



**AGENDA**  
**CITY COUNCIL - WORKSHOP**  
**MAPLE PLAIN CITY HALL**  
**March 10, 2025**  
**5:30 PM**

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- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
  - A. 2025 Enterprise Budget
  - B. 2025 Water Incentive Program
  - C. Maple Plain City Seal & Logo
  - D. Website & Email & Ring Central Update
- 4. COUNCIL REPORTS AND OTHER BUSINESS**
- 5. FUTURE WORKSHOP TOPICS**
  - A. Ice Skating Rink Maintenance
  - B. VMP Baseball/Softball field improvements
  - C. Met Council Equity-Focused Water Efficiency Grant 03/24
- 6. ADJOURNMENT**



**Executive Summary**

City Council Workshop

<b>AGENDA ITEM:</b> 2025 Enterprise Fund Budgets
<b>PREPARED BY:</b> Jacob Kolander, City Administrator & Jessi Sturtz, Finance
<b>RECOMMENDED ACTION:</b> Discussion

Please find in the packet the 2025 Enterprise Fund Budget.  
During the workshop, we will review and explain our numbers  
We seek council discussion and would like to work towards approving at the March Meeting.

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**BUDGET MEMO**

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**TO:** CITY ADMINISTRATOR  
**FROM:** JESSI STURTZ – ABDO FINANCIAL SOLUTIONS  
**SUBJECT:** 2025 PROPOSED ENTERPRISE FUNDS BUDGET  
**DATE:** 3/5/2025

**Introduction**

Upon your request, we have summarized some of the key items for consideration in this years' enterprise fund budget.

**Budget Format**

Key items in this year's budget:

- There are currently three enterprise funds operating in the City.
- The final 2025 enterprise fund budget has a net revenue of \$767,556.
- In 2023, a utility rate study was performed by Abdo Financial Solutions with assumptions agreed upon with management. Those projections are available in the rate study and have been incorporated into this budget.
- In the coming years there are several capital expenses planned so it is imperative to have adequate funds available.
- Debt service expenses have been budgeted for according to each individual debt issues bond service schedules. Included in this are bond indebtedness principal payments, bond indebtedness interest payments and fiscal agent fees. These items have been budgeted and presented according to each issue of debt's amortization schedule and bond document.

**Enterprise Fund Summary**

Typically, the enterprise funds include general operations, capital improvements, and debt service. The proposed 2025 enterprise fund budget is listed below for each fund:

	<b>Water</b>	<b>Sewer</b>	<b>Storm Sewer</b>
<b>Revenues</b>			
Sales and Fees	\$ 784,813	\$ 668,349	\$ 119,199
Interest and Penalties	20,000	1,500	21,000
Miscellaneous	32,704	20,354	14,815
<b>Total Revenue</b>	<b>837,517</b>	<b>690,203</b>	<b>205,014</b>
<b>Expenses</b>			
Personnel	6,230	6,230	3,110
Administrative	149,900	336,450	9,500
Planning and Engineering	21,000	2,300	4,500
Repairs and Maintenance	100,000	2,600	11,000
Insurance	9,950	1,860	-
Miscellaneous	8,000	3,500	11,400
Utilities	50,500	3,000	-
Supplies	17,100	1,350	-
Debt Service	71,672	36,319	20,507
Transfers	-	-	50,000
Capital and Equipment	11,000	-	16,200
<b>Total Expenses</b>	<b>\$ 445,352</b>	<b>\$ 393,609</b>	<b>\$ 126,217</b>
Revenues Over (Under) Expenses	392,165	296,594	78,797
Less: Depreciation (non-cash item)	240,828	86,352	49,584
Change in Fund Balance	151,337	210,242	29,213

**Enterprise Fund Detail**

On the following pages each individual enterprise funds actual operating results from 2023, year-to-date results, 2024 budget and final 2025 budget are presented.

