**AGENDA**
**CITY COUNCIL - BUSINESS MEETING**
**MAPLE PLAIN CITY HALL**
**December 15, 2025**
**7:00 PM**

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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.** 11-24-25 City Council Workshop Meeting Minutes
   - **B.** 11-24-25 City Council Business Meeting Minutes
   - **C.** 12-01-25 City Council - Truth in Taxation Public Hearing Meeting Minutes
   - **D.** 12-08-25 City Council Workshop Meeting Minutes
   - **E.** 12-08-25 City Council Special Business Meeting Minutes
   - **F.** Employee Handbook Updates
7. **ACCOUNTS PAYABLE**
   - **A.** City Bills $224,503.89
   - **B.** ACH Bills $11,200.72
   - **C.** Street Project $936.00
8. **STAFF REPORTS**
   - **A.** Fire Department
   - **B.** West Hennepin Public Safety
   - **C.** City Engineer
   - **D.** Public Works

This meeting will be recorded and then posted to the City website within 3 to 5 business days.
The City Council may meet as a group for dinner.

- **E.** City Planner
- **F.** Administration & Finance

**9. OLD BUSINESS**

**10. NEW BUSINESS**

- **A.** Fire Services Contract and Lease Agreement
- **B.** Revision of 08-25-25 Business Meeting Minutes
- **C.** Resolution 2025-1215-01 Approval of the 2026 Final Levy & Budget
- **D.** Resolution 2025-1215-02 Donations Received 2025
- **E.** Resolution 2025-1215-03 Annual designations for 2026 Maple Plain Organization
- **F.** Resolution 2025-1215-04 Repealing Resolution 2025-0922-01 and Directing the Executive Director to withhold Payouts
- **G.** Resolution 2025-1215-05- Accepting the 2026 Industrial Street Project Feasibility Report
- **H.** Resolution 2025-1215-06- Accepting the 2026 Downtown Project Feasibility Report
- **I.** Resolution 2025-1215-07 North Shore Gymnastics Site Plan Review, Preliminary Plat, and Final Plat
- **J.** Resolution 2025-1215-08 Repealing Resolution 2025-1124-04
- **K.** Resolution 2025-1215-09 Ordering a Public Hearing for TIF District
- **L.** Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units
- **M.** Ordinance 345 - 2026 Fee Schedule
- **N.** Ordinance 346 Repealing Cannabis Ordinance 331 and Ordinance 347 Establishing a New Cannabis Registration
- **O.** Ordinance 348- Amended Rental Ordinance

**11. COUNCIL REPORTS AND OTHER BUSINESS**

**12. ADJOURNMENT**

This meeting will be recorded and then posted to the City website within 3 to 5 business days.
The City Council may meet as a group for dinner.

## Executive Summary

City Council Business Meeting

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| **AGENDA ITEM:** | Consent Agenda |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION:** | Approve Consent Agenda |

**Consent Agenda Items:**

A. 11-24-25 City Council Workshop Meeting Minutes
B. 11-24-25 City Council Business Meeting Minutes
C. 12-01-25 City Council - Truth in Taxation Public Hearing Meeting Minutes
D. 12-08-25 City Council Workshop Meeting Minutes
E. 12-08-25 City Council Special Business Meeting Minutes
F. Employee Handbook Updates

**MINUTES**
**CITY COUNCIL - WORKSHOP**
**MAPLE PLAIN CITY HALL**
**November 24, 2025**
**5:30 PM**

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## 1. CALL TO ORDER

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

PRESENT: Mayor Julie Maas-Kusske, Councilmember Mike DeLuca, Councilmember Connie Francis, Councilmember Andrew Burak, & Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Schillander, City Engineer David Martini, Assistant City Engineer Matt Bauman, and Assistant City Administrator Kevin Larson

## 2. ADOPT AGENDA

Councilmember Francis made a motion to approve the meeting agenda. Seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak, & Councilmember Arvizo.

Motion Passed 5-0

## 3. DISCUSSION

A. 2026 Street Project Studies

Assistant City Engineer Bauman presented the preliminary feasibility study for the 2026 Street Project, which includes improvements to Main Street, Maple Avenue, Pioneer Avenue, Delano Avenue, and the Fire Station lot. The overview highlighted key infrastructure needs such as the condition of watermains, sanitary sewers, stormwater facilities, street widths, parking layouts, and the existing sidewalk network. Staff also introduced Downtown Design Guideline elements that could shape future improvements, including enhanced sidewalks, parking configurations, lighting, and landscaping features. Initial estimates place decorative lighting at approximately $60,000 per block, though this cost has not yet been incorporated into the project totals. Undergrounding the overhead power lines is currently estimated at about $200,000, with a formal proposal from Xcel Energy still pending. The study recommends upsizing the watermains to 8 inches and evaluating the potential looping

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of the Pioneer Avenue/Main Street connection, which would add roughly $58,750. Staff further noted the need to replace aging sanitary sewer infrastructure and pursue CIPP lining along Highway 12. The Fire Station parking lot would require full reconstruction, with soil borings still needed to determine the final scope. Finally, a new stormwater treatment pond will be necessary to support redevelopment activities and ensure compliance with stormwater management requirements.

**Council Discussion**

Council engaged in a detailed discussion covering several key components of the project. On lighting and underground power, Council emphasized the importance of "doing the project right" by incorporating decorative lighting consistent with the existing Main Street corridor and expressed support for undergrounding power. Regarding Bud Avenue, the Council revisited longstanding safety concerns and issues related to Highway 12 access. A consensus emerged to close Bud Avenue to vehicular traffic as part of this project. The interim vision includes removing pavement, restoring the corridor to turf or greenspace, maintaining a pedestrian route to the HAWK signal, preserving utilities, and avoiding a full right-of-way vacation.

On street widths and sidewalks, Council supported filling existing sidewalk gaps along Main, Maple, and Pioneer to align with Downtown Design Guidelines and improve competitiveness for LRIP funding. Council also acknowledged potential public concern related to assessing new sidewalks where none currently exist. In discussing water main looping, Council recognized the long-term benefit of connecting Pioneer and Main for redevelopment and improved system reliability, ultimately supporting the addition of the loop along with curb stops to provide flexibility for future service needs.

Council reaffirmed its commitment to a consistent assessment methodology, assessing properties only when directly served by improvements, not assessing mill and overlay work, and treating CIPP lining as a separate, non-assessed component. Members noted the likelihood of public questions and stressed the importance of clear communication throughout the process. Lastly, Council briefly considered whether Bud Avenue could serve future stormwater treatment needs but preferred not to limit potential programming opportunities. Council also requested a future workshop on Gateway Boulevard pedestrian safety once the new Kwik Trip opens.

**Council Direction**

Council provided clear direction to staff on the next steps for the project. They directed staff to include the Pioneer/Main water main loop in the feasibility study and to move forward with closing Bud Avenue to vehicle traffic, removing pavement, restoring the corridor to turf, and designing a pedestrian connection to the HAWK signal. Council also instructed staff to continue evaluating decorative lighting options and to incorporate underground power into the project cost development. Sidewalk gaps consistent with the Downtown Design Guidelines should be included, and CIPP sewer lining should proceed as a separate contract. Staff were asked to prepare a refined feasibility study for presentation at the December 15 Council meeting. Additionally, Council requested that Gateway Boulevard pedestrian safety and potential crosswalk redesign be added as a topic for a future workshop.

The Council recessed at 6:26 PM to resume after the business meeting.

The Council reconvened the workshop meeting at 8:23 PM.

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B. Water Study/Medina Development

Assistant City Engineer Bauman summarized the Water System Review and the proposed Water Service Agreement with the City of Medina. The study found that Maple Plain has sufficient water supply, pressure, and fire flow to support both anticipated city growth and the proposed Medina Apartments, which include a 50-unit phase with the potential for an additional 70-unit expansion. Storage capacity, rather than supply, is the primary limiting factor due to turnover rate requirements. To meet long-term needs, the study recommends constructing a 50,000-gallon storage tank if the City of Independence connects to Maple Plain's system, and a 100,000-gallon tank if both Independence and Medina's full growth scenarios proceed. Medina-only growth would not trigger a storage upgrade.

City Administrator Schillander reviewed key provisions of the proposed Water Service Agreement. Under the agreement, the City of Medina would pay all connection fees and monthly usage charges at the established non-resident rate, while remaining responsible for the infrastructure on its side of the system. The agreement requires leak detection testing every three years and an annual audit of five randomly selected water meters. The City of Maple Plain may require the installation of interconnection meters if the City of Medina does not comply with monitoring requirements. The City of Medina requested a cap on non-resident rates at 145% of the resident rate, as well as an extension of the termination notice period from five years to ten years.

**Council Discussion**

Council discussed several key concerns related to the proposed Water Service Agreement with Medina. Engineering staff reassured Council that Medina's development would not compromise Maple Plain's ability to support its own future redevelopment needs. Council also expressed concern about potential development in Independence and its implications for storage capacity. Staff reiterated that any participation by Independence would require system upgrades regardless of the City of Medina's involvement. Throughout the discussion, Council emphasized the importance of maintaining strong relationships as "good neighbors," particularly given shared public safety services with the City of Independence.

Council members raised concerns about high-density development in the City of Medina and the lack of nearby services and transit to support it. They also questioned what long-term safeguards are in place to ensure that any additional system costs attributable to Medina are not passed on to Maple Plain taxpayers. In addition, the Council sought clarification on responsibility for meter installation. Staff explained the negotiated compromise that allows the City of Maple Plain to require the installation of interconnection meters should the City of Medina fail to meet leak-detection and monitoring obligations.

**Council Direction**

Council provided direction for staff to continue refining the Water Service Agreement with the City of Medina, incorporating several key considerations. Staff were asked to propose a 145% non-resident rate cap for 5-years that is reevaluated, and to maintain the termination notice period to 5-years. If meters will not be used, the Council asked staff to codify how the alternative to a meter will be maintained, i.e., schedule for leak detection, when the reports are sent to the City, and ensure the responsibility if the failsafe requirements are not met. Council also emphasized the need to ensure strong

protection for Maple Plain's long-term water system capacity and its ability to support future development. Additionally, Council directed staff to share the full study results with the City of Independence and maintain ongoing coordination. After staff have conferred with the City of Medina, a revised draft of the Water Service Agreement, reflecting Council's feedback and requested considerations, will be brought back for further review.

## 4. COUNCIL REPORTS AND OTHER BUSINESS

No formal actions noted.

## 5. FUTURE WORKSHOP TOPICS

A. Parking Regulations

B. Ordinance Enforcement

C. Amendment Consideration in Chapter 6, Article 2 Nuisance Violation

D. 5 Year CIP/Finance Plan

E. Rainbow Park Sewer Improvement

F. City Hall Options

G. Food Truck Ordinance

The Council added 'Gateway Boulevard Pedestrian Safety and Crosswalk Modifications' to the list of future topics.

## 6. ADJOURNMENT

Councilmember Francis made a motion to adjourn. Seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0.

Workshop Adjourned at 9:11 PM

I, Jacob W. Schillander, being duly sworn, depose and say:

That I am the City Administrator of the City of Maple Plain, and that the foregoing minutes are a true and correct record of the meeting held on the date indicated above at Maple Plain City Hall. I certify that the minutes accurately reflect all actions taken, including votes, motions, resolutions, and ordinances, and that they are in compliance with all applicable legal requirements.

Signed:



Jacob W. Schillander
City Administrator

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**MINUTES**
**CITY COUNCIL - BUSINESS MEETING**
**MAPLE PLAIN CITY HALL**
**November 24, 2025**
**7:00 PM**

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## 1. WELCOME

PRESENT: Mayor Julie Maas-Kusske, Councilmember Mike DeLuca, Councilmember Connie Francis, Councilmember Andrew Burak & Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Schillander and Assistant City Administrator Kevin Larson

## 2. CALL TO ORDER

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

## 3. PLEDGE OF ALLEGIANCE

## 4. ADOPT AGENDA

Councilmember Francis made a motion to adopt the meeting agenda. Seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

## 5. PRESENTATION OF THE 2025 GOOD NEIGHBOR AWARD

Mayor Maas-Kusske presented the Maple Plain 2025 Good Neighbor Award. Maas-Kusske said, "Mardelle was nominated by two different people to receive the 2025 Good Neighbor Award. I have taken those nominations and put together a little bio.

Mardelle DeCamp is an invested community member who is a champion for Maple Plain. Mardelle has been involved in multiple organizations, often holding leadership roles. She gives freely of her time and resources and is always willing to help others. Mardelle served on the Maple Plain City Council for four years and the Maple Plain Planning Commission for twenty years. She used to own Butterflies and Berries, a local business in town. She is the President of the American Legion Auxiliary. She is on the board the Maple Plain Museum and the Western Hennepin County Pioneer Museum in Long Lake. Mardelle is

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the first to lend a helping hand, to send a handwritten note. Over the years, Mardelle has clearly demonstrated a lifetime of service and dedication to Maple Plain and its surrounding communities through her volunteerism, virtues, civic engagement, and creativity in meeting community needs. Mardelle has a servant's heart, and she truly is a good neighbor.

"Mardelle, on behalf of the Maple Plain City Council, it is my honor to present you with the 2025 Good Neighbor Award. We are grateful for the many contributions you have made to make Maple Plain a great place to live, work, and play."

Mardelle DeCamp humbly and graciously accepted the 2025 Good Neighbor Award. DeCamp expressed her gratitude to everyone for attending the presentation. As DeCamp accepted the award, she attributed the merit of earning the award to the emphasis on local impact. Caring for one another, look at your neighborhood and see who you can help.

**6. 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.)

A. Rhonda Nelson- Director of the Gillespie Center

Rhonda Nelson, the Director of the Gillespie Center, provided an overview of the thriving community at the Gillespie Center. Nelson described the newly integrated vision, mission, and values that the center is implementing. Nelson shared their 2025 membership goals and their recent success. She also provided a summary of the programming and educational programs. The recent fundraising events in 2025 and the remaining planned events in December. Nelson provided ways the community can help support the efforts of the Gillespie Center.

**7. CONSENT AGENDA**

A. 10-27-25 City Council Workshop Meeting Minutes

B. 10-27-25 City Council Business Meeting Minutes

C. 11-10-25 City Council Workshop Meeting Minutes

D. 11-17-25 City Council Workshop Meeting Minutes

E. Resolution 2025-1124-01- SolarAPP+ Solar Permitting Software Grant

F. Resolution 2025-1124-02- City Council Appeals Hearing Policy

G. Snow Removal Contract with SnowPros 2025-2026

Assistant City Administrator Larson offered up two suggested edits to the consent agenda. 1. On the 10/27/25 workshop meeting minutes. Item 3B park improvements, the recommendation is a verbiage change from ‘the metal slide at Bryantwood’ to ‘the removal of the metal slide at Bryantwood’. 2. Resolution 2025-1124-02 Appeals Hearing Policy. Revise my title to Assistant City Administrator.

Motion to approve the consent agenda with the edits outlined by Assistant City Administrator Larson, made by Councilmember Francis. Seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

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Motion Passed 5-0

## 8. ACCOUNTS PAYABLE

A. City Bills- $210,800.67

B. ACH Bills- $10,062.88

C. 2024 Street Project Bills- $ 8,112.50

City Administrator Schillander referenced the issue with the technical issue with the software and provided an overview of the City's accounts payable.

Councilmember Burak moved to approve accounts payable, seconded by Councilmember DeLuca.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

## 9. STAFF REPORTS

A. Fire Department

B. West Hennepin Public Safety

C. City Engineer

D. Public Works

E. City Planner

F. Administration & Finance

Councilmember Francis moved to accept the staff reports as presented in the business meeting packet, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

## 10. OLD BUSINESS

## 11. NEW BUSINESS

A. Revision to Approved Minutes – 03-24-25 City Council Workshop Meeting Minutes

Assistant City Administrator Larson summarized the revision to the approved minutes 3-24-25 City Council Workshop Meeting. The purpose is to correct the approved minutes from the 03-24-25 City Council Workshop meeting. Additional commentary provided on the 2025 enterprise fund budget, parking enforcement discussion, and the board of appeals & equalization.

The underlined commentary in each section are the changes to the minutes.

2025 Enterprise Funds Budget

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Council Direction: The council agrees with the interest calculation, a 45% surcharge for water sold beyond the city, and present the water/storm/sewer enterprise fund budget for 2025 to the next City Council Business meeting for approval.

Future workshop topics

Parking Enforcement Discussion
Councilmember Francis identified parking on city streets as a future topic. The issues identified are unsafe two-sided parking, wrong-direction parking, and emergency

access concerns. Solutions proposed are enforce existing no-parking signs, issue tickets, consider citywide one-sided parking, educational outreach via newsletters, long-term mailbox relocation strategy.

Council Direction: Staff to explore enforcement and policy options.

Board of Appeals and Equalization
Mayor Maas-Kusske proposed to transition from local Board of Appeals to Hennepin County managed Open Book system. Some of the benefits discussed are the County provides more options, reduced personal conflicts, and streamlined processes for residents.

Council Direction: Council supports transition for next fiscal year.

Council Discussion

Councilmember Arvizo apologized for not remembering the meeting content and any misunderstanding it may have caused.

Councilmember Burak acknowledged that he recognized that this error could have been prevented with his thorough review and stated that we can do better.

Motion to approve the revision to the minutes for the 03-24-25 City Council Workshop Meeting made by Councilmember Burak. Seconded by Councilmember DeLuca.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

B. Resolution 2025-1124-03 Accepting Grant Navigator Funding

City Administrator Schillander reported that the League of Minnesota Cities (LMC) has launched a pilot Grants Navigation Program that provides up to $10,000 per city to assist with identifying matching funds and navigating the grant application process for a single project. Maple Plain submitted an application seeking support for its Local Road Improvement Program (LRIP) grant effort. On October 24, the LMC notified the City that the application was approved and awarded $7,000 in grant navigation services to assist with the LRIP project.

Motion to approve Resolution 2025-1124-03 Accepting Grant Navigator Funding made by Councilmember DeLuca. Seconded by Councilmember Burak.

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Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

C. Resolution 2025-1124-04 Calling for TIF Public Hearing

City Administrator Schillander reported that the City intends to establish Development District No. 2 and Tax Increment Financing (TIF) District No. 2-1 to support future development efforts. In accordance with Minnesota Statutes, a public hearing is required before adoption of the Development District Program and TIF Plan. Resolution 2025-1124-04 sets the public hearing for February 17, 2026, at 5:30 PM in the City Council Chambers. The resolution also authorizes staff and consultants to publish the required notice and complete all statutory notifications. Staff noted that the proposed TIF District would support economic growth, fund needed infrastructure improvements, encourage job creation, expand the tax base, and contribute to community revitalization.

Council Discussion: Council confirmed that there would be a quorum on February 17, 2026. Council changed the time of the meeting to 7:00 PM.

Motion to approve Resolution 2025-1124-04 Ordering a Public Hearing for TIF District with the start time 7:00 PM, made by Councilmember Francis. Seconded by Councilmember DeLuca.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

D. Resolution 2025-1124-05- Adopting the Code of Conduct

City Administrator Schillander reported that the proposed City Council Code of Conduct was developed through a collaborative effort involving City staff, the Personnel Committee, and the City Council. The process focused on establishing clear expectations for ethical behavior, transparency, accountability, and respectful engagement with staff, advisory boards, and the community. With this work completed, the Council is positioned to formally consider adoption of a comprehensive framework intended to support integrity and public trust in local governance.

Motion to approve Resolution 2025-1124-05- Adopting the Code of Conduct, made by Councilmember Burak. Seconded by Councilmember Francis.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

E. Ordinance 335- Amending Fee schedule language

City Administrator Schillander summarized Ordinance No. 335 – Fee Schedule language. This amendment updates multiple sections of the City Code to standardize references to the fee schedule. It clarifies that escrow amounts, permit fees, registration fees, water meter costs, sewer connection charges, and stormwater utility fees will all be set by City Council resolution and listed in the fee schedule. The goal is to ensure consistency in how fees are determined and applied.

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Motion to approve Ordinance 335- Amending Fee schedule language, made by Councilmember Burak. Seconded by Councilmember DeLuca.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

F. Ordinance 336- Amending Sec 9-22 Hydrant Connections

City Administrator Schillander summarized Ordinance No. 336 – Fire Hydrant Connections. This ordinance revises rules for fire hydrant connections, requiring written permits for any non-City use of hydrants. It specifies that permits are limited to 20 days, fees must be paid per the City fee schedule, and unauthorized use will result in penalties. The changes aim to protect the water system and ensure proper oversight of hydrant access.

Motion to approve Ordinance 336- Amending Sec 9-22 Hydrant Connections, made by Councilmember Burak. Seconded by Councilmember DeLuca.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

G. Ordinance 337- Amending Chapter 7 Article 4 - Right-of-Way Permit

City Administrator Schillander summarized Ordinance No. 337 – Right-of-Way Permits. This is a comprehensive overhaul of right-of-way regulations. It establishes detailed procedures for permitting excavation, obstruction, and installation of facilities in public rights-of-way, including small wireless facilities. It introduces registration requirements, insurance and bonding standards, restoration obligations, and timelines for permit approvals. The ordinance also sets conditions for emergency work, defines penalties for delays, and outlines fees and agreements for wireless facility collocation. Overall, it strengthens City control over public ground use and aligns with state law.

Motion to approve Ordinance 337- Amending Chapter 7 Article 4 - Right-of-Way Permit, made by Councilmember Burak. Seconded by Councilmember DeLuca.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

H. Ordinance 338- Fees & Appeal Process

City Administrator Schillander summarized Ordinance No. 338 – General Permit Fee & Appeals. This amendment adds two new sections to Chapter 1: a general permit fee provision and a standardized appeal process. If a permit is required but no specific fee is listed, the general fee applies. The appeal process allows individuals affected by City decisions to request a hearing before the Council, with clear timelines and submission requirements. Exceptions include cases already in legal proceedings or where another appeal process exists.

Motion to approve Ordinance 338- Fees & Appeal Process, made by Councilmember Francis. Seconded by Councilmember Burak.

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Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

I. Ordinance 339- Driveway Design Standards & Fees

City Administrator Schillander summarized Ordinance No. 339 – Driveway Design Standards & Related Fees. This ordinance updates driveway and parking design standards, requiring permits for new, expanded, or reconstructed driveways and curb cuts, with fees set by the City fee schedule. It also revises application requirements for minor subdivisions, site plans, variances, rezoning, conditional use permits, and planned unit developments, ensuring all include fees and detailed documentation. Additionally, it mandates zoning permits for fences and clarifies design and safety standards for parking areas.

Motion to approve Ordinance 339- Driveway Design Standards & Fees, made by Councilmember Arvizo. Seconded by Councilmember DeLuca.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

J. Ordinance 340- Amending Chapter 5 Article 4 & Escrow Requirements

City Administrator Schillander summarized Ordinance 340- Amending Chapter 5 Article 4 & Escrow Requirements. This amendment replaces the special use permit section for grading, filling, and excavation. It requires permits for substantial land alterations, submission of erosion control plans, and compliance with clean fill standards. Applicants must pay fees and provide financial security (escrow or bond) to guarantee performance. It also addresses drainage correction procedures and reinforces code compliance for new residential construction.

Motion to approve Ordinance 340- Amending Chapter 5 Article 4 & Escrow Requirements, made by Councilmember Burak. Seconded by Councilmember Francis.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

K. Ordinance 341- Amending Chapter 5, Article 5 Bulk Waste Storage

Assistant City Administrator Larson summarized Ordinance 341-Amending Chapter 5, Article 5 Bulk Waste Storage. The ordinance introduces regulations for dumpsters on public and residential property. It requires permits for dumpsters placed on public property and limits placement on residential property to 30 days without a permit (maximum 180 days with a permit). It sets application requirements, seasonal restrictions, safety standards, and declares violations a public nuisance subject to abatement. Fees for permits are established in the City fee schedule.

Motion to approve Ordinance 341-Amending Chapter 5, Article 5 Bulk Waste Storage, made by Councilmember DeLuca. Seconded by Councilmember Francis.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

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Motion Passed 5-0

L. Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code - Managed Natural Landscapes

Assistant City Administrator Larson summarized Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code - Managed Natural Landscapes. This amendment creates a framework for managed natural landscapes, allowing intentional plantings of native or ornamental vegetation under a registration system. It defines key terms, requires a maintenance plan, and prohibits encroachment into buffer areas. The ordinance also updates nuisance provisions to exempt registered landscapes and sets enforcement measures for noncompliance, including revocation and cost recovery. The ordinance aims to balance ecological benefits with property maintenance standards.

Motion to approve Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code - Managed Natural Landscapes made by Councilmember DeLuca. Seconded by Councilmember Francis.

Council Discussion:

Councilmember Arvizo raised concerns regarding the proposed ordinance revisions related to natural landscaping and public nuisance definitions. She noted that the current language lacks clarity and may conflict with state definitions of a public nuisance, which require an unreasonable disturbance or a threat to public health or safety. Because managed natural landscapes offer environmental benefits and do not inherently cause harm, Councilmember Arvizo suggested revising or removing certain statements to avoid misclassification.

She also expressed concern about the proposed restoration process and registration requirements. As written, the definition of “managed natural landscapes” would require nearly all properties with any planted trees, shrubs, or ornamental plants to register every three years. Councilmember Arvizo stated this would create an unnecessary administrative burden for both residents and staff. She further noted that the application process appears overly complex and difficult to administer.

To address these issues, Councilmember Arvizo stated her intent to make a motion to postpone the ordinance approval to December 15, 2025, to allow staff to revise wording in section 5.2 (B) and 5.3 (A).

Staff clarified that, under Robert's Rules, a postponement motion could not be considered because a motion to approve was already on the floor.

Councilmember Francis asked for clarification on what types of vegetation would be regulated. Staff clarified that the ordinance applies to pollinator gardens, rain gardens, and naturalized landscape areas. Not to decorative shrubs or plantings commonly placed around homes.

Councilmember Arvizo noted that the definition as written appears broader, and reiterated her concerns about unintended applicability.

Staff confirmed that the ordinance had already been reviewed in the workshop and with the City Attorney, and that no additional legal review was necessary.

No further discussion or questions were raised. The council voted on the motion to approve Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2, Sec. 28 Code - Managed Natural Landscapes.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, & Councilmember Burak.

Voting Nay: Councilmember Arvizo.

Motion Passed 4-1

## 12. COUNCIL REPORTS AND OTHER BUSINESS

Councilmember Francis noted that November included several workshops focused on detailed discussion and careful review of ongoing matters. Councilmember Francis stated that the recent process regarding the revision of minutes was informative and contributed to their understanding of council procedures. In preparation for the meeting, the Councilmember reviewed prior notes, agendas, and meeting minutes, describing the effort as intensive but ultimately a valuable learning experience.

Councilmember Burak reflected on recent workshop discussions, noting that identifying mistakes can be discouraging but is part of the learning process. He expressed appreciation for serving on a council that works collaboratively for the community's best interest and supports accountability among its members, emphasizing the importance of striving to avoid similar errors in the future. He also reported participating in Council Chats during the month, describing the format as a positive, more relaxed, and welcoming opportunity for resident engagement. Additionally, Councilmember Burak assisted the Rotary Club with removing flags at Veterans Memorial Park. He noted that both the setup and cleanup efforts require significant volunteer time and expressed gratitude for the opportunity to serve the community in this way.

Councilmember Arvizo reported on a recent conference focused on native plantings and their role in sustainable landscaping. She noted that native plants provide significant environmental benefits, including soil stabilization through deep root systems, reduced water use due to adaptation to local conditions, and decreased reliance on fertilizers and pesticides because of their natural resistance to local pests and diseases. She also emphasized the City's position within the Pioneer-Sarah Creek Watershed and highlighted the importance of responsible land and water management, noting that even urban properties contribute to watershed health. Councilmember Arvizo encouraged residents to apply for the upcoming lawn stewardship grant, to support environmentally friendly yard practices. As a former certified Master Gardener, she also encouraged residents to mulch leaves and protect perennial plants to support healthy regrowth in the spring.

Councilmember DeLuca reported that November was a busy month with multiple workshops covering a wide range of topics, including water service discussions, ordinance revisions, feasibility studies for road projects, and downtown development planning. He noted that the Personnel Committee has devoted significant time to transitioning the City's time-off program to a PTO system, which will be brought forward to the Council in the near future. The committee has also been preparing for new state leave requirements, reviewing updates to the Code of Conduct approved earlier in the meeting, and discussing enhancements to the employee performance review process. He stated that the Council is currently in the feedback-collection phase for the City Administrator's annual review, which will occur in mid-December. Councilmember DeLuca highlighted the Citizens Advisory

Group meeting as a particularly positive experience this month. He and Assistant City Administrator Larson met with residents to gather input on prioritizing future park improvement projects, which will be incorporated into the Council's planning efforts over the winter.

Mayor Maas-Kusske reported that since the last Council meeting, several community events and regional meetings took place. She highlighted the Chamber of Commerce's Trunk-or-Treat event, noting that despite poor weather, the event was successful thanks to participating businesses and the support of Police and Fire personnel. The Mayor also noted the City's participation in the Senate Metro Area Bonding Tour in late October, emphasizing the importance of ongoing advocacy for Highway 12 improvements and opportunities to secure state bonding support. She thanked those who helped facilitate the visit.

The Mayor noted the recent Rotary service activities, including museum tours, community education presentations, and Veterans Day programming. She emphasized the collaborative nature of the community Veterans Day Ceremony, which involved six cities, Orono High School, Rotary, and local partners. She recognized the volunteers who assisted with placing and removing flags throughout the community. Additional updates included participation in the 4M Fund meeting regarding investment strategies; attendance at a community gathering with Commissioner Anderson to discuss shared priorities; and attendance at the Fire Relief Association meeting as the City continues work relating to the dissolution of PERA for the department. She also provided updates from the League of Minnesota Cities board meeting, Minnesota Mayors Association discussions, and the Regional Council of Mayors meeting featuring former Governor Tim Pawlenty's presentation on leadership.

The Mayor mentioned the upcoming grant opportunities related to natural resources and water management, shared at the Northwest Hennepin League meeting. She also referenced ongoing fire service consolidation discussions and regular engagement with residents and business owners. She highlighted a recent visit from Haven Homes, a local memory care facility, whose residents delivered handmade appreciation cards and flowers to City staff and public safety departments.

Mayor Maas-Kusske thanked Rotary and all partners involved in recent community events at Veterans Memorial Park. The Mayor reminded residents of the upcoming 45th Annual "View Santa" event on Saturday, December 6. The Mayor encouraged participation and food shelf donations. She concluded by recognizing the most recent Good Neighbor Award recipient, Mardelle DeCamp, and echoed DeCamp's challenge to everyone to touch at least one persons life to make it a little better. Together we are better.

## 13. ADJOURNMENT

Councilmember Francis made a motion to adjourn. Seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion passed 5-0

Council Adjourned at 8:12 PM

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I, Jacob W. Schillander, being duly sworn, depose and say:

That I am the City Administrator of the City of Maple Plain, and that the foregoing minutes are a true and correct record of the meeting held on the date indicated above at Maple Plain City Hall. I certify that the minutes accurately reflect all actions taken, including votes, motions, resolutions, and ordinances, and that they are in compliance with all applicable legal requirements.

Signed:



Jacob W. Schillander
City Administrator

DRAFT

**MINUTES**
**CITY COUNCIL - TRUTH & TAXATION PUBLIC HEARING**
**MAPLE PLAIN CITY HALL**
**December 01, 2025**
**7:00 PM**

---

## 1. WELCOME

PRESENT: Mayor Julie Maas-Kusske, Councilmember Connie Francis & Councilmember Rochelle Arvizo

ABSENT: Councilmember Mike DeLuca & Councilmember Andrew Burak

STAFF PRESENT: City Administrator Jacob Schillander and ABDO Sr. Manager Julie McMackins

## 2. CALL TO ORDER

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

## 3. PLEDGE OF ALLEGIANCE

## 4. ADOPT AGENDA

Councilmember Francis made a motion to adopt the meeting agenda. Seconded by Councilmember Arvizo.

Voting Yea: Mayor Maas-Kusske, Councilmember Francis & Councilmember Arvizo.

Motion Passed 3-0

## 5. TRUTH & TAXATION

A. 2026 Budget & Levy Presentation

ABDO Sr. Manager McMackins provided a summary of the 2026 Budget & Levy. ABDO Sr. Manager McMackins outlining key financial components and impacts. The budget includes a 3% cost-of-living adjustment for all employees and incorporates the State's new paid leave requirements. Staff also reported a $11,986 reduction in Local Government Aid, bringing Maple Plain's certified LGA for 2026 to $254,411.

The general levy is $1,582,091, an increase of $114,801 (+7.82%), while debt levies decrease -$4,015 (-0.96%) due to adjustments in scheduled bond payments. The total proposed levy for 2026 is $1,997,220, an increase of $110,786 (+5.87%) over 2025.

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Staff reviewed changes in tax capacity and fiscal disparities contributions, resulting in a projected 2026 city tax rate of 56.695%. Estimated impacts on sample properties range from $55 to $160 for residential properties and $297 to $941 for commercial properties, though actual changes will vary by parcel.

General Fund revenues show a net increase of $104,487, with notable shifts in expenditures, including increases for contracted police services and fire services related to the district merger planning. Parks spending decreases slightly due to adjustments in project timing. Staff noted that this budget will return for final adoption in the coming weeks.

**Council Discussion**

Council members noted the extensive budget process leading up to the Truth-in-Taxation hearing. They highlighted that initial levy projections were approximately 14%, and through multiple reviews and adjustments, the levy was reduced to the current 5.87% proposal while preserving service levels.

Council sought clarification on why the levy increase (5.87%) differs from the projected average tax impact on properties (6.01%). Staff explained that changes in taxable market value and shifts in tax capacity (particularly between residential, apartment, and commercial classes) affect how the levy is distributed, resulting in varying impacts across properties.

The Council did not raise any additional questions.

B. Open Truth & Taxation Public Hearing

Councilmember Arvizo motioned to open the Truth in Taxation public hearing, seconded by Councilmember Francis.

Voting Yea: Mayor Maas-Kusske, Councilmember Francis & Councilmember Arvizo

The motion passed 3-0.

The public hearing for the Truth in Taxation was opened at 7:12 PM

No public comments were made.

C. Close Truth & Taxation Public Hearing

Councilmember Francis motioned to open the Truth in Taxation public hearing, seconded by Councilmember Arvizo.

Voting Yea: Mayor Maas-Kusske, Councilmember Francis & Councilmember Arvizo

The motion passed 3-0.

The public hearing for the Truth in Taxation was closed at 7:12 PM

## 6. ADJOURNMENT

Mayor Maas-Kusske noted the Annual View Santa event is taking place on 12/6.

City Administrator Schillander noted the EDA meeting on 12/8 has been cancelled. In its place, there is a special business meeting at 7:00 PM

Councilmember Francis made a motion to adjourn. Seconded by Councilmember Arvizo.

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Voting Yea: Mayor Maas-Kusske, Councilmember Francis & Councilmember Arvizo.

Motion passed 3-0

Council Adjourned at 7:13 PM

I, Jacob W. Schillander, being duly sworn, depose and say:

That I am the City Administrator of the City of Maple Plain, and that the foregoing minutes are a true and correct record of the meeting held on the date indicated above at Maple Plain City Hall. I certify that the minutes accurately reflect all actions taken, including votes, motions, resolutions, and ordinances, and that they are in compliance with all applicable legal requirements.

Signed:



Jacob W. Schillander
City Administrator

DRAFT

**MINUTES**
**CITY COUNCIL - WORKSHOP**
**MAPLE PLAIN CITY HALL**
**December 08, 2025**
**5:30 PM**

---

## 1. CALL TO ORDER

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

PRESENT: Mayor Julie Maas-Kusske, Councilmember Connie Francis, Councilmember Andrew Burak, & Councilmember Rochelle Arvizo

ABSENT: Councilmember Mike DeLuca

STAFF PRESENT: City Administrator Jacob Schillander and Assistant City Administrator Kevin Larson

## 2. ADOPT AGENDA

Councilmember Francis made a motion to approve the meeting agenda. Seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember Francis, Councilmember Burak, & Councilmember Arvizo.

Motion Passed 4-0

## 3. DISCUSSION

A. Fire Services Contract and Lease Agreement

**Staff Overview**

City Administrator Schillander provided an overview of the final agreements negotiated with the West Suburban Fire District (WSFD). City Administrator Schillander explained that the WSFD Board had approved the agreements the previous week and that membership approval was anticipated. City Administrator Schillander described the Fire Station Lease Agreement, noting that the City would lease the station to WSFD for one dollar per year under a five-year term with automatic renewals. The City would remain responsible for major structural components. For example, the HVAC system, roof, exterior walls, and garage doors, etc., while WSFD would assume responsibility for routine interior maintenance. The lease is tied directly to the Fire Services

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Agreement, meaning termination of one results in termination of the other. City Administrator Schillander also explained that the City would reimburse WSFD up to $76,972 for the installation of a new exhaust system, after which WSFD would assume all maintenance obligations.

City Administrator Schillander summarized the Fire Services Agreement, which establishes WSFD as the provider of fire suppression, EMS, rescue, hazardous materials response, and fire prevention activities beginning January 1, 2026. Maple Plain firefighters would be eligible to join WSFD if they meet qualification standards and would serve a one-year probation. The cost-sharing formula includes a 50/50 split between market value and service usage, calculated over a three-year trailing average. Maple Plain will pay a phased-in adjustment during the first five years to ease incorporation into WSFD's existing formula. Additionally, the annual PERA contributions are $3,626.27 per retained firefighter for five years, a shared one-time equipment cost of $37,000, and a capped engine purchase at $1.5 million, with Maple Plain responsible for 25 percent. City Administrator Schillander also reviewed a two-year limited warranty on transferred equipment for repairs exceeding $25,000. City Administrator Schillander concluded by outlining the next steps, noting that formal approval would be scheduled for the December 15 Council meeting, followed by a joint signing ceremony with Independence on December 16.

**Council Discussion**

The Council engaged in a detailed discussion regarding the financial and operational impacts of the agreement. Councilmembers asked questions about the exhaust system costs, placement of apparatus, and anticipated adjustments to building systems once WSFD assumes operations. There was further discussion regarding transitions of leased radios, management of the emergency reporting software, and the handling of interior and exterior security cameras. Councilmembers also discussed budgeting strategies for the future engine replacement and noted the value of adopting WSFD's cost-sharing formula for long-term predictability. Staff also clarified the coordination underway with Independence and WSFD's membership. Council members expressed appreciation for the extensive staff and legal work involved in completing the agreements.

**Council Direction**

The Council expressed clear consensus to move the agreements forward to the December 15, 2025, business meeting for approval. No objections were raised, and staff were directed to prepare the final documents for action.

B. Fire Pension Discussion

**Staff Overview**

City Administrator Schillander presented an update regarding the pension payout issue related to the Statewide Volunteer Firefighter (SVF) plan. City Administrator Schillander explained that when the City previously passed a resolution to terminate the plan, the expectation was that payouts would follow the standard calculation of years of service multiplied by the $4,300 benefit. However, PERA informed the City that under the current statutory language, firefighters under age 50 would see their benefits reduced by six percent for every year they are under age 50, while those older than 50 would receive significantly higher payouts. Staff has since worked closely with

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PERA leadership, legislators, and the City Attorney to identify a solution, discovering that special legislation removing the “present value” requirement for Maple Plain would correct the calculation and allow payouts to occur as originally intended. To preserve the opportunity for this legislative fix, Schillander recommended that the Council repeal its previous termination resolution and keep the pension active until after the 2026 legislative session.

**Council Discussion**

Council members discussed the fairness implications for firefighters, the practical timeline for legislation, and the financial risk associated with retaining the plan. Firefighter representatives confirmed that the membership strongly favored delaying payouts in order to pursue accurate benefit calculations, even though it could result in several months of postponement. Councilmembers also considered alternatives, such as transferring the plan back to the Fire Relief Association, but noted that such a move would introduce new administrative burdens and additional costs. Staff further clarified that while there is a small risk the City could be required to contribute to the plan if investment performance dropped below statutory thresholds, current funding levels make this highly unlikely.

**Council Direction**

The Council supported preparing a new resolution for the December 15th business meeting that would repeal the plan termination and keep the account open while pursuing special legislation. Staff was directed to continue communication with WSFD and firefighter membership to ensure understanding of the timeline and process.

C. Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units

**Staff Overview**

Assistant City Administrator Larson introduced proposed amendments to Chapter 4, Article 4 of the City Code regulating mobile food units. Noting the current ordinance primarily focuses on vending in public streets and rights-of-way, leaving ambiguity around food truck operations on private property that is open to the public. The amendments are designed to clarify registration requirements, applicability for enforcement on both public and private land, and establish a proximity restriction standard between mobile food units and brick-and-mortar restaurants. The revisions further bring Maple Plain’s mobile food unit regulations up to current industry and legal standards, clarify expectations for operators, and provide the City with consistent and enforceable regulatory tools.

**Council Discussion**

Council reviewed the proposed changes and discussed inspection coordination with WHPS as well as registration clarity for operators.

**Council Direction**

Council directed staff to bring the ordinance to the December 15th business meeting for approval.

D. Annual designations for 2026 Maple Plain Organization

**Staff Overview**

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City Administrator Schillander presented the list of annual appointments and designations required for 2026, including the official newspaper, financial depositories, authorized check signatories, commissions, 2026 meeting schedule, and Council liaison roles.

**Council Discussion**

Councilmembers reviewed the proposed meeting schedule. Offering the alterations of the December meetings happen on the second and fourth Mondays, and moving the TIF district public hearing to 2/9/26. Councilmembers clarified the participation in the fire commission and the fire relief board, the establishment of the WSFD quarterly meeting, and adding Rochelle Arvizo to the Citizen Advisory Panel.

**Council Direction**

Alter the December meeting to the second and fourth Mondays. Move the TIF district public hearing to 2/9/26. Finally, add Rochelle Arvizo to the Citizen Advisory Panel.

E. Ordinance 345 - 2026 Fee Schedule

**Staff Overview**

City Administrator Schillander provided an overview of updates to the 2026 fee schedule, including adjustments to administrative fees, permitting charges, utility rates, and nuisance violation penalties.

**Council Discussion**

Council discussed several fee categories.

**Council Direction**

The Council requested the fee schedule ordinance be brought to the December 15th business meeting.

F. Ordinance 346 & 347 Cannabis Ordinance

**Staff Overview**

City Administrator Schillander presented two related ordinances: one repealing outdated THC ordinance language no longer permissible under state law, and a second establishing a cannabis retail registration framework for Maple Plain. The new ordinance is intended to align local administrative procedures with state licensing requirements and introduces density limitations for cannabis retailers.

**Council Discussion**

Council discussed enforcement considerations, registration procedures, coordination with state agencies, retail density impacts, and the importance of clearly communicating regulations to the public.

**Council Direction**

Staff were directed to bring the two ordinances to the next business meeting.

G. Ordinance 348- Amended Rental Ordinance

**Staff Overview**

City Administrator Schillander reviewed updates to the rental licensing ordinance, highlighting strengthened inspection authority, enhanced safety and maintenance

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standards, and expanded enforcement mechanisms, including new provisions addressing disorderly-conduct concerns.

**Council Discussion**

Council discussed how the ordinance would be implemented operationally, the enforcement role of WHPS, and the clarity of definitions and standards.

**Council Direction**

Bring ordinance 348 to the next business meeting for approval.

H. Employee Handbook Updates

**Staff Overview**

City Administrator Schillander provided a summary of proposed revisions to the City's employee handbook, noting policy clarifications, updated benefit language with the vacation and sick time changing to paid time off, and adjustments to MN Paid Leave to ensure legal compliance.

**Council Discussion**

Council asked for clarity in the areas related to leave policies, PTO, and procedural guidance.

**Council Direction**

Bring the employee handbook updates to the next business meeting for approval.

## 4. COUNCIL REPORTS

The Council did not have any reports during the workshop.

## 5. FUTURE WORKSHOP TOPICS

A. Parking Regulations

B. Ordinance Enforcement

C. 5 Year CIP/Finance Plan

D. Rainbow Park Sewer Improvement

E. City Hall Options

F. Gateway Boulevard Pedestrian Safety and Crosswalk Modifications

## 6. ADJOURNMENT

Councilmember Francis made a motion to adjourn. Seconded by Councilmember Arvizo.

Voting Yea: Mayor Maas-Kusske, Councilmember Francis, Councilmember Burak, & Councilmember Arvizo.

Motion Passed 4-0

The workshop adjourned at 6:51 PM

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I, Jacob W. Schillander, being duly sworn, depose and say:

That I am the City Administrator of the City of Maple Plain, and that the foregoing minutes are a true and correct record of the meeting held on the date indicated above at Maple Plain City Hall. I certify that the minutes accurately reflect all actions taken, including votes, motions, resolutions, and ordinances, and that they are in compliance with all applicable legal requirements.

Signed:



Jacob W. Schillander
City Administrator

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**MINUTES**
**SPECIAL CITY COUNCIL - BUSINESS MEETING**
**MAPLE PLAIN CITY HALL**
**December 08, 2025**
**7:00 PM**

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## 1. WELCOME

PRESENT: Mayor Julie Maas-Kusske, Councilmember Connie Francis, Councilmember Andrew Burak & Councilmember Rochelle Arvizo

ABSENT: Councilmember Mike DeLuca

STAFF PRESENT: City Administrator Jacob Schillander and Assistant City Administrator Kevin Larson

## 2. CALL TO ORDER

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

## 3. PLEDGE OF ALLEGIANCE

## 4. ADOPT AGENDA

Councilmember Francis made a motion to adopt the meeting agenda. Seconded by Councilmember Arvizo.

Voting Yea: Mayor Maas-Kusske, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 4-0

## 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.)

No visitors present.

## 6. NEW BUSINESS

A. Liquor, THC, Tobacco Licenses

**Staff Overview**

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City Administrator Schillander summarized the Liquor, THC, and Tobacco Licenses for the 2026 calendar year. Citing the addition of Kwik Trip to the 3-2 Off Sale, tobacco, & lowP. THC license with the additional dates of 12/9-12/31/25 for approval. WHPS conducted criminal background checks for the applicants at Iron Exchange, Kwik Trip, Liquor Depot, M&M Wine & Spirits, McGarry's Irish Pub & Eatery, Monies, and the Maple Plain Smoke Shop. Applicants are also required to submit proof of insurance, renewal fees, and paperwork for licensing. Staff recommends approval of all licensing, subject to final check and state approvals.

**Council Discussion**

Councilmembers inquired if McGarry's Irish Pub & Eatery had submitted the $75 renewal fee. Staff confirmed that the renewal fee had been paid.

Motion to Approve the following Licenses for calendar year 2026 and Kwik Trip for the dates of 12/9-12/31/25 made by Councilmember Francis. Seconded by Councilmember Burak.

| TRADE NAME | LICENSEE NAME | LIQUOR LICENSING |
|---|---|---|
| Iron Exchange | Murley Bev LLC | On Sale & Sunday; Off Sale & Sunday |
| KWIK TRIP | KWIK TRIP | 3-2 Off Sale |
| Liquor Depot | Liquor Depot of Maple Plain Inc. | Off Sale |
| M & M Wine & Spirits | M & M Wine & Spirits Inc. | Off Sale |
| McGarry's Irish Pub & Eatery | Hiberia Restaurant Mgmt LLC | Off Sale; On Sale and Sunday *[owes $75]* |
| Monie's | TJA Pub LLC | On Sale & Sunday; Off Sale |

| TRADE NAME | LICENSEE NAME | LICENSING -OTHER |
|---|---|---|
| KWIK TRIP | KWIK TRIP | Tobacco; lowP.THC Retailer |
| Liquor Depot | Liquor Depot of Maple Plain Inc. | Tobacco |
| Maple Plain Smoke Shop | Albertville Tobacco and Vapor Inc | Tobacco; LowP. THC Retailer |

Voting Yea: Mayor Maas-Kusske, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 4-0

## 7. COUNCIL REPORTS AND OTHER BUSINESS

No reports were given.

## 8. ADJOURNMENT

Councilmember Francis made a motion to adjourn. Seconded by Councilmember Arvizo.

Voting Yea: Mayor Maas-Kusske, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion passed 4-0

Council Adjourned at 7:02 PM

I, Jacob W. Schillander, being duly sworn, depose and say:

That I am the City Administrator of the City of Maple Plain, and that the foregoing minutes are a true and correct record of the meeting held on the date indicated above at Maple Plain City Hall. I certify that the minutes accurately reflect all actions taken, including votes, motions, resolutions, and ordinances, and that they are in compliance with all applicable legal requirements.

Signed:



Jacob W. Schillander
City Administrator

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## Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Employee Handbook Updates |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Discussion** | |

**Summary:**

The proposed updates consolidate vacation and sick leave into a unified Paid Time Off (PTO) system for regular employees, introduce compliance with Minnesota's Earned Sick and Safe Time (ESST) law, and prepare for the upcoming Minnesota Paid Family & Medical Leave program effective January 1, 2026. These changes modernize leave administration, ensure legal compliance, and provide clarity on accruals, usage, and payout provisions.

---

**Key Changes**

1. **Transition to PTO System**
   - Combines vacation and sick leave into PTO.
   - New accrual schedule based on years of service:
     - 0–2 years: ~80 hrs/year
     - 3–10 years: ~120 hrs/year
     - 11+ years: ~160 hrs/year
   - Annual cap: 160 hours; excess forfeited.
   - Clarifies PTO payout upon separation with legal considerations.
2. **Earned Sick and Safe Time (ESST)**
   - Compliance with Minnesota law (effective Jan 1, 2024).
   - Applies to employees working 80+ hrs/year.
   - Accrual: 1 hr per 30 hrs worked; max 48 hrs/year; carryover up to 80 hrs.
   - Expanded qualifying uses (illness, domestic abuse, public emergencies, family care).
3. **Minnesota Paid Family & Medical Leave**

- New section for state program effective Jan 1, 2026.
- Up to 12 weeks medical + 12 weeks family leave (max 20 weeks/year).
- Premium cost split 50/50 between City and employee.
- Job protection and insurance continuation during leave.

4. **Leave Policy Updates**
   - Clarifies interaction between PTO, ESST, FMLA, and Minnesota Paid Leave.
   - Adds intermittent leave provisions and notice requirements.
   - Updates funeral, military, jury duty, and unpaid leave sections.
5. **Compliance & Legal Updates**
   - Incorporates recent Minnesota statutes on wage disclosure, ESST, and Paid Leave.
   - Adds guidance on PTO payout and unilateral contract considerations.
6. **Formatting & Terminology**
   - Replaces “Vacation” and “Sick Leave” references with PTO.
   - Updates tables, examples, and formulas for accrual calculations.

**Recommendation**
Staff recommend the Council approve the updates to the employee handbook.

# EMPLOYEE HANDBOOK

Revisions Approved:

October 26, 2020
March 28, 2022
October 24, 2022
March 27, 2023
June 26, 2023
September 23, 2024
April 29, 2025

Originally Created: January 1981

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## 1. INTRODUCTION

**Purpose**

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Maple Plain. They should not be construed as contract terms. The policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City Council. These policies supersede all previous personnel policies. Appendices A and B are incorporated in and made a part of this document. In the event of inconsistency between the Appendices and this document, the Appendices shall control.

Except as otherwise prohibited by law, the City of Maple Plain has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

**Scope**

These policies apply to all employees of the City. Applicability to the following employment classifications are noted at the beginning of each section or sub-section. Employment classifications include:

* Elected
* Volunteer
* ~~City Administrator~~
* Regular Employees
* Part-Time Employees
* Temporary Employees
* ~~Firefighters~~

If a section or subsection applies to all categories, the term “All” shall be used. If any specific provisions of these personnel policies conflict with any employment agreement conditions of that agreement shall prevail. Any policy, or portion thereof, that does not conflict with an employment agreement, will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Employee shall receive a copy of such work rules upon hiring. The immediate supervisor shall explain and discuss enforcement of those rules with the employee.

Elected officials are subject to State law as described, for example, in the League of Minnesota Cities Council Handbook.

**Employment Classifications**

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator.

Elected

Persons elected by the citizens of Maple Plain or appointed by the City Council to serve as Mayor or City Councilmember.

Volunteer

Persons, including those serving on citizen advisory boards, commissions and other task-oriented groups organized by the City Council, who participate, coordinate and/or organize City-sponsored meetings, functions, and events without compensation. Volunteers must follow the parameters of the City's employment policies. They are not eligible for City benefits or leave.

Regular Employees (Full Time)

Employment expected to exceed more than nine (9) months in duration. Regular employees work a minimum of 40 hours per week and are entitled to benefits and accrual of benefits from the initial day of employment, as described in those respective policy sections. Newly hired, promoted and re- hired employees shall serve a six (6) month probationary period. Continued employment is at the sole discretion of the employer.

Part Time Employees

Employees performing regular, but limited, duties for the City continually for more than (6) months and for less than 40 hours per week on average are considered part-time. Such employees are not eligible for City benefits or leave considerations, except for ~~Earned Sick and Safe~~ESST ~~Time aa~~s provided in Section 7. Work schedules are determined by the City Administrator.

Temporary Employees

Persons hired for specific jobs, projects or period of time of less than six (6) months are considered temporary. Temporary employees are not eligible for City benefits or leave considerations, except for ~~Earned Sick and Safe Time~~ESST as provided in Section 7. Employees included in this classification include, but are not limited to, interns, seasonal parks or public works employees, etc.

~~Fire Fighters~~

~~Employees of the Maple Plain Fire Department. Refer to the Fire Department's Standard Operating Guidelines for more information. The probationary period for a new paid on-call fire fighter is the later of one (1) year from the date of hire or until receiving Firefighter I and Firefighter II certification. Continued employment is at the sole discretion of the employer.~~

**Equal Employment Opportunity Statement**

The City of Maple Plain is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation and selection for training.

The City shall not discriminate against any employee or job applicant on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs, and twists), color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, disability, age, marital status, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

**Data Practices Advisory**

Employee records are maintained in a location designated by the City Administrator. Personnel data is kept in personnel files, finance files, and benefit/medical files. Information is used for, but not limited to the following: administer employee salary and benefit programs, process payroll, complete state and federal reports, and document employee performance.

Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained and disseminated according to the Minnesota Government Data Practices Act.

**Media Contact**

Formal news releases concerning municipal affairs are the responsibility of the City Administrator. All media interviews must be approved by the City Administrator before the interview. All contacts with the media should be reported to the City Administrator as soon as practicable. The Chief of Police ~~and Fire Chief~~ shall handle all media contact and inquiries regarding public safety and emergency matters in consultation with the City Administrator.

No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee, or by action of the City Council.

All news releases concerning City personnel will be the responsibility of the City Administrator.

**Accepting Gifts**

The City of Maple Plain prohibits an interested person from giving a gift or requesting another to give a gift to a local official. A local official may not accept a gift from an interested person.

An “interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a local official is authorized to make.

A “local official” means all members of the city council, appointed boards, commissions, committees, City Administrator, city staff, and contracted positions, such as the City Attorney, City Engineer, City Planner or other positions where a person is representing the City.

A "gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given and received without the giver receiving consideration of equal or greater value in return.

A local official shall not solicit or accept from any person, business, or organization any gift for themselves or for the benefit of the City or Department if it may reasonably be inferred that the person, business, or organization:

- Seeks to influence action of an official nature, or seeks to affect the performance or non-performance of an official duty; or
- Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

The above prohibitions shall not apply to gifts that are exceptions under Minn. Stat. §471.895, subd. 3.

## 2. CITYWIDE WORK RULES & CODE OF CONDUCT

**Applicable employment classifications:** All

**Conduct as a City Employee**

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of Maple Plain. Employees should exhibit conduct that is ethical, professional, responsive and of standards becoming of a City employee.

To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors. The following are job requirements for City of Maple Plain employees.

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance.

**Attendance & Absence**

The operations and standards of service in the City of Maple Plain require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who will be absent from work are required to notify their supervisor as soon as possible in advance of the absence. In case of unexpected absence, employees should contact their supervisor before the scheduled starting time. If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where they can be reached and/or contact any other individual who was designated by the supervisor. Failure to use established reporting process may be grounds for disciplinary action.

The employee must contact the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor. Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warranted such behavior.

Councilmembers are subject to the requirements of State law pertaining to extended absences, vacancies and abandonment of office as referenced in the League of Minnesota Cities Handbook.

**Access to and Use of City Property**

Employees may have access to keys, cell phones, pagers, tools, and other equipment necessary to perform the duties of their positions. All equipment made available to an employee is the property of the City of Maple Plain. Access to and use of these items is considered a privilege, which may be revoked if abused. Employees are responsible for the safekeeping and care of all such equipment. Prior to receiving a final paycheck from the City all such equipment must be returned and accounted for by any employee leaving City employment.

The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

**Appearance**

Personal appearance should be appropriate to the nature of the work, and contacts with other people and should present a professional look and positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace.

**Conflict of Interest**

City employees, elected officials, consultants, members of appointed boards and commissions, and volunteers ~~and paid on-call firefighters~~ shall remove themselves from situations in which they would have to take action or make a decision where that action or decision could be an actual conflict of interest.

Elected or Appointed City Council members may not concurrently hold a position as a regular, full-time, temporary, ~~paid on-call fire fighter,~~ or consultant position. Employees with questions about whether such a conflict exists should consult the City Administrator.

**Falsification of Records**

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies may be subject to immediate disciplinary action up to and including termination and or potential criminal prosecution.

**Personal Telephone Calls**

Personal telephone calls are to be made or received only when truly necessary. They are not to interfere with City work and are to be completed as quickly as possible. Please refer to the Cell Phone Policy for information on use of cellular phones.

**Political Activity**

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, during hours of employment, no City employee will directly or indirectly engage in political activities, including but not limited campaigning on behalf of local, state, or federal candidates for office, solicit or receive funds for political purposes, etc.

Employees must always be cognizant of their position with the City when engaged in political activities. This is to avoid conflict of interest, perception of bias and to refrain from being a representative of the City on political positions or for candidates.

Elected officials are subject to State law pertaining to political activities as referenced in the League of Minnesota Cities Handbook.

**Tobacco, Alcohol, and Cannabis Free Workplace**

All City buildings and vehicles, in their entirety, shall be designated as tobacco free, meaning that no person will smoke tobacco or cannabis flower, use cannabis product, use lower-potency hemp edible, or use smokeless tobacco and hemp derived consumer products while in a City facility, vehicle, or equipment. No person or employee shall smoke or use a tobacco product within 50-feet of any public facility.

Smoking of any kind, including pipes, cigars, cigarettes, cannabis products, or hemp-

derived consumer products, and vaping with e-cigarettes; the use of chewing tobacco and consumption of or being under the influence of alcohol or cannabis or hemp-derived consumer products is prohibited for employees while on duty. Possession of tobacco, alcohol, cannabis, hemp-derived consumer products or non- prescribed drugs is also prohibited on City property.

No employee, including elected officials, consultants, members of appointed boards and commissions, and volunteers ~~and paid-on-call firefighters~~, shall operate equipment or engage in work activities or City functions while under the influence of alcohol, cannabis products, or hemp-derived consumer products, non- prescribed drugs, and or prescribed drugs taken outside the directives of a licensed medical professional.

See Section 15 – Drug Free Workplace regulating drugs in the workplace.

## 3. EMPLOYEE RECRUITMENT & SELECTION

**Applicable employment classifications:** Regular Employees, Part-Time Employees, and Volunteers ~~and Fire Fighters~~

**Scope**

The City Administrator will manage the hiring process for all positions within the City. All positions shall be posted. The City Council approves all hires to City employment as recommended by the City Administrator. All hires will be made according to merits of the position being filled.

**Features of the Recruitment System**

Interested persons must submit applications for city employment on application forms provided by the City. Other materials (*e.g.*, resumes) may be accepted in lieu of a formal application in certain recruitment situations. Supplemental questionnaires may also be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position. The City Administrator may extend the deadline as needed to obtain more quality candidates for a position.

The City Council may fill position vacancies on an “acting” basis as needed. The Council shall determine pay rate adjustments, if necessary.

**Applicant Evaluations**

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test (for specific jobs), or another appropriate job-related exam.

The City Council will establish minimum qualifications for each position with input from the City Administrator. ~~In the event of a vacancy within the Fire Department, the Fire Chief shall review applications and recommend to the City Administrator applicants to~~

~~be hired as fire fighters.~~ To be eligible to participate in the selection process, a candidate for any position must meet the minimum qualifications. All final candidates must be approved by the City Council.

**Pre-Employment Medical Exams**

~~A pre-employment medical examination is required of all firefighters interested in vacant Fire Department position. The City reserves the right to also require a psychological evaluation.~~ The City Administrator may determine that a pre-employment medical examination and/or psychological evaluation are ~~also~~ required when considering employment for ~~other~~ position vacancies.

Medical examinations and/or psychological evaluations are necessary to determine fitness to perform the essential functions of the position. ~~When a pre-employment medical exam is required, it shall be required of all firefighters receiving employment offers. All firefighters must successfully complete examinations in order to receive consideration for employment.~~ Information obtained from the medical exam will be treated as confidential medical records.

The medical and/or psychological exam will be conducted by a licensed physician or psychologist or psychiatrist designated by the City with the cost of the exam paid by the City. The provider will notify the City Administrator that a candidate either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator will confer with the provider and candidate regarding reasonable and acceptable accommodations. ~~In the event of a fire fighter position, this information shall also be shared with the Fire Chief.~~

Candidates rejected for employment based on the results of the medical and/or psychological exam will be notified of this determination.

**Selection Process**

The selection process for filling position vacancies shall be coordinated by the City Administrator and respective Department heads, as appropriate. The City Council shall have final approval of all candidates selected for City employment.

The process for hiring seasonal and temporary employees is delegated to the City Administrator with each hire subject to final City Council approval. Except where prohibited by law, seasonal and temporary employees may be terminated by the City Administrator at any time, subject to City Council approval.

~~The City Administrator shall oversee the process for filling the Fire Chief and two Assistant Fire Chief positions within the Fire Department. The selection process of the Fire Chief and two Assistant Chief positions shall be conducted according to this policy and Chapter Five, Section 5.1 of the Fire Department Standard Operating Guidelines (SOGs).~~

~~The Fire Chief shall recommend appointment of other Department officers according to the Department's Standard Operating Guidelines, Chapter 5.1. Those positions include: Lieutenant(s), Captain(s), and Training Officer as outlined in the SOGs.~~

~~All recommendations are subject to the review and approval of the City Administrator and the City Council.~~

**Background Checks**

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled. All employees of the City, except for City Councilmembers, are at-will employees.

**Training Period**

The training, or probationary, period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, promotions, and re-hires. Training periods are 6 months in duration unless expressly otherwise provided for herein.

~~**Fire Relief Association Membership**~~

~~Any regular active member of the Maple Plain Fire Department is eligible to apply for membership to the Fire Relief Association, see Fire Relief Bylaws for more information.~~

## 4. PERFORMANCE REVIEWS

**Applicable employment classifications:** Regular Employees, Part Time Employees, and Temporary Employees~~, and Fire Fighters~~

The City Administrator shall use an objective performance review system for the purpose of annually evaluating the performance of all City employees~~, including the Fire Chief. The Fire Chief is responsible for conducting annual performance reviews for all paid on call fire fighters, Assistant Chiefs and department officers. The Fire Chief shall collaborate with the City Administrator to ensure reviews are done timely and in accordance with City policy.~~ The quality of an employee's past performance is considered in personnel decisions such as promotions, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. An employee does not have the right to change or challenge his/her performance review but may submit a written response which will be attached to the performance review.

Performance reviews are done annually. The form, with all required signatures, will be

retained as part of the employee's personnel file. During the training, or probationary, period, informal performance meetings should occur frequently between the City Administrator, or designee, and the employee.

Signing of the performance review document by the employee acknowledges that the review has been discussed and does not necessarily constitute agreement. Failure to sign the document by the employee will not delay processing.

## 5. ORGANIZATION & CLASSIFICATIONS

**Applicable employment classifications:** Regular Employees, Part Time Employees, and Temporary Employees~~, and Fire Fighters~~

**Job Descriptions**

The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

Job descriptions shall include: position title, department, supervisor's title, FLSA status (exempt or nonexempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. Attendance and compliance with work rules and policies are essential functions of all City positions.

Prior to positing a vacancy notice, the City Administrator shall review job descriptions to ensure each job description accurately reflects the position and job qualifications. The Administrator shall present changes to those job descriptions, if necessary, to the City Council for approval.

**Assigning and Scheduling Work**

Work duties assignments and scheduling work is subject to the approval of the City Administrator. ~~The Fire Chief shall oversee work duty assignments and scheduling work for Fire Department staff.~~

**Employment Classifications**

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator and are more fully described in the Introduction section.

**Layoff**

If it becomes necessary to reduce personnel, the City Council has discretion to determine which employees are subject to that reduction. The City Council may retain an employee in a probationary period if that employee/position is deemed essential to

City operations.

The selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council.

## 6. HOURS OF WORK & COMPENSATION

**Applicable employment classifications:** Regular Employees, Part Time Employees, and Temporary Employees

### WORK HOURS

Work schedules for employees shall be established by the City Administrator with input from City employees.

### Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by saving these breaks.

### Adverse Weather Conditions

City facilities will generally be open during adverse weather. Any and all decisions to close City facilities or cancel City programs (i.e. public meetings, special events, etc.) will be made by the Mayor and City Administrator.

Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued ~~vacation~~PTO time, personal time, or compensatory time, with the approval of the City Administrator. The City Administrator may also allow the employee to modify the work schedule or make other reasonable schedule adjustments.

Public Works employees will generally be required to report to work regardless of conditions, unless instructed otherwise by the City Administrator.

### COMPENSATION

Compensation shall be designated as salaried or hourly. Employees will not receive any amount from the City in addition to the pay authorized unless approved by the City Council. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Compensation for seasonal and temporary employees will be set by the City Council at

the time of hire, or on an annual basis. ~~Compensation for Fire Department employees are outlined in the Department's Standard Operating Guidelines.~~

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The City cannot retaliate, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for disclosing their own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5075 or (800) 342-5354.

**Paychecks**

The pay periods for Regular, Part Time, and Temporary Employees are biweekly beginning on Saturday at 12:01 a.m. and ending at 11:59 p.m. on Friday. Paychecks are issued no later than the Thursday following the end of the pay period.

Elected officials are paid monthly, with pay periods beginning on the first of each month and ending on the last day of each month. Paychecks are issued no later than 5 business days following the end of the pay period.

~~Fire Department employees (Paid on Call) receive paychecks quarterly. The Fire Chief shall submit department timecards within 10 days of the end of the quarter, and paychecks will be issued no later than the 15th of the month.~~

When a payday falls on a holiday, or weekend, checks may be issued the day before the holiday.

Paychecks will not be given to anyone other than the employees for whom they were prepared unless the employee has notified the City Administrator in writing authorizing someone else to collect the check.

Employees are responsible for notifying the City Administrator of any change in status including changes in address, phone number, names of beneficiaries, and any tax

information changes.

Employees are strongly encouraged to enroll in direct deposit for payroll, as it provides faster and more secure access to funds. Pay stubs will be emailed or mailed upon request. Employees who choose not to use direct deposit will receive a physical paycheck, which must be picked up at City Hall during regular office hours.~~Employees must sign up for Direct Deposit. Check stubs will be mailed or emailed to the employee. Employees who do not opt for direct deposit must pick up checks from City Hall during office hours.~~

Full-time, non-exempt employees are expected to work the number of hours as according to their job description and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Act, hours worked, and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Employees required to report hours worked are required to complete, sign, and turn in a biweekly timecard to the City Administrator for review and approval. Employees must have a completed and signed timecard in order to receive a paycheck. Timecards for Bi-Weekly and Monthly pay periods must be submitted by 12:00 pm on the first business day following the end of the pay period or risk being excluded from the payroll processing.

The City Administrator must complete a utilization sheet and have the Mayor sign off on each pay period and for any time requested off City Administrator shall notify the Council of any extended ~~vacation~~PTO~~s~~ or sick leave in advance.

Falsification or misrepresentation of hours worked may result in disciplinary action, which may include termination of employment.

**Overtime & Compensatory Time**

The City of Maple Plain has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. In general, only non-exempt, or hourly employees working a minimum of 40 hours per week, in the City of Maple Plain are eligible for overtime.

Compensation for all overtime-eligible employees is at a rate of time and one-half (1.5) for all hours worked over 40 in one workweek. Employees must complete a 40-hour work week before receiving overtime compensation. ~~Vacation, sick leave,~~PTO, ESST, and paid holidays do not count toward “hours worked.” Absent City Administrator approval, the City of Maple Plain does not offer compensatory time in lieu of overtime.

Employees shall notify the City Administrator in advance of all known overtime, unless otherwise directed by the City Administrator. Notification is not required for responding to water or sewer main breaks, snowplowing, or City emergencies. The City Administrator reserves the right to adjust employee schedules accordingly to manage overtime compensation. Employees are not authorized to work at home without the prior written approval of the City Administrator.

Hourly employees scheduled to work or called to work on weekends, holidays, or emergencies will be paid at the applicable rates for those hours actually worked. The

City Administrator has the discretion to adjust employee to work schedules in lieu of overtime. Employees shall be notified in advance of such adjustments. An employee may also request a work schedule adjustment in lieu of receiving overtime.

Exempt employees are expected to work the hours necessary to meet the performance expectations. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee may need to work more than 40 hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek. Exempt employees are paid on a salary basis.

All employees are required to work overtime as requested by the City Administrator. Refusal to work overtime may result in disciplinary action. Efforts will be made to balance the personal needs of all employees when assigning overtime work.

~~Differential Pay~~

~~**Applicable employment classifications:** Regular Employees~~

~~One Public Works employee is expected to be on-call during weekends and holidays and shall receive Differential pay. Differential Pay shall equal the value of two (2) hours of regular pay for Friday evenings and four (4) hours of regular pay for Saturdays, Sundays and holidays. Differential pay shall compensate the on-call employee for time spent on call and for up to 5 hours of overtime which may be necessary during the weekend and an additional 2 hours of overtime which may be necessary during each holiday. Differential pay shall be paid in full to the on-call employee whether or not the employee is required to report for duty during a weekend or holiday and regardless of the actual number of hours worked.~~

~~The on-call employee shall track all hours worked during weekends and holidays. The on-call employee shall report for duty as necessary during weekends and holidays but shall not exceed 5 hours worked during a weekend or 2 hours worked during a holiday unless the on-call employee obtains permission in advance to exceed these limits from the City Administrator. All authorized hours in which the employee reports for duty to work beyond the 5 weekend hours and 2 holiday hours contemplated in this section shall be counted as overtime hours worked, and the on-call employee shall be compensated for such time worked at the overtime rate.~~

**Upon Leaving Employment Pay**

Benefit-eligible employees leaving the City in good standing will be paid accrued, unused ~~vacation~~PTO, earned through the last date of employment, subject to applicable caps noted herein (and applicable taxes and other withholdings) following termination of employment, will receive 100% of their earned but unused ~~vacation~~PTO leave balance as compensation; applicable taxes are withheld.

Employees shall not be paid accrued, unused sick time following termination of employment.

**Commented [SL1]:** This is where you would limit PTO payout upon leaving. The city could limit payout, but under a 2021 case, the Minnesota Supreme Court looked at whether a city had a contractual obligation to pay accrued PTO to an employee in accordance with its handbook. The court noted that an employee handbook could form the basis for a unilateral employment contract if all the requirements for formation of such a contract were met. However, a handbook could reserve discretion in certain matters or the right to amend or modify the provisions of the handbook. But the court reasoned that an employer's offer of PTO is an element of compensation, like an hourly wage or salary, and "once the employee accepts the offer of compensation by performing work for the employer, the employer cannot withdraw the offer, just like the employer cannot refuse to pay the employee the agreed-upon wage." Following the Courts reasoning in Hall, the City could be liable if it seeks to change its PTO policy and how it is paid out.

But the Court did distinguish this ruling in a case that found that an employer could change an existing PTO policy. In that case the employer adopted a new vacation policy and communicated this policy to the employees. A class action lawsuit was brought by the employees, alleging that this modification breached the contract formed with the employee handbook. The court found that there would be no breach of the contract because "the supreme court determined that when an employee handbook is considered a unilateral contract, the offer is communicated when the handbook is distributed to employees and the offer is accepted when the employee retains employment with knowledge of new or changed conditions."

Thus, the City may be able to change the policy to only PTO and limit the payment, but the City could be liable if employees lose earned vacation leave. I would suggest that earned vacation is accounted for with existing employees when changed to PTO. And, then moving forward, provide a cap on PTO upon leaving that follows current vacation time so that it does not interfere with the existing vacation accrual, but does not add ESST to the payout.

## 7. BENEFITS & LEAVE

### BENEFITS

**Applicable employment classifications:** Regular Employees

**Health, Dental & Life Insurance**

The City offers health, dental and life insurance benefits to eligible employees. Benefits shall be established annually during the budget process and approved by motion of the Council. Benefits shall only remain in effect throughout the employee's service with the City.

Additional insurance policies offered by the City, including long-term disability, supplemental life insurance, etc., are optional to employees. These optional coverages are the sole responsibility of the employees and are deductible from employee paychecks pre-tax.

**Retirement**

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. The City and employees contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding).

The City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each paycheck for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding for many employees). For information about PERA eligibility and contribution requirements, contact the City Administrator.

**Holidays**

The City observes the following official holidays for all permanent employees.

| | |
|---|---|
| New Year's Day | January 1 |
| Martin Luther King Jr. Day | Third Monday in January |
| Presidents' Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Juneteenth | June 19 |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Veterans Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Day after Thanksgiving | Fourth Friday in November |
| Christmas Eve- ½ Day Paid | December 24 |
| Christmas Day | December 25 |

In the event that a holiday falls on a Saturday, the holiday shall be "observed" on the preceding Friday. For a holiday falling on a Sunday, the following Monday shall be the observed holiday. The City Administrator may interpret and adjust observed holidays when dates do not line up as intended, such as Christmas Day.

Only Regular employees are eligible for holiday pay. Regular employees shall receive pay for official holidays at their normal straight time rates. An employee on a leave of absence without pay from a City is not eligible for holiday pay. Employees must be on the City payroll during the holiday in order to receive holiday pay. Employees wanting to observe holidays other than those officially observed by the City may request either ~~vacation~~ PTO leave, use of ~~sick~~ ESST leave, or unpaid leave for time off.

**COUNCIL MEETING PAY**

**Applicable employment classifications:** Elected

The Mayor and City Council receive a monthly stipend for their work preparing for and attending regular business meetings. They also receive additional compensation for various meetings/events where they represent the City of Maple Plain in an official capacity.

Special meetings where the Mayor and City Council receive additional compensation are as follows:

- Council Workshops
- Special Meetings
- Public Hearings
- Commissions, task forces, committees where the mayor or council members are appointed to serve as the official city representative and approved by City Council on the Council Appointments list. Council shall adopt the Council Appointments list annually, and may amend it from time to time as needed.
- Training sessions approved by the City Council and budgeted in advance (*e.g.*, League of MN training activities)

The following types of meetings are not typically reimbursed, unless approved in the aforementioned Council Appointments, including:

- 1:1 meetings with city administrator or staff
- 1:1 or group meetings with residents or businesses
- Professional association meetings
- Meetings with consultants, contractors, or staff unless part of meetings defined above
- Meetings or briefings with elected officials or government agencies
- Service projects by local organizations
- Ribbon cutting ceremonies
- Emergency management activities and events
- Any activity that may be considered campaigning

## LEAVE

**Applicable** employment classifications: Regular Employees, Part Time Employees, and Temporary Employees~~, and Firefighters~~.

Depending on an employee's situation, more than one form of leave may apply during the same period (*e.g.*, the Family and Medical Leave Act may apply during a worker's compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests are evaluated on a case-by-case basis.

Except as otherwise states, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

### ~~Minnesota Paid Family and Medical~~Minnesota Paid Leave

**Applicable Employment Classification**: All eligible employees

Commented [NS2]: The law doesn't appear to have any exception for part-time employees, or elected officials. See LMC Paid Leave Law FAQ, Q2.

#### *Eligibility*

Effective January 1, 2026, eligible employees may apply for paid leave benefits under Minnesota Paid ~~Family and Medical~~ Leave. Minnesota Paid Leave will be available to all eligible employees for up to twelve (12) weeks of medical leave and twelve (12) weeks of family leave, for a combined maximum of twenty (20) weeks, per twelve (12) month period.

Eligible employees are those employees who worked 50% or more of the prior year in Minnesota and earned at least 5.3 percent of the state's average annual wage in the last year. Employees who performed some work in Minnesota but did not work 50% or more of the year in Minnesota or any one state, are eligible if they lived in Minnesota during 50% or more of the calendar year.

Eligible employees shall be issued not more than thirty (30) days from the beginning date of employment, or thirty (30) days before premium collection begins, written information that includes an explanation of the available benefits provided under Minnesota Paid ~~Family and Medical~~ Leave, instructions on how to file a claim, and other specified information.

Commented [NS3]: Notice requirements of Minn. Stat. 268B.26. Department supposed to prepare a uniform employee notice form that could be used

Employees are requested to give verbal or written notice to the City Administrator at least seven (7) days prior to submitting an application for Minnesota Paid Leave or, if seven (7) days' notice cannot be given, as much notice as practical.

#### *Provisions*

Minnesota Paid Leave is a state-run insurance program managed by the Minnesota Department of Employment and Economic Development (DEED) that provides payments and job protections for eligible employees. Minnesota Paid Leave is funded by a premium split between the City and the eligible employee. ~~The City shall cover (PERCENT)~~ 50% ~~of~~

Commented [NS4]: Has to be at least 50%, but can be more

Commented [SL5]: Must be at least 50%, can be more

~~the premium cost and shall deduct the remaining~~ 50 ~~(PERCENT)% from the employees wages.~~ The City is required to cover 50% of the premium cost and can deduct the remaining 50% from the employees' wages. Alternatively, the City may choose to cover 100% of the premium. This allocation will be established annually during the budget process and approved by Council.

Minnesota Paid Leave is intended for long-term extended leave and requires DEED approval based on necessity and eligibility.

***Qualifying Uses***

Minnesota Paid Leave may be used for medical and family leave purposes. Applications for Minnesota Paid Leave must be submitted to DEED and will require certification as requested by DEED.

When an employee uses Minnesota Paid Leave for more than three consecutive days, the City may require an employee provide a copy of the certification required by DEED to apply for the benefits.

If Minnesota Paid Leave is taken for a purpose that also qualifies for leave under the Family and Medical Leave Act (FMLA), Minnesota Paid Leave shall run concurrently with FMLA leave.

***Benefits and return to work protections***

Any leave taken under Minnesota Paid ~~Family and Medical~~ Leave may be continuous or intermittent. Intermittent leave may be taken in fifteen (15) minute increments for up to 480 hours per twelve (12) month period and counts toward the maximum leave allowed. If, after taking 480 hours of intermittent leave, additional Minnesota Paid Leave is needed, an employee is permitted to take up to the maximum amount of Minnesota Paid Leave allowed.

Except for FMLA leave and unless otherwise requested by an employee, Minnesota Paid Leave will not run concurrently with other paid leave. An employee may choose to use any other paid leave accrued concurrently with Minnesota Paid Leave but will not receive Minnesota Paid Leave benefits for any day in which they receive payments from other paid leave.

**Commented [NS6]:** Cant deny them from using other paid leave. Could allow employees to supplement the paid leave with other paid leave, but the supplement cannot exceed their pre-leave wages

During an employee's use of Minnesota Paid Leave, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from Minnesota Paid Leave is entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Minnesota Paid Leave absences will continue to accrue as if the employee has been continually employed.

**Earned Sick And Safe Time**

**Applicable Employment Classification**: All eligible employees, except Regular Employees and Elected ~~and Fire Fighters.~~Officials.

***Eligibility***

Effective January 1, 2024, Earned Sick and Safe Time (ESST) l~~L~~eave is required by the City to provide paid leave benefits to all eligible employees. Employees who earn leave under this policy may use such leave as provide for below.

***Provisions***

~~Earned Sick and Safe Leave~~ESST leave is paid time off earned at one hour of ~~Earned Sick and Safe~~ESST for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. The hourly rate of ~~Earned Sick and Safe~~ESST l~~L~~eave is the same hourly rate an employee earns from employment with the City. This specific leave applies to all employees (including temporary and part-time employees) performing work for at least 80 hours in a year for the City. ~~Earned Sick and Safe~~ESST lLeave cannot be transferred from one employee to another.

Regular Employees only will accumulate ~~Earned Sick and Safe~~ESST l~~L~~eave at a rate of one (1) day per month, prorated based on a Full-Time Equivalent (FTE, or 40 hours per week). Prorated ~~Earned Sick and Safe~~ESST l~~L~~eave accrual per pay period is calculated as the number of paid hours (except overtime) divided by eighty (80) hours multiplied by the accrual rate (3.69 hours per pay period). ~~Earned Sick and Safe~~ESST l~~L~~eave may accumulate annually up to 120 hours maximum.

***Use for ~~Earned Sick and Safe~~ESST Leave Purposes***

The leave may be used as it is accrued in the smallest increment of time tracked by the city's payroll system in 15-minute increments for the following circumstances:

- An employee's own:
  - Mental or physical illness, injury or other health condition
  - Need for medical diagnosis, care or treatment, of a mental or physical illness
  - injury or health condition
  - Need for preventative care
  - Closure of the employee's place of business due to weather or other public emergency
  - The employee's inability to work or telework because the employee is prohibited from working by the city due to health concerns related to the potential transmission of a communicable illness related to a public emergency, or seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, a communicable disease related to a public emergency and the employee has been exposed to a communicable disease or the city has requested a test or diagnosis.
  - Absence due to domestic abuse, sexual assault, or stalking of the employee provided the absence is to:

        - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
        - Obtain services from a victim services organization
        - Obtain psychological or other counseling
        - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
        - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking
- Care of a family member:
    - With mental or physical illness, injury or other health condition Who needs medical diagnosis, care or treatment of a mental or physical illness, injury or other health condition Who needs preventative medical or health care Whose school or place of care has been closed due to weather or other public emergency When it has been determined by health authority or a health care professional that the presence of the family member of the employee in the community would jeopardize the health of others because of the exposure of the family member of the employee to a communicable disease, whether or not the family member has actually contracted the communicable disease
    - Absence due to domestic abuse, sexual assault or stalking of the employee's family member provided the absence is to:
        - Seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking
        - Obtain services from a victim services organization
        - Obtain psychological or other counseling
        - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault or stalking
        - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking

Use for ~~Earned Sick and Safe~~ESST ~~l~~Leave purposes, family member includes an employee's:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in local parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee or
- A child-in-law or sibling-in-law
- Any of the above family members of a spouse or registered domestic partner

- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

***Advance Notice for use of ~~Earned Sick and Safe~~ESST Leave***

If the need for sick and safe leave is foreseeable, the City requires seven days' advance notice. However, if the need is unforeseeable, employees must provide notice of the need for ~~Earned Sick and Safe~~ESST time as soon as practicable. When an employee uses ~~Earned Sick and Safe~~ESST time for more than three consecutive days, the City may require appropriate supporting documentation (such as medical documentation supporting medical leave, court records or related documentation to support safety leave). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, ~~Earned Sick and Safe~~ESST l~~L~~eave for a qualifying purpose. The City will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the City will not require an employee using ~~Earned Sick and Safe~~ESST leave to find a replacement worker to cover the hours the employee will be absent.

***Carry Over of ~~Earned Sick and Safe~~ESST Leave***

Employees are eligible for carry over accrued but unused ~~Earned Sick and Safe~~ESST time into the following year, but the total of ~~Earned Sick and Safe~~ESST l~~L~~eave carry over hours shall not exceed 80 hours.

***Retaliation prohibited***

The City shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting ~~Earned Sick and Safe~~ESST l~~L~~eave rights, requesting an ~~Earned Sick and Safe~~ESST l~~L~~eave absence, or pursuing remedies. Further, use of ~~Earned Sick and Safe~~ESST l~~L~~eave will not be factored into any attendance point system the City may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under ~~Earned Sick and Safe~~ESST l~~L~~eave.

***Benefits and return to work protections***

During an employee's use of ~~Earned Sick and Safe~~ESST l~~L~~eave, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from time off using accrued ~~Earned Sick and Safe~~ESST l~~L~~eave is

entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during ~~Earned Sick and Safe~~ESST ~~l~~Leave absences will continue to accrue as if the employee has been continually employed.

The employee shall notify the City Administrator, and shall provide a written notice from a physician, of any illness or injury affecting an employee's ability to return to work and safely perform the essential functions with or without reasonable accommodations. Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision.

When there is a separation from employment with the City and the employee is rehired again within 180 days of separation, previously accrued ~~Earned Sick and Safe~~ESST ~~l~~Leave that had not been used will be reinstated. An employee is entitled to use and accrue ~~Earned Sick and Safe~~ESST ~~l~~Leave at the commencement of reemployment.

~~**Minnesota Paid Family and Medical Leave**~~

~~**Applicable Employment Classification**: All eligible employees~~

**Commented [NS7]:** The law doesn't appear to have any exception for part-time employees, or elected officials. See LMC Paid Leave Law FAQ, Q2.

~~***Eligibility***~~

~~Effective January 1, 2026, eligible employees may apply for paid leave benefits under Minnesota Paid Family and Medical Leave. Minnesota Paid Leave will be available to all eligible employees for up to twelve (12) weeks of medical leave and twelve (12) weeks of family leave, for a combined maximum of twenty (20) weeks, per twelve (12) month period.~~

~~Eligible employees are those employees who worked 50% or more of the prior year in Minnesota and earned at least 5.3 percent of the state's average annual wage in the last year. Employees who performed some work in Minnesota but did not work 50% or more of the year in Minnesota or any one state, are eligible if they lived in Minnesota during 50% or more of the calendar year.~~

~~Eligible employees shall be issued not more than thirty (30) days from the beginning date of employment, or thirty (30) days before premium collection begins, written information that includes an explanation of the available benefits provided under Minnesota Paid Family and Medical Leave, instructions on how to file a claim, and other specified information.~~

**Commented [NS8]:** Notice requirements of Minn. Stat. 268B.26. Department supposed to prepare a uniform employee notice form that could be used

~~Employees are requested to give verbal or written notice to the City Administrator at least seven (7) days prior to submitting an application for Minnesota Paid Leave or, if seven (7) days' notice cannot be given, as much notice as practical.~~

~~***Provisions***~~

~~Minnesota Paid Leave is a state-run insurance program managed by the Minnesota Department of Employment and Economic Development (DEED) that provides payments~~

and job protections for eligible employees. Minnesota Paid Leave is funded by a premium split between the City and the eligible employee. The City shall cover (PERCENT)% of the premium cost and shall deduct the remaining (PERCENT)% from the employees wages.

Minnesota Paid Leave is intended for long-term extended leave and requires DEED approval based on necessity and eligibility.

***Qualifying Uses***

Minnesota Paid Leave may be used for medical and family leave purposes. Applications for Paid Leave must be submitted to DEED and will require certification as requested by DEED.

When an employee uses Minnesota Paid Leave for more than three consecutive days, the City may require an employee provide a copy of the certification required by DEED to apply for the benefits.

If Minnesota Paid Leave is taken for a purpose that also qualifies for leave under the Family and Medical Leave Act (FMLA), Minnesota Paid Leave shall run concurrently with FMLA leave.

***Benefits and return to work protections***

Any leave taken under Minnesota Paid Family and Medical Leave may be continuous or intermittent. Intermittent leave may be taken in fifteen (15) minute increments for up to 480 hours per twelve (12) month period and counts toward the maximum leave allowed. If, after taking 480 hours of intermittent leave, additional Minnesota Paid Leave is needed, an employee is permitted to take up to the maximum amount of Minnesota Paid Leave allowed.

Except for FMLA leave and unless otherwise requested by an employee, Minnesota Paid Leave will not run concurrently with other paid leave. An employee may choose to use any other paid leave accrued concurrently with Minnesota Paid Leave but will not receive Minnesota Paid Leave benefits for any day in which they receive payments from other paid leave.

During an employee's use of Minnesota Paid Leave, an employee will continue to receive the City's employer insurance contribution as if they were working, and the employee will be responsible for any share of their insurance premiums.

An employee returning from Minnesota Paid Leave is entitled to return to their City employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Minnesota Paid Leave absences will continue to accrue as if the employee has been continually employed.

**Paid Time Off~~Vacation Leave~~**

**Commented [NS9]:** Has to be at least 50%, but can be more

**Commented [NS10]:** Cant deny them from using other paid leave. Could allow employees to supplement the paid leave with other paid leave, but the supplement cannot exceed their pre-leave wages

**Applicable employment classifications:** Regular Employees

Regular Employees will earn Paid Time Off (PTO) ~~vacation leave~~ in accordance with the schedule below. Years of continuous service shall determine an employee's ~~vacation~~ PTO accrual rate. Employees re-hired after terminating City employee will not receive credit for their prior service unless specifically negotiated at the time of hire. Accrual rates shall be prorated based on a Full Time Equivalent (FTE, or 40 hours per week). Prorated ~~vacation~~PTO leave accruals per pay period are calculated as the number of hours of paid service (except overtime) divided by eighty (80) hours and multiplied by the employee's rate of accrual.

~~Vacation~~PTO Leave Schedule

| Length of Service | Hours Per Payroll Period | |
|---|---|---|
| 0-2 Years | ~~3.08~~6.77 | ~~80 Hours~~ |
| 3-10 Years | ~~4.62~~8.31 | ~~120 Hours~~ |
| 11+ Years | ~~6.15~~9.84 | ~~160 Hours~~ |

Accrual

Regular Employees start accruing ~~vacation~~PTO from their hire date. Annual accrual rates shall be adjusted on an employee's date of hire anniversary. The adjustment shall take place during the current payroll period. Employees may accumulate no more than 160 hours (20 days) of accrued ~~vacation~~PTO leave annually. ~~Vacation~~PTO ~~earned in excess of said maximum limits shall be used or forfeited.~~

Compensation for accrued ~~vacation~~PTO leave may only be provided upon separation from City employment. An employee who separates, or is released, from City employment prior to the completion of required training or a probationary period shall not receive compensation for accrued ~~vacation~~PTO leave.

Use

~~Vacation~~PTO leave may be used as it is earned and is subject to approval by the City Administrator. An employee on probationary or extended probationary status is not eligible to use accrued ~~vacation~~PTO leave. Requests for ~~vacation~~PTO leave must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and City Administrator.

Hourly employees can request ~~vacation~~PTO in increments as small as one-quarter (¼) hour up to the total amount of the accrued leave balance. Exempt salary employees can request ~~vacation~~PTO in four (4) hour increments (e.g., a half day or full day) up to the total amount of accrued leave balance. ~~Vacation~~PTO leave may not be transferred to another employee.

**Funeral Leave**

**Applicable employment classifications:** Regular Employees.

**Commented [SL11]:** This will need to change to incorporate existing vacation plus ESST minimums

**Commented [SL12]:** Need to ensure that this follows the ESST minimums

**Commented [SL13]:** This will need to be changed to comply with ESST. If this is an issue, then I would suggest not using ESST.

Employees will be permitted to use up to three (3) consecutive working days, with pay, as Funeral Leave upon the death of an immediate family member, which includes brother, sister, father, mother, daughter, son, grandfather, grandmother, and step brother, step sister, step father, step mother, step daughter and step son. This paid leave will not be deducted from the employee's ~~vacation~~PTO or sick leave balance.

The actual amount of time off, and Funeral Leave approved, will be determined by the City Administrator depending on individual circumstances (i.e. closeness of the relative, arrangements to be made, distance to the funeral, etc.).

**Military Leave**

**Applicable employment classifications:** Regular Employees

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of fifteen (15) days in any calendar year. The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service or is prevented from returning by physical or mental disability or other cause not the fault of the employee or is required by the proper authority to continue in military service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five (5) years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. Employees that have not yet exhausted their fifteen (15) days of paid leave when called to active duty may use the remaining unpaid time prior to the unpaid leave of absence.

Employees returning from military service will be re-employed in the job they would have attained had they not been absent for military service, and with the same seniority, statues and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of ~~vacation~~PTO leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member (defined as a person's parent, child, grandparents, siblings or spouse) is a member of the United States armed forces who has been injured or killed while engaged in active service. The ten (10) days may be reduced if an employee elects to use appropriate accrued paid leave.

The City will grant employees an unpaid leave of absence for time spent serving as a member of the Civil Air Patrol upon request and authority of the State or any of its

political subdivisions, unless the absence would unduly disrupt the operations of the City. Employees may choose to use ~~vacation~~PTO while on Civil Air Patrol Leave but are not required to do so.

**Jury Duty**

**Applicable employment classifications:** Regular Employees

Eligible employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation (excluding mile and meal reimbursement) they receive for jury duty, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued ~~vacation~~PTO to make up the difference.

Employees are required to notify the City Administrator as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is complete by the Clerk of Court, so the City will be able to determine the amount of compensation due for the period involved.

All other employees are generally not eligible for compensation for absences due to jury duty but can take a leave of absence without pay subject to City Administrator approval.

Employees are expected to return to work when not required in court.

**Court Appearances**

**Applicable employment classifications:** Regular Employees

Employees will be paid their regular wages to testify in court for City-related business. Any compensation received for court appearances (*e.g.*, subpoena fees) arising out of in connection with City employment, minus mileage reimbursement, must be turned over to the City.

**Victim or Witness Leave**

**Applicable employment classifications:** Regular Employees

An employee who is a witness and is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony will be granted unpaid leave to attend criminal proceedings.

A victim of a violent crime, as well as the victim's spouse or immediate family member (immediate family members include parents, child, or siblings of the employee) will be

granted reasonable unpaid leave to attend criminal proceedings related to the victim's case. An employee must give 48 hours advance notice to the City of their need to be absent unless it is impracticable or an emergency prevents them from doing so.

The City may request verification that supports the employee's reason for being absent from the workplace.

**Unpaid Leave**

**Applicable employment classifications:** All

Unpaid leaves may be approved in accordance with the City personnel policies. Employees must normally use all accrued ~~vacation~~PTO leave and sick leave prior to taking an unpaid leave. If the leave qualifies under Parenting Leave or Family and Medical Leave, the employee may retain a balance of forty (40) hours when going on an unpaid leave. Any exceptions to this policy must be approved by the City Administrator.

**Administrative Leave**

**Applicable employment classifications:** All

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator. Regular Employees on administrative leave may continue to receive benefits and accrue personal (sick) and ~~vacation~~PTO leave.

If placed on administrative leave while an internal or external investigation is to take place the following steps should be taken in the first 24 hours of administrative leave.

1. Access to City Email is no longer available to the Employee.
2. Access to any City owned building is no longer permitted to the Employee.
3. Any keys to City owned property are confiscated and provided to the City Administrator or City Council if the investigation is pertaining to the City Administrator.
4. Any Access codes or passwords to City software or building access are confiscated and provided to the City Administrator or City Council if the investigation is pertaining to the City Administrator.

While on administrative leave the employee shall not have contact with other City Employees pertaining to City business unless directed by the City Administrator or City Council if the investigation is pertaining to the City Administrator.

**Elections / Voting**

**Applicable employment classifications:** Regular Employees

An employee selected to serve as an election judge pursuant to Minnesota law, will be

allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least ten (10) days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

**Delegates to Party Conventions** **Mike- State Statute Dictates this section**

**Applicable employment classifications:** Regular Employees

An employee may be absent from work to attend any meeting of the state central committee or executive committee of a major political party if the employee is a member of the committee. The employee may attend any convention of a major political party delegate, including meetings of official convention committees if the employee is a delegate or an alternate delegate to that convention.

The employee must give at least ten days written notice of their planned absence to attend committee meetings or conventions. Time away from work for this purpose will be considered unpaid unless the employee chooses to use ~~vacation~~PTO during their absence.

**Regular Leave without Pay**

**Applicable employment classifications:** Regular Employees.

The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council to a maximum of one (1) year.

Normally, employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue, or be paid for, holidays, sick leave, or ~~vacation~~PTO leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and ~~vacation~~PTO leave based on actual hours worked.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified FMLA will be guaranteed return to the original position only for absences of thirty (30) calendar

days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

**Family and Medical Leave Act (FMLA)**

**Applicable employment classifications:** Regular Employees

In accordance with the Family and Medical Leave Act ("FMLA") unpaid job protected leave will be granted to all eligible employees for up to twelve (12) weeks per twelve (12) month period per federal statute.

An eligible employee is one who has worked for the City for a cumulative period of twelve (12) months and at least 1,250 hours during the twelve (12) month period prior to requesting the leave. FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The entitlement to FMLA leave for the birth or placement of a child expires twelve (12) months after the birth or placement of that child.

The twelve (12) month period is calculated using the calendar year. Employees are required to give verbal or written notice to the City Administrator at least thirty (30) days prior to the date on which leave is to begin or, if thirty (30) days' notice cannot be given, as much notice as practical.

Failure to give thirty (30) days' notice for a foreseeable leave with no reasonable explanation for the delay may result in a denial of said request until thirty (30) days after the employee provides notice. To the extent possible, planned medical treatment should be scheduled so that it will not unduly disrupt the City's operations.

During the Family and Medical Leave, employees must use accrued sick leave and ~~vacation~~PTO leave prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation. Employees returning from Family and Medical Leave will be reinstated in their former position or a position equivalent in pay, benefits and other terms and conditions of employment.

An employee granted leave under this policy will continue to be covered under the City's group health, dental, and life insurance plans under the same conditions and at the same level of City contribution as would have been provided had they been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

FMLA leave counts as continued service for purposes of retirement and/or pension plans.

Refer to the Family and Medical Leave Act for definitions, employee eligibility, further requirements, and return to work policies.

Refer to Worker's Compensation & Return to Work policy for returning to work following a FMLA leave of absence, if applicable.

**School Conference Leave**

**Applicable employment classifications:** Regular Employees, Part-Time Employees, and Temporary Employees~~, and Firefighters~~

Any employee may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city. Employees may choose to use ~~vacation~~PTO leave hours for this absence but are not required to do so.

**Reasonable Work Time for Nursing Mothers**

**Applicable employment classifications:** Regular Employees, Part-Time Employees, and Temporary Employees~~, and Firefighters~~

Nursing mothers and lactating employees will be provided reasonable paid break times (which may run concurrently with already provided break times) to express milk.

The city will provide a clean, private and secure room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

An employer shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting nursing rights or remedies.

## 8. SAFETY, WORKER'S COMPENSATION, & RETURN TO WORK

The City of Maple Plain encourages all employees to practice care and follow all safety procedures and policies when performing duties of their positions. Practicing safety-first measures will ensure employees help prevent workplace accidents.

**SAFETY**

**Applicable employment classifications:** All

The health and safety of each employee of the City and the prevention of occupational

injuries and illnesses are of primary importance to the City. To the greatest degree possible, employees will maintain an environment free from unnecessary hazards and will follow all safety policies and procedures established for each department. Adherence to these policies is the responsibility of each employee. In the event of a workplace accident, employees shall follow the appropriate procedures to document the incident and provide or obtain medical treatment.

Overall administration of this policy is the responsibility of the City Administrator

**Reporting Accidents and Illnesses**

Both Minnesota Worker's Compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to their supervisor who will then report to the City Administrator.

If no one is available, the employee should seek medical treatment at the nearest available medical facility and, as soon as possible, notify the City Administrator or City office personnel of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment. Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

The City Administrator shall file the First Report of Injury (FROI) with the League of Minnesota Cities Insurance Trust upon notification of job-related injury or illness. FROI must be filed with the Insurance Trust within 24 hours of the incident. The employee's supervisor and employee shall also complete and file any other workplace accident forms.

Supervisor's Report of Accident
When a new injury is reported, it is important to conduct an immediate investigation to record the facts of how the injury occurred and what body parts were injured. The Supervisor's Report of Accident (SRA) should be completed based on the supervisor's first-hand contact with the injured employee and review of the area where the injury occurred. The SRA is due to the City Administrator within three (3) working days of the incident.

Employee Incident Report
The Employee Incident Report (EIR) should also be completed by the employee, but should not be substituted for an in-person interview or completion of the supervisor's analysis via the SRA. If possible, this form should be included with the FROI, but do not delay the filing of the FROI for more than one day. If the EIR is not completed and returned within one day, the City Administrator or responsible supervisor should continue to follow up with the employee the form is completed and received. The EIR is due to the City Administrator within three (3) working days of the incident.

**Safety Equipment/Gear**

Where safety equipment/gear is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn and/or used by the employee. The City of Maple Plain is not liable for employees that do not use the appropriate safety equipment/gear while performing the duties of the job.

**Unsafe Behavior**

The City Administrator is hereby authorized to send an employee home immediately when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others. ~~This authorization is also extended to the Fire Chief or other Fire Department officers.~~

**WORKER'S COMPENSATION**

**Applicable employment classifications:** All

Worker's Compensation benefits are extended only to employees injured as a result of workplace accidents while performing the required duties of their positions for the City of Maple Plain. In order to be eligible for and receive Worker's Compensation benefits, an employee and/or employee's supervisor must notify the City Administrator within 24 hours of the incident. All required incident reporting forms must also be submitted to the City Administrator within the required period of time.

Worker's Compensation "lost wages" benefits are paid at two-thirds ($^2/_3$) of the employee's regular gross wages as of the date of injury. Lost wages benefits are intended to meet an employee's regular take home pay after taxes. Employees suffering "lost time" – missing work due to a work-related injury or illness – have the option of using sick leave until Worker's Compensation benefits begin. Any City compensation paid to the employee from the date of injury shall be repaid to the City. The City shall then reinstate sick leave used.

Eligible employees receiving Worker's Compensation lost wage benefits shall not receive their regular pay from the City while absent from work due to a work-related injury or illness. Permanent employees on Worker's Compensation shall continue to receive all applicable City-provided benefits, including City benefit contributions, and accrue leave during their absence from work. Personal (sick), ~~vacation~~PTO and other accrued leave may not be used while receiving Worker's Compensation lost wage benefits. The employee will be responsible for any family contributions for health and dental insurance.

**RETURN TO WORK**

**Applicable employment classifications:** All

Fitness for duty determination

The City shall require a medical certificate or letter from the employee's physician attesting to the employee's fitness for duty prior to return to work. The fitness for duty report must be based on the health condition(s) for which the employee was absent. It must address whether the employee can perform the essential functions of his/her regular job. If a fitness for duty certification or physician letter is not furnished, the City will deny reinstatement until it is provided.

The City Administrator may consult with a physician or other expert to determine reasonable accommodations for any employee who is a "qualified disabled" employee under the ADA (Americans with Disabilities Act).

Notification of duty restrictions

Employees unable to perform the essential requirements of their job due to a short-term, temporary disability, they will notify the supervisor in writing as to the nature and extent of the disability and the reasons why they unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the City's job description along with a written request for light duty.

Light duty and modified duty assignment

Employees returning to work with physician restrictions, temporary disability or who are medically unable to perform their regular work duties resulting from a job-related injury or illness shall work with the City Administrator ~~, and Fire Chief, in the event said employee is a fire fighter,~~ to establish a light duty or modified duty assignment and work schedule. Assignments and work schedule shall meet the restrictions or disabilities of employee as outlined by the employee's physician. Written documentation from a physician as to the specific restrictions is required before accepting light duty or modified duty assignment. ~~Fire Chief will provide documentation for firefighters.~~

Light duty is evaluated by and at the discretion of the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty or a modified duty assignment. Such assignments are for short-term, temporary disability-type purposes and shall not exceed six (6) months in duration.

Notice to employees

The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

If the City offers a light duty assignment to employees who are out on worker's compensation leave, the employees may be subject to penalties if they refuse such work. The City will not, however, require an employee who is otherwise qualified for protection under the Family and Medical Leave Act to accept a light duty assignment.

The circumstances of each temporarily disabled employee performing light duty work will be reviewed regularly. Any light duty or modified work assignment may be discontinued at any time.

## 9. RESPECTFUL WORKPLACE

**Applicable employment classifications:** All

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City of Maple Plain acknowledges that this policy cannot predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

**Abusive Customer Behavior**

While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that the City Administrator intervene when a customer is perceived as abusive, or they may defuse the situation themselves, including ending the contact.

If there is a concern over the possibility of physical violence, the City Administrator should be contacted immediately. When extreme conditions dictate, 911 may be called. Employees should leave the area immediately when violence is imminent. Employees must notify their supervisor about the incident as soon as possible.

**Professionalism**

Employees shall be courteous, professional, and respectful when in contact with any member of the public while in the course and scope of City business.

Employees shall work in a cooperative manner with their supervisors and fellow employees to foster an atmosphere of civility.

**Types of Disrespectful Behavior**

The following types of behaviors are unacceptable and, therefore, prohibited, even if not unlawful in and of themselves:

Violent behavior*:* includes the use of physical force, harassment, or intimidation.

Discriminatory behavior: inappropriate remarks about or conduct related to a person's protected status, including race, color, creed, religion, national origin, disability, sex, marital ~~status,~~status, familial status, age, sexual orientation, or status with regard to public assistance, as defined by the Minnesota Human Rights Act and applicable federal law.~~.~~

Sexual harassment: consists of a wide range of unwanted and unwelcome sexually

directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment
- submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment
- such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, kidding, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Offensive behavior: may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and City Administrator what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction.

Although the standard for how employees treat each other and the general public will be the same throughout the city, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from the City Administrator.

**Employee Response to Unprofessional or Disrespectful Workplace Behavior**

Employees who believe that unprofessional behavior is occurring are encouraged to deal with the situation in one of the ways listed below. However, if the allegations involve violent behavior, sexual harassment, or discriminatory behavior, then the employee is responsible for taking one of the actions below, and to report the allegations to the City Administrator. If the City Administrator is the complainant or the subject of the complaint, the incident should be brought, in writing, to the Personnel

Committee. ~~The Personnel Committee is an appointed committee of the City Council.~~

Upon a finding by the City Administrator or the Personnel Committee that the behavior in question involves an allegation of violent behavior, sexual harassment, or discriminatory behavior, the City Administrator and/or the City Attorney shall determine whether an investigation is warranted and, as necessary, conduct that investigation and report to the City Council.

If employees see or overhear a violation of this policy, they are encouraged to follow these steps.

Step 1(a). Politely, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to the City Administrator. If the City Administrator is the complainant or the subject of the complaint, the incident should be brought, in writing, to the Personnel Committee. The party to whom the report is brought is responsible for documenting the issues and for giving you a status report on the matter within a reasonable period of time.

~~In the event an employee believes unprofessional or disrespectful behavior is occurring within the Fire Department, Fire Department employees are encouraged to notify the Fire Chief. The Fire Chief shall confer with the City Administrator regarding the incident(s). Should the alleged behavior include the Fire Chief, the complaint shall be directed to the City Administrator.~~

Step 1(c). In the case of violent behavior, all employees are required to report the incident immediately to the City Administrator. If the City Administrator is the complainant or the subject of the complaint, the incident shall be brought immediately, in writing, to the Personnel Committee.

Any employee who observes violent behavior, sexual harassment, or discriminatory behavior, or receives any reliable information about such conduct, must report it as soon as possible to the City Administrator. If the City Administrator is the complainant or the subject of the complaint, the incident shall be brought, in writing, to the Personnel Committee. The party to whom the report is brought shall decide as to the nature of the allegations brought. All allegations of violent behavior, sexual harassment, or discriminatory behavior will be turned over to the City Administrator and/or the City Attorney for further action. All other matters may be referred to a follow up meeting with the Personnel Committee, to determine further action.

Step 2. If, after what is considered to be a reasonable length of time you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident, in writing, to the Personnel Committee. If the matter was

initially reported to the Personnel Committee, the matter should be reported directly to the City Attorney.

**City's Response to Allegations of Unprofessional or Disrespectful Workplace Behavior**

In the case of allegations of violent behavior, sexual harassment, or discriminatory behavior, these incidents shall be immediately reported to the City Administrator and/or the City Attorney. As soon as possible following a report of such allegations, the City Administrator and/or the City Attorney will determine whether an investigation is warranted. All reports must be acted upon even if requested otherwise by the victim. All matters formally investigated by the City Administrator and/or the City Attorney shall be brought before the City Council, as necessary.

**In situations that do not involve allegations of violent behavior, sexual harassment, or discriminatory conduct, the City Administrator or, when applicable, the Personnel Committee will follow these steps when an allegation is reported:**

**Step 1. Initial Review and Informal Resolution**
If the nature of the allegation and the preferences of the reporting party support a simple intervention, the City Administrator or Personnel Committee may choose to address the matter either informally or formally, ensuring appropriate documentation in either case. This may include a coaching session with the employee whose conduct is in question, explaining the impact of their actions and requiring that the behavior not recur. This approach is particularly appropriate when there is ambiguity about whether the conduct was unprofessional or disrespectful.

**Step 2. Formal Review**
If a formal investigation or further intervention is warranted, the individual reporting the concern will be interviewed by the City Administrator and/or the City Attorney to discuss the nature of the allegations. The person being interviewed may have someone of their choosing present during the interview. The City Administrator and/or City Attorney will obtain a written statement from the reporting party, including a description of the incident (date, time, and location), and will also compile:

- Any corroborating evidence
- A list of witnesses
- Identification of the alleged offender

**Step 3. Investigation**
The City Administrator or City Attorney will conduct an investigation into the matter.

**Step 4. Notification of Alleged Violator**
As soon as practical after receiving the complaint, the alleged policy violator will be informed of the allegations and given an opportunity to answer questions and respond.

**Step 5. Determination and Council Review**
After completing the investigation and consulting with appropriate personnel, the City Administrator or City Attorney will present the findings to the City Council, which will determine whether disciplinary action is warranted.

**Step 6. Communication of Outcome**
Both the alleged violator and the reporting party will be advised of the findings and conclusions as soon as practicable.

