



AGENDA
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
June 23, 2025
7:00 PM

- 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. 05-27-25 City Council Workshop Meeting Minutes
 - B. 05-27-25 City Council - Public Hearing - Kwik Trip Vacation of Easement Meeting Minutes
 - C. 05-27-25 City Council Business Meeting Minutes
 - D. 06-02-25 City Council - Special Meeting- Closed Session
 - E. 06-09-25 City Council Workshop Meeting Minutes
 - F. Long Term CIP Plan Quote Approval
- 7. ACCOUNTS PAYABLE**
 - A. City Bills
 - B. ACH Bills
 - C. 2024 Street Project Bills
- 8. STAFF REPORTS**
 - A. Fire Department
 - B. West Hennepin Public Safety
 - C. City Engineer

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

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

9. OLD BUSINESS

10. NEW BUSINESS

- A. Hoff Barry Legal Services Agreement

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

AGENDA ITEM: Consent Agenda
PREPARED BY: Jacob Kolander, City Administrator
RECOMMENDED ACTION: Approve Consent Agenda

Consent Agenda Items:

- A. 05-27-25 City Council Workshop Meeting Minutes
- B. 05-27-25 City Council - Public Hearing - Kwik Trip Vacation of Easement Meeting Minutes
- C. 05-27-25 City Council Business Meeting Minutes
- D. 06-09-25 City Council Workshop Meeting Minutes
- E. Long Term CIP Plan



**MINUTES
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
May 27, 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 Mike DeLuca, Councilmember Connie Francis & Councilmember Andrew Burak

ABSENT: Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Kolander 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.

Motion Passed 4-0

3. DISCUSSION

A. Code of Conduct

City Administrator Kolander summarized the Code of Conduct. Focusing on the core principles, compliance, enforcement, ethical guidelines, roles & responsibilities, working with the community, and guidance for social media use.

The Council debated the introductory pledge, adding the Code of Conduct as a chapter in the personnel handbook, compliance with current state laws, Robert's Rules of Order, interactions of boards/commissions, working with the community, and open meeting laws with social media.

Direction of the Council: make the appropriate changes agreed upon, bring it to the personnel committee and bring the final version to the Council for approval.

4. COUNCIL REPORTS AND OTHER BUSINESS

5. FUTURE WORKSHOP TOPICS

A. Park Improvements & Maintenance- June 9, 2025 Workshop

6. ADJOURNMENT

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

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

Motion Passed 4-0

Council Adjourned at 6:40

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

Respectfully submitted by:





MINUTES
CITY COUNCIL - PUBLIC HEARING - KWIK TRIP VACATION OF EASEMENT
MAPLE PLAIN CITY HALL
May 27, 2025
7:00 PM

1. WELCOME

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

ABSENT: Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, and City Planner Mark Kaltsas.

2. CALL TO ORDER

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

3. 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.

Motion Passed 4-0

4. NEW BUSINESS

A. Open Public Hearing

Councilmember Francis motioned to open a public hearing, seconded by Councilmember DeLuca.

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

Motion Passed 4-0 . The public hearing opened at 7:01 p.m.

No residents or businesses stepped forward to speak to the Council.

Councilmember Burak motioned to close the public hearing, seconded by Councilmember DeLuca.

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

The motion passed 5-0. The public hearing closed at 7:08 p.m.

B. Public Hearing For the Vacation of a Drainage and Utility Easement at 4855 Gateway Blvd

City Planner Kaltsas provided an overview of the easement vacation and the development agreement. The drainage and utility easement vacation is needed in order to record the new plat with the County. The development agreement is a standard agreement that outlines the payment of all applicable City fees, platting, and site improvements. Development agreements are used for City projects that require replatting and/or installation of public improvements.

C. Public Comment Period- Each person is allotted three minutes to address the City Council

The City Councilmembers did not have additional comments regarding either the vacation of easement or the developers agreement.

D. Close Public Hearing

5. ADJOURNMENT

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

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

Motion Passed 4-0

Council Adjourned at 7:04

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

Respectfully submitted by:





**MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
May 27, 2025
7:00 PM**

1. WELCOME

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

ABSENT: Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, City Planner Mark Kaltsas, and CLA Auditor Christopher Knopik

2. CALL TO ORDER

Mayor Julie Maas-Kusske called the meeting to order at 7:05 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.

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 spoke.

6. CONSENT AGENDA

- A. 04-29-25 City Council Workshop Meeting Minutes
- B. 04-29-25 City Council Business Meeting Minutes
- C. 05-12-25 City Council Workshop Meeting Minutes

Motion to approve Consent Agenda Items A-C made by Councilmember Burak, seconded by Councilmember Francis.

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

Motion Passed 4-0

7. ACCOUNTS PAYABLE

- A. City Bills- \$155,570.02
- B. ACH Bills- \$10,545.14
- C. 2024 Street Improvement Payment- \$10,402.50

City Administrator Kolander summarized the payables and addressed why there was no invoice from the contractor.

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

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

Motion Passed 4-0

8. STAFF REPORTS

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

A motion to accept the staff reports as presented by Councilmember Francis, seconded by Councilmember Burak.

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

Motion Passed 4-0

9. OLD BUSINESS

10. NEW BUSINESS

- A. 2024 Audit Presentation

CLA Auditor Knopik presented the findings of the 2024 financial audit. Highlighting the City receiving an unmodified ("clean") opinion on the financial statements. This is the highest level of an audit. Further explaining the financial standing of the general fund and utility funds, while explaining the positive position the City is in.

Councilmember Burak motioned to accept and approve the 2024 financial audit presented by Clifton Larson Allen, seconded by Councilmember DeLuca.

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

Motion Passed 4-0

B. Vacation of Easement Resolution 2025-0527-01

City Planner Kaltsas provided an overview of the easement vacation and the resolution 2025-0527-01 for the vacation of easement & utilities. The drainage and utility easement vacation is needed in order to record the new plat with the County. The development agreement is a standard agreement that outlines the payment of all applicable City fees, platting, and site improvements.

Councilmember Francis moved to approve the Vacation of Easement Resolution 2025-0527-01 as written, which Councilmember Burak seconded.

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

Motion Passed 4-0

C. Kwik Trip Developer's Agreement

City Planner Kaltsas provided an overview of the development agreement. The development agreement is a standard agreement that outlines the payment of all applicable City fees, platting, and site improvements. Development agreements are used for City projects that require replatting and/or installation of public improvements. City Planner Kaltsas outlined some language changes that have been requested by the City Attorney Landsman.

Councilmember Francis motioned to approve the Kwik Trip Developer's Agreement with the requested language changes recommended by City Attorney Landsman, seconded by Councilmember Burak.

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

Motion Passed 4-0

11. COUNCIL REPORTS AND OTHER BUSINESS

12. ADJOURNMENT

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

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

Motion Passed 4-0

Council Adjourned at 7:51

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

Respectfully submitted by:





MINUTES
CITY COUNCIL - SPECIAL MEETING- CLOSED SESSION
MAPLE PLAIN CITY HALL
June 02, 2025
5:30 PM

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 Kolander, City Attorney Scott Landsman, and City Planner Mark Kaltsas.

2. CALL TO ORDER

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

3. PLEDGE OF ALLEGIANCE

4. 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

5. OLD BUSINESS

- A. CLOSED SESSION: Discussion to Develop an offer for the purchase of Property
- *This portion of the meeting may be closed pursuant to Minnesota Statute 13D.05, Subd. 3(c)(3)*

Councilmember Francis made a motion to enter into closed session in pursuant to Minnesota Statute 13D.05, Subd. 3(c)(3). Seconded by Councilmember Burak.

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

Motion Passed 4-0. The Council entered into closed session at 5:34.

Councilmember Francis made a motion to exit closed session. Seconded by Councilmember Burak.

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

Motion Passed 4-0. The Council exited closed session at 6:22.

6. ADJOURNMENT

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

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

Motion Passed 4-0.

Council Adjourned at 6:22

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

Respectfully submitted by:





**MINUTES
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
June 09, 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 Mike DeLuca, Councilmember Connie Francis, & Councilmember Andrew Burak

ABSENT: Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, and People Service Public Works Director David Medina.

CITIZENS ADVISORY PANEL: Residents Nicole Kumerow and Kenzie Ervin

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.

Motion Passed 4-0

3. DISCUSSION

A. 2026 Budget Meeting Schedule

City Administrator Kolander presented the 2026 budget schedule. Citing changes to the process for 2026. 2026 will include an interactive budget and will roll up in real time to respective departments.

Direction: The Council will move forward with this schedule with one slight change. The adoption of the final tax levy and budget will occur on December 15th.

B. Long Term CIP Plan

City Administrator Kolander summarized the need for a long-term capital investment plan (CIP) and financial planning. ABDO would conduct a 5-year financial plan that accounts for all CIP items, costs, bond payments, and how it impacts our tax levy.

Direction: Move forward with the CIP Long-term plan and bring it to a business meeting on the consent agenda for approval.

C. Park Improvements & Maintenance

Assistant City Administrator Larson a summary of the Scope and Perspective of the Citizens Advisory Panel (CAP) on Public Spaces History. The CAP visited the parks to look for potential improvements and organized the ideas to bring to the Council for discussion. The two categories are general maintenance and wishlist items.

The Council thought reducing the number of parks addressed in a work shop should be broken into multiple workshops. in the 6/9 workshop, the Council will discuss Pioneer Park and Bryantwood Park. in the 6/23 workshop, the Council will discuss Rainbow Park. On 7/14, the Council will discuss Veterans Memorial Park.

Council Direction:

Bryantwood Park: eliminate moving the gazebo from Pioneer Park, an additional path to the gazebo, and the park signage from the wishlist. Bring the benches from storage and install them for more seating. Install a multibike rack. Replace the railroad ties with cement borders. Add additional shade trees where appropriate.

Pioneer Park: Further explore converting the park to a dog park and a drive-through business.

4. COUNCIL REPORTS AND OTHER BUSINESS

Councilmember Francis discussed the rebranding committee is working on monument signs through out the city and will expand to rebranding the communications process. Both topics are a work in progress.

5. FUTURE WORKSHOP TOPICS

A. On Street Parking Regulations

The council is adding the code of conduct to the list of topics for the workshop.

6. ADJOURNMENT

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

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

Motion Passed 4-0.

Council Adjourned at 6:38

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

Respectfully submitted by:





Executive Summary

City Council Business Meeting

CONSENT AGENDA ITEM:	Long Term CIP Plan
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION:	Approve Consent Agenda Item Long Term CIP Plan

Consent Agenda Item Summary:

The City has received the Capital Improvement Plan (CIP) for street infrastructure from Bolton & Menk, we are shifting our focus to other key areas. Next, we are reviewing and planning capital improvements for the water treatment plant, public works department, and our city parks. These areas are need careful planning to ensure they remain safe, efficient, well-maintained and conducted in fiscally responsible way.

As we continue this work, we believe it is in the best interest of the City to create a long-term financial plan that aligns with the Capital Improvement Plan. A five-year financial plan will help the City better understand the costs of upcoming projects, how to pay for them, and be cognizant of our the bond responsibilities. It will also give city us a clearer picture of how investments today will impact the community’s financial future.

By connecting financial planning with our capital improvement goals, we can make smarter, more sustainable decisions. This approach ensures that Maple Plain will continue to grow and improve while staying financially healthy.

Since this is out of the scope of their contract, we asked ABDO to put together a quote to perform this function. Staff is looking for direction from the council to move forward with the 5-year financial plan.

SERVICE PROPOSAL FOR

City of Maple Plain

5050 Independence St, Maple Plain, Minnesota 55359

May 30, 2025

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ

Abdo
Financial
Solutions

Proposed by

Jean McGann, CPA

Partner | Abdo

jean.mcgann@abdots.com

P 952.715.3059



Jacob Kolander, City Administrator
City of Maple Plain
5050 Independence St
Maple Plain, Minnesota 55359

Dear Jacob,

Thank you for the opportunity to submit this proposal to the City of Maple Plain (the City) for partnering with the City on a long-term financial plan to address the City's need for resources to fund upcoming capital improvement projects.

Based on our experience with the type of work outlined in the proposal, we are confident our experience and expertise will allow us to exceed your expectations. In this proposal, Abdo Financial Solutions (Abdo FS) will demonstrate to you that we are the best choice for the City as a partner to refine the capital improvement plan.

The Firm is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the City has retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the City will rely on advice from their IRMA. Abdo FS will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present Abdo FS for your consideration. We will contact you within two weeks to discuss your interest in our services and provide any further information you may need.

Abdo Financial Solutions

Jean D. McGann

Jean McGann, CPA

Partner | Abdo

The current state

WHAT WE HEARD

We understand the challenges you face as an organization with ever-changing regulations, financial standards, capital improvement and community needs. Through our conversations, we understand these challenges to include:

- **Challenge 1** – As the City looks to the future, it is important to prepare projections for the years ending December 31, 2025, through 2029 including:
 - Cash flow projections for all capital funds
 - Evaluation of debt services fund inflows and outflows
 - Projecting tax levy and rate changes, based on your assumptions for growth and development
- **Challenge 2** – Defining and evaluating funding sources and other assumptions provided by Management to forecast if there are adequate resources to fund the projected capital needs.

CONSIDERATIONS AS YOU MOVE FORWARD

Given these challenges you're facing, we know that it can become overwhelming to grasp all the factors at play. Our team wants to ensure you have a pulse on all of these factors as you begin your search for solutions. Have you considered the following:

- Consideration 1: A long-term plan serves as a guide for upcoming projects and projects property tax levy forecasts for Council, Community and staff.
- Consideration 2: Updating the long-term plan annually enables adjustments in projections, ensuring an accurate representation of future property levy requirements.

The path forward

WHAT'S YOUR VISION?

Let's build it together. With knowledge and care, Abdo lights your path forward—illuminating opportunity and fueling your confidence to navigate the future. What do you envision for your future? We believe it could look something like this:

- A thorough understanding of your operations through process assessment, analysis, and recommendations.
- Implementation of a comprehensive long-term strategic plan to guide your organization for years to come.
- Strategic direction driven by creative solutions and effective technologies.

EXPERTISE FOR YOUR CHALLENGES

In the government space, your organization faces unique challenges that require a specific understanding of government regulations and operations. Our team not only has experience working with governmental entities, but many came directly from city administration and finance offices, giving them a unique understanding of the challenges you face.



*Meet
Julie*

Julie McMackins
Senior Manager

With over 15 years of experience, Julie works with clients in a variety of financial roles such as budgeting, annual and quarterly financial reporting, utility rate studies, long-term planning, and audit preparation.



The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work.

We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

[LEARN MORE ON OUR WEBSITE](#)

Your Team

At Abdo, we believe that trust is a vital component in the success of our partnership. That trust requires an understanding of your needs and confidence in the expertise of your engagement team. That’s why we’ve curated a team with relevant experience and first-hand knowledge of the challenges you face. Many of our advisors have worked in government finance offices for decades, cultivating the same experiences you currently face. This depth of understanding can lead to a comprehensive view of your challenges, potential cost reductions, and a quicker road to results.

KEY CONTACTS

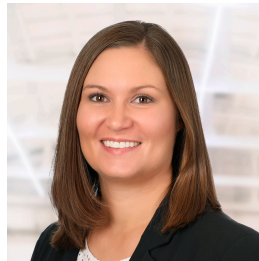
Key team members are briefly profiled below, with additional staff providing support as needed throughout the engagement.



JEAN MCGANN, CPA

Partner
jean.mcgann@abdofs.com
P 952.715.3059

With over 30 years of experience in government finance and auditing, Jean understands the complexities of government finance. During this engagement, she will provide her expertise in managing financial operations, ensuring compliance, and optimizing financial performance to ensure your vision of the future is bright on the path ahead.