**Water Fund Budget Summary**

	Actual 2023	Budget 2024	YTD 12/31/2024	Budget 2025	Amount Change	Percent Change
<b>Revenues</b>						
Water sales	\$ 741,703	\$ 676,547	\$ 713,465	\$ 784,813	\$ 108,266	16.0%
Interest and Penalties	18,927	-	58,285	20,000	20,000	0.0%
Miscellaneous	19,259	29,194	83,122	32,704	3,510	12.0%
Refunds and Reimbursements	-	-	60,346	-	-	0.0%
<b>Total Revenues</b>	<b>779,889</b>	<b>705,741</b>	<b>915,218</b>	<b>837,517</b>	<b>131,776</b>	<b>18.7%</b>
<b>Expenses</b>						
Personnel	\$ -	\$ 4,606	\$ -	\$ 6,230	\$ 1,624	35.3%
Supplies	5,874	18,782	10,862	17,100	(1,682)	-9.0%
Administrative	112,417	83,080	135,980	149,900	66,820	80.4%
Utilities	47,645	51,073	43,893	50,500	(573)	-1.1%
Planning and Engineering	18,091	27,038	20,345	21,000	(6,038)	-22.3%
Insurance	13,500	8,240	13,872	9,950	1,710	20.8%
Repairs and Maintenance	107,223	57,468	97,815	100,000	42,532	74.0%
Miscellaneous	83,373	10,313	7,824	8,000	(2,313)	-22.4%
Capital and Equipment	10,392	-	2,808	11,000	11,000	0.0%
Debt Service	75,680	457,898	81,620	71,672	(386,226)	-84.4%
<b>Total Expenses</b>	<b>474,195</b>	<b>718,498</b>	<b>415,019</b>	<b>445,352</b>	<b>(273,146)</b>	<b>-38.0%</b>
Revenues Over (Under) Expenses	305,694	(12,757)	500,199	392,165	404,922	
Less: Depreciation (non-cash item)	240,824	-	240,824	240,828		
Change in Fund Balance	64,870	(12,757)	259,375	151,337		

**Water Fund Key Information:**

- As mentioned above, a utility rate study was performed for the Water fund in 2023. These budgeted numbers reflect the outcomes presented in that projection.
- Administrative – Increase in auditing and accounting of \$9,000 due to Abdo invoices allocated out between funds for 2025. There is also an increase in contracted services of \$58,000 to align more with actuals from the previous two years.
- Repair and Maintenance – Increase due to increase of equipment repair and maintenance of \$43,000.
- Debt Service – Decrease due to not budgeting for the principal debt service payments, as they are hitting bonds payable instead of the expense.
- Depreciation is a reduction in the value of an asset with the passage of time, due in particular to wear and tear.  
\*Depreciation is a non-cash item and thus does not impact cash balances, only fund balances.

## Sewer Fund Budget Summary

	Actual 2023	YTD 12/31/2024	Budget 2024	Budget 2025	Amount Change	Percent Change
<b>Revenues</b>						
Sewer Sales	\$ 414,466	\$ 642,643	\$ 466,098	\$ 668,349	\$ 202,251	43.4%
Interest and Penalties	1,381	6,622	-	1,500	1,500	0.0%
Miscellaneous Revenues	72,862	39,376	20,096	20,354	258	1.3%
Transfers	93,315	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>582,024</b>	<b>688,641</b>	<b>486,194</b>	<b>690,203</b>	<b>204,009</b>	<b>42.0%</b>
<b>Expenses</b>						
Personnel	\$ -	\$ -	\$ 4,650	\$ 6,230	\$ 1,580	34.0%
Supplies	-	25	865	1,350	485	56.1%
Administrative	228,750	257,767	373,031	336,450	(36,581)	-9.8%
Utilities	2,921	2,765	2,992	3,000	8	0.3%
Planning and Engineering	21,255	262	2,163	2,300	137	6.3%
Insurance	2,813	2,577	2,163	1,860	(303)	-14.0%
Repairs and Maintenance	17,260	-	2,082	2,600	518	24.9%
Miscellaneous	6,603	293	8,868	3,500	(5,368)	-60.5%
Capital and Equipment	-	13,868	-	-	-	0.0%
Debt Service	35,178	40,552	152,211	36,319	(115,892)	-76.1%
<b>Total Expenses</b>	<b>314,780</b>	<b>318,109</b>	<b>549,025</b>	<b>393,609</b>	<b>(155,416)</b>	<b>-28.3%</b>
Revenues Over (Under) Expenses	267,244	370,532	(62,831)	296,594	359,425	
Less: Depreciation (non-cash item)	86,352	86,352	-	86,352		
Change in Fund Balance	180,892	284,180	(62,831)	210,242		

### Sewer Fund Key Information:

- As mentioned above, a utility rate study was performed for the Sewer fund in 2023. These budgeted numbers reflect the outcomes presented in that projection.
- Miscellaneous- Decrease due to dues and subscriptions and miscellaneous expense. The 2025 budget is more in line with the actuals from previous years.
- Debt Service – Decrease due to not budgeting for the principal debt service payments, as they are hitting bonds payable instead of the expense.
- Depreciation is a reduction in the value of an asset with the passage of time, due in particular to wear and tear.  
*\*Depreciation is a non-cash item and thus does not impact cash balances, only fund balances.*