~~**In situations that do not involve allegations of violent behavior, sexual harassment or discriminatory behavior, the City Administrator or (when applicable) the Personnel Committee will use the following guidelines when an allegation is reported.**~~

~~Step 1. If the nature of the allegations and the wishes of the victim warrant a simple intervention, the City Administrator or the Personnel Committee may choose to handle the matter informally. The City Administrator or Personnel Committee may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was unprofessional or disrespectful.~~

~~Step 2. If a formal investigation or further intervention is warranted, the individual alleging a violation of this policy will be interviewed by the City Administrator and/or the City Attorney to discuss the nature of the allegations. The person being interviewed may have someone of his/her own choosing present during the interview. The City Administrator and/or the City Attorney will obtain a written statement from the reporting party, containing a description of the incident, including date, time, and place, and will also compile the following:~~

- ~~Any corroborating evidence.~~
- ~~A list of witnesses.~~
- ~~Identification of the alleged offender.~~

~~Step 3. The City Administrator or City Attorney shall investigate of the matter.~~

~~Step 4. As soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations. The alleged violator will have the opportunity to answer questions and respond to the allegations.~~

~~Step 5. After adequate investigation and consultation with the appropriate personnel, the City Administrator or City Attorney will present the results of the investigation to the City Council and a decision will be made regarding whether disciplinary action will be taken.~~

~~Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable.~~

**Special Reporting Requirements**

If a City Council member is perceived to be the cause of a disrespectful workplace behavior incident involving City personnel, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator or, in the event of a conflict, the City Attorney shall take appropriate action to protect the alleged victim, other employees, or citizens.

**Confidentiality**

A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

**Retaliation**

Consistent with the terms of applicable statutes and City personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## 10. SEPARATION FROM SERVICE

**Applicable employment classifications:** Regular Employees, Part-Time Employees, and Temporary Employees~~, and Fire Fighters~~.

**Resignations**

Employees, other than regular employees, wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least fourteen (14) calendar days before leaving. Regular Employees must give thirty (30) calendar days' notice. The written resignation must state the effective date of the employee's resignation. Employees must complete their required notice period. The City shall not provide a pay-in-lieu of the required notice work period unless otherwise agreed to by the City Council or per employment agreements.

Failure to comply with this procedure may be cause for denying the employee's separation pay and any future employment with the City.

For Severance or Separation Pay see the Hours of Work & Compensation section.

## 11. DISCIPLINE

**Applicable employment classifications:** Regular Employees, Part-Time Employees, Temporary Employees, ~~Fire Fighters~~ and Volunteers.

**General Policy**

The City Administrator is responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Maple Plain. All City employees are subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies. The City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

~~The Fire Chief shall oversee all disciplinary actions under the direction of the City Administrator regarding Fire Department employees.~~ Reports and documentation of disciplinary actions shall be provided to the City Administrator for review and placed in an employee's file.

**No Contract Language Established**

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

**Process**

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that City employees have a property right to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee. Employees shall not have contact with any City Council member regarding disciplinary procedures and decisions, except as explicitly articulated in this Handbook. Employees not satisfied with the outcome of such procedures and decisions may file an appeal through the City's Appeal policy.

The following are descriptions of the types of disciplinary actions:

**Oral Reprimand**

This measure will be used where documented discussions and coaching with the City Administrator and City employees ~~, or Fire Chief and Fire Department employees,~~ have not resolved the matter. Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. The oral reprimand shall be documented in written form, including date(s) and a summary of discussion and corrective action needed and/or agreed to. ~~The Fire Chief shall consult with or get approval from the Administrator when issuing discipline.~~

Employees will be given a copy of the oral reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the oral reprimand. Oral reprimands will be placed in the employee's personnel file.

**Written Reprimand**

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the City Administrator~~, or Fire Chief for Fire Department employees.~~

A written reprimand will:

- state what happened
- state what should have happened
- identify the policy, directive or performance expectation that was not followed
- provide history, if any, on the issue
- state goals, including timetables, and expectations for the future
- indicate consequences of recurrence.

Employees will be given a copy of the written reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the written reprimand. Written reprimands will be placed in the employee's personnel file.

**Suspension**

The City Administrator may suspend an employee for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

**Demotion**

An employee may be demoted if attempts at resolving an issue have failed, and the City Administrator determines a demotion to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted. The City Council must approve this action.

**Salary**

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies.

**Discharge**

The City Administrator, with the approval of the City Council, may dismiss any employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed the initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

## 12. APPEAL PROCEDURE

**Applicable employment classifications:** Regular Employees, Part-Time Employees, Temporary Employees, ~~Fire Fighters~~ and Volunteers.

Any dispute between an employee and the City regarding the application, meaning, or interpretation of these personnel policies will be resolved as follows:

**Step 1: Initial Appeal to the City Administrator**

If an employee disagrees with a decision made by the City Administrator or has a dispute regarding the application or interpretation of these personnel policies, the employee must submit a written appeal within twenty-one (21) calendar days of the alleged violation or decision. The appeal must include:

- The nature of the appeal
- The facts on which it is based
- The specific provision(s) of the personnel policies allegedly violated
- The remedy requested

The appeal should be directed to the **City Administrator**. If the **City Administrator is the party filing the appeal**, the written appeal must be submitted to the **Personnel Committee** within the same timeframe. In all other cases, the first level of appeal is handled by the City Administrator.

The recipient of the appeal will respond in writing within seven (7) calendar days unless both parties agree to an alternate timeline. **If the appeal is initially directed to the Personnel Committee because the City Administrator is filing the appeal, Step 2 will be skipped, and any unresolved appeal will proceed to Step 3.**

**Step 2: Personnel Committee Review**

If the appeal is not resolved in Step 1, the employee must submit the same written information to the Personnel Committee within seven (7) calendar days after receiving the City Administrator's response.

The Personnel Committee will confer with the City Administrator and either:

- Refer the matter to the City Attorney for further investigation, or
- Respond to the employee in writing

A response must be provided within fourteen (14) calendar days, which may include notice that additional time is required to render a decision.

**Step 3: City Council Hearing**

If the appeal remains unresolved after Steps 1 and 2, the employee may request a hearing before the City Council within seven (7) calendar days of receiving the Personnel Committee or City Attorney's decision.

The City Council will review all information and schedule a hearing at its discretion.

**Important Restrictions**

To ensure a fair and impartial process, employees filing an appeal must not contact any City Council member who is not on the Personnel Committee regarding the appeal.

**Waiver of Appeal**

- If an appeal is not filed within the specified time limits, it will be considered **waived**.
- If an appeal is not advanced to the next step within the required timeframe (or any agreed extension), it will be considered settled based on the City's last response.
- If the City does not respond within the specified time limits, the employee may treat the appeal as denied and proceed to the next step.
- Time limits may be extended by mutual agreement without prejudice to either party.

**Non-Appealable Actions**

The following actions are not subject to appeal:

- Performance evaluations
- Pay increases or lack thereof
- Merit pay awards
- Job Assignments
- Scheduling decisions
- Matters of inherent managerial policy under Minn. Stat. §179A.07, including:
    - Organizational Structure
    - Selection of Personnel
    - Direction of Personnel
    - Utilization of technology
    - Overall budget and program functions

( This list is not meant to be all inclusive or exhaustive )

~~Any dispute between an employee and the City relative to the application, meaning or~~

interpretation of these personnel policies will be settled in the following manner.

Step 1: The employee must present appeal in writing, stating the nature of the appeal, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested, to the City Administrator within twenty one (21) calendar days after the alleged violation or dispute has occurred. If the City Administrator is the party presenting the appeal or the subject of the appeal, it shall be directed to the Personnel Committee within the same period. The party to whom the grievance is presented will respond to the employee in writing within seven (7) calendar days unless the employee and that party agree on another term for reply. If the appeal is initially directed to the Personnel Committee, Step 2 shall not be implemented, and any unsettled appeal shall be addressed pursuant to Step 3.

Step 2: If the appeal has not been settled in accordance with Step 1, the employee must present it in writing, stating the nature of the appeal, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated, and the remedy requested to the Personnel Committee within seven (7) days after the City Administrator's response. The Personnel Committee shall confer with the City Administrator regarding the grievance and will either refer the matter to the City Attorney, if further investigation is required, or respond to the employee in writing. A response from either the City Attorney or the Personnel Committee must be provided within fourteen (14) calendar days, and that response may indicate that additional time is necessary to render a decision.

Step 3. If the appeal has not been settled in accordance with Steps 1 or 2, the employee may request a hearing before the City Council. Such request must be made within seven (7) days after receipt of a decision from the Personnel Committee or City Attorney. The City Council shall review all information and set a hearing date, time and location at the Council's discretion.

No employee filing an appeal shall have contact with any City Council member not on the Personnel Committee about the appeal. This is to ensure a fair and impartial hearing should an administrative hearing be requested.

**Waiver**

If an appeal is not presented within the time limits set forth above, it will be considered "waived." If an appeal is not taken to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the City's last answer. If the City does not answer an appeal within the specified time limits, the employee may elect to treat the appeal as denied at that step and may choose to bring the appeal to the next level. The time limit in each step may be extended by mutual

~~agreement of the City and the employee without prejudice to either party.~~

~~The following actions are not appealable.~~
- ~~Performance evaluations~~
- ~~Pay increases or lack thereof~~
- ~~Merit pay awards.~~

~~The above list is not meant to be all inclusive or exhaustive.~~

## 13. EMPLOYEE EDUCATION, TRAINING & TRAVEL

**TRAINING**

**Applicable employment classifications:** All

The City of Maple Plain promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

**Policy**

The City will pay for the costs of an employee's participation in training and attendance at professional conferences if attendance is approved in advance under the following criteria and procedures. Advanced approval shall include either with the annual budget or as a separate request.

**Training, Conferences & Meetings**

The subject matter of the training session, conference or attending professional meetings directly job-related is considered relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

Continuing learning credits or similar courses taken by permanent employees in order to maintain licensing or other professional accreditation required as a condition of employment with the City, or necessary to perform essential job functions, is covered under this policy.

The City Administrator ~~and Fire Chief are~~is responsible for determining appropriate job-related training and approving or disapproving training and conference attendance.

Participation in training, conferences and meetings

All potential training sessions, conferences or attendance at professional meetings shall

be outlined and approved during the annual budget process. The City Administrator shall notify the City Council and other eligible employees of training opportunities. Eligible employees shall notify the City Administrator of their interest in participating in those opportunities.

Requests not budgeted for and totaling more than $200 per registrant require City Administrator approval or City Council approval if the training is for City Administrator.

The City Council shall approve all non-budgeted training requiring travel expenses, such as airfare, hotel, etc. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the City for prompt payment.

**Memberships and Dues**

Membership in professional organizations is encouraged and is viewed as a benefit to the employee and City of Maple Plain. Unless an organizational or individual-only membership is available, the City normally obtains only one membership per agency, as determined appropriate by the City Administrator with approval from the City Council.

The City shall pay for all professional organization membership costs for employees if membership is specifically related to the duties of the employee and City of Maple Plain.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

**TRAVEL**

**Applicable employment classifications:** All

This policy includes, but is not limited to, travel, lodging, conference expenses, and other related expenditures incurred while conducting City business. This policy also establishes procedures for authorization and reimbursement of such expenses.

All expenses that do not fall within this adopted expense and reimbursement policy must be approved by the governing body, in a public meeting, before the expense is incurred.

**Travel Authorization**

Travel expenses identified and allocated for during the budgeting process are deemed approved the City Council. Requests for incurring travel expenses not budgeted for requires City Council approval. Payment information such as invoices, billing statements, etc., regarding the conference or training should be forwarded to the City for prompt payment.

**Transportation**

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements should be used, using the most direct and time-efficient route. The use of government and/or group rates offered by a provider of transportation are encouraged. The following transportation modes may be employed for the purpose of traveling on City business.

Airfare

Employees shall utilize coach accommodations when traveling within the continental United States by commercial airline. Reservations, where possible, should be made at least (30) or more days in advance to take advantage of all available discounts. Employees may, at their own expense, pay to upgrade their airline accommodations. City Council approval is required. Airfare expenses shall include baggage handling fees of the employee.

Alternate Travel Methods

Employees using alternative travel methods, such as commercial bus or train for travel to and from designated places on City business outside the City will be reimbursed for the actual expense of the alternative travel method, not to exceed coach airfare.

Airfare and tickets for other alternative travel methods shall be purchased in advance using the City credit card. Employees must obtain approval from the City Administrator before purchasing tickets and seeking approval. Receipts are required in order to receive reimbursement.

Vehicle Rentals, Taxi, and Transit Fare

Out of town expenses for such transportation may be authorized where reasonable and necessary to conduct City business. Receipts must be provided to obtain reimbursement. An employee shall cite reasons when choosing vehicle rental over taxi or shuttle service. If rental vehicle is subsequently denied, the related parking fees will also be denied, and the official will be reimbursed the round-trip shuttle charges.

**Lodging**

Lodging expenses for employee overnight travel shall be paid by the City. The City shall only pay the single room rate and will not cover expenses for a spouse or dependent accompanying an employee on the trip unless previously approved by the City Administrator.

If lodging is in connection with a conference or event, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, the official shall use lodging that offers rates comparable to government and/or group rates.

Employees and their spouses or dependents traveling on City business are responsible for costs including baggage; phone calls; room service, unless part of employee per diem; etc. Transportation may be reimbursed for trips directly to and from the hotels, airports or meeting sites as stated above.

Lodging reservations shall be purchased in advance using the City credit card. Employees must obtain approval from the City Administrator before reserving and paying for lodging accommodations with a personal credit card. Receipts are required in order to receive reimbursement.

**Mileage**

When a personal vehicle is used for City business, the City of Maple Plain reimburses actual miles traveled at the IRS mileage rate. Mileage is only reimbursed for trips in excess of eight (8) miles round trip. Employees shall also be reimbursed for parking, including airport parking. A receipt for parking is required for reimbursement. The City does not reimburse for valet parking.

**Meals**

Employees traveling as a representative of the City or representing the City at various functions. The per diem rates include tips up to twenty percent (20%) of the actual meal costs (which meal costs shall not exceed the below allotment) and are:

| Meals | Amount |
|---|---|
| Breakfast | $15.00 |
| Lunch | $25.00 |
| Dinner | $35.00 |

Eligibility for meal reimbursement shall be based on the employee on assignment, representing the City at meetings, and events more than 20 miles from Maple Plain. The City may also reimburse employees for meals at City-sponsored meetings or events. Expenses for which City officials receive reimbursement from another agency are not reimbursable.

The City does not reimburse employees for alcohol and entertainment.

The City does not reimburse employees for breakfast if a hotel they are staying at includes breakfast or if the event they are attending offers breakfast.

If meals are included in conference registration or hotel accommodations, the City shall not reimburse employees for additional costs.

**Special Expense**

Employees incurring special expenses while on travel status may submit receipts for reimbursement. Special expenses include writing utensils, writing paper, faxes for City business, windshield washer fluid and oil when driving City-owned vehicles, etc. Volunteers and others requesting reimbursement of expenses must request receive

prior approval from the City administrator before incurring any expense.

**Entertainment**

Expenses for entertainment not related to the event or function for which an employee is attending are the responsibility of the employee. The City does not reimburse employees for alcohol and entertainment.

**Reimbursement of Travel & Related Expenses**

The following are required in order to receive reimbursement for travel and travel-related expenses employees must submit the following along with appropriate documentation of purpose of trip.

Receipts
- Credit card and/or cash payment receipts.
- Meal, hotel, transportation, and other expense receipts.

Documentation
- Conference brochure.
- Meeting agenda.
- Trip or meeting purpose.
- Other attendees at a meal or meeting.

The reason for the expenses should be clearly documented on the expense reimbursement request and forms.

**Unable to Attend Pre-Planned Trip**

Employees unable to attend a planned trip or event where the City pre-paid travel expenses (i.e. airfare) and/or conference registration fees shall notify the City Administrator. If the City has prepaid an employee's expenses, it is the employee's responsibility to cancel their registration and ensure any prepaid and/or credit card fees are refunded within thirty (30) days of the unattended event to the City.

Employees paying for travel expenses out of pocket and unable to attend the planned trip or event, and seeking reimbursement from the City, shall provide a written explanation as to the reason(s) why they were unable to attend (i.e. unexpected illness, injury or death in the family, etc.) and why they should be reimbursed for those expenses.

Employees may be required to pay any applicable cancellation fees.

**City Prepayment & Credit Card Use Policy**

The City does not issue credit cards. The City Administrator or their designee may authorize prepayment by the City and/or use of the City's credit card for the following types of expenses only: conference or event registrations, airline, bus or train tickets and lodging expenses for employees.

**Compensation for Travel & Training Time**

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the federal Fair Labor Standards Act. Travel and other related training expenses will be reimbursed subject to the employee providing necessary receipts and appropriate documentation.

**Out of State Travel**

Any out of state travel for City business must be approved within the sole discretion of the City Council.

## 14. OUTSIDE EMPLOYMENT

**Applicable employment classifications:** Regular Employees

The potential for conflicts of interest is lessened when individuals employed by the City of Maple Plain regard the City as their primary employment responsibility. All outside employment is to be reported to the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable.

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by the City. Work performed for others while on approved ~~vacation~~PTO or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services, or any other operational aspect of the City.

## 15. DRUG FREE WORKPLACE

**Applicable employment classifications:** All

In accordance with Federal Law, the City of Maple Plain has adopted the following policy on drugs in the workplace:

- Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drugfree, safe, and secure work environment.
- The unlawful manufacturing, distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

## 16. CITY DRIVING POLICY

**Applicable employment classifications:** All

This policy applies to all employees who drive a vehicle on City business at least once (1) per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record. City employees are also required to always wear their seat belts while on City business, whether operating a City-owned or personal vehicle.

Employees who lose their driver's license or receive restrictions on their license are required to notify the City Administrator on the first work day after any temporary, pending or permanent action is taken on their license, and to keep the City Administrator informed of any changes thereafter.

The City will determine appropriate action on a case-by-case basis.

## 17. TECHNOLOGY POLICY

**Applicable employment classifications:** All

### CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones, and to ensure that City employees exercise the highest standards of propriety in their use.

The City Administrator may authorize an employee to use his/her own personal cellular phone for City business and be reimbursed by the City for those calls. An employee will not be reimbursed for business-related calls without prior authorization from the City Administrator. The City Administrator may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

It is the objective of the City of Maple Plain to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones shall be subject to disciplinary action.

The City Administrator, or designee, will have primary responsibility for implementation and coordination of this policy. All passwords and access information for any technology shall be documented.

### COMPUTER USE

#### Purpose

The purpose of this policy is to assist the City in protecting its technology system security and assets, to protect the privacy rights of employees, to manage City resources, and to protect the rights of third parties for appropriate access to City files.

#### Policy

This document sets forth the City's policies with regard to access and use of computer hardware, software, data, and electronic mail messages. It also sets forth the City's policies with regard to disclosure of computer files, created or received, or electronic mail messages sent or received by City employees with the use of the City's computer resources or electronic mail system. This document sets forth policies on the proper use of computer hardware, software, data, the electronic mail system, and Internet system provided by the City.

All employees that will work with the City's computers are responsible for reading and adhering to these policies. It is the responsibility of supervisors to ensure that each of their employees has received this document and signed off that they have read it.

**General**

Inappropriate uses of City technology

City technology is to be used only for business purposes and in a professional manner. The following is a list of inappropriate uses of the City's technology which may result in disciplinary action up to and including dismissal. This is not a complete list of inappropriate uses.

- Displaying, printing, or transmitting material that contains false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, discriminatory, or illegal material.
- Displaying, printing, or transmitting material that violates City regulations prohibiting sexual harassment.
- Using the City's computer system or software or allowing others to use it for personal profit, commercial product advertisement or partisan political purposes.
- Using e-mail to solicit for commercial ventures, or charitable, religious, or political causes, with the exception of charitable campaign drives sponsored by the City.
- Inappropriately sharing your user ID or password to allow an individual to obtain confidential information to which they normally would not have access.
- Deliberately damaging or disrupting a computer system (hardware or software) or intentionally attempting to "crash" network systems or programs.
- Attempting to gain unauthorized access to internal or external computer systems.
- Attempting to decrypt system or user passwords.
- Unauthorized copying of system files or software programs.

Storage of Data

All data shall be stored on the City's network servers.

Management of Files – Official Records

Because the storage capacity of the network is limited, all users are responsible for deleting outdated files, being sure to adhere to any records retention policies and procedures. If computer files are deleted, employees should take care in maintaining paper copies of any files that must be retained according to the records retention schedule.

All data that is composed, transmitted or received on City owned, leased, or rented technology, including internal and external electronic mail (e-mail), is considered to be part of the official records of the City, and therefore subject to disclosure as appropriate under state and federal laws. Most documents will be considered public records unless classified otherwise by state or federal law. However, employees must use the same caution in releasing information on City technology systems as they do when release

hard copies of information. If in doubt about whether information is public, employees must wait to release it until they have checked with the City Administrator

E-mail and other electronic documents must be saved in accordance with the City's records retention schedule if they are required for ongoing legal, fiscal, administrative, operational or research purposes. These records should be saved to a word processing or paper file for storage according to the City's records retention schedule.

Portable Files

Files used to facilitate off-site work, such as word processing documents, electronic spreadsheets and presentation graphic files are considered public property and may fall under the records retention schedule.

Work Product Ownership

All City technology systems are the property of the City of Maple Plain. This includes, but is not limited to, all hardware, software, programs, applications, templates, internal and external email messages, facsimile (fax) messages, data, data files, and voicemail messages developed or stored on City-owned, leased, or rented technology systems. The City reserves the right to access, retrieve and read any data, messages or files stored on City technology and disclose any data, messages, or files without prior employee consent. Employee use of city technology is not private. This includes, but is not limited to, use of internal and external email and use of the Internet.

Virus Protection

Users shall not change their system's configuration or take other steps to defeat virus protection devices or systems.

Configuration

Individual workstations are configured to operate in a complex, networked environment. Users may not change their system's setup files.

**Security**

The City of Maple Plain uses a computer security system to protect information from unauthorized or inappropriate access or modification. Users shall not add additional security, such as passwords, to their workstations or files.

Computer users shall identify themselves to the system by signing on with their assigned username. Users shall never attempt to sign on to the system with any other username. All users provide the City Administrator with User IDs and passwords used to access workstations.

**Software**

In addition to authorized roles regarding software, the legal implications for improper handling of software can be significant:

According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of as much as $100,000 per work copied, and criminal penalties, including fines and imprisonment. The City of Maple Plain does not allow the illegal duplication of software or any other form of criminal activity. Employees who engage in such activity are also subject to discipline using City personnel procedures.

**Personal Use of City Computers**

The City currently allows personal use of City-owned computers by City employees only. City computers are not to be used to manage any part of a private business, for personal gain or for political or criminal activity. No personal software or hardware is to be used or installed on City computers.

**Portable Computer Use**

Portable personal computer(s) can be used for City business, outside of City facilities, after normal working hours provided these procedures are followed. Employees are responsible for loss or damage to a portable computer. If a portable computer is stolen while outside of City facilities, an insurance claim should first be submitted to the employee's insurance company. No employee will be held responsible for a theft unless an investigation determines the employee played a part in that theft.

**Internet Use**

The use of the Internet during work hours should be limited to those subjects that are directly related to an individual's job duties for the City of Maple Plain. Employees are advised to exercise discretion when using the Internet for personal business since any use can be monitored. Use of the Internet to view illegal, pornographic, or other inappropriate materials, whether during work hours or on personal time, is prohibited and may be cause for disciplinary action.

The primary function of the computer system is to assist in service delivery to our residents and customers. Allowing employees to spend personal time learning how to use and conduct research on the Internet will ultimately result in improved performance as employees for the City of Maple Plain.

To that end, employees may use the Internet for personal use during non-work time. However, employees may not intentionally access any site that is inappropriate for a public sector employee, or which could cause embarrassment to the organization or the employee. Public sector organizations are held to a high standard of scrutiny and ethical behavior. Some examples of inappropriate sites include adult entertainment, sexually explicit material, Web sites promoting violence or terrorism, illegal use of controlled substances (drugs) and intolerance of other people/races/religions, etc.

City Councilmembers will be provided with a computer for use during their term.

**Electronic Communications**

Electronic communications can take a variety of forms such as telephone messages, voicemail, facsimile, e-mail, social media, texts, instant messaging, and similar computer-based documents. Data stored in any form using City equipment is considered City data. Such data is available to anyone authorized to see that data. All passwords and security codes shall be kept in the City safe.

Electronic communication is any message or data sent or received electronically. There are two main categories of electronic communication currently being utilized by the City: e-mail and voicemail. E-mail is computer based and involves receiving and delivering some type of computer output (*e.g.*, messages, letters, memos, spreadsheets) via the city network and phone lines. Voicemail is a system whereby sounds, usually voices, are digitally recorded, transmitted, and stored. E-mail and voicemail systems are provided to facilitate City business communication among employees and other business associates.

Proper Use

The e-mail and voicemail systems are City property and are intended for City business. The systems are not be used for employee personal gain, illegal activities, or political activities. All data and other electronic messages within these systems are the property of the City of Maple Plain. Limited and brief personal use of e-mail and voice mail is acceptable.

Privacy

The City's computer and telephone systems are the property of the City of Maple Plain, and employees should have no expectation of privacy of the communications made using these systems. The City Administrator reserves the right to review the contents of employee's e-mail or voicemail files. Also, employees may not intentionally intercept, eavesdrop, record, alter, or receive other persons' e-mail or voicemail messages without proper authorization.

Deleting Messages

Generally, e-mail and voicemail messages are temporary communications, which are non-vital and must be discarded routinely. However, depending on the content of the message, it may be considered a more formal record and must be retained pursuant to the City's adopted record retention schedule.

Junk mail (Spam)

Delete junk mail as soon as possible. If you do not desire mail from any sender you may reply with an e-mail that asks to be deleted from any e-mail list.

Email

All City employees should be cognizant emails sent or received via the City email server, City Web mail, City Web site, or emails sent from private accounts on City business may be considered public data.

Emails Between Elected & Appointed Officials

Elected and appointed City officials should exercise extreme caution when sending or receiving emails to other members of elected or appointed City boards and commissions. Electronic communications between members of these boards, whether representing a quorum or not, could be perceived as a public meeting. The City encourages all communication between elected and appointed officials to be conducted at the appropriate public meetings.

## ~~18. FIRE DEPARTMENT MEMBERSHIP~~

~~**Applicable employment classifications:** Fire Fighters~~

~~**APPLICATION**~~

~~Applications for membership shall not be accepted before an applicant's 18th birthday. Applications for membership shall provide all information as required by the Fire Service Employment Application. When applications are deemed to be complete, they will be placed on a waiting list in the order that they are received. The City Council may order any applicant to the top of the waiting list if that applicant is available for critical hours of service on a regular basis. This authority is abated if there are 10 or more members responding to the 1st alarm during critical hours of service.~~

~~Requirements~~

~~One of the following Eligibility/Suitability requirements must be met.~~

~~Applicant/Members:~~
~~• Applicant lives within Maple Plain Fire contract area Applicant is employed in Maple Plain Fire contract area and is available to respond to calls. Employer release statement must be signed.~~
~~• Applicant lives within 10-minute legal driving distance to the fire station.~~

~~All applicants must hold a valid Minnesota Driver's License and be cleared of any background investigation report before the applicant's Pre-employment Medical examination and entry into the Probationary period.~~

~~**PROBATIONARY MEMBERSHIP**~~

~~When a vacancy occurs in the department, the name at the top of the waiting list shall be read at the regular business meeting. One name may be read and considered for each vacancy occurring in the department.~~

All applicants will be considered for membership in the following chronological order:

1. Filing of Fire Service Employment Application.
2. Acceptance of completed Application.
3. Waiting list. (When applicable).
4. Name read at regular business meeting.
5. Interview by Officers.
6. Signature of By Law Review Form.
7. Fire Service Physical Agility Tests.
8. Background Check completed.
9. Pre-employment Medical examination, or proof of equivalent completed satisfactory medical exam in last six months. Applicant's responsibility to provide equivalent medical exam to department.
10. Formal job offer, contingent on background check, pre-employment medical exam, psychological exam, and physical agility test.
11. Probationary Trainee Membership.
12. Probation training program per Standard Operating Guidelines (SOG's).
13. Acceptance into full membership.

Physical Test and Medical Examination Requirements

Pre-employment Medical examination, by a physician of the City's choice, and paid for by the department, must be completed by the applicant within one month of signature of the By Law Review Form. No training drills will be permitted prior to the successful completion of the pre-employment medical examination.

The Fire Service Physical Agility test shall consist of the guidelines set in the Standard Operating Guidelines.

All tests shall be supervised by the Chief, Assistant Chief, or the Training Officer as outlined by the Standard Operating Guidelines. The tests must be completed per the Standard Operating Guidelines and may be attempted more than once, but not more than 3 times. If the applicant does not satisfactory complete the test per the Standard Operating Guidelines, a second officer must administer the test within 30 days of the initial test at the request of the applicant and grant satisfactory or unsatisfactory judgment on the applicant performance per the Standard Operating Guidelines. The Pre-employment medical examination must be completed within 30 days of the completed background check.

Any applicant rejected will be notified in writing, the reasons for rejection.

Upon successful completion of the Fire Service Physical Agility tests and pre-employment medical examination, the applicant will be accepted onto the fire department as a probationary member with all rights, obligations, and privileges of full membership, for a period that is the later of one year or until receiving Firefighter I and Firefighter II certification.

~~Training~~

~~The Probationary member must complete the training requirements as outlined in the Standard Operating Guidelines, during the one-year probationary period.~~

~~The Training Officer will review the progress of the Probationary member every three months in order to promote orderly training progress and to advise of deficiencies. The training progress will be recorded and become a part of the probationary member's personnel file.~~

**~~FULL MEMBERSHIP~~**

~~Upon successful completion of all the sections of this article, the probationary member will be recommended for full membership. Upon concurrence of the City Council, the Probationary member will be accepted into full membership at the next regular meeting. If the Probationary member goes beyond the one-year allowed, the City Council will assign a 3-month program to complete the training. If not successfully completed by the Probationary member, the City Council will be authorized to dismiss the Probationary member from the department or make other arrangements for completion.~~

**~~PERSONNEL RULES~~**

~~1. All available paid-on-call employees (firefighters) should immediately respond when notified of a call for service and perform their duties as assigned by the commanding officer.~~
~~2. All firefighters are expected to respond to a minimum of 25% of the calls for service each calendar year. For new hires the expected percentage will be prorated from their hiring date.~~
~~3. Each January, the three Fire Chiefs will determine which firefighters are in good standing and the amount of service credit they are to receive for the previous year. The Fire Chief will then supply the Relief Association President with the list of firefighters in good standing and their earned service credit no later than the end of January of each calendar year. After approval by the Fire Relief Board, that information will be provided to the State of Minnesota as required by state statute.~~
~~4. All firefighters will attend a minimum of 40 hours of Maple Plain Fire Department approved training per year. For new hires, the minimum hours of training will be set by the Fire Chief.~~
~~5. A firefighter may also request an exemption to the call percentage and minimum training requirements for a significant life event exemption (SLEE). This request shall be made in wiring with supporting documentation and must be approved by the Fire Chief and City Administrator before a SLEE is effective. The duration of a SLEE will be determined on a case-by-case basis and generally will be a maximum of 6 months.~~
~~6. Call for service incidents and training expectations are waived for a paid on call firefighter who has had a leave of Absence approved by the Fire Chief and City Administrator.~~
~~7. All firefighters must report directly to the fire station for an emergency call, unless directed differently by a Fire Officer. Fire Officers may respond to the scene at the~~

Fire Officer's discretion. In cases where critical care is needed, and a firefighter is at the location of the call, they may assist.
8. All firefighters answering a call, upon completion of operations at the scene, shall return to the station and remain there until all equipment is returned to readiness for the next call, unless excused by the officer in charge.
9. All firefighters shall maintain minimally a current Emergency Medical Responder (EMR) Certification or greater. All firefighters shall maintain their own certification through the Emergency Medical Services Regulatory Board (EMSRB).
10. All firefighters shall maintain minimally a current Fire Fighter 1 and Fire Fighter 2 certification.
11. No firefighter shall respond to any calls or training if they have a blood alcohol content (BAC) greater than 0.00%, or if they have any illegal or hazardous substances in their system, or if they have any prescription medication in their system which was not taken in compliance with the directives of a licensed medical professional.
12. Firefighters shall not use any form of tobacco (cigarettes, chewing tobacco, e-cigarettes) while in an official capacity as a Maple Plain Firefighter, or while at the Maple Plain Fire Station.
13. There shall be no alcohol present at the Maple Plain Fire Station unless an exception is granted by the Maple Plain City Council for a special event. Such exception shall only apply during the duration of that event.
14. No firefighter shall respond to any calls or training if they are under the influence of any drugs, whether prescribed or not prescription medication which may negatively affect the firefighter's physical or mental behavior or judgement. The Fire Chief or their designee may authorize the use of certain prescription medications while a firefighter is on duty.

**WAGE**

Definitions
1. Duty pay" is defined as compensation earned for responding to an emergency call or being on a Mutual Aid Standby Crew.
2. "Emergency Call" is defined as any execution of emergency services performed while acting as an agent of Maple Plain Fire Department. All Emergency Calls must be dispatched by Hennepin County Dispatch or designee to amount to an Emergency Call.
3. "Public Relations Event" is defined as any event where fire prevention education is taught, and/or a civic event where Maple Plain Fire Department is officially represented, parade or other event as designated by the Fire Chief. All public relations events must be approved by the fire chief prior to the event.
4. "Duty Time" is defined as the length of time a Firefighter is working during an Emergency Call.

Duty Pay

Firefighters will receive a minimum of one hour of duty pay for each emergency call attended. Duty time will be calculated starting at the initial call time and continuing until all equipment is back in service as determined by the Incident Commander. Duty time for emergency calls exceeding one (1) hour will be rounded to the nearest half hour and may be individually prorated to the actual time a firefighter attend.
To receive duty pay for emergency calls, firefighters must respond to the fire station or scene prior to equipment being back in service and must stay at the station or scene until released by

the Incident Commander.
At the discretion of the Incident Commander, extended duty pay shall be awarded to individuals performing extra duties. Examples: Assisting paramedics to the hospital, prolonged traffic duty, or investigation time immediately after a fire. Duty time for multiple unrelated emergency calls will be documented and paid as separate calls. Multiple related calls will be documented and paid duty time as one call.

Severe weather or other incidents may dictate the need for immediate station standby crews. Stations standby crews may be established by the Public Safety Director, Fire Chief, or his/her designee. Standby crews will be awarded normal duty pay for each hour of standby time. In addition, each standby firefighter will receive credit for all emergency calls attended during that standby period.

Emergency calls received during scheduled training will be paid as normal duty pay.

Firefighters on Mutual Aid standby crews or planned standby crews will receive duty pay for the entire standby period. Additional duty pay for calls in a Mutual Aid city will not be granted to this standby crew or other Maple Plain Firefighters not on standby in a Mutual Aid City. The designated Incident Commander shall be responsible for completion of the attendance and call reports.

Training Pay
"Scheduled training" shall include all Monday training nights, other training drills as posted by the training officer, and mandatory training events, regardless of location. Firefighters will receive training pay or credit on a per session basis upon completion of the course objective as determined by the instructor. All scheduled training drills will be clearly communicated as "Scheduled Training" on the training schedule. Satisfactory completion of the annual First Responder refresher courses or EMT refresher courses shall be considered one "Scheduled training" session per class session. The designated training instructor shall be responsible for completion of the attendance and training reports.
"Incentive Training" is training above and beyond the standard scheduled training. Incentive Trainings may include, but are not limited to: State Schools, Chief or MSFDA Conference, etc. Incentive training pay shall be included with other pay
distribution at the end of the calendar quarter in which satisfactory completion of the course has taken place. Satisfactory completion is defined as having received an authentic certificate of course completion. To receive Incentive Training Pay, firefighters shall attach a copy of the received certificate and submit with one training sheet for the

completed course. The Training Team shall determine which courses will qualify for incentive training pay. Qualifying courses shall be posted in the MPFD meeting room.
Probationary firefighters shall receive incentive pay for completing all required training. The value of this award shall be included in Appendix B. Probationary Firefighters shall not receive "scheduled training" pay for those required courses.
Firefighters wishing to participate in any incentive training shall obtain Training Officer approval prior to enrolling in any courses.
Training Pay compensation is outlined in Appendix B.

Officer Pay
Fire Chief, Assistant Chiefs, Captains, Lieutenants and Training Officers will receive a quarterly stipend for their additional duties and responsibilities. Officers Pay will include officer attendance at the following:

1. Hennepin County Chiefs Meetings
2. Metro Chiefs Meetings
3. City Council Meetings
4. Officer Meetings
5. Lake Area Emergency Management Meetings
6. Meeting with area Fire / Police Chiefs

Officers must submit time worked under the "Officer Duties" category on the "General Attendance Form".

Public Relations Pay
Firefighters will receive Public Relations Pay or credit on a per event basis. All Public Relations opportunities will be sent to the entire fire department via email will be talked about at a business meeting or posted in the meeting room. Public Relations events may be limited to a certain number of Firefighters at each event. If this is the case, it will be filled on a first come, first served basis. Public Relations events must be pre- approved by the Fire Chief. Public Relations events may include, but are not limited to: Department Open House, Fire Prevention, Parades, Station Tours, Birthday Parties, etc. Fire Officers shall receive Public Relations Pay.
Administrative Pay
Administrative pay is defined as a non-officer firefighter or civilian conducting administrative functions at the direction of the Fire Chief. Duties may include, but are not limited to: Call Report entry, website and/or records management, creation of necessary Xcel documents, completion and assembly of fire commission reports and packets.

~~Credit Only~~
~~Employees of the City of Maple Plain, City of Medina, City of Independence and West Hennepin Public Safety will receive credit in lieu of duty pay for emergency calls and training attended during their normal working hours. Firefighters who are employees of other Police Departments, Fire Departments or EMS Providers who attend a Maple Plain Fire Department Call (Mutual Aid or Not) during assigned working hours shall receive credit in lieu of duty pay. Firefighters who receive training at other locations of employment that is beneficial to the Maple Plain Fire Department may submit training for credit only. Approval of these trainings will be by the Training Officer.~~

~~Firefighters who attend a training that is being paid for by another agency shall not be compensated for training pay by Maple Plain Fire Department Maple Plain Fire Department will not pay for the training of those Firefighters who attend a training and are being paid to attend by another agency. Firefighters, who are attending an official Maple Plain Fire Department event (training, meeting, conference) and miss a call, may inform the Fire Chief via email and receive credit for the call.~~
~~Miscellaneous~~
~~Compensation awarded to Firefighters as outlined in this policy will be paid by the 15th of the month following Quarter End. (April 15, July 15, Oct 15, Jan 15)~~
~~Compensation will be based on the compensation schedule in effect at that time.~~
~~It is the responsibility of each firefighter to ensure proper credit is received for his or her participation. If a discrepancy arises, the firefighter shall submit in writing to their Truck Squad Officer the discrepancy and any supporting documentation, as necessary.~~

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM:** | Accounts Payable |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION:** | Approval of the following<br>A. City Bills: $224,503.89<br>B. City ACH's: $11,200.72<br>C. Street Project: $936.00<br>Grand Total: $236,640.61 |

**City Checks**

| | 10100 BoMP/MidCountry/4M |
|---|---|
| 101 GENERAL FUND | $141,063.49 |
| 200 ECONOMIC DEVELOPMENT AUTHORITY | $10,837.00 |
| 601 WATER FUND | $6,065.01 |
| 602 SEWER FUND | $35,356.70 |
| 603 STORM WATER FUND | $630.00 |
| 701 PLAN REVIEW ESCROWS | $24,945.80 |
| 801 FIRE PARTNERSHIP FUND | $5,605.89 |
| | $224,503.89 |

**City ACH Payments**

| | 10100 BoMP/MidCountry/4M |
|---|---|
| 101 GENERAL FUND | $5,948.17 |
| 601 WATER FUND | $3,551.73 |
| 602 SEWER FUND | $286.12 |
| 801 FIRE PARTNERSHIP FUND | $1,414.70 |
| | $11,200.72 |

**Street Project**

| | 10100 BoMP/MidCountry/4M |
|---|---|
| 458 2024 STREET RECONSTRUCTION | $936.00 |
| | $936.00 |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

**Payments Batch 121525 ACCTS PAYBL** $224,503.89

| | | | | | | |
|---|---|---|---|---|---|---|
| Refer | 0 *ABDO LLP* | | | | | |
| Cash Payment | E 101-41500-301 | Auditing & Accounting S | Financial Management Services November 2025 | | | $4,125.00 |
| Invoice 515768 | 11/30/2025 | | | | | |
| Cash Payment | E 601-49400-301 | Auditing & Accounting S | Financial Management Services November 2025 | | | $750.00 |
| Invoice 515768 | 11/30/2025 | | | | | |
| Cash Payment | E 602-49450-301 | Auditing & Accounting S | Financial Management Services November 2025 | | | $750.00 |
| Invoice 515768 | 11/30/2025 | | | | | |
| Cash Payment | E 603-49455-301 | Auditing & Accounting S | Financial Management Services November 2025 | | | $375.00 |
| Invoice 515768 | 11/30/2025 | | | | | |
| Cash Payment | E 801-42210-301 | Auditing & Accounting S | Financial Management Services November 2025 | | | $1,500.00 |
| Invoice 515768 | 11/30/2025 | | | | | |
| Transaction Date | 11/30/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $7,500.00 |
| Refer | 0 *ACTIVE 911 INC* | | | | | |
| Cash Payment | E 801-42250-309 | EDP, Software and Desi | Active 911 - Pro rated subscription invoice until 12/31/25 | | | $455.54 |
| Invoice 651527 | 11/11/2025 | | | | | |
| Transaction Date | 11/11/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $455.54 |
| Refer | 0 *ADAMS PEST CONTROL* | | | | | |
| Cash Payment | E 101-45200-311 | Contract Service | Account 10059111 - Prevention Plus - November 2025 | | | $133.44 |
| Invoice 4296255 | 11/21/2025 | | | | | |
| Transaction Date | 11/21/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $133.44 |
| Refer | 0 *AMAZON.COM* | | | | | |
| Cash Payment | E 601-49400-201 | Operating Supplies | Credit for Copy Paper - not received | | | -$33.99 |
| Invoice | 7/8/2025 | | | | | |
| Cash Payment | E 101-41110-201 | Operating Supplies | Credit for Copy Paper - not received | | | -$66.48 |
| Invoice | 7/8/2025 | | | | | |
| Cash Payment | E 101-41500-201 | Operating Supplies | Credit for Copy Paper - not received | | | -$1.50 |
| Invoice | 7/8/2025 | | | | | |
| Cash Payment | E 101-41500-201 | Operating Supplies | Basic File Folders, pack of 100 | | | $11.32 |
| Invoice 1JQ3PWHQHNHY | 12/4/2025 | | | | | |
| Cash Payment | E 101-41500-201 | Operating Supplies | Custom Printed Envelopes Self Seal, | | | $123.80 |
| Invoice 1KRJHNKV14X9 | 11/21/2025 | | | | | |
| Cash Payment | E 101-41500-201 | Operating Supplies | Cosco Felt Replacement Ink Pad for 2000plus Economy Dater | | | $8.93 |
| Invoice 19WWJJC7HPMG | 12/4/2025 | | | | | |
| Transaction Date | 7/8/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $42.08 |
| Refer | 0 *BANYON DATA SYSTEMS* | | | | | |
| Cash Payment | E 101-41500-309 | EDP, Software and Desi | FUND SUPPORT | | | $290.00 |
| Invoice 167091 | 10/26/2025 | | | | | |
| Cash Payment | E 101-41500-309 | EDP, Software and Desi | PAYROLL SUPPORT | | | $432.50 |
| Invoice 167091 | 10/26/2025 | | | | | |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment | E 101-41500-309 EDP, Software and Desi | PAY DIR DIR DEPOSIT SUPPORT | | | $97.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Cash Payment | E 602-49450-309 EDP, Software and Desi | PSN MODULE SUPPORT | | | $97.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Cash Payment | E 601-49400-309 EDP, Software and Desi | UB SUPPORT | | | $432.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Cash Payment | E 602-49450-309 EDP, Software and Desi | UB SUPPORT | | | $432.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Cash Payment | E 601-49400-309 EDP, Software and Desi | PSN MODULE SUPPORT | | | $97.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Cash Payment | E 101-41110-309 EDP, Software and Desi | PAYROLL SUPPORT | | | $432.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Cash Payment | E 101-41110-309 EDP, Software and Desi | PAY DIR DIR DEPOSIT SUPPORT | | | $97.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Cash Payment | E 601-49400-309 EDP, Software and Desi | FUND SUPPORT | | | $287.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Cash Payment | E 602-49450-309 EDP, Software and Desi | FUND SUPPORT | | | $287.50 |
| Invoice 167091 | 10/26/2025 | | | | |
| Transaction Date | 10/26/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $2,985.00 |
| Refer | 0 *BELAYHOST* | | | | |
| Cash Payment | E 101-41500-309 EDP, Software and Desi | Microsoft 365 Business Standard | | | $264.00 |
| Invoice 46447 | 12/1/2025 | | | | |
| Cash Payment | E 101-41110-309 EDP, Software and Desi | Microsoft 365 Business Standard | | | $54.00 |
| Invoice 46447 | 12/1/2025 | | | | |
| Cash Payment | E 801-42210-309 EDP, Software and Desi | Microsoft 365 Exchange Online | | | $102.00 |
| Invoice 46447 | 12/1/2025 | | | | |
| Cash Payment | E 101-41500-309 EDP, Software and Desi | Microsoft 365 Project Plan 3 | | | $108.00 |
| Invoice 46447 | 12/1/2025 | | | | |
| Transaction Date | 12/1/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $528.00 |
| Refer | 0 *BOLTON & MENK, INC.* | | | | |
| Cash Payment | G 701-22026 ESCROW: OUTREACH DE | Bolton & Menk Engineering - Invoice 380629-Nov 2025 | | | $5,842.00 |
| Invoice 380629 | 11/28/2025 | | | Project 22026 | |
| Cash Payment | E 101-43000-303 Engineering Services | 2026 Industrial Street Improvements | | | $5,059.50 |
| Invoice 380711 | 11/28/2025 | | | | |
| Cash Payment | E 603-49455-303 Engineering Services | Maple Plain/2025 Miscellaneous Drainage | | | $255.00 |
| Invoice 380626 | 11/28/2025 | | | | |
| Cash Payment | G 701-22021 ESCROW: NORTHSHORE | Bolton & Menk Engineering - Invoice 380631-Nov 2025 | | | $795.00 |
| Invoice 380631 | 11/28/2025 | | | Project 22021 | |
| Cash Payment | E 101-43000-303 Engineering Services | 2026 LRIP Grant | | | $2,612.50 |
| Invoice 380631 | 11/28/2025 | | | | |
| Cash Payment | E 101-43000-303 Engineering Services | Reduced Rate Engineering - November 2025 | | | $487.50 |
| Invoice 380625 | 11/28/2025 | | | | |
| Cash Payment | E 101-43000-303 Engineering Services | General Engineering - November 2025 | | | $1,440.00 |
| Invoice 380625 | 11/28/2025 | | | | |
| Cash Payment | E 101-43000-303 Engineering Services | Council Meeting 10/27/2025 | | | $75.00 |
| Invoice 380625 | 11/28/2025 | | | | |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

| | | | | | | |
|---|---|---|---|---|---|---|
| Cash Payment | G 701-22022 ESCROW: MIDCO | | Bolton & Menk Engineering - Invoice 380625-Nov 2025 | | | $190.00 |
| Invoice 380625 | 11/28/2025 | | | Project 22022 | | |
| Cash Payment | G 701-22009 ESCROW- 1701 BAKER PA | | Bolton & Menk Engineering - Invoice 0380620-Nov 2025 | | | $400.00 |
| Invoice 380620 | 11/28/2025 | | | Project 22009 | | |
| Cash Payment | E 101-43000-303 Engineering Services | | Maple Plain/2026 Downtown Reconstruction | | | $17,950.50 |
| Invoice 380710 | 11/28/2025 | | | | | |
| Transaction Date | 11/28/2025 | BoMP/MidCountry/4 | 10100 | | **Total** | $35,107.00 |
| Refer | 0 *CARSON, CLELLAND & SCHREDE* | | | | | |
| Cash Payment | E 101-42110-304 Legal Services | | Criminal Prosecution - Services - November 2025 | | | $1,155.00 |
| Invoice 8745 | 11/25/2025 | | | | | |
| Cash Payment | E 101-42110-304 Legal Services | | Criminal Paralegal - Services - November 2025 | | | $212.00 |
| Invoice 8745 | 11/25/2025 | | | | | |
| Cash Payment | E 101-42110-304 Legal Services | | Other - Services - November 2025 | | | $40.00 |
| Invoice 8745 | 11/25/2025 | | | | | |
| Transaction Date | 11/25/2025 | BoMP/MidCountry/4 | 10100 | | **Total** | $1,407.00 |
| Refer | 0 *COUNTRYSIDE HEATING & COOLI* | | | | | |
| Cash Payment | E 101-42290-401 Building Repair & Mainte | | Variable Speed Blower Motor Replacement | | | $2,264.00 |
| Invoice 56839640 | 12/5/2025 | | | | | |
| Transaction Date | 12/5/2025 | BoMP/MidCountry/4 | 10100 | | **Total** | $2,264.00 |
| Refer | 0 *ECM PUBLISHERS INC* | | | | | |
| Cash Payment | G 701-22024 ESCROW: NORTH SHORE | | ECM Publishers: AD # 1503690 Dec 4PH Rolhoff Prelim Plat | | | $71.60 |
| Invoice 1074922 | 11/22/2025 | | | Project 22024 | | |
| Transaction Date | 11/22/2025 | BoMP/MidCountry/4 | 10100 | | **Total** | $71.60 |
| Refer | 0 *EMERGENCY APPARATUS MAINT.* | | | | | |
| Cash Payment | E 801-42260-406 Apparatus & Equipment | | Level transducer for Tankvision | | | -$549.74 |
| Invoice 138024 CR | 12/8/2025 | | | Project LADDER | | |
| Cash Payment | E 801-42260-406 Apparatus & Equipment | | Labor | | | -$889.44 |
| Invoice 138024 CR | 12/8/2025 | | | Project LADDER | | |
| Cash Payment | E 801-42260-406 Apparatus & Equipment | | Repair Accessories | | | -$71.16 |
| Invoice 138024 CR | 12/8/2025 | | | Project LADDER | | |
| Cash Payment | E 801-42260-406 Apparatus & Equipment | | Auxiliary Heater Engine 11 | | | $549.74 |
| Invoice 138497 | 10/8/2025 | | | Project ENG 11 | | |
| Cash Payment | E 801-42260-406 Apparatus & Equipment | | Labor | | | $1,685.25 |
| Invoice 138497 | 10/8/2025 | | | Project ENG 11 | | |
| Cash Payment | E 801-42260-406 Apparatus & Equipment | | Repair Accessories | | | $95.00 |
| Invoice 138497 | 10/8/2025 | | | Project ENG 11 | | |
| Transaction Date | 12/8/2025 | BoMP/MidCountry/4 | 10100 | | **Total** | $819.65 |
| Refer | 0 *FRONTIER* | | | | | |
| Cash Payment | E 601-49400-321 Telephone & Internet | | ALARM LINE #763-479-6882-082311-2 Nov 16- Dec 15,2025 | | | $82.05 |
| Invoice 52025 | 11/16/2025 | | | | | |
| Transaction Date | 11/16/2025 | BoMP/MidCountry/4 | 10100 | | **Total** | $82.05 |
| Refer | 0 *GOPHER STATE ONE-CALL, INC.* | | | | | |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

| | | | | | | |
|---|---|---|---|---|---|---|
| Cash Payment | E 601-49400-309 EDP, Software and Desi | November 2025 811: 26 @$1.35 | | | | $35.10 |
| Invoice 5110580 | 11/30/2025 | | | | | |
| Cash Payment | E 602-49450-309 EDP, Software and Desi | November 2025 811: 26 @$1.35 | | | | $35.10 |
| Invoice 5110580 | 11/30/2025 | | | | | |
| Transaction Date | 11/30/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $70.20 |
| Refer | 0 *HENN COUNTY ACCTS RECEIVAB* | | | | | |
| Cash Payment | E 101-42110-317 Board & Booking Fees | October 2025 Jail & Booking Fees | | | | $17.36 |
| Invoice 1000257218 | 11/23/2025 | | | | | |
| Transaction Date | 11/23/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $17.36 |
| Refer | 0 *HERC U LIFT* | | | | | |
| Cash Payment | E 101-43000-419 General Rentals | Lift Rental for putting up holiday decor 11/25/25 | | | | $463.70 |
| Invoice R13844-1 | 11/25/2025 | | | | | |
| Transaction Date | 11/25/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $463.70 |
| Refer | 0 *HOFF BARRY ATTORNEYS* | | | | | |
| Cash Payment | E 101-41610-304 Legal Services | General Admin Legal | | | | $7,955.00 |
| Invoice | 12/1/2025 | | | | | |
| Cash Payment | G 701-22021 ESCROW: NORTHSHORE | Hoff & Barry Legal Services - November 2025 | | | | $217.00 |
| Invoice | 12/1/2025 | | | | Project 22021 | |
| Cash Payment | E 801-42210-304 Legal Services | Fire Department | | | | $2,715.50 |
| Invoice | 12/1/2025 | | | | | |
| Transaction Date | 12/1/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $10,887.50 |
| Refer | 0 *JASON J.K. KOERTING ENTERPRI* | | | | | |
| Cash Payment | E 101-45200-311 Contract Service | VETRANS PARK PLUS PLUS 2 BALL FIELDS | | | | $877.98 |
| Invoice 1780 | 11/18/2025 | | | | | |
| Cash Payment | E 101-45200-311 Contract Service | RAINBOW PARK | | | | $806.40 |
| Invoice 1780 | 11/18/2025 | | | | | |
| Cash Payment | E 101-45200-311 Contract Service | PIONEER PARK | | | | $224.00 |
| Invoice 1780 | 11/18/2025 | | | | | |
| Cash Payment | E 101-45200-311 Contract Service | MEADOWS PARK | | | | $90.00 |
| Invoice 1780 | 11/18/2025 | | | | | |
| Cash Payment | E 101-43000-311 Contract Service | Large Public area in the middle of town | | | | $120.00 |
| Invoice 1780 | 11/18/2025 | | | | | |
| Transaction Date | 11/18/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $2,118.38 |
| Refer | 0 *KELLY, HEIDI L.* | | | | | |
| Cash Payment | G 601-28010 UB overpayment | UTILITY REFUND: 1809 BAKER PARK RD / ACCT: 00-00035900-07- | | | | $230.81 |
| Invoice | 11/26/2025 | | | | | |
| Transaction Date | 11/26/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $230.81 |
| Refer | 0 *KENNEDY & GRAVEN* | | | | | |
| Cash Payment | G 701-22021 ESCROW: NORTHSHORE | Legal services for TIF district No. 2-1 | | | | $93.00 |
| Invoice 190934 | 12/4/2025 | | | | Project 22021 | |
| Transaction Date | 12/4/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $93.00 |
| Refer | 0 *SCHILLANDER, JACOB* | | | | | |
| Cash Payment | E 101-41500-321 Telephone & Internet | 2025 Q4 Cell Reimbursement | | | | $150.00 |
| Invoice | 10/13/2025 | | | | | |
| Cash Payment | E 101-41500-331 Training & Travel | Q4 2025 Mileage | | | | $38.50 |
| Invoice | 10/13/2025 | | | | | |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

| | | | | | |
|---|---|---|---|---|---|
| Transaction Date | 10/13/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $188.50 |
| Refer | 0 *LEAGUE OF MINNESOTA CITIES* | | | | |
| Cash Payment | E 101-41110-331 Training & Travel | Elected Leaders Training Feb 6-7 2026- RA | | | $350.00 |
| Invoice 440225 | 11/21/2025 | | | | |
| Cash Payment | E 101-41110-331 Training & Travel | Advanced Elected Leadership Training Feb 6-7 2026- CF | | | $350.00 |
| Invoice 440225 | 11/21/2025 | | | | |
| Cash Payment | E 101-41110-331 Training & Travel | Advanced Elected Leadership Training Feb 6-7 2026 JMK | | | $350.00 |
| Invoice 440225 | 11/21/2025 | | | | |
| Cash Payment | E 101-41110-331 Training & Travel | Advanced Elected Leadership Training- Mayor Program Feb 6-7 | | | $40.00 |
| Invoice 440225 | 11/21/2025 | | | | |
| Transaction Date | 11/21/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $1,090.00 |
| Refer | 0 *LUNDBERG, MARY ANN* | | | | |
| Cash Payment | G 601-28010 UB overpayment | Utility Refund: 1511 MEADOW LN / Acct 00-00041400-00-9 | | | $2.95 |
| Invoice | 11/26/2025 | | | | |
| Transaction Date | 11/26/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $2.95 |
| Refer | 0 *MAAS-KUSSKE, JULIE* | | | | |
| Cash Payment | E 101-41110-331 Training & Travel | Meal 11/25/25 | | | $25.00 |
| Invoice | 11/4/2025 | | | | |
| Cash Payment | E 101-41110-331 Training & Travel | November 2025 Mileage | | | $88.90 |
| Invoice | 11/4/2025 | | | | |
| Transaction Date | 11/4/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $113.90 |
| Refer | 0 *MENARDS* | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1 X 5 SCH 40 PVC PIPE | | | $10.70 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 12' EXTENSION HANDLE | | | $22.99 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | FELT BLANKET 6 XI 8 GREEN | | | $2.49 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-215 Shop Materials | COTTONELLE 18MR UC | | | $16.99 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 2 SQR GORILLA PADS 8PK | | | $8.49 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1 PVC FEMALE ADAPTER | | | $1.39 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1 90DEG FEMALE ELBOW | | | $2.58 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1 PVC TEE | | | $4.17 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | SCREW EYE #212,15/16 | | | $0.95 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1 PVC CROSS PXPXPXP | | | $4.29 |
| Invoice 61012 | 11/21/2025 | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | ASST COLR SNAP 3/8X2-3/4 | | | $3.57 |
| Invoice 61012 | 11/21/2025 | | | | |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

| | | | | | | |
|---|---|---|---|---|---|---|
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1/42 RND WIRE LOCK | | | | $3.98 |
| Invoice 61012 | 11/21/2025 | | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1 PVC COUPLING | | | | $1.22 |
| Invoice 61012 | 11/21/2025 | | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1 45DEG PVC ELBOW | | | | $1.65 |
| Invoice 61012 | 11/21/2025 | | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | I/8 11X45' BRD COTTON CORD | | | | $3.99 |
| Invoice 61012 | 11/21/2025 | | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 2 ' SPRING HINGE BRASS | | | | $5.99 |
| Invoice 61012 | 11/21/2025 | | | | | |
| Cash Payment | E 101-43000-400 Equipment Repair & Mai | 1X3/4 PVC MALE ADAPTER | | | | $1.69 |
| Invoice 61012 | 11/21/2025 | | | | | |
| Transaction Date | 11/21/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $97.13 |
| Refer | 0 *METERING & TECHNOLOGY SOLU* | | | | | |
| Cash Payment | E 601-49400-221 Equipment Parts | Meter's For Kwik Trip | | | | $2,174.00 |
| Invoice INV9155 | 10/22/2025 | | | | | |
| Cash Payment | E 601-49400-221 Equipment Parts | Shipping | | | | $52.68 |
| Invoice INV9155 | 10/22/2025 | | | | | |
| Transaction Date | 10/22/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $2,226.68 |
| Refer | 0 *METRO WEST INSPECTION SERVI* | | | | | |
| Cash Payment | E 101-42400-308 Building Inspection | Finalized permits November 2025 | | | | $2,132.53 |
| Invoice 4810 | 11/23/2025 | | | | | |
| Transaction Date | 11/23/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $2,132.53 |
| Refer | 0 *METROPOLITAN COUNCIL* | | | | | |
| Cash Payment | E 602-49450-319 Other Consulting Servic | January 2026 Waste Water Services Def Rev | | | | $23,660.19 |
| Invoice 1197833 | 12/2/2025 | | | | | |
| Transaction Date | 12/2/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $23,660.19 |
| Refer | 0 *MN DEPT OF HEALTH* | | | | | |
| Cash Payment | E 601-49400-438 Collected for Other Age | Quarter 4 2025 Connection Fees | | | | $1,618.00 |
| Invoice | 10/1/2025 | | | | | |
| Transaction Date | 10/1/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $1,618.00 |
| Refer | 0 *NORTHLAND SECURITIES* | | | | | |
| Cash Payment | G 701-22021 ESCROW: NORTHSHORE | Services performed related to TIF Redevelopment District | | | | $1,060.00 |
| Invoice INV-1739 | 12/2/2025 | | | | Project 22021 | |
| Transaction Date | 12/2/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $1,060.00 |
| Refer | 0 *ORONO IND SCHOOL DISTRICT 27* | | | | | |
| Cash Payment | E 101-41940-387 Office Lease | December 2025 Rent - Discovery Center (04000562000000 R093) | | | | $3,650.00 |
| Invoice 25-Dec | 12/1/2025 | | | | | |
| Transaction Date | 12/1/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $3,650.00 |
| Refer | 0 *SECURITY & SOUND COMPANY* | | | | | |
| Cash Payment | E 101-45200-309 EDP, Software and Desi | ACCESS CONTROL FOR VETERANS AND RAINBOW BUILDINGS- through J | | | | $768.00 |
| Invoice 30421 | 12/1/2025 | | | | | |
| Transaction Date | 12/1/2025 | BoMP/MidCountry/4 | 10100 | **Total** | | $768.00 |
| Refer | 0 *STANTEC CONSULTING SRVCS IN* | | | | | |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

| | | | | | | |
|---|---|---|---|---|---|---|
| Cash Payment | E 200-46500-311 Contract Service | | Soil Vapor Investigation | | | $10,837.00 |
| Invoice 2493117 | 12/4/2025 | | | | | |
| Transaction Date | 12/4/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $10,837.00 |
| Refer | 0 *TERRAMARK* | | | | | |
| Cash Payment | E 101-41910-302 Planning Services | | General Planning Consulting - Qtr. 3 2025 | | | $4,018.75 |
| Invoice 232025 | 7/1/2025 | | | | | |
| Cash Payment | G 701-22021 ESCROW: NORTHSHORE | | Q3 2025 Planning Services (Terramark) | | | $4,115.44 |
| Invoice 232025 | 7/1/2025 | | | | Project 22021 | |
| Cash Payment | G 701-22009 ESCROW- 1701 BAKER PA | | Q3 2025 Planning Services (Terramark) | | | $84.00 |
| Invoice 232025 | 7/1/2025 | | | | Project 22009 | |
| Cash Payment | G 701-22019 ESCROW: 1520 WYMAN A | | Q3 2025 Planning Services (Terramark) | | | $560.00 |
| Invoice 232025 | 7/1/2025 | | | | Project 22019 | |
| Cash Payment | G 701-22020 ESCROW: KWIK TRIP | | Q3 2025 Planning Services (Terra-Mark) | | | $784.00 |
| Invoice 232025 | 7/1/2025 | | | | Project 22020 | |
| Cash Payment | E 101-41910-302 Planning Services | | Q3 2025 Zoning Verification Letters | | | $420.00 |
| Invoice 232025 | 7/1/2025 | | | | | |
| Cash Payment | G 701-22024 ESCROW: NORTH SHORE | | Q3 2025 Planning Services (Terramark) | | | $1,904.00 |
| Invoice 232025 | 7/1/2025 | | | | Project 22024 | |
| Cash Payment | G 701-22025 ESCROW: ZOMER FARMS | | Q3 2025 Planning Services (Terramark) | | | $2,016.00 |
| Invoice 232025 | 7/1/2025 | | | | Project 22025 | |
| Transaction Date | 7/1/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $13,902.19 |
| Refer | 0 *TOLL GAS & WELDING SUPPLY* | | | | | |
| Cash Payment | E 801-42270-218 Medical Supplies | | O2 TANK RENTAL (medical) | | | $13.20 |
| Invoice 40221699 | 11/30/2025 | | | | | |
| Transaction Date | 11/30/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $13.20 |
| Refer | 0 *VALLEY-RICH CO., INC* | | | | | |
| Cash Payment | E 602-49450-400 Equipment Repair & Mai | | Sanitary Sewer Cone Repair on Hwy 12 | | | $10,093.91 |
| Invoice 35140 | 10/23/2025 | | | | | |
| Cash Payment | G 701-22022 ESCROW: MIDCO | | Water Line Repair 1825 Baker Park Rd | | | $6,813.76 |
| Invoice 35129 | 10/8/2025 | | | | Project 22022 | |
| Transaction Date | 10/23/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $16,907.67 |
| Refer | 0 *VROMAN, JARRAD* | | | | | |
| Cash Payment | G 601-28010 UB overpayment | | UTILITY REFUND: 5670 MAIN ST W / ACCT 00-00030300-01-3 | | | $335.91 |
| Invoice | 11/26/2025 | | | | | |
| Transaction Date | 11/26/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $335.91 |
| Refer | 0 *WEST HENNEPIN PUBLIC SAFETY* | | | | | |
| Cash Payment | E 101-42110-306 Police Administration | | Police Contract Services - January 2026 | | | $80,623.73 |
| Invoice | 11/10/2025 | | | | | |
| Transaction Date | 11/10/2025 | | BoMP/MidCountry/4 | 10100 | **Total** | $80,623.73 |

# CITY OF MAPLE PLAIN



## Payments

**Current Period: December 2025**

### Fund Summary

| | 10100 BoMP/MidCountry/4M |
|---|---|
| 101 GENERAL FUND | $141,063.49 |
| 200 ECONOMIC DEVELOPMENT AUTHORITY | $10,837.00 |
| 601 WATER FUND | $6,065.01 |
| 602 SEWER FUND | $35,356.70 |
| 603 STORM WATER FUND | $630.00 |
| 701 PLAN REVIEW ESCROWS | $24,945.80 |
| 801 FIRE PARTNERSHIP FUND | $5,605.89 |
| | $224,503.89 |

| | |
|---|---|
| Pre-Written Checks | $0.00 |
| Checks to be Generated by the Computer | $224,503.89 |
| Total | $224,503.89 |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

**Payments Batch 121525 ACH PMTS** $11,200.72

| | | | | | |
|---|---|---|---|---|---|
| Refer | 0 *ARVIG* | | | | |
| Cash Payment | E 101-41500-321 Telephone & Internet | Fiber Internet 11/28/2025-12/27/2025 | | | $154.65 |
| Invoice | 11/28/2025 | | | | |
| Cash Payment | E 601-49400-321 Telephone & Internet | Fiber Internet 11/28/2025-12/27/2025 | | | $154.65 |
| Invoice | 11/28/2025 | | | | |
| Cash Payment | E 801-42280-321 Telephone & Internet | Fiber Internet 11/28/2025-12/27/2025 | | | $154.65 |
| Invoice | 11/28/2025 | | | | |
| Transaction Date | 11/28/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $463.95 |
| Refer | 0 *CENTERPOINT ENERGY* | | | | |
| Cash Payment | E 801-42280-383 Gas Utilities | FIRE DEPT 10/21/25 - 11/19/25 | | | $309.21 |
| Invoice | 11/21/2025 | | | | |
| Transaction Date | 11/21/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $309.21 |
| Refer | 0 *CENTERPOINT ENERGY* | | | | |
| Cash Payment | E 101-43000-383 Gas Utilities | PUBLIC WORKS 10/22/2025 - 11/19/2025 | | | $144.96 |
| Invoice | 12/1/2025 | | | | |
| Cash Payment | E 602-49450-383 Gas Utilities | LIFT STATION 10/22/2025 - 11/19/2025 | | | $31.15 |
| Invoice | 12/1/2025 | | | | |
| Cash Payment | E 601-49400-383 Gas Utilities | WTP 10/22/2025 - 11/19/2025 | | | $259.57 |
| Invoice | 12/1/2025 | | | | |
| Transaction Date | 12/1/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $435.68 |
| Refer | 0 *ELAN FINANCIAL SERVICES* | | | | |
| Cash Payment | E 101-41500-309 EDP, Software and Desi | CODETWO | | | $42.16 |
| Invoice | 11/14/2025 | | | | |
| Cash Payment | E 101-41500-445 Food and Beverage | Edie Maes - Fire Department Meeting | | | $31.47 |
| Invoice | 11/14/2025 | | | | |
| Cash Payment | E 101-41500-309 EDP, Software and Desi | CAKE.COM/ Clockify 13 Nov, 2025 - 13 Nov, 2026 | | | $65.88 |
| Invoice | 11/14/2025 | | | | |
| Cash Payment | E 101-41500-309 EDP, Software and Desi | RINGCENTRAL INC. | | | $140.17 |
| Invoice | 11/14/2025 | | | | |
| Cash Payment | E 101-41500-309 EDP, Software and Desi | SIMPLISAFE | | | $35.80 |
| Invoice | 11/14/2025 | | | | |
| Cash Payment | E 101-41500-309 EDP, Software and Desi | SIMPLISAFE | | | $34.72 |
| Invoice | 11/14/2025 | | | | |
| Cash Payment | E 101-41500-433 Dues & Subscriptions | Credit Card Annual Membership Fee | | | $99.00 |
| Invoice | 11/14/2025 | | | | |
| Cash Payment | E 801-42240-331 Training & Travel | The Suites Hotel - MNSFCA 2025 Lodging (B.C.) | | | $473.52 |
| Invoice | 11/14/2025 | | | | |
| Cash Payment | E 101-41500-201 Operating Supplies | USPS: Forever Prepaid Flat Rate Envelope (10@$11.90/ea) | | | $119.00 |
| Invoice | 11/14/2025 | | | | |
| Transaction Date | 11/14/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $1,041.72 |
| Refer | 0 *GOOGLE.COM* | | | | |
| Cash Payment | E 101-41500-309 EDP, Software and Desi | (CITY- 2 USERS - GOOGLE) November 2025 | | | $25.20 |
| Invoice 5420587260 | 11/30/2025 | | | | |
| Transaction Date | 11/30/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $25.20 |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

| | | | | | |
|---|---|---|---|---|---|
| Refer | 0 *HEALTHPARTNERS* | | | | |
| Cash Payment | G 101-21706 Health Insurance | Health Insurance January 2026 | | | $2,000.07 |
| Invoice 092800173190 | 12/4/2025 | | | | |
| Transaction Date | 12/4/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $2,000.07 |
| Refer | 0 *MUNICIPAY* | | | | |
| Cash Payment | E 601-49400-309 EDP, Software and Desi | 496090223884 Fees 11/01/25 - 11/30/25 MAPLE PLAIN UTILITY | | | $514.56 |
| Invoice | 11/1/2025 | | | | |
| Transaction Date | 11/1/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $514.56 |
| Refer | 0 *MUNICIPAY* | | | | |
| Cash Payment | E 101-41500-455 Bank Fees | 496090224882 11/01/25 - 11/30/25 MAPLE PLAIN PERMITS | | | $293.16 |
| Invoice | 11/1/2025 | | | | |
| Transaction Date | 11/1/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $293.16 |
| Refer | 0 *OPTUM BANK* | | | | |
| Cash Payment | E 101-41500-131 Employer Paid Health In | FISA Monthly Maintenance Fee - 25-Oct - Group ID HB905889A | | | $3.75 |
| Invoice 0001829546 | 11/12/2025 | | | | |
| Transaction Date | 11/12/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $3.75 |
| Refer | 0 *XCEL ENERGY* | | | | |
| Cash Payment | E 801-42280-381 Electric Utilities | Electricity 10/20/25 - 11/18/25 | | | $501.31 |
| Invoice 1231964336 | 11/19/2025 | | | | |
| Cash Payment | E 801-42280-381 Electric Utilities | Combined Elec Refund CR | | | -$23.99 |
| Invoice 1231964336 | 11/19/2025 | | | | |
| Transaction Date | 11/19/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $477.32 |
| Refer | 0 *XCEL ENERGY* | | | | |
| Cash Payment | E 101-43100-381 Electric Utilities | 5601 HIGHWAY 12 (TRAFFIC SIGNALS) | | | $41.32 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-45200-381 Electric Utilities | 1720 BUDD AVE (VMP) | | | $15.36 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-45200-381 Electric Utilities | 1481 RAINBOW AVE (PARK) | | | $158.78 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 601-49400-381 Electric Utilities | 1666 BUDD AVE (WATER) | | | $89.10 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 602-49450-381 Electric Utilities | 5829 HIGHWAY 12 (SEWER) | | | $254.97 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-43100-381 Electric Utilities | 4802 HIGHWAY 12 (TRAFFIC) | | | $32.48 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 601-49400-381 Electric Utilities | 1650 PIONEER AVE UNIT WATER PLANT | | | $2,533.85 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-43000-381 Electric Utilities | 1501 BAKER PARK RD | | | $10.36 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-43000-381 Electric Utilities | 5186 MAIN ST E | | | $17.03 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-43000-381 Electric Utilities | 5240 MAIN ST E (MUSEUM) | | | $8.69 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-45200-381 Electric Utilities | 1750 BUDD AVE (VMP 2) | | | $48.68 |
| Invoice | 12/3/2025 | | | | |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

| | | | | | |
|---|---|---|---|---|---|
| Cash Payment | E 101-45200-381 Electric Utilities | 1490 PARKVIEW RD (RAINBOW) | | | $8.83 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-45200-381 Electric Utilities | 4997 OAK ST UNIT IRRIG | | | $8.69 |
| Invoice | 12/3/2025 | | | | |
| Cash Payment | E 101-43000-381 Electric Utilities | 5160 OAK ST | | | $72.55 |
| Invoice | 12/3/2025 | | | | |
| Transaction Date | 12/3/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $3,300.69 |
| Refer | 0 *XCEL ENERGY* | | | | |
| Cash Payment | E 101-43000-381 Electric Utilities | STREET LIGHTS 11/03/25-12/02/25 | | | $2,327.39 |
| Invoice | 12/3/2025 | | | | |
| Transaction Date | 12/3/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $2,327.39 |
| Refer | 0 *STANDARD INSURANCE CO* | | | | |
| Cash Payment | G 101-21708 Life Insurance | Life Insurance - December premium 2025 | | | $8.02 |
| Invoice | 11/17/2025 | | | | |
| Transaction Date | 11/17/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $8.02 |

### Fund Summary

| | 10100 BoMP/MidCountry/4M |
|---|---|
| 101 GENERAL FUND | $5,948.17 |
| 601 WATER FUND | $3,551.73 |
| 602 SEWER FUND | $286.12 |
| 801 FIRE PARTNERSHIP FUND | $1,414.70 |
| | $11,200.72 |

| | |
|---|---|
| Pre-Written Checks | $0.00 |
| Checks to be Generated by the Computer | $11,200.72 |
| Total | $11,200.72 |

# CITY OF MAPLE PLAIN

## Payments



**Current Period: December 2025**

**Payments Batch 122525 STREET PROJ** $936.00

| | | | | | |
|---|---|---|---|---|---|
| Refer | 0 *BOLTON & MENK, INC.* | | | | |
| Cash Payment | E 458-43000-303 Engineering Services | | 2024 Street Reconstruction- Construction Observation | | $936.00 |
| Invoice 380619 | 11/28/2025 | | | | |
| Transaction Date | 11/28/2025 | BoMP/MidCountry/4 | 10100 | **Total** | $936.00 |

Fund Summary

| | 10100 BoMP/MidCountry/4M |
|---|---|
| 458 2024 STREET RECONSTRUCTION | $936.00 |
| | $936.00 |

| | |
|---|---|
| Pre-Written Checks | $0.00 |
| Checks to be Generated by the Computer | $936.00 |
| Total | $936.00 |

## Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM:** | Staff Reports |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **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 (no report submitted)
E. City Planner
F. Administration & Finance

# Maple Plain Fire Department

## Fire Chief's Report

*November 2025*

*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 November 2025 – report #857 & #553**

In November, we responded to 27 calls for service. Last year in the same month, we were at 21 calls.

- 17 EMS & Rescue calls
- 1 Vehicle crashes
- 1 Fire call
- 1 Hazardous call – gas leak
- 2 Alarm calls
- 5 Good intent calls – controlled burn / cancelled calls

**Where these calls are occurring – report #384**

Independence – 14 calls
Maple Plain – 13 calls
Three Rivers Parks – 0
Mutual Aid Given – 0 Calls to assist under mutual aid
Mutual Aid Received – 0 calls

**Training Update**

In November, we continued training with WSFD. We worked more on getting to know their records management system on the computer, attended their business meeting and did some cold-water rescue on Lake Independence. On Saturday the 22nd, several of our members went to a location in Hamel where WSFD had acquired an apartment complex. This complex was used several times over the summer and was not set to be burned down. There was opportunity for us to go into live burning situations in the building prior to letting the building burn to the ground.

**Consolidation with West Suburban Fire District**

The cities along with legal staff, continued to work with WSFD Chief Leuer to come up with a contract agreement that would work for all parties involved. These talks would continue into December for finalization.

Date: December 5th, 2025

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

From: Director Matt DuRose

SUBJECT: NOVEMBER 2025 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
## November 2025

| Offense | This Month | Same Month Last Year | | This Year To Date | | Last Year To Date |
|---|---|---|---|---|---|---|
| **City Of Independence** | | | | | | |
| Criminal | 11 | 9 | | 59 | | 43 |
| Traffic | 76 | 69 | | 1,253 | | 830 |
| Part III | 4 | 9 | | 52 | | 93 |
| Part IV | 37 | 39 | | 340 | | 355 |
| Part V | 97 | 156 | | 1,226 | | 1,238 |
| **Total City of Independence** | **225** | **282** | | **2,930** | | **2,559** |
| **City Of Maple Plain** | | | | | | |
| Criminal | 5 | 4 | | 39 | | 28 |
| Traffic | 64 | 40 | | 556 | | 269 |
| Part III | 1 | 3 | | 31 | | 45 |
| Part IV | 32 | 39 | | 420 | | 273 |
| Part V | 70 | 67 | | 560 | | 579 |
| **Total City Of Maple Plain** | **172** | **153** | | **1,606** | | **1,194** |
| **Grand Total Both Cities** | **397** | **435** | | **4,536** | | **3,753** |
| TZD | 0 | 11 | | 209 | | 279 |
| Agency Assists | 44 | 26 | | 360 | | 295 |
| Total ICR Reports | **441** | **472** | | **5,105** | | **4,327** |
| **How Received** | | | | | | |
| Fax | 8 | 7 | | 80 | | 55 |
| In Person | 10 | 29 | | 130 | | 154 |
| Mail | 0 | 2 | | 6 | | 12 |
| Other | 1 | 0 | | 11 | | 5 |
| Phone | 29 | 23 | | 201 | | 255 |
| Radio | 195 | 190 | | 1,927 | | 1,791 |
| Visual | 171 | 148 | | 2,325 | | 1,548 |
| Email | 8 | 16 | | 148 | | 176 |
| Lobby Walk In | 19 | 57 | | 277 | | 331 |
| **Total** | **441** | **472** | | **5,105** | | **4,327** |

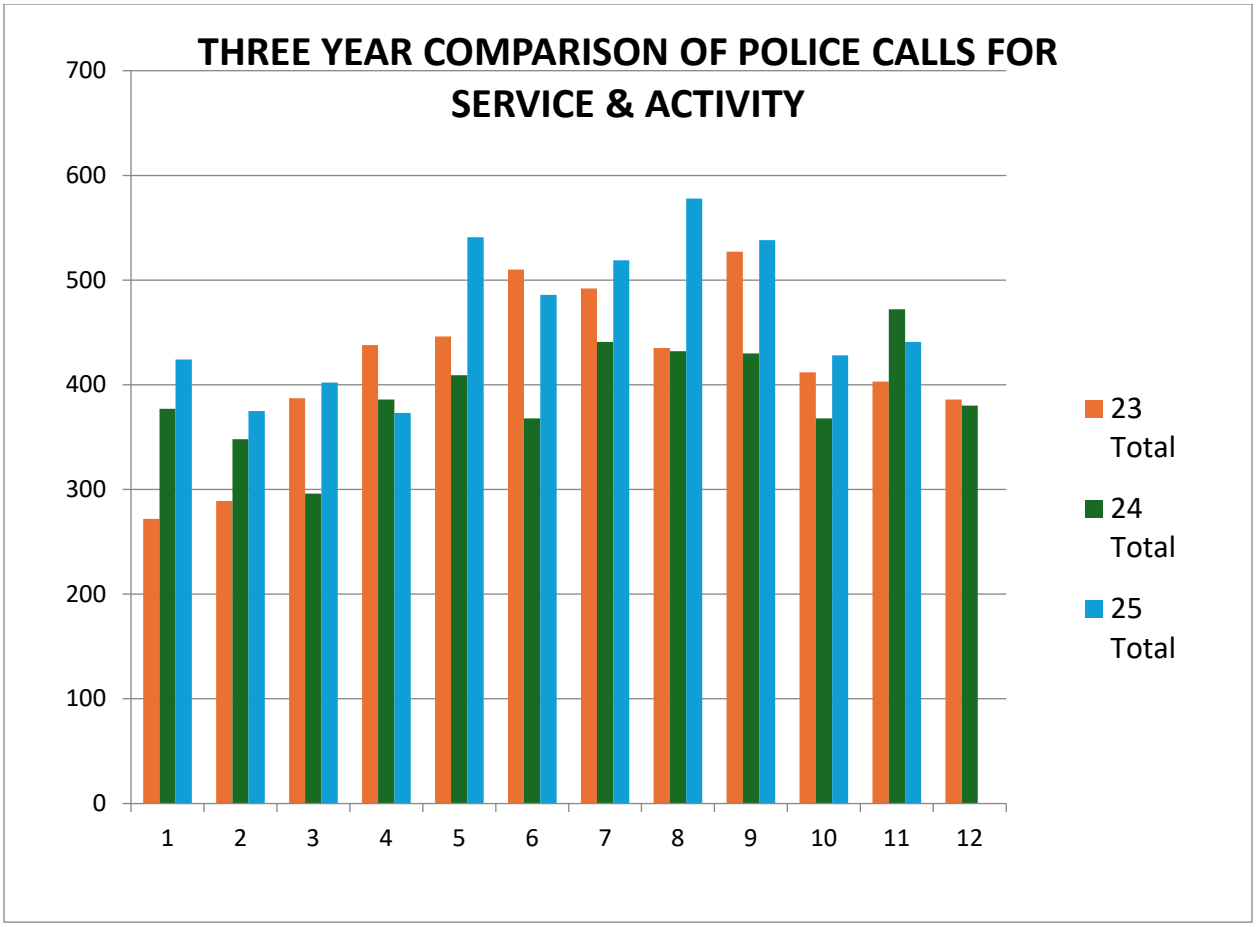
**November 2025 Part I & II** **City of Maple Plain #'s 1 & 2**

| AGN | ICR | Title | Create Date | Grid # | MOC range | UCR Part |
|---|---|---|---|---|---|---|
| WHPS | 25004710 | Robbery | 11-03-2025 | 02 | R2923 | 1 |
| WHPS | 25004818 | Domestic – Prohibited Person – Arrest | 11-12-2025 | 01 | W1643 | 2 |
| WHPS | 25004957 | Theft by Swindle | 11-20-2025 | 02 | U0069 | 2 |
| WHPS | 25004984 | Theft | 11-22-2025 | 01 | N3090 | 2 |
| WHPS | 25005092 | DWI – 2nd Degree | 11-28-2025 | 02 | JE5j1 | 2 |

**November 2025 Part I & II** **City of Independence Grid #'s 3-5**

| AGN | ICR | Title | Create Date | Grid # | MOC range | UCR Part |
|---|---|---|---|---|---|---|
| WHPS | 25004680 | DWI – 4th Degree | 11-02-2025 | 05 | JGW01 | 2 |
| WHPS | 25004711 | Theft From Auto | 11-04-2025 | 04 | VE021 | 1 |
| WHPS | 25004712 | Burglary | 11-04-2025 | 04 | B3364 | 1 |
| WHPS | 25004713 | Vehicle Tampering | 11-04-2025 | 04 | VE081 | 2 |
| WHPS | 25004714 | Theft from Auto | 11-04-2025 | 04 | TB009 | 1 |
| WHPS | 25004715 | Vehicle Tampering | 11-04-2025 | 04 | VE081 | 2 |
| WHPS | 25004732 | Attempted Burglary | 11-05-2025 | 03 | B2330 | 1 |
| WHPS | 25004787 | DWI – 3rd Degree | 11-09-2025 | 03 | JFF01 | 2 |
| WHPS | 25004930 | Traffic Complaint – DWI-D Arrest | 11-19-2025 | 03 | JG601 | 2 |

| | | | | | | |
|---|---|---|---|---|---|---|
| WHPS | 25004983 | DWI 4th Degree – Alcohol | 11-22-2025 | 03 | JG501 | 2 |
| WHPS | 25005064 | 3rd Degree DWI | 11-26-2025 | 05 | JFW01 | 2 |


THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY
700
600
500
400
300
200
100
0
1
2
3
4
5
6
7
8
9
10
11
12
23 Total
24 Total
25 Total

# DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY
November 2025 Activity Report

**Year to Date Activity Report**

At the end of November 2025, West Hennepin Public Safety (WHPS) handled year-to-date a total of 5,105 incident complaints. For the month of November; 225 incidents occurred in the City of Independence and 172 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.

DWI Arrest
November 2

County Road 11/County Line Road, Independence. Officer was on routine patrol and observed a vehicle drive through the stop sign without slowing. Officer initiated a traffic stop and spoke to the driver who displayed signs of impairment. Officer observed an empty bottle of alcohol on the passenger's side floor. Field Sobriety Tests were conducted, and the driver was ultimately arrested for DWI. She provided an evidentiary breath sample that indicated 0.14. She was issued a citation for 4th Degree DWI and was released to a sober party.

Robbery
November 3

1400 block of Meadow Lane, Maple Plain. Officers responded to a report of an armed robbery in the 1400 block of Meadow Lane in Maple Plain. The victim reported that they had arranged a Facebook Marketplace sale and were robbed at gunpoint during the transaction. The suspect fled the area with the item and ran into a nearby residence. Further investigation was conducted, and several items of evidence were recovered at the scene, including a handgun. A 17-year-old female from Maple Plain was taken to Hennepin County Juvenile Detention Center and booked on armed robbery charges.

Theft/Burglary
November 4

5000 block of Fern Drive, Independence. It was reported multiple theft from autos, and a burglary of a detached garage had occurred overnight. The property taken included two e-bikes, a compound bow, gift cards, and small amounts of cash. A short time later, a neighboring agency received a tip of where the stolen property might be. Ultimately, all the property was recovered at a nearby house and was returned to the owners. The suspect was arrested on a warrant and transported to Hennepin County Jail. Case was forwarded to investigations.

Burglary
November 5

7400 Maple Ponds Trail, Independence. Officer was dispatched to an attempted burglary where a neighbor called in a known trespassed male attempting to gain access to an unoccupied residence. Officer arrived on scene and determined the male left the area prior to arrival. Upon examination, a deadbolt had been drilled out and there were hinges removed from another door. Case was forwarded to investigations.

Vehicle Fire
November 6

2100 block of County Road 92, Independence. Officer was dispatched to a vehicle fire. Officer arrived on scene with Maple Plain Fire and found the fire started under the passenger seat. It was determined the fire was likely caused by an electrical shortage and the fire put itself out.

Suspicious Activity
November 7

5000 block of Oak Circle, Maple Plain. Officer was dispatched to a suspicious vehicle that had been parked in the cul-de-sac for an extended period of time. Officer arrived and observed the vehicle left prior to police arrival. A short time later, Officer was dispatched to a return call. Officer arrived on scene and spoke to the occupant of the vehicle who advised she was waiting to pick her daughter up from baby sitting at a residence.

Animal Complaint
November 8

4900 block of Main Street, Maple Plain. Officer was dispatched to a deceased squirrel that had a dart in it. Officer arrived and observed the squirrel with a green flight attached. It was determined the dart was from a blowgun. Blowguns are considered a dangerous weapon according to state statute and the City of Maple Plain prohibits the use of dangerous weapons. No suspects are known at this time.

DWI Arrest
November 9

Highway 12/County Road 92, Independence. Officer was dispatched to a traffic complaint where the suspect vehicle was swerving between lanes. Officer located the vehicle and observed it swerving and almost hitting the lane delineators. Officer initiated a traffic stop and spoke to the driver who displayed signs of impairment. The suspect was ultimately arrested for DWI and provided an evidentiary test of 0.19. Suspect was transported to Hennepin County Jail for 3rd Degree DWI.

Traffic Complaint
November 10

Highway 12/Baker Park Road, Maple Plain. Officer was dispatched to a traffic complaint where a vehicle was all over the road. Officer located the vehicle and spoke to the driver who advised he's unable to see well at night. It was found the driver's license status was revoked and the vehicle didn't have insurance. Driver was cited for the violations, and a driver evaluation form was submitted.

Weapons Arrest
November 12

5200 block of Manchester Drive, Maple Plain. Officer was dispatched to a domestic where the male party broke a bedroom door. Both parties had minor injuries. It was determined the male party was in possession of a firearm as a prohibited person. He was arrested and transported to Hennepin County Jail where he was charged. His firearm and ammunition were seized on site.

Juvenile Problem
November 13

1500 block of Budd Avenue, Maple Plain. Officer was on routine patrol and observed a juvenile riding an e-bike in the area. The juvenile male matched the description of a vandalism and damage to property suspect from previous cases. The juvenile's mother was contacted, and she responded to the scene. Video footage of the male was shown to the mother who confirmed it was her son and his signature graffiti "tag". This case was referred to investigations for possible charges and/or restitution.

Animal Complaint
November 14

8500 block of County Road 11, Independence. Officer was dispatched to a dark brown horse running on County Road 11. The reporting party had corralled it into a fenced area but was worried it would escape again. Officers located the animal owner who came and picked it up.

Welfare Check
November 14

2200 block of South Lake Shore Drive, Independence. Officer was dispatched to a welfare check on the reporting party's coworker who hadn't been seen or heard from in two days. Officer arrived and spoke to the subject who was suffering from a severe respiratory infection and had been drinking. The preliminary breath test was provided which indicated 0.271. It was determined the subject's parents were able to provide care. Resources were provided and information was given to the embedded social worker for follow-up.

Suspicious Activity
November 15

3300 block of County Line Road, Independence. Officer was on routine patrol and observed an occupied, running vehicle in a nearby parking lot after midnight. Officer made contact and was advised it was a couple talking after a date. They advised they would move along.

Trespassing
November 16

Budd Avenue/Oak Street, Maple Plain. Officer was on routine patrol and observed an individual walking along the train tracks. Officer spoke with the individual who advised she was walking her dog. Officer advised the railroad tracks are private property and spoke about the dangers of walking along the tracks. She understood and agreed to leave the area.

Crash
November 16

5400 Pagenkopf Road, Independence. Officer was dispatched to a call regarding a damaged mailbox. Officer arrived on scene and spoke to the homeowner who advised someone hit their mailbox and damaged the landscaping around it. Officer located the grill which he recognized from previous contacts with the vehicle. Officer arrived at the suspect's address and observed a truck with damage to the front end and missing a grill. Officer spoke to the owner who advised she was tired and fell asleep while driving. Due to the suspect's cooperation, the officer decided not to pursue criminal charges. A driver evaluation form was submitted on behalf of the suspect.

Suspicious Vehicle
November 17

County Road 92/Pioneer Creek Road, Independence. Officer observed an unoccupied vehicle with significant damage. The front bumper was missing, a rim was bent, it had a flat tire, the rear window was shattered out, and the rear portion of the roof was dented in. Officer located two state ID cards, and a work ID. Officer followed a typical route from the work location to the ending location and determined the vehicle was involved in a crash at Highway 12 and County Road 92 where the front bumper with the license plate still attached was found in the embankment. A damaged sign was also found indicating the suspect hit the sign which caused damage to the vehicle. Investigation is ongoing.

DWI Arrest
November 19

6800 block of Highway 12, Independence. Officer was dispatched to a traffic complaint where a vehicle was all over the road and eventually, struck a yield sign at County Road 90 and Highway 12 roundabout. Officer located the vehicle and spoke to the driver who displayed signs of impairment by a controlled substance. The vehicle was searched incident to arrest and officers located a white crystalline substance as well as a glass smoking pipe with residue consistent with methamphetamine use. A Drug Recognition Evaluation was conducted which the evaluator believed the driver was under the influence of a Central Nervous System Stimulant. A search warrant was applied for, granted, and executed for a blood sample. He was then transported to Hennepin County Jail pending toxicology and charges.

Animal Complaint
November 20

Highway 12/Baker Park Road, Maple Plain. Officer was dispatched to an injured fox in the area. Officer arrived and did not locate a fox but did observe a deer that was still alive and had a broken front leg and antler. The officers safely dispatched the deer and contacted a local resident to take the deer.

Welfare Check
November 21

2200 block of Fieldstone Place, Independence. Officers were dispatched to a welfare check where the subject’s friend was reporting he was at a bridge and was going to kill myself. Officers responded and spoke to the subject who advised he did not have any plans on harming himself. He advised he has been working with his therapist on his mental health. Officers spoke to the subject’s father who advised he would keep an eye on him.

Arrest
November 22

Highway 12/County Road 92, Independence. Officer was on routine patrol and observed a vehicle cross the fog line multiple times and at one point, jerked back into the lane of traffic. Officer initiated a traffic stop of the vehicle and spoke to the driver who displayed signs of impairment. The driver did not have a license or proof of insurance. Field Sobriety Tests were completed, and the driver was placed under arrest. He was transported for booking where he provided an evidentiary breath sample of 0.12. He was issued a citation for the violations, including 4th Degree DWI, driving with no MN driver's license, and no insurance.

Suspicious Vehicle
November 23

2100 block of Nelson Road, Independence. Officer was on routine patrol and observed the vehicle stop near a mailbox briefly and then drove away. Officer initiated a traffic stop on the vehicle and found the driver to be an Amazon delivery driver.

Motorist Assist
November 24

700 block of County Road 92, Independence. Officer was dispatched to a vehicle in the ditch. The driver reported she was afraid the vehicle was going to roll. Officers arrived on scene and spoke to the driver who advised she misjudged the corner and backed in too sharp. The driver was able to put the vehicle in drive and drive out.

Verbal Domestic
November 25

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to a drunk problem. The reporting party advised she was asleep and was woken up to her husband being drunk, throwing things, and she was locked in her bathroom with their child. Officers arrived on scene and observed a broken TV and damaged door. The male party stated he was upset that she has bad credit and is always asking for money. Ultimately, the female party took their child and left the residence.

DWI Arrest
November 26

County Road 6/Nelson Road, Independence. Officer was on routine patrol and observed a vehicle driving 68 MPH in a 50 MPH zone. Officer spoke to the driver who displayed signs of impairment. Field Sobriety Tests were performed, and the driver was ultimately arrested for DWI and transported for booking where he provided an evidentiary breath sample of 0.16. The driver was released to a sober party pending charges.

Public Assist
November 27

Highway 12/Lake Haughey Road, Independence. Officer was dispatched to a hit coyote. Officer was able to remove the coyote from the roadway. A short time later while on routine patrol, a vehicle was found in a nearby church parking lot. Officer spoke to the driver who advised she had hit a coyote and the vehicle had a leak in the radiator. Officers were able to provide the occupants of the vehicle to a nearby gas station to stay warm while they waited for a ride.

Animal Complaint
November 28

1500 Three Oaks Avenue, Maple Plain. Officer was dispatched to an animal complaint where his two dogs got into a fight with a racoon. Officer arrived on scene and spoke to the animal owner who advised the racoon appeared to be acting normal and was now up in a tree. The dogs were checked for injuries and were going to the vet as a precaution.

DWI Arrest
November 28

Budd Avenue/Bryant Street, Maple Plain. Officer was dispatched to a male who had fallen off a moped style electric bike. Officer spoke to the driver who was uncooperative with providing his name and details of what happened but stated he consumed alcohol prior to crashing. North Memorial Paramedics attempted to assess the driver, who refused medical attention. Ultimately, the driver was arrested for DWI and transported for booking where he provided an evidentiary breath sample of 0.19. He was released pending charges.

Motorist Assist
November 29

6500 block of County Road 11, Independence. Officer was dispatched to a vehicle in the ditch. Officer arrived on scene and spoke to the driver who advised he slid into the ditch after hitting an icy patch on the roadway. Officer ordered a tow for the vehicle and stood by with emergency lights for scene safety.

Overdose
November 30

1600 block of Marsh Avenue, Maple Plain. Officer was dispatched to a patient who had attempted to commit suicide by overdosing on prescription drugs. North Memorial Paramedics arrived and transported the patient on an emergency evaluation hold.

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Real People. Real Solutions.

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**MEMORANDUM**

**Date:** December 9, 2025

**To:** Honorable Mayor and City Council

**From:** David P. Martini, P.E.

**RE:** December 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:

- Infrastructure Planning with City Staff.
- Review and provide comments for various development projects.
- On-going review of funding sources for various infrastructure projects.
- Present on the Water Use Study for the City of Medina.
- Manage the Lead service line inventory and replacement project funded by the Minnesota Department of Health.
- Midco Permit oversight for new fiber line installations, including damage research and correspondence.

**Downtown Redevelopment and Street Projects**

- Feasibility study information has been prepared and will be presented at the Council Meeting on December 15th for the Downtown Reconstruction Project and the Industrial Street Improvement Project.
- Work is continuing on the LRIP grant application for submittal on December 12th.
- Collaboration with city staff and other consultants has been on-going related to the downtown redevelopment project.

# City of Maple Plain

# Memorandum

**To:** Mayor and City Council

**From:** Mark Kaltsas, City Planner

**CC:** Jacob Kolander, City Administrator

**Date:** December 15, 2025

**Re:** **City Council Monthly Planning Report – December 2025**

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***Meetings/Correspondence:***

- One (1) Planning Commission Meeting to review the application for site plan review, preliminary plat and final plat for North Shore Gymnastics.
- Two (2) staff meetings to review current projects: discussed downtown redevelopment and environmental process, discussed North Shore Gymnastics updated site plan and miscellaneous other planning related issues.
- Four (4) meetings and correspondence with downtown developer, engineer, TIF consultant, TIF architect and Environmental consultant to work on many aspects of the development. Working on deal points, TIF certification and street improvements.
- One (1) meeting with North Shore Gymnastics and their representatives regarding their proposed building and site plan at 5380 Pioneer Creek Drive.
- 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's Monthly Report

**Reporting Period:** November 2025 – Early December 2025
**Prepared by: Jacob Schillander**

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## Fire Department

- **PERA Pension Issue:** Work continues resolving the Statewide Volunteer Firefighter (SVF) PERA payout calculation. A 6% reduction for firefighters under age 50 caused significant concern. Meetings were held with PERA, Fire Relief leadership, and Rep. Kristen Robins. A draft bill is being prepared to address this issue, with implementation likely in July 2026. Until legislation passes, payouts are on hold.
- **Fire Services Contract:** After extensive negotiations with West Suburban Fire District (WSFD), an agreement has been reached. The WSFD approved the contract and lease agreement. Council will vote on this December 15th, followed by a joint signing ceremony with Independence on December 16th.

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## Public Works / Utilities

- **Seasonal Work:** Flags removed and Christmas lights installed before Thanksgiving.
- **Contracts:** Snow removal and lawn care contracts for 2026 signed with Snow Pros and JK Enterprises.

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## Planning & Development

- **Downtown Redevelopment:** Phase 2 of the downtown project, now branded **Maple & Main**, is moving forward. Planning and Council reviews are expected in January.
- **Northshore Gymnastics:** Approved by Planning Commission; scheduled for Council approval on December 15.
- **Future Projects:** Discussions continue with staff on plans for a New City Hall.

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# Code Enforcement

- Overgrowth at 1409 Halgren abated; homeowner billed.
- Multiple complaints received regarding a rental property on Meadow Lane following a public safety incident. Council will review and approve an amended Rental Ordinance that provides the City with measures that can be taken to address Crime in rental units. Letters have been sent to those that submitted complaints.

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# Public Safety

- WHPS resolved recent vandalism cases; juvenile offender identified and restitution process initiated.

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# Administration

- Truth & Taxation hearing completed.
- Fee schedule updates prepared for Council review.
- Strategic planning session being scheduled for early 2026.
- Meetings held with Hennepin County on water tower lease, emergency management, and potential City Hall/library partnership.
- Long-Term Financial Plan under development with Abdo; expected for Council review in January.

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## Closing Note

This period has been marked by significant progress on major initiatives, including finalizing the Fire Services contract, advancing downtown redevelopment, and addressing critical infrastructure needs. Thank you to staff and partners for their collaboration and commitment to serving Maple Plain.

# City of Maple Plain

# December 2025 Financial Summary

## Overview

As of December 10, 2025, General Fund expenditures total $1,857,999, which is 102.23% of the adopted General Fund budget ($1,817,508). Spending in the General Fund slightly exceeded projections due to higher costs in Public Works, Fire Department, and Financial Administration.

---

## General Fund Summary

- **Budget:** $1,817,508
- **YTD Actual:** $1,857,999
- **% of Budget: 102.23%**

**Key Drivers:**

- Fire Department: $239,593 (114.87%)
- Financial Administration: $393,335 (104.39%)
- Public Works: $83,981 (118.29%)

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## Utility & Partnership Funds Summary

| Fund | 2025 Budget | YTD Actual | % of Budget |
|---|---|---|---|
| Water Fund (601) | $686,180 | $562,217 | 81.93% |
| Sewer Fund (602) | $479,961 | $543,170 | 113.17% |
| Storm Water Fund (603) | $175,801 | $200,829 | 114.24% |
| Fire Partnership (801) | $514,129 | $529,189 | 102.93% |

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## Highlights

- **General Fund:** Slightly over budget at 102%, driven by Public Works and Fire Department costs.
- **Over Budget Funds:** Sewer (113%), Storm Water (114%), Fire Partnership (103%).
- **Under Budget Fund:** Water (82%).

# CITY OF MAPLE PLAIN
## Expenditure Summary Report for Council Reports

| Dept | Dept Descr | 2024 Amt | 2025 YTD Budget | December 2025 Amt | 2025 YTD Amt | %YTD Budget |
|---|---|---|---|---|---|---|
| 101 GENERAL FUND | | | | | | |
| 42400 | Building Inspection | $15,574.05 | $20,000.00 | $0.00 | $8,153.06 | 40.77% |
| 41610 | City Attorney | $73,481.82 | $38,000.00 | $0.00 | $39,712.00 | 104.51% |
| 42500 | Civil Defense | $1,474.82 | $500.00 | $0.00 | $599.64 | 119.93% |
| 46630 | Community Action Programs | $2,500.00 | $0.00 | $0.00 | $2,500.00 | 0.00% |
| 41110 | Council | $68,307.57 | $48,287.00 | $2,826.33 | $48,177.37 | 99.77% |
| 41410 | Elections | $6,739.06 | $0.00 | $0.00 | $0.00 | 0.00% |
| 41500 | Financial Administration | $476,270.47 | $376,802.00 | $9,579.79 | $393,334.57 | 104.39% |
| 42290 | Fire Department | $224,304.96 | $208,580.00 | $17,173.33 | $239,593.07 | 114.87% |
| 41940 | General Government Building | $35,427.16 | $42,000.00 | $0.00 | $37,001.28 | 88.10% |
| 43100 | Highways, Streets & Roadwa | $116,538.67 | $106,739.00 | $0.00 | $93,587.53 | 87.68% |
| 45200 | Parks (GENERAL) | $216,018.34 | $141,378.00 | $0.00 | $153,798.31 | 108.79% |
| 41910 | Planning and Zoning | $13,082.92 | $20,800.00 | $0.00 | $16,984.50 | 81.66% |
| 42110 | Police Department | $760,187.18 | $743,423.00 | $0.00 | $740,576.05 | 99.62% |
| 43000 | Public Works (GENERAL) | $100,129.49 | $70,999.00 | $0.00 | $83,981.49 | 118.29% |
| 101 GENERAL FUND | | $2,110,036.51 | $1,817,508.00 | $29,579.45 | $1,857,998.87 | 102.23% |
| 601 WATER FUND | | | | | | |
| 49611 | Water Treat Plant | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 49400 | Water Utilities (GENERAL) | $670,659.32 | $686,180.00 | $20,521.62 | $562,217.29 | 81.93% |
| 601 WATER FUND | | $670,659.32 | $686,180.00 | $20,521.62 | $562,217.29 | 81.93% |
| 602 SEWER FUND | | | | | | |
| 49450 | Sewer (GENERAL) | $370,685.42 | $479,961.00 | $7,809.29 | $543,169.74 | 113.17% |
| 602 SEWER FUND | | $370,685.42 | $479,961.00 | $7,809.29 | $543,169.74 | 113.17% |
| 603 STORM WATER FUND | | | | | | |
| 49455 | Storm Sewer | $142,358.92 | $175,801.00 | $4,259.22 | $200,829.34 | 114.24% |
| 603 STORM WATER FUND | | $142,358.92 | $175,801.00 | $4,259.22 | $200,829.34 | 114.24% |
| 801 FIRE PARTNERSHIP FUND | | | | | | |
| 42210 | Fire Administration | $323,334.42 | $201,137.00 | $1,849.00 | $270,232.91 | 134.35% |
| 42260 | Fire Apparatus/Equipment | $64,671.66 | $70,700.00 | $0.00 | $84,581.68 | 119.63% |
| 42250 | Fire Communications | $32,134.31 | $32,702.00 | $0.00 | $30,947.21 | 94.63% |
| 42220 | Fire Fighting | $120,017.57 | $139,070.00 | $0.00 | $105,919.71 | 76.16% |
| 42265 | Fire Fleet Vehicles | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42230 | Fire Prevention | $1,051.21 | $4,000.00 | $0.00 | $965.19 | 24.13% |
| 42280 | Fire Stations and Bldgs | $21,996.82 | $25,820.00 | $0.00 | $14,346.61 | 55.56% |
| 42240 | Fire Training | $24,329.80 | $35,200.00 | $0.00 | $20,382.16 | 57.90% |
| 42270 | Medical Services | $2,112.76 | $5,500.00 | $0.00 | $1,813.32 | 32.97% |
| 801 FIRE PARTNERSHIP FUND | | $589,648.55 | $514,129.00 | $1,849.00 | $529,188.79 | 102.93% |
| | | $3,883,388.72 | $3,673,579.00 | $64,018.58 | $3,693,404.03 | 100.54% |

((((((((((((((([Fund] in ('101','601','602','603','801')) AND ([Dept]<>"49360" Or [Dept] IS Null)) AND ([Dept]<>"47078" Or [Dep

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Fire Services Contract and Lease Agreement |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approve the Fire Services Contract and Lease Agreement** | |

**Summary:**

**Introduction:**
After months of planning, negotiations, and multiple joint meetings, we have finalized agreements that I believe will work well for all parties involved. The contracts were approved by the West Suburban Fire District Board of Directors on December 3, 2025 and will go to a membership vote next week. Chief Leuer is confident that the membership will approve these agreements as well.

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**1. Fire Station Lease Agreement (City of Maple Plain & West Suburban Fire District)**

- **Purpose:** Lease of Maple Plain Fire Station (1645 Pioneer Ave) to WSFD for exclusive use in providing fire and emergency services.
- **Term:** Jan 1, 2026 – Dec 31, 2030, with automatic 5-year renewals unless terminated with 2 years' notice.
- **Rent:** $1 per year.
- **Responsibilities:** WSFD handles utilities, generator, interior upkeep, and exhaust system installation (City reimburses up to $76,972). City handles structural repairs, water/sewer, and snow removal.
- **Insurance & Indemnification:** WSFD maintains $2M liability coverage and indemnifies City except for City negligence.
- **Termination:** Linked to Fire Services Agreement or for default/non-renewal.

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**2. Fire Protection Services Agreement (WSFD, City of Maple Plain & City of Independence)**

- **Purpose:** WSFD provides fire suppression, prevention, EMS, rescue, and hazardous materials response for both cities.

- **Term:** Jan 1, 2026 – Dec 31, 2030, with automatic 5-year renewals unless terminated with 2 years' notice.

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**Key Provisions:**

**Section 4(b) – Maple Plain Firefighters Transition:**

- WSFD will offer membership to all active Maple Plain Volunteer Fire Department firefighters listed in Exhibit C, provided they meet WSFD's minimum qualifications.
- Accepted firefighters join WSFD on Jan 1, 2026, subject to a one-year probationary period.
- **Annual PERA Contributions:** For five years post-transition, Maple Plain and Independence will each pay $3,626.27 per retained firefighter annually, split 50/50. After five years, WSFD assumes full responsibility.

**Section 5 – Cost of Service:**

- Formula: 50% property market value + 50% service usage (three-year trailing average).
- Formula Plus Adjustment: $25,155.26 phased out over five years (100% in 2026–2027; 75% in 2028; 50% in 2029; 25% in 2030).
- One-Time Equipment Cost: $37,000 split evenly between Maple Plain and Independence.
- Apparatus Cost: New engine capped at $1.5M (WSFD 50%, Maple Plain 25%, Independence 25%).

**Section 6(e) – Limited Warranty on Transferred Equipment:**

- Warranty Period: Through Dec 31, 2027.
- Coverage: Applies only to vehicles transferred from Maple Plain to WSFD. Covers repairs exceeding $25,000, excluding insurance-covered or accident-related repairs.
- Cost Sharing: WSFD pays 50%; Cities collectively pay 50% (Maple Plain 25%, Independence 25%).
- Process: WSFD invoices Cities with supporting documentation; payment due within 30 days.
- Purpose: Protects WSFD from major unexpected repair costs during transition and ensures shared responsibility.

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**Strategic Highlights:**

- Smooth Transition: WSFD absorbs Maple Plain firefighters and equipment, ensuring continuity of service.
- Financial Predictability: Formula-based cost allocation, phased adjustments, and capped apparatus cost provide budget stability.
- Risk Mitigation: Warranty on transferred equipment and strong indemnification provisions reduce exposure for all parties.
- Operational Control: WSFD retains full authority over staffing, policies, and service delivery.

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**Recommendation :**

Staff recommend approving the Fire Services Contract and Lease Agreement and bring the agreements to a Joint Council Meeting on December 16th with Independence for official signing of the contracts.