JULIE MCMACKINS

Senior Manager
julie.mcmackins@abdofs.com
P 952.715.3062

Julie brings a wide variety of skills that will push you to be as successful as possible. She currently works with clients in a variety of financial roles such as budgeting, annual and quarterly financial reporting, utility rate studies, long-term planning, and audit preparation.



JESSI STURTZ

Manager
jessi.sturtz@abdofs.com
P 507.304.6888

Jessi brings over 12 years of experience working with clients in a variety of different financial roles such as budgeting, audit preparation, long-term planning, monthly cash reconciliation, processing accounts payable, and quarterly financial reporting.



KARRI THORSTEN

Manager
karri.thorsten@abdofs.com
P 952.939.3214

With over 25 years of finance experience in governments and nonprofit organizations, Karri has an abundance of experience in managing a finance department, and ensuring accurate and timely completion of finance tasks. She also brings a wealth of experience monitoring budgets, revenues and expenditure trends, audit preparation, long-term planning, and budgeting.

Long-term Planning Approach

PROJECT APPROACH

The following information outlines the approach we will take for the project.

INITIAL ASSESSMENT

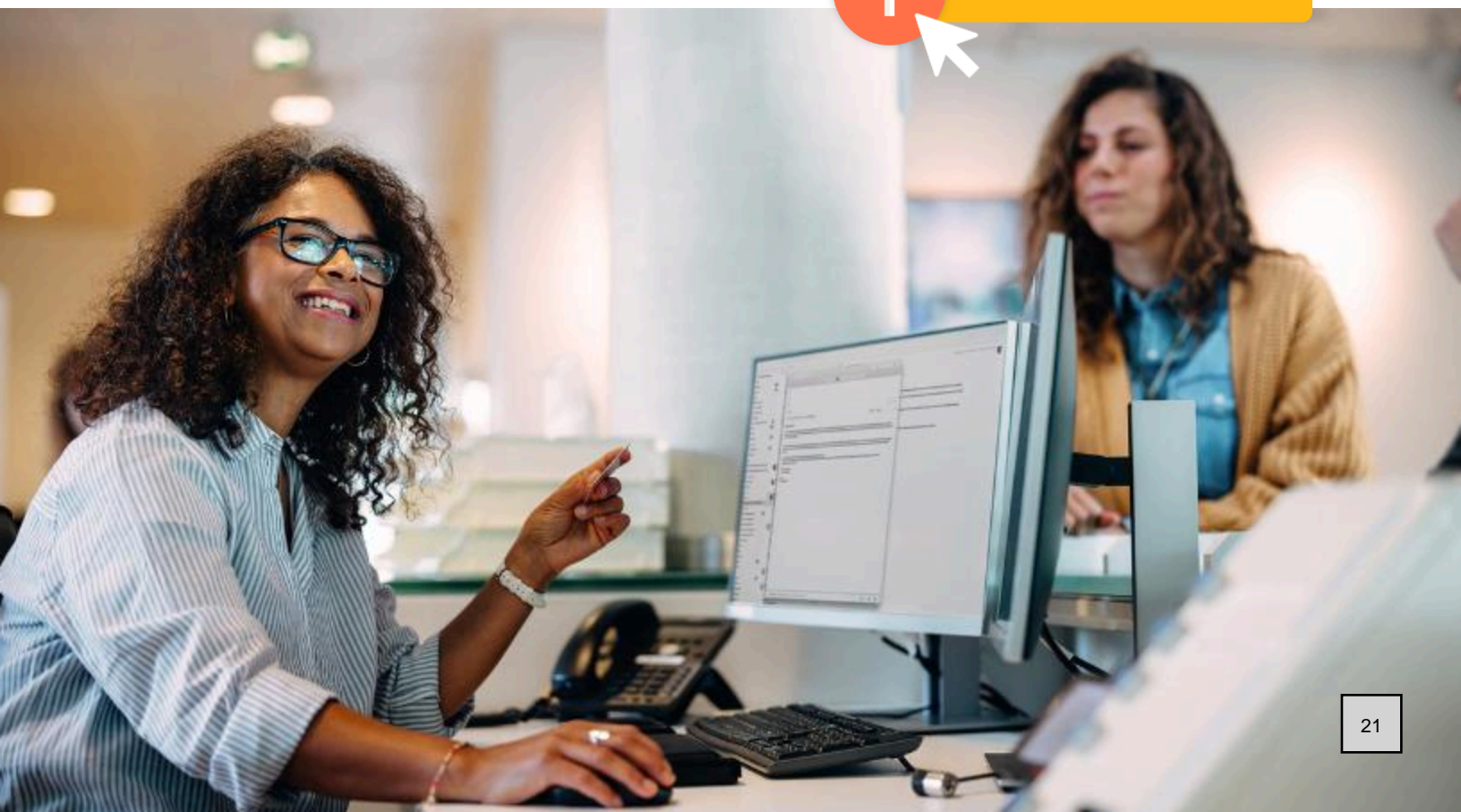
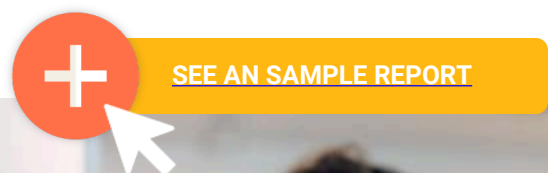
The first step to this project is to review and analyze data provided by the City. After this review, Abdo FS will meet with the city team to discuss overall anticipated project expectations, outcomes and timelines.

LONG-TERM PLAN

The objective of our consulting engagement is to prepare a projection in accordance with guidelines for the presentation of a projection established by the American Institute of Certified Public Accountants (AICPA) based on information provided by you. We will conduct our consulting engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the consulting engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the projection.

Our consulting engagement cannot be relied upon to identify or disclose any misstatements in the projection, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.



CITY EXPECTATIONS

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare the projection in accordance with guidelines for the presentation of a projection established by the AICPA. You have the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your projection in accordance with SSAR

- The selection of accounting principles to be applied in the preparation of the projection.
- The design, implementation, and maintenance of internal control relevant to the preparation and presentation of the projection that is free from material misstatement, whether due to fraud or error.
- The prevention and detection of fraud.
- To ensure that the City complies with the laws and regulations applicable to its activities.
- The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the projection. Devote uninterrupted time to working with us as needed.
- Make candid representations about your plans and expectations.
- Make all management decisions and perform all management functions.
- Provide an individual responsible to review and accept our work.
- To provide us with:
 - Documentation and other related information that is relevant to the preparation and presentation of the projection,
 - Additional information that may be requested for the purpose of the preparation of the projection, and
 - Unrestricted access to persons within the City with whom we determine it necessary to communicate.

The projection will not be accompanied by a report. However, you agree that the projection will clearly indicate that no assurance is provided on it.

UNANTICIPATED SERVICES

While the fixed price entitles the City to unlimited consultation with us, if your question or issue requires additional research and analysis beyond the consultation, the work will be subject to an additional price, payment terms, and scope to be agreed upon before the service is performed and a change order will be issued to document this understanding.

Furthermore, the parties agree that if an unanticipated need arises (training to different groups, researching a new issue, etc.) we hereby agree to perform this additional work at a mutually agreed upon price. This service will be priced separately to the City, using a change order.

FINANCIAL INVESTMENT

Long-term Plan	\$10,800
Total	\$10,800

Payment Schedule:

Contract Execution	\$5,400
Project Completion	\$5,400

Travel time for attendance at a Council Meeting will be invoiced at one-half our hourly bill rates, plus mileage at current IRS rates.

If the City requires a revision to initial assumptions (i.e. a revision to the capital improvement plan, or other major assumptions) a second iteration of the report can be provided at a cost of \$5,000.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.

This quote is valid for thirty (30) days.

Abdo FS will begin preparing the long-term plan for the City in the fall of 2025. Completion of the long-term plan is expected to be within sixty (60) days from inception of the project however; this is dependent on the time frame in which the City provides information to Abdo FS for the long-term plan development.

The stated fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

QUALITY ASSURANCE

Quality is critical the success and integrity of this project. Our internal processes ensure that all work is reviewed and approved prior to moving to the next phase of a project. Our processes require that work is reviewed by a staff member at a higher level than the person that completed it and ultimately the work is signed off on by the Partner in charge of the engagement.

CONCLUSION

Throughout this process we will be in constant communication with the city team to ensure their needs are being met. By utilizing our operational experience as well as our knowledge of governmental accounting, our 50 plus years of experience providing services to Minnesota municipalities and our knowledge of regulations in the State of Minnesota we will provide the City information and recommendations for financial processes. We are excited about this opportunity and the benefits the City will recognize as this long-term plan is finalized.

Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

HR & PAYROLL SERVICES

We help employers better support their most valuable resource...their people. Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

TECHNOLOGY & DATA SOLUTIONS

Empowering you with advanced data analytics & insights. Data is one of your city's most powerful assets. Using it to your advantage, however, can be a challenge. Our technology and data solutions are designed to give you the information you need - how, when, and where you need it. Our consultants leverage a powerful mix of technology and tools to support you with the data analytics and insights you need. From creating user-friendly dashboards and reports to managing software implementations, we deliver solutions that work for you.

We can help your city with:

- Strategic data analytics
- Software solutions: evaluation, selection & implementation
- Financial reporting solutions
- Automation solutions

What Our Clients Say

CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their accounting and consulting services. Additional references are available upon request.



CITY OF DUNDAS

Jenelle Teppen
City Administrator
P 507.645.2852

SERVICES PROVIDED

Long-term Plan
Outsourced Finance Director
Budgeting

CITY OF NEW HOPE

Valerie Leone
City Clerk / Treasurer
P 763.531.5117

SERVICES PROVIDED

Outsourced Finance Director
Audit Preparation
Long-term Plan
Budgeting

CITY OF WYOMING

Robb Linwood
City Administrator
P 651.462.0575

SERVICES PROVIDED

Outsourced Finance Director
Budgeting
Audit Preparation
Long-term Plan

Appendix A

AGREEMENT FOR FINANCIAL SERVICES

Agreement for Financial Services

THIS AGREEMENT, is made and entered into on May 30, 2025 by and between the City of Maple Plain, Minnesota (hereinafter referred to as the “Client”), and Abdo Financial Solutions (hereinafter referred to as the “Contractor”).

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor’s activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until December 31, 2025 unless earlier terminated as provided in Sections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE IV - CONTINUED

GENERAL (CONTINUED)

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

Section 8 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

Section 9 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 10 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

Section 11 Municipal Advisor: Abdo FS acknowledges the Client may/has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Appendix B

AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Maple Plain
5050 Independence St
Maple Plain, Minnesota 55359

 **SIGNATURE**

Jacob Kolander

Abdo Financial Solutions, LLC
5201 Eden Avenue, Suite 250
Edina, Minnesota 55436



Jean McGann, CPA
Partner | Abdo
May 30, 2025



Executive Summary

City Council Business Meeting

AGENDA ITEM: Accounts Payable
PREPARED BY: Jacob Kolander, City Administrator
RECOMMENDED ACTION: Approval of the following A. City Bills- \$247,924.76 B. City ACH's- \$5,744.94 C. Street Project: \$10,518.00 Grand Total- \$264,187.70

City Checks

	10100 BoMP/MidCountry/4M
101 GENERAL FUND	\$142,376.10
451 CAPITAL IMPROVEMENT PROJECTS	\$2,878.00
601 WATER FUND	\$22,404.10
602 SEWER FUND	\$23,283.44
603 STORM WATER FUND	\$1,426.12
701 PLAN REVIEW ESCROWS	\$4,742.90
801 FIRE PARTNERSHIP FUND	\$50,814.10
	<hr/>
	\$247,924.76

City ACH Payments

	10100 BoMP/MidCountry/4M
101 GENERAL FUND	\$4,111.31
601 WATER FUND	\$654.25
602 SEWER FUND	\$29.63
801 FIRE PARTNERSHIP FUND	\$949.75
	<hr/>
	\$5,744.94

Street Project

	10100 BoMP/MidCountry/4M
458 2024 STREET RECONSTRUCTION	\$10,518.00
	<hr/>
	\$10,518.00

CITY OF MAPLE PLAIN

Payments

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Payments Batch 062325 ACCTS PAYBL		\$247,924.76	
Refer	0 <i>ABDO LLP</i>	-	
Cash Payment	E 101-41500-301 Auditing & Accounting S	Financial Management Services May 2025	\$4,125.00
Invoice 507951	5/31/2025		
Cash Payment	E 601-49400-301 Auditing & Accounting S	Financial Management Services May 2025	\$750.00
Invoice 507951	5/31/2025		
Cash Payment	E 602-49450-301 Auditing & Accounting S	Financial Management Services May 2025	\$750.00
Invoice 507951	5/31/2025		
Cash Payment	E 603-49455-301 Auditing & Accounting S	Financial Management Services May 2025	\$375.00
Invoice 507951	5/31/2025		
Cash Payment	E 801-42210-301 Auditing & Accounting S	Financial Management Services May 2025	\$1,500.00
Invoice 507951	5/31/2025		
Transaction Date	5/31/2025	BoMP/MidCountry/4 10100	Total \$7,500.00
Refer	0 <i>AMAZON.COM</i>	-	
Cash Payment	E 801-42210-201 Operating Supplies	[300 Count] Clear Heavy Duty Plastic Forks	\$16.62
Invoice 1D44J7FPTGFG	5/8/2025		
Cash Payment	E 801-42210-201 Operating Supplies	6-Inch Clear Plastic Dessert Plates (120 Pack)	\$18.80
Invoice 1D44J7FPTGFG	5/8/2025		
Cash Payment	E 801-42210-201 Operating Supplies	Table Mate USA Plastic Table Cloth Heavy Duty 40 x100' Black	\$24.95
Invoice 1D44J7FPTGFG	5/8/2025		
Cash Payment	E 801-42210-201 Operating Supplies	Table Mate USA Plastic Table Cloth Heavy Duty 40 x100' Red	\$54.95
Invoice 1D44J7FPTGFG	5/8/2025		
Cash Payment	E 801-42210-201 Operating Supplies	96 Key Lock Box Wall Mount,	\$156.99
Invoice 1H3LL19Q9X9Y	6/2/2025		
Cash Payment	E 801-42210-201 Operating Supplies	Bridge (W100) & Door Sensor Suitable Smart Key 1 \$68.99 \$68.	\$68.99
Invoice 1H3LL19Q9X9Y	6/2/2025		
Cash Payment	E 101-45200-201 Operating Supplies	Sign: All pets must be on a leash, clean up after pets (9)	\$116.46
Invoice 1J34XJYCKHQX	6/16/2025		
Cash Payment	E 101-45200-201 Operating Supplies	Sign: No Dogs Allowed In Athletic Field (5)	\$114.70
Invoice 1J34XJYCKHQX	6/16/2025		
Transaction Date	5/8/2025	BoMP/MidCountry/4 10100	Total \$572.46
Refer	0 <i>AT&T MOBILITY</i>	-	
Cash Payment	E 101-45200-321 Telephone & Internet	Hot Spots Apr 26, 2025- May 25, 2025	\$78.76
Invoice 5121x06032025	5/25/2025		
Transaction Date	5/25/2025	BoMP/MidCountry/4 10100	Total \$78.76
Refer	0 <i>Baker Printing, Ink</i>	-	
Cash Payment	E 101-41500-201 Operating Supplies	500 Note Cards, scored 500 A-6 envelopes	\$358.00
Invoice 0525120	5/30/2025		
Transaction Date	5/30/2025	BoMP/MidCountry/4 10100	Total \$358.00
Refer	0 <i>BANYON DATA SYSTEMS</i>	-	
Cash Payment	E 101-41910-309 EDP, Software and Desi	Escrow Tracking FUND INVOICE BILL MODULE	\$795.00
Invoice 00166607	6/13/2025		

