSOLUTIONS LEARNING, L</i>	-			
Cash Payment	E 801-42240-208 Training and Instruction	24 TSPREMIER - Vector LMS, TargetSolutions Edition Premier M			\$2,331.36
Invoice INV107835	12/1/2024				
Cash Payment	E 801-42240-208 Training and Instruction	1 TSMINTFEES - Vector LMS, TargetSolutions Edition - Mainte			\$395.00
Invoice INV107835	12/1/2024				
Transaction Date	12/1/2024	BoMP/MidCountry/4	10100	Total	\$2,726.36
Refer	0 <i>TOSHIBA BUSINESS SOLUTIONS</i>	-			
Cash Payment	E 101-41500-413 Office Equipment Rental	TOSHIBA COPIER January 2025			\$145.72
Invoice 5032757562	1/7/2025				
Cash Payment	E 101-41500-201 Operating Supplies	COPY OVERAGES January 2025			\$20.10
Invoice 5032757562	1/7/2025				
Cash Payment	E 101-41500-201 Operating Supplies	Black/White Copy Overages Copies - Black/ White January 2025			\$3.36
Invoice 5032757562	1/7/2025				
Transaction Date	1/7/2025	BoMP/MidCountry/4	10100	Total	\$169.18
Refer	0 <i>VERIZON</i>	-			
Cash Payment	E 601-49400-321 Telephone & Internet	4G JETPAK 1/11/25-02/10/25			\$55.78
Invoice 6103218584	1/10/2025				

CITY OF MAPLE PLAIN

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Payments

Current Period: January 2025

Transaction Date	1/10/2025	BoMP/MidCountry/4	10100	Total	\$55.78
Refer	951 MINNESOTA MAYORS ASSOCIATI	-			
Cash Payment	E 101-41110-433 Dues & Subscriptions	2025 MN Mayors Association Membership			\$30.00
Invoice					
Transaction Date	1/21/2025	BoMP/MidCountry/4	10100	Total	\$30.00
Refer	0 ARVIG	-			
Cash Payment	E 101-41500-321 Telephone & Internet	Fiber Internet 12/28/2024 - 01/27/2025			\$154.65
Invoice	12/28/2024				
Cash Payment	E 601-49400-321 Telephone & Internet	Fiber Internet 12/28/2024 - 01/27/2025			\$154.65
Invoice	12/28/2024				
Cash Payment	E 801-42280-321 Telephone & Internet	Fiber Internet 12/28/2024 - 01/27/2025			\$154.65
Invoice	12/28/2024				
Transaction Date	12/28/2024	BoMP/MidCountry/4	10100	Total	\$463.95
Refer	0 HEALTHPARTNERS	-			
Cash Payment	G 101-21706 Health Insurance	Health Insurance FEBRUARY 2025			\$1,265.38
Invoice	092806014203 1/4/2025				
Cash Payment	G 101-21706 Health Insurance	CREDIT FOR K.L. DEC 2024			-\$393.09
Invoice	092806014203 1/4/2025				
Cash Payment	G 101-21706 Health Insurance	CREDIT FOR K.L. JAN 2025			-\$393.09
Invoice	092806014203 1/4/2025				
Transaction Date	1/4/2025	BoMP/MidCountry/4	10100	Total	\$479.20
Refer	0 STANDARD INSURANCE CO	-			
Cash Payment	G 101-21708 Life Insurance	Life Insurance - JANUARY premium 2025			\$8.02
Invoice	00155251 12/17/2024				
Transaction Date	12/17/2024	BoMP/MidCountry/4	10100	Total	\$8.02

Fund Summary

	10100 BoMP/MidCountry/4M	
101 GENERAL FUND		\$31,671.15
601 WATER FUND		\$12,896.77
602 SEWER FUND		\$25,744.11
603 STORM WATER FUND		\$11,175.41
801 FIRE PARTNERSHIP FUND		\$19,790.37
		\$101,277.81

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$101,277.81
Total	\$101,277.81



Executive Summary

City Council Business Meeting: January 27, 2025

AGENDA ITEM: Staff Reports	
PREPARED BY: Jacob Kolander, City Administrator	AGENDA NO. 08.A-F
RECOMMENDED ACTION: Approve Staff Reports	

Included in the packet are the staff reports for the following:

- A. Fire Department
- B. West Hennepin Public Safety
- C. City Engineer
- D. Public Works
- E. City Planner
- F. Administration & Finance



Maple Plain Fire Department

Fire Chief's Report

December 2024

Maple Plain Fire Department – Chief Rick Denneson

Vision as Fire Chief

To build an organizational structure that provides unity, compassion, necessary tools, equipment, training, and leadership for firefighters to be successful when in action.

Calls Year to Date December 31st – report #857 & #553

In December, we responded to 39 calls for service.

- 33 EMS & Rescue calls
- 2 Motor Vehicle Crashes
- 2 Fire calls, a car fire and a grass fire call
- 1 good intent call for smoke / odor removal
- 1 wire down call

Where these calls are occurring – report #384

Independence – 4 calls

Maple Plain – 34 calls

Medina – 0 calls

Three Rivers Parks – 0 calls

Mutual Aid – 1 call to West Suburban Fire District in the City of Corcoran

We did not request mutual aid for any calls this month.

Training Update

December was a light training month as we had our department Christmas party on the 2nd, did our truck checks on the 9th and had both the 23rd and 30th off for the holidays.

Equipment Update

We have been discussing the upgrade of the fire department Tahoe Chief's Car. I found out that Minnetonka Fire Department is replacing a 2015 Tahoe and will be selling it. I spoke with Deputy Chief Metzker of Minnetonka who said that they would be willing to sell it to us. It has 50,000 miles on it and would come with all the emergency lighting on it. We would just have to have our decals put on it and our radio / computer installed into it. It will be available late January / early February.

Station Facility

2 bids were received for replacing the lighting fixtures inside the fire station. These bids were submitted to Administrator Kolander to make a decision on going forward with the job. There is a large rebate that is accessible for the work and an energy audit showed that there is a 5 year payback time for the equipment replacement based on the energy savings we will have.

Personnel

We have 4 line officers – 2 Captains and 2 Lieutenants. All officers except for Captain Jay McCoy sent in letters of interest to continue as officers. Captain McCoy sent me a letter stating that he would be stepping down to spend more time at home with family but will be continuing to be a firefighter. I thanked him for his service and leadership.

Firefighter Holden Mohs put in a letter of interest and after an interview process was selected to be a Lieutenant. I have promoted Joe Doyle from Lieutenant to Captain to take McCoy's place and Holden into the open Lt. position.

Merger with West Suburban Fire District

On Monday December 9th, Troy Denneson and I met with the WSFD board including Chief Leuer. We brought a requested report from PERA that the WSFD board had asked us to obtain to show what their PERA fund would look like for 5 years from 2025 to 2030 if the 2 departments would combine and if it would maintain their goals of being at least 125% funded and at 7500.00 per year of service. PERA produced the report for us which showed that the goals would be maintained easily.

On Thursday December 12th, Chief Leuer and I met together and discussed some budget, CIP, fire department assets such as trucks and the station and next steps. We agreed that we need to get our group of firefighters back together to continue our meetings moving forward with the process.



Maple Plain Fire Department

Fire Chief's Report

Year End 2024

Maple Plain Fire Department – Chief Rick Denneson

Vision as Fire Chief

To build an organizational structure that provides unity, compassion, necessary tools, equipment, training, and leadership for firefighters to be successful when in action.

Calls in 2024 – report #857 & #553

The year 2024 was the busiest year in the history of the Maple Plain Fire Department, logging 370 calls for service. This is up from 347 calls in 2023 and 343 calls in 2022.

- 228 EMS & Rescue calls
- 13 Motor Vehicle Crashes
- 34 Fire calls, a car fire and a grass fire call
- 36 Hazardous type calls – Gas spill, power line down
- 5 good intent call for smoke / odor removal
- 45 Alarm calls
- 9 Misc calls for service

Where these calls are occurring – report #384

Independence – 103 calls

Maple Plain – 205 calls

Medina – 14 calls

Three Rivers Parks – 10 calls

Mutual Aid Given – 38 calls

Mutual Aid Received – 2 calls – Lake Haughey Rd house fire (10 agencies), Manchester Dr house fire (3 agencies)

Hours of service – report #1676 & #1848

Training hours – 1102

Personnel hours – 1505 (meetings, public relations events, work details)

City of Independence call hours – 908

City of Maple Plain call hours – 1542

City of Medina call hours – 106

Three Rivers Park call hours – 63

Training

During the year in training, we completed our annual required training which is mandated by OSHA and other regulatory agencies. Training like: Haz-Mat operations, confined space rescue, blood borne pathogens, employee right to know, EMR, and other required trainings. We also concentrated on our

basics of fire fighting with driving, ladders, fire pumper and tanker training, hooking to hydrants and drafting water. We did auto extrication, rope rescue, car fires, and vehicle stabilization.

Equipment

We saw the end of an era as our DNR acquired Humvee truck finished its service with the MPFD and was sent back. We purchased a Polaris UTV truck to replace it and set it up as a grass rig / off road rescue unit.

Station Facility

In 2024, we connected with a generator maintenance company who got our station generator up and operational after a long down time. We also had an energy audit done on our interior lighting and received quotes for lighting upgrade. Upgrades will be executed in 2025.

Personnel

At the end of 2023, we said goodbye to Nate Scott who retire from the MPFD. In April, firefighter Cory Schultz resigned from the department after having moved out of the area. In December, Cooper Tokar also resigned from the department as he moved out of the area.

We did take in 2 applications at the end of the year, and they are in process for interviews in January.

Merger with West Suburban Fire District

We have had several meetings on different levels with the WSFD as we discussed a merger of the fire departments. MPFD members selected by myself met in a small group committee to learn about the WSFD and work out operational issues for the merger. Information was exchanged regarding pensions and what would happen with the MPFD pension and how members coming into WSFD would affect their pension.

Chief Leuer and board members attended a MPFD Fire Commission meeting the end of September so that each entity could meet each other and WSFD could hear the level of commitment by the fire commission to this merger. Talks are continuing to move things forward in continued meeting in December.

Year Highlights – things that we did in the community beyond fire calls

- MPFD retirement / awards dinner
- Party In the Park
- All members' wellness check with Dr. Gavian
- Haven Homes – Employee fire extinguisher skills
- Haven Homes bus dedication
- Battle of the badges
- Discovery touch a truck vehicle fair
- Orono School homecoming parade
- MPFD birthday party
- Baker Park boo event in the park
- 2 trunk or treat events
- Several fire prevention school events
- View Santa

Date: January 8th, 2025

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

From: Director Gary Kroells

SUBJECT: DECEMBER 2024 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 crashes, 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.

Monthly Activity Report

December 2024

Offense	This Month	Same Month Last Year	This Year To Date	Last Year To Date
City Of Independence				
Criminal	5	8	48	50
Traffic	82	89	912	1,077
Part III	3	4	96	55
Part IV	20	35	375	391
Part V	115	112	1,353	1,365
Total City of Independence	225	248	2,784	2,938
City Of Maple Plain				
Criminal	3	0	31	37
Traffic	28	22	297	440
Part III	2	1	47	30
Part IV	52	36	325	313
Part V	45	43	624	557
Total City Of Maple Plain	130	102	1,324	1,377
Grand Total Both Cities	355	350	4,108	4,315
TZD	0	0	279	387
Agency Assists	25	36	320	295
Total ICR Reports	380	386	4,707	4,997
How Received				
Fax	10	6	65	113
In Person	15	21	169	162
Mail	0	0	12	4
Other	0	1	5	11
Phone	21	21	276	312
Radio	161	166	1,952	1,861
Visual	145	125	1,693	2,026
Email	5	16	181	191
Lobby Walk In	23	30	354	317
Total	380	386	4,707	4,997

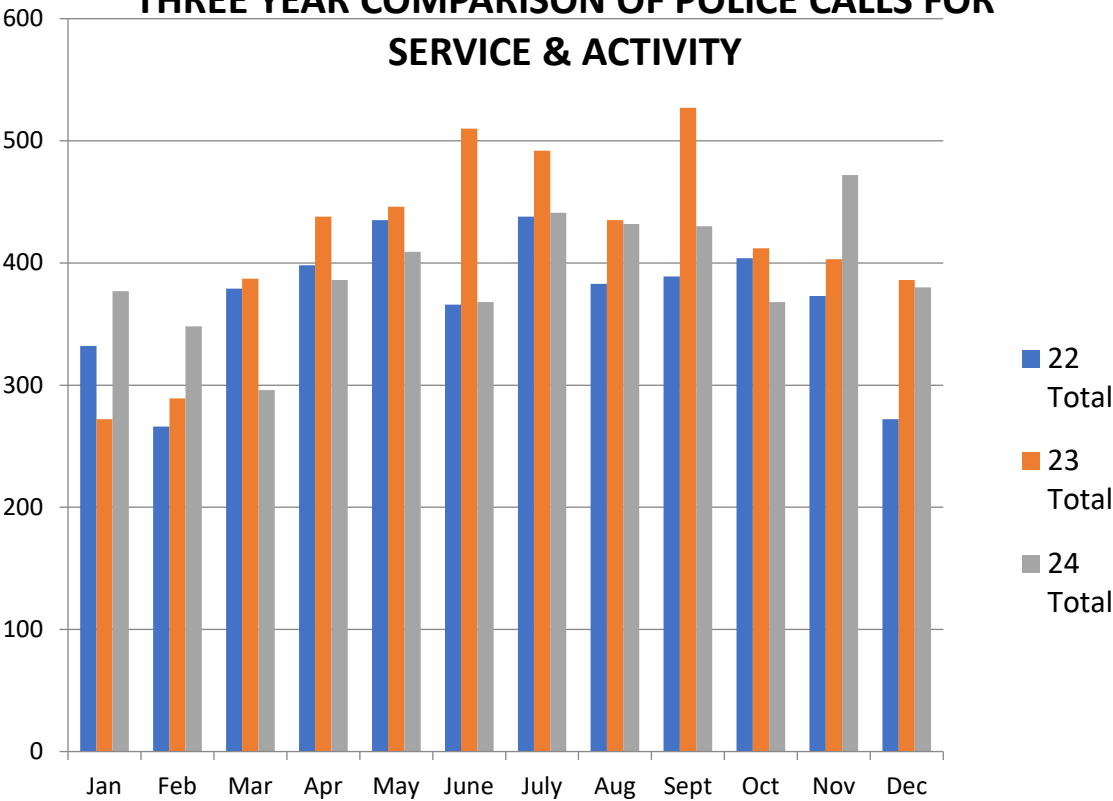
December 2024 Part I & II**City of Maple Plain #'s 1 & 2**

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	24004510	3 rd Degree DWI & Refusal – Arrest	2024-12-15	01	JFCR8	2
WHPS	24004535	Theft From Auto Report	2024-12-17	01	TQ159	1
WHPS	24004594	Suspicious Activity/Underage Drinking	2024-12-21	02	M4199	2

December 2024 Part I & II**City of Independence Grid #'s 3-5**

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	24004450	2 nd Degree DWI – Arrest	2024-12-11	03	JEF08	2
WHPS	24004571	DWI Arrest – Urine	2024-12-11	03	JEF08	2
WHPS	24004622	Accd Unk/DWI 4 th Deg	2024-12-23	03	JG508	2
WHPS	24004391	Theft From Auto Report	2024-12-06	05	VD021	1
WHPS	24004498	3 rd Degree DWI – Arrest	2024-12-13	05	JF501	2

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



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY December 2024 Activity Report

Year to Date Activity Report

At the end of December 2024, West Hennepin Public Safety (WHPS) handled year-to-date a total of 4,707 incident complaints. For the month of December; 225 incidents occurred in the City of Independence and 130 in the City of Maple Plain.

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

Fire December 2

5400 block of Highway 12, Maple Plain. Officer was dispatched to a vehicle on fire in a business parking lot. Officer arrived and spoke to the owner of the vehicle who advised he noticed the dash lights blinking then smelled something burning. Owner advised he parked and exited his vehicle and saw it was on fire. Maple Plain Fire arrived and put the flames out.

Suspicious Activity December 5

3600 block of County Road 90, Independence. Officer was dispatched to a suspicious vehicle in the area. Reporting party advised they saw a vehicle pass by their house multiple times and observed them open the mailbox at the end of the driveway. Officer checked the area and was unable to locate a vehicle matching the description provided.

Animal Complaint December 6

8900 block of Dean Lane, Independence. Officer was dispatched to two dogs eating a dead deer carcass. Officer arrived on scene and found two white Great Pyrenees who we are familiar with from previous reports. Officer was unable to get ahold of the animal owner and the dogs were impounded to the animal shelter. Eventually, the animal owner reached out and was advised where his dogs were.

Medical
December 7

5000 block of Oak Circle, Maple Plain. Officer was dispatched to an intoxicated male who fell and hit his head. Officer arrived on scene and spoke to the patient who appeared disoriented and was unable to answer simple questions. There was a lump on the back of the patient's head as well as a laceration to his arm. A breath test was taken and showed .259. North Memorial Paramedics arrived on scene and transported the patient to the hospital.

Suspicious Vehicle
December 9

4900 block of Perkinsville Road, Independence. Officer was dispatched to a suspicious vehicle with no lights on parking in front of the reporting party's house. Officer arrived and observed the truck was occupied with a sleeping driver. Officer woke the driver and spoke to him. He advised he was at his girlfriend's house, was going to a gas station, and was going to go back to her house in the morning. Driver had a working interlock system which he showed the officer, no criminal activity or signs of impairment was found.

Arrest
December 11

Intersection of County Road 6 and County Road 90, Independence. Officer was dispatched to multiple traffic complaints involving the same vehicle. Officer located the vehicle driving over 90-MPH and dangerously passing cars. Officer spoke to the driver and observed signs of impairment. He was ultimately arrested for DWI and provided an evidentiary breath test of 0.14. He also had two prior convictions and a B-Card restricting him from any alcohol use. He was transported to Hennepin County Jail where he was charged with 2nd degree DWI.

Welfare Check
December 12

100 block of Kuntz Drive, Independence. Officer was dispatched to an iPhone crash detection notification. Officer arrived on scene and spoke to the phone owner who advised she lost her phone the day prior and was unable to locate it. Ultimately, it was determined the phone was lost in the field and the manure spreader picked up the phone and tossed it hard enough to enable to crash detection system.

Traffic Complaint
December 13

Intersection of County Road 6 and County Road 110, Independence. Officer was dispatched to a driving complaint where the vehicle crossing the centerline and briefly drove into oncoming traffic. Officer located the suspect vehicle and observed another lane violation. Officer stopped the vehicle and found the driver recently moved to Minnesota and she wasn't used to the car she was driving.

Arrest
December 13

Intersection of County Road 92 and Cardinal Way, Independence. Officer was on routine patrol and observed a vehicle turn into the oncoming lane of traffic then corrected into the proper lane. Officer observed multiple lane violations and stopped the vehicle. They displayed signs of impairment and performed poor on Field Sobriety Tests. Driver was arrested for DWI and provided an evidentiary breath test of 0.21. Driver was transported to Hennepin County Jail to be charged.

Arrest
December 15

Intersection of Highway 12 and Baker Park Road, Maple Plain. Officer was dispatched to a vehicle in the ditch. Officers responded to the scene and spoke to the driver of the vehicle who displayed signs of impairment. He was not compliant and refused all testing. Ultimately, he was transported to Hennepin County Jail to be charged with DWI refusal.

Crash
December 16

6600 block of Franklin Hills Road, Independence. Officer was dispatched to a patient having chest pain. Officer arrived on scene and observed the patient was in a vehicle, she was confused, and she didn't know what city she was in. The vehicle had gone off the road and struck a tree. Patient was transported to the hospital.

Theft
December 17

5100 block of Main Street, Maple Plain. Officer was dispatched to a theft report where vehicle registration tabs were taken off a vehicle. Reporting party advised she discovered the tabs missing after returning from a recent trip. The registration stick number was entered as stolen. Reporting party was advised to contact the DMV for replacements.

Suspicious Activity
December 18

1900 block of County Road 90, Independence. Officer was on routine patrol and observed a truck parked in a nearby parking lot with no one in the driver's seat. Officer approached the vehicle and observed a child and an adult male sitting in the back watching a movie. The male advised he was there for a custody exchange and him and his daughters were watching a movie while they wait.

Motorist Assist
December 19

Intersection of Highway 12 and County Road 92, Independence. Officer was on routine patrol and observed a stalled vehicle on the shoulder. Officer approached the vehicle and found the driver asleep. Officer woke the driver and didn't observe signs of impairment. Driver advised he was waiting for the roads to be plowed before continuing with his drive. He was advised to find a parking lot.

Arrest
December 20

Intersection of County Road 90 and Fogelman Road, Independence. Officer was on routine patrol and observed a vehicle with numerous lane violations. Officer stopped the vehicle and spoke to the driver. Driver displayed signs of impairment and provided a preliminary breath test of 0.17. Driver was placed under arrest for DWI. Due to the driver vomiting, an evidentiary breath test was not taken, and a search warrant was completed for a bodily fluid sample. Pending charges.

Arrest
December 23

3200 block of County Road 92, Independence. Officer was dispatched to a single vehicle rollover crash. Officer arrived on scene and found the lone occupant trapped inside the overturned vehicle. The driver was able to open the sunroof and extricate herself. She refused a medical transport and officer observed signs of impairment. Preliminary breath test displayed 0.000. A search warrant was executed for a blood draw. Pending charges.

Welfare Check
December 25

1500 block of Howard Avenue, Maple Plain. Officer was dispatched to a welfare check. Reporting party advised they can't get ahold of the subject after she was experiencing pain in her shoulder and was going to lay down. Officer arrived on scene and found the subject was asleep and didn't need medical attention. Subject was advised to contact the reporting party and check-in.

Motorist Assist
December 27

7300 block of Highway 12, Independence. Officer was on routine patrol and observed a vehicle on the side of the road with its hazard lights on. Officer stopped and spoke to the registered owner who advised the alternator belt broke, and the vehicle wasn't drivable. They advised a tow truck was on the way. It was determined the vehicle did not need to be monitored until a tow truck arrived.

Medical
December 28

4800 block of Drake Street, Maple Plain. Officer was dispatched to a patient that had fallen and needed assistance getting up. Officer arrived on scene and found the patient in a half seated and half laying position near the bottom of the steps. Officer assessed the patient and found he was uninjured. Patient was lifted to his feet and was found to be weak. Ultimately, he was transported to the hospital.

Assault
December 29

4100 block of Woodhill Drive, Independence. Officer was dispatched to a loud party complaint in the area. Officer arrived on scene and received information that an individual was assaulted earlier in the night and was at the emergency room. Officer arrived on scene and took statements from witnesses. It was determined the host of the party followed the victim outside after a verbal altercation and began punching and kicking the victim multiple times. The victim had severe swelling, abrasions, and bruises across his face. He sustained a broken nose and facial bone and was treated at the hospital. Incident still pending further investigation.

Animal Complaint
December 31

Intersection of County Road 92 and County Road 6, Independence. Officer was dispatched to a report of a loose pony. Officer arrived on scene and located the pony. Eventually, the owner was contacted who arrived with a trailer to take the pony home.



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: January 17, 2025
To: Honorable Mayor and City Council
From: David P. Martini, P.E.
RE: January Engineering Report

The following is a summary of the work that Bolton & Menk has completed on behalf of the city during the past month:

Miscellaneous Services

We have attended staff and Council meetings and continue to follow through on the miscellaneous engineering needs of the city. Miscellaneous items include:

- Review and correspondence related to proposed development plans along the south side of Gateway Blvd.
- Review and correspondence related to proposed improvements at 1520 Wyman Avenue.
- Punch list administration for the Baker Trail Villas Project.
- Review and correspondence related to home construction at 4887 Independence Street.
- Review and correspondence related to T-Mobile equipment removal from the water tower.
- Correspondence related to uniform park signage templates.
- On-going support and review of development and improvement projects in coordination with the City Planner.

Wellhead Protection Plan

- WHPP Part 2 Amendment is due on October 30, 2025. The remaining schedule is as follows:
 - January 25, 2025 – City Council Workshop to Review Draft WHPP Part 2
 - February 3, 2025 – Submit Draft WHPP Part 2 for 60-day LGU Review
 - April 18, 2025 – Update and Finalize WHPP Part 2
 - April 28, 2025 – City Council – Public Hearing on WHPP Part 2
 - May 2, 2025 – Final WHPP Part 2 Updates
 - May 5, 2025 – Submit WHPP Part 2 for 90-day MDH Review
 - August 5, 2025 – MDH Approval Notice to City
 - August 11, 2025 – Provide Notice to LGUs regarding Plan Approval
 - October 1, 2025 – Begin Implementation Plan

Streets

- Correspondence related to assessment questions that have come up since the Final Assessment Hearing.
- We continue to monitor the condition of the project and add items to the punch list are items are brought to our attention.
- Punch list work and the final lift of pavement will be completed in 2025 in addition to the mill and overlay of the Howard Avenue cul-de-sac.



Date: January 14, 2025

To: City of Maple Plain

From: Dylan Hoflock, Operator

O & M Report: December 2024

Maple Plain Operations & Maintenance

- There was a total of nine locates within the city of Maple Plain in the month of December.
- Exercised emergency backup generators at the Water Treatment Facility and the Lift Station, along with alarm dialers to make sure that the components are operating properly when needed.
- Performed monthly preventative maintenance on the Water Treatment Plant and Public Works equipment.
- Performed valve exercising.
- Completed all right of way and water/sewer inspections for the city.
- Performed final reads of all utility changes for properties changing billing.
- Reset the electric city signs as needed.
- Completed the monthly fluoride report as required by the MN Dept of Health.
- Collected and submitted two water samples to be tested for bacteria by a certified lab as required by the MN Dept of Health. (none found)
- Performed backwashing and daily testing of the water for the residuals of chlorine, fluoride, iron, and manganese of the water produced at the Water Treatment Facility.
- Completed monthly expense report and weekly coding of the city's invoices with the Yooz program.
- Performed monthly preventative maintenance on the lift station, which includes drawing down of contents, cleaning floats and level transducer if needed, inspecting how much grease and if any debris has built up in the lift station.
- Raised and lowered flags at the parks as needed.

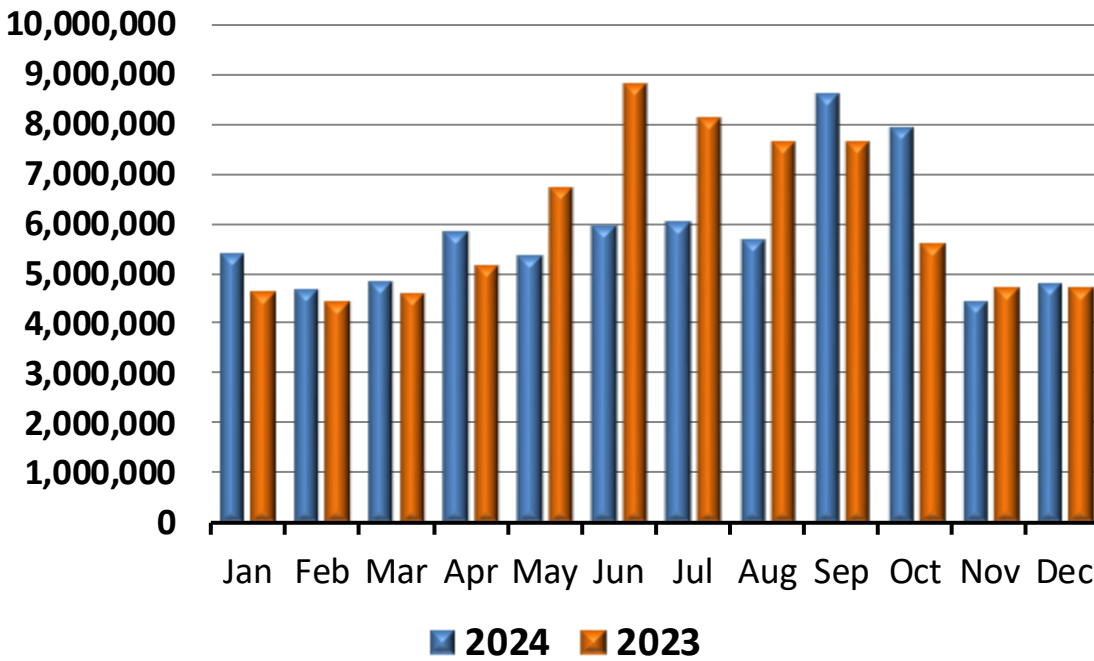


- Performed daily cleaning of the Rainbow Park restroom.
- Attended bi-weekly city staff meetings.
- Performed daily rounds of inspecting the Water Treatment Facility, public works building, the parks and city hall.
- Mixed Chemicals at the Water Treatment Plant as needed to ensure proper chemical feed into the water treatment process.
- Continuing efforts of editing and documenting on GIS maps of Maple Plain's utilities.
- Completed the monthly streetlight inspection.
- Adjusted Holiday decorations as needed.
- Cleared out culverts for Pioneer Creek.
- Worked with Blue Ox Heating and Air on trying to get a quote for the Rainbow Park furnace. (the contractor could find parts to fix or a furnace that would work for this replacement)
- Cleaned up County Road 19 ditch from a resident dumping garbage.
- Worked with Security and Sound on camera installation and automatic lock installation.
- Attended the biannual safety class conducted by PeopleService.
- Worked with TL Stevens Well Company on properly sealing Well #2.
- Repaired street/traffic signs along Bryant Street from the Utility improvement project.
- Set up warming house, mats, lights, hoses and snowblower for the volunteers to take care of the ice rink at Rainbow Park.
- Replaced field rules sign for Don Timpe Field.
- Fixed driveway apron for 5584 Main St W from the mill and overlay project added to the utility replacement project.
- Attended meeting with Cintas Rep on possible more economical first aid options.
- Replaced the battery backup for the Lift Station.
- Hung up TV mounts and pictures in the city office and the council chambers.
- Completed railroad right of way trimming at the intersection of Bryant St and Budd Ave.

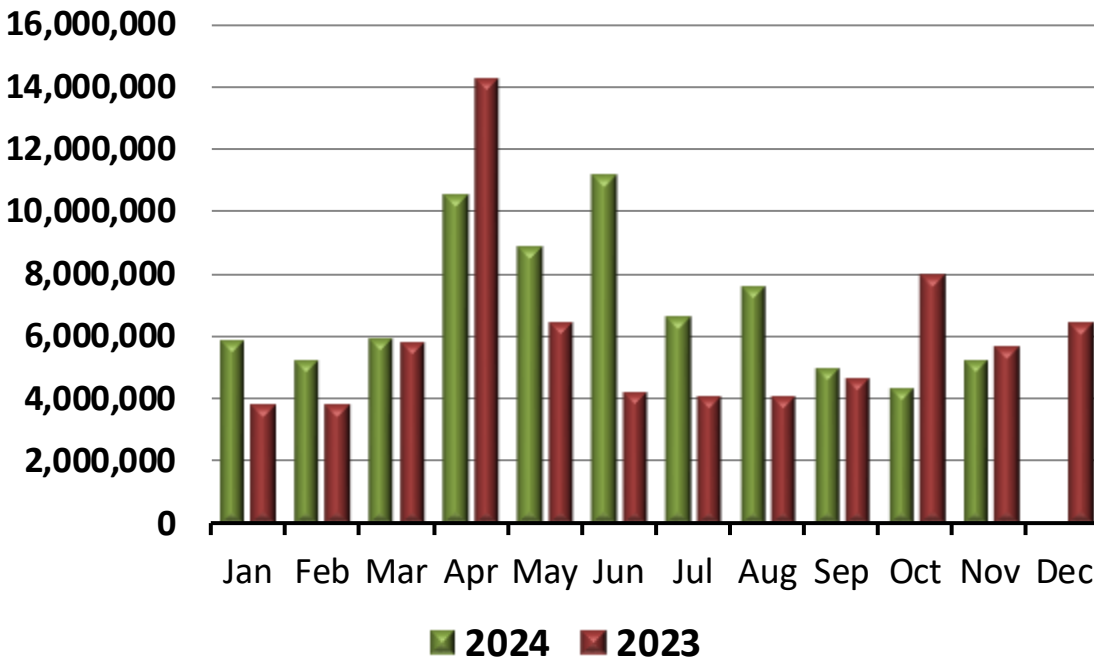


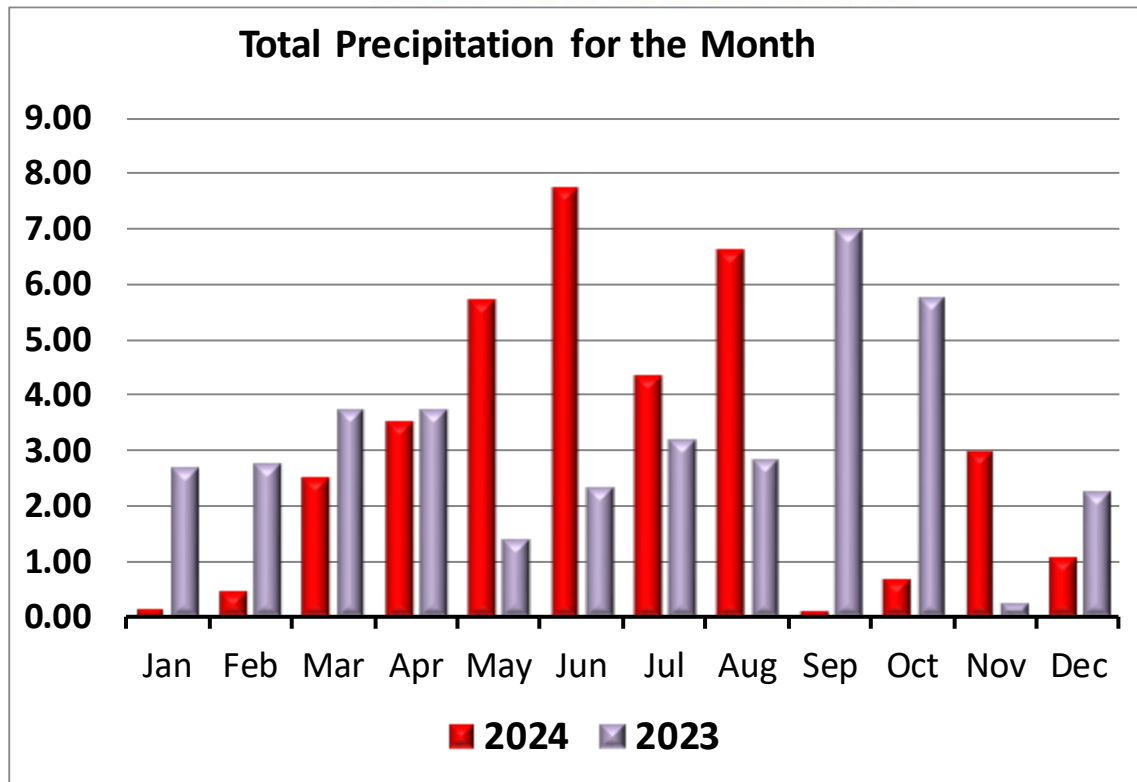
- Worked with Ditter on trying to find a replacement option for the furnace at Rainbow Park. (quote not itemized)
- Used the fire department's new trailer to bring the toolkat to Lano Equipment to get an exhaust valve replaced.
- Cleaned out the F-150, so it is ready for selling.
- Moved city planter downtown per McGarry's request.
- Repaired the throttle for the Rainbow Park snowblower.
- Attended meeting with SnowPros on expectations and communication.
- Worked with Air Mechanical on trying to find a replacement option for the Rainbow Park furnace.
- Completed a water shut down and pulled the meter for 5245 Clayton Dr.
- Temporarily removed the park bench at Bryantwood Park in Preparation for the Ash tree removal project.