## Storm Sewer Budget Summary

	Actual 2023	YTD 12/31/2024	Budget 2024	Budget 2025	Amount Change	Change
<b>Revenues</b>						
Storm Water Fees	\$ 90,068	\$ 113,525	\$ -	\$ 119,199	\$ 119,199	0.0%
Interest and Penalties	7,140	24,355	-	21,000	21,000	0.0%
Miscellaneous Revenue	9,889	25,993	-	14,815	14,815	0.0%
Refunds and Reimbursements	-	1,500	-	-	-	0.0%
Transfers	-	50,000	50,000	50,000	-	0.0%
<b>Total Revenues</b>	<b>107,097</b>	<b>215,373</b>	<b>50,000</b>	<b>205,014</b>	<b>155,014</b>	<b>310.0%</b>
<b>Expenses</b>						
Personnel	\$ -	\$ -	\$ -	\$ 3,110	\$ 3,110	0.0%
Administrative	4,915	4,783	5,150	9,500	4,350	84.5%
Planning and Engineering	12,976	3,593	5,150	4,500	(650)	-12.6%
Repairs and Maintenance	-	10,887	-	11,000	11,000	0.0%
Supplies	-	98	-	-	-	0.0%
Miscellaneous	20,900	10	11,340	11,400	60	0.5%
Debt Service	22,421	21,756	24,127	20,507	(3,620)	-15.0%
Capital and Equipment	-	-	-	16,200	16,200	0.0%
Transfers	-	50,000	50,000	50,000	-	0.0%
<b>Total Expenses</b>	<b>61,212</b>	<b>91,127</b>	<b>95,767</b>	<b>126,217</b>	<b>30,450</b>	<b>31.8%</b>
Revenues Over (Under) Expenses	45,885	124,246	(45,767)	78,797	124,564	
Less: Depreciation (non-cash item)	49,584	49,584	8,095	49,584		

**Storm Sewer Fund Key Information:**

- Each line item was budgeted in an attempt to be in line with actuals from previous years.
- Administrative – Increase due to Abdo invoices allocated out between funds for 2025
- Depreciation is a reduction in the value of an asset with the passage of time, due in particular to wear and tear.  
\*Depreciation is a non-cash item and thus does not impact cash balances, only fund balances.

# MAPLE PLAIN

EST.1868 INC.1912

## City of Maple Plain Fee Schedule

### Utilities

#### Quarterly Utility Billing

State Water Testing Fee	\$ 2.45		
Water Treatment Plant Charge			
Residential	\$ 25.00		
Commercial	\$ 30.00		
	<i>Within the City</i>	<i>Outside the City*</i>	* a 35% surcharge will charged to properties outside the City limits as calculated here.
Water Fixed Fee	\$ 11.13	\$ 15.03	
Water Volume Charges*			* per 1000 gallons
Up to 6,000 gallons	\$ 8.73	\$ 10.85	
6,001 – 12,000 gallons	\$ 9.17	\$ 12.38	
12,001 – 24,000 gallons	\$ 9.61	\$ 12.97	
24,001 gallons and above	\$ 10.58	\$ 14.29	
Sewer Fixed Fee	\$ 97.61		
Sewer Volume Charges*			* Based on Quarter 1 water use per City Code 9-74.
Up to 6,000 gallons	\$97.61 Fixed Fee Only		
6,001 gallons and above	\$ 8.05 per 1000 gallons		
Failure to Comply 9-74 6 (b) Surface water drain system	\$500.00 per Quarter		
Storm Water Fees			
Undeveloped or Vacant Land	\$ 53.92 per acre		
Single- & Two-Family Res.	\$ 11.86 per lot		
Multi-Family Residential	\$ 71.89 per acre		
Church & Institutional	\$ 53.92 per acre		
Mixed Use (Comm./Retail)	\$ 107.83 per acre		
Industrial or Office Park	\$ 107.83 per acre		