# FIRE STATION LEASE AGREEMENT

**THIS FIRE STATION LEASE AGREEMENT** ("**Agreement**") is made effective this _____ day of _____, 2025 ("**Effective Date**"), by and between the CITY OF MAPLE PLAIN, a Minnesota municipal corporation, ("**City**") and WEST SUBURBAN FIRE DISTRICT, a Minnesota non-profit corporation ("**WSFD**"; City and WSFD sometimes a "**Party**" and collectively "**Parties**").

**WHEREAS**, City is the fee owner of that Property located at 1645 Pioneer Ave, Maple Plain, MN 55359, and legally described on attached Exhibit A (the "**Property**") and located on the Property is the fire station building shown on attached Exhibit B (the "**Fire Station**"); and

**WHEREAS**, City by separate agreement will be or has contracted with WSFD (the "**Contract**") for firefighting, fire suppression and fire prevention, emergency incident management, fire inspections, rescue, emergency medical services, and hazardous materials response ("**Fire Services**"); and

**WHEREAS**, City desires to lease exclusive use of the Fire Station, with all fixtures and equipment therein and all rights appurtenant thereto, and that portion of the Property upon which it is located, together with non-exclusive easements over the Property for ingress and egress to the Fire Station and the generator serving the Fire Station (collectively, the "**Premises**") to WSFD for the purpose of providing the Fire Services.

**NOW, THEREFORE**, the Parties, for good and valuable consideration and the terms and obligations herein, agree as follows:

1. **Incorporation**. The above recitals and all attached exhibits are a material part of this Agreement and are incorporated herein.

2. **Demising Clause**.

    a. City leases to WSFD and WSFD leases from City the Premises on the terms and conditions contained in this Agreement.

    b. WSFD shall have the exclusive right to use the Premises for the purposes of providing the Fire Services in accordance with the Contract and in compliance with this Agreement.

3. **Term and Possession**.

    a. Initial Term. This Agreement shall be effective as of the Effective Date. The term of this Agreement will commence on January 1, 2026 (the "**Commencement Date**"), and will expire on December 31, 2030 (the "**Expiration Date**"; period

between Commencement Date and Expiration Date, the "**Initial Term**"), which Expiration Date may be terminated sooner or extended in accordance with this Agreement. WSFD shall be entitled to possession of the Premises commencing on the Commencement Date and shall relinquish possession on the Expiration Date.

b. Extension Term. Unless this Agreement is terminated in accordance with its terms, this Agreement shall automatically be extended for successive additional five (5) year term(s) (each, an "**Extension Term**"; Term and Extension Term, collectively "**Term**"), unless a Party elects not to renew this Agreement as provided for in Section 16.a.i.

c. Termination. Notwithstanding any provisions to the contrary contained in this Agreement, this Agreement or any renewal or extensions thereof shall terminate upon the effective date of termination or expiration of the Contract.

4. **Rent.**

a. Rent. WSFD shall pay to the City annual rent for the Fire Station in advance, without Notice, demand or set-off (except as otherwise set forth herein), in the amount of One and No/100 Dollars ($1.00) ("**Rent**") on or before January 1 of each year of the Term.

b. Interest. Rent and all other sums owing to City hereunder which are not paid on their due date shall accrue compound interest from the due date at the rate of one and one-half percent (1.5%) per month, which interest shall be paid with the delinquent payment.

5. **Use and Occupation.**

a. Permitted Use. The Premises shall be used and occupied by WSFD solely for WSFD's officers, employees, agents, officers, and invitees to provide the Fire Services to include fundraising, public health, and fire protection community outreach events, in accordance with the Contract and all applicable local, state, and federal rules and regulations ("**Permitted Use**"). WSFD shall not use nor permit the use of the Premises or any portions thereof for any other purposes without the City's prior written approval,

b. Injury; Nuisance; Waste. WSFD shall not do or permit anything to be done in or about the Premises nor bring or keep anything therein which will in any way increase the existing rate of or affect any fire or other insurance upon the Premises or any of its contents, or cause a cancellation of any insurance policy covering the Premises or any part of the Premises or any of its contents. WSFD shall not use or

allow the Premises to be used for any unlawful or objectionable purpose, nor shall WSFD cause, maintain or permit any nuisance in, on or about the Premises. More specifically, WSFD shall not use or store any noxious chemicals on the Premises, except to the extent necessary for the Premises to be used for the Permitted Use. WSFD shall not commit or allow to be committed any waste in or upon the Premises nor use the Premises in a manner that constitutes a public or private nuisance.

c. Installation of Exhaust System. WSFD shall be responsible for the installation of an exhaust system serving the Fire Station ("**Exhaust System**") and for the maintenance of the Exhaust System as provided for in Section 11. The City shall reimburse the WSFD for actual costs incurred related to the purchase and installation of the Exhaust System within 30 days of receiving an invoice from WSFD with supporting documentation; provided, however, that the maximum amount of reimbursement from the City shall be up to $76,972.00.

6. **Taxes and Special Assessments**. The Parties acknowledge and agree that the City's ownership and use/occupancy of the Property is exempt from real estate taxation. WSFD shall be liable for and shall pay before delinquency (and, upon demand by City, WSFD shall furnish City with satisfactory evidence of the payment thereof) all taxes and assessments of whatsoever kind or nature, and penalties and interest thereof, if any, levied against WSFD's property and any other personal property installed in and upon the Premises, whether or not affixed to the realty. If, at any time during the Term, any of said property shall be taxed or assessed as part of the Property, then such taxes or assessments shall, for the purposes of this Agreement, be deemed to be personal property taxes or assessments. For the purpose of determining the amount of such taxes or assessments which are deemed to be personal property taxes or assessments, figures supplied by the County Assessor or other taxing authority as to the amount thereof shall be conclusive. Notwithstanding, the City shall not seek to levy any special assessments, under Minnesota Statutes Chapter 429 or otherwise, against the Premises in connection with any Improvement, as defined in Minn. Stat. § 429.011. If another governmental entity imposes a special assessment against the property in connection with an Improvement, the City shall be responsible for said special assessment.

7. **Utilities**.

a. WSFD Responsible. All utilities to serve the Fire Station are the responsibility of WSFD, at WSFD's expense, including but not limited to, electricity, fuel oil, gas services, fuel for the generator, telephone, trash collection, cable or satellite television, internet, connection fees or any other like utilities serving the Fire Station.

b. City Responsible. The City of Maple Plain is responsible for supplying water, sanitary and stormwater sewer service, and snow removal to the Premises. WSFD may remove snow from the Premises, at no cost to the City and no offset of the Rent. For purposes of this Section, water means bulk water utilized exclusively for Fire Services and water for the ordinary operation of the Fire Station.

c. Interruption. City does not warrant or guarantee that any of the services referred to above or any other services upon or to the will be free from interruption. WSFD acknowledges that any one or more of such services may be suspended if there is a strike, an accident, or if repairs or improvements must be made for reasons beyond City's control. Any such interruption or discontinuance of services shall never be deemed an eviction or disturbance of WSFD's use and possession of the Premises, or any part thereof, or render the City liable to WSFD for damages by abatement of rent or otherwise, or relieve WSFD from performance of WSFD's obligations under this Agreement, provided that the City undertake reasonable steps considering the circumstances to restore service or access.

8. **Quiet Possession; Subordination**.

a. Quite Possession. City covenants that WSFD, on paying the rent, other amounts owed, and performing the covenants herein, shall peaceably and quietly have, hold, and enjoy the Premises for the Term.

b. Subordination. This Agreement and the Premises are subject and subordinate to all present or future financial encumbrances on the Property. Such subordination shall be self-executing without further act on the part of City or WSFD; provided, however, that WSFD shall at any time hereafter, at the request of City or any lien holder, or any purchaser of the Property or any part thereof, execute any instruments that may be required, and WSFD hereby irrevocably authorizes City to execute and deliver in the name of WSFD any such instrument if WSFD fails to do so.

9. **City's Reserved Rights**. City reserves the following rights: (a) to take any and all measures necessary or desirable for the operation, safety, protection or preservation of the Premises, including repairs, alterations, decorations, additions or improvements, whether structural or otherwise, in and about the Premises or any part thereof; (b) to enter to verify use of the Premises; (c) maintain its own, separate internet on the Premises; (d) maintain an electronic lock system for the Fire Station; and (e) maintain and operate cameras on the exterior of the Fire Station. The existing interior cameras will be disabled on the Commencement Date, unless otherwise requested in writing by WSFD. City may

during business hours, except in the case of emergency, enter upon the Premises and may exercise any or all of the foregoing rights without being deemed guilty of an eviction (actual or constructive) or disturbance of WSFD's use or possession and without being liable in any manner to WSFD and without abatement of Rent or affecting WSFD's obligations hereunder.

10. **Alternations and Improvements**.

a. Changes; Alterations; Additions. WSFD agrees that it is leasing the Premises and accepting to the condition of the Premises "AS IS" and that City is under no obligation to make any structural or other alterations, decorations, additions, or improvements beyond those expressly specified in this Agreement. WSFD shall not make or allow to be made any material changes, alterations or additions to the Fire Station or any part of the Premises without the City's prior written approval. Any changes, alterations, or additions in or to the Fire Station, except for those expressly allowed and provided for in this Agreement, shall be at WSFD's sole cost and expense and, except for WSFD's trade fixtures, equipment and furnishings, shall become at once a part of realty and be the sole property of the City. WSFD shall comply with all applicable ordinances, codes, statutes, and regulations of local, state, and federal governmental authority. By executing this Agreement, City is not approving the construction or installation of any changes, improvements, alterations, or additions on the Premises or Fire Station. WSFD shall have the responsibility to make any and all necessary applications for construction, installation, or other work or permits required by any governmental authority and receiving approval of the same.

If a change, improvement, alteration, or addition is made or commenced without the City's consent, and the City does not give subsequent approval thereof, WSFD shall, upon receiving written notice from the City, restore that portion of the Fire Station or Premises affected by the improvement to its preexisting condition and WSFD's sole cost and expense.

b. No Liens. WSFD shall allow no mechanic's liens to be incurred or filed against the Property. WSFD shall promptly pay for all alterations and improvements, which it may make under this Agreement that are approved by City, and shall save and hold harmless City from any and all losses, including attorneys' fees, incurred by reason of mechanic's liens or other claims for skill, labor or material furnished or performed, or claimed to have been furnished or performed, on account of any such alteration or improvement made by WSFD hereunder. WSFD may contest any such mechanic's liens and prosecute all proceedings for the purpose of such contest pursuant to Minn. Stat. § 514.01, *et seq*. WSFD shall indemnify City against any loss or liability by reason of such contest.

c. Signs. WSFD shall not place or maintain any signs on the Premises, without authorization by City.

d. Remaining improvements. Any leasehold improvements to the Premises shall be and remain the property of City and no compensation shall be paid to the WSFD when and if the WSFD vacates the Premises.

11. **Operation; Repairs; Maintenance**.

a. City shall keep the foundations, exterior walls, garage doors, garage door openers, roof, parking lot, plumbing, electrical service, and the HVAC system serving the Fire Station in good repair, and, if necessary or required by proper governmental authority, make modifications or replacements thereof within one (1) year of determination of issue, except that City shall not be required to make any such repairs, modifications, or replacements which become necessary or desirable by reason of the acts or omissions of WSFD, its agents, employees, contractors, guests or invitees, or by reason of anyone illegally entering the Fire Station. In such event, WSFD shall pay the cost upon being billed by City. City agrees to inspect the Fire Station roof condition starting on the second anniversary of the Commencement Date, and every 2 years thereafter, and to replace the roof within one (1) year of a failed inspection.

b. Except as provided in Section 11.a.:

i. WSFD, at its expense, shall maintain the generator serving the Fire Station in good and operable condition and keep the interior of the Fire Station in a safe and tenantable condition based on the purpose of this Agreement. If WSFD does not do so within sixty (60) days of receipt of written notice specifically describing any defect to be corrected, City may (but need not) repair and maintain the generator and/or restore the Fire Station to a safe and tenantable condition, with WSFD paying the cost upon being billed by City. This Section shall not apply to damage or destruction otherwise provided for in this Agreement.

ii. WSFD, at its expense, shall be responsible for all operating costs of the Fire Station as well as maintenance, repairs, or replacement, including, but not limited to, the Exhaust System, of any and all alterations or improvements to the Fire Station, but excluding those items set forth in Section 11.a.

12. **Destruction or Damage**.

a. WSFD agrees:

i. That it will obtain all necessary state and local permits for its operations as necessary.
ii. That it will operate in accordance with all federal, state, and local laws and regulations.
iii. That it will be solely responsible for security of the Premises and for any loss, damage, or destruction thereof.
iv. That it will keep the Premises in such repair as at the commencement of the Term or may be put in during continuance thereof, reasonable wear and tear and damage by fire or extended peril coverage perils only excepted.
v. That it will not injure, overload, or suffer to be injured or overloaded the Premises or any part thereof.
vi. That it will not make or suffer any unlawful, improper or offensive use of the Premises or any use thereof contrary to any applicable local, state, or federal rules or regulations, or which shall be injurious to any person or property or which shall be liable to endanger or affect any insurance on the said Premises.

b. If all or a substantial portion of the Premises is rendered un-tenantable by fire or casualty, and it is reasonably anticipated by WSFD that even though undertaken and pursued with all due diligence, it will require more than six (6) months to repair the Premises, then within twenty-one (21) days after the fire or casualty, City shall send a written notice of its determination to the WSFD. Then either Party may terminate this Agreement as of the date of the fire or casualty by sending the other Party a notice in writing of its election to so terminate within fourteen (14) days after the date of the notice from the City described above. During the period when the Premises are 50% or more un-tenantable due to fire or casualty such that all or a substantial portion of the Premises cannot be occupied or operated for the purposes stated herein, the Rent shall be abated on a prorated basis for the period during which the Premises is un-tenantable.

13. **Holding Over**.

a. If WSFD, without the consent of City, retains possession of the Premises or any part thereof after termination of the Term, then City can elect to recover possession of the Premises by pursuing its rights under this Agreement or at law. Alternatively, City can elect to retain WSFD on a month-to-month tenancy,

terminable in accordance with law, at a Rent of One and No/100 Dollars ($1.00) payment monthly at 1st of each applicable month.

b. City shall exercise its election of the above-described alternatives by delivering a written notice thereof to WSFD within thirty (30) days after the first day of WSFD's retention of possession beyond the Term.

14. **Surrender of Possession**. Upon the termination of the Term, WSFD shall immediately surrender the Premises (together with any alterations and improvements) to City in good order, repair and condition, ordinary wear and fire or casualty losses for which WSFD is not responsible excepted, and shall remove all equipment, trade fixtures and other items of WSFD's property from the Premises. WSFD shall pay City upon demand the cost of repairing any damage to the Premises caused by such removal. WSFD shall leave the Premises in its pre-Commencement Date condition, reasonable wear and tear and any approved improvements and alterations excepted. If WSFD fails or refuses to remove WSFD's property from the Premises, WSFD shall be presumed to have abandoned the property and City may dispose of the property without incurring liability, at WSFD's expense.

15. **Compliance with Laws, Ordinances, and Regulations**.

a. Throughout the Term, WSFD, at its sole cost and expense, shall promptly comply with all present and future laws, ordinances, orders, rules, opinions, directives, regulations, and requirements of all federal, state, city, and other local governments.

b. WSFD shall likewise observe and comply with, or shall cause to be observed and complied with, all the requirements of all policies of comprehensive general liability, fire, and other insurance at any time in force with respect to the Premises.

16. **Default; Termination**.

a. Events of Default and Termination. Except as otherwise provided herein, this Agreement:

i. May be terminated by a Party that elects not to renew this Agreement at the end of the then-current Term by giving written notice to the other Parties at least two (2) years prior to the end of the then-current Term.

ii. May be terminated by either Party upon a default of any covenant or term hereof by the other Party, which default is not cured within thirty (30) days

of receipt of written Notice of default to the other Party, unless such default may not reasonably be cured within a 30-day period, in which case, this Agreement may not be terminated if the defaulting Party commences action to cure the default within such 30-day period, proceeds diligently to fully cure the default and thereafter cures the default; or

iii. This Agreement shall terminate upon termination of the Contract.

b. Removal and Restoration. Upon expiration or termination of this Agreement for any reason, WSFD shall remove its equipment, personal property, and any other leasehold improvements from the Premises within ninety (90) days of the date of expiration or termination and shall repair any damage to the Fire Station or Premises caused by such equipment, normal wear and tear excepted; all at WSFD's sole cost and expense, whether removed by WSFD or City. Any equipment or other improvements or property that is not removed by the end of such 90-day period shall, at City's option, become the property of the City. In the event WSFD leaves any personal property, equipment, or improvements on the Premises without City's written consent, WSFD shall reimburse City for the cost of removing and disposing of the same. Notwithstanding anything contained herein to the contrary, the terms and conditions of this subsection shall survive the termination or expiration of this Agreement.

c. Notice of Termination. The Parties shall give Notice of termination in writing in the manner prescribed in Section 20.d. All rent and other amounts paid for under this Agreement prior to said termination date shall be retained by City; provided, however, if WSFD terminates this Agreement due to City default pursuant to Section 19.a.i. above, City shall reimburse WSFD for the pre-paid, un-earned rent actually paid by WSFD from the date of termination through the end of the then-current lease year. Upon such termination, this Agreement shall be of no further force and effect except to the extent of the representations, warranties, and indemnities made by each Party to the other hereunder.

d. Limitation of City's Liability. In the event the City is in breach of this Agreement, City's liability for damages to WSFD shall be limited to the actual and direct costs incurred by WSFD as a result of the breach, including equipment removal, relocation or repair, but specifically excluding, among other things, any recovery for securing a replacement site, loss of business or profit, special, compensatory, consequential or related damages to WSFD. Neither Party shall be liable to the other for any interruption in the other Party's service or interference with business or operation of the other, except as may be caused by the willful misconduct of the other Party. Notwithstanding anything in this Agreement to the contrary, the Parties are not waiving their rights, if any, to equitable remedies such as, without limitation, injunctive relief, and specific performance.

17. **Defense and Indemnification**.

a. WSFD shall defend, indemnify, and hold harmless the City, its elected and appointed officials, officers, employees, and agents from any liability, loss, cost, and obligations, including reasonable attorneys' fees, arising out of the condition, maintenance, use or operation of the Premises, including any accident or other occurrence causing or inflicting injury and/or damage to any person or property, happening or done, in, upon, or about the Premises, or due directly or indirectly to this Agreement, or the condition, maintenance, use or operation of the Premises by WSFD, WSFD's employees, members, board, officers, agents, volunteers, clients and invitees. The indemnification provision of this Article shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of the City. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.

b. WSFD knows, understands, and acknowledges the risks and hazards associated with using the Premises for the purposes stated herein and hereby assumes any and all risks and hazards associated therewith. WSFD hereby irrevocably waives any and all claims against the City or any of its elected and appointed officials, officers, employees, and agents for any bodily injury (including death), loss or property damage incurred by WSFD as a result of using the Premises, except to the extent such claims arise out of the negligence or willful misconduct of City, and hereby irrevocably releases and discharges the City and any of its officials, employees, or agents from any and all claims of liability, except to the extent such claims arise out of the negligence or willful misconduct of City.

c. WSFD represents and warrants that its use of the Property herein will not generate and WSFD will not store or dispose on the Property nor transport to or over the Property any hazardous substance in violation of applicable law. WSFD further agrees to hold City harmless from and indemnify City against any release of any such hazardous substance and any damage, loss, or expense or liability to the extent resulting from such release including all attorneys' fees, costs and penalties incurred as a result thereof to the extent any release is caused by the acts of WSFD, its employees or agents. For purposes off this Section, the term "**hazardous substance**" shall be interpreted broadly to mean any substance or material defined or designated as hazardous to toxic waste, hazardous or toxic material, hazardous or toxic or radioactive substance, or other similar term by any federal, state or local environmental law, regulation or rule presently in effect or promulgated in the future, as such laws, regulations or rules may be amended from time to time; and it shall be interpreted to include, but not be limited to, any substance which after release into the environment will or may reasonably be anticipated to cause sickness, death or disease.

d. The provisions of this Section shall survive termination, expiration, or cancellation of this Agreement.

18. **Insurance**.

a. Before taking possession of the Premises, WSFD shall secure and maintain insurance from an insurance company authorized to write casualty insurance in the State of Minnesota that will protect itself and City from claims for bodily injury, death or property damage which may arise from WSFD's use of the Premises under this Agreement. WSFD shall have filed a certificate of insurance with the City on or before the Commencement Date. Each certificate of insurance shall contain as additional named insureds the City and its elected and appointed officials, officers, employees, and agents as an additional named insured. Each certificate of insurance and policy shall contain a clause providing that it shall not be cancelled by the insurance company without thirty (30) days' written notice to the City of intention to cancel.

b. Unless otherwise specifically waived in writing signed by the City, the required insurance shall not be less than the following:

i. Workmen's Compensation and Employer's Liability Insurance: Shall be secured and maintained as required by the State of Minnesota.
ii. Public Liability, Personal Injury, and Property Damage:
    1. Injury or death of one person - $2,000,000
    2. Injury to more than one person in a single accident - $2,000,000
    3. Property damage - $2,000,000
iii. Automobile and Truck Public Liability, Personal Injury and Property Damage, including Owned and Non-Owned Vehicles:
    1. Injury or death of one person - $2,000,000
    2. Injury to more than one person in a single accident - $2,000,000
    3. Property damage - $2,000,000

An umbrella or excess policy over primary liability coverages is an acceptable method to provide the required insurance limits. The above establishes minimum insurance requirements. In the event the above minimum requirements do not meet the City's maximum tort liability under Minn. Stat. § 466.04, then the City shall be promptly provided with a replacement certificate of insurance that meets or exceeds the City's maximum tort liability under Minn. Stat. § 466.04. Said insurance shall be maintained at all times during the Term.

19. **Condemnation**. The City shall not seek title or possession of the Premises, or any portion thereof, by eminent domain during the term of this Agreement. In the event the whole of the Property is taken by eminent domain, this Agreement shall terminate as of the date title

to the Property vests in the condemning authority. In event a portion of the Property is taken by eminent domain so as to prevent WSFD's continued use of the Premises under this Agreement, WSFD shall have the right to terminate this Agreement as of said date of title transfer, by giving thirty (30) days' written Notice to City. In the event of any taking under the power of eminent domain, WSFD shall not be entitled to any portion of the award paid for the taking and the City shall receive full amount of such award. WSFD hereby expressly waives any right or claim to any portion thereof; all damages, whether awarded as compensation for diminution in value of the leasehold or to fee title of the Property, shall belong to City. WSFD shall have the right to claim and recover from the condemning authority any amounts recoverable by WSFD on account of any and all damage to WSFD's business and any costs or expenses incurred by WSFD in moving/removing its personal property or leasehold improvements. For purposes of this Article, a taking by eminent domain shall include the City's giving of a deed under threat of condemnation.

20. **Miscellaneous.**

a. Title. City represents and warrants to WSFD as of the Effective Date, and covenants during the Term that City is seized of good and sufficient title and interest to the Property and has full authority to enter into and execute this Agreement. City further covenants during the Term that there are no liens, judgments, or impediments of title on the Property, or affecting City's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Fire Station by WSFD as set forth above. WSFD acknowledges that this is an agreement to operate, maintain and use the Premises only and that the WSFD does not in any way acquire title to the Premises under this Agreement.

a. Entire Agreement. This Agreement sets forth the entire, final, and complete understanding between the Parties hereto relevant to the subject matter of this Agreement, and it supersedes and replaces all previous understandings or agreements, written, oral, or implied, relevant to the subject matter of this Agreement made or existing before the date of this Agreement. Except as expressly provided by this Agreement, no waiver or modification of any of the terms or conditions of this Agreement shall be effective unless in writing and signed by both Parties. Any provision of this Agreement that logically would be expected to survive termination or expiration, shall survive for a reasonable time period under the circumstances, whether or not specifically provided in this Agreement.

b. Assignment. WSFD shall not assign its interest in this Agreement and shall not sublet any portion of the Premises, or any right or privilege provided under the Lease or use of the Premises, or suffer any other person to occupy or use any portion of the Premises without the written consent of Landlord, which consent may be withheld in Landlord's sole discretion.

c. Amendments. Any amendments to this Agreement shall be effective only if in writing signed by an authorized representative of both Parties.

d. Notice. Unless explicitly set forth to the contrary herein, all notices or requests that are required or permitted to be given pursuant to this Agreement must be given in writing and be deemed to have been given (a) by hand-delivery, (b) when received or rejected by the addressee if sent by a nationally recognized overnight courier (receipt requested), or (c) when received or rejected by the addressee if sent by United States Postal Service (receipt requested) ("**Notice**"). A Notice must be sent to the respective Parties at the following addresses (or at such other address for a Party as shall be specified in a Notice given in accordance with this Section):

| **If to be given to City:** | **If to be given to WSFD:** |
|---|---|
| City of Maple Plain | West Suburban Fire District |
| Attn: City Administrator | Attn: Fire Chief |
| 5050 Independence St. | 259 N Medina St |
| Maple Plain, MN 55359 | Loretto, MN 55357 |
| With copy to: | |
| Hoff Barry, P.A. | With a copy to: Campbell Knutson, P.A. |
| Attn: City Attorney | 860 Blue Gentian Rd |
| 100 Prairie Center Drive, Suite 200 | Suite 290 |
| Eden Prairie, MN 55344 | Eagan, MN 55121 |

e. Severance and Authority. Each provision of this Agreement shall be construed as separable and divisible from every other provision and the enforceability of any one provision shall not limit the enforceability, in whole or in part, of any other provision. In the event that a court or administrative body of competent jurisdiction holds any provision of this Agreement to be invalid, illegal, void or less than fully enforceable as to time, scope or otherwise, such provision shall be construed by limiting and reducing it so that such provision is valid, legal and fully enforceable while preserving to the greatest extent permissible the original intent of the parties; the remaining terms and conditions of this Agreement shall not be affected by such alteration, and shall remain in full force and effect. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

f. Voluntary and Knowing Action. The Parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.

g. Authorized Signatories. The Parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each Party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.

h. No Partnership, Joint Venture, or Fiduciary Relationship. Nothing contained in this Agreement shall be interpreted as creating a partnership, joint venture, or relationship of principal and agent between the Parties, it being understood that the sole relationship created hereby is one of landlord and tenant. No third party is entitled in any way to rely upon any provision in this Agreement. This Agreement is intended solely for the benefit of City and WSFD and no third party shall have any rights or interest in any provision of this Agreement, or as a result of any action or inaction of the City in connection therewith.

i. Records—Availability and Retention. Pursuant to Minn. Stat. § 16C.05, subd. 5, the WSFD agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the WSFD and involve transactions relating to this Agreement. The WSFD agrees to maintain these records for a period of six (6) years from the date of termination of this Agreement.

j. Data Practices. The Parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minn. Stat. § 13.01 *et seq*.

k. Governing Law. This Agreement shall be construed, governed, and enforced in accordance with the laws of the state of Minnesota.

l. Venue and Attorneys' Fees. Any court action to enforce the terms, conditions and rights herein shall be brought in Hennepin County District Court. The prevailing Party shall be entitled to recover reasonable costs and reasonable attorney's fees incurred as a result of such action.

m. Person; Gender; Number; Section Headings. As used in this Agreement, the word "person" means and includes, where appropriate, an individual, corporation,

partnership, or other entity; the plural shall be substituted for the singular, and the singular for the plural, where appropriate; and words of any gender shall include any other gender. The section and paragraph headings contained in this Agreement are solely for reference purposes, and shall not affect in any way the meaning or interpretation of this Agreement.

n. No Waiver. The failure of either Party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

o. Survival. The provisions of this Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement. Additionally, any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall also survive such termination or expiration.

p. Compliance with Law. Each Party shall, with respect to its actions and/or inactions pursuant to and in connection with this Agreement, comply with all applicable statutes, laws, rules, ordinances, codes and governmental or quasi-governmental orders or regulations (in each case, whether federal, state, local or otherwise) and all amendments thereto, now enacted or hereafter promulgated and in force during the Term of this Agreement.

q. Counterparts. This Agreement may be executed in any number of identical counterparts and, as so executed, shall constitute one agreement, binding on all the Parties hereto, notwithstanding that all the Parties are not signatories to the original or the same counterpart. Execution of this Agreement by facsimile or electronic signature shall be effective to create a binding agreement and, if requested, City and WSFD agree to exchange original signed counterparts in their possession.

[*Remainder of page intentionally left blank; Signature pages and exhibits follow.*]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

**CITY OF MAPLE PLAIN,**
a Minnesota municipal corporation

BY: _____
Mayor

AND: _____
City Administrator

STATE OF MINNESOTA )
) ss.
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me this ____ day of _____, 2025, by Julie M. Maas-Kusske and Jacob Kolander, the Mayor and the City Administrator, respectively, of the City of Maple Plain, a Minnesota municipal corporation, on behalf of the said municipal corporation.

_____
Notary Public

**WEST SUBURBAN FIRE DISTRICT,**
a Minnesota non-profit corporation

By: _____

Its:_____

STATE OF _____ )
) SS.
COUNTY OF _____ )

This instrument was acknowledged before me on this___ day of _____, 2025, by _____ of West Suburban Fire District, a Minnesota nonprofit corporation, on behalf of said nonprofit corporation.

_____
Notary Public

This Instrument Drafted By:
Hoff Barry, P.A. (SBL)
100 Prairie Center Drive, Ste. 200
Eden Prairie, MN 55344

**EXHIBIT A**

Legal Description of Property

That Part Of The Sw 1/4 Of The Sw 1/4 Of Sec 24 T 118 R 24 Hennepin County Minn Lying Nly Of The Nly R/W Line Of Burlington Northern Inc Sly Of U S

PID 2411824330029

1645 Pioneer Ave,
Maple Plain, MN 55359

**EXHIBIT B**

Depiction of Fire Station




Imagery ©2025 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2025 Google 50 ft



1645 Pioneer Ave

Building

Directions Save Nearby Send to phone Share

1645 Pioneer Ave, Maple Plain, MN 55359

# FIRE PROTECTION SERVICES AGREEMENT

**THIS FIRE PROTECTION SERVICES AGREEMENT** ("**Agreement**") is made effective this 1st day of January, 2025 ("**Effective Date**"), by and among WEST SUBURBAN FIRE DISTRICT, a Minnesota non-profit corporation, ("**WSFD**"), CITY OF MAPLE PLAIN, a Minnesota municipal corporation, ("**Maple Plain**") and city of INDEPENDENCE, Minnesota municipal corporation ("**Independence**"; Maple Plain and Independence sometimes individual a "**City**" and collectively "**Cities**"; Cities and WSFD sometimes individually a "**Party**" and collectively "**Parties**").

**WHEREAS**, Maple Plain operates the Maple Plain Volunteer Paid On Call Fire Department and by that *Agreement Establishing the Maple Plain-Independence Fire Services Partnership Between Maple Plain and Independence*, dated December 31, 2002 ("**Partnership Contract**") provides and other emergency services for the Cities in the Fire Service Area, depicted on attached Exhibit A ("**Fire Service Area**"); and

**WHEREAS**, the Maple Plain Volunteer Paid On Call Fire Department shall cease operations and the Partnership Contract will terminate effective December 31, 2025; and

**WHEREAS**, the Cities desire to contract with WSFD for firefighting, fire inspection, fire suppression and fire prevention, emergency incident management, rescue, emergency medical services, and hazardous materials response within the Fire Service Area ("**Fire Services**"); and

**WHEREAS**, on January 1st 2026, Maple Plain and WSFD entered into that Lease Agreement ("**Lease Agreement**"), which Lease Agreement provides the terms and conditions related to WSFD's lease of the fire station located at 1645 Pioneer Ave, Maple Plain, MN 55359; and

**WHEREAS**, Maple Plain is the owner of that fire equipment listed on attached Exhibit B ("**Maple Plain Equipment**"); and

**WHEREAS**, the Cities desire to receive and WSFD desires to provide Fire Services in the Fire Service Area by entering into this Agreement.

**NOW, THEREFORE**, the Parties, for good and valuable consideration and the terms and obligations herein, agree as follows:

1. **Incorporation**. The above recitals and all attached exhibits are a material part of this Agreement and are incorporated herein.

2. **Term**. This Agreement shall be effective as of the Effective Date. The term of this Agreement will commence on January 1, 2026 (the "**Commencement Date**"), and will expire on December 31, 2030, unless terminated sooner, renewed, or extended in accordance with this Agreement (the "**Initial Term**"). Thereafter, this Agreement shall

automatically be renewed for five (5) year renewal terms (each a "**Renewal Term**"; Initial Term and Renewal Term sometimes individually a "**Term**") unless a Party elects not to renew this Agreement as provided for in Section 7.a.i.

3. **Service Provided.**

   a. Generally. During the Initial Term of this Agreement, and during any extended or Renewal Term, WSFD shall provide Fire Services in the Fire Service Area whenever notified and dispatched and shall employ its best efforts to protect and save life and property from destruction by fire or medical emergency. The level of services rendered, standards of performance, hiring and discipline of personnel, and all matters related to WSFD policies, procedures, rules, and regulations shall be consistent with the policies, standard operating procedures, and historic levels of service provided by WSFD. The delivery and performance of such services shall remain within the sole discretion and control of WSFD.

   b. Reports. WSFD shall provide an annual report to each City that reflects the most recent previous year history of fire and emergency medical response calls in the Fire Service Area. In addition, WSFD shall provide the Cities monthly reports reflecting the previous month's fire and emergency medical response calls in the Fire Service Area.

   c. Equipment. Except as otherwise provided in this Agreement, WSFD shall purchase, own, or lease, and, in all events, maintain in good order and repair such firefighting apparatus and equipment as may be necessary and suitable for provision of Fire Services in the Fire Service Area.

   d. Call Priority. All decisions concerning call priority shall be made in the sole discretion of the WSFD Fire Chief or other WSFD officer who may be in charge in the absence of the WSFD Fire Chief. Nothing in this Agreement shall be construed as requiring WSFD to respond to a call when all available equipment and personnel are responding to a previously reported call.

   e. Mutual Aid Service. This Agreement shall not be construed as limiting in any way WSFD's provision of mutual aid services, provided however that such service shall be furnished as soon as reasonably possible without jeopardizing WSFD's ability to respond to a call for Fire Service in the Fire Service Area.

4. **Staffing.**

   a. Generally. Personnel assigned to provide Fire Services shall be officers and firefighter members of WSFD. Unless otherwise provided in this Agreement, all

obligations with respect to Workers' Compensation, retirement payments and benefits, withholding tax, and insurance for each WSFD member or volunteer firefighter shall be the responsibility of WSFD and the Cities shall not be required to provide any of the foregoing compensation or non-wage benefits. WSFD and its members, employees, and agents are independent contractors of the Cities. The City and WSFD agree that WSFD shall not at any time or in any manner represent that WSFD or any of its members, employees, or agents are agents or employees of the Cities, and WSFD shall be solely responsible for timely payment of all taxes, Workers' Compensation benefits, and compensation for injuries to its members, employees, and agents while performing their duties.

b. Maple Plain Firefighters. WSFD agrees that it shall offer membership to all active firefighters of the Maple Plain Volunteer Fire Department listed on attached Exhibit C provided that the Maple Plain Volunteer Fire Department member meets the minimum qualifications for membership as set by the WSFD ("**Maple Plain Firefighters**"). Beginning on the Commencement Date, all Maple Plain Firefighters that have accepted a position with WSFD shall become active firefighters of the WSFD and shall be subject to the same rules, regulations, and control as all other WSFD personnel. All Maple Plain Firefighters shall be subject to a one (1) year probationary period starting on the Commencement Date.

Notwithstanding Section 4a, Maple Plain and Independence shall make an annual contribution to WSFD's PERA retirement account for five (5) years after the Commencement Date in order to cover all costs associated with the higher pension program (the "**Annual Contributions**"). The Annual Contributions shall be $3,626.27 per Maple Plain Firefighter that has accepted a position and is retained by WSFD on the Commencement Date. The per Maple Plain Firefighter amount shall be paid annually based on the actual Maple Plain Firefighters that are retained by WSFD as of January 1 of the respective year. Maple Plain and Independence shall evenly share the Annual Contributions being separately responsible for fifty percent (50%). Once all Annual Contributions have been paid for the five (5) years after Commencement Date, WSFD shall be solely responsible for all subsequent retirement payments and benefits for the Maple Plain Firefighters in accordance with Section 4a including during any Renewal Terms.

5. **Cost of Service.**

a. Determination of Cost for Fire Services. The Cities cost for Fire Services ("**Costs**") shall be determined by the following formula for each calendar year during the Term with the estimated market value of all properties that are not tax-exempt within the fire services areas of the WSFD will determine fifty percent

(50% ) of the Costs, and average usage of contracted fire services by WSFD over the three (3) most recent calendar years will determine fifty percent (50%) of the Costs.

1) The WSFD 2026 budget amount and formula for Costs is attached hereto as Exhibit D. The WSFD budget and formula for Costs shall be updated yearly by WSFD.

2) Based on the Cities contracting for Fire Services, the existing contracted entities have a projected Costs increase for 2026. That increase for 2026 is $25,155.26, identified as "FORMULA PLUS" on attached Exhibit D ("**Plus Amount**"). The Cities agree to pay the Plus Amount, in an amount determined each year by the Parties using the formula on attached Exhibit D, during the Initial Term in yearly installments as follows: one hundred percent (100%) of the Plus Amount for the years 2026 and 2027; Seventy-five percent (75%) of the Plus Amount for the year 2028; Fifty percent (50%) of the Plus Amount for the year 2029; and Twenty-five percent (25%) of the Plus Amount for the year 2030.

3) The allocated Costs and Plus Amount shall be payable in monthly installments or, upon mutual agreement of WSFD and a City, in quarterly installments. A City may prepay all or part of the allocated Costs.

4) The estimated market value for the WSFD fire service area is based on the estimated market value of all properties that are not tax-exempt within the WSFD fire service area for the year immediately preceding the budget year. The source of estimated market value shall be amounts compiled by the office of the Hennepin County Assessor and provided to WSFD by the Cities and other entities contracting with WSFD prior to July 1 of each year during the Term.

5) Level of service usage calculations shall be determined by the number of fire, emergency medical and rescue, and mutual aid calls responded by WSFD, measured by personnel hours expended, using a 3-year trailing average.

b. One-Time Cost. Within thirty (30) days of the Commencement Date, the Cities shall pay WSFD a one-time payment of approximately $37,000.00 for uniforms, truck decals, and related equipment necessary for the Maple Plain Firefighters to operate as WSFD firefighters (the "**Equipment Cost**"). Independence and Maple Plain shall each be responsible for fifty percent (50%) of the Equipment Cost. WSFD agrees that the Equipment Cost is a one-time payment and that unless

otherwise described in this Agreement any subsequent charges for uniforms, truck decals, and related equipment shall be the sole responsibility of WSFD.

c. Apparatus Cost. The Parties agree to pay for the cost of a new engine, the cost of which will be determined by WSFD in a total amount that shall not exceed $1,500,000.00 unless agreed upon on writing by the Parties, in the following manner: (i) WSFD shall be responsible for fifty percent (50%) of the cost; (ii) Maple Plain shall be responsible for twenty-five percent (25%) of the cost; and (iii) Independence shall be responsible for twenty-five percent (25%) of the cost. The cost responsibility of the Cities may be financed or paid at the time the tanker truck is put into service.

6. **Maple Plain Equipment.**

a. Relinquishment. In consideration of this Agreement and for the purposes of providing Fire Services, Maple Plain agrees to relinquish to WSFD and WSFD agrees to accept from Maple Plain the Maple Plain Equipment, subject to the terms and conditions of this section.

b. Title. Maple Plain represents and warrants to WSFD that Maple Plain is seized of good and sufficient title and interest to the Maple Plain Equipment and has full authority to enter into and execute this Agreement. Maple Plain further covenants there are no liens, judgments, or impediments of title on the Equipment, or affecting Maple Plain's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use of the Maple Plain Equipment by WSFD as set forth herein.

c. Delivery. The Maple Plain Equipment shall be available for pick-up and delivery as of the Commencement Date. WSFD shall be responsible for all pick-up and delivery of the Maple Plain Equipment and all costs and fees associated therewith. At the time of delivery, Maple Plain shall transfer any title or other ownership documents to WSFD and the Maple Plain Equipment shall become the sole property of WSFD.

d. "As-Is". Except as provided in Section 6.e. below, the Maple Plain Equipment is being given to WSFD and WSFD accepts the Equipment "as-is" with no warranty or guarantee as to its condition and/or suitability for any particular purpose.

e. The Cities agree to provide a limited warranty until December 31, 2027 for all vehicles that are part of the Maple Plain Equipment and transferred to WSFD ("**Warranty**"). The Warranty will cover any repairs greater than $25,000 that do not have insurance coverage or is part of an accident repair, to be shared by the Parties as follows: (i) WSFD will be responsible for fifty percent (50%) of the actual cost of repair; and (ii) the Cities will be responsible for fifty percent (50%)

of the actual cost of repair. WSFD may send an invoice to the Cities for its share of the actual cost of repair along with supporting data related to such repair, which will be paid by the Cities within 30 days of invoice receipt.

7. **Termination**.

   a. Events of Termination. Except as otherwise provided herein, this Agreement:

      i. May be terminated by a Party that elects not to renew this Agreement at the end of the then-current Term by giving written notice to the other Parties at least two (2) years prior to the end of the then-current Term.

      ii. May be terminated for cause by any Party upon a default of any covenant or term hereof by another Party, which default is not cured within ninety (90) days of receipt of written Notice of default to the other Party, unless such default may not reasonably be cured within a 90-day period, in which case, this Agreement may not be terminated if the defaulting Party commences action to cure the default within such 90-day period, proceeds diligently to fully cure the default and thereafter cures the default.

      iii. Maple Plain and WSFD have also entered into the Lease Agreement for use by the WSFD to provide Fire Services. If for any reason Maple Plain terminates that Lease Agreement, then the WSFD may elect to terminate this Agreement upon ninety (90) days written notice unless Maple Plain provides alternate fire station facilities acceptable to the WSFD in its sole discretion, which shall not be unreasonable withheld or delayed.

   b. Notice of Termination. The Parties shall give Notice of termination in writing in the manner prescribed in Section 10d. Upon such termination, this Agreement shall be of no further force and effect except to the extent of the representations, warranties, and indemnities made by each Party to the others hereunder.

8. **Defense and Indemnification**. WSFD agrees to indemnify, defend, and hold harmless each City and its elected officials, officers, agents, and representatives, from and against any and all claims, costs, losses, expenses, demands, actions, fines, penalties, or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation, which may be asserted against or incurred by the City or for which the City may be liable, which arise from negligence, willful misconduct, or other fault of WSFD or its employees, agents, or officers in the execution or performance of this Agreement, provided the same is not due to the negligence or willful misconduct of the City. The indemnification obligations of this paragraph shall survive the termination or expiration of this Agreement.

9. **Insurance**.

a. Workers' Compensation. WSFD must maintain Workers' Compensation insurance no less than the minimum limits required by Applicable Law. The policy shall also provide Employer's Liability coverage with limits of $500,000 Bodily Injury each accident, $500,000 Bodily Injury by disease, policy limit, and $500,000 Bodily Injury by disease, for each employee.

b. Commercial Liability. WSFD shall provide to each City, upon the Commencement Date, and maintain, at all times, a Commercial General Liability Coverage Certificate of Insurance with limits of at least $2,000,000 for each person and each occurrence, for both personal injury and property damage.

c. Additional Insured - Certificate of Insurance; Coverage. WSFD shall provide evidence of the required insurance in the form of a Certificate of Insurance issued by a company authorized to do business in the State of Minnesota, which includes all coverage required in this Section with an AM Best rating of no less than A-VII. WSFD shall include each City as an Additional Insured as their interest may appear under this Agreement on the Commercial General Liability Policy. Further, in the event the above minimum requirements do not meet a City's maximum tort liability under Minn. Stat. § 466.04, then the City shall be promptly provided with a replacement Certificate of Insurance that meets or exceeds the City's maximum tort liability under Minn. Stat. § 466.04. Said insurance shall be maintained at all times.

10. **Miscellaneous.**

a. Entire Agreement. This Agreement sets forth the entire, final, and complete understanding between the Parties hereto relevant to the subject matter of this Agreement, and it supersedes and replaces all previous understandings or agreements, written, oral, or implied, relevant to the subject matter of this Agreement made or existing before the date of this Agreement. Except as expressly provided by this Agreement, no waiver or modification of any of the terms or conditions of this Agreement shall be effective unless in writing and signed by all Parties. Any provision of this Agreement that logically would be expected to survive termination or expiration, shall survive for a reasonable time period under the circumstances, whether or not specifically provided in this Agreement.

b. Assignment. No Party may assign or otherwise transfer any of its rights or obligations under this Agreement to any third-party without the prior written approval of the other Parties, which consent shall not be unreasonably withheld, conditioned, or delayed. The respective rights and obligations provided in this Agreement shall bind and shall inure to the benefit of the Parties hereto, their legal representative, heirs, successors and permitted assigns. No rights however, shall inure to the benefit of any assignee, unless such assignment shall have been made in accordance with this Section.

c. Amendments. Any amendments to this Agreement shall be effective only if in writing signed by an authorized representative of all Parties.

d. Notice. Unless explicitly set forth to the contrary herein, all notices or requests that are required or permitted to be given pursuant to this Agreement must be given in writing and be deemed to have been given (a) when received or rejected by the addressee if sent by a nationally recognized overnight courier (receipt requested), or (b) when received or rejected by the addressee if sent by United States Postal Service (receipt requested) ("**Notice**"). A Notice must be sent to the respective Parties at the following addresses (or at such other address for a Party as shall be specified in a Notice given in accordance with this Section):

**If to be given to Maple Plain:**
City of Maple Plain
Attn: City Administrator
5050 Independence St.
Maple Plain, MN 55359

With copy to:

Hoff Barry, P.A.
Attn: City Attorney
100 Prairie Center Drive, Suite 200
Eden Prairie, MN 55344

**If to be given to Independence:**
City of Independence
Attn: City Administrator
1920 County Road 90
Independence, MN 55359

**If to be given to WSFD:**
West Suburban Fire District
Attn: Fire Chief
259 N Medina St
Loretto, MN 55357

With a copy to:
Campbell Knutson, P.A.
860 Blue Gentian Rd
Suite 290
Eagan, MN 55121

e. Severance and Authority. Each provision of this Agreement shall be construed as separable and divisible from every other provision and the enforceability of any one provision shall not limit the enforceability, in whole or in part, of any other provision. In the event that a court or administrative body of competent jurisdiction holds any provision of this Agreement to be invalid, illegal, void or less than fully enforceable as to time, scope or otherwise, such provision shall be construed by limiting and reducing it so that such provision is valid, legal and fully enforceable while preserving to the greatest extent permissible the original intent of the parties; the remaining terms and conditions of this Agreement shall not be affected by such alteration, and shall remain in full force and effect. Each of the Parties hereto warrants to the others that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

f. Governing Law. This Agreement shall be construed, governed, and enforced in accordance with the laws of the state of Minnesota.

g. Venue and Attorneys' Fees. Any court action to enforce the terms, conditions and rights herein shall be brought in Hennepin County District Court. The prevailing Party shall be entitled to recover reasonable costs and reasonable attorney's fees incurred as a result of such action.

h. Interpretation. For purposes of this Agreement, (a) the words "include," "includes," and "including" are deemed to be followed by the words "without limitation"; (b) the word "or" is not exclusive; and (c) the words "herein," "hereof," "hereby," "hereto," and "hereunder" refer to this Agreement as a whole. Unless the context otherwise requires, references herein: (x) to sections, schedules, and exhibits mean the sections of, and schedules and exhibits attached to, this Agreement; (y) to an agreement, instrument, or other document means such agreement, instrument, or other document as amended, supplemented, and modified from time to time to the extent permitted by the provisions thereof; and (z) to a statute means such statute as amended from time to time and includes any successor legislation thereto and any regulations promulgated thereunder. This Agreement shall be construed without regard to any presumption or rule requiring construction or interpretation against the Party drafting an instrument or causing any instrument to be drafted. The schedules and exhibits referred to herein shall be construed with, and as an integral part of, this Agreement to the same extent as if they were set forth verbatim herein.

i. Headings. The headings in this Agreement are for reference only and shall not affect the interpretation of this Agreement.

j. No Waiver. The failure of any Party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of

any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions, but the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

k. Survival. The provisions of this Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement. Additionally, any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall also survive such termination or expiration.

l. Compliance with Law. Each Party shall, with respect to its actions and/or inactions pursuant to and in connection with this Agreement, comply with all applicable statutes, laws, rules, ordinances, codes and governmental or quasi-governmental orders or regulations (in each case, whether federal, state, local or otherwise) and all amendments thereto, now enacted or hereafter promulgated and in force during the Term of this Agreement, a Renewal Term or any extension of either of the foregoing.

m. No Third-Party Beneficiaries. This Agreement is for the sole benefit of the Parties hereto and their respective successors assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

n. Counterparts. This Agreement may be executed in any number of identical counterparts and, as so executed, shall constitute one agreement, binding on all the Parties hereto, notwithstanding that all the Parties are not signatories to the original or the same counterpart. Execution of this Agreement by facsimile or electronic signature shall be effective to create a binding agreement and, if requested, Independence, Maple Plain, and WSFD agree to exchange original signed counterparts in their possession.

[*Remainder of page intentionally left blank. Signature page follows.*]

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

**CITY OF MAPLE PLAIN,**
a Minnesota municipal corporation

BY: _____
Mayor

AND: _____
City Administrator

**CITY OF INDEPENDENCE,**
a Minnesota municipal corporation

BY: _____
Mayor

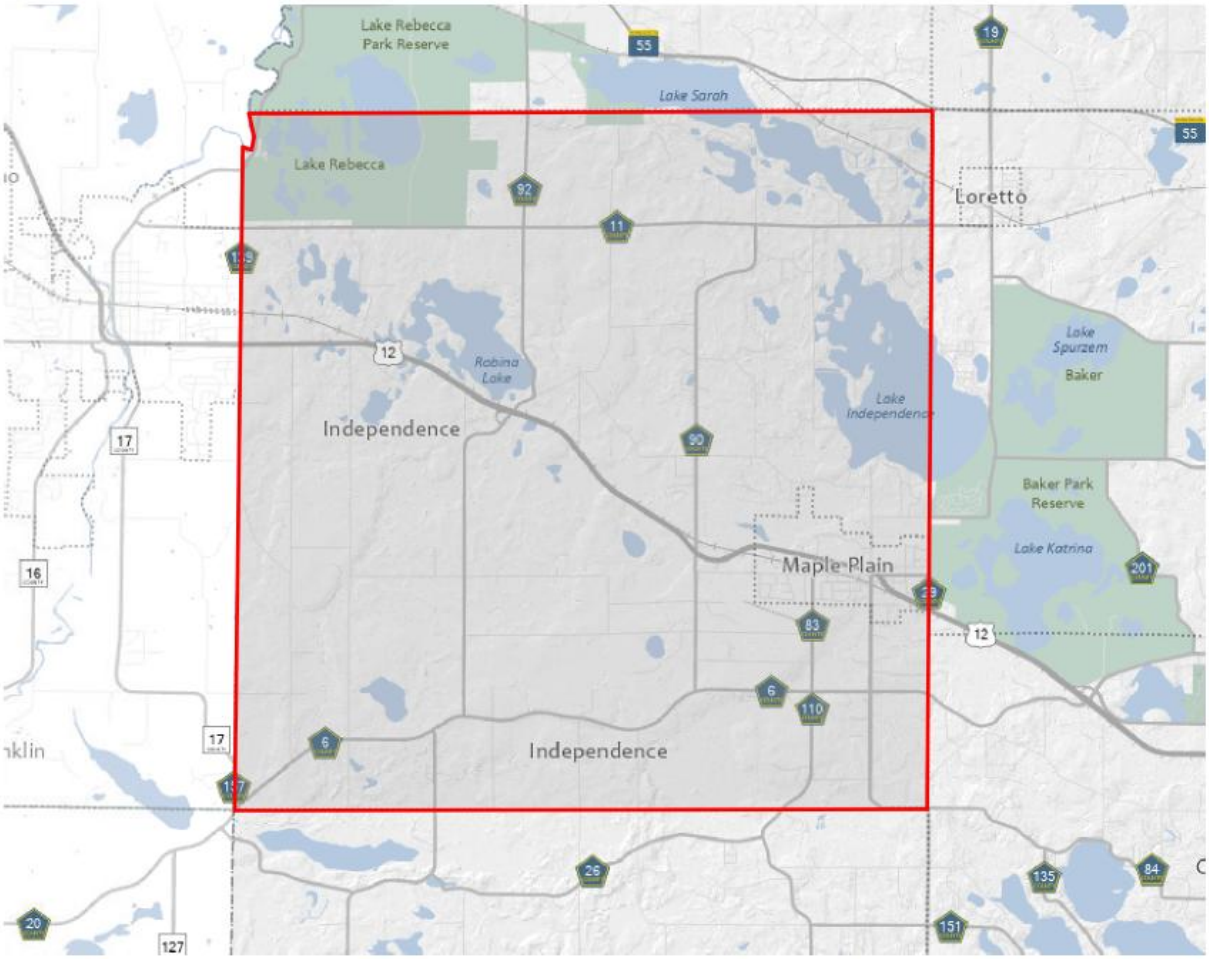
AND: _____
City Administrator

**WEST SUBURBAN FIRE DISTRICT,**
a Minnesota non-profit corporation

By: _____

Its:_____

**EXHIBIT A**
Fire Service Area



# EXHIBIT B
Maple Plain Equipment

| Category | Item | Brand | Page Reference | Description |
|---|---|---|---|---|
| Apparatus & Major Vehicles | Engine | CustomFIRE / Pierce | 9, 10, 17, 20, 23, 24 33-34 52, 70, 140 | Primary pumper with Waterous pump, deck gun, speedlays, bumper line |
| Apparatus & Major Vehicles | Engine 11 | | 119 | Department Engine 11 (door markings shown) |
| Apparatus & Major Vehicles | Rescue 11 | | 89, 102-108, 110-114 | |
| Apparatus & Major Vehicles | Rescue 12 | | 115, 118, 119 | Rescue apparatus with Truck Vault storage and LUCAS device |
| Apparatus & Major Vehicles | Tanker 11 | Peterbilt | 139, 142, 145 | Water tender (Peterbilt chassis) |
| Apparatus & Major Vehicles | Tanker 12 | | 146, 149, 150, 151, 154 | |
| Apparatus & Major Vehicles | Ladder 11 | | 51, 64, 65, 66, 68, 115-116, 150 | Aerial ladder apparatus; stabilizer safety signage present |
| Apparatus & Major Vehicles | Polaris vehicles / UTVs | Polaris | 4, 45-50 | UTVs for off-road response; references to Northstar and booster setups |
| Apparatus & Major Vehicles | FireBoat/Trailer/SCBA | | 1, 3, 4 | FireBoat/Trailer/SCBA |
| Apparatus & Major Vehicles | Chief Vehicle | Chev. Tahoe | 5, 6, 8 | Chev. Tahoe/Computer |
| Firefighting Systems | Waterous pump controls | Waterous | 33, 52, 140 | Pump control panels showing suction/discharge, tank-to-pump, foam and cooling |
| Firefighting Systems | Pump test certifications | | 10 | Service test placards per NFPA 1962 (500–590 PSI) |
| Firefighting Systems | Manifold drains / suction / tank-to-pump | | 32-33, 52 | Labeling for manifold drains, suction, direct tank fill across apparatus |
| Firefighting Systems | Nozzles & valves | Akron | 52, 90 | Akron hardware on discharges and cord reel panel area |
| Firefighting Systems | Ladder | | 57 | extendable ladder |
| Firefighting Systems | Cord reel system | Hannay Reels | 90, 109 | Hannay powered cord reel with hazard warnings and specs |
| Suppression Agents | Connections and Hoses | | 11, 12, 28, 53, 69, 70, 143, 147, 148 | Red Hydrant, flash lights, Hydrant connections, hoses |
| Suppression Agents | Supply hose | Angus 5" FM | 15, 16, 18, 30, 36, 54 | supply hoses, and connection |
| Suppression Agents | Extinguisher | | 31, 60, 62, 127 | fire extinguisher |
| Suppression Agents | Attack/utility hose | Key Hose | 22 | Key Hose sections identified |
| Suppression Agents | Class A foam | Hi-Combat A | 28, 133, 135, 152 | Class A foam concentrate (Hi-Combat A / Angus references) |
| Suppression Agents | AFFF foam | Sant/AFFF Light Water ATC 3% | 152 | AFFF Light Water ATC 3% for hydrocarbon fuels |
| PPE & SCBA | SCBA components | MSA | 7, 12-14, 23, 38-44, 68-69, 91-93, 102 | MSA SCBA masks, packs, cylinders, and accessories |
| PPE & SCBA | Helmets | Cairns | 72 | Cairns helmets and related PPE references |
| PPE & SCBA | Gear dryer | RAM Air | 160, 144 | RAM Air gear dryer for turnout gear care and misc equipment |
| PPE & SCBA | Gear Wet | | 2 | life vests |
| PPE & SCBA | Oxigen tanks | | 61,100 | Oxygen tanks |
| EMS & Medical | LUCAS CPR device | LUCAS | 26, 118 | Mechanical CPR system used on Rescue apparatus |
| EMS & Medical | Defibrillator | HeartStart | 78, 63, 117 | AED unit (HeartStart) |
| Tools & Equipment | First Response | msc. | 7, 101, 118 | life vests, safety cones, fire blanket, fire extinguisher |
| Tools & Equipment | Power tools | Milwaukee (Fuel/Brushless) | 16, 34, 41, 96-98 | Assorted cordless tools and accessories |
| Tools & Equipment | Power tools | | 18 | Fan |
| Tools & Equipment | Rescue cutter | Stihl | 21, 38, 56, 58, 99 | Stihl saws, axes and TruFuel |
| Tools & Equipment | Rescue cutter | Husqvarna Partner | 21, 31, 99 | Partner cutter manual refs (models 2925/2026/2027) |
| Tools & Equipment | First Response | | 29, 95 | axes & shovels |
| Tools & Equipment | Dummy | | 124, 125 | Training Dummy |
| Tools & Equipment | Extrication tools | Hurst | 35 | Hydraulic rescue tools (HURST) |
| Tools & Equipment | Brooms and shovels | | 128, 129 | Brooms and shovels |
| Tools & Equipment | Gym equipment | | 155-159 | |
| Storage & Mounting | Equipment storage | | 117-118, 120-123, 126, 130-138 | Misc equipment |
| Storage & Mounting | Laptop mount | Havis | 8 | Docking/mounting bracket for Getac laptop |
| Storage & Mounting | Rugged laptop | Getac | 8 | Getac Windows device used in apparatus |
| Kitchen & Event | Toaster oven(s) | Rival | 84 | Multiple toaster ovens for events |
| Kitchen & Event | Beverage dispenser, microwave | BUNN | 86, 88 | Beverage dispenser / coffee service |
| Kitchen & Event | General dispensers | | 86, 87 | Assorted beverage/service dispensers |
| Cleaning & Consumables | Foam hand soap | Ecolab (2.5 gal) | 122 | Bulk foam hand soap containers |
| Cleaning & Consumables | Absorbent | Floor-Dry (#8822, 20 lb) | 124-125 | Oil/fluids absorbent bags |
| Cleaning & Consumables | Air filters | 3M Filtrete 16×25×1 | 134 | HVAC filters (multiple counts visible) |
| Office Supplies | Envelopes | Fox River, No. 71, Arctic White, 25% Cotton | 75 | Boxed business envelopes |
| Office Supplies | Stationery & kits | Office Depot / Alert-All | 71-80 | Office supplies and fire prevention handouts |
| Office Supplies | Conference room | | 81-84 | Tables and chairs |
| Fuel & Shop | Fuel cans | TruFuel (2-cycle & 4-cycle) | 56, 58, 132, 135 | Premixed fuel containers for small engines |
| Fuel & Shop | Oil/fluids | Various | 135 | Engine oil/fluids references (e.g., 110W-30) |
| Lighting & Warning | Emergency lighting | Whelen | 111, 142 | Emergency light components and decals |
| Lighting & Warning | Safety signage | | 18, 63, 150 | Tailboard warning, stabilizer crush hazard signage |
| Ropes & Ladder Hardware | Halyard rope | Sterling | 106 | Rope used on aerial ladder |




1


ROLLER BOLT
KENT
KENT




POLARIS
MERCURY
15
15
MAPLE PLAIN
MAPLE PLAIN FIRE
ZODIAC






5




MSA
911


Getac
HAVIS


MAPLE PLAIN
FIRE DEPT


ENGINE
CUSTOM

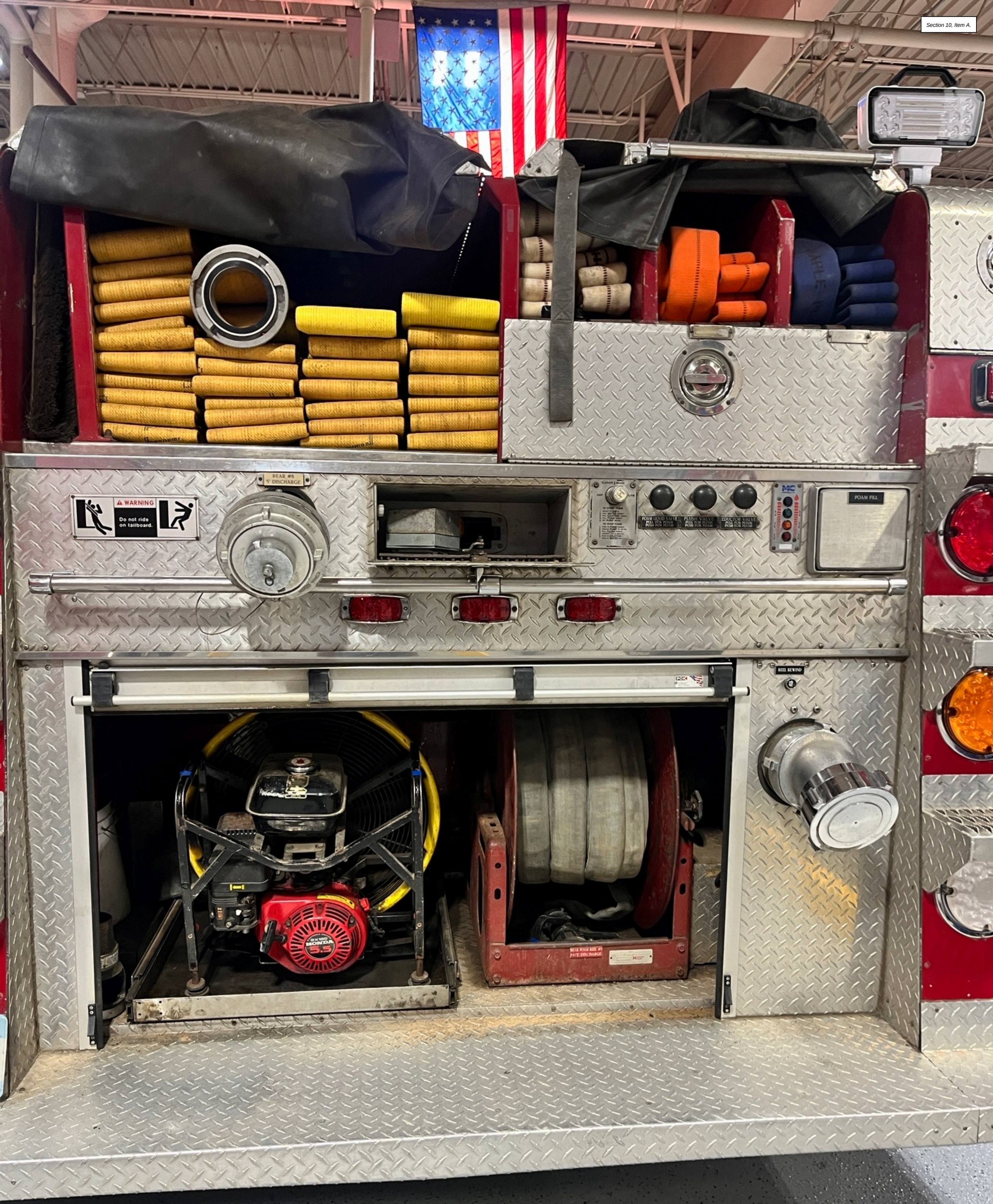

11
HYDRAULIC
MSA
MSA
MSA


MSA
MSA
MSA
MSA




MSA
MSA
MSA
MSA


Proudly Serving
Maple Plain
Independence
Hennepin Parks
Medina


WARNING
Do not ride on tailboard.
REAR #5
5" DISCHARGE
FOAM FILL
REEL REWIND

REEL REWIND


Proudly Serving
Maple Plain
Independence
Hennepin Parks
Medina


PRIMEX
STIHL






22


MAPL
PT.
MSA
MSA
MSA


MAPLE PLAIN
FIRE DEPT.
ENGINE
MAPLE PLAIN
T-12


MSA
EVOLUTION
5000
MSA
ACE


LUCAS
West Hennepin
M P FD

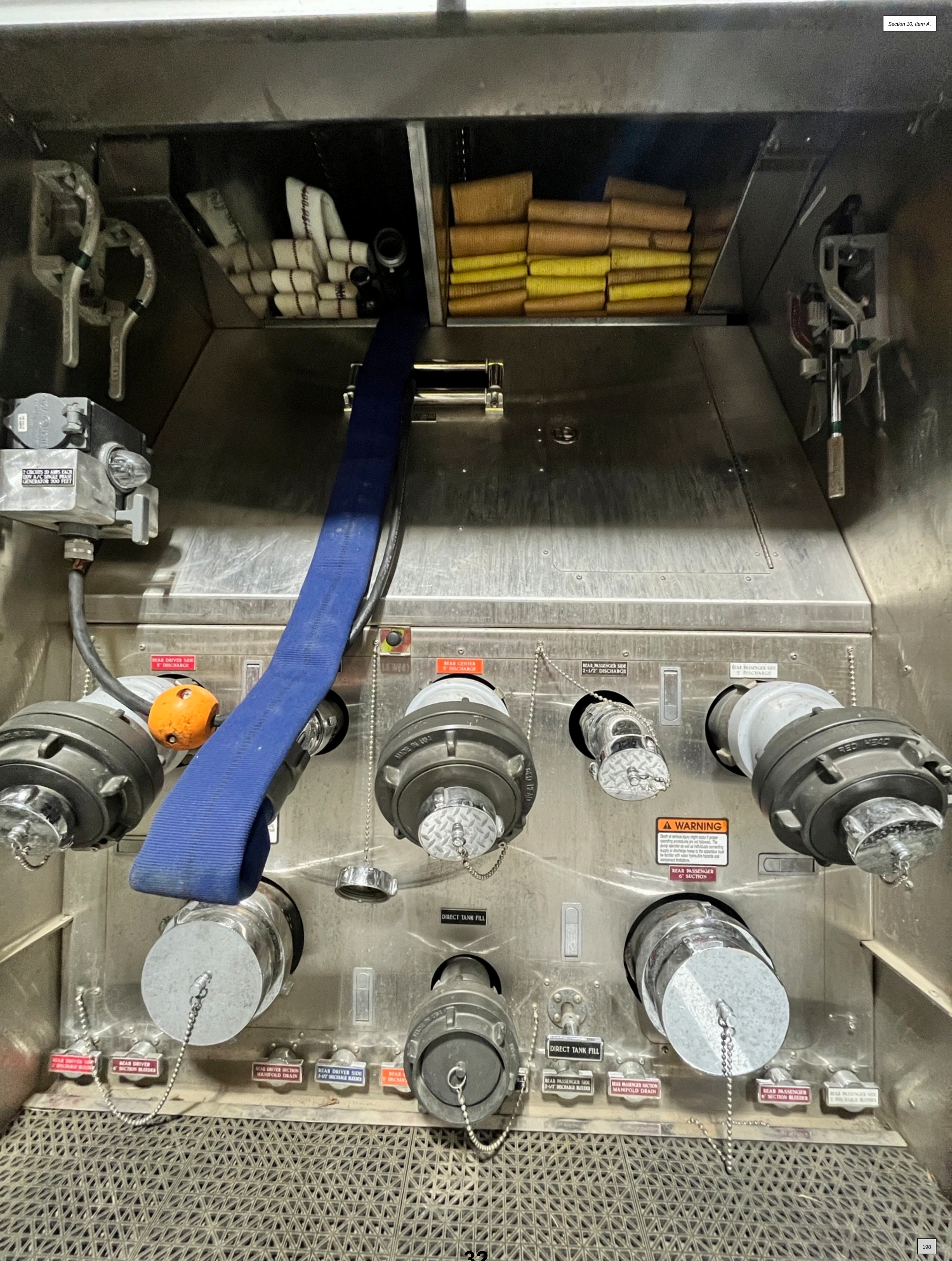

5
MSA
MSA
MSA
MSA
MSA
HYDRANT
BAG


HI-COMBAT A
Class A
ANGUS


CRAFTSMAN


AKRON
CustomFIRE
DIESEL FUEL FILL


PARTNER
Husqvarna
INSTRUCTIONS
HONDA


2 CIRCUITS 20 AMPS EACH
120V A/C SINGLE PHASE
GENERATOR 200 FEET
REAR DRIVER SIDE
5" DISCHARGE
REAR CENTER
5" DISCHARGE
REAR PASSENGER SIDE
2-1/2" DISCHARGE
REAR PASSENGER SIDE
5" DISCHARGE
WARNING
REAR PASSENGER
6" SUCTION
DIRECT TANK FILL
REAR DRIVER
6" SUCTION BLEEDER
REAR DRIVER SIDE
2-1/2" DISCHARGE BLEEDER
REAR PASSENGER SIDE
2-1/2" DISCHARGE BLEEDER
REAR PASSENGER
6" SUCTION BLEEDER
DIRECT TANK FILL


Tank Capacity = 500 Gallons
SUCTION
DISCHARGE
REAR DRIVER SIDE 5" DISCHARGE
REAR DRIVER SIDE 2-1/2" DISCHARGE
REAR CENTER 5" DISCHARGE
REAR PASSENGER SIDE 2-1/2" DISCHARGE
REAR PASSENGER 5" DISCHARGE
REAR DRIVER 6" SUCTION
TANK TO PUMP
CLOSE
OPEN
TANK FILL PUMP COOLING
Pump Pilot
DELUGE / DECK GUN
FRONT BUMPER 2-1/2" DISCHARGE
REAR PASSENGER 6" SUCTION
PASSENGER SIDE 2-1/2" SUCTION
PASSENGER SIDE 6" SUCTION
WARNING
PUMP GREASE
WATEROUS
WATEROUS


SUPER VAC
Milwaukee
M12 FUEL
CustomFIRE
MICHELIN


GREEN
REVRD
ORANGE
REVRD
HURST


WARN


37
JOHNSON
MPFD
SPARTAN


21 JOE DOYLE
05 BRAD COUSER
ED McGINTY
27 RICK DENNE


PLEASE
TURN DOWN THERMOSTATS
TURN OFF LIGHTS
LOCK DOORS
WHEN LEAVING THE BUILDING
Milwaukee
Milwaukee
AIN FIRE DEPARTMENT


FIRE
06 JUSTIN McCOY
JAY McCOY
17
LION
REDZONE
Milwaukee


23
24 TONY POST
25
23 BRIAN DOYLE
LION
SCBA


FIRE
PLAIN
MAPLE PLAIN
2
FIREFIGHTER
02 SCOTT
ARTMANN


Serving
Plain
pendence
epin Parks
Medina
1420
RESCU
HEAVY RESCUE


STIHL


1500
G11
POLARIS


SCUE II
EM
NCY RESC
UPPRESSION
FOAM
NORTHSTAR
POLARIS


MPFD
G11
POLARIS
MAPLE PLAIN FIRE DEPT.
2
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Plain
ndence
in Parks
edina


POLARIS
POLARIS
POLARIS
POLARIS


MAPLE PLAIN
FIRE DEPT.
LADDER 11
MAPLE PLAIN
FIRE DEPT.

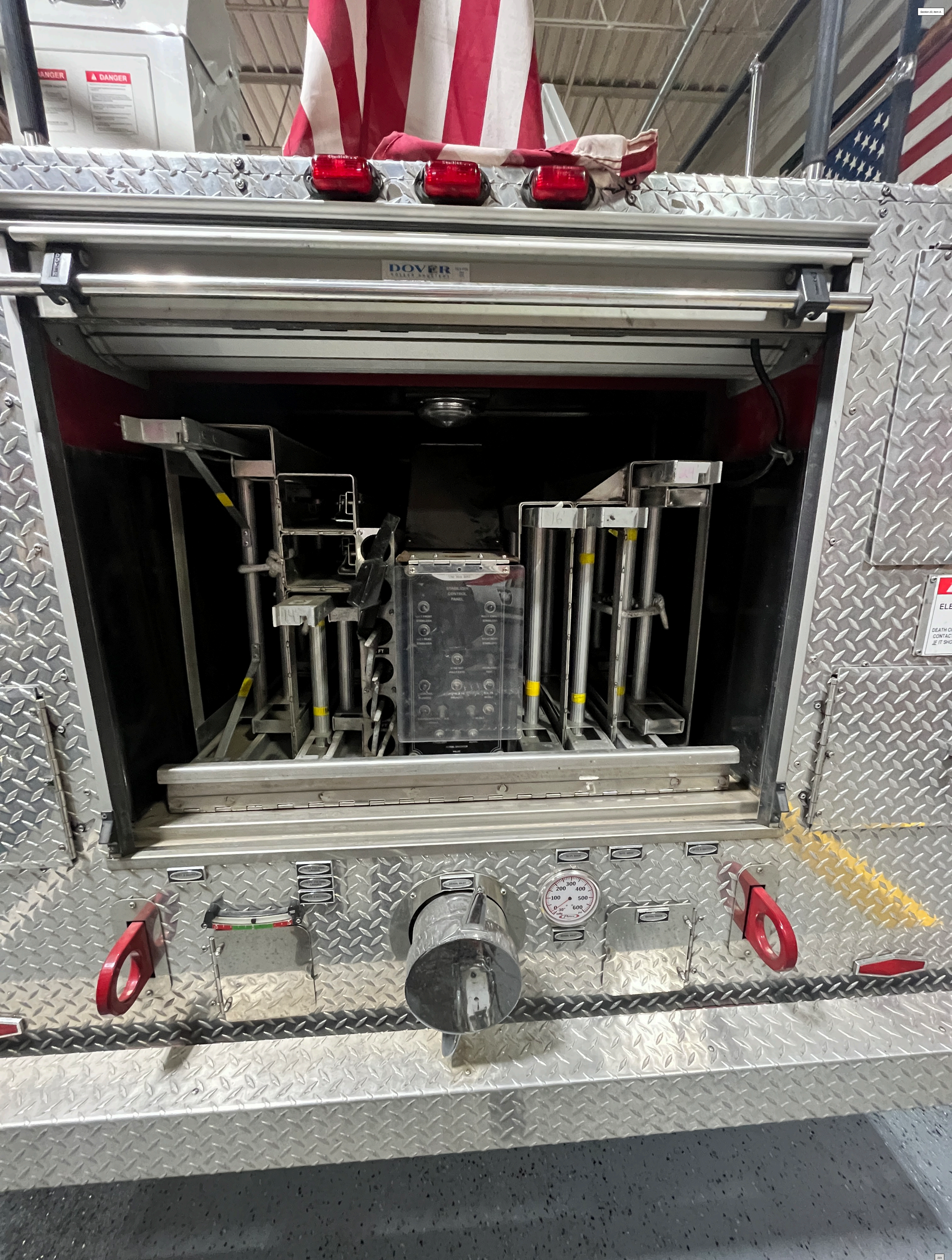

EPT. AIN
AKRON
AKRON
AKRON
AKRON
Tank Capacity = 500 Gallons
WARNING
52





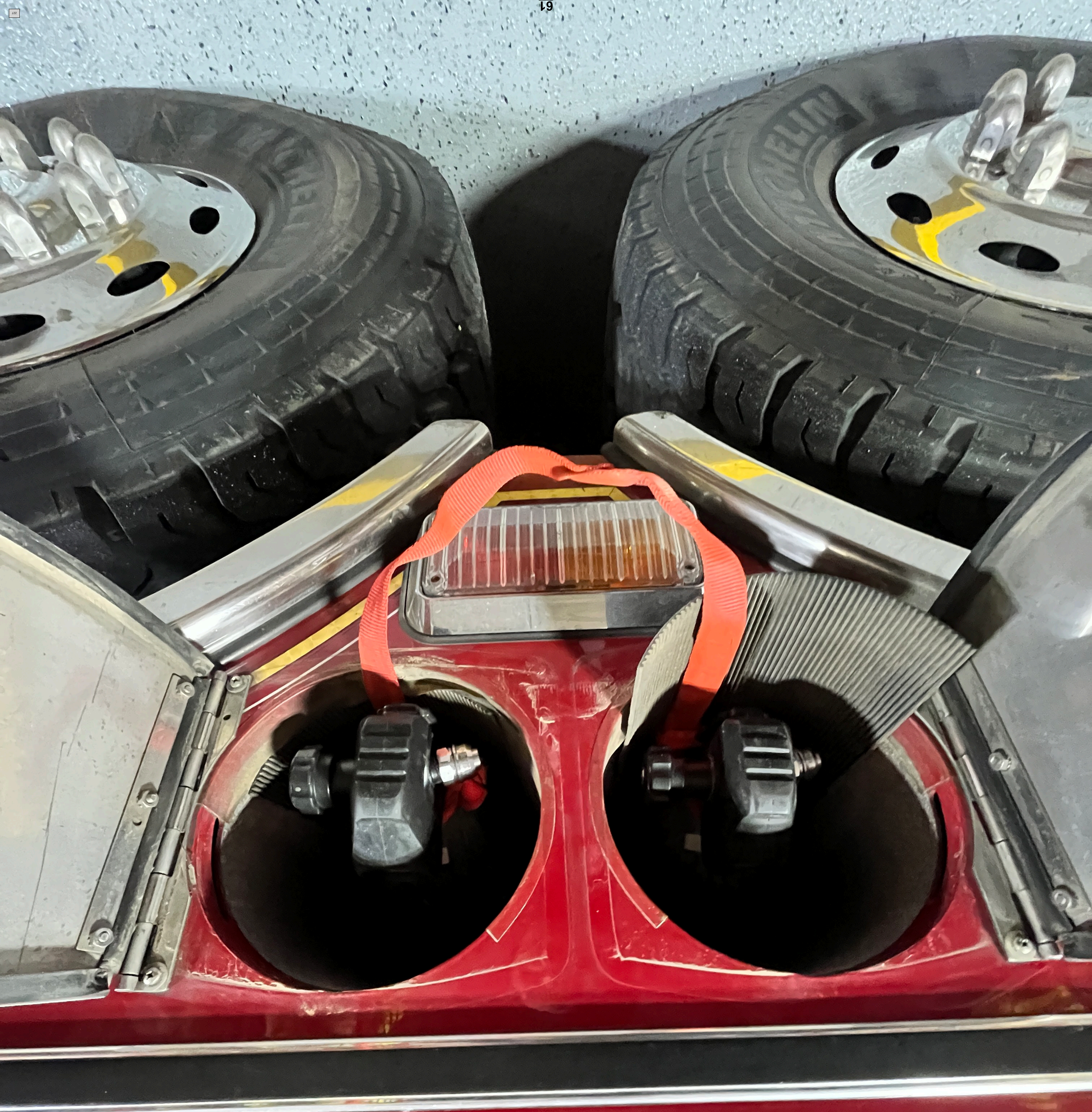
55




DANGER
DOVER
STABILIZER CONTROL PANEL


TRUFUEL
4-CYCLE
4-CYCLE
ENGINEERED
FUEL


FIRE
EXTINGUISHER
AMEREX






CAUTION
STAND CLEAR
OF STABILIZER
TO AVOID CRUSHING INJURY


DEPT
LADDER 11
MAPLE MAIN E-11
MAX 75PSI




MSA
MSA
MSA
MSA


MPFD
MSA
MSA
ADVANTAGE
5000


MPFD
Pioneer


Alert-all
Office DEPOT
BOOTS
DEFIBRILLATOR
Pilgrim


FIRESTOP
OFFICE SUPPLIES

ENVELOPES

FOX RIVER ENVELOPE
077 ARCTIC WHITE 25% Cotton
LIGHT CockLE
No. 71
500 ENVELOPES

JANUARY

FEBRUARY

SHO-FLOW

MARCH

APRIL


STATIONARY
IN BOX
OUT BOX


FORTINET
FORTINET
FORTINET
192 168 100 225
hp


MAPLE PLAIN FIRE
ENGINE 12
MSA


Please
remember to
unload bars
and RACK
Your Weights


Please remember to unload bars and RACK Your Weights


JEFFLEUER
612 221 4963


MAPLE PLAIN FIRE RADIO FLEET MAP
MAPLE PLAIN FIRE TRUCK RESPONSE
EMERGENCY REPORTING SCREEN
MDC - DISPATCH SCREEN




**87**


LIGHT
FAN No. 2
SALT
SALT
PEPPER
FROST
EQUAL
Plain
Salt
SEASONING
LG
HOT
FORKS


MAPLE PLAIN
FIRE DEPT.

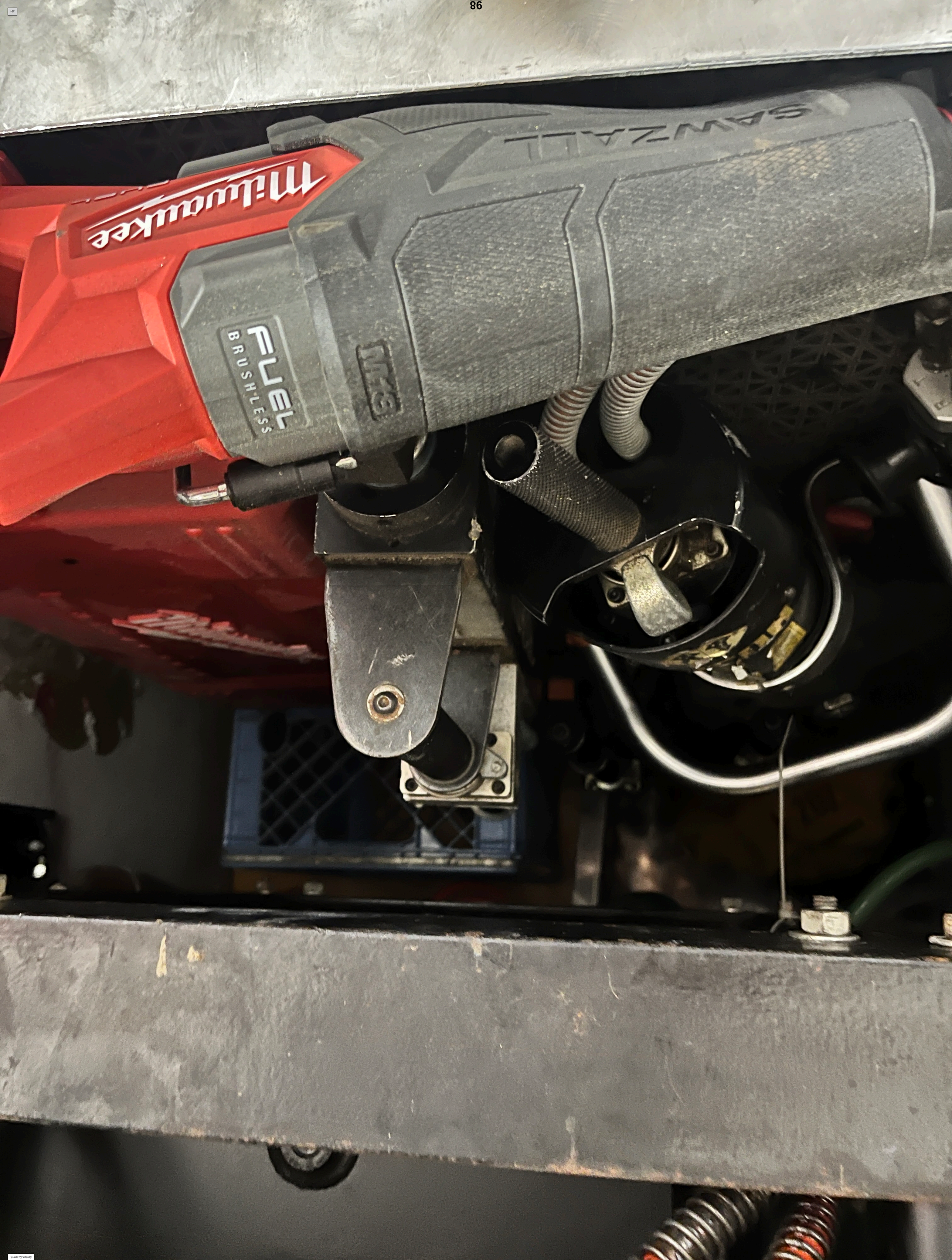

CORD REEL

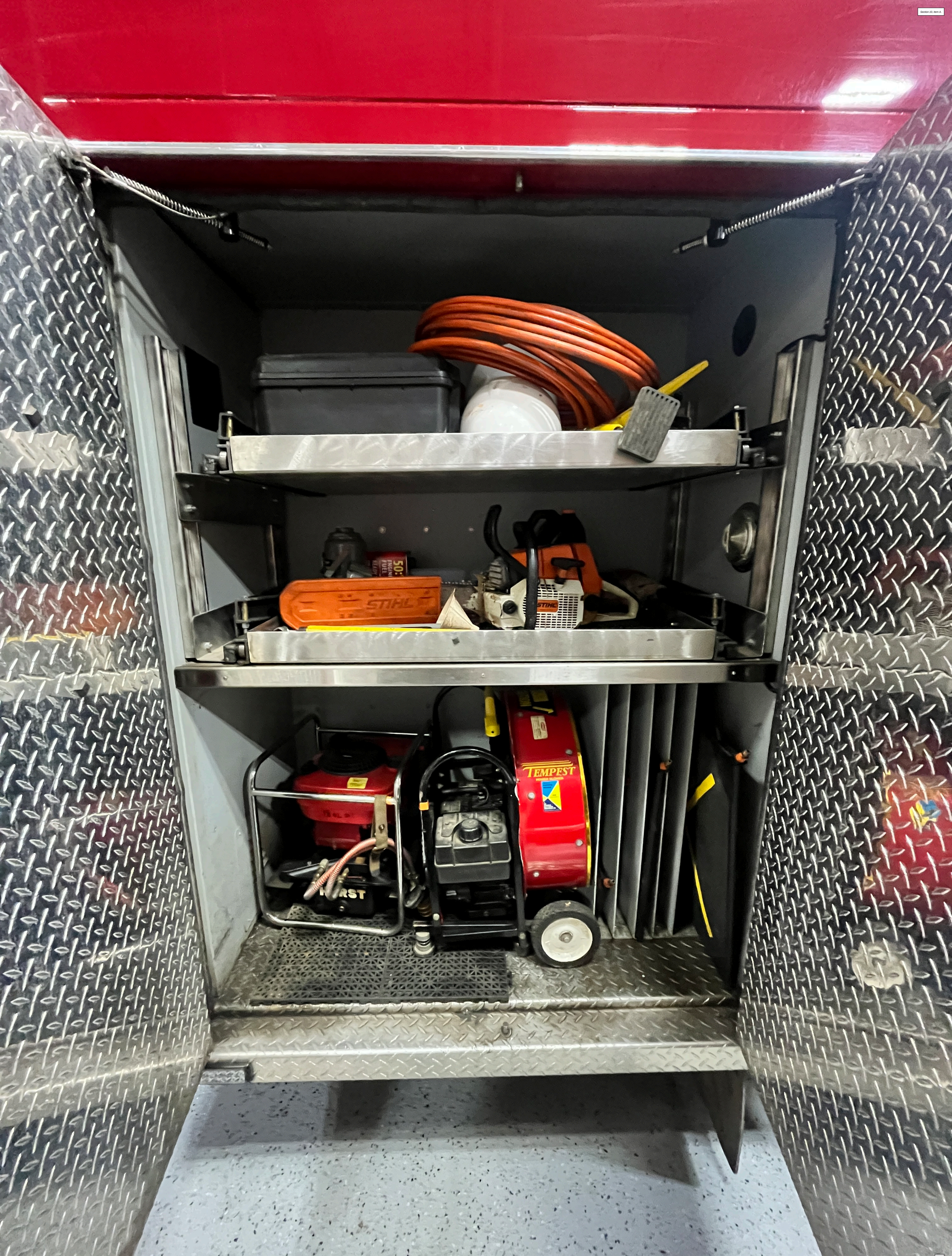

MSA


MUSTANG
SURVIVAL
MUSTANG
SURVIVAL


#3
CAUTION
OUT




Milwaukee
SAWZALL
FUEL
BRUSHLESS


STIHL
TEMPEST




CFS II
BAUER
COMPRESSORS
CONTAINMENT FILL STATION OPERATING INSTRUCTIONS
WARNING


MAP
CUSTOM
MSA
MSA
MSA
MSA
MSA
MSA
MSA

PLAIN FIRE RADIO FLEET MAP

104




SHORELINE
120 VOLT
ANCOM
SHORELINE
120 VOLT


GLOVES
STERLING

FIRE RADIO FLEET MAP


110
MAPLE PLAIN
FIRE DEPT.


112
RCP
W3
MAPLE PLAIN
FIRE DEPT.




MAPLE PLAIN
FIRE DEPT.
LADDER 11
RESCUE 12
MAPLE PLAIN
FIRE DEPT.
FIRE RESCUE


ER 11


MEGA WATER SCISSORS
LUCAS
145
TRUCKVAULT


RESCUE 12
TRUCK VAULT
Master Lock


SNORKEL
PLEASANTVILLE FIRE DEPT


THIS SIDE UP
Powder Car Wash
MPFD
MPFD


CONTENTS: 4-1 GAL. PLASTIC CONTAINERS
THIS SIDE UP
NAPA
Powder Car Wash
A-ONE
DEF

121


SIDE UP
CONTENTS: 4 METAL PLASTIC CONTAINERS
ACE
IGLOO
NAPA
DEF
DIESEL EXHAUST FLUID
NET CONTENTS: 2.5 U.S. GAL. (9.46 L)
ECOLAB
6100709
Foam Hand Soap
Mousse nettoyante pour les mains
Jabón para manos espumoso


FLOORDRY

125



MPFD

Maple Plain F.D.

**SUMMIT FIRE PROTECTION**

THIS AREA EQUIPPED WITH:

- [x] WET SYSTEM
- [ ] DRY SYSTEM
- [ ] ANTI-FREEZE
- [ ] PRE-ACTION VALVE
  - [ ] SINGLE
  - [ ] DOUBLE
- [ ] DELUGE VALVE
- [ ] RATE OF RISE VALVE
- [ ] THERMAL CONTROL VALVE
- [ ] OTHER TYPE OF VALVE

| | 1st | 2nd | 3rd | 4th |
|---|---|---|---|---|
| VALVE SERIAL NUMBER | | | | |
| STARTING WATER P.S.I. | 85 | | | |
| STATIC WATER P.S.I. | 64 | | | |
| RESIDUAL WATER P.S.I. | 60 | | | |
| DID ALARMS OPERATE? | Yes | | | |
| AIR PRESSURE | | | | |
| LOW AIR PRESSURE | | | | |
| AIR TRIP PRESSURE TRIP POINT | | | | |
| TRIP TIME (SEC.) | | | | |
| WATER FLOW TIME (SEC.) | 55 | | | |
| LOW POINTS DRAINED | — | | | |
| WATER SUPPLY & VALVE LEFT OPEN | Yes | | | |
| A.F.RATING | — | | | |

NUMBER OF LOW POINTS TO BE DRAINED: 1

COMMENTS: ITV by garage door
Local Alarm
Outside H/Strobe Only

| INSPECTION MADE AND WITNESSED BY: | |
|---|---|
| DATE & INSP. # | MADE BY |
| 3-26-25 | |
| | |
| | |
| | |

AULIC SYSTEM
uilding is protected
ydraulically Designed
atic Sprinkler System.

2 14 00
43 Pioneer Ave.
65
klers
ign .15
1600
rea of discharge
ign 1080
rate 346.74
ressure at the
e riser ? PSI, NOT GPM
eld fire Prot.



3
2


A-B
MAPLE PLAIN
FIRE DEPT.
CAST IRON PUMP ADVANTAGE
BELL
SFELD
ME DUTY


CRAFTSMAN
6.5
16
CRAFTSM


½ LITER
PINNACLE
SPLASH
All Season
SOLAR
500
Heavy Duty BATTERY CHARGER
BOOSTER & TESTER


NET WEIGHT
PESO NETO
8 lbs (3.63 kg)
X-Pert
ECOLAB
WERNER
PINNACLE
ANGUS


S2 NetBox
ALEX
CFSI
#2


HILLYARD




TANKER 11
Peterbilt
MAPLE PLAIN
FIRE DEPT

PUMP PERFORMANCE
WATEROUS
WARNING




propel
CENTERED
UNNESTED
MESSAGE BOARD
LOGIN ABCD
MSA
BATTERY




T-12
MAPLE PLAIN
FIRE DEPT.
FIRE


propel
KEYSTONE
CITY FIRE

148

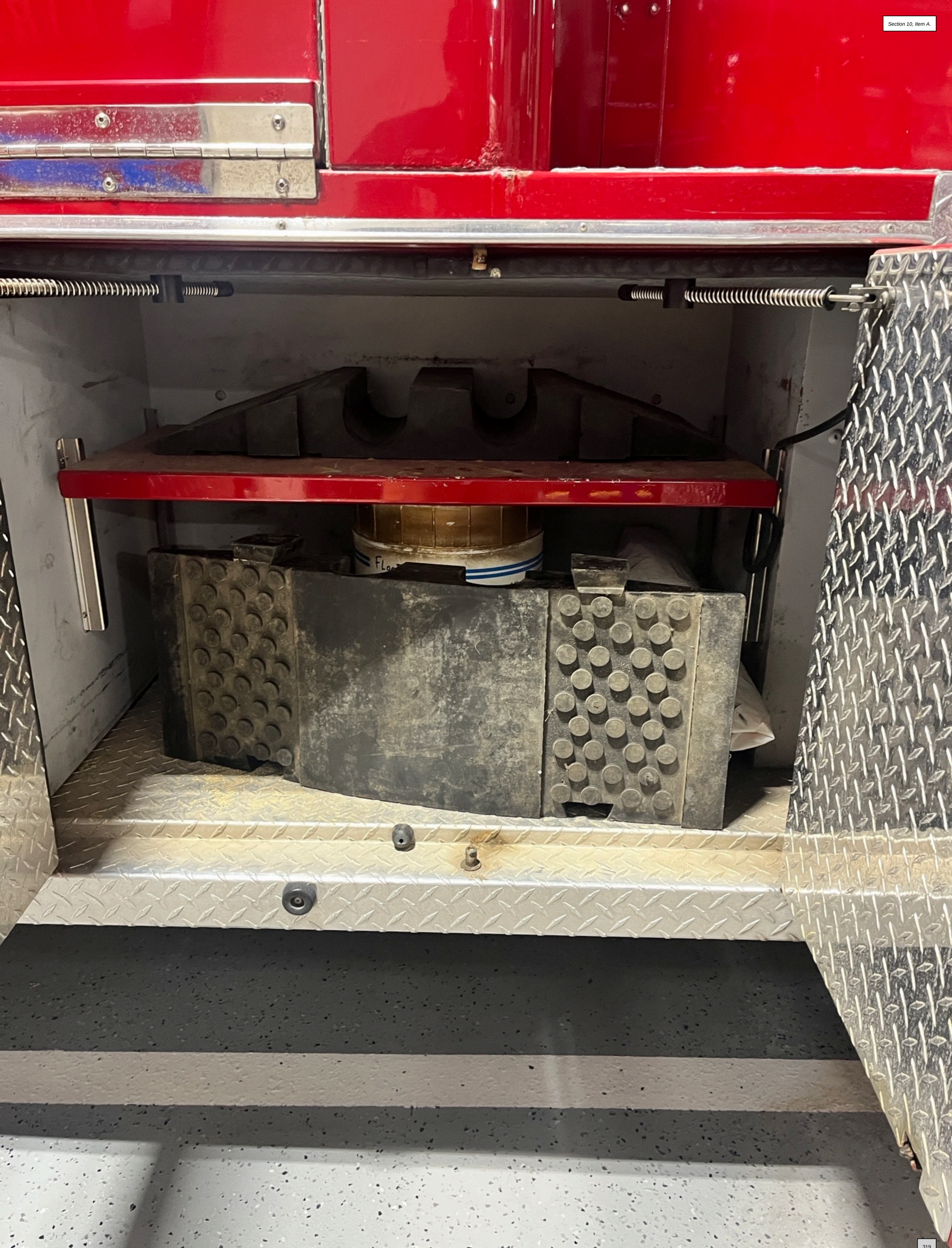


T-12

WARNING
Do not ride on tailboard.

150


/AFFF
Light Wa
ATC
3%
HYDROCARBON FUELS
98-0211-0334-0




MAP
MFD TANKER 12


YORK


GREEN ALARM STATION
19


SIREN ALARM STATION
Hero
FIRE
EXTINGUISHER
EUREKA
Hero
FIRE
EXTINGUISHER
LIFEGUARD
REEBOK
CORE TRAINING


SOLE
SOLE F80
SOLE F85
SOLE


C'MON BABY
LIGHT
FIRE
RAM AIR
GEAR DRYER
160

## Auto Schedule For: MAPLE PLAIN, CITY OF

*Date/Time Printed: 12/2/2025 6:26:54 PM*

| Old # | # | Year | Make | Model | Body Type | Value | VIN | Phys. Dmg | APD+ | Opt. Use |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 1958 | FWD | FIRE TRUCK | HF | $15,000 | TBD | Y | N | |
| 3 | 3 | 1990 | PETERBILT | FIRE TRUCK | HF | $250,000 | 0404 | Y | N | ENGINE 11 |
| 4 | 4 | 1996 | PETERBILT | RESCUE TRK | AMB | $225,000 | 5124 | Y | N | RESCUE 11 |
| 5 | 5 | 2002 | PIERCE | LADDER TRK | HF | $600,000 | 2524 | Y | N | AERIAL 11 |
| [redacted] | | | | | | | | | | |
| 7 | 7 | 2009 | RESCUE | AMBULANCE | AMB | $515,000 | 9857 | Y | N | ENGINE 12 |
| [redacted] | | | | | | | | | | |
| 9 | 9 | 2013 | CHEVY | SUBURBAN | LF | $38,693 | 6085 | Y | N | LIGHT RESCUE |
| [redacted] | | | | | | | | | | |
| 11 | 11 | 2016 | GMC | SIERRA | LF | $31,426 | 0175 | Y | N | UTILITY 11 |
| [redacted] | | | | | | | | | | |
| 13 | 13 | 2020 | PETERBILT | 348 | HF | $288,000 | 2NP3LJ9X4LM688286 | Y | Y | TANKER 11 |
| 14 | 14 | 2000 | KENSWORTH | TRUCK | HF | $100,000 | 844176 | Y | N | TANKER 12 |
| 15 | 15 | 0 | TBD | TRAILER | TRLR | $5,000 | 1MDBYVK18HB314842 | Y | N | TRAILER FOR BOAT |
| 16 | 16 | 2024 | POLARIS | RANGER | LF | $100,000 | 3NSX6W1R2RM400048 | Y | Y | FIRE GRASS RIG |
| 17 | 17 | 2023 | TIMP | TRAILOR | TRLR | $10,000 | 1TDU22326PB001091 | Y | N | TRAILOR FOR POLARIS GRASS RIG |
| 18 | 18 | 2015 | CHEVROLET | TAHOE SPECIAL | LF | $22,000 | 1GNSK3EC8FR525598 | Y | Y | |

**EXHIBIT C**

List of Maple Plain Volunteer Fire Department Firefighters

| Last Name | First Name |
|---|---|
| CHRISTENSON | ZACHARY |
| COUSER | BRADLEY |
| DENNESON | RICHARD |
| DENNESON | TROY |
| DOYLE | BRIAN |
| DOYLE | CHRISTOPHER |
| DOYLE | JOSEPH |
| FELTON | PATRICK |
| HARTMANN | SCOTT |
| HEITZ | JESSI |
| LISKA | JOSHUA |
| MCCONN | THOMAS |
| MCCOY | JAY |
| MCCOY | JUSTIN |
| MCCOY | RAYMOND |
| MCGINTY | EDWARD |
| MCKNOWN | LUCAS |
| MOHS | HOLDEN |
| RUBIN | ADAM |
| SOUKUP | AUBREY |

**EXHIBIT D**

WSFD 2026 Budget Amount and Formula for Costs

| 2026 Contract City Amounts | | | |
|---|---|---|---|
| Cities Budget Amount $1,866,070.00 | | $ 1,866,070.00 | $ 933,035.00 |
| Operation and Capital Budgets | | | |
| Contract Area | 2025 | % | |
| Loretto | 100,716,000 | 1.73% | |
| Greenfield | 263,887,900 | 4.52% | |
| Corcoran | 1,173,751,000 | 20.12% | |
| Medina | 2,656,914,300 | 45.54% | |
| Independence | 1,334,992,700 | 22.88% | |
| Maple Plain | 303,789,700 | 5.21% | |
| | 5,834,051,600 | 100.00% | |

| Call Hours | 2022 | 2023 | 2024 | Total | Usage |
|---|---|---|---|---|---|
| Loretto | 396 | 912 | 763 | 2071 | 7.40% |
| Greenfield | 627 | 670 | 405 | 1702 | 6.08% |
| Corcoran | 1029 | 1212 | 1056 | 3297 | 11.78% |
| Medina | 2996 | 3895 | 3584 | 10475 | 37.41% |
| Independence | 1994 | 1880 | 1724 | 5598 | 19.99% |
| Maple Plain | 1588 | 1725 | 1542 | 4855 | 17.34% |
| | | | | 27998 | |

| Contract Area | Market Value | % | Contract Area | Call Hours | Usage |
|---|---|---|---|---|---|
| Loretto | $16,107.43 | 1.73% | Loretto | $69,016.20 | 7.40% |
| Greenfield | $42,203.37 | 4.52% | Greenfield | $56,719.25 | 6.08% |
| Corcoran | $187,717.02 | 20.12% | Corcoran | $109,872.72 | 11.78% |
| Medina | $424,918.09 | 45.54% | Medina | $349,079.99 | 37.41% |
| Independence | $213,504.27 | 22.88% | Independence | $186,553.68 | 19.99% |
| Maple Plain | $48,584.83 | 5.21% | | $161,793.16 | 17.34% |
| | $933,035.00 | | | $933,035.00 | |

| Actual Payments to F | MV | CH | 2026 Amount | 2025 Amount | NEW 2026 Amount | OLD 2026 | NEW Increase | OLD Increase/Decrease | | FORMULA PLUS |
|---|---|---|---|---|---|---|---|---|---|---|
| Loretto | $16,107.43 | $69,016.20 | $85,123.62 | $67,402.83 | $85,123.62 | $85,579.44 | $17,720.79 | $18,176.61 | 20.8% | ($455.81) |
| Greenfield | $42,203.37 | $56,719.25 | $98,922.62 | $88,860.59 | $98,922.62 | $97,724.69 | $10,062.03 | $8,864.10 | 10.2% | $1,197.93 |
| Corcoran | $187,717.02 | $109,872.72 | $297,589.74 | $234,460.05 | $297,589.74 | $289,516.54 | $63,129.69 | $55,056.49 | 21.2% | $8,073.20 |
| **Medina** | $424,918.09 | $349,079.99 | $773,998.08 | $639,599.13 | $773,998.08 | $757,658.13 | $134,398.95 | $118,059.00 | 17.4% | $16,339.95 |
| Independence | $213,504.27 | $186,553.68 | $400,057.95 | $382,226.39 | $400,057.95 | $144,521.20 | $17,831.56 | ($237,705.19) | | |
| Maple Plain | $48,584.83 | $161,793.16 | $210,377.99 | $206,080.00 | $210,377.99 | | $4,297.99 | ($206,080.00) | | |
| | $933,035.00 | $933,035.00 | $1,866,070.00 | $1,160,000.00 | $1,866,070.00 | $1,375,000.00 | $247,441.01 | | 13.3% | $25,155.26 |

** City of Medina - $79,996.00 Additional for Capital reimbursment **

| | NEW FIRE | FORMULA | PENSION | FORMULA PLUS |
|---|---|---|---|---|
| MAPLE PLAIN | $256,702.80 | $210,377.99 | $ 36,262.70 | $10,062.10 |
| INDEPENDENCE | $451,413.80 | $400,057.95 | $ 36,262.70 | $15,093.16 |
| | 3626.27 | 20 | 72525.4 | Pension |

## Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Revision of 08-25-25 Business Meeting Minutes |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approval Revision of 08-25-25 Meeting Minutes** | |

**Summary**

The MN Gambling Control Board (Board) has requested that the City revise the meeting minutes for the 08/25/25 business meeting. For the Board to approve the lawful gambling premises permit application, the organization listed needs to match the tax ID. The Board requests consent agenda would read 'St. Bonifacius Lions Club' instead of 'St. Bonifacius/Minnetrista Area Lions Club'. The meeting notes in the 12/15/25 packet reflects this proposed change.

**Recommendation**

Staff recommends the approve the revised 08/25/25 business meeting minutes to allow to St. Bonifacius Lions Club to obtain a lawful gambling premises permit at Monie's.

**MINUTES**
**CITY COUNCIL - BUSINESS MEETING REVISED**
**MAPLE PLAIN CITY HALL**
**August 25, 2025**
**7:00 PM**

---

## 1. WELCOME

PRESENT: Mayor Julie Maas-Kusske, Councilmember Mike DeLuca, Councilmember Connie Francis, Councilmember Andrew Burak & Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Kolander and Assistant City Administrator Kevin Larson

## 2. CALL TO ORDER

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

## 3. PLEDGE OF ALLEGIANCE

## 4. ADOPT AGENDA

Councilmember DeLuca made a motion to approve the meeting agenda. Seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

## 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.)

A. Rep. Kristin Robbins

No Visitors spoke. Rep. Kristin Robbins was not present and did not speak.

## 6. CONSENT AGENDA

A. 07-28-25 City Council Workshop Meeting Minutes

B. 07-28-25 City Council Business Meeting Minutes

C. 07-31-25 City Council Special Workshop Meeting Minutes

D. 08-11-25 City Council Workshop Meeting Minutes

DRAFT

E. St. Bonifacius Lions Club Gambling License

Motion to approve Consent Agenda Items A-E made by Councilmember Francis, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

## 7. ACCOUNTS PAYABLE

A. City Bills

B. ACH Bills

C. 2024 Street Project Bills

City Administrator Kolander summarized the accounts payable. Noting a coding error for cookies with council. Councilmember Francis moved to approve accounts payable, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

## 8. STAFF REPORTS

A. Fire Department

B. West Hennepin Public Safety

C. City Engineer

D. Public Works

E. City Planner

F. Administration & Finance

City Administrator Kolander highlighted the administration's key activity. Councilmember Francis moved to accept the staff reports as presented, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

## 9. OLD BUSINESS

## 10. NEW BUSINESS

A. Hearing for the Dispute of Nuisance Violation - 1764 Howard Avenue

Assistant City Administrator Larson recapitulated background, resident appeal, staff findings, the hearing, and the decision before the council.

DRAFT

On July 2, 2025, City staff cited Mr. Gerald Esnough for a nuisance violation at 1764 Howard Avenue under City Code Section 6-28 for tall vegetation and noxious weeds. A follow-up inspection on July 14 confirmed the property remained out of compliance, and a notice issued on July 18 advised that abatement could occur if corrective action was not taken. On July 23, Mr. Esnough requested a hearing before the City Council, asserting that the vegetation qualifies as a pollinator garden and should be exempt under state statute and city code, which allow for managed natural landscapes that are planned, intentional, and maintained.

Staff inspections found that the vegetation was not well-maintained, planned, or intentional in appearance, and primarily consisted of tall grasses and weeds. While some non-noxious plants, such as daisies, were present, staff determined the property did not meet the statutory or code-based definition of a managed natural landscape. The hearing before the City Council provided Mr. Esnough the opportunity to present his case, with the Council asked to decide whether to recognize the property as a pollinator garden and allow it to remain, or to enforce abatement under City Code, with associated costs assessable to the property.

Mr. Esnough presented a spirited and thorough rationale, noting that his yard has functioned as a pollinator landscape for approximately 10 years and provides pollen for the bees he raises on-site. He explained that the yard was originally planted with a pollinator seed packet and asserted that City staff had approved the pollinator garden in prior years. He further described his maintenance practices, stating that he tends to the yard throughout the summer and mows it down entirely in the fall.

Council questions and dialogue:
The discussion focused on debris in the yard, which includes three stumps and a wooden wheel used as decorative landscaping. Vegetation growing over the curb was noted as not being in compliance. Staff reviewed the three statutory criteria for a managed natural landscape— that it must be (1) planned, (2) intentional, and (3) maintained— and questioned whether the yard at 1764 Howard Avenue meets these standards. The Council wanted documentation of the city's prior approval of the pollinator garden. Unfortunately, Mr. Esnough does not have this documentation.

Further dialogue addressed the presence of native plants. When asked, Mr. Esnough was unable to identify the native plants in his yard. The Council directed him to review the state’s lists of native plants, noxious weeds, and invasive species for clarification. Council emphasized that if the yard is brought into compliance with the statutory definition of a managed natural landscape, Mr. Esnough would not be limited in the space he may dedicate to a pollinator garden.

B. Resolution 2025-0825-02- Authorizing the Abatement of 1764 Howard Avenue

City Administrator Kolander provided a summary of the staff’s recommendation to approve Resolution 2025-0825-02, Authorizing the Abatement of 1764 Howard Avenue. The resolution directs Mr. Gerald Esnough to bring the property into compliance by mowing the yard within seven (7) calendar days. If corrective action is not taken within that timeframe, the City will proceed with abatement and assess the cost to the property owner.

Councilmember DeLuca moved to approve Resolution 2025-0825-02 – Authorizing the Abatement of 1764 Howard Avenue. Councilmember Francis seconded the motion.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

C. Resolution 2025-0825-01- Allow for Admin to Process Past Due Escrow to Collections

City Administrator Kolander provided a summary of the staff's recommendation to send the past due escrow to credit collections.