Total Water Plant Effluent- In Gallons



Total WasteWater to MetCouncil





		December-24	November-24	December-23
Water	Units			
Average Daily Pumped	gallons	154,548	148,600	152,452
Maximum Daily Pumped	gallons	194,000	215,000	223,000
Total Monthly Pumped	gallons	4,791,000	4,458,000	4,726,000
Well #1 Pumped	gallons	0	0	0
Well #1 Average Pumped	gallons	0	0	0
Well #3 Pumped	gallons	2,244,000	2,107,000	2,093,000
Well #3 Average Pumped	gallons	72,387.00	70,233.00	67,516.00
Well #4 Pumped	gallons	2,192,000.00	2,010,000.00	2,062,000.00
Well #4 Average Pumped	gallons	70,710.00	67,000.00	66,516.00
Fluoride used	gallons	3.90	9.20	11.40
Fluoride Average used	gallons	0.13	0.31	0.37
Poly Phosphate used	pounds	6.90	6.60	6.20
Poly Phosphate Average used	pounds	0.22	0.22	0.20
Chlorine used	pounds	162.60	161.80	110.20
Chlorine Average used	pounds	5.25	5.39	3.55
HMO used	gallons	150.80	76.60	104.80
HMO Average used	gallons	4.86	2.55	3.38
Potassium Permanganate used	gallons	130.00	131.30	120.60
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	0	312,036	717,261
Average Daily Pumped Wastewater	gallons	0	175,172	209,359
Wastewater to Met Council	gallons	0	5,255,155	6,490,114
Precipitation Monthly Total	Inches	1	3	2
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$11,780.00	\$6,102.00	52%	42%
Maintenance Budget	\$6,330.00	\$4,001.00	63%	42%
Total	\$18,110.00	\$10,103.00	56%	42%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
12/3/2024	F150 Truck	30359 WT Maple Plain, MN	this truck is ready cleaned and ready to be sold	Inspection	Detailed examination of equipment for defects or abnormalities.
12/6/2024	CHLORINE BOOSTER PUMP NO 2	30359 WT Maple Plain, MN	everything ok	Inspection	INSPECT PUMPS FOR ABNORMAL WEAR AND NOISES, CLEAN FAN VENT ON TOP OF MOTOR.
12/6/2024	HIGH SERVICE PUMP 1	30359 WT Maple Plain, MN	greased, everything ok	Inspection	CHECK OIL LEVEL, ADD IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR AND NOISES.
12/6/2024	HIGH SERVICE PUMP 2	30359 WT Maple Plain, MN	greased, everything ok	Inspection	CHECK OIL LEVEL, ADD IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR AND NOISES.
12/6/2024	MIXER NO 1	30359 WT Maple Plain, MN	greased, everything ok	Inspection	CHECK OIL LEVEL AND TOP OFF IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR OR NOISES. ADD ONE OR TWO SQUIRTS OF GREASE TO GREASE ZERTS.
12/6/2024	MIXER NO 1	30359 WT Maple Plain, MN	changed oil and greased	Service Equipment	CHANGE GEAR OIL USING ISO FRADE 150
12/6/2024	AIR COMPRESSOR	30359 WT Maple Plain, MN	drained, everything ok	Inspection	CHECK OIL LEVELS AND BELT CONDITION. INSPECT FOR OIL LEAKS OR EBNORMAL WEAR. DOCUMENT HOUR METERS. CONFIRM WATER DRAIN IS WORKING.
12/6/2024	WELL 3	30359 WT Maple Plain, MN	greased, everything ok	Inspection	CHECK OIL LEVEL AND TOP OFF IF NEEDED. INSPECT FOR ABNORMAL WEAR AND NOISES.
12/10/2024	Fire Station 2 Infrared Heater	30359 WT Maple Plain, MN	everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
12/10/2024	Fire Station 2 AC Units	30359 WT Maple Plain, MN	everything ok everything ok everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
12/10/2024	Trails	30359 WT Maple Plain, MN	all trails are currently looking good	Inspection	Detailed examination of equipment for defects or abnormalities.
12/10/2024	Parks	30359 WT Maple Plain, MN	all parks are currently looking good	Inspection	Detailed examination of equipment for defects or abnormalities.
12/12/2024	DEHUMIDIFIERS	30359 WT Maple Plain, MN	all good	Inspection	CHECK AIR FILTER AND REPLACE IF NEEDED, MAKE SURE DRAIN TUBE IS DRAINING PROPERLY.
12/19/2024	CATERPILLAR TRACTOR	30359 WT Maple Plain, MN	greased, changed oil and filters, everything ok	Service Equipment	Change oil and oil filter. Inspect and clean/replace air filter. Grease all zerts. Inspect tractor for defects.
12/19/2024	CATERPILLAR TRACTOR	30359 WT Maple Plain, MN	greased, changed oil and filters, everything ok	Monthly PM	Start vehicle and drive to exercise equipment. Check Fluids

12/19/2024	FORD F350 1 TON	30359 WT Maple Plain, MN	hooked up front plow, everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
12/19/2024	Kubota ZD326	30359 WT Maple Plain, MN	exercised, everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
12/19/2024	Kubota B3030	30359 WT Maple Plain, MN	exercised, everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
12/19/2024	Public works air Compressor 1	30359 WT Maple Plain, MN	everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
12/19/2024	Public works air Compressor 2	30359 WT Maple Plain, MN	everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
12/23/2024	FIRE EXTINGUISHERS	30359 WT Maple Plain, MN	all fire extinguishers are working properly	Inspection	CONFIRM NO OBSTRUCTIONS TO EXTINGUISHER. CONFIRM PIN IS IN PLACE, GAUGE READS FULL OR IN THE GREEN. REMOVE FROM MOUNT AND TURN UPSIDE DOWN SEVERAL TIMES.
12/23/2024	MACK DUMP TRUCK	30359 WT Maple Plain, MN	exercised, used to clean up some areas around town after last snow fall	Monthly PM	Start vehicle and drive to exercise equipment. check fluids
12/23/2024	ToolCat Bobcat UW56	30359 WT Maple Plain, MN	a common issue with the new toolkat is these exhaust valves going bad, the toolkat is at Lano getting this replaced	Inspection	Detailed examination of equipment for defects or abnormalities.
12/30/2024	EMERGENCY GENERATOR	30359 WT Maple Plain, MN	exercised weekly, everything ok	Inspection	1. CHECK ALL FLUIDS INCLUDING FUEL 2. DOCUMENT HOUR METER AND CONFIRM EXERCISING UNDER LOAD AT LEAST ONCE A WEEK. 3. INSPECT UNIT FOR UNUSUAL WEAR. 4. IF DURING COLD WEATHER CONFIRM HEATING BLOCK IS WORKING.
12/30/2024	MAIN LIFT STATION	30359 WW Maple Plain, MN	cleaned floats, everything ok	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
12/30/2024	Main Lift Station Generator	30359 WW Maple Plain, MN	exercised weekly, everything ok	Inspection	CHECK OIL. DOCUMENT ON THIS WORK ORDER WHERE AND WHEN THIS EQUIPMENT WAS USED THIS MONTH. IF NOT USED NO DOCUMENTATION IS NEEDED.

12/31/2024	MACK DUMP TRUCK	30359 WT Maple Plain, MN	annual service was completed in October so the truck is ready to go as a back up for snow removal	Service Equipment	Change oil and oil filter. Inspect and clean/replace air filter. Grease all zerts. Inspect tractor for defects.
12/31/2024	MACK DUMP TRUCK	30359 WT Maple Plain, MN	annual service was completed in October	Schedule Appointment	Schedule 2 year service with Lano.
12/31/2024	ToolCat Bobcat UW56	30359 WT Maple Plain, MN	the toolkat is currently at Lano Equipment getting annual service and an exhaust valve replaced I was able to use the fire dept new trailer to drop off at Lano and save the city \$500	Schedule Appointment	Schedule service with Lano.
12/31/2024	MAIN LIFT STATION	30359 WW Maple Plain, MN	ordered safety equipment to complete this work order, Quality Flow has been doing this at annual service	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED

Memorandum

To: Mayor and City Council

From: Mark Kaltsas, City Planner

CC: Jacob Kolander, City Administrator

Date: January 27, 2025

Re: City Council Monthly Planning Report – December/January 2025

Meetings/Correspondence:

- Three (3) staff meetings to review current projects: Reviewed project status for Haven Homes, 1741 Budd Ave. apartment project, MU-Gateway new convenience store development, easements and ingress/egress agreement for 5370 Highway 12 subdivision submittal, downtown redevelopment concept plans, and miscellaneous other planning related issues.
- One (1) Planning Commission Meeting to review 5839 Hwy 12 CUP.
- One (1) Meeting with potential group considering redevelopment of 1520 into memory care and assisted care living in the existing building. Submittal was made in beginning of January for this project to consider a conditional use permit and site plan review for the reuse of the existing building.
- Correspondence, review concept plans provide information and feedback to potential MU-Gateway commercial development. Official submittal for a was made the week of January 13 and is anticipated to move through Planning and City Council in March.
- Four (4) Meetings and correspondence with potential downtown developers relating to redevelopment site. Correspondence and review relating to tax increment financing and redevelopment of the site.
- Prepare Planning Commission and City Council reports and resolution for 5839 Highway 12 conditional use permit to allow sales of recreational vehicles. Correspondence with applicant and city.
- Continued working on miscellaneous planning issues relating to code enforcement, sign permit questions, accessory structure/sheds setback questions and potential land use questions.



City Administrator Update

January 2025

Prepared by: Jacob Kolander, City Administrator

- We are full speed ahead with the 2024 Audit, Field work with the auditors will be done in the week of February 10, 2025
- We are in the process with Civic Plus to create the new website, they are working on transferring data. The Go live date will be sometime in March 2025.
- We are also in the works of bringing all our Permits and Licensing to an online format, I am hopeful that this will be up and running by End of February.
- Financial Update Presentation
Abdo will present the 4th Quarter Financials during the next council session. Please note these are the unaudited numbers.

Respectfully submitted,



Jacob Kolander
City Administrator

CITY OF MAPLE PLAIN

Monthly Expenses Report

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Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
101 GENERAL FUND					
41110 Council					
E 101-41110-433 Dues & Subscriptio	\$3,336.00	\$5,252.00	\$0.00	\$3,259.00	62.05%
E 101-41110-103 Part-Time Employe	\$31,600.00	\$32,760.00	\$2,750.00	\$34,350.00	104.85%
E 101-41110-121 PERA Contribution	\$1,320.00	\$1,974.00	\$137.50	\$1,666.25	84.41%
E 101-41110-122 FICA Contribution	\$1,239.41	\$2,506.00	\$39.88	\$660.41	26.35%
E 101-41110-151 Worker s Comp Ins	\$111.99	\$270.00	\$0.00	\$134.74	49.90%
E 101-41110-309 EDP, Software and	\$0.00	\$0.00	\$0.00	\$5,979.95	0.00%
E 101-41110-331 Training & Travel	\$6,191.91	\$3,510.00	\$1,156.20	\$6,282.56	178.99%
E 101-41110-437 Miscellaneous	\$1,303.39	\$4,124.00	\$160.66	\$8,849.31	214.58%
E 101-41110-560 Office Equipment	\$0.00	\$0.00	\$19,624.50	\$28,035.00	0.00%
E 101-41110-311 Contract Service	\$25,542.50	\$10,500.00	\$0.00	\$4,557.50	43.40%
41110 Council	\$70,645.20	\$60,896.00	\$23,868.74	\$93,774.72	
41410 Elections					
E 101-41410-104 Temporary Employ	\$0.00	\$2,600.00	\$0.00	\$3,260.50	125.40%
E 101-41410-122 FICA Contribution	\$0.00	\$4,064.00	\$0.00	\$180.30	4.44%
E 101-41410-201 Operating Supplies	\$0.00	\$0.00	\$84.55	\$488.02	0.00%
E 101-41410-351 Legal Notices Publi	\$0.00	\$0.00	\$0.00	\$176.77	0.00%
E 101-41410-437 Miscellaneous	\$164.10	\$0.00	\$150.34	\$1,284.77	0.00%
41410 Elections	\$164.10	\$6,664.00	\$234.89	\$5,390.36	
41500 Financial Administration					
E 101-41500-101 Full-Time Employe	\$212,646.27	\$216,763.00	\$19,673.07	\$170,464.45	78.64%
E 101-41500-133 Employer Paid Life	\$110.07	\$134.00	\$16.75	\$58.98	44.01%
E 101-41500-437 Miscellaneous	\$2,844.82	\$3,200.00	\$973.44	\$2,523.55	78.86%
E 101-41500-131 Employer Paid Hea	\$13,654.46	\$28,849.00	\$1,183.38	\$17,235.40	59.74%
E 101-41500-122 FICA Contribution	\$14,057.99	\$17,683.00	\$1,699.30	\$15,627.14	88.37%
E 101-41500-121 PERA Contribution	\$12,792.45	\$17,324.00	\$1,701.87	\$13,937.37	80.45%
E 101-41500-560 Office Equipment	\$50.00	\$0.00	\$0.00	\$350.98	0.00%
E 101-41500-102 Full-Time Employe	\$364.27	\$0.00	\$0.00	\$394.74	0.00%
E 101-41500-142 Unemployment Be	\$0.00	\$0.00	\$0.00	\$14,500.25	0.00%
E 101-41500-103 Part-Time Employe	\$21,966.59	\$23,618.00	\$3,018.75	\$32,087.31	135.86%
E 101-41500-361 General Liability In	\$4,521.24	\$4,680.00	\$0.00	\$4,602.00	98.33%
E 101-41500-433 Dues & Subscriptio	\$99.00	\$1,108.00	\$0.00	\$430.70	38.87%
E 101-41500-419 General Rentals	\$3,782.39	\$3,670.00	\$207.51	\$830.04	22.62%
E 101-41500-132 Employer Paid Den	\$881.46	\$1,838.00	\$78.24	\$1,045.78	56.90%
E 101-41500-363 Automotive Insura	\$407.00	\$441.00	\$0.00	\$635.68	144.15%
E 101-41500-151 Worker s Comp Ins	\$1,699.01	\$1,352.00	\$0.00	\$4,043.83	299.10%
E 101-41500-352 General Public Info	\$6,368.35	\$10,737.00	\$0.00	\$3,415.47	31.81%
E 101-41500-331 Training & Travel	\$901.54	\$2,413.00	\$123.81	\$2,832.27	117.38%
E 101-41500-322 Postage	\$8.00	\$1,768.00	\$0.00	\$871.87	49.31%
E 101-41500-321 Telephone & Inter	\$2,742.01	\$2,870.00	\$222.77	\$3,314.42	115.49%
E 101-41500-309 EDP, Software and	\$16,708.27	\$12,480.00	\$661.18	\$32,381.18	259.46%
E 101-41500-301 Auditing & Account	\$49,344.00	\$41,600.00	\$7,818.58	\$130,896.08	314.65%
E 101-41500-201 Operating Supplies	\$2,449.39	\$2,600.00	\$273.06	\$7,532.79	289.72%
E 101-41500-413 Office Equipment	\$0.00	\$0.00	\$0.00	\$1,431.48	0.00%
41500 Financial Administration	\$368,398.58	\$395,128.00	\$37,651.71	\$461,443.76	
41550 Assessing					
E 101-41550-305 Assessing Services	\$33,822.50	\$24,079.00	\$0.00	\$23,800.00	98.84%
41550 Assessing	\$33,822.50	\$24,079.00	\$0.00	\$23,800.00	
41610 City Attorney					
E 101-41610-304 Legal Services	\$48,339.75	\$38,480.00	\$4,223.64	\$71,870.82	186.77%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
41610 City Attorney	\$48,339.75	\$38,480.00	\$4,223.64	\$71,870.82	
41910 Planning and Zoning					
E 101-41910-302 Planning Services	\$12,085.00	\$20,800.00	\$0.00	\$13,082.92	62.90%
41910 Planning and Zoning	\$12,085.00	\$20,800.00	\$0.00	\$13,082.92	
41940 General Government Buildings					
E 101-41940-387 Office Lease	\$3,196.40	\$39,128.00	\$3,333.33	\$35,427.16	90.54%
41940 General Government Buildin	\$3,196.40	\$39,128.00	\$3,333.33	\$35,427.16	
42110 Police Administration					
E 101-42110-437 Miscellaneous	\$600.00	\$2,912.00	\$0.00	\$61,211.00	2102.03%
E 101-42110-304 Legal Services	\$11,525.54	\$12,480.00	\$785.60	\$9,789.20	78.44%
E 101-42110-306 Police Administrati	\$668,170.60	\$688,370.00	\$0.00	\$688,348.37	100.00%
E 101-42110-317 Board & Booking F	\$374.00	\$1,040.00	\$0.00	\$944.01	90.77%
42110 Police Administration	\$680,670.14	\$704,802.00	\$785.60	\$760,292.58	
42290 Fire Partnership					
E 101-42290-307 Fire Administration	\$226,292.52	\$224,305.00	\$18,692.08	\$224,304.96	100.00%
42290 Fire Partnership	\$226,292.52	\$224,305.00	\$18,692.08	\$224,304.96	
42400 Building Inspection					
E 101-42400-308 Building Inspection	\$22,446.84	\$20,800.00	\$263.05	\$11,919.00	57.30%
42400 Building Inspection	\$22,446.84	\$20,800.00	\$263.05	\$11,919.00	
42500 Civil Defense					
E 101-42500-311 Contract Service	\$1,548.98	\$604.00	\$299.82	\$1,774.64	293.81%
42500 Civil Defense	\$1,548.98	\$604.00	\$299.82	\$1,774.64	
43000 Public Works (GENERAL)					
E 101-43000-221 Equipment Parts	\$5,722.57	\$1,040.00	\$0.00	\$100.34	9.65%
E 101-43000-380 Utility Services (GE	\$653.11	\$520.00	\$95.48	\$983.91	189.21%
E 101-43000-400 Equipment Repair	\$11,694.52	\$3,640.00	\$0.00	\$5,535.05	152.06%
E 101-43000-419 General Rentals	\$3,539.52	\$1,872.00	\$717.46	\$2,815.56	150.40%
E 101-43000-437 Miscellaneous	\$60.00	\$522.00	\$0.00	\$0.75	0.14%
E 101-43000-361 General Liability In	\$1,247.00	\$1,196.00	\$0.00	\$1,314.00	109.87%
E 101-43000-363 Automotive Insura	\$757.00	\$914.00	\$0.00	\$830.00	90.81%
E 101-43000-303 Engineering Servic	\$21,488.75	\$10,400.00	\$11,728.00	\$39,745.25	382.17%
E 101-43000-215 Shop Materials	\$542.99	\$572.00	\$0.00	\$65.94	11.53%
E 101-43000-131 Employer Paid Hea	\$75.00	\$0.00	\$3.75	\$63.75	0.00%
E 101-43000-212 Motor Fuels	\$5,616.75	\$1,768.00	\$0.00	\$601.97	34.05%
E 101-43000-201 Operating Supplies	\$587.77	\$260.00	\$0.00	\$817.16	314.29%
E 101-43000-311 Contract Service	\$32,024.60	\$30,189.00	\$2,616.30	\$44,672.63	147.98%
43000 Public Works (GENERAL)	\$84,009.58	\$52,893.00	\$15,160.99	\$97,546.31	
43100 Highways, Streets & Roadways					
E 101-43100-363 Automotive Insura	\$193.00	\$208.00	\$0.00	\$248.00	119.23%
E 101-43100-311 Contract Service	\$83,980.90	\$85,857.00	\$1,854.80	\$69,459.03	80.90%
E 101-43100-380 Utility Services (GE	\$29,054.18	\$33,758.00	\$2,442.02	\$25,690.36	76.10%
E 101-43100-381 Electric Utilities	\$0.00	\$0.00	\$39.71	\$227.83	0.00%
E 101-43100-224 Street Maintenanc	\$12,992.31	\$44,628.00	\$4,398.93	\$14,125.37	31.65%
43100 Highways, Streets & Roadw	\$126,220.39	\$164,451.00	\$8,735.46	\$109,750.59	
43125 Ice & Snow Removal					
E 101-43125-229 Sand & Salt Materi	\$3,632.06	\$0.00	\$0.00	\$851.54	0.00%
43125 Ice & Snow Removal	\$3,632.06	\$0.00	\$0.00	\$851.54	
43200 Sanitation & Recycling					
E 101-43200-314 Sanitation & Recycl	\$0.00	\$0.00	\$0.00	\$561.00	0.00%
43200 Sanitation & Recycling	\$0.00	\$0.00	\$0.00	\$561.00	

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
45200 Parks (GENERAL)					
E 101-45200-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$352.25	0.00%
E 101-45200-201 Operating Supplies	\$8,104.24	\$5,200.00	\$0.00	\$5,144.68	98.94%
E 101-45200-211 Cleaning/Custodial	\$0.00	\$0.00	\$0.00	\$290.36	0.00%
E 101-45200-212 Motor Fuels	\$0.00	\$645.00	\$0.00	\$210.00	32.56%
E 101-45200-530 Improvements Oth	\$6,414.81	\$0.00	\$891.62	\$891.62	0.00%
E 101-45200-419 General Rentals	\$0.00	\$1,352.00	\$0.00	\$987.44	73.04%
E 101-45200-400 Equipment Repair	\$0.00	\$2,600.00	\$0.00	\$5,916.28	227.55%
E 101-45200-380 Utility Services (GE	\$3,486.25	\$6,989.00	\$210.58	\$4,583.30	65.58%
E 101-45200-221 Equipment Parts	\$1,342.88	\$728.00	\$0.00	\$243.32	33.42%
E 101-45200-311 Contract Service	\$62,421.03	\$62,664.00	\$7,328.74	\$90,348.42	144.18%
E 101-45200-361 General Liability In	\$6,911.00	\$6,240.00	\$0.00	\$7,093.00	113.67%
45200 Parks (GENERAL)	\$88,680.21	\$86,418.00	\$8,430.94	\$116,060.67	
46630 Community Action Programs					
E 101-46630-490 Civic Organization	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	100.00%
46630 Community Action Program	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
49360 Transfers Out					
E 101-49360-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$18,500.00	0.00%
E 101-49360-722 Capital Improveme	\$110,000.00	\$110,000.00	\$118,152.05	\$228,152.05	207.41%
E 101-49360-721 Equipment Revolvi	\$0.00	\$12,000.00	\$0.00	\$12,000.00	100.00%
49360 Transfers Out	\$110,000.00	\$122,000.00	\$118,152.05	\$258,652.05	
101 GENERAL FUND	\$1,882,652.25	\$1,963,948.00	\$242,332.30	\$2,289,003.08	
	\$1,882,652.25	\$1,963,948.00	\$242,332.30	\$2,289,003.08	

CITY OF MAPLE PLAIN

Monthly Revenue Report

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Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
101 GENERAL FUND					
R 101-31010 Current Ad Valorem Taxes	\$1,203,326.28	\$1,465,228.00	\$604,834.40	\$1,253,620.54	85.56%
R 101-32100 Business Licenses & Permits	\$1,100.00	\$1,450.00	\$25.00	\$1,845.00	127.24%
R 101-32110 Alcoholic Beverages	\$17,550.00	\$17,430.00	\$200.00	\$35,059.00	201.14%
R 101-32200 Non-Business Licenses/Permits	\$340.00	\$500.00	\$0.00	\$730.00	146.00%
R 101-32210 Building Permits	\$47,204.20	\$30,000.00	\$894.78	\$38,915.40	129.72%
R 101-32275 Right of Way Permit	\$1,000.00	\$1,500.00	\$500.00	\$3,250.00	216.67%
R 101-33000 Intergovernmental Revenues	\$0.00	\$77,000.00	\$0.00	\$150,810.29	195.86%
R 101-33401 Local Government Aid	\$217,082.00	\$266,001.00	\$133,000.50	\$266,001.00	100.00%
R 101-33404 Small City Assistance	\$0.00	\$40,756.00	\$2,527.50	\$27,711.00	67.99%
R 101-33620 Other County Grants & Aid	\$7,291.21	\$5,000.00	\$0.00	\$10,355.13	207.10%
R 101-34101 Rent - City Hall & Water Tower	\$53,006.89	\$45,000.00	\$3,138.36	\$45,021.32	100.05%
R 101-34103 Zoning & Subdivision Fees	\$5,550.00	\$6,775.00	\$0.00	\$5,250.00	77.49%
R 101-34109 General Government Charges	\$0.00	\$7,826.00	\$0.00	\$0.00	0.00%
R 101-34950 Other Revenues	\$6,104.74	\$3,300.00	\$1,830.75	\$9,488.07	287.52%
R 101-35100 Court Fines	\$12,975.59	\$12,000.00	\$1,216.00	\$10,435.51	86.96%
R 101-35110 Administrative Citations	\$0.00	\$500.00	\$0.00	\$300.00	60.00%
R 101-36210 Interest Earnings	\$17,554.79	\$3,000.00	\$3,979.21	\$33,275.73	1109.19%
R 101-36231 Cable Franchise Fee	\$11,056.40	\$14,000.00	\$0.00	\$9,830.32	70.22%
101 GENERAL FUND	\$1,601,142.10	\$1,997,266.00	\$752,146.50	\$1,901,898.31	
351 2012A GO Bonds - 2021B Refund					
R 351-31010 Current Ad Valorem Taxes	\$23,903.14	\$25,988.00	\$12,994.00	\$12,994.00	50.00%
351 2012A GO Bonds - 2021B Refund	\$23,903.14	\$25,988.00	\$12,994.00	\$12,994.00	
353 2014A GO Bonds					
R 353-31010 Current Ad Valorem Taxes	\$71,767.53	\$69,563.00	\$34,781.50	\$69,563.00	100.00%
353 2014A GO Bonds	\$71,767.53	\$69,563.00	\$34,781.50	\$69,563.00	
354 2016A GO Bonds					
R 354-31010 Current Ad Valorem Taxes	\$31,660.63	\$30,926.00	\$15,463.00	\$30,926.00	100.00%
354 2016A GO Bonds	\$31,660.63	\$30,926.00	\$15,463.00	\$30,926.00	
355 2018A GO Bonds					
R 355-31010 Current Ad Valorem Taxes	\$44,948.29	\$48,938.00	\$24,469.00	\$48,938.00	100.00%
355 2018A GO Bonds	\$44,948.29	\$48,938.00	\$24,469.00	\$48,938.00	
356 2021A GO Bonds					
R 356-31010 Current Ad Valorem Taxes	\$39,481.41	\$39,008.00	\$19,504.00	\$39,008.00	100.00%
356 2021A GO Bonds	\$39,481.41	\$39,008.00	\$19,504.00	\$39,008.00	
357 SERIES 2022A BOND PRO CAP INT					
R 357-31010 Current Ad Valorem Taxes	\$76,230.00	\$74,550.00	\$37,275.00	\$74,550.00	100.00%
357 SERIES 2022A BOND PRO CAP INT	\$76,230.00	\$74,550.00	\$37,275.00	\$74,550.00	
451 CAPITAL IMPROVEMENT PROJECTS					
R 451-39200 Interfund Operating Transfers	\$110,000.00	\$110,000.00	\$0.00	\$110,000.00	100.00%
451 CAPITAL IMPROVEMENT PROJECTS	\$110,000.00	\$110,000.00	\$0.00	\$110,000.00	
601 WATER FUND					
R 601-36100 Special Assessments	\$18,744.08	\$29,074.00	\$19,823.98	\$51,557.20	177.33%
R 601-37100 Water Sales	\$417,075.15	\$517,805.20	\$7,899.86	\$394,399.45	76.17%
R 601-37110 Water Fixed	\$34,295.56	\$40,156.60	\$161.51	\$37,646.38	93.75%
R 601-37120 Water Treatment Charge	\$88,301.29	\$88,811.00	\$383.62	\$86,941.61	97.90%
R 601-37130 State Water Charge	\$8,812.42	\$8,583.00	\$35.58	\$8,940.86	104.17%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
R 601-37150 Water Connection Fees	\$187,500.00	\$15,378.00	\$0.00	\$2,120.00	13.79%
R 601-37155 Meter Sales	\$255.00	\$255.00	\$0.00	\$0.00	0.00%
R 601-37160 Water Penalty	\$5,463.21	\$5,558.00	\$16.14	\$7,440.37	133.87%
R 601-37165 Water Shut Off/Turn On	\$515.24	\$120.00	\$60.00	\$2,924.76	2437.30%
601 WATER FUND	\$760,961.95	\$705,740.80	\$28,380.69	\$591,970.63	
602 SEWER FUND					
R 602-36100 Special Assessments	\$15,915.71	\$20,096.00	\$15,026.67	\$38,486.21	191.51%
R 602-37200 Sewer Sales	\$99,299.53	\$121,254.00	\$1,206.50	\$148,536.00	122.50%
R 602-37210 Sewer Fixed	\$310,114.79	\$359,598.75	\$1,362.74	\$327,649.77	91.12%
R 602-37250 Sewer Connection Fees	\$0.00	\$3,285.00	\$0.00	\$0.00	0.00%
R 602-37260 Sewer Penalty	\$4,991.43	\$4,858.00	\$18.08	\$7,728.60	159.09%
602 SEWER FUND	\$430,321.46	\$509,091.75	\$17,613.99	\$522,400.58	
623 STORM WATER CIP FUND					
R 623-39200 Interfund Operating Transfers	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
623 STORM WATER CIP FUND	\$0.00	\$50,000.00	\$0.00	\$50,000.00	
802 FIRE EQUIP & CAPITAL FUND					
R 802-39200 Interfund Operating Transfers	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	100.00%
802 FIRE EQUIP & CAPITAL FUND	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	
	\$3,255,416.51	\$3,726,071.55	\$942,627.68	\$3,517,248.52	

CITY OF MAPLE PLAIN

Monthly Fire Expenses

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Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
801 FIRE PARTNERSHIP FUND					
42210 Fire Administration					
E 801-42210-361 General Liability In	\$4,278.80	\$4,200.00	\$0.00	\$5,063.00	120.55%
E 801-42210-103 Part-Time Employe	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-444 Wellness	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-442 Pension- City Contr	\$48,395.38	\$52,840.00	\$0.00	\$52,840.00	100.00%
E 801-42210-441 FIRE INSPECTOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-437 Miscellaneous	-\$485.00	\$0.00	-\$6.00	\$130,843.28	0.00%
E 801-42210-434 Awards & Indemni	\$3,047.37	\$800.00	\$0.00	\$2,834.94	354.37%
E 801-42210-433 Dues & Subscriptio	\$1,283.00	\$1,565.00	\$0.00	\$2,795.00	178.59%
E 801-42210-363 Automotive Insura	\$3,285.00	\$3,500.00	\$0.00	\$3,642.00	104.06%
E 801-42210-322 Postage	\$0.00	\$150.00	\$0.00	\$105.00	70.00%
E 801-42210-313 Policies and Proced	\$3,685.64	\$3,685.00	\$0.00	\$3,906.78	106.02%
E 801-42210-311 Contract Service	\$0.00	\$7,500.00	\$0.00	\$7,826.90	104.36%
E 801-42210-309 EDP, Software and	\$4,022.34	\$2,300.00	\$177.16	\$5,827.47	253.37%
E 801-42210-307 Fire Administration	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-304 Legal Services	\$72.50	\$950.00	\$0.00	\$1,840.00	193.68%
E 801-42210-121 PERA Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-107 Secretarial Service	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-430 Personnel Testing	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-108 Fire Officers	\$13,805.00	\$18,900.00	\$0.00	\$14,175.00	75.00%
E 801-42210-301 Auditing & Account	\$4,950.00	\$4,500.00	\$79.80	\$2,579.80	57.33%
E 801-42210-122 FICA Contribution	\$2,772.40	\$1,445.85	\$0.00	\$1,158.70	80.14%
E 801-42210-124 State 2% Fire Reli	\$40,567.35	\$36,000.00	\$0.00	\$49,027.05	136.19%
E 801-42210-131 Employer Paid Hea	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-132 Employer Paid Den	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-133 Employer Paid Life	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-300 Management Servi	\$5,492.25	\$7,323.00	\$1,830.75	\$9,153.75	125.00%
E 801-42210-151 Worker s Comp Ins	\$14,217.00	\$15,000.00	\$0.00	\$12,331.43	82.21%
E 801-42210-170 Medical Evaluation	\$5,002.00	\$16,650.00	\$0.00	\$4,578.00	27.50%
E 801-42210-180 Psychological Eval	\$10,395.00	\$1,000.00	\$0.00	\$7,270.00	727.00%
E 801-42210-201 Operating Supplies	\$744.90	\$550.00	\$0.00	\$403.60	73.38%
E 801-42210-203 Printed Forms & P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42210 Fire Administration	\$165,530.93	\$178,858.85	\$2,081.71	\$318,201.70	
42220 Fire Fighting					
E 801-42220-240 Small Tools & Mino	\$21,209.31	\$3,000.00	\$0.00	\$1,451.00	48.37%
E 801-42220-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42220-443 Turnout Gear	\$13,593.43	\$31,050.00	\$0.00	\$181.92	0.59%
E 801-42220-103 Part-Time Employe	\$82,451.96	\$95,700.00	\$0.00	\$57,372.90	59.95%
E 801-42220-417 Uniforms & Unifor	\$1,829.90	\$6,000.00	\$0.00	\$498.98	8.32%
E 801-42220-215 Shop Materials	\$140.98	\$0.00	\$0.00	\$0.00	0.00%
E 801-42220-122 FICA Contribution	\$4,589.80	\$7,321.05	\$0.00	\$4,361.98	59.58%
E 801-42220-437 Miscellaneous	\$29.98	\$0.00	\$0.00	\$0.00	0.00%
42220 Fire Fighting	\$123,845.36	\$143,071.05	\$0.00	\$63,866.78	
42230 Fire Prevention					
E 801-42230-210 Operating Supplies	\$3,235.02	\$4,000.00	\$0.00	\$1,051.21	26.28%
E 801-42230-352 General Public Info	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42230-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42230 Fire Prevention	\$3,235.02	\$4,000.00	\$0.00	\$1,051.21	
42240 Fire Training					
E 801-42240-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$440.00	0.00%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
E 801-42240-207 Training Supplies	\$0.00	\$3,700.00	\$0.00	\$207.90	5.62%
E 801-42240-208 Training and Instru	\$0.00	\$0.00	\$0.00	\$7,825.50	0.00%
E 801-42240-445 Food and Beverag	\$0.00	\$0.00	\$0.00	\$816.52	0.00%
E 801-42240-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42240-331 Training & Travel	\$22,335.91	\$29,520.00	\$2,757.67	\$10,489.88	35.53%
42240 Fire Training	\$22,335.91	\$33,220.00	\$2,757.67	\$19,779.80	
42250 Fire Communications					
E 801-42250-221 Equipment Parts	\$1,910.07	\$2,500.00	\$0.00	\$52.00	2.08%
E 801-42250-309 EDP, Software and	\$8,471.65	\$7,440.00	\$0.00	\$3,127.54	42.04%
E 801-42250-323 Radio Units/Techn	\$26,338.78	\$0.00	\$2,291.23	\$26,663.54	0.00%
E 801-42250-419 General Rentals	\$0.00	\$32,028.00	\$0.00	\$0.00	0.00%
E 801-42250-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42250-580 Other Equipment	\$930.80	\$3,500.00	\$0.00	\$0.00	0.00%
42250 Fire Communications	\$37,651.30	\$45,468.00	\$2,291.23	\$29,843.08	
42260 Fire Apparatus/Equipment					
E 801-42260-580 Other Equipment	\$9,686.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42260-212 Motor Fuels	\$4,982.79	\$5,000.00	\$549.68	\$3,698.13	73.96%
E 801-42260-221 Equipment Parts	\$39.98	\$1,500.00	\$0.00	\$32.52	2.17%
E 801-42260-240 Small Tools & Mino	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42260-404 Machinery & Equip	\$0.00	\$1,500.00	\$0.00	\$0.00	0.00%
E 801-42260-406 Apparatus & Equip	\$109,424.32	\$57,120.00	\$2,894.84	\$58,718.25	102.80%
E 801-42260-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42260 Fire Apparatus/Equipment	\$124,133.09	\$65,120.00	\$3,444.52	\$62,448.90	
42265 Fire Fleet Vehicles					
E 801-42265-405 Vehicle Repair & M	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42265-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42265 Fire Fleet Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	
42270 Medical Services					
E 801-42270-215 Shop Materials	-\$72.17	\$0.00	\$0.00	\$0.00	0.00%
E 801-42270-218 Medical Supplies	\$3,424.50	\$12,500.00	\$98.22	\$1,218.56	9.75%
E 801-42270-221 Equipment Parts	\$0.00	\$750.00	\$0.00	\$817.70	109.03%
E 801-42270-240 Small Tools & Mino	\$2,580.00	\$1,500.00	\$0.00	\$0.00	0.00%
E 801-42270-404 Machinery & Equip	\$0.00	\$750.00	\$0.00	\$0.00	0.00%
E 801-42270-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42270 Medical Services	\$5,932.33	\$15,500.00	\$98.22	\$2,036.26	
42280 Fire Stations and Bldgs					
E 801-42280-384 Refuse & Recycling	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42280-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42280-580 Other Equipment	\$1,052.50	\$0.00	\$0.00	\$0.00	0.00%
E 801-42280-560 Office Equipment	\$0.00	\$2,000.00	\$0.00	\$65.00	3.25%
E 801-42280-520 Buildings & Structu	\$545.00	\$400.00	\$0.00	\$0.00	0.00%
E 801-42280-401 Building Repair &	\$85.98	\$1,000.00	\$23.13	\$401.80	40.18%
E 801-42280-385 Sewer Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42280-382 Water Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42280-381 Electric Utilities	\$5,931.51	\$4,100.00	\$328.96	\$5,561.87	135.66%
E 801-42280-362 Property Insurance	\$0.00	\$1,620.00	\$0.00	\$0.00	0.00%
E 801-42280-321 Telephone & Inter	\$2,232.30	\$2,280.00	\$112.70	\$2,323.96	101.93%
E 801-42280-311 Contract Service	\$0.00	\$2,088.00	\$6,469.31	\$6,469.31	309.83%
E 801-42280-211 Cleaning/Custodial	\$718.54	\$1,000.00	\$0.00	\$0.00	0.00%
E 801-42280-383 Gas Utilities	\$5,776.25	\$10,000.00	\$245.11	\$5,231.93	52.32%
E 801-42280-223 Building Repair Su	\$9.96	\$1,000.00	\$0.00	\$422.00	42.20%
42280 Fire Stations and Bldgs	\$16,352.04	\$25,488.00	\$7,179.21	\$20,475.87	