#### Other Utility Fees

Fee Description	Amount	Notes
Inflow & Infiltration Violation	\$500 per quarter	
Overdue/Unpaid Bills	Cost + 10% Penalty Fee per quarter	
Sewer Access Charge		
MCES Charge	\$2,485 per unit	
City Charge	\$800 per unit	
Water Access Charge		
Within the City	\$3,000 per unit	
Outside the City	\$7,500 per unit	
Water Meter	Cost	
Meter Testing	Cost of Test	
Damaged Water Meter	\$60 plus staff time & material	
Damaged Curb Stop	\$100 plus staff time & material	
Damaged Hydrant	Cost	



Damaged Water Main	Cost	
Private Hydrants Flushing	\$75 per hydrant annually	
Temporary/Construction Meters (per month) Deposit	\$100 plus volume charges (\$20 per 1,000 gallons) \$2000	
Water or Sewer Disconnect/Restart	\$60	
Sanitary Sewer Lateral Repair Permit	\$50	
Water Line Repair Permit	\$50	
Utility Assessment Penalty	\$150	

City of Maple Plain, Minnesota  
 2023 – 2027 Utility Rate Study  
 Scenario 2

	Actual 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026	Proposed 2027
<b>Water Rates (Scenario 2)</b>						
<i>Proposed Rate Change - Usage</i>		10.0%	10.0%	10.0%	8.0%	5.0%
<i>Proposed Rate Change - Fixed</i>		10.0%	10.0%	10.0%	8.0%	5.0%
<b>Residential</b>						
<b>Water Volume</b>						
Up to 6,000	6.56	7.22	7.94	8.73	9.43	9.90
6,001 to 12,000	6.89	7.58	8.34	9.17	9.90	10.40
12,001 to 24,000	7.22	7.94	8.74	9.61	10.38	10.90
24,001 and above	7.95	8.75	9.62	10.58	11.43	12.00
<b>Fixed Fees</b>						
State Water Testing Fee	2.45	2.45	2.45	2.45	2.45	2.45
Water Treatment Plant Charge	25.00	25.00	25.00	25.00	25.00	25.00
Water Fixed Fee	9.20	10.12	11.13	12.25	13.22	13.89
<b>Commercial</b>						
<b>Water Volume</b>						
Up to 6,000	6.56	7.22	7.94	8.73	9.43	9.90
6,001 to 12,000	6.89	7.58	8.34	9.17	9.90	10.40
12,001 to 24,000	7.22	7.94	8.74	9.61	10.38	10.90
24,001 and above	7.95	8.75	9.62	10.58	11.43	12.00
<b>Fixed Fees</b>						
State Water Testing Fee	2.45	2.45	2.45	2.45	2.45	2.45
Water Treatment Plant Charge	30.00	30.00	30.00	30.00	30.00	30.00
Water Fixed Fee	9.20	10.12	11.13	12.25	13.22	13.89

	Actual 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026	Proposed 2027
<b>Sewer Rates (Scenario 2)</b>						
<i>Proposed Rate Change - Usage</i>		5.0%	5.0%	4.0%	3.0%	3.0%
<i>Proposed Rate Change - Fixed</i>		5.0%	5.0%	4.0%	3.0%	3.0%
<b>Residential</b>						
<b>Sewer Volume</b>						
Up to 6,000	-	-	-	-	-	-
6,001 and above	7.02	7.37	7.74	8.05	8.29	8.54
<b>Fixed Fees</b>						
Sewer Fixed Fee (Base Charge)	85.13	89.39	93.86	97.61	100.54	103.55
<b>Commercial</b>						
<b>Sewer Volume</b>						
Up to 6,000	-	-	-	-	-	-
6,001 and above	7.02	7.37	7.74	8.05	8.29	8.54
<b>Fixed Fees</b>						
Sewer Fixed Fee (Base Charge)	85.13	89.39	93.86	97.61	100.54	103.55

	Actual 2022	Proposed 2023	Proposed 2024	Proposed 2025	Proposed 2026	Proposed 2027
<b>Storm Water Rates (Scenario 2)</b>						
<i>Proposed Rate Change - Fixed</i>		5.0%	5.0%	5.0%	5.0%	5.0%
<b>Residential</b>						
<b>Fixed Fees</b>						
Storm Water Utility Fee - 1 lot	10.25	10.76	11.30	11.87	12.46	13.08
Storm Water Utility Fee - 2 lot	20.49	21.51	22.59	23.72	24.91	26.15
<b>Commercial</b>						
<b>Fixed Fees</b>						
Undeveloped land	46.58	48.91	51.35	53.92	56.62	59.45
Church	46.58	48.91	51.35	53.92	56.62	59.45
Multi Family	62.10	65.21	68.47	71.89	75.48	79.26
Mixed Use	93.15	97.81	102.70	107.83	113.22	118.89
Industrial	93.15	97.81	102.70	107.83	113.22	118.89
Office Park	93.15	97.81	102.70	107.83	113.22	118.89

City of Maple Plain, Minnesota  
Stormwater Fund  
Cash Flow Projections  
Scenario 2  
For the Years Ending December 31, 2022 through 2031

Section 3, Item A.