Councilmember DeLuca moved to approve Resolution 2025-0825-01- Allow for Admin to Process Past Due Escrow to Collections. Councilmember Burak seconded the motion.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

D. Ordinance 334- Charging for Excessive Lift Assists

City Administrator Kolander provided a summary for Ordinance 334- Charging for Excessive Lift Assists. The Council clarified that West Hennepin Public Safety would determine if it constitutes an emergency or a non-emergency visit.

Councilmember Francis moved to approve Ordinance 334- Charging for Excessive Lift Assists as written, which Councilmember Burak seconded.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

E. Review Quotes from MEB

City Administrator Kolander summarized the quotes from MEB Enterprises. With recent developments at Rainbow Park, the quote for work is discarded, and City Staff is looking for approval for the work at Poplar & Willow Street. The work is for clearing and grubbing ditch lines, reestablishing drainage, jetting stormwater infrastructure, and light gravel regrading and repair. This project is a high priority as debris is obstructing the ditch and flooding is occurring.

Councilmember Francis moved to approve the quote for Poplar and Willow Street improvements from MEB Enterprises Inc., which Councilmember Burak seconded.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

F. Approve Painting Quote of Fire Department

DRAFT

City Administrator Kolander summarized the bid from Mike Johnson Painting LLC and Chief Denneson's memo for painting the exterior of the Maple Plain Fire Station. Funds to be used are from the Capital Improvement Fund.

Councilmember Burak moved to approve the painting quote for painting the fire station, which Councilmember Francis seconded.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion Passed 5-0

## 11. COUNCIL REPORTS AND OTHER BUSINESS

Councilmembers and the Mayor provided reports of monthly activities.

## 12. ADJOURNMENT

Councilmember Francis made a motion to adjourn. Seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember DeLuca, Councilmember Francis, Councilmember Burak & Councilmember Arvizo.

Motion passed 5-0

Council Adjourned at 8:22 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 e true and correct copy of the minutes.

Respectfully submitted by:



DRAFT

## Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Resolution 2025-1215-01 Approval of the 2026 Final Levy & Budget |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approval Resolution 2025-1215-01 Approval of the 2026 Final Levy & Budget** | |

**Summary**

Please review the Memo from Abdo regarding the 2026 Budget & Final Levy.

# CITY OF MAPLE PLAIN
# HENNEPIN COUNTY, MINNESOTA
# RESOLUTION NO. 2025-1215-01

## RESOLUTION APPROVING 2026 TAX LEVY AND ADOPTING THE 2026 GENERAL AND DEBT SERVICE FUND BUDGETS

**WHEREAS**, the City of Maple Plain is required by State law to approve a resolution setting forth an annual tax levy to the Hennepin County Auditor; and

**WHEREAS**, the City Council held a Truth in Taxation Public Hearing on December 1, 2025; and

**WHEREAS**, the City Council has received a final budget and levy.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Maple Plain, Hennepin County, Minnesota, that the following sums of money be levied for collection in 2026 upon the taxable property in said City of Maple Plain for the following purposes:

| Fund/Account | Proposed Levy Amount |
|---|---|
| General | $ 1,582,091 |
| Debt Service | $ 415,129 |
| **TOTAL** | **$ 1,997,220** |

**BE IT FURTHER RESOLVED** that the City Council approves the following 2026 Budgets; General Fund, and Debt Service Fund, as presented to them this evening, and such budgets shall be attached to this signed resolution for future reference; and

**BE IT FURTHER RESOLVED** that the 2025 scheduled debt levy for bond series 2021A G.O. Bonds in the amount of $60,648 as established in Resolution 2021-12 and will be levied at a reduced amount of $38,064, and there will be sufficient funds on hand to make the debt service payments; and

**BE IT FURTHER RESOLVED** that the 2025 scheduled debt levy for bond series 2024 G.O. Bonds in the amount of $219,029.68 and will be levied at a reduced amount of $127,289, and there will be sufficient funds on hand to make the debt service payments; and

**BE IT FURTHER RESOLVED** that the City Administrator is hereby authorized and directed to transmit this information to the County Auditor of Hennepin County, Minnesota, and the Minnesota Department of Revenue, if applicable, in the format requested as required by law. Adopted by the Maple Plain City Council on December 15, 2025.

_____
Julie Maas-Kusske, Mayor

Attest:

_____
Jacob Schillander, City Administrator

## CERTIFICATION

I hereby certify that the foregoing is a true and correct copy of Resolution 2025-1215-01 presented to and adopted by the City Council of Maple Plain at a duly authorized meeting thereof, held on the 15th day of December, 2025, as disclosed by the records of said City in my possession.

_____

Jacob Schillander, City Administrator

# BUDGET MEMO

**TO:** CITY ADMINISTRATOR

**FROM:** ABDO FINANCIAL SOLUTIONS, LLC

**SUBJECT:** 2026 FINAL BUDGET AND TAX LEVY -TNT

**DATE:** 12/1/2025

**Introduction**

Upon your request, we have summarized some of the key items for consideration in this year's budget.

Key items in this year's budget:

- LGA will decrease by $11,986 for 2026 for a total of $254,411.
- The total 2026 tax levy is proposed to increase $110,786 or 5.87% from 2025.
    - The general levy increased $114,801 or 7.82%
        - Factors relating to this increase are explained in this memo under the General Fund Budget Summary section
    - The debt levy decreased by $4,015 or -.96%. This is due to the scheduled bond payments.
- All employees are projected to receive a COLA increase of 3%.
- MN Paid Leave is added in the appropriate funds.

**Tax Levy Summary**

Overall, the property tax levy includes levies for general operations, and debt service. The 2025 actual and 2026 proposed property tax levies are listed below:

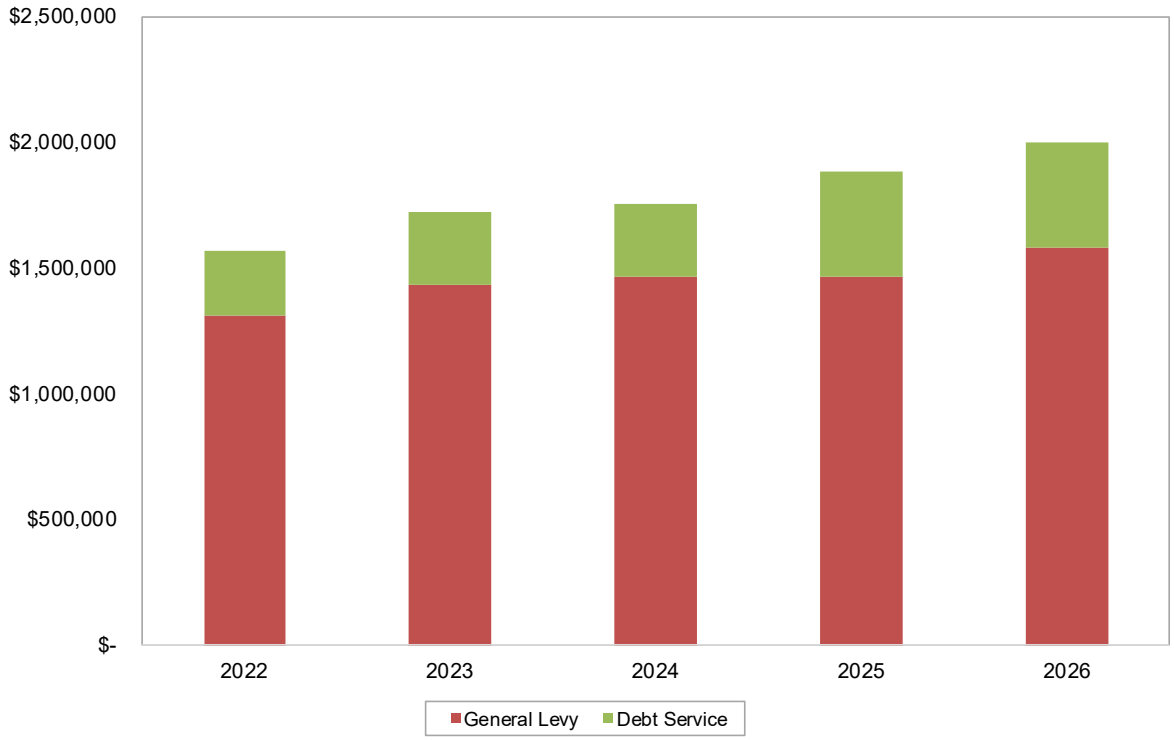
| | 2025 Levy | Proposed 2026 Levy | Increase (Decrease) from 2025 | Percent Change from 2025 | Fund # |
|---|---|---|---|---|---|
| **General Levy** | $ 1,467,290 | $ 1,582,091 | $ 114,801 | 7.82% | 101 |
| **Debt Levy** | | | | | |
| 2014A Go Bond | 72,608 | 72,246 | (362) | -0.50% | 353 |
| 2016A Go Bond | 30,191 | 29,457 | (734) | -2.43% | 354 |
| 2018A Go Bond | 47,520 | 46,103 | (1,417) | -2.98% | 355 |
| 2021A Go Bond | 38,536 | 38,064 | (472) | -1.22% | 356 |
| 2021B Go Bond | 27,053 | 25,740 | (1,313) | -4.85% | 351 |
| 2022A Go Bond | 78,120 | 76,230 | (1,890) | -2.42% | 357 |
| 2024A Go Bond | 125,116 | 127,289 | 2,173 | 1.74% | 358 |
| Total Debt Levy | 419,144 | 415,129 | (4,015) | -0.96% | |
| **Total Levy** | **$ 1,886,434** | **$ 1,997,220** | **$ 110,786** | **5.87%** | |

**Tax Rate Calculation**

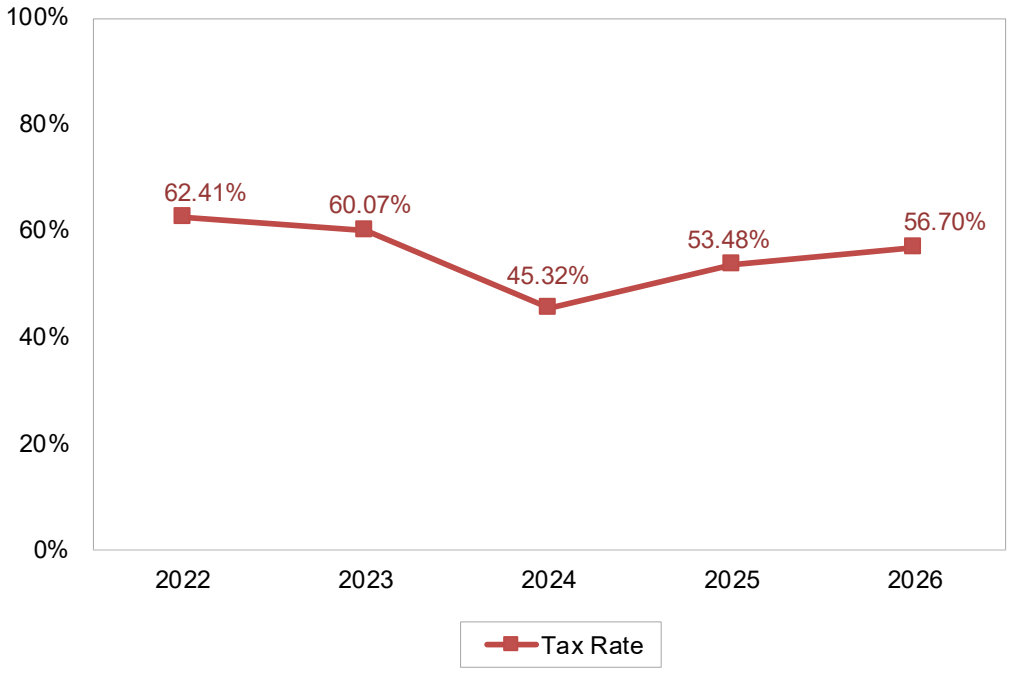
| | **Payable 2024** | **Payable 2025** | **Payable 2026** |
|---|---|---|---|
| Tax Capacity | $ 3,935,068 | $ 3,859,140 | $ 3,875,618 |
| Fiscal Disparities Contribution | (494,523) | (679,937) | (681,330) |
| **Net Tax Capacity** | **3,440,545** | **3,179,203** | **3,194,288** |
| Certified Levy | 1,754,201 | 1,886,434 | 1,997,220 |
| Fiscal Disparities Distribution | (194,881) | (186,209) | (186,209) |
| **Local Levy** | **1,559,320** | **1,700,225** | **1,811,011** |
| City Tax Rate | 45.322% | 53.480% | 56.695% |

**The City's Payable 2026 Tax Rate has been estimated based on preliminary tax capacity information provided by Hennepin County. The final tax capacity and rate will vary from the rate estimated in this memo.*

**Tax Levy Summary 2022 to 2025 Actual and 2026 Proposed**




**Tax Rate Summary 2022 to 2025 Actual and 2026 Proposed**



## Estimate Property Taxes

| Property Type | Market Value | Taxable Market Value | 2025 Taxes Payable | 2026 Taxes Payable | Increase (Decrease) in Property Taxes | % Increase (Decrease) in Property Taxes |
|---|---|---|---|---|---|---|
| Residential | $ 200,000 | $ 171,500 | $ 917 | $ 972 | $ 55 | 6.01% |
| Residential | 300,000 | 280,500 | 1,500 | 1,590 | 90 | 6.01% |
| Residential | 400,000 | 389,500 | 2,083 | 2,208 | 125 | 6.01% |
| Residential | 500,000 | 498,500 | 2,666 | 2,826 | 160 | 6.01% |
| Commercial | 500,000 | 500,000 | 4,947 | 5,244 | 297 | 6.01% |
| Commercial | 1,000,000 | 1,000,000 | 10,295 | 10,914 | 619 | 6.01% |
| Commercial | 1,500,000 | 1,500,000 | 15,643 | 16,583 | 941 | 6.01% |

*Note: change in market value has not been assumed*

## General Fund Budget Summary

| | Budget 2024 | Actual 2024 | Budget 2025 | Actual 6.30.25 | Budget 2026 | Amount Change |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Property taxes | $ 1,465,228 | $ 1,468,141 | $ 1,467,290 | $ 738,978 | $ 1,582,091 | $ 114,801 |
| Licenses and permits | 50,880 | 81,689 | 51,380 | 81,885 | 69,150 | 17,770 |
| Intergovernmental | 388,757 | 452,377 | 311,263 | 146,669 | 292,179 | (19,084) |
| Charges for services | 62,901 | 73,883 | 56,075 | 89,569 | 56,075 | - |
| Fines and forfeitures | 12,500 | 11,831 | 10,500 | 8,633 | 10,500 | - |
| Interest earnings | 3,000 | 53,129 | 20,000 | 11,762 | 20,000 | - |
| Miscellaneous | 14,000 | 81,941 | 14,000 | 25,220 | 14,000 | - |
| Sale of fixed assets | - | - | - | 690 | - | - |
| Transfers from other funds | - | - | 9,000 | 9,000 | - | (9,000) |
| **Total Revenues** | 1,997,266 | 2,222,991 | 1,939,508 | 1,112,406 | 2,043,995 | 104,487 |

## Revenue Key Changes:

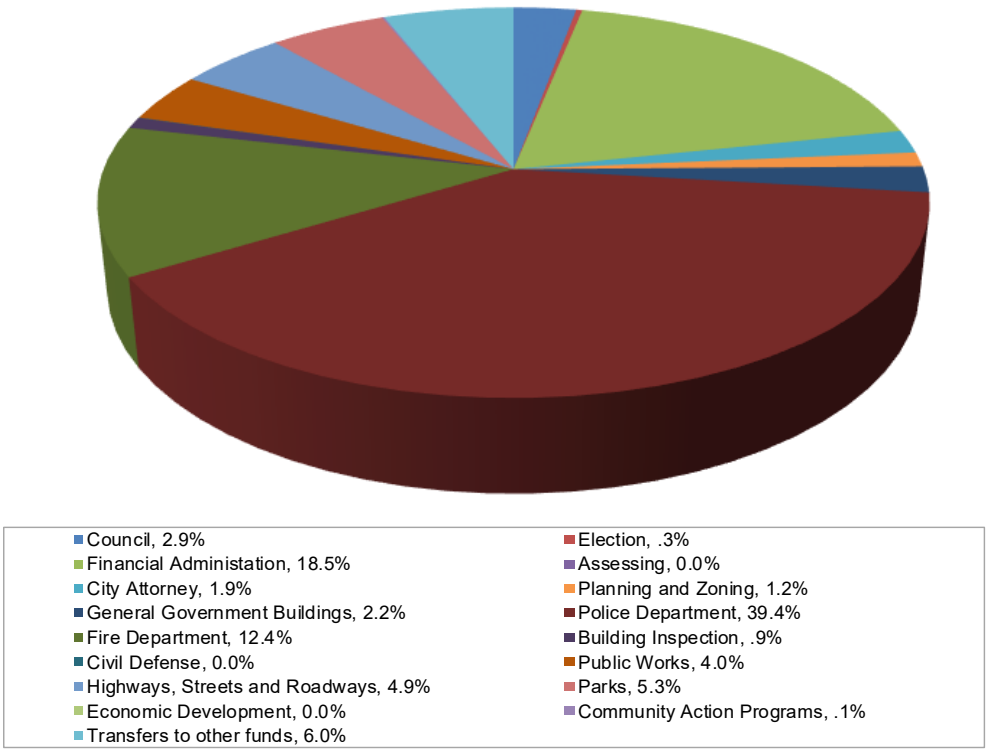
- Property taxes - increase to offset increase in expenditures and increases/decreases in other revenues.
- Intergovernmental - decrease due to decrease in LGA for 2026.
- Interest Earnings – increase due to market values and interest rates.

## General Fund Budget Summary (Continued)

| | Budget 2024 | Actual 2024 | Budget 2025 | Actual 6.30.25 | Budget 2026 | Amount Change |
|---|---|---|---|---|---|---|
| **Expenditures** | | | | | | |
| Council | $ 60,896 | $ 68,308 | $ 48,287 | $ 39,401 | $ 58,650 | $ 10,363 |
| Election | 8,224 | 6,739 | - | - | 5,685 | 5,685 |
| Financial Administation | 395,648 | 476,270 | 374,377 | 330,602 | 378,051 | 3,674 |
| Assessing | 24,079 | 23,800 | - | - | - | - |
| City Attorney | 38,480 | 73,482 | 38,000 | 30,660 | 39,330 | 1,330 |
| Planning and Zoning | 26,000 | 13,083 | 20,800 | 17,780 | 24,519 | 3,719 |
| General Government Buildings | 43,288 | 35,427 | 42,000 | 30,018 | 44,000 | 2,000 |
| Police Department | 704,802 | 760,187 | 743,423 | 624,179 | 804,718 | 61,295 |
| Fire Department | 224,305 | 224,305 | 211,005 | 167,800 | 252,599 | 41,594 |
| Building Inspection | 20,800 | 15,574 | 20,000 | 6,782 | 19,111 | (889) |
| Civil Defense | 604 | 1,475 | 500 | 600 | 650 | 150 |
| Public Works | 52,893 | 101,542 | 70,999 | 70,647 | 82,332 | 11,333 |
| Highways, Streets and Roadways | 178,279 | 116,539 | 106,739 | 83,860 | 101,000 | (5,739) |
| Parks | 94,468 | 216,018 | 141,378 | 121,568 | 109,350 | (32,028) |
| Economic Development | - | - | - | - | - | - |
| Community Action Programs | 2,500 | 2,500 | - | 2,500 | 2,000 | 2,000 |
| Transfers to other funds | 122,000 | 140,500 | 122,000 | 142,000 | 122,000 | - |
| **Total Expenditures** | 1,997,266 | 2,275,749 | 1,939,508 | 1,668,396 | 2,043,995 | 104,487 |

## Expenditure Key Changes:

- Council –
  - Added budgets to EDP, software and design of $3,500 and contracted services of $5,000.
  - Increase in training and travel and food and beverage.
- Police Department –
  - Increase due to the contract of police administration.
- Fire Department –
  - Increase due to the contract of fire administration.
  - Increase in building repairs and maintenance of $5,000
- Public Works
  - Increase in contracted services of $11,000 due to the following:
    - People Service- increase of $3,000.
    - Lawn Mowing- increase of $8,000
- Parks
  - Decrease due to removing tree care line item of $32,000.




**Budget Detail - By Fund**

The following financial report is attached:

- Revenues for City of Maple Plain
- Expenses for City of Maple Plain

# CITY OF MAPLE PLAIN
## Abdo Revenue Budget Guideline

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 101 GENERAL FUND | | | | | | | | |
| R 101-31010 Current Ad Valorem Taxes | $1,203,326.28 | $1,435,957.00 | $1,260,979.54 | $1,465,228.00 | $659,542.45 | $1,467,290.00 | $1,582,091.00 | 7.82% |
| R 101-31020 Delinquent Ad Valorem Taxes | $13,073.24 | $0.00 | $16,006.60 | $0.00 | -$13,291.63 | $0.00 | $0.00 | 0.00% |
| R 101-31030 Mobile Home Tax | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-31040 Fiscal Disparities | $216,963.90 | $0.00 | $190,241.92 | $0.00 | $92,726.86 | $0.00 | $0.00 | 0.00% |
| R 101-31910 Penalties and Interest AdValTx | $806.58 | $0.00 | $912.78 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-32100 Business Licenses & Permits | $1,100.00 | $1,450.00 | $1,845.00 | $1,450.00 | $400.00 | $1,450.00 | $1,450.00 | 0.00% |
| R 101-32110 Alchoholic Beverages | $17,550.00 | $17,430.00 | $17,549.00 | $17,430.00 | $17,510.00 | $17,430.00 | $17,550.00 | 0.69% |
| R 101-32160 Professional & Occupational | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-32180 Other Licenses & Permits | $0.00 | $0.00 | $2,050.00 | $0.00 | $25.00 | $0.00 | $0.00 | 0.00% |
| R 101-32200 Non-Business Licenses/Permits | $340.00 | $500.00 | $730.00 | $500.00 | $3,525.00 | $500.00 | $700.00 | 40.00% |
| R 101-32210 Building Permits | $47,204.20 | $30,000.00 | $38,940.40 | $30,000.00 | $51,790.32 | $30,000.00 | $35,000.00 | 16.67% |
| R 101-32240 Animal Licenses | $0.00 | $0.00 | $25.00 | $0.00 | $35.00 | $0.00 | $0.00 | 0.00% |
| R 101-32260 Other Non-Business Permits | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-32261 Rental Permit | $0.00 | $0.00 | $11,950.00 | $0.00 | $600.00 | $0.00 | $11,950.00 | 0.00% |
| R 101-32270 Excavation Permit | $0.00 | $0.00 | $350.00 | $0.00 | $2,500.00 | $0.00 | $0.00 | 0.00% |
| R 101-32275 Right of Way Permit | $1,000.00 | $1,500.00 | $8,250.00 | $1,500.00 | $5,500.00 | $2,000.00 | $2,500.00 | 25.00% |
| R 101-33000 Intergovernmental Revenues | $0.00 | $77,000.00 | $150,810.29 | $77,000.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-33130 CDBG | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-33160 Other Federal Grants | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-33161 FEDERAL GRANTS - PS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-33401 Local Government Aid | $217,082.00 | $216,982.00 | $266,001.00 | $266,001.00 | $133,198.50 | $266,397.00 | $254,411.00 | -4.50% |
| R 101-33402 Homestead Credit | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-33404 Small City Assistance | $0.00 | $0.00 | $27,711.00 | $40,756.00 | $8,961.00 | $36,866.00 | $29,768.00 | -19.25% |
| R 101-33419 Muni State Aid St Construction | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-33422 Other State Aid Grants | $127,539.38 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-33620 Other County Grants & Aid | $7,291.21 | $5,000.00 | $7,855.13 | $5,000.00 | $4,509.94 | $8,000.00 | $8,000.00 | 0.00% |
| R 101-34101 Rent - City Hall & Water Tower | $53,006.89 | $45,000.00 | $45,021.32 | $45,000.00 | $39,592.59 | $45,000.00 | $45,000.00 | 0.00% |
| R 101-34103 Zoning & Subdivision Fees | $5,550.00 | $6,775.00 | $5,250.00 | $6,775.00 | $10,575.00 | $6,775.00 | $6,775.00 | 0.00% |
| R 101-34104 Project Review Fees | $0.00 | $0.00 | $9,035.13 | $0.00 | $27,111.91 | $0.00 | $0.00 | 0.00% |
| R 101-34107 Assessment Search Fees | $0.00 | $0.00 | $40.00 | $0.00 | $20.00 | $0.00 | $0.00 | 0.00% |
| R 101-34108 Admin Charges to Other Funds | $0.00 | $0.00 | $3,344.00 | $0.00 | $1,231.25 | $0.00 | $0.00 | 0.00% |
| R 101-34109 General Government Charges | $0.00 | $7,826.00 | $0.00 | $7,826.00 | $0.00 | $1,000.00 | $1,000.00 | 0.00% |

# CITY OF MAPLE PLAIN
## Abdo Revenue Budget Guideline

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| R 101-34202 Special Fire Protection Srvs | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-34403 Recycling & Refuse Income | $0.00 | $0.00 | $0.00 | $0.00 | $1,466.31 | $0.00 | $0.00 | 0.00% |
| R 101-34650 Economic Develop - Mgmt Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-34700 Culture & Recreation | $0.00 | $0.00 | $225.00 | $0.00 | $4,025.00 | $0.00 | $0.00 | 0.00% |
| R 101-34780 Park Dedication Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-34950 Other Revenues | $6,104.74 | $3,300.00 | $9,488.07 | $3,300.00 | $5,547.00 | $3,300.00 | $3,300.00 | 0.00% |
| R 101-35100 Court Fines | $12,975.59 | $12,000.00 | $10,905.51 | $12,000.00 | $6,671.00 | $10,000.00 | $10,000.00 | 0.00% |
| R 101-35104 Other Fines | $0.00 | $0.00 | $625.00 | $0.00 | $38.34 | $0.00 | $0.00 | 0.00% |
| R 101-35110 Administrative Citations | $0.00 | $500.00 | $300.00 | $500.00 | $1,923.50 | $500.00 | $500.00 | 0.00% |
| R 101-36100 Special Assessments | $688.13 | $0.00 | $1,479.30 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-36101 Principal Amount Revenue | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-36200 Miscellaneous Revenues | $4,702.00 | $0.00 | $1,792.38 | $0.00 | $23.00 | $0.00 | $0.00 | 0.00% |
| R 101-36210 Interest Earnings | $17,554.79 | $3,000.00 | $43,430.83 | $3,000.00 | $11,762.14 | $20,000.00 | $20,000.00 | 0.00% |
| R 101-36211 Interest Earning/Interfund | $10,010.00 | $0.00 | $9,698.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-36229 MPFD: Contributions/Donations | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-36230 Contributions & Donations | $6,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-36231 Cable Franchise Fee | $11,056.40 | $14,000.00 | $12,096.03 | $14,000.00 | $4,368.88 | $14,000.00 | $14,000.00 | 0.00% |
| R 101-36250 Refunds & Reimbursements | $1,194.00 | $0.00 | $63,554.53 | $0.00 | $20,827.76 | $0.00 | $0.00 | 0.00% |
| R 101-36500 Collected for other Government | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-37175 Sales Tax | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-37275 Miscellaneous Income | $0.00 | $0.00 | $4,498.04 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-39101 Sales of Fixed Assets & Lease | $0.00 | $0.00 | $0.00 | $0.00 | $690.00 | $0.00 | $0.00 | 0.00% |
| R 101-39200 Interfund Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-39202 Contribution-Enterprise Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 101-39203 Transfer from Other Fund | $0.00 | $0.00 | -$69,561.37 | $0.00 | $9,000.00 | $9,000.00 | $0.00 | -100.00% |
| | $1,982,119.33 | $1,878,220.00 | $2,153,429.43 | $1,997,266.00 | $1,112,406.12 | $1,939,508.00 | $2,043,995.00 | |
| 101 GENERAL FUND | $1,982,119.33 | $1,878,220.00 | $2,153,429.43 | $1,997,266.00 | $1,112,406.12 | $1,939,508.00 | $2,043,995.00 | |
| 200 ECONOMIC DEVELOPMENT AUTHORITY | | | | | | | | |
| R 200-36210 Interest Earnings | $1,201.00 | $0.00 | $3,969.90 | $0.00 | $1,661.36 | $0.00 | $0.00 | 0.00% |
| | $1,201.00 | $0.00 | $3,969.90 | $0.00 | $1,661.36 | $0.00 | $0.00 | |
| 200 ECONOMIC DEVELOPMENT AUTHORITY | $1,201.00 | $0.00 | $3,969.90 | $0.00 | $1,661.36 | $0.00 | $0.00 | |
| 204 GAMBLING PROCEEDS | | | | | | | | |

# CITY OF MAPLE PLAIN
## Abdo Revenue Budget Guideline

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| R 204-36210 Interest Earnings | $0.00 | $0.00 | $198.76 | $0.00 | $161.67 | $0.00 | $0.00 | 0.00% |
| R 204-36211 Interest Earning/Interfund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 204-36230 Contributions & Donations | $0.00 | $0.00 | $10,465.81 | $0.00 | $3,081.83 | $9,000.00 | $0.00 | -100.00% |
| | $0.00 | $0.00 | $10,664.57 | $0.00 | $3,243.50 | $9,000.00 | $0.00 | |
| 204 GAMBLING PROCEEDS | $0.00 | $0.00 | $10,664.57 | $0.00 | $3,243.50 | $9,000.00 | $0.00 | |
| 210 REV INTGOVT | | | | | | | | |
| R 210-36210 Interest Earnings | $0.00 | $0.00 | $0.00 | $0.00 | -$0.32 | $0.00 | $0.00 | 0.00% |
| | $0.00 | $0.00 | $0.00 | $0.00 | -$0.32 | $0.00 | $0.00 | |
| 210 REV INTGOVT | $0.00 | $0.00 | $0.00 | $0.00 | -$0.32 | $0.00 | $0.00 | |
| 351 2012A GO Bonds - 2021B Refund | | | | | | | | |
| R 351-31000 General Property Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 351-31010 Current Ad Valorem Taxes | $23,903.14 | $23,903.00 | $25,988.00 | $25,988.00 | $13,526.50 | $27,053.00 | $25,740.00 | -4.85% |
| R 351-31040 Fiscal Disparities | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 351-36100 Special Assessments | $5,024.80 | $0.00 | $4,236.35 | $0.00 | $1,550.22 | $3,135.00 | $0.00 | -100.00% |
| R 351-36110 Oak-Boundary Assessments | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 351-36210 Interest Earnings | $1,115.00 | $0.00 | $3,010.92 | $0.00 | $1,357.86 | $0.00 | $0.00 | 0.00% |
| | $30,042.94 | $23,903.00 | $33,235.27 | $25,988.00 | $16,434.58 | $30,188.00 | $25,740.00 | |
| 351 2012A GO Bonds - 2021B Refund | $30,042.94 | $23,903.00 | $33,235.27 | $25,988.00 | $16,434.58 | $30,188.00 | $25,740.00 | |
| 352 2013A GO Bonds - 2021B Refund | | | | | | | | |
| R 352-31010 Current Ad Valorem Taxes | $0.03 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 352-36100 Special Assessments | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 352-36210 Interest Earnings | $1,076.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $1,076.03 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 352 2013A GO Bonds - 2021B Refund | $1,076.03 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 353 2014A GO Bonds | | | | | | | | |

# CITY OF MAPLE PLAIN
## Abdo Revenue Budget Guideline

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| R 353-31010 Current Ad Valorem Taxes | $71,767.53 | $71,768.00 | $69,563.00 | $69,563.00 | $36,304.00 | $72,608.00 | $72,246.00 | -0.50% |
| R 353-33400 State Grants and Aids | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 353-36100 Special Assessments | $18,738.32 | $14,626.00 | $26,355.02 | $0.00 | $7,582.05 | $5,886.26 | $0.00 | -100.00% |
| R 353-36210 Interest Earnings | $0.00 | $0.00 | $3,951.96 | $0.00 | $2,704.79 | $0.00 | $0.00 | 0.00% |
| R 353-39200 Interfund Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $90,505.85 | $86,394.00 | $99,869.98 | $69,563.00 | $46,590.84 | $78,494.26 | $72,246.00 | |
| 353 2014A GO Bonds | $90,505.85 | $86,394.00 | $99,869.98 | $69,563.00 | $46,590.84 | $78,494.26 | $72,246.00 | |
| 354 2016A GO Bonds | | | | | | | | |
| R 354-31010 Current Ad Valorem Taxes | $31,660.63 | $31,661.00 | $30,926.00 | $30,926.00 | $15,095.50 | $30,191.00 | $29,457.00 | -2.43% |
| R 354-36100 Special Assessments | $8,489.60 | $10,673.00 | $8,284.04 | $0.00 | $4,252.55 | $18,043.00 | $0.00 | -100.00% |
| R 354-36210 Interest Earnings | $1,361.00 | $0.00 | $2,942.42 | $0.00 | $1,066.91 | $0.00 | $0.00 | 0.00% |
| R 354-39200 Interfund Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 354-39310 Bond Proceeds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $41,511.23 | $42,334.00 | $42,152.46 | $30,926.00 | $20,414.96 | $48,234.00 | $29,457.00 | |
| 354 2016A GO Bonds | $41,511.23 | $42,334.00 | $42,152.46 | $30,926.00 | $20,414.96 | $48,234.00 | $29,457.00 | |
| 355 2018A GO Bonds | | | | | | | | |
| R 355-31000 General Property Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 355-31010 Current Ad Valorem Taxes | $44,948.29 | $44,948.00 | $48,938.00 | $48,938.00 | $23,760.00 | $47,520.00 | $46,103.00 | -2.98% |
| R 355-32180 Other Licenses & Permits | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 355-36100 Special Assessments | $30,717.24 | $19,070.00 | $27,528.06 | $0.00 | $6,858.86 | $25,356.00 | $0.00 | -100.00% |
| R 355-36210 Interest Earnings | $1,874.00 | $0.00 | $5,183.23 | $0.00 | $2,194.09 | $0.00 | $0.00 | 0.00% |
| | $77,539.53 | $64,018.00 | $81,649.29 | $48,938.00 | $32,812.95 | $72,876.00 | $46,103.00 | |
| 355 2018A GO Bonds | $77,539.53 | $64,018.00 | $81,649.29 | $48,938.00 | $32,812.95 | $72,876.00 | $46,103.00 | |
| 356 2021A GO Bonds | | | | | | | | |
| R 356-31010 Current Ad Valorem Taxes | $39,481.41 | $39,481.00 | $39,008.00 | $39,008.00 | $19,268.00 | $38,536.00 | $38,064.00 | -1.22% |
| R 356-36100 Special Assessments | $14,942.21 | $0.00 | $21,723.01 | $0.00 | $13,431.76 | $22,112.00 | $0.00 | -100.00% |
| R 356-36210 Interest Earnings | $3,145.00 | $0.00 | $12,308.36 | $0.00 | $5,155.50 | $0.00 | $0.00 | 0.00% |
| R 356-39203 Transfer from Other Fund | $72,514.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |

# CITY OF MAPLE PLAIN
## Abdo Revenue Budget Guideline

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| R 356-39310 Bond Proceeds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $130,082.62 | $39,481.00 | $73,039.37 | $39,008.00 | $37,855.26 | $60,648.00 | $38,064.00 | |
| 356 2021A GO Bonds | $130,082.62 | $39,481.00 | $73,039.37 | $39,008.00 | $37,855.26 | $60,648.00 | $38,064.00 | |
| 357 SERIES 2022A BOND PRO CAP INT | | | | | | | | |
| R 357-31010 Current Ad Valorem Taxes | $76,230.00 | $0.00 | $74,550.00 | $74,550.00 | $39,060.00 | $78,120.00 | $76,230.00 | -2.42% |
| R 357-36210 Interest Earnings | $538.00 | $0.00 | $2,410.77 | $0.00 | $1,113.80 | $0.00 | $0.00 | 0.00% |
| R 357-39203 Transfer from Other Fund | $34,652.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 357-39310 Bond Proceeds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $111,420.00 | $0.00 | $76,960.77 | $74,550.00 | $40,173.80 | $78,120.00 | $76,230.00 | |
| 357 SERIES 2022A BOND PRO CAP INT | $111,420.00 | $0.00 | $76,960.77 | $74,550.00 | $40,173.80 | $78,120.00 | $76,230.00 | |
| 358 2024A GO Bonds | | | | | | | | |
| R 358-31010 Current Ad Valorem Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $62,558.00 | $125,116.00 | $127,289.00 | 1.74% |
| R 358-36100 Special Assessments | $0.00 | $0.00 | $138,353.68 | $0.00 | $435,230.27 | $0.00 | $0.00 | 0.00% |
| R 358-36210 Interest Earnings | $0.00 | $0.00 | $32.78 | $0.00 | $5,104.05 | $0.00 | $0.00 | 0.00% |
| R 358-39310 Bond Proceeds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 358-39320 Bond Premium | $0.00 | $0.00 | $145,665.15 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $0.00 | $0.00 | $284,051.61 | $0.00 | $502,892.32 | $125,116.00 | $127,289.00 | |
| 358 2024A GO Bonds | $0.00 | $0.00 | $284,051.61 | $0.00 | $502,892.32 | $125,116.00 | $127,289.00 | |
| 401 PARK IMPROVEMENT FUND | | | | | | | | |
| R 401-31010 Current Ad Valorem Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 401-34780 Park Dedication Fees | $0.00 | $0.00 | $0.00 | $0.00 | $63,080.20 | $0.00 | $0.00 | 0.00% |
| R 401-36210 Interest Earnings | $0.00 | $0.00 | $1,246.47 | $0.00 | $2,195.27 | $0.00 | $0.00 | 0.00% |
| R 401-36230 Contributions & Donations | $0.00 | $0.00 | $24,000.00 | $0.00 | $24,500.00 | $0.00 | $0.00 | 0.00% |
| R 401-39200 Interfund Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 401-39201 Transfer from General Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $24,400.00 | 0.00% |
| R 401-39202 Contribution-Enterprise Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 401-39203 Transfer from Other Fund | $0.00 | $0.00 | $28,750.00 | $0.00 | $57,322.00 | $0.00 | $0.00 | 0.00% |
| | $0.00 | $0.00 | $53,996.47 | $0.00 | $147,097.47 | $0.00 | $24,400.00 | |

# CITY OF MAPLE PLAIN
## Abdo Revenue Budget Guideline

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 401 PARK IMPROVEMENT FUND | $0.00 | $0.00 | $53,996.47 | $0.00 | $147,097.47 | $0.00 | $24,400.00 | |
| 451 CAPITAL IMPROVEMENT PROJECTS | | | | | | | | |
| R 451-31010 Current Ad Valorem Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 451-33000 Intergovernmental Revenues | $0.00 | $0.00 | $57,364.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 451-33630 Other LGU Grants & Aid | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 451-34780 Park Dedication Fees | $27,573.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 451-36210 Interest Earnings | $31,495.00 | $0.00 | $113,751.67 | $0.00 | $44,048.64 | $0.00 | $0.00 | 0.00% |
| R 451-36230 Contributions & Donations | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 451-39200 Interfund Operating Transfers | $110,000.00 | $0.00 | $110,000.00 | $110,000.00 | $16,200.00 | $0.00 | $0.00 | 0.00% |
| R 451-39201 Transfer from General Fund | $0.00 | $0.00 | $0.00 | $0.00 | $110,000.00 | $0.00 | $24,400.00 | 0.00% |
| R 451-39202 Contribution-Enterprise Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $169,068.00 | $0.00 | $281,115.67 | $110,000.00 | $170,248.64 | $0.00 | $24,400.00 | |
| 451 CAPITAL IMPROVEMENT PROJECTS | $169,068.00 | $0.00 | $281,115.67 | $110,000.00 | $170,248.64 | $0.00 | $24,400.00 | |
| 452 METROPOLITAN COUNCIL GRANT | | | | | | | | |
| R 452-39203 Transfer from Other Fund | $0.00 | $0.00 | $179,729.23 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $0.00 | $0.00 | $179,729.23 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 452 METROPOLITAN COUNCIL GRANT | $0.00 | $0.00 | $179,729.23 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 453 2021 STREET RECONSTRUCTION PJ | | | | | | | | |
| R 453-33620 Other County Grants & Aid | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 453-36210 Interest Earnings | $509.00 | $0.00 | $49.73 | $0.00 | $1.01 | $0.00 | $0.00 | 0.00% |
| R 453-39310 Bond Proceeds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 453-39320 Bond Premium | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $509.00 | $0.00 | $49.73 | $0.00 | $1.01 | $0.00 | $0.00 | |
| 453 2021 STREET RECONSTRUCTION PJ | $509.00 | $0.00 | $49.73 | $0.00 | $1.01 | $0.00 | $0.00 | |
| 455 2022 STREET IMPROVEMENTS | | | | | | | | |
| R 455-36210 Interest Earnings | $1,312.00 | $0.00 | $97.05 | $0.00 | $1.96 | $0.00 | $0.00 | 0.00% |

# CITY OF MAPLE PLAIN
## Abdo Revenue Budget Guideline

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| R 455-39310 Bond Proceeds | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 455-39320 Bond Premium | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $1,312.00 | $0.00 | $97.05 | $0.00 | $1.96 | $0.00 | $0.00 | |
| 455 2022 STREET IMPROVEMENTS | $1,312.00 | $0.00 | $97.05 | $0.00 | $1.96 | $0.00 | $0.00 | |
| 458 2024 STREET RECONSTRUCTION | | | | | | | | |
| R 458-33610 County Grants/Aid for Hwy | $0.00 | $0.00 | $0.00 | $0.00 | $23,820.00 | $0.00 | $0.00 | 0.00% |
| R 458-36210 Interest Earnings | $0.00 | $0.00 | $102,018.63 | $0.00 | $48,288.67 | $0.00 | $0.00 | 0.00% |
| R 458-36250 Refunds & Reimbursements | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 458-39310 Bond Proceeds | $0.00 | $0.00 | $3,455,800.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 458-39320 Bond Premium | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $0.00 | $0.00 | $3,557,818.63 | $0.00 | $72,108.67 | $0.00 | $0.00 | |
| 458 2024 STREET RECONSTRUCTION | $0.00 | $0.00 | $3,557,818.63 | $0.00 | $72,108.67 | $0.00 | $0.00 | |
| 459 City Hall Development | | | | | | | | |
| R 459-31010 Current Ad Valorem Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 459-34950 Other Revenues | $0.00 | $0.00 | $10,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 459-36210 Interest Earnings | $0.00 | $0.00 | $55.93 | $0.00 | $289.13 | $0.00 | $0.00 | 0.00% |
| R 459-39201 Transfer from General Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $24,400.00 | 0.00% |
| R 459-39203 Transfer from Other Fund | $0.00 | $0.00 | $0.00 | $0.00 | $12,000.00 | $0.00 | $0.00 | 0.00% |
| | $0.00 | $0.00 | $10,055.93 | $0.00 | $12,289.13 | $0.00 | $24,400.00 | |
| 459 City Hall Development | $0.00 | $0.00 | $10,055.93 | $0.00 | $12,289.13 | $0.00 | $24,400.00 | |
| 460 Public Works CIP | | | | | | | | |
| R 460-31010 Current Ad Valorem Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 460-36210 Interest Earnings | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 460-39201 Transfer from General Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $24,400.00 | 0.00% |
| | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $24,400.00 | |
| 460 Public Works CIP | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $24,400.00 | |
| 461 Street Improvement CIP | | | | | | | | |

# CITY OF MAPLE PLAIN
## Abdo Revenue Budget Guideline

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| R 461-31010 Current Ad Valorem Taxes | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 461-36210 Interest Earnings | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 461-39201 Transfer from General Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $24,400.00 | 0.00% |
| | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $24,400.00 | |
| 461 Street Improvement CIP | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $24,400.00 | |
| 501 EQUIPMENT REPLACEMENT FUND | | | | | | | | |
| R 501-39200 Interfund Operating Transfers | $0.00 | $0.00 | $12,000.00 | $0.00 | $12,000.00 | $0.00 | $0.00 | 0.00% |
| | $0.00 | $0.00 | $12,000.00 | $0.00 | $12,000.00 | $0.00 | $0.00 | |
| 501 EQUIPMENT REPLACEMENT FUND | $0.00 | $0.00 | $12,000.00 | $0.00 | $12,000.00 | $0.00 | $0.00 | |
| 700 RIGHT OF WAY ESCROWS | | | | | | | | |
| R 700-36210 Interest Earnings | $75.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| | $75.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 700 RIGHT OF WAY ESCROWS | $75.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 801 FIRE PARTNERSHIP FUND | | | | | | | | |
| R 801-33000 Intergovernmental Revenues | $0.00 | $0.00 | $2,717.44 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 801-33100 American Rescue Plan | $0.00 | $0.00 | $0.00 | $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 | $0.00 | $0.00 | 0.00% |
| R 801-33400 State Grants and Aids | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 801-33420 State 2% Fire Relief Aid | $38,567.35 | $34,000.00 | $49,027.05 | $36,000.00 | $0.00 | $38,500.00 | $0.00 | -100.00% |
| R 801-33422 Other State Aid Grants | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 801-33423 State Training Reimbursements | $13,920.00 | $4,500.00 | $13,425.50 | $7,500.00 | $12,441.90 | $10,000.00 | $0.00 | -100.00% |
| R 801-33424 State Retirement Reimbursemen | $1,000.00 | $1,000.00 | $0.00 | $1,000.00 | $0.00 | $1,000.00 | $0.00 | -100.00% |
| R 801-34207 Maple Plain Fire Protect. Pmt. | $226,292.52 | $226,292.49 | $224,304.96 | $229,389.00 | $154,559.97 | $206,080.00 | $0.00 | -100.00% |
| R 801-34208 Independence Fire Protect. Pmt | $243,443.40 | $243,443.43 | $278,809.00 | $261,782.00 | $189,411.75 | $252,549.00 | $0.00 | -100.00% |
| R 801-34209 Medina Fire Protect. Pmt. | $15,750.00 | $15,000.00 | $16,537.50 | $15,000.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 801-34210 Three Rivers Fire Protect. Pmt | $1,500.00 | $1,500.00 | $1,500.00 | $1,500.00 | $0.00 | $1,500.00 | $0.00 | -100.00% |
| R 801-34950 Other Revenues | $200.00 | $0.00 | $200.50 | $0.00 | $14,247.87 | $0.00 | $0.00 | 0.00% |

**CITY OF MAPLE PLAIN**

**Abdo Revenue Budget Guideline**

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| R 801-36210 Interest Earnings | $1,180.39 | $0.00 | $5,781.02 | $0.00 | $331.19 | $4,500.00 | $0.00 | -100.00% |
| R 801-36230 Contributions & Donations | $0.00 | $0.00 | $150.00 | $0.00 | $700.00 | $0.00 | $0.00 | 0.00% |
| R 801-36250 Refunds & Reimbursements | $0.00 | $0.00 | $180.00 | $0.00 | $439.07 | $0.00 | $0.00 | 0.00% |
| R 801-39101 Sales of Fixed Assets & Lease | $0.00 | $0.00 | $0.00 | $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 | $0.00 | $0.00 | 0.00% |
| | $541,853.66 | $525,735.92 | $592,632.97 | $552,171.00 | $372,131.75 | $514,129.00 | $0.00 | |
| 801 FIRE PARTNERSHIP FUND | $541,853.66 | $525,735.92 | $592,632.97 | $552,171.00 | $372,131.75 | $514,129.00 | $0.00 | |
| 802 FIRE EQUIP & CAPITAL FUND | | | | | | | | |
| R 802-33100 American Rescue Plan | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 802-36200 Miscellaneous Revenues | $0.00 | $0.00 | $8,612.71 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| R 802-36210 Interest Earnings | $0.00 | $0.00 | $7,789.23 | $0.00 | $6,033.89 | $0.00 | $0.00 | 0.00% |
| R 802-37240 Senior Sales | $0.00 | $0.00 | $0.00 | $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 | $0.00 | $0.00 | 0.00% |
| R 802-39200 Interfund Operating Transfers | $65,000.00 | $0.00 | $0.00 | $65,000.00 | $65,000.00 | $65,000.00 | $0.00 | -100.00% |
| R 802-39201 Transfer from General Fund | $0.00 | $0.00 | $0.00 | $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 | $0.00 | $0.00 | 0.00% |
| | $65,000.00 | $0.00 | $16,401.94 | $65,000.00 | $71,033.89 | $65,000.00 | $0.00 | |
| 802 FIRE EQUIP & CAPITAL FUND | $65,000.00 | $0.00 | $16,401.94 | $65,000.00 | $71,033.89 | $65,000.00 | $0.00 | |
| | $3,243,316.19 | $2,660,085.92 | $7,562,920.27 | $3,013,410.00 | $2,671,397.89 | $3,021,313.26 | $2,581,124.00 | |

((((((((((([Fund]<>"601" Or [Fund] IS Null)) AND ([Fund]<>"602" Or [Fund] IS Null)) AND ([Fund]<>"603" Or [Fund] IS Null)) AND ([Fund]<>"604" Or [Fund] IS Null))

# CITY OF MAPLE PLAIN
## Abdo Expenditure Budget Guidelines

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 101 GENERAL FUND | | | | | | | | |
| 41110 Council | | | | | | | | |
| E 101-41110-103 Part-Time Employees | $31,600.00 | $31,500.00 | $36,850.00 | $32,760.00 | $21,700.00 | $32,760.00 | $32,760.00 | 0.00% |
| E 101-41110-121 PERA Contribution | $1,320.00 | $1,898.00 | $1,827.50 | $1,974.00 | $880.00 | $1,640.00 | $1,640.00 | 0.00% |
| E 101-41110-122 FICA Contribution | $1,239.41 | $2,419.00 | $660.41 | $2,506.00 | $623.75 | $2,510.00 | $2,510.00 | 0.00% |
| E 101-41110-125 MN Paid Leave | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $290.00 | 0.00% |
| E 101-41110-151 Worker s Comp Insurance | $111.99 | $260.00 | $134.74 | $270.00 | $99.00 | $100.00 | $100.00 | 0.00% |
| E 101-41110-201 Operating Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $537.61 | $600.00 | $600.00 | 0.00% |
| E 101-41110-302 Planning Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41110-303 Engineering Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41110-304 Legal Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41110-309 EDP, Software and Design | $0.00 | $0.00 | $5,979.95 | $0.00 | $2,551.80 | $0.00 | $3,500.00 | 0.00% |
| E 101-41110-311 Contract Service | $25,542.50 | $10,500.00 | $4,557.50 | $10,500.00 | $0.00 | $0.00 | $5,000.00 | 0.00% |
| E 101-41110-319 Other Consulting Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41110-331 Training & Travel | $6,191.91 | $3,375.00 | $6,014.97 | $3,510.00 | $4,936.66 | $3,500.00 | $5,450.00 | 55.71% |
| E 101-41110-433 Dues & Subscriptions | $3,336.00 | $5,055.00 | $3,259.00 | $5,252.00 | $6,304.70 | $5,577.00 | $5,500.00 | -1.38% |
| E 101-41110-434 Awards & Indemnities | $0.00 | $0.00 | $0.00 | $0.00 | $189.01 | $1,000.00 | $500.00 | -50.00% |
| E 101-41110-437 Miscellaneous | $1,303.39 | $3,965.00 | $9,023.50 | $4,124.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41110-445 Food and Beverage | $0.00 | $0.00 | $0.00 | $0.00 | $711.02 | $600.00 | $800.00 | 33.33% |
| E 101-41110-560 Office Equipment & Furnishings | $0.00 | $0.00 | $0.00 | $0.00 | $867.55 | $0.00 | $0.00 | 0.00% |
| 41110 Council | $70,645.20 | $58,972.00 | $68,307.57 | $60,896.00 | $39,401.10 | $48,287.00 | $58,650.00 | |
| 41410 Elections | | | | | | | | |
| E 101-41410-104 Temporary Employees - Regular | $0.00 | $0.00 | $3,260.50 | $2,600.00 | $0.00 | $0.00 | $3,500.00 | 0.00% |
| E 101-41410-121 PERA Contribution | $0.00 | $0.00 | $0.00 | $1,560.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41410-122 FICA Contribution | $0.00 | $0.00 | $180.30 | $4,064.00 | $0.00 | $0.00 | $200.00 | 0.00% |
| E 101-41410-201 Operating Supplies | $0.00 | $0.00 | $557.95 | $0.00 | $0.00 | $0.00 | $600.00 | 0.00% |
| E 101-41410-207 Training Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41410-309 EDP, Software and Design | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $785.00 | 0.00% |
| E 101-41410-351 Legal Notices Publishing | $0.00 | $0.00 | $176.77 | $0.00 | $0.00 | $0.00 | $200.00 | 0.00% |
| E 101-41410-437 Miscellaneous | $164.10 | $1,000.00 | $2,563.54 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41410-445 Food and Beverage | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $400.00 | 0.00% |
| E 101-41410-580 Other Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 41410 Elections | $164.10 | $1,000.00 | $6,739.06 | $8,224.00 | $0.00 | $0.00 | $5,685.00 | |
| 41500 Financial Administration | | | | | | | | |
| E 101-41500-101 Full-Time Employees - Regular | $212,646.27 | $209,325.00 | $171,864.45 | $216,763.00 | $131,600.00 | $177,320.00 | $187,460.00 | 5.72% |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 101-41500-102 Full-Time Employees - Overtime | $364.27 | $0.00 | $394.74 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-103 Part-Time Employees | $21,966.59 | $20,442.00 | $32,449.81 | $23,618.00 | $10,488.50 | $13,520.00 | $13,930.00 | 3.03% |
| E 101-41500-105 Temporary Employees - Overtime | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-106 Administrative Internship | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-115 Educational Assistance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-121 PERA Contribution | $12,792.45 | $16,658.00 | $14,069.56 | $17,324.00 | $10,656.73 | $14,310.00 | $15,100.00 | 5.52% |
| E 101-41500-122 FICA Contribution | $14,057.99 | $17,577.00 | $15,761.97 | $17,683.00 | $10,629.47 | $14,600.00 | $15,410.00 | 5.55% |
| E 101-41500-125 MN Paid Leave | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,770.00 | 0.00% |
| E 101-41500-131 Employer Paid Health Insurance | $13,654.46 | $26,000.00 | $19,333.01 | $28,849.00 | $10,602.24 | $16,670.00 | $17,555.00 | 5.31% |
| E 101-41500-132 Employer Paid Dental Insurance | $881.46 | $1,971.00 | $1,066.20 | $1,838.00 | $918.72 | $1,230.00 | $1,230.00 | 0.00% |
| E 101-41500-133 Employer Paid Life Insurance | $110.07 | $99.00 | $48.81 | $134.00 | $72.18 | $60.00 | $60.00 | 0.00% |
| E 101-41500-140 Unemployment Comp (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-142 Unemployment Benefit Payments | $0.00 | $0.00 | $15,080.26 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-151 Worker s Comp Insurance | $1,699.01 | $1,300.00 | $4,043.83 | $1,352.00 | $1,161.00 | $1,400.00 | $1,450.00 | 3.57% |
| E 101-41500-201 Operating Supplies | $2,449.39 | $2,500.00 | $7,626.93 | $2,600.00 | $2,013.27 | $2,600.00 | $2,600.00 | 0.00% |
| E 101-41500-202 Duplicating & Copying Supply | $13.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-204 Envelopes & Letterhead | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-301 Auditing & Accounting Services | $49,344.00 | $40,000.00 | $131,524.51 | $41,600.00 | $57,833.11 | $85,500.00 | $61,000.00 | -28.65% |
| E 101-41500-309 EDP, Software and Design | $16,708.27 | $12,000.00 | $41,393.76 | $12,480.00 | $29,759.32 | $25,137.00 | $32,700.00 | 30.09% |
| E 101-41500-311 Contract Service | $0.00 | $0.00 | $0.00 | $0.00 | $44,803.29 | $0.00 | $2,800.00 | 0.00% |
| E 101-41500-312 Financial Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-321 Telephone & Internet | $2,742.01 | $2,760.00 | $3,504.64 | $2,870.00 | $2,391.95 | $2,870.00 | $4,750.00 | 65.51% |
| E 101-41500-322 Postage | $8.00 | $1,700.00 | $871.87 | $1,768.00 | $1,248.23 | $0.00 | $575.00 | 0.00% |
| E 101-41500-331 Training & Travel | $901.54 | $2,320.00 | $2,884.93 | $2,413.00 | $3,682.03 | $4,800.00 | $5,025.00 | 4.69% |
| E 101-41500-340 Advertising | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-350 Printing & Binding | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-352 General Public Information | $6,368.35 | $10,324.00 | $3,733.86 | $10,737.00 | $1,833.35 | $2,500.00 | $5,166.00 | 106.64% |
| E 101-41500-361 General Liability Insurance | $4,521.24 | $4,500.00 | $4,602.00 | $4,680.00 | $4,680.00 | $4,930.00 | $5,200.00 | 5.48% |
| E 101-41500-363 Automotive Insurance | $407.00 | $424.00 | $635.68 | $441.00 | $590.00 | $620.00 | $670.00 | 8.06% |
| E 101-41500-400 Equipment Repair & Maintenance | $0.00 | $500.00 | $0.00 | $520.00 | $0.00 | $500.00 | $0.00 | -100.00% |
| E 101-41500-412 Building Rentals | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-413 Office Equipment Rental | $0.00 | $0.00 | $1,577.20 | $0.00 | $1,165.76 | $0.00 | $0.00 | 0.00% |
| E 101-41500-419 General Rentals | $3,782.39 | $3,529.00 | $657.11 | $3,670.00 | $795.46 | $3,600.00 | $850.00 | -76.39% |
| E 101-41500-433 Dues & Subscriptions | $99.00 | $1,065.00 | $628.70 | $1,108.00 | $952.00 | $1,785.00 | $600.00 | -66.39% |
| E 101-41500-437 Miscellaneous | $2,844.82 | $3,077.00 | $2,165.66 | $3,200.00 | $710.69 | $0.00 | $0.00 | 0.00% |
| E 101-41500-445 Food and Beverage | $0.00 | $0.00 | $0.00 | $0.00 | $255.39 | $150.00 | $300.00 | 100.00% |
| E 101-41500-455 Bank Fees | $0.00 | $0.00 | $0.00 | $0.00 | $1,430.53 | $2,400.00 | $1,250.00 | -47.92% |
| E 101-41500-560 Office Equipment & Furnishings | $50.00 | $0.00 | $350.98 | $0.00 | $329.19 | $300.00 | $600.00 | 100.00% |
| E 101-41500-580 Other Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00 |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 101-41500-715 Depreciation Expense Transfer | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41500-720 Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 41500 Financial Administration | $368,411.58 | $378,071.00 | $476,270.47 | $395,648.00 | $330,602.41 | $376,802.00 | $378,051.00 | |
| 41550 Assessing | | | | | | | | |
| E 101-41550-305 Assessing Services | $33,822.50 | $23,153.00 | $23,800.00 | $24,079.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 41550 Assessing | $33,822.50 | $23,153.00 | $23,800.00 | $24,079.00 | $0.00 | $0.00 | $0.00 | |
| 41610 City Attorney | | | | | | | | |
| E 101-41610-304 Legal Services | $48,339.75 | $37,000.00 | $73,481.82 | $38,480.00 | $30,660.00 | $38,000.00 | $39,330.00 | 3.50% |
| E 101-41610-305 Assessing Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 41610 City Attorney | $48,339.75 | $37,000.00 | $73,481.82 | $38,480.00 | $30,660.00 | $38,000.00 | $39,330.00 | |
| 41910 Planning and Zoning | | | | | | | | |
| E 101-41910-302 Planning Services | $12,085.00 | $20,000.00 | $13,082.92 | $20,800.00 | $16,329.50 | $20,800.00 | $21,000.00 | 0.96% |
| E 101-41910-309 EDP, Software and Design | $0.00 | $0.00 | $0.00 | $0.00 | $1,450.00 | $0.00 | $3,519.00 | 0.00% |
| E 101-41910-702 Code Enforcement Expenses | $0.00 | $5,000.00 | $0.00 | $5,200.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 41910 Planning and Zoning | $12,085.00 | $25,000.00 | $13,082.92 | $26,000.00 | $17,779.50 | $20,800.00 | $24,519.00 | |
| 41940 General Government Buildings | | | | | | | | |
| E 101-41940-223 Building Repair Supplies | $394.87 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41940-387 Office Lease | $3,196.40 | $37,568.00 | -$3,195.84 | $39,128.00 | $29,999.97 | $40,000.00 | $44,000.00 | 10.00% |
| E 101-41940-400 Equipment Repair & Maintenance | $1,078.48 | $2,000.00 | $0.00 | $2,080.00 | $17.98 | $2,000.00 | $0.00 | -100.00% |
| E 101-41940-412 Building Rentals | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41940-437 Miscellaneous | $2,704.00 | $2,000.00 | $0.00 | $2,080.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41940-601 Bond Principal | $36,387.00 | $0.00 | $37,923.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-41940-611 Bond Interest | $1,181.00 | $0.00 | $700.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 41940 General Government Buildings | $44,941.75 | $41,568.00 | $35,427.16 | $43,288.00 | $30,017.95 | $42,000.00 | $44,000.00 | |
| 42110 Police Department | | | | | | | | |
| E 101-42110-304 Legal Services | $11,525.54 | $12,000.00 | $10,169.80 | $12,480.00 | $8,120.80 | $12,500.00 | $13,000.00 | 4.00% |
| E 101-42110-306 Police Administration | $668,170.60 | $668,171.00 | $688,348.37 | $688,370.00 | $613,696.56 | $726,923.00 | $788,718.00 | 8.50% |
| E 101-42110-311 Contract Service | $39.35 | $1,000.00 | $0.00 | $0.00 | $600.00 | $1,000.00 | $1,000.00 | 0.00% |
| E 101-42110-317 Board & Booking Fees | $374.00 | $2,800.00 | $1,019.01 | $1,040.00 | $942.32 | $1,000.00 | $1,000.00 | 0.00% |
| E 101-42110-437 Miscellaneous | $600.00 | $0.00 | $60,650.00 | $2,912.00 | $818.93 | $2,000.00 | $1,000.00 | -50.00% |
| 42110 Police Department | $680,709.49 | $683,971.00 | $760,187.18 | $704,802.00 | $624,178.61 | $743,423.00 | $804,718.00 | |
| 42290 Fire Department | | | | | | | | |
| E 101-42290-223 Building Repair Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,000.00 | $0.00 | -100.00% |
| E 101-42290-307 Fire Administration | $226,292.52 | $228,955.00 | $224,304.96 | $224,305.00 | $154,559.97 | $206,080.00 | $245,349.00 | 19.06% |
| E 101-42290-311 Contract Service | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,250.00 | 0.00% |
| E 101-42290-401 Building Repair & Maintenance | $0.00 | $0.00 | $0.00 | $0.00 | $13,240.05 | $1,000.00 | $6,000.00 | 500.00 |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 101-42290-520 Buildings & Structures | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $500.00 | $0.00 | -100.00% |
| 42290 Fire Department | $226,292.52 | $228,955.00 | $224,304.96 | $224,305.00 | $167,800.02 | $208,580.00 | $252,599.00 | |
| 42400 Building Inspection | | | | | | | | |
| E 101-42400-308 Building Inspection | $22,446.84 | $20,000.00 | $15,574.05 | $20,800.00 | $6,781.63 | $20,000.00 | $15,000.00 | -25.00% |
| E 101-42400-309 EDP, Software and Design | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $4,111.00 | 0.00% |
| 42400 Building Inspection | $22,446.84 | $20,000.00 | $15,574.05 | $20,800.00 | $6,781.63 | $20,000.00 | $19,111.00 | |
| 42500 Civil Defense | | | | | | | | |
| E 101-42500-311 Contract Service | $1,548.98 | $581.00 | $1,474.82 | $604.00 | $599.64 | $500.00 | $650.00 | 30.00% |
| E 101-42500-580 Other Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42500 Civil Defense | $1,548.98 | $581.00 | $1,474.82 | $604.00 | $599.64 | $500.00 | $650.00 | |
| 43000 Public Works (GENERAL) | | | | | | | | |
| E 101-43000-104 Temporary Employees - Regular | -$835.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-122 FICA Contribution | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-131 Employer Paid Health Insurance | $75.00 | $0.00 | $67.50 | $0.00 | $30.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-201 Operating Supplies | $587.77 | $250.00 | $817.16 | $260.00 | $73.87 | $500.00 | $500.00 | 0.00% |
| E 101-43000-212 Motor Fuels | $5,616.75 | $1,700.00 | $604.88 | $1,768.00 | $1,087.24 | $1,700.00 | $1,000.00 | -41.18% |
| E 101-43000-213 Lubricants & Additives | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $500.00 | $250.00 | -50.00% |
| E 101-43000-215 Shop Materials | $542.99 | $550.00 | $65.94 | $572.00 | $3,462.71 | $2,300.00 | $2,300.00 | 0.00% |
| E 101-43000-221 Equipment Parts | $5,722.57 | $1,000.00 | $100.34 | $1,040.00 | $770.55 | $1,200.00 | $1,200.00 | 0.00% |
| E 101-43000-225 Landscaping Materials | $0.00 | $0.00 | $0.00 | $0.00 | $621.34 | $750.00 | $1,000.00 | 33.33% |
| E 101-43000-229 Sand & Salt Materials | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-240 Small Tools & Minor Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $60.41 | $0.00 | $0.00 | 0.00% |
| E 101-43000-302 Planning Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-303 Engineering Services | $21,488.75 | $10,000.00 | $43,963.50 | $10,400.00 | $17,698.50 | $15,000.00 | $15,000.00 | 0.00% |
| E 101-43000-311 Contract Service | $32,024.60 | $29,028.00 | $42,916.86 | $30,189.00 | $33,163.84 | $30,189.00 | $40,352.00 | 33.66% |
| E 101-43000-321 Telephone & Internet | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-323 Radio Units/Technology | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $1,500.00 | 0.00% |
| E 101-43000-361 General Liability Insurance | $1,247.00 | $1,150.00 | $1,314.00 | $1,196.00 | $3,590.00 | $3,780.00 | $3,710.00 | -1.85% |
| E 101-43000-362 Property Insurance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-363 Automotive Insurance | $757.00 | $879.00 | $830.00 | $914.00 | $1,020.00 | $1,080.00 | $1,220.00 | 12.96% |
| E 101-43000-380 Utility Services (GENERAL) | $653.11 | $500.00 | $983.91 | $520.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-381 Electric Utilities | $0.00 | $0.00 | $0.00 | $0.00 | $921.72 | $1,200.00 | $1,200.00 | 0.00% |
| E 101-43000-383 Gas Utilities | $0.00 | $0.00 | $0.00 | $0.00 | $2,035.30 | $0.00 | $0.00 | 0.00% |
| E 101-43000-384 Refuse & Recycling | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $3,000.00 | $5,500.00 | 83.33% |
| E 101-43000-400 Equipment Repair & Maintenance | $11,694.52 | $3,500.00 | $5,535.05 | $3,640.00 | $973.23 | $4,300.00 | $4,000.00 | -6.98% |
| E 101-43000-401 Building Repair & Maintenance | $0.00 | $0.00 | $0.00 | $0.00 | $8.99 | $500.00 | $1,000.00 | 100.00% |
| E 101-43000-415 Safety Equipment and Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $2,567.55 | $2,000.00 | $1,000.00 | -50.00% |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 101-43000-419 General Rentals | $3,539.52 | $1,800.00 | $2,929.60 | $1,872.00 | $2,561.92 | $3,000.00 | $1,600.00 | -46.67% |
| E 101-43000-437 Miscellaneous | $60.00 | $500.00 | $0.75 | $522.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43000-540 Heavy Machinery | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43000 Public Works (GENERAL) | $83,174.58 | $50,857.00 | $100,129.49 | $52,893.00 | $70,647.17 | $70,999.00 | $82,332.00 | |
| 43100 Highways, Streets & Roadways | | | | | | | | |
| E 101-43100-104 Temporary Employees - Regular | $15,771.75 | $0.00 | $0.00 | $10,000.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43100-122 FICA Contribution | $1,140.93 | $0.00 | $0.00 | $628.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43100-215 Shop Materials | $97.30 | $0.00 | $0.00 | $0.00 | $12.76 | $0.00 | $0.00 | 0.00% |
| E 101-43100-221 Equipment Parts | $530.00 | $1,000.00 | $0.00 | $1,040.00 | $79.99 | $500.00 | $500.00 | 0.00% |
| E 101-43100-224 Street Maintenance Materials | $12,992.31 | $3,700.00 | $15,017.87 | $44,628.00 | $7,523.39 | $5,124.00 | $5,000.00 | -2.42% |
| E 101-43100-229 Sand & Salt Materials | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $500.00 | $500.00 | 0.00% |
| E 101-43100-303 Engineering Services | $0.00 | $1,000.00 | $0.00 | $1,040.00 | $0.00 | $1,000.00 | $0.00 | -100.00% |
| E 101-43100-311 Contract Service | $83,980.90 | $74,298.00 | $74,928.73 | $85,857.00 | $52,837.70 | $65,857.00 | $65,000.00 | -1.30% |
| E 101-43100-319 Other Consulting Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43100-361 General Liability Insurance | $0.00 | $500.00 | $0.00 | $520.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43100-363 Automotive Insurance | $193.00 | $200.00 | $248.00 | $208.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43100-380 Utility Services (GENERAL) | $29,054.18 | $32,460.00 | $26,116.24 | $33,758.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43100-381 Electric Utilities | $0.00 | $0.00 | $227.83 | $0.00 | $22,773.37 | $33,758.00 | $30,000.00 | -11.13% |
| E 101-43100-437 Miscellaneous | $906.88 | $600.00 | $0.00 | $600.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-43100-720 Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43100 Highways, Streets & Roadways | $144,667.25 | $113,758.00 | $116,538.67 | $178,279.00 | $83,227.21 | $106,739.00 | $101,000.00 | |
| 43125 Ice & Snow Removal | | | | | | | | |
| E 101-43125-229 Sand & Salt Materials | $3,632.06 | $0.00 | $851.54 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43125 Ice & Snow Removal | $3,632.06 | $0.00 | $851.54 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 43200 Sanitation & Recycling | | | | | | | | |
| E 101-43200-314 Sanitation & Recycling Service | $0.00 | $0.00 | $561.00 | $0.00 | $633.00 | $0.00 | $0.00 | 0.00% |
| 43200 Sanitation & Recycling | $0.00 | $0.00 | $561.00 | $0.00 | $633.00 | $0.00 | $0.00 | |
| 45200 Parks (GENERAL) | | | | | | | | |
| E 101-45200-101 Full-Time Employees - Regular | $0.00 | $7,200.00 | $0.00 | $7,488.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-102 Full-Time Employees - Overtime | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-121 PERA Contribution | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-122 FICA Contribution | $0.00 | $540.00 | $0.00 | $562.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-151 Worker s Comp Insurance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-201 Operating Supplies | $8,104.24 | $5,000.00 | $5,144.68 | $5,200.00 | $1,713.58 | $5,200.00 | $5,200.00 | 0.00% |
| E 101-45200-210 Operating Supplies (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $117.04 | $0.00 | $0.00 | 0.00% |
| E 101-45200-211 Cleaning/Custodial Supplies | $0.00 | $0.00 | $290.36 | $0.00 | $23.36 | $500.00 | $500.00 | 0.00% |
| E 101-45200-212 Motor Fuels | $0.00 | $620.00 | $210.00 | $645.00 | $0.00 | $645.00 | $250.00 | -61.24% |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 101-45200-213 Lubricants & Additives | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $150.00 | $100.00 | -33.33% |
| E 101-45200-221 Equipment Parts | $1,342.88 | $700.00 | $243.32 | $728.00 | $51.71 | $728.00 | $1,500.00 | 106.04% |
| E 101-45200-225 Landscaping Materials | $0.00 | $0.00 | $0.00 | $0.00 | $461.88 | $3,000.00 | $3,000.00 | 0.00% |
| E 101-45200-228 Park Equipment Supplies | $0.00 | $0.00 | $0.00 | $0.00 | $522.00 | $1,000.00 | $0.00 | -100.00% |
| E 101-45200-230 Tree Care | $0.00 | $0.00 | $0.00 | $0.00 | $31,178.00 | $32,000.00 | $0.00 | -100.00% |
| E 101-45200-303 Engineering Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-309 EDP, Software and Design | $0.00 | $0.00 | $0.00 | $0.00 | $768.00 | $0.00 | $250.00 | 0.00% |
| E 101-45200-311 Contract Service | $62,421.03 | $60,254.00 | $86,113.81 | $62,664.00 | $63,960.42 | $77,664.00 | $80,000.00 | 3.01% |
| E 101-45200-319 Other Consulting Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-321 Telephone & Internet | $0.00 | $0.00 | $0.00 | $0.00 | $675.58 | $0.00 | $1,200.00 | 0.00% |
| E 101-45200-361 General Liability Insurance | $6,911.00 | $6,000.00 | $7,093.00 | $6,240.00 | $8,120.00 | $8,550.00 | $8,550.00 | 0.00% |
| E 101-45200-362 Property Insurance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-380 Utility Services (GENERAL) | $3,486.25 | $6,720.00 | $4,583.30 | $6,989.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-381 Electric Utilities | $0.00 | $0.00 | $0.00 | $0.00 | $3,034.43 | $6,989.00 | $4,600.00 | -34.18% |
| E 101-45200-400 Equipment Repair & Maintenance | $0.00 | $2,500.00 | $5,916.28 | $2,600.00 | $10,886.76 | $2,600.00 | $3,000.00 | 15.38% |
| E 101-45200-402 Structure Repair & Maintenance | $0.00 | $0.00 | $0.00 | $0.00 | $54.98 | $1,000.00 | $0.00 | -100.00% |
| E 101-45200-419 General Rentals | $0.00 | $1,300.00 | $987.44 | $1,352.00 | $0.00 | $1,352.00 | $1,200.00 | -11.24% |
| E 101-45200-437 Miscellaneous | $0.00 | $0.00 | $104,544.53 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 101-45200-530 Improvements Other Than Bldgs | $6,414.81 | $0.00 | $891.62 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 45200 Parks (GENERAL) | $88,680.21 | $90,834.00 | $216,018.34 | $94,468.00 | $121,567.74 | $141,378.00 | $109,350.00 | |
| 46630 Community Action Programs | | | | | | | | |
| E 101-46630-490 Civic Organization Donations | $2,500.00 | $2,500.00 | $2,500.00 | $2,500.00 | $2,500.00 | $0.00 | $2,000.00 | 0.00% |
| 46630 Community Action Programs | $2,500.00 | $2,500.00 | $2,500.00 | $2,500.00 | $2,500.00 | $0.00 | $2,000.00 | |
| 49360 Transfers Out | | | | | | | | |
| E 101-49360-720 Operating Transfers | $0.00 | $0.00 | $18,500.00 | $0.00 | $20,000.00 | $0.00 | $0.00 | 0.00% |
| E 101-49360-721 Equipment Revolving Fund | $0.00 | $12,000.00 | $12,000.00 | $12,000.00 | $12,000.00 | $12,000.00 | $12,000.00 | 0.00% |
| E 101-49360-722 Capital Improvement Fund | $110,000.00 | $110,000.00 | $110,000.00 | $110,000.00 | $110,000.00 | $110,000.00 | $110,000.00 | 0.00% |
| E 101-49360-723 Transfers to WTP Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 49360 Transfers Out | $110,000.00 | $122,000.00 | $140,500.00 | $122,000.00 | $142,000.00 | $122,000.00 | $122,000.00 | |
| 101 GENERAL FUND | $1,942,061.81 | $1,878,220.00 | $2,275,749.05 | $1,997,266.00 | $1,668,395.98 | $1,939,508.00 | $2,043,995.00 | |
| 200 ECONOMIC DEVELOPMENT AUTHORITY | | | | | | | | |
| 46500 Economic Development | | | | | | | | |
| E 200-46500-311 Contract Service | $7,755.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 46500 Economic Development | $7,755.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 200 ECONOMIC DEVELOPMENT AUTHORITY | $7,755.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 204 GAMBLING PROCEEDS | | | | | | | | |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 49990 Other Expense - Unallocated | | | | | | | | |
| E 204-49990-700 Transfers (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $9,000.00 | $9,000.00 | $0.00 | -100.00% |
| 49990 Other Expense - Unallocated | $0.00 | $0.00 | $0.00 | $0.00 | $9,000.00 | $9,000.00 | $0.00 | |
| 204 GAMBLING PROCEEDS | $0.00 | $0.00 | $0.00 | $0.00 | $9,000.00 | $9,000.00 | $0.00 | |
| 210 REV INTGOVT | | | | | | | | |
| 49360 Transfers Out | | | | | | | | |
| E 210-49360-720 Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 49360 Transfers Out | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 210 REV INTGOVT | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 302 CITY FUNDED PROJECTS | | | | | | | | |
| 43100 Highways, Streets & Roadways | | | | | | | | |
| E 302-43100-720 Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43100 Highways, Streets & Roadways | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 47076 Fire Truck Note | | | | | | | | |
| E 302-47076-720 Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 47076 Fire Truck Note | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 302 CITY FUNDED PROJECTS | $0.00 | $0.00 | $0.00 | $0.00 | $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 | $20,000.00 | $20,962.75 | $0.00 | $20,963.00 | $20,963.00 | $21,801.00 | 4.00% |
| E 351-47110-611 Bond Interest | $6,162.50 | $3,735.00 | $5,052.05 | $0.00 | $4,004.00 | $4,004.00 | $2,935.00 | -26.70% |
| E 351-47110-620 Fiscal Agent s Fees | $237.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 351-47110-621 Bond Issuance Cost | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 47110 2012 IMP BOND DEBT SERVICE | $29,878.00 | $23,735.00 | $26,014.80 | $0.00 | $24,967.00 | $24,967.00 | $24,736.00 | |
| 47115 2012A Bond Debt Service | | | | | | | | |
| E 351-47115-620 Fiscal Agent s Fees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 47115 2012A Bond Debt Service | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 47120 2013A Bond Debt Service | | | | | | | | |
| E 351-47120-601 Bond Principal | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 351-47120-611 Bond Interest | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 47120 2013A Bond Debt Service | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 351 2012A GO Bonds - 2021B Refund | $29,878.00 | $23,735.00 | $26,014.80 | $0.00 | $24,967.00 | $24,967.00 | $24,736.00 | |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 352 2013A GO Bonds - 2021B Refund | | | | | | | | |
| 47120 2013A Bond Debt Service | | | | | | | | |
| E 352-47120-601 Bond Principal | $40,000.00 | $40,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 352-47120-602 Other Long-Term Debt Principal | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 352-47120-611 Bond Interest | $1,000.00 | $3,020.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 352-47120-620 Fiscal Agent s Fees | $237.50 | $0.00 | $475.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 352-47120-621 Bond Issuance Cost | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 47120 2013A Bond Debt Service | $41,237.50 | $43,020.00 | $475.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 352 2013A GO Bonds - 2021B Refund | $41,237.50 | $43,020.00 | $475.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 353 2014A GO Bonds | | | | | | | | |
| 47130 debt | | | | | | | | |
| E 353-47130-601 Bond Principal | $70,000.00 | $70,000.00 | $70,000.00 | $0.00 | $70,000.00 | $70,000.00 | $75,000.00 | 7.14% |
| E 353-47130-611 Bond Interest | $32,239.07 | $32,238.00 | $30,137.50 | $0.00 | $28,037.50 | $28,038.00 | $25,563.00 | -8.83% |
| E 353-47130-620 Fiscal Agent s Fees | $475.00 | $0.00 | $475.00 | $0.00 | $575.00 | $475.00 | $575.00 | 21.05% |
| 47130 debt | $102,714.07 | $102,238.00 | $100,612.50 | $0.00 | $98,612.50 | $98,513.00 | $101,138.00 | |
| 353 2014A GO Bonds | $102,714.07 | $102,238.00 | $100,612.50 | $0.00 | $98,612.50 | $98,513.00 | $101,138.00 | |
| 354 2016A GO Bonds | | | | | | | | |
| 47130 debt | | | | | | | | |
| E 354-47130-601 Bond Principal | $30,000.00 | $30,000.00 | $35,000.00 | $0.00 | $35,000.00 | $35,000.00 | $35,000.00 | 0.00% |
| E 354-47130-611 Bond Interest | $12,525.44 | $12,525.00 | $11,987.50 | $0.00 | $11,287.50 | $11,288.00 | $10,588.00 | -6.20% |
| E 354-47130-620 Fiscal Agent s Fees | $475.00 | $0.00 | $575.00 | $0.00 | $575.00 | $575.00 | $575.00 | 0.00% |
| 47130 debt | $43,000.44 | $42,525.00 | $47,562.50 | $0.00 | $46,862.50 | $46,863.00 | $46,163.00 | |
| 354 2016A GO Bonds | $43,000.44 | $42,525.00 | $47,562.50 | $0.00 | $46,862.50 | $46,863.00 | $46,163.00 | |
| 355 2018A GO Bonds | | | | | | | | |
| 47150 Bond Interest | | | | | | | | |
| E 355-47150-601 Bond Principal | $40,000.00 | $40,000.00 | $40,000.00 | $0.00 | $45,000.00 | $45,000.00 | $45,000.00 | 0.00% |
| E 355-47150-611 Bond Interest | $27,555.70 | $27,556.00 | $26,356.26 | $0.00 | $25,081.26 | $28,082.00 | $23,731.00 | -15.49% |
| E 355-47150-620 Fiscal Agent s Fees | $475.00 | $0.00 | $475.00 | $0.00 | $475.00 | $475.00 | $475.00 | 0.00% |
| 47150 Bond Interest | $68,030.70 | $67,556.00 | $66,831.26 | $0.00 | $70,556.26 | $73,557.00 | $69,206.00 | |
| 355 2018A GO Bonds | $68,030.70 | $67,556.00 | $66,831.26 | $0.00 | $70,556.26 | $73,557.00 | $69,206.00 | |
| 356 2021A GO Bonds | | | | | | | | |
| 47150 Bond Interest | | | | | | | | |
| E 356-47150-301 Auditing & Accounting Services | $1,850.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 356-47150-601 Bond Principal | $45,000.00 | $45,000.00 | $45,000.00 | $0.00 | $45,000.00 | $45,000.00 | $45,000.00 | 0.00% |
| E 356-47150-611 Bond Interest | $13,885.13 | $13,885.00 | $13,435.00 | $0.00 | $12,985.00 | $12,985.00 | $12,535.00 | -3.47% |
| E 356-47150-620 Fiscal Agent s Fees | $475.00 | $0.00 | $475.00 | $0.00 | $950.00 | $475.00 | $475.00 | 0.00% |
| 47150 Bond Interest | $61,210.13 | $58,885.00 | $58,910.00 | $0.00 | $58,935.00 | $58,460.00 | $58,010.00 | |
| 356 2021A GO Bonds | $61,210.13 | $58,885.00 | $58,910.00 | $0.00 | $58,935.00 | $58,460.00 | $58,010.00 | |
| 357 SERIES 2022A BOND PRO CAP INT | | | | | | | | |
| 47150 Bond Interest | | | | | | | | |
| E 357-47150-301 Auditing & Accounting Services | $1,850.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 357-47150-601 Bond Principal | $0.00 | $0.00 | $40,000.00 | $0.00 | $40,000.00 | $40,000.00 | $45,000.00 | 12.50% |
| E 357-47150-611 Bond Interest | $34,139.44 | $34,139.00 | $31,800.00 | $0.00 | $30,200.00 | $30,200.00 | $28,500.00 | -5.63% |
| E 357-47150-620 Fiscal Agent s Fees | $475.00 | $0.00 | $475.00 | $0.00 | $475.00 | $475.00 | $475.00 | 0.00% |
| 47150 Bond Interest | $36,464.44 | $34,139.00 | $72,275.00 | $0.00 | $70,675.00 | $70,675.00 | $73,975.00 | |
| 357 SERIES 2022A BOND PRO CAP INT | $36,464.44 | $34,139.00 | $72,275.00 | $0.00 | $70,675.00 | $70,675.00 | $73,975.00 | |
| 358 2024A GO Bonds | | | | | | | | |
| 47150 Bond Interest | | | | | | | | |
| E 358-47150-437 Miscellaneous | $0.00 | $0.00 | $0.00 | $0.00 | $8,519.74 | $0.00 | $0.00 | 0.00% |
| E 358-47150-601 Bond Principal | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $107,300.00 | 0.00% |
| E 358-47150-611 Bond Interest | $0.00 | $0.00 | $0.00 | $0.00 | $155,146.78 | $0.00 | $149,092.00 | 0.00% |
| E 358-47150-620 Fiscal Agent s Fees | $0.00 | $0.00 | $114,886.37 | $0.00 | $1,900.00 | $0.00 | $475.00 | 0.00% |
| 47150 Bond Interest | $0.00 | $0.00 | $114,886.37 | $0.00 | $165,566.52 | $0.00 | $256,867.00 | |
| 358 2024A GO Bonds | $0.00 | $0.00 | $114,886.37 | $0.00 | $165,566.52 | $0.00 | $256,867.00 | |
| 401 PARK IMPROVEMENT FUND | | | | | | | | |
| 45200 Parks (GENERAL) | | | | | | | | |
| E 401-45200-520 Buildings & Structures | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $40,000.00 | $0.00 | -100.00% |
| 45200 Parks (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $40,000.00 | $0.00 | |
| 401 PARK IMPROVEMENT FUND | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $40,000.00 | $0.00 | |
| 451 CAPITAL IMPROVEMENT PROJECTS | | | | | | | | |
| 41000 General Government (GENERAL) | | | | | | | | |
| E 451-41000-500 Capital Outlay (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 41000 General Government (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 41110 Council | | | | | | | | |
| E 451-41110-500 Capital Outlay (GENERAL) | $0.00 | $0.00 | $75,284.00 | $0.00 | $3,455.96 | $0.00 | $0.00 | 0.00% |
| 41110 Council | $0.00 | $0.00 | $75,284.00 | $0.00 | $3,455.96 | $0.00 | $0.00 | |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 42280 Fire Stations and Bldgs | | | | | | | | |
| E 451-42280-500 Capital Outlay (GENERAL) | $0.00 | $0.00 | $4,175.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42280 Fire Stations and Bldgs | $0.00 | $0.00 | $4,175.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 43000 Public Works (GENERAL) | | | | | | | | |
| E 451-43000-500 Capital Outlay (GENERAL) | $0.00 | $0.00 | $3,735.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43000 Public Works (GENERAL) | $0.00 | $0.00 | $3,735.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 43100 Highways, Streets & Roadways | | | | | | | | |
| E 451-43100-500 Capital Outlay (GENERAL) | $63,484.14 | $0.00 | $118,152.05 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 451-43100-720 Operating Transfers | $0.00 | $0.00 | $179,729.23 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43100 Highways, Streets & Roadways | $63,484.14 | $0.00 | $297,881.28 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 43124 Sidewalks & Crosswalk | | | | | | | | |
| E 451-43124-500 Capital Outlay (GENERAL) | $194.94 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43124 Sidewalks & Crosswalk | $194.94 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 45000 Culture & Recreation | | | | | | | | |
| E 451-45000-500 Capital Outlay (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 45000 Culture & Recreation | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 45200 Parks (GENERAL) | | | | | | | | |
| E 451-45200-500 Capital Outlay (GENERAL) | $11,779.12 | $0.00 | $8,249.00 | $0.00 | $14,515.50 | $0.00 | $0.00 | 0.00% |
| E 451-45200-720 Operating Transfers | $0.00 | $0.00 | $10,250.00 | $0.00 | $37,322.00 | $0.00 | $0.00 | 0.00% |
| 45200 Parks (GENERAL) | $11,779.12 | $0.00 | $18,499.00 | $0.00 | $51,837.50 | $0.00 | $0.00 | |
| 451 CAPITAL IMPROVEMENT PROJECTS | $75,458.20 | $0.00 | $399,574.28 | $0.00 | $55,293.46 | $0.00 | $0.00 | |
| 453 2021 STREET RECONSTRUCTION PJ | | | | | | | | |
| 43000 Public Works (GENERAL) | | | | | | | | |
| E 453-43000-303 Engineering Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 453-43000-304 Legal Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 453-43000-311 Contract Service | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 453-43000-352 General Public Information | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43000 Public Works (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 47120 2013A Bond Debt Service | | | | | | | | |
| E 453-47120-621 Bond Issuance Cost | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 47120 2013A Bond Debt Service | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 49360 Transfers Out | | | | | | | | |
| E 453-49360-720 Operating Transfers | $34,652.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 49360 Transfers Out | $34,652.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 453 2021 STREET RECONSTRUCTION PJ | $34,652.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 454 2021 SEWER IMPROVEMENTS | | | | | | | | |
| 43000 Public Works (GENERAL) | | | | | | | | |
| E 454-43000-303 Engineering Services | $100,149.00 | $0.00 | $98.50 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43000 Public Works (GENERAL) | $100,149.00 | $0.00 | $98.50 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 49450 Sewer (GENERAL) | | | | | | | | |
| E 454-49450-303 Engineering Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 49450 Sewer (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 454 2021 SEWER IMPROVEMENTS | $100,149.00 | $0.00 | $98.50 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 455 2022 STREET IMPROVEMENTS | | | | | | | | |
| 43000 Public Works (GENERAL) | | | | | | | | |
| E 455-43000-303 Engineering Services | $683.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 455-43000-311 Contract Service | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 455-43000-352 General Public Information | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 455-43000-621 Bond Issuance Cost | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43000 Public Works (GENERAL) | $683.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 49360 Transfers Out | | | | | | | | |
| E 455-49360-720 Operating Transfers | $72,514.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 49360 Transfers Out | $72,514.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 455 2022 STREET IMPROVEMENTS | $73,197.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 456 HIGHWAY 12 WATERMAIN | | | | | | | | |
| 43000 Public Works (GENERAL) | | | | | | | | |
| E 456-43000-303 Engineering Services | $10,090.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 456-43000-311 Contract Service | -$19.58 | $0.00 | -$2,394.89 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 456-43000-352 General Public Information | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43000 Public Works (GENERAL) | $10,070.42 | $0.00 | -$2,394.89 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 456 HIGHWAY 12 WATERMAIN | $10,070.42 | $0.00 | -$2,394.89 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 457 2023 STREET IMPROVEMENTS | | | | | | | | |
| 43000 Public Works (GENERAL) | | | | | | | | |
| E 457-43000-303 Engineering Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43000 Public Works (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 457 2023 STREET IMPROVEMENTS | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 458 2024 STREET RECONSTRUCTION | | | | | | | | |
| 43000 Public Works (GENERAL) | | | | | | | | |
| E 458-43000-303 Engineering Services | $70,577.00 | $0.00 | $481,384.21 | $0.00 | $58,861.50 | $0.00 | $0.00 | 0.00% |
| E 458-43000-311 Contract Service | $0.00 | $0.00 | $13,866.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 458-43000-351 Legal Notices Publishing | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 458-43000-352 General Public Information | $0.00 | $0.00 | $152.63 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 458-43000-437 Miscellaneous | $0.00 | $0.00 | $3,868.96 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 458-43000-500 Capital Outlay (GENERAL) | $0.00 | $0.00 | $2,959,021.60 | $0.00 | $619,349.31 | $0.00 | $0.00 | 0.00% |
| E 458-43000-620 Fiscal Agent s Fees | $0.00 | $0.00 | $259.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 43000 Public Works (GENERAL) | $70,577.00 | $0.00 | $3,458,552.40 | $0.00 | $678,210.81 | $0.00 | $0.00 | |
| 458 2024 STREET RECONSTRUCTION | $70,577.00 | $0.00 | $3,458,552.40 | $0.00 | $678,210.81 | $0.00 | $0.00 | |
| 501 EQUIPMENT REPLACEMENT FUND | | | | | | | | |
| 49000 Miscellaneous (GENERAL) | | | | | | | | |
| E 501-49000-720 Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $12,000.00 | $0.00 | $0.00 | 0.00% |
| 49000 Miscellaneous (GENERAL) | $0.00 | $0.00 | $0.00 | $0.00 | $12,000.00 | $0.00 | $0.00 | |
| 501 EQUIPMENT REPLACEMENT FUND | $0.00 | $0.00 | $0.00 | $0.00 | $12,000.00 | $0.00 | $0.00 | |
| 702 CODE ENFORCEMENT CHGEBACKS | | | | | | | | |
| 62100 Unassigned Code Enforcement | | | | | | | | |
| E 702-62100-720 Operating Transfers | $0.00 | $0.00 | -$69,561.37 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 62100 Unassigned Code Enforcement | $0.00 | $0.00 | -$69,561.37 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 62101 5210 Main Street-Voorhees | | | | | | | | |
| E 702-62101-302 Planning Services | $0.00 | $0.00 | $710.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 62101 5210 Main Street-Voorhees | $0.00 | $0.00 | $710.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 702 CODE ENFORCEMENT CHGEBACKS | $0.00 | $0.00 | -$68,851.37 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 801 FIRE PARTNERSHIP FUND | | | | | | | | |
| 42210 Fire Administration | | | | | | | | |
| E 801-42210-103 Part-Time Employees | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-107 Secretarial Services | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-108 Fire Officers | $13,805.00 | $18,900.00 | $18,900.00 | $18,900.00 | $9,450.00 | $18,900.00 | $0.00 | -100.00% |
| E 801-42210-121 PERA Contribution | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-122 FICA Contribution | $2,772.40 | $1,446.00 | $1,546.32 | $1,445.85 | $772.43 | $1,450.00 | $0.00 | -100.00% |
| E 801-42210-124 State 2% Fire Relief Aid | $40,567.35 | $34,000.00 | $49,027.05 | $36,000.00 | $0.00 | $39,500.00 | $0.00 | -100.00% |
| E 801-42210-125 MN Paid Leave | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-131 Employer Paid Health Insurance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00 |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 801-42210-132 Employer Paid Dental Insurance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-133 Employer Paid Life Insurance | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-151 Worker s Comp Insurance | $14,217.00 | $18,485.00 | $12,331.43 | $15,000.00 | $12,494.00 | $12,180.00 | $0.00 | -100.00% |
| E 801-42210-170 Medical Evaluations | $5,002.00 | $9,150.00 | $4,578.00 | $16,650.00 | $5,459.00 | $6,000.00 | $0.00 | -100.00% |
| E 801-42210-180 Psychological Evaluations | $10,395.00 | $1,000.00 | $7,270.00 | $1,000.00 | $930.00 | $3,300.00 | $0.00 | -100.00% |
| E 801-42210-201 Operating Supplies | $744.90 | $500.00 | $403.60 | $550.00 | $403.95 | $550.00 | $0.00 | -100.00% |
| E 801-42210-203 Printed Forms & Paper | $0.00 | $8,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-300 Management Services | $5,492.25 | $7,323.00 | $9,153.75 | $7,323.00 | $5,547.00 | $7,396.00 | $0.00 | -100.00% |
| E 801-42210-301 Auditing & Accounting Services | $4,950.00 | $0.00 | $2,668.00 | $4,500.00 | $17,556.39 | $22,500.00 | $0.00 | -100.00% |
| E 801-42210-304 Legal Services | $72.50 | $950.00 | $1,840.00 | $950.00 | $10,403.50 | $950.00 | $0.00 | -100.00% |
| E 801-42210-307 Fire Administration | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-309 EDP, Software and Design | $4,022.34 | $1,800.00 | $5,114.02 | $2,300.00 | $7,426.68 | $7,235.00 | $0.00 | -100.00% |
| E 801-42210-311 Contract Service | $0.00 | $0.00 | $7,826.90 | $7,500.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-313 Policies and Procedures | $3,685.64 | $3,400.00 | $3,906.78 | $3,685.00 | $0.00 | $3,685.00 | $0.00 | -100.00% |
| E 801-42210-322 Postage | $0.00 | $147.00 | $105.00 | $150.00 | $7.00 | $150.00 | $0.00 | -100.00% |
| E 801-42210-361 General Liability Insurance | $4,278.80 | $4,200.00 | $5,063.00 | $4,200.00 | $5,176.00 | $5,063.00 | $0.00 | -100.00% |
| E 801-42210-363 Automotive Insurance | $3,285.00 | $3,700.00 | $3,642.00 | $3,500.00 | $3,140.00 | $3,642.00 | $0.00 | -100.00% |
| E 801-42210-430 Personnel Testing | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-433 Dues & Subscriptions | $1,283.00 | $1,565.00 | $2,570.00 | $1,565.00 | $3,436.00 | $2,360.00 | $0.00 | -100.00% |
| E 801-42210-434 Awards & Indemnities | $3,047.37 | $800.00 | $2,834.94 | $800.00 | $871.16 | $800.00 | $0.00 | -100.00% |
| E 801-42210-437 Miscellaneous | -$485.00 | $0.00 | $131,713.63 | $0.00 | $39,491.87 | $0.00 | $0.00 | 0.00% |
| E 801-42210-441 FIRE INSPECTOR | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42210-442 Pension- City Contribution | $48,395.38 | $48,395.00 | $52,840.00 | $52,840.00 | $55,536.00 | $55,536.00 | $0.00 | -100.00% |
| E 801-42210-444 Wellness | $0.00 | $0.00 | $0.00 | $0.00 | $9,660.00 | $9,940.00 | $0.00 | -100.00% |
| 42210 Fire Administration | $165,530.93 | $163,761.00 | $323,334.42 | $178,858.85 | $187,760.98 | $201,137.00 | $0.00 | |
| 42220 Fire Fighting | | | | | | | | |
| E 801-42220-103 Part-Time Employees | $82,451.96 | $94,050.00 | $78,738.65 | $95,700.00 | $46,360.85 | $95,700.00 | $0.00 | -100.00% |
| E 801-42220-122 FICA Contribution | $4,589.80 | $7,195.00 | $5,970.29 | $7,321.05 | $3,497.10 | $7,320.00 | $0.00 | -100.00% |
| E 801-42220-125 MN Paid Leave | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42220-215 Shop Materials | $140.98 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42220-240 Small Tools & Minor Equipment | $21,209.31 | $3,000.00 | $5,130.74 | $3,000.00 | $4,016.04 | $3,000.00 | $0.00 | -100.00% |
| E 801-42220-417 Uniforms & Uniform Rentals | $1,829.90 | $6,000.00 | $498.98 | $6,000.00 | $1,482.91 | $2,000.00 | $0.00 | -100.00% |
| E 801-42220-437 Miscellaneous | $29.98 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42220-443 Turnout Gear | $13,593.43 | $31,050.00 | $29,678.91 | $31,050.00 | $27,210.89 | $31,050.00 | $0.00 | -100.00% |
| E 801-42220-580 Other Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42220 Fire Fighting | $123,845.36 | $141,295.00 | $120,017.57 | $143,071.05 | $82,567.79 | $139,070.00 | $0.00 | |
| 42230 Fire Prevention | | | | | | | | |
| E 801-42230-210 Operating Supplies (GENERAL) | $3,235.02 | $3,500.00 | $1,051.21 | $4,000.00 | $0.00 | $4,000.00 | $0.00 | -100.00 |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 801-42230-352 General Public Information | $0.00 | $0.00 | $0.00 | $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 | $0.00 | $0.00 | 0.00% |
| 42230 Fire Prevention | $3,235.02 | $3,500.00 | $1,051.21 | $4,000.00 | $0.00 | $4,000.00 | $0.00 | |
| 42240 Fire Training | | | | | | | | |
| E 801-42240-207 Training Supplies | $0.00 | $3,700.00 | $207.90 | $3,700.00 | $193.12 | $3,700.00 | $0.00 | -100.00% |
| E 801-42240-208 Training and Instruction | $0.00 | $0.00 | $7,825.50 | $0.00 | $10,812.61 | $15,000.00 | $0.00 | -100.00% |
| E 801-42240-331 Training & Travel | $22,335.91 | $25,000.00 | $15,039.88 | $29,520.00 | $1,558.20 | $15,000.00 | $0.00 | -100.00% |
| E 801-42240-437 Miscellaneous | $0.00 | $0.00 | $440.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42240-445 Food and Beverage | $0.00 | $0.00 | $816.52 | $0.00 | $0.00 | $1,500.00 | $0.00 | -100.00% |
| E 801-42240-580 Other Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42240 Fire Training | $22,335.91 | $28,700.00 | $24,329.80 | $33,220.00 | $12,563.93 | $35,200.00 | $0.00 | |
| 42250 Fire Communications | | | | | | | | |
| E 801-42250-221 Equipment Parts | $1,910.07 | $2,500.00 | $52.00 | $2,500.00 | $72.00 | $2,500.00 | $0.00 | -100.00% |
| E 801-42250-309 EDP, Software and Design | $8,471.65 | $7,440.00 | $3,127.54 | $7,440.00 | $4,038.65 | $7,440.00 | $0.00 | -100.00% |
| E 801-42250-323 Radio Units/Technology | $26,338.78 | $0.00 | $28,954.77 | $0.00 | $21,854.08 | $22,762.00 | $0.00 | -100.00% |
| E 801-42250-419 General Rentals | $0.00 | $28,028.00 | $0.00 | $32,028.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42250-437 Miscellaneous | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42250-580 Other Equipment | $930.80 | $3,500.00 | $0.00 | $3,500.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42250 Fire Communications | $37,651.30 | $41,468.00 | $32,134.31 | $45,468.00 | $25,964.73 | $32,702.00 | $0.00 | |
| 42260 Fire Apparatus/Equipment | | | | | | | | |
| E 801-42260-212 Motor Fuels | $4,982.79 | $5,000.00 | $3,701.04 | $5,000.00 | $4,005.49 | $7,000.00 | $0.00 | -100.00% |
| E 801-42260-221 Equipment Parts | $39.98 | $1,000.00 | $32.52 | $1,500.00 | $332.57 | $1,500.00 | $0.00 | -100.00% |
| E 801-42260-240 Small Tools & Minor Equipment | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42260-404 Machinery & Equipment Repair | $0.00 | $1,500.00 | $1,162.38 | $1,500.00 | $2,665.59 | $1,500.00 | $0.00 | -100.00% |
| E 801-42260-406 Apparatus & Equipment Repair | $109,424.32 | $54,120.00 | $59,775.72 | $57,120.00 | $68,130.75 | $60,700.00 | $0.00 | -100.00% |
| E 801-42260-437 Miscellaneous | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42260-580 Other Equipment | $9,686.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42260 Fire Apparatus/Equipment | $124,133.09 | $61,620.00 | $64,671.66 | $65,120.00 | $75,134.40 | $70,700.00 | $0.00 | |
| 42265 Fire Fleet Vehicles | | | | | | | | |
| E 801-42265-405 Vehicle Repair & Maintenance | $0.00 | $0.00 | $0.00 | $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 | $0.00 | $0.00 | 0.00% |
| 42265 Fire Fleet Vehicles | $0.00 | $0.00 | $0.00 | $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 | $0.00 | $0.00 | 0.00% |
| E 801-42270-218 Medical Supplies | $3,424.50 | $2,000.00 | $1,295.06 | $12,500.00 | $940.87 | $2,500.00 | $0.00 | -100.00% |
| E 801-42270-221 Equipment Parts | $0.00 | $0.00 | $817.70 | $750.00 | $0.00 | $750.00 | $0.00 | -100.00% |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| E 801-42270-240 Small Tools & Minor Equipment | $2,580.00 | $1,000.00 | $0.00 | $1,500.00 | $571.43 | $1,500.00 | $0.00 | -100.00% |
| E 801-42270-404 Machinery & Equipment Repair | $0.00 | $750.00 | $0.00 | $750.00 | $0.00 | $750.00 | $0.00 | -100.00% |
| E 801-42270-437 Miscellaneous | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42270 Medical Services | $5,932.33 | $3,750.00 | $2,112.76 | $15,500.00 | $1,512.30 | $5,500.00 | $0.00 | |
| 42280 Fire Stations and Bldgs | | | | | | | | |
| E 801-42280-211 Cleaning/Custodial Supplies | $718.54 | $750.00 | $0.00 | $1,000.00 | $457.83 | $1,400.00 | $0.00 | -100.00% |
| E 801-42280-223 Building Repair Supplies | $9.96 | $500.00 | $422.00 | $1,000.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42280-311 Contract Service | $0.00 | $2,000.00 | $6,469.31 | $2,088.00 | $1,697.00 | $2,000.00 | $0.00 | -100.00% |
| E 801-42280-321 Telephone & Internet | $2,232.30 | $2,280.00 | $2,335.01 | $2,280.00 | $1,480.25 | $2,300.00 | $0.00 | -100.00% |
| E 801-42280-362 Property Insurance | $0.00 | $1,620.00 | $0.00 | $1,620.00 | $0.00 | $1,620.00 | $0.00 | -100.00% |
| E 801-42280-381 Electric Utilities | $5,931.51 | $4,100.00 | $6,020.31 | $4,100.00 | $3,883.90 | $6,000.00 | $0.00 | -100.00% |
| E 801-42280-382 Water Utilities | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42280-383 Gas Utilities | $5,776.25 | $10,000.00 | $6,283.39 | $10,000.00 | $4,593.09 | $10,000.00 | $0.00 | -100.00% |
| E 801-42280-384 Refuse & Recycling | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42280-385 Sewer Utilities | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42280-401 Building Repair & Maintenance | $85.98 | $500.00 | $401.80 | $1,000.00 | $14.36 | $0.00 | $0.00 | 0.00% |
| E 801-42280-520 Buildings & Structures | $545.00 | $520.00 | $0.00 | $400.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42280-560 Office Equipment & Furnishings | $0.00 | $3,000.00 | $65.00 | $2,000.00 | $636.00 | $2,500.00 | $0.00 | -100.00% |
| E 801-42280-580 Other Equipment | $1,052.50 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-42280-720 Operating Transfers | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42280 Fire Stations and Bldgs | $16,352.04 | $25,270.00 | $21,996.82 | $25,488.00 | $12,762.43 | $25,820.00 | $0.00 | |
| 49360 Transfers Out | | | | | | | | |
| E 801-49360-721 Equipment Revolving Fund | $65,000.00 | $65,000.00 | $0.00 | $65,000.00 | $65,000.00 | $65,000.00 | $0.00 | -100.00% |
| E 801-49360-722 Capital Improvement Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| E 801-49360-726 Building Improvement Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 49360 Transfers Out | $65,000.00 | $65,000.00 | $0.00 | $65,000.00 | $65,000.00 | $65,000.00 | $0.00 | |
| 49990 Other Expense - Unallocated | | | | | | | | |
| E 801-49990-725 Contingencies | $0.00 | $1,000.00 | $0.00 | $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 | $0.00 | $0.00 | 0.00% |
| 49990 Other Expense - Unallocated | $0.00 | $1,000.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 801 FIRE PARTNERSHIP FUND | $564,015.98 | $535,364.00 | $589,648.55 | $575,725.90 | $463,266.56 | $579,129.00 | $0.00 | |
| 802 FIRE EQUIP & CAPITAL FUND | | | | | | | | |
| 42265 Fire Fleet Vehicles | | | | | | | | |
| E 802-42265-550 Motor Vehicles | $0.00 | $0.00 | $0.00 | $0.00 | $13,000.00 | $0.00 | $0.00 | 0.00% |
| E 802-42265-580 Other Equipment | $0.00 | $0.00 | $122,960.33 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 42265 Fire Fleet Vehicles | $0.00 | $0.00 | $122,960.33 | $0.00 | $13,000.00 | $0.00 | $0.00 | |

| Account Descr | 2023 Amt | 2023 Budget | 2024 Amt | 2024 Budget | 2025 YTD Amt | 2025 Budget | 2026 Budget | %Diff from Cur Yr 2025 |
|---|---|---|---|---|---|---|---|---|
| 49360 Transfers Out | | | | | | | | |
| E 802-49360-721 Equipment Revolving Fund | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | 0.00% |
| 49360 Transfers Out | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | |
| 802 FIRE EQUIP & CAPITAL FUND | $0.00 | $0.00 | $122,960.33 | $0.00 | $13,000.00 | $0.00 | $0.00 | |
| | $3,260,471.69 | $2,785,682.00 | $7,262,904.28 | $2,572,991.90 | $3,435,341.59 | $2,940,672.00 | $2,674,090.00 | |

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Resolution 2025-1215-02: Donations Received 2025 |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approval Resolution 2025-1215-02: Donations Received 2025** | |

**Summary**

Staff are requesting that the Maple Plain City Council approve and formally accept donations totaling $29,025 for the year 2025, as detailed in Exhibit A. These contributions, generously provided by supporters, are designated for community programs and services as specified by the donors or for other public purposes deemed appropriate by the city.

This resolution:

1. Proposes the acceptance of $29,025 in donations.
2. Ensure that, upon acceptance, the donations will be utilized in accordance with the donors' specified intentions.
3. Direct the City Administrator to express gratitude to the donors on behalf of the City Council.

This request complies with Minnesota Statute § 465.03, which requires a two-thirds majority vote of the governing body to accept donations

# Resolution No. 2025-1215-02

## City of Maple Plain, Minnesota

### Resolution Accepting Donations for the Year 2025

WHEREAS, the City of Maple Plain is authorized to accept donations of cash, goods, or services that will be used for the benefit of the community; and

WHEREAS, the City Council of Maple Plain appreciates the generosity of donors who support the community's programs and services; and

WHEREAS, the City has received donations as listed in Exhibit A, attached hereto and made a part hereof, totaling $29,025 for the year 2025; and

WHEREAS, Minnesota Statutes Section 465.03 requires that donations be accepted by a resolution approved by a two-thirds majority of the City Council, and that the purpose of each donation be specified;

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

1. The City Council hereby accepts the donations listed in Exhibit A totaling $29,025 for the year 2025.
2. The donations shall be used in accordance with the purposes designated by the donors, as specified in Exhibit A, or for other public purposes as deemed appropriate by the City.
3. The City Administrator is hereby directed to acknowledge the receipt of these donations on behalf of the City Council and to express the City’s appreciation to the donors.

Adopted by the City Council of the City of Maple Plain this 15th day of December, 2025.