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
49360 Transfers Out					
E 801-49360-721 Equipment Revolvi	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	100.00%
E 801-49360-726 Building Improvem	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-49360-722 Capital Improveme	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49360 Transfers Out	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	
49990 Other Expense - Unallocated					
E 801-49990-725 Contingencies	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-49990-750 Use of Reserves	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49990 Other Expense - Unallocate	\$0.00	\$0.00	\$0.00	\$0.00	
801 FIRE PARTNERSHIP FUND	\$564,015.98	\$575,725.90	\$17,852.56	\$582,703.60	
802 FIRE EQUIP & CAPITAL FUND					
42265 Fire Fleet Vehicles					
E 802-42265-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 802-42265-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$122,960.33	0.00%
42265 Fire Fleet Vehicles	\$0.00	\$0.00	\$0.00	\$122,960.33	
49360 Transfers Out					
E 802-49360-721 Equipment Revolvi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49360 Transfers Out	\$0.00	\$0.00	\$0.00	\$0.00	
802 FIRE EQUIP & CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$122,960.33	
	\$564,015.98	\$575,725.90	\$17,852.56	\$705,663.93	

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Monthly Fire Revenue

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Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
801 FIRE PARTNERSHIP FUND					
R 801-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$2,717.44	0.00%
R 801-33100 American Rescue Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 801-33160 Other Federal Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 801-33400 State Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 801-33420 State 2% Fire Relief Aid	\$38,567.35	\$36,000.00	\$0.00	\$49,027.05	136.19%
R 801-33422 Other State Aid Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 801-33423 State Training Reimbursements	\$13,920.00	\$7,500.00	\$0.00	\$13,425.50	179.01%
R 801-33424 State Retirement Reimbursemen	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.00%
R 801-34207 Maple Plain Fire Protect. Pmt.	\$226,292.52	\$229,389.00	\$18,692.08	\$224,304.96	97.78%
R 801-34208 Independence Fire Protect. Pmt	\$243,443.40	\$261,782.00	\$23,234.12	\$278,809.00	106.50%
R 801-34209 Medina Fire Protect. Pmt.	\$15,750.00	\$15,000.00	\$0.00	\$16,537.50	110.25%
R 801-34210 Three Rivers Fire Protect. Pmt	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
R 801-34950 Other Revenues	\$200.00	\$0.00	\$0.00	\$200.50	0.00%
R 801-36210 Interest Earnings	\$1,180.39	\$0.00	\$266.34	\$5,781.02	0.00%
R 801-36230 Contributions & Donations	\$0.00	\$0.00	\$100.00	\$150.00	0.00%
R 801-36250 Refunds & Reimbursements	\$0.00	\$0.00	\$0.00	\$180.00	0.00%
R 801-39101 Sales of Fixed Assets & Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 801-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
801 FIRE PARTNERSHIP FUND	\$541,853.66	\$552,171.00	\$42,292.54	\$592,632.97	
802 FIRE EQUIP & CAPITAL FUND					
R 802-33100 American Rescue Plan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 802-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$8,612.71	0.00%
R 802-36210 Interest Earnings	\$0.00	\$0.00	\$1,112.67	\$7,789.23	0.00%
R 802-37240 Senior Sales	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 802-39101 Sales of Fixed Assets & Lease	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 802-39200 Interfund Operating Transfers	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	100.00%
R 802-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 802-39300 Proceeds-Gen Long-term Debt	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
802 FIRE EQUIP & CAPITAL FUND	\$65,000.00	\$65,000.00	\$1,112.67	\$81,401.94	
	\$606,853.66	\$617,171.00	\$43,405.21	\$674,034.91	



4th Quarter Report

City of Maple Plain

Maple Plain, Minnesota

As of December 31, 2024



Edina Office

5201 Eden Avenue, Ste 250

Edina, MN 55436

P 952.835.9090

F 952.835.3261

January 22, 2025

ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council
City of Maple Plain
Maple Plain, Minnesota

We have compiled the accompanying statement of revenues and expenditures for the General Fund and statements of revenues and expenses for the enterprise funds of the City of Maple Plain as of December 31, 2024 for the quarter then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

Abdo Financial Solutions

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

January 22, 2025

Honorable Mayor and City Council
City of Maple Plain
Maple Plain, Minnesota

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through December 31, 2024 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

Cash and Investments

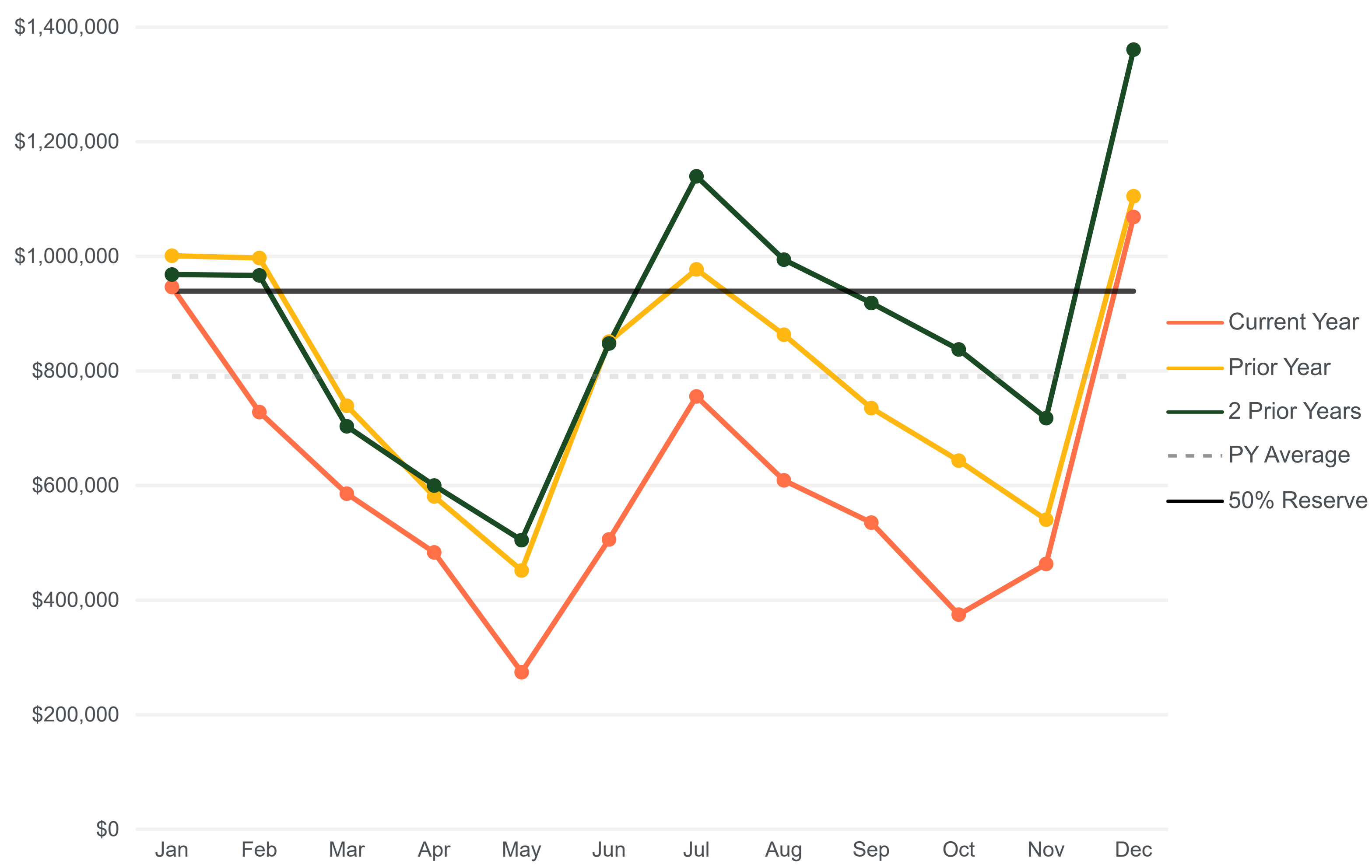
The City's cash and investment balances are as follows:

	12/31/2024	12/31/2023	Increase/ (Decrease)
Checking	\$ (14,255)	\$ 2,545,225	\$ (2,559,480)
Investments (Market Value)	7,604,936	3,446,766	4,158,170
Total Cash and Investments	\$ 7,590,681	\$ 5,991,991	\$ 1,598,690

The investment type is as follows:

	12/31/2024	12/31/2023	Increase/ (Decrease)
Checking	\$ (14,255)	\$ 2,545,225	\$ (2,559,480)
Money Market	3,183,980	88,466	3,095,514
Brokered CD	2,469,000	3,358,300	(889,300)
Bonds	1,951,956	0	1,951,956
Total Investments	\$ 7,590,681	\$ 5,991,991	\$ 1,598,690

General Fund Cash Balances



Current short-term rates being offered by financial institutions have increased over the last two years as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Treasury Yield

	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
12/31/2018	2.44	2.45	2.56	2.63	2.48	2.46	2.51	2.59	2.69
3/29/2019	2.44	2.43	2.44	2.39	2.31	2.28	2.31	2.41	2.52
6/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
9/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	1.68
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
3/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
6/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
9/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65
3/31/2021	0.01	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40
6/30/2021	0.05	0.05	0.06	0.07	0.25	0.46	0.87	1.21	1.45
9/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
3/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
6/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
9/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/30/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
3/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55	3.48
6/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97	3.81
9/30/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61	4.59
12/31/2023	5.60	5.40	5.26	4.79	4.23	4.01	3.84	3.88	3.88
3/31/2024	5.49	5.46	5.38	5.03	4.59	4.40	4.21	4.20	4.20
6/30/2024	5.47	5.48	5.33	5.09	4.71	4.53	4.33	4.33	4.36
9/30/2024	4.93	4.73	4.38	3.98	3.66	3.58	3.58	3.67	3.81
12/31/2024	4.40	4.37	4.24	4.16	4.25	4.27	4.38	4.48	4.58

* * * * *

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

ABDO FINANCIAL SOLUTIONS

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
General Fund (Unaudited)
For the Twelve Months Ended December 31, 2024

	2024 Annual Budget	YTD Budget 12/31/2024	YTD Actual Thru 12/31/2024	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru December	
☐ Revenues						
Taxes	\$ 1,465,228	\$ 1,465,228	\$ 1,460,530	\$ (4,698)	99.68%	→
☐ Licenses and permits	50,880	50,880	92,674	41,794	182.14%	↑ ①
☐ Intergovernmental	388,757	388,757	454,877	66,120	117.01%	↑
☐ Charges for services	62,901	62,901	72,810	9,909	115.75%	↑
☐ Fines and forfeitures	12,500	12,500	11,261	(1,239)	90.08%	→
☐ Interest earnings	3,000	3,000	33,276	30,276	1109.19%	↑ ②
☐ Miscellaneous revenue	14,000	14,000	74,546	60,546	532.47%	↑ ③
Total Revenues	\$ 1,997,266	\$ 1,997,266	\$ 2,199,974	\$ 202,708	110.15%	↑
☐ Expenditures						
☐ Executive	\$ 60,896	\$ 60,896	\$ 93,775	\$ (32,879)	153.99%	↓ ④
☐ Election	8,224	8,224	5,390	2,834	65.54%	↑
☐ Administration, Legal Services, Planning & Zoning	484,207	484,207	570,198	(85,991)	117.76%	↓
☐ City Hall Buildings	43,288	43,288	35,427	7,861	81.84%	↑
☐ Police Administration	704,802	704,802	760,293	(55,491)	107.87%	→
☐ Fire Administration and Partnership	224,305	224,305	224,305	0	100.00%	→
☐ Public Works	52,893	52,893	98,398	(45,505)	186.03%	↓ ⑤
☐ Highways, Streets & Roadways	178,279	178,279	109,751	68,528	61.56%	↑ ⑥
☐ Sanitation & Recycling	0	0	561	(561)	0.00%	→
☐ Building Inspection	20,800	20,800	11,919	8,881	57.30%	↑
☐ Civil Defense	604	604	1,775	(1,171)	293.81%	↓
☐ Parks	94,468	94,468	116,061	(21,593)	122.86%	↓ ⑦
☐ Community Action Programs	2,500	2,500	2,500	0	100.00%	→
Total Expenditures	\$ 1,875,266	\$ 1,875,266	\$ 2,030,353	\$ (155,087)	108.27%	→
☐ Other Financing Sources (Uses)						
☐ Transfers Out	122,000	122,000	258,652	(136,652)	212.01%	↓ ⑧
Other Financing Sources (Uses) Total	\$ 122,000	\$ 122,000	\$ 258,652	\$ (136,652)	212.01%	↓
Total	\$ 0	\$ 0	\$ (89,031)	\$ (89,031)		

Arrows represent the variance as a % of YTD Budget: **Red:** < -10%, **Yellow:** -10% to 10%, **Green** > 10%

Explanation of Items Percentage Received/Expended Less than
80% or Greater than 120% and \$ Variance Greater than \$15,000

Number Comment
▲

①	Favorable variance due to new revenue source from rental permits in 2024. Also, revenue for 2025 liquor licenses has been recorded and will be adjusted during the audit.
②	Favorable variance due to improvement in investment market for 2024.
③	Favorable variance due to large refund received from the fire fund per fire partnership contract.
④	Variance due to unbudgeted purchases of smartboards and council dais desk. These expenses are offset by ARPA funds.
⑤	Variance due to increased engineering and mowing expenses in 2024.
⑥	Favorable variance to timing of street maintenance.
⑦	Variance due to change in schedule of annual maintenance of park playground mulch replacement.
⑧	Unbudgeted transfer of 18.5k per resolution 24-0722-3 for park donations received in the general fund. Unbudgeted street overlay expenses.

City of Maple Plain, Minnesota
Unaudited Cash Balances by Fund
December 31, 2023, December 31, 2023 and December 31, 2024

	PY Quarter Balance 12/31/2023	PY Ending Balance 12/31/2023	Quarter Ending Balance 12/31/2024	YTD Change 12/31/2024	YTD Change % 12/31/2024	
⊕ General	\$ 1,103,195	\$ 1,103,195	\$ 1,067,155	\$ (36,040)	-3.27%	
⊕ Planning	1,537	1,537	1,539	2	0.12%	
⊕ EDA	77,895	77,895	81,865	3,970	5.10%	
⊕ Intergovernmental Revenue	231,023	231,023	0	(231,023)	-100.00%	①
⊕ Debt Service 2012A	75,461	75,461	82,682	7,221	9.57%	
⊕ Debt Service 2013A	301	301	(174)	(475)	-157.94%	
⊕ Debt Service 2014A	200,626	200,626	200,183	(443)	-0.22%	
⊕ Debt Service 2016A	91,189	91,189	85,561	(5,628)	-6.17%	
⊕ Debt Service 2018A	138,033	138,033	159,154	21,121	15.30%	
⊕ Debt Service 2021A	274,293	274,293	295,381	21,088	7.69%	
⊕ Debt Service 2022A	91,200	91,200	95,886	4,686	5.14%	
⊕ Debt Service 2024A	0	0	116,152	116,152	100.00%	②
⊕ Park Improvement	0	0	53,996	53,996	100.00%	③
⊕ Capital Improvement Projects	2,165,472	2,165,472	2,370,499	205,027	9.47%	④
⊕ Metropolitan Council Grant	(179,729)	(179,729)	(179,729)	(0)	0.00%	
⊕ 2021 Street Reconstruction Project	0	0	49	49	100.00%	
⊕ 2021 Sewer Improvements	(119,598)	(119,598)	(119,794)	(196)	0.16%	
⊕ 2022 Street Improvements	0	0	97	97	100.00%	
⊕ Highway 12 Watermain	(352,675)	(352,675)	(365,726)	(13,051)	3.70%	
⊕ 2024 Street Reconstruction	(64,811)	(64,811)	1,399,480	1,464,291	-2259.33%	⑤
⊕ Equipment Replacement Fund	0	0	12,000	12,000	100.00%	
⊕ Water	695,529	695,529	587,941	(107,588)	-15.47%	⑥
⊕ Sewer	(31,036)	(31,036)	76,525	107,561	-346.57%	⑦
⊕ Storm Water	249,130	249,130	222,056	(27,074)	-10.87%	
⊕ McGarry's Sewer Repairs	60,236	60,236	60,236	0	0.00%	
⊕ Water CIP	529,080	529,080	556,055	26,975	5.10%	
⊕ Sanitary Sewer CIP	93,979	93,979	98,770	4,791	5.10%	
⊕ Storm Water CIP	241,056	241,056	304,555	63,499	26.34%	⑧
⊕ Right of Way Escrows	5,115	5,115	5,376	261	5.10%	
⊕ Plan Review Escrows	30,905	30,905	(7,703)	(38,608)	-124.92%	
⊕ Code Enforcement Chargebacks	(68,738)	(68,738)	(69,561)	(823)	1.20%	
⊕ Fire	448,933	448,933	380,515	(68,418)	-15.24%	⑨
⊕ Gambling Proceeds	0	0	9,604	9,604	100.00%	
Total	\$ 5,987,601	\$ 5,987,601	\$ 7,580,625	\$ 1,588,633	26.61%	

Explanation of Changes Greater than \$50,000

Number	Comment
①	Variance due to transfer of ARPA funds per Resolution 24-1216-01.
②	Variance due to new debt issued in 2024.
③	Variance due to donations from Orono Rotary, Westonka Jaycees, and general fund transfer per resolution 24-0722-3.
④	Variance due to favorable interest rates and transfer of ARPA funds per Resolution 24-1216-01.
⑤	Variance due to new bond issuance in 2024.
⑥	Additional explanation provided on Water Statement of Revenues and Expenditures. Variance due to increased expenses in 2024 for multiple water main breaks and the sealing of Well #2.
⑦	Additional explanation provided on Sewer Statement of Revenues and Expenditures. Favorable variance due to higher sewer sales and fixed charges in current year.
⑧	Additional explanation provided on Storm Water Statement of Revenues and Expenditures. Variance due to timing of yearly budgeted transfers. This transfer was from Storm Water Fund to Storm Water CIP Fund.
⑨	Additional explanation provided on Fire Statement of Revenues and Expenditures. Additional variance is due to capital purchase of Ranger and accessories.

City of Maple Plain, Minnesota
Schedule of Investments
For the Month Ending
December 31, 2024

ATTACHMENT C

(CUSIP or Acct #)	Institution	Description	Type	Rate	Market Value 1/1/2024	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 12/31/2024	Market Value 12/31/2024	Unrealized Gain / Loss	12/31/2024 Days to maturity
35105-101	4M	4M General Fund	Money Market	5.24%	88,465.98	5,206,077.48	(3,270,530.16)	1,065,409.53	94,557.37	3,183,980.20	3,183,980.20	-	-
296913-1	4M	4M Term Series, MN	CD	5.40%	1,933,000.00	-	(1,965,315.53)	-	32,315.53	(0.00)	-	0.00	-
1347942-1	4M	MainStreet Bank, VA	CD	5.24%	237,350.00	-	(249,757.92)	-	12,407.92	-	-	-	-
1347941-1	4M	Fieldpoint Private Bank & Trust, CT	CD	4.98%	237,950.00	-	(249,767.23)	-	11,817.23	-	-	-	-
1347943-1	4M	First Mid Bank & Trust, National Assoc, IL	CD	5.19%	237,450.00	-	(249,773.66)	-	12,323.66	-	-	-	-
1347949-1	4M	Financial Federal Bank, TN	CD	5.11%	237,750.00	-	(249,899.03)	-	12,149.03	-	-	-	-
13479944-1	4M	First Internet Bank of Indiana, IN	CD	5.25%	237,350.00	-	(249,782.77)	-	12,432.77	-	-	-	-
1347948-1	4M	ServisFirst Bank, FL	CD	5.24%	237,450.00	-	(249,863.12)	-	12,413.12	-	-	-	-
1370747-1	4M	Summit Bank, OR	CD	4.441%	-	246,340.63	-	-	-	246,340.63	246,340.63	-	37
1370747-2	4M	American National Bank & Trust, TX	CD	4.441%	-	246,340.62	-	-	-	246,340.62	246,340.62	-	37
1370747-3	4M	Androscoggin Savings Bank, ME	CD	4.441%	-	246,340.62	-	-	-	246,340.62	246,340.62	-	37
1370747-4	4M	Bank of America, N. A., NC	CD	4.441%	-	246,340.62	-	-	-	246,340.62	246,340.62	-	37
1370747-5	4M	Beneficial State Bank, CA	CD	4.441%	-	246,340.62	-	-	-	246,340.62	246,340.62	-	37
1370747-6	4M	River City Bank, CA	CD	4.441%	-	246,340.62	-	-	-	246,340.62	246,340.62	-	37
1370747-7	4M	New Valley Bank & Trust, MA	CD	4.441%	-	21,956.27	-	-	-	21,956.27	21,956.27	-	37
64115-1	4M	US TREASURY N/B, 9128283Ps	Security	5.14%	-	999,637.84	(1,013,000.00)	(22,792.50)	16,092.51	(20,062.15)	-	20,062.15	-
1372507-1	4M	First State Bank and Trust Company, Inc., MO	CD	4.19%	-	244,800.00	-	-	-	244,800.00	244,800.00	-	181
1372509-1	4M	GBank, NV	CD	4.24%	-	244,700.00	-	-	-	244,700.00	244,700.00	-	181
1372506-1	4M	Consumers Credit Union, IL	CD	4.20%	-	239,800.00	-	-	-	239,800.00	239,800.00	-	365
1372508-1	4M	T Bank, National Association, TX	CD	4.25%	-	239,700.00	-	-	-	239,700.00	239,700.00	-	365
35105-201	4M	2024A G.O. Improvement Bonds	Bond	5.23%	-	4,804,982.45	-	(2,926,912.00)	73,884.96	1,951,955.41	1,951,955.41	-	-
					3,446,765.98	14,979,697.77	(9,247,689.42)	(1,923,532.77)	329,631.90	7,584,873.46	7,604,935.61	20,062.15	
500175637	MidCountry	General and Fire Fund	Checking	0.00%	-	797,597.09	(4,225,969.31)	3,463,047.59	-	34,675.37	34,675.37	-	-
30082	Bank of Maple Plain	General Fund	Checking	0.00%	379,742.16	5,544,070.58	(4,743,862.20)	(1,180,868.23)	917.69	0.00	-	(0.00)	-
30234	Bank of Maple Plain	Fire Fund	Checking	0.00%	446,612.03	26,240.08	(52,205.52)	(420,646.59)	-	0.00	-	(0.00)	-
					2,675,895.17	6,367,907.75	(10,939,660.28)	1,923,532.77	6,999.96	34,675.37	34,675.37		
Total Cash and Investments					\$ 6,122,661.15	\$ 21,347,605.52	\$ (20,187,349.70)	\$ -	\$ 336,631.86	\$ 7,619,548.83	\$ 7,639,610.98	\$ 20,062.15	

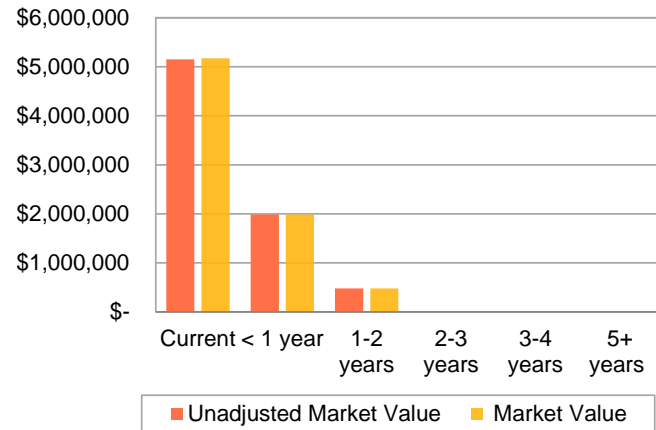
\$ -
\$ -
\$ -
\$ -
\$ 6,122,661.15

Deposits in Transit - City \$ -
Outstanding Checks - City \$ (48,929.99)
Deposits in Transit - Fire \$ -
Outstanding Checks - Fire \$ -
Reconciled Balance \$ 7,590,680.99

City of Maple Plain, Minnesota
Investments
For the Month Ending December 31, 2024

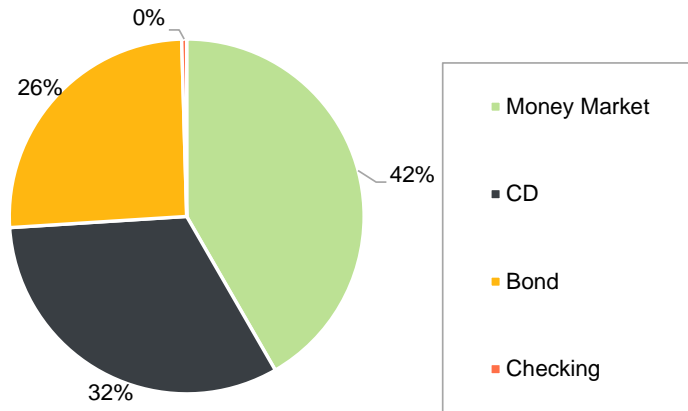
ATTACHMENT C

Maturities



Maturity	Unadjusted Market Value 12/31/2024	Market Value 12/31/2024	Variance 12/31/2024
Current	\$ 5,150,548.83	\$ 5,170,610.98	\$ 20,062.15
< 1 year	1,989,500.00	1,989,500.00	-
1-2 years	479,500.00	479,500.00	-
2-3 years	-	-	-
3-4 years	-	-	-
5+ years	-	-	-
	<u>\$ 7,619,548.83</u>	<u>\$ 7,639,610.98</u>	<u>\$ 20,062.15</u>

Weighted average Rate of return	4.93%	12/31/2024
Average Maturity (years)	0.12	12/31/2024



Investment Type	Market Value 12/31/2024
Money Market	\$ 3,183,980.20
CD	\$ 2,469,000.00
Bond	\$ 1,951,955.41
Checking	\$ 34,675.37
	<u>\$ 7,639,610.98</u>

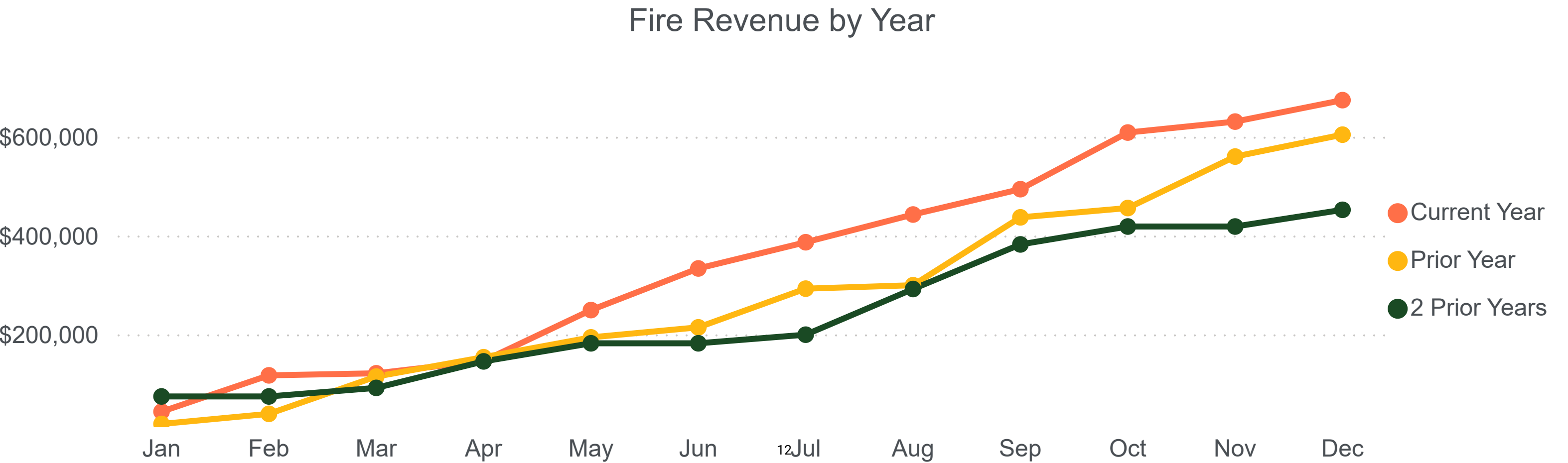
Operating Account

Deposits in Transit - City	\$ -
Outstanding Checks - City	\$ (48,929.99)
Deposits in Transit - Fire	\$ -
Outstanding Checks - Fire	\$ -
	<u>\$ -</u>
Reconciled Balance	<u>\$ 7,590,680.99</u>

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Fire Fund 801,802 & 803 (Unaudited)
For the Twelve Months Ended December 31, 2024

	2024 Annual Budget	YTD Budget 12/31/2024	YTD Actual Thru 12/31/2024	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru December	
☐ Revenues						
☐ Intergovernmental	\$ 44,500	\$ 44,500	\$ 65,170	\$ 20,670	146.45%	↑ ①
☐ Charges for Services	507,671	507,671	529,965	22,294	104.39%	→
☐ Contributions and Donations	0	0	330	330	0.00%	→
☐ Interest Earnings	0	0	13,570	13,570	0.00%	→
Total Revenues	\$ 552,171	\$ 552,171	\$ 609,035	\$ 56,864	110.30%	↑
☐ Expenditures						
☐ Salaries	\$ 244,857	\$ 244,857	\$ 203,115	\$ 41,742	82.95%	↑
☐ Operating Supplies	22,050	22,050	4,546	17,504	20.62%	↑ ②
☐ Fire Supplies	0	0	26,664	(26,664)	0.00%	→ ③
☐ Training, Dues, & Subscriptions	44,525	44,525	31,090	13,435	69.83%	↑
☐ Professional Services	32,016	32,016	36,945	(4,929)	115.39%	↓
☐ Utilities	16,380	16,380	13,118	3,262	80.08%	↑
☐ Uniforms	37,050	37,050	681	36,369	1.84%	↑ ④
☐ Vehicles	65,620	65,620	66,058	(438)	100.67%	→
☐ Equipment	12,000	12,000	123,863	(111,863)	1032.19%	↓ ⑤
☐ Office Equip & Furnishings	2,000	2,000	65	1,935	3.25%	↑
☐ Building Repair/Maintenance	1,400	1,400	402	998	28.70%	↑
☐ Miscellaneous	32,828	32,828	134,118	(101,290)	408.55%	↓ ⑥
Total Expenditures	\$ 510,726	\$ 510,726	\$ 640,665	\$ (129,940)	125.44%	↓
☐ Other Financing Sources (Uses)						
☐ Transfers In	\$ 65,000	\$ 65,000	\$ 65,000	\$ 0	100.00%	→
☐ Transfers Out	65,000	65,000	65,000	0	100.00%	→
Other Financing Sources (Uses) Total	\$ 0	\$ 0	\$ 0	\$ 0	0.00%	→
Total	\$ 41,445	\$ 41,445	\$ (31,629)	\$ (73,076)		

Arrows represent the variance as a % of YTD Budget: Red: < -10%, Yellow: -10% to 10%, Green > 10%



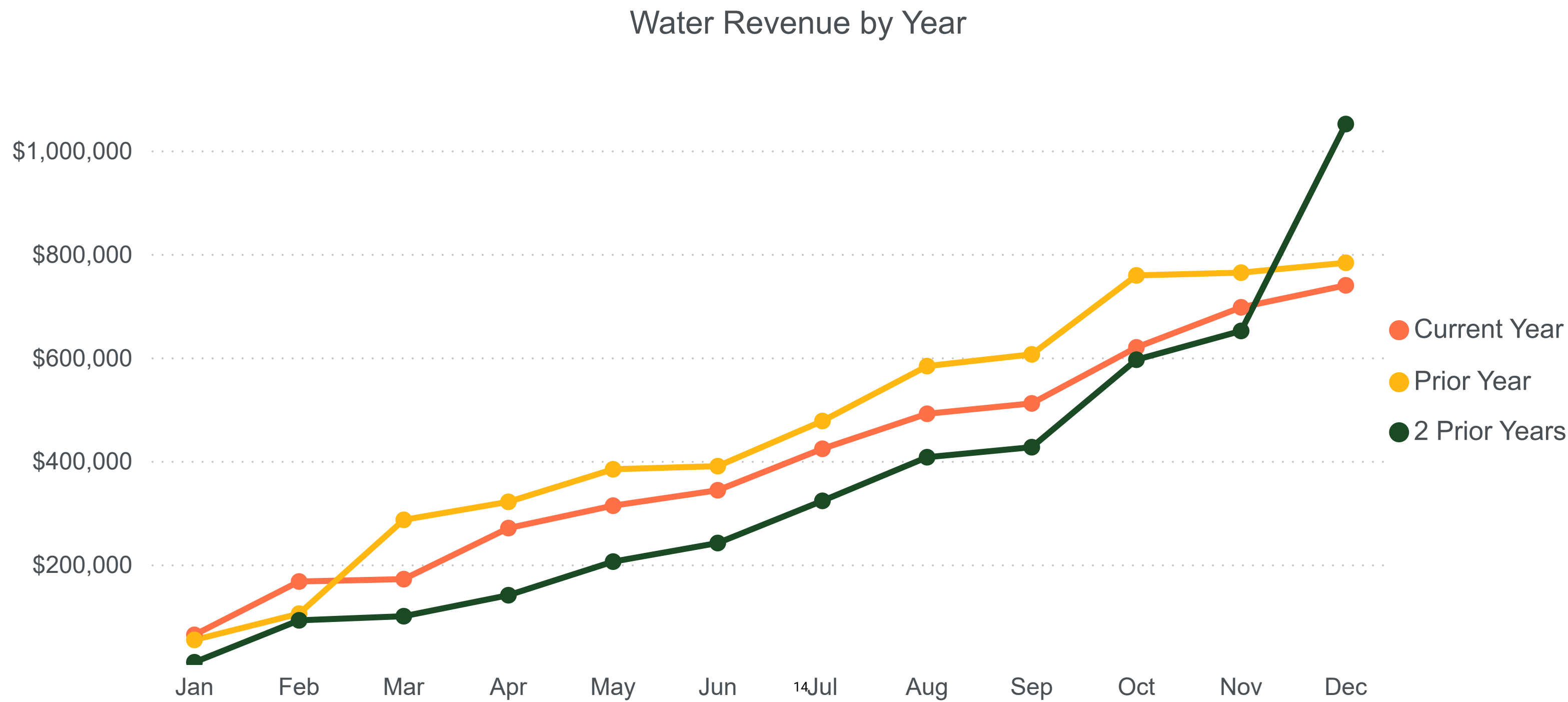
Explanation of Items Percentage Received/Expended Less than
80% or Greater than 120% and \$ Variance Greater than \$15,000

Number Comment
▲

①	Favorable variance due to MBFTE training reimbursement redistribution award.
②	Favorable variance due to low volume of medical supply purchases in the current year.
③	Variance due to coding change from rentals to radio units code.
④	Favorable variance due to low volume of gear purchases in the current year. Large order placed in December 2024, payable in January 2025.
⑤	Variance due to purchase of Polaris Ranger, RKO fire rescue unit, trailer and UTV track system.
⑥	Variance due to refund issued from the fire fund per fire partnership contract.