	Actual results				RATE STUDY PROJECTIONS				Estimated 2028	Estimated 2029	Estimated 2030	Estimated 2031
	2020	2021	2022	2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027				
Projected Rate Increase												
Fixed					5%	5%	5%	5%				
Cash Flows from Operating Activities												
Receipts from customers and users												
Receipts from customers	\$ 74,923	\$ 73,548	\$ 69,285	\$ 82,058	\$ 80,173	\$ 83,633	\$ 86,668	\$ 89,814	\$ 92,508	\$ 95,283	\$ 98,142	\$ 101,086
Penalties	-	-	-	-	1,170	1,170	1,170	1,170	1,170	1,170	1,170	1,170
Other revenues	-	-	-	-	-	-	-	-	-	-	-	-
Payments to suppliers/service providers	(13,137)	(7,226)	(51,256)	(30,497)	(30,811)	(31,278)	(31,763)	(32,266)	(32,788)	(33,330)	(33,892)	(34,475)
Payments to employees	-	-	-	-	-	-	-	-	-	-	-	-
Net cash from operating activities	61,786	66,322	18,029	51,561	50,532	53,525	56,075	58,718	60,890	63,123	65,420	67,718
Cash Flows from Noncapital Financing Activities												
Transfers to other funds	-	-	-	-	-	-	-	-	-	-	-	-
Transfers for debt obligations	-	-	-	-	-	-	-	-	-	-	-	-
Transfers for capital and other	-	-	-	-	-	-	-	-	-	-	-	-
Net cash from noncapital financing activities	-	-	-	-	-	-	-	-	-	-	-	-
Cash Flows from Capital and Related Financing Activities												
Acquisition of capital assets	-	(242,017)	(27,921)	-	(313,000)	-	-	(320,000)	(360,000)	-	(300,000)	-
Capital Reserve	-	-	-	-	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
Connection fees received	-	-	-	-	-	-	-	-	-	-	-	-
Special assessments received	16,380	36,961	24,591	21,067	14,815	14,815	14,815	14,815	14,815	14,815	14,815	14,815
Proceeds of long-term debt, net of issuance costs	-	188,745	-	-	313,000	-	-	320,000	360,000	-	300,000	-
Interest paid on long-term debt	(23,144)	(22,287)	(24,508)	(22,961)	(21,756)	(29,270)	(27,319)	(25,293)	(32,227)	(39,641)	(36,239)	(41,183)
Principal paid on long-term debt	(40,000)	(40,000)	(40,000)	(45,000)	(50,000)	(70,867)	(75,867)	(75,867)	(97,200)	(121,200)	(121,200)	(141,200)
Net cash from capital and related financing activities	(46,764)	(78,598)	(67,838)	(46,894)	(61,941)	(90,322)	(93,371)	(91,345)	(119,612)	(151,026)	(147,624)	(172,568)
Cash Flows from Investing Activities												
Investment earnings and other activity	1,455	1,297	3,410	7,140	1,229	1,236	1,244	1,252	1,259	1,267	1,275	1,283
Net Increase (Decrease)												
In Cash and Cash Equivalents	16,477	(10,979)	(46,399)	11,807	(10,181)	(35,561)	(36,052)	(31,376)	(57,463)	(86,636)	(80,929)	(103,504)
Cash and Cash Equivalents, January 1	519,408	535,885	524,906	478,507	490,314	480,133	444,573	408,521	377,145	319,682	233,045	152,116
Cash and Cash Equivalents, December 31	<u>\$ 535,885</u>	<u>\$ 524,906</u>	<u>\$ 478,507</u>	<u>\$ 490,314</u>	<u>\$ 480,133</u>	<u>\$ 444,573</u>	<u>\$ 408,521</u>	<u>\$ 377,145</u>	<u>\$ 319,682</u>	<u>\$ 233,045</u>	<u>\$ 152,116</u>	<u>\$ 48,612</u>
Minimum Target Operating Reserve		<u>\$ 90,136</u>	<u>\$ 83,210</u>	<u>\$ 87,162</u>	<u>\$ 115,776</u>	<u>\$ 119,067</u>	<u>\$ 117,293</u>	<u>\$ 145,821</u>	<u>\$ 177,506</u>	<u>\$ 174,385</u>	<u>\$ 199,621</u>	<u>\$ 196,028</u>
Cash in Excess of Reserve		<u>\$ 434,770</u>	<u>\$ 395,298</u>	<u>\$ 403,152</u>	<u>\$ 364,358</u>	<u>\$ 325,505</u>	<u>\$ 291,228</u>	<u>\$ 231,324</u>	<u>\$ 142,176</u>	<u>\$ 58,660</u>	<u>\$ -</u>	<u>\$ -</u>
Average quarterly bill			<u>\$ 10.25</u>	<u>\$ 10.25</u>	<u>\$ 10.76</u>	<u>\$ 11.30</u>	<u>\$ 11.87</u>	<u>\$ 12.46</u>				
Average percentage increase				0%	5%	5%	5%	5%				
Average quarterly dollar increase				\$ -	\$ 0.51	\$ 0.54	\$ 0.57	\$ 0.59				
Average annual dollar increase				\$ -	\$ 2.05	\$ 2.15	\$ 2.26	\$ 2.37				