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Cash Payment	E 101-41910-309	EDP, Software and Desi	Escrow Tracking FUND INVOICE BILL	\$295.00
			SUPPORT	
Invoice 00166607	6/13/2025			
Transaction Date	6/13/2025	BoMP/MidCountry/4	10100	Total \$1,090.00
Refer	0	BELAYHOST	-	
Cash Payment	E 101-41500-309	EDP, Software and Desi	Microsoft 365 Business Standard	\$12.00
Invoice 45787	6/1/2025			
Cash Payment	E 101-41110-309	EDP, Software and Desi	Microsoft 365 Business Standard	\$54.00
Invoice 45787	6/1/2025			
Cash Payment	E 101-41500-309	EDP, Software and Desi	Microsoft 365 Business Standard	\$252.00
Invoice 45787	6/1/2025			
Cash Payment	E 801-42210-309	EDP, Software and Desi	Microsoft 365 Exchange Online	\$90.00
Invoice 45787	6/1/2025			
Cash Payment	E 101-41500-309	EDP, Software and Desi	Microsoft 365 Project Plan 3	\$108.00
Invoice 45787	6/1/2025			
Transaction Date	6/1/2025	BoMP/MidCountry/4	10100	Total \$516.00
Refer	0	BLUE LINE CUSTOM GIFTS	-	
Cash Payment	E 801-42210-434	Awards & Indemnities	Gary Kroells Plaque	\$50.00
Invoice 304	4/19/2025			
Transaction Date	4/19/2025	BoMP/MidCountry/4	10100	Total \$50.00
Refer	0	BOLTON & MENK, INC.	-	
Cash Payment	E 603-49455-303	Engineering Services	2025 MS4 Program Administration	\$900.00
Invoice 0363358	5/22/2025			
Cash Payment	E 101-43000-303	Engineering Services	General Engineering (0000001)	\$841.00
Invoice 0363356	5/22/2025			
Cash Payment	E 101-43000-303	Engineering Services	Reduced Rate Engineering (0000002)	\$1,162.50
Invoice 0363356	5/22/2025			
Cash Payment	G 701-22022	ESCROW: MIDCO	Midco Permit Review (0000003)	\$1,476.00
Invoice 0363356	5/22/2025		Project 22022	
Cash Payment	E 601-49400-303	Engineering Services	Maple Plain/Wellhead Protection Plan 2	\$3,926.00
Invoice 0363359	5/22/2025			
Cash Payment	G 701-22020	ESCROW: KWIK TRIP	Bolton & Menk Engineering Services- Traffic Review, Water Su	\$570.00
Invoice 0363352	5/22/2025		Project 22020	
Cash Payment	G 701-22009	ESCROW- 1701 BAKER PA	Bolton & Menk Engineering Services- Grading and Drainage Fol	\$345.00
Invoice 0363352	5/22/2025		Project 22009	
Transaction Date	5/22/2025	BoMP/MidCountry/4	10100	Total \$9,220.50
Refer	0	CARSON, CLELLAND & SCHREDE	-	
Cash Payment	E 101-42110-304	Legal Services	Criminal Prosecution	\$550.00
Invoice 7740	5/29/2025			
Cash Payment	E 101-42110-304	Legal Services	Criminal Paralegal - Apr 2025	\$248.00
Invoice 7740	5/29/2025			
Transaction Date	5/29/2025	BoMP/MidCountry/4	10100	Total \$798.00
Refer	0	CHEVROLET OF DELANO	-	
Cash Payment	E 801-42260-406	Apparatus & Equipment	TAHOE WHEEL BEARING REPAIR	\$977.83
Invoice 658250	1/23/2025		Project SQUAD	

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Cash Payment	E 801-42260-406	Apparatus & Equipment	MIRROR				\$591.92
Invoice	26915	3/6/2025			Project RESC12		
Transaction Date	1/23/2025	BoMP/MidCountry/4	10100	Total			\$1,569.75
Refer	0	CIVICPLUS LLC	-				
Cash Payment	E 101-41500-311	Contract Service	CODE OF ORDINANCES				\$2,267.90
Invoice	332788	4/1/2025					
Transaction Date	4/1/2025	BoMP/MidCountry/4	10100	Total			\$2,267.90
Refer	0	CliftonLarsonAllen LLP	-				
Cash Payment	E 101-41500-301	Auditing & Accounting S	Audit services performed for 12/31/2024				\$1,586.03
Invoice	L251338898	5/30/2025					
Cash Payment	E 601-49400-301	Auditing & Accounting S	Audit services performed for 12/31/2024				\$417.38
Invoice	L251338898	5/30/2025					
Cash Payment	E 602-49450-301	Auditing & Accounting S	Audit services performed for 12/31/2024				\$417.38
Invoice	L251338898	5/30/2025					
Cash Payment	E 603-49455-301	Auditing & Accounting S	Audit services performed for 12/31/2024				\$139.12
Invoice	L251338898	5/30/2025					
Cash Payment	E 801-42210-301	Auditing & Accounting S	Audit services performed for 12/31/2024				\$222.59
Invoice	L251338898	5/30/2025					
Transaction Date	5/30/2025	BoMP/MidCountry/4	10100	Total			\$2,782.50
Refer	0	CONNIE FRANCIS	-				
Cash Payment	E 101-41110-331	Training & Travel	Mileage Reimbursement May 2025				\$25.20
Invoice		5/8/2025					
Transaction Date	5/8/2025	BoMP/MidCountry/4	10100	Total			\$25.20
Refer	0	DELANO PRINTING AND DESIGN	-				
Cash Payment	E 801-42210-434	Awards & Indemnities	2025 Awards Banquet				\$187.00
Invoice	2735A	5/1/2025					
Cash Payment	E 801-42210-434	Awards & Indemnities	Rick - Error on program - already printed				\$140.25
Invoice	2735A	5/1/2025					
Cash Payment	E 801-42210-434	Awards & Indemnities	2025 Awards Banquet invite cards				\$53.84
Invoice	2736A	5/2/2025					
Cash Payment	E 801-42210-434	Awards & Indemnities	2025 Awards Banquet envelopes				\$26.36
Invoice	2736A	5/2/2025					
Cash Payment	E 801-42210-434	Awards & Indemnities	2025 Awards Banquet postage				\$51.83
Invoice	2736A	5/2/2025					
Cash Payment	E 801-42210-434	Awards & Indemnities	2025 Awards Banquet set up and mail				\$15.00
Invoice	2736A	5/2/2025					
Transaction Date	5/1/2025	BoMP/MidCountry/4	10100	Total			\$474.28
Refer	0	DELANO RENTAL, INC.	-				
Cash Payment	E 101-43000-419	General Rentals	Stump Grinder Rental 5/6/25-5/7/25				\$928.00
Invoice	51912	5/31/2025					
Transaction Date	5/31/2025	BoMP/MidCountry/4	10100	Total			\$928.00
Refer	0	ECM PUBLISHERS INC	-				
Cash Payment	E 101-41500-352	General Public Informati	2024 Financial Statement AD# 1473657				\$670.80
Invoice	1051933	6/7/2025					
Cash Payment	G 701-22020	ESCROW: KWIK TRIP	ECM Publishers, AD#1467022, May 27 PH Helwig Vacation				\$55.90
Invoice	1048878	5/17/2025			Project 22020		

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Transaction Date	6/7/2025	BoMP/MidCountry/4	10100	Total	\$726.70
Refer	0 ELAN FINANCIAL SERVICES	-			
Cash Payment	E 101-41500-352 General Public Informati	Priority Mail Envelopes- USPS.COM POSTAL STORE			\$101.00
Invoice	5/14/2025				
Cash Payment	E 101-41500-321 Telephone & Internet	Ring Central-April 2025			\$139.70
Invoice	5/14/2025				
Cash Payment	E 101-41500-309 EDP, Software and Desi	Codetwo- Email Signatures			\$20.40
Invoice	5/14/2025				
Cash Payment	E 801-42210-309 EDP, Software and Desi	Codetwo- Email Signatures			\$20.40
Invoice	5/14/2025				
Cash Payment	E 101-41110-445 Food and Beverage	Cookies with Council- COBORN'S-DELANO DELANO MN			\$19.47
Invoice	5/14/2025				
Cash Payment	E 101-41110-445 Food and Beverage	City Clean up food-KWIK TRIP #477 SAINT BON I FAC MN			\$41.38
Invoice	5/14/2025				
Cash Payment	E 101-41110-445 Food and Beverage	Welcome Reception with New ChiefMACKENTHUN' S FINE FO			\$74.90
Invoice	5/14/2025				
Cash Payment	E 101-41110-445 Food and Beverage	Welcome Meeting with new ChiefMACKENTHUN' S FINE FO WACONIA			\$29.81
Invoice	5/14/2025				
Cash Payment	E 101-41110-434 Awards & Indemnities	Chief Kroell's Retirement Plaque (Zazzle)			\$71.85
Invoice	5/14/2025				
Cash Payment	E 101-45200-201 Operating Supplies	Pet Waste Eliminator- Cans and Poo Pickup Sites- BFP LP			\$973.99
Invoice	5/14/2025				
Cash Payment	E 101-41110-434 Awards & Indemnities	Refund of Expedited Shipping8888929953 ZAZZLE INC			-\$28.53
Invoice	5/14/2025				
Transaction Date	5/14/2025	BoMP/MidCountry/4	10100	Total	\$1,464.37
Refer	0 EMBEDDED SYSTEMS, INC	-			
Cash Payment	E 101-42500-311 Contract Service	Siren Maint- Jul1 2025-Dec 31, 2025			\$299.82
Invoice	344882 6/2/2025				
Transaction Date	6/2/2025	BoMP/MidCountry/4	10100	Total	\$299.82
Refer	0 EMERGENCY APPARATUS MAINT.	-			
Cash Payment	E 801-42260-406 Apparatus & Equipment	On board air compressor work- Labor			\$579.64
Invoice	136430 5/23/2025		Project ENG 11		
Cash Payment	E 801-42260-406 Apparatus & Equipment	Accessories			\$46.37
Invoice	136430 5/23/2025		Project ENG 11		
Cash Payment	E 801-42260-406 Apparatus & Equipment	Misc items from annual inspection- Parts			\$3,467.71
Invoice	135367 2/21/2025		Project ENG 12		
Cash Payment	E 801-42260-406 Apparatus & Equipment	Repair Accessories			\$95.00
Invoice	135367 2/21/2025		Project ENG 12		
Cash Payment	E 801-42260-406 Apparatus & Equipment	shipping			\$52.22
Invoice	135367 2/21/2025		Project ENG 12		
Cash Payment	E 801-42260-406 Apparatus & Equipment	Labor			\$1,382.21
Invoice	135367 2/21/2025		Project ENG 12		
Transaction Date	5/23/2025	BoMP/MidCountry/4	10100	Total	\$5,623.15

CITY OF MAPLE PLAIN

Payments

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Refer	0	<u>FIRE EQUIPMENT SPECIALTIES</u>	-			
Cash Payment	E 801-42220-443	Turnout Gear	Shipping and Handling			\$24.99
Invoice	21463	4/21/2025				
Cash Payment	E 801-42220-443	Turnout Gear	LION PBI MAX Custom 'V Force' Bi-Swing Coat (5@\$2984)			\$14,920.00
Invoice	21463	4/21/2025				
Cash Payment	E 801-42220-443	Turnout Gear	LION PBI MAX Custom 'V Force' pants with suspenders (5@\$1813)			\$9,065.00
Invoice	21463	4/21/2025				
Transaction Date	4/21/2025		BoMP/MidCountry/4 10100	Total		\$24,009.99
Refer	0	<u>Fourth Dimension Signs</u>	-			
Cash Payment	E 101-45200-311	Contract Service	Leaf Park sign fix			\$100.00
Invoice	1378	6/12/2025				
Transaction Date	6/12/2025		BoMP/MidCountry/4 10100	Total		\$100.00
Refer	0	<u>FRONTIER</u>	-			
Cash Payment	E 601-49400-321	Telephone & Internet	ALARM LINE #763-479-6882-082311-2 05/16/25 to 06/15/25			\$81.70
Invoice		5/16/2025				
Transaction Date	5/16/2025		BoMP/MidCountry/4 10100	Total		\$81.70
Refer	0	<u>GERTENS</u>	-			
Cash Payment	E 101-41500-201	Operating Supplies	CABLE LOCK KEY RING (2)			\$5.98
Invoice	982015	5/30/2025				
Transaction Date	5/30/2025		BoMP/MidCountry/4 10100	Total		\$5.98
Refer	0	<u>GOPHER STATE ONE-CALL, INC.</u>	-			
Cash Payment	E 601-49400-309	EDP, Software and Desi	Feb 2025 811 8@\$1.35			\$10.80
Invoice	5020579	2/28/2025				
Cash Payment	E 602-49450-309	EDP, Software and Desi	Feb 2025 811 9@\$1.35			\$12.15
Invoice	5020579	2/28/2025				
Cash Payment	E 601-49400-309	EDP, Software and Desi	Mar 2025 811 11@\$1.35			\$14.85
Invoice	5030579	3/31/2025				
Cash Payment	E 602-49450-309	EDP, Software and Desi	Mar 2025 811 11@\$1.35			\$14.85
Invoice	5030579	3/31/2025				
Cash Payment	E 601-49400-309	EDP, Software and Desi	May 2025 811 13@\$1.35			\$17.55
Invoice	5050580	5/31/2025				
Cash Payment	E 602-49450-309	EDP, Software and Desi	May 2025 811 14@\$1.35			\$18.90
Invoice	5050580	5/31/2025				
Cash Payment	E 601-49400-309	EDP, Software and Desi	Apr 2025 811 27@\$1.35			\$36.45
Invoice	5040580	4/30/2025				
Cash Payment	E 602-49450-309	EDP, Software and Desi	Apr 2025 811 27@\$1.35			\$36.45
Invoice	5040580	4/30/2025				
Transaction Date	2/28/2025		BoMP/MidCountry/4 10100	Total		\$162.00
Refer	0	<u>GOVERNMENT FORMS AND SUPP</u>	-			
Cash Payment	E 101-41500-201	Operating Supplies	Check Paper qty: 500			\$211.56
Invoice	0354537	5/13/2025				
Transaction Date	5/13/2025		BoMP/MidCountry/4 10100	Total		\$211.56
Refer	0	<u>GRAINGER</u>	-			