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Water Fund 601 & 621 (Unaudited)
For the Twelve Months Ended December 31, 2024

	2024 Annual Budget	Amount YTD PY 12/31/2023	Amount YTD 12/31/2024	YOY Variance 12/31/2024	CY as a Percent of PY 12/31/2024	
<input type="checkbox"/> Revenues						
<input type="checkbox"/> Charges for Services	\$ 676,667	\$ 742,217	\$ 540,413	\$ (201,804)	72.81%	①
<input type="checkbox"/> Intergovernmental	0	0	28,590	28,590	0.00%	②
<input type="checkbox"/> Special Assessments	29,074	18,744	51,557	32,813	275.06%	③
<input type="checkbox"/> Interest on Investments	0	18,927	58,285	39,358	307.95%	④
<input type="checkbox"/> Miscellaneous	0	0	60,396	60,396	0.00%	⑤
Total Revenues	\$ 705,741	\$ 779,888	\$ 739,241	\$ (40,647)	94.79%	
<input type="checkbox"/> Expenditures						
<input type="checkbox"/> Operating	\$ 260,600	\$ 628,944	\$ 571,415	\$ 57,529	90.85%	⑥
<input type="checkbox"/> Debt Service	457,898	75,680	81,620	(5,940)	107.85%	
<input type="checkbox"/> Capital	0	10,392	2,808	7,585	27.02%	
Expenditures Total	\$ 718,498	\$ 715,016	\$ 655,843	\$ 59,174	91.72%	
<input type="checkbox"/> Total Other Financing Sources (Uses)						
<input type="checkbox"/> Total	\$ (12,757)	\$ 64,872	\$ 83,398	\$ 18,527	\$ 128.56%	



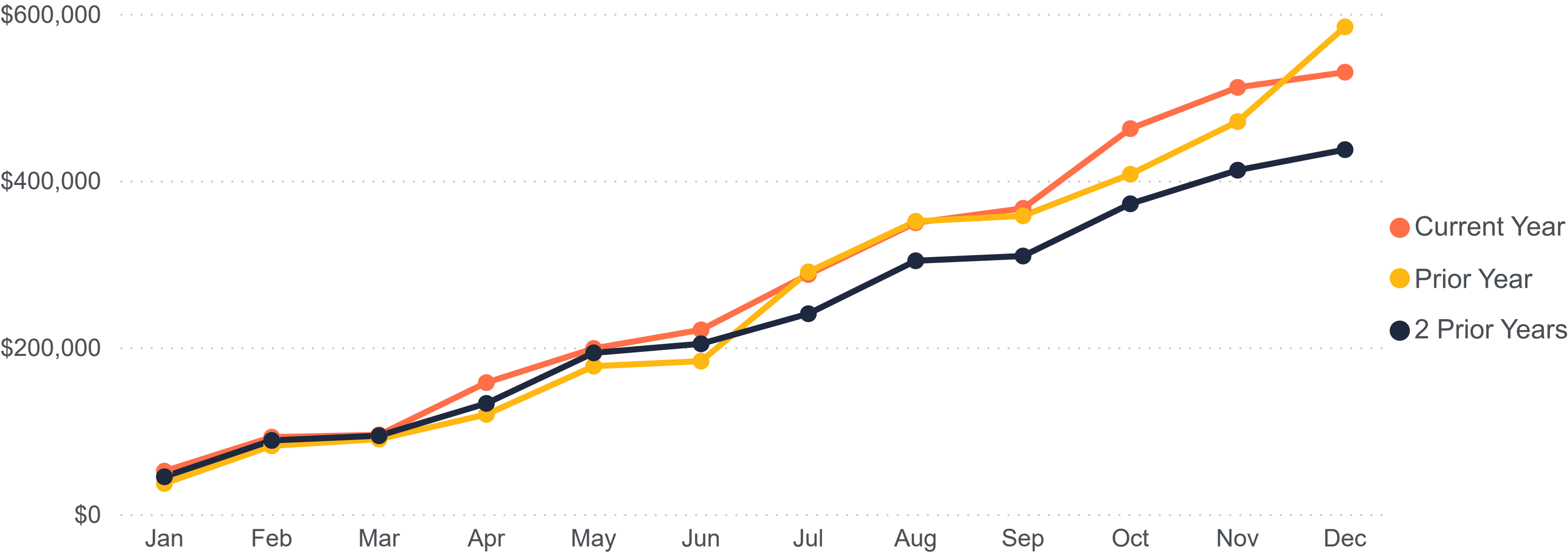
Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000

Number	Comment
①	Variance due to prior year connection purchase of \$172.5k for Baker Park Townhomes. Also prior year had less rain and more demand for water in the summer months.
②	Favorable variance due to \$10k MDH grant and ARPA funds transfer.
③	Favorable variance due to timing of recording special assessment settlements.
④	Variance due to timing of interest allocation. Allocation is now made monthly compared to prior year when it was only done at year end. Also favorable variance due to improvement in investment market for 2024.
⑤	Variance due to reimbursements in current year for water main and water hydrant break.
⑥	Variance due to \$75k refund issued in Q4 2023 to Met Council.

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Sewer Fund 602 & 622 (Unaudited)
For the Twelve Months Ended December 31, 2024

	2024 Annual Budget	Amount YTD PY 12/31/2023	Amount YTD 12/31/2024	YOY Variance 12/31/2024	CY as a Percent of PY 12/31/2024
<input type="checkbox"/> Revenues					
<input type="checkbox"/> Intergovernmental	\$ 0	\$ 56,946	\$ 890	\$ (56,056)	1.56%
<input type="checkbox"/> Charges for Services	488,996	414,466	483,914	69,448	116.76%
<input type="checkbox"/> Special Assessments	20,096	15,916	38,486	22,570	241.81% ①
<input type="checkbox"/> Interest on Investments	0	1,381	6,622	5,241	479.51%
Revenues Total	\$ 509,092	\$ 488,709	\$ 529,912	\$ 41,203	108.43%
<input type="checkbox"/> Expenditures					
<input type="checkbox"/> Operating	\$ 396,814	\$ 279,601	\$ 263,687	\$ 15,914	94.31%
<input type="checkbox"/> Debt Service	152,211	35,178	40,552	(5,374)	115.28%
<input type="checkbox"/> Capital	0	86,352	100,219	(13,867)	116.06%
Expenditures Total	\$ 549,025	\$ 401,131	\$ 404,458	\$ (3,327)	100.83%
<input type="checkbox"/> Other Financing Sources (Uses)					
<input type="checkbox"/> Transfers In	0	93,315	0	(93,315)	0.00%
Other Financing Sources (Uses) Total	\$ 0	\$ 93,315	\$ 0	\$ (93,315)	\$ 0.00%
<input type="checkbox"/> Total	\$ (39,934)	\$ 180,893	\$ 125,454	\$ (55,439)	\$ 69.35%

Sewer Revenue by Year



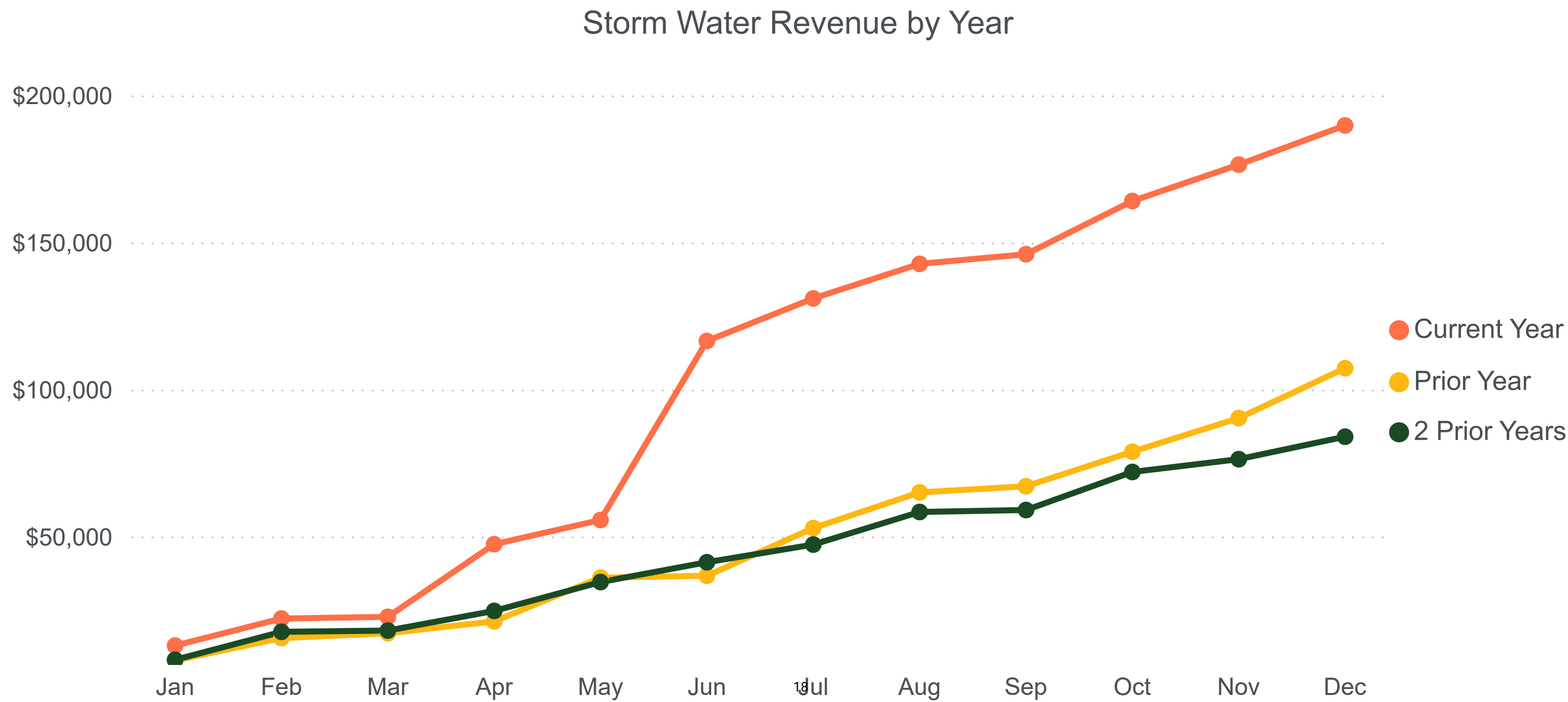
Explanation of Items Percentage Received/Expended Less than 80% or
Greater than 120% and \$ Variance Greater than \$15,000

Number Comment

①	Favorable variance due to timing of recording special assessment settlements.
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City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Storm Water Fund 603 & 623 (Unaudited)
For the Twelve Months Ended December 31, 2024

	2024 Annual Budget	Amount YTD PY 12/31/2023	Amount YTD 12/31/2024	YOY Variance 12/31/2024	CY as a Percent of PY 12/31/2024	
[-] Revenues						
[-] Intergovernmental	\$ 0	\$ 0	\$ 651	\$ 651	0.00%	
[-] Charges for Services	0	90,470	87,923	(2,547)	97.18%	
[-] Special Assessments	0	9,487	25,332	15,845	267.02%	①
[-] Interest on Investments	0	7,140	24,355	17,215	341.10%	②
[-] Miscellaneous	0	0	1,500	1,500	0.00%	
Total Revenues	\$ 0	\$ 107,097	\$ 139,761	\$ 32,664	130.50%	
[-] Expenditures						
[-] Operating	\$ 21,640	\$ 38,791	\$ 19,371	\$ 19,421	49.94%	③
[-] Debt Service	24,127	22,421	21,756	665	97.04%	
[-] Capital	8,095	49,584	49,584	0	100.00%	
Expenditures Total	\$ 53,862	\$ 110,796	\$ 90,711	\$ 20,085	81.87%	
[-] Other Financing Sources (Uses)						
[-] Transfers In	\$ 50,000	\$ 0	\$ 50,000	\$ 50,000	0.00%	
[-] Transfers Out	50,000	0	50,000	(50,000)	0.00%	
Other Financing Sources Total	0	0	0	0	0.00%	
[-] Total	\$ (53,862)	\$ (3,699)	\$ 49,050	\$ 52,749	\$ -1326.04%	



Explanation of Items Percentage Received/Expended Less than 80% or
Greater than 120% and \$ Variance Greater than \$15,000

Number	Comment
①	Favorable variance due to timing of recording special assessment settlements.
②	Variance due to timing of interest allocation. Allocation is now made monthly compared to prior year when it was only done at year end. Also favorable variance due to improvement in investment market for 2024.
③	Favorable variance due to prior year timing of payment to Pioneer- Sarah Creek WMO.

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Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
101 GENERAL FUND					
R 101-31010 Current Ad Valorem Taxes	\$1,203,326.28	\$1,465,228.00	\$604,834.40	\$1,253,620.54	85.56%
R 101-31020 Delinquent Ad Valorem Taxes	\$13,073.24	\$0.00	\$3,754.69	\$15,879.60	0.00%
R 101-31040 Fiscal Disparities	\$216,963.90	\$0.00	\$90,966.58	\$190,171.92	0.00%
R 101-31910 Penalties and Interest AdValTx	\$806.58	\$0.00	\$300.37	\$857.78	0.00%
R 101-32100 Business Licenses & Permits	\$1,100.00	\$1,450.00	\$25.00	\$1,845.00	127.24%
R 101-32110 Alcoholic Beverages	\$17,550.00	\$17,430.00	\$200.00	\$35,059.00	201.14%
R 101-32180 Other Licenses & Permits	\$0.00	\$0.00	\$0.00	\$550.00	0.00%
R 101-32200 Non-Business Licenses/Permits	\$340.00	\$500.00	\$0.00	\$730.00	146.00%
R 101-32210 Building Permits	\$47,204.20	\$30,000.00	\$894.78	\$38,915.40	129.72%
R 101-32240 Animal Licenses	\$0.00	\$0.00	\$0.00	\$25.00	0.00%
R 101-32261 Rental Permit	\$0.00	\$0.00	\$0.00	\$11,950.00	0.00%
R 101-32270 Excavation Permit	\$0.00	\$0.00	\$250.00	\$350.00	0.00%
R 101-32275 Right of Way Permit	\$1,000.00	\$1,500.00	\$500.00	\$3,250.00	216.67%
R 101-33000 Intergovernmental Revenues	\$0.00	\$77,000.00	\$0.00	\$150,810.29	195.86%
R 101-33401 Local Government Aid	\$217,082.00	\$266,001.00	\$133,000.50	\$266,001.00	100.00%
R 101-33404 Small City Assistance	\$0.00	\$40,756.00	\$2,527.50	\$27,711.00	67.99%
R 101-33422 Other State Aid Grants	\$127,539.38	\$0.00	\$0.00	\$0.00	0.00%
R 101-33620 Other County Grants & Aid	\$7,291.21	\$5,000.00	\$0.00	\$10,355.13	207.10%
R 101-34101 Rent - City Hall & Water Tower	\$53,006.89	\$45,000.00	\$3,138.36	\$45,021.32	100.05%
R 101-34103 Zoning & Subdivision Fees	\$5,550.00	\$6,775.00	\$0.00	\$5,250.00	77.49%
R 101-34104 Project Review Fees	\$0.00	\$0.00	\$62.26	\$9,035.13	0.00%
R 101-34107 Assessment Search Fees	\$0.00	\$0.00	\$0.00	\$40.00	0.00%
R 101-34108 Admin Charges to Other Funds	\$0.00	\$0.00	\$131.25	\$3,750.25	0.00%
R 101-34109 General Government Charges	\$0.00	\$7,826.00	\$0.00	\$0.00	0.00%
R 101-34700 Culture & Recreation	\$0.00	\$0.00	\$0.00	\$225.00	0.00%
R 101-34950 Other Revenues	\$6,104.74	\$3,300.00	\$1,830.75	\$9,488.07	287.52%
R 101-35100 Court Fines	\$12,975.59	\$12,000.00	\$1,216.00	\$10,435.51	86.96%
R 101-35104 Other Fines	\$0.00	\$0.00	\$0.00	\$525.00	0.00%
R 101-35110 Administrative Citations	\$0.00	\$500.00	\$0.00	\$300.00	60.00%
R 101-36100 Special Assessments	\$688.13	\$0.00	\$0.00	\$0.00	0.00%
R 101-36200 Miscellaneous Revenues	\$4,702.00	\$0.00	\$0.00	\$0.38	0.00%
R 101-36210 Interest Earnings	\$17,554.79	\$3,000.00	\$3,979.21	\$33,275.73	1109.19%
R 101-36211 Interest Earning/Interfund	\$10,010.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36230 Contributions & Donations	\$6,000.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36231 Cable Franchise Fee	\$11,056.40	\$14,000.00	\$0.00	\$9,830.32	70.22%
R 101-36250 Refunds & Reimbursements	\$1,194.00	\$0.00	\$1,729.00	\$63,554.53	0.00%
R 101-37275 Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$1,161.00	0.00%
101 GENERAL FUND	\$1,982,119.33	\$1,997,266.00	\$849,340.65	\$2,199,973.90	
115 PLANNING FUND					
R 115-36210 Interest Earnings	\$23.00	\$0.00	\$0.00	\$2.10	0.00%
115 PLANNING FUND	\$23.00	\$0.00	\$0.00	\$2.10	
200 ECONOMIC DEVELOPMENT AUTHORITY					
R 200-36210 Interest Earnings	\$1,201.00	\$0.00	\$296.68	\$3,969.90	0.00%
200 ECONOMIC DEVELOPMENT AUTHORITY	\$1,201.00	\$0.00	\$296.68	\$3,969.90	
204 GAMBLING PROCEEDS					
R 204-36210 Interest Earnings	\$0.00	\$0.00	\$34.81	\$198.76	0.00%
R 204-36230 Contributions & Donations	\$0.00	\$0.00	\$50.87	\$9,405.62	0.00%
204 GAMBLING PROCEEDS	\$0.00	\$0.00	\$85.68	\$9,604.38	
351 2012A GO Bonds - 2021B Refund					

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
R 351-31000 General Property Taxes	\$0.00	\$0.00	\$0.00	\$12,994.00	0.00%
R 351-31010 Current Ad Valorem Taxes	\$23,903.14	\$25,988.00	\$12,994.00	\$12,994.00	50.00%
R 351-36100 Special Assessments	\$5,024.80	\$0.00	\$2,173.06	\$4,236.35	0.00%
R 351-36210 Interest Earnings	\$1,115.00	\$0.00	\$299.64	\$3,010.92	0.00%
351 2012A GO Bonds - 2021B Refund	\$30,042.94	\$25,988.00	\$15,466.70	\$33,235.27	
352 2013A GO Bonds - 2021B Refund					
R 352-31010 Current Ad Valorem Taxes	\$0.03	\$0.00	\$0.00	\$0.00	0.00%
R 352-36210 Interest Earnings	\$1,076.00	\$0.00	\$0.00	\$0.00	0.00%
352 2013A GO Bonds - 2021B Refund	\$1,076.03	\$0.00	\$0.00	\$0.00	
353 2014A GO Bonds					
R 353-31010 Current Ad Valorem Taxes	\$71,767.53	\$69,563.00	\$34,781.50	\$69,563.00	100.00%
R 353-36100 Special Assessments	\$18,738.32	\$0.00	\$9,258.46	\$22,826.74	0.00%
R 353-36210 Interest Earnings	\$0.00	\$0.00	\$725.48	\$7,205.24	0.00%
353 2014A GO Bonds	\$90,505.85	\$69,563.00	\$44,765.44	\$99,594.98	
354 2016A GO Bonds					
R 354-31010 Current Ad Valorem Taxes	\$31,660.63	\$30,926.00	\$15,463.00	\$30,926.00	100.00%
R 354-36100 Special Assessments	\$8,489.60	\$0.00	\$3,923.92	\$8,066.04	0.00%
R 354-36210 Interest Earnings	\$1,361.00	\$0.00	\$310.08	\$2,942.42	0.00%
354 2016A GO Bonds	\$41,511.23	\$30,926.00	\$19,697.00	\$41,934.46	
355 2018A GO Bonds					
R 355-31010 Current Ad Valorem Taxes	\$44,948.29	\$48,938.00	\$24,469.00	\$48,938.00	100.00%
R 355-36100 Special Assessments	\$30,717.24	\$0.00	\$13,196.19	\$33,515.78	0.00%
R 355-36210 Interest Earnings	\$1,874.00	\$0.00	\$576.79	\$5,183.23	0.00%
355 2018A GO Bonds	\$77,539.53	\$48,938.00	\$38,241.98	\$87,637.01	
356 2021A GO Bonds					
R 356-31010 Current Ad Valorem Taxes	\$39,481.41	\$39,008.00	\$19,504.00	\$39,008.00	100.00%
R 356-36100 Special Assessments	\$14,942.21	\$0.00	\$7,028.61	\$28,682.14	0.00%
R 356-36210 Interest Earnings	\$3,145.00	\$0.00	\$1,070.48	\$12,308.36	0.00%
R 356-39203 Transfer from Other Fund	\$72,514.00	\$0.00	\$0.00	\$0.00	0.00%
356 2021A GO Bonds	\$130,082.62	\$39,008.00	\$27,603.09	\$79,998.50	
357 SERIES 2022A BOND PRO CAP INT					
R 357-31010 Current Ad Valorem Taxes	\$76,230.00	\$74,550.00	\$37,275.00	\$74,550.00	100.00%
R 357-36210 Interest Earnings	\$538.00	\$0.00	\$347.50	\$2,410.77	0.00%
R 357-39203 Transfer from Other Fund	\$34,652.00	\$0.00	\$0.00	\$0.00	0.00%
357 SERIES 2022A BOND PRO CAP INT	\$111,420.00	\$74,550.00	\$37,622.50	\$76,960.77	
358 2024A GO Bonds					
R 358-36100 Special Assessments	\$0.00	\$0.00	\$17,080.70	\$34,161.40	0.00%
R 358-36210 Interest Earnings	\$0.00	\$0.00	\$32.78	\$32.78	0.00%
R 358-39320 Bond Premium	\$0.00	\$0.00	\$0.00	\$196,844.15	0.00%
358 2024A GO Bonds	\$0.00	\$0.00	\$17,113.48	\$231,038.33	
401 PARK IMPROVEMENT FUND					
R 401-36210 Interest Earnings	\$0.00	\$0.00	\$195.69	\$1,246.47	0.00%
R 401-36230 Contributions & Donations	\$0.00	\$0.00	\$12,000.00	\$24,000.00	0.00%
R 401-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$28,750.00	0.00%
401 PARK IMPROVEMENT FUND	\$0.00	\$0.00	\$12,195.69	\$53,996.47	
451 CAPITAL IMPROVEMENT PROJECTS					
R 451-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$57,364.00	0.00%
R 451-34780 Park Dedication Fees	\$27,573.00	\$0.00	\$0.00	\$0.00	0.00%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
R 451-36210 Interest Earnings	\$31,495.00	\$0.00	\$8,590.88	\$113,751.67	0.00%
R 451-39200 Interfund Operating Transfers	\$110,000.00	\$110,000.00	\$0.00	\$110,000.00	100.00%
451 CAPITAL IMPROVEMENT PROJECTS	\$169,068.00	\$110,000.00	\$8,590.88	\$281,115.67	
453 2021 STREET RECONSTRUCTION PJ					
R 453-36210 Interest Earnings	\$509.00	\$0.00	\$0.18	\$49.73	0.00%
453 2021 STREET RECONSTRUCTION PJ	\$509.00	\$0.00	\$0.18	\$49.73	
455 2022 STREET IMPROVEMENTS					
R 455-36210 Interest Earnings	\$1,312.00	\$0.00	\$0.35	\$97.05	0.00%
455 2022 STREET IMPROVEMENTS	\$1,312.00	\$0.00	\$0.35	\$97.05	
458 2024 STREET RECONSTRUCTION					
R 458-36210 Interest Earnings	\$0.00	\$0.00	\$7,435.44	\$102,018.63	0.00%
R 458-39310 Bond Proceeds	\$0.00	\$0.00	\$0.00	\$4,670,000.00	0.00%
458 2024 STREET RECONSTRUCTION	\$0.00	\$0.00	\$7,435.44	\$4,772,018.63	
459 City Hall Development					
R 459-36210 Interest Earnings	\$0.00	\$0.00	\$36.44	\$55.93	0.00%
R 459-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%
459 City Hall Development	\$0.00	\$0.00	\$36.44	\$10,055.93	
501 EQUIPMENT REPLACEMENT FUND					
R 501-39200 Interfund Operating Transfers	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
501 EQUIPMENT REPLACEMENT FUND	\$0.00	\$0.00	\$0.00	\$12,000.00	
601 WATER FUND					
R 601-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$18,589.80	0.00%
R 601-33422 Other State Aid Grants	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.00%
R 601-34950 Other Revenues	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
R 601-36100 Special Assessments	\$18,744.08	\$29,074.00	\$19,823.98	\$51,557.20	177.33%
R 601-36210 Interest Earnings	\$11,159.00	\$0.00	\$2,130.74	\$31,309.46	0.00%
R 601-36250 Refunds & Reimbursements	\$0.00	\$0.00	\$0.00	\$60,345.67	0.00%
R 601-37100 Water Sales	\$417,075.15	\$517,805.20	\$7,899.86	\$394,399.45	76.17%
R 601-37110 Water Fixed	\$34,295.56	\$40,156.60	\$161.51	\$37,646.38	93.75%
R 601-37120 Water Treatment Charge	\$88,301.29	\$88,811.00	\$383.62	\$86,941.61	97.90%
R 601-37130 State Water Charge	\$8,812.42	\$8,583.00	\$35.58	\$8,940.86	104.17%
R 601-37150 Water Connection Fees	\$187,500.00	\$15,378.00	\$0.00	\$2,120.00	13.79%
R 601-37155 Meter Sales	\$255.00	\$255.00	\$0.00	\$0.00	0.00%
R 601-37160 Water Penalty	\$5,463.21	\$5,558.00	\$16.14	\$7,440.37	133.87%
R 601-37165 Water Shut Off/Turn On	\$515.24	\$120.00	\$60.00	\$2,924.76	2437.30%
601 WATER FUND	\$772,120.95	\$705,740.80	\$40,511.43	\$712,265.56	
602 SEWER FUND					
R 602-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$889.80	0.00%
R 602-33422 Other State Aid Grants	\$56,946.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-36100 Special Assessments	\$15,915.71	\$20,096.00	\$15,026.67	\$38,486.21	191.51%
R 602-36210 Interest Earnings	\$1.00	\$0.00	\$277.33	\$1,830.44	0.00%
R 602-37165 Water Shut Off/Turn On	\$60.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-37200 Sewer Sales	\$99,299.53	\$121,254.00	\$1,206.50	\$148,536.00	122.50%
R 602-37210 Sewer Fixed	\$310,114.79	\$359,598.75	\$1,362.74	\$327,649.77	91.12%
R 602-37250 Sewer Connection Fees	\$0.00	\$3,285.00	\$0.00	\$0.00	0.00%
R 602-37260 Sewer Penalty	\$4,991.43	\$4,858.00	\$18.08	\$7,728.60	159.09%
R 602-39202 Contribution-Enterprise Fund	\$93,315.00	\$0.00	\$0.00	\$0.00	0.00%
602 SEWER FUND	\$580,643.46	\$509,091.75	\$17,891.32	\$525,120.82	
603 STORM WATER FUND					

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
R 603-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$651.00	0.00%
R 603-36100 Special Assessments	\$9,487.04	\$0.00	\$9,852.72	\$25,332.29	0.00%
R 603-36210 Interest Earnings	\$3,601.00	\$0.00	\$804.75	\$10,855.76	0.00%
R 603-36250 Refunds & Reimbursements	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
R 603-37300 Refuse (Garbage) Charges	\$402.00	\$0.00	\$0.00	\$10.00	0.00%
R 603-37400 Storm Sewer (Residential)	\$30,115.74	\$0.00	\$117.87	\$24,350.38	0.00%
R 603-37410 Storm Sewer (Institutional)	\$712.40	\$0.00	\$0.00	\$306.18	0.00%
R 603-37420 Storm Sewer (Multi-Family)	\$5,948.12	\$0.00	\$0.00	\$5,621.81	0.00%
R 603-37430 Storm Sewer (Comm/Ind)	\$52,068.06	\$0.00	\$1,446.51	\$56,396.98	0.00%
R 603-37460 Storm Sewer Penalty	\$1,223.79	\$0.00	\$1.89	\$1,237.27	0.00%
603 STORM WATER FUND	\$103,558.15	\$0.00	\$12,223.74	\$126,261.67	
604 MCGARRYS SEWER REPAIRS					
R 604-36210 Interest Earnings	\$884.00	\$0.00	\$0.00	\$0.00	0.00%
604 MCGARRYS SEWER REPAIRS	\$884.00	\$0.00	\$0.00	\$0.00	
621 WATER CIP FUND					
R 621-36210 Interest Earnings	\$7,768.00	\$0.00	\$2,015.19	\$26,975.30	0.00%
621 WATER CIP FUND	\$7,768.00	\$0.00	\$2,015.19	\$26,975.30	
622 SANITARY SEWER CIP FUND					
R 622-36210 Interest Earnings	\$1,380.00	\$0.00	\$357.95	\$4,791.54	0.00%
622 SANITARY SEWER CIP FUND	\$1,380.00	\$0.00	\$357.95	\$4,791.54	
623 STORM WATER CIP FUND					
R 623-36210 Interest Earnings	\$3,539.00	\$0.00	\$1,103.73	\$13,499.04	0.00%
R 623-39200 Interfund Operating Transfers	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
623 STORM WATER CIP FUND	\$3,539.00	\$50,000.00	\$1,103.73	\$63,499.04	
700 RIGHT OF WAY ESCROWS					
R 700-36210 Interest Earnings	\$75.00	\$0.00	\$19.48	\$260.79	0.00%
700 RIGHT OF WAY ESCROWS	\$75.00	\$0.00	\$19.48	\$260.79	
701 PLAN REVIEW ESCROWS					
R 701-36210 Interest Earnings	\$631.00	\$0.00	\$0.00	\$0.00	0.00%
701 PLAN REVIEW ESCROWS	\$631.00	\$0.00	\$0.00	\$0.00	
801 FIRE PARTNERSHIP FUND					
R 801-33000 Intergovernmental Revenues	\$0.00	\$0.00	\$0.00	\$2,717.44	0.00%
R 801-33420 State 2% Fire Relief Aid	\$38,567.35	\$36,000.00	\$0.00	\$49,027.05	136.19%
R 801-33423 State Training Reimbursements	\$13,920.00	\$7,500.00	\$0.00	\$13,425.50	179.01%
R 801-33424 State Retirement Reimbursen	\$1,000.00	\$1,000.00	\$0.00	\$0.00	0.00%
R 801-34207 Maple Plain Fire Protect. Pmt.	\$226,292.52	\$229,389.00	\$18,692.08	\$224,304.96	97.78%
R 801-34208 Independence Fire Protect. Pmt	\$243,443.40	\$261,782.00	\$23,234.12	\$278,809.00	106.50%
R 801-34209 Medina Fire Protect. Pmt.	\$15,750.00	\$15,000.00	\$0.00	\$16,537.50	110.25%
R 801-34210 Three Rivers Fire Protect. Pmt	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
R 801-34950 Other Revenues	\$200.00	\$0.00	\$0.00	\$200.50	0.00%
R 801-36210 Interest Earnings	\$1,180.39	\$0.00	\$266.34	\$5,781.02	0.00%
R 801-36230 Contributions & Donations	\$0.00	\$0.00	\$100.00	\$150.00	0.00%
R 801-36250 Refunds & Reimbursements	\$0.00	\$0.00	\$0.00	\$180.00	0.00%
801 FIRE PARTNERSHIP FUND	\$541,853.66	\$552,171.00	\$42,292.54	\$592,632.97	
802 FIRE EQUIP & CAPITAL FUND					
R 802-36200 Miscellaneous Revenues	\$0.00	\$0.00	\$0.00	\$8,612.71	0.00%
R 802-36210 Interest Earnings	\$0.00	\$0.00	\$1,112.67	\$7,789.23	0.00%
R 802-39200 Interfund Operating Transfers	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	100.00%
802 FIRE EQUIP & CAPITAL FUND	\$65,000.00	\$65,000.00	\$1,112.67	\$81,401.94	

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
	\$4,713,863.75	\$4,278,242.55	\$1,196,020.23	\$10,126,492.71	