_____

Mayor Julie Maas-Kusske

_____

City Administrator Jacob Schillander

Exhibit A- Attached

## Donations 2025

| Donation To/For | Donations From | DATE GIVEN | VALUE | Department |
|---|---|---|---|---|
| the City-purchase of a new scoreboard at Veterans Memorial Park | Westonka Jaycees | 4/1/25 | $ 10,000.00 | Park Improvement Fund |
| City Park Improvements | Westonka Jaycees | 7/28/25 | $ 2,500.00 | Park Improvement Fund |
| VMP improvements | Orono Rotary | 9/22/25 | $ 12,000.00 | Park Improvement Fund - VMP improvements |
| Local first responders, West Hennepin Public Safety and Maple Plain Fire Department | McGarry's Pub | 10/27/25 | $ 4,525.00 | Police and Fire Departments |

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Resolution 2025-1215-03 Annual designations for 2026 Maple Plain Organization |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION:** | Approval of Resolution 2025-1215-03 Annual designations for 2026 Maple Plain Organization |

**Overview:**
This resolution consolidates updates to 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 2026 (Exhibit B) and the City Council Appointments – 2026 (Exhibit C)

**Recommendation:**
Staff recommends the Council Resolution 2025-1215-03 Annual designations for 2026 Maple Plain Organization. This action will be ensure that statutory requirements are met while updating the City of Maple Plain's operational framework to maintain efficiency and alignment with strategic priorities.

**Exhibits**

A. Resolution 2025-1215-03 Annual Designations
B. 2026 Meeting Schedule
C. City Council Appointments - 2026

# CITY OF MAPLE PLAIN

## HENNEPIN COUNTY, MINNESOTA

## RESOLUTION 2025-1215-03

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 2026 or until successors are duly appointed.

APPROVED by the Maple Plain City Council on December 15, 2025.

Signed:

_____

Julie Maas-Kusske, Mayor

Attest:

_____

Jacob Schillander, City Administrator

# 2026 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 non-traditional meeting dates.

**City Council Workshops**

| | |
|---|---|
| January 12, 2026 at 5:30 PM | July 13, 2026 at 5:30 PM |
| January 26, 2026 at 5:30 PM | July 27, 2026 at 5:30 PM |
| February 09, 2026 at 5:30 PM | August 10, 2026 at 5:30 PM |
| February 23, 2026 at 5:30 PM | August 24, 2026 at 5:30 PM |
| March 09, 2026 at 5:30 PM | September 14, 2026 at 5:30 PM |
| March 23, 2026 at 5:30 PM | September 28, 2026 at 5:30 PM |
| April 13, 2026 at 5:30 PM | October 12, 2026 at 5:30 PM |
| April 27, 2026 at 5:30 PM | October 26, 2026 at 5:30 PM |

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

| | |
|---|---|
| May 11, 2026 at 5:30 PM | November 09, 2026 at 5:30 PM |
| May 26, 2026 at 5:30 PM | November 23, 2026 at 5:30 PM |
| June 08, 2026 at 5:30 PM | December 14, 2026 at 5:30 PM |
| June 22, 2026 at 5:30 PM | December 28, 2026 at 5:30 PM |

**City Council Business Meetings**

| | |
|---|---|
| January 26, 2026 at 7:00 PM | July 27, 2026 at 7:00 PM |
| February 23, 2026 at 7:00 PM | August 24, 2026 at 7:00 PM |
| March 23, 2026 at 7:00 PM | September 28, 2026 at 7:00 PM |
| April 27, 2026 at 7:00 PM | October 26, 2026 at 7:00 PM |
| May 26, 2026 at 7:00 PM | November 23, 2026 at 7:00 PM |
| June 22, 2026 at 7:00 PM | December 28, 2026 at 7:00 PM |

**EDA Meetings**

| | |
|---|---|
| January 12, 2026 at 7:00 PM | July 13, 2026 at 7:00 PM |
| February 09, 2026 at 7:00 PM | August 10, 2026 at 7:00 PM |
| March 09, 2026 at 7:00 PM | September 14, 2026 at 7:00 PM |
| April 13, 2026 at 7:00 PM | October 12, 2026 at 7:00 PM |
| May 11, 2026 at 7:00 PM | November 09, 2026 at 7:00 PM |
| June 08, 2026 at 7:00 PM | December 14, 2026 at 7:00 PM |

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

**Planning Commission Meetings**

| | |
|---|---|
| January 15, 2026 at 6:00 PM | July 16, 2026 at 6:00 PM |
| February 05, 2026 at 6:00 PM | August 06, 2026 at 6:00 PM |
| March 05, 2026 at 6:00 PM | September 03, 2026 at 6:00 PM |
| April 02, 2026 at 6:00 PM | October 01, 2026 at 6:00 PM |
| May 07, 2026 at 6:00 PM | November 05, 2026 at 6:00 PM |
| June 04, 2026 at 6:00 PM | December 03, 2026 at 6:00 PM |

**Special Meetings**

February 9, 2026 at 7:00 PM Public Hearing for TIF District

October 19, 2026 at 7:00 PM Public Hearing- 2026 Project Assessment Hearing

October 26, 2026 at 7:00 PM 2026 Project Assessment Certification

November 09, 2026 at 7:00 PM Public Hearing- Assessment of Delinquent Utilities

November 30, 2026 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 2026***

| 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<br>City Planner | Councilmember Francis |
| Pioneer Creek / Lake Sarah Watershed District | City Administrator | Councilmember Arvizo |
| Economic Development Authority (EDA) | Assistant City Administrator- Current Businesses<br>City Administrator- New Development<br>City Planner | All 5 CC Members |
| Highway 12 Safety Coalition | As Needed | Councilmember Burak<br>Mayor Maas-Kusske |
| Police Commission | City Administrator | Mayor Maas-Kusske<br>Councilmember DeLuca |
| Hennepin County Criminal Justice Coord. Committee | No Staff | Mayor Maas-Kusske |
| WSFD Quarterly Meeting | City Administrator | Mayor Maas-Kusske |
| Personnel Committee | City Administrator | Mayor Maas-Kusske<br>Councilmember DeLuca |
| Acting Mayor | No Staff | Councilmember DeLuca |
| Orono Rotary Club | Quarterly | Mayor Maas-Kusske<br>Staff to attend in Council Absence |
| West Hennepin Chamber of Commerce | Assistant City Administrator | Mayor Maas-Kusske |
| Weed Inspector | Assistant City Administrator | Mayor Maas-Kusske |
| Citizens Advisory Panel on Public Spaces | Assistant City Administrator | Councilmember DeLuca<br>Councilmember Arvizo |
| Meetings with Local & State Officials | Staff as Needed | Mayor Maas-Kusske<br>Or Alternate |
| Rebranding | Assistant City Administrator | Mayor Maas-Kusske<br>Councilmember Francis |

**CITY COUNCIL APPOINTMENTS 2026:** 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 | 2nd 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 | 2nd Monday @ 11:30 am | Nonpartisan platform for networking, learning, collaboration, and action |
| Planning Commission | 1st 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 | 3rd Thursday of Each Month @ 6:00 PM (Maple Plain) | A joint powers watershed management organization to enhance area water quality |
| Economic Development Authority | 2nd Monday of Each Month @ 7:00 PM | An advisory group to the City Council to promote economic growth |
| Highway 12 Safety Coalition | 1st 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 | 4th Thursday of EOM (January) @ 12:00 PM | Integration of public safety and human services |
| WSFD Meeting | Quarterly, TBD | WSFD to provide service updates to Cities. |
| 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 inte world understanding through fellowship business and community leaders through fellowship of business and community leaders |
| West Hennepin Chamber of Commerce | 2nd 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 Panel | TBD | To preserve and enhance natural resources, public spaces, and recreational facilities |
| Rebranding | TBD | To redesign the city logo, city website, communications and city signage throughout the city. |

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM:** | Resolution 2025-1215-04 Repealing Resolution 2025-0922-01 and Directing the Executive Director to withhold Payouts |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approve Resolution 2025-1215-04 Repealing Resolution 2025-0922-01 and Directing the Executive Director to withhold Payouts** | |

**Summary:**

When PERA provided estimated payouts for the Statewide Volunteer Firefighter (SVF) Plan, it was discovered that members under age 50 would face a 6% reduction for each year below 50. Fire Department members were unaware of this provision, and because the department is consolidating, they will not have the option to leave funds in the plan until reaching age 50. This results in payouts being less than the expected calculation of years of service multiplied by the current benefit level of $4,300, creating an excess that would then be redistributed to members over 50. After multiple meetings with PERA and the Executive Director of Investments and Pensions, the recommended course of action is to Repeal the existing resolution to stop termination and payouts. We will then work on Legislation that would change the payout language, getting rid of the Present Day Value language, regardless if that legislation passes or not, after the Legislative Session, we will then send PERA a Resolution Terminating the plan.

**Recommendation**

Staff recommends approving Resolution 2025-1215-04 Repealing Resolution 2025-0922-01 and Directing the Executive Director to withhold Payouts.

**CITY OF MAPLE PLAIN**

**RESOLUTION NO. 2025-1215-04**
**A RESOLUTION TO REPEAL RESOLUTION NO. 2025-0922-01 AND DIRECTING THE EXECUTIVE DIRECTOR TO WITHHOLD PAYOUTS**

---

**WHEREAS**, on September 22, 2025, the City Council adopted Resolution No. 2025-0922-01, opting to cease participation in the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and

**WHEREAS**, the City Council now seeks to repeal and reconsider said resolution to ensure financial prudence, and equitable treatment of all affected parties; and

**WHEREAS**, the City Council finds it necessary to temporarily suspend any disbursement of benefits or payouts related to the termination of the Statewide Volunteer Firefighter Plan until such time the City finds out if special legislation passes; and

**WHEREAS**, the Executive Director of PERA is hereby directed to withhold any payments or benefit distributions associated with Resolution No. 2025-0922-01 until City Council provides them with a new resolution terminating the SVF Plan;

---

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA:**

1. The City Council formally Repeals Resolution No. 2025-0922-01 and initiates a review of all related financial and legal implications, and waits for special legislation.
2. The Executive Director of PERA shall not process or release any payouts or benefits under the Statewide Volunteer Firefighter Plan for the City of Maple Plain until the City Council issues a subsequent resolution authorizing such action.
3. This resolution shall take effect immediately upon adoption and remain in force until rescinded or superseded by further Council action.

**Adopted by the City Council of the City of Maple Plain this December 15, 2025.**

**BY:**

Julie M. Maas-Kusske, Mayor

**ATTEST:**

Jacob Schillander, City Administrator

## Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Resolution 2025-1215-05- Accepting the 2026 Industrial Street Project Feasibility Report |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approve Resolution 2025-1215-05- Accepting the 2026 Industrial Street Project Feasibility Report** | |

**Summary**

Please See the provided Letter and Report from Engineering.

BOLTON & MENK
Real People. Real Solutions.

2[illegible]
Suite 200
Chaska, MN 55318-1172

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

December 8, 2025

City of Maple Plain
Attn: Jacob Schillander, City Administrator
PO Box 97
Maple Plain, MN 55359

RE: Feasibility Study - 2026 Industrial Street Improvements

Dear Jacob:

As requested, we have completed the feasibility study for the 2026 Industrial Street Improvements Project. The scope of work includes pavement rehabilitation of Industrial Street between Budd Avenue and the east cul-de-sac along with the replacement of watermain from Budd Avenue to Poplar Avenue. The cost apportionment, as presented, is consistent with the City Code and past practice for similar projects.

The anticipated project schedule is as follows:

December 15th – Council accepts the feasibility study and orders the Improvement Hearing.
Week of December 22nd – City mails notices for Improvement Hearing.
January 3rd and January 10th – Notice of Improvement Hearing advertised in the newspaper.
January 6th – Open House Meeting.
January 20th – Improvement Hearing,
January 26th - Council Considers Resolution to Order Improvements.
March 2026 – Authorize Bids.
April 2026 – Open Bids and Award Project.
Fall 2026 – Final Assessment Hearing.

We will be available for the December 15th City Council meeting to present the study. If the city chooses to proceed with the project, the recommendation is that the Council accept the report and order the Improvement Hearing. Please let me know if you have questions or need additional information before then.

Sincerely,

**Bolton & Menk, Inc.**

Matt Bauman

**Matthew S. Bauman, P.E.**
Project Manager

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**CITY OF MAPLE PLAIN**
**HENNEPIN COUNTY**
**STATE OF MINNESOTA**

**RESOLUTION 2025-1215-05**

**RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT**

WHEREAS, pursuant to council direction and approval on October 27, 2025, a report has been prepared by Bolton & Menk, Inc. with reference to the proposed 2026 Industrial Street Improvement Project, which includes Industrial Street from Budd Ave. to the east cul-de-sac, and

WHEREAS, the proposed improvements include reconstruction of watermain and pavement rehabilitation, and

WHEREAS, this report was received by the council on December 15, 2025, and

WHEREAS, the report provided information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed, the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of $432,375.
2. A public hearing shall be held on such proposed improvement on the 20th day of January, 2026, in the council chambers of the city hall at 7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

This Resolution was adopted by the City Council of Maple Plain on this 15th day of December 2025, by a vote of _____ ayes and _____ nays.

_____
Julie Mass-Kusske, Mayor

ATTEST:

_____
Jacob Schillander, City Administrator

BOLTON & MENK

Real People. Real Solutions.

Feasibility Report For

# 2026 Industrial Street Improvement Project
## City of Maple Plain

**December 2025**

**Submitted by:**
Bolton & Menk, Inc.
2638 Shadow Lane
Suite 200
Chaska, MN 55318
P: 952-448-8838
F: 952-448-8805

# Certification

Feasibility Report

For

2026 Industrial Street Improvement Project

City of Maple Plain
Maple Plain, MN
25X.141264

December 2025

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: Matt Bauman

Matthew S. Bauman, P.E.
License No. 51323

Date: December 8, 2025

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# Appendix

Figures
Preliminary Cost Estimates
Preliminary Assessment Roll

# I. EXECUTIVE SUMMARY

A. Introduction

The impetus for this project is a request by the City of Maple Plain to evaluate infrastructure improvements in the project area. From an engineering standpoint, the proposed improvements are feasible, cost effective and necessary to maintain the City's existing infrastructure.

B. Proposed Improvements

The proposed improvements consist of, patching, spot curb repairs and milling and overlaying Industrial Street. Watermain and services will be replaced west of Poplar Avenue.

C. Assessment Summary

35% of watermain project costs are proposed to be assessed on a front footage basis for properties receiving new utility services. Per city policy, milling and overlaying roads are not to be assessed.

The estimated assessment rate for the proposed watermain improvements is $66.71 per front foot.

D. Funding Summary

The project costs are proposed to be apportioned as follows:

| | |
|---|---|
| Assessments[(1)] | $100,465.26 |
| Capital Improvement Fund | $145,312.50 |
| Water Fund | $186,597.24 |
| **Total Project Cost** | **$432,375.00** |

*[(1)] City cover cost of non-serviced front footage cost of $48,564.88*

# II. INTRODUCTION

On October 27, 2025, the City Council authorized the preparation of a preliminary engineering report to analyze the mill and overlay of Industrial Street

A. Scope

This report will determine the feasibility of milling and overlaying Industrial Street and replacing the existing watermain and water services west of Poplar Avenue.

The report will provide a description of the proposed improvements, an itemized cost estimate, a cost apportionment and a preliminary assessment roll.

B. Background

Industrial Street was originally constructed in 1965 and reconstructed with concrete curb and gutter in 1989. The watermain west of Poplar Avenue was installed in 1965 and extended to the east in 1989.

## III. EXISTING CONDITIONS

The existing conditions are identified in Figure No. 1 in the Appendix.

Industrial Street is approximately 33-feet wide from back of curb to back of curb and 25-feet wide edge of bituminous to edge of bituminous with a 47-feet radius cul-de-sac. The roadway is 35 years old and showing signs of transverse cracking with minor longitudinal cracking. The watermain west of Poplar Avenue is 6-inch cast iron pipe (CIP) and east of Poplar Avenue is 8-inch ductile iron pipe (DIP).

## IV. PROPOSED IMPROVEMENTS

The proposed project area is identified in Figure No. 1 in the Appendix.

The proposed improvements are as follows:

A. Street

A 1.5-inch mill and overlay will be completed along Industrial Street to renew the pavement surface.

The estimated costs for the street improvements is $145,312.50.

B. Watermain

The proposed watermain improvements are identified in Figure No. 2 in the Appendix.

The proposed watermain improvements consist of replacing the existing watermain and water services to the curb stop west of Poplar Avenue. The proposed watermain will be 8-inch PVC pipe.

The total estimated project cost for the proposed watermain improvements is $287,062.50.

## V. Special Assessments

35% of watermain project costs are proposed to be assessed on a front footage basis. The street mill and overlay will not be assessed per City policy. Properties receiving new utility services will be assessed for utilities.

The estimated assessment rate for the proposed watermain improvements is $66.71 per front foot.

Properties proposed to be assessed are shown in Figure No. 2 in the Appendix. A preliminary assessment roll is included in the Appendix. Actual assessments will be based on the final project costs and special benefit analysis. Some numbers in this report have been rounded.

## VI. FUNDING

The project costs are proposed to be financed through the sale of Chapter 429 Improvement Bonds. The assessed portions of the project costs are proposed to be funded through the levying of special assessments to the benefiting properties.

The total estimated project costs for the proposed improvements are $432,375.00, which includes an estimated 25 percent for soft costs. Itemized cost estimates have been included in the Appendix.

## VII. ESTIMATED COSTS

A summary of the estimated funding apportionment for the proposed improvements is as follows:

| | |
|---|---|
| Assessments[(1)] | $100,465.26 |
| Capital Improvement Fund | $145,312.50 |
| Water Fund | $186,597.24 |
| **Total Project Cost** | **$432,375.00** |

*(1) City to cover cost of non-serviced front footage cost of $48,564.88 for watermain.*

## VIII. CONCLUSION

From an engineering standpoint, the proposed improvements are feasible, cost effective and necessary to maintain the City's existing infrastructure.

# Appendix

Figures

Preliminary Cost Estimates

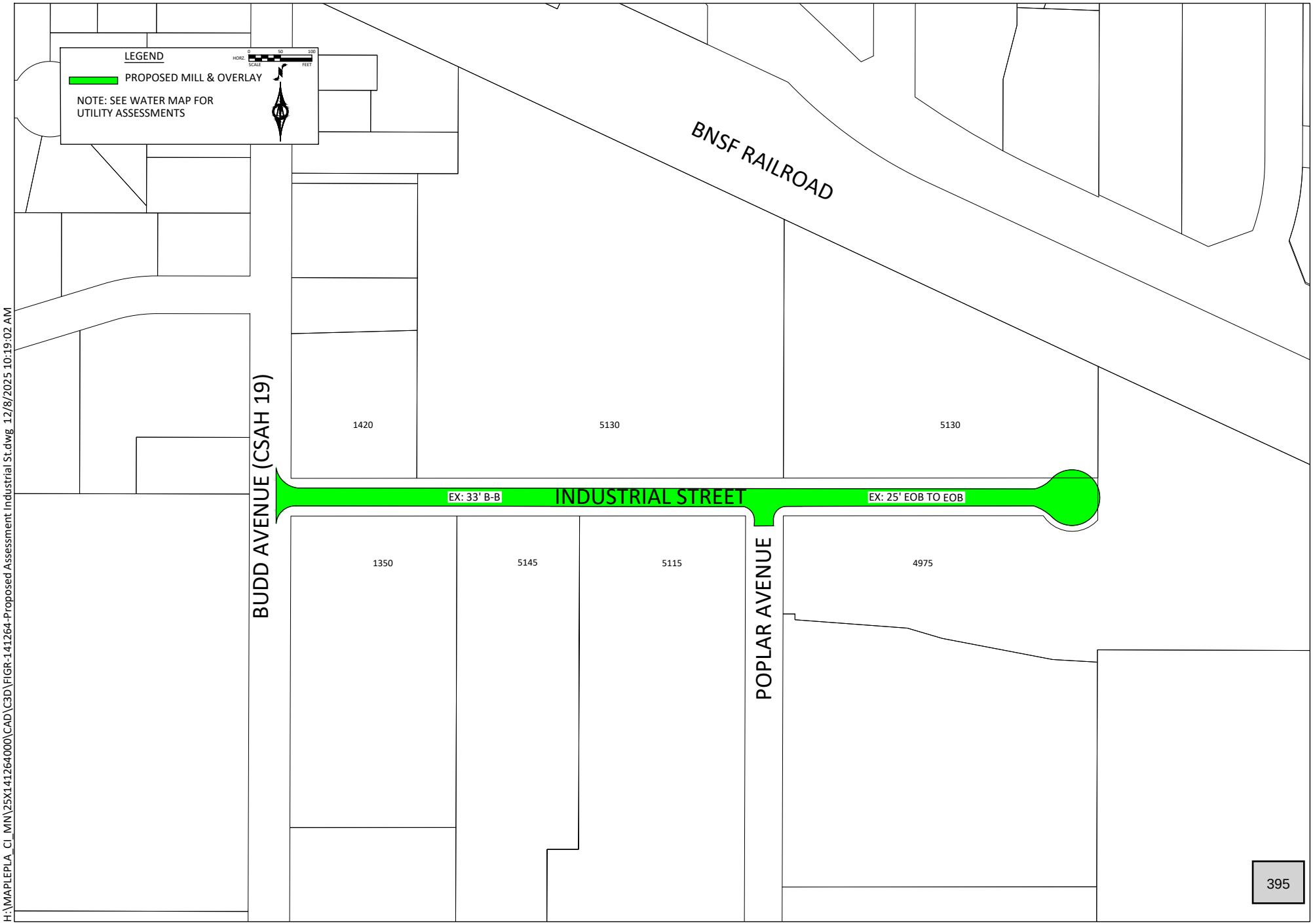
Preliminary Assessment Rolls

# 2026 MAPLE PLAIN INDUSTRIAL STREET IMPROVEMENTS

CITY OF MAPLE PLAIN

## Figure 1: STEET IMPROVEMENT AREA

DECEMBER 2025



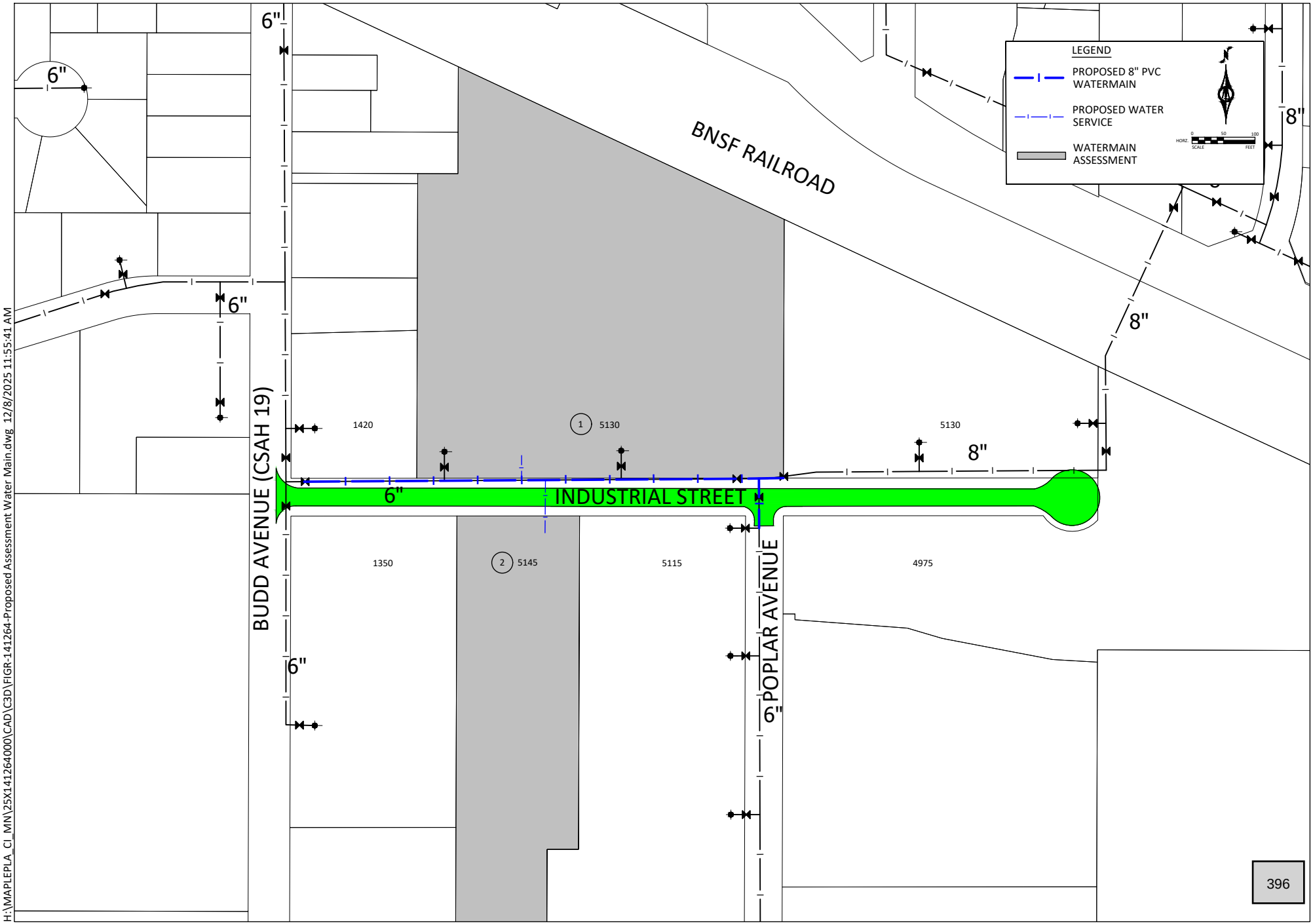

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# 2026 INDUSTRIAL STREET IMPROVEMENTS

CITY OF MAPLE PLAIN

## Figure 2: WATERMAIN ASSESSMENT

DECEMBER 2025




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# *PRELIMINARY COST ESTIMATE*

INDUSTRIAL STREET IMPROVEMENTS
CITY OF MAPLE PLAIN, MINNESOTA
BMI PROJECT NO. 25X.141264

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 1 | MOBILIZATION | 1 | LUMP SUM | $6,000.00 | $6,000.00 |
| 2 | TRAFFIC CONTROL | 1 | LUMP SUM | $5,000.00 | $5,000.00 |
| 3 | MILL BITUMINOUS | 4,800 | SQ YD | $2.50 | $12,000.00 |
| 4 | PATCHING | 1 | LUMP SUM | $5,000.00 | $5,000.00 |
| 5 | REMOVE CONCRETE CURB (ANY TYPE) | 300 | LIN FT | $7.00 | $2,100.00 |
| 6 | TYPE SP 9.5 WEAR COURSE MIX (2,B) | 500 | TON | $105.00 | $52,500.00 |
| 7 | CONCRETE CURB & GUTTER | 300 | LIN FT | $40.00 | $12,000.00 |
| 8 | ADJUST GATE VALVE | 2 | EACH | $550.00 | $1,100.00 |
| 9 | ADJUST FRAME & RING CASTING | 4 | EACH | $1,200.00 | $4,800.00 |
| 10 | SEED AND TOPSOIL | 150 | SQ YD | $25.00 | $3,750.00 |
| 11 | STORM DRAIN INLET PROTECTION | 5 | EACH | $200.00 | $1,000.00 |
| 12 | EROSION CONTROL | 1 | LUMP SUM | $5,000.00 | $5,000.00 |
| | ESTIMATED CONSTRUCTION COST | | | | $110,250.00 |
| | CONTINGENCY (5%) | | | | $6,000.00 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $116,250.00 |
| | PROJECT COSTS (25%) | | | | $29,062.50 |
| | **TOTAL ESTIMATED STREET PROJECT COST** | | | | **$145,312.50** |

| | | | | | |
|---|---|---|---|---|---|
| | **WATERMAIN IMPROVEMENTS** | | | | |
| 1 | MOBILIZATION | 1 | LUMP SUM | $11,000.00 | $11,000.00 |
| 2 | PATCHING | 1 | LUMP SUM | $15,000.00 | $15,000.00 |
| 3 | 8" C900 WATERMAIN (PIPE BURST) | 800 | LIN FT | $130.00 | $104,000.00 |
| 4 | 6" DIP CL 52 WATERMAIN | 75 | LIN FT | $90.00 | $6,750.00 |
| 5 | 1" WATER SERVICE | 60 | LIN FT | $50.00 | $3,000.00 |
| 6 | 1" CURB STOP & BOX | 2 | EACH | $750.00 | $1,500.00 |
| 7 | 1" CORPORATION | 2 | EACH | $900.00 | $1,800.00 |
| 8 | 6" GATE VALVE | 4 | EACH | $2,675.00 | $10,700.00 |
| 9 | 8" GATE VALVE | 4 | EACH | $3,550.00 | $14,200.00 |
| 10 | HYDRANT | 2 | EACH | $7,800.00 | $15,600.00 |
| 11 | DIP FITTINGS | 300 | POUNDS | $20.00 | $6,000.00 |
| 12 | CONNECT TO EXISTING WATERMAIN | 5 | EACH | $2,500.00 | $12,500.00 |
| 13 | CONNECT TO EXISTING WATER SERVICE | 2 | EACH | $800.00 | $1,600.00 |
| 14 | TEMPORARY WATER | 1 | LUMP SUM | $15,000.00 | $15,000.00 |
| | ESTIMATED CONSTRUCTION COST | | | | $218, |

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | CONTINGENCY (5%) | | | | $11,000.00 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $229,650.00 |
| | PROJECT COSTS (25%) | | | | $57,412.50 |
| | **TOTAL ESTIMATED WATERMAIN PROJECT COST** | | | | **$287,062.50** |
| | **TOTAL ESTIMATED PROJECT COST** | | | | **$432,375.00** |

**PRELIMINARY ASSESSMENT ROLL - FRONT FOOT - CONNECTED**
**2026 INDUSTRIAL STREET IMPROVEMENTS**
**CITY OF MAPLE PLAIN, MINNESOTA**
**12/8/2025**

| PROP. NO. | OWNER | OWNER ADDRESS | PROPERTY ADDRESS | P.I.D. | NOTES | FF (FOOT) | WATERMAIN (FF) | TOTAL ASSESSMENT |
|---|---|---|---|---|---|---|---|---|
| 1 | SRRT MAPLE PLAIN LLC ET AL | 901 N 3RD ST SUITE 100 MINNEAPO | 5130 Industrial St | 2511824120062 | | 583 | $38,891.93 | $38,891.93 |
| 2 | 5145 LLC | 5145 INDUSTRIAL ST | 5145 Industrial St | 2511824130013 | | 195 | $13,008.45 | $13,008.45 |
| | OTHERS - CITY COST | | | | (a) | 728 | $48,564.88 | $48,564.88 |
| | | | | Total | | 1506 | $100,465.26 | $100,465.26 |

Notes
(a) City cover cost of abutting frontage of properties without connections

Total Parcel Frontage 1506

| Industrial Street Cost Summary | Estimated Cost | Ass'l (35%) |
|---|---|---|
| Mill & Overlay | $145,312.50 | |
| Watermain | $287,062.50 | $100,471.88 |
| Total | $432,375.00 | |

| Cost/FF |
|---|
| |
| $66.71 |
| |

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CITY OF MAPLE PLAIN

# 2026 Industrial Street Improvement Project

## City of Maple Plain, MN

*December 15, 2025*

Matthew S. Bauman, P.E.
Project Manager

# Introduction

- **On October 27, 2025, the City Council authorized the preparation of a feasibility study to analyze improvements to the following streets:**
  - Industrial Street (Budd Avenue to east cul-de-sac)
- **The existing pavement and watermain infrastructure elements within the project area were evaluated as part of the report, which provides descriptions of the proposed improvements, itemized cost estimates, cost apportionments, and preliminary assessment roll.**

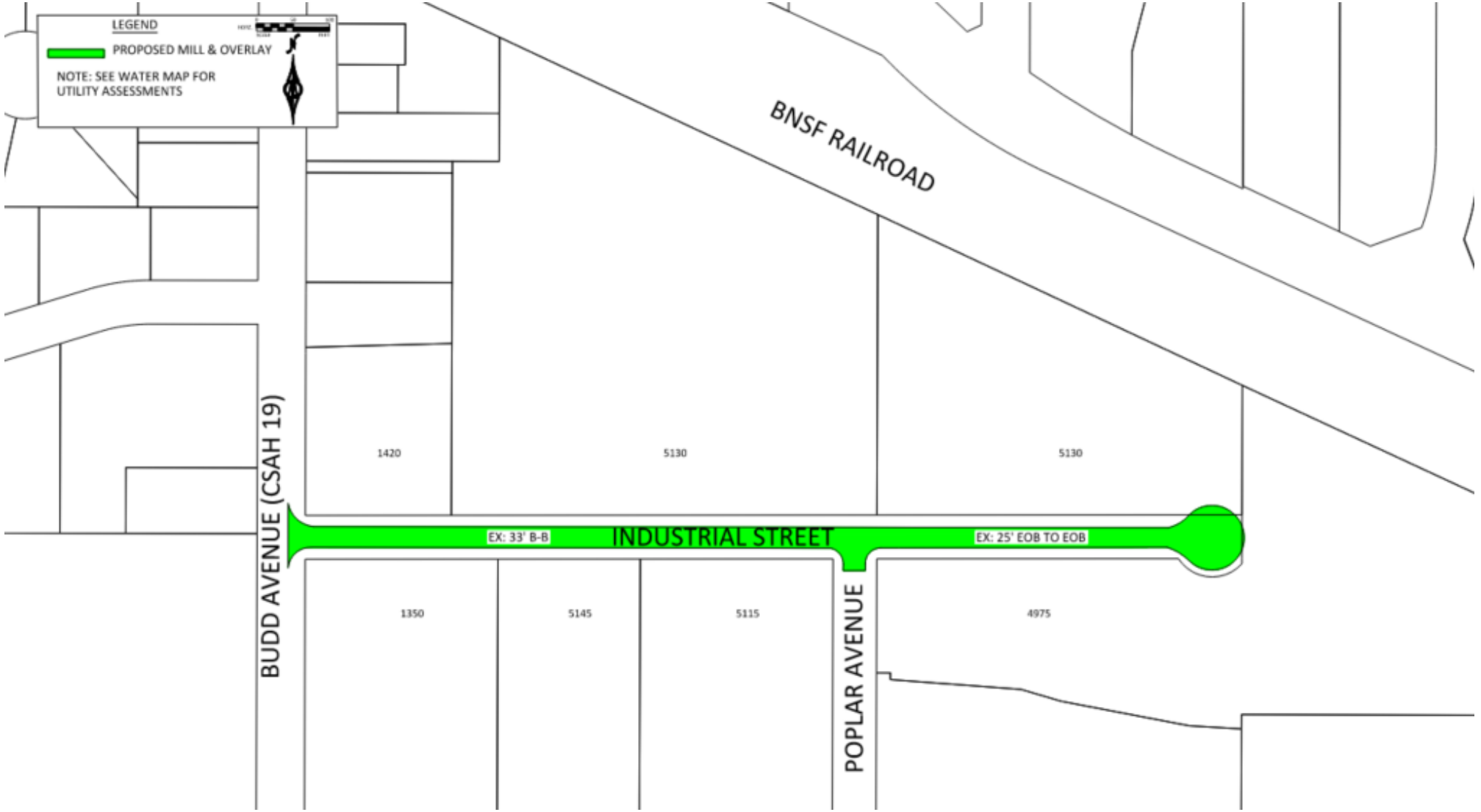
# Need for Improvements

- **Based on as-built information, it appears most of the improvements were originally constructed in the 1965 and the street extended in 1989.**
- **The existing pavements is in a stage where it can be renewed through the mill and overlay process and extend the useful life.**
- **Due to corrosive soils, the watermain pipes in the project area have deteriorated to a point that they are fragile and subject to breaks.**
- **The watermain on the west block of Industrial Street is 6-inch cast iron, estimated to be from 1965 and is recommended to replaced and upsized to 8-inch PVC to improve fire flow and reliability.**

# Assessment Methodology

- **35% of the watermain project costs proposed to be assessed on a front footage basis.**
  - Only properties served by utilities within the project area assessed for those utilities.
- **City to pay for non-assessable frontage and project elements.**
  - Mill and Overlay
  - Minor curb and drainage repairs
  - Non-assessable water frontage

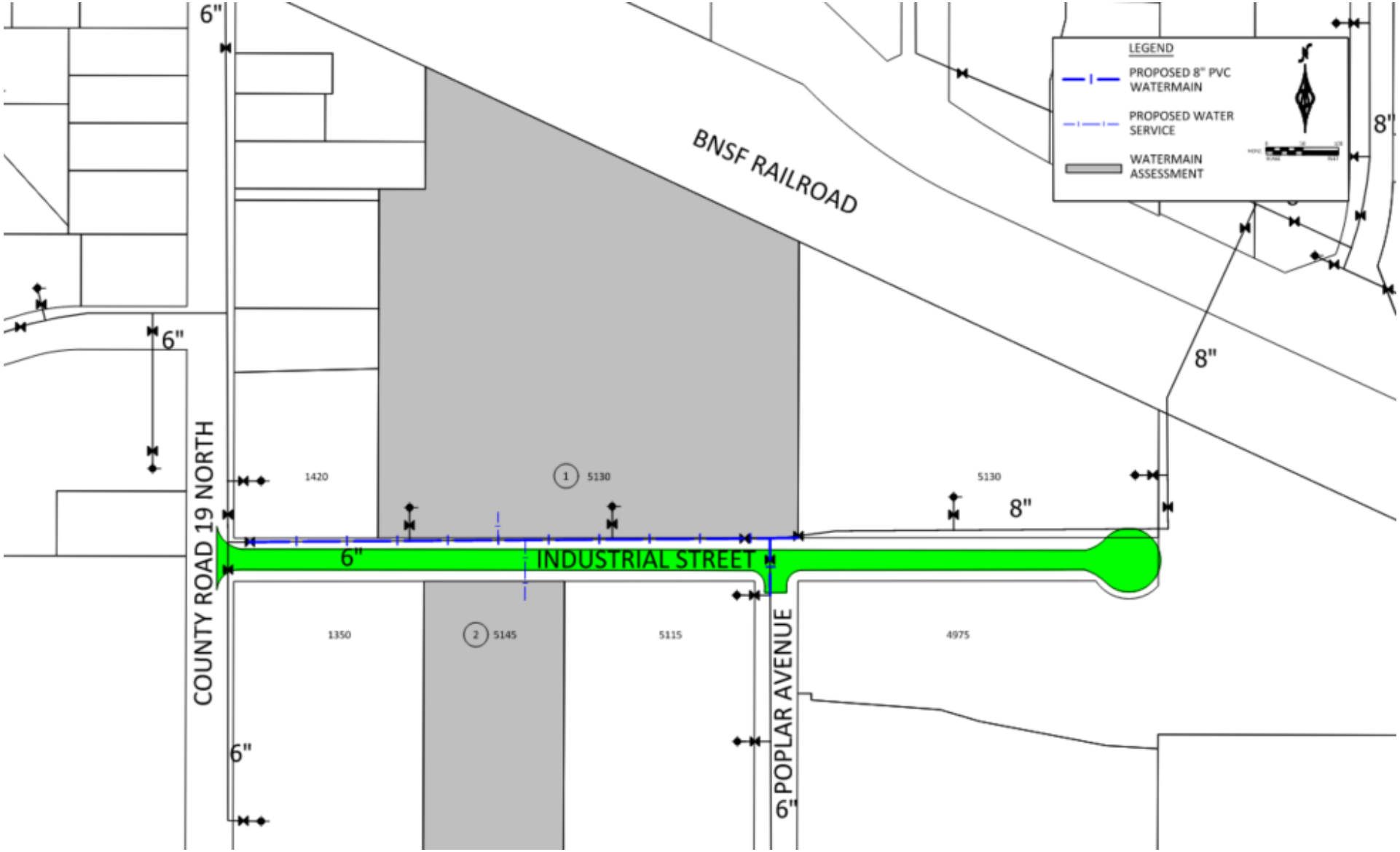
# Project Area – Industrial Street



# Proposed Improvements – Industrial Street

- **Mill and overlay pavement surface**
- **Minor curb and drainage improvements**
- **Watermain replaced by trenchless methods (pipe bursting)**
  - Reduces disturbance and limits traffic flow disruptions

# Water – Industrial Street



# Cost Apportionment Summary

Assessments - $100,465 (Includes City Costs of $48,565)

Streets - $145,313

Water - $186,597

Total Cost - $432,375

# City Cost Summary

City Assessable Share - $48,565

Streets - $145,313

Water - $186,597

Total Cost - $380,475

# Assessment Summary

Water - $66.71/Front Foot

Assessed to Properties - $51,900

City Coverage of Assessable Cost - $48,656

# Conclusion

- **From an engineering standpoint, the proposed improvements are feasible, cost effective and necessary to maintain the City's existing infrastructure.**
  - The condition of the infrastructure within the project area is typical given its age, material type, and environment.
  - Scope of work, costs and proposed assessments are consistent with previous projects.
  - Infrastructure maintenance is reactionary and no longer cost effective.
  - Watermain improvements can be made using practical construction methods and maintain service to properties.

# Next Steps

- **Schedule**
  - Week of December 22nd – City mails notices for Improvements Hearing.
  - January 3rd and January 10th – Notice of Improvements Hearing advertised in the newspaper.
  - January 6th – Open House Meeting.
  - January 20th – Improvements Hearing
  - January 26th – Council Considers Resolution to Order Improvements
  - March 2026 – Authorize Bids.
  - April 2026 – Open and Award Bids.
  - May 2026 – Begin Construction.
  - Fall 2026 – Final Assessment Hearing.

# Questions?

## Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Resolution 2025-1215-06- Accepting the 2026 Downtown Project Feasibility Report |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approve Resolution 2025-1215-06- Accepting the 2026 Downtown Street Project Feasibility Report** | |

**Summary**

Please See the provided Letter and Report from Engineering.

BOLTON & MENK
Real People. Real Solutions.

2
Suite 200
Chaska, MN 55318-1172

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

December 8, 2025

City of Maple Plain
Attn: Jacob Schillander, City Administrator
PO Box 97
Maple Plain, MN 55359

RE: Feasibility Study - 2026 Downtown Reconstruction Project

Dear Jacob:

As requested, we have completed the feasibility study for the 2026 Downtown Reconstruction Project. The scope of work includes reconstruction of Main Street E between Pioneer Ave. and Budd Ave., Pioneer Avenue, Delano Avenue and Maple Avenue pavement rehabilitation of Marsh Avenue, Spring Avenue, along with utility reconstruction in the project area. The cost apportionment, as presented, is consistent with the City Code and past practice for similar projects.

The anticipated project schedule is as follows:

December 15th – Council accepts the feasibility study and orders the Improvement Hearing.
Week of December 22nd – City mails notices for Improvement Hearing.
January 3rd and January 10th – Notice of Improvement Hearing advertised in the newspaper.
January 6th – Open House Meeting.
January 20th – Improvement Hearing,
January 26th - Council Considers Resolution to Order Improvements.
April 2026 – Authorize Bids.
May 2026 – Open Bids and Award Project.
Fall 2026 – Final Assessment Hearing.

We will be available for the December 15th City Council meeting to present the study. If the city chooses to proceed with the project, the recommendation is that the Council accept the report and order the Improvement Hearing. Please let me know if you have questions or need additional information before then.

Sincerely,

**Bolton & Menk, Inc.**

Matt Bauman

**Matthew S. Bauman, P.E.**
Project Manager

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**CITY OF MAPLE PLAIN**
**HENNEPIN COUNTY**
**STATE OF MINNESOTA**

# RESOLUTION NO. 2025-1215-06

## RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to council direction and approval on October 27, 2025, a report has been prepared by Bolton & Menk, Inc. with reference to the proposed 2026 Downtown Reconstruction Project, which includes Main Street E between Pioneer Ave. and Budd Ave., Pioneer Avenue, Marsh Avenue, Spring Avenue, Delano Avenue and Maple Avenue, and

WHEREAS, the proposed improvements include reconstruction of water, sanitary sewer, storm sewer, curb and gutter, and pavement, along with sidewalk, lighting and power improvements, and

WHEREAS, this report was received by the council on December 15, 2025, and

WHEREAS, the report provided information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed, the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of $5,895,745.
2. A public hearing shall be held on such proposed improvement on the 20th day of January, 2026, in the council chambers of the city hall at 7:00 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

This Resolution was adopted by the City Council of Maple Plain on this 15th day of December 2025, by a vote of _____ ayes and _____ nays.

_____
Julie Mass-Kusske, Mayor

ATTEST:

_____
Jacob Schillander, City Administrator

BOLTON & MENK

Real People. Real Solutions.

Feasibility Report For

# 2026 Downtown Reconstruction Project
## City of Maple Plain

**December 2025**

**Submitted by:**
Bolton & Menk, Inc.
2638 Shadow Lane
Suite 200
Chaska, MN 55318
P: 952-448-8838
F: 952-448-8805

# Certification

Feasibility Report

For

2026 Downtown Street Reconstruction Project

City of Maple Plain
Maple Plain, MN
25X.141263

December 2025

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: Matt Bauman

Matthew S. Bauman, P.E.
License No. 51323

Date: December 8, 2025

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Preliminary Cost Estimates

Preliminary Assessment Roll

# I. EXECUTIVE SUMMARY

## A. Introduction

The impetus for this project is a request by the City of Maple Plain to evaluate infrastructure improvements in the project area. From an engineering standpoint, the proposed improvements are feasible, cost effective and necessary to maintain the City's existing infrastructure.

## B. Proposed Improvements

The proposed improvements consist of reconstructing Main Street E, Pioneer Avenue, Delano Avenue and Maple Avenue with concrete curb and gutter. Spring Avenue and Marsh Avenue are proposed to be mill and overlaid. Sanitary sewer, watermain and services will be replaced in the project area.

## C. Assessment Summary

35% of all project costs of standard width are proposed to be assessed on an adjusted front footage basis for street improvements. Utilities will be assessed on a unit basis. City policy directs assessments to account for 20-50% of project costs for reconstruction. The Spring & Marsh Avenue mill and overlay area will not be assessed per City policy. Additional portions of the project not assessed include Budd Avenue removal, sidewalk, underground power, lighting and fire station improvements. Properties receiving new utility services will be assessed for utilities. Corner lots that have previously been assessed for street improvements on a project within the last 10 years and corner lots with driveways accessing another street that can be assessed in the future will not be assessed for the street and storm sewer improvements.

The estimated assessment rate for the proposed street and storm sewer improvements is $226.02 per adjusted front foot.

The estimated assessment rate for the proposed sanitary sewer improvements is $1,814.19 per unit.

The estimated assessment rate for the proposed watermain improvements is $2,695.23.

## D. Funding Summary

The project costs are proposed to be apportioned as follows:

| | |
|---|---|
| Assessments[(1)] | $1,669,820.78 |
| Capital Improvement Fund[(2)] | $2,839,868.29 |
| Storm Sewer Fund | $500,000.00 |
| Water Fund | $527,572.50 |
| Sanitary Sewer Fund | $358,483.13 |
| **Total Project Cost** | **$5,895,744.69** |

[(1)]City covers $877,648.55 of this amount

[(2)]See additional detail in Section IV and the Summary in the Appendix

## II. INTRODUCTION

On October 27, 2025, the City Council authorized the preparation of a preliminary engineering report to analyze the following streets:

- Main Street E (from Pioneer Ave. to Budd Ave.)
- Pioneer Avenue
- Delano Avenue
- Maple Avenue
- Marsh Avenue and Spring Avenue
- The fire station parking lot

### A. Scope

This report will determine the feasibility of reconstructing the above-mentioned streets. All existing infrastructure elements (street, utilities, etc.) within the project area were evaluated as part of this report.

The report will provide a description of the proposed improvements, an itemized cost estimate, a cost apportionment and a preliminary assessment roll.

### B. Background

Based on limited as-built information the City has for the proposed project area, it appears the majority of the improvements were originally constructed in the 1960's, and some as early as the 1930's. It appears the roads have been overlayed at some point.

The existing pavements in a majority of the project area have deteriorated. There are many transverse and longitudinal cracks, areas of patching and crown deficiencies.

## III. EXISTING CONDITIONS

The existing conditions are identified in Figure No. 5 in the Appendix.

Several blocks do not have curb and gutter, including Pioneer Avenue, Delano Avenue and Main Street E between Pioneer and Spring Avenue. Street widths for the project area include:

- Main Street East width varies from 26-feet edge-of-bit to edge-of-bit (Pioneer to Spring), 41-feet back-of-curb to back-of-curb (Spring to Delano), and 47-feet back-of-curb to back-of-curb (Delano to Budd).
- Pioneer Avenue is 22-feet wide edge-of-bit to edge-of-bit.
- Delano Avenue varies in width from 29-feet to 35-feet wide edge-of-bit to edge-of-bit.
- Maple Avenue is 46-feet back-of-curb to back-of-curb.
- Spring Avenue is approximately 28-feet wide from back-of-curb to back-of-curb with a 27.5-feet radius cul-de-sac.
- Marsh Avenue is 34-feet wide back-of-curb to back-of-curb with a 25-feet radius cul-de-sac.

The existing sanitary sewer is 8-inch vitrified clay pipe (VCP) and the watermain is 6-inch cast iron pipe (CIP). There is minimal existing storm sewer. The entire project is within the Pioneer Sarah Creek Watershed District. Drainage on the project generally heads west. Main Street east has minimal existing storm sewer and the existing drainage for the project is typically collected by

storm sewer running along Highway 12.

## IV. PROPOSED IMPROVEMENTS

The proposed project area is identified in Figure No. 5 in the Appendix.

The proposed improvements are as follows:

A. Street and Storm Sewer

All reconstructed streets are proposed to include concrete B618 curb and gutter. Widths vary based on planned parking configurations. Roadways with no parallel parking will be 28-feet back-to-back, roadways with one side parallel parking will be 34-feet back-to-back and roadways with parallel parking on both sides will be 42-feet back-to-back. Additionally, the roadways around the downtown redevelopment space will be modified to include parallel parking on one side and diagonal parking on the other. If conditions warrant, drain tile will be placed along both sides of the road and stubs would be provided at each property to allow a location to connect sump pump systems. Sidewalks will be replaced where they exist now and the sidewalk will be extended from the trail on Pioneer Avenue to the existing sidewalk on Main Street East at Marsh Avenue.

As part of the project, the Budd Avenue section of roadway between Main Street and Highway 12 is proposed to be removed. The intersection of Budd Avenue and Highway 12 has a high traffic incident rate and has long been on the list of intersections to be changed for safety purposes.

The proposed storm sewer improvements consist of installing storm sewer on Main Street East to include additional catch basins and reduce overland flow on the roadway. Stormwater treatment will be installed in the City lot west of the water treatment plant. Proposed additions can be seen in Figure No. 4 in the Appendix.

No changes are proposed for Marsh Avenue and Spring Avenue and a 1.5-inch mill and overlay will be completed to renew the pavement surface.

The updated national and local watershed district rules require that new and reconstructed impervious surface treat 0.5-inches of stormwater. This will require stormwater treatment facilities and will be evaluated more thoroughly during final design. The preliminary plan is to create a treatment area on the City lot, west of the water treatment plant.

Based on feedback from property owners regarding existing issues, additional storm sewer could be added to the project area in the design stage. The extent of drain tile in the project may also be adjusted based on property owner feedback.

As part of the downtown redevelopment, overhead power lines on Maple Avenue and on Main Street East between Maple Ave. and Budd Ave. will be buried. Additionally, the project will add lighting along the sidewalk areas where none exists now and is shown on Figure No. 6 in the Appendix.

Additionally, the asphalt parking lot for the fire station will be replaced with this project and is shown on Figure No. 5 in the Appendix.

The total estimated costs for the street and storm sewer improvements are $4,532,582.19, broken down as follows:

- Assessable Project Costs: $1,192,713.90
- Non-assessable Project Costs (Capital Improvement Fund): $3,339,868.29
  - Storm Fund: $500,000.
  - Mill & Overlay Improvements: $47,486.25
  - Sidewalks: $289,406.25
  - Power and Lighting: $462,500.00
  - Fire Station Parking Lot: $260,565.38
  - Budd Avenue Removal: $64,870.31

B. Watermain

The proposed watermain improvements are identified in Figures No. 3 in the Appendix.

The proposed watermain improvements consist of replacing the existing watermain and water services to the curb stop within the project area. The proposed watermain will be 8-inch PVC pipe. A watermain loop will be added on Pioneer Avenue and Main Street East on the west side of the project to improve reliability and allow better access if redevelopment of lots occurs in the future.

The total estimated project cost for the proposed watermain improvements is $811,650.00.

C. Sanitary Sewer

The proposed sanitary sewer improvements are identified in Figure No. 2 in the Appendix.

The proposed sanitary sewer improvements consist of replacing the sanitary sewer and services to approximately 10-feet behind the curb in the project area. The proposed sanitary sewer main will be 8-inch PVC. Sanitary sewer services will be PVC and match the size of the existing service.

During construction, the condition of sanitary sewer services on private property will be evaluated to identify I&I issues. Property owners will be given the option of working with the contractor to replace the portion of the service line on private property and adding the cost of the replacement to the assessment for the property.

The total estimated project cost for the proposed sanitary sewer improvements is $551,512.50.

## V. Special Assessments

35% of all project costs of standard width are proposed to be assessed on an adjusted front footage basis for street improvements and unit basis for utilities. City policy directs assessments to account for 20-50% of project costs for reconstruction. The Spring & Marsh Avenue mill and overlay area will not be assessed per City policy. Additional portions of the project not assessed include Budd Avenue removal, sidewalk, underground power, lighting and fire station improvements. Properties receiving new utility services will be assessed for utilities. Corner lots that have previously been assessed for street improvements on a project within the last 10 years and corner lots with driveways accessing another street that can be assessed in the future will not be assessed for the street and storm sewer improvements.

The estimated assessment rate for the proposed street and storm sewer improvements is

$226.02 per adjusted front foot.

The estimated assessment rate for the proposed sanitary sewer improvements is $1,814.19 per unit.

The estimated assessment rate for the proposed watermain improvements is $2,695.23.

Properties proposed to be assessed are shown in Figure No's 1-4 in the Appendix. A preliminary assessment roll is included in the Appendix. Actual assessments will be based on the final project costs and special benefit analysis. Some numbers in this report have been rounded.

## VI. FUNDING

The project costs are proposed to be financed through the sale of Chapter 429 Improvement Bonds. The assessed portions of the project costs are proposed to be funded through the levying of special assessments to the benefiting properties.

The total estimated project costs for the proposed improvements are $5,895,744.69, which includes an estimated 25 percent for soft costs. Itemized cost estimates have been included in the Appendix.

Additionally, the City is pursuing Local Road Improvement Grant funds for a portion of the construction of roadways. The maximum award for this grant is $1.5M and award notice will come out in March of 2026.

## VII. ESTIMATED COSTS

A summary of the estimated funding apportionment for the proposed improvements is as follows:

| | |
|---|---|
| Assessments[(1)] | $1,669,820.78 |
| Capital Improvement Fund[(2)] | $2,839,868.29 |
| Storm Sewer Fund | $500,000.00 |
| Water Fund | $527,572.50 |
| Sanitary Sewer Fund | $358,483.13 |
| **Total Project Cost** | **$5,895,744.69** |

[(1)]City covers $877,648.55 of this amount

[(2)]See additional detail in Section IV and the Summary in the Appendix

## VIII. CONCLUSION

From an engineering standpoint, the proposed improvements are feasible, cost effective and necessary to maintain the City's existing infrastructure.

# Appendix

Figures

Preliminary Cost Estimates

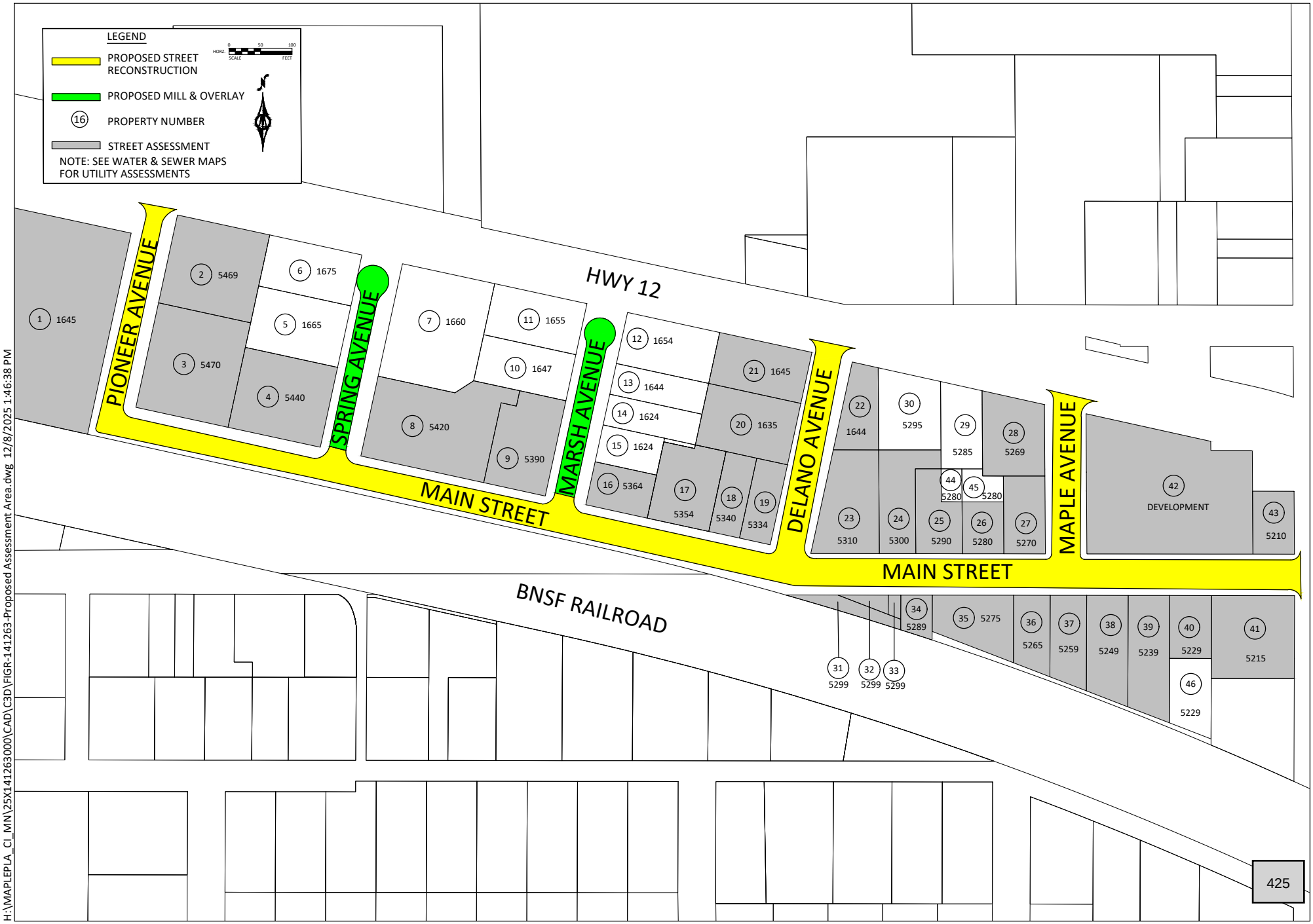
Preliminary Assessment Rolls

# 2026 DOWNTOWN STREET IMPROVEMENTS

CITY OF MAPLE PLAIN

## Figure 1: STREET ASSESSMENT AREA

DECEMBER 2025



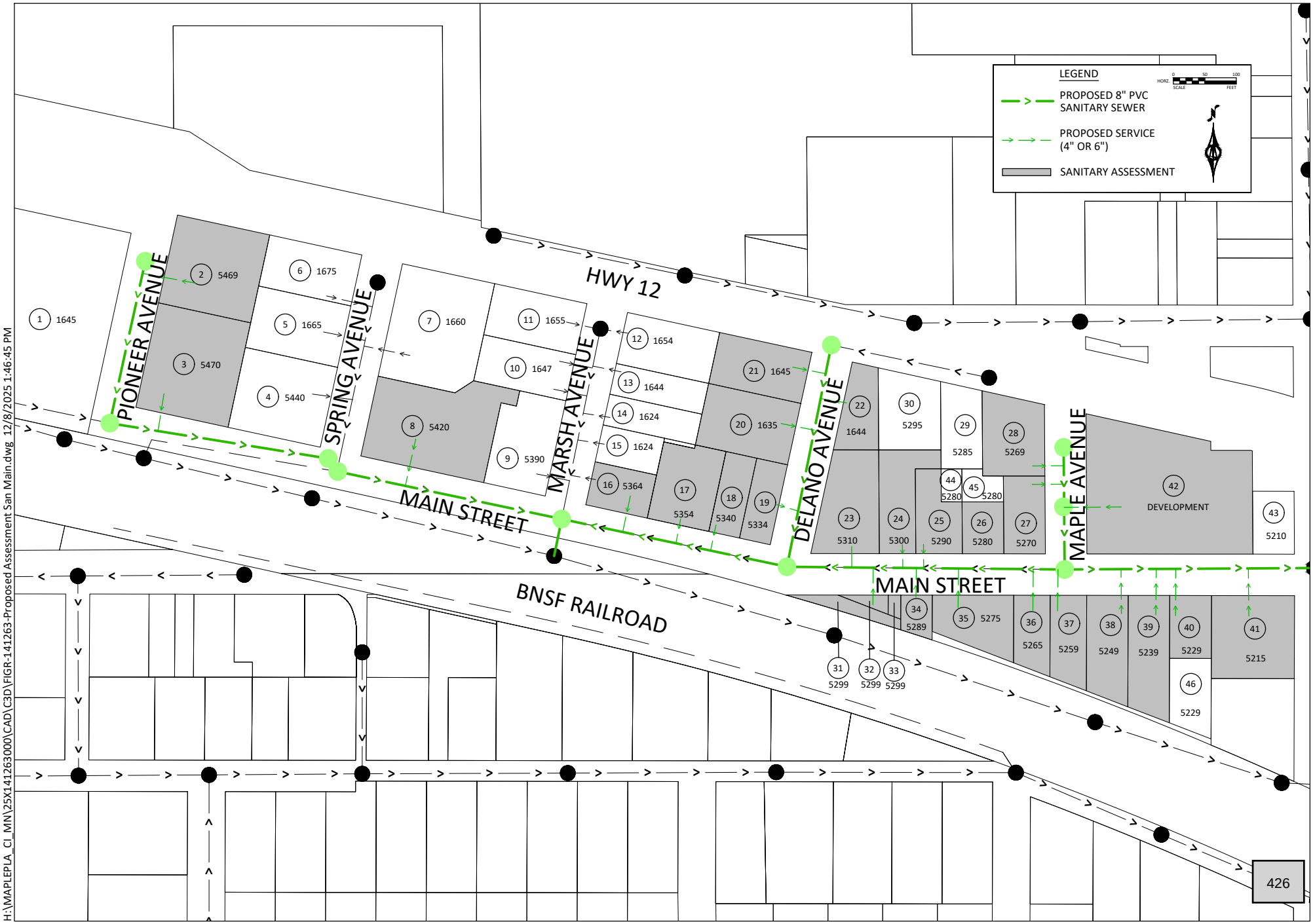

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# 2026 DOWNTOWN STREET IMPROVEMENTS

CITY OF MAPLE PLAIN

## Figure 2: SANITARY ASSESMENT

DECEMBER 2025



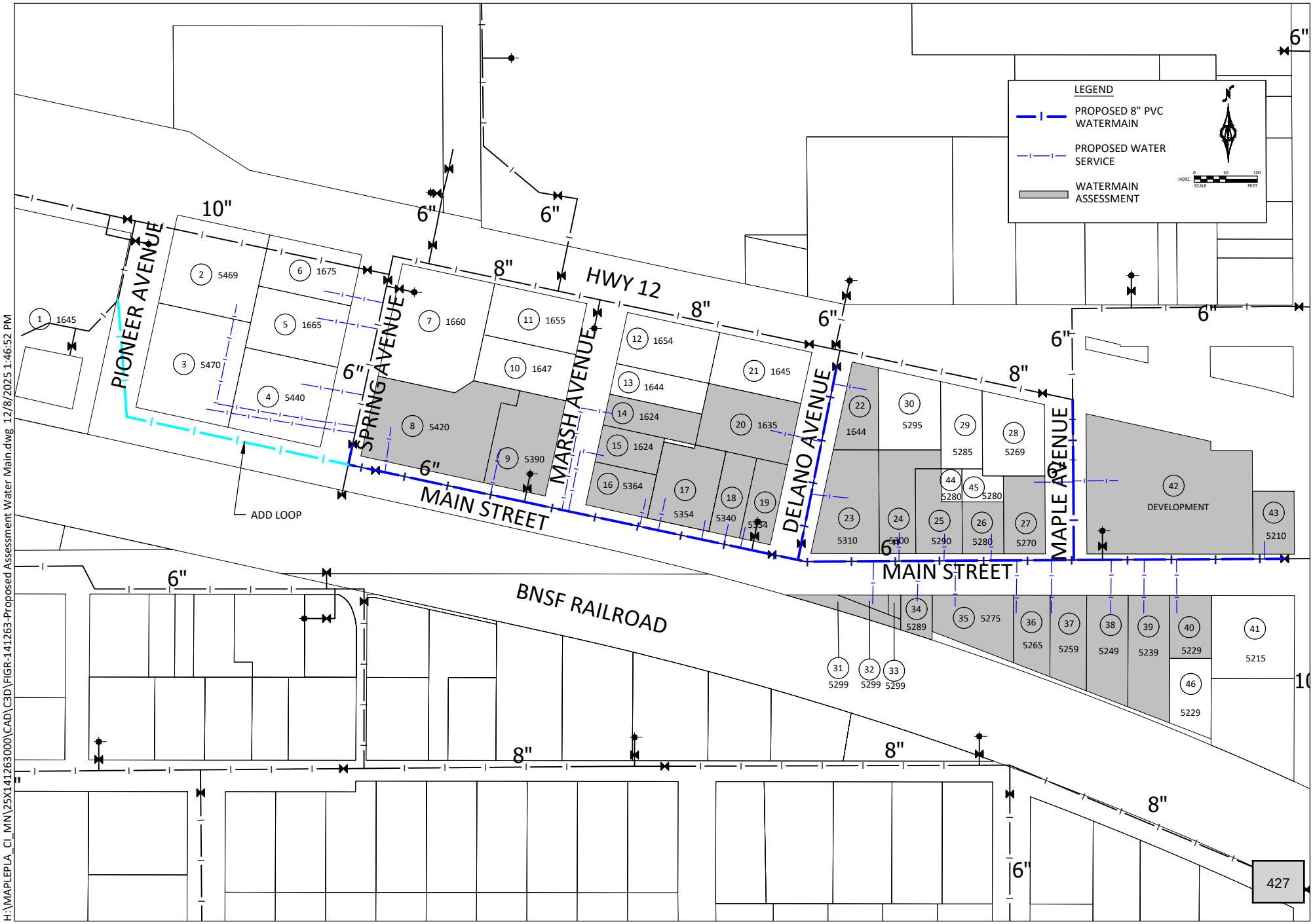

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# 2026 DOWNTOWN STREET IMPROVEMENTS

CITY OF MAPLE PLAIN

## Figure 3: WATER MAIN ASSEMENT

DECEMBER 2025



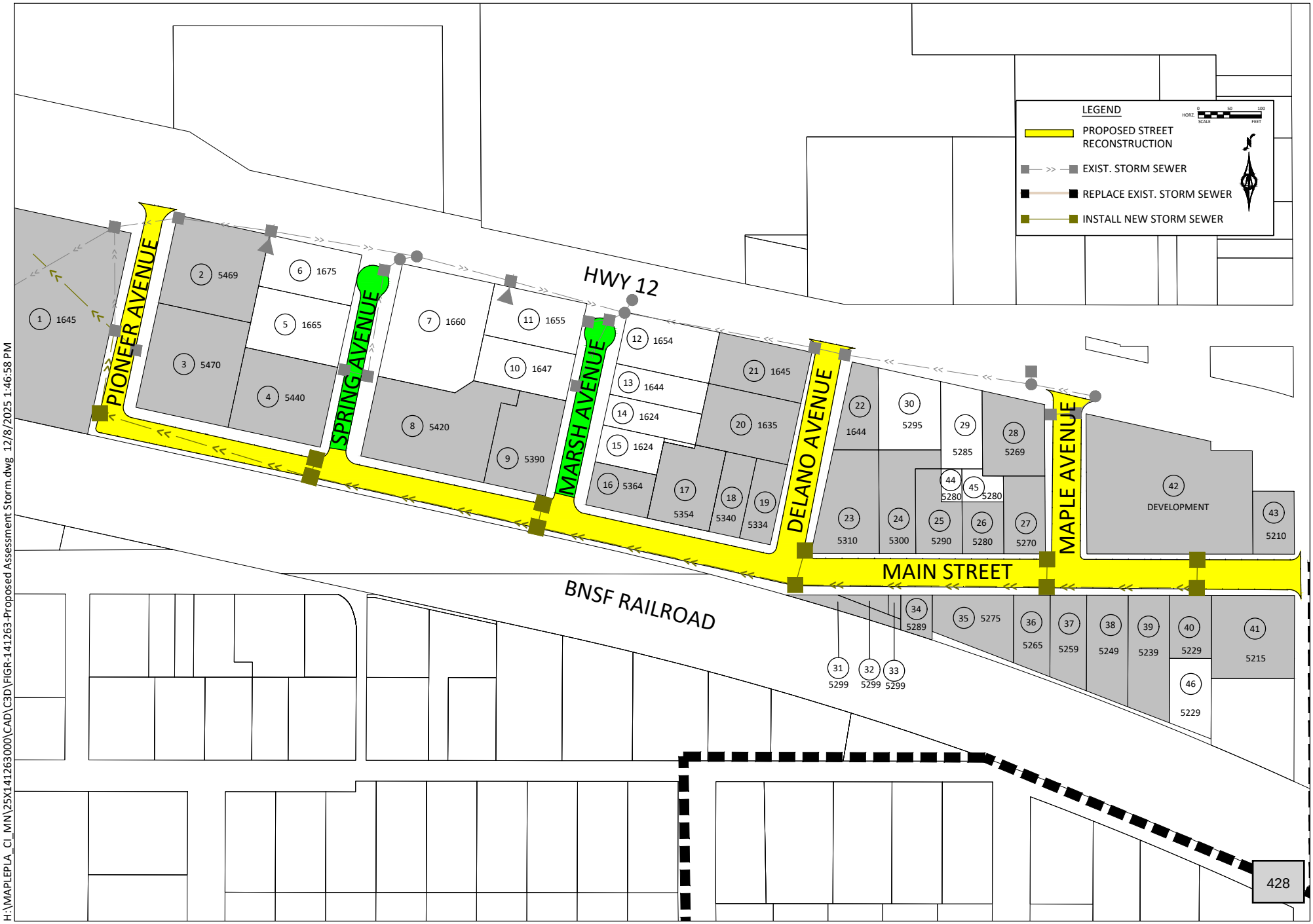

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# 2026 DOWNTOWN STREET IMPROVEMENTS

CITY OF MAPLE PLAIN

## Figure 4: STORM ASSESMENT

DECEMBER 2025




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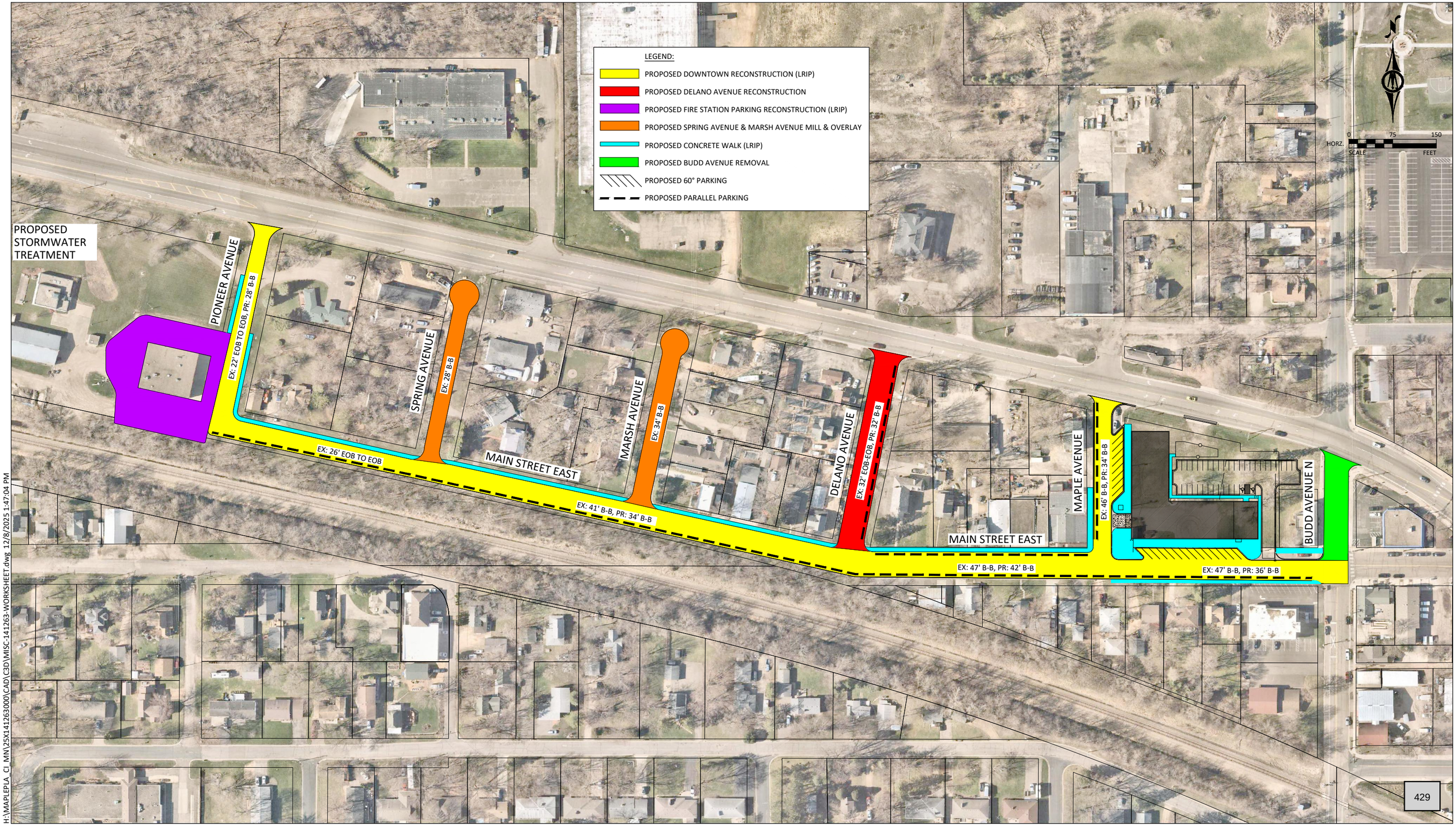
# 2026 Downtown Reconstruction

City of Maple Plain

## Figure 5: PROPOSED CONSTRUCTION PLAN

DECEMBER 2025

BOLTON & MENK




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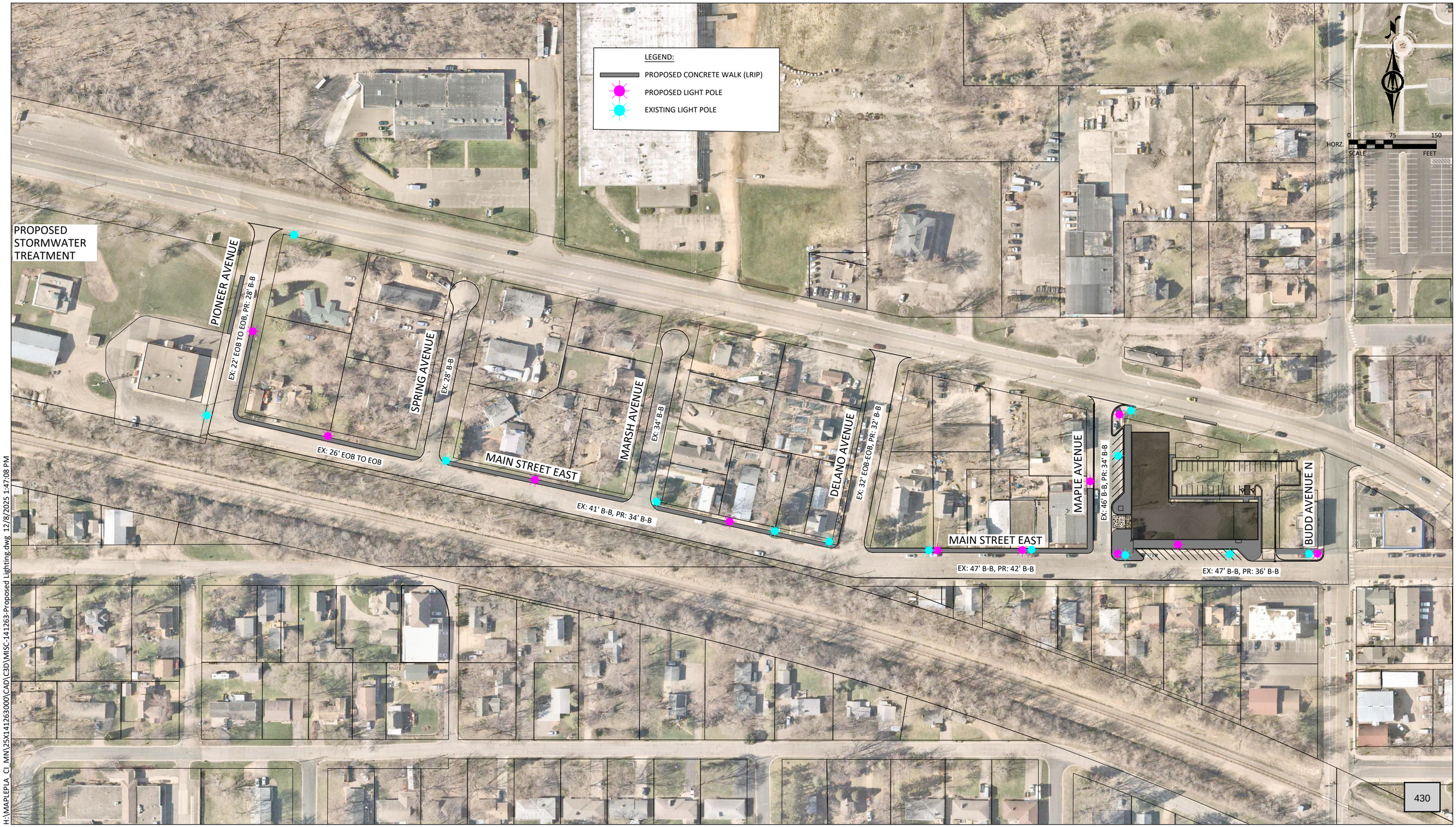
# 2026 Downtown Reconstruction

City of Maple Plain

## Figure 6: PROPOSED LIGHTING PLAN

DECEMBER 2025

BOLTON & MENK




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# *PRELIMINARY COST ESTIMATE*

2026 STREET IMPROVEMENTS
CITY OF MAPLE PLAIN, MINNESOTA
BMI PROJECT NO. 141263

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | **PRORATA** | | | | |
| 1 | MOBILIZATION | 1 | LUMP SUM | $195,000.00 | $195,000.00 |
| 2 | TRAFFIC CONTROL | 1 | LUMP SUM | $16,000.00 | $16,000.00 |
| | **STREET AND STORM SEWER IMPROVEMENTS** | | | | |
| 3 | CLEARING & GRUBBING | 1 | LUMP SUM | $10,000.00 | $10,000.00 |
| 4 | MISC REMOVALS | 1 | LUMP SUM | $10,000.00 | $10,000.00 |
| 5 | SAWING BITUMINOUS (FULL DEPTH) | 1,250 | LIN FT | $2.50 | $3,125.00 |
| 6 | SAWCUT CONCRETE | 300 | LIN FT | $5.25 | $1,575.00 |
| 7 | REMOVE CONCRETE CURB (ANY TYPE) | 3,600 | LIN FT | $5.00 | $18,000.00 |
| 8 | REMOVE CONCRETE | 10,000 | SQ FT | $2.00 | $20,000.00 |
| 9 | COMMON EXCAVATION (CV) (P) | 11,000 | CU YD | $27.00 | $297,000.00 |
| 10 | SUBGRADE EXCAVATION (CV) | 2,950 | CU YD | $28.00 | $82,600.00 |
| 11 | GRANULAR BORROW (CV) | 8,300 | CU YD | $33.50 | $278,050.00 |
| 12 | GEOTEXTILE FABRIC TYPE V | 16,120 | SQ YD | $3.00 | $48,360.00 |
| 13 | AGGREGATE BASE CLASS 5 (100% CRUSHED) | 11,800 | TON | $30.00 | $354,000.00 |
| 14 | TYPE SP 9.5 WEAR COURSE MIX (2,B) | 1,400 | TON | $105.00 | $147,000.00 |
| 15 | TYPE SP 12.5 NON WEAR COURSE MIX (2,B) | 1,750 | TON | $90.00 | $157,500.00 |
| 16 | 4" CONCRETE | 20,700 | SQ FT | $10.00 | $207,000.00 |
| 17 | 6" CONCRETE DRIVEWAY | 2,000 | SQ FT | $12.00 | $24,000.00 |
| 18 | 8" CONCRETE DRIVEWAY | 1,000 | SQ FT | $18.00 | $18,000.00 |
| 19 | TRUNCATED DOMES | 180 | SQ FT | $75.00 | $13,500.00 |
| 20 | TYPE SP 9.5 WEAR COURSE MIX (2,B) (DRIVEWAY) | 750 | TON | $180.00 | $135,000.00 |
| 21 | CONCRETE CURB & GUTTER DESIGN B618 | 5,800 | LIN FT | $25.00 | $145,000.00 |
| 22 | MAINTAIN MAIL SERVICE | 1 | LUMP SUM | $5,000.00 | $5,000.00 |
| 23 | ADJUST FRAME & RING CASTING | 9 | EACH | $1,150.00 | $10,350.00 |
| 24 | STRIPING | 1 | LUMP SUM | $10,000.00 | $10,000.00 |
| 25 | COMMON TOPSOIL BORROW (LV) | 2,800 | CU YD | $40.00 | $112,000.00 |
| 26 | LANDSCAPING | 1 | ALLOWANCE | $70,000.00 | $70,000.00 |
| 27 | SOD | 8,300 | SQ YD | $12.00 | $99,600.00 |
| 28 | SEED AND BLANKET | 4,000 | SQ YD | $3.50 | $14,000.00 |
| 29 | REMOVE DRAINAGE STRUCTURE | 7 | EACH | $700.00 | $4,900.00 |
| 30 | REMOVE SEWER PIPE (STORM) | 250 | LIN FT | $15.00 | $3,750.00 |
| 31 | 4" HDPE PERFORATED DRAINTILE | 1,800 | LIN FT | $18.00 | $32,400.00 |
| 32 | DRAINTILE CLEANOUT | 35 | EACH | $400.00 | $14,000.00 |
| 33 | RC PIPE SEWER DES 3006 CL V | 2,500 | LIN FT | $105.00 | $262,500.00 |
| 34 | CONNECT TO EXISTING STORM SEWER | 0 | EACH | $2,400.00 | $0.00 |
| 35 | CONSTRUCT DRAINAGE STRUCTURE DESIGN R-1 2'X3' | 5 | EACH | $3,000.00 | $15,000.00 |

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| 36 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 4020-48" | 12 | EACH | $5,800.00 | $69,600.00 |
| 37 | STORM SEWER TREATMENT | 1 | LUMP SUM | $90,000.00 | $90,000.00 |
| 38 | ROCK CONSTRUCTION ENTRANCE | 4 | EACH | $1,800.00 | $7,200.00 |
| 39 | SILT FENCE, TYPE MS | 2,000 | LIN FT | $3.00 | $6,000.00 |
| 40 | STORM DRAIN INLET PROTECTION | 22 | EACH | $200.00 | $4,400.00 |
| 41 | SEDIMENT CONTROL LOG TYPE STRAW | 1,000 | LIN FT | $4.00 | $4,000.00 |
| | ESTIMATED CONSTRUCTION COST | | | | $3,015,410.00 |
| | CONTINGENCY (5%) | | | | $150,770.50 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $3,166,180.50 |
| | PROJECT COSTS (25%) | | | | $791,545.13 |
| | **TOTAL ESTIMATED STREET AND STORM PROJECT COST** | | | | **$3,957,725.63** |
| | | | | | |
| | **BUDD AVE REMOVAL** | | | | |
| 1 | MOBILIZATION | 1 | LS | $1,000.00 | $1,000.00 |
| 2 | REMOVE CONCRETE CURB & GUTTER | 175 | LIN FT | $5.00 | $875.00 |
| 3 | REMOVE CONCRETE WALK | 1,400 | SQ FT | $2.00 | $2,800.00 |
| 4 | REMOVE BITUMINOUS STREET | 800 | SQ YD | $10.00 | $8,000.00 |
| 5 | CONCRETE CURB & GUTTER DESIGN B618 | 150 | LIN FT | $25.00 | $3,750.00 |
| 6 | SIDEWALK MODIFICATIONS | 1 | LUMP SUM | $10,000.00 | $10,000.00 |
| 7 | STORM SEWER MODIFICATIONS | 1 | LUMP SUM | $10,000.00 | $10,000.00 |
| 8 | COMMON TOPSOIL BORROW | 200 | CU YD | $40.00 | $8,000.00 |
| 9 | SEED AND BLANKET | 1,000 | SQ YD | $5.00 | $5,000.00 |
| | ESTIMATED CONSTRUCTION COST | | | | $49,425.00 |
| | CONTINGENCY (5%) | | | | $2,471.25 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $51,896.25 |
| | PROJECT COSTS (25%) | | | | $12,974.06 |
| | **TOTAL ESTIMATED BUDD AVE REMOVAL COST** | | | | **$64,870.31** |
| | | | | | |
| | **MILL AND OVERLAY IMPROVEMENTS IMPROVEMENTS** | | | | |
| 1 | MILL BITUMINOUS SURFACE | 2040 | SY | $2.00 | $4,080.00 |
| 2 | CURB REPAIR AND PATCHING | 1 | LUMP SUM | $9,000.00 | $9,000.00 |
| 3 | BITUMINOUS WEAR (1.5") | 190 | TON | $105.00 | $19,950.00 |
| 4 | ADJUST STRUCTURES | 1 | LUMP SUM | $1,150.00 | $1,150.00 |
| 5 | TURF RESTORATION | 1 | LUMP SUM | $2,000.00 | $2,000.00 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $36,180.00 |
| | CONTINGENCY | | | | $1,809.00 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $37,989.00 |
| | PROJECT COSTS (25%) | | | | $9,497.25 |
| | **TOTAL ESTIMATED MILL AND OVERLAY PROJECT COST** | | | | **$47,486.25** |

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | **LIGHTING IMPROVEMENTS** | | | | |
| 1 | MOBILIZATION | 1 | LS | $4,950.00 | $4,950.00 |
| 2 | LIGHTING UNIT TYPE SPECIAL A | 9 | EACH | $6,000.00 | $54,000.00 |
| 3 | LIGHTING UNIT TYPE SPECIAL B | 2 | EACH | $12,000.00 | $24,000.00 |
| 4 | LIGHT FOUNDATION DESIGN E MODIFIED | 11 | EACH | $1,500.00 | $16,500.00 |
| 5 | GFCI RECEPTACLES | 11 | EACH | $300.00 | $3,300.00 |
| 6 | GROUNDING ELECTRODE | 11 | EACH | $100.00 | $1,100.00 |
| 7 | HANDHOLE | 8 | EACH | $3,000.00 | $24,000.00 |
| 8 | EQUIPMENT PAD B | 1 | EACH | $1,500.00 | $1,500.00 |
| 9 | SERVICE CABINET - TYPE L2 | 1 | EACH | $16,000.00 | $16,000.00 |
| 10 | UNDERGROUND CABLE SPLICE | 2 | EACH | $300.00 | $600.00 |
| 11 | 2" NON-METALLIC CONDUIT | 2,350 | LIN FT | $8.00 | $18,800.00 |
| 12 | UNDERGROUND WIRE 1/C 6 AWG | 11,750 | LIN FT | $3.00 | $35,250.00 |
| | ESTIMATED CONSTRUCTION COST | | | | $200,000.00 |
| | CONTINGENCY (5%) | | | | $10,000.00 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $210,000.00 |
| | PROJECT COSTS (25%) | | | | $52,500.00 |
| | **TOTAL ESTIMATED LIGHTING COST** | | | | **$262,500.00** |
| | **UNDERGROUND POWER** | | | | |
| 1 | UNDERGROUND POWER | 1 | LUMP SUM | $200,000.00 | $200,000.00 |
| | **TOTAL ESTIMATED POWER CONVERSION COST** | | | | **$200,000.00** |
| | **SANITARY SEWER IMPROVEMENTS** | | | | |
| 1 | BYPASS PUMPING | 1 | LS | $10,000.00 | $10,000.00 |
| 2 | REMOVE EXISTING SANITARY SEWER (ANY TYPE, ANY SIZE) | 4,400 | LF | $4.00 | $17,600.00 |
| 3 | REMOVE SANITARY MANHOLE (ANY TYPE, ANY SIZE) | 8 | EACH | $700.00 | $5,600.00 |
| 4 | 4" PVC, SERVICE PIPE | 300 | LF | $40.00 | $12,000.00 |
| 5 | 6" PVC SERVICE PIPE | 500 | LF | $50.00 | $25,000.00 |
| 6 | SERVICE WYE | 26 | EACH | $1,000.00 | $26,000.00 |
| 7 | 8" PVC, SDR 35 | 2,900 | LF | $70.00 | $203,000.00 |
| 8 | SANITARY MANHOLE | 8 | EACH | $7,000.00 | $56,000.00 |
| 9 | CONNECT TO EXISTING SANITARY SEWER | 6 | EACH | $3,000.00 | $18,000.00 |
| 10 | CONNECT TO EXISTING SERVICE | 26 | EACH | $900.00 | $23,400.00 |
| 11 | TRACER WIRE BOX | 26 | EACH | $225.00 | $5,850.00 |
| 12 | CHIMNEY SEAL | 10 | EACH | $375.00 | $3,750.00 |
| 13 | SUBSURFACE INVESTIGATION | 10 | HOUR | $800.00 | $8,000.00 |
| 14 | TRENCH ROCK | 100 | TON | $60.00 | $6,000.00 |
| | ESTIMATED CONSTRUCTION COST | | | | $420,200.00 |

| ITEM NO. | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | AMOUNT |
|---|---|---|---|---|---|
| | CONTINGENCY | | | | $21,010.00 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $441,210.00 |
| | PROJECT COSTS (25%) | | | | $110,302.50 |
| | **TOTAL ESTIMATED SANITARY SEWER PROJECT COST** | | | | **$551,512.50** |
| | | | | | |
| | **WATERMAIN IMPROVEMENTS** | | | | |
| 1 | SUBSURFACE INVESTIGATION | 10 | HOUR | $800.00 | $8,000.00 |
| 2 | REMOVE WATERMAIN | 2,200 | LIN FT | $10.00 | $22,000.00 |
| 3 | REMOVE WATER SERVICE PIPE (INCLUDING CURB STOP) | 1,200 | LIN FT | $10.00 | $12,000.00 |
| 4 | REMOVE HYDRANT | 3 | EACH | $600.00 | $1,800.00 |
| 5 | REMOVE GATE VALVE & BOX | 10 | EACH | $300.00 | $3,000.00 |
| 6 | TRENCH ROCK | 200 | TON | $60.00 | $12,000.00 |
| 7 | TEMPORARY WATER SERVICE | 1 | LUMP SUM | $40,000.00 | $40,000.00 |
| 8 | CONNECT TO EXISTING WATERMAIN | 5 | EACH | $2,750.00 | $13,750.00 |
| 9 | 6" GATE VALVE & BOX | 5 | EACH | $3,000.00 | $15,000.00 |
| 10 | 8" GATE VALVE & BOX | 11 | EACH | $3,800.00 | $41,800.00 |
| 11 | HYDRANT | 4 | EACH | $7,800.00 | $31,200.00 |
| 12 | HYDRANT EXTENSION | 4 | LIN FT | $2,000.00 | $8,000.00 |
| 13 | GATE VALVE EXTENSION | 15 | LIN FT | $250.00 | $3,750.00 |
| 14 | 6" PVC, C900 WATERMAIN | 200 | LIN FT | $65.00 | $13,000.00 |
| 15 | 8" PVC, C900 WATERMAIN | 2,700 | LIN FT | $75.00 | $202,500.00 |
| 16 | INSULATION | 50 | SY | $65.00 | $3,250.00 |
| 17 | WATERMAIN FITTINGS | 3,000 | POUND | $18.00 | $54,000.00 |
| 18 | 1" COPPER WATER SERVICE, TYPE K | 1,300 | LIN FT | $50.00 | $65,000.00 |
| 19 | 1" CURB STOP & BOX | 26 | EACH | $800.00 | $20,800.00 |
| 20 | 1" CORPORATION STOP | 26 | EACH | $725.00 | $18,850.00 |
| 21 | TRACER WIRE BOX | 26 | EACH | $225.00 | $5,850.00 |
| 22 | CONNECT TO EXISTING SERVICE | 24 | EACH | $700.00 | $16,800.00 |
| 23 | ADJUST GATE VALVE & BOX | 11 | EACH | $550.00 | $6,050.00 |
| | ESTIMATED CONSTRUCTION COST | | | | $618,400.00 |
| | CONTINGENCY | | | | $30,920.00 |
| | TOTAL ESTIMATED CONSTUCTION COST | | | | $649,320.00 |
| | PROJECT COSTS (25%) | | | | $162,330.00 |
| | **TOTAL ESTIMATED WATERMAIN PROJECT COST** | | | | **$811,650.00** |
| | | | | | |
| | **TOTAL ESTIMATED PROJECT COST** | | | | **$5,895,744.69** |

2026 Downtown Reconstruction Cost Summay Breakdown

| COST SUMMARY | ASSESSABLE (35%) | NON-ASSESSABLE (REMAINING 65% +) | CITY ASSESSMENT PORTION | PROPERTY ASSESSED | CITY TOTAL | TOTAL |
|---|---|---|---|---|---|---|
| **STREET & STORM SEWER COST** | $1,192,713.90 | $2,215,040.10 | $510,581.90 | $682,132.00 | $2,725,622.00 | $3,407,754.00 |
| *UNDERGROUND POWER - ESTIMATED* | | | | $0.00 | $200,000.00 | $200,000.00 |
| *STREET LIGHTING* | | | | $0.00 | $262,500.00 | $262,500.00 |
| *SIDEWALK & BUDD AVENUE REMOVAL* | | | | $0.00 | $354,276.56 | $354,276.56 |
| | | | | | | |
| **FIRE STATION** | $0.00 | $260,565.38 | $0.00 | $0.00 | $260,565.38 | $260,565.38 |
| *INCLUDES FULL REBUILD* | | | | | | |
| **MILL & OVERLAY** | $0.00 | $47,486.25 | $0.00 | $0.00 | $47,486.25 | $47,486.25 |
| *SPRING AND MARSH* | | | | | | |
| **WATERMAIN** | $284,077.50 | $527,572.50 | $219,391.92 | $64,685.58 | $746,964.42 | $811,650.00 |
| | | | | | | |
| **SANITARY SEWER** | $193,029.38 | $358,483.13 | $147,674.73 | $45,354.65 | $506,157.85 | $551,512.50 |
| | | | | | | |
| **SUMMARY** | **$1,669,820.78** | **$3,409,147.35** | **$877,648.55** | **$792,172.22** | **$5,103,572.46** | **$5,895,744.69** |

| | | |
|---|---|---|
| **LRIP ELIGIBLE (MAX $1.5M)** | | $3,679,062.52 |
| *MAIN, MAPLE, PIONEER* | | |

**PRELIMINARY ASSESSMENT ROLL**
**2026 DOWNTOWN STREET IMPROVEMENTS**
**CITY OF MAPLE PLAIN, MINNESOTA**
**12/8/2025**

| PROP. NO. | OWNER | OWNER ADDRESS | PROPERTY ADDRESS | P.I.D. | NOTES | FF (FOOT) | SIDE YARD (FOOT) | ADJ. FF (FOOT) | SANITARY UNIT | WATER UNIT | STREET ASSESSMENT (FOOT) | SANITARY (UNIT) | WATERMAIN (UNIT) | TOTAL ASSESSMENT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | CITY OF MAPLE PLAIN | PO BOX 97 | 1645 Pioneer Avenue | 2411824330029 | | 327 | | 327 | | | $73,908.93 | $0.00 | $0.00 | $73,908.93 |
| 2 | MN BEEF PROMO & RSRCH CNCIL | PO BOX 39 | 5469 HWY 12 | 2411824330018 | | 143 | | 143 | 1 | | $32,321.03 | $1,814.19 | $0.00 | $34,135.22 |
| 3 | MP MAIN LLC | 5470 MAIN ST E | 5470 Main Street East | 2411824330036 | | 150 | 170 | 235 | 1 | | $53,114.98 | $1,814.19 | $0.00 | $54,929.17 |
| 4 | S L BOURGERIE & R BOURGERIE | 5440 MAIN ST E | 5440 Main Street East | 2411824330030 | | 150 | | 150 | | | $33,903.18 | $0.00 | $0.00 | $33,903.18 |
| 5 | MARIA'S GARDENS LLC | 5025 FERN DRIVE LORETTO MN 55357 | 1665 Spring Avenue | 2411824330011 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 6 | KAAJ ENTERPRISES LLC | 481 PRAIRIE CREEK DR DELANO MN 55328 | 1675 Spring Avenue | 2411824330041 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 7 | I J BREKHUS & D L BREKHUS | 4527 PLEASANT ST SE PRIOR LAKE MN 55372 | 1660 Spring Avenue | 2411824330037 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 8 | J J HATECKE & R E HATECKE | 5420 MAIN ST E | 5420 Main Street East | 2411824330004 | | 200 | | 200 | 1 | 1 | $45,204.24 | $1,814.19 | $2,695.23 | $49,713.66 |
| 9 | J M GOLDADE & N J SWANSON | 5390 MAIN ST E | 5390 Main Street East | 2411824340061 | | 100 | | 100 | | 1 | $22,602.12 | $0.00 | $2,695.23 | $25,297.35 |
| 10 | LTW INC | 1720 RESTHAVEN LA MOUND MN 55364 | 1647 Marsh Avenue | 2411824340060 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 11 | MARIAH J SCHWECKE | 1655 MARSH AVE | 1655 Marsh Avenue | 2411824340064 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 12 | DJ.B FUTURES INC ET AL | 1654 MARSH AVE MAPLE PLAIN MN 55359 | 1654 Marsh Avenue | 2411824340063 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 13 | BRADLEY D DICKHAUSEN | 1644 MARSH AVE | 1644 Marsh Avenue | 2411824340055 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 14 | MARK A SHEPARD & MARY E SHEPHARD | 155 NORTH SHORE DR | 1624 Marsh Avenue | 2411824340054 | | | | 0 | | 1 | $0.00 | $0.00 | $2,695.23 | $2,695.23 |
| 15 | MARK A SHEPARD & MARY E SHEPHARD | 155 NORTH SHORE DR | 1624 Marsh Avenue | 2411824340053 | | | | 0 | | 1 | $0.00 | $0.00 | $2,695.23 | $2,695.23 |
| 16 | KATHLEEN PURDY | 440 ENCHANTED DR SHOREWOOD MN 55364 | 5364 Main Street East | 2411824340052 | (d) | 100 | | 100 | 1 | 1 | $22,602.12 | $1,814.19 | $2,695.23 | $27,111.54 |
| 17 | PINE PROPERTIES LLC | 11221 LORRY LANE MINNETONKA MN 55305 | 5354 Main Street East | 2411824340082 | | 100 | | 100 | 1 | 1 | $22,602.12 | $1,814.19 | $2,695.23 | $27,111.54 |
| 18 | RIVER HILLS REVOCABLE TRUST | 2937 LAKE SHORE AVE | 5340 Main Street East | 2411824340050 | | 50 | | 50 | 1 | 1 | $11,301.06 | $1,814.19 | $2,695.23 | $15,810.48 |
| 19 | RIVER HILLS REVOCABLE TRUST | 2937 LAKE SHORE AVE | 5334 Main Street East | 2411824340049 | | 130 | 50 | 155 | 1 | 1 | $35,033.29 | $1,814.19 | $2,695.23 | $39,542.71 |
| 20 | THOMAS S WOLF & ANN RIEFF | 4624 BROOK ST | 1635 Delano Avenue | 2411824340048 | | 100 | | 100 | 1 | 1 | $22,602.12 | $1,814.19 | $2,695.23 | $27,111.54 |
| 21 | MALIK HOSPITALITY GROUP LLC | 5329 HWY 12 | 1645 Delano Avenue | 2411824340062 | | 83 | | 83 | 1 | | $18,759.76 | $1,814.19 | $0.00 | $20,573.95 |
| 22 | SANDI KAY MILLAR & CHARLES R MILLAR | 1397 30TH ST SE BUFFALO MN 55313 | 1644 Delano Avenue | 2411824340037 | | 143 | | 143 | 1 | 1 | $32,321.03 | $1,814.19 | $2,695.23 | $36,830.45 |
| 23 | STEEPLE ON MAIN LLC | 5310 MAIN ST E | 5310 Main Street East | 2411824340073 | | 169 | 109 | 224 | 1 | 1 | $50,628.75 | $1,814.19 | $2,695.23 | $55,138.17 |
| 24 | TIMOTHY G CROLLEY | 5300 MAIN ST E | 5300 Main Street East | 2411824340074 | | 58 | | 58 | 1 | 1 | $13,109.23 | $1,814.19 | $2,695.23 | $17,618.65 |
| 25 | CHRIS JANE PALM | PO BOX 403 | 5290 Main Street East | 2411824340076 | | 74 | | 74 | 1 | 1 | $16,725.57 | $1,814.19 | $2,695.23 | $21,234.99 |
| 26 | J JAMES & L JAMES | 1225 MAPLEWOOD DR LONG LAKE MN 55356 | 5280 Main Street East | 2411824340042 | | 66 | | 66 | 1 | 1 | $14,917.40 | $1,814.19 | $2,695.23 | $19,426.82 |
| 27 | 5270 MAIN STREET LLC | 1613 MAPLE AVENUE | 5270 Main Street East | 2411824340044 | | 124 | 66 | 157 | 1 | 1 | $35,485.33 | $1,814.19 | $2,695.23 | $39,994.75 |
| 28 | NELLY AND CO LLC | 1325 CO RD 12 SW MONTROSE MN 55363 | 5269 HWY 12 | 2411824340034 | | 114 | | 114 | 1 | | $25,766.42 | $1,814.19 | $0.00 | $27,580.60 |
| 29 | IRONWOOD PROPERTIES LLC | 709 MINNETONKA HIGHLAND LANE LONG LAKE MN 55356 | 5285 HWY 12 | 2411824340035 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 30 | IRONWOOD PROPERTIES LLC | 709 MINNETONKA HIGHLAND LANE LONG LAKE MN 55356 | 5295 HWY 12 | 2411824340036 | | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 31 | HARTMANN HOLDINGS LLC | 6645 HILLSTROM RD INDEPENDENCE MN 55359 | 5299 Main Street East | 2511824210135 | (c ) | | 67 | 34 | | | $7,684.72 | $0.00 | $0.00 | $7,684.72 |
| 32 | HARTMANN HOLDINGS LLC | 6645 HILLSTROM RD INDEPENDENCE MN 55359 | 5299 Main Street East | 2511824210067 | (c ) | | 40 | 20 | 1 | 1 | $4,520.42 | $1,814.19 | $2,695.23 | $9,029.84 |
| 33 | HARTMANN HOLDINGS LLC | 6645 HILLSTROM RD INDEPENDENCE MN 55359 | 5299 Main Street East | 2511824210068 | (c ) | 20 | | 20 | | | $4,520.42 | $0.00 | $0.00 | $4,520.42 |
| 34 | KENZIE ERVIN & JEFFREY ERVIN | 5289 MAIN ST E | 5289 Main Street East | 2511824210066 | | 50 | | 50 | 1 | 1 | $11,301.06 | $1,814.19 | $2,695.23 | $15,810.48 |
| 35 | LESTER A JONES | 5275 MAIN ST E | 5275 Main Street East | 2511824210065 | | 129 | | 129 | 1 | 1 | $29,156.74 | $1,814.19 | $2,695.23 | $33,666.15 |
| 36 | BETSY L SUTHERLAND | POST OFFICE BOX 203 | 5265 Main Street East | 2511824210064 | | 58 | | 58 | 1 | 1 | $13,109.23 | $1,814.19 | $2,695.23 | $17,618.65 |
| 37 | SCOTT A STEVENSON | 5259 MAIN ST E | 5259 Main Street East | 2511824210063 | | 58 | | 58 | 1 | 1 | $13,109.23 | $1,814.19 | $2,695.23 | $17,618.65 |
| 38 | ARIC J MIECH | 5249 MAIN ST E | 5249 Main Street East | 2511824210062 | | 66 | | 66 | 1 | 1 | $14,917.40 | $1,814.19 | $2,695.23 | $19,426.82 |
| 39 | J WINDLER JR & S WINDLER | 860 FOREST ARMS LANE ORONO MN 55364 | 5239 Main Street East | 2511824210061 | | 66 | | 66 | 1 | 1 | $14,917.40 | $1,814.19 | $2,695.23 | $19,426.82 |
| 40 | K P T LE & A T VO | 5229 MAIN ST E | 5229 Main Street East | 2511824210060 | | 67 | | 67 | 1 | 1 | $15,143.42 | $1,814.19 | $2,695.23 | $19,652.84 |
| 41 | YAAB PROPERTIES LLC | 5215 MAIN ST E | 5215 Main Street East | 2511824210132 | | 132 | | 132 | 1 | | $29,834.80 | $1,814.19 | $0.00 | $31,648.98 |
| 42 | DEVELOPMENT [1] | | | | (b) | 264 | 223 | 376 | 71 | 71 | $84,983.97 | $128,807.20 | $191,361.50 | $405,152.67 |
| 43 | MAGNOLIA 8 PROPERITIES LLC | 2670 KELLEY PARKWAY 311 ORONO MN 55356 | 5210 Main Street East | 2411824340032 | | 66 | | 66 | | 1 | $14,917.40 | $0.00 | $2,695.23 | $17,612.63 |
| 44 | J JAMES & L JAMES | 1225 MAPLEWOOD DR LONG LAKE MN 55356 | 5280 Main Street East | 2411824340039 | (e ) | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 45 | J JAMES & L JAMES | 1225 MAPLEWOOD DR LONG LAKE MN 55356 | 5280 Main Street East | 2411824340043 | (e ) | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |
| 46 | K P T LE & A T VO | 5229 MAIN ST E | 5229 Main Street East | 2511824210069 | (e ) | | | 0 | | | $0.00 | $0.00 | $0.00 | $0.00 |

**PRELIMINARY ASSESSMENT ROLL**
**2026 DOWNTOWN STREET IMPROVEMENTS**
**CITY OF MAPLE PLAIN, MINNESOTA**
**12/8/2025**

| PROP. NO. | OWNER | OWNER ADDRESS | PROPERTY ADDRESS | P.I.D. | NOTES | FF (FOOT) | SIDE YARD (FOOT) | ADJ. FF (FOOT) | SANITARY UNIT | WATER UNIT | STREET ASSESSMENT (FOOT) | SANITARY (UNIT) | WATERMAIN (UNIT) | TOTAL ASSESSMENT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | CITY OF MAPLE PLAIN | | | | (a) | 1556 | | 1556 | 10.4 | 10.4 | $351,689.00 | $18,867.53 | $28,030.42 | $398,586.95 |
| | | | | Total | | 4913 | 725 | 5277 | 106.4 | 105.4 | $1,192,713.90 | $193,029.38 | $284,077.50 | $1,669,820.78 |

Notes
(1) Currently four lots owned by the City scheduled for development
Project Costs Not Included: Sidewalks, Power, Lighting, Budd Avenue, Mill and Overlay

Notes
(a) RR frontage of 1139', add 417' of frontage/sideyards dropped from Adj FF Conversions. Convert RR frontage to 10.4 ERU's based on avg frontage of 11(
(b) Assumed SAC count based on 71 units
(c ) Triangular properties calculcated based on sideyard midpoints for Adj. FF
(d) Two services - one in assessment area
(e ) No direct access lot

BOLTON & MENK
Real People. Real Solutions.