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Cash Payment	E 101-45200-400	Equipment Repair & Mai	PRESSURE ASSIST FLUSHINGSYSTEM, FLUSH MATE Rainbow Park		\$203.33
Invoice	9519837414	5/27/2025			
Transaction Date	5/27/2025	BoMP/MidCountry/4	10100	Total	\$203.33
Refer	0	HENN COUNTY ACCTS RECEIVAB	-		
Cash Payment	E 801-42250-323	Radio Units/Technology	Radio/Lease/Fleet Fees May 2025		\$2,032.48
Invoice	1000247159	6/3/2025			
Cash Payment	E 101-43000-419	General Rentals	05/01/2025-05/31/2025 Radio Fleet Fee		\$56.88
Invoice	1000247190	6/3/2025			
Cash Payment	E 101-43000-419	General Rentals	05/01/2025-05/31/2025 Radio MESB Fee		\$1.38
Invoice	1000247190	6/3/2025			
Cash Payment	E 101-43000-419	General Rentals	05/01/2025-05/31/2025 Radio Lease Fee		\$58.48
Invoice	1000247190	6/3/2025			
Transaction Date	6/3/2025	BoMP/MidCountry/4	10100	Total	\$2,149.22
Refer	0	HOFF BARRY ATTORNEYS	-		
Cash Payment	E 101-41610-304	Legal Services	General Admin Legal		\$1,914.50
Invoice		6/4/2025			
Cash Payment	E 801-42210-304	Legal Services	Fire Department Legal Svcs-Merger		\$5,923.00
Invoice		6/4/2025			
Cash Payment	G 701-22020	ESCROW: KWIK TRIP	Hoff & Barry Legal Services May 2025		\$250.00
Invoice		6/4/2025	Project 22020		
Cash Payment	G 701-22021	ESCROW: NORTHSHORE	Hoff & Barry Legal Services May 2025		\$2,046.00
Invoice		6/4/2025	Project 22021		
Transaction Date	6/4/2025	BoMP/MidCountry/4	10100	Total	\$10,133.50
Refer	0	J.R. ADVANCED RECYCLERS	-		
Cash Payment	E 101-43200-314	Sanitation & Recycling S	Recycling Pick - city cleanup		\$633.00
Invoice	115548	5/21/2025			
Transaction Date	5/21/2025	BoMP/MidCountry/4	10100	Total	\$633.00
Refer	0	JASON J.K. KOERTING ENTERPRI	-		
Cash Payment	E 101-45200-311	Contract Service	VETRANS PARK PLUS PLUS 2 BALL FIELDS		\$1,755.96
Invoice	1670	6/1/2025			
Cash Payment	E 101-45200-311	Contract Service	2 BALL FIELDS SECOND MOW OF THE WEEK		\$340.00
Invoice	1670	6/1/2025			
Cash Payment	E 101-45200-311	Contract Service	RAINBOW PARK		\$1,612.80
Invoice	1670	6/1/2025			
Cash Payment	E 101-45200-311	Contract Service	BRYANTWOOD PARK		\$283.04
Invoice	1670	6/1/2025			
Cash Payment	E 101-45200-311	Contract Service	PIONEER PARK		\$448.00
Invoice	1670	6/1/2025			
Cash Payment	E 101-45200-311	Contract Service	MEADOWS PARK		\$180.00
Invoice	1670	6/1/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign North East Side on Co North East Side on Co 19		\$140.00
Invoice	1670	6/1/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign Southeast on Hwy 12		\$140.00
Invoice	1670	6/1/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign Westside Westside on Hwy Hwy 12		\$140.00
Invoice	1670	6/1/2025			

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Cash Payment	E 101-43000-311	Contract Service	Large Public area in the middle of town		\$240.00
Invoice	1670	6/1/2025			
Transaction Date	6/1/2025	BoMP/MidCountry/4	10100	Total	\$5,279.80
Refer	0	JESSE TOUTGES PLUMBING LLC	-		
Cash Payment	E 101-45200-400	Equipment Repair & Mai	replaced water meter for Don Timpe field irrigation(some plu		\$350.00
Invoice	INV1726	4/13/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	water repair from furnance going out at rainbow park(not eno		\$300.00
Invoice	INV1711	3/23/2025			
Transaction Date	4/13/2025	BoMP/MidCountry/4	10100	Total	\$650.00
Refer	0	KD & COMPANY RECYCLING INC	-		
Cash Payment	E 101-43000-225	Landscaping Materials	PREMIUM MIX BLACK DIRT 5/15/25 TK#30812		\$215.91
Invoice	31997	6/1/2025			
Transaction Date	6/1/2025	BoMP/MidCountry/4	10100	Total	\$215.91
Refer	0	KOLANDER, JACOB	-		
Cash Payment	E 101-41500-321	Telephone & Internet	2025 Q2 Cell Reimbursment		\$150.00
Invoice		4/13/2025			
Cash Payment	E 101-41500-331	Training & Travel	Q2 2025 Mileage		\$678.02
Invoice		4/13/2025			
Transaction Date	4/13/2025	BoMP/MidCountry/4	10100	Total	\$828.02
Refer	0	MINNESOTA MAYORS ASSOCIATI	-		
Cash Payment	E 101-41500-331	Training & Travel	Safety & Loss Workshop-Jacob		\$20.00
Invoice	428675	4/17/2025			
Cash Payment	E 101-41500-331	Training & Travel	City Day On Hill 2025 - JK		\$99.00
Invoice	422101	1/27/2025			
Transaction Date	4/17/2025	BoMP/MidCountry/4	10100	Total	\$119.00
Refer	0	LEAGUE OF MN CITIES INS TRUST	-		
Cash Payment	E 801-42210-151	Worker s Comp Insuran	Workers' Compensation 1001185-9 Agreement Period 01/01/2024		\$1,053.00
Invoice		5/23/2025			
Cash Payment	E 101-41110-151	Worker s Comp Insuran	Workers' Compensation 1001185-9 Agreement Period 01/01/2024		\$9.00
Invoice		5/23/2025			
Cash Payment	E 101-41500-151	Worker s Comp Insuran	Workers' Compensation 1001185-9 Agreement Period 01/01/2024		\$61.00
Invoice		5/23/2025			
Cash Payment	E 601-49400-151	Worker s Comp Insuran	Workers' Compensation 1001185-9 Agreement Period 01/01/2024		\$24.00
Invoice		5/23/2025			
Cash Payment	E 602-49450-151	Worker s Comp Insuran	Workers' Compensation 1001185-9 Agreement Period 01/01/2024		\$24.00
Invoice		5/23/2025			
Cash Payment	E 603-49455-151	Worker s Comp Insuran	Workers' Compensation 1001185-9 Agreement Period 01/01/2024		\$12.00
Invoice		5/23/2025			
Transaction Date	5/23/2025	BoMP/MidCountry/4	10100	Total	\$1,183.00
Refer	0	MAAS-KUSSKE, JULIE	-		

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Cash Payment	E 101-41110-445	Food and Beverage	Meal on 5/27/25		\$25.00
Invoice		5/1/2025			
Cash Payment	E 101-41110-331	Training & Travel	May 2025 Mileage		\$105.00
Invoice		5/1/2025			
Transaction Date	5/1/2025	BoMP/MidCountry/4	10100	Total	\$130.00
Refer	0	MACQUEEN EMERGENCY GROUP	-		
Cash Payment	E 801-42260-406	Apparatus & Equipment	SCBA Flow Test		\$2,240.00
Invoice P49466		5/23/2025			
Cash Payment	E 801-42260-406	Apparatus & Equipment	Face piece flow test		\$220.00
Invoice P49466		5/23/2025			
Cash Payment	E 801-42260-406	Apparatus & Equipment	shop supplies		\$45.00
Invoice P49466		5/23/2025			
Cash Payment	E 801-42260-406	Apparatus & Equipment	Travel / setup		\$90.00
Invoice P49466		5/23/2025			
Transaction Date	5/23/2025	BoMP/MidCountry/4	10100	Total	\$2,595.00
Refer	0	MEDIACOM	-		
Cash Payment	E 801-42280-321	Telephone & Internet	phone service 06/16/25 through 07/15/25		\$11.05
Invoice		6/17/2025			
Transaction Date	6/17/2025	BoMP/MidCountry/4	10100	Total	\$11.05
Refer	0	METERING & TECHNOLOGY SOLU	-		
Cash Payment	E 601-49400-400	Equipment Repair & Mai	M25 Gallon 8 Dial HRE with 25' Twist Tight Wire; Torx Screws		\$2,496.00
Invoice INV7719		4/9/2025			
Cash Payment	E 601-49400-400	Equipment Repair & Mai	Orion LTE-M/C Cellular-M Endpoint **M** ; 8 Twist Tight; 643		\$4,200.00
Invoice INV7719		4/9/2025			
Cash Payment	E 601-49400-400	Equipment Repair & Mai	Shipping		\$51.20
Invoice INV7719		4/9/2025			
Cash Payment	E 601-49400-400	Equipment Repair & Mai	Elliptical Low Lead Bronze Flange Set		\$376.00
Invoice INV7705		4/8/2025			
Cash Payment	E 601-49400-400	Equipment Repair & Mai	3/4 M25 Low Lead Bronze Bare Meter (24@\$77)		\$1,848.00
Invoice INV7881		4/24/2025			
Cash Payment	E 601-49400-400	Equipment Repair & Mai	Shipping		\$95.36
Invoice INV7881		4/24/2025			
Transaction Date	4/9/2025	BoMP/MidCountry/4	10100	Total	\$9,066.56
Refer	0	METRO WEST INSPECTION SERVI	-		
Cash Payment	E 101-42400-308	Building Inspection	Building Permit Inspections May 2025		\$886.74
Invoice 4609		5/29/2025			
Transaction Date	5/29/2025	BoMP/MidCountry/4	10100	Total	\$886.74
Refer	0	METROPOLITAN COUNCIL	-		
Cash Payment	E 602-49450-319	Other Consulting Servic	Waste Water Services Def Rev July 2025		\$20,862.19
Invoice 0001188544		6/2/2025			
Transaction Date	6/2/2025	BoMP/MidCountry/4	10100	Total	\$20,862.19
Refer	0	MN DEPT OF HEALTH	-		
Cash Payment	E 601-49400-438	Collected for Other Age	Quarter 2 2025 Connection Fees		\$1,618.00
Invoice		4/1/2025			

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Transaction Date	4/1/2025	BoMP/MidCountry/4	10100	Total	\$1,618.00
Refer	0 MN DNR ECOLOGICAL & WATER	-			
Cash Payment	E 601-49400-433 Dues & Subscriptions	UNDERPAID WATER USE REPORT FEES			\$430.84
		Permit Number: 1977-6403			
Invoice	5/28/2025				
Transaction Date	5/28/2025	BoMP/MidCountry/4	10100	Total	\$430.84
Refer	0 MSFCA	-			
Cash Payment	E 801-42240-331 Training & Travel	2025 Duluth FOTOS Attendee - HM			\$235.00
Invoice 9213	3/13/2025				
Transaction Date	3/13/2025	BoMP/MidCountry/4	10100	Total	\$235.00
Refer	0 ORONO IND SCHOOL DISTRICT 27	-			
Cash Payment	E 101-41940-387 Office Lease	June 2025 Rent - Discovery Center			\$3,333.33
Invoice 25-Jun	6/13/2025				
Transaction Date	6/13/2025	BoMP/MidCountry/4	10100	Total	\$3,333.33
Refer	0 PEOPLESERVICE, INC.	-			
Cash Payment	E 101-45200-311 Contract Service	(PARKS 30%) July			\$4,360.50
Invoice PSINV107747	6/15/2025				
Cash Payment	E 101-43000-311 Contract Service	(PUBLIC WORKS 18%) July			\$2,616.30
Invoice PSINV107747	6/15/2025				
Cash Payment	E 601-49400-311 Contract Service	(WATER 38%) July			\$5,523.30
Invoice PSINV107747	6/15/2025				
Cash Payment	E 602-49450-311 Contract Service	(SEWER 6%) July			\$872.10
Invoice PSINV107747	6/15/2025				
Cash Payment	E 101-43100-311 Contract Service	(STREETS 8%) July			\$1,162.80
Invoice PSINV107747	6/15/2025				
Cash Payment	E 601-49400-322 Postage	Postage - Water Samples			\$131.79
Invoice PSINV107747	6/15/2025				
Transaction Date	6/15/2025	BoMP/MidCountry/4	10100	Total	\$14,666.79
Refer	0 POSTMASTER	-			
Cash Payment	E 101-41500-352 General Public Informati	P.O. BOX 97 - PO BOX RENTAL 12 MONTHS -			\$120.00
		5179 MAIN STREET EAS			
Invoice	5/30/2025				
Transaction Date	5/30/2025	BoMP/MidCountry/4	10100	Total	\$120.00
Refer	0 PRO HYDRO-TESTING, LLC	-			
Cash Payment	E 801-42260-406 Apparatus & Equipment	Hydro testing of all breathing air SCBA bottles -			\$3,100.00
		62 bottles			
Invoice INV1044	5/22/2025				
Transaction Date	5/22/2025	BoMP/MidCountry/4	10100	Total	\$3,100.00
Refer	0 R C ELECTRIC INC	-			
Cash Payment	E 101-45200-400 Equipment Repair & Mai	Check GFCI at Rainbow Park playfield 5/16/25-			\$160.00
		minimum			
Invoice 9567	5/21/2025				
Transaction Date	5/21/2025	BoMP/MidCountry/4	10100	Total	\$160.00
Refer	0 RELIANCE STANDARD	-			
Cash Payment	G 101-21715 Long-Term Disability	Voluntary LTD June 2025			\$50.29
Invoice	5/16/2025				
Transaction Date	5/16/2025	BoMP/MidCountry/4	10100	Total	\$50.29

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Refer	0	REPUBLIC SERVICES	-		
Cash Payment	E 101-43000-311	Contract Service	2 Waste Container 40 CuYd, OnCall Service		\$405.82
Invoice	0894007153912	5/31/2025			
Cash Payment	E 101-43000-311	Contract Service	1 Waste Container 40 CuYd, OnCall Service		\$173.40
			Construction/Demol		
Invoice	0894007153912	5/31/2025			
Cash Payment	E 101-43000-311	Contract Service	Total Solid Waste ManagementTax		\$63.57
Invoice	0894007153912	5/31/2025			
Cash Payment	E 101-43000-311	Contract Service	Total COUSolid Waste ManagementFee		\$62.90
Invoice	0894007153912	5/31/2025			
Transaction Date	5/31/2025		BoMP/MidCountry/4 10100	Total	\$705.69
Refer	0	Scanning America, Inc	-		
Cash Payment	E 101-41500-311	Contract Service	Scanning Documents to Laserfiche		\$36,773.37
Invoice	30038	5/21/2025		Project ARPA24	
Transaction Date	5/21/2025		BoMP/MidCountry/4 10100	Total	\$36,773.37
Refer	0	SECURITY & SOUND COMPANY	-		
Cash Payment	E 451-45200-500	Capital Outlay (GENER	ACCESS CONTROL FOR VETERANS AND		\$2,878.00
			RAINBOW BUILDINGS		
Invoice	29692	5/15/2025			
Transaction Date	5/15/2025		BoMP/MidCountry/4 10100	Total	\$2,878.00
Refer	0	STA-SAFE LOCKSMITHS	-		
Cash Payment	E 101-45200-400	Equipment Repair & Mai	LOCK REKEYED HIGH SECURITY		\$300.00
Invoice	012789	5/7/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	SCHLAHE PRIMUS KEY HIGH SECURITY		\$204.00
Invoice	012789	5/7/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	ABUS BRASSPADLOCK		\$149.40
Invoice	012789	5/7/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	LABOR		\$99.00
Invoice	012789	5/7/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	SERVICE CALL		\$80.00
Invoice	012789	5/7/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	I PADLOCKCYLINDER CONVERSION KIT		\$44.40
Invoice	012789	5/7/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	ABUS BRAS SPADLOCK		\$398.40
Invoice	012799	5/16/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	SCHLAGE PRIMUS HIGH SECURITY		\$1,198.40
			CYLINDER		
Invoice	012799	5/16/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	PADLOCK REKEYED TO PARK KEY		\$240.00
Invoice	012799	5/16/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	PADLOCK CYLINDER CONVERSION KIT		\$118.40
Invoice	012799	5/16/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	LOCK REKEYED PRIMUS HIGH SECURITY		\$210.00
Invoice	012800	5/29/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	SCHLAGE PRIMUS 6 PIN SECURITY KEY CP		\$170.00
Invoice	012800	5/29/2025			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	LABOR		\$99.00
Invoice	012800	5/29/2025			