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Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
101 GENERAL FUND					
41100 Legislative					
E 101-41100-101 Full-Time Employee	-\$431.11	\$0.00	\$0.00	\$0.00	0.00%
41100 Legislative	-\$431.11	\$0.00	\$0.00	\$0.00	
41110 Council					
E 101-41110-103 Part-Time Employee	\$31,600.00	\$32,760.00	\$2,750.00	\$34,350.00	104.85%
E 101-41110-121 PERA Contribution	\$1,320.00	\$1,974.00	\$137.50	\$1,666.25	84.41%
E 101-41110-122 FICA Contribution	\$1,239.41	\$2,506.00	\$39.88	\$660.41	26.35%
E 101-41110-151 Worker s Comp Ins	\$111.99	\$270.00	\$0.00	\$134.74	49.90%
E 101-41110-309 EDP, Software and	\$0.00	\$0.00	\$0.00	\$5,979.95	0.00%
E 101-41110-311 Contract Service	\$25,542.50	\$10,500.00	\$0.00	\$4,557.50	43.40%
E 101-41110-331 Training & Travel	\$6,191.91	\$3,510.00	\$1,156.20	\$6,282.56	178.99%
E 101-41110-433 Dues & Subscriptio	\$3,336.00	\$5,252.00	\$0.00	\$3,259.00	62.05%
E 101-41110-437 Miscellaneous	\$1,303.39	\$4,124.00	\$160.66	\$8,849.31	214.58%
E 101-41110-560 Office Equipment	\$0.00	\$0.00	\$19,624.50	\$28,035.00	0.00%
41110 Council	\$70,645.20	\$60,896.00	\$23,868.74	\$93,774.72	
41310 Mayor					
E 101-41310-437 Miscellaneous	\$970.00	\$0.00	\$0.00	\$0.00	0.00%
41310 Mayor	\$970.00	\$0.00	\$0.00	\$0.00	
41410 Elections					
E 101-41410-122 FICA Contribution	\$0.00	\$4,064.00	\$0.00	\$180.30	4.44%
E 101-41410-437 Miscellaneous	\$164.10	\$0.00	\$150.34	\$1,284.77	0.00%
E 101-41410-201 Operating Supplies	\$0.00	\$0.00	\$84.55	\$488.02	0.00%
E 101-41410-121 PERA Contribution	\$0.00	\$1,560.00	\$0.00	\$0.00	0.00%
E 101-41410-104 Temporary Employ	\$0.00	\$2,600.00	\$0.00	\$3,260.50	125.40%
E 101-41410-351 Legal Notices Publi	\$0.00	\$0.00	\$0.00	\$176.77	0.00%
41410 Elections	\$164.10	\$8,224.00	\$234.89	\$5,390.36	
41500 Financial Administration					
E 101-41500-419 General Rentals	\$3,782.39	\$3,670.00	\$207.51	\$830.04	22.62%
E 101-41500-309 EDP, Software and	\$16,708.27	\$12,480.00	\$661.18	\$32,381.18	259.46%
E 101-41500-560 Office Equipment	\$50.00	\$0.00	\$0.00	\$350.98	0.00%
E 101-41500-433 Dues & Subscriptio	\$99.00	\$1,108.00	\$0.00	\$430.70	38.87%
E 101-41500-413 Office Equipment R	\$0.00	\$0.00	\$0.00	\$1,431.48	0.00%
E 101-41500-400 Equipment Repair	\$0.00	\$520.00	\$0.00	\$0.00	0.00%
E 101-41500-363 Automotive Insura	\$407.00	\$441.00	\$0.00	\$635.68	144.15%
E 101-41500-361 General Liability In	\$4,521.24	\$4,680.00	\$0.00	\$4,602.00	98.33%
E 101-41500-352 General Public Info	\$6,368.35	\$10,737.00	\$0.00	\$3,415.47	31.81%
E 101-41500-331 Training & Travel	\$901.54	\$2,413.00	\$123.81	\$2,832.27	117.38%
E 101-41500-322 Postage	\$8.00	\$1,768.00	\$0.00	\$871.87	49.31%
E 101-41500-321 Telephone & Inter	\$2,742.01	\$2,870.00	\$222.77	\$3,314.42	115.49%
E 101-41500-102 Full-Time Employee	\$364.27	\$0.00	\$0.00	\$394.74	0.00%
E 101-41500-202 Duplicating & Copy	\$13.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-201 Operating Supplies	\$2,449.39	\$2,600.00	\$273.06	\$7,532.79	289.72%
E 101-41500-151 Worker s Comp Ins	\$1,699.01	\$1,352.00	\$0.00	\$4,043.83	299.10%
E 101-41500-142 Unemployment Be	\$0.00	\$0.00	\$0.00	\$14,500.25	0.00%
E 101-41500-133 Employer Paid Life	\$110.07	\$134.00	\$16.75	\$58.98	44.01%
E 101-41500-132 Employer Paid Den	\$881.46	\$1,838.00	\$78.24	\$1,045.78	56.90%
E 101-41500-131 Employer Paid Hea	\$13,654.46	\$28,849.00	\$1,183.38	\$17,235.40	59.74%
E 101-41500-122 FICA Contribution	\$14,057.99	\$17,683.00	\$1,699.30	\$15,627.14	88.37%
E 101-41500-121 PERA Contribution	\$12,792.45	\$17,324.00	\$1,701.87	\$13,937.37	80.45%
E 101-41500-101 Full-Time Employee	\$212,646.27	\$216,763.00	\$19,673.07	\$170,464.45	78.64%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
E 101-41500-103 Part-Time Employee	\$21,966.59	\$23,618.00	\$3,018.75	\$32,087.31	135.86%
E 101-41500-437 Miscellaneous	\$2,844.82	\$3,200.00	\$973.44	\$2,523.55	78.86%
E 101-41500-301 Auditing & Account	\$49,344.00	\$41,600.00	\$7,818.58	\$130,896.08	314.65%
41500 Financial Administration	\$368,411.58	\$395,648.00	\$37,651.71	\$461,443.76	
41550 Assessing					
E 101-41550-305 Assessing Services	\$33,822.50	\$24,079.00	\$0.00	\$23,800.00	98.84%
41550 Assessing	\$33,822.50	\$24,079.00	\$0.00	\$23,800.00	
41610 City Attorney					
E 101-41610-304 Legal Services	\$48,339.75	\$38,480.00	\$4,223.64	\$71,870.82	186.77%
41610 City Attorney	\$48,339.75	\$38,480.00	\$4,223.64	\$71,870.82	
41910 Planning and Zoning					
E 101-41910-302 Planning Services	\$12,085.00	\$20,800.00	\$0.00	\$13,082.92	62.90%
E 101-41910-702 Code Enforcement	\$0.00	\$5,200.00	\$0.00	\$0.00	0.00%
41910 Planning and Zoning	\$12,085.00	\$26,000.00	\$0.00	\$13,082.92	
41940 General Government Buildings					
E 101-41940-223 Building Repair Su	\$394.87	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-387 Office Lease	\$3,196.40	\$39,128.00	\$3,333.33	\$35,427.16	90.54%
E 101-41940-400 Equipment Repair	\$1,078.48	\$2,080.00	\$0.00	\$0.00	0.00%
E 101-41940-437 Miscellaneous	\$2,704.00	\$2,080.00	\$0.00	\$0.00	0.00%
E 101-41940-601 Bond Principal	\$36,387.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-611 Bond Interest	\$1,181.00	\$0.00	\$0.00	\$0.00	0.00%
41940 General Government Buildin	\$44,941.75	\$43,288.00	\$3,333.33	\$35,427.16	
42110 Police Administration					
E 101-42110-306 Police Administrati	\$668,170.60	\$688,370.00	\$0.00	\$688,348.37	100.00%
E 101-42110-437 Miscellaneous	\$600.00	\$2,912.00	\$0.00	\$61,211.00	2102.03%
E 101-42110-304 Legal Services	\$11,525.54	\$12,480.00	\$785.60	\$9,789.20	78.44%
E 101-42110-311 Contract Service	\$39.35	\$0.00	\$0.00	\$0.00	0.00%
E 101-42110-317 Board & Booking F	\$374.00	\$1,040.00	\$0.00	\$944.01	90.77%
42110 Police Administration	\$680,709.49	\$704,802.00	\$785.60	\$760,292.58	
42290 Fire Partnership					
E 101-42290-307 Fire Administration	\$226,292.52	\$224,305.00	\$18,692.08	\$224,304.96	100.00%
42290 Fire Partnership	\$226,292.52	\$224,305.00	\$18,692.08	\$224,304.96	
42400 Building Inspection					
E 101-42400-308 Building Inspection	\$22,446.84	\$20,800.00	\$263.05	\$11,919.00	57.30%
42400 Building Inspection	\$22,446.84	\$20,800.00	\$263.05	\$11,919.00	
42500 Civil Defense					
E 101-42500-311 Contract Service	\$1,548.98	\$604.00	\$299.82	\$1,774.64	293.81%
E 101-42500-319 Other Consulting S	\$275.00	\$0.00	\$0.00	\$0.00	0.00%
42500 Civil Defense	\$1,823.98	\$604.00	\$299.82	\$1,774.64	
43000 Public Works (GENERAL)					
E 101-43000-221 Equipment Parts	\$5,722.57	\$1,040.00	\$0.00	\$100.34	9.65%
E 101-43000-437 Miscellaneous	\$60.00	\$522.00	\$0.00	\$0.75	0.14%
E 101-43000-419 General Rentals	\$3,539.52	\$1,872.00	\$717.46	\$2,815.56	150.40%
E 101-43000-400 Equipment Repair	\$11,694.52	\$3,640.00	\$0.00	\$5,535.05	152.06%
E 101-43000-380 Utility Services (GE	\$653.11	\$520.00	\$95.48	\$983.91	189.21%
E 101-43000-363 Automotive Insura	\$757.00	\$914.00	\$0.00	\$830.00	90.81%
E 101-43000-361 General Liability In	\$1,247.00	\$1,196.00	\$0.00	\$1,314.00	109.87%
E 101-43000-303 Engineering Servic	\$21,488.75	\$10,400.00	\$11,728.00	\$39,745.25	382.17%
E 101-43000-215 Shop Materials	\$542.99	\$572.00	\$0.00	\$65.94	11.53%
E 101-43000-212 Motor Fuels	\$5,616.75	\$1,768.00	\$0.00	\$601.97	34.05%
E 101-43000-201 Operating Supplies	\$587.77	\$260.00	\$0.00	\$817.16	314.29%

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E 101-43000-131 Employer Paid Hea	\$75.00	\$0.00	\$3.75	\$63.75	0.00%
E 101-43000-104 Temporary Employ	-\$835.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-311 Contract Service	\$32,024.60	\$30,189.00	\$2,616.30	\$44,672.63	147.98%
43000 Public Works (GENERAL)	\$83,174.58	\$52,893.00	\$15,160.99	\$97,546.31	
43100 Highways, Streets & Roadways					
E 101-43100-437 Miscellaneous	\$906.88	\$600.00	\$0.00	\$0.00	0.00%
E 101-43100-381 Electric Utilities	\$0.00	\$0.00	\$39.71	\$227.83	0.00%
E 101-43100-311 Contract Service	\$83,980.90	\$85,857.00	\$1,854.80	\$69,459.03	80.90%
E 101-43100-380 Utility Services (GE	\$29,054.18	\$33,758.00	\$2,442.02	\$25,690.36	76.10%
E 101-43100-363 Automotive Insura	\$193.00	\$208.00	\$0.00	\$248.00	119.23%
E 101-43100-361 General Liability In	\$0.00	\$520.00	\$0.00	\$0.00	0.00%
E 101-43100-224 Street Maintenance	\$12,992.31	\$44,628.00	\$4,398.93	\$14,125.37	31.65%
E 101-43100-221 Equipment Parts	\$530.00	\$1,040.00	\$0.00	\$0.00	0.00%
E 101-43100-215 Shop Materials	\$97.30	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-104 Temporary Employ	\$15,771.75	\$10,000.00	\$0.00	\$0.00	0.00%
E 101-43100-303 Engineering Servic	\$0.00	\$1,040.00	\$0.00	\$0.00	0.00%
E 101-43100-122 FICA Contribution	\$1,140.93	\$628.00	\$0.00	\$0.00	0.00%
43100 Highways, Streets & Roadw	\$144,667.25	\$178,279.00	\$8,735.46	\$109,750.59	
43125 Ice & Snow Removal					
E 101-43125-229 Sand & Salt Materi	\$3,632.06	\$0.00	\$0.00	\$851.54	0.00%
43125 Ice & Snow Removal	\$3,632.06	\$0.00	\$0.00	\$851.54	
43200 Sanitation & Recycling					
E 101-43200-314 Sanitation & Recycl	\$0.00	\$0.00	\$0.00	\$561.00	0.00%
43200 Sanitation & Recycling	\$0.00	\$0.00	\$0.00	\$561.00	
45200 Parks (GENERAL)					
E 101-45200-400 Equipment Repair	\$0.00	\$2,600.00	\$0.00	\$5,916.28	227.55%
E 101-45200-530 Improvements Oth	\$6,414.81	\$0.00	\$891.62	\$891.62	0.00%
E 101-45200-419 General Rentals	\$0.00	\$1,352.00	\$0.00	\$987.44	73.04%
E 101-45200-380 Utility Services (GE	\$3,486.25	\$6,989.00	\$210.58	\$4,583.30	65.58%
E 101-45200-361 General Liability In	\$6,911.00	\$6,240.00	\$0.00	\$7,093.00	113.67%
E 101-45200-311 Contract Service	\$62,421.03	\$62,664.00	\$7,328.74	\$90,348.42	144.18%
E 101-45200-212 Motor Fuels	\$0.00	\$645.00	\$0.00	\$210.00	32.56%
E 101-45200-211 Cleaning/Custodial	\$0.00	\$0.00	\$0.00	\$290.36	0.00%
E 101-45200-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$352.25	0.00%
E 101-45200-201 Operating Supplies	\$8,104.24	\$5,200.00	\$0.00	\$5,144.68	98.94%
E 101-45200-122 FICA Contribution	\$0.00	\$562.00	\$0.00	\$0.00	0.00%
E 101-45200-101 Full-Time Employee	\$0.00	\$7,488.00	\$0.00	\$0.00	0.00%
E 101-45200-221 Equipment Parts	\$1,342.88	\$728.00	\$0.00	\$243.32	33.42%
45200 Parks (GENERAL)	\$88,680.21	\$94,468.00	\$8,430.94	\$116,060.67	
46000 Economic Development					
E 101-46000-510 Land	\$19,300.00	\$0.00	\$0.00	\$0.00	0.00%
46000 Economic Development	\$19,300.00	\$0.00	\$0.00	\$0.00	
46630 Community Action Programs					
E 101-46630-490 Civic Organization	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	100.00%
46630 Community Action Program	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
49360 Transfers Out					
E 101-49360-721 Equipment Revolvi	\$0.00	\$12,000.00	\$0.00	\$12,000.00	100.00%
E 101-49360-722 Capital Improve	\$110,000.00	\$110,000.00	\$118,152.05	\$228,152.05	207.41%
E 101-49360-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$18,500.00	0.00%
49360 Transfers Out	\$110,000.00	\$122,000.00	\$118,152.05	\$258,652.05	
101 GENERAL FUND	\$1,962,175.70	\$1,997,266.00	\$242,332.30	\$2,289,003.08	

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200 ECONOMIC DEVELOPMENT AUTHORITY					
46500 Economic Development					
E 200-46500-311 Contract Service	\$7,755.00	\$0.00	\$0.00	\$0.00	0.00%
46500 Economic Development	\$7,755.00	\$0.00	\$0.00	\$0.00	
200 ECONOMIC DEVELOPMENT AUTH	\$7,755.00	\$0.00	\$0.00	\$0.00	
351 2012A GO Bonds - 2021B Refund					
47110 2012 IMP BOND DEBT SERVICE					
E 351-47110-601 Bond Principal	\$23,478.00	\$0.00	\$0.00	\$20,962.75	0.00%
E 351-47110-611 Bond Interest	\$6,162.50	\$0.00	\$0.00	\$5,052.05	0.00%
E 351-47110-620 Fiscal Agent s Fees	\$237.50	\$0.00	\$0.00	\$0.00	0.00%
47110 2012 IMP BOND DEBT SER	\$29,878.00	\$0.00	\$0.00	\$26,014.80	
351 2012A GO Bonds - 2021B Refund	\$29,878.00	\$0.00	\$0.00	\$26,014.80	
352 2013A GO Bonds - 2021B Refund					
47120 2013A Bond Debt Service					
E 352-47120-601 Bond Principal	\$40,000.00	\$0.00	\$0.00	\$0.00	0.00%
E 352-47120-611 Bond Interest	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%
E 352-47120-620 Fiscal Agent s Fees	\$237.50	\$0.00	\$0.00	\$475.00	0.00%
47120 2013A Bond Debt Service	\$41,237.50	\$0.00	\$0.00	\$475.00	
352 2013A GO Bonds - 2021B Refund	\$41,237.50	\$0.00	\$0.00	\$475.00	
353 2014A GO Bonds					
47130 debt					
E 353-47130-620 Fiscal Agent s Fees	\$475.00	\$0.00	\$0.00	\$475.00	0.00%
E 353-47130-601 Bond Principal	\$70,000.00	\$0.00	\$0.00	\$70,000.00	0.00%
E 353-47130-611 Bond Interest	\$32,239.07	\$0.00	\$0.00	\$30,137.50	0.00%
47130 debt	\$102,714.07	\$0.00	\$0.00	\$100,612.50	
353 2014A GO Bonds	\$102,714.07	\$0.00	\$0.00	\$100,612.50	
354 2016A GO Bonds					
47130 debt					
E 354-47130-620 Fiscal Agent s Fees	\$475.00	\$0.00	\$0.00	\$575.00	0.00%
E 354-47130-611 Bond Interest	\$12,525.44	\$0.00	\$0.00	\$11,987.50	0.00%
E 354-47130-601 Bond Principal	\$30,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
47130 debt	\$43,000.44	\$0.00	\$0.00	\$47,562.50	
354 2016A GO Bonds	\$43,000.44	\$0.00	\$0.00	\$47,562.50	
355 2018A GO Bonds					
47150 Bond Interest					
E 355-47150-601 Bond Principal	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
E 355-47150-611 Bond Interest	\$27,555.70	\$0.00	\$0.00	\$26,356.26	0.00%
E 355-47150-620 Fiscal Agent s Fees	\$475.00	\$0.00	\$0.00	\$475.00	0.00%
47150 Bond Interest	\$68,030.70	\$0.00	\$0.00	\$66,831.26	
355 2018A GO Bonds	\$68,030.70	\$0.00	\$0.00	\$66,831.26	
356 2021A GO Bonds					
47150 Bond Interest					
E 356-47150-611 Bond Interest	\$13,885.13	\$0.00	\$0.00	\$13,435.00	0.00%
E 356-47150-620 Fiscal Agent s Fees	\$475.00	\$0.00	\$0.00	\$475.00	0.00%
E 356-47150-601 Bond Principal	\$45,000.00	\$0.00	\$0.00	\$45,000.00	0.00%
E 356-47150-301 Auditing & Account	\$1,850.00	\$0.00	\$0.00	\$0.00	0.00%
47150 Bond Interest	\$61,210.13	\$0.00	\$0.00	\$58,910.00	

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
356 2021A GO Bonds	\$61,210.13	\$0.00	\$0.00	\$58,910.00	
357 SERIES 2022A BOND PRO CAP INT					
47150 Bond Interest					
E 357-47150-601 Bond Principal	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%
E 357-47150-611 Bond Interest	\$34,139.44	\$0.00	\$0.00	\$31,800.00	0.00%
E 357-47150-620 Fiscal Agent s Fees	\$475.00	\$0.00	\$0.00	\$475.00	0.00%
E 357-47150-301 Auditing & Account	\$1,850.00	\$0.00	\$0.00	\$0.00	0.00%
47150 Bond Interest	\$36,464.44	\$0.00	\$0.00	\$72,275.00	
357 SERIES 2022A BOND PRO CAP IN	\$36,464.44	\$0.00	\$0.00	\$72,275.00	
358 2024A GO Bonds					
47150 Bond Interest					
E 358-47150-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$114,886.37	0.00%
47150 Bond Interest	\$0.00	\$0.00	\$0.00	\$114,886.37	
358 2024A GO Bonds	\$0.00	\$0.00	\$0.00	\$114,886.37	
451 CAPITAL IMPROVEMENT PROJECTS					
41110 Council					
E 451-41110-500 Capital Outlay (GE	\$0.00	\$0.00	\$1,682.00	\$46,304.00	0.00%
41110 Council	\$0.00	\$0.00	\$1,682.00	\$46,304.00	
42280 Fire Stations and Bldgs					
E 451-42280-500 Capital Outlay (GE	\$0.00	\$0.00	\$0.00	\$4,175.00	0.00%
42280 Fire Stations and Bldgs	\$0.00	\$0.00	\$0.00	\$4,175.00	
43000 Public Works (GENERAL)					
E 451-43000-500 Capital Outlay (GE	\$0.00	\$0.00	\$0.00	\$3,735.00	0.00%
43000 Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$3,735.00	
43100 Highways, Streets & Roadways					
E 451-43100-500 Capital Outlay (GE	\$63,484.14	\$0.00	\$0.00	\$0.00	0.00%
E 451-43100-303 Engineering Servic	\$108,669.40	\$0.00	\$0.00	\$0.00	0.00%
43100 Highways, Streets & Roadw	\$172,153.54	\$0.00	\$0.00	\$0.00	
43124 Sidewalks & Crosswalk					
E 451-43124-500 Capital Outlay (GE	\$194.94	\$0.00	\$0.00	\$0.00	0.00%
43124 Sidewalks & Crosswalk	\$194.94	\$0.00	\$0.00	\$0.00	
45200 Parks (GENERAL)					
E 451-45200-400 Equipment Repair	\$12,500.00	\$0.00	\$0.00	\$0.00	0.00%
E 451-45200-500 Capital Outlay (GE	\$11,779.12	\$0.00	\$0.00	\$8,249.00	0.00%
E 451-45200-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$10,250.00	0.00%
45200 Parks (GENERAL)	\$24,279.12	\$0.00	\$0.00	\$18,499.00	
49400 Water Utilities (GENERAL)					
E 451-49400-500 Capital Outlay (GE	\$7,100.00	\$0.00	\$0.00	\$3,375.00	0.00%
49400 Water Utilities (GENERAL)	\$7,100.00	\$0.00	\$0.00	\$3,375.00	
451 CAPITAL IMPROVEMENT PROJEC	\$203,727.60	\$0.00	\$1,682.00	\$76,088.00	
453 2021 STREET RECONSTRUCTION PJ					
49360 Transfers Out					
E 453-49360-720 Operating Transfer	\$34,652.00	\$0.00	\$0.00	\$0.00	0.00%
49360 Transfers Out	\$34,652.00	\$0.00	\$0.00	\$0.00	
453 2021 STREET RECONSTRUCTION	\$34,652.00	\$0.00	\$0.00	\$0.00	
454 2021 SEWER IMPROVEMENTS					

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
43000 Public Works (GENERAL)					
E 454-43000-303 Engineering Servic	\$100,149.00	\$0.00	\$0.00	\$98.50	0.00%
43000 Public Works (GENERAL)	\$100,149.00	\$0.00	\$0.00	\$98.50	
454 2021 SEWER IMPROVEMENTS	\$100,149.00	\$0.00	\$0.00	\$98.50	
455 2022 STREET IMPROVEMENTS					
43000 Public Works (GENERAL)					
E 455-43000-303 Engineering Servic	\$683.00	\$0.00	\$0.00	\$0.00	0.00%
43000 Public Works (GENERAL)	\$683.00	\$0.00	\$0.00	\$0.00	
49360 Transfers Out					
E 455-49360-720 Operating Transfer	\$72,514.00	\$0.00	\$0.00	\$0.00	0.00%
49360 Transfers Out	\$72,514.00	\$0.00	\$0.00	\$0.00	
455 2022 STREET IMPROVEMENTS	\$73,197.00	\$0.00	\$0.00	\$0.00	
456 HIGHWAY 12 WATERMAIN					
43000 Public Works (GENERAL)					
E 456-43000-303 Engineering Servic	\$10,090.00	\$0.00	\$0.00	\$0.00	0.00%
E 456-43000-311 Contract Service	-\$19.58	\$0.00	\$0.00	-\$2,394.89	0.00%
43000 Public Works (GENERAL)	\$10,070.42	\$0.00	\$0.00	-\$2,394.89	
456 HIGHWAY 12 WATERMAIN	\$10,070.42	\$0.00	\$0.00	-\$2,394.89	
458 2024 STREET RECONSTRUCTION					
43000 Public Works (GENERAL)					
E 458-43000-620 Fiscal Agent s Fees	\$0.00	\$0.00	\$0.00	\$259.00	0.00%
E 458-43000-303 Engineering Servic	\$70,577.00	\$0.00	\$27,205.50	\$472,744.21	0.00%
E 458-43000-311 Contract Service	\$0.00	\$0.00	\$1,446.00	\$13,866.00	0.00%
E 458-43000-352 General Public Info	\$0.00	\$0.00	\$0.00	\$152.63	0.00%
E 458-43000-437 Miscellaneous	\$0.00	\$0.00	\$897.36	\$3,868.96	0.00%
E 458-43000-500 Capital Outlay (GE	\$0.00	\$0.00	\$0.00	\$2,811,070.52	0.00%
43000 Public Works (GENERAL)	\$70,577.00	\$0.00	\$29,548.86	\$3,301,961.32	
458 2024 STREET RECONSTRUCTION	\$70,577.00	\$0.00	\$29,548.86	\$3,301,961.32	
601 WATER FUND					
49400 Water Utilities (GENERAL)					
E 601-49400-438 Collected for Other	\$6,472.00	\$6,988.55	\$0.00	\$6,472.00	92.61%
E 601-49400-352 General Public Info	\$630.00	\$0.00	\$0.00	\$587.60	0.00%
E 601-49400-361 General Liability In	\$13,499.76	\$8,240.00	\$0.00	\$13,872.00	168.35%
E 601-49400-381 Electric Utilities	\$42,810.39	\$44,571.19	\$2,730.98	\$38,396.06	86.15%
E 601-49400-383 Gas Utilities	\$916.74	\$3,482.43	\$54.20	\$1,134.52	32.58%
E 601-49400-401 Building Repair &	\$0.00	\$0.00	\$0.00	\$1,535.00	0.00%
E 601-49400-420 Depreciation Expe	\$240,824.00	\$0.00	\$20,068.68	\$240,824.16	0.00%
E 601-49400-322 Postage	\$1,076.98	\$540.75	\$63.64	\$1,253.70	231.84%
E 601-49400-437 Miscellaneous	\$75,522.02	\$2,163.00	\$1.10	\$104.38	4.83%
E 601-49400-400 Equipment Repair	\$107,223.38	\$56,650.00	\$109.94	\$96,279.74	169.96%
E 601-49400-500 Capital Outlay (GE	\$10,391.56	\$0.00	\$0.00	\$0.00	0.00%
E 601-49400-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$2,807.50	0.00%
E 601-49400-601 Bond Principal	\$0.42	\$376,278.00	\$0.00	\$0.00	0.00%
E 601-49400-611 Bond Interest	\$86,397.07	\$81,620.00	\$0.00	\$81,620.00	100.00%
E 601-49400-612 Other Long-Term	-\$10,717.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-49400-433 Dues & Subscriptio	\$1,378.72	\$1,161.84	\$0.00	\$1,248.04	107.42%
E 601-49400-204 Envelopes & Letter	\$0.00	\$216.30	\$0.00	\$0.00	0.00%
E 601-49400-101 Full-Time Employe	\$0.00	\$3,963.44	\$0.00	\$0.00	0.00%
E 601-49400-121 PERA Contribution	\$0.00	\$321.36	\$0.00	\$0.00	0.00%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
E 601-49400-404 Machinery & Equip	\$0.00	\$817.82	\$0.00	\$0.00	0.00%
E 601-49400-201 Operating Supplies	\$1,811.35	\$3,785.25	\$0.00	\$533.33	14.09%
E 601-49400-321 Telephone & Inter	\$3,917.44	\$3,018.93	\$245.41	\$4,362.56	144.51%
E 601-49400-212 Motor Fuels	\$850.92	\$2,060.00	\$0.00	\$1,039.52	50.46%
E 601-49400-215 Shop Materials	-\$55.13	\$540.75	\$0.00	\$0.00	0.00%
E 601-49400-216 Chemicals & Chemi	\$1,585.00	\$6,000.00	\$0.00	\$0.00	0.00%
E 601-49400-221 Equipment Parts	-\$547.51	\$3,090.00	\$0.00	\$291.52	9.43%
E 601-49400-301 Auditing & Account	\$3,500.00	\$0.00	\$149.62	\$149.62	0.00%
E 601-49400-302 Planning Services	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-49400-303 Engineering Servic	\$17,591.00	\$27,037.50	\$3,874.00	\$20,344.50	75.25%
E 601-49400-304 Legal Services	\$0.00	\$1,787.05	\$0.00	\$0.00	0.00%
E 601-49400-309 EDP, Software and	\$7,384.34	\$8,652.00	\$613.19	\$8,566.63	99.01%
E 601-49400-227 Utility Maintenance	\$2,229.25	\$3,090.00	\$0.00	\$8,997.99	291.20%
E 601-49400-122 FICA Contribution	\$0.00	\$321.36	\$0.00	\$0.00	0.00%
E 601-49400-311 Contract Service	\$99,825.34	\$72,100.00	\$45,333.56	\$125,422.28	173.96%
49400 Water Utilities (GENERAL)	\$715,018.04	\$718,497.52	\$73,244.32	\$655,842.65	
601 WATER FUND	\$715,018.04	\$718,497.52	\$73,244.32	\$655,842.65	
602 SEWER FUND					
49450 Sewer (GENERAL)					
E 602-49450-611 Bond Interest	\$43,994.20	\$41,552.00	\$0.00	\$40,551.52	97.59%
E 602-49450-381 Electric Utilities	\$2,662.38	\$2,703.75	\$229.22	\$2,430.72	89.90%
E 602-49450-383 Gas Utilities	\$258.54	\$288.40	\$28.19	\$334.19	115.88%
E 602-49450-400 Equipment Repair	\$0.00	\$1,081.50	\$0.00	\$0.00	0.00%
E 602-49450-404 Machinery & Equip	\$17,259.50	\$1,000.00	\$0.00	\$0.00	0.00%
E 602-49450-420 Depreciation Expe	\$86,352.00	\$0.00	\$7,195.98	\$86,351.76	0.00%
E 602-49450-433 Dues & Subscriptio	\$6,002.73	\$3,460.80	\$0.00	\$292.67	8.46%
E 602-49450-437 Miscellaneous	\$600.00	\$5,407.50	\$0.00	\$0.00	0.00%
E 602-49450-601 Bond Principal	-\$0.17	\$110,659.00	\$0.00	\$0.00	0.00%
E 602-49450-612 Other Long-Term	-\$8,816.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-201 Operating Supplies	\$0.00	\$648.90	\$0.00	\$24.77	3.82%
E 602-49450-361 General Liability In	\$2,813.20	\$2,163.00	\$0.00	\$2,577.00	119.14%
E 602-49450-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$13,867.50	0.00%
E 602-49450-122 FICA Contribution	\$0.00	\$324.45	\$0.00	\$0.00	0.00%
E 602-49450-301 Auditing & Account	\$0.00	\$0.00	\$149.62	\$149.62	0.00%
E 602-49450-352 General Public Info	\$630.00	\$0.00	\$0.00	\$587.62	0.00%
E 602-49450-101 Full-Time Employe	\$0.00	\$4,001.55	\$0.00	\$0.00	0.00%
E 602-49450-121 PERA Contribution	\$0.00	\$324.45	\$0.00	\$0.00	0.00%
E 602-49450-204 Envelopes & Letter	\$0.00	\$216.30	\$0.00	\$0.00	0.00%
E 602-49450-302 Planning Services	\$500.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-303 Engineering Servic	\$20,754.50	\$2,163.00	\$0.00	\$261.61	12.09%
E 602-49450-309 EDP, Software and	\$412.61	\$649.93	\$0.00	\$1,816.52	279.49%
E 602-49450-311 Contract Service	\$12,001.52	\$51,296.06	\$872.10	\$16,007.17	31.21%
E 602-49450-319 Other Consulting S	\$214,705.47	\$320,544.00	\$20,862.19	\$238,002.52	74.25%
E 602-49450-322 Postage	\$999.99	\$540.75	\$0.00	\$1,203.07	222.48%
49450 Sewer (GENERAL)	\$401,130.47	\$549,025.34	\$29,337.30	\$404,458.26	
602 SEWER FUND	\$401,130.47	\$549,025.34	\$29,337.30	\$404,458.26	
603 STORM WATER FUND					
49455 Storm Sewer					
E 603-49455-303 Engineering Servic	\$12,976.25	\$5,150.00	\$0.00	\$3,593.25	69.77%
E 603-49455-433 Dues & Subscriptio	\$20,900.28	\$11,340.30	\$0.00	\$0.04	0.00%
E 603-49455-612 Other Long-Term	-\$55.00	\$0.00	\$0.00	\$0.00	0.00%
E 603-49455-611 Bond Interest	\$22,476.14	\$24,126.72	\$0.00	\$21,756.28	90.18%
E 603-49455-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$10.29	0.00%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
E 603-49455-720 Operating Transfer	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
E 603-49455-420 Depreciation Expe	\$49,584.00	\$8,094.77	\$4,131.99	\$49,583.88	612.54%
E 603-49455-400 Equipment Repair	\$0.00	\$0.00	\$0.00	\$10,886.74	0.00%
E 603-49455-309 EDP, Software and	\$0.00	\$0.00	\$0.00	\$652.68	0.00%
E 603-49455-301 Auditing & Account	\$0.00	\$0.00	\$49.88	\$49.88	0.00%
E 603-49455-203 Printed Forms & P	\$0.00	\$0.00	\$0.00	\$97.62	0.00%
E 603-49455-311 Contract Service	\$4,914.80	\$5,150.00	\$0.00	\$4,080.00	79.22%
49455 Storm Sewer	\$110,796.47	\$103,861.79	\$4,181.87	\$140,710.66	
603 STORM WATER FUND	\$110,796.47	\$103,861.79	\$4,181.87	\$140,710.66	
701 PLAN REVIEW ESCROWS					
52101 K&O Storage - Site Plan Review					
E 701-52101-302 Planning Services	\$945.00	\$0.00	\$0.00	\$0.15	0.00%
52101 K&O Storage - Site Plan Re	\$945.00	\$0.00	\$0.00	\$0.15	
52107 1675 Spring Avenue-Dev Review					
E 701-52107-302 Planning Services	\$49.00	\$0.00	\$0.00	\$0.00	0.00%
E 701-52107-303 Engineering Servic	\$198.00	\$0.00	\$0.00	\$0.00	0.00%
E 701-52107-304 Legal Services	\$43.50	\$0.00	\$0.00	\$0.00	0.00%
52107 1675 Spring Avenue-Dev R	\$290.50	\$0.00	\$0.00	\$0.00	
52109 Downtown - Ebert Const					
E 701-52109-303 Engineering Servic	\$1,702.75	\$0.00	\$0.00	\$0.00	0.00%
52109 Downtown - Ebert Const	\$1,702.75	\$0.00	\$0.00	\$0.00	
52113 1701 Baker Park Road					
E 701-52113-302 Planning Services	\$906.50	\$0.00	\$0.00	\$0.00	0.00%
E 701-52113-303 Engineering Servic	\$4,425.50	\$0.00	\$0.00	\$0.00	0.00%
E 701-52113-304 Legal Services	\$1,728.00	\$0.00	\$0.00	\$0.00	0.00%
52113 1701 Baker Park Road	\$7,060.00	\$0.00	\$0.00	\$0.00	
52116 Granite City / McCarthy Dvlpmt					
E 701-52116-302 Planning Services	\$6,762.00	\$0.00	\$0.00	\$0.00	0.00%
52116 Granite City / McCarthy Dvl	\$6,762.00	\$0.00	\$0.00	\$0.00	
52121 REVOLV Manufacturing					
E 701-52121-302 Planning Services	\$212.50	\$0.00	\$0.00	\$0.00	0.00%
52121 REVOLV Manufacturing	\$212.50	\$0.00	\$0.00	\$0.00	
52123 5370 Highway 12					
E 701-52123-302 Planning Services	\$784.00	\$0.00	\$0.00	\$0.00	0.00%
E 701-52123-303 Engineering Servic	\$697.50	\$0.00	\$0.00	\$0.00	0.00%
E 701-52123-304 Legal Services	\$96.00	\$0.00	\$0.00	\$0.00	0.00%
52123 5370 Highway 12	\$1,577.50	\$0.00	\$0.00	\$0.00	
52125 Alice McPherson - Lot Split					
E 701-52125-302 Planning Services	\$931.00	\$0.00	\$0.00	\$0.00	0.00%
E 701-52125-304 Legal Services	\$819.00	\$0.00	\$0.00	\$0.00	0.00%
52125 Alice McPherson - Lot Split	\$1,750.00	\$0.00	\$0.00	\$0.00	
52127 Rick Denneson - Variance					
E 701-52127-302 Planning Services	\$833.00	\$0.00	\$0.00	\$0.00	0.00%
52127 Rick Denneson - Variance	\$833.00	\$0.00	\$0.00	\$0.00	
52128 Steeple On Main					
E 701-52128-351 Legal Notices Publi	\$65.38	\$0.00	\$0.00	\$0.00	0.00%
52128 Steeple On Main	\$65.38	\$0.00	\$0.00	\$0.00	
52129 5370 Highway 12 (Outcome L P					
E 701-52129-302 Planning Services	\$1,984.50	\$0.00	\$0.00	\$0.00	0.00%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
52129 5370 Highway 12 (Outcom	\$1,984.50	\$0.00	\$0.00	\$0.00	
701 PLAN REVIEW ESCROWS	\$23,183.13	\$0.00	\$0.00	\$0.15	
702 CODE ENFORCEMENT CHGEBACKS					
62101 5210 Main Street-Voorhees					
E 702-62101-302 Planning Services	\$0.00	\$0.00	\$0.00	\$710.00	0.00%
E 702-62101-311 Contract Service	\$46,541.00	\$0.00	\$0.00	\$0.00	0.00%
E 702-62101-303 Engineering Servic	\$2,090.50	\$0.00	\$0.00	\$0.00	0.00%
E 702-62101-304 Legal Services	\$14,674.26	\$0.00	\$0.00	\$0.00	0.00%
62101 5210 Main Street-Voorhees	\$63,305.76	\$0.00	\$0.00	\$710.00	
62104 Collision Corner					
E 702-62104-304 Legal Services	\$5,547.00	\$0.00	\$0.00	\$0.00	0.00%
62104 Collision Corner	\$5,547.00	\$0.00	\$0.00	\$0.00	
702 CODE ENFORCEMENT CHGEBACK	\$68,852.76	\$0.00	\$0.00	\$710.00	
801 FIRE PARTNERSHIP FUND					
42210 Fire Administration					
E 801-42210-311 Contract Service	\$0.00	\$7,500.00	\$0.00	\$7,826.90	104.36%
E 801-42210-442 Pension- City Contr	\$48,395.38	\$52,840.00	\$0.00	\$52,840.00	100.00%
E 801-42210-437 Miscellaneous	-\$485.00	\$0.00	-\$6.00	\$130,843.28	0.00%
E 801-42210-434 Awards & Indemnity	\$3,047.37	\$800.00	\$0.00	\$2,834.94	354.37%
E 801-42210-433 Dues & Subscriptio	\$1,283.00	\$1,565.00	\$0.00	\$2,795.00	178.59%
E 801-42210-124 State 2% Fire Relie	\$40,567.35	\$36,000.00	\$0.00	\$49,027.05	136.19%
E 801-42210-363 Automotive Insura	\$3,285.00	\$3,500.00	\$0.00	\$3,642.00	104.06%
E 801-42210-361 General Liability In	\$4,278.80	\$4,200.00	\$0.00	\$5,063.00	120.55%
E 801-42210-322 Postage	\$0.00	\$150.00	\$0.00	\$105.00	70.00%
E 801-42210-313 Policies and Proced	\$3,685.64	\$3,685.00	\$0.00	\$3,906.78	106.02%
E 801-42210-309 EDP, Software and	\$4,022.34	\$2,300.00	\$177.16	\$5,827.47	253.37%
E 801-42210-304 Legal Services	\$72.50	\$950.00	\$0.00	\$1,840.00	193.68%
E 801-42210-301 Auditing & Account	\$4,950.00	\$4,500.00	\$79.80	\$2,579.80	57.33%
E 801-42210-300 Management Servi	\$5,492.25	\$7,323.00	\$1,830.75	\$9,153.75	125.00%
E 801-42210-201 Operating Supplies	\$744.90	\$550.00	\$0.00	\$403.60	73.38%
E 801-42210-180 Psychological Evalu	\$10,395.00	\$1,000.00	\$0.00	\$7,270.00	727.00%
E 801-42210-151 Worker s Comp Ins	\$14,217.00	\$15,000.00	\$0.00	\$12,331.43	82.21%
E 801-42210-122 FICA Contribution	\$2,772.40	\$1,445.85	\$0.00	\$1,158.70	80.14%
E 801-42210-108 Fire Officers	\$13,805.00	\$18,900.00	\$0.00	\$14,175.00	75.00%
E 801-42210-170 Medical Evaluation	\$5,002.00	\$16,650.00	\$0.00	\$4,578.00	27.50%
42210 Fire Administration	\$165,530.93	\$178,858.85	\$2,081.71	\$318,201.70	
42220 Fire Fighting					
E 801-42220-122 FICA Contribution	\$4,589.80	\$7,321.05	\$0.00	\$4,361.98	59.58%
E 801-42220-437 Miscellaneous	\$29.98	\$0.00	\$0.00	\$0.00	0.00%
E 801-42220-443 Turnout Gear	\$13,593.43	\$31,050.00	\$0.00	\$181.92	0.59%
E 801-42220-417 Uniforms & Unifor	\$1,829.90	\$6,000.00	\$0.00	\$498.98	8.32%
E 801-42220-103 Part-Time Employe	\$82,451.96	\$95,700.00	\$0.00	\$57,372.90	59.95%
E 801-42220-240 Small Tools & Mino	\$21,209.31	\$3,000.00	\$0.00	\$1,451.00	48.37%
E 801-42220-215 Shop Materials	\$140.98	\$0.00	\$0.00	\$0.00	0.00%
42220 Fire Fighting	\$123,845.36	\$143,071.05	\$0.00	\$63,866.78	
42230 Fire Prevention					
E 801-42230-210 Operating Supplies	\$3,235.02	\$4,000.00	\$0.00	\$1,051.21	26.28%
42230 Fire Prevention	\$3,235.02	\$4,000.00	\$0.00	\$1,051.21	
42240 Fire Training					
E 801-42240-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$440.00	0.00%
E 801-42240-445 Food and Beverag	\$0.00	\$0.00	\$0.00	\$816.52	0.00%