CITY OF MAPLE PLAIN

# 2026 Street Reconstruction Project

# City of Maple Plain, MN

*December 15, 2025*

Matthew S. Bauman, P.E.
Project Manager

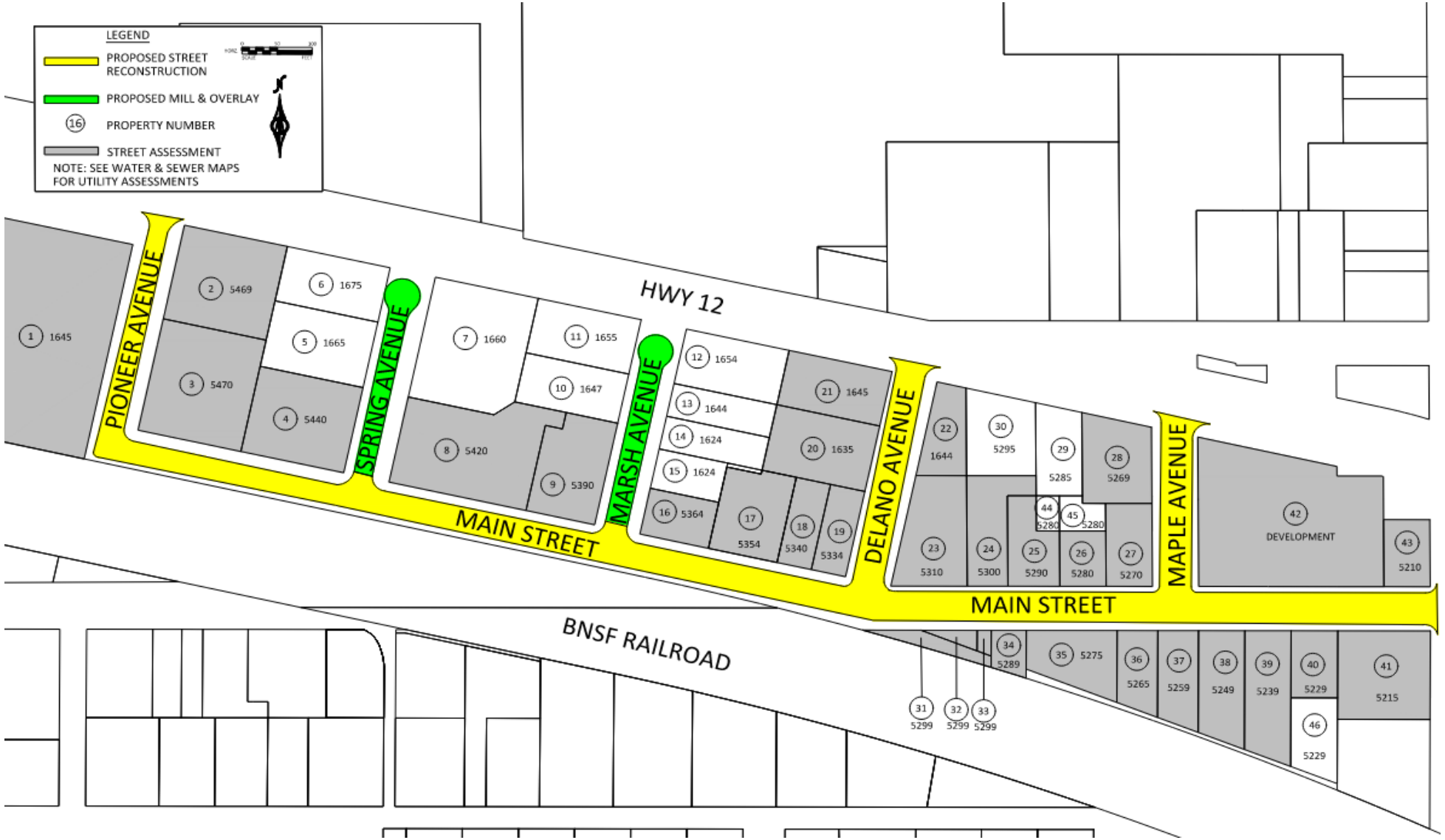
# Introduction

- **On October 27, 2025, the City Council authorized the preparation of a feasibility study to analyze improvements to the following streets:**
  - Main Street E, Pioneer Avenue, Delano Avenue, Maple Avenue, Marsh Avenue and Spring Avenue
  - Fire station parking lot
- **All existing infrastructure elements within the project area were evaluated as part of the report, which provides descriptions of the proposed improvements, itemized cost estimates, cost apportionments, and preliminary assessment roll.**

# Need for Improvements

- Based on limited as-built information, it appears improvements were originally constructed between the 1930's and the 1960's.
- The existing pavements in most of the project areas have deteriorated to a point where traditional maintenance activities are no longer effective.
- Pioneer Avenue is undersized.
- Several roadways do not have curb and gutter.
- Due to corrosive soils, the watermain pipes in the project area have deteriorated to a point that they are fragile and subject to breaks.
- Sanitary sewer within the project area consists of mostly clay pipes and has some block-built structures that are susceptible to infiltration.

# Project Area – Downtown Reconstruction



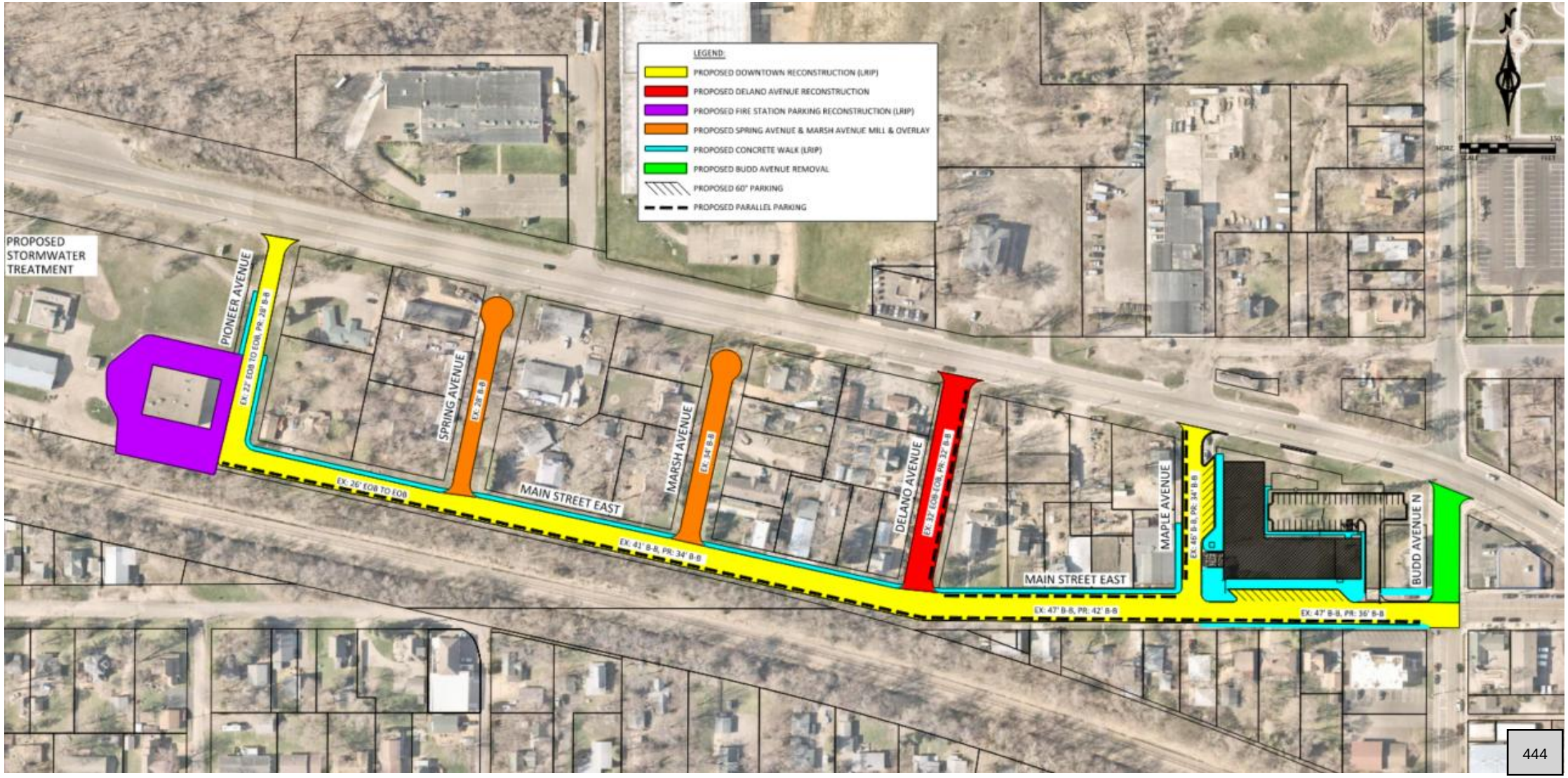
# Proposed Improvements – Downtown Reconstruction

- **Full reconstruction & mill and overlay**
- **Watermain and services replaced in the R/W of reconstructed streets**
  - Loop to Pioneer
- **Sanitary sewer main and services replaced in the R/W**
- **Replace and add storm sewer**
- **Addition of stormwater quality treatment**
- **Replace and add sidewalk**
  - Connect to trail on Pioneer Ave
- **Streetscaping around development**
- **Lighting**
- **Bury power around redevelopment block**

# Proposed Improvements – Roadways, Parking, Walks

- **Full reconstruction:**
  - Main Street E
  - Pioneer Avenue
  - Delano Avenue
  - Maple Avenue
- **Mill and Overlay:**
  - Spring Avenue
  - Marsh Avenue
- **Remove Budd Avenue (Main St to Hwy 12)**
  - Reduces crash risk by forcing traffic to use better visibility intersections
- **Street widths modified for standard drive lanes and parking changes**
  - Parallel and diagonal parking
- **Replace and add curb and gutter to all streets.**

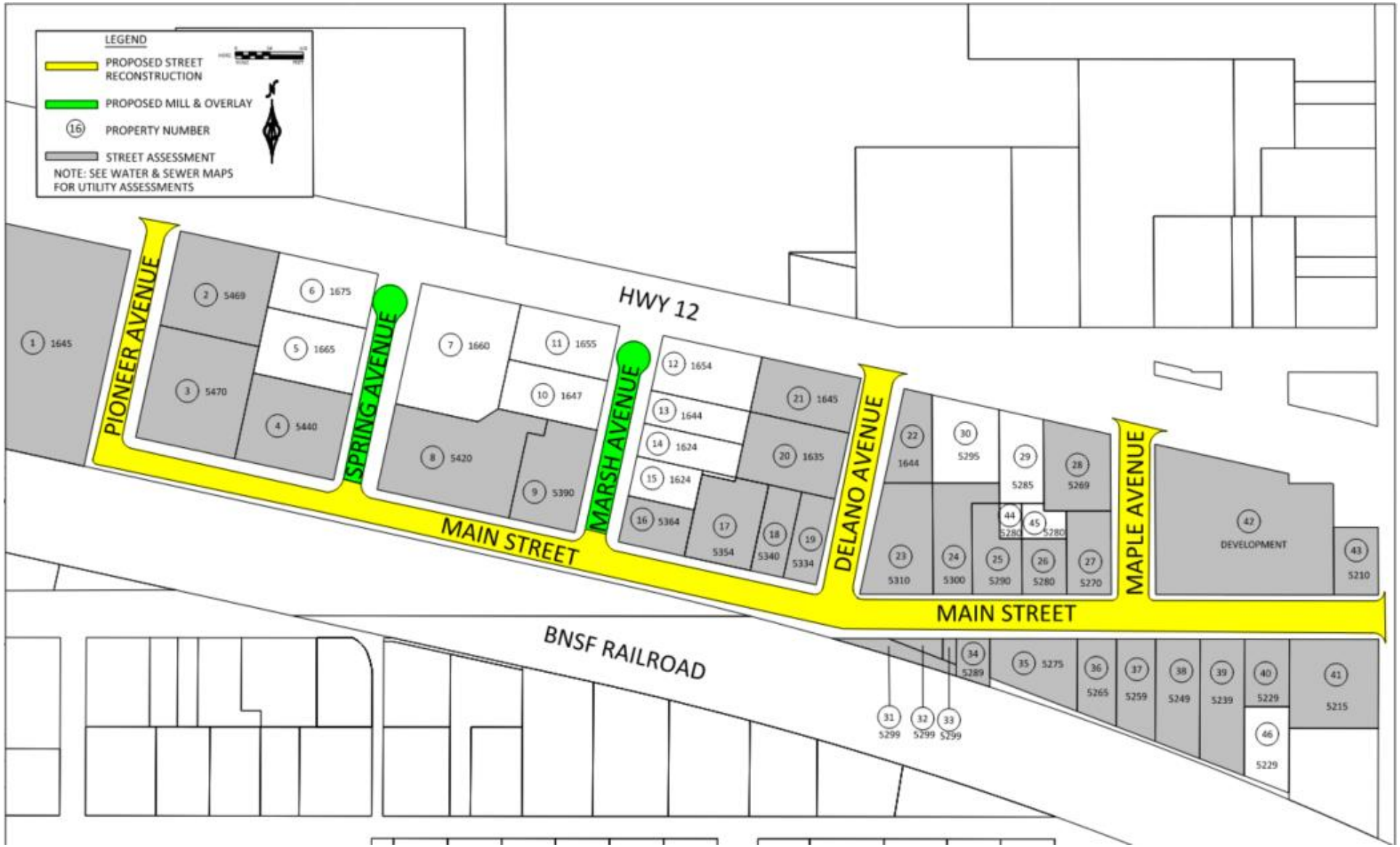
# Project Improvements



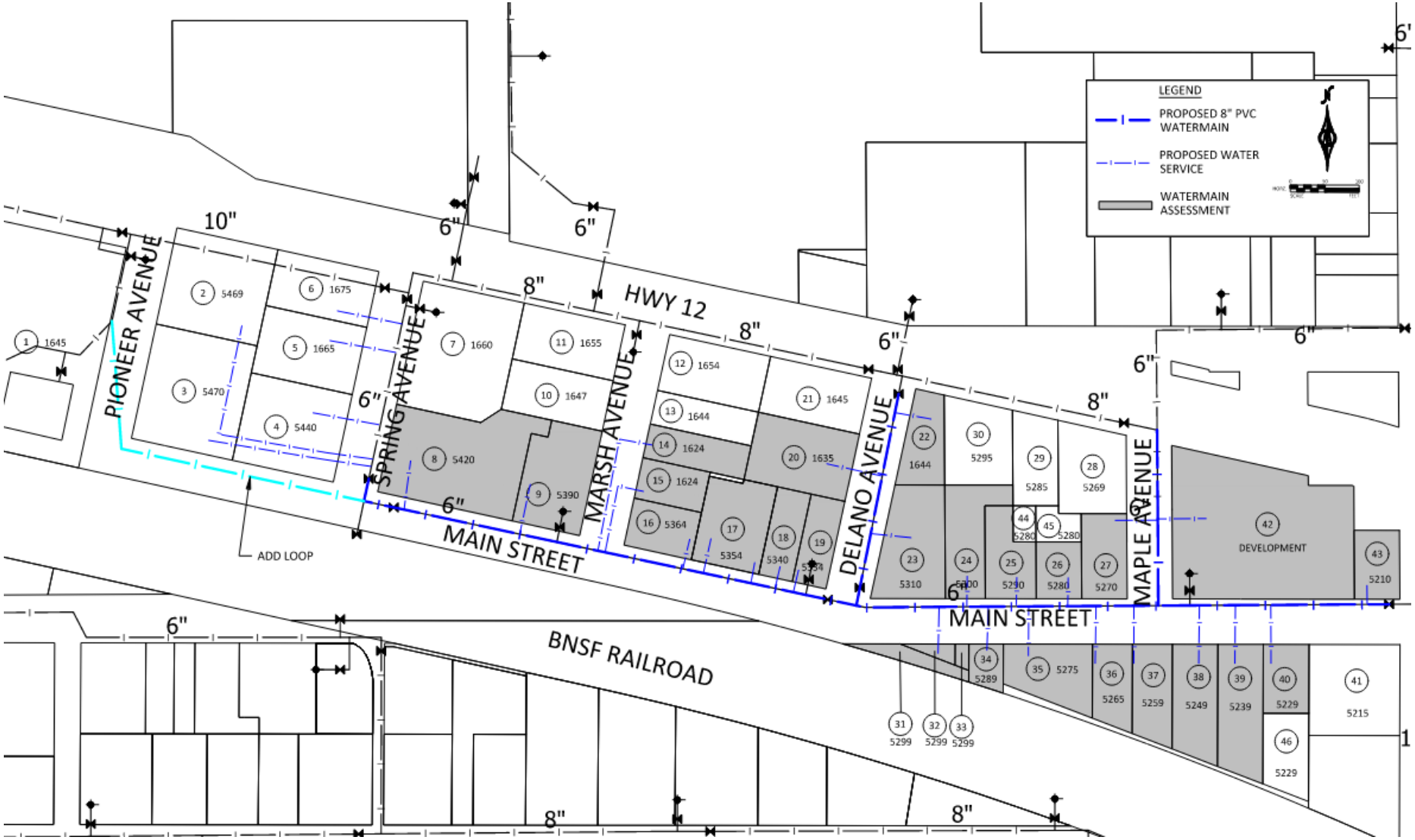
# Assessment Methodology

- **35% of street and storm sewer project costs proposed to be assessed on an adjusted front footage basis.**
- **35% of utility project costs proposed to be assessed on a unit basis.**
  - Only properties served by utilities within the project area assessed for those utilities.
- **City to pay for non-assessable frontage and project elements.**
  - Marsh and Spring Avenue Mill and Overlay
  - Sidewalk
  - Lighting
  - Burying of overhead power (on Maple and Main)
  - Fire station parking lot
  - Budd Avenue removal
  - Non-assessable street, storm water, water and sanitary sewer frontage

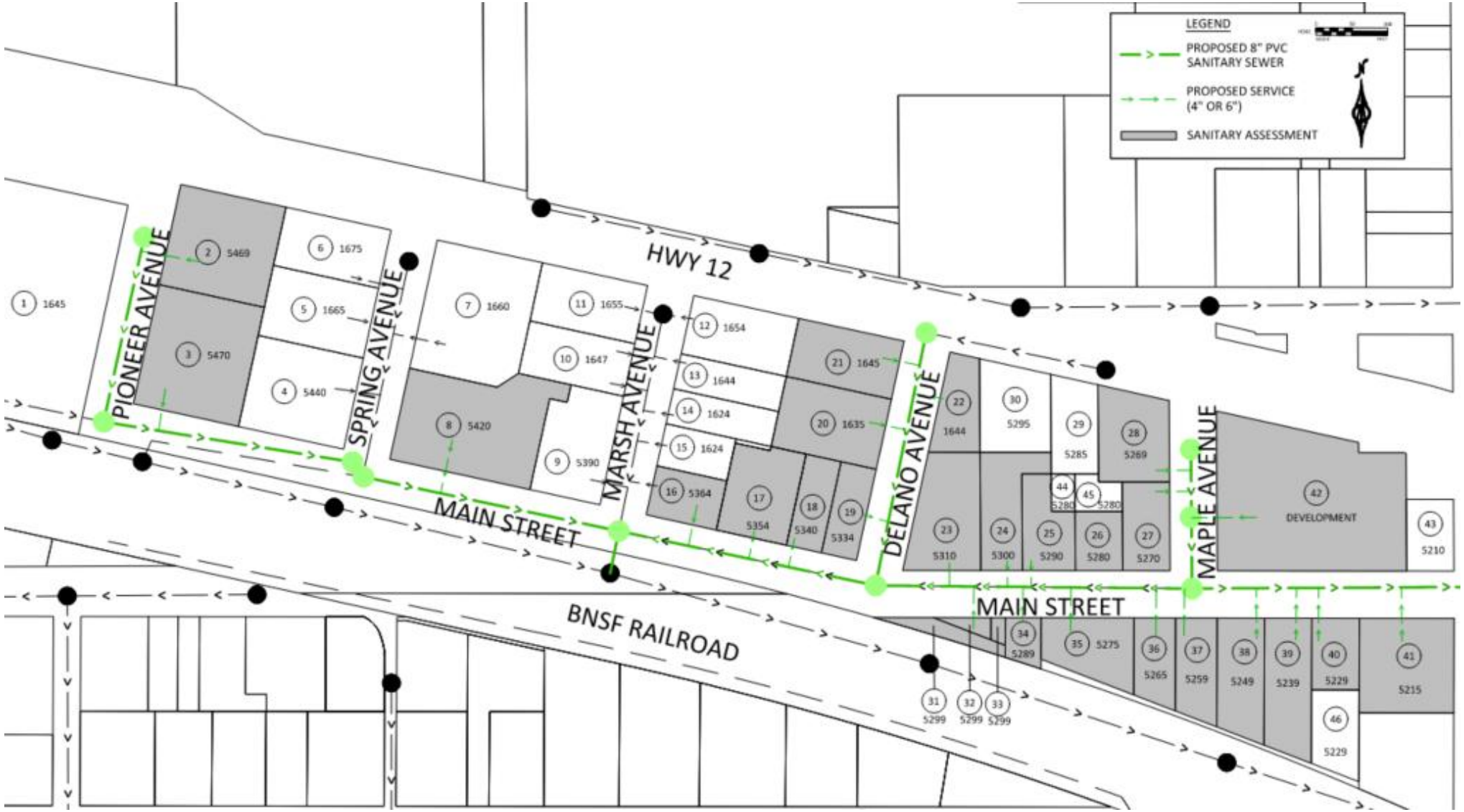
# Streets – Assessment Maps



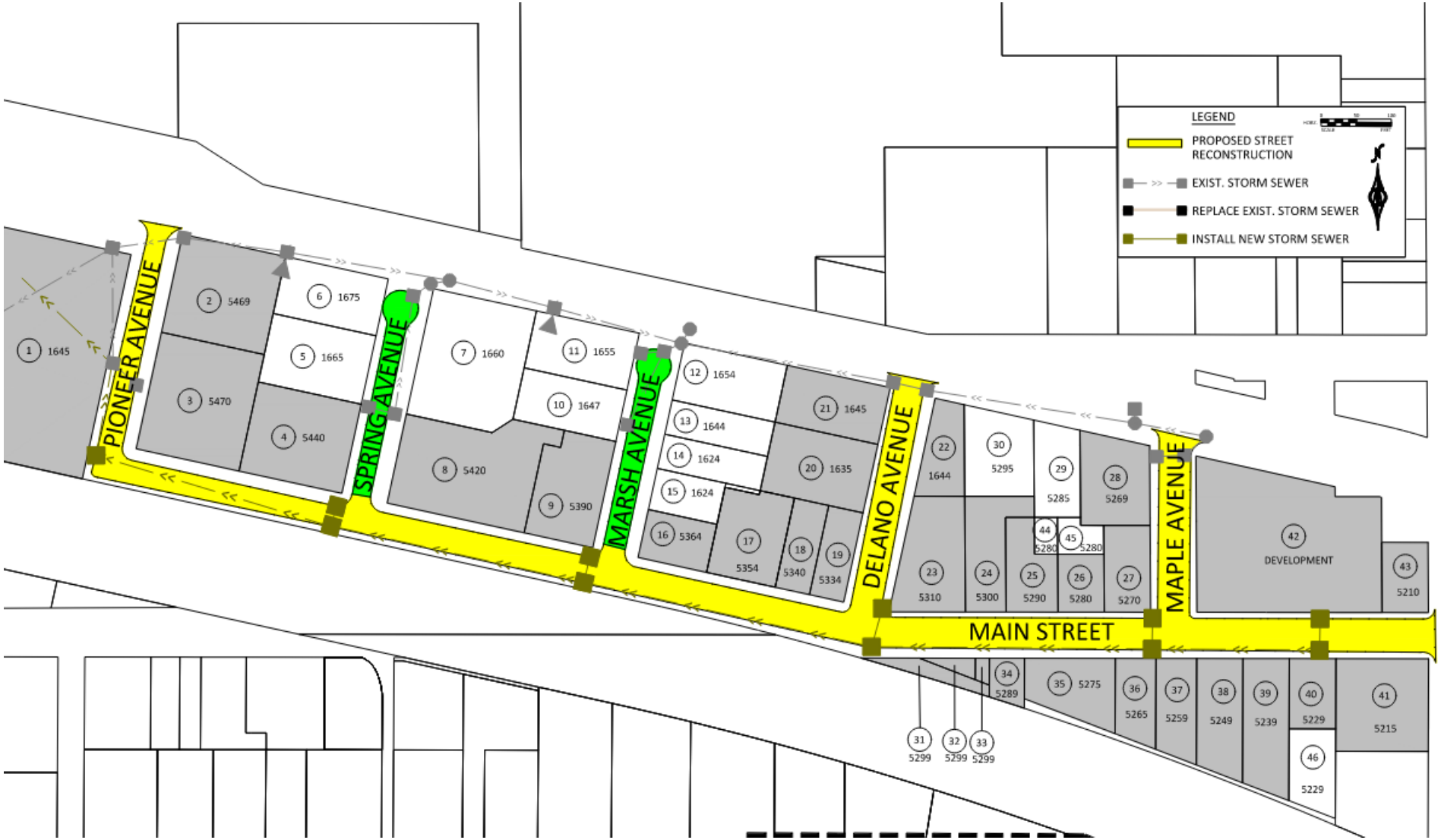
# Water


LEGEND
PROPOSED 8" PVC WATERMAIN
PROPOSED WATER SERVICE
WATERMAIN ASSESSMENT
HWY 12
PIONEER AVENUE
SPRING AVENUE
MARSH AVENUE
DELANO AVENUE
MAPLE AVENUE
MAIN STREET
MAIN STREET
BNSF RAILROAD
ADD LOOP
DEVELOPMENT
10"
8"
6"
6'
1
2 5469
3 5470
4 5440
5 1665
6 1675
1645
7 1660
8 5420
9 5390
10 1647
11 1655
12 1654
13 1644
14 1624
15 1624
16 5364
17 5354
18 5340
19
20 1635
21 1645
22 1644
23 5310
24
25 5290
26 5280
27 5270
28 5269
29 5285
30 5295
31 5299
32 5299
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34 5289
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38 5249
39 5239
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44 5280
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46 5229

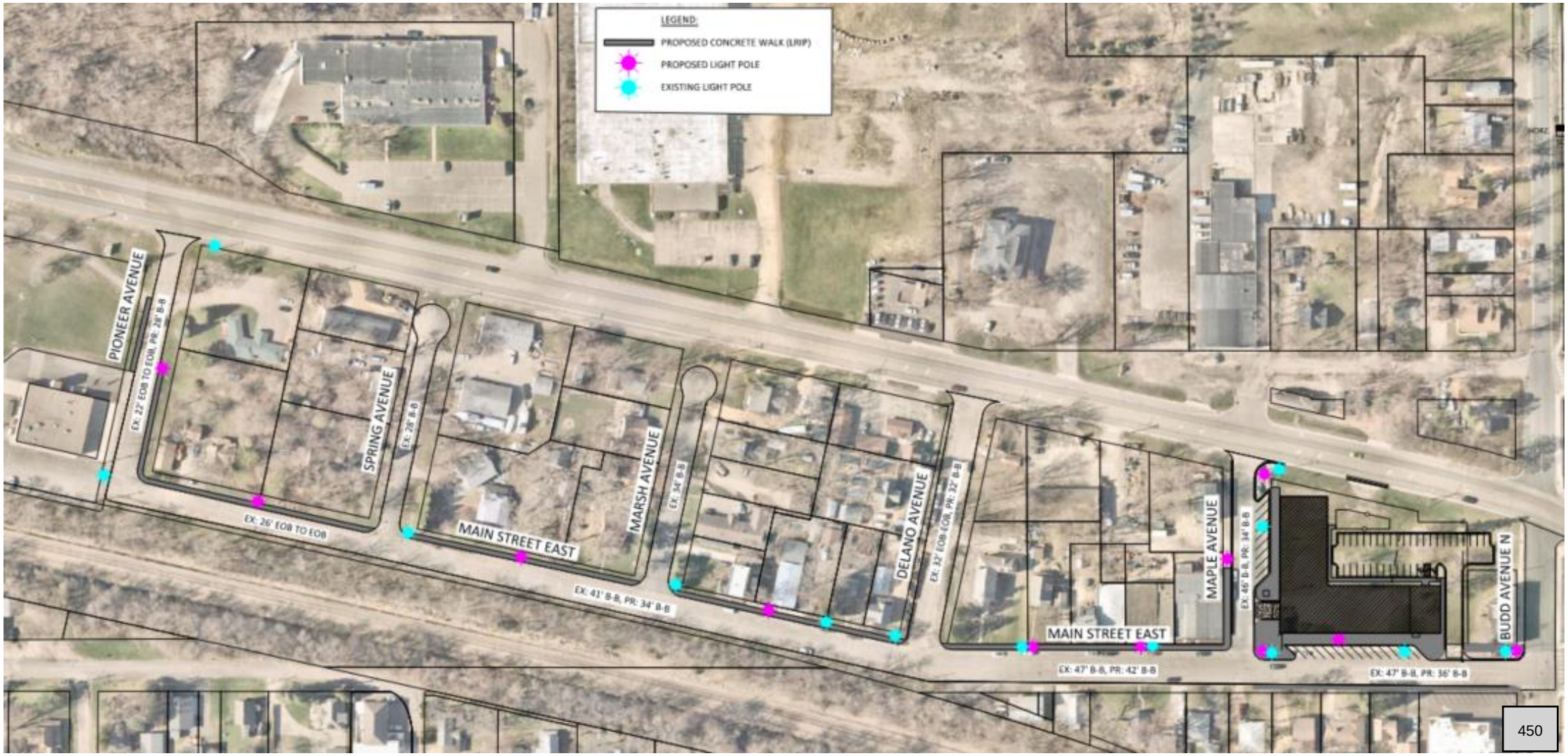
# Sanitary Sewer



# Storm Sewer


LEGEND
PROPOSED STREET RECONSTRUCTION
EXIST. STORM SEWER
REPLACE EXIST. STORM SEWER
INSTALL NEW STORM SEWER
PIONEER AVENUE
SPRING AVENUE
MARSH AVENUE
DELANO AVENUE
MAPLE AVENUE
MAIN STREET
1 1645
2 5469
3 5470
4 5440
5 1665
6 1675
7 1660
8 5420
9 5390
10 1647
11 1655
12 1654
13 1644
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19 5334
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21 1645
22 1644
23 5310
24 5300
25 5290
26 5280
27 5270
28 5269
29 5285
30 5295
31 5299
32 5299
33 5299
34 5289
35 5275
36 5265
37 5259
38 5249
39 5239
40 5229
41 5215
42 DEVELOPMENT
43 5210
44 5280
45 5280
46 5229

# Project Improvements – Lighting



# Cost Apportionment Summary

- Assessments - $1,669,821 (Includes City Costs of $877,649)
- Streets (Walks, Parking Lot, Lights & Power) - $2,839,868
- Storm Sewer - $500,000
- Water - $527,573
- Sanitary Sewer - $358,483
- Total Cost - $5,895,745

# City Cost Summary

- City Assessable Share - $877,649
- Streets – $1,715,040
- Storm Sewer - $500,000
- Non-Assessable Project Costs - $1,124,828
- Water - $527,573
- Sanitary Sewer - $358,483

# Assessment Summary

- Street and Storm Sewer - $226.02/Adj. Front Foot
- Sanitary Sewer - $1,814.19/Unit
- Water - $2,695.23/Unit

# Assessment Type

- City - $398,587 (10.4 ERUs & FF)
- Development $405,153 (71 ERUs based on SAC)
- City and Fire Station Lot - $73,909
- Average Unit w/ Water and Sewer - $26,226

# Non-Assessed Project Costs

- Marsh and Spring Ave. M&O - $47,486.25
- Lighting and Power - $462,500
- Sidewalk Addition & Budd Ave Removal $354,277
- Fire Station Parking Lot - $260,565

# Conclusion

- **From an engineering standpoint, the proposed improvements are feasible, cost effective and necessary to maintain the City's existing infrastructure.**
  - The condition of the infrastructure within the project area is typical given its age, material type, and environment.
  - Scope of work, costs and proposed assessments are consistent with previous projects.
  - Infrastructure maintenance is reactionary and no longer cost effective.
  - Improvements can be made using traditional construction methods.

# Next Steps

- **Schedule**
  - Week of December 22nd– City mails notices for Improvements Hearing.
  - January 3rd and January 10th – Notice of Improvements Hearing advertised in the newspaper.
  - January 6th - Open House Meeting.
  - January 20th – Improvements Hearing
  - January 26th – Council Considers Resolution to Order Improvements
  - April 2026 – Authorize Bids.
  - May 2026 – Open and Award Bids.
  - June 2026 – Begin Construction.
  - Fall 2026 – Final Assessment Hearing.

# Questions?

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Resolution 2025-1215-07 North Shore Gymnastics Site Plan Review, Preliminary Plat and Final Plat |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approval Resolution 2025-1215-07 North Shore Gymnastics Site Plan Review, Preliminary Plat and Final Plat** | |

**Summary**

Please see the City Planner report and resolution for the North Shore Gymnastics for Site Plan Review, Preliminary Plat and Final Plat to Allow a New Building and Associated Site Plan Improvements for the Properties Located at 5380 and 5480 Pioneer Creek Drive.

# City of Maple Plain

## Request by North Shore Gymnastics for Site Plan Review, Preliminary Plat and Final Plat to Allow a New Building and Associated Site Plan Improvments for the Properties Located at 5380 and 5480 Pioneer Creek Drive

| | |
|---|---|
| *To:* | City Council |
| *From:* | Mark Kaltsas, City Planner |
| *Meeting Date:* | December 15, 2025 |
| *Applicant:* | North Shore Gymnastics |
| *Owner:* | North Shore Gymnastics |
| *Location:* | 5380 and 5480 Pioneer Creek Drive |

***Request:***

Ryan Rolhoff (Applicant) and North Shore Gymnastics (Owner) request that the City consider the following actions for the properties located at 5380 and 5480 Pioneer Creek Drive (PID No.s 24-118-24-32-0016 and 24-118-24-32-0017):

a. Site plan review to consider the redevelopment of the existing parking lot into a new commercial building, parking and associated site improvements for North Shore Gymnastics.

b. Preliminary and Final Plat approval to allow the two properties to be replatted which will combine the two properties and reconfigure the adjacent property to the west which will continue to be owned by Proto Labs, Inc.

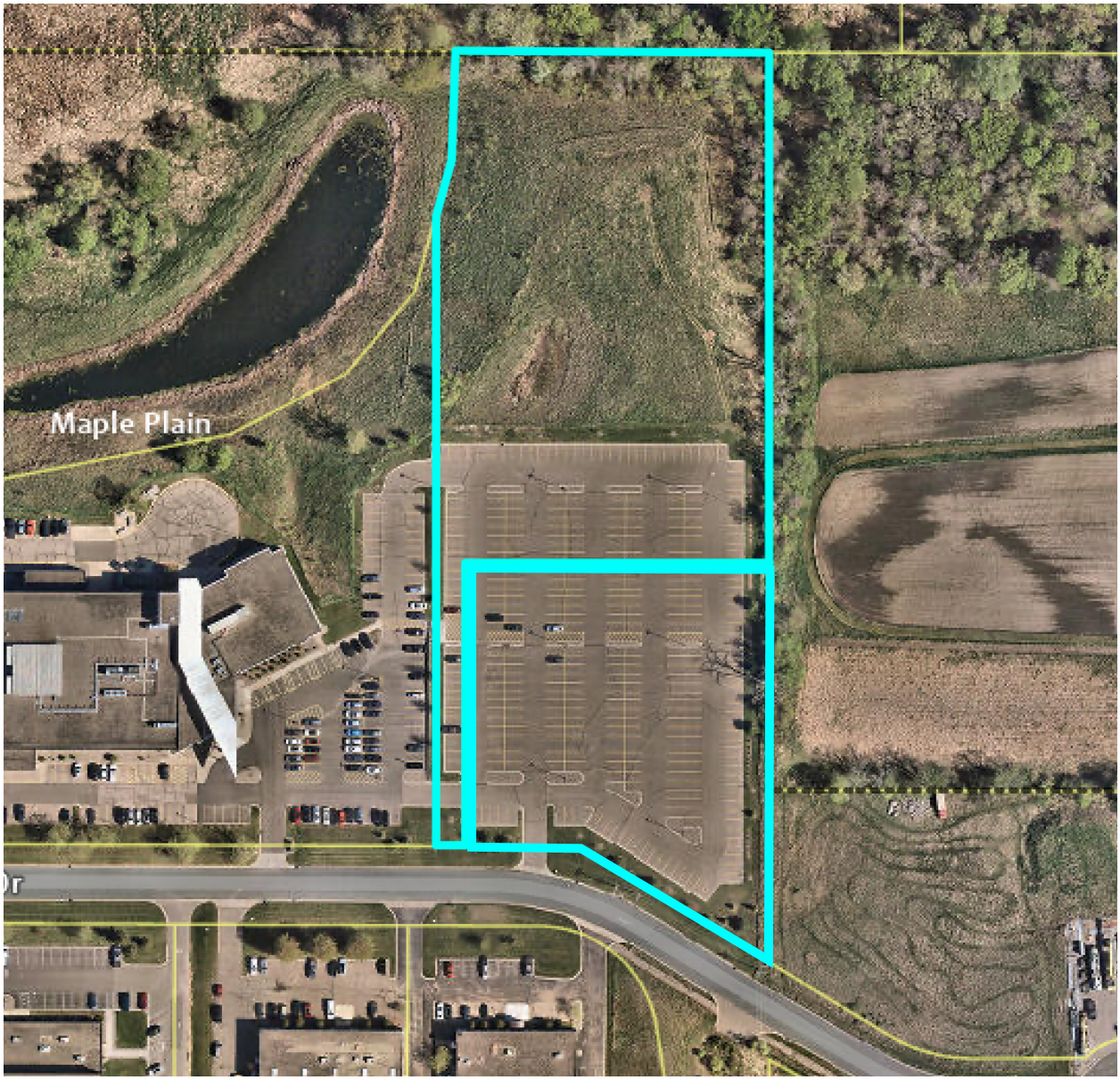
***Property/Site Information:***

The properties are located along the north side of Pioneer Creek Drive. The subject properties are located in the Maple Plain industrial park. 5380 and 5480 Pioneer Creek Drive are currently used as a supplemental parking lot for Proto Labs. The properties have the following characteristics:

**5380 Pioneer Creek Drive**
Zoning: *I - Industrial*
Comprehensive Plan: *Industrial*
Acreage: 2.25 *Acres*

**5480 Pioneer Creek Drive**
Zoning: *I - Industrial*
Comprehensive Plan: *Industrial*
Acreage: 4.1 *Acres*

*5380 and 5480 Pioneer Creek Drive*



***UPDATE:***

Planning Commissioners reviewed the site plan review and preliminary and final plat at their regular meeting on September 4, 2025. Following review and recommendation to the City Council, the applicant determined that they needed to seek an alternative building design on order to bring the project in at an obtainable cost. The applicant has now submitted a revised set of plans to the city which includes a metal building versus the previously proposed tip up panel building. As a result of this change, the city recommended that the item be considered again by Planning Commission.

The resided plans are very similar to those which were previously reviewed by the Planning Commission. This update will highlight the changes that have been made from the initial submittal.

Site Layout:

The location of the building and proposed parking lot has not changed from the previous submittal. The applicant has changed the grading and removed the sidewalk from the east and north sides of the building. This change will allow the applicant to eliminate a retaining wall on the east side of the building, reducing cost and reducing the amount of cut along the property line. The revised grading plan shows that the proposed building sits approximately 8-10 feet below the adjacent property line.

The applicant has added a sidewalk connection to Pioneer Creek Drive based on direction from the city. This sidewalk connection will allow a dedicated walkway for bus drop-off, overflow parking on-street and anyone walking to the facility from surrounding neighborhoods.

Landscaping:

The applicant has revised the landscape plan based on the changes to the site grading. The applicant is now proposing to preserve the majority of existing trees located along Pioneer Creek Drive. This will maintain a significant planting along the south side of the proposed building. The applicant has also revised the planting around the building perimeter. The city will be seeking direction from the Planning Commission relating to the proposed landscape plan.

Building Design:

The proposed building has been revised to a metal panel building. The square footage and interior layout and floor plan is generally consistent with what was previously considered. The applicant has provided updated building elevations for consideration by the city. It should be noted that the city does not have architectural standards for buildings constructed in the I-Industrial zoning district.

Final Plat:

The applicant has revised the proposed plat to show the adjacent property to be retained by ProtoLabs as an Outlot. This is consistent with direction provided by the city during the previous review of the application.

Note that no other changes have been made to the plans other than those described above. The proposed layout, setbacks, parking, lighting, utilities, stormwater are consistent with the plans previously reviewed by the city. Please review the original report (below) for detailed information relating to the site plan review.

***Discussion:***
The applicant is seeking site plan approval, preliminary plat and final plat for associated with the development of a new building to house the North Shore Gymnastics center. The applicants approached the city several years ago to discuss possible locations where they could construct a new building to house their operations. North Shore Gymnastics has operated a center in Maple Plain for nearly 50 years. The proposed use of the property would be for an indoor recreation facility. Indoor recreation facilities are a permitted use in the I-Industrial zoning district.

The two properties were vacant until approximately 2016 when Proto Labs identified a need to construct additional parking areas believing that they would expand office personal at the adjacent office building. Changes in their operations and a new work from home model have changed their needs for the additional parking lots. The applicant worked with Proto Labs and the city to ultimately purchase the two properties. It should be noted that the existing Proto Labs building meets all applicable parking requirements with the parking located wholly on the same property.

All commercial and industrial development is required to go through the site plan review process. Site plan review requires the review of the Planning Commission and City Council. The Planning Commission holds a public hearing as a part of the site plan review process. The City shall consider the proposed site plan and subsequent effects relating to evaluation criteria established in the City's ordinance.

> *153.045 INTENT AND PROCEDURE*
>
> *(I) Evaluation criteria. The Planning Commission and City Council shall evaluate the effects of the proposed site plan. This review shall be based upon, but not be limited to, compliance with the City Comprehensive Plan, provisions of this chapter (Design Guidelines and City Engineering Requirements).*

The applicant is proposing to construct a new 42,000 square foot building and associated site improvements. The applicants have prepared a full set of plans to provide details relating to the proposed development. Design criteria considered during the review of the proposed new building and site improvements includes setbacks, parking space design, parking lot lighting, landscaping, storm water management, drainage and grading. The city has reviewed the plans and would offer the following considerations.

<u>Site Design:</u>

The proposed plan utilizes the existing parking lot access off Pioneer Creek Drive. The proposed building entrance will be facing west, and the primary drive aisle will have parking on both sides. The drive aisle and parking will wrap around the north side of the building and provide for a turnaround and loading area. The applicant is proposing a trash enclosure on the north side. Additional details will be required to show details relating to the enclosure area. The turnaround area is intended to accommodate bus, fire and other large vehicles turning around.

The applicant is proposing to install a fence between the existing Proto Labs parking lot that will remain in place and the proposed new parking lot to serve the new facility. This fence will provide a clear separation between the existing and proposed parking areas.

Parking Summary:

The city does not have a parking standard for indoor recreational facilities. Typically, the city will rely on information obtained from other sources (i.e., other cities, industry standards) and also from historical experience or data that has been experienced at the current facility. In this case, the city has looked at several different methods to try to understand parking.

Indoor Recreation Facility 3 spaces per 1,000 sf (42,000 sf/1000) = 126 spaces required

Current facility is approximately ~25,000 SF – 78 parking spaces

Proposed Parking Spaces Provided = 106

The plans propose 106 parking spaces. The applicant and city are generally comfortable with the proposed parking. It has also been noted that parking is permitted in Pioneer Creek Dr. On-street parking could be utilized for any overflow conditions.

Setbacks:

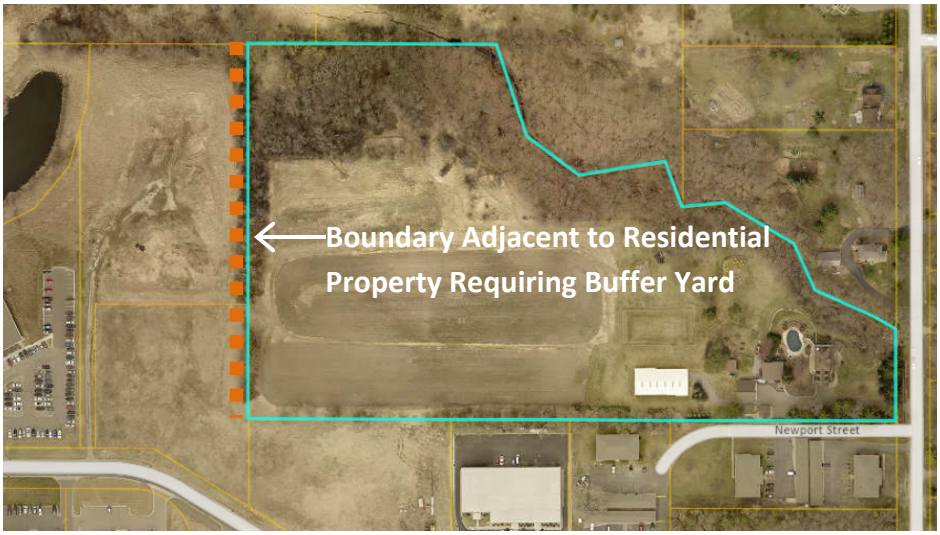
Building Setbacks Required:

**Minimum Lot Size:** As necessary to meet all setbacks, parking and yard requirements.
**Minimum Lot Width:** None
**Front Yard Setback:** 35 feet minimum
**Side Yard Setback:** 20 feet minimum
**Rear Yard Setback:** 20 feet minimum
**Parking Setback:** Must meet applicable yard setback

Building Setbacks Proposed:

**Front Yard Setback:** 40 feet
**Side Yard Setback:** 40 feet minimum
**Rear Yard Setback:** + 100 feet
**Parking Setback:** Meets applicable yard setback

In the I- Industrial Zoning District, parking is permitted to be located anywhere on the lot as long as it does not encroach into any designated buffer yards. Buffer yards are applicable when an industrial property is directly adjacent to a residential property. This condition occurs along a portion of the east property line (see below).




The proposed parking lot is setback approximately 20 feet from the front and side yard property lines. The proposed parking lot is setback ± 275 feet from the rear yard. The ordinance requires the following buffer yard:

> *(C) Planting strip. In all mixed use, office, and industrial districts adjacent to residential districts and not divided by streets there shall be provided along the property line a 20-foot-wide planting strip composed of grass, trees, and shrubs. A screening fence may be utilized when approved by the Planning Commission and City Council. The fence shall not exceed 8 feet in height nor be less than 6 feet in height and shall screen no greater than 80% opaque.*

The applicant is proposing to plant a native upland grass seed mixture along the east property line. An existing wooded vegetative edge exists along the majority of this property line. The proposed building drops down approximately 12 feet below the adjacent property. It is recommended that the City consider requiring additional planting (shrubs/trees) along the eastern property line to address the intent of the buffer planting strip. Outside of the buffer strip screening requirements, the proposed parking lot meets applicable setbacks.

Parking Space Design:

**Minimum Parking Space Width**: 9 feet
**Minimum Parking Space Length**: 18 feet
**Minimum Parking Aisle Width**: 24 feet

The applicant is proposing to meet all applicable parking space size requirements. wide drive aisles which

Fire Department Review:

The Fire Department has completed their review and does not have any additional comments at this time.

Parking Lot Lighting:

Parking Lot lighting shall be arranged as to deflect light away from any adjoining residential zone or from the public streets. Lighting has to comply with the following standards:

> *(1) Maximum foot candles:*
> *(a) No light source or combination thereof which casts light on a public street or an adjacent commercial, office or industrial zoned property shall exceed 1 foot candle as measured from the property line or right-of-way line.*
> *(b) No light source or combination thereof which casts light on adjacent residential zoned property shall exceed 1/2 foot candle as measured at the property line.*

The applicant has prepared a proposed lighting and photometric plan that shows how the plan meets applicable lighting standards. The applicant has also submitted lighting cut sheets that verify that the proposed light fixtures meet applicable standards.

Landscaping:

The applicant has submitted a proposed landscape plan. The City requires landscaping in accordance with the following ordinance provision:

> *(E) Landscaping. In all zoning districts the lot area remaining after providing for parking, driveways, loading sidewalks, or other requirements shall be planted and maintained in grass, sodding, shrubs, or other acceptable vegetation of landscaping techniques.*

The proposed plans provide both interior and perimeter landscaping. The interior landscaping is comprised of deciduous trees, ornamental shrubs, ornamental grass and perennial flowers. The exterior planting is comprised of deciduous trees, evergreen trees, ornamental shrubs and native grass. The plan provides a relative level of exterior screening and provides some relief to the interior mass of pavement. Additional landscaping should be considered along the east property line as previously discussed in this report.

Storm Water Management, Grading and Drainage:

The applicant is proposing to construct a bio-filtration basin to accommodate the run-off from the proposed parking lot. The storm water runoff will have the opportunity to infiltrate in basin prior to discharging into the adjacent wetland/pond area. The City's Engineer has reviewed the proposed plans and provided comments relating to storm water, grading and drainage. In general, the proposed stormwater improvement and parking lot grading meet all applicable standards of the City. There are several comments that will need to be further addressed by the applicant. The City will continue to review the additional information requested and verify conformance with the City's standards prior to final City

approval. In addition to the City's review, the applicant has submitted the plans to the Pioneer Sarah Creek Watershed Commission. The City's review and approval will be subject to Watershed approval.

Preliminary and Final Plat

The applicant is proposing to replat the property so that majority of the two lots will be combined into one lot to accommodate the proposed building. Due to the simplicity of the plat, it was recommended by the city that the applicant ask for both preliminary and final plat at the same time. The city has reviewed the proposed preliminary and final plat and found several items that will need to be revised. The plat should provide for a new drainage and utility easement around the proposed stormwater facility as well as the existing wetlands on the property. This area was covered by the original plat of the property. This will need to be added to the plat prior to City Council consideration.

The proposed site plans generally meet the requirements established by the City. The proposed new building and associated site improvements will continue to serve North Shore Gymnastics into the future while keeping the business in Maple Plain. There are several items noted within this report that will need to be revised by the applicant prior to City Council review of the application.

***Neighbor Comments:***

The City has not received any written or oral comments regarding the proposed site plan or variance.

***Planning Commission Discussion:***

Commissioners discussed the proposed development and asked questions of staff and the applicant. Commissioners discussed the lighting plan, landscaping and architecture. Commissioners noted that they would like to see additional foundation landscaping between the west elevation of the building and the sidewalk. Commissioners also recommended that the applicant install two (2) additional shade trees in the landscape islands located within the parking lot. Commissioners discussed whether or not there was a need for additional landscaping along the east property line. Commissioners noted that there was a significant grade difference along the east property line along with existing vegetation. No additional landscaping was recommended. Commissioners found the building architecture to be acceptable and to fit into the surrounding industrial park. Commissioners recommended approval to the City Council with the findings and conditions noted.

***Recommendation:***

The Planning Commission recommended approval of the request for Site Plan Review, Preliminary and Final Plat to the City Council with the following findings and conditions:

1. The proposed site plan review, preliminary and final plat meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning and Subdivision Ordinance.

2. City Council approval of the proposed site plan, preliminary and final plats will be subject to the following conditions:

    a. The Applicant shall receive approval from the Pioneer Sarah Creek Watershed Management Organization.

    b. The Applicant shall provide additional landscape as directed by the Planning Commission along the west building elevation at the front entrance and within the two interior parking lot landscape islands. The applicant shall submit a revised landscape plan to the City for review and approval.

    c. The Applicant shall comply with all comments made by the City's engineer relating to the storm water and grading plans.

    d. The applicant shall obtain approval from the Pioneer Sarah Creek Watershed Management Commission.

3. The Applicant shall pay for all costs associated with the City's review of the site plan review, Preliminary and Final Plats.

4. The Applicant shall record the final plat to the City within 180 days of the date of City Council approval.

**Attachments:** Application
Site Plan
Grading Plan, Stormwater and Utility Plan
Landscape Plan
Lighting Plan
Final Plat
Building Elevations

**CITY OF MAPLE PLAIN**
**COUNTY OF HENNPIN**
**STATE OF MINNESOTA**

# RESOLUTION NO. 2025-1215-07

## A RESOLUTION APPROVING THE REQUEST BY NORTH SHORE GYMNASTICS FOR SITE PLAN REVIEW, PRELIMINARY PLAT AND FINAL PLAT TO ALLOW A NEW GYMANSTICS TRAINING FACILITY ON THE PROPERTY LOCATED AT 5380 AND 5480 PIONEER CREEK DRIVE

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 convenience

WHEREAS, Ryan Rolhoff (the "Applicant") and ProtoLabs, Inc. (Owner) submitted an application seeking site plan review, preliminary and final plat for the property identified as PID No.s 24-118-24-32-0016 and 24-118-24-32-0017 (the "Property"); and

WHEREAS, the Property is zoned I-Industrial; and

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

WHEREAS the requested site plan review, preliminary plat and final plat meet all requirements, standards and specifications of the City of Maple Plain zoning and subdivisions ordinances for property zoned Industrial; and

WHEREAS the Planning Commission held a public hearing on September 4th and December 4th 2025 to review the application, 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 Ryan Rolhof (North Shore Gymnastics) for site plan review, preliminary plat and final plat per the City's zoning and subdivision regulations with the following conditions:

1. The proposed site plan, conditional use permit, preliminary and final plat meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning and Subdivision Ordinance.

2. The proposed site plan review, preliminary plat and final plat meets all applicable conditions, criteria and restrictions stated in the City of Maple Plain Zoning and Subdivision Ordinance.

3. City Council approval of the proposed site plan, preliminary and final plats will be subject to the following conditions:

   a. The Applicant shall receive approval from the Pioneer Sarah Creek Watershed Management Organization.

   b. The Applicant shall provide additional landscape as directed by the Planning Commission along the west building elevation at the front entrance and within the two interior parking lot landscape islands. The applicant shall submit a revised landscape plan to the City for review and approval.

   c. The Applicant shall comply with all comments made by the City's engineer relating to the storm water and grading plans.

   d. The applicant shall obtain approval from the Pioneer Sarah Creek Watershed Management Commission.

4. The Applicant shall pay for all costs associated with the City's review of the site plan review, Preliminary and Final Plats.

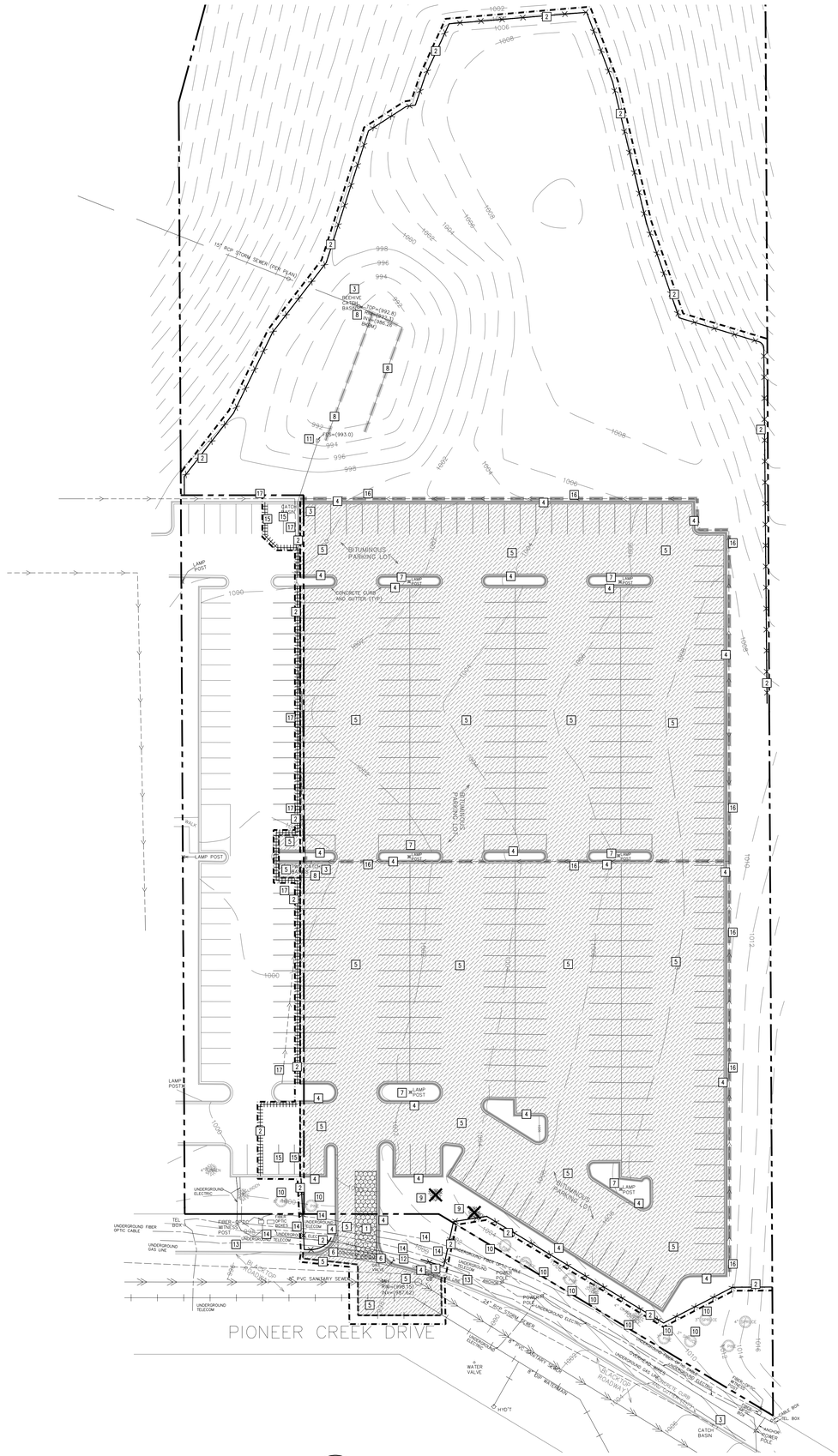
5. The Applicant shall record the final plat to the City within 180 days of the date of City Council approval.

This resolution was adopted by the city council of the City of Maple Plain on this 15th day of December 2025, by a vote of ____ayes and ____nays.

_____
Julie Mass-Kusske, Mayor

ATTEST:

_____
Jacob Kolander, City Administrator




1 C1.000 SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN
1" = 30'

## KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

1. INSTALL ROCK CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C5.000.
2. INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 3/C5.000 AND 4/C5.000.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAIL 2/C5.000.
4. REMOVE CURB AND GUTTER IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN. SAWCUT AND REMOVE AT NEAREST JOINT.
5. SAWCUT AND REMOVE BITUMINOUS PAVEMENT IN ITS ENTIRETY TO THE EXTENTS SHOWN.
6. REMOVE CONCRETE PAVEMENT IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
7. REMOVE AND SALVAGE LIGHT POLE. FOOTINGS SHALL BE REMOVED IN THEIR ENTIRETY. LOCATION OF EXISTING CONDUITS ARE UNKNOWN. CONTRACTOR SHALL FIELD LOCATE AND REMOVE. REFER TO ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
8. REMOVE STORM SEWER AND CATCH BASIN IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
9. REMOVE TREE IN ITS ENTIRETY INCLUDING STUMP.
10. EXISTING TREE TO REMAIN. PROTECT AT ALL TIMES.
11. REMOVE AND SALVAGE EXISTING RIP RAP. INTENT IS TO RE-INSTALL SALVAGED RIP RAP AFTER PROPOSED BIOFILTRATION BASIN HAS BEEN GRADED.
12. CONTRACTOR SHALL COORDINATE THE RELOCATION OF GAS VALVE WITH OWNER AND UTILITY OWNER PRIOR TO START OF CONSTRUCTION.
13. EXISTING GAS LINE TO REMAIN. PROTECT AT ALL TIMES.
14. EXISTING UNDERGROUND FIBER OPTIC, ELECTRICAL, AND TELECOMMUNICATION LINES TO REMAIN. PROTECT AT ALL TIMES.
15. CONTRACTOR SHALL REMOVE STRIPING BY GRINDING, PRESSURE WASHING, OR ALTERNATIVE MEANS AND METHODS. BLACK COVER UP PAINT IS NOT AN ACCEPTABLE METHOD.
16. REMOVE DRAIN TILE IN ITS ENTIRETY TO THE APPROXIMATE EXTENTS SHOWN.
17. EXISTING DRAIN TILE TO REMAIN. PROTECT AT ALL TIMES.

## PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- SILTATION FENCE
- SEDIMENT CONTROL LOG
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- CONSTRUCTION ENTRANCE
- BITUMINOUS REMOVAL
- CONCRETE REMOVAL
- CURB REMOVAL
- PIPE REMOVAL
- UTILITY REMOVAL
- TREE REMOVAL

## ABBREVIATIONS

| | |
|---|---|
| BLDG | Building |
| BM | Benchmark |
| CB | Catch Basin |
| CONC | Concrete |
| DIP | Ductile Iron Pipe |
| ELEV | Elevation |
| EX | Existing |
| FFE | Finished Floor Elevation |
| INV | Invert |
| MAX | Maximum |
| MH | Manhole |
| MIN | Minimum |
| PVC | Polyvinyl Chloride |
| RCP | Reinforced Concrete Pipe |

**NOTE:**
**STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAIL 2/C5.000 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.**

**NOTE:**
**CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING TO OBTAIN CLEAR UNDERSTANDING OF THE FULL SCOPE OF TREE, UNDER BRUSH, AND OTHER VEGETATION CLEARING THAT NEEDS TO OCCUR.**

**NOTE:**
**CONTRACTOR SHALL PROVIDE RECORD DRAWINGS TO CITY OF MAPLE PLAIN UPON COMPLETION OF THE PROJECT.**

## DEMOLITION AND REMOVAL NOTES:

1. CONTRACTOR SHALL FOLLOW ALL CITY OF MAPLE PLAIN STANDARDS AND SPECIFICATIONS.
2. PRIOR TO START OF ANY CONSTRUCTION ACTIVITY, ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE INSTALLED BY THE CONTRACTOR AND INSPECTED BY THE CITY OF MAPLE PLAIN AND PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION. PERIMETER SEDIMENT PROTECTION SHALL BE INSTALLED ALONG THE CONTOUR.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION AND MARK ALL EXISTING UTILITIES 48 HOURS BEFORE CONSTRUCTION STARTS. THE ENGINEER, ARCHITECT, OR OWNER DOES NOT GUARANTEE THAT ALL THE UTILITIES ARE MAPPED, OR, IF MAPPED, ARE SHOWN CORRECTLY. CONTACT GOPHER STATE ONE CALL AT 651-454-0002 FOR FIELD LOCATING EXISTING UTILITIES. CONTACT UTILITY OWNER IF DAMAGE OCCURS DUE TO CONSTRUCTION.
4. THERE MAY BE MISCELLANEOUS ITEMS TO BE REMOVED THAT ARE NOT IDENTIFIED ON THESE PLANS. THE CONTRACTOR SHALL VISIT THE SITE AND REVIEW THE DOCUMENTS TO OBTAIN A CLEAR UNDERSTANDING OF THE INTENDED SCOPE OF WORK.
5. REMOVE ALL GAS AND ELECTRIC LINES UNDER PROPOSED BUILDING FOOTPRINT. COORDINATE DISCONNECTION OF EACH UTILITY WITH THE UTILITY OWNER.
6. ANY UTILITIES NOT INDICATED FOR REMOVAL OR ABANDONMENT ARE TO BE PROTECTED AT ALL TIMES.
7. EXISTING CONCRETE PAVEMENT AND CURB AND GUTTER SHOWN TO BE REMOVED WITHIN THE SCOPE OF THE PROJECT SHALL BE REMOVED FROM THE SAW CUT LINES TO THE NEAREST JOINT. ANY CURB AND GUTTER, SIDEWALK, AND PAVEMENT NOT INDICATED FOR REMOVAL OR ABANDONMENT ARE TO BE PROTECTED AT ALL TIMES.
8. THE BACKGROUND INFORMATION WAS PREPARED BY GRONBERG & ASSOCIATES, INC. AT (952) 473-4141.
9. ALL WORK IN THE PUBLIC RIGHT OF WAY IS TO BE COORDINATED WITH THE CITY OF MAPLE PLAIN. A MINIMUM 24-HOUR PRIOR NOTICE SHALL BE PROVIDED. BITUMINOUS PAVEMENT SHALL BE SAW-CUT, AND CONCRETE REMOVED TO THE JIONT TO PROVIDE CLEAN MATCH LINES. REMOVAL LIMITS SHALL BE MARKED BY THE CITY PRIOR TO ANY WORK. ROADWAY REPAIRS, BOULEVARD REPAIRS, AND TRAFFIC CONTROL ARE TO BE PER CITY OF MAPLE PLAIN STANDARDS AND SPECIFICATIONS.
10. THE CONDITION OF THE PIONEER CREEK DRIVE SHALL BE REVIEWED BY THE CITY AND CONTRACTOR PRIOR TO ANY WORK AND VERIFIED WITH VIDEO OR PICTURES. ANY DAMAGE TO THE STREET AFTER WORK COMMENCES SHALL REPAIRED BY THE CONTRACTOR AT NO COST TO THE OWNER.

## GENERAL NOTES:

1. CONCRETE CURB AND GUTTER REMOVAL, PAVEMENT REMOVAL, AND UTILITY REMOVAL LIMITS ARE TO BE COORDINATED WITH THE CITY OF MAPLE PLAIN AND UTILITY OWNER.
2. THE CONTRACTOR SHALL DEVELOP AND IMPLEMENT A TRAFFIC CONTROL PLAN WHILE WORKING WITHIN THE RIGHT-OF-WAY. THE TRAFFIC CONTROL PLAN SHALL BE APPROVED BY THE CITY ENGINEERING DEPARTMENT PRIOR TO STREET ENCROACHMENT.
3. CONTRACTOR SHALL VISIT THE SITE PRIOR TO BIDDING AND REVIEW ALL CONSTRUCTION DOCUMENTS AND GEOTECHNICAL REPORTS. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR ITEMS THAT SHOULD HAVE BEEN ANTICIPATED BY PERFORMING THE ABOVE.
4. THE CONSTRUCTION ENTRANCE INDICATED ON THE PLAN IS SHOWN IN AN APPROXIMATE LOCATION. PRIOR TO START OF CONSTRUCTION, THE CONTRACTOR IS TO COORDINATE WITH THE CITY OF MAPLE PLAIN FOR THE EXACT CONSTRUCTION ENTRANCE LOCATION.

N

30' 15' 0 30' 60'
SCALE 1" = 30'

# NORTH SHORE GYMNASTICS

Maple Plain, MN


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BKBM Project No. 25283.5

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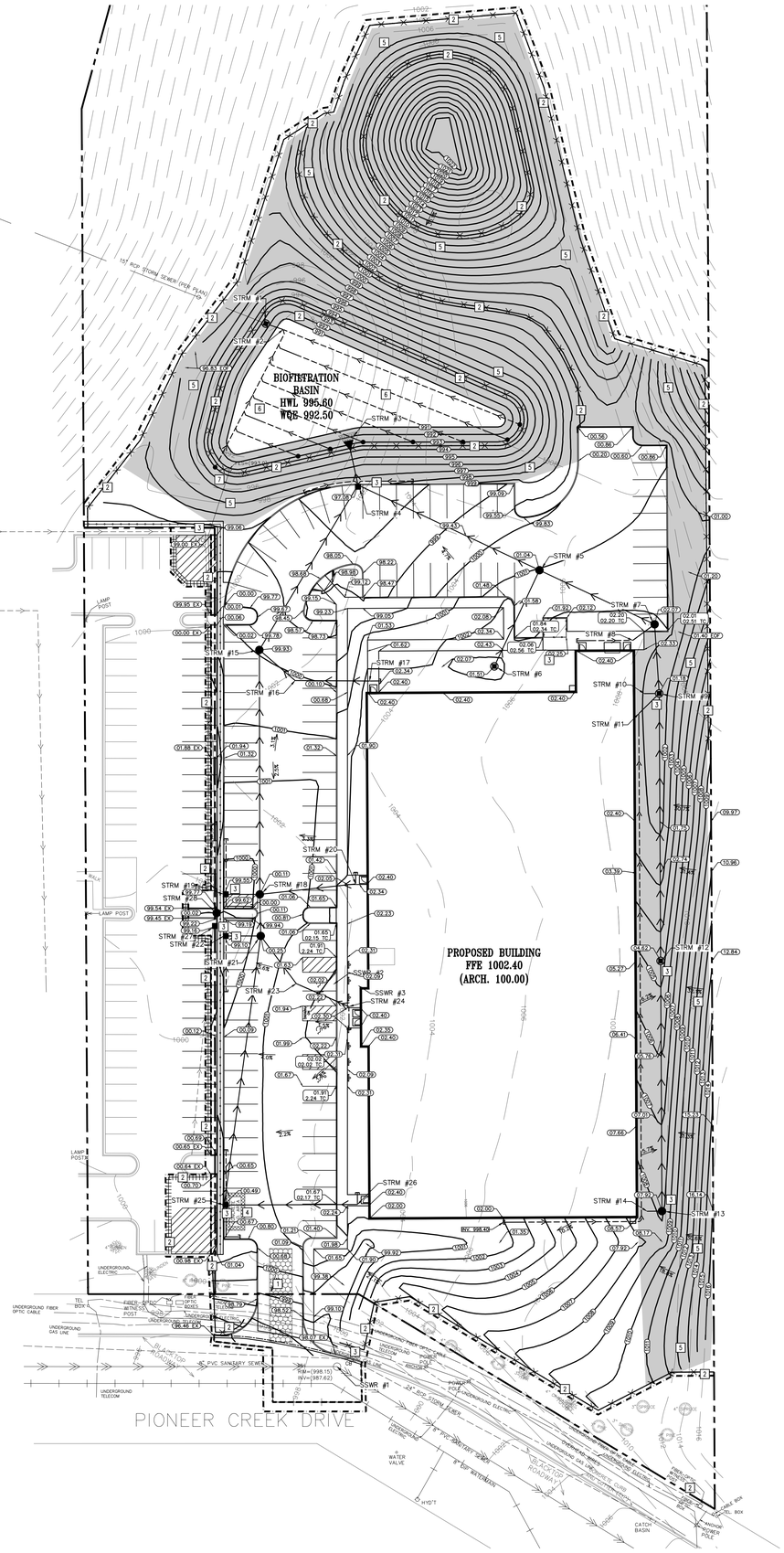
Nathaniel P. Anderson
License Number: 59311 Date: 11/14/2025

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Date: 11/14/2025
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# SELECTIVE SITE DEMOLITION AND EROSION CONTROL PLAN

# C1.000




1 / C2.000 GRADING, DRAINAGE, AND EROSION CONTROL PLAN
1" = 30'

## KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

1. INSTALL ROCK CONSTRUCTION ENTRANCE. REFER TO DETAIL 1/C5.000.
2. INSTALL PERIMETER EROSION CONTROL. REFER TO DETAILS 3/C5.000 AND 4/C5.000.
3. INSTALL INLET SEDIMENT PROTECTION. REFER TO DETAIL 2/C5.000.
4. APPROXIMATE LOCATION OF TEMPORARY CONTAINED CONCRETE WASH OUT BIN. REFER TO THE MINNESOTA'S NPDES/SDS GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY FOR MORE DETAILS. SELF CONTAINED CONCRETE WASHOUTS ON CONCRETE DELIVERY TRUCKS IS AN ACCEPTABLE ALTERNATIVE TO ON-SITE CONTAINMENT.
5. INSTALL MN/DOT 3885 CATEGORY 20 TEMPORARY STRAW FIBER EROSION CONTROL BLANKET.
6. BIOFILTRATION BASIN AND WATER QUALITY TREATMENT POND IS TO BE CONSTRUCTED AT THE END OF GRADING OPERATIONS ONCE THE TRIBUTARY AREA FINAL STABILIZATION HAS BEEN INSTALLED. REFER TO DETAIL 6/C5.000 FOR BIOFILTRATION BASIN(S) CROSS SECTION. **CONSTRUCTION TRAFFIC IN BIOFILTRATION AREA IS NOT ALLOWED AFTER AREA HAS BEEN EXCAVATED. PRIOR TO FINAL STABILIZATION, LOOSEN SOIL WITH MECHANICAL TILLER. BIOFILTRATION AREA IS NOT APPROVED BORROW SITES AND IS NOT TO BE USED FOR TEMPORARY SEDIMENT BASIN ONCE BASIN SUBGRADE ELEVATION HAS BEEN EXCAVATED. CONTRACTOR SHALL ENSURE THAT BASIN INFILTRATE AT A MINIMUM RATE OF 1-INCH PER HOUR USING A DOUBLE RING INFILTROMETER TEST BEFORE FINAL ACCEPTANCE. DOUBLE RING INFILTROMETER TEST SHALL BE SIGNED BY A REGISTERED GEOTECHNICAL ENGINEER AND SUBMITTED TO THE CITY AND ENGINEER FOR REVIEW BEFORE FINAL APPROVAL.**
7. INSTALL SALVAGED RIP RAP AFTER PROPOSED BIOFILTRATION BASIN HAS BEEN GRADED. REFER TO DETAIL 9/C5.001. ADDITIONAL RIP RAP NECESSARY TO MATCH PROPOSED DETAIL SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE IF NEEDED.

## PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- SILTATION FENCE
- SEDIMENT CONTROL LOG
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- PROPOSED CONTOUR (1000)
- DRAIN TILE
- STORM SEWER
- RETAINING WALL
- CATCH BASIN
- MANHOLE
- FLARED END SECTION WITH RIPRAP
- EROSION CONTROL BLANKET (TEMPORARY)
- ROCK CONSTRUCTION ENTRANCE (1.0% slope)
- DRAINAGE FLOW ARROW
- RETAINING WALL SPOT ELEVATION (TW 05.00 / BW 03.00)
- SPOT ELEVATION (02.40)
- SOIL BORING (SB-1)
- CONCRETE WASHOUT AREA (C.O. AREA)

## ABBREVIATIONS

| | |
|---|---|
| BLDG | Building |
| BM | Benchmark |
| BS | Bottom of Step |
| BW | Bottom of Wall |
| CB | Catch Basin |
| CONC | Concrete |
| ELEV | Elevation |
| EX | Existing |
| FFE | Finished Floor Elevation |
| HWL | High Water Level |
| INV | Invert |
| LFE | Lower Floor Elevation |
| MAX | Maximum |
| MH | Manhole |
| MIN | Minimum |
| NWL | Normal Water Level |
| PVC | Polyvinyl Chloride |
| RCP | Reinforced Concrete Pipe |
| STRM | Storm Sewer Structure |
| TC | Top of Curb |
| TS | Top of Step |
| TW | Top of Wall |
| W.O. | Washout |
| WQE | Water Quality Elevation |

APPROXIMATE DISTURBED AREA IS 4.25 ACRES

**NOTE:**
**STORM SEWER INLETS NOT SHOWN ON PLAN MAY RECEIVE RUNOFF FROM CONSTRUCTION ACTIVITIES. INSTALL INLET SEDIMENT PROTECTION PER DETAIL 2/C5.000 ON ALL STORM INLETS THAT MAY RECEIVE RUNOFF.**

**NOTE:**
**CONTRACTOR SHALL PROVIDE RECORD DRAWINGS TO CITY OF MAPLE PLAIN UPON COMPLETION OF THE PROJECT.**

N

30' 15' 0 30' 60'
SCALE 1" = 30'

## EROSION CONTROL NOTES:

1. ALL EROSION CONTROL FACILITIES SHALL BE INSTALLED PRIOR TO ANY SITE GRADING OPERATIONS. THE CITY ENGINEERING DEPARTMENT AND PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION MUST BE NOTIFIED UPON COMPLETION OF THE INSTALLATION OF THE REQUIRED EROSION CONTROL FACILITIES AND PRIOR TO ANY GRADING OPERATION BEING COMMENCED. THE CONTRACTOR IS RESPONSIBLE FOR SCHEDULING A PRE-CONSTRUCTION GRADING MEETING ON-SITE WITH THE CITY AND PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION. IF DAMAGED OR REMOVED DURING CONSTRUCTION, ALL EROSION CONTROL FACILITIES SHALL BE RESTORED AND IN PLACE AT THE END OF EACH DAY.
2. ANY EROSION CONTROL FACILITIES DEEMED NECESSARY BY THE CITY OR PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION, BEFORE, DURING, OR AFTER THE GRADING ACTIVITIES, SHALL BE INSTALLED AT THEIR REQUEST.
3. NO DEVIATIONS SHALL BE MADE FROM THE ELEVATIONS SHOWN ON THE APPROVED GRADING PLAN WITHOUT PRIOR APPROVAL FROM THE CIVIL ENGINEER.
4. FOR PROJECTS GREATER THAN 1.0 ACRE, AS REQUIRED BY THE MPCA PERMIT REQUIREMENTS, THE PERMIT APPLICANT MUST KEEP AN EROSION CONTROL INSPECTION LOG. INSPECTION MUST BE MADE ONCE EVERY SEVEN DAYS AND WITHIN 24 HOURS AFTER EVERY RAIN EVENT. THE INSPECTION RECORD MUST BE MADE AVAILABLE TO THE CITY AND PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION WITHIN 24 HOURS OF REQUEST.
5. FLOWS FROM DIVERSION CHANNELS OR PIPES (TEMPORARY OR PERMANENT) SHALL BE ROUTED TO SEDIMENTATION BASINS OR APPROPRIATE ENERGY DISSIPATERS TO PREVENT TRANSPORT OF SEDIMENT TO OUTFLOW TO LATERAL CONVEYORS AND TO PREVENT EROSION AND SEDIMENTATION WHEN RUNOFF FLOWS INTO THESE CONVEYORS.
6. SITE ACCESS ROADS SHALL BE GRADED OR OTHERWISE PROTECTED WITH SILT FENCES, DIVERSION CHANNELS, OR DIKES AND PIPES TO PREVENT SEDIMENT FROM EXITING THE SITE VIA THE ACCESS ROADS. SITE-ACCESS ROADS/DRIVEWAYS SHALL BE SURFACED WITH CRUSHED ROCK WHERE THEY ADJOIN EXISTING PAVED ROADWAYS.
7. SOILS TRACKED FROM THE SITE BY MOTOR VEHICLES OR EQUIPMENT SHALL BE CLEANED DAILY FROM PAVED ROADWAY SURFACES, OR MORE FREQUENTLY IF REQUESTED BY THE CITY OR PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION, THROUGHOUT THE DURATION OF CONSTRUCTION.
8. DUST CONTROL MEASURES SHALL BE PERFORMED PERIODICALLY WHEN CONDITIONS REQUIRE AND/OR AS DIRECTED BY THE CITY OR PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION.
9. ALL EROSION CONTROL MEASURES SHALL BE USED AND MAINTAINED FOR THE DURATION OF SITE CONSTRUCTION. IF CONSTRUCTION OPERATIONS OR NATURAL EVENTS DAMAGE OR INTERFERE WITH THESE EROSION CONTROL MEASURES, THEY SHALL BE RESTORED TO SERVE THEIR INTENDED FUNCTION AT THE END OF EACH DAY OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.
10. ALL AREAS DISTURBED DURING CONSTRUCTION SHALL BE RESTORED AS SOON AS POSSIBLE. ANY AREAS WHICH HAVE BEEN FINISHED GRADED OR AREAS THAT HAVE LAIN DORMANT FOR WHICH GRADING OR CONSTRUCTION OPERATIONS ARE NOT ACTIVELY UNDERWAY SHALL BE SEEDED AND MULCHED AS SET FORTH IN THE FOLLOWING PARAGRAPHS WITHIN 7 DAYS:
    - A. ALL SEEDED AREAS SHALL BE EITHER MULCHED AND DISC-ANCHORED OR COVERED BY FIBROUS BLANKETS TO PROTECT SEEDS AND LIMIT EROSION. TEMPORARY STRAW MULCH SHALL BE DISC-ANCHORED AND APPLIED AT A UNIFORM RATE OF NOT LESS THAN TWO TONS PER ACRE AND NOT LESS THAN 80% COVERAGE.
    - B. IF THE GRADED AREA IS ANTICIPATED TO BE RE-DISTURBED/DEVELOPED WITHIN SIX MONTHS, PROVIDE A TEMPORARY VEGETATIVE COVER CONSISTING OF MINNESOTA DEPARTMENT OF TRANSPORTATION (MNDOT) SEED MIXTURE O (OATS), OR WW (WINTER WHEAT), AT A RATE OF 100 POUNDS PER ACRE.
    - C. IF GRADED AREA WILL NOT BE DEVELOPED FOR A PERIOD GREATER THAN SIX MONTHS, PROVIDE A SEMI-PERMANENT VEGETATIVE COVER OF SEED MIXTURE MNDOT TCC (TWO YEAR COVER) AT A RATE OF 25 POUNDS PER ACRE.
    - D. GRADING BONDS OR THE EQUIVALENT SECURITIES SHALL BE RETAINED UNTIL TURF HAS GERMINATED AND SURVIVED A 60-DAY GROWING PERIOD.
    - E. UNLESS SPECIFIED ELSEWHERE WITHIN THE CONSTRUCTION DOCUMENTS (I.E. LANDSCAPE PLAN), PERMANENT TURF RESTORATION SHALL CONSIST OF SOD.
    - F. WHENEVER OTHER EROSION AND SEDIMENT CONTROL PRACTICES ARE INADEQUATE, TEMPORARY ON-SITE SEDIMENT BASINS THAT CONFORM TO THE CRITERIA FOR ON-SITE DETENTION BASINS SHALL BE PROVIDED.
    - G. MULCH, HYDROMULCH, AND TACKIFIERS MAY NOT BE USED FOR STABILIZATION IN SWALES OR DRAINAGE DITCHES UNLESS THE LONGITUDINAL SLOPE IS LESS THAN 2 PERCENT.
    - H. RUNOFF SHALL BE PREVENTED FROM ENTERING ALL STORM SEWER CATCH BASINS PROVIDING THEY ARE NOT NEEDED DURING CONSTRUCTION. WHERE STORM SEWER CATCH BASINS ARE NECESSARY FOR SITE DRAINAGE DURING CONSTRUCTION, SEDIMENT PROTECTION DEVICES AS DETAILED SHALL BE INSTALLED AND MAINTAINED AROUND ALL CATCH BASINS UNTIL THE TRIBUTARY AREA TO THE CATCH BASIN IS RESTORED.
11. GRADING ACTIVITIES PROPOSED TO BEGIN AFTER OCTOBER 15 WILL REQUIRE AN APPROVED PHASING SCHEDULE. THE AREA OF LAND THAT THE CITY WILL ALLOW TO BE DISTURBED AT THIS TIME OF YEAR WILL BE SEVERELY LIMITED. THE CITY WILL ALSO REQUIRE ADDITIONAL EROSION CONTROL DEVICES, I.E., TEMPORARY SEDIMENT BASINS, DORMANT SEEDING AND HIGH RATES OF APPLICATION OF BOTH SEED AND MULCH.
12. FILTER BLANKET AND RIPRAP SHALL BE INSTALLED ON THE DOWNSTREAM SIDES OF ALL STORM SEWER OUTLETS WITHIN 24 HOURS AFTER CONSTRUCTION AS INDICATED AND DETAILED. ALL RIPRAP SHALL BE INSTALLED WITH A FILTER MATERIAL MEETING THE MNDOT SPECIFICATIONS FOR RIPRAP AND FILTER MATERIAL.
13. EROSION CONTROL FACILITIES SHALL BE INSTALLED AND MAINTAINED AROUND THE PERIMETER OF THE BASIN WITHIN OR ADJACENT TO THE AREA TO BE GRADED UNTIL THE TRIBUTARY AREA TO THE BASIN IS RESTORED.
14. TO MINIMIZE EROSION, ALL 3:1 SLOPES SHALL BE COVERED WITH A MN/DOT 3885 CATEGORY 20 STRAW EROSION CONTROL BLANKETS OR STAKED SOD.
15. ACCUMULATION OF ALL SEDIMENT OCCURRING IN CURB LINES, STORM SEWERS, AND DITCHES SHALL BE REMOVED PRIOR TO, DURING, AND AFTER COMPLETION OF GRADING ACTIVITIES.
16. EROSION CONTROL ITEMS AND DEVICES SHALL BE REMOVED ONLY AFTER THE AREA HAS RECEIVED FINAL STABILIZATION OR AS DIRECTED BY THE CITY AND/OR PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION.

## GRADING NOTES:

1. THE CONTRACTOR SHALL VISIT THE SITE, REVIEW ALL CONSTRUCTION DOCUMENTS, AND FIELD VERIFY THE EXISTING CONDITIONS PRIOR TO BIDDING. NO ADDITIONAL COMPENSATION WILL BE GIVEN FOR WORK THAT COULD HAVE BEEN IDENTIFIED BY A SITE VISIT OR CONSTRUCTION DOCUMENT REVIEW.
2. THE BACKGROUND INFORMATION WAS PREPARED BY GRONBERG & ASSOCIATES, INC. AT 952-473-4141.
3. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE LOCATION OF ALL EXISTING UTILITIES. THE CONTRACTOR SHALL VERIFY THE LOCATION AND ELEVATION AND MARK ALL EXISTING UTILITIES 48 HOURS BEFORE CONSTRUCTION STARTS. THE ENGINEER, ARCHITECT, OR OWNER DOES NOT GUARANTEE THAT ALL THE UTILITIES ARE MAPPED, OR, IF MAPPED, ARE SHOWN CORRECTLY. CONTACT GOPHER STATE ONE CALL AT 651-454-0002 FOR FIELD LOCATING EXISTING UTILITIES. CONTACT UTILITY OWNER IF DAMAGE OCCURS DUE TO CONSTRUCTION.
4. PROTECT ALL EXISTING STRUCTURES AND UTILITIES WHICH ARE NOT SCHEDULED FOR REMOVAL.
5. NOTIFY CITY BUILDING INSPECTOR BEFORE TRENCHING AND EXCAVATION WORK COMMENCES. THE CONTRACTOR SHALL OBTAIN ALL APPLICABLE PERMITS PRIOR TO START OF CONSTRUCTION.
6. ALL SPOT ELEVATIONS SHOWN AS 80.00-99.99 ARE TO BE UNDERSTOOD TO MEAN 980.00-999.99. ALL SPOT ELEVATIONS SHOWN AS 00.00-30.00 ARE TO BE UNDERSTOOD TO MEAN 1000.00-1030.00.
7. ALL SPOT ELEVATIONS ALONG THE CURB-LINE INDICATE THE ELEVATION OF THE GUTTER UNLESS NOTED OTHERWISE.
8. NO LANDSCAPED SLOPES ARE TO EXCEED 3:1 (3 FEET HORIZONTAL TO 1 FOOT VERTICAL) UNLESS NOTED OTHERWISE.
9. ACCESSIBLE PARKING AREAS SHALL NOT HAVE SLOPES IN ANY DIRECTION THAT EXCEED 2%.
10. PROVIDE POSITIVE DRAINAGE FROM BUILDINGS AT ALL TIMES.
11. **UPON COMPLETION OF THE GRADING AND UTILITY WORK, THE CONTRACTOR SHALL CERTIFY THAT ALL GRADING AND UTILITY WORK WAS PERFORMED IN ACCORDANCE WITH THE APPROVED GRADING AND UTILITY PERMITS. AN AS-BUILT GRADING AND UTILITY PLAN SHALL BE PERFORMED BY A REGISTERED LAND SURVEYOR HIRED BY THE CONTRACTOR. SURVEY SHALL BE PROVIDED TO CIVIL ENGINEER.**
12. PRIOR TO ISSUANCE OF BUILDING PERMITS, ALL NECESSARY EROSION CONTROL DEVICES MUST BE IN PLACE AND FUNCTIONING. THE CITY AND PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION WILL INSPECT THE SITE TO DETERMINE ITS SUITABILITY FOR BUILDING ACTIVITIES. IF THE PUBLIC UTILITIES HAVE NOT BEEN INSTALLED AT THIS POINT, IT MAY BE NECESSARY TO WITHHOLD BUILDING PERMITS FOR VARIOUS LOTS TO ALLOW THE CONTRACTOR ADEQUATE SPACE TO PERFORM THIS WORK.
13. ALL DEBRIS CREATED IN THE PROCESS OF CLEARING AND GRADING THE SITE SHALL BE REMOVED FROM THE SITE. THIS INCLUDES TREES AND SHRUBS. UNDER NO CIRCUMSTANCES SHALL THIS TYPE OF MATERIAL BE BURIED OR BURNED ON THE SITE.
14. THE CONTRACTOR MAY STRIP AND SALVAGE TOPSOIL FOR POTENTIAL RE-SPREADING ON THE SITE, IF APPROVED BY THE LANDSCAPE ARCHITECT AND/OR SPECIFICATIONS. SIX INCHES OF TOPSOIL – AFTER COMPACTION – SHALL BE RE-SPREAD PRIOR TO SEEDING AND MULCHING. EXCESS TOPSOIL MAY BE REMOVED FROM THE SITE PROVIDED THERE IS ADEQUATE TOPSOIL REMAINING TO PROPERLY FINISH THE SITE AS NOTED ABOVE. THE TOPSOIL STRIPPING, STOCKPILING, AND RE-SPREADING SHALL BE DONE IN ACCORDANCE WITH, AND NOTED ON, THE APPROVED GRADING PLAN AND . SPECIFICATIONS, THE CONTRACTOR SHALL REFER TO THE LANDSCAPE DRAWINGS AND SPECIFICATIONS FOR ANY SPECIAL TOPSOIL OR PLANTING REQUIREMENTS.
15. ALL GRADING OPERATIONS SHALL BE CONDUCTED IN A MANNER TO MINIMIZE THE POTENTIAL FOR SITE EROSION. EROSION CONTROL MEASURES SHALL BE INSTALLED TO PREVENT SEDIMENT FROM RUNNING OFF ONTO ADJACENT PROPERTIES. ANY DAMAGE TO ADJACENT PROPERTIES MUST BE CORRECTED AND RESTORED AS SOON AS PERMISSION IS GRANTED FROM THE ADJACENT PROPERTY OWNER(S).
16. IF CONSTRUCTION OF THE SITE WORK PROCEEDS THROUGH THE WINTER MONTHS, ANY DISTURBED AREAS OUTSIDE THE BUILDING FOOTPRINTS ARE TO BE MINIMALLY STABILIZED PRIOR TO MARCH 1 AS FOLLOWS: AREAS PLANNED TO RECEIVE PAVEMENTS ARE TO HAVE CLASS 5 BASE INSTALLED; ALL OTHER DISTURBED AREAS ARE TO BE SEEDED, STRAW MULCH PLACED, AND DISC-ANCHORED.
17. WINTER MULCHING:
    - 17.A. SNOW MULCHING SHALL BE DEFINED AS MULCH MATERIAL SPREAD OVER THE TOP OF SNOW SO THAT THE MULCH MELTS THROUGH THE SNOW AND STICKS TO THE EXPOSED SOILS.
    - 17.B. FROZEN GROUND MULCHING SHALL BE DEFINED AS MULCH MATERIAL SPREAD OVER FROZEN GROUND. MULCH MATERIALS THAT DO NOT REQUIRE DISC-ANCHORING INTO THE SOIL MAY BE PLACED WITHOUT MODIFICATION. MULCH MATERIALS THAT REQUIRE DISC-ANCHORING MAY BE ANCHORED WITH HYDRAULIC SOIL STABILIZERS OR MAY BE FROZEN TO THE SOIL BY APPLYING WATER AT A RATE OF 2000 GALLONS PER ACRE OVER THE MULCH AS A SUBSTITUTION FOR DISC-ANCHORING.
18. THE CONTRACTOR SHALL LIMIT THE DISTURBED AREA AS MUCH AS POSSIBLE.

# NORTH SHORE GYMNASTICS

Maple Plain, MN


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BKBM Project No. 25283.5

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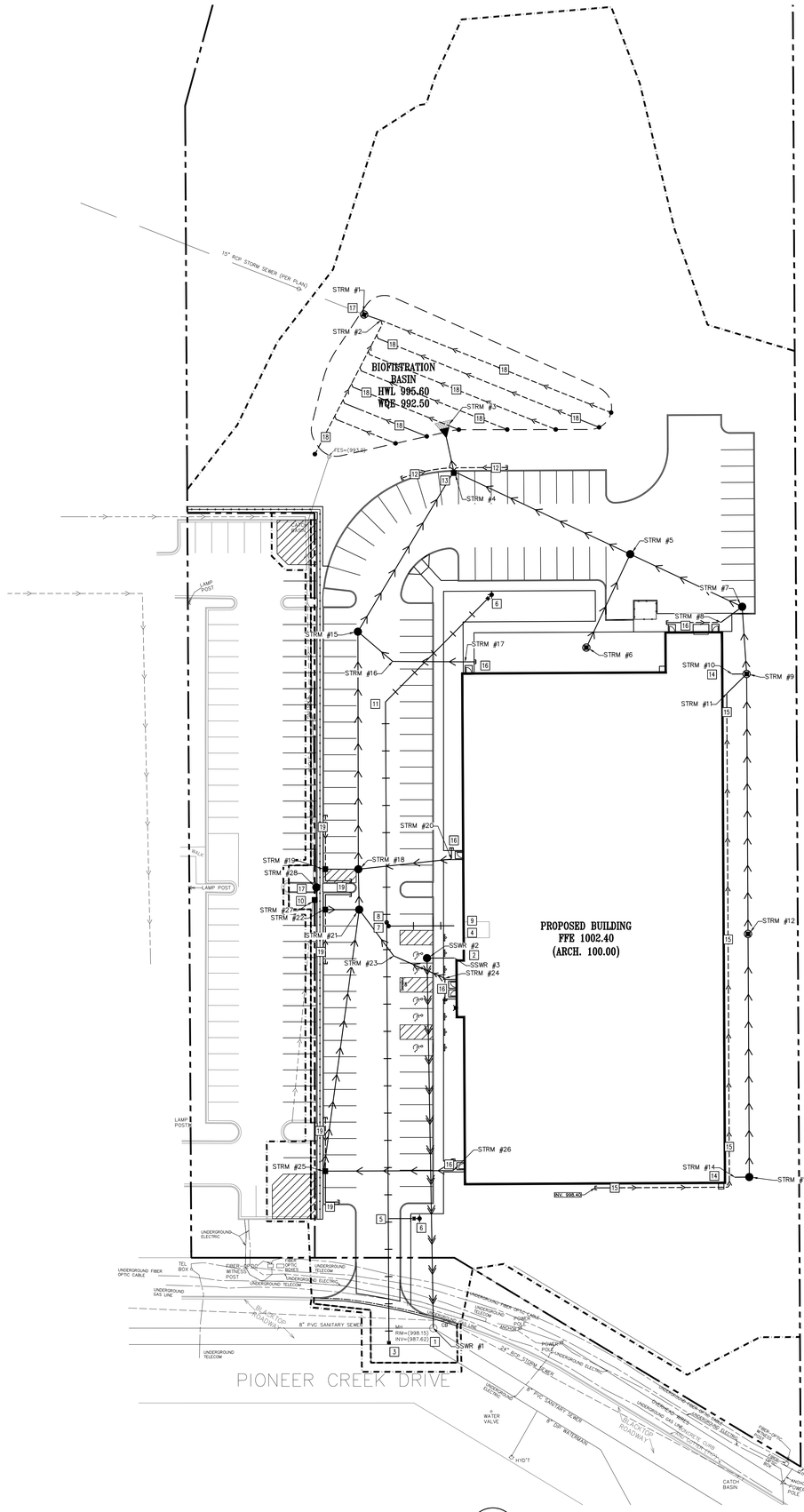
Nathaniel P. Anderson
License Number: 59311 Date: 11/14/2025

| Revisions | | |
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Comm: 252103
Date: 11/14/2025
Drawn: WH
Check: KAB

# GRADING, DRAINAGE, AND EROSION CONTROL PLAN

# C2.000




1 C3.000 UTILITY PLAN 1" = 30'

## KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

1. CORE DRILL EXISTING MANHOLE FOR PROPOSED PIPE CONNECTION AT INV. 988.12. PROVIDE WATERTIGHT SEAL WITH FLEXIBLE COMPRESSION JOINT. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.
2. LOCATION OF PROPOSED SANITARY SEWER SERVICE. REFER TO SANITARY SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. **COORDINATE EXACT LOCATION, SIZE, AND INVERT ELEVATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.**
3. INSTALL 8-INCH WET TAP. REFER TO DETAIL 1/C5.001.
4. 1.5-INCH IRRIGATION STUB. REFER TO MECHANICAL AND LANDSCAPE PLANS AND SPECIFICATIONS.
5. INSTALL 8-INCH BY 6-INCH TEE.
6. INSTALL FIRE HYDRANT AND GATE VALVE. REFER TO DETAIL 3/C5.001.
7. INSTALL 2-INCH CORPORATION STOP AND CURB BOX. REFER TO DETAIL 12/C5.000.
8. INSTALL 8-INCH BY 6-INCH REDUCER.
9. STUB 2-INCH TYPE K COPPER WATER SERVICE TO BUILDING. REFER TO DETAIL 12/C5.000. **COORDINATE EXACT LOCATION, SIZE, AND INVERT ELEVATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.**
10. CONNECT EXISTING DRAIN TILE TO STRM #27. CONTRACTOR SHALL VERIFY EXISTING DRAIN TILE INVERT PRIOR TO ORDERING STORM SEWER STRUCTURES.
11. INSTALL 6-INCH 45-DEGREE BEND WITH THRUST BLOCKING.
12. INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 10/C5.000.
13. INSTALL SUMP CATCH BASIN WITH SNOUT, ENVIROHOOD OR APPROVED EQUAL. REFER TO DETAIL 10/C5.001.
14. LOCATION OF PROPOSED ROOF DRAIN LEAD. REFER TO STORM SEWER TABLE FOR INVERT ELEVATIONS AND PIPE SIZES. **COORDINATE EXACT LOCATION, SIZE, AND INVERT ELEVATION WITH MECHANICAL CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.**
15. INSTALL PERIMETER DRAIN TILE. REFER TO DETAIL 14/C5.002. PROVIDE SOLID PIPE AND WATER TIGHT CONNECTIONS TO 10-FEET OF EITHER SIDE OF ALL WATER CROSSINGS PER MN PLUMBING CODE.
16. INSTALL FROST PROTECTION AT SIDEWALK TRANSITION. REFER TO DETAIL 11/C5.002.
17. INSTALL MANHOLE IN LINE WITH EXISTING 15-INCH RCP. CONTRACTOR SHALL VERIFY EXISTING PIPE INVERT PRIOR TO THE START OF CONSTRUCTION AND NOTIFY ENGINEER WITH FINDINGS.
18. INSTALL FILTRATION BASIN DRAIN WITH STORM SEWER CLEAN OUT. REFER TO DETAIL 8/C5.000 FOR DRAIN TILE. REFER TO DETAIL 9/C5.000 FOR CLEAN OUT.
19. INSTALL DRAIN TILE AT LOW POINT CATCH BASINS. REFER TO DETAIL 10/C5.000. DRAIN TILE TO BE INSTALLED IN FRONT OF CURB.

## UTILITY NOTES:

1. CONTRACTOR SHALL FOLLOW ALL CITY OF MAPLE PLAIN STANDARDS AND SPECIFICATIONS.
2. COORDINATE SERVICE CONNECTION LOCATIONS, SIZES, AND INVERTS AT THE BUILDING WITH THE MECHANICAL CONTRACTOR PRIOR TO CONSTRUCTION. NO ADDITIONAL COMPENSATION WILL BE ALLOWED FOR UNCOORDINATED WORK.
3. COORDINATE UTILITY INSTALLATION WITH STRUCTURAL PRIOR TO START OF CONSTRUCTION. UTILITIES SHALL NOT BE INSTALLED WITHIN THE ZONE OF INFLUENCE OF ANY STRUCTURAL ELEMENTS. NO ADDITIONAL COMPENSATION WILL BE PROVIDED FOR UNCOORDINATED WORK.
4. ALL SEWER SERVICE CONNECTIONS WITH LESS THAN 5 FEET OF COVER OVER THE TOP OF PIPE SHALL BE INSULATED. INSULATION SHALL BE INSTALLED FROM THE CONNECTION OF THE SERVICE AT THE BUILDING TO THE POINT WHICH THE SERVICE ATTAINS 5 FEET OF COVER. CONTRACTOR SHALL OBTAIN WRITTEN PERMISSION FROM ARCHITECT OR ENGINEER PRIOR TO INSTALLATION OF INSULATION.
5. PROTECT ALL EXISTING STRUCTURES AND UTILITIES WHICH ARE NOT SCHEDULED TO BE REMOVED.
6. ALL SEWER AND WATER CROSSINGS SHALL HAVE A MINIMUM VERTICAL SEPARATION OF 1.5 FEET AND HORIZONTAL SEPARATION OF 10 FEET. FOLLOW ALL HEALTH DEPARTMENT AND CITY OF MAPLE PLAIN STANDARDS.
7. ALL WATER MAINS SHALL BE DUCTILE IRON PIPE, CLASS 52, UNLESS NOTED OTHERWISE. WATER SERVICES SHALL BE TYPE K COPPER.
8. ALL WATER MAIN SHALL HAVE A MINIMUM DEPTH OF COVER OF 7.5 FEET OVER TOP OF WATER MAIN.
9. PROVIDE THRUST BLOCKING ON ALL WATER MAIN PER CITY OF MAPLE PLAIN. PROVIDE MECHANICAL JOINT RESTRAINTS ON ALL BENDS, VALVES, TEES, PLUGS, AND HYDRANT LEADS.
10. SANITARY SEWER PIPING SHALL BE ASTM D1785 OR ASTM D2665 SCHEDULE PVC UNLESS NOTED OTHERWISE.
11. STORM SEWER PIPING SHALL BE REINFORCED CONCRETE PIPE (RCP), UNLESS NOTED OTHERWISE. ALL 12-INCH THROUGH 18-INCH RCP STORM SEWER PIPE SHALL BE CLASS 5. RCP PIPE LARGER THAN 18-INCH SHALL BE CLASS 3 UNLESS NOTED OTHERWISE. ALL STORM SEWER PIPE THAT IS EXTENDED TO THE BUILDING FOR ROOF DRAIN SERVICES SHALL BE ASTM D1785 OR ASTM D2665 SCHEDULE 40 PVC.
12. ALL FLARED END SECTIONS SHALL HAVE TRASH GUARDS. ALL DOWNSTREAM FLARED END SECTIONS SHALL HAVE GEOTEXTILE FABRIC AND RIPRAP PER MNDOT STANDARDS, AS DETAILED.
13. CONTRACTOR SHALL COORDINATE ALL WORK WITH GAS, ELECTRIC, TELEVISION, AND TELEPHONE COMPANIES PRIOR TO START OF CONSTRUCTION.
14. WHERE PROPOSED GRADE OVER EXISTING SMALL UTILITIES IS PROPOSED TO BE LOWERED, CONTRACTOR SHALL COORDINATE WITH UTILITY OWNER FOR THE LOWERING OF THE EXISTING UTILITY TO PROVIDE THE MINIMUM COVER REQUIRED AT NO ADDITIONAL COST TO THE OWNER.
15. ALL PORTIONS OF THE STORM AND SANITARY SEWER SYSTEMS LOCATED WITHIN 10-FEET OF THE BUILDING OR WATER SERVICE LINE SHALL BE TESTED IN ACCORDANCE WITH MN PLUMBING CODE. PIPING MATERIAL SHALL BE ASTM D1785 OR ASTM D2665 SCHEDULE 40 PVC.
16. ALL JOINTS AND CONNECTIONS IN THE STORM SEWER SYSTEM SHALL BE GAS TIGHT OR WATER TIGHT IN ACCORDANCE TO MN PLUMBING CODE. APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATER TIGHT CONNECTIONS TO MANHOLES, CATCH BASINS, AND OTHER STRUCTURES. RESILIENT WATER-STOP GROUTING RINGS ARE AN ACCEPTABLE ALTERNATIVE. CEMENT MORTAR JOINTS ARE PERMITTED ONLY FOR REPAIRS AND CONNECTIONS OF EXISTING LINES CONSTRUCTED WITH SUCH JOINTS.

## PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- SANITARY SEWER
- WATER PIPE
- DRAIN TILE
- STORM SEWER
- RETAINING WALL
- FIRE HYDRANT
- GATE VALVE
- FIRE CONNECTION
- CLEANOUT
- CATCH BASIN
- MANHOLE
- FLARED END SECTION WITH RIPRAP
- PIPE INSULATION

## ABBREVIATIONS

| | |
|---|---|
| BLDG | Building |
| BM | Benchmark |
| CB | Catch Basin |
| CONC | Concrete |
| DIP | Ductile Iron Pipe |
| ELEV | Elevation |
| EX | Existing |
| FFE | Finished Floor Elevation |
| HDPE | High Density Polyethylene |
| INV | Invert |
| MAX | Maximum |
| MH | Manhole |
| MIN | Minimum |
| PIV | Post Indicator Valve |
| PVC | Polyvinyl Chloride |
| RCP | Reinforced Concrete Pipe |
| RD | Roof Drain |
| WQE | Water Quality Elevation |

## UTILITY NOTES FOR WORK IN PUBLIC RIGHT-OF-WAY:

1. FOLLOW ALL CITY OF MAPLE PLAIN STANDARDS AND SPECIFICATIONS.
2. PRIOR TO CONSTRUCTION, CONTRACTORS ARE TO COORDINATE ALL WORK WITHIN RIGHT-OF-WAY AND OBTAIN ALL APPLICABLE PERMITS.

N

30' 15' 0 30' 60'

SCALE 1" = 30'

**NOTE: CONTRACTOR SHALL PROVIDE RECORD DRAWINGS TO CITY OF MAPLE PLAIN UPON COMPLETION OF THE PROJECT.**

### STORM SEWER TABLE

| STRUCTURE ID | STRUCTURE DIMENSION (INCHES) | NEENAH CASTING TYPE | RIM ELEVATION | INVERT ELEVATION(S) | PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE |
|---|---|---|---|---|---|
| STRM #1 | 48" CB MH | R-2390 | 992.50 | W = 986.09<br>E = 987.89 | ----------<br>10 L.F. OF 6" PVC @ 1.17%, STRM #2 |
| STRM #2 | DRAIN TILE CONNECTION | NA | | W = 988.00 | ---------- |
| STRM #3 | 24" FES | NA | | S = 992.50 | 24 L.F. OF 24" RCP @ 1.00%, STRM #4 |
| STRM #4 | 60" SUMP CB MH | R-3067 | 997.08 | N = 992.74<br>SE = 992.74<br>SW = 992.99 | ----------<br>107 L.F. OF 18" RCP @ 1.00%, STRM #5<br>103 L.F. OF 12" RCP @ 1.00%, STRM #15 |
| STRM #5 | 48" MH | R-1733 | 1001.04 | NW = 993.81<br>SE = 993.81<br>SW = 997.37 | ----------<br>68 L.F. OF 18" RCP @ 1.00%, STRM #7<br>57 L.F. OF 12" RCP @ 2.00%, STRM #6 |
| STRM #6 | 27" CB | R-2390 | 1001.51 | NE = 998.51 | ---------- |
| STRM #7 | 48" MH | R-1733 | 1002.07 | NW = 994.49<br>S = 994.49<br>SW = 997.45 | ----------<br>37 L.F. OF 18" RCP @ 1.00%, STRM #9<br>15 L.F. OF 4" PVC @ 6.55%, STRM #8 |
| STRM #8 | DRAIN TILE CONNECTION | NA | | NE = 998.40 | ---------- |
| STRM #9 | 48" CB MH | R-2390 | 1001.18 | N = 994.86<br>S = 994.86<br>W = 995.18<br>SW = 997.36 | ----------<br>143 L.F. OF 15" RCP @ 0.62%, STRM #12<br>8 L.F. OF 12" PVC @ 2.00%, STRM #10<br>15 L.F. OF 4" PVC @ 6.78%, STRM #11 |
| STRM #10 | ROOF DRAIN CONNECTION | NA | | E = 995.34 | ---------- |
| STRM #11 | DRAIN TILE CONNECTION | NA | | NE = 998.40 | ---------- |
| STRM #12 | 48" CB MH | R-2390 | 1004.62 | N = 995.75<br>S = 995.75 | ----------<br>134 L.F. OF 15" RCP @ 0.61%, STRM #13 |
| STRM #13 | 48" MH | R-1733 | 1007.92 | N = 996.57<br>W = 996.57 | ----------<br>8 L.F. OF 10" PVC @ 2.00%, STRM #14 |
| STRM #14 | ROOF DRAIN CONNECTION | NA | | E = 996.73 | ---------- |
| STRM #15 | 48" MH | R-1733 | 999.93 | NE = 994.02<br>S = 994.02<br>SE = 996.42 | ----------<br>131 L.F. OF 12" RCP @ 1.00%, STRM #18<br>25 L.F. OF 4" PVC @ 1.00%, STRM #16 |
| STRM #16 | 4" 45° BEND | NA | | NW = 996.67<br>E = 996.67 | ----------<br>40 L.F. OF 4" PVC @ 4.34%, STRM #17 |
| STRM #17 | DRAIN TILE CONNECTION | NA | | W = 998.40 | ---------- |
| STRM #18 | 48" MH | R-1733 | 1000.11 | N = 995.33<br>S = 995.33<br>W = 995.86<br>E = 996.58 | ----------<br>22 L.F. OF 12" RCP @ 1.00%, STRM #21<br>19 L.F. OF 12" RCP @ 1.00%, STRM #19<br>52 L.F. OF 4" PVC @ 3.53%, STRM #20 |
| STRM #19 | 24"x36" CB | R-3067 | 999.55 | E = 996.05 | ---------- |
| STRM #20 | DRAIN TILE CONNECTION | NA | | W = 998.40 | ---------- |
| STRM #21 | 48" MH | R-1733 | 1000.25 | N = 995.55<br>S = 995.55<br>W = 995.80<br>SE = 997.75 | ----------<br>145 L.F. OF 12" RCP @ 1.00%, STRM #25<br>20 L.F. OF 12" RCP @ 1.00%, STRM #22<br>32 L.F. OF 4" PVC @ 1.00%, STRM #23 |
| STRM #22 | 24"x36" CB | R-3067 | 999.10 | E = 996.00 | ---------- |
| STRM #23 | 4" 22.5° BEND | NA | | NW = 998.07<br>SE = 998.07 | ----------<br>31 L.F. OF 4" PVC @ 1.07%, STRM #24 |
| STRM #24 | DRAIN TILE CONNECTION | NA | | NW = 998.40 | ---------- |
| STRM #25 | 24"x36" CB | R-3067 | 1000.49 | N = 997.00<br>E = 998.00 | ----------<br>71 L.F. OF 4" PVC @ 0.56%, STRM #26 |
| STRM #26 | DRAIN TILE CONNECTION | NA | | W = 998.40 | ---------- |
| STRM #27 | 24"x36" CB | R-3067 | 999.16 | N = 995.18 | ---------- |
| STRM #28 | 48" MH | R-1733 | 1000.02 | N = 995.15<br>S = 995.15 | ----------<br>7 L.F. OF 15" RCP @ 0.50%, STRM #27 |

### SANITARY SEWER TABLE

| STRUCTURE ID | STRUCTURE DIMENSION (INCHES) | NEENAH CASTING TYPE | RIM ELEVATION | INVERT ELEVATION(S) | PIPE LENGTH, DIAMETER, SLOPE & NEXT UPSTREAM STRUCTURE |
|---|---|---|---|---|---|
| SSWR #1 | EX | EX | 998.15 | W = 987.62<br>SE = 987.62<br>N = 988.12 | ----------<br>----------<br>204 L.F. OF 6" PVC @ 3.81%, SSWR #2 |
| SSWR #2 | 48" MH | R-1733 | 1002.05 | S = 995.89<br>E = 996.09 | ----------<br>15 L.F. OF 4" PVC @ 2.08%, SSWR #3 |
| SSWR #3 | SERVICE CONNECTION | NA | | W = 996.40 | ---------- |

# NORTH SHORE GYMNASTICS

Maple Plain, MN


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BKBM Project No. 25283.5

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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

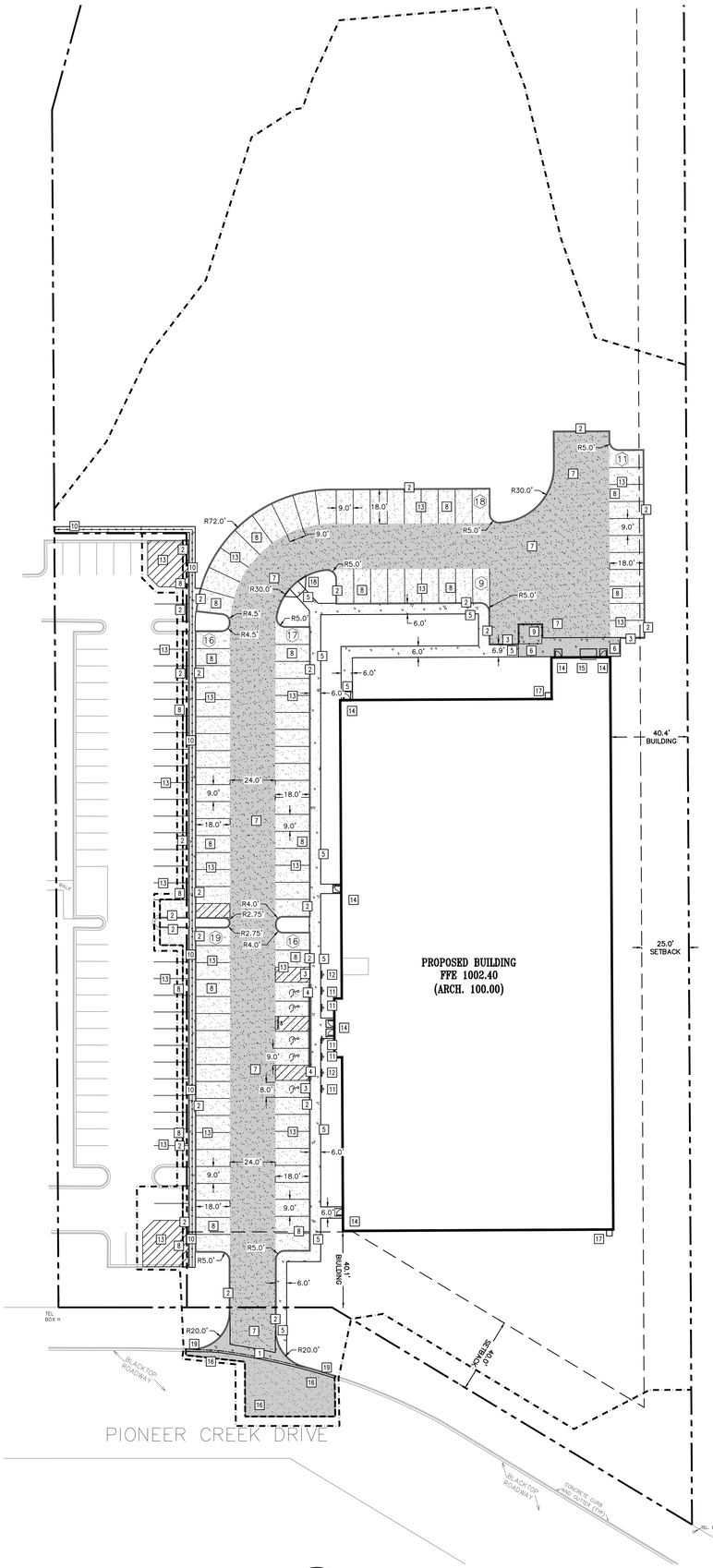
**Nathaniel P. Anderson**
License Number: **59311** Date: **11/14/2025**

| Revisions | | |
|---|---|---|
| Description | Date | Num |
| | | |

Comm: **252103**
Date: **11/14/2025**
Drawn: **WH**
Check: **KAB**

## UTILITY PLAN

# C3.000




1 C4.000 PAVING AND GEOMETRIC PLAN
1" = 30'

## KEYED NOTES

KEYED NOTES ARE DENOTED BY [NO] ON PLAN.