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Cash Payment	E 101-45200-400	Equipment Repair & Mai	SERVICE CALL				\$80.00
Invoice	012800	5/29/2025					
Transaction Date	5/7/2025	BoMP/MidCountry/4	10100	Total			\$3,391.00
Refer	0	STEVENS DRILLING & ENVIRONM	-				
Cash Payment	E 801-42210-311	Contract Service	Vac Out Flam Trap Disposal @ Blue Lake Facility				\$750.00
Invoice	31161	6/10/2025					
Transaction Date	6/10/2025	BoMP/MidCountry/4	10100	Total			\$750.00
Refer	0	STREICHERS	-				
Cash Payment	E 801-42220-417	Uniforms & Uniform Ren	NECKTIE				\$9.99
Invoice	11761143	5/8/2025					
Transaction Date	5/8/2025	BoMP/MidCountry/4	10100	Total			\$9.99
Refer	0	TOSHIBA AMERICA BUSINESS SO	-				
Cash Payment	E 101-41500-413	Office Equipment Rental	TOSHIBA COPIER June 2025				\$145.72
Invoice	5034638198	6/5/2025					
Cash Payment	E 101-41500-201	Operating Supplies	Black/White Copy June 2025				\$3.43
Invoice	5034638198	6/5/2025					
Cash Payment	E 101-41500-201	Operating Supplies	Color Copies June 2025				\$19.17
Invoice	5034638198	6/5/2025					
Transaction Date	6/5/2025	BoMP/MidCountry/4	10100	Total			\$168.32
Refer	0	USA BLUEBOOK	-				
Cash Payment	E 101-43000-215	Shop Materials	Hydro-Hitch w/ Pitot Assembly, 4" Cam-Lock Fittings				\$1,332.75
Invoice	INV00586489	1/8/2025					
Cash Payment	E 101-43000-215	Shop Materials	Schonstedt GA-72Cd Magnetic Locator				\$1,343.58
Invoice	INV00677093	4/9/2025					
Cash Payment	E 101-43000-400	Equipment Repair & Mai	4" Cam Lock Box Strainer For Hydro- Hitch				\$619.31
Invoice	INV00583702	1/6/2025					
Cash Payment	E 101-43000-215	Shop Materials	High-Pressure Discharge Hose 4 x 25', PVC, No Couplings				\$347.85
Invoice	INV00677317	4/9/2025					
Cash Payment	E 101-43000-215	Shop Materials	Part C, 4" Hose Shank (F) Quick Coupling, Aluminum				\$116.57
Invoice	INV00677317	4/9/2025					
Transaction Date	1/8/2025	BoMP/MidCountry/4	10100	Total			\$3,760.06
Refer	0	WEST HENNEPIN PUBLIC SAFETY	-				
Cash Payment	E 101-42110-306	Police Administration	Police Contract Services -July 2025				\$56,625.11
Invoice		10/30/2024					
Transaction Date	10/30/2024	BoMP/MidCountry/4	10100	Total			\$56,625.11
Refer	0	WESTSIDE WHLS TIRE & SUPPLY	-				
Cash Payment	E 801-42260-406	Apparatus & Equipment	REPAIR RF TIRE LT				\$40.00
Invoice	961561	4/17/2025			Project UTIL11		
Transaction Date	4/17/2025	BoMP/MidCountry/4	10100	Total			\$40.00
Refer	0	WINNING EDGE INC	-				
Cash Payment	E 801-42210-434	Awards & Indemnities	Metal plates for plaques at the FD				\$61.46
Invoice	177184	5/9/2025					
Transaction Date	5/9/2025	BoMP/MidCountry/4	10100	Total			\$61.46

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Refer	0	YOOZ INC	-		
Cash Payment	E 101-41500-309	EDP, Software and Desi	yooz subscription - Jun 25 May 26		\$1,101.66
Invoice	INV250600007	6/1/2025			
Cash Payment	E 602-49450-309	EDP, Software and Desi	yooz subscription - Jun 25 May 26		\$275.42
Invoice	INV250600007	6/1/2025			
Cash Payment	E 601-49400-309	EDP, Software and Desi	yooz subscription - Jun 25 May 26		\$275.42
Invoice	INV250600007	6/1/2025			
Cash Payment	E 801-42210-309	EDP, Software and Desi	yooz subscription - Jun 25 May 26		\$1,101.66
Invoice	INV250600007	6/1/2025			
Transaction Date	6/1/2025	BoMP/MidCountry/4	10100	Total	\$2,754.16
Refer	0	REPUBLIC SERVICES	-		
Cash Payment	E 101-43000-311	Contract Service	Organics Recycling June 2025		\$225.00
Invoice	0894007155033	5/31/2025			
Cash Payment	E 101-43000-311	Contract Service	Total Fuel/Environmental Recovery Fee		\$87.95
Invoice	0894007155033	5/31/2025			
Transaction Date	5/31/2025	BoMP/MidCountry/4	10100	Total	\$312.95
Refer	0	FRONTIER	-		
Cash Payment	E 601-49400-321	Telephone & Internet	SCADA #763-479-3047-111308-2 06/10/25-07/09/24		\$79.46
Invoice		6/10/2025			
Transaction Date	6/10/2025	BoMP/MidCountry/4	10100	Total	\$79.46
Refer	0	REPUBLIC SERVICES	-		
Cash Payment	E 101-41500-311	Contract Service	1 x 36in Doc Destruction Console for Document Shredding		\$38.00
Invoice	0894007155067	5/31/2025			
Transaction Date	5/31/2025	BoMP/MidCountry/4	10100	Total	\$38.00

Fund Summary

	10100 BoMP/MidCountry/4M	
101 GENERAL FUND		\$142,376.10
451 CAPITAL IMPROVEMENT PROJECTS		\$2,878.00
601 WATER FUND		\$22,404.10
602 SEWER FUND		\$23,283.44
603 STORM WATER FUND		\$1,426.12
701 PLAN REVIEW ESCROWS		\$4,742.90
801 FIRE PARTNERSHIP FUND		\$50,814.10
		\$247,924.76

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$247,924.76
Total	\$247,924.76

CITY OF MAPLE PLAIN

Payments

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Page 1

Current Period: June 2025

Payments Batch 062325 ACH PMTS		\$5,744.94	
Refer	0 ARVIG	-	
Cash Payment	E 101-41500-321 Telephone & Internet	Fiber Internet 05/28/2025-06/27/2025	\$154.65
Invoice	5/28/2025		
Cash Payment	E 601-49400-321 Telephone & Internet	Fiber Internet 05/28/2025-06/27/2025	\$154.65
Invoice	5/28/2025		
Cash Payment	E 801-42280-321 Telephone & Internet	Fiber Internet 05/28/2025-06/27/2025	\$154.65
Invoice	5/28/2025		
Transaction Date	5/28/2025	BoMP/MidCountry/4 10100	Total \$463.95
Refer	0 CENTERPOINT ENERGY	-	
Cash Payment	E 601-49400-383 Gas Utilities	WTP 04/18/2025 - 05/19/2025	\$172.92
Invoice	5/28/2025		
Cash Payment	E 602-49450-383 Gas Utilities	LIFT STATION 04/18/2025 - 05/19/2025	\$29.63
Invoice	5/28/2025		
Cash Payment	E 101-43000-383 Gas Utilities	PUBLIC WORKS 04/18/2025 - 05/19/2025	\$65.49
Invoice	5/28/2025		
Transaction Date	5/28/2025	BoMP/MidCountry/4 10100	Total \$268.04
Refer	0 CENTERPOINT ENERGY	-	
Cash Payment	E 801-42280-383 Gas Utilities	FIRE DEPT 04/17/25 - 05/19/25	\$178.41
Invoice	5/21/2025		
Transaction Date	5/21/2025	BoMP/MidCountry/4 10100	Total \$178.41
Refer	0 GOOGLE.COM	-	
Cash Payment	E 101-41500-309 EDP, Software and Desi	(CITY- 10 USERS - GOOGLE) May 2025	\$84.00
Invoice	5267654469 5/31/2025		
Cash Payment	E 801-42210-309 EDP, Software and Desi	(FIRE - 21 USERS - GOOGLE) May 2025	\$176.40
Invoice	5267654469 5/31/2025		
Transaction Date	5/31/2025	BoMP/MidCountry/4 10100	Total \$260.40
Refer	0 HEALTHPARTNERS	-	
Cash Payment	G 101-21706 Health Insurance	Health Insurance July 2025	\$1,265.38
Invoice	092807982119 6/4/2025		
Transaction Date	6/4/2025	BoMP/MidCountry/4 10100	Total \$1,265.38
Refer	0 MUNICIPALPAY	-	
Cash Payment	E 101-41500-455 Bank Fees	496090224882 Fees 5/01/25 - 05/31/25	\$45.33
Invoice	5/1/2025		
Transaction Date	5/1/2025	BoMP/MidCountry/4 10100	Total \$45.33
Refer	0 MUNICIPALPAY	-	
Cash Payment	E 601-49400-309 EDP, Software and Desi	496090223884 Fees 05/01/25 - 05/31/25	\$270.90
Invoice	5/1/2025		
Transaction Date	5/1/2025	BoMP/MidCountry/4 10100	Total \$270.90
Refer	0 STANDARD INSURANCE CO	-	
Cash Payment	G 101-21708 Life Insurance	Life Insurance - June premium 2025	\$8.02
Invoice	5/19/2025		
Transaction Date	5/19/2025	BoMP/MidCountry/4 10100	Total \$8.02
Refer	0 VERIZON	-	

CITY OF MAPLE PLAIN
Payments

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Page 2

Current Period: June 2025

Cash Payment	E 601-49400-321 Telephone & Internet	4G JETPAK 5/11/25-06/10/25		\$55.78
Invoice	6115639462	6/10/2025		
Transaction Date	6/10/2025	BoMP/MidCountry/4	10100	Total \$55.78
Refer	0 XCEL ENERGY	-		
Cash Payment	E 801-42280-381 Electric Utilities	ELECTRICITY 04/22/25 - 05/21/25		\$440.29
Invoice	1185936438	5/22/2025		
Transaction Date	5/22/2025	BoMP/MidCountry/4	10100	Total \$440.29
Refer	0 XCEL ENERGY	-		
Cash Payment	E 101-43100-381 Electric Utilities	STREET LIGHTS 05/03/25 to 06/02/25		\$2,488.44
Invoice		6/3/2025		
Transaction Date	6/3/2025	BoMP/MidCountry/4	10100	Total \$2,488.44

Fund Summary

	10100 BoMP/MidCountry/4M	
101 GENERAL FUND		\$4,111.31
601 WATER FUND		\$654.25
602 SEWER FUND		\$29.63
801 FIRE PARTNERSHIP FUND		\$949.75
		\$5,744.94

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$5,744.94
Total	\$5,744.94

CITY OF MAPLE PLAIN

Payments

06/18/25 9:41 AM

Page 1

Current Period: June 2025

Payments Batch 062325 STREET PROJ					\$10,518.00
Refer	0 BOLTON & MENK, INC.				-
Cash Payment	E 458-43000-303	Engineering Services	Maple Plain/2024 Street Reconstruction		\$10,518.00
Invoice	0363351	5/22/2025			
Transaction Date	5/22/2025	BoMP/MidCountry/4	10100	Total	\$10,518.00

Fund Summary	
	10100 BoMP/MidCountry/4M
458 2024 STREET RECONSTRUCTION	\$10,518.00
	\$10,518.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$10,518.00
Total	\$10,518.00



Executive Summary

City Council Business Meeting

AGENDA ITEM: Staff Reports
PREPARED BY: Jacob Kolander, 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
- E. City Planner
- F. Administration & Finance



Maple Plain Fire Department

Fire Chief's Report

May 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 May 2025 – report #857 & #553

In May, we responded to 37 calls for service.

- 24 EMS & Rescue calls
- 2 Motor Vehicle Crashes
- 5 Fire calls including grass fires
- 1 Alarm call
- 5 Hazardous calls – chemical issue / wire down

Where these calls are occurring – report #384

Independence – 12 calls

Maple Plain – 21 calls

Three Rivers Parks – 0

Mutual Aid – 4 Call to assist under mutual aid

Mutual Aid Received – 2 calls – both for large swamp / grass fires

Training Update

In May, we worked on our auto extrication / stabilization training to prepare us for vehicle crashes. You probably noticed the smashed up, upside down cars behind the station. Not all crashes involve cars on their tires, so flipping them over helps us to understand the dynamics of a car that needs stabilization. We also did some first aid refresher training.

Community Events

Former retired fire fighter Rodney Grandstrand passed away. Rod retired from the MPFD several years ago and resided in the Haven Homes. I and another fire fighter took a truck to his funeral to represent the MPFD.

On May 7th, a group of about 20 kids from the Little Munchkins Daycare in Maple Plain came to the fire station for a tour and a safety talk. They received junior fire fighter hats as part of the tour.

On May 26th, Memorial Day, we had a truck and personnel at the Memorial Day remembrance program at the Lewis Cemetery.

Merger with West Suburban Fire District

Our transition teams from West Suburban and MPFD met twice in May. May 8th and May 29th. At the May 8th meeting, a list of responsibilities was given to team members, MPFD and WSFD pairing up on the responsibilities to find out what needs to be done, what costs will be and how we will merge things together. Items such as our records management system, SCBA air packs, response protocols, training records and requirements, social media platforms and outreach, etc.

By our 2nd meeting on May 29th, we were able to report back to the group on what it will take for some of these operational items to come together and an idea on costs associated with some of them. Some of the items continue to be researched and discussed as to how we will bring the two together – such as our records management system which is our database of calls and training records.

We also agreed to start working together at each other's community events, both to help out with supplementing personnel at these events and to be seen by the community as working together. It also gives the fire fighters an opportunity to start working together on more than just mutual aid fire calls. Events such as Party in the Park, Hamel Rodeo, The Polo Classic, Tour De Tonka, and Night to Unite.

We have also exchanged our training schedules so that we can attend each other's training courses. Trainings that are a little more specialized to each department. We have invited them to come to train on our confined space rescue equipment, we are hosting an electric vehicle incident response course and we will have them train with us using our ladder truck.

With the training events and community events, we are using Signup Genius, giving both departments access to sign up to each other's events and be able to see who is attending.

We have 2 meetings scheduled for June – June 12th and June 26th. Our June 26th meeting, we are bringing the 2 departments together as a whole to meet and talk about where we are at with the merger and answer any questions that anyone has of the transition group or leadership.

Calls of Interest

2625 Geggen Tina Rd - Independence

On May 25th, we were called for a grass fire that was spreading into a swamp area. The homeowner was burning some brush when an ember spread by wind, went into the swamp area behind his house. Several agencies including the DNR with a helicopter were called in to assist with extinguishing the fire. No one was injured and no real property loss occurred.

2110 McDow Ln – Independence

On May 5th, we responded to a swamp fire behind this residence. It is believed that an ember from an old brush pile (hadn't been burned on in several days) was blown by the wind into the swamp, starting the fire. No property damage or injuries occurred. WSFD assisted with the fire.

Date: June 11th, 2025

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

From: Director Matt DuRose

SUBJECT: MAY 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.