Account Descr	2023 Amt	2024 YTD Budget	December 2024 Amt	2024 YTD Amt	%YTD Budget
E 801-42240-331 Training & Travel	\$22,335.91	\$29,520.00	\$2,757.67	\$10,489.88	35.53%
E 801-42240-208 Training and Instru	\$0.00	\$0.00	\$0.00	\$7,825.50	0.00%
E 801-42240-207 Training Supplies	\$0.00	\$3,700.00	\$0.00	\$207.90	5.62%
42240 Fire Training	\$22,335.91	\$33,220.00	\$2,757.67	\$19,779.80	
42250 Fire Communications					
E 801-42250-309 EDP, Software and	\$8,471.65	\$7,440.00	\$0.00	\$3,127.54	42.04%
E 801-42250-323 Radio Units/Techn	\$26,338.78	\$0.00	\$2,291.23	\$26,663.54	0.00%
E 801-42250-419 General Rentals	\$0.00	\$32,028.00	\$0.00	\$0.00	0.00%
E 801-42250-580 Other Equipment	\$930.80	\$3,500.00	\$0.00	\$0.00	0.00%
E 801-42250-221 Equipment Parts	\$1,910.07	\$2,500.00	\$0.00	\$52.00	2.08%
42250 Fire Communications	\$37,651.30	\$45,468.00	\$2,291.23	\$29,843.08	
42260 Fire Apparatus/Equipment					
E 801-42260-406 Apparatus & Equip	\$109,424.32	\$57,120.00	\$2,894.84	\$58,718.25	102.80%
E 801-42260-580 Other Equipment	\$9,686.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42260-221 Equipment Parts	\$39.98	\$1,500.00	\$0.00	\$32.52	2.17%
E 801-42260-212 Motor Fuels	\$4,982.79	\$5,000.00	\$549.68	\$3,698.13	73.96%
E 801-42260-404 Machinery & Equip	\$0.00	\$1,500.00	\$0.00	\$0.00	0.00%
42260 Fire Apparatus/Equipment	\$124,133.09	\$65,120.00	\$3,444.52	\$62,448.90	
42270 Medical Services					
E 801-42270-218 Medical Supplies	\$3,424.50	\$12,500.00	\$98.22	\$1,218.56	9.75%
E 801-42270-221 Equipment Parts	\$0.00	\$750.00	\$0.00	\$817.70	109.03%
E 801-42270-240 Small Tools & Mino	\$2,580.00	\$1,500.00	\$0.00	\$0.00	0.00%
E 801-42270-404 Machinery & Equip	\$0.00	\$750.00	\$0.00	\$0.00	0.00%
E 801-42270-215 Shop Materials	-\$72.17	\$0.00	\$0.00	\$0.00	0.00%
42270 Medical Services	\$5,932.33	\$15,500.00	\$98.22	\$2,036.26	
42280 Fire Stations and Bldgs					
E 801-42280-223 Building Repair Su	\$9.96	\$1,000.00	\$0.00	\$422.00	42.20%
E 801-42280-580 Other Equipment	\$1,052.50	\$0.00	\$0.00	\$0.00	0.00%
E 801-42280-560 Office Equipment	\$0.00	\$2,000.00	\$0.00	\$65.00	3.25%
E 801-42280-520 Buildings & Structu	\$545.00	\$400.00	\$0.00	\$0.00	0.00%
E 801-42280-401 Building Repair &	\$85.98	\$1,000.00	\$23.13	\$401.80	40.18%
E 801-42280-383 Gas Utilities	\$5,776.25	\$10,000.00	\$245.11	\$5,231.93	52.32%
E 801-42280-381 Electric Utilities	\$5,931.51	\$4,100.00	\$328.96	\$5,561.87	135.66%
E 801-42280-362 Property Insurance	\$0.00	\$1,620.00	\$0.00	\$0.00	0.00%
E 801-42280-311 Contract Service	\$0.00	\$2,088.00	\$6,469.31	\$6,469.31	309.83%
E 801-42280-211 Cleaning/Custodial	\$718.54	\$1,000.00	\$0.00	\$0.00	0.00%
E 801-42280-321 Telephone & Inter	\$2,232.30	\$2,280.00	\$112.70	\$2,323.96	101.93%
42280 Fire Stations and Bldgs	\$16,352.04	\$25,488.00	\$7,179.21	\$20,475.87	
49360 Transfers Out					
E 801-49360-721 Equipment Revolvi	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	100.00%
49360 Transfers Out	\$65,000.00	\$65,000.00	\$0.00	\$65,000.00	
801 FIRE PARTNERSHIP FUND	\$564,015.98	\$575,725.90	\$17,852.56	\$582,703.60	
802 FIRE EQUIP & CAPITAL FUND					
42265 Fire Fleet Vehicles					
E 802-42265-580 Other Equipment	\$0.00	\$0.00	\$0.00	\$122,960.33	0.00%
42265 Fire Fleet Vehicles	\$0.00	\$0.00	\$0.00	\$122,960.33	
802 FIRE EQUIP & CAPITAL FUND	\$0.00	\$0.00	\$0.00	\$122,960.33	
	\$4,727,835.85	\$3,944,376.55	\$398,179.21	\$8,059,709.09	



Executive Summary

City Council Business Meeting: January 27, 2025

AGENDA ITEM: Resolution 2025-0127-01 Maple Plain Organization	
PREPARED BY: Jacob Kolander, City Administrator	AGENDA NO. 9.A
RECOMMENDED ACTION: Approve Resolution 2025-0127-01	

Resolution 2024-0123-01 Overview:

This resolution consolidates updates to the 2025 Fee Schedule, Committee Assignments, and the Annual Designations required by state statute. These annual designations are necessary to establish the city's official depositories, newspaper, meeting schedule, and key appointments for the year, ensuring effective operation and compliance with statutory obligations.

Additionally, the resolution includes the required annual listing of regular meeting dates and times for 2025, detailed in Exhibit A.

In addition to these statutory requirements, the resolution includes key updates for 2025:

1. Fee Schedule Adjustments

- Increased Fees:
 - Special Assessment Search Fee: Increased from \$20.00 to \$35.00 to better reflect administrative effort.
- New Fees Introduced:
 - THC Dispensary Registration Fee: Set at \$500.00 to address regulatory oversight.
- Revised Fee Structure:
 - Building Permit Application Fee: Simplified to a flat \$100.00 fee, nonrefundable.
- Administrative Clarifications:
 - Certification for delinquent bills now explicitly includes a 10% interest rate applied at the county level.

2. 2025 Committee Assignments

- Eliminated Committees:
 - MN Women in City Government
 - Future Fire Services Workgroup
 - Finance Committee
 - WAFTA
 - Rebranding Committee
- Reassignments:
 - Various council members and staff have been reassigned to reflect strategic priorities. Key changes include:
 - Police Commission: Councilmember DeLuca replaces Councilmember Burak.
 - Fire Commission: Councilmember Burak replaces Councilmember Fay.
 - Fire Relief Board: Councilmembers Francis and DeLuca added; Mayor Maas-Kusske is no longer listed.
- Economic Development Authority (EDA):
 - Defined roles added for new development (City Administrator) and current businesses (Assistant City Administrator).

Conclusion:

Resolution 2025-0127-01 ensures that statutory requirements are met, including the adoption of the required annual listing of meetings in Exhibit A, while updating the City of Maple Plain's operational framework to maintain efficiency and alignment with strategic priorities. Approval of this resolution is recommended.

For detailed information, refer to the attached Fee Schedule, Committee Assignments, and Annual Designations documents.

CITY OF MAPLE PLAIN
HENNEPIN COUNTY, MINNESOTA

RESOLUTION 2025-0127-01

A RESOLUTION RELATING TO STATUTORY REQUIREMENTS AND
ANNUAL APPOINTMENTS FOR THE ORGANIZATION OF THE CITY
OF MAPLE PLAIN, MINNESOTA

BE IT RESOLVED by the City Council of the City of Maple Plain, Minnesota, as follows:

1. Official Depository

Pursuant to Minnesota Statute, Chapter 118A, the City Council designates the following
financial institutions as the official depositories for municipal funds:

- MidCountry Bank
- 4M Fund (and its Service Providers pursuant to Resolution 2022-32)

The City will ensure compliance with all collateral and reporting requirements as outlined in
the statute.

2. Official Newspaper

Pursuant to Minnesota Statute, Section 412.831, the City Council designates The Laker
Pioneer as the official newspaper for the publication of legal notices, ordinances, and other
required communications.

3. Meeting Schedule

Pursuant to Minnesota Statute, Section 13D.04, Subd. 1, the City establishes the following
schedule for its regular meetings:

Listed in Exhibit A

The schedule will be posted as required by statute and made available to the public.

4. Acting Mayor

Pursuant to Minnesota Statute, Section 412.121, the City Council appoints Councilmember
Mike DeLuca as Acting Mayor to perform the duties of the Mayor in the event of absence,
disqualification, or a vacancy in the office of Mayor.

5. Annual Appointments

The City Council confirms the following Annual Appointments to ensure the effective operation of boards, committees, and staff representation:

- City Attorney: Scott Landsman of Hoff Barry Associates
- City Engineer: David Martini of Bolton & Menk
- City Auditor: Clifton Larson Allen
- Committee Assignments:
Listed in Exhibit B

These appointments shall be effective for the calendar year 2025 or until successors are duly appointed.

6. Fee Schedule

The City Council adopts the 2025 Fee Schedule for permits, licenses, services, and other applicable fees as presented and attached to this resolution. (listed in Exhibit C) These fees shall remain effective for the calendar year 2025 or until amended by the City Council.

APPROVED by the Maple Plain City Council on January 23, 2025.

Signed:

Julie Maas-Kusske
Mayor

Attest:

Jacob Kolander
City Administrator

Exhibit A

2025 Yearly Meeting Schedule

City Council Workshops

Second and Fourth Mondays at 5:30 pm

City Council Business Meeting

Fourth Monday at 7:00 pm

Economic Development Authority

Second Monday at 7:00 pm

Planning Commission Meetings

First Thursday at 6:00 pm

No meetings on holidays

Dates Highlighted indicate a date change due to a Holiday

City Council Workshops

January 13, 2025 at 5:30 PM July 14, 2025 at 5:30 PM

January 27, 2025 at 5:30 PM July 28, 2025 at 5:30 PM

February 10, 2025 at 5:30 PM August 11, 2025 at 5:30 PM

February 24, 2025 at 5:30 PM August 25, 2025 at 5:30 PM

March 10, 2025 at 5:30 PM September 08, 2025 at 5:30 PM

March 24, 2025 at 5:30 PM September 22, 2025 at 5:30 PM

All meetings are held at City Hall – 5050 Independence Street – unless otherwise designated.

April 14, 2025 at 5:30 PM	October 13, 2025 at 5:30 PM
April 28, 2025 at 5:30 PM	October 27, 2025 at 5:30 PM
May 12, 2025 at 5:30 PM	November 10, 2025 at 5:30 PM
May 27, 2025 at 5:30 PM	November 24, 2025 at 5:30 PM
June 09, 2025 at 5:30 PM	December 08, 2025 at 5:30 PM
June 23, 2025 at 5:30 PM	December 15, 2025 at 5:30 PM

City Council Business Meetings

January 27, 2025 at 7:00 PM	July 28, 2025 at 7:00 PM
February 24, 2025 at 7:00 PM	August 25, 2025 at 7:00 PM
March 24, 2025 at 7:00 PM	September 22, 2025 at 7:00 PM
April 28, 2025 at 7:00 PM	October 27, 2025 at 7:00 PM
May 27, 2025 at 7:00 PM	November 24, 2025 at 7:00 PM
June 23, 2025 at 7:00 PM	December 15, 2025 at 7:00 PM

EDA Meetings

January 13, 2025 at 7:00 PM	July 14, 2025 at 7:00 PM
February 10, 2025 at 7:00 PM	August 11, 2025 at 7:00 PM
March 10, 2025 at 7:00 PM	September 08, 2025 at 7:00 PM
April 14, 2025 at 7:00 PM	October 13, 2025 at 7:00 PM
May 12, 2025 at 7:00 PM	November 10, 2025 at 7:00 PM

<p>All meetings are held at City Hall – 5050 Independence Street – unless otherwise designated.</p>
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June 09, 2025 at 7:00 PM

December 08, 2025 at 7:00 PM

Planning Commission Meetings

January 02, 2025 at 6:00 PM

July 03, 2025 at 6:00 PM

February 06, 2025 at 6:00 PM

August 07, 2025 at 6:00 PM

March 06, 2025 at 6:00 PM

September 04, 2025 at 6:00 PM

April 03, 2025 at 6:00 PM

October 02, 2025 at 6:00 PM

May 01, 2025 at 6:00 PM

November 06, 2025 at 6:00 PM

June 05, 2025 at 6:00 PM

December 04, 2025 at 6:00 PM

Special Meetings

April 07, 2025 at 7:00 PM Board of Appeals and Equalization Meeting

October 13, 2025 at 7:00 PM Public Hearing- Project Assessment Hearing (Placeholder Date)

November 10, 2025 at 7:00 PM Public Hearing- Assessment of Delinquent Utilities

December 01, 2025 at 7:00 Truth in Taxation Meeting

All meetings are held at City Hall – 5050 Independence Street – unless otherwise designated.



ANNUAL CITY COUNCIL APPOINTMENTS

January – December 2025

List of Boards & Commissions	Staff	Council
NW Henn. League of Municipalities	No Staff	Mayor Maas-Kusske
Regional Council of Mayors	No Staff	Mayor Maas-Kusske
Planning Commission	City Administrator City Planner	Councilmember Francis
Pioneer Creek / Lake Sarah Watershed District	City Administrator	Councilmember Arvizo
Economic Development Authority (EDA)	Assistant City Administrator- Current Businesses City Administrator- New Development City Planner	All 5 CC Members
Highway 12 Safety Coalition	As Needed	Councilmember Burak Mayor Julie Maas-Kusske
Police Commission	City Administrator	Mayor Maas-Kusske Councilmember DeLuca
Hennepin County Criminal Justice Coord. Committee	No Staff	Mayor Maas-Kusske
Fire Commission	City Administrator	Mayor Maas-Kusske Councilmember Burak
Personnel Committee	City Administrator	Mayor Julie Maas-Kusske Councilmember DeLuca
Acting Mayor	No Staff	Councilmember DeLuca
Orono Rotary Club	Quarterly	Mayor Maas-Kusske Q1 Councilmember Francis Q2 Councilmember Burak Q3 Councilmember Arvizo Q4 Councilmember DeLuca
West Hennepin Chamber of Commerce	Assistant City Administrator	Mayor Maas-Kusske Councilmember Arvizo
Weed Inspector	Assistant City Administrator	Mayor Julie Maas-Kusske
Citizens Advisory Panel on Public Spaces	Assistant City Administrator	Councilmember DeLuca
Meetings with Local & State Officials	Staff as Needed	Mayor Julie Maas-Kusske Or Alternate
Fire Relief Board	City Administrator	Councilmember Francis Councilmember DeLuca



CITY COUNCIL APPOINTMENTS 2025: The following is a list of Boards & Commissions that members of the City Council and/or Staff are appointed to annually, along with the regular meeting schedule and a short description. This document is meant to serve as a reference tool and will be updated annually or as needed. Please call City Hall for verification of any upcoming meetings or questions.

List of Boards & Commissions	Regular Meeting Schedule (EOM = Every Other Month)	Board/Commission Description
NW Henn. League of Municipalities	2 nd Wednesday @ 6:30 pm Jan – June & Sept - Dec	Education of members (usually Mayor) and networking for better results within the cities
Regional Council of Mayors	2 nd Monday @ 11:30 am	Nonpartisan platform for networking, learning, collaboration, and action
Planning Commission	1 st Thursday of Each Month @ 6:00 PM	An advisory group to the City Council to assist with long-range planning and foster high quality development
Pioneer - Sarah Creek Watershed District	3 rd Thursday of Each Month @ 6:00 PM (Maple Plain)	A joint powers watershed management organization to enhance area water quality
Economic Development Authority	2 nd Monday of Each Month @ 7:00 PM	An advisory group to the City Council to promote economic growth
Highway 12 Safety Coalition	1 st Thursday of EOM (January) @ 3:00 PM (Delano)	Formed to address the Highway 12 safety issues
Police Commission	(2023) 1/24 4/25 7/25 9/26 12/19 @ 8:00 AM (WHPS)	To oversee the operations of West Hennepin Public Safety
Hennepin County Criminal Justice Coord. Committee	4 th Thursday of EOM (January) @ 12:00 PM	Integration of public safety and human services
Fire Commission	2 nd Monday of EOM (January) @ 2:30 PM	To oversight to the Maple Plain Fire Department and specific duties as called out in the JPA.
Personnel Committee	As needed	To review and revise the personnel policies as needed or requested
Acting Mayor	n/a	The most-tenured member of the council to act as the mayor if a vacancy arises
Orono Rotary Club	Weekly on Thursdays at 7:15 AM	Provide service to others, promote integrity and world understanding through fellowship of business and community leaders through fellowship of business and community leaders

West Hennepin Chamber of Commerce	2 nd Tuesday of Each Month @ 12:00 PM (Maple Plain)	Promotes and encourages development of a positive business community
Weed Inspector	n/a	The city enforcement authority and local point of contact regarding noxious weeds
Citizens Advisory Group	TBD	To preserve and enhance natural resources, public spaces, and recreational facilities
Fire Relief Trustee Board	Schedule set at first meeting of the year - variable	Receives and manages public money to provide retirement and other benefits for fire department personnel



City of Maple Plain Fee Schedule
Adopted 1/27/25

Administration & Miscellaneous Fees

Fee Description	Amount	Notes
Address Labels	\$50.00	
Address List	\$30.00	
Audit Book Copy	\$150.00	
City Code Book Copy	Cost + 10%	
Comprehensive Plan Copy	Cost + 10%	
City Maps	At Cost	
Copies - Black & White per side (letter / legal)	\$0.25	
Copies - Black & White per side (11x17)	\$1.00	
Copies - Color or photo per side (letter / legal)	\$1.00	
Copies - Color or photo per side (11x17)	\$1.00	
Copies of Documents Larger than 11x17	Cost	
Delinquent Bills Certification	\$150.00 plus 10% penalty plus Interest (10 % Additional interest assigned at the county)	
DVD/CD Copies	\$20.00 per DVD/\$15.00 per CD	
Election Filing Fee	\$2.00	
Fax Charge	\$1.00/page	
Non-Sufficient Funds Check	\$30.00	Set by State Statute
Mailing of copies/reports	Cost	
Special Assessment Search	\$35.00	

Staff Time (per hour)

Fee Description	Amount	Notes
Professional	\$75.00	
Clerical	\$50.00	
City Attorney	Hourly Rate per Contract	
Engineering Consultants	Hourly Rate per Contract	
Planning Consultants	Hourly Rate per Contract	
Snow Removal by Staff	\$275/hour*	*billed in 15-min increments

Administration & Miscellaneous Fees

Overweight Vehicle Permits

Fee Description	Amount	Notes
Daily Permit	\$100.00 per truck/per day	Max 7 ton Valid 7:00 am – 11:00 am only
Single Trip Seasonal- Home Delivery-	\$250.00	Max 5 ton
Commercial Tow Truck	\$750 per occurrence	
No Permit	Double Fee	
Emergency – Well & Septic	No Charge (max 7 ton)	Emergencies include septic, liquid propane and similar
Residential Annual To/From	No Charge	Max 5 ton

**All Charges are per truck and are restricted.*

Liquor, Tobacco, & THC Licenses

Fee Description	Amount	Notes
Tobacco License	\$200	
THC License- Low Potency	\$200	
THC Dispensary Registration	\$500.00	
Liquor License Application Renewal	\$75	
Liquor License Investigation	West Hennepin Public Safety Fee Schedule	
On-Sale Liquor On-Sale Sunday On-Sale Wine & Beer On-Sale	\$5,000 \$200 \$250	
Off-Sale Liquor Off-Sale 3.2 Beer Off-Sale	\$240 \$50	
Public Dance/Block Party	\$500	
Temporary 3.2 Liquor Permit	\$25	

Other Licenses & Permits

Fee Description	Amount	Notes
Transient Merchant Permit	\$100.00 per company	
Solicitor/Peddler Permit*	\$100.00 per company	* Each individual also needs a background check
Massage Establishment License*	\$250.00 First Year \$50 Per year afterwards	
Massage Therapist License*	\$100.00	
Dog License	\$5.00 (one-time charge)	
Chicken License	\$100 first time application fee	Renewal yearly, at no cost.
Right of Way Permit	\$250.00 fee; \$1,000 escrow	
Special Event Permit	\$50.00	
Permits - Background Checks	\$50.00 per person	
Pawn Broker License	\$2500 annual license fee	

Bed & Breakfast License	\$75 annually	
RENTAL LICENSE FEES	Application Fee	Inspection Fee
Single Family Dwelling	\$25.00	\$50.00
Duplex Dwelling	\$25.00	\$100.00
Apartment Building	\$50.00	\$50.00 Per Unit
Re-Inspection Fees		
Single Family Dwelling	\$25.00	\$50.00
Duplex Dwelling	\$25.00	\$100.00
Apartment Building	\$50.00	\$50.00 Per Unit

Building Permit Fees

Building Permit Fees - All Property Types

Fee	Amount	Notes
Permit Application	\$100.00	Nonrefundable
Valuation	Based on 1997 Uniform Building Code Fee Schedule + 15%	There may be permit review fees and state surcharge also required
Fixed Fees	\$100.00 + \$1.00 State Surcharge	
Plan Review Fee	65% of Permit Fee	
Construction Plan Changes	Fees incurred for changes (Plan Review)	
Building without permit	Double Fees	
New Plans after First Review	Regular fees, plus first plan review fee	If new plans are submitted plan review fees are incurred for both first and second set of plans.
Removal of Underground Tanks	\$100.00 + \$1.00 State Surcharge	
Building Moving < 120 sq. ft.	\$200	May require building permit
Building Moving > 120 sq. ft.	Valuation	May require building permit
Site Inspection for Building Moving	\$150.00	
Fence (< 6 ft)	No building permit needed, but Planning & Zoning Fence Permit Required	
Fence (> 6 ft)	Valuation plus Planning & Zoning Fence Permit Required	
Fees not covered in the schedule	\$50 minimum or valuation, whichever is greater	

Building Permit Fees

Commercial Building Permit Fees

Fee	Amount	Notes
Building Permit Fee for <ul style="list-style-type: none"> • Construction • Alterations • Plumbing & Mechanical • Permanent Signage 	Valuation if project more than \$2,500 Fixed Rate \$101.00** if project less than \$2,500 for the following: <ul style="list-style-type: none"> • Building <ul style="list-style-type: none"> ○ Re-roofing ○ Re-siding ○ Windows & Doors* • Plumbing <ul style="list-style-type: none"> ○ 1-5 Fixtures* ○ Water Heater ○ Water Softener ○ Lawn Irrigation • Mechanical <ul style="list-style-type: none"> ○ Duct Work ○ Furnace ○ Air Conditioning ○ Fireplace ○ New Gas Line Valuation for all else except Demolition & Relocation	There may be permit review fees and state surcharge also required <i>* if current opening</i> <i>*each add'l fixture = \$10</i> ** Subject to change
Demolition (Commercial)	\$200	
Demolition (Industrial)	\$500	

Residential Building Permit Fees

Fee	Amount	Notes
New Building Permit Fee	Valuation	Valuation
Fixed Fee Building Permit Fee: <ul style="list-style-type: none"> • Building <ul style="list-style-type: none"> ○ Re-roofing ○ Re-siding ○ Windows & Doors* • Plumbing <ul style="list-style-type: none"> ○ 1-5 Fixtures * ○ Water Heater ○ Water Softener ○ Lawn Irrigation • Mechanical <ul style="list-style-type: none"> ○ Duct Work ○ Furnace ○ Air Conditioning ○ Fireplace ○ New Gas Line 	\$100.00 + \$1.00 State Surcharge <i>* If Current Opening</i> * Each Additional Fixture = \$10	May require plan review fees. Building permit fees for all other residential work is based on valuation.
Demolition (Residential)	\$100 + \$1.00 State Surcharge	

Park and Recreation

Additional conditions may apply. See Facility Reservation & Use Policy for details.

Reservation Fees

	Resident / Local Business or Organization*	Non-Resident / Other Business or Organization
Veterans Memorial Park Picnic Shelter	Free	\$50
Veterans Memorial Park Band Shell	\$50	\$150
VMP Food Truck Electrical	\$25/truck	\$25/truck
VMP Softball Field (north)	Free	\$50
Don Timpe Field (south)	\$50/hour	\$50/hour
Concession Stand (<i>excludes equipment</i>)	\$25	\$50
Sound Equipment Use	\$25/hour	\$25/hour
Rainbow Park Picnic Shelter	Free	\$50
Rainbow Park Ballfields	Free	\$50
City Council Chamber	Free	\$100
Damage Deposit**	\$100	\$100

** For personal use only or for local use wherein the use of public facilities is not for the profit-generating purpose for a group or business.*

*** Damage Deposit not required in cases where Facility is utilized for Free, except for events with more than 50 people expected.*

Maintenance & Cleaning Fees

The following additional fees will be assessed for any additional custodial, maintenance, or grounds work that is required for any event with attendance over 100 people. A \$200 deposit towards these fees is required at the time of Facility Reservation & Use Application submittal. These fees will be itemized, and the balance invoiced to the reserving organization once the duration of the facility reservation is completed. Fees are billed per hour / per employee.

	Weekday	Weekends / Holidays
Minimum Fee (2 hrs.)	\$100	\$150
Additional Hours	\$50	\$75

Planning & Zoning

Miscellaneous Planning & Zoning Fees

Fee	Amount	Notes
Appeal Administrative Decision	\$250 fee; \$250 escrow	
Concept Plan Review	\$500	
Tax Increment Financing Application	\$1,500	
Zoning Letter Request	\$70.00 + Cost	

Residential Applications

Fee	Amount	Notes
Conditional Use Permit	\$750 fee; \$1,500 escrow	
Interim Use Permit	\$750 fee; \$1,500 escrow	
Site Plan	\$750 fee; \$1,500 escrow	
Minor Subdivision	\$750 fee; \$1,500 escrow	
Variance	\$750 fee; \$1,500 escrow	
Rezoning	\$750 fee; \$1,500 escrow	
Text Amendment	\$750 fee; \$1,500 escrow	
Vacation of Property	\$750 fee; \$1,500 escrow	
Home Occupation	\$400 fee; \$1,000 escrow	

Commercial Applications

Fee Description	Amount	Notes
Conditional Use Permit	\$1,500 fee; \$3,000 escrow	
Interim Use Permit	\$1,500 fee; \$3,000 escrow	
Site Plan	\$1,500 fee; \$3,000 escrow	
Minor Subdivision	\$1,500 fee; \$3,000 escrow	
Variance	\$1,500 fee; \$3,000 escrow	
Rezoning	\$1,500 fee; \$3,000 escrow	
Text Amendment	\$1,500 fee; \$3,000 escrow	
Vacation of Property	\$1,500 fee; \$3,000 escrow	

Residential/Commercial/Office Planning & Zoning Application

Fee Description	Amount	Notes
Preliminary Plat	\$1,000 fee; \$3,000 escrow	
Subdivision Application	\$1,000 fee; \$3,000 escrow	
Rezoning	\$1,000 fee; \$3,000 escrow	
Comprehensive Plan Amendment	\$1,000 fee; \$3,000 escrow	
Planned Unit Development	\$1,500 fee; \$3,000 escrow	
Final Plat	\$750 fee; \$3,000 escrow	

Planning & Zoning

Grading and Excavation

Fee Description	Amount	Notes
25-99 Cubic Yards	Permit required; no cost	
100-999 Cubic Yards	\$500 fee	
>1,000 Cubic Yards	\$1,000 fee; escrow or surety bond in amount of 150% of land alteration costs	

Park Dedication

Fee Description	Amount	Notes
Park Dedication Fee (Residential)	10% of land value of development but minimum of \$3,750 per unit and max of \$8,000 per unit	In lieu of land dedication of 10% of land- determined by City
Park Dedication Fee (Other)	10% of land value of development	In lieu of land dedication of 10% of land- determined by City

Signage & Fences

Fee Description	Amount	Notes
Permanent Signage Permit	\$250 fee	Building permit also required - based on valuation
Sign Package	\$500 fee; \$3,000 escrow	
Temporary Signage Permit	\$25 fee	
Permanent Fence Permit	\$50 fee	Building permit also required for fences over 6 feet in height

This Section will be updated end of 1st Quarter

Utilities

Quarterly Utility Billing

State Water Testing Fee	\$ 2.45		
Water Treatment Plant Charge			
Residential	\$ 25.00		
Commercial	\$ 30.00		
	<i>Within the City</i>	<i>Outside the City*</i>	<i>* a 35% surcharge will charged to properties outside the City limits as calculated here.</i>
Water Fixed Fee	\$ 11.13	\$ 15.03	
Water Volume Charges*			* per 1000 gallons
Up to 6,000 gallons	\$ 7.94	\$ 10.73	
6,001 – 12,000 gallons	\$ 8.34	\$ 11.25	
12,001 – 24,000 gallons	\$ 8.73	\$ 11.79	
24,001 gallons and above	\$ 9.63	\$ 12.99	
Sewer Fixed Fee	\$ 93.86		
Sewer Volume Charges*			* Based on Quarter 1 water use per City Code 9-74.
Up to 6,000 gallons	\$0 – Fixed Fee Only		
6,001 gallons and above	\$ 7.74 per 1000 gallons		
Failure to Comply 9-74 6 (b) Surface water drain system	\$500.00 per Quarter		
Storm Water Fees			
Undeveloped or Vacant Land	\$ 51.36 per acre		
Single- & Two-Family Res.	\$ 11.30 per lot		
Multi-Family Residential	\$ 68.47 per acre		
Church & Institutional	\$ 51.36 per acre		
Mixed Use (Comm./Retail)	\$ 102.70 per acre		
Industrial or Office Park	\$ 102.70 per acre		

Other Utility Fees

Fee Description	Amount	Notes
Inflow & Infiltration Violation	\$500 per quarter	
Overdue/Unpaid Bills	Cost + 10% Penalty Fee per quarter	
Sewer Access Charge		
MCES Charge	\$2,485 per unit	
City Charge	\$800 per unit	
Water Access Charge		
Within the City	\$3,000 per unit	
Outside the City	\$7,500 per unit	
Water Meter	Cost	
Meter Testing	Cost of Test	
Damaged Water Meter	\$60 plus staff time & material	
Damaged Curb Stop	\$100 plus staff time & material	
Damaged Hydrant	Cost	
Damaged Water Main	Cost	
Private Hydrants Flushing	\$75 per hydrant annually	
Temporary/Construction Meters (per month)	\$100 plus volume charges (\$20 per 1,000 gallons)	
Deposit	\$2000	
Water or Sewer Disconnect/Restart	\$60	
Sanitary Sewer Lateral Repair Permit	\$50	
Water Line Repair Permit	\$50	

Utility Assessment Penalty	\$150	
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Public Safety

Fee Description	Amount	Notes
Police/Fire False Alarm (per calendar year)		
1 st	No Cost	
2 nd	\$100	
3 rd	\$200	
4 th	\$350	
5 th & subsequent	\$500	
Dog Impound	\$35	Plus cost of shelter contract
Hunting Permit	\$10	City Code 6-64

Overweight Vehicle Violation *(permit fees found in Administration section above)*

Fee Description	Amount	Notes
Total Gross Excess Weight 1,000 pounds or less	1 cent per pound for each pound in excess of the legal limit	
Total Gross Excess Weight more than 1,000 pounds, but not more than 3,000 pounds	\$10.00 plus 5 cents per pound for each pound in excess of 1,000 pounds	
Total Gross Excess Weight more than 3,000 pounds, but not more than 5,000 pounds	\$110.00 plus 10 cents per pound for each pound in excess of 3,000 pounds	
Total Gross Excess Weight more than 5,000 pounds, but not more than 7,000 pounds	\$310.00 plus 15 cents per pound for each pound in excess of 5,000 pounds	
Total Gross Excess Weight more than 7,000 pounds	\$610.00 plus 20 cents per pound for each pound in excess of 7,000 pounds	



Executive Summary

City Council Business Meeting: January 27, 2025

AGENDA ITEM: Resolution 2025-0127-02 CUP Approval for Chopper Sports	
PREPARED BY: Jacob Kolander, City Administrator	AGENDA NO. 09.B
RECOMMENDED ACTION: Approve Resolution 2025-0127-02 Approving the CUP	

Chopper City LLC has submitted a request for a Conditional Use Permit (CUP) to allow automobile sales, including recreational vehicles and trailers, at 5839 US Highway 12, Maple Plain. The property is zoned I-Industrial, and the proposed use aligns with zoning regulations as a conditional use. The Planning Commission reviewed the application, noting historical use and compliance requirements for outdoor storage, vehicle display areas, lighting standards, and parking delineation. The Commission recommended approval with conditions, including updated site plans, improved lighting compliance, and defined parking.