1. INSTALL CONCRETE DRIVE ENTRANCE. REFER TO DETAIL 1/C5.002.
2. INSTALL B612 CONCRETE CURB AND GUTTER. REFER TO DETAIL 2/C5.002.
3. INSTALL NOSE-DOWN CURB SECTION. REFER TO DETAIL 4/C5.002.
4. INSTALL FLAT CURB SECTION. REFER TO DETAIL 3/C5.002.
5. INSTALL CONCRETE WALK. REFER TO DETAIL 8/C5.002.
6. INSTALL CONCRETE PAVEMENT. REFER TO DETAIL 7/C5.002.
7. INSTALL HEAVY-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 6/C5.002.
8. INSTALL LIGHT-DUTY BITUMINOUS PAVEMENT. REFER TO DETAIL 5/C5.002.
9. INSTALL CONCRETE DUMPSTER PAD. REFER TO DETAIL 7/C5.002. REFER TO LANDSCAPE PLANS FOR SCREENING FENCE.
10. INSTALL FENCE WITH CONCRETE MAINTENANCE STRIP. REFER TO DETAIL 10/C5.002 FOR MAINTENANCE STRIP. REFER TO LANDSCAPE PLANS AND SPECIFICATIONS FOR FENCING.
11. INSTALL ACCESSIBLE PARKING SIGN. REFER TO DETAIL 9/C5.002.
12. INSTALL NO PARKING ANY TIME SIGN. REFER TO DETAIL 9/C5.002.
13. PAINT PARKING LOT STRIPING AND NO PARKING AREA, 4" WIDE STRIPES, WHITE IN COLOR. STRIPING FOR CROSS HATCH SHALL BE AS SHOWN SPACED 3' APART.
14. STOOP. REFER TO STRUCTURAL PLANS AND DETAILS.
15. CONCRETE APRON. REFER TO STRUCTURAL PLANS AND DETAILS.
16. INSTALL HEAVY-DUTY BITUMINOUS PAVEMENT. INTENT IS TO MATCH EXISTING PAVEMENT SECTION. REFER TO DETAIL 12/C5.002 FOR BIDDING PURPOSES
17. INSTALL CONCRETE SPLASH PAD. REFER TO DETAIL 8/C5.002 FOR CONCRETE SECTION. CONCRETE PAD SHALL BE INSTALLED IN LINE WITH PROPOSED OVERFLOW ROOF DRAIN. CONTRACTOR SHALL COORDINATE THE EXACT LOCATION IN THE FIELD. PAD DIMENSIONS SHALL BE 3 FEET BY 4 FEET UNLESS DEPICTED OTHERWISE. PAD SHALL BE SLOPED AT 2% AWAY FROM THE BUILDING.
18. INSTALL PEDESTRIAN CURB RAMP. REFER TO MN/DOT STANDARD PLAN 5-297.250 AND MN/DOT STANDARD PLATE 7038A.
19. INSTALL B624 CONCRETE CURB AND GUTTER. REFER TO DETAIL 13/C5.002.

## PROPOSED PLAN SYMBOLS

- CONSTRUCTION LIMITS
- PROPERTY LINE
- SAWCUT LINE (APPROX.)
- RETAINING WALL
- LIGHT DUTY BITUMINOUS PAVEMENT
- HEAVY DUTY BITUMINOUS PAVEMENT
- CONCRETE SIDEWALK
- CONCRETE PAVEMENT
- FLAT CURB AND GUTTER
- ACCESSIBLE PARKING SYMBOL
- SIGN
- PARKING STALL COUNT (9)

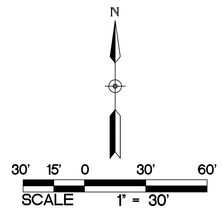
## ABBREVIATIONS

| | |
|---|---|
| BLDG | Building |
| BM | Benchmark |
| CONC | Concrete |
| ELEV | Elevation |
| EX | Existing |
| FFE | Finished Floor Elevation |
| LFE | Lower Floor Elevation |
| MAX | Maximum |
| MIN | Minimum |
| R | Radius |
| TYP. | Typical |
| MNMUTCD | Minnesota Manual on Uniform Traffic Control Devices |

**NOTE:**
**CONTRACTOR SHALL PROVIDE RECORD DRAWINGS TO CITY OF MAPLE PLAIN UPON COMPLETION OF THE PROJECT.**

## PAVING NOTES:

1. CONTRACTOR SHALL FOLLOW ALL CITY OF MAPLE PLAIN STANDARDS AND SPECIFICATIONS.
2. ALL DIMENSIONS ARE TO FACE OF CURB UNLESS NOTED OTHERWISE.
3. ALL CURB AND GUTTER IS TO BE B612 CONCRETE CURB AND GUTTER UNLESS NOTED OTHERWISE.
4. NO SIDEWALK IS TO HAVE MORE THAN A 2% CROSS SLOPE OR MORE THAN A 5% LONGITUDINAL SLOPE.
5. REFER TO ARCHITECTURAL PLANS FOR PROPOSED BUILDING LAYOUT.
6. FOLLOW ALL CITY OF MAPLE PLAIN RULES, REGULATIONS, AND SPECIFICATIONS WHEN WORKING IN PUBLIC RIGHT OF WAY.
7. STRIPE PARKING LOT AS SHOWN. ALL PARKING STALLS ARE TO BE 9 FEET WIDE BY 18 FEET LONG, UNLESS NOTED OTHERWISE.
8. ACCESSIBLE AISLES SHALL BE STRIPED PER MN CODE (SECTION 502). WHERE "NO PARKING" SIGNAGE WOULD OBSTRUCT A CURB RAMP OR ACCESSIBLE ROUTE, "NO PARKING" SHALL BE PRINTED ON THE SURFACE OF THE ACCESS AISLE.
9. THE CONTRACTOR IS TO CONTACT THE CITY OF MAPLE PLAIN FIRE MARSHALL FOR THE EXACT PLACEMENT OF FIRE LANES, YELLOW-PAINTED CURBING, AND NO PARKING AREAS FOR FIRE PROTECTION PURPOSES.
10. REFER TO STRUCTURAL PLANS FOR STOOP DETAILS. ALL WALKS ARE TO BE CENTERED ON THE DOORS.
11. INSTALL APPROPRIATE EXPANSION MATERIAL WHERE CONCRETE IS ADJACENT TO BUILDING FACE.
12. ALL EXPANSION AND ISOLATION JOINTS SHALL BE SEALED PER SPECIFICATIONS.
13. MATCH NEW PAVEMENT, CURB AND GUTTER, AND SIDEWALK INTO EXISTING. NO ABRUPT GRADE TRANSITIONS OR PONDING OF WATER WILL BE ALLOWED.
14. SAWCUT EXISTING PAVEMENT, SIDEWALK, AND CURB AND GUTTER TO NEAREST JOINT. COORDINATE REMOVAL LIMITS WITH SITE DEMOLITION CONTRACTOR AND CONSTRUCTION MANAGER.
15. INSTALL DRIVE ENTRANCE PER CITY OF MAPLE PLAIN STANDARDS AND SPECIFICATIONS. FOLLOW ALL CITY OF MAPLE PLAIN REQUIREMENTS FOR TRAFFIC CONTROL.
16. REFER TO SPECIFICATIONS FOR GRADE VERIFICATION SURVEY REQUIREMENTS PRIOR TO PLACEMENT OF SUB-BASE MATERIAL, BASE MATERIAL, AND PAVEMENTS/SIDEWALKS.




# NORTH SHORE GYMNASTICS

Maple Plain, MN

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BKBM Project No. 25283.5

# 75% CD SET NOT FOR CONSTRUCTION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

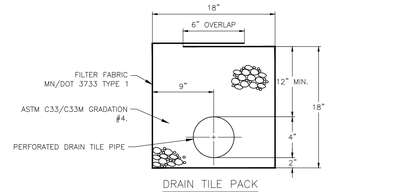
Nathaniel P. Anderson
License Number: 59311 Date: 11/14/2025

| Revisions | | |
|---|---|---|
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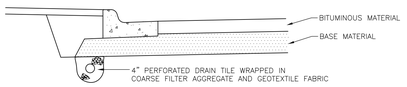
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Drawn: WH
Check: KAB

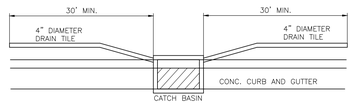
## PAVING AND GEOMETRIC PLAN

# C4.000




DRAIN TILE PACK




1) A MINIMUM OF 60 FEET OF DRAIN TILE SHALL BE PLACED AT ALL LOW POINT CATCH BASINS.

2) THE FIRST 18" AT CATCH BASIN SHALL BE SOLID WALL SCH 40 PVC. DRAIN TILE SHALL BE PLACED BEHIND THE PROPOSED CURB LINE.

3) MAINTAIN POSITIVE SLOPE AWAY FROM CATCH BASIN AT ALL TIMES. DRAIN TILE SLOPE SHALL MATCH PROPOSED AT GRADE SLOPE OR 0.5 PERCENT, WHICH EVER IS GREATER.

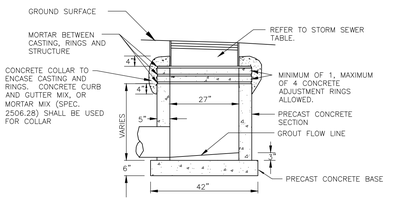
4) FOR CATCH BASINS NOT LOCATED IN A CURB LINE CONTRACTOR SHALL EXTEND DRAIN TILE IN 4 DIRECTIONS, IN THE SHAPE OF AN "X", FOR 15-FEET FROM EDGE OF CATCH BASIN STRUCTURE.

5) CONTRACTOR SHALL PROVIDE SOLID WALL PVC PIPE TO 10-FEET OF EITHER SIDE OF WATERMAIN CROSSINGS.

6) DRAIN TILE SHALL CONNECT TO CATCH BASIN AT 2.5-FEET BELOW THE PROPOSED RIM ELEVATION OR THE BOTTOM OF THE PAVEMENT BASE MATERIAL, WHICHEVER IS DEEPER.

7) PIPE CAPS SHALL BE INSTALLED ON THE END RUNS OF ALL DRAIN TILE PIPE.

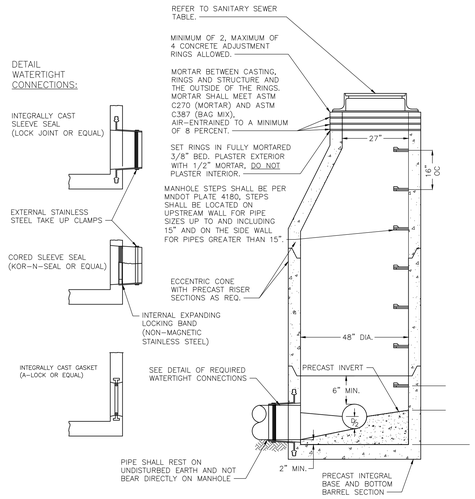
10 C5.000 DRAIN TILE AT LOW POINT CATCH BASIN
NOT TO SCALE




NOTE:

1. A CONCRETE SADDLE SHALL BE POURED AROUND THE ADJUSTING RINGS. THIS SHALL NOT, HOWEVER, WAIVE THE CONCRETE GROUT BETWEEN RINGS.

11 C5.000 27-INCH CATCH BASIN
NOT TO SCALE



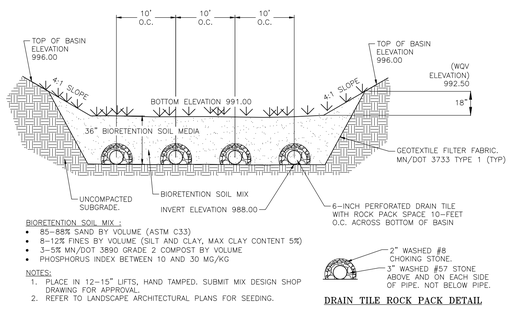

NOTES:

PRECAST RISER SECTIONS TO MEET ASTM C-478.

JOINTS BETWEEN PRECAST SECTIONS SHALL USE O-RING RUBBER GASKET CONFORMING TO ASTM C-443.

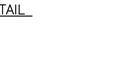
WATERTIGHT PIPE CONNECTIONS SHALL MEET ASTM C-923 & C-443 AND ALLOW FOR 10° DEFLECTION IN ANY DIRECTION.

7 C5.000 SANITARY SEWER MANHOLE
NOT TO SCALE



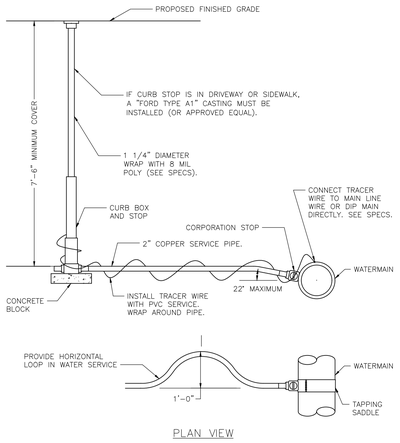

BIORETENTION SOIL MIX :
- 85-88% SAND BY VOLUME (ASTM C33)
- 8-12% FINES BY VOLUME (SILT AND CLAY, MAX CLAY CONTENT 5%)
- 3-5% MN/DOT 3890 GRADE 2 COMPOST BY VOLUME
- PHOSPHORUS INDEX BETWEEN 10 AND 30 MG/KG

NOTES:
1. PLACE IN 12-15" LIFTS, HAND TAMPED. SUBMIT MIX DESIGN SHOP DRAWING FOR APPROVAL.
2. REFER TO LANDSCAPE ARCHITECTURAL PLANS FOR SEEDING.



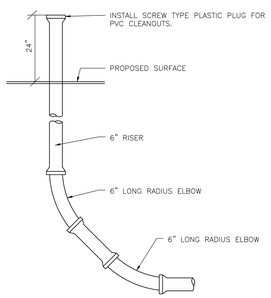

DRAIN TILE ROCK PACK DETAIL

8 C5.000 BIOFILTRATION BASIN DETAIL
NOT TO SCALE

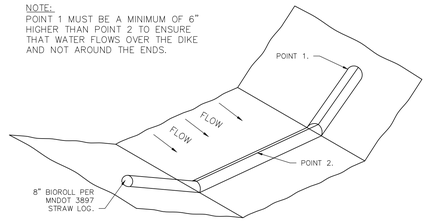



PLAN VIEW

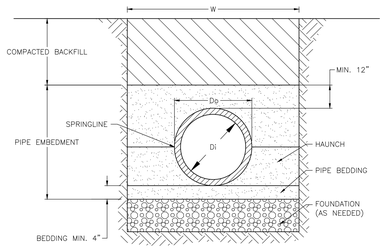
12 C5.000 CURB STOP
NOT TO SCALE




9 C5.000 ABOVE GRADE STORM SEWER CLEANOUT
NOT TO SCALE



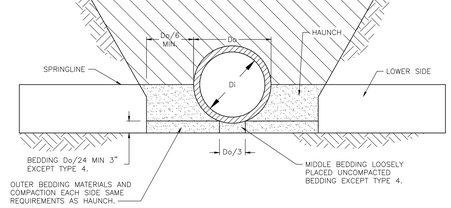

4 C5.000 BIO ROLL
NOT TO SCALE




NOTES:

1. THE MINIMUM TRENCH WIDTH "W" SHALL BE W=Do+16" OR 1.25*Do+12 WHICHEVER IS GREATER.
2. PIPE EMBEDMENT MATERIAL SHALL BE CLASS I OR CLASS II MATERIAL. REFER TO SPECIFICATIONS FOR DETAILS.
3. REFER TO ASTM D2321-05 "UNDERGROUND INSTALLATION OF THERMOPLASTIC PIPE FOR SEWERS AND OTHER GRAVITY-FLOW APPLICATIONS" FOR DETAILS.

5 C5.000 TYPICAL PIPE BEDDING FOR PVC
NOT TO SCALE



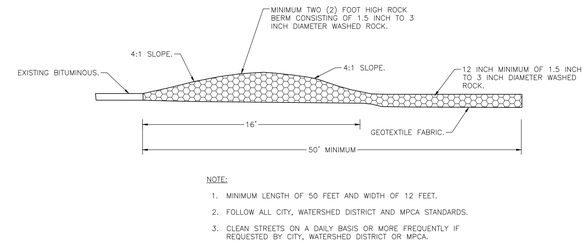

| STANDARD TRENCH INSTALLATION SOIL AND MINIMUM STANDARD PROCTOR COMPACTION REQUIREMENTS | | |
|---|---|---|
| INSTALLATION TYPE | HAUNCH AND OUTER BEDDING | LOWER SIDE |
| TYPE 1 | 95% CATEGORY I | 90% CATEGORY I<br>95% CATEGORY II<br>100% CATEGORY III |
| TYPE 2 | 90% CATEGORY I<br>95% CATEGORY II | 85% CATEGORY I<br>90% CATEGORY II<br>95% CATEGORY III |
| TYPE 3 | 85% CATEGORY I<br>90% CATEGORY II<br>95% CATEGORY III | 85% CATEGORY I<br>90% CATEGORY II<br>95% CATEGORY III |
| TYPE 4 | NO COMPACTION REQUIRED, EXCEPT IF CATEGORY III USE 85% CATEGORY III | NO COMPACTION REQUIRED, EXCEPT IF CATEGORY III USE 85% CATEGORY III |

| EQUIVALENT SOIL CLASSIFICATIONS FOR SOIL DESIGNATIONS | | |
|---|---|---|
| SOIL | UNIFIED SOIL CLASSIFICATION SYSTEM (USCS) | MN/DOT SPECIFICATION |
| CATEGORY I | CLEAN COURSE GRAINED SOILS: SW, SP, GW, GP, OR ANY SOIL BEGINNING WITH ONE OF THESE SYMBOLS WITH 12% OR LESS PASSING A #200 SIEVE | COARSE FILTER AGGREGATE MN/DOT 3149.2H |
| CATEGORY II | COURSE GRAINED SOILS WITH FINES: GM, GC, SM, SC, OR ANY SOIL BEGINNING WITH ONE OF THESE SYMBOLS CONTAINING MORE THAN 12% PASSING A #200 SIEVE | AGGREGATE BEDDING MN/DOT 3149.2G |
| CATEGORY III | FINE GRAINED SOILS: CL, ML, (OR CL-ML, CL-ML, ML/CL) WITH LESS THAN 30% RETAINED ON A #200 SIEVE. | NOT APPLICABLE |

NOTES:

1. COMPACTION AND SOIL SYMBOLS-I.E. "95% CATEGORY I" REFERS TO CATEGORY I SOIL MATERIAL WITH MINIMUM STANDARD PROCTOR COMPACTION OF 95%.
2. SOIL IN BEDDING AND HAUNCH ZONES SHALL BE COMPACTED TO AT LEAST THE SAME COMPACTION AS SPECIFIED FOR THE MAJORITY OF SOIL IN THE BACKFILL ZONE.
3. THE TRENCH WIDTH SHALL BE WIDER THAN SHOWN IF REQUIRED FOR ADEQUATE SPACE TO ATTAIN SPECIFIED COMPACTION IN THE HAUNCH AND BEDDING ZONES.
4. FOR TRENCH WALLS WITH GREATER THAN 10 DEGREE SLOPES THAT CONSIST OF EMBANKMENT, THE LOWER SIDE SHALL BE COMPACTED TO AT LEAST THE SAME COMPACTION AS SPECIFIED FOR THE SOIL IN THE BACKFILL ZONE.
5. NO BEDDING IS REQUIRED FOR TYPE 4 STANDARD INSTALLATION.
6. REFER TO ASTM C1479-07 FOR DETAILS.
7. TYPE III BEDDING SHALL BE USED UNLESS NOTED OTHERWISE.

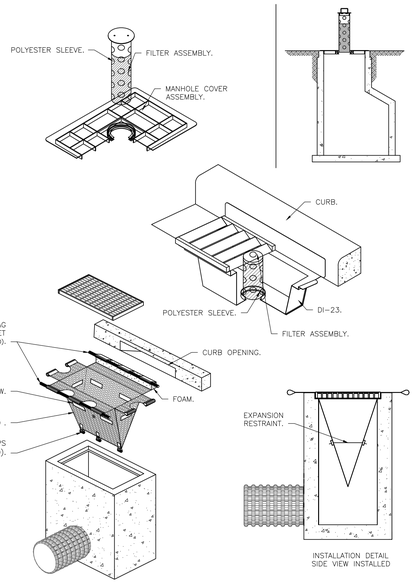
6 C5.000 TYPICAL PIPE BEDDING FOR RCP AND DIP
NOT TO SCALE

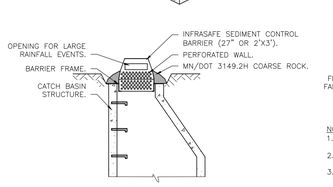



NOTE:

1. MINIMUM LENGTH OF 50 FEET AND WIDTH OF 12 FEET.
2. FOLLOW ALL CITY, WATERSHED DISTRICT AND MPCA STANDARDS.
3. CLEAN STREETS ON A DAILY BASIS OR MORE FREQUENTLY IF REQUESTED BY CITY, WATERSHED DISTRICT OR MPCA.

1 C5.000 BERMED ROCK CONSTRUCTION ENTRANCE
NOT TO SCALE

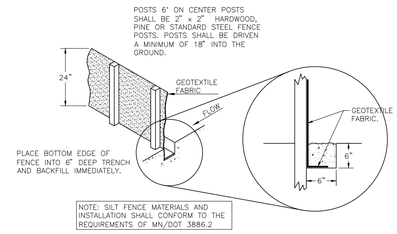



NOTES:

1. MAXIMUM DISTANCE BETWEEN POSTS IS 4'. AN EXTRA POST MAY BE ADDED ON EACH SIDE.
2. MAINTAIN UNTIL SURFACE HAS BEEN PAVED AND/OR VEGETATION HAS BEEN ESTABLISHED.
3. GEOTEXTILE FILTER FABRIC SHALL BE INSTALLED PER SILT FENCE DETAIL.

2 C5.000 INLETS SEDIMENTATION PROTECTION OPTIONS
NOT TO SCALE




NOTE: SILT FENCE MATERIALS AND INSTALLATION SHALL CONFORM TO THE REQUIREMENTS OF MN/DOT 3886.2

3 C5.000 SILTATION FENCE
NOT TO SCALE



# NORTH SHORE GYMNASTICS

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BKBM Project No. 25283.5

## 75% CD SET NOT FOR CONSTRUCTION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

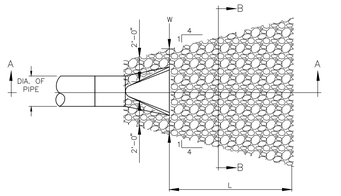
Nathaniel P. Anderson
License Number: 59311 Date: 11/14/2025

| Revisions | | |
|---|---|---|
| Description | Date | Num. |
| | | |

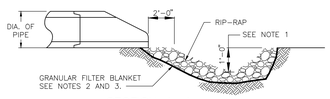
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Date: 11/14/2025
Drawn: WH
Check: KAB

## CIVIL DETAILS

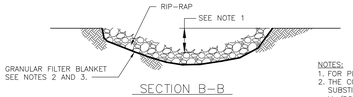
# C5.000




PLAN




SECTION A-A




SECTION B-B

| RIPRAP REQUIREMENTS | | | | |
|---|---|---|---|---|
| DIA. OF ROUND PIPE (IN.) | W (FT.) | L (FT.) | 12" DEPTH CLASS II RIPRAP (CU. YDS.) | 18" DEPTH CLASS II RIPRAP (CU. YDS.) |
| 12 | 6.0 | 8 | 2.8 | 4.1 |
| 15 | 6.5 | 8 | 2.9 | 4.4 |
| 18 | 7.0 | 10 | 3.9 | 5.9 |
| 21 | 7.5 | 10 | 4.2 | 6.3 |
| 24 | 8.0 | 12 | 5.5 | 8.3 |
| 27 | 8.5 | 12 | 5.8 | 8.7 |
| 30 | 9.0 | 14 | 7.3 | 10.9 |
| 36 | 10.0 | 16 | 9.2 | 13.8 |
| 42 | 10.5 | 18 | 10.9 | 16.3 |
| 48 | 11.0 | 20 | 12.9 | 19.4 |

NOTES:
1. FOR PIPES GREATER THAN 30" USE 1'-6".
2. THE CONTRACTOR, AT THEIR OPTION, MAY SUBSTITUTE A GEOTEXTILE FABRIC BLANKET, Mn/DOT SPEC. 3601, FOR THE GRANULAR FILTER BLANKET UNLESS OTHERWISE NOTED IN THE SPECIFICATIONS.
3. VOLUMES OF GRANULAR FILTER SHALL BE 1/2 THE VOLUME OF OF RIP-RAP AT ANY GIVEN PIPE DIAMETER.
4. RIP-RAP SHALL BE PLACED IN ACCORDANCE WITH Mn/DOT SPEC. 2511.

## 9 C5.001 RIP-RAP AT FLARED ENDS
NOT TO SCALE




PLAN




SECTION

MANHOLE STEPS SHALL BE PLACED ON THE DOWNSTREAM SIDE FOR ALL LINES UP TO 36" DIAMETER PLACE STEPS ON RIGHT HAND SIDE WHEN FACING DOWNSTREAM FOR ALL LINES OVER 36".

REFER TO STORM SEWER TABLE.

MINIMUM OF 2, MAXIMUM OF 4 CONCRETE ADJUSTMENT RINGS ALLOWED.

MORTAR BETWEEN CASTING, RINGS AND STRUCTURE AND THE OUTSIDE OF THE RINGS. MORTAR SHALL MEET ASTM C270 (MORTAR) AND ASTM C387 (BAG MIX), AIR-ENTRAINED TO A MINIMUM OF 8 PERCENT.

MANHOLE STEPS SHALL BE PER MNDOT PLATE 4180, STEPS SHALL BE LOCATED ON UPSTREAM WALL FOR PIPE SIZES UP TO AND INCLUDING 15" AND ON THE SIDE WALL FOR PIPES GREATER THAN 15"

REINFORCED PRECAST CONCRETE MANHOLE SECTIONS SHALL CONFORM TO ASTM C478 STANDARDS.

ALL JOINTS IN MANHOLE TO HAVE "O" RING RUBBER GASKETS.

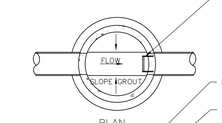
SNOUT, ENVIROHOOD, OR APPROVED ALTERNATE

PIPE SHALL BE CUT OUT FLUSH WITH INSIDE FACE OF WALL.

MINIMUM SLAB THICKNESS 6" FOR 14' DEPTH. INCREASE THICKNESS 1" FOR EVERY 4' OF DEPTH GREATER THAN 14'.

NOTE
1: SNOUT OR ENVIROHOOD DEVICE SHALL HAVE A CROSS-SECTIONAL AREA GREATER THAN OR EQUAL TO THE CROSS-SECTIONAL AREA OF THE OUTLET PIPE OF THE SUMP MANHOLE.
2: SUMP DEPTH SHALL BE EQUAL TO 3 TIMES THE OUTLET PIPE DIAMETER, WITH A MAXIMUM SUMP DEPTH OF 9 FEET.

## 10 C5.001 SUMP CATCH BASIN MANHOLE
NOT TO SCALE




PLAN

MANHOLE STEPS SHALL BE PLACED SO THAT THE OFFSET VERTICAL PORTION OF CONE IS FACING DOWNSTREAM FOR ALL LINES UP TO 36" DIAMETER. PLACE STEPS ON RIGHT HAND SIDE WHEN FACING DOWNSTREAM FOR ALL LINES 36" AND OVER.

REFER TO STORM SEWER TABLE.

MINIMUM OF 2, MAXIMUM OF 4 CONCRETE ADJUSTMENT RINGS ALLOWED.

MORTAR BETWEEN CASTING, RINGS AND STRUCTURE AND THE OUTSIDE OF THE RINGS. MORTAR SHALL MEET ASTM C270 (MORTAR) AND ASTM C387 (BAG MIX), AIR-ENTRAINED TO A MINIMUM OF 8 PERCENT.

MANHOLE STEPS SHALL BE PER MNDOT PLATE 4180, STEPS SHALL BE LOCATED ON UPSTREAM WALL FOR PIPE SIZES UP TO AND INCLUDING 15" AND ON THE SIDE WALL FOR PIPES GREATER THAN 15"

WHERE SEWER RUNS STRAIGHT THROUGH A STANDARD MANHOLE, THE TOP 1/2 OF THE PIPE SHALL BE BROKEN OUT AFTER COMPLETION.

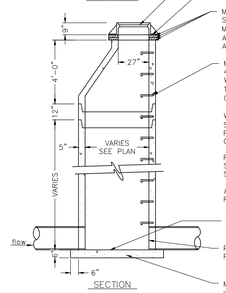
REINFORCED PRECAST CONCRETE MANHOLE SECTIONS SHALL CONFORM TO ASTM C478 STANDARDS.

ALL JOINTS IN MANHOLE TO HAVE "O" RING RUBBER GASKETS.

MORTAR BOTTOM OF MANHOLE TO 1/2 DIAMETER OF PIPE AND SLOPE MORTAR 2" TOWARD INVERT.

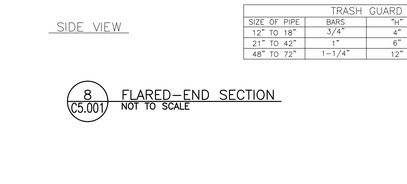
PIPE SHALL BE CUT OUT FLUSH WITH INSIDE FACE OF WALL.

MINIMUM SLAB THICKNESS 6" FOR 14' DEPTH. INCREASE THICKNESS 1" FOR EVERY 4' OF DEPTH GREATER THAN 14'.




SECTION

## 6 C5.001 STORM SEWER MANHOLE/CATCH BASIN
NOT TO SCALE



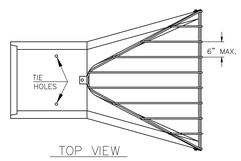

PLAN




SECTION

NOTES:
1. RIGHT HAND GRATE SHOWN IN PLAN VIEW.
2. REINFORCED PRECAST CONCRETE CATCH BASIN SECTIONS SHALL CONFORM TO ASTM C478 STANDARDS.

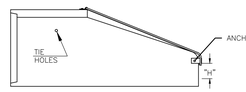
## 7 C5.001 24" x 36" PRECAST CATCH BASIN
NOT TO SCALE




TOP VIEW

| RIPRAP REQUIRED | |
|---|---|
| SIZE OF PIPE | CU. YD. MN/DOT 3601 CL. II |
| 12" TO 24" | 4 |
| 27" TO 33" | 8 |
| 36" TO 48" | 12 |
| 54" TO 72" | 16 |

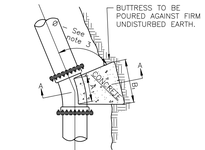
NOTES:
1. TIE LAST 3 JOINTS. USE 2 TIE BOLT FASTENERS PER JOINT INSTALLED AT 60° FROM TOP OF BOTTOM OF PIPE.
2. PROVIDE 3 CLIPS TO FASTEN TRASH GUARD TO FLARED END. HOT DIP GALVANIZE AFTER FABRICATION.



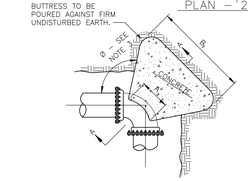

SIDE VIEW

| TRASH GUARD | | | |
|---|---|---|---|
| SIZE OF PIPE | BARS | "H" | BOLTS |
| 12" TO 18" | 3/4" | 4" | 5/8" |
| 21" TO 42" | 1" | 6" | 3/4" |
| 48" TO 72" | 1-1/4" | 12" | 1" |

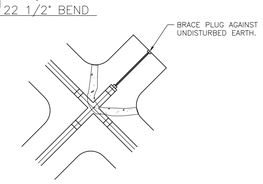
## 8 C5.001 FLARED-END SECTION
NOT TO SCALE



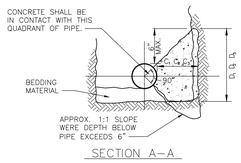

PLAN - 22 1/2° BEND



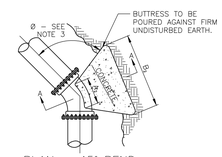

PLAN - 90° BEND




PLUGGED CROSS




SECTION A-A

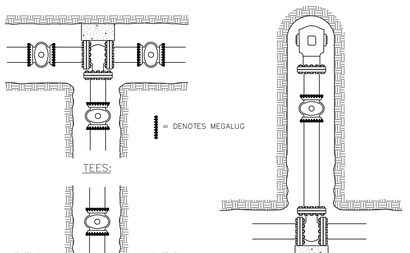



PLAN - 45° BEND

NOTES:
1. DIMENSIONS IN TABLE ARE BASED ON A WATER PRESSURE OF 150 P.S.I. AND AN EARTH RESISTANCE OF 1 TON PER SQUARE FOOT.
2. DIMENSIONS C1,C2,C3 SHOULD BE LARGE ENOUGH TO MAKE ANGLE O EQUAL TO OR LARGER THAN 45°.
3. DIMENSION A1,A2,A3 SHOULD BE AS LARGE AS POSSIBLE WITHOUT INTERFERING WITH M.J. BOLTS.
4. SHAPE OF BACK OF BUTTRESS MAY VARY AS LONG AS POUR IS AGAINST FIRM UNDISTURBED EARTH.

| BUTTRESS DIMENSIONS | | | | | | | |
|---|---|---|---|---|---|---|---|
| PIPE SIZE | 22 1/2° BEND | | 45° BEND | | 90° BEND | | |
| | B1 | D1 | B2 | D2 | B3 | D3 | |
| 6" | 1'-5" | 1'-5" | 1'-5" | 1'-5" | 2'-1" | 1'-6" | |
| 8 | 1'-5" | 1'-5" | 2'-1" | 1'-6" | 2'-8" | 2'-0" | |
| 12 | 1'-10" | 1'-10" | 3'-4" | 2'-0" | 4'-9" | 2'-6" | |
| 16" | 3'-0" | 2'-0" | 3'-10" | 3'-0" | 6'-2" | 3'-6" | |
| 20" | 3'-6" | 2'-8" | 5'-6" | 3'-4" | 8'-4" | 4'-0" | |
| 24" | 4'-0" | 3'-0" | 6'-10" | 3'-10" | 9'-8" | 5'-0" | |

## 4 C5.001 THRUST BLOCK DETAIL FOR MECHANICAL PIPE BENDS
NOT TO SCALE



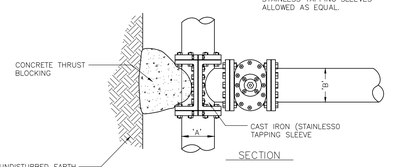

NOTES:
1. MEGALUGS TO BE USED AT ALL MECHANICAL JOINTS.
2. PLACE CONCRETE BLOCK UNDER ALL GATE VALVES AND HYDRANTS.
3. THRUST BLOCKING AT ALL TEES, BENDS AND AT HYDRANTS.

## 5 C5.001 TYPICAL MEGALUG LOCATION
NOT TO SCALE

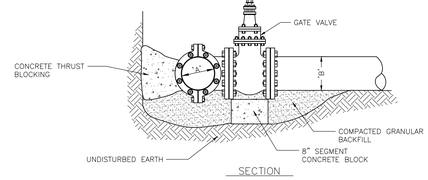
| | EXISTING PIPE 'A' | | | | | | |
|---|---|---|---|---|---|---|---|
| BRANCH PIPE 'B' | 18" | 16" | 14" | 12" | 10" | 8" | 6" |
| 12" | C,D | C,D | C | C | | | |
| 10" | C,D | C,D | C,D | C | C | | |
| 8" | C,D | C,D | C,D | C,D | C | C | |
| 6" | C,D | C,D | C,D | C,D | C,D | C | C |
| 4" | C,D | C,D | C,D | C,D | C,D | C,D | C |

C - CLOW F-5205,TCW A212A OR EQUAL. FULL CAST IRON TAPPING SLEEVE.
D - KENNEDY SQUARESEAL OR EQUAL. CAST IRON TAPPING SLEEVE.

NOTE:
STAINLESS TAPPING SLEEVES ALLOWED AS EQUAL.




SECTION

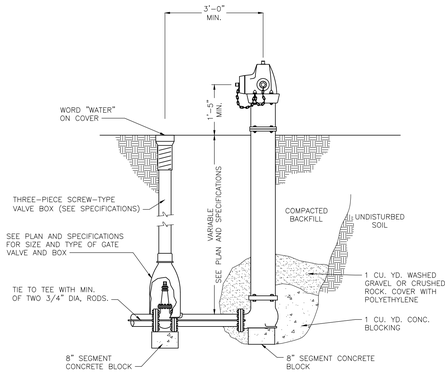



SECTION

## 1 C5.001 WATERMAIN WET TAP (TYP.)
NOT TO SCALE




## 2 C5.001 GATE VALVE AND BOX INSTALLATION
NOT TO SCALE




## 3 C5.001 TYPICAL HYDRANT WITH GATE VALVE AND BOX
NOT TO SCALE

# NORTH SHORE GYMNASTICS

Maple Plain, MN

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BKBM Project No. 25283.5

# 75% CD SET NOT FOR CONSTRUCTION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

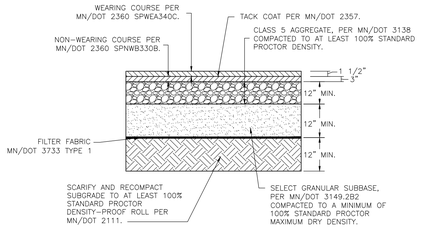
Nathaniel P. Anderson
License Number: 59311 Date: 11/14/2025

| Revisions | | |
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| Description | Date | Num |
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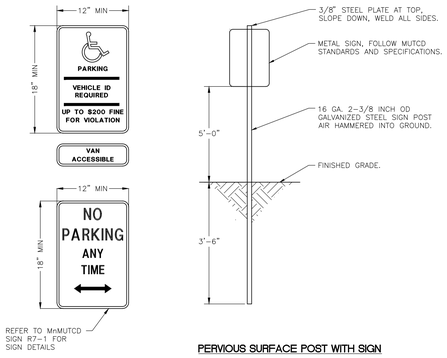
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# CIVIL DETAILS

# C5.001

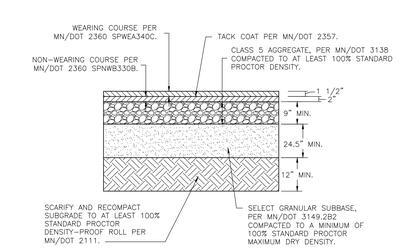



12 C5.002 HEAVY-DUTY BITUMINOUS PAVEMENT
NOT TO SCALE

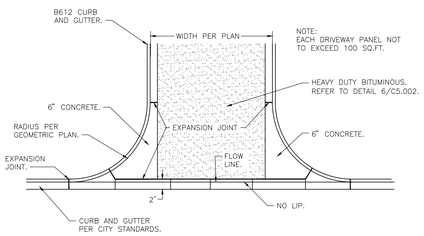



PERVIOUS SURFACE POST WITH SIGN

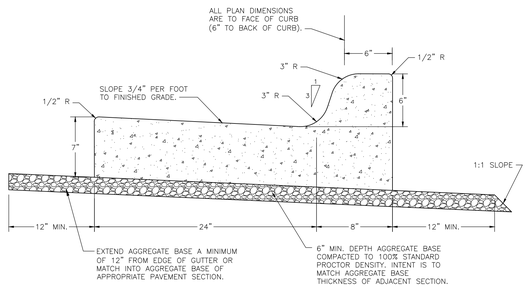
9 C5.002 SIGN AND POST
NOT TO SCALE




5 C5.002 LIGHT-DUTY BITUMINOUS PAVEMENT
NOT TO SCALE

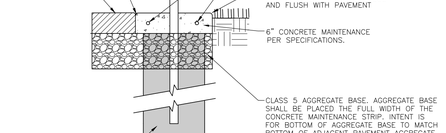



1 C5.002 CONCRETE DRIVE ENTRANCE
NOT TO SCALE

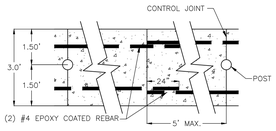



NOTES:
1. DIRECTION OF TRANSVERSE GUTTER SLOPE TO MATCH DIRECTION OF ADJACENT PAVEMENT SLOPE.
2. CONSTRUCT CURB AND GUTTER IN ACCORDANCE WITH MNDOT SPECIFICATION 2531.

13 C5.002 B624 CURB AND GUTTER
NOT TO SCALE



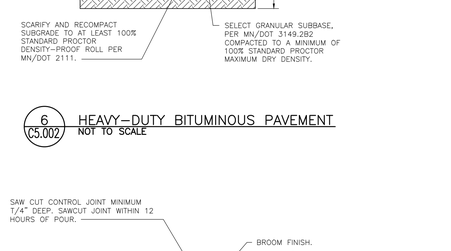

SECTION




PLAN

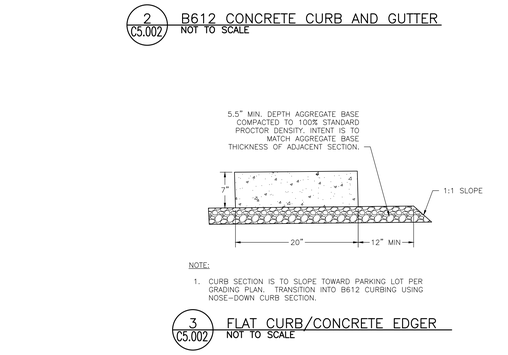
NOTE:
1) PROVIDE 6" MINIMUM CLASS 5 AGGREGATE BASE BENEATH CONCRETE MAINTENANCE STRIP.
2) PROVIDE CONTROL JOINTS AT EACH FENCE POST AND CENTERED BETWEEN FENCE POST, 5-FOOT MAXIMUM.

10 C5.002 CONCRETE MAINTENANCE STRIP
NOT TO SCALE




NOTE:
1: JOINT SPACING SHALL NOT EXCEED 24 TO 30 TIMES THE PAVEMENT THICKNESS WITH A MAXIMUM OF 15 FEET.

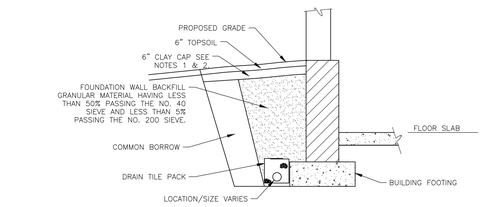
7 C5.002 CONCRETE PAVEMENT
NOT TO SCALE




NOTE:

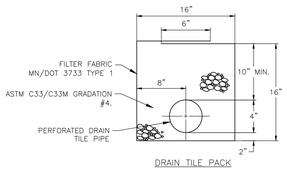
1. CURB SECTION IS TO SLOPE TOWARD PARKING LOT PER GRADING PLAN. TRANSITION INTO B612 CURBING USING NOSE-DOWN CURB SECTION.

3 C5.002 FLAT CURB/CONCRETE EDGER
NOT TO SCALE

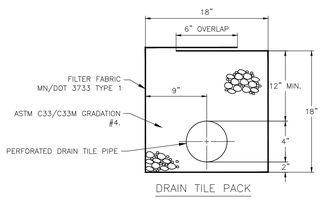



NOTE:
1. WHERE PAVEMENT IS ADJACENT TO FOUNDATION WALL, CONTRACTOR SHALL INSTALL PAVEMENT SECTION DIRECTLY OVER FOUNDATION WALL BACKFILL. CLAY CAP AND TOPSOIL SHALL NOT BE INSTALLED UNDER PROPOSED PAVEMENT SECTIONS.
2. THE FINAL ONE-FOOT OF BACKFILL FOR LANDSCAPED OR TURF "GREEN" AREAS SHALL CONSIST OF CLAY OR SILT BASED BACKFILL AND TOPSOIL. THE INTENT IS TO PREVENT STORM WATER FROM INFILTRATING INTO SOILS DIRECTLY ADJACENT TO THE FOUNDATION WALL OF THE BUILDING.
3. DRAIN TILE SHALL NOT BE INSTALLED WITHIN THE ZONE OF INFLUENCE OF THE BUILDING FOOTING.

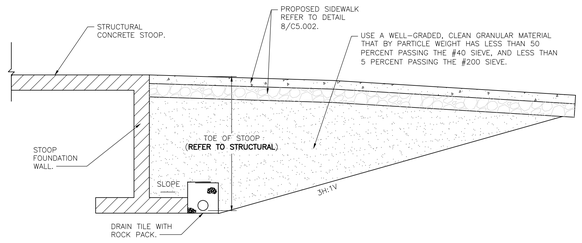
14 C5.002 BUILDING PERIMETER DRAIN TILE
NOT TO SCALE



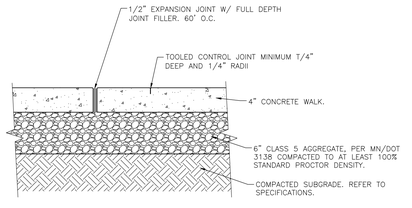

DRAIN TILE PACK




DRAIN TILE PACK

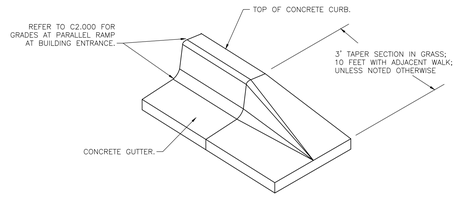



11 C5.002 FROST PROTECTION AT STOOP
NOT TO SCALE




NOTE:
1: JOINT SPACING SHALL BE A MAXIMUM OF 6-FEET ON CENTER.

8 C5.002 CONCRETE SIDEWALK (TYP.)
NOT TO SCALE




4 C5.002 NOSE-DOWN CURB SECTION
NOT TO SCALE

# NORTH SHORE GYMNASTICS

Maple Plain, MN

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Saint Paul, MN 55101
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BKBM Project No. 25283.5

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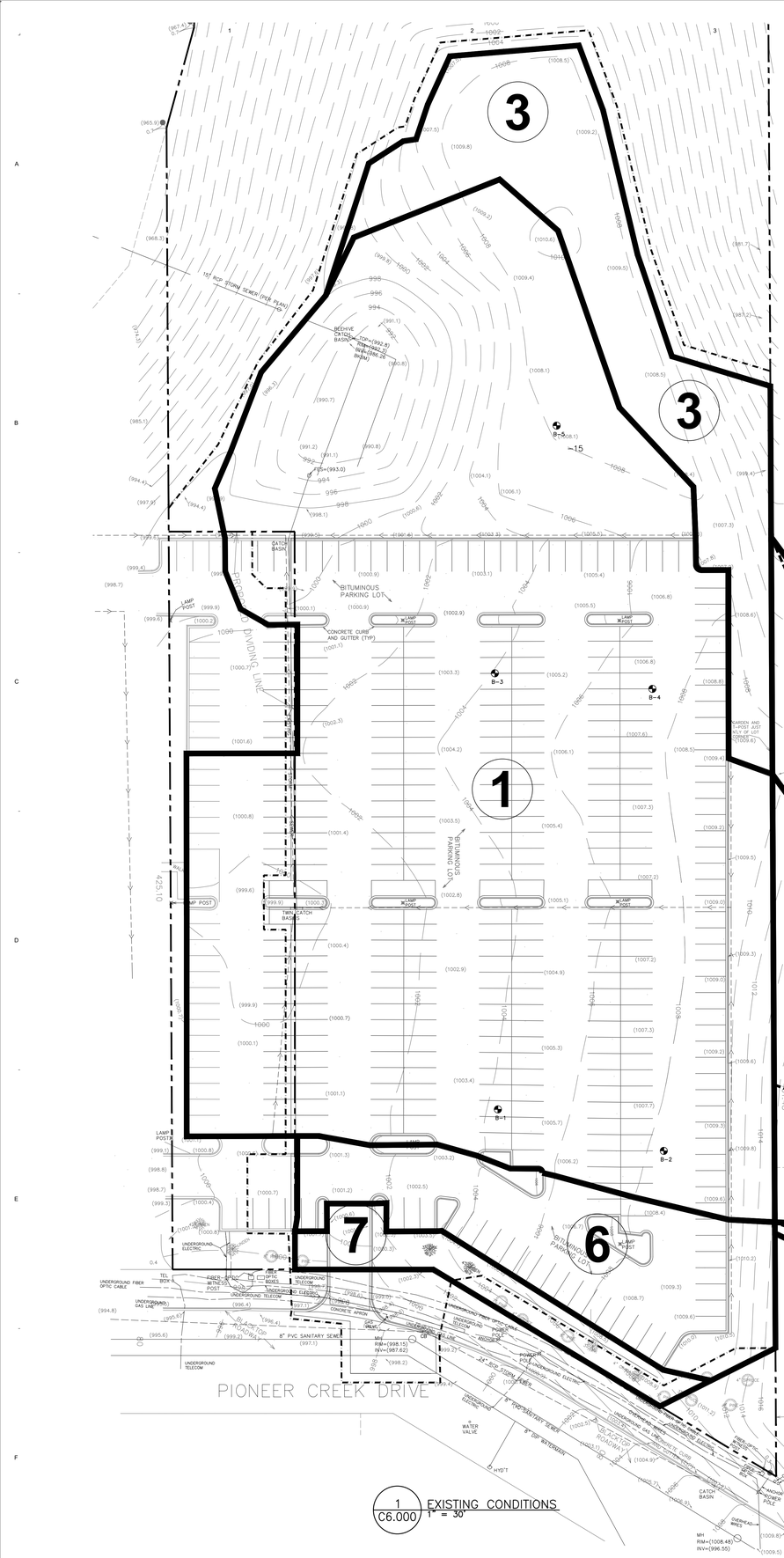
Nathaniel P. Anderson
License Number: 59311 Date: 11/14/2025

| Revisions | | |
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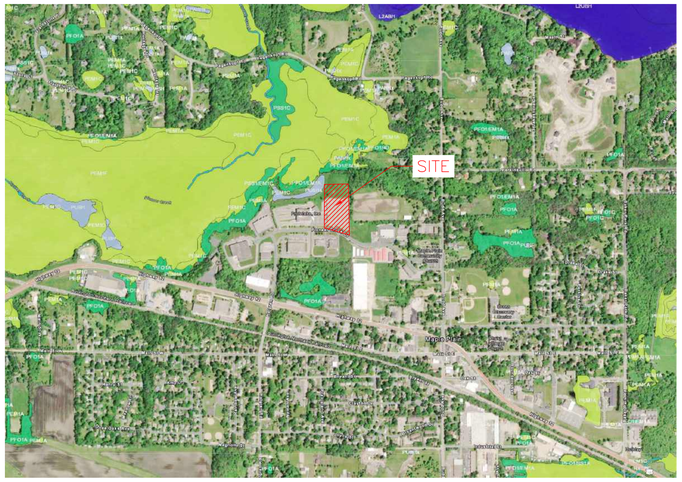
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## CIVIL DETAILS

# C5.002




1 C6.000 EXISTING CONDITIONS
1" = 30'




VICINITY MAP
MAPLE PLAIN, MINNESOTA

## PORTABLE TOILET NOTES:

1. PORTABLE TOILETS POSE AN ENVIRONMENTAL HAZARD WHEN PLACED IN THE VICINITY OF STORM DRAINS OR BODIES OF WATER. PORTABLE TOILET CLEANING ACTIVITIES CAN ALSO GENERATE POLLUTANTS THAT CAN DEGRADE WATER QUALITY.
2. PORTABLE TOILET PLACEMENT:
   - 2.1. PLACE PORTABLE TOILETS ON FLAT STABLE GROUND WITH CLEAR ACCESS TO THE UNITS.
   - 2.2. LOCATE TOILETS A MINIMUM OF 20 FEET FROM ANY WATER BODY AND 10 FEET FROM ANY CURB AND GUTTER. IF UNFEASIBLE, AN EARTHERN BERM OR SAND BAG BERM SHALL BE PLACED AROUND THE UNIT FOR SPILL AND LEAK CONTAINMENT.
   - 2.3. AVOID PLACING TOILETS ON IMPERVIOUS SURFACES THAT WILL QUICKLY DRAIN TO STORM SEWERS.
   - 2.4. LOCATE TOILETS SO THAT EXPOSURE TO TRAFFIC AND MOVING EQUIPMENT IS MINIMIZED.
   - 2.5. SECURE TOILETS TO THE GROUND WITH STAKES OR CABLES.
   - 2.6. RINSE WATER FROM CLEANING ACTIVITIES SHALL NOT BE DISPOSED ON SITE.
3. REGULARLY CHECK TOILETS FOR DAMAGE, LEAKS AND SPILLS AS PART OF THE WEEKLY STORMWATER SITE INSPECTION.
4. OWNER IDENTIFICATION AND CONTACT INFORMATION SHALL BE DISPLAYED IN A PROMINENT LOCATION ON EACH UNIT.

## CONSTRUCTION ACTIVITY EROSION PREVENTION PRACTICES

CONTRACTOR SHALL STABILIZE ALL EXPOSED SOIL AREAS (INCLUDING STOCKPILES). STABILIZATION MUST BE INITIATED IMMEDIATELY TO LIMIT SOIL EROSION WHENEVER ANY CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 7 CALENDAR DAYS. STABILIZATION MUST BE COMPLETED NO LATER THAN 7 CALENDAR DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED.

FOR PUBLIC WATER THAT THE DNR HAS PROMULGATED "WORK IN WATER RESTRICTIONS" DURING SPECIFIED FISH SPAWNING TIME FRAMES, ALL EXPOSED SOIL AREAS THAT ARE WITHIN 200 FEET OF THE WATER'S EDGE, AND DRAIN TO THESE WATERS MUST COMPLETE THE STABILIZATION ACTIVES WITHIN 24 HOURS DURING THE RESTRICTION PERIOD.

PIPE OUTLETS MUST BE PROVIDED WITH TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24–HOURS AFTER CONNECTION TO A SURFACE WATER.

SEDIMENT CONTROL MEASURES MUST BE INSTALLED ON ALL DOWN GRADIENT PERIMETERS BEFORE ANY UPGRADIENT LAND DISTURBING ACTIVITIES BEGIN.

## SEDIMENT AND EROSION CONTROL MAINTENANCE

PERIMETER SEDIMENT CONTROL PRACTICES: WHEN SEDIMENT REACHES 1/3 THE HEIGHT OF THE BMP, THE SEDIMENT MUST BE REMOVED WITHIN 24 HOURS. IF PERIMETER SEDIMENT CONTROL HAS BEEN DAMAGED OR IS NOT FUNCTIONING PROPERLY, IT MUST BE REPAIRED AND/OR REPLACED WITHIN 24 HOURS. PERIMETER BMP MEASURES MAY INCLUDE SILT FENCING.

CONSTRUCTION SITE VEHICLE EXIT LOCATIONS: ALL TRACKED SEDIMENT ONTO PAVED SURFACES MUST BE REMOVED WITHIN 24 HOURS OF DISCOVERY OR MORE FREQUENTLY IF REQUIRED BY CITY OR WATERSHED.

CONSTRUCTION SITE DEWATERING:
THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL DEWATERING PERMITS. DISCHARGE FROM ALL DEWATERING OPERATIONS SHALL BE DIRECTED TO ON–SITE DEPRESSIONS. NO DISCHARGE FROM DEWATERING OPERATIONS SHALL BE DIRECTED OFF–SITE TOWARDS A WATER OF THE STATE.

## SPECIAL AND IMPAIRED WATERS

THESE SPECIAL AND IMPAIRED WATERS ARE LOCATED WITHIN ONE MILE (ARBITRARIUS) OF THE PROJECT LIMITS AND RECEIVE RUNOFF FROM THE PROJECT SITE. DUE TO THE PROXIMITY OF THESE SPECIAL AND IMPAIRED WATERS, THE BMPS DESCRIBED IN SECTION 23 OF THE NPDES PERMIT WILL APPLY TO ALL AREAS OF THE SITE.

| WATERBODY | IMPAIRMENT(S) |
|---|---|
| PIONEER CREEK | AQL, AQG |

### MINIMUM ESTIMATED QUANTITIES FOR EROSION CONTROL

| ITEM DESCRIPTION | ESTIMATED QUANTITY | |
|---|---|---|
| DRAINAGE STRUCT. INLET FILTER | 13 | EACH |
| ROCK CONSTRUCTION ENTRANCE | 1 | EACH |
| CONCRETE WASHOUT | 1 | EACH |
| SILT FENCE | 1562 | LF |
| BIO LOG | 415 | LF |
| EROSION CONTROL BLANKET | 6336 | SY |

NOTE: QUANTITIES SHOWN ARE THE MINIMUM REQUIRED, ADDITIONAL QUANTITIES MAY BE NEEDED IF REQUIRED BY THE MPCA, WATERSHED DISTRICT, OR CITY. CONTRACTOR IS RESPONSIBLE FOR FINAL DETERMINATION OF QUANTITIES PRIOR TO CONSTRUCTION.

### EXISTING DRAINAGE AREAS

| DRAINAGE AREA | IMPERVIOUS AREA (ACRES) | PERVIOUS AREA (ACRES) | TOTAL AREA (ACRES) | Q OUT (CFS) STORM EVENT 2–YEAR (2.86") | 10–YEAR (4.24") | 100–YEAR (7.21") | ROUTING |
|---|---|---|---|---|---|---|---|
| 1 | 2.23 | 0.98 | 3.21 | – | – | – | EXISTING BASIN |
| 2 | 0.00 | 0.58 | 0.58 | – | – | – | EXISTING BASIN |
| 3 | 0.00 | 0.52 | 0.52 | 1.17 | 2.26 | 4.76 | SHEET FLOWS NORTH OFFSITE |
| 4 | 0.00 | 0.96 | 0.96 | 1.63 | 3.00 | 6.06 | SHEET FLOWS NORTH OFFSITE |
| 5 | 0.00 | 0.20 | 0.20 | 0.35 | 0.64 | 1.26 | SHEET FLOWS WEST TO PROTOLABS |
| 6 | 0.31 | 0.09 | 0.40 | 1.55 | 2.40 | 4.26 | SHEET FLOWS WEST TO PROTOLABS |
| 7 | 0.02 | 0.10 | 0.12 | 0.32 | 0.58 | 1.17 | SHEET FLOWS SOUTH OFFSITE |
| EXISTING BASIN | – | – | – | 6.25 | 8.21 | 11.24 | DRAIN TO EXISTING REGIONAL POND |
| TOTAL | 2.56 | 3.43 | 5.99 | 11.27 | 17.09 | 28.75 | |

### PROPOSED DRAINAGE AREAS

| DRAINAGE AREA | IMPERVIOUS AREA (ACRES) | PERVIOUS AREA (ACRES) | TOTAL AREA (ACRES) | Q OUT (CFS) STORM EVENT 2–YEAR (2.86") | 10–YEAR (4.24") | 100–YEAR (7.21") | ROUTING |
|---|---|---|---|---|---|---|---|
| 1 | 2.23 | 1.30 | 3.53 | – | – | – | BIOFILTRATION BASIN |
| 2 | 0.00 | 1.74 | 1.74 | – | – | – | BIOFILTRATION BASIN |
| 3 | 0.02 | 0.39 | 0.41 | 0.97 | 1.84 | 3.82 | SHEET FLOWS SOUTH OFFSITE |
| 4 | 0.00 | 0.31 | 0.31 | 0.69 | 1.34 | 2.82 | SHEET FLOWS NORTH OFFSITE |
| BIOFILTRATION BASIN | – | – | – | 5.41 | 8.68 | 12.90 | DRAIN TO EXISTING REGIONAL POND |
| TOTAL | 2.25 | 3.74 | 5.99 | 7.07 | 11.86 | 19.54 | |

### STORMWATER RUNOFF SUMMARY

| | 2–YR STORM (2.86") RUNOFF (CFS) | 10–YR STORM (4.24") RUNOFF (CFS) | 100–YR STORM (7.21") RUNOFF (CFS) |
|---|---|---|---|
| EXISTING SITE | 11.27 | 17.09 | 28.75 |
| PROPOSED SITE | 7.07 | 11.86 | 19.54 |

## NOTE:

THE STORM WATER POLLUTION PREVENTION PLAN FOR THIS PROJECT INCLUDES THE CIVIL ENGINEERING PLANS AND THE PROJECT MANUAL.

CONTRACTOR SHALL SUPPLY CONSTRUCTION PHASING NARRATIVE, ESTIMATED PRELIMINARY QUANTITIES OF ALL EROSION PREVENTION AND SEDIMENT CONTROL BMP'S ANTICIPATED AT THE START OF THE PROJECT AND FOR THE LIFE OF THE PROJECT, AND LOCATION OF AREAS WHERE CONSTRUCTION WILL BE PHASED TO MINIMIZE DURATION OF EXPOSED SOIL AREAS. CONTRACTOR IS TO REVIEW MINNESOTA POLLUTION CONTROL AGENCY'S INSTRUCTIONS FOR THE APPLICATION FOR MINNESOTA'S NPDES/SDS GENERAL STORMWATER PERMIT FOR CONSTRUCTION ACTIVITY PRIOR TO SUBMITTING APPLICATION.

## INSPECTIONS

EXPOSED SOIL AREAS: ONCE EVERY 7 DAYS AND WITHIN 24 HOURS FOLLOWING A 1/2 INCH OVER 24 HOURS RAIN EVENT.

STABILIZED AREAS: ONCE EVERY 30 DAYS.

FROZEN GROUND: AS SOON AS RUNOFF OCCURS OR PRIOR TO RESUMING CONSTRUCTION.

RECORDS: A COPY OF THE GRADING, DRAINAGE EROSION CONTROL PLAN AND WATERSHED DATA & SWPPP PLANS AS WELL AS THE INSPECTIONS/MAINTENANCE LOGS ARE TO BE KEPT EITHER IN THE FIELD OFFICE, INSPECTOR'S VEHICLE, OR CONTRACTOR'S VEHICLE.

## OTHER NOTES:

1. LONG TERM MAINTENANCE OF THE SITE WILL BE PERFORMED BY THE OWNER, NORTH SHORE GYMNASTICS. INCLUDED MAINTENANCE FOR STORMWATER DEVICES SHALL BE:
   - 1.1. INSPECT SUMP CATCH BASINS ON A BIANNUAL BASIS, ONCE IN THE SPRING AND ONCE IN THE FALL
   - 1.2. CLEAN SUMP CATCH BASINS OF SEDIMENT AND DEBRIS ANNUALLY OR WHEN SEDIMENTS FILL ⅓ OF THE STORAGE VOLUME.
   - 1.3. ADDITIONAL LONG TERM MAINTENANCE MEASURES INCLUDING REMOVAL OF TRASH AND DEBRIS FROM THE BIOFILTRATION BASIN.
2. THIS SWPPP WAS PREPARED BY PERSONNEL THAT ARE CERTIFIED IN THE DESIGN OF CONSTRUCTION SWPPPS. COPIES OF THE CERTIFICATIONS ARE ON FILE WITH BKBM AND ARE AVAILABLE UPON REQUEST.
3. THIS SWPPP DOCUMENT MUST BE AMENDED AS NECESSARY DURING CONSTRUCTION IN ORDER TO KEEP IT CURRENT WITH THE POLLUTANT CONTROL MEASURES UTILIZED AS THE SITE. THE SITE MAP SHOWING LOCATIONS OF ALL STORM WATER CONTROLS MUST BE POSTED ON THE SITE AND UPDATED TO REFLECT THE PROGRESS OF CONSTRUCTION.

## POLLUTION PREVENTION MANAGEMENT MEASURES

SOLID WASTE DISPOSED PROPERLY; COMPLY WITH MPCA REQUIREMENTS.

HAZARDOUS WASTE STORED (SECONDARY CONTAINMENT, RESTRICTED ACCESS) AND DISPOSED IN COMPLIANCE WITH MPCA REQUIREMENTS.

NO EXTERNAL WASHING OF TRUCKS AND OTHER CONSTRUCTION ALLOWED ON–SITE.

CONCRETE WASHOUT ON–SITE: ALL LIQUID AND SOLID WASTES GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK–PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER. A COMPACTED CLAY LINER THAT DOES NOT ALLOW LIQUIDS TO ENTER GROUND WATER IS CONSIDERED AN IMPERMEABLE LINER. THE LIQUID AND SOLID WASTES MUST NOT CONTACT THE GROUND, AND THERE MUST NOT BE RUNOFF FROM THE CONCRETE WASHOUT OPERATIONS OR AREAS. LIQUID AND SOLID WASTES MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS. A SIGN MUST BE INSTALLED ADJACENT TO EACH WASHOUT FACILITY TO INFORM CONCRETE EQUIPMENT OPERATORS TO UTILIZE THE PROPER FACILITIES. THE CONCRETE WASHOUT AREA INDICATED ON THE PLANS IS SHOWN IN AN APPROXIMATE LOCATION. PRIOR TO THE START OF CONSTRUCTION, THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION IN ACCORDANCE WITH MPCA REQUIREMENTS.

STORAGE HANDLING AND DISPOSAL OF CONSTRUCTION PRODUCTS, MATERIALS, AND WASTES:

BUILDING PRODUCTS THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS MUST BE UNDER COVER.

PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPE MATERIALS MUST BE UNDER COVER.

HAZARDOUS MATERIALS, TOXIC WASTE (INCLUDING OIL, DIESEL FUEL, GASOLINE, HYDRAULIC FLUIDS, PAINT SOLVENTS, PETROLEUM–BASED PRODUCTS, WOOD PRESERVATIVES, ADDITIVES, CURING COMPOUNDS, AND ACIDS MUST BE PROPERLY STORED IN SEALED CONTAINERS TO PREVENT SPILLS, LEAKS, OR OTHER DISCHARGES.

## HANDLING AND STORAGE OF HAZARDOUS MATERIALS:

IF THE CONTRACTOR INTENDS TO USE POLYMERS, FLOCCULANTS, OR OTHER SEDIMENTATION TREATMENT CHEMICALS ON THE PROJECT SITE, THE CONTRACTOR MUST COMPLY WITH THE FOLLOWING MINIMUM REQUIREMENTS:

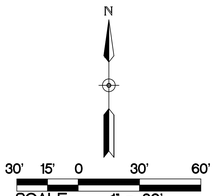
1. THE CONTRACTOR MUST USE CONVENTIONAL EROSION AND SEDIMENT CONTROLS PRIOR TO CHEMICAL ADDITION TO ENSURE EFFECTIVE TREATMENT. CHEMICALS MAY ONLY BE APPLIED WHERE TREATED STORMWATER IS DIRECTED TO A SEDIMENT CONTROL SYSTEM WHICH ALLOWS FOR FILTRATION OR SETTLEMENT OF THE FLOC PRIOR TO DISCHARGE.
2. CHEMICALS MUST BE SELECTED THAT ARE APPROPRIATELY SUITED TO THE TYPES OF SOILS LIKELY TO BE EXPOSED DURING CONSTRUCTION, AND TO THE EXPECTED TURBIDITY, PH, AND FLOW RATE OF STORMWATER FLOWING INTO THE CHEMICAL TREATMENT SYSTEM OR AREA.
3. CHEMICALS MUST BE USED IN ACCORDANCE WITH ACCEPTED ENGINEERING PRACTICES, AND WITH DOSING SPECIFICATIONS AND SEDIMENT REMOVAL DESIGN SPECIFICATIONS PROVIDED BY THE MANUFACTURER OR PROVIDER/SUPPLIER OF THE APPLICABLE CHEMICALS.

ON–SITE FUEL TANKS REQUIRE SECONDARY CONTAINMENT AS REQUIRED BY THE PERMIT. PORTABLE FUEL TRUCKS SHALL HAVE THEIR SPILL KITS AVAILABLE DURING FUELING. SPILLS GREATER THAN 5 GALLONS MUST BE REPORTED TO THE PROPER AUTHORITIES.

## PROJECT NARRATIVE

EXISTING SITE DESCRIPTION –– THE EXISTING SITE IS 6.35 ACRES IN SIZE. THE SITE WAS PREVIOUSLY OWNED BY THE ADJACENT PROTOLABS COMPANY AND CONSISTS OF A PARKING LOT. THERE IS AND EXISTING FILTRATION BASIN ON THE NORTH SIDE OF THE SITE THAT PROVIDE STORMWATER MANAGEMENT. THIS EXISTING FILTRATION DRAINS TO THE REGIONAL STORMWATER POND ON THE NORTH SIDE OF THE PROTOLABS BUILDING.

PROPOSE SITE DESCRIPTION –– THE PROPOSED DEVELOPMENT CONSISTS OF A NEW GYMNASTICS FACILITY, PARKING LOT, AND SIDEWALKS. THE AMOUNT OF IMPERVIOUS SURFACES IS REDUCING BY 0.28 ACRES. A NEW BIOFILTRATION BASIN IS PROPOSED TO PROVIDE STORMWATER MANAGEMENT FOR THIS DEVELOPMENT. THE BIOFILTRATION BASIN WILL DRAIN TO THE EXISTING REGIONAL POND ON THE NORTH SIDE OF THE PROTOLABS BUILDING.




## MECHANICAL AND NON STORMWATER DISCHARGES, EXISTING AND PROPOSED

1. WATER LINE FLUSHING
2. LANDSCAPE IRRIGATION
3. DISCHARGE FROM POTABLE WATER SOURCES
4. FOUNDATION DRAINS
5. AIR CONDITIONING CONDENSATION

## AGENCY CONTACTS

CITY OF MAPLE PLAIN
ENGINEERING DEPARTMENT
PHONE: (952) 448–8838

MINNESOTA POLLUTION CONTROL AGENCY
PHONE: (651) 296–6300

PIONEER–SARAH CREEK
WATERSHED MANAGEMENT COMMISSION
PHONE: (763) 553–1144

OWNER
NORTH SHORE GYMNASTICS
5555 PIONEER CREEK DR
MAPLE PLAIN, MN
PHONE: (763) 479–3189

## NOTE:

THE CONTRACTOR MUST COMPLETE, SIGN, OBTAIN OWNERS SIGNATURE, PAY FEE, AND SEND IN THE NPDES PERMIT APPLICATION. CONTRACTOR SHALL PROVIDE A CERTIFIED EROSION CONTROL SUPERVISOR. SWPPP DOCUMENTATION, INCLUDING INSPECTION REPORTS SHALL BE RETAINED FOR A PERIOD OF THREE (3) YEARS. DESIGN CALCULATIONS ARE ON FILE AT BKBM.

THE OWNER AND CONTRACTOR ARE RESPONSIBLE FOR IMPLEMENTATION OF THE SWPPP AND INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS, BEFORE, DURING, AND AFTER CONSTRUCTION UNTIL THE NOTICE OF TERMINATION HAS BEEN FILED.

## STOCKPILES:

ON–SITE STOCKPILES OF SOIL SHALL HAVE PERIMETER SEDIMENT CONTROL. STOCKPILES SHALL BE STABILIZED WITH BLANKETS, TARPS, OR HYDRO MULCH IF LEFT ON–SITE FOR MORE THAN 7 DAYS.

## TEMPORARY SEDIMENT BASINS:

TEMPORARY SEDIMENT BASINS SHALL BE PROVIDED PER APPENDIX A, SECTION C.1.B OF THE MPCA GENERAL STORMWATER PERMIT.

ENGINEER ANTICIPATES THAT, PRIOR TO EXCAVATION FOR FILTRATION BASINS, CONTRACTOR WILL USE PROPOSED FILTRATION BASIN AREA AS TEMPORARY SEDIMENT BASINS. CONTRACTOR SHALL EXCAVATE TEMPORARY BASINS PRIOR TO USE. SURFACE WATER SHALL BE REMOVED BY SKIMMER DEVICE SUCH AS FAIRCLOTH SKIMMER OR THIRSTY DUCK, OR USING A PUMP WITH A FILTER. ALTERNATIVE TEMPORARY SEDIMENT BASINS SHALL BE APPROVED BY ENGINEER PRIOR TO USE.

SWPPP IMPLEMENTATION, INSTALLATION, INSPECTION, AND BMP MAINTENANCE SHALL BE PERFORMED BY THE CONTRACTOR.

NAME: _____

CERTIFICATION #:_____

DATE: _____

## NOTE:

AN AS–BUILT SURVEY OF ALL STORMWATER BMPS FILTRATION BASIN, OUTLET STRUCTURES, DRAIN TILE, CLEAN OUTS, SUMP CATCH BASINS, ETC...) SHALL BE SUBMITTED TO PIONEER–SARAH CREEK WATERSHED MANAGEMENT COMMISSION PRIOR TO PROJECT CLOSEOUT. THE AS–BUILT SURVEY SHALL INCLUDE THE FILTRATION BASIN DRAIN TILE INVERTS AND LAYOUT FOR VERIFICATION THAT THE SYSTEM WAS INSTALLED PROPERLY AND THAT 24–INCHES OF SAND/FILTRATION MIX OVER THE TOP OF THE DRAIN TILE HAS BEEN PROVIDED.

## GRADING & SOILS

BASED ON SOIL BORING(S) PROVIDED BY TERRACON SOILS TYPICALLY FOUND ON THIS PROJECT ARE: CL, ML, SP–SM

REFER TO THE GEOTECHNICAL REPORT FOR ADDITIONAL INFORMATION.

## FINAL STABILIZATION

STABILIZATION BY UNIFORM PERENNIAL VEGETATIVE COVER (70% DENSITY)

DRAINAGE DITCHES STABILIZED.

ALL TEMPORARY SYNTHETIC AND STRUCTURAL BMP'S REMOVED.

CLEAN OUT SEDIMENT FROM CONVEYANCES AND SEDIMENTATION BASINS (RETURN TO DESIGN CAPACITY).

# NORTH SHORE GYMNASTICS

Maple Plain, MN

Wold

**WOLD ARCHITECTS AND ENGINEERS**
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101

woldac.com | 651 227 7773

BKBM Structural & Civil Engineers
6120 Earle Brown Drive
Suite 700 Minneapolis, MN 55430 Phone: 763.843.0420
bkbm.com

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BKBM Project No. 25283.5

# 75% CD SET NOT FOR CONSTRUCTION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

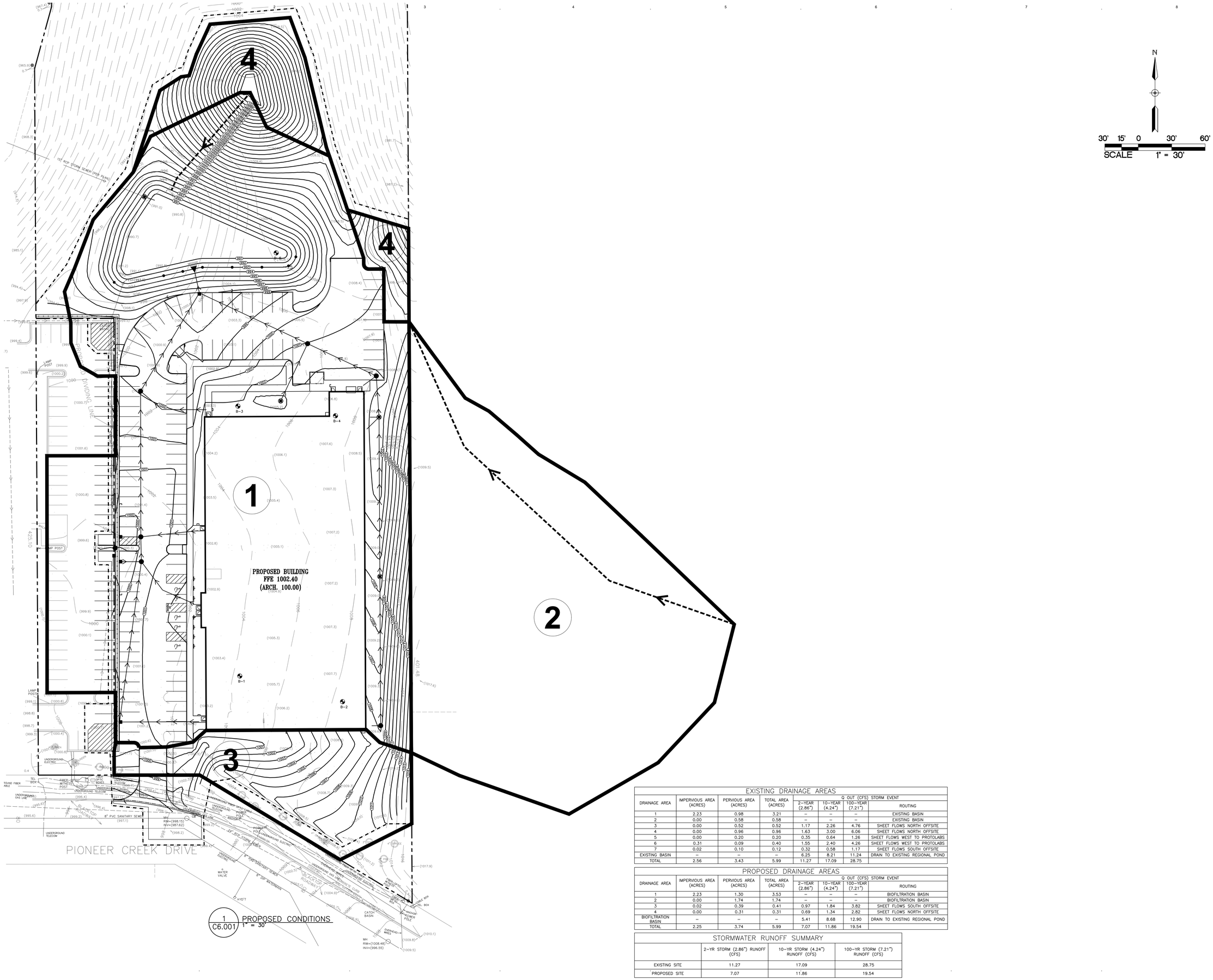
**Nathaniel P. Anderson**
License Number: **59311** Date: **11/14/2025**

| Revisions | | |
|---|---|---|
| Description | Date | Num |
| | | |

Comm: **252103**
Date: **11/14/2025**
Drawn: **WH**
Check: **KAB**

# STORM WATER POLLUTION PREVENTION PLAN - EXISTING CONDITIONS

# C6.000




1 C6.001 PROPOSED CONDITIONS 1" = 30'

N

30' 15' 0 30' 60'

SCALE 1" = 30'

| EXISTING DRAINAGE AREAS | | | | | | | |
|---|---|---|---|---|---|---|---|
| DRAINAGE AREA | IMPERVIOUS AREA (ACRES) | PERVIOUS AREA (ACRES) | TOTAL AREA (ACRES) | Q OUT (CFS) STORM EVENT 2-YEAR (2.86") | 10-YEAR (4.24") | 100-YEAR (7.21") | ROUTING |
| 1 | 2.23 | 0.98 | 3.21 | – | – | – | EXISTING BASIN |
| 2 | 0.00 | 0.58 | 0.58 | – | – | – | EXISTING BASIN |
| 3 | 0.00 | 0.52 | 0.52 | 1.17 | 2.26 | 4.76 | SHEET FLOWS NORTH OFFSITE |
| 4 | 0.00 | 0.96 | 0.96 | 1.63 | 3.00 | 6.06 | SHEET FLOWS NORTH OFFSITE |
| 5 | 0.00 | 0.20 | 0.20 | 0.35 | 0.64 | 1.26 | SHEET FLOWS WEST TO PROTOLABS |
| 6 | 0.31 | 0.09 | 0.40 | 1.55 | 2.40 | 4.26 | SHEET FLOWS WEST TO PROTOLABS |
| 7 | 0.02 | 0.10 | 0.12 | 0.32 | 0.58 | 1.17 | SHEET FLOWS SOUTH OFFSITE |
| EXISTING BASIN | – | – | – | 6.25 | 8.21 | 11.24 | DRAIN TO EXISTING REGIONAL POND |
| TOTAL | 2.56 | 3.43 | 5.99 | 11.27 | 17.09 | 28.75 | |

| PROPOSED DRAINAGE AREAS | | | | | | | |
|---|---|---|---|---|---|---|---|
| DRAINAGE AREA | IMPERVIOUS AREA (ACRES) | PERVIOUS AREA (ACRES) | TOTAL AREA (ACRES) | Q OUT (CFS) STORM EVENT 2-YEAR (2.86") | 10-YEAR (4.24") | 100-YEAR (7.21") | ROUTING |
| 1 | 2.23 | 1.30 | 3.53 | – | – | – | BIOFILTRATION BASIN |
| 2 | 0.00 | 1.74 | 1.74 | – | – | – | BIOFILTRATION BASIN |
| 3 | 0.02 | 0.39 | 0.41 | 0.97 | 1.84 | 3.82 | SHEET FLOWS SOUTH OFFSITE |
| 4 | 0.00 | 0.31 | 0.31 | 0.69 | 1.34 | 2.82 | SHEET FLOWS NORTH OFFSITE |
| BIOFILTRATION BASIN | – | – | – | 5.41 | 8.68 | 12.90 | DRAIN TO EXISTING REGIONAL POND |
| TOTAL | 2.25 | 3.74 | 5.99 | 7.07 | 11.86 | 19.54 | |

| STORMWATER RUNOFF SUMMARY | | | |
|---|---|---|---|
| | 2-YR STORM (2.86") RUNOFF (CFS) | 10-YR STORM (4.24") RUNOFF (CFS) | 100-YR STORM (7.21") RUNOFF (CFS) |
| EXISTING SITE | 11.27 | 17.09 | 28.75 |
| PROPOSED SITE | 7.07 | 11.86 | 19.54 |

# NORTH SHORE GYMNASTICS

Maple Plain, MN

WOLD ARCHITECTS AND ENGINEERS
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldac.com | 651 227 7773

BKBM Structural & Civil Engineers
6120 Earle Brown Drive
Suite 700 Minneapolis,
MN 55430 Phone:
763.843.0420
bkbm.com

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BKBM Project No. 25283.5

# 75% CD SET NOT FOR CONSTRUCTION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Nathaniel P. Anderson
License Number: 59311 Date: 11/14/2025

| Revisions | | |
|---|---|---|
| Description | Date | Num |
| | | |

Comm: 252103
Date: 11/14/2025
Drawn: WH
Check: KAB

# STORM WATER POLLUTION PREVENTION PLAN - PROPOSED CONDITIONS

# C6.001

## LANDSCAPE MATERIALS LEGEND:

Existing Tree to Remain

Existing Tree to Remove

Tree Protection Fence

Existing Wooded Area to Remain

## GENERAL NOTES:

1. Refer to Civil Engineer's plans for site plan layout, dimensions, grading, drainage and concrete specifications.
2. Contractor to Coordinate all work with Owner.
3. Protect adjacent areas from damage during construction.
4. See written specifications for additional requirements.
5. Place topsoil or slope dressing on all areas disturbed by construction, including right-of-way boulevards, unless specified otherwise. See specifications.
6. All fine grading of turf areas shall be the responsibility of the sod sub-contractor(s), including sub-cut work. Field verify disturbance upon mobilization - actual sod areas may differ from anticipated limits shown on plan.
7. See Civil Engineer's Plans for proposed grading & utilities.
8. See Sheet for L2.001 & L2.002 for Landscape Details, Notes, and Schedule.

## TREE PRESERVATION REQUIREMENTS:

***Assumption: All Trees to be removed were previous owner planted trees in accordance with the 2016 landscape plan.***

Sec. 10-669. - Applicability.
A tree preservation plan shall be submitted to and approved by the City and implemented in accordance there with in connection with any of the following:
When 30 percent of the total diameter inches of all trees and significant trees on the property are to be considered for removal.

Significant Tree: means a healthy tree meeting one of the following:
- A. Hardwood deciduous trees, as defined herein, measuring a minimum of six inches in diameter;
- B. All other deciduous tree (common), measuring a minimum of 12 inches in diameter;
- C. Coniferous (evergreen) tree, having a minimum height of 12 feet; and
- D. Ornamental trees, six inches in diameter.

Sec. 10-672. - Tree Removal.
Up to 30 percent of the total diameter inches of the tree inventory (trees and significant trees) may be removed without a replacement plan.

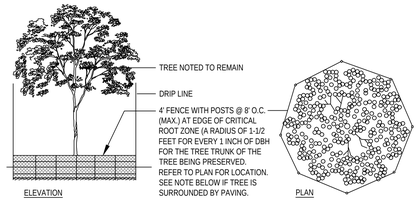
Sec. 10-676. - Tree replacement schedule.
- A. Replace 50 percent of the total diameter inches of all significant trees lost.
- B. Replace 25 percent of total diameter inches of all other types of trees including coniferous, common and ornamental.

Species requirement is where ten or more replacement trees are required, not more than 50 percent of the replacement trees shall be of the same species.

## TREE REPLACEMENT SUMMARY:

EXISTING SIGNIFICANT INCHES ON SITE: 58
EXISTING SIGNIFICANT INCHES TO BE REMOVED: 7

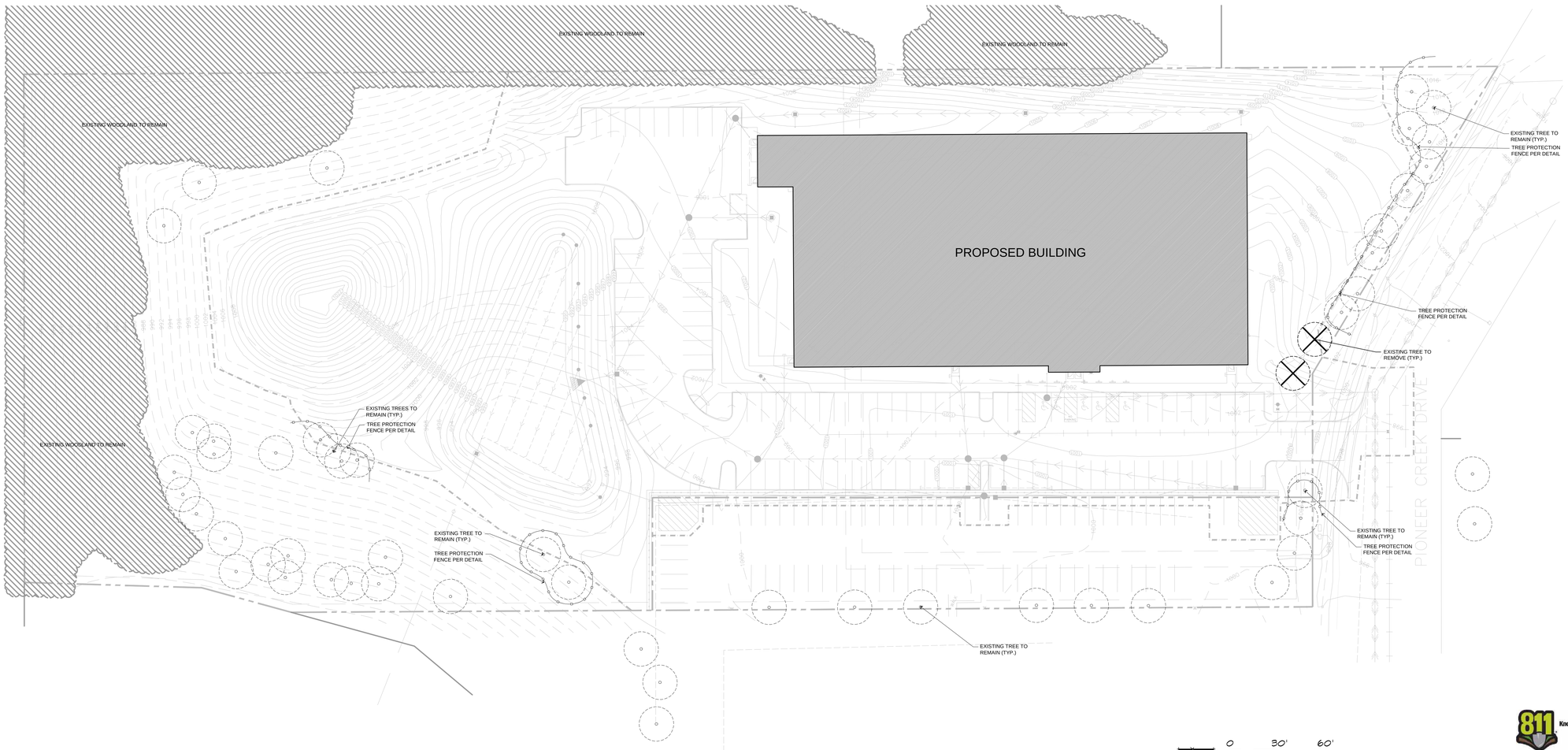
TOTAL INCHES REQUIRED FOR MITIGATION: 0
REPLACEMENT INCHES PROPOSED: 10




NOTE: TREE PROTECTION SHALL BE PROVIDED BY CONTRACTOR AS REQUIRED TO AIDE IN SURVIVABILITY OF EXISTING TREES TO REMAIN. DO NOT STORE MATERIALS OR DRIVE EQUIPMENT WITHIN THE TREE DRIP LINE AS DESIGNATED ABOVE. MAINTAIN THE FENCE INTEGRITY AT ALL TIMES THROUGHOUT CONSTRUCTION.

TREE PROTECTION FENCE SHALL BE IN PLACE PRIOR TO THE START OF DEMOLITION.

### 1 EXISTING TREE PROTECTION DETAIL
NOT TO SCALE




NOTE: Refer to Civil 'Existing Conditions & Removals' Plan for Tree Removals. Unless otherwise noted on civil plans, grind stumps to a minimum of 30" below grade.

NORTH SCALE: 1" = 30'-0" (0, 30', 60')

811 Know what's below. Call before you dig.

**75% CD SET**

**NOT FOR CONSTRUCTION**

*TREE PRESERVATION PLAN:*

# North Shore Gymnastics

Maple Plain, MN

WOLD ARCHITECTS AND ENGINEERS
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Fax: (763) 843-0421
www.bkbm.com

CALYX DESIGN GROUP
Landscape Architecture | Planning
475 Cleveland Ave. N, Suite 101A
St. Paul, MN 55104
Phone: (651) 788-9018
www.calyxdesigngroup.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed
*PROFESSIONAL LANDSCAPE ARCHITECT*
under the laws of the State of MN

Benjamin D. Hartberg
License Number: 48084 Date: xx/xx/xxxx

| Revisions | | |
|---|---|---|
| Description | Date | Num |
| Owner Requested Changes | 11/14/2025 | 1 |

Comm: 252103
Date: 08/01/2025
Drawn: AL
Check: BH

TREE PRESERVATION PLAN

L0.000

## LANDSCAPE MATERIALS LEGEND:

- Proposed Turf Sod per Landscape Notes
- Live Plugs per Schedule
- Proposed Native Seed per Notes & Specifications
- Proposed Rock Mulch per Notes & Specifications
- Fence per Detail & Specifications | Fence Type as noted per Plan
- Existing Tree to Remain
- Proposed Landscape Edger per Landscape Notes
- Tree Protection Fence
- Existing Wooded Area to Remain

## GENERAL NOTES:

1. Refer to Civil Engineer's plans for site plan layout, dimensions, grading, drainage and concrete specifications.
2. Contractor to Coordinate all work with Owner.
3. Protect adjacent areas from damage during construction.
4. See written specifications for additional requirements.
5. Place topsoil or slope dressing on all areas disturbed by construction, including right-of-way boulevards, unless specified otherwise. See specifications.
6. All fine grading of turf areas shall be the responsibility of the sod sub-contractor(s), including sub-cut work. Field verify disturbance upon mobilization - actual sod areas may differ from anticipated limits shown on plan.
7. See Civil Engineer's Plans for proposed grading & utilities.
8. See Sheet for L2.001 & L2.002 for Landscape Details, Notes, and Schedule.

## LANDSCAPE REQUIREMENTS:

*City of Maple Plain Municipal Code: ARTICLE 4 - ZONING Sec. 10-543. - "MU" Mixed-Use District*

*Landscaping.*

a. All land area not occupied by buildings, parking, driveways, sidewalks or other hard surfaces shall be sodded or mulched and landscaped with approved ground cover, flowers, shrubbery or trees;
b. At least ten percent of the total land area within the perimeter of a private parking and driveway areas having over 40 stalls shall be landscaped. Landscaped areas provided within the setback areas may be credited toward this ten percent landscaping requirement, for up to half of the requirement, or five percent;
c. Parking lot landscaped islands shall be a minimum of 250 square feet in area and include at least one overstory or evergreen tree meeting the requirements of this article. Landscape islands shall be located, at a minimum, every 30 stalls; and
d. The landscape plan shall include a full complement of overstory, ornamental trees, evergreens, shrubbery and ground covers which are hardy and appropriate for the locations in which they are planted, and which provide year round color interest.

Landscaping, In all zoning districts the lot area remaining after providing for parking, driveways, loading sidewalks, or other requirements shall be planted and maintained in grass, sodding, shrubs, or other acceptable vegetation of landscaping techniques.

Minimum landscaping requirements include all open areas of a lot which are not used or improved for required parking areas, drives or storage shall be landscaped with a combination of overstory trees, ornamental trees, shrubs, flowers, ground cover, decorative walks or other similar site design materials in a quantity and placement suitable for the site. A reasonable attempt shall be made to preserve as many existing trees as is practicable and to incorporate Them into the development.

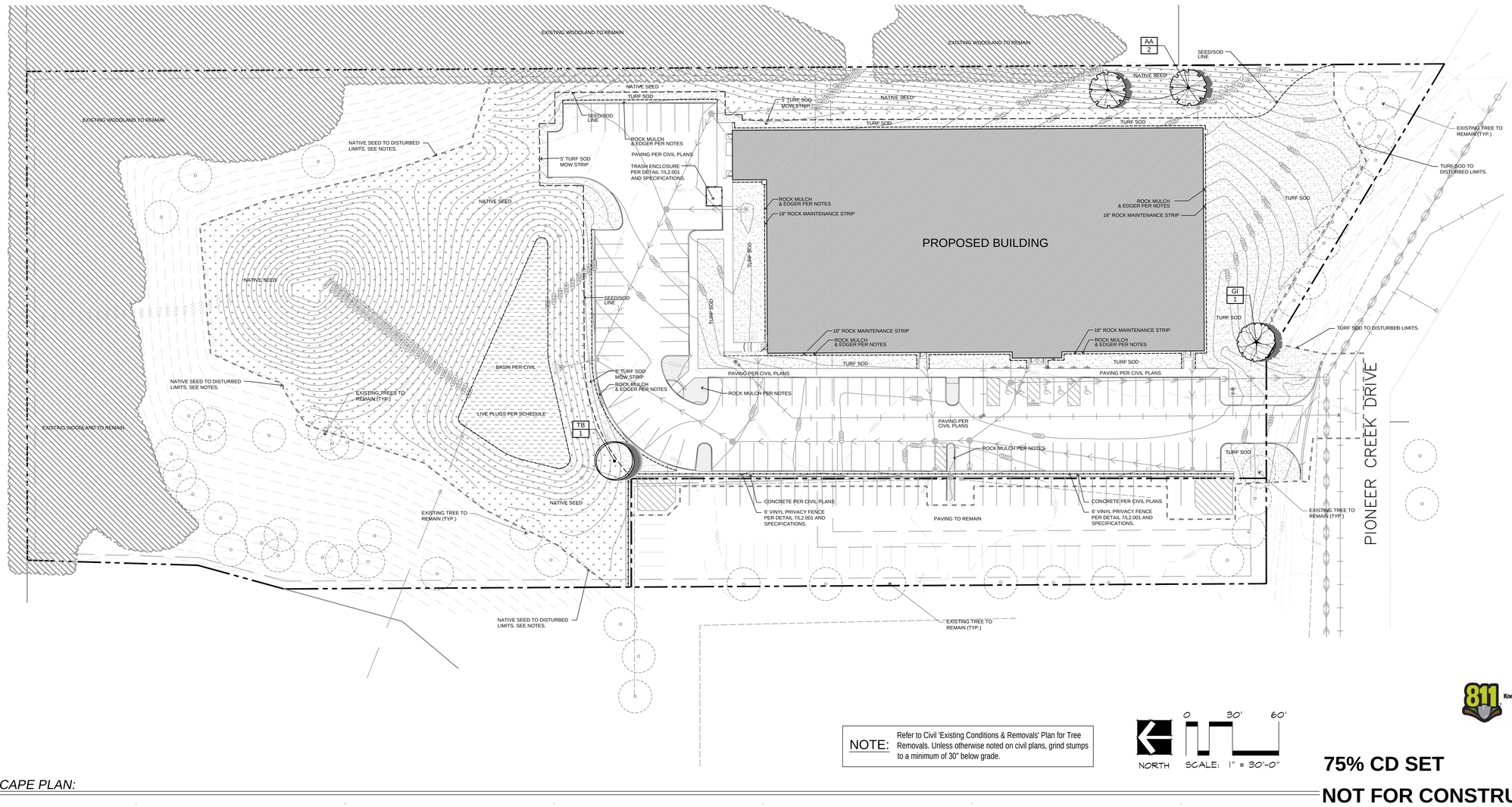
## LANDSCAPE SUMMARY:

EXISTING SIGNIFICANT INCHES ON SITE: 58
EXISTING SIGNIFICANT INCHES TO BE REMOVED: 7

TOTAL TREES REQUIRED FOR MITIGATION: 0
TOTAL TREES PROPOSED: 4 Overstory Trees (10 Inches)

## PLANT SCHEDULE

| SYMBOL | CODE | BOTANICAL NAME | COMMON NAME | SIZE | CONTAINER | QTY |
|---|---|---|---|---|---|---|
| DECIDUOUS OVERSTORY TREE | | | | | | |
| | AA | Acer x freemanii 'Jeffersred' | Autumn Blaze® Freeman Maple | 2.5" Cal. | B&B | 2 |
| | GI | Gleditsia triacanthos inermis `Skycole` TM | Skyline Thornless Honey Locust | 2.5" Cal. | B&B | 1 |
| | TB | Tilia americana 'Boulevard' | Boulevard American Linden | 2.5" Cal. | B&B | 1 |




NOTE: Refer to Civil 'Existing Conditions & Removals' Plan for Tree Removals. Unless otherwise noted on civil plans, grind stumps to a minimum of 30" below grade.

NORTH SCALE: 1" = 30'-0" (0, 30', 60')

**75% CD SET**

**NOT FOR CONSTRUCTION**

*LANDSCAPE PLAN:*

811 Know what's below. Call before you dig.

**North Shore Gymnastics**

Maple Plain, MN


Wold

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www.calyxdesigngroup.com


I Hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed *PROFESSIONAL LANDSCAPE ARCHITECT* under the laws of the State of *MN*

Benjamin D. Hartberg
License Number: 48084 Date: xx/xx/xxxx

| Revisions | | |
|---|---|---|
| Description | Date | Num |
| Owner Requested Changes | 11/14/2025 | 1 |

Comm: 252103
Date: 08/01/2025
Drawn: AL
Check: BH

LANDSCAPE PLAN

L1.000

# MAPLE PLAIN INDUSTRIAL PARK 6TH ADDITION

R.T.DOC.NO. _____

KNOW ALL PERSONS BY THESE PRESENTS: That Proto Labs, Inc, a Minnesota corporation, fee owner of the following described property:

Lots 1 and 2, Block 1, MAPLE PLAIN INDUSTRIAL PARK 5TH ADDITION

Has caused the same to be surveyed and platted as MAPLE PLAIN INDUSTRIAL PARK 6TH ADDITION, and does hereby dedicate to the public for public use the drainage and utility easements, as created by this plat.

In witness whereof said Proto Labs, Inc, a Minnesota corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 20_____.

Signed: Proto Labs, Inc

By _____, _____

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____, 20_____, by _____, _____, of Proto Labs, Inc, a Minnesota corporation, on behalf of the corporation.

_____ _____
Signature Notary's printed name
Notary Public, _____ County _____
My commision expires _____

I Mark S. Gronberg do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20_____.

_____
Mark S. Gronberg, Licensed Land Surveyor
Minnesota License Number 12755

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me this _____ day of _____, 20_____ by Mark S. Gronberg.

_____ _____
Signature Notary's printed name
Notary Public, _____ County _____
My commision expires _____

City Council, City of Maple Plain, Minnesota

This plat of MAPLE PLAIN INDUSTRIAL PARK 6TH ADDITION was approved and accepted by the City Council of the City of Maple Plain, Minnesota, at a regular meeting thereof held this _____ day of _____, 20_____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City Of Maple Plain, Minnesota

_____, Mayor _____, Clerk

COUNTY AUDITOR, Hennepin County, Minnesota

I hereby certify that taxes payable in 20_____ and prior years have been paid for land described on this plat, dated this _____ day of _____, 20_____.

Daniel Rogan, County Auditor By _____ Deputy

SURVEY DIVISION, Hennepin County, Minnesota

Pursuant to MN. STAT. Sec. 383B.565, (1969), this plat has been approved this _____ day of _____, 20_____.

Chris F. Mavis, County Surveyor By _____

REGISTRAR OF TITLES, Hennepin County, Minnesota

I hereby certify that the within plat of MAPLE PLAIN INDUSTRIAL PARK 6TH ADDITION was filed in this office this _____ day of _____, 20_____, at _____ o'clock _____.m.