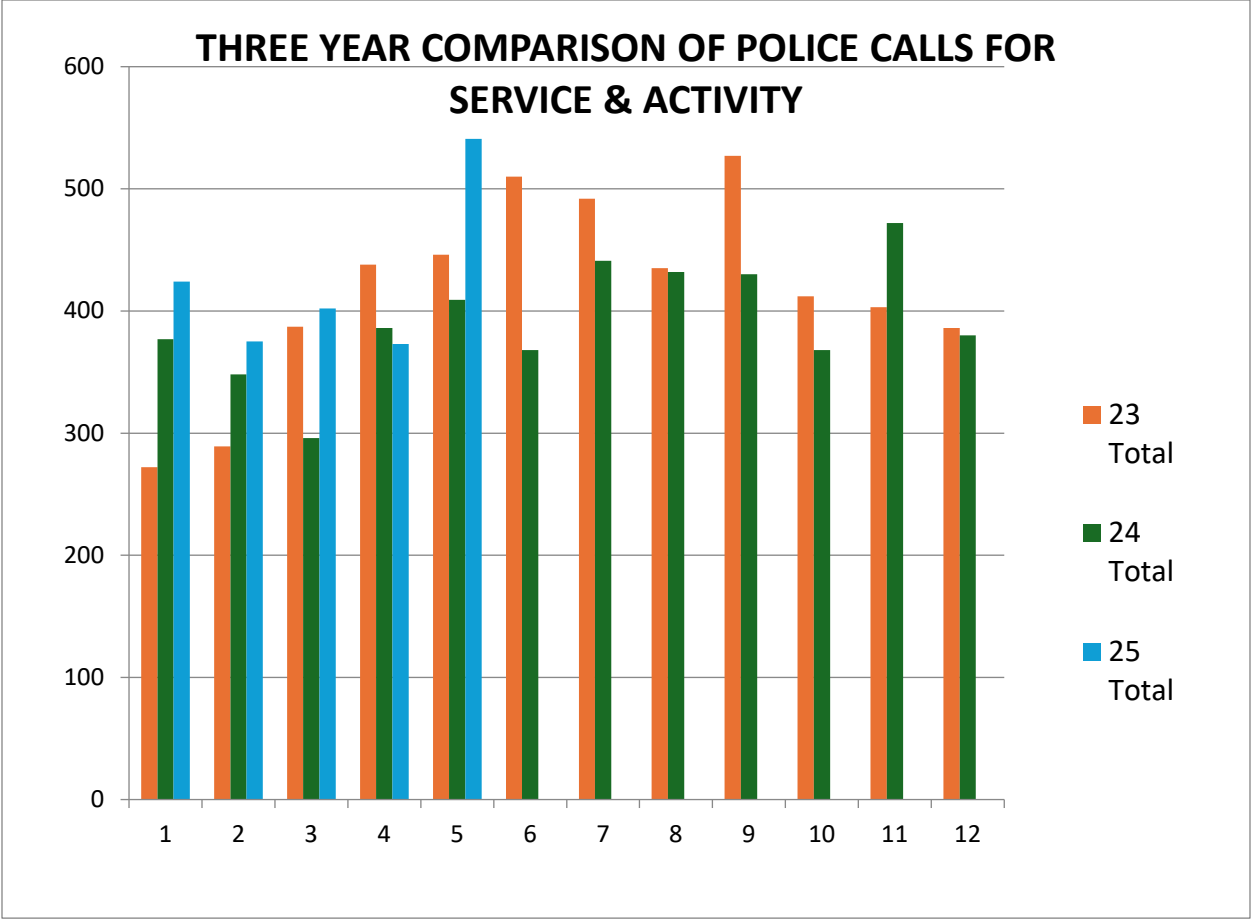
Monthly Activity Report						
May 2025						
Offense	This Month	Same Month Last Year		This Year To Date		Last Year To Date
City Of Independence						
Criminal	3	2		18		19
Traffic	141	52		509		365
Part III	10	7		28		22
Part IV	29	32		151		156
Part V	140	166		513		532
Total City of Independence	323	259		1,219		1,094
City Of Maple Plain						
Criminal	3	3		13		10
Traffic	43	17		227		110
Part III	7	3		18		15
Part IV	43	22		211		111
Part V	47	52		186		248
Total City Of Maple Plain	143	97		655		494
Grand Total Both Cities	466	356		1,874		1,588
TZD	40	33		120		125
Agency Assists	35	20		121		103
Total ICR Reports	541	409		2,115		1,816
How Received						
Fax	3	8		27		27
In Person	12	16		65		72
Mail	1	1		4		6
Other	1	0		5		2
Phone	12	24		101		116
Radio	201	171		759		723
Visual	252	126		955		657
Email	15	16		80		86
Lobby Walk In	44	47		119		127
Total	541	409		2,115		1,816

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

AGN	ICR	Title	Reported Date	Grid #	MOC range	UCR Part
WHPS	25002103	3 rd Degree DWI	05-31-2025	01	JF201	2
WHPS	25001890	Runaway/Theft	05-19-2025	02	TK009	1
WHPS	25002003	DWI Arrest	05-27-2025	02	JG501	2

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

AGN	ICR	Title	Reported Date	Grid #	MOC range	UCR Part
WHPS	25001634	2 nd Degree DWI	05-04-2025	03	JEW01	2
WHPS	25001769	Package Theft	05-13-2025	03	TK009	1
WHPS	25001893	Assault	05-19-2025	03	A9B03	2



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY May 2025 Activity Report

Year to Date Activity Report

At the end of May 2025, West Hennepin Public Safety (WHPs) handled year-to-date a total of 2,115 incident complaints, which represents a 16% increase in incident complaints compared to year-to-date 2024. For the month of May; 323 incidents occurred in the City of Independence and 143 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.

Lockout
May 2

1500 block of Howard Ave, Maple Plain. Police were dispatched to a resident who locked himself out of his apartment. An officer assisted him gain access to his apartment and the keys inside.

Arrest
May 3

Highway 12 & County Rd 90, Independence. A vehicle was stopped for a lane violation. Driver showed signs of impairment, performed poorly on field sobriety tests and blew .174 on a preliminary breath test. Driver was arrested for DWI and placed in the back of the squad. During a vehicle inventory, a beer can was found and rolled up dollar bills with residue on them that later tested positive for cocaine. Vehicle was released to the driver's mother. At the police department, the driver's Intoxilyzer test resulted in .16. Driver was fingerprinted, photographed and transported to HC Jail where he was booked on 2nd degree DWI.

Grass Fire
May 5

2100 block of McDow Ln, Maple Plain. Police were dispatched to a grass fire in the wetland. Upon arrival homeowner was attempting to put fire out with a garden hose. He wasn't sure what started it but admitted having a fire 4-5 days earlier. MPFD, WSFD and DNR helicopter responded to put the fire out.

Motorist Assist

May 6

1300 block of Baker Park Rd, Maple Plain. Officer came across a vehicle stalled on the roadside. Driver stated she ran out of gas and had no money. Officer provided her with money to get gas and stayed with her vehicle until she was able to fill her tank.

Attempted Fraud

May 7

3500 block of Lake Sarah Rd, Independence. A party reported listing a boat for sale on Craig's List. A potential buyer mailed him a cashier's check for more than the asking price. When the party took it to the bank, he was told it was fake. He reached back out to buyer but did not receive a reply. There was no financial loss.

Suspicious Act

May 8

1700 block of Budd Ave, Maple Plain. While on patrol, an occupied vehicle was located in the park after hours. Contact was made with the male and female. Both stated they were just talking after a date and agreed to move on.

Crash

May 9

County Rd 6 and County Rd 90, Independence. Police responded to a property damage accident involving two vehicles. Driver 1 was WB CR 6, Driver 2 was SB CR 90 and a delivery vehicle was in the NB turn lane of CR 6. Driver 2 couldn't see Driver 1 due to the delivery vehicle and pulled out in front of her. Driver 1 struck the rear corner panel of Driver 2. No injuries and no citations were issued due to neither vehicle having been able to see each other.

Missing Person/Found

May 11

5700 block of Main St, Maple Plain. Police responded to a missing child, last seen two hours ago when he left on his bike to go to a friend's house and had left his phone and watch at home. The parents learned the family whose house he was going were out of town. Just as an officer made contact with the friend's parents, the missing child's parents located him at a neighbor's house.

Tree/Pole Fire
May 13

6200 block of Pagenkopf Rd, Independence. Police and MPFD responded to a power pole that had been struck and caught some trees on fire. A business box truck was parked on the shoulder and people walking around. Driver of the truck stated he'd pulled into a driveway to make a delivery, heard a snap and saw that a low hanging wire had gotten caught on the top of his truck. Wright Hennepin responded, disconnected the power so trees stopped burning, will replace the pole and contact Mediacom about the broken wire.

Dumping Complaint
May 14

3100 block of County Road 92, Independence. A homeowner reported a dumping complaint of miscellaneous trash on his property and his no trespassing sign was knocked over. The officer responded to the scene and learned the items were personal belongings of a party involved in a crash. The party was contacted and will respond to the police department for the personal property to be released.

Disturbance
May 15

1600 block of Budd Ave, Maple Plain. Complaint received of a red Honda driving dangerously in the park's parking lot. When the officer arrived on scene, the vehicle was still there, parked, and occupants standing outside of the vehicle. The driver was verbal warned about the unreasonable acceleration violation.

Suspicious Act
May 16

1800 block of Budd Ave, Maple Plain. Police responded to a report of a suspicious person who was no longer on scene but was witnessed checking garage stalls on previous nights. The officer checked garage stall doors and found none to have been tampered with. The reporting party was contacted and advised to call back if there were further issues or concerns.

Missing Person
May 17

1400 block of Halgren Rd, Maple Plain. Police were called to a report of a child walking alone down the road. Responding officers located the child and walked down the road with the child hoping he'd lead them to his residence when they were approached by a female who recognized the child and knew the father was looking for him. The father was contacted, responded to the scene and was thankful to be reunited with his child.

Missing Person
May 17

2600 block of Copeland Rd, Independence. Police were dispatched to the residence of a child who'd been missing for 30 minutes. The father advised the child had been misbehaving earlier and had been verbally disciplined. Police searched the home and located the child in a basement bedroom closet napping so deeply that they did not hear their parents calling for them.

Wire Down
May 19

1700 block of Howard Ave, Maple Plain. A call was received of a power line down caused by a garbage truck that was no longer on scene. The truck was located, and the driver admitted having been at that location. The officer learned the truck is a front loader and when it lifted a garbage container over the cab, it caught the service wire and ripped it down. The garbage company was contacted and will make arrangements to repair the wire.

Crash
May 21

Newport St & Budd Ave, Maple Plain. An officer was dispatched to the scene of a property damage crash. In speaking with both drivers, Vehicle 1 was SB Budd Ave, approaching Newport St. Vehicle 2 was on Newport St and pulled out in front of Vehicle 1. Vehicle 1 was unable to stop and crashed into Vehicle 2. Vehicle 1 had the right of way, Vehicle 2 had a stop sign. The driver of Vehicle 2 was unlicensed and ID'd by a passport. He was cited for no MN DL and failure to yield.

Scam
May 22

1900 block of County Rd 90, Independence. Information rec'd of a party who created a fake city email address contacted city permit applicants and telling them they need to wire additional fees. Two applicants contacted city hall and advised it was a scam, to block the fake email address and not wire any funds. Other permit applicants have been contacted and made aware of the email scam to see if there are any other possible victims.

Crash
May 23

4800 block of Perkinsville Rd, Independence. A homeowner reported a vehicle in her yard as she left for work. Police responded and located the vehicle. They found no one inside, damage to a cable wire box, a steel post, and the vehicle had minor damage to the rear passenger side. Contact was made with the registered owner who lives across the street. She stated the vehicle is a manual transmission and she either didn't put it in gear when she parked it or slipped out of gear. Her driveway had a slight decline towards the street and was straight across from where the vehicle was found. The owner provided proof of insurance. The reporting party was contacted and advised any damage to her yard would need to be handled with her neighbor across the street.

Disturbance
May 23

5000 block of Fern Dr, Independence. Received complaint of kids riding really loud minibikes and doing wheelies throughout the neighborhood. Officers responded to the house where the kids reside and advised them it is illegal for them to ride the bikes on the road. Their father was also called advised that the officers had spoken with the kids about riding the dirt bikes in the roadway.

Vehicle Fire
May 24

6200 block of Pagenkopf Rd, Independence. Received call of a vehicle on fire. Upon the officer's arrival, the gas engine still had some active flames on it and the owner was putting dirt on it to put the fire out. MPFD arrived on scene. The mulcher was monitored to ensure it would not reignite and all cleared.

Loud Party
May 24

6900 block of Dylan Ln, Independence. Caller reported a loud party going on nearby with teenagers drinking. Officers responded to the area and did see any activity but did hear very loud coyotes. Officers cleared with no contact with any teens.

Grass Fire
May 25

2600 Geggen Tina Rd, Independence. Police, MPFD, West Suburban Fire, Delano Fire, and DNR responded to a grass fire. Homeowners stated they'd had a fire the day prior. Today, they cleaned debris from the fire pit area and dumped it into/near the marsh as they'd thought the debris was cool enough. Thirteen acres were burned before the fire was able to be put out.

Trespassing
May 26

2300 block of Independence Rd, Independence. A homeowner called and reported people on her property fishing. Upon the officer's arrival, the people were gone. The homeowner was advised to consider putting a no trespassing sign up.

Arrest
May 27

5800 block of Highway 12, Maple Plain. While on routine patrol, an officer observed a vehicle turn into a closed business parking lot and turn it's lights off. Contact was made with the driver who stated he had parked there to speak to his girlfriend, the passenger. The odor of alcohol was detected. The officer had the driver perform SFSTs, he provided a preliminary breath sample of .112 BAC and was placed under arrest for DWI. Driver had a permit to carry and a loaded gun in the vehicle. Driver was transported to the police department where he was booked and released pending formal complaint.

Trespassing
May 29

2300 block of Independence Rd, Independence. Police were dispatched to a trespassing complaint. Upon their arrival, they made contact with juveniles fishing on private property. They were shown the posted no trespassing signs, shown where they could and could not fish, and advised not to trespass again.

Arrest
May 30

Intersection of Highway 12 and County Road 90, Independence. Officer initiated a traffic stop on a vehicle for illegal window tint. Driver was ultimately arrested for Driving After Cancellation, Inimical to Public Safety and violating Ignition Interlock restriction. He was booked and transported back to his residence pending charges.

Runaway
May 30

5200 block of Bryantwood Drive, Maple Plain. Police were contacted about a runaway female who might be at her boyfriend's apartment. They responded to the scene and with permission from the boyfriend's relatives, searched the apartment but no one was home. Contact was made with the runaway and her boyfriend who agreed to meet the officers. The female then returned home with her mother.

Arrest
May 31

Intersection of Highway 12 and Budd Ave, Maple Plain. A traffic stop was initiated on a vehicle with expired tabs. Signs of impairment were observed while speaking with the driver. Field sobriety tests were performed, and the driver provided a preliminary breath sample of 0.208. Driver was placed under arrest, transported to the police department for booking, and his vehicle was towed. The driver provided an evidentiary breath sample of 0.19. Driver arranged for a ride and was released pending charges.



Real People. Real Solutions.

263

Section 8, Item C.

Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: June 16, 2025
To: Honorable Mayor and City Council
From: David P. Martini, P.E.
RE: June 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:

- Staff collaboration and updates to the CIP.
- Review and correspondence related to the proposed Kwik Trip development.
- Review and correspondence associated with the Baker Trail Villas project. Final turf establishment and erosion control items remain uncompleted.
- On-going support and review of development and improvement projects in coordination with the City Planner and City Staff.

Wellhead Protection Plan

- WHPP Part 2 Amendment is due on October 30, 2025. The remaining schedule is as follows:
 - August 7, 2025 – MDH Approval Notice to City
 - August 11, 2025 – Provide Notice to LGUs regarding Plan Approval
 - October 1, 2025 – Begin Implementation Plan

2024 Street Reconstruction Project

- Staff collaboration, coordination, and construction management related to punch list work has been on-going. The final lift of pavement has been placed. Final punch list items have been communicated and are being scheduled.