City of Maple Plain

Request by Chopper City LLC for a Conditional Use Permit to Allow Automobile Sales on the Property Located at 5839 US Highway 12

<i>To:</i>	City Council
<i>From:</i>	Mark Kaltsas, City Planner
<i>Meeting Date:</i>	January 27, 2025
<i>Applicant:</i>	Chopper City LLC
<i>Owner:</i>	Chopper City LLC
<i>Location:</i>	5839 US Highway 12

Request:

Chopper City LLC (Applicant/Owner) request that the City consider the following action for the property located at 5839 Highway 12 (PID No. 23-118-24-43-0018):

- a. A conditional use permit to allow automobile sales on the subject property. Note: City code defines automobile sales to include trailers and recreational vehicles.

Property/Site Information:

The property is located on the south side of Highway 12 west of CSAH 83. There are two (2) existing buildings located on the property. The subject property is accessed via Highway 12. The property has the following characteristics:

Property Information: **5839 US Highway 12**

Zoning: *I-Industrial*

Comprehensive Plan: *Industrial*

Acreage: *1.72 Acres*



Discussion:

The existing business recently changed ownership. The new owners approached the city in late 2023 to ask the city to sign-off on their vehicle dealer license application. The MN Department of Public Safety regulates vehicle dealer licenses and requires cities to verify that the dealership is permitted by applicable zoning regulations (see attached license application). The city noted that the property was currently zoned I-1 Industrial and also researched the historic use of the property. Staff found that this property had been historically zoned I-2 Industrial. In the

previous zoning district (I-2) and new zoning district (I), automobile sales were/are a conditional use. The city also confirmed that the zoning ordinance allowing automobile sales as a conditional use was in place prior to the business purchasing and starting the automobile sales business on this property. Note that the city defines automobile sales to include the following:

Automobile sales means an establishment engaged in the retail sales and services of new and used automobiles, trucks, trailers, motorcycles, mopeds, and recreation vehicles and supplies. The term "automobile sales" may include farm or industrial equipment, machinery, and supplies.

The city notified the new owners that they would be required to obtain a conditional use permit in order for the city to sign off on their dealership license application.

The city has established conditions relating to Automobile Sales as follows:

(7) Automotive sales, provided that:

- a. Parking area and building has a setback of 40 feet and is adequately screened/buffered from adjacent residential land shown in the comprehensive plan;
- b. The minimum building size for any vehicle sales shall comply with the following standards:

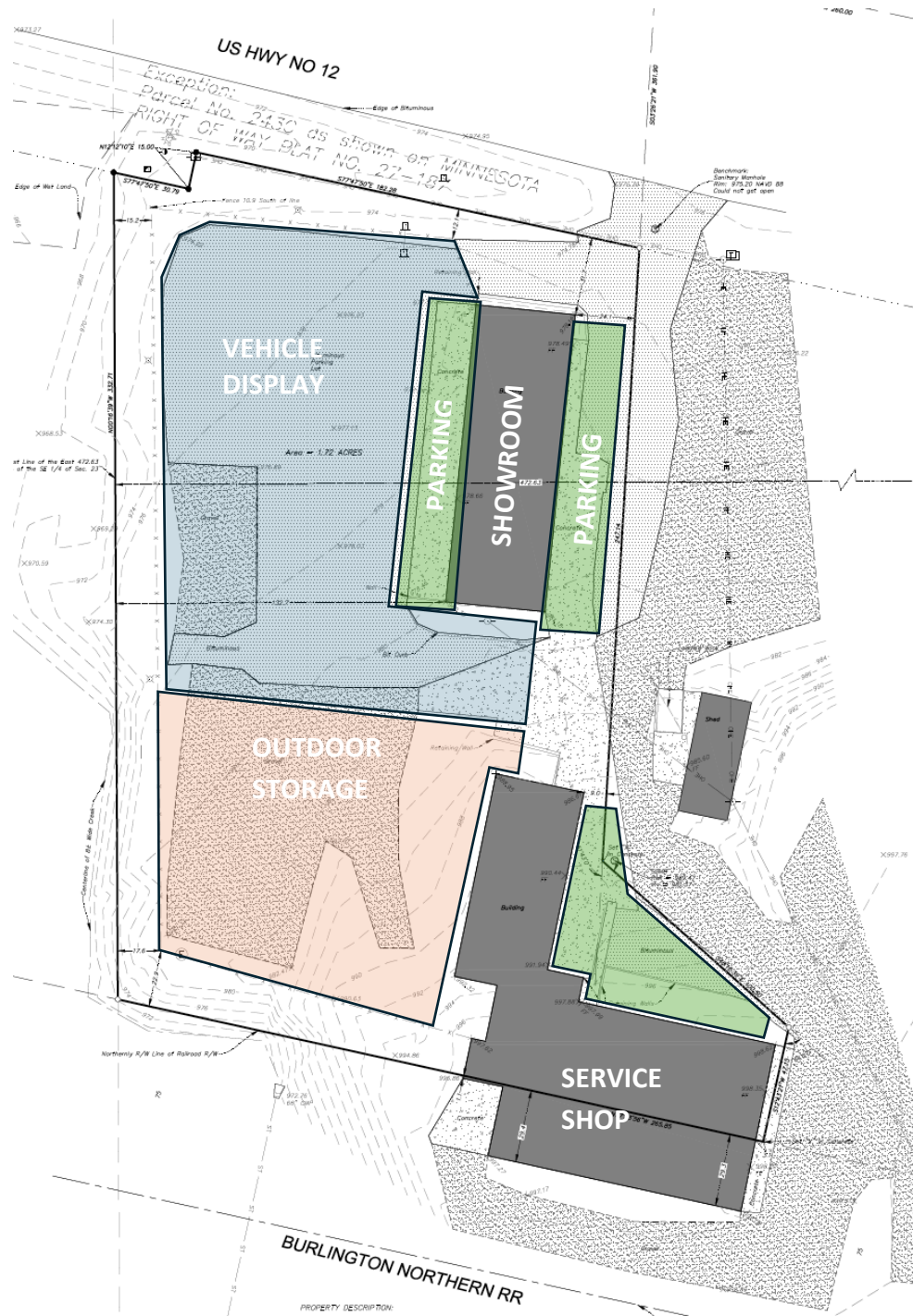
Minimum Building Size for Vehicle Sales/Rental Uses

<i>Parcel Size</i>	<i>Lot Coverage Percent*</i>	<i>Minimum Building Size*</i>
< 2 acres	5.0 percent	2,500 square feet
2 acres—4 acres	10.0 percent	10,000 square feet
> 4 acres	15.0 percent	40,000 square feet

*Whichever requires the larger building.

- c. All lighting shall be in compliance with section 6-2;
- d. The outside sales and display area shall be hard surfaced;
- e. The outside sales and display area does not utilize parking spaces which are required for conformance with this article;
- f. Vehicular access points shall create a minimum of conflict with through traffic movement and shall be subject to the approval of the City; and
- g. There is a minimum lot area of 22,500 square feet and minimum lot dimensions of 150 feet by 130 feet.

The existing business has been operating on the property since the early 2000's. The business sells recreational vehicles, trailers and associated accessories/equipment. The current operation has a showroom/sales/office building and service/shop building and outdoor storage areas (see below).



Staff has reviewed the existing site, layout and buildings as it relates to the stated automobile sales conditions. Staff has prepared comments relating to each of the applicable conditions for automobile sales – noted as follows in red.

- a. Parking area and building has a setback of 40 feet and is adequately screened/buffered from adjacent residential land shown in the comprehensive plan;

Review Comment: The parking area is 12 feet from the property line and the showroom building is 32 feet from the property line.

- b. The minimum building size for any vehicle sales shall comply with the following standards:

Minimum Building Size for Vehicle Sales/Rental Uses

<i>Parcel Size</i>	<i>Lot Coverage Percent*</i>	<i>Minimum Building Size*</i>
< 2 acres	5.0 percent	2,500 square feet
2 acres—4 acres	10.0 percent	10,000 square feet
> 4 acres	15.0 percent	40,000 square feet

*Whichever requires the larger building.

Review Comment: The showroom/sales/office building is approximately 6,600 SF. This would exceed the minimum building size of 3,750 SF required (greater of 5% or 2,500 SF).

- c. All lighting shall be in compliance with section 6-2;

Review Comment: This site has both existing pole lights and building mounted lighting. None of the existing lighting is cut-off type lighting in accordance with current standards. Staff will seek Planning Commission and City Council direction relating to the existing lighting.

- d. The outside sales and display area shall be hard surfaced;

Review Comment: The outdoor sales and display area is comprised of a combination of concrete/bituminous and gravel surfacing. See survey for a detailed depiction of surface areas.

- e. The outside sales and display area does not utilize parking spaces which are required for conformance with this article;

Review Comment:

The city reviewed the use and determined required parking spaces as follows:

1 space per 1,000 SF outdoor sales area (16,000 SF) 16 spaces

2.5 spaces per 1,000 SF showroom (4,000 SF): 10 spaces

Total Number of Spaces Required 26 spaces

Total Number of Spaces Provided 26 spaces

- f. Vehicular access points shall create a minimum of conflict with through traffic movement and shall be subject to the approval of the City; and

Review Comment: The existing site has adequate access via an ingress/egress to Highway 12.

- g. There is a minimum lot area of 22,500 square feet and minimum lot dimensions of 150 feet by 130 feet.

Review Comment: The lot area is approximately 75,000 SF and the lot dimensions are approximately 215 x 358 which exceeds the minimum area/dimensions required.

This application is somewhat unique in that the property has been in existence for approximately 20 years and use as a recreational vehicle dealership. It appears that the previous owner did not obtain the requisite approvals when the business was established. The new owner is wanting to obtain the requisite conditional use permit in order to fully comply with the zoning regulations.

Additional Considerations:

- Should the city recommend approval of the conditional use permit, the outdoor storage area and vehicle sales display areas should be limited to the areas designated on the associated site plan. This could be better delineated on a revised site plan.
- Any expansion of the outdoor storage area and vehicle sales display areas shall require an amendment to the conditional use permit.
- Customer and employee parking spaces are not currently striped or delineated on the pavement. The city may want to require the parking spaces to be defined in accordance with applicable off-street parking standards (this would include the accessible parking space).

The city will need to review the application, conditions for a conditional use permit and corresponding automobile sales conditions to determine if the existing use meets applicable requirements.

Planning Commission Discussion:

The Planning Commission reviewed the application and asked questions of staff. Commissioners discussed the existing use and noted that it has operated on the site for the last 15 years. Commissioners discussed the vehicle display area and wanted to ensure that there was a delineation between the vehicle display area and the outdoor storage area. It was noted that this would be delineated on the final site plan. Commissioners discussed the site and building lighting and recommended that the applicant meet applicable cut-off lighting requirements in the parking/outdoor storage area and building. Commissioners also recommended that the applicant provide low landscaping along the fence on Highway 12 frontage. Commissioners also recommended that the parking spaces be striped along the east and west sides of sales building. Commissioners recommend approval of the conditional use permit with the conditions and findings.

Planning Commission Recommendation:

The Planning Commission recommended approval of the CUP to the City Council with the following findings and conditions:

1. The proposed conditional use permit meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning Ordinance.
2. City Council approval of the conditional use permit is subject to the applicant providing additional information and receiving City approval for the following items:
 - a. The Applicant shall address all comments, conditions and or requested plan revisions made by the Planning Commission.
 - b. The outdoor storage area and vehicle sales display areas should be fully delineated and labeled on a revised site plan.
 - c. The applicant shall replace/change out all building (sales building) and site lighting that is not compliant with applicable cut-off light fixtures. Prior to making any changes, the applicant shall submit cut-sheets to the city for review and approval.
3. The Conditional Use Permit will include the following conditions:
 - a. The outdoor storage area and vehicle sales display areas should be limited to the areas designated on the associated site plan. This should be fully delineated and labeled on a revised site plan (**Exhibit B**, attached hereto).
 - b. Any expansion of the outdoor storage area and vehicle sales display areas shall require an amendment to the conditional use permit.

- c. Customer and employee parking spaces shall be striped on the pavement in accordance with applicable off-street parking standards (this would include the accessible parking space).
 - d. Upon a violation of any of the above conditions, the City shall notify (owner/applicant/permit holder) of the violation and (owner/applicant/permit holder) shall pay a fee to the City, in an amount specified below, within 30 days of the mailing of the notice. Any unpaid fees related to a violation of this permit shall be certified to the City's tax roll in the (November) following the imposition of the fees. Imposition of this fee based on a violation of this permit shall not prohibit the City from taking any other action on the permit, based on the same violation, including, but not limited to, revocation of the permit. Fees for violations of this permit shall be imposed as follows:
 1. First violation: \$300
 2. Second violation: \$400
 3. Third violation: \$500
 4. Fee amounts for any violations which occur subsequent to the third violation shall be determined by doubling the imposed fee of the most recent violation.
4. The Applicant shall pay for all costs associated with the City's review of the conditional use permit.

Attachments:

1. Application
2. Site Survey Exhibit
3. Conditional Use Permit Regulations
4. Vehicle Dealer Zoning Verification

CONDITIONAL USE PERMITS

' 153.140 CONDITIONAL USE PERMITS.

(A) *Purpose.* The purpose of a conditional use permit is to authorize and regulate uses which may be beneficial in a specific instance to the general welfare of the community, yet ensure that such uses are not detrimental to surrounding property, and are consistent with the stated purpose of the zoning district in which such uses are located regarding conditions of operation, location, arrangement, and construction.

(B) *Pre-application meeting.* Prior to the submission of a conditional use permit for consideration by the Planning Commission, the applicant shall meet with the City Administrator and Planner as necessary to explain the application and obtain the necessary requirements.

(C) *Staff analysis.* Upon receiving a complete application, as determined by the City Planner, copies of the conditional use permit and all related documents shall be submitted to city staff and other applicable public agencies as needed. The City Planner shall instruct the appropriate staff person to:

- (1) Coordinate an analysis of the application;
- (2) Prepare technical reports; and
- (3) Assist in preparing a recommendation to the Planning Commission and City Council.

(D) *Notice.* Written notice of the application shall be sent by the City Administrator to all adjoining property owners within 350 feet of the boundary of the property in question. The notice shall be mailed not less than 10 days prior to approval of the minor subdivision, and shall contain a description of the application and the legal description of the property. Notice of the hearing, including a description of the request and the legal description of the property, shall be published in the city's official newspaper at least 10 days prior to the hearing. Failure of a property owner to receive mailed notice or defects in the notice shall not invalidate subsequent approval of the conditional use permit.

(E) *Application requirements.* A request for a conditional use permit shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established by resolution by the City Council. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully explaining the purpose of the proposal, and including any proposed development. For conditional use permits requiring site improvements of any kind, a full set of plans following ' 153.045 shall be submitted as part of the review process. The applicant shall also submit a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the Planner. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

(F) *Conditional use permit criteria.* The Planning Commission shall review the conditional use permit for its conformance with the City Code and shall not recommend approval unless all the following conditions are met:

(1) That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted;

(2) That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area;

(3) That adequate utilities, access roads, drainage, and other necessary facilities have been or are being provided;

(4) That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use;

(5) That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result;

(6) That proper facilities are provided which would eliminate any traffic congestion or traffic hazard which may result from the proposed use; and

(7) The proposed use is in compliance with this chapter and Comprehensive Plan of the city.

(G) *Planning Commission consideration.* The Planning Commission shall consider the request for a conditional use permit and hold a public hearing. The Planning Commission shall consider possible adverse effects of the proposed conditional use following the review criteria outlined in this section and create findings of fact based on its review of the conditional use.

(H) *City Council consideration.* The City Council shall consider the conditional use and recommendations of the Planning Commission and staff. The Council shall have the option of receiving additional testimony on the matter if they so choose. The Council shall either approve or deny the application, for which approval shall require passage by a 2/3 vote of the full City Council. If the conditional use is denied by the City Council, the reasons for the action shall be recorded in the Council proceedings and transmitted to the applicant.

(I) *Revocation.* The Planning Commission may recommend, and the City Council may direct, the revocation of any conditional use permit for cause upon determination that the authorized conditional use is not in conformance with the conditions of the permit or is in continued violation of City Codes, or other applicable regulations. The City Council or Planning Commission shall initiate an application and

**CITY OF MAPLE PLAIN
RESOLUTION NO. 2025-0127-02**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW
AUTOMOBILE SALES ON THE PROPERTY LOCATED AT 5839 HIGHWAY 12**

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

WHEREAS, the City adopted a comprehensive plan in 2020 to guide the development of the community; and

WHEREAS, the City has adopted a zoning ordinance and other official controls to assist in implementing the comprehensive plan; and

WHEREAS, Chopper City LLC (Applicant/Owner) requests that the City consider a conditional use permit to allow Automobile Sales on the property located at 5839 Highway 12 (PID No. 23-118-24-43-0018); and

WHEREAS, the Property is zoned I-Industrial; and

WHEREAS, the Property is legally described on **EXHIBIT A**, attached hereto; and

WHEREAS the requested conditional use permit meets all requirements, standards and specifications of the City of Maple Plain Zoning Ordinances for property zoned I-Industrial; and

WHEREAS the Planning Commission held a public hearing on December 5, 2025, to review the application for a conditional use permit following mailed and published noticed as required by law; and

WHEREAS, the City Council has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA that it should and hereby does approve the application by Chopper City LLC for a conditional use permit per the City’s zoning regulations with the following conditions:

1. The proposed conditional use permit meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning Ordinance.
2. City Council approval of the conditional use permit is subject to the applicant providing additional information and receiving City approval for the following items:

- a. The Applicant shall address all comments, conditions and or requested plan revisions made by the Planning Commission.
 - b. The outdoor storage area and vehicle sales display areas should be fully delineated and labeled on a revised site plan.
 - c. The applicant shall replace/change out all building (sales building) and site lighting that is not compliant with applicable cut-off light fixtures. Prior to making any changes, the applicant shall submit cut-sheets to the city for review and approval.
 - d. Customer and employee parking spaces shall be striped on the pavement in accordance with applicable off-street parking standards (this would include the accessible parking space).
3. The Conditional Use Permit will include the following conditions:
 - a. The outdoor storage area and vehicle sales display areas should be limited to the areas designated on the associated site plan. This should be fully delineated and labeled on a revised site plan (**Exhibit B**, attached hereto).
 - b. Any expansion of the outdoor storage area and vehicle sales display areas shall require an amendment to the conditional use permit.
 - c. Customer and employee parking spaces shall be striped on the pavement in accordance with applicable off-street parking standards at all times throughout the duration of the conditional use permit (this would include the accessible parking space).
 - d. Upon a violation of any of the above conditions, the City shall notify (owner/applicant/permit holder) of the violation and (owner/applicant/permit holder) shall pay a fee to the City, in an amount specified below, within 30 days of the mailing of the notice. Any unpaid fees related to a violation of this permit shall be certified to the City's tax roll in the (November) following the imposition of the fees. Imposition of this fee based on a violation of this permit shall not prohibit the City from taking any other action on the permit, based on the same violation, including, but not limited to, revocation of the permit. Fees for violations of this permit shall be imposed as follows:
 1. First violation: \$300
 2. Second violation: \$400
 3. Third violation: \$500
 4. Fee amounts for any violations which occur subsequent to the third violation shall be determined by doubling the imposed fee of the most recent violation.
4. The Applicant shall pay for all costs associated with the City's review of the conditional use permit.

This resolution was adopted by the City Council of the City of Maple Plain on this 27th day of January 2025, by a vote of ____ ayes and ____ nays.

Julie Maas-Kusske, Mayor

ATTEST:

Jacob Kolander, City Administrator

EXHIBIT A
(Legal Description)

PROPERTY DESCRIPTION:

That part of the East 472.63 feet of the Southwest Quarter of the Southeast Quarter of Section 23, Township 118, Range 24, Hennepin County, Minnesota, lying Northerly of the railroad right of way and Southerly of U.S. Highway No. 12, and Westerly of a line described as follows:

Commencing at the Southeast corner of the Southwest Quarter of the Southeast Quarter; thence North along the East line thereof, a distance of 1107.80 feet; thence deflecting left 77 degrees 35 minutes, a distance of 260.00 feet to the point of beginning of the line being described; thence deflecting left 98 degrees 42 minutes, a distance of 361.90 feet; thence deflecting left 51 degrees 43 minutes, a distance of 100.50 feet; thence deflecting right 61 degrees to said railroad right of way line and there ending.

Except:

Parcel No. 243C as shown on MINNESOTA RIGHT OF WAY PLAT NO. 27-187.

EXHIBIT B
(Approved Site Plan)



City of Maple Plain
5050 Independence St
P.O. Box 97
Maple Plain, MN 55359
Office: (763) 479-0515
Fax: (763) 479-0519

ZONING & LAND USE APPLICATION

APPLICANT INFORMATION

Applicant Name <u>Chopper City LLC</u>	Company, if applicable <u>Chopper City LLC</u>
Address <u>5839 US HWY 12</u>	Phone Number <u>763-479-3719</u>
City, State, Zip <u>MAPLE PLAIN, MN 55359</u>	Email <u>amy@chopperpowersports.com</u>
Are you the owner of the property? <input type="checkbox"/> Yes. <input checked="" type="checkbox"/> No. (If not, property owner information is required.)	

Owner Name <u>Nate McNeilly</u>	Company, if applicable <u>CCS PROPERTIES</u>
Address <u>601 RIDGE RD</u>	Phone Number <u>952-412-9253</u>
City, State, Zip <u>MAYER, MN 55360</u>	Email <u>nate@chopperpowersports.com</u>

Applicant Signature <u>[Signature]</u>	Owner Signature <u>[Signature]</u>
Date <u>2/8/24</u>	Date <u>2/8/24</u>

PROJECT INFORMATION

Site Address or Property Identification Number <u>23-118-24-43-0019 (5839 US HWY 12)</u>
Type of Request (Check all that apply.)

	Fee	Escrow		Fee	Escrow
<input type="checkbox"/> Appeal Administration Decision	\$250	\$250			
<input type="checkbox"/> Concept Plan Review	\$500				
Residential Application	Fee	Escrow	Commercial Application	Fee	Escrow
<input type="checkbox"/> Conditional Use Permit	\$500	\$1500	<input checked="" type="checkbox"/> Conditional Use Permit	\$1000	\$3000
<input type="checkbox"/> Interim Use Permit	\$500	\$1500	<input type="checkbox"/> Interim Use Permit	\$1000	\$3000
<input type="checkbox"/> Site Plan	\$500	\$1500	<input type="checkbox"/> Site Plan	\$1000	\$3000
<input type="checkbox"/> Minor Subdivision	\$500	\$1500	<input type="checkbox"/> Minor Subdivision	\$1000	\$3000
<input type="checkbox"/> Variance	\$500	\$1500	<input type="checkbox"/> Variance	\$1000	\$3000
<input type="checkbox"/> Rezoning	\$500	\$1500	<input type="checkbox"/> Rezoning	\$1000	\$3000
<input type="checkbox"/> Text Amendment	\$500	\$1500	<input type="checkbox"/> Text Amendment	\$1000	\$3000
<input type="checkbox"/> Vacation of Property	\$500	\$1500	<input type="checkbox"/> Vacation of Property	\$1000	\$3000
<input type="checkbox"/> Home Occupation	\$200	\$1000	<input type="checkbox"/> Sign Package	\$500	\$3000

Residential/Commercial Industrial/Office Planning and Zoning Application	Fee	Escrow	Grading and Excavation Park Fees and Signs	Fee	Escrow
<input type="checkbox"/> Preliminary Plat	\$500	\$3000	<input type="checkbox"/> <100 Cubic Yards	N/C	
<input type="checkbox"/> Subdivision Application	\$500	\$3000	<input type="checkbox"/> >100 Cubic Yards	\$500	
<input type="checkbox"/> Rezoning	\$500	\$3000	<input type="checkbox"/> >1000 Cubic Yards	\$1000	*See below
<input type="checkbox"/> Comprehensive Plan Amendment	\$500	\$3000	<input type="checkbox"/> Right of Way Permit	\$250	\$1000
<input type="checkbox"/> Planned Unit Development	\$1000	\$3000			
<input type="checkbox"/> Final Plat	\$500	\$3000	<input type="checkbox"/> Park Dedication Fee-Residential	10% of land value of development**	
			<input type="checkbox"/> Park Dedication Fee-Other	10% of land value of development	
			<input type="checkbox"/> Signage Permanent	\$250	
			<input type="checkbox"/> Temporary Sign	\$25	

*Escrow or surety bond in amount of 150% of land alteration costs

** Minimum of 3,750 per unit and maximum of \$8,000 per unit

DEADLINES

Planning Commissioning meetings are held on the first Thursday of the month at 6:00 P.M.
All applications are due 30 days prior to meeting.

OFFICE USE ONLY

Application Type	Review Deadline
	<input type="checkbox"/> 15 Business Days: _____ <input type="checkbox"/> 60 Day Review: _____ <input type="checkbox"/> 120 Day Review: _____
Fees Collected	Received by
<input checked="" type="checkbox"/> Application Fee Collected: \$ <u>1000.00</u> <input checked="" type="checkbox"/> Escrow: \$ <u>3000.00</u> <input checked="" type="checkbox"/> Total Receipt: \$ <u>4000.00</u>	<input type="checkbox"/> Name: <u>Jill Norlander</u> <input type="checkbox"/> Signature: <u>J. Norlander</u> <input type="checkbox"/> Date: <u>3/12/24</u>
Receipt	Application Complete
<input type="checkbox"/> Receipt Number(s) <u>381400 + 781401</u>	Are there any missing materials? <input type="checkbox"/> Yes. <input type="checkbox"/> No. If yes, was the application accepted? <input type="checkbox"/> Yes. <input type="checkbox"/> No.

Brief Project Narrative / Overview (Use additional paper if necessary. Please be thorough.)

*New ownership of what was previously Tri-K Sports
outside power equipment company. Applying
for conditional use permit.*

NOTICE TO APPLICANT

The Maple Plain City Code guides and enables development activities within the City by ensuring proper and well-coordinated projects. The land use application is the mechanism that allows the City to examine proposed land uses to ensure compatibility with the City Codes, design and development standards, and the surrounding land uses and natural environments. The review is intended to ensure positive growth for the community.

All applications are reviewed individually and are evaluated based on their own merit. Each land use request has an associated checklist of required items. Applicants are encouraged to participate in the City's pre-application workshop prior to submitting a formal land use application. The workshop is an opportunity to informally discuss the conceptual idea of the proposed project in an effort to reduce delays. Participation in the pre-application process does not provide approval, or guarantee of approval, of the project. The City shall not accept plans, drawings or other information related to the project except upon submittal of a formal application. The City reserves the right to reject an incomplete application.

APPLICATION FEE STATEMENT

All expenses pertaining to project reviews are the responsibility of the applicant. Planning review deposits and other applicable fees must be paid when submitting land use applications and accompanying materials. All fees, which are set annually by City ordinance, help cover costs incurred by the City to review the application. The City of Maple Plain often uses consulting firms to assist in the review of projects. City staff and consultant review costs are billed hourly; all other costs are billed at cost. Applicants shall be billed directly for incurred expenses upon receipt by the City. The City reserves the right to request an applicant to submit a development escrow in advance of the formal project review.

Please refer to the City's Fee Schedule for information on planning review fees and deposits, and other applicable costs.

By signing this form, the applicant recognizes his/her responsibility for any and all fees associated with the land use application from project review through to construction and release of financial guarantees for an approved project. All fees associated with a project that is denied or withdrawn remain the sole responsibility of the applicant and shall be paid upon receipt of invoice.

I hereby understand the fee statement and responsibilities associated with this land use application:

Applicant Signature

Date

Owner Signature

Date

[Signature]
3/12/24

REVIEW REQUIREMENTS

Minnesota State Statute 15.99 requires local governments to review an application within 15 business days of its submission to determine if an application is complete and/or if additional information is required to complete the review. Once complete, a formal 60-day review period begins. The City has the ability to extend the review period an additional 60 days, if necessary, due to insufficient information or scheduling difficulties.

Please review the corresponding checklist that goes with the request as all materials are required unless waived by the City. All applications must be received by the deadline(s) attached hereto. Failure to submit by the date shown may result in a delay of the review by the Planning Commission and City Council.

ADDITIONAL INFORMATION

Drawings of Existing & Proposed Conditions should include:

- gross and net acreages of the proposed development
- location, width and name of all existing streets and highway, public property, railroad, utility rights of way, & easements within the proposed development
- location and size of existing buildings & infrastructure (water, sewer and storm sewer lines)
- wetlands, wooded areas & other natural features
- tree inventory, including trees to be removed & saved
- layout of proposed streets, rights of way and appropriate street information
- layout proposed sidewalks, trails and pedestrian ways
- location and dimension of all easements
- minimum building setback lines.

Grading & Erosion Control & Drainage Plans must show the following:

- existing & proposed topography
- existing natural features, such as trees, wetlands, ponds, swales, drainage channels, etc.
- existing and proposed storm sewer facilities
- proposed storm water improvements
- flood elevations based on a 100-year flood plain
- spot elevations & directional arrows representing drainage patterns
- wetland delineation & mitigation plan at 2:1 ratio

ACKNOWLEDGEMENT

By signing this form, the applicant hereby acknowledges the receipt of the checklist and procedure for the project to be submitted for consideration. It is the responsibility of the applicant to submit all required materials. All permit requests should be submitted in a timely manner so as not to cause project delays.

Applicant Signature

Date

Owner Signature

Date

3/13/24

Certificate of Survey and Topographic Survey



HARDCOVER CALCULATIONS		
AREA=	74,796.30	S.F.
Buildings	12,535	S.F.
Bituminous	21,743	S.F.
Concrete	7,678	S.F.
Gravel	11,306	S.F.
TOTAL	53,262	S.F.
% HARDCOVER	71.2	%

PROPERTY DESCRIPTION:
That part of the East 472.63 feet of the Southwest Quarter of the Southeast Quarter of Section 23, Township 118, Range 24, Hennepin County, Minnesota, lying Northerly of the railroad right of way and Southerly of U.S. Highway No. 12, and Westerly of a line described as follows:
Commencing at the Southeast corner of the Southwest Quarter of the Southeast Quarter; thence North along the East line thereof, a distance of 1107.80 feet; thence deflecting left 77 degrees 35 minutes, a distance of 260.00 feet to the point of beginning of the line being described; thence deflecting left 98 degrees 42 minutes, a distance of 361.90 feet; thence deflecting left 51 degrees 43 minutes, a distance of 100.50 feet; thence deflecting right 61 degrees to said railroad right of way line and there ending.

Except:
Parcel No. 243C as shown on MINNESOTA RIGHT OF WAY PLAT NO. 27-187.

Certificate of Survey on that part of the Southwest Quarter of the Southeast Quarter of Section 23, Township 118, Range 24, Hennepin County, Minnesota

Revised: Paul E. Otto License #40062 Date: 08-27-24

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
Paul E. Otto License #40062 Date: 08-27-24

Requested By: Chopper Powersports

Date: 08-13-24	Drawn By: G.E.R.	Scale: 1"=20"	Checked By: P.E.O.
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OTTO ASSOCIATES
www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522
Engineers & Land Surveyors, Inc.

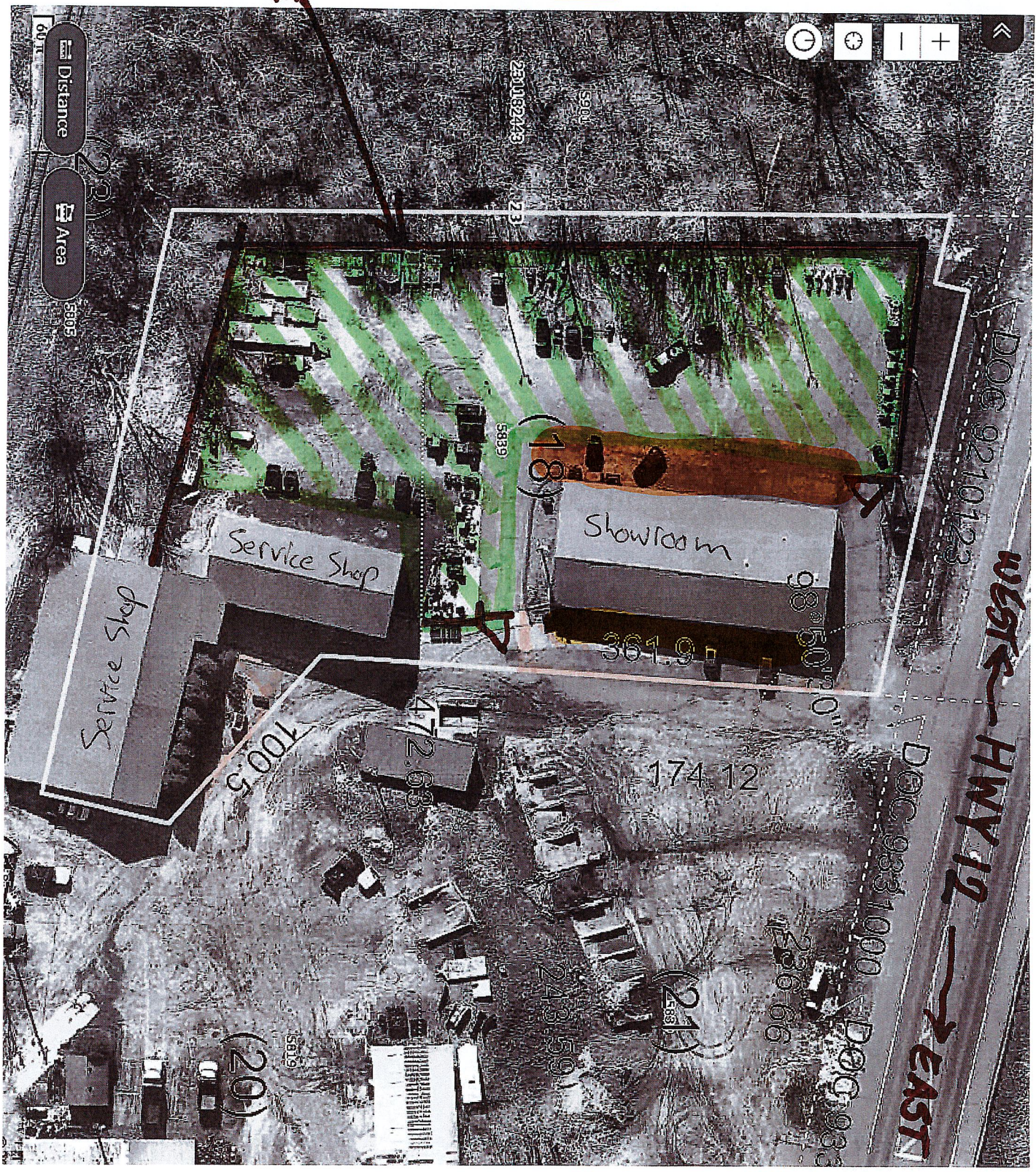
• denotes iron monument found
○ denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Project No. 24-0229

Outdoor Storage

Parking

Fence





Executive Summary

City Council Business Meeting: January 27, 2025

AGENDA ITEM: Ordinance 333: Franchise Agreement with Midco	
PREPARED BY: Jacob Kolander, City Administrator	AGENDA NO. 9.C
RECOMMENDED ACTION: Approve Ordinance 333	

Ordinance No. 333 establishes a 15-year nonexclusive franchise agreement between the City of Maple Plain and Midcontinent Communications (Midco) for the construction, operation, repair, and maintenance of a fiber optic cable system. This agreement grants Midco access to public ways and grounds for these activities while prescribing regulations on service standards, public safety, insurance, indemnification, and customer rights. It also imposes a franchise fee of 5% on Midco's annual gross revenue from cable services and outlines dispute resolution mechanisms, compliance standards, and termination conditions. The ordinance ensures alignment with federal and state laws, including the FCC's technical and customer service requirements, while providing for public, educational, and governmental access channels.