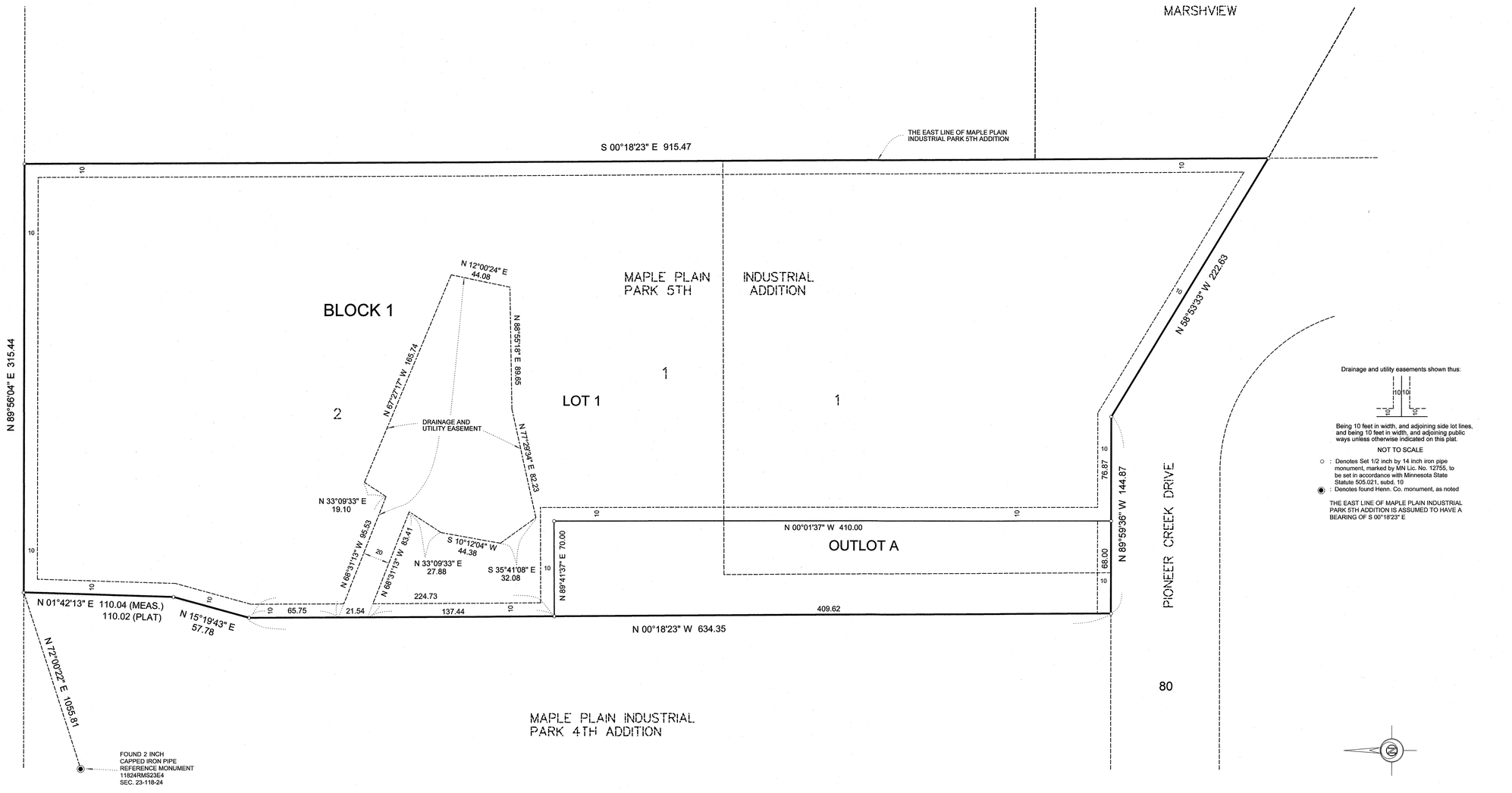
Amber Bougie, Registrar of Titles By _____ Deputy

**GRONBERG & ASSOCIATES, INC.** ENGINEERS, LAND SURVEYORS, PLANNERS

SHEET 1 OF 2 SHEETS

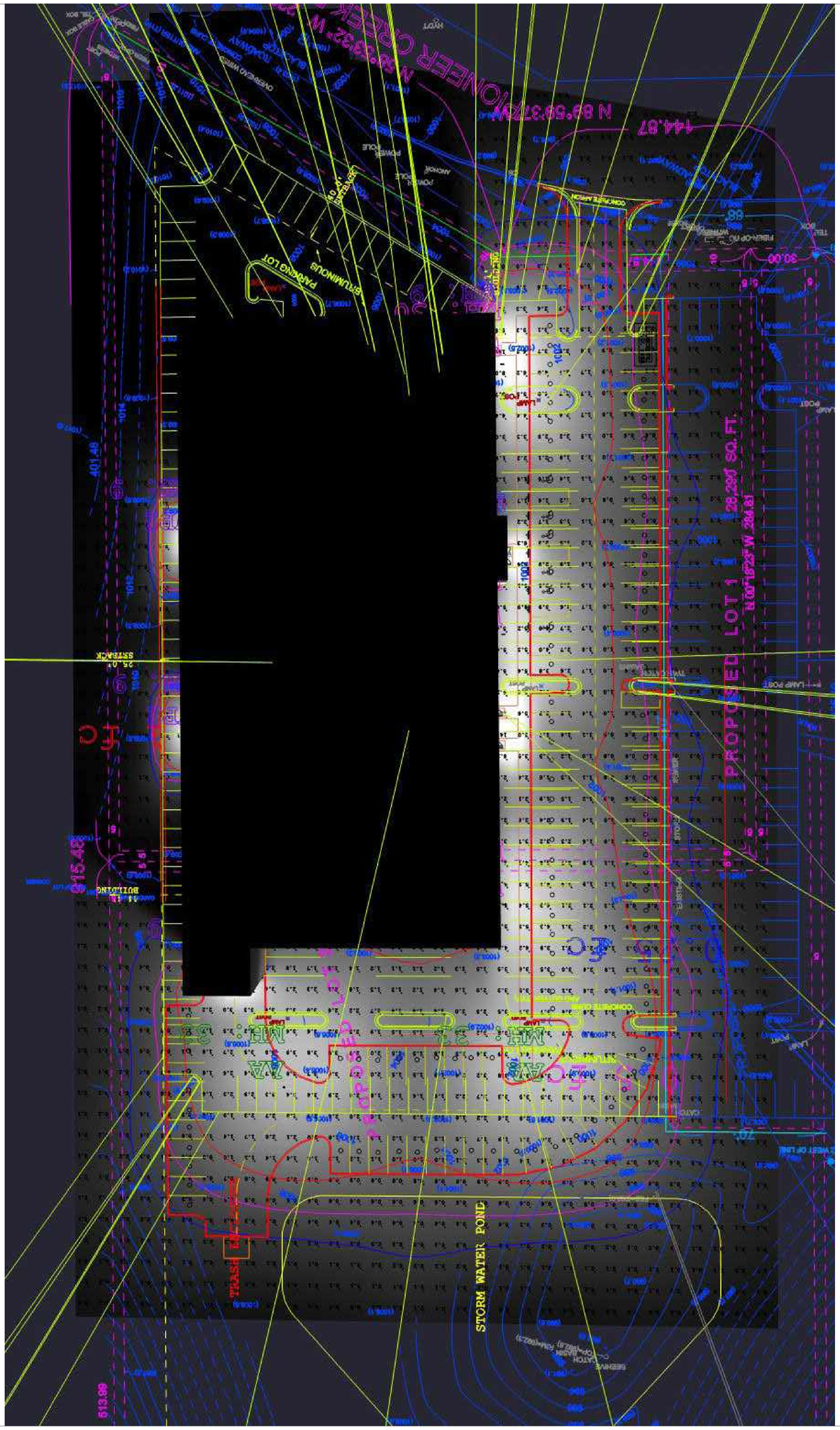
# MAPLE PLAIN INDUSTRIAL PARK 6TH ADDITION

R.T.DOC.NO. _____




**GRONBERG & ASSOCIATES, INC.** ENGINEERS, LAND SURVEYORS, PLANNERS

SHEET 2 OF 2 SHEETS




Calculation Summary

| Label | CalcType | Units | Avg | Max | Min | Avg/Min | Max/Min |
|---|---|---|---|---|---|---|---|
| Ground_Planar | Illuminance | Fc | 0.84 | 15.3 | 0.0 | N.A. | N.A. |

Luminaire Schedule

| Symbol | Qty | Label | Arrangement | Description | LLF | Luminaire Lumens | Luminaire Watts | Total Watts |
|---|---|---|---|---|---|---|---|---|
| | 7 | WP2 | Single | WFM 40 G3 4K | 0.910 | 3900 | 27 | 189 |
| | 3 | WP | Single | ALF LS250 T4 G2 FSK-25000Lm-40K | 0.910 | 25598 | 158.3 | 474.9 |
| | 2 | AA | Single | ALF LS500 T5 G2 FSK-33500Lm-40K | 0.910 | 33660 | 198 | 396 |



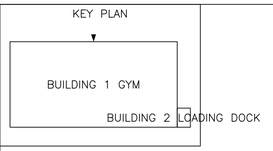
North Shore Gymnastics

Drawn By: Daniel Budke
Checked By:
Date:7/16/2025
Scale:

| Revisions | # | Date | Comments |
|---|---|---|---|
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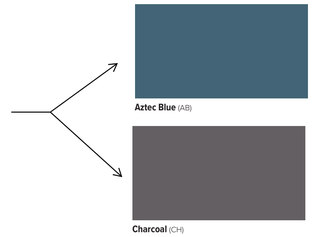
VIKING electric
A Sonepar Company

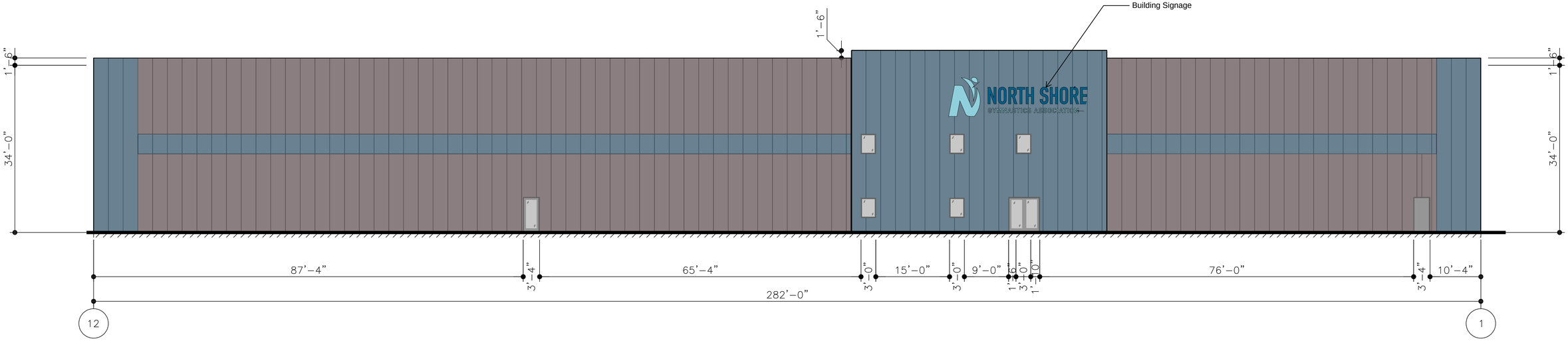
KEY PLAN




| ID | QTY | WIDTH | HEIGHT | SILL HEIGHT | LOCATED |
|---|---|---|---|---|---|
| 1 | 2 | 3'-4" | 7'-2" | 0'-0" | FACTORY |
| 2 | 3 | 3'-0" | 4'-0" | 16'-0" | FACTORY |
| 3 | 1 | 6'-4" | 7'-2" | 0'-0" | FACTORY |
| 4 | 2 | 3'-0" | 4'-0" | 3'-0" | FACTORY |

Preliminary Color Choices




WALL SHEETING ELEVATION AT LINE A

PANELS: 26 GA. REVERSE R-PANEL - PEARL GRAY (PVDF)

AMERICAN BUILDINGS a NUCOR brand

ACCREDITED AC 472

MBMA MEMBER

Drawing Generated By eQuote

PROJECT NAME: NORTH SHORE GYMNASTICS
MAPLE PLAIN, MN

CUSTOMER NAME: YANIK COMPANIES
SPRING PARK, MN

DO NOT USE FOR FINAL CONSTRUCTION

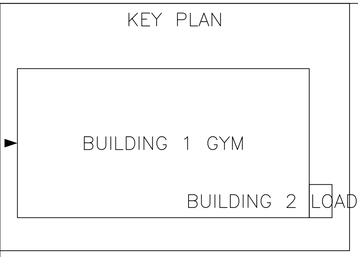
SHEET TITLE: PRELIMINARY SHEETING ELEVATIONS

11/10/2025 12:05 PM

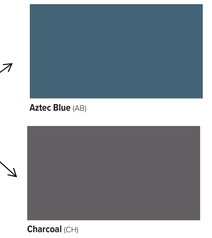
QUOTE NUMBER: MON-25221 A1

SHEET NUMBER: WS8

KEY PLAN

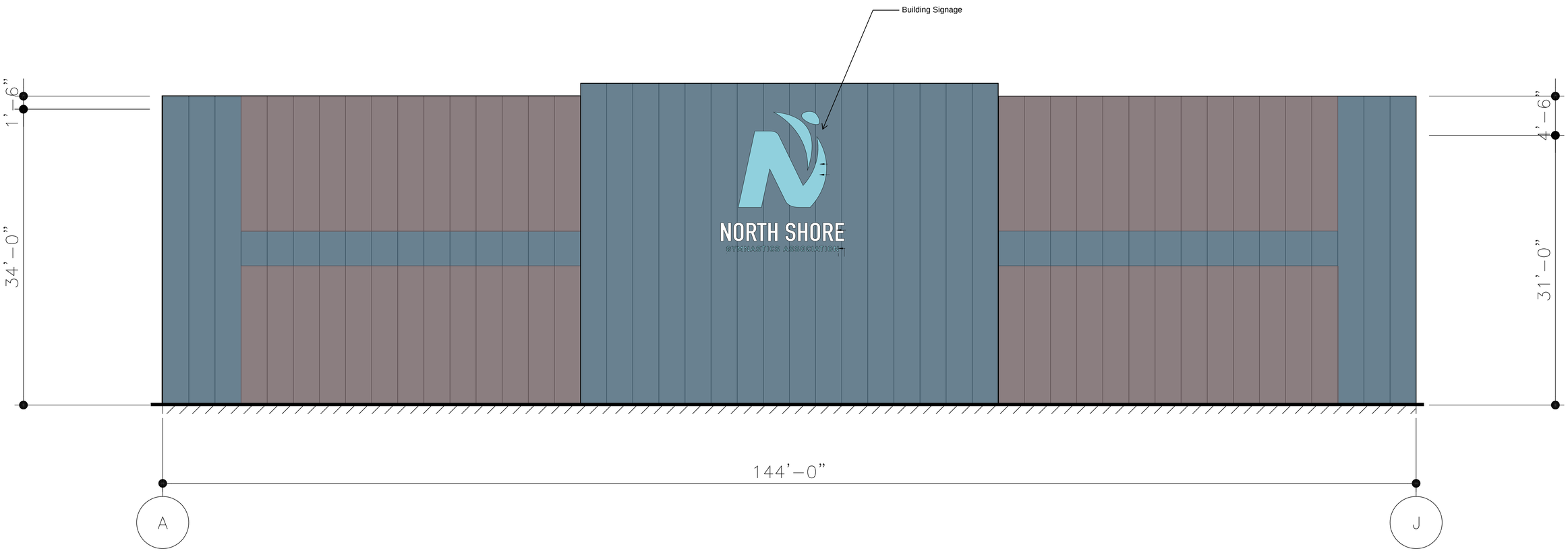



Preliminary Color Choices



**Aztec Blue** (AB)

**Charcoal** (CH)




# WALL SHEETING ELEVATION AT LINE 1

PANELS: 26 GA. REVERSE R-PANEL – PEARL GRAY (PVDF)

AMERICAN BUILDINGS a NUCOR brand

ACCREDITED AC 472

MBMA MEMBER

Drawing Generated By eQuote

DO NOT USE FOR FINAL CONSTRUCTION

PROJECT NAME: NORTH SHORE GYMNASTICS
MAPLE PLAIN, MN

CUSTOMER NAME: YANIK COMPANIES
SPRING PARK, MN

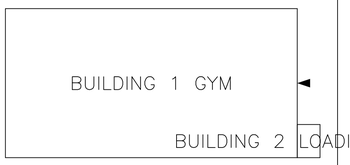
SHEET TITLE: PRELIMINARY SHEETING ELEVATIONS

11/10/2025 12:04 PM

QUOTE NUMBER: MON-25221 A1

SHEET NUMBER: WS5

KEY PLAN

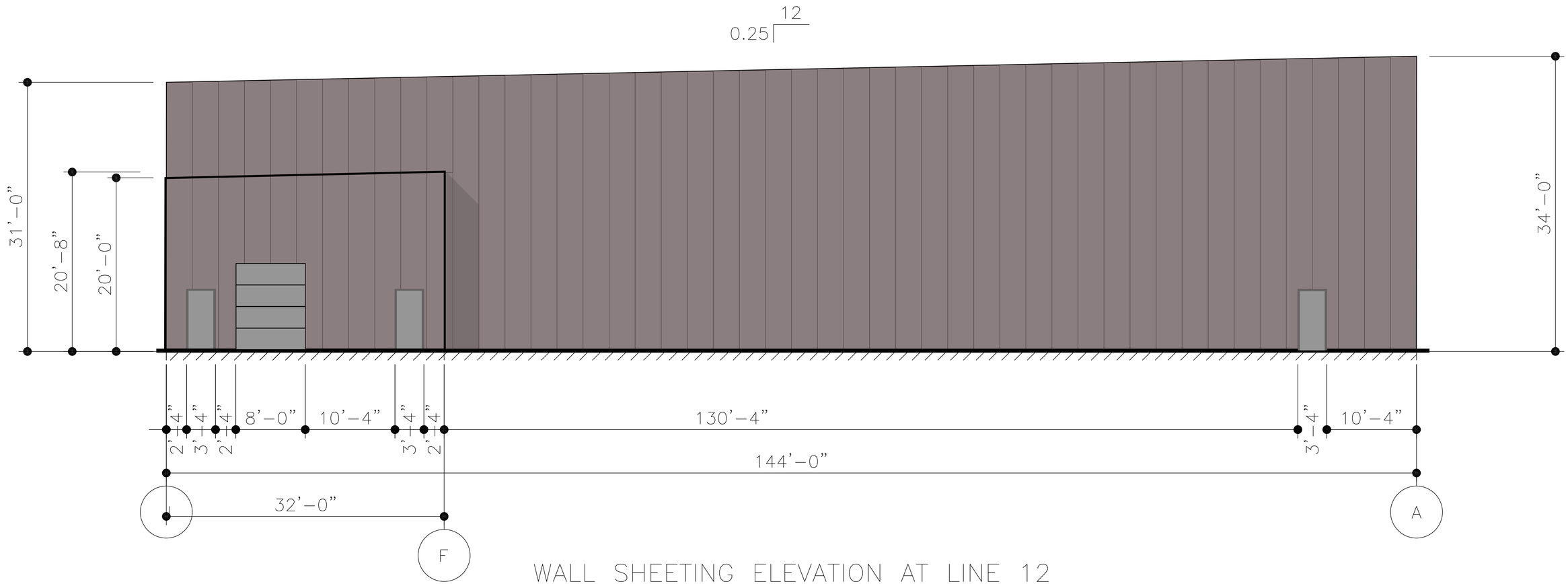



## FRAMED OPENING SCHEDULE

| ID | QTY | WIDTH | HEIGHT | SILL HEIGHT | LOCATED |
|---|---|---|---|---|---|
| 1 | 1 | 3'-4" | 7'-2" | 0'-0" | FACTORY |

Preliminary Color Choices

**Charcoal** (CH)




## WALL SHEETING ELEVATION AT LINE 12

PANELS: 26 GA. REVERSE R-PANEL - PEARL GRAY (PVDF)

AMERICAN BUILDINGS a NUCOR brand

MBMA MEMBER

ACCREDITED AC 472

Drawing Generated By eQuote

PROJECT NAME: NORTH SHORE GYMNASTICS
MAPLE PLAIN, MN

CUSTOMER NAME: YANIK COMPANIES
SPRING PARK, MN

DO NOT USE FOR FINAL CONSTRUCTION

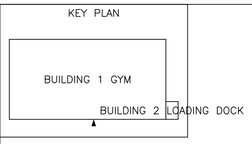
11/11/2025 2:51 PM

SHEET TITLE: PRELIMINARY SHEETING ELEVATIONS

QUOTE NUMBER: MON-25221 A1

SHEET NUMBER: WS7

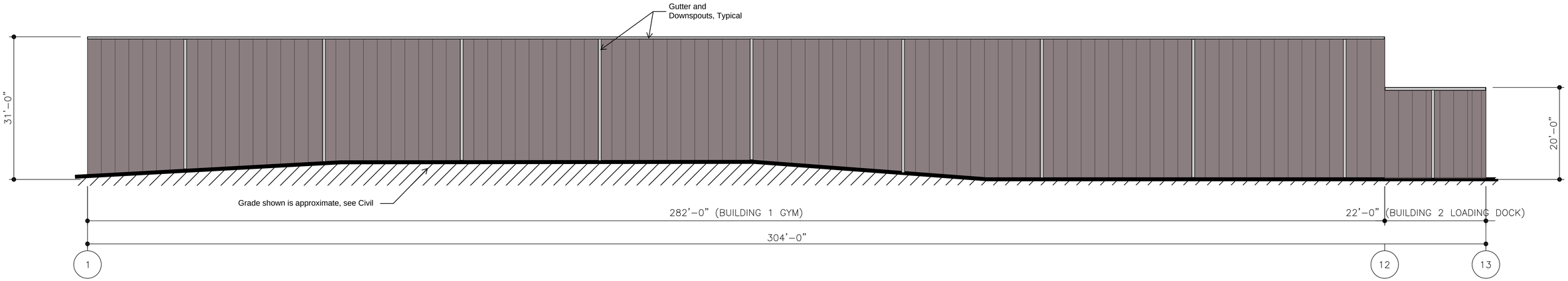
KEY PLAN




Preliminary Color Choices



**Charcoal** (CH)




WALL SHEETING ELEVATION AT LINE J

PANELS: 26 GA. REVERSE R-PANEL - PEARL GRAY (PVDF)

AMERICAN BUILDINGS a NUCOR brand

ACCREDITED AC 472

MBMA MEMBER

Drawing Generated By eQuote

PROJECT NAME: NORTH SHORE GYMNASTICS

MAPLE PLAIN, MN

CUSTOMER NAME: YANIK COMPANIES

SPRING PARK, MN

DO NOT USE FOR FINAL CONSTRUCTION

SHEET TITLE: PRELIMINARY SHEETING ELEVATIONS

11/11/2025 2:51 PM

QUOTE NUMBER: MON-25221 A1

SHEET NUMBER: WS6

# Nucor Buildings Group A-Panel Metal Wall Panel System

The architectural features of the A-Panel wall make it ideal for fascias and decorative wall designs. The recessed fasteners provide a clean exterior appearance, and the deep rib configuration creates an attractive shadow pattern. Fasteners for are semi-concealed.



## Panel Credentials

- ASTM E283 Test Method for Determining Air Leakage Through Wall Systems
- ASTM E331 Test Method for Water Penetration of Exterior Wall Systems
- State of Florida Product Approval
- UL263 Fire Tests of Building Construction and Materials
- ASTM C1363-11 Test Method for Thermal Performance of Building Materials and Envelope Assemblies by Means of a Hot Box Apparatus

## Panel Specifications

| | | | | | | TOP IN COMPRESSION | | BOTTOM IN COMPRESSION | |
|---|---|---|---|---|---|---|---|---|---|
| Gage | Thickness (in.) | Yield (ksi) | Tensile (ksi) | Panel Wt. (psf) | $I_x$ (Gross) ($in^4$) | $S_x$ (eff.) ($in^3$) | $M_a$ (kip-in) | $S_x$ (eff.) ($in^3$) | $M_a$ (kip-in) |
| 26 | 0.0177 | 80 | 82 | 0.86 | 0.0320 | 0.0417 | 1.500 | 0.0367 | 1.3167 |
| 24 | 0.0222 | 80 | 82 | 1.08 | 0.0400 | 0.0537 | 1.9267 | 0.0493 | 1.7700 |

### Panel Capacity (psf)

| | 26 GAGE | | 24 GAGE | |
|---|---|---|---|---|
| SPAN (ft.) | Pressure[7] | Suction[4,8] | Pressure[7] | Suction[4,8] |
| 3.0 | 78 | 72 | 119 | 75 |
| 3.5 | 67 | 62 | 102 | 64 |
| 4.0 | 58 | 54 | 89 | 56 |
| 4.5 | 52 | 48 | 72 | 50 |
| 5.0 | 43 | 43 | 59 | 45 |
| 5.5 | 36 | 40 | 48 | 41 |
| 6.0 | 30 | 34 | 41 | 38 |
| 6.5 | 26 | 29 | 35 | 35 |
| 7.0 | 22 | 25 | 30 | 32 |
| 7.5 | 19 | 22 | 26 | 28 |

### NOTES

1. Section properties were calculated in accordance with AISI S100/CSA S136, 2016 Edition.
2. Panels were checked for bending, shear, combined bending and shear, web crippling, deflection and panel pullover.
3. Deflection is limited to Span/60.
4. Panel pullover limits are based on d'w = 0.44".
5. Thermal load has not been considered.
6. Capacities are based on a 3-span condition with equal length spans.
7. "Pressure" load is applied inward on the outer surface towards supports.
8. "Suction" load is applied outward on the inner surface away from panel supports.

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Resolution 2025-1215-08 Repealing Resolution 2025-1124-04 |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approval Resolution 2025-1215-08 Repealing Resolution 2025-1124-04 Ordering a Public Hearing for TIF District** | |

**Summary**

Resolution 2025-1124-04 called for a TIF District Public Hearing for February 17, 2026

The resolution before you today 2025-1215-08 Repeals that Resolution. The reason Staff is asking Council to repeal is due to scheduling conflicts with both our City Planner and Northland Security.

Recommendation: Approve Resolution 2025-1215-08

# CITY OF MAPLE PLAIN

## RESOLUTION NO. 2025-1215-08
## RESOLUTION REPEALING RESOLUTION NO. 2025-1124-04

**WHEREAS**, the City Council of the City of Maple Plain adopted Resolution No. 2025-1124-04 on November 24, 2025, calling for a public hearing on February 17, 2026, regarding the establishment of Development District No. 2 and Tax Increment Financing District No. 2-1; and

**WHEREAS**, the City Council has determined that it is in the best interest of the City to repeal Resolution No. 2025-1124-04;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Maple Plain as follows:

1. Resolution No. 2025-1124-04, entitled "Resolution Calling for Public Hearing," is hereby repealed in its entirety.
2. All actions authorized under Resolution No. 2025-1124-04 are hereby rescinded.
3. City staff and consultants are directed to take any necessary steps to ensure compliance with this repeal.

**Adopted this 15th day of December, 2025.**

---

Julie Maas-Kusske, Mayor

ATTEST:

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Jacob Schillander, City Administrator

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Resolution 2025-1215-09 Ordering a Public Hearing for TIF District |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approval Resolution 2025-1215-09 Ordering a Public Hearing for TIF District** | |

**Summary**

The City of Maple Plain intends to establish Development District No. 2 and Tax Increment Financing District No. 2-1 to support future development initiatives. Minnesota Statutes §§469.126 and 469.175 require a public hearing prior to adoption of the Development District Program and TIF Plan. Resolution 2025-1124-04 schedules this hearing for **February 9, 2026 at 7:00 p.m.** in the City Council Chambers at Maple Plain City Hall.
The resolution authorizes staff and consultants to publish notice in the official newspaper at least 10 but not more than 30 days before the hearing and to complete all other required notifications and actions.

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**Benefits of the TIF District**

- Encourages Economic Growth: Provides a financing tool to attract private investment and stimulate development in targeted areas.
- Infrastructure Improvements: Enables funding for roads, utilities, and other public improvements without increasing the general tax levy.
- Job Creation: Supports projects that generate employment opportunities for residents.
- Tax Base Expansion: Increases long-term property tax revenues by redeveloping underutilized or blighted properties.
- Community Revitalization: Helps enhance the quality of life through improved amenities and services.

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**Recommendation**

Approve Resolution 2025-1215-09 as presented.

**CITY OF MAPLE PLAIN**

**RESOLUTION NO. 2025-1215-09**

**RESOLUTION CALLING FOR PUBLIC HEARING**

WHEREAS, the city of Maple Plain (the "City") has determined to establish Development District No. 2 and Tax Increment Financing District No. 2-1; and

WHEREAS, the City has caused to be prepared a Development District Program for Development District No. 2 and a Tax Increment Financing Plan for Tax Increment Financing District No. 2-1 (the "Program" and the "TIF Plan"); and

WHEREAS, Minnesota Statutes, sections 469.126 and 469.175 required the city council to hold a public hearing before adoption of the Program and the TIF Plan.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Maple Plain as follows:

1. A public hearing on the Program and TIF Plan and the establishment of Development District No. 2 and Tax Increment Financing District No. 2-1 is hereby called for February 9, 2026 at 7:00 p.m. or as soon thereafter as the item may be heard in the city council chambers at Maple Plain city hall, 5050 Independence Street, Maple Plain, MN 55359.

2. The City administrator, city staff and consultants are authorized and directed to publish notice of the public hearing in the City's official newspaper at least 10 but not more than 30 days prior to the meeting date and to cause all other notices required by law to be given.

3. The city administrator, city staff and consultants are authorized and directed to take all other actions necessary or convenient to carry out the intent of this resolution.

Adopted this 15th day of December, 2025.

Julie Maas-Kusske, Mayor

ATTEST:

Jacob Schillander, City Administrator

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units |
| **PREPARED BY:** | Kevin Larson, Assistant City Administrator |
| **RECOMMENDED ACTION: Approving Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units; and the Ordinance Summary Publication** | |

**Summary**

The proposed amendments to Chapter 4, Article 4 modernize how Maple Plain regulates mobile food units. The current ordinance primarily focuses on vending in public streets and rights-of-way, leaving ambiguity around food truck operations on private property that is open to the public. Whether on public streets or private lots accessible to the public, the revisions address this gap by clearly extending the Code's applicability to all mobile food units operating within city limits.

These updates ensure the City can verify compliance with health, safety, and insurance standards while maintaining reliable contact information for enforcement and complaint resolution.

A new 300-foot proximity standard between mobile food units and brick-and-mortar restaurants. This provision is intended to support the long-term stability of local businesses while still allowing food trucks to operate with written consent or during City-approved special events.

These revisions bring Maple Plain's mobile food unit regulations up to current industry and legal standards, clarify expectations for operators, and provide the City with consistent and enforceable regulatory tools.

**Areas addressed for the potential changes**

1. Applicability (Public vs. Private Property)
2. Registration Requirements
3. Proximity Restrictions

**Proposed Alterations**

**Sec. 4-99. - Definitions.**

Updates this section by replacing outdated "vehicle" terminology with "mobile food unit," aligning the Code with modern industry standards. The revised definition broadens the scope to include both

motorized and non-motorized units operating on public streets or on private property open to the public.

**Sec. 4-100. - Requirements.**
Expands applicability beyond public streets to all mobile food units operating anywhere within city limits, including private property open to the public. The updated section clearly identifies exemptions, such as delivery vehicles, government-operated units, and operations occurring on private property for events not open to the public.

**Sec. 4-104. - Insurance requirements.**
Specifies that all mobile food unit operators must maintain a minimum of $1,000,000 in general liability insurance and provide proof of insurance immediately upon request.

**Sec. 4-106. - Registration requirements**
Modernizes registration procedures to improve compliance and oversight. Updates include requiring:

- A permit fee under the City's fee schedule;
- Proof of a valid Hennepin County or Minnesota Department of Health mobile food license;
- Proof of insurance;
- Written consent from private property owners when operating on private property open to the public.

The section also authorizes the City Administrator to suspend or revoke a registration for violations and requires operators to prominently display their registration badge.

**Sec. 4-109. – Proximity to Brick-and-Mortar Restaurants.**
Creates a 300-foot buffer between mobile food units and brick-and-mortar restaurants to protect established businesses and promote commercial district stability. Exceptions are allowed with written consent from the affected restaurant or when operating under a City-approved special event permit.

**Sec. 4-110. – Violations and Penalties.**
Establishes the City's authority to inspect mobile food units and outlines enforcement actions, which may include administrative fines or suspension or revocation of registration. Violations are treated as administrative offenses subject to penalties set by City Council resolution.

## Recommendation

Staff recommends approving Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units and the Ordinance Summary Publication.

Exhibits

A. Ordinance No. 344 Amending City Code Chapter 4, Article 4 - Food Truck
B. Ordinance No. 344 Amending City Code Chapter 4, Article 4 - Food Truck Summary

**ORDINANCE NO. 344**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 4, ARTICLE 4 REGARDING MOBILE FOOD UNITS**

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN DOES ORDAIN:

**SECTION 1. AMENDMENT.** The Maple Plain City Code Chapter 4, Article 4 is hereby replaced in its entirety as follows:

## ARTICLE 4. - SOLICITING AND VENDING BY CATERING FOOD VEHICLES

### Sec. 4-99. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Operator* means~~. The operator of a vehicle is~~ anyone who is ~~charged with the responsibility~~responsible for driving or otherwise operating a ~~vehicle~~mobile food unit.

*Owner* means the registered owner of the ~~vehicle~~ mobile food unit used for vending, or the person, firm, or corporation who owns or controls the vending business.

~~*Vehicle*~~ *Mobile food unit* means any~~ mobile unit being used on public streets for the vending or soliciting of sales of foods or confections~~ motorized or non-motorized mobile food unit, catering food vehicle, or food truck used to prepare, serve, or sell food, beverages, or confections to the public, whether located on a public street, public right-of-way, or on private property open to the public..

*Vending, dispensing* or *soliciting* means the act of selling, offering for sale, or in any manner distributing or dispensing confections or other goods directly or indirectly from a ~~vehicle~~ mobile food unit to persons in the vicinity of the ~~vehicle~~mobile food unit.

(Code 1980, § 42.02; Code 2015, § 111.26)

### Sec. 4-100. - Requirements.

No owner or operator of any ~~catering food vehicles~~ vehicle or mobile food unit as defined in section 4-99, which is used for ~~on-street soliciting~~ for the sale of or the vending of~~ confections or other goods directly from the vehicle~~ food, beverages, or confections on public or private property, shall engage in ~~the~~ such activity ~~of on-street soliciting, dispensing, or vending~~ unless the provisions of this article are met. This section shall not apply to persons using vehicles for the delivery of goods or services

directly to home or establishments where the goods are taken by the operator of the vehicle onto private property for delivery, nor shall it apply to the operation of any political subdivision or unit of government.

This article applies to all mobile food units operating within the city limits, including those on private property open to the public, and shall not apply to delivery services, ~~or~~ government-operated vehicles, or mobile food units operating on private property for a private event not open to the public~~.~~

(Code 1980, § 42.01; Code 2015, § 111.25)

**Sec. 4-101. - Hours.**

**modified**

No person shall carry on the activity of soliciting, dispensing, or vending any foods or confections except between the hours of 1:00 p.m. and 4:30 p.m. and 6:00 p.m. to either dusk or 9:00 p.m., whichever comes earlier and as approved by the City Administrator or City Council. City Council approved events, assemblies and similar activities will not be limited to the hours prescribed within this section.

(Code 1980, § 42.03; Code 2015, § 111.27; Ord. No. 305A, § 3, 1-27-2020; Ord. No. 325, § 1, 12-27-2023)

**Sec. 4-102. - Routes.**

a. More than ten days before commencing operation, the vendor shall file with the Director of West Hennepin Public Safety proposed routes over which the vehicles will travel each day within the City. The vendor shall follow the routes while operating within the City. Proposed route changes shall be filed with the Director of West Hennepin Public Safety at least ten days in advance of making the changes.
b. Only routes which will minimize the hazards to persons who may be customers of the vehicles and which will minimize traffic hazards in the City shall be approved. The City Council, or its duly authorized representative, will indicate certain streets upon which vending or soliciting under this article is entirely prohibited. The streets will be those heavily traveled streets whereon the selling would constitute a per se hazard to customers' safety or to the safety of other vehicles or persons.

(Code 1980, § 42.04; Code 2015, § 111.28)

**Sec. 4-103. - Stopping; intersections and curbs.**

a. Operators of ~~vehicles~~ mobile food units under this article shall not stop to sell goods therefrom within 100 feet of any intersection or alleyway.
b. Operators of ~~vehicles~~ mobile food units under this article, when stopping the ~~vehicles~~ mobile food unit to sell goods, must stop in a manner such that the curbside of the

vehicles is no more than two feet from that curb, or when there is no curb, no more than two feet from the edge of the street or roadway.

c. Operators of ~~vehicles~~ mobile food units under this article shall sell goods only from the curbside of ~~vehicle~~mobile food unit. The operator is responsible for preventing the development of a waiting line or accumulation of customers on any side other than the curbside of the ~~vehicle~~mobile food unit.

(Code 1980, § 42.05; Code 2015, § 111.29)

**Sec. 4-104. - Insurance requirements.**

Every owner or operator of ~~vehicles~~ a mobile food unit under this article shall maintain a policy of general liability insurance in the amount of at least $~~100,000.00~~1,000,000.00 per occurrence. The policy must cover claims for bodily injury and property damage which may arise from or in connection with the operation. Proof of insurance must be provided immediately on request. ~~for single injuries and $200,000.00 for each accident, together with at least $10,000.00 property damage insurance coverage.~~

(Code 1980, § 42.06; Code 2015, § 111.30)

**Sec. 4-105. - Safety requirements.**

a. Each motorized mobile food unit ~~vehicle~~ under this article must be equipped with, and must continually use while vending, flashing lights on both front and rear of the vehicle. The lights must be clearly visible to oncoming cars in full daylight.

b. Every motorized ~~vehicle~~mobile food unit, while carrying on a vending operation, shall be attended by at least two persons, one of whom will have the following specific duties: For the full period during which the ~~vehicle~~ mobile food unit is stopped for vending, or which is stopped in such a manner or place as to reasonably cause others to believe that it is proposing to engage in vending operations, the person shall stand alongside the ~~vehicle~~ mobile food unit in such a manner as to be able to observe traffic coming from all directions and also crossing the street by minors in the immediate vicinity of the ~~vehicle~~mobile food unit. The person shall give adequate warning to both vehicles and minors so as to avoid accident or injury to the minors. The person shall, if necessary, carry the signal or warning device as will enable said person to give adequate warning.

(Code 1980, § 42.07; Code 2015, § 111.31)

**Sec. 4-106. - Registration requirements.**

~~a.~~ In order to aid the City in contacting the owner or operator of ~~vehicles under this article~~ a ~~food vehicles or~~ mobile food unit~~s~~ and to ~~aid the owner or operator with problems of theft or vandalism~~ verify compliance with health and safety standards, the owner or ~~following requirements must be met:~~

b.a. The operator of each vehicle under this article food vehicle or mobile food unit, whether operating on public or private property open to the public, must register with the City Administrator before beginning vending operations within the City. Registration shall be on forms provided by the City Administrator and shall include:

1. The registration willshall be on forms provided by the City Administrator, which and shall give the following informationinclude:

(1) Name and description of the registrant, and whether the registrant is a sole proprietorship, partnership, or corporation;

(2) Permanent home address and full local address of the registrant;

(3) A brief description of the nature of the business, the goods to be sold, and the registrant's method of operation;

(4) If employed, the name and address of the registrant's employer and credentials establishing the exact employment relationship;

(5) The length of time which the registrant intends to do business in the City, with the approximate dates;

(6) A photograph of the registrant taken within 60 days immediately prior to the date of filing of the application, which picture shall be two inches by two inches, showing the head and shoulders of the registrant in a clear and distinguishable manner;

(7) A description of the vehicle to be used, together with the license number of the vehicle, or other means of identification;

(8) If the owner of the vehicle is other than the operator, the name and permanent and temporary address of the owner; and

(9) A description, including verification, of the license given to the operator or to the operator's employer or to the owner of the vehicle by the Minnesota Commissioner of Agriculture authorizing the licensee to sell food as required under Minn. Stats. § 28A.04, as it may be amended from time to time.

(10) Each applicant shall pay a non-refundable permit fee as established in the City's adopted fee schedule.

(11) Proof of a valid Hennepin County or Minnesota Department of Health license for mobile food operations;

(9)(12) Evidence of general liability insurance of not less than $1,000,000 per occurrence;Proof of insurance;

(10)(13) Written consent from the private property owner if the mobile food unit operates on private property open to the public.

c.b. The City Administrator will issue to each registrant a registration badge or certificate with the name, address, and the picture of the operator contained on the face thereof, and may also suspend or revoke the registration for violations of this article. Each operator must display the badge in a prominent, visible place on the vehicle.

(Code 1980, § 42.08; Code 2015, § 111.32)

**Sec. 4-107. - Prevention of littering.**

Every vehicle under this article must have a rubbish container located on the curbside of the vehicle, which is adequate to contain any food wrappers discarded by the customers purchasing food from the vehicle. The operator is required to request the customers discarding food wrappers immediately after purchase, to place the wrappers in the rubbish container. The operator is required to collect and deposit in the container any wrappers dropped or improperly discarded in the operator's presence.

(Code 1980, § 42.09; Code 2015, § 111.33)

**Sec. 4-108. - Loud noise prohibited.**

No operator or person accompanying the operator of a vehicle under this article shall call attention to their business by crying out, blowing a horn, ringing a bell, playing music, or any other noises; provided, however, that the ringing of a bell or the playing of music is permissible for no more than a period of ten seconds in each minute, during the times in which the operator is authorized to vend under section 4-101. Provided further that the ringing of a bell or playing of music is of a moderate volume and not raucous in nature.

(Code 1980, § 42.10; Code 2015, § 111.34)

**Sec. 4-109. – Proximity to Brick-and-Mortar Restaurants. (New Section)**

a. No ~~food vehicle, catering food vehicle, or~~ mobile food unit shall operate or park for the purpose of selling food or beverages within three hundred (300) feet of the main public entrance of any restaurant or food establishment located in a permanent building, unless:
   1. The owner or manager of ~~the~~any such restaurant or food establishment provides written consent; or
   2. The operation occurs under a city-approved special event permit.

b. This distance shall be measured from the closest point of the food vehicle to the nearest public entrance of the restaurant or food establishment along a straight line.

~~Violation of this section shall constitute a municipal infraction subject to administrative citation or revocation of registration.~~

Sec. 4-110. – ~~Enforcement~~Violations and Penalties. (New Section)

a. The City Administrator, West Hennepin Public Safety, or their designees may inspect ~~food vehicles~~mobile food units for compliance with this article. Any

violation may result in suspension or revocation of registration and/or a fine as established by City Council resolution.

~~a.~~b. Violation of this article is an administrative offense and shall be subject to the scheduled administrative penalty.

Adopted by the City Council of the City of Maple Plain this 15th day of December, 2025.

_____
Julie Maas-Kusske, Mayor

ATTEST:

_____
Jacob Schillander, City Administrator

Published in the _____ on _____, 2025.

(Ordinance Summary)

**ORDINANCE NO. 344**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 4, ARTICLE 4 REGARDING MOBILE FOOD UNITS**

The above-referenced Ordinance amends Maple Plain City Code Chapter 4, Article 4 providing requirements for operation of mobile food units, catering food vehicles, or food trucks within the City. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: _____, 2025

_____
Jacob Schillander, City Administrator

## Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Ordinance 345 – 2026 Fee Schedule |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approving Ordinance 345 – 2026 Fee Schedule; and the Ordinance Summary Publication** | |

**Summary:**

This ordinance consolidates updates to the Fee Schedule required by state statute,

The City of Maple Plain annually reviews its Fee Schedule to ensure alignment with current operational costs, market conditions, and statutory requirements. The proposed Fee Schedule reflects updates to various city fees. The proposed changes is in red with the underlined verbiage being added and the strikethrough verbiage removed. These revisions aim to enhance cost recovery for city services while maintaining accessibility for residents and businesses.

After the Budgets for the Utility Enterprise Funds are finalized, the Fee Schedule will be changed again in the first quarter of 2026.

**Recommendation**

Staff recommends approving Ordinance 345 – 2026 Fee Schedule and the Ordinance Summary Publication.

**ORDINANCE NO. 345**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE ADOPTING**
**THE CITY OF MAPLE PLAIN FEE SCHEDULE FOR 2026**

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN DOES ORDAIN:

**SECTION 1. ADOPTION.** The fee schedule attached hereto as Appendix A is hereby adopted as the fee schedule for the City. Any and all other fee schedules previously adopted by the City Council are hereby repealed.

**SECTION 2. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage and publications as required by law and not until January 1, 2026.

Adopted by the City Council of the City of Maple Plain this 15th day of December, 2025.

_____
Julie Maas-Kusske, Mayor

ATTEST:

_____
Jacob Schillander, City Administrator

Published in the _____ on _____, 2025.

(Ordinance Summary)

**ORDINANCE NO. 345**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE ADOPTING**
**THE CITY OF MAPLE PLAIN FEE SCHEDULE FOR 2026**

The above-referenced Ordinance adopts the 2026 fee schedule and repeals all other fee schedules previously adopted by the City Council. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: _____, 2025

_____
Jacob Schillander, City Administrator

# City of Maple Plain Fee Schedule

*Adopted 1/00/26*

## Administration & Miscellaneous Fees

| Fee Description | Amount | Notes |
|---|---|---|
| General Permit Fee | $100.00 | |
| 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~~Thumb drive | $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 (City Admin. & Asst. City Admin.) | $75.00/hour | Billed in |

| | | |
|---|---|---|
| | | 15-min. incren<br>minimum of 1 hour. |
| Clerical (Deputy Clerk) | $50.00/hour | Billed in<br>15-min. increments with a minimum of 1 hour. |
| Public Works | $84.01/hour | Billed in<br>15-min. increments with a minimum of 1 hour. |
| 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 |
| Mileage | $0.77 per mile or current IRS milage rate, whichever is greater. | |
| Disposal Cost | $30.00 per cubic yard, plus mileage | |

## Administration & Miscellaneous Fees

### Overweight Vehicle Permits

| Fee Description | Amount | Notes |
|---|---|---|
| Daily Permit | $100.00 per truck/per day | Max 7 ton<br>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 Initial Application | $500 | |
| Liquor License Application Renewal | ~~$75~~$100 | |
| Liquor License Investigation | West Hennepin Public Safety Fee Schedule | |
| On-Sale<br>Liquor On-Sale<br>Sunday On-Sale<br>Wine & Beer On-Sale | <br>~~$5,000~~$5,250<br>$200<br>$250 | |
| Off-Sale<br>Liquor Off-Sale | <br>$240 | |

| | | |
|---|---|---|
| Sunday Off-Sale<br>3.2 Beer Off-Sale | $200<br>$50 | |
| Public Dance/Block Party | $500 | |
| Temporary 3.2 Liquor Permit | $25 | |

## Cannabis Registration

| Registration Type | Initial Registration Fee | Registration Renewal Fee |
|---|---|---|
| Cannabis Microbusiness | $125 | $1,000 |
| Cannabis Mezzobusiness | $2,500 | $5,000 |
| Cannabis Cultivator | $5,000 | $15,000 |
| Cannabis Manufacturer | $5,000 | $10,000 |
| Cannabis Retailer | $1,500 | $2,500 |
| Cannabis Wholesaler | $2,500 | $5,000 |
| Cannabis Transporter | $125 | $500 |
| Cannabis Testing Facility | $2,500 | $5,000 |
| Cannabis Delivery Service | $125 | $500 |
| Cannabis Event Organizer | $375 | |
| Cannabis Lower-potency Hemp Edible Manufacturer | $125 | $500 |
| Cannabis Lower-potency Hemp Edible Retailer | $125 | $125 |
| Medical Cannabis Combination Business | $5,000 | $35,000 |

## Other Licenses & Permits

| Fee Description | Amount | Notes |
|---|---|---|
| Right of Way Permit | $250 fee; $1,000 escrow | |
| Special Event Permit | $50.00 | |
| Bulk Waste Storage Permit | $50.00 | |
| 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<br>$50 Per year afterwards | |
| Massage Therapist License* | $100.00 | |
| Pawn Broker License * | $2500 annual license fee | |
| Permits - Background Checks | $50.00 per person | |
| Dog License | $5.00 (one-time charge) | |
| Chicken License | $100 first time application fee | Renewal yearly, ~~at no cost.~~$20 |
| ~~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 or Multiplex Dwelling | $25.00 | ~~$100.00~~$50.00 Per Unit |

| | | |
|---|---|---|
| Apartment Building | $50.00 | $50.00 P |
| | | |
| **Re-Inspection Fees** | | |
| Single Family Dwelling | $25.00 | $50.00 |
| Duplex or Multiplex Dwelling | $25.00 | ~~$100.00~~$50.00 Per Unit |
| Apartment Building | $50.00 | $50.00 Per Unit |
| | | |

## Building Permit Fees

**Building Permit Fees - All Property Types**

| Fee | Amount | Notes |
|---|---|---|
| Permit Application Fee | $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~~ each 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~~3 to 6 ft.) | ~~No building permit needed, but Planning & Zoning Fence Permit Required~~ $50.00 | No building permit needed, but Planning & Zoning Fence Permit Required. City Administrator to conduct the final inspection of the fence. |
| Fence (~~> 6 ft~~Greater than 6 ft.) | ~~Valuation plus Planning & Zoning Fence Permit Required~~ $100 + Valuation and Planning & Zoning P | ~~Valuation plus~~ Planning & Zoning Fence Permit Required. Building Inspector to conduct the final inspection of the fence. |

| | | |
|---|---|---|
| ~~Fees~~ Misc. fees not covered in the schedule | $50 minimum or valuation, whichever is greater | |

# Building Permit Fees

## Commercial & Industrial Building Permit Fees

| Fee | Amount | Notes |
|---|---|---|
| Permit Application Fee | $100.00 | Nonrefundable |
| Building Permit Fee for<br>• Construction<br>• Alterations<br>• Plumbing & Mechanical<br>• Permanent Signage | Valuation if project more than $2,500<br>Fixed Rate $101.00** if project less than $2,500 for the following:<br>• Building<br>○ Re-roofing<br>○ Re-siding<br>○ Windows & Doors*<br>• Plumbing<br>○ 1-5 Fixtures*<br>○ Water Heater<br>○ Water Softener<br>○ Lawn Irrigation<br>• Mechanical<br>○ Duct Work<br>○ Furnace<br>○ Air Conditioning<br>○ Fireplace<br>○ New Gas Line<br>Valuation for all else except Demolition & Relocation | There may be permit review fees and state surcharge also required<br>* *if current opening*<br>**each add'l fixture = $10*<br>** Subject to change |
| Demolition (Commercial) | $200 | |
| Demolition (Industrial) | $500 | |

## Residential Building Permit Fees

| Fee | Amount | Notes |
|---|---|---|
| Permit Application Fee | $100.00 | Nonrefundable |
| New Building Permit Fee | Valuation | Valuation |
| Fixed Fee Building Permit Fee:<br>• Building<br>○ Re-roofing<br>○ Re-siding<br>○ Windows & Doors*<br>• Plumbing<br>○ 1-5 Fixtures *<br>○ Water Heater<br>○ Water Softener<br>○ Lawn Irrigation<br>• Mechanical<br>○ Duct Work<br>○ Furnace<br>○ Air Conditioning<br>○ Fireplace<br>○ New Gas Line | $100.00 + $1.00 State Surcharge<br>* *If Current Opening*<br>* Each Additional Fixture = $10 | May require plan review fees.<br>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 Procedures**

All fees must be paid, and paperwork must be complete prior to Facility Reservation & Use Application review. Failure to pay fees or submit paperwork will result in the disqualification of the Facility Reservation & Use Application.

**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 *(excludes equipment)* | $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.*

All reservation fees are subject to any applicable tax at the current tax rate.

The Funeral or Memorial Service in honor of a resident may be charged the local rate even if the User does not qualify.

Any event seeking City co-sponsorship of their event may petition the City Council for a waiver of all or a portion of fees associated with the event.

User shall provide a damage deposit check when submitting the Facility Reservation & Use Application submittal. The damage deposit check will be held by the City and returned upon satisfactory inspection of the Public Facility and surrounding public property. User shall be held responsible for any damage to the Public Facility and surrounding public property that occurred as a result of the User's use. The damage deposit covers any structural, physical, or related damages to the Public Facility and surrounding public property, along with the removal of any City owned equipment from the Public Facility and surrounding public property. The User shall be responsible for the full costs to the City to repair or replace any damage to the Public Facility and surrounding public property that occurred as a result of the User's use. In the event said costs exceed the damage deposit, the User shall pay the difference.

Note: Rainbow Park Ice Rink is not available for reservations.

**Limitations on Gathering Size**

Due to impacts on other park users, available parking spaces, or the maximum occupancy of indoor facilities, events shall be limited to the following number of attendees.

| | Maximum Number of Attendees |
|---|---|
| Veterans Memorial Park Picnic Shelter | 150 |
| Veterans Memorial Park Band Shell | 150 |
| Rainbow Park Picnic Shelter | 100 |
| City Council Chamber | 45 |
| Don Timpe Field | 200 |

**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 |

**Certificate of Insurance; Indemnification**

The City reserves the right to require user to provide a certificate of general liability insurance with per-occurrence and aggregate limits of not less than $1,500,000 and have the City listed as additional insured on the policy. Certificate of Insurance must be provided at the time of reservation.

**Alcohol**

If alcohol is served, consumed, or sold during the use of the Public Facility, the User shall comply with all state and local laws, rules, regulations, and licensing requirements related to liquor. A permitted use under this Policy is not an approval by the City of state and local laws, rules, regulations, and licensing requirements related to liquor. All events serving or selling alcohol require City Council approval. The City reserves the right to prohibit the serving, consumption, or sale of alcohol within City parks and facilities, or to require police / security presence when consumption takes place. City Code states that consumption of alcoholic beverages in city parks is prohibited unless otherwise allowed by City Council.

**Park Reservation Timeframe**

- Park facility reservations are typically for a 4-hour time frame; 11 am to 3 pm or 4 pm to 8 pm. Alternate timeframes or extended reservations may be approved by the City Administrator.
- City parks are open to the public from 6 am to 11 pm. Restrooms will be kept open during park hours. The park is closed from 11 pm to 6 am.

**Cancellations**

User may cancel the use of the Public Facility by providing notice to the City. Amount of refund shall be dependent on amount of notice provided, according to the chart below.

| | 10 Day Notice | 3 Day Notice | Less than 3 Days |
|---|---|---|---|
| Percentage of Fees Refunded | 100% | 50% | No Refund |

The City reserves the right to cancel a reservation and refund any fees up to 72 hours prior to the date of use, or at any time when a state of emergency is declared by the City, the state, or federal government, or unsafe environmental or public health conditions exist in the opinion of the City. In such event, User agrees that the City shall have no responsibility or liability for any disruption or damages or loss which User may suffer or incur due to the cancellation. The City will notify the User as soon as possible if such cancellation occurs. All fees paid to the City shall be refunded if this agreement is cancelled by the City.

**Other Terms & Conditions**

- Priority reservation shall be provided to activities planned or organized or sponsored by the City.
- Recurring permitted uses are not currently prohibited; however, care should be taken to ensure residents and businesses have fair access to use city facilities.
- Due to their proximity, it is not recommended that Veterans Park Band Shell and Veterans Park Picnic Shelter be used by different parties at the same time.
- Up to three food trucks may be hired for a private event; however, that food truck may not sell to the general public. Additional fees apply.
- User shall not utilize the Public Facility to host a public event that might be construed as a "fair" or "market". Community fairs or markets may be co-hosted by the City. Call the City Administrator with questions.
- Any invoiced fees shall be paid by the User within 30 days of the invoice date. Failure to make such payment may result in the City making a claim in a court of competent jurisdiction.

## 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~~ $3,500 escrow | |
| Interim Use Permit | $1,500 fee; ~~$3,000~~ $3,500 escrow | |
| Site Plan | $1,500 fee; ~~$3,000~~ $3,500 escrow | |
| Minor Subdivision | $1,500 fee; ~~$3,000~~ $3,500 escrow | |
| Variance | $1,500 fee; ~~$3,000~~ $3,500 escrow | |
| Rezoning | $1,500 fee; ~~$3,000~~ $3,500 escrow | |
| Text Amendment | $1,500 fee; ~~$3,000~~ $3,500 escrow | |
| Vacation of Property | $1,500 fee; ~~$3,000~~ $3,500 escrow | |

**Residential/Commercial/Office Planning & Zoning Application**

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

## Planning & Zoning

**Grading and Excavation**

| Fee Description | Amount | Notes |
|---|---|---|
| 25-99 Cubic Yards | Permit required; ~~no cost~~ $100.00 fee | |
| 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 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. City Planner to inspect sign upon completion. |
| Sign Package | $500 fee; $3,000 escrow | City Planner to inspect sign upon completion. |
| Temporary Signage Permit | $25 fee | |
| ~~Permanent Fence Permit~~ | ~~$50 fee~~ | ~~Building permit also required for fences over 6 feet in height~~ |
| | | |

**Utilities to move to the end of the Fee Schedule document**

## Utilities

**The quarterly utility billing and other utility fees will be update in the first quarter of each year.**

**Quarterly Utility Billing**

| | | | |
|---|---|---|---|
| State Water Testing Fee | ~~$ 2.45~~ $3.81 | | Statute 444.075 |
| Water Treatment Plant Charge | | | |
| Residential | $ 25.00 | | |
| Commercial | $ 30.00 | | |
| | ***Within the City*** | ***Outside the City**** | ** a 45% surcharge will charged to properties outside the City limits as calculated here.* |
| Water Fixed Fee | $ 11.13 | $ 15.03 | |
| Water Volume Charges* | | | * per 1000 gallons |
| Up to 6,000 gallons | $ 8.73 | $ 12.66 | |
| 6,001 – 12,000 gallons | $ 9.17 | $ 13.30 | |
| 12,001 – 24,000 gallons | $ 9.61 | $ 13.93 | |
| 24,001 gallons and above | $ 10.58 | $ 15.34 | |
| Sewer Fixed Fee | $ 97.61 | | |
| Sewer Volume Charges* | | | * Based on Quarter 1 water use per City Code 9-74. |
| Up to 6,000 gallons | $97.61 – Fixed Fee Only | | |
| 6,001 gallons and above | $ 8.05 per 1000 gallons | | |
| Failure to Comply 9-74 6 (b) Surface water drain system | $500.00 per Quarter | | |

| | | |
|---|---|---|
| Storm Water Fees<br>Undeveloped or Vacant Land<br>Single- & Two-Family Res.<br>Multi-Family Residential<br>Church & Institutional<br>Mixed Use (Comm./Retail)<br>Industrial or Office Park | <br>$ 53.93 per acre<br>$ 11.87 per lot<br>$ 71.89 per acre<br>$ 53.92 per acre<br>$ 107.83 per acre<br>$ 107.83 per acre | |

**Other Utility Fees**

| Fee Description | Amount | Notes |
|---|---|---|
| Inflow & Infiltration Violation | $500 per quarter | |
| Overdue/Unpaid Bills | ~~Cost~~ Outstanding balance + 10% Penalty Fee ~~per quarter~~ | |
| Sewer Access Charge<br>MCES Charge<br>City Charge | <br>$2,485 per unit<br>$800 per unit | |
| Water Access Charge<br>Within the City<br>Outside the City | <br>$3,000 per unit<br>$7,500 per unit | |
| Water Meter | Cost | |
| Meter Testing | Cost of Test, plus staff time | |
| 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~~ Hydrant Meters<br>(~~per month~~per permit period)<br>Deposit | ~~$100~~ $125.00 plus volume charges<br>(~~$20~~ $22.00 per 1,000 gallons)<br><br>$2000 | |
| Water or Sewer Disconnect/Restart | $60 | |
| Sanitary Sewer Lateral Repair Permit | $50 | |
| Water Line Repair Permit | $50 | |
| Utility Assessment Penalty | $150 | |

## Public Safety

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

## *Lift Assist Service Call*

| *Fee Description* | *Amount* |
|---|---|
| *1 to 5 service calls within a 1-year period* | *$250.00 per service call* |
| *6 to 8 service calls within a 1-year period* | *$500.00 per service call* |
| *9 or greater service calls within a 1-year period* | *$850.00 per service call* |

**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 Workshop

| | |
|---|---|
| **AGENDA ITEM:** | Ordinance 346 Repealing Cannabis Ordinance 331 and Ordinance 347 Establishing a New Cannabis Registration |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approve the following**<br>• **Ordinance 346 – Repealing Ordinance 331 Chapter 4, Article 12 Regarding Regulation of Tetrahydrocannibinol Products; and the Ordinance Summary Publication**<br>• **Ordinance 347 – Cannabis Retail Business Registration; and the Ordinance Summary Publication** | |

**Summary:**

Council is asked to consider Ordinance No. 346, which repeals Maple Plain Ordinance 331 Chapter 4, Article 12, eliminating the local THC regulatory framework effective January 1, 2026, and Ordinance No. 347, which adds Article 14 to establish a local regulatory structure for cannabis retail businesses aligned with the Minnesota Office of Cannabis Management licensing process. Ordinance 346 serves as a code cleanup measure to remove outdated provisions and position the City for compliance with state law, while Ordinance 347 introduces requirements for registration, operational standards, enforcement procedures, and retail density limits to ensure safe and lawful cannabis retail operations in Maple Plain.

**Recommendation**

Staff recommend approving the following

- Ordinance 346 – Repealing Ordinance 331 Chapter 4, Article 12 Regarding Regulation of Tetrahydrocannibinol Products; and the Ordinance Summary Publication.
- Ordinance 347 – Cannabis Retail Business Registration; and the Ordinance Summary Publication.

HOFF BARRY ATTORNEYS

**MEMORANDUM**

DATE: November 21, 2025
TO: Jacob Schillander
FROM: Scott Landsman
RE: Cannabis Retail Business Registration

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Under the cannabis legislation, local control is limited to specific zoning and registration. In 2024, the City Council enacted Ordinance No. 331 that amended City Code by adding the zoning regulation. The Office of Cannabis Management is set to issue licenses effective January 1, 2026. The City Council will be presented with an ordinance to amend City Code pertaining to registration. The purpose of this memorandum is to provide an overview of the proposed registration ordinance.

- Section 4-690. This Section provides definitions, including a limitation of one cannabis retail business, except for lower-potency hemp edible retailer the limit is three. This means that there can be up to one dispensary and three lower-potency retailers.
- Section 4-691. This Section provides that in order to operate a cannabis business within the City, licensing with the State and registration with the City is required. No sales may be made to persons under 21. All sales must be made in compliance with the law.
- Section 4-692. This Section provides the process for registration with the City. The amount of registrations is limited by the cannabis business retail limit (maximum 1 dispensary and 3 lower potency, *e.g.*, 5 mg gummies).
- Section 4-693. Requires a registration fee that will be in the fee schedule. The City can charge for the initial registration, the lesser of, $500 or up to half the amount of applicable initial license fee under Minn. Stat. § 342.11. For renewals, the City may charge, the lesser of, $1,000 or up to half the amount of the applicable renewal license fee under the same statute. I have attached to this memorandum a copy of Minn. Stat. § 342.11 for your reference.[1]
- Section 4-694. Following State Statute, the City may only deny a registration for noncompliance with zoning, noncompliance with fire and building codes, or the cannabis business retail limit has been met.
- Section 4-695. The licensees are responsible for the actions of their employees.
- Section 4-696. The City is responsible for compliance checks pursuant to Minn. Stat. § 342.22.

[1] The term of a registration ties to the license term. Minn. Stat. § 342.22 provides that the City shall renew a registration when Office of Cannabis Management renews a license, which is annual.

- Section 4-697. This Section provides for suspension and revocation of a registration for failure to comply with City Code and State Statute. In addition, civil penalties may be imposed up to $2,000.
- Section 4-698. This Section provides the hours of operation.

Minnesota Statutes Annotated
Trade Regulations, Consumer Protection (Ch. 324-341)
Chapter 342. Cannabis

M.S.A. § 342.11

342.11. Licenses; fees

Effective: May 25, 2024
Currentness

(a) The office shall require the payment of application fees, initial licensing fees, and renewal licensing fees as provided in this section. The initial license fee shall include the fee for initial issuance of the license and the first annual renewal. The renewal fee shall be charged at the time of the second renewal and each subsequent annual renewal thereafter. Nothing in this section prohibits a local unit of government from charging the retailer registration fee established in section 342.22. Application fees, initial licensing fees, and renewal licensing fees are nonrefundable.

(b) Application and licensing fees shall be as follows:

(1) for a cannabis microbusiness:

(i) an application fee of $500;

(ii) an initial license fee of $0; and

(iii) a renewal license fee of $2,000;

(2) for a cannabis mezzobusiness:

(i) an application fee of $5,000;

(ii) an initial license fee of $5,000; and

(iii) a renewal license fee of $10,000;

(3) for a cannabis cultivator:

(i) an application fee of $10,000;

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(ii) an initial license fee of $20,000; and

(iii) a renewal license fee of $30,000;

(4) for a cannabis manufacturer:

(i) an application fee of $10,000;

(ii) an initial license fee of $10,000; and

(iii) a renewal license fee of $20,000;

(5) for a cannabis retailer:

(i) an application fee of $2,500;

(ii) an initial license fee of $2,500; and

(iii) a renewal license fee of $5,000;

(6) for a cannabis wholesaler:

(i) an application fee of $5,000;

(ii) an initial license fee of $5,000; and

(iii) a renewal license fee of $10,000;

(7) for a cannabis transporter:

(i) an application fee of $250;

(ii) an initial license fee of $500; and

(iii) a renewal license fee of $1,000;



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(8) for a cannabis testing facility:

(i) an application fee of $5,000;

(ii) an initial license fee of $5,000; and

(iii) a renewal license fee of $10,000;

(9) for a cannabis delivery service:

(i) an application fee of $250;

(ii) an initial license fee of $500; and

(iii) a renewal license fee of $1,000;

(10) for a cannabis event organizer:

(i) an application fee of $750; and

(ii) an initial license fee of $750;

(11) for a lower-potency hemp edible manufacturer:

(i) an application fee of $250;

(ii) an initial license fee of $1,000; and

(iii) a renewal license fee of $1,000;

(12) for a lower-potency hemp edible retailer:

(i) an application fee of $250 per retail location;

(ii) an initial license fee of $250 per retail location; and



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(iii) a renewal license fee of $250 per retail location; and

(13) for a medical cannabis combination business:

(i) an application fee of $10,000;

(ii) an initial license fee of $20,000; and

(iii) a renewal license fee of $70,000.

**Credits**

Laws 2023, c. 63, art. 1, § 11, eff. July 1, 2023; Laws 2024, c. 121, art. 2, § 62, eff. May 25, 2024.

M. S. A. § 342.11, MN ST § 342.11

Current with all legislation from the 2024 Regular Session. The statutes are subject to change as determined by the Minnesota Revisor of Statutes. (These changes will be incorporated later this year.)

**End of Document**

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**ORDINANCE NO. 346**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE REPEALING AND RESCINDING MAPLE PLAIN CITY CODE CHAPTER 4, ARTICLE 12 REGARDING REGULATION OF TETRAHYDROCANNIBINOL PRODUCTS**

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN DOES ORDAIN:

**SECTION 1. REPEAL.** The Maple Plain City Code Chapter 4, Article 12 regulating tetrahydrocannabinol products is hereby repealed in its entirety.

**SECTION 2. EFFECTIVE DATE.** This Ordinance shall be in full force and effect on January 1, 2026 and after its passage and publications as required by law.

Adopted by the City Council of the City of Maple Plain this 15th day of December, 2025.

_____
Julie Maas-Kusske, Mayor

ATTEST:

_____
Jacob Schillander, City Administrator

Published in the _____ on _____, 2025.

(Ordinance Summary)

**ORDINANCE NO. 346**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE REPEALING AND RESCINDING MAPLE PLAIN CITY CODE CHAPTER 4, ARTICLE 12 REGARDING REGULATION OF TETRAHYDROCANNIBINOL PRODUCTS**

The above-referenced Ordinance repeals and rescinds Maple Plain City Code Chapter 4, Article 12 regulating tetrahydrocannabinol products. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: December 15, 2025

_____
Jacob Schillander, City Administrator

# ORDINANCE NO. 347

## CITY OF MAPLE PLAIN

## AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING CANNABIS RETAIL BUSINESS REGISTRATION

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN DOES ORDAIN:

**SECTION 1. AMENDMENT.** The Maple Plain City Code Chapter 4 is hereby amended by adding the following Article 14 as set forth below:

### Article 14. CANNABIS PRODUCTS

### Sec. 4-690. – Definitions.

In addition to the definitions contained in Minn. Stats. §342.01, as it may be amended from time to time, the following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context indicates a different meaning:

*Cannabis retail business* is any place of business where any cannabis products subject to licensing and registration are available for sale to the general public. Cannabis retail businesses include, but are not limited to, cannabis microbusiness with a retail operations endorsement, cannabis mezzobusiness with a retail operations endorsement, cannabis retailer, medical cannabis retailer.

*Cannabis business retail limit* means that cannabis retail businesses licensed by the state shall be limited to one registration for every 12,500 residents within the city, except lower-potency hemp edible retailers.

*Compliance check* is the system used by the city to investigate and ensure that those authorized to sell products subject to licensing and registration are following and complying with the requirements of this article and state law. Compliance checks involve the use of persons under the age of 21 who purchase or attempt to purchase such products. The city may also conduct operations to determine compliance with this article and state law for purposes of education, research, and training purposes.

*License* is an approved license by OCM to a cannabis retail business allowing the sale of adult-use cannabis products.

*Lower-Potency Hemp Edible Retailer* is a cannabis retail business as defined in state statute.

*OCM* is the Minnesota Office of Cannabis Management.

*Sale* means any transfer of goods for money, trade, barter, or other consideration.

**Section 4-691. – Prohibited Acts.**

(a) *License and Registration Required*. No person shall sell or offer to sell any cannabis product within the city without first having obtained a license from the state and retail registration by the city.
(b) *Minimum Legal Age*. No person shall sell any cannabis product to any person under the age of 21. Registrants shall verify by means of government issued photographic identification that a purchaser is at least 21 years of age. Registrants shall post signage advising of the minimum legal age for purchases that is clearly visible to anyone who is making or considering a purchase of any cannabinoid product.
(c) *Compliance*. No person shall sell or offer to sell any cannabis product in violation any provision of this article or other applicable statute or code provision.

**Section 4-692. –Registration for Cannabis Retail Businesses.**

(a) *Application*. An application for a license to sell any cannabis product shall be obtained by the State of Minnesota.
(b) *Retail Registration*. The OCM shall forward cannabis license applications to the city to certify whether the proposed business complies with local zoning ordinance and applicable state fire and building code as required by state law. The city shall provide input to the OCM within 30 days. The OCM shall issue a license to those cannabis businesses that comply with local zoning and land use laws as required by state law.
(c) *Cannabis Business Retail Limit.* Registration by the city is limited by the cannabis business retail limit.
(d) *Transfer.* Retail registrations may not be transferred.
(e) *Location Change.* A cannabis retail business shall be required to submit a new application for registration if it seeks to move to a new location still within the legal boundaries of the city.
(f) *Display*. License issued by the OCM shall be displayed in plain view of the public in the licensed premises.

**Section 4-693. – Registration Fee.**

No registration shall be issued under this article until the appropriate fee has been paid in full. The fee for the registration under this article shall be established by the City Council and adopted in the city's fee schedule as may be amended from time to time.

**Section 4-694. – Ineligibility**

The city may deny retail registration for a license on the grounds of any of the following:

(a) Noncompliance with local zoning ordinance.
(b) Noncompliance with state fire and building code.
(c) The cannabis business retail limit has been reached.

**Section 4-695. – Responsibility.**

All licensees are responsible for the actions of their employees in regard to the sale, offer to sell, and furnishing of cannabis products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee. Nothing in this section shall be construed as prohibiting the City from also subjecting the employee to any civil penalties that the City deems to be appropriate under this article, state or federal law, or other applicable law or regulation.

**Section 4-696. – Compliance Checks.**

All premises registered under this article shall be open to inspection by the city for compliance with all aspects of this section during regular business hours. From time to time and no less than once per calendar year, the city shall conduct compliance checks during which an underage individual will attempt to purchase cannabis products. Persons engaged in compliance checks shall not use false identification misrepresenting their age and shall respond honestly regarding their age and produce valid identification when asked. Persons engaged in compliance checks shall be over the age of 18 but under the age of 21 and will be supervised by law enforcement or other designated personnel.

**Section 4-697. – Registration Suspension or Revocation; Penalties.**

(a) *Registration Suspension or Revocation*. The council shall suspend or revoke a registration upon a finding that the registrant has failed to comply with any provision of this article or other applicable statute or code provision. For a first such violation within any three-year period, the council shall impose a suspension of the registration of not less than 2 consecutive days. For a second such violation within any three-year period, the council shall impose a suspension of not less than 5 consecutive days. For a third such violation within any three-year period, the council shall revoke the registration.
(b) *Other Penalties*. The council may elect to impose a civil penalty not to exceed $2,000 in addition to or in lieu of suspension or revocation of the registration.
(c) *Opportunity for Hearing*. No penalty imposed under this article shall take effect until the registrant has been provided notice of the opportunity for a hearing pursuant to the Administrative Procedures Act, Minn. Stats. §§ 14.57 to 14.70, as may be amended from time to time. If a hearing is not requested within the time afforded as stated in the notice, the entitlement to a hearing is waived and penalty may be imposed by resolution.
(d) *Criminal Prosecution*. Nothing in this section shall be construed to prohibit the city from seeking prosecution for any alleged violation of this article.
(e) *Notification*. The City will immediately notify OCM in writing the grounds for the suspension. OCM will provide the city and cannabis retail business a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

**Section 4-698. – Hours of Operation.**

Cannabis retail businesses are limited to the retail sale of cannabis products between the hours of 10 a.m. and 9 p.m.

**SECTION 3. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage and publications as required by law.

Adopted by the City Council of the City of Maple Plain this 15th day of December, 2025.

_____
Julie M. Maas-Kusske, Mayor

ATTEST:

_____
Jacob Schillander, City Administrator

Published in the _____ on _____, 2025.

(Ordinance Summary)

**ORDINANCE NO. 347**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING CANNABIS RETAIL BUSINESS REGISTRATION**

The above-referenced Ordinance amends Maple Plain City Code Chapter 4 by adding Article 14 to provide for cannabis retail business registration. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: December 15, 2025

_____
Jacob Schillander, City Administrator

# Executive Summary

City Council Business Meeting

| | |
|---|---|
| **AGENDA ITEM-NEW BUSINESS:** | Ordinance 348- Amended Rental Ordinance |
| **PREPARED BY:** | Jacob Schillander, City Administrator |
| **RECOMMENDED ACTION: Approve Ordinance 348- Amended Rental Ordinance; and the Ordinance Summary Publication** | |

**Overview**

The proposed amendments to Chapter 4, Article 13 of the City Code modernize Maple Plain's rental licensing program and strengthen health, safety, and property maintenance standards. The revisions clarify definitions, update licensing procedures, reinforce inspection authority, expand maintenance and safety requirements, and refine enforcement tools. The ordinance also restructures the "Safe Rental Housing" section to better address criminal activity, tenant conduct, and landlord responsibilities while maintaining alignment with state law.

**Key Themes**

- The amendments create a clearer licensing framework for the licensee. The updates provide more detail on bi-annual renewal timelines, and documentation standards. They also reinforce that a license must be issued for each individual dwelling unit (with special rules for apartment buildings).
- The ordinance strengthens the health and safety standards for renting. Revisions expand requirements for substandard dwelling units, permissible occupancy limitations, smoke/CO alarms, and exterior lighting.
- The amendments will improve the compliance and enforcement tools available for the City. Updates enhance the City's ability to inspect units, issue compliance orders, and respond to tenant complaints. The ordinance clarifies grounds for suspension, revocation, or denial (including repeated disorderly conduct) while specifying notice and appeal processes.
- The amendments redefine the criminal and disorderly behavior provisions in City Code. The Safe Rental Housing section clarifies recommended background check practices,

establishes required lease addendum language regarding criminal activity, and defines disorderly conduct and exemptions consistent with state law. WHPS is designated as the determining authority for disorderly conduct based on a preponderance of evidence.

- The amendments update the responsibility for utility billing for licensees. Owners are made explicitly responsible for utility billing of rental properties. is also clarified.

**Recommendation**

Staff recommend the approval of Ordinance 348- Amended Rental Ordinance, and the Ordinance Summary Publication.

# ORDINANCE NO. 348

## CITY OF MAPLE PLAIN

## AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 4, ARTICLE 13 REGARDING RENTAL LICENSING

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN DOES ORDAIN:

**SECTION 1. AMENDMENT.** The Maple Plain City Code Chapter 4, Article 13 is hereby replaced in its entirety as follows:

*PART 1. GENERALLY*

**Section 4-506. – Purpose.**

It is the purpose of this article to ensure that rental housing in the City is decent, safe and sanitary and is so operated and maintained as not to become a nuisance to the neighborhood or to become an influence that fosters blight and deterioration or creates a disincentive to reinvestment in the community. This article establishes minimum standards to safeguard life or limb, health, and public welfare by regulating and controlling the use and occupancy, maintenance, and repair of all buildings and structures within the City used as rental housing. The operation of rental dwelling units is a business enterprise that entails certain responsibilities set forth herein.

With respect to rental disputes and except as otherwise specifically provided by the terms of this article, it is not the intention of the City to intrude upon the fair and accepted contractual relationship between a tenant and a landlord. The City does not intend to intervene as an advocate of either party, or to act as an arbiter, or to be receptive to complaints from a tenant or a landlord which are not specifically and clearly relevant to the provisions of this article.

**Sec. 4-507. Finding.**

The City finds that the existence of a rental dwelling unit license and maintenance program enables it to correct substandard conditions and maintain a standard for rental dwelling units within the City to provide for the public health, safety, and welfare of its citizens.

**Sec. 4-508. Scope.**

This article applies to all dwelling units that are leased in whole or in part as rental dwelling units or are available as rental housing, including those in existence at the time of adoption of this article. It includes accessory structures such as garages and storage buildings and appurtenances such as sidewalks and retaining walls which are on

the premises. This section does not apply to facilities currently licensed by the Minnesota Department of Health.

**Sec. 4-509. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Apartment building* means any building or portion thereof that contains three or more dwelling units, sleeping rooms, or a combination thereof, but not including condominiums or townhomes.

*Building code* means the Minnesota State Building Code.

*Code official* means the City Administrator or the Administrator's duly authorized representative.

*Condominium* means a single dwelling unit in a multi-dwelling unit building that is separately owned and may be combined with an undivided interest in the common areas and facilities of the premises. Each individual owner may sell or encumber their own dwelling unit.

*Denial* means the refusal to grant a license to a new or renewing applicant by the City.

*Dwelling unit* or *rental dwelling unit* means a single unit providing complete, independent living facilities for one or more persons, including provisions for living, sleeping, eating, cooking, and sanitation. Each room or group of rooms with an entrance door to the exterior of the building or an entrance door to a common corridor or hallway is a separate dwelling unit.

*Efficiency dwelling unit* means a dwelling unit containing only one habitable room, plus bathroom facilities.

*Extermination* means the control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, or trapping; or by any other recognized and legal pest elimination method approved by the Code Official.

*Fire code* means the Minnesota State Fire Code.

*Health Officer* means any elected or appointed health officer of the state, the county or the City.

*Infestation* means the presence of insects, rodents or other pests in numbers large enough to be harmful, threatening or obnoxious to human life.

*Lease* means an oral or written agreement between a rental dwelling unit owner and a tenant for temporary use of a rental dwelling unit, usually in exchange for payment of rent.

*License* means the formal approval of an activity specified on the certificate of license issued by the City.

*License application* means the form provided by the City, which must be completed by the owner, by which an owner requests a license.

*Licensee* means an owner of a rental dwelling unit who has been issued a license by the City for the rental dwelling unit.

*Manager* means a person or entity who has charge, care or control of a rental dwelling.

*Nuisance* means any of the following:

(1) Any act that constitutes a public nuisance under state statute or City Code.

(2) Any unsafe condition that is attractive to minors, including, but not limited to, unprotected well openings or excavations, abandoned refrigerators and structurally unsound fences;

(3) Overcrowding of a rental dwelling unit with human occupants or personal property;

(4) Insufficient ventilation or illumination of a rental dwelling unit;

(5) Inadequate or unsanitary sewage or plumbing facilities serving a rental dwelling unit; or

(6) Any unsafe condition, as determined by the Code Official or Health Officer.

*Owner* means a person or entity that owns or has any ownership interest in a rental dwelling.

*Premises* means the real estate upon which any rental dwelling unit subject to this article is located.

*Refuse* means all putrescible and non-putrescible waste solids, including garbage and rubbish.

*Rent* means the consideration paid by a tenant to the owner of a rental dwelling unit for temporary and exclusive use of the rental dwelling unit by the tenant. The consideration is not limited to cash.

*Rental dwelling* means any building containing one or more dwelling units.

*Rental license* means a license issued by the City pursuant to this article.

*Revoke* means to take back a license issued by the City.

*Single-family dwelling* means a building or portion thereof containing one dwelling unit. For purposes of this article, a single-family dwelling unit includes a freestanding single-family residence, a single dwelling in a cooperative, an individual condominium or townhouse, a single dwelling unit in a nonresidential structure or a dwelling unit offered for rent in a duplex in which the owner occupies the other dwelling unit.

*Sleeping room* means any room used or intended to be used by a tenant for sleeping purposes with or without meals and not licensed by the Minnesota Department of Health.

*Suspend* means to make a license temporarily inoperative.

*Tenant* means any adult person granted temporary use of a rental dwelling unit pursuant to a lease with the owner of the rental dwelling unit.

*Townhouse* means a single-family dwelling constructed in a group of dwellings attached to each other and where each dwelling unit extends from the foundation to the roof and is separated from other dwelling units by property lines.

*Two-family dwelling* means a building or portion thereof containing two dwelling units.

**Secs. 4-510—4-540. Reserved.**

*PART 2. REGISTRATION AND LICENSING.*

**Section 4-541. – Rental license; issuance.**

(a) *License required; dwelling inspections*. No owner or manager shall allow the occupancy of a rental dwelling unit by a tenant prior to the issuance of a rental license by the City. Further, no owner or manager shall allow the occupancy of a dwelling unit by a tenant after the expiration of the rental license unless the rental license has been properly renewed. Upon receipt of the properly executed application for a rental license, the Code Official shall, after request by the owner on such form as the Code Official requires, cause an inspection to be made of the

rental dwelling unit to determine whether it is in compliance with this article, other City ordinances and the laws of the state. Every rental dwelling unit shall be re-inspected after a renewal license application is filed to determine if it conforms to all applicable codes and ordinances.

(1) *License application filed; contents*. A license application shall be submitted to the Code Official on a form furnished by the City and must contain the following information:

a. Name, address, email, and telephone number of the owner of the rental dwelling unit. This is the address that all future correspondence from the City will be sent to. The owner shall indicate if the owner is a corporation, partnership or sole proprietorship;

b. Name, address and telephone number of any owner's agent responsible for the management of the rental dwelling unit;

c. Legal address of the rental dwelling unit;

d. Number and type of dwelling unit (one bedroom, two bedroom and the like); and

e. Other information as deemed necessary by the Code Official.

(2) *Changes in ownership and amended licenses*. A license is not assignable. Any changes occurring in the ownership of a rental dwelling unit require a new license. The new owner must obtain a new license within 30 days of acquiring the premises. The fee paid for the new license shall be the fee required for an initial license. If any changes occur in any information required on the license application, the owner must submit an amended license application to the City within 30 days of the change. If any rental dwelling units are added to a current license, the additional rental dwelling units must be licensed by amendment of the current license and must be accompanied by the fee required for the additional rental dwelling units.

(3) *Bi-annual licensing*. All rental dwelling units shall be licensed before being let, in whole or in part. Licenses will expire bi-annually at 12:00 midnight on June 1 of even-numbered years. The license for each rental dwelling unit must be renewed bi-annually on or before June 1 of even-numbered years. Rental dwelling units must be registered as a sleeping room, a single-family dwelling, a two-family dwelling or an apartment building. The fully completed license application must be submitted to the City with the required fee no later than April 15 of the even-numbered year. The owner or applicant must complete such forms as the Code Official requires and arrange for the inspection by the Code Official on or before May 1 of the even-numbered year.

(4) *License fee*. The license fee required by this article shall be set forth in the fee schedule. Such fee must accompany the license application. The license fee

may be increased when an application is received after the established deadline. Rental dwelling units owned or under the control of the City must be licensed, but are exempt from paying license fees.

(5) *Record retention*. The license application and all other documents pertinent to a rental dwelling unit shall be kept on file in the office of the Code Official. A copy shall be furnished to the owner or other authorized person upon request.

(b) *Exceptions*. The provisions of this article do not apply to, and a rental license is not required for:

(1) Dwellings occupied by an immediate relative. For the purpose of this exemption, the term "relative" shall be defined as a spouse, partner, parent, stepparent, child, stepchild, grandparent, grandchild, sibling, uncle, aunt, nephew, and niece. The compliance official may require sufficient written proof from the owner stipulating the relationship and living agreements.

(2) Hospitals, nursing homes, assisted living, memory care, or other institutional facilities used for human habitation where medical or mental health treatment services, or both, are provided and licensed by state or federal agencies concerning the safety of the users or patients.

(3) Residential property that has been sold by contract for deed if the buyer occupies the property and the sale document used to memorialize the sale is a state uniform conveyancing form or is recorded with the County Recorder's office and a copy is provided to the City upon request.

(c) *Issuance of License*. The City shall issue a license if, following inspection by the Code Official, the rental dwelling unit and the license application are found to be in compliance with the provisions of this section and any required license fees are paid. A license will be issued for each rental dwelling unit. If two or more rental dwelling units are located within a single building, each rental dwelling unit must have a separate license.

(d) *Apartment buildings*. In any apartment building, a single license shall be issued for all of the dwelling units in that building. When more than one apartment building containing dwelling units exists on one premises or parcel, a separate license shall be required for each building.

**Sec. 4-542. Conformance to laws.**

No license shall be issued unless the rental dwelling and its premises conform to the ordinances of the City, the Minnesota State Building Code, and all applicable laws of the state.

**Sec. 4-543. Authority.**

The Code Official shall be responsible for the enforcement and administration of this article. Authority to take any action authorized under this article may be delegated to the Code Official's authorized designee.

**Sec. 4-544. Inspection.**

No license shall be issued unless the owner agrees in the application to permit inspections. The act of filing an application with the City for a license shall be deemed to be the owner's consent to such inspections and to all other provisions in this article. The Code Official may, in addition to inspections in conjunction with a license application, set up a schedule of periodic inspections to ensure compliance with this article. The Code Official shall provide reasonable notice to the owner or the owner's agent as to the date and time of the inspection. The refusal of any licensee to permit such inspections is a violation of this article and the terms and conditions of the license, and shall be sufficient grounds for license suspension and revocation. If any owner, owner's agent or tenant of a rental dwelling unit fails or refuses to permit entry to the rental dwelling unit under their control for an inspection pursuant to this article, the Code Official may secure an administrative search warrant or may pursue any such other remedies provided by City ordinance or provided by law and equity.

**Sec. 4-545. Posting of license.**

Every licensee of a rental dwelling shall cause to be conspicuously posted in the main entryway or other conspicuous location therein the current license for that dwelling.

**Secs. 4-546—4-576. Reserved.**

*PART 3. MAINTENANCE, CONDITIONS, AND STANDARDS*

**Sec. 4-577. Substandard dwelling unit.**

No substandard dwelling units are allowed. A substandard dwelling unit is any rental dwelling unit that is not safe due to inadequate maintenance, dilapidation, physical damage, unsanitary condition, abandonment or any other reason determined by the City.

**Sec. 4-578. Improper occupancy and occupancy limits.**

No rental dwelling shall be used in a manner inconsistent with its design or construction. A rental dwelling unit shall be limited to the maximum permissible occupancy determined according to the occupancy limitations of the International Property Maintenance Code. An owner may adopt standards that reduce the maximum occupancy of a dwelling unit from the standards set in the International Property Maintenance Code.

**Sec. 4-579. Smoke detectors.**

Each rental dwelling unit shall have an approved and operational smoke detector installed in the manner and located required by Minn. Stat. § 299F.362, as may be amended from time to time. No smoke detector installed in a rental dwelling unit shall be allowed to remain disabled or non-functional. If a smoke detector is reported to be disabled or non-functional, the owner or manager shall take immediate action to render the smoke detector operational or replace it.

**Sec. 4-580. Carbon monoxide alarms.**

Each rental dwelling unit shall have an approved and operational carbon monoxide alarm installed within ten feet of each room used for sleeping purposes as required by Minn. Stats. §§ 299F.50 and 299F.51, as may be amended from time to time, unless an exception listed in Minn. Stats. § 299F.51, subd. 5, as it may be amended from time to time, applies.

**Sec. 4-581. Fuel storage.**

LP tanks, gasoline tanks and kerosene tanks shall only be stored outdoors.

**Sec. 4-582. Fueled equipment.**

Fueled equipment, including, but not limited to, motorcycles, mopeds, lawncare equipment and portable cooking equipment, shall only be stored outdoors or in the garage of a rental dwelling.

**Sec. 4-583. Barbecues and open flames.**

No person shall kindle, maintain or cause any fire or open flame on any balcony above ground level, on any roof or on any ground floor patio within 15 feet of any rental dwelling unit. Further, no person shall store or use any fuel, barbecue, torch or similar heating or lighting chemicals or device in such locations.

**Sec. 4-584. Sidewalks, walkways, stairs, driveways, and the like.**

All sidewalks, walkways, stairs, driveways, parking spaces and similar areas on a premises shall be kept in a proper state of repair and maintained free from hazardous conditions.

**Sec. 4-585. Defacement of property.**

If a rental dwelling is defaced by graffiti, the graffiti shall promptly be removed.

**Sec. 4-586. Maintenance of shared or public areas.**

Every owner shall maintain rental dwellings in a clean, sanitary, and safe condition, including the shared or public areas of the rental dwelling or rental dwelling unit and its premises.

**Sec. 4-587. Maintenance of occupied areas.**

All occupied areas shall be maintained in a clean, sanitary, and safe condition.

**Sec. 4-588. Pest infestations.**

No rental dwelling or rental dwelling unit shall allow the accumulation of materials in such a manner that may provide rodent harborage in or about any rental dwelling, rental dwelling unit, public or shared area, or building. Materials stored shall be stacked neatly. Pest extermination shall be the responsibility of the owner.

**Sec. 4-589. Minimum exterior lighting.**

The owner of a rental dwelling shall be responsible for providing and maintaining effective illumination in all exterior parking lots and walkways, subject to the light standards provided by City Code and the Building Code.

**Sec. 4-590. Maintenance of driving and parking areas.**

The owner shall be responsible for providing and maintaining in good condition paved and delineated parking areas and driveways for tenants.

**Sec. 4-591. Door locks.**

No owner shall occupy or let to another for occupancy any rental dwelling or rental dwelling unit unless all exterior doors of the rental dwelling or rental dwelling unit are equipped with safe, functioning locking devices. Multiple-tenant dwellings shall be furnished with door locks as follows:

(1) For the purpose of providing a reasonable amount of safety and general welfare for persons occupying multiple-tenant dwelling units, and except as otherwise permitted or required by state law, an approved security system shall be maintained for each multiple-tenant dwelling unit to control access. The security system shall consist of locked building entrance or foyer doors, and locked doors leading from hallways into individual rental dwelling units. Dead-latch type door locks shall be provided with lever knobs (or doorknobs) on the inside of building entrance doors and with key cylinders on the outside of building entrance doors. Building entrance door latches shall be of a type that are permanently locked from the outside and permanently unlocked from the inside.

(2) Every door that is designed to provide ingress for a rental dwelling unit within a multiple-tenant dwelling unit shall be equipped with an approved lock that

has a deadbolt that cannot be retracted by end pressure; provided, however, that such door shall be operable from the inside without the use of a key or any special knowledge or effort.

**Sec. 4-592. General maintenance; exterior structures.**

All fences and accessory structures are to be properly maintained in good repair and appearance. Fences shall be constructed of metal, wood, masonry, or other decay resistant material. Material for such structures may also be made weather resistant through the use of decay resistant materials, such as paint or other preservatives.

**Sec. 4-593. Access through sleeping rooms and bathrooms.**

Except as otherwise permitted or required by state law, no rental dwelling unit containing two or more sleeping rooms shall have a room arrangement such that access to a bathroom or water closet compartment intended for use by tenants of more than one sleeping room can be gained only by going through another sleeping room, nor shall the room arrangement be such that access to a sleeping room can be gained only by going through another sleeping room. A bathroom or water closet compartment shall not be used as the only passageway to any habitable room, hall, basement, or cellar, or to the exterior of any rental dwelling or rental dwelling unit.

**Sec. 4-594. Property as a nuisance.**

The property shall not constitute a nuisance.

**Sec. 4-595. Responsibility for utility billing.**

Utility billing shall be billed to the owners address on file with the rental permit application in accordance with the total amount of utilities used on the rental dwelling property for the given period. It shall be the responsibility of the owner or owner's agent to properly distribute utility costs to the appropriate tenant.

**Secs. 4-596—4-637. Reserved.**

*PART 4. SAFE RENTAL HOUSING*

**Sec. 4-638. Definitions.**

The definitions in section 4-509 shall apply to this part, unless modified or supplemented below. The following words, terms and phrases, when used in this part, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Criminal activity* means prostitution, criminal street gang activity, threatening, intimidating or assaultive behavior, the unlawful discharge of firearms, or any other

criminal activity on or near the premises that jeopardizes the health, safety and welfare of the owner or manager, or any tenant, neighbor, or other third party, or involving imminent or actual serious property damage, or an activity that constitutes one of the enumerated instances of disorderly conduct in section 4-641.

*Drug related criminal activity* means the illegal manufacture, sale, distribution, use, or possession with or without intent to manufacture, sell, distribute, or use a controlled substance or any substance represented to be drugs as defined in section 102 of the Controlled Substances Act (21 USC 802).

**Section 4-639. – Criminal background check.**

(a) The City recommends, but does not require, that an owner or manager of a rental dwelling conduct a criminal background check on all prospective tenants. If conducted, a criminal background check should include the following:

(1) A statewide criminal history check of all prospective tenants covering the last five years utilizing the most recent update of the state criminal history files;

(2) A statewide criminal and civil court records check of all prospective covering at least the last five years including all misdemeanor, gross misdemeanor, and felony convictions related to property offenses, fraud, violence against persons, or sex offenses;

(3) A statewide criminal history check of any prospective tenant in their previous states of residence, if available, covering the last five years if they have not resided in the state for five years or longer.

(b) The owner or manager shall maintain a current register of tenants and other persons who have a lawful right to occupancy of any rental dwelling unit. The register of tenants must include the full name, date of birth, and the most current telephone number available for each tenant or other lawful occupants. The tenant register must be available for review by the City upon request.

(c) If an owner or manager undertakes a criminal background check, a review of the results should focus on felony convictions relating to property offenses, fraud, violence against persons, and sex offenses. If the owner or manager intends to rely on a background check to deny any prospective tenancy, the owner or manager must conduct an individualized assessment of the prospective tenancy after allowing the prospective tenant a reasonable opportunity to supply additional information. It is not the intention or desire of the City to intrude on the decision-making of an owner or manager as to prospective tenants, but rather to assure that all prospective tenants receive a fair opportunity to secure housing.

**Section 4-640. – Lease requirements.**

(a) *Lease addendum.* All tenant leases for a rental dwelling, except for those dwellings or property that do not require a rental license pursuant to section 4-541

and subject to all preemptory state and federal laws, shall contain the following language or equivalent:

(1) Tenant, any members of the tenant's household, a guest or other person affiliated with a tenant shall not engage in criminal activity, including drug-related criminal activity on the premises.

(2) Tenant, any member of the tenant's household or a guest or other person affiliated with tenant shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity on the premises.

(3) Tenant, any member of the tenant's household, or a guest or other person affiliated with the tenant shall not permit the dwelling to be used for or to facilitate criminal activity, including drug-related criminal activity.

(4) Tenant, any member of the tenant's household or a guest or other person affiliated with the tenant shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance on the premises.

(b) *Non-exclusive remedies.* The lease addendum is in addition to all other terms of the lease and does not limit or replace any other provisions.

(c) *Incorporation*. The lease addendum shall be incorporated with all new and renewed leases for a tenancy.

(d) *Copy made available*. A copy of any and all leases and lease addendums for property subject to an active rental license under this article shall be made available upon request by the City.

**Section 4-641. – Conduct on rental properties.**

(a) *Disorderly conduct.* The owner or manager of a rental dwelling shall be responsible for ensuring that persons occupying a rental dwelling unit, whether as tenants or guests, conduct themselves in such a manner as to not cause the premises to be disorderly. "Disorderly conduct" means conduct on or near the premises that is prohibited by any of the following regulations:

(1) Gambling in violation of Minn. Stats. §§ 609.75 through 609.76.

(2) Prostitution and acts relating thereto in violation of Minn. Stats. §§ 609.321, 609.322, and 609.324.

(3) The unlawful sale or possession of controlled substances as prohibited by Minn. Stats. §§ 152.01 through 152.025, and 152.027, subds. 1 and 2.

(4) The unlawful sale of alcoholic beverages as prohibited by Minn. Stat. § 340A.401.

(5) The unlawful possession, transportation, sale, or use of a weapon as prohibited by Minn. Stats. §§ 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, and chapter 6, article 3, of this Code.

(6) Disorderly conduct in violation of Minn. Stat. §609.72, when the violation disturbs the peace and quiet of the occupants of at least one rental dwelling unit on the licensed premises or other premises, other than the unit occupied by the persons committing the violation.

(7) Failure to comply with dangerous or potentially dangerous dog requirements in violation of chapter 4, article 11 of this Code or Minn. Stats. Ch. 347.

(8) Obscenity crimes, as defined by Minn. Stats. §§ 617.23, 617.241, 617.246, 617.247.

(9) Assault, as defined by Minn. Stats. §§ 609.221, 609.222, 609.223, 609.2231, and 609.224, excluding domestic assaults.

(10) Public nuisance, as defined by chapter 6, article 2 of this Code or Minn. Stats. §§ 609.74 and 609.745.

(11) The unlawful sale, furnishing, use, or possession of intoxicating liquor in violation of chapter 4, article 10 of this Code and state law.

(12) Criminal damage to property in violation of Minn. Stat. § 609.595.

(13) The unlawful sale or possession of cannabis in violation of Minn. Stats. §§ 152.0263 and 152.0264.

(14) Interference with a police officer in violation of Minn. Stat. § 609.50.

(15) Terroristic threats in violation of Minn. Stat. § 609.713.

(16) Committing a crime for benefit of a gang in violation of Minn. Stat. § 609.229.

(17) Criminal sexual conduct in violation of Minn. Stats. §§ 609.342—609.3451.

(18) Burglary in violation of Minn. Stat. § 609.582.

(19) Stalking in violation of Minn. Stat. § 609.749.

(20) Trespassing in violation of Minn. Stat. § 609.605.

(21) Theft in violation of Minn. Stat. § 609.52.

(22) Receipt of stolen property in violation of Minn. Stat. § 609.53.

(23) Aiding an offender in violation of Minn. Stat. § 609.495.

(24) Tampering with a motor vehicle in violation of Minn. Stat. 609.456.

(25) Arson in violation of Minn. Stats. §§ 609.561—609.5632.

(b) Exemptions. The following actions shall not be considered disorderly conduct:

(1) Where there is a report of domestic abuse between family or household members as defined in Minn. Stat. § 518B.01, subd. 2.

(2) Where there is a report of criminal sexual conduct as defined in Minn. Stats. §§ 609.342—609.3451 between family or household members.

(3) Calls for assistance related to mental health or other health crises.

(4) When there is an emergency call as defined in Minn. Stat. § 609.78, subd.3, resulting from a tenant, a member of a tenant's household, or a guest seeking emergency assistance protected by Minn. Stat. § 504B.205.

(c) *Determining disorderly conduct*. A determination that disorderly conduct as described in subsection (a) of this section has occurred shall be made by the West Hennepin Public Safety Department when there is a preponderance of evidence to support such a determination. It shall not be necessary that criminal charges are brought to support a determination of disorderly conduct, nor shall the dismissal or acquittal of such a criminal charge operate as a bar to adverse license action under this article. For purposes of this section, preponderance of evidence shall mean evidence to support a reasonable determination that it is more likely than not that the alleged conduct occurred, A person adversely affected by such determination may appeal the decision as set forth in section 1-20 of this Code.

(d) *First instance of disorderly conduct*. Upon determination by the West Hennepin Public Safety Department that disorderly conduct, as described in this section, has occurred, the Code Official shall notify the owner or manager of the rental dwelling of the violation and shall direct the owner or manager to take steps to prevent further violations. Notice may be personally served on the owner or manager, sent by certified mail to the owner and manager's last known address or, if neither method of service effects notice, by posting on a conspicuous place on the rental dwelling unit.

(e) *Second instance of disorderly conduct*. If a second instance of disorderly conduct as determined by the West Hennepin Public Safety Department occurs at the same rental dwelling unit or in relation to the same tenant within the 12-month period following an incident for which notice was sent pursuant to subsection (d) of this section, the Code Official shall notify the owner and manager of the violation and require the owner or manager to submit a written report to the Code Official within 15 business days of receipt second notice of disorderly conduct that details the actions taken, and proposed to be taken, to prevent further disorderly conduct. Any strikes previously issued to a rental dwelling unit shall be exonerated if:

(1) The tenant occupying the rental dwelling unit at the time the strikes were issued vacates the rental dwelling unit.

(2) The vacating tenant does not relocate to another rental dwelling unit owned by the owner or manager; and

(3) The owner or manager enters into a new lease with tenants who have not previously caused an incident of disorderly conduct in a rental dwelling unit owned by the owner or manager in the previous 12-months.

(f) *Third instance of disorderly conduct*. If a third instance of disorderly conduct as determined by the West Hennepin Public Safety Department occurs at the same rental dwelling unit or in relation to the same tenant within the 12-month period following any previous instances of disorderly conduct for which notices were given pursuant to subsections (d) and (e) of this section, the Code Official shall notify the owner and manager of the violation and require the owner or manager to submit a written report to the Code Official within 15 business days of receipt of the third notice of disorderly conduct that details the actions taken and whether the offending tenants will be vacating or continuing to occupy the rental dwelling unit. If no written report is received or the offending tenants are continuing to occupy the rental dwelling unit, the Code Official may cause the rental license to be revoked, suspended, or not renewed pursuant to Section 4-675. Any strikes previously issued to a rental dwelling unit shall be exonerated if:

(1) The tenant occupying the rental dwelling unit at the time the strikes were issued vacates the rental dwelling unit.

(2) The vacating tenant does not relocate to another rental dwelling unit owned by the owner or manager; and

(3) The owner or manager enters into a new lease with tenants who have not previously caused an incident of disorderly conduct in a rental dwelling unit owned by the owner or manager in the previous 12-months.

(g) *Postponing license action*. No adverse license action shall be imposed where the third instance of disorderly conduct occurred:

(1) During the pendency of eviction proceedings (unlawful detainer) where the owner or manager is diligently pursuing the eviction; or

(2) Within 30 days of notice given to a tenant to vacate the premises due to the disorderly conduct of that tenant or by occupants or guests of the tenants rental dwelling unit.

**Sec. 4-642. No retaliation.**

Per Minn. Stats. § 504B.205, subd. 2, as it may be amended from time to time:

(3) A landlord may not:

a. Bar or limit a residential tenant’s right to call for police or emergency assistance in response to domestic abuse or any other conduct; or

b. Impose a penalty on a residential tenant for calling for police or emergency assistance in response to domestic abuse or any other conduct.

(4) A residential tenant may not waive and a landlord may not require the residential tenant to waive the residential tenant's right to call for police or emergency assistance.

**Secs, 4-643–4-671. Reserved.**

*PART 5. ENFORCEMENT, APPEALS, AND PENALTY*

**Sec. 4-672. Responsibilities.**

Owners are liable for violations of this article even though an obligation is also imposed on a manager or tenant and even if an owner has, by agreement, imposed on the manager or tenant the duty of complying with this article or any part hereof.

**Sec. 4-673. No warranty by City.**

By enacting and undertaking to enforce this article, the City, the City employees and the City Council and its agents do not warrant or guarantee the safety, fitness or suitability of any dwelling in the City. Owners and tenants should take whatever steps are deemed appropriate to protect their interests, health, safety and welfare.

**Section 4-674. – Enforcement.**

(a) *Authority*. The Code Official shall enforce or cause the enforcement of this article. The Code Official shall have the power to render interpretations of this article in conformity with the intent and purpose of this article.

(b) *Compliance inspections*. When the Code Official or a Health Officer has reasonable cause to believe that a condition exists in regard to a rental dwelling or the premises that violates this article, including, but not limited to, a tenant complaint made in good faith, the Code Official or Health Officer may enter the rental dwelling to inspect, reinspect, or otherwise perform the duties imposed by this article. No such entry shall be made, however, unless:

(1) The owner, manager, or tenant permits entry;

(2) The Code Official or Health Officer secures an administrative warrant from a court with jurisdiction; or

(3) An emergency exists.

(c) *Compliance orders*. The Building Official or designee is authorized to issue compliance orders to the owner of any rental dwelling or rental dwelling unit that is found to be in violation of any provision of this article or other applicable

statutes, ordinances, codes, or other law. The compliance order shall state the following:

(1) The nature of each violation, including a citation to the specific provision of this article or other applicable law that has been violated.

(2) The time within which each violation must be remedied. The time provided for compliance for each violation shall be determined by the official issuing the compliance order, in the official's sole discretion, based on the nature and severity of the violation and the magnitude of the risk it presents to the health, safety, and welfare of the tenant or any other person; provided, however, that the compliance period shall not exceed 30 days except in extraordinary circumstances upon a showing that a 30-day compliance period would create an undue hardship for the owner or manager and that a longer compliance period would not pose an unreasonable risk to the public health, safety, or welfare. In such cases, the compliance period shall be no longer than necessary to prevent the hardship that would otherwise be created.

**Sec. 4-675. Revoking, suspending, denying or not renewing license; effect.**

(a) *Generally.*

(1) *License action*. The City Council may revoke, suspend, deny or decline to renew any license issued under this article. In buildings containing more than one rental dwelling unit, the revocation, suspension, denial or declination may apply to one or more rental dwelling units at the discretion of the City Council. The basis for such revocation, suspension, denial or non-renewal includes any of the following circumstances:

a. The license was procured by misrepresentation of material facts with regard to the rental dwelling unit or the ownership of the rental dwelling unit;

b. The owner, applicant or one acting in their behalf made oral or written misstatements accompanying the license application;

c. The owner, applicant or one acting in their behalf has failed to comply with any condition set forth in any other permits granted by the City for the premises or a rental dwelling unit on the premises;

d. The activities of the owner/applicant create or have created a danger to the public health, safety or welfare for the premises or a rental dwelling unit on the premises;

e. The rental dwelling unit contains conditions that might injure or endanger the safety, health or welfare of any member of the public;

f. Failure to pay any application fee required by this article;

g. Following the third instance of disorderly conduct as set forth in section 4-641 of this Code;

h. Violation of any regulation or provision of this article applicable to the activity to which the license has been granted or any regulation or law of the state so applicable;

i. Failure to continuously comply with any condition required of the applicant for the approval or maintenance of the license; and/or

j. Any violation of this article.

(2) *Notification*. The Code Official shall notify the owner or the owner's agent in writing of the basis for the revocation, suspension, denial or nonrenewal and the date upon which the City Council shall review the request to revoke, suspend or deny the license or if the basis for a nonrenewal of the license is for a reason other than the physical condition of the rental dwelling unit or the premises. The notice required by this section shall be served upon the owner or the owner's agent at least 20 days before the City Council hearing. Service shall be deemed sufficient if the notice is sent to the owner or the owner's agent by first class mail at the address provided in the license application. It shall be the responsibility of the owner or the owner's agent to notify the tenant in writing of the hearing date, time and place.

(3) *Hearing*. The owner or the owner's agent shall be given an opportunity for a hearing in front of the City Council. At the hearing, the owner and the Code Official shall have opportunity to present evidence, but the strict rules of evidence shall not apply. The City Council shall receive and give weight to evidence.

(4) *Decision*. The City Council shall make findings based on the evidence and shall make a decision on the recommendation to revoke, suspend, deny or non-renew (solely for issues not related to physical condition of the rental dwelling unit or the premises) a license based on the findings. The City Council shall issue a written decision regarding the recommendation of the Code Official within 30 days following the date of the hearing and shall notify the appellant of the decision by first class mail with a duplicate copy to the Code Official. The decision shall specify the rental dwelling unit or the premises to which it applies. Thereafter, and until a license is reissued or reinstated, no rental dwelling unit that has had its rental license revoked, suspended, denied or non-renewed may be re-let or occupied. Revocation, suspension, denial or non-renewal of a license shall not excuse the owner from compliance with all terms of this section for as long as any rental dwelling units in the building are occupied.

(5) *License process after revocation, suspension, denial, or renewal declination.* After the City Council revokes, suspends, denies or declines to renew a license, no license will be issued for the affected rental dwelling units until the Code Official determines that the

applicant/licensee has remedied the conditions identified by the City Council as the basis for its action. A license application to obtain a license for a rental dwelling unit after the City Council has revoked, suspended, denied or declined to renew a license for the same rental dwelling unit must be accompanied by all fees required by this article.

(b) *Effect of revocation, suspension, denial, or non-renewal*. If a license is revoked, suspended, denied or not renewed by the City Council, it shall be unlawful for the owner or the owner's agent to thereafter permit the occupancy of the then vacant, or thereafter vacated, rental dwelling unit until such time as a valid rental license is obtained for the rental dwelling unit. Issuance of a new license after revocation, suspension, denial or non-renewal shall be made in the manner provided for in section 4-541.

**Sec. 4-676. Posted to prevent occupancy.**

Whenever any rental dwelling unit has been denied an initial license or had its license revoked, suspended, denied or not renewed, the rental dwelling unit shall be posted by the Code Official to prevent further occupancy. No person, other than the Code Official, shall remove or alter any posting. The Code Official will post the date the rental dwelling unit shall be vacated, and no person shall reside in, occupy or cause to be occupied that rental dwelling unit until the Code Official permits it.

(1) *Compliance order*. If the Code Official or Health Officer finds that any violation of this article has occurred, the Code Official or Health Officer may immediately seek to enforce the violation. In the alternative, the Code Official or Health Officer may prepare a compliance order listing all violations and the dates when such violations must be corrected. If a compliance order is issued, the owner, manager or tenant shall correct all violations, or cause them to be corrected, within the time limit set forth by the Code Official or Health Officer. Any violation timely corrected in compliance with such an order shall be deemed remedied by the City and shall not form the basis for a rental license suspension or revocation. Extensions of time to correct may be granted by the Code Official or Health Officer. A request for extension of time shall be made and delivered to the Code Official or Health Officer prior to the expiration date of the applicable correction period. Extensions may be granted by the Code Official or Health Officer upon due evidence shown that the owner, manager or tenant, as applicable, is using all reasonable means to timely correct the violation.

(2) *Notice to vacate*. The Code Official may post any rental dwelling unit as being in violation of this article and prevent further occupancy by a tenant if a rental dwelling unit is determined, in the opinion of the Code Official

and as defined in this article, a substandard dwelling unit. At the time of posting, notice shall be sent to the owner via U.S. mail. Existing tenants shall have 45 days to vacate a posted rental dwelling unit if they are in occupancy at the time of posting, except that occupants shall immediately vacate a posted rental dwelling unit if such occupancy will cause imminent danger to the health or safety of the tenants. No person, other than the Code Official, shall remove or tamper with any placard used for posting. No person shall reside in, occupy or cause to be occupied any building, structure or rental dwelling which has been posted to prevent occupancy, except as set forth herein.

**Sec. 4-677. Appeal.**

Any owner, manager, or tenant may appeal from any notice and order or any action of the Code Official or Health Officer under this article in the time and manner provided in City Code Section 1-20.

**Sec. 4-678. Restrictions on transfer of ownership.**

It shall be unlawful for the owner of any rental dwelling or its portion upon whom a pending compliance order has been served concerning the rental dwelling to sell, transfer, mortgage, lease, or otherwise dispose to another person until the provisions of the tag and compliance order have been complied with, unless such owner shall furnish to the grantee, lessee, or mortgagee a true copy of any notice of violation or compliance order, and shall obtain and possess a receipt of acknowledgment. Anyone securing an interest in the rental dwelling or its portion who has received notice of the existence of a violation tag or compliance order shall be bound by the same without further service of notice and shall be liable to all penalties and procedures provided by this article.

**Sec. 4-679. Penalty**

(a) A person violates the provisions of parts 2 and 3 of this article and section 4-594 may be charged with a misdemeanor. Each day that a violation continues shall be deemed a separate offense. The Code Official may post the rental dwelling unit by appropriate signs or notices prohibiting occupancy and may act to cause the rental dwelling unit to be vacated or remain vacant until the code violations are corrected.

(b) A violation of any provision of sections 4-595 and 4-642 and this part is a misdemeanor. Each day the violation continues is a separate violation. In the alternative, the City shall impose the following administrative penalties upon the owner: $50.00 fine, plus an additional charge of $5.00 per day commencing on the day the alleged violation occurs. If, however, the owner has been given a specified correction period by the Code Official, the fine shall be waived if the violation is confirmed corrected by the Code Official before the expiration of such period.

**SECTION 2. EFFECTIVE DATE.** This Ordinance shall be in full force and effect from and after its passage and publications as required by law.

Adopted by the City Council of the City of Maple Plain this _____ day of _____, 2025.

_____ _____

Julie Maas-Kusske,

Mayor
ATTEST:

_____ _____
Jacob Schillander, City Administrator

Published in the _____ on _____, 2025.

(Ordinance Summary)

**ORDINANCE NO. 348**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 4, ARTICLE 13 REGARDING RENTAL LICENSING**

The above-referenced Ordinance amends Maple Plain City Code Chapter 4, Article 13 providing safe rental housing requirements and removing sections covered by Minnesota State Building Code with regard to rental licensing. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: December 15, 2025

_____

Jacob Schillander, City Administrator