Date: June 17, 2025

To: City of Maple Plain

From: David Medina, Operator

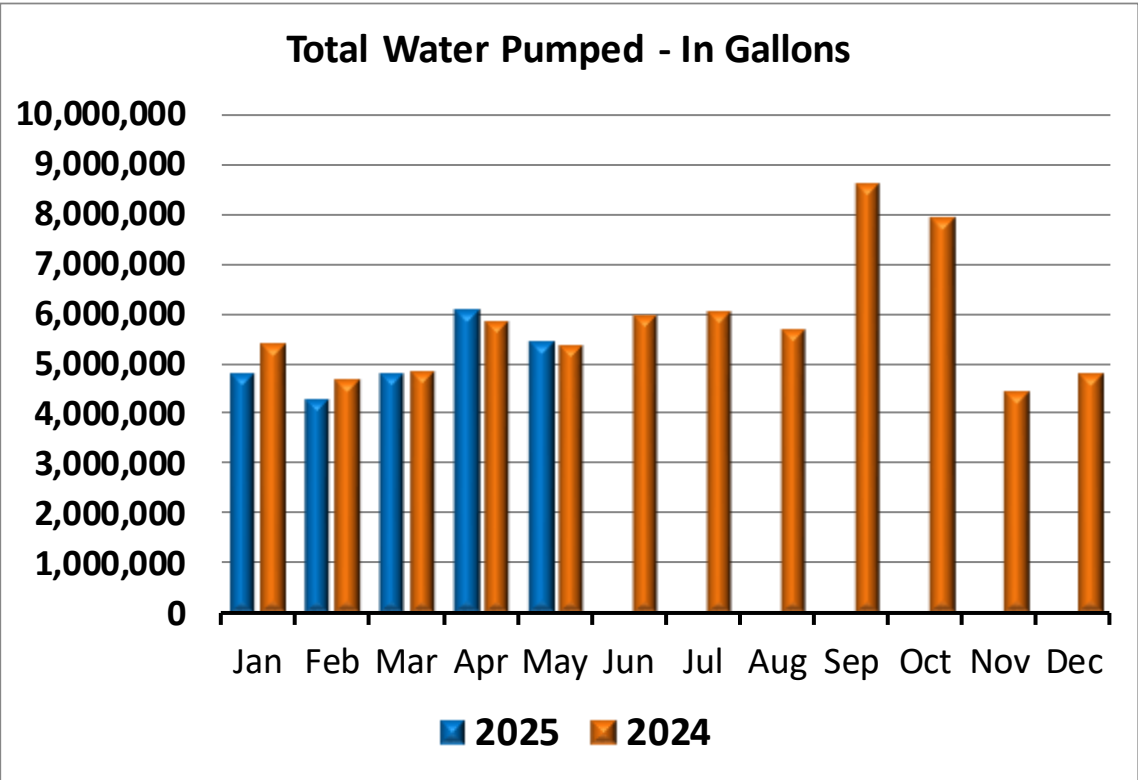
O & M Report: May 2025

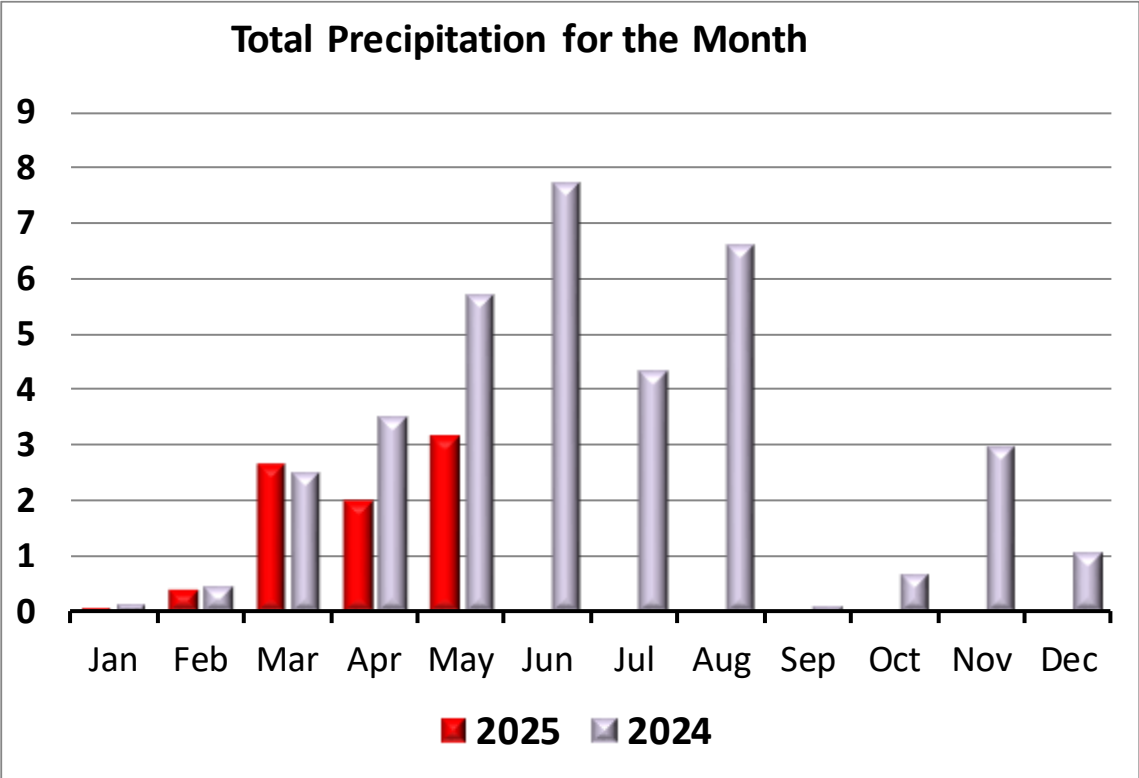
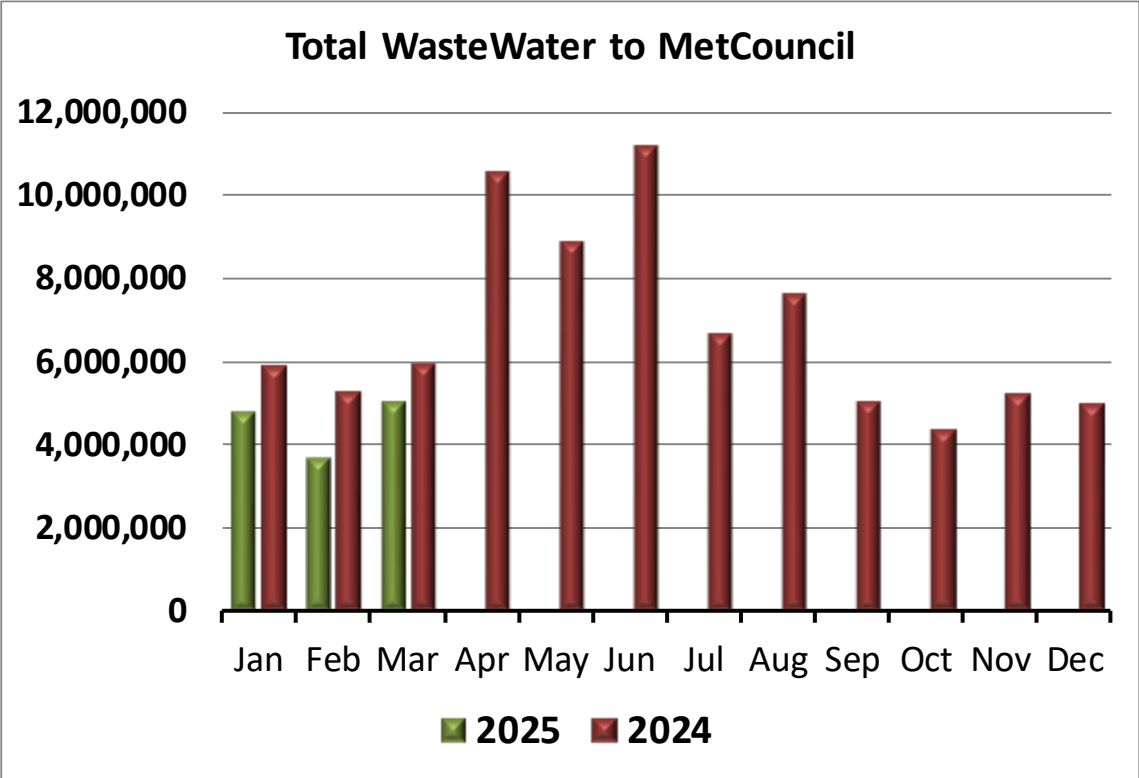
Maple Plain Operations & Maintenance

- Completed all daily rounds and daily reads on water plant operations.
- Completed thirteen total locates in the city limits.
- Completed Quarterly Bac-T samples per MDH.
- Completed monthly sample collections, and testing per MDH month monitoring.
- Completed nitrite/nitrate collections per MDH monitoring schedule.
- Completed annual Consumer Confidence Report.
- Changed out Chlorine tanks and adjusted chemical feed.
- Fixed, repair, and replace Permanganate Pump, lines, and adjusted feed.
- Completed Public Works work orders.
- Completed all final water meter readings.
- Completed all water meter installs.
- Completed all park maintenance tasks.
- Completed weekly baseball field dragging tasks.
- Changed out locks at Veterans Memorial Park.
- Cleaned vandalism at Rainbow Park.
- Completed stump grinding tasks.
- Completed city street maintenance and minor repairs.
- Completed grounds keep maintenance at Public Works shop, Treatment plant, and parking lot around fire hall.
- Attended scheduled monthly city meeting.



- Completed monthly expense reports.
- Completed and documented monthly work orders.
- Inspected on going issue with crosswalk signal lighting, awaiting approval of cost and repair by electrician.
- Completed repairs and maintenance on Public Works vehicles.







		May-25	April-25	May-24
Water	Units			
Average Daily Pumped	gallons	181,699	203,367	173,387
Maximum Daily Pumped	gallons	384,000	546,000	271,000
Total Monthly Pumped	gallons	5,451,000	6,101,000	5,375,000
Well #1 Pumped	gallons	0	0	0
Well #1 Average Pumped	gallons	0	0	0
Well #3 Pumped	gallons	2,818,000	2,760,000	1,802,000
Well #3 Average Pumped	gallons	93,933	92,000	58,129
Well #4 Pumped	gallons	2,633,000	2,699,000	2,367,000
Well #4 Average Pumped	gallons	87,766	89,967	76,355
Fluoride used	gallons	8.20	6.70	12.10
Fluoride Average used	gallons	0.27	0.22	0.39
Poly Phosphate used	pounds	9.00	8.90	7.60
Poly Phosphate Average used	pounds	0.30	0.30	0.25
Chlorine used	pounds	118.40	187.00	135.20
Chlorine Average used	pounds	3.94	6.23	4.36
HMO used	gallons	114.00	87.00	124.30
HMO Average used	gallons	3.80	2.90	4.01
Potassium Permanganate used	gallons	84.40	178.50	139.00
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	293,000	0	507,175
Average Daily Pumped Wastewater	gallons	0	0	287,002
Lift Station Effluent to Met Council	gallons	0	0	8,897,052
Precipitation Monthly Total	Inches	3	2	6
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$11,780.00	\$11,041.00	94%	83%
Maintenance Budget	\$6,330.00	\$6,623.00	105%	83%
Total	\$18,110.00	\$17,664.00	98%	83%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
5/2/2025	HIGH SERVICE PUMP 1	30359 WT Maple Plain, MN	greased, everything ok	Inspection	CHECK OIL LEVEL, ADD IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR AND NOISES.
5/2/2025	HIGH SERVICE PUMP 2	30359 WT Maple Plain, MN	greased, everything ok	Inspection	CHECK OIL LEVEL, ADD IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR AND NOISES.
5/2/2025	DEHUMIDIFIERS	30359 WT Maple Plain, MN	all dehumidifiers are working properly	Inspection	CHECK AIR FILTER AND REPLACE IF NEEDED, MAKE SURE DRAIN TUBE IS DRAINING PROPERLY.
5/2/2025	MIXER NO 1	30359 WT Maple Plain, MN	greased, everything ok	Inspection	CHECK OIL LEVEL AND TOP OFF IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR OR NOISES. ADD ONE OR TWO SQUIRTS OF GREASE TO GREASE ZERTS.
5/2/2025	WELL 3	30359 WT Maple Plain, MN	greased, everything ok	Inspection	CHECK OIL LEVEL AND TOP OFF IF NEEDED. INSPECT FOR ABNORMAL WEAR AND NOISES.
5/2/2025	FIRE EXTINGUISHERS	30359 WT Maple Plain, MN	all fire extinguishers are in working order	Inspection	CONFIRM NO OBSTRUCTIONS TO EXTINGUISHER. CONFIRM PIN IS IN PLACE, GAUGE READS FULL OR IN THE GREEN. REMOVE FROM MOUNT AND TURN UPSIDE DOWN SEVERAL TIMES.
5/9/2025	CATERPILLAR TRACTOR	30359 WT Maple Plain, MN	exercised, everything ok	Monthly PM	Start vehicle and drive to exercise equipment. Check Fluids
5/9/2025	MACK DUMP TRUCK	30359 WT Maple Plain, MN	exercised, everything ok	Monthly PM	Start vehicle and drive to exercise equipment. check fluids
5/9/2025	FORD F350 1 TON	30359 WT Maple Plain, MN	exercised, everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
5/9/2025	F150 Truck	30359 WT Maple Plain, MN	exercised, replaced battery, everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
5/9/2025	Kubota B3030	30359 WT Maple Plain, MN	exercised, everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.

5/9/2025	Kubota ZD326	30359 WT Maple Plain, MN	exercised, everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
5/9/2025	ToolCat Bobcat UW56	30359 WT Maple Plain, MN	exercised, everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
5/13/2025	Parks	30359 WT Maple Plain, MN	all parks are currently looking good with grass restoration, stump grindings and mulching projects in progress	Inspection	Detailed examination of equipment for defects or abnormalities.
5/13/2025	Trails	30359 WT Maple Plain, MN	all asphalt trails are currently looking good, the gravel trails at rainbow park could use a fresh layer of gravel when things dry out	Inspection	Detailed examination of equipment for defects or abnormalities.
5/16/2025	MAIN LIFT STATION	30359 WW Maple Plain, MN	cleaned floats, everything ok	LS Monthly PM	<ol style="list-style-type: none"> 1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
5/27/2025	Public works air Compressor 1	30359 WT Maple Plain, MN	everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
5/27/2025	Public works air Compressor 2	30359 WT Maple Plain, MN	everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
5/28/2025	Main Lift Station Generator	30359 WW Maple Plain, MN	exercised weekly, everything ok	Inspection	CHECK OIL. DOCUMENT ON THIS WORK ORDER WHERE AND WHEN THIS EQUIPMENT WAS USED THIS MONTH. IF NOT USED NO DOCUMENTATION IS NEEDED.