Franchise Ordinance

ORDINANCE NO. 333

CITY OF MAPLE PLAIN, HENNEPIN COUNTY, MINNESOTA

AN ORDINANCE GRANTING MIDCONTINENT COMMUNICATIONS, ITS SUCCESSORS AND ASSIGNS, A NONEXCLUSIVE FRANCHISE TO CONSTRUCT, OPERATE, REPAIR AND MAINTAIN A FIBER OPTIC CABLE SYSTEM FOR PUBLIC AND PRIVATE USE AND TO USE THE PUBLIC WAYS AND GROUNDS OF THE CITY OF MAPLE PLAIN, HENNEPIN COUNTY, MINNESOTA, FOR SUCH PURPOSE; AND, PRESCRIBING CERTAIN TERMS AND CONDITIONS THEREOF

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, HENNEPIN COUNTY, MINNESOTA, ORDAINS:

SECTION 1. DEFINITIONS.

For purposes of this Ordinance, the following capitalized terms listed in alphabetical order shall have the meanings ascribed to them in the Cables Communications Policy Act of 1984, as amended from time to time, 427 U.S.C. Section 521 et seq. (the “Cable Act”), unless otherwise defined herein.

Applicable Law. Any local, state or federal statute, law, regulation or other legal authority governing any other matter addressed in this Ordinance.

Cable Communication System. A facility, including Fiber Optic Cable, consisting of closed transmission paths and associated signal generation, reception, and control equipment that is designated to provide Cable Service which includes video programming and which is provided to multiple subscribers within a community, but such term does not include (A) a facility that serves only to retransmit television signals of 1 or more television broadcast stations; (B) a facility that serves subscribers without using any public right-of-way; (C) a facility of a common carrier, which is subject, in whole or part, to the provisions of subchapter II of the Cable Act, except that such facility shall be considered a Cable Communication System (other than for purposes of Section 541(c) of the Cable Act) to the extent such facility is used in the transmission of video programming directly to subscribers, unless the extent of such use is solely to provide interactive on-demand service; (D) an open video system that complies with Section 573 of the Cable Act; or (E) any facilities of an electric utility used solely for operating its electric system.

Cable Services. The one-way transmission to subscribers of video programing or other programing services and subscriber interaction, if any, which is required for the use of video programing or other programing services.

Channel. A portion of an electromagnetic frequency spectrum which is used in a Cable Communication System and which is capable of delivering a television channel as defined by the FCC by regulation.

City. The City of Maple Plain, County of Hennepin, State of Minnesota.

City Code. The municipal code for the City of Maple Plain.

City Indemnified Parties. The City, its elected and appointed officials, officers, employees and agents

City Utility System. Facilities used for providing public utility service owned or operated by City or agency thereof, including sewer, storm sewer, water service, street lighting and traffic signals, but excluding facilities for providing heating, lighting, or other forms of energy.

Company. Midcontinent Communications (“Midco”) its successors and assigns including all successors or assigns that own or operate any part or parts of the Cable System subject to this Franchise.

Conduit. A reinforced passage or opening in, on, under, or through the ground capable of containing communications facilities, including Fiber Optic Cable.

FCC. The Federal Communications Commission or successor governmental entity thereto.

Fiber Optic Cable. A cable containing optical fibers that traps and transmits light pulses through fiber networks for purposes of delivering Cable Service signals.

Notice. A writing served by any party or parties on any other party or parties. Notice to Company shall be mailed to Midcontinent Communications, Attn: Legal, 4020 W Cayman St, Sioux Falls, SD 57107. Notice to the City shall be mailed to City of Maple Plain, Attn: City Administrator, 5050 Independence St., P.O. Box 97, Maple Plain, MN 55359. Any party may change its respective address for the purpose of this Ordinance by written Notice to the other parties.

Ordinance. This franchise ordinance, also referred to as the Franchise.

Public Ground. Land owned or otherwise controlled by the City for utility easements, park, trail, walkway, open space or other public property, which is held for use in common by the public or for public benefit.

Public Way. Any highway, street, alley or other public right-of-way within the City.

Subscriber. A person or user of the Cable Communication System who lawfully receives Cable Service therefrom with Company’s express permission.

SECTION 2. ADOPTION OF FRANCHISE.

2.1 **Grant of Franchise.** City hereby grants Company, for a period of fifteen (15) years from the date this Ordinance is passed and approved by the City, the right to occupy or use the Public Way to provide such Cable Services, subject to: (a) the provisions of this Franchise governing Cable Services within the Franchise Area; and (b) all provisions of the City Code and right-of-way or Public Way regulations. For these purposes, Company may construct, operate, repair, and maintain Fiber Optic Cable for Cable Services under and across the Public Ways, subject to the provisions of this Ordinance. Company may do all reasonable things necessary or customary to accomplish these purposes, subject to such

reasonable regulations as may be imposed by the City pursuant to a public right-of-way ordinance or permit requirements adopted consistent with state law.

2.2 **Effective Date; Written Acceptance.** This Franchise shall be in force and effect from and after the passage of this Ordinance and publication as required by law and its acceptance in writing by Company. If the Company does not file a written acceptance with the City within 60 days after the date the City adopts this Ordinance, the City may revoke this Franchise.

2.3 **Reservation of Authority.**

2.3.1 The Company acknowledges that the City may modify its regulatory policies by lawful exercise of the City's police powers throughout the term of this Franchise. The Company agrees to comply with such lawful modifications to the City Code.

2.3.2 Nothing in this Ordinance shall (A) abrogate the right of the City to perform any public works or public improvements of any description, (B) be construed as a waiver of any codes or ordinances of general applicability promulgated by the City, or (C) be construed as a waiver or release of the rights of the City in and to the Public Way.

2.3.3 This Ordinance complies with the Minnesota franchise standards set forth in Minnesota Statutes Section 238.084.

2.3.4 This Franchise shall be nonexclusive. The City may grant additional franchises consistent with Minnesota Statutes Section 238.08, subdivision 1(b) and 47 U.S.C. § 541.

2.4. **Service and Rates.** The terms and conditions of service and the rates to be charged by Company are subject to the FCC. Before any new or modified rate, fee, or charge is imposed, Company shall follow the applicable FCC notice requirements and rules and notify affected customers, which may be by any means permitted under Applicable Law. Nothing in this Franchise shall in any way prevent City from regulating any rates charged by Company. If the City elects to regulate, the City shall follow the procedures outlined in applicable FCC regulations.

2.5. **Publication Expense.** Company shall pay the expense of publication of this Ordinance.

2.6. **Dispute Resolution.** If either party asserts that the other party is in default in the performance of any obligation hereunder, the complaining party shall notify the other party of the default and the desired remedy. The notification shall be written. Representatives of the parties must promptly meet and attempt in good faith to negotiate a resolution of the dispute. If the dispute is not resolved within thirty (30) days of the written Notice, the parties may jointly select a mediator to facilitate further discussion. The parties will equally share the fees and expenses of this mediator. If a mediator is not used or if the parties are unable to resolve the dispute within thirty (30) days after first meeting with the selected mediator, either party may commence an action in District Court to interpret and enforce this Franchise or for such other relief as may be permitted by law or equity.

2.7. **Continuation of Franchise.** If the City and the Company are unable to agree on the terms of a new franchise by the time this Franchise expires, this Franchise will remain in effect until a new franchise

is agreed upon, or until *ninety* (90) days after the City or the Company serves written Notice to the other party of its intention to allow Franchise to expire.

2.8 **Drafting Fee.** Company shall reimburse City its actual costs associated with regard to drafting this Ordinance not to exceed four thousand dollars (\$4,000.00), within thirty (30) days after receipt of invoice from City.

SECTION 3. LOCATION, OTHER REGULATIONS.

3.1. **Location of Facilities.** Cable Communication Systems shall be located, constructed, and maintained so as not to interfere with the safety and convenience of ordinary travel along and over Public Ways and so as not to disrupt normal operation of any City Utility System or other facilities located within the Public Ways. The location and relocation of Cable Communication Systems shall be subject to reasonable regulations of the City consistent with authority granted the City to manage its Public Ways under state law, to the extent not inconsistent with a specific term of this Franchise. At the time of Cable Communication System construction, if all of the transmission and distribution facilities of all of the respective public or municipal utilities in any area of the Franchise Area are underground, Company shall place its transmission and distribution facilities underground.

3.2. **Street Openings.** Company shall not open or disturb the surface of any Public Way or Public Ground for any purpose without first having obtained a permit from the City, if required by a separate ordinance, for which the City may impose a reasonable fee, unless the City is receiving a franchise fee pursuant to this Ordinance, in which case all such permit fees will be waived. Permit conditions imposed on Company shall not be more burdensome than those imposed on other public-right-of-way users for similar facilities or work. Company may, however, open and disturb the surface of any Public Way or Public Ground without a permit if (i) an emergency exists requiring the immediate repair of Cable Communication Systems and (ii) Company gives telephone, email or similar Notice to the City before commencement of the emergency repair, if reasonably possible. Within two (2) business days after commencing the repair, Company shall apply for any required permits and pay any required fees.

3.3. **Restoration.** After undertaking any work requiring the opening of any Public Way or Public Ground, the Company shall restore the Public Ways or Public Grounds in accordance with Minnesota Rules, 7819.1100 and reasonable regulations as may be imposed by the City pursuant to an ordinance or permit requirements adopted consistent with state law, to the extent not inconsistent with a specific term of this Franchise. Company shall restore the Public Ground to as good a condition as formerly existed and shall maintain the surface in good condition for six (6) months thereafter. All work shall be completed as promptly as weather permits, and if Company shall not promptly perform and complete the work, remove all dirt, rubbish, equipment and material, and put the Public Ground in the said condition, the City shall have, after demand to Company to cure and the passage of a reasonable period of time following the demand, but not to exceed five (5) days, the right to make the restoration of the Public Ways or Public Grounds at the expense of Company. Company shall pay to the City the cost of such work done for or performed by the City. This remedy shall be in addition to any other remedy available to the City for noncompliance with Section 3.3. The Company shall also post a construction performance bond consistent with the provisions of Minnesota Rules, parts 7819.3000 and 7819.0100, subpart 6.

3.4. **Avoid Damage.** The Company must take reasonable measures to prevent the Cable Communication Systems from causing damage to persons or property. The Company must take reasonable measures to protect the Cable Communication Systems from damage that could be inflicted on the Cable Communication Systems by persons, property, or the elements. Company must take protective measures when the City performs work near the Cable Communication Systems, if given Notice pursuant to Section 3.6 herein by the City of such work prior to its commencement.

3.5. **Safety Requirements.** Company shall, at its own cost and expense, undertake all necessary and appropriate efforts to maintain its work sites in a safe manner in order to prevent failures and accidents that may cause damage; injuries or nuisances. All work undertaken on the Cable Communication Systems shall be performed in substantial accordance with applicable FCC or other federal and state regulations. The Cable Communication Systems shall not endanger or interfere with the safety of persons or property in the Franchise Area.

3.6. **Notice of Improvements to Streets.** The City will give Company reasonable written Notice of plans for improvements to Public Ways and Public Grounds where the City has reason to believe that Cable Communication Systems may affect or be affected by the improvement. The Notice will contain: (i) the nature and character of the improvements, (ii) the Public Ways or Public Grounds upon which the improvements are to be made, (iii) the extent of the improvements, (iv) the time when the City will start the work, and (v) if more than one Public Way or Public Grounds is involved, the order in which the work is to proceed. The Notice will be given to Company a sufficient length of time, considering seasonal working conditions, in advance of the actual commencement of the work to permit Company to make any additions, alterations or repairs to its Cable Communication Systems the Company deems necessary.

3.7 **New Grades or Lines.** If the grades or lines of any Public Way within the Franchise Area are lawfully changed at any time during the term of this Franchise, then Company shall, upon reasonable advance written notice from the City (which shall not be less than thirty (30) calendar days) and at its own cost and expense, protect or promptly alter or relocate the Cable Communication Systems, or any part thereof, so as to conform with any such new grades or lines.

3.8 **Mapping Information.** If requested by City, the Company must promptly provide complete and accurate mapping information for any of its Cable Communication Systems in accordance with the requirements of Minnesota Rules 7819.4000 and 7819.4100.

SECTION 4. RELOCATIONS.

4.1. **Relocation in Public Ways.** The Company shall comply with Minnesota Rules 7819.3100 and reasonable regulations as may be imposed by the City pursuant to an ordinance or permit requirements adopted consistent with state law, to the extent not inconsistent with a specific term of this Franchise with respect to requests for the Company to relocate Cable Communication Systems located in Public Ways.

4.2 **Relocation in Public Grounds.** City may require Company at Company's expense to relocate or remove its Cable Communication Systems from Public Grounds upon a finding by City that the Cable Communication Systems has or will become a substantial impairment to the existing or proposed public use of the Public Grounds. Nothing in this Section 4.2 shall be construed so as to invalidate or impair any existing company easements in Public Grounds. If Company is required to relocate from an existing

easement, City shall provide an equivalent easement for the relocated Cable Communication Systems Relocation shall comply with reasonable regulations as may be imposed by the City pursuant to an ordinance or permit requirements adopted consistent with state law, to the extent not inconsistent with a specific term of this Franchise.

4.3. **Projects with Federal Funding.** Relocation, removal, or rearrangement of any Company Cable Communication Systems made necessary because of the extension into or through City of a federally aided highway project shall be governed by the provisions of Minnesota Statutes Sections 161.45 and 161.46.

SECTION 5. INSURANCE AND INDEMNIFICATION.

5.1 **Insurance.** Throughout the term of this Franchise, Company shall, at its own cost and expense, maintain Commercial General Liability insurance and provide the City with proof of insurance designating the City and its officers, boards, commissions, councils, elected officials, agents, and employees as additional insureds and demonstrating that Company has obtained the insurance required in this section, to protect the Company and the City from and against any and all claims, demands, actions, judgments, costs, expenses, and liabilities which may arise or result, directly or indirectly, from or by reason of the loss, injury, claim, or damage. Such policy or policies shall be in the minimum amount of Two Million Dollars (\$2,000,000.00) per occurrence of bodily injury, including death, and for claims of property damage, which may arise from operations under this Ordinance.

5.2 **Indemnity of City.** Company shall indemnify and hold harmless the City from any and all liability, on account of injury to persons or damage to property occasioned by the construction, maintenance, repair, inspection, the issuance of permits, or the operation of the Cable Communication Systems located in the Public Ways and Public Grounds. The City shall not be indemnified for losses or claims occasioned through its own negligence or otherwise wrongful act or omission except for losses or claims arising out of or alleging the City's negligence as to the issuance of permits for, or inspection of, Company's plans or work.

5.3 **Defense of City.** In the event a suit is brought against the City under circumstances where this agreement to indemnify applies, Company at its sole cost and expense shall defend the City in such suit if written Notice thereof is promptly given to Company within a period wherein Company is not prejudiced by lack of such Notice. If Company is required to indemnify and defend, it will thereafter have control of such litigation, but Company may not settle such litigation without the consent of the City, which consent shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. The Company, in defending any action on behalf of the City, shall be entitled to assert in any action every defense or immunity that the City could assert in its own behalf. This Franchise agreement shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.

5.4 **Security.** The Company shall furnish a performance bond, letter of credit or security fund in the amount of five hundred thousand dollars (\$50,000) for compensation for damages resulting from the Company's nonperformance. The City may, from year to year and in its sole discretion, reduce the amount of the performance bond or instrument.

SECTION 6. VACATION OF PUBLIC WAYS AND PUBLIC GROUNDS.

The City shall give Company at least two weeks prior written Notice of a proposed vacation of a Public Ways or Public Grounds. The City and the Company shall comply with Minnesota Rules 7819.3100 and 7819.3200 and reasonable regulations as may be imposed by the City pursuant to an ordinance or permit requirements adopted consistent with state law, to the extent not inconsistent with a specific term of this Franchise.

SECTION 7. CHANGE IN FORM OF GOVERNMENT.

Any change in the form of government of the City shall not affect the validity of this Ordinance. Any governmental unit succeeding the City shall, without the consent of Company, succeed to all of the rights and obligations of the City provided in this Ordinance.

SECTION 8. FRANCHISE FEE.

8.1. **Form.** During the term of the franchise hereby granted, the City may charge the Company a franchise fee. Company shall pay to the City a franchise fee in an amount equal to five percent (5%) of annual gross revenue derived by Company from or in connection with the operation of the Cable System to provide Cable Communication Services in the Franchise Area. If during the term of this Franchise, the FCC, federal or state government, or the courts effectively permit the City to impose a Franchise Fee greater than five (5) percent, the City shall have the right to increase the Franchise Fee to take full advantage thereof. The City acknowledges and accepts that Company shall maintain its books and records in accordance with Applicable Law and Generally Accepted Accounting Principles ("GAAP"). The payment of franchise fees shall be made on a monthly basis and shall be due forty-five (45) days after the close of each calendar month. Each franchise fee payment shall be accompanied by the Franchise Fee Worksheet in the form attached hereto as Exhibit A prepared by Company showing the basis for the computation of the franchise fees paid during that period.

8.2. Franchise Fees Subject to Audit.

8.2.1 Upon reasonable prior written notice, during regular business hours at Company's principal business office, the City shall have the right to inspect Company's financial records used to calculate the City's franchise fees.

8.2.2 All amounts paid shall be subject to audit and re-computation by the City and acceptance of any payment shall not be construed as an accord that the amount paid is in fact the correct amount; however, mutually agreed upon payments made as a result of an audit shall be deemed final payments. Audits may be performed during regular business hours, upon no less than twenty (20) days prior written notice no more than once in any twelve (12) month period and the audit period may not extend back beyond the applicable state statute of limitations. If the results of the audit by the City show a discrepancy of more than five percent (5%) in the Franchise fees that were to be paid to the City, Company shall pay reasonable cost of such audit up to a total cost of Seven Thousand Five Hundred Dollars (\$7,500.00). Upon the completion of any such audit by the City, the City shall provide to Company a final report setting forth the City's findings in detail, including any and all substantiating documentation. In the event of an alleged underpayment, Company shall have thirty (30) days from the receipt of the report to provide the

City with a written response to or refuting the results of the audit, including any substantiating documentation. The City shall determine if any underpayment has occurred and pursue enforcement via the provisions of this Franchise, subject to Company's right of appeal as set forth herein. Upon final determination of any fees underpaid, Company shall remit such payments that may be due within thirty (30) days.

8.2.3 Confidential or proprietary information may be disclosed pursuant to a reasonable non-disclosure agreement. The intent of the parties is to work cooperatively to ensure that all books and records reasonably necessary for the City's monitoring and enforcement of the Franchise are provided to the City.

8.2.4 Company acknowledges and agrees that the Franchise fees payable by Company to the City pursuant to Section 8 shall take precedence over all other material provisions of the Franchise and shall not be deemed to be in the nature of a tax, and shall be in addition to any and all taxes of general applicability and other fees and charges which do not fall within the definition of franchise fee under 47 U.S.C. § 542.

8.2.5 Company shall not apply or seek to apply all or any part of any taxes, fees or assessments of general applicability levied or imposed by the City or (including any such tax, fee or assessment imposed on both utilities and cable operators or their services) that do not fall within the definition of a franchise fee under 47 U.S.C. § 542 as a deduction or other credit from or against any of the franchise fees or other payments or contributions to be paid or made by Company to the City pursuant to this Franchise which shall be deemed to be separate and distinct obligations of Company.

8.3. **Oversight of Franchise.** In accordance with Applicable Law, the City shall have the right to, on reasonable prior written notice and in the presence of Company's employee, periodically inspect the construction and maintenance of the Cable System in the Franchise Area as necessary to monitor Company's compliance with the provisions of this Ordinance

8.4. **Continuation of Franchise Fee.** If this Franchise expires and the City and the Company are unable to agree upon terms of a new Franchise, the franchise fee, if any being imposed by the City at the time this Franchise expires, will remain in effect until a new Franchise is agreed upon. However, the franchise fee will not remain in effect for more than one (1) year after the Franchise expires as stated in Section 2.7 of this Franchise. If for any reason the Franchise terminates, the franchise fee will terminate at the same time.

SECTION 9. ABANDONED FACILITIES.

The Company shall comply with Minnesota Statutes, Section 216D.01 et seq. and Minnesota Rules 7819.3300, as they may be amended from time to time with respect to abandoned facilities located in Public Ways. Company shall maintain records describing the exact location of all abandoned and retired Fiber Optic Cable and any other Cable Communication Systems within the Public Ways, produce such records at the City's request and comply with the location requirements of Section 216D.04 with respect to all Fiber Optic Cable and Cable Communication Systems, including abandoned and retired cables and other facilities not located in Public Ways.

SECTION 10. CUSTOMER SERVICE STANDARDS; CUSTOMER BILLS; AND PRIVACY PROTECTION.

10.1. **Customer Service Standards.** The City hereby adopts the customer service standards set forth in Part 76, § 76.309 of the FCC's rules and regulations as amended. Company shall comply in all respects with the customer service requirements established by the FCC and those set forth herein.

10.1.1 The Company will maintain a local, toll-free or collect call telephone access line which will be available to its subscribers twenty-four (24) hours a day, seven (7) days a week. During normal business hours, trained company representatives will be available to respond to customer telephone inquiries. After normal business hours, the access line may be answered by a service or an automated response system, including an answering machine. Inquiries received after normal business hours must be responded to by a trained company representative.

(a) Under normal operating conditions, telephone answer time by a customer representative, including wait time, shall not exceed thirty (30) seconds when the connection is made. If the call needs to be transferred, transfer time shall not exceed thirty (30) seconds. These standards shall be met no less than ninety percent (90%) of the time under normal operating conditions, measured on a quarterly basis.

(b) The Company shall not be required to acquire equipment or perform surveys to measure compliance with the telephone answering standards above unless a historical record of complaints indicates a clear failure to comply.

(c) Under normal operating conditions, the Subscriber will receive a busy signal less than three percent (3%) of the time.

(f) Customer service center and bill payment locations will be open at least during normal business hours and will be conveniently located.

10.1.2 Under normal operating conditions, each of the following standards will be met no less than ninety five percent (95%) of the time measured on a quarterly basis:

(a) Standard installation will be performed within thirty (30) calendar days after an order has been placed. "Standard" installations are those that are located up to one hundred twenty-five (125) feet from existing distribution system.

(b) Excluding conditions beyond the control of Company, Company will begin working on service interruptions promptly and in no event later than twenty four (24) hours after the interruption becomes known. Company must begin actions to correct other service problems the next business day after notification of the service problem.

(c) The appointment window alternatives for installations, service calls, and other installation activities will be either a specific time or, at maximum, a four (4) hour time block during normal business hours. (Company may schedule service calls and other installation activities outside of normal business hours for the express convenience of the Subscriber.)

(d) Company may not cancel an appointment with a Subscriber after the close of business on the business day prior to the scheduled appointment.

(e) If Company's representative is running late for an appointment with a Subscriber and will not be able to keep the appointment as scheduled, the Subscriber will be contacted. The appointment will be rescheduled, as necessary, at a time which is convenient for the Subscriber.

10.1.3 Communications between Company and Subscribers

(a) Company will provide written information on each of the following areas at the time of installation of service, at least annually to all Subscribers, and any time upon request:

- i. Products and services offered;
- ii. Prices and options for programming services and conditions of subscription to programming and other services;
- iii. Installation and service maintenance policies;
- iv. Instructions on how use the Cable Service;
- v. Channel positions on programming carried on the system; and
- vi. Billing and complaint procedures, including the address and telephone number of the Company's local office.

Subscribers shall be advised of the procedures for resolution of complaints about the quality of the television signal delivered by the Company.

(b) Subscribers will be notified of any changes in rates, programming services or Channel positions as soon as possible in writing. Notice must be given to Subscribers a minimum of thirty (30) days in advance of any significant changes in the information required by Section 10.

(c) In addition to the requirements of subparagraph (b) of this section regarding advance notification to Subscribers of any changes in rates, programming services or Channel positions, Company shall give thirty (30) days written notice to both Subscribers and the City before implementing any rate or service change. Such notice shall state the precise amount of any rate change and briefly explain in readily understandable fashion the cause of the rate change (e.g. inflation, change in external costs or the addition/deletion of Channels). When the change involves the addition or deletion of Channels, each Channel added or deleted must be separately identified. For purposes of the carriage of digital broadcast signals, Company need only identify for Subscribers, the television signal added and not whether that signal may be multiplexed during certain dayparts.

(d) To the extent Company is required to provide notice of service and rate changes to Subscribers, Company may provide such notice using reasonable written means at its sole discretion.

(e) Notwithstanding any other provision of this section, Company shall be required to provide prior notice of any rate change that is the result of a regulatory fee, franchise fee, or any other fee, tax assessment, or change of any kind imposed by any federal agency, state, or City on the transaction between Company and the Subscriber.

10.1.4 Credits for service will be issued no later than the Subscribers next billing cycle following the determination that a credit is warranted.

10.1.5 Billing:

(a) Consistent with 47 C.F.R. § 76.1619, bills will be clear, concise and understandable. Bills must be fully itemized, with itemizations including, but not limited to, service charges and equipment charges. Bills will also clearly delineate all activity during the billing period, including optional charges, rebates and credits.

(b) In case of a billing dispute, Company must respond to a written complaint from a Subscriber within thirty (30) days.

10.1.6 Company shall, upon request, provide the City with any standard form residential Subscriber contract utilized by Company. If no such written contract exists, Company shall file with the City a document completely and concisely stating the length and terms of the Subscriber contract offered by Company to Subscribers. The length and terms of any Subscriber contract(s) shall be available for public inspection during normal business hours. A list of Company's current Subscriber rates and charges for Cable Services shall be maintained on file with the City and shall be available for public inspection.

10.1.7 If a Subscriber's Cable Service is interrupted or discontinued, without cause, for twenty-four (24) or more consecutive hours, Company shall, upon request from the Subscriber, credit each Subscriber pro rata for such interruption. For this purpose, every month will be assumed to have thirty (30) days.

10.1.8 Company shall comply with all Applicable Laws with respect to any assessment, charge, cost, fee or sum, however characterized, that Company imposes upon a Subscriber for late payment of a bill. The City reserves the right to enforce Company's compliance with all Applicable Laws to the maximum extent legally permissible.

10.1.9 Company shall, upon request, provide the City with information which shall describe in detail Company's compliance with each and every term and provision of Section 10.1.

10.2. **Subscriber Bills.** Subscriber bills shall be designed in such a way as to present the information contained therein clearly and comprehensibly to Subscribers, and in a way that: (a) is not misleading; and (b) does not omit material information. Notwithstanding anything to the contrary Part 76, § 76.309 of the FCC's rules and regulations as amended, Company may, in its sole discretion, consolidate costs on Subscriber bills as may otherwise be permitted by Section 622(c) of the Cable Act (47 U.S.C. § 542(c)).

10.3 **Privacy Protection.**

10.3.1 Company shall comply with all applicable federal and state privacy laws, including Section 631 of the Cable Act and regulations adopted pursuant thereto.

10.3.2 No signals of a class IV cable communications channel may be transmitted from a Subscriber terminal for purposes of monitoring individual viewing patterns or practices without the express written permission of the Subscriber. The request for permission must be contained in a separate document with a prominent statement that the Subscriber is authorizing the permission in full knowledge of its provisions. The written permission must be for a limited period of time not to exceed one year, which is renewable at the option of the Subscriber. No penalty may be invoked for a Subscriber's failure to provide or renew the authorization. The authorization is revocable at any time by the Subscriber without penalty of any kind. For purposes of this provision, a class IV cable communications channel means a signaling path provided by a cable communications system to transmit signals of any type from a Subscriber terminal to another point in the communication system.

10.3.3 No information or data obtained by monitoring transmission of a signal from a subscriber terminal, including but not limited to lists of the names and addresses of the Subscriber or lists that identify the viewing habits of Subscribers, may be sold or otherwise made available to any person other than to the Company, its employees and agents for internal business use, or to the Subscriber who is subject of that information, unless the Company has received specific written authorization from the Subscriber to make the data available.

10.3.4 Written permission from the Subscriber is not required for the Company when conducting system wide or individually addressed electronic sweeps for the purpose of verifying system integrity or monitoring for purposes of billing. Confidentiality of this information is subject to 10.3.3.

SECTION 11. TRANSFER OF CABLE SYSTEM OR FRANCHISE OR CONTROL OF COMPANY.

Company may not sell or transfer the Cable System or the Franchise, pursuant to Minnesota Statutes Section 238.083, without prior written consent of the City, which consent shall not be unreasonably withheld or delayed. No consent shall be required, however, for (1) a transfer in trust, by mortgage, or by assignment of any rights, title, or interest of Company in the Franchise or in the Cable System in order to secure indebtedness, or (2) a transfer to an entity directly or indirectly owned or controlled by Company. Within thirty (30) days of receiving a request for consent in the form of FCC form 394, the City shall, in accordance with FCC rules and regulations, notify the Company in writing of the additional information, if any, it requires to determine the legal, financial and technical qualifications of the transferee or new controlling party. If the City has not taken final action on Company's request for consent within one hundred twenty (120) days after receiving such request, consent shall be deemed granted.

SECTION 12. MISCELLANEOUS PROVISIONS.

12.1. **Severability.** Every section, provision, or part of this Ordinance is declared separate from every other section, provision, or part; and if any section, provision, or part shall be held invalid, it shall not affect any other section, provision, or part. Where a provision of any other City ordinance conflicts with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

12.2. **Limitation on Applicability.** This Ordinance constitutes a franchise agreement between the City and Company as the only parties. No provisions herein shall in any way inure to the benefit of any third person (including the public at large) so as to constitute any such person as a third party beneficiary of this Ordinance or of any one or more of the terms hereof, or otherwise give rise to any cause of action in any person not a party hereto.

12.3. **Franchise Administration.** The City shall notify Company of the office or officer of the City responsible for the continuing administration of the Franchise.

12.4. **No Relief from Liability.** Nothing in this Ordinance shall be construed so as to relieve a person from liability arising out of the failure to exercise reasonable care to avoid injuring the City's facilities while performing work connected with the grading, regrading, or changing the line of a street or public place or with the construction or reconstruction of a sewer or water system.

12.5. **Qualifications Review.** The City considered and approved the Company's technical ability, financial condition and legal qualifications in a full public proceeding that afforded reasonable notice and a reasonable opportunity to be heard.

12.6. **Permits.** Pursuant to applicable local law, the Company shall obtain a permit from the proper municipal authority before commencing construction on its Cable Communications System, including the opening or disturbance of a street, sidewalk, driveway, or public place. In the event that Company fails to meet the conditions of such a permit, the City may seek remedies under this Franchise Agreement.

12.7. **Compliance with Code.** Wires, conduits, cable and other property and facilities of the Company shall be located, constructed, installed and maintained in compliance with applicable local laws. The Company must keep and maintain its property so as not to unnecessarily interfere with the usual and customary trade, traffic, or travel upon the streets and public places of the franchise area or endanger the life or property of any person.

12.8. **Compliance with FCC Technical Standards.** The Company shall comply at a minimum with the technical standards promulgated by the Federal Communications Commission relating to cable communications systems contained in subpart K of part 76 of the Federal Communications Commission's rules and regulations relating to cable communications systems and found in Code of Federal Regulations, Title 47, Sections 76.601 to 76.617, as amended from time to time. The results of tests required by the Federal Communications Commission will be available for onsite review by the City within ten (10) days of filing such tests with the FCC.

12.9. **Special Testing.** The City may require special testing of a location or locations within the System if there is a particular matter of unresolved complaints regarding System construction, operations, signal quality, or installation work pertaining to such location(s). Such tests shall be limited to the particular matter in controversy. The City shall endeavor to so arrange its request for such special testing so as to minimize hardship or inconvenience to the Company or to the Subscribers of such testing. Before ordering such test, the Company shall be afforded thirty (30) days following receipt of written notice to investigate and, if necessary, correct problems or complaints upon which tests were ordered. The Company and City shall determine who is to bear the costs of required special testing.

12.10. **Franchise Termination.** The City has the right to terminate and cancel the franchise and the rights and privileges of the franchise if the Company substantially violates a provision of the franchise ordinance or agreement, attempts to evade the provisions of the franchise ordinance or agreement, or practices fraud or deceit upon the City. The City shall provide the Company with a written notice of the cause for termination and its intention to terminate the Franchise and shall allow the Company a minimum of thirty (30) days after service of the notice in which to correct the violation. The Company must be provided with an opportunity to be heard at a public hearing before the governing body of the City before the termination of the franchise.

12.11. **Abandonment.** No person operating a cable communications system, notwithstanding any provision in a franchise, may abandon a cable communications system or a portion of it without having given three (3) months prior written notice to the franchising authority. No person operating a cable communications system may abandon a cable communications system or a portion of it without compensating the City for damages resulting to it from the abandonment.

12.12. **No Waiver of Rights.** Nothing in this Ordinance shall be construed as a waiver of any rights, substantive or procedural, that Company or the City may have under federal or state law unless such waiver is expressly stated herein.

12.13. **Governing Law.** This Franchise shall be deemed to be executed in the State of Minnesota and shall be governed in all respects, including validity, interpretation and effect, and construed in accordance with, the laws of the State of Minnesota.

12.14. **Removal.** Upon termination or forfeiture of the Franchise, unless otherwise required by applicable law, the Company shall remove its cable, wires, and appliances from the streets, alleys, and other public places within the franchise area if the City so requests. In the event the Company fails to remove its cable, wires, and appliances from the streets, alleys, and other public places within the franchise area, the Company will be subject to the procedures of applicable local law.

12.15. **Access Channels.** The Company shall provide three (3) channels to be used for Public, Educational or Government (PEG) programming. The City shall operate, administer, promote, and manage PEG programming in the Cable Communications System. Neither the Company nor the officers, directors, or employees of the Company are liable for any penalties or damages arising from programming content not originating from or produced by the Company and shown on any public access channel, education access channel, government access channel, leased access channel, or regional channel. The franchisee shall provide to each of its subscribers who receive Cable Service reception on at least one specially designated access channel.

Passed and approved: _____, 2024.

Mayor of the City of Maple Plain, Minnesota

Attest:

City Clerk, City of Maple Plain, Minnesota

ACCEPTED: This Franchise is accepted, and we agree to be bound by its terms and conditions.

MIDCONTINENT COMMUNICATIONS

By: Midcontinent Communications Investor, LLC

Its: Managing General Partner

Dated: _____, 2024

By: _____

Its: _____

EXHIBIT A
FRANCHISE FEE and PEG FEE PAYMENT WORKSHEET

TRADE SECRET – CONFIDENTIAL

	Month/Year	Month/Year	Month/Year	Total
Cable Service Revenue				
Installation Charge				
Advertising Revenue				
Home Shopping Revenue				
Other Revenue				
Equipment rental				
REVENUE				
Fee Calculated				

Fee Factor: 5%

PEG Fee				

EXHIBIT B
SYSTEM EXTENSION AREA

Midcontinent Communications will, subject to availability of right-of-way access on commercially reasonable terms, extend its system in Maple Plain in accordance with the phasing schedule depicted on the attached map. Midcontinent Communications reserves the right to adjust construction phasing as necessary, provided that, the company must complete the entire initial build by the conclusion of Phase 3 at the end of 2027.

Phase 1: 2025-2026

Phase 2: 2026-2027

Phase 3: 2026-2027

(Build-Out Map to be Inserted)