5/28/2025	Main Lift Station Generator	30359 WW Maple Plain, MN	the oil was changed last month	Service Equipment	CHANGE OIL, CHECK FUEL FILTER AND REPLACE IF NEEDED. CHECK AIR FILTER AND CLEAN OR REPLACE IF NEEDED. CHECK OVERALL CONDITION OF THE EQUIPMENT AND REPAIR IF NEEDED.
5/28/2025	AIR COMPRESSOR	30359 WT Maple Plain, MN	everything ok	Inspection	CHECK OIL LEVELS AND BELT CONDITION. INSPECT FOR OIL LEAKS OR ABNORMAL WEAR. DOCUMENT HOUR METERS. CONFIRM WATER DRAIN IS WORKING.
5/28/2025	EMERGENCY GENERATOR	30359 WT Maple Plain, MN	exercised weekly, everything ok	Inspection	1. CHECK ALL FLUIDS INCLUDING FUEL 2. DOCUMENT HOUR METER AND CONFIRM EXERCISING UNDER LOAD AT LEAST ONCE A WEEK. 3. INSPECT UNIT FOR UNUSUAL WEAR. 4. IF DURING COLD WEATHER CONFIRM HEATING BLOCK IS WORKING.
5/28/2025	Fire Station 2 AC Units	30359 WT Maple Plain, MN	everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.
5/28/2025	Fire Station 2 Infrared Heater	30359 WT Maple Plain, MN	everything ok	Inspection	Detailed examination of equipment for defects or abnormalities.

City of Maple Plain

Memorandum

To: Mayor and City Council

From: Mark Kaltsas, City Planner

CC: Jacob Kolander, City Administrator

Date: June 23, 2025

Re: City Council Monthly Planning Report – June 2025

Meetings/Correspondence:

- One (1) Special City Council meeting to discuss possible real estate transaction.
- Two (2) staff meetings to review current projects: Reviewed project status for 5270 Main St., Kwik Trip sign permit and DA, downtown redevelopment update and miscellaneous other planning related issues.
- Correspondence with possible buyer of 5270 Main St. Looking to relocate business to Maple Plain and working on issues relating to proposed use.
- Three (3) meetings and correspondence with potential downtown developer relating to redevelopment site and development agreement. Additional correspondence with property owner of 5210 Main Street.
- Correspondence with Kwik Trip and city regarding final platting, development agreement and sign permit for new buildings.
- Reviewed concept and correspondence with possible developer looking at vacant property at 5370 Highway 12.
- Correspondence with property representative relating to possible development of Lachermeier Property located off of Pagenkopf Road.
- 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
June 2025 Highlights
Jacob Kolander, City Administrator

Public Works & Infrastructure

- Hydrant flushing was completed, and street sweeping followed immediately after.
- Valley Rich completed repairs on a sinking manhole on Main Street East.
- A comprehensive park inspection was conducted at Bryantwood, Rainbow, Pioneer, and Veterans Parks. A plan is in development to address noted maintenance needs.

Planning & Development

- The City of Maple Plain and Kwik Trip will hold a Ground Breaking Ceremony on July 9th at 1 pm on the South Side of Gateway Blvd.
- The City received building, grading, and excavation permits for Kwik Trip, currently under review by our Building Inspector.

Downtown Development

- City staff continued to meet with the Downtown developer’s attorney to finalize language in the Purchase Agreement.

Code Enforcement

- Staff issued notices to properties with overgrown grass and worked with park users to resolve concerns related to unauthorized parking at Rainbow Park.
- A new parking plan was developed for Rainbow Park that permits limited on-street parking near the fields during events, helping protect green space and surrounding property.

Public Safety

- Staff continued work on a draft ordinance to address excessive 911 lift assist calls at care facilities, proposing a tiered fee system to reduce non-emergency calls.

Administration & City Operations

- Staff are working to transition permits to an online system. As part of this effort, staff identified several sections of the City Code that require amendments for clarity. These revisions will be brought to Council.
- The Capital Improvement Plan (CIP) for streets was reviewed with Abdo, and they provided a proposal for long-term financial planning related to the CIP. Budget planning for 2026 is underway, with the first draft to be presented at the July 28th Council Workshop.

CITY OF MAPLE PLAIN

Section 8, Item F.

Page 1

Expenditure Report for Council Reports 2025

Dept	Dept Descr	2024 Amt	2025 YTD Budget	May 2025 Amt	2025 YTD Amt	%YTD Budget
101 GENERAL FUND						
42400	Building Inspection	\$15,574.05	\$20,000.00	\$1,000.41	\$2,518.14	0.00%
41610	City Attorney	\$73,481.82	\$38,000.00	\$3,546.50	\$15,121.50	39.79% ✓
42500	Civil Defense	\$1,474.82	\$500.00	\$0.00	\$299.82	59.96% ✓
46630	Community Action Programs	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
41110	Council	\$68,307.57	\$48,287.00	\$3,833.47	\$25,202.61	90.00% 52.19%
41410	Elections	\$6,739.06	\$0.00	\$0.00	-\$487.04	0.00%
41500	Financial Administration	\$475,776.32	\$376,802.00	\$27,144.41	\$164,370.07	41.50% 43.62%
42290	Fire Partnership	\$224,304.96	\$208,580.00	\$17,698.33	\$86,391.65	0.00% 41.42%
41940	General Government Building	\$35,427.16	\$42,000.00	\$3,333.33	\$16,666.65	0.00% 39.68%
43100	Highways, Streets & Roadwa	\$116,538.67	\$106,739.00	\$4,123.37	\$62,872.30	0.00% 58.90%
45200	Parks (GENERAL)	\$216,018.34	\$141,378.00	\$6,798.06	\$73,855.10	0.00% 52.24%
41910	Planning and Zoning	\$13,082.92	\$20,800.00	\$5,698.50	\$6,767.25	0.00% 32.53%
42110	Police Administration	\$760,043.18	\$743,423.00	\$57,805.55	\$432,057.88	40.95% 58.12%
43000	Public Works (GENERAL)	\$100,129.49	\$70,999.00	\$11,643.20	\$37,004.60	0.00% 52.12%
101 GENERAL FUND		\$2,109,398.36 ✓	\$1,817,508.00 ✓	\$142,625.13 ✓	\$925,140.53 ✓	
601 WATER FUND						
49611	Water Treat Plant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49400	Water Utilities (GENERAL)	\$670,750.89	\$686,180.00	\$35,510.10	\$250,020.12	11.20% 36.44%
601 WATER FUND		\$670,750.89 ✓	\$686,180.00 ✓	\$35,510.10 ✓	\$250,020.12 ✓	
602 SEWER FUND						
43000	Public Works (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49450	Sewer (GENERAL)	\$369,332.49 *	\$479,961.00	\$32,052.93	\$223,561.41	0.00% 46.58%
49400	Water Utilities (GENERAL)	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
602 SEWER FUND		\$369,332.49 ✓	\$479,961.00 ✓	\$32,052.93 ✓	\$223,561.41 ✓	
603 STORM WATER FUND						
49455	Storm Sewer	\$142,232.21	\$175,801.00	\$6,016.08	\$56,031.41	0.00% 31.87%
603 STORM WATER FUND		\$142,232.21 ✓	\$175,801.00 ✓	\$6,016.08 ✓	\$56,031.41 ✓	
801 FIRE PARTNERSHIP FUND						
42210	Fire Administration	\$323,334.42	\$201,137.00	\$6,890.94	\$59,642.22	102.23% 29.65%
42260	Fire Apparatus/Equipment	\$64,671.66	\$70,700.00	\$448.04	\$39,564.64	56.28% 55.96%
42250	Fire Communications	\$32,134.31	\$32,702.00	\$2,338.32	\$16,576.45	2.88% 50.69%
42220	Fire Fighting	\$120,017.57	\$139,070.00	\$0.00	\$35,214.67	26.87% 25.32%
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	\$0.00	0.00%
42280	Fire Stations and Bldgs	\$21,996.82	\$25,820.00	\$1,099.96	\$5,558.17	0.00% 21.53%
42240	Fire Training	\$24,329.80	\$35,200.00	\$235.00	\$5,611.36	0.00% 15.94%
42270	Medical Services	\$2,112.76	\$5,500.00	\$0.00	\$844.75	0.00% 15.36%
801 FIRE PARTNERSHIP FUND		\$589,648.55 ✓	\$514,129.00 ✓	\$11,012.26 ✓	\$163,012.26 ✓	

CITY OF MAPLE PLAIN
Expenditure Report for Council Reports2025

Dept	Dept Descr	2024 Amt	2025 YTD Budget	May 2025 Amt	2025 YTD Amt	%YTD Budget
		\$3,881,362.50✓	\$3,673,579.00✓	\$227,216.50✓	\$1,617,765.73✓	



Executive Summary

City Council Business Meeting

AGENDA ITEM-NEW BUSINESS: Hoff Barry Agreement	
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION: Motion to approve the agreement	

Summary:

In years past City Attorney Scott Landsman sends an email during budgeting season letting us know if there is an increase. There was no increase last year, however there will be for 2026. I have asked Scott to write up a 5-year agreement, this agreement discusses rate increases. It does not lock us into a 5-year agreement. I am seeking Council to approve the agreement.

AGREEMENT FOR CIVIL MUNICIPAL LEGAL SERVICES

THIS AGREEMENT FOR CIVIL MUNICIPAL LEGAL SERVICES (“**Agreement**”) is dated the _____ day of _____, 2025 (“**Effective Date**”) by and between the City of Maple Plain, a Minnesota municipal corporation, (“**City**”) and Hoff Barry, P.A., a Minnesota corporation (“**Hoff Barry**”; City and Hoff Barry collectively “**Parties**” and sometimes individually “**Party**”).

WHEREAS, City, a public body corporate and politic operating as a statutory city under the laws of the State of Minnesota and located in the County of Hennepin, desires to have certain civil municipal legal services provided; and

WHEREAS, Hoff Barry currently provides civil municipal legal services to the City under previous and existing letter agreements. City desires to continue to retain Hoff Barry for said civil municipal legal services.

NOW, THEREFORE, in consideration of the mutual undertakings herein, the Parties agree as follows:

1. **LEGAL SERVICES.** Hoff Barry shall provide to the City the civil municipal legal services as set forth on attached Exhibit 1, subject to the terms and conditions herein (“**Legal Services**”).
2. **RESPONSIBLE ATTORNEY AND STAFF.** Scott B. Landsman shall be designated as the primary attorney (City Attorney) to provide the Legal Services. Mr. Landsman shall be responsible for the performance of this Agreement with the assistance of other Hoff Barry attorneys and support staff. Mr. Landsman shall supervise all Legal Services provided on behalf of the City.
3. **TERM.** Hoff Barry shall continue to provide the Legal Services under the previous and existing letter agreements, with this Agreement replacing the said letter agreement commencing on January 1, 2026 and shall terminate as provided below.
4. **FEES.** The fees to the City for the Legal Services shall be billed at a rates and in a manner set forth on attached Exhibit 2 (“**Compensation and Fee Schedule**”). The fees in the Compensation and Fee Schedule are set for a five (5) year period. Prior to the end of the 5th year, the Parties agree to negotiate, in good faith, the annual fees for the years beyond the 5th year and may, if deemed prudent by the Parties, enter into an amendment to this Agreement. If no agreement is reached, then the billed rate shall increase annually at the same percentage as in the Compensation and Fee Schedule.
5. **TERMINATION.**
 - a. Hoff Barry shall serve at the pleasure of the City Council and this Agreement may be terminated without cause by resolution of the City Council.

- b. Hoff Barry may terminate this Agreement at any time by providing City at least thirty (30) days' written notice before the termination becomes effective.
6. **INSURANCE.** Hoff Barry agrees to maintain a policy for Professional Liability Insurance for the duration of this Agreement. The value of the policy shall not be less than the maximum municipal tort liability as established by Minnesota Statutes.
7. **CONFLICT OF INTEREST.** Hoff Barry shall not accept any client or project which knowingly would place it in a conflict of interest with the Legal Services to be provided to the City under this Agreement. If a conflict of interest should develop, Hoff Barry shall be responsible for taking the necessary steps to comply with the requirements of the Lawyers Code of Professional Responsibility.
8. **ASSIGNMENT.** Hoff Barry shall not assign any interest or obligation of this Agreement without the prior consent of the City Council.
9. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of Minnesota.
10. **MODIFICATION.** Any modification of this Agreement or additional obligation assumed by either Party shall be binding only if evidenced in writing signed by each Party or an authorized representative of each Party.

The remainder of this page intentionally left blank, Signature page and exhibits follow

IN WITNESS WHEREOF, the Parties herein have executed this Agreement on the Effective Date.

CITY OF MAPLE PLAIN,
a Minnesota municipal corporation

Julie Maas-Kusske,
Mayor

Jacob Kolander,
City Administrator

HOFF BARRY, P.A.,
a Minnesota corporation

Scott B. Landsman,
Chief Executive Officer

EXHIBIT 1

LEGAL SERVICES

The general scope of civil municipal legal services to be provided to the City include, but are not necessarily limited to, the following:

- Attend City Council meetings as requested. Attend work sessions and other commission and committee meetings as requested.
- Draft ordinances, resolutions, and correspondence as requested.
- Prepare official documents related to development, including development agreements and planned unit development agreements.
- Prepare and/or review municipal contracts, including, but not limited to, those for public improvements, contract for services, purchases, or other purposes as requested.
- Participate in meetings and discussions with City Administrator, staff, and other individuals as requested to provide legal analysis, options, and risk assessment of specific subject matter.
- Assist staff in processing licensing violations, administrative fines and suspensions, and nuisance abatement actions.
- Represent the City in acquisition and disposition of property and easements.
- Conduct occasional law updates for City Council, commissions, and staff.
- Represent the City in condemnation proceedings for public improvement projects.
- Advise and assist staff as requested in the development of Request for Proposals and formal bid documents.
- Represent the City in matters related to the enforcement of City building, property maintenance, zoning, and fire codes.
- Represent the City with state and federal regulatory agencies.
- Research and submit legal opinions on legal matters requested by City Council or City Administrator.
- Defend the City in litigation except those cases where insurance companies are required to exclusively provide defense. Work cooperatively with insurance companies as needed on litigation cases.
- Provide on a periodic basis, written updates on State and Federal legislation or judicial holdings impacting the City and suggested action or changes in operations or procedures to ensure compliance.
- Research and introduce special legislation or initiatives involving City matters as requested.
- Facilitate training sessions for elected officials and staff on topics as requested.
- Provide interpretation and advice with respect to Minnesota Data Practices Act and its application.
- Respond to City Staff day-to-day inquiries in a timely manner.

EXHIBIT 2

COMPENSATION AND FEE SCHEDULE

General Legal Services

Fees for general legal services that are paid from the City general fund at a per hour rate

	2026	2027	2028	2029	2030
Partners/Of Counsel	\$175	\$181	\$187	\$194	\$201
Associate Attorneys	\$160	\$171	\$177	\$176	\$182
Paralegals/Law Clerks	\$110	\$119	\$123	\$127	\$131

Litigation

Fees for litigation related matters that are paid from the City general fund at a per hour rate

	2026	2027	2028	2029	2030
Partners/Of Counsel	\$235	\$243	\$252	\$261	\$270
Associate Attorneys	\$205	\$212	\$219	\$227	\$235
Paralegals/Law Clerks	\$150	\$155	\$160	\$166	\$172

Non-General Fund

Legal matters that are reimbursed by a developer, other third-party, or non-general fund at a per hour rate

	2026	2027	2028	2029	2030
Partners/Of Counsel	\$290	\$300	\$310	\$321	\$332
Associate Attorneys	\$245	\$254	\$263	\$272	\$282
Paralegals/Law Clerks	\$160	\$166	\$172	\$178	\$184

*rate increase per year is approximately 3.5%

The City will be billed at our cost for expenses, including, but not limited to, postage, court filing fees, process server fees, courier or delivery charges, witness fees, document recording and closing fees, court reporter transcription fees, and off-site photocopies.

The fees for legal services will be billed at 1/10-hour increments.

Hoff Barry will send the City monthly billing statements for fees and costs incurred. The billing statements will indicate, in detail, the work completed, the matter number, the individual conducting the work, the amount of time spent, the hourly rate, and the total costs for the work. The Firm will work with the City to adapt the billing format to the needs of the City.