City of Maple Plain, Minnesota  
Water Fund  
Cash Flow Projections - Detailed  
Scenario 2  
For the Years Ending December 31, 2022 through 2031

Section 3, Item A.

	Actual results			RATE STUDY PROJECTIONS				Estimated 2028	Estimated 2029	Estimated 2030	Estimated 2031	
	2020	2021	2022	2023	Estimated 2024	Estimated 2025	Estimated 2026					Estimated 2027
Projected Rate Increase												
Usage rates					10%	10%	8%	5%				
Fixed					10%	10%	8%	5%				
Cash Flows from Operating Activities												
Receipts from customers and users												
Receipts from customers	\$ 428,657	\$ 490,419	\$ 625,098	\$ 560,313	\$ 681,628	\$ 739,537	\$ 790,602	\$ 825,185	\$ 849,941	\$ 875,439	\$ 901,702	\$ 928,753
Penalties	-	-	-	-	4,094	4,094	4,094	4,094	4,094	4,094	4,094	4,094
Other revenues	-	-	-	-	-	-	-	-	-	-	-	-
Payments to suppliers/service providers	(234,624)	(224,301)	(245,232)	(415,377)	(363,854)	(376,949)	(390,686)	(405,097)	(420,217)	(436,079)	(452,723)	(470,182)
Payments to employees	(5,516)	(960)	(498)	-	-	-	-	-	-	-	-	-
Net cash from operating activities	<u>188,517</u>	<u>265,158</u>	<u>379,368</u>	<u>144,936</u>	<u>321,867</u>	<u>366,681</u>	<u>404,009</u>	<u>424,181</u>	<u>433,817</u>	<u>443,453</u>	<u>453,072</u>	<u>462,664</u>
Cash Flows from Noncapital Financing Activities												
Transfers to other funds												
<sup>(1)</sup> Transfers for debt obligations	(54,273)	(377,998)	-	-	-	-	-	-	-	-	-	-
Transfers for capital and other	30,600	-	-	-	-	-	-	-	-	-	-	-
Net cash from noncapital financing activities	<u>(23,673)</u>	<u>(377,998)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Flows from Capital and Related Financing Activities												
Acquisition of capital assets	-	(353,088)	(406,717)	(37,832)	(718,000)	(720,000)	-	(718,500)	(781,000)	-	(415,000)	-
Capital Reserve	-	-	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Connection fees received	21,000	15,378	40,583	187,500	-	-	-	-	-	-	-	-
Special assessments received	32,045	79,112	46,517	38,850	29,487	29,487	29,487	29,487	29,487	29,487	29,487	29,487
Proceeds of long-term debt, net of issuance costs	-	933,173	351,774	-	718,000	700,000	-	500,000	760,000	-	355,000	-
Interest paid on long-term debt	(80,301)	(75,104)	(92,556)	(91,726)	(84,263)	(93,030)	(100,649)	(87,095)	(91,867)	(104,190)	(95,284)	(96,081)
Principal paid on long-term debt	(306,000)	(470,000)	(351,355)	(358,183)	(378,826)	(442,020)	(493,687)	(273,350)	(329,711)	(313,533)	(318,533)	(347,200)
Net cash from capital and related financing activities	<u>(333,256)</u>	<u>129,471</u>	<u>(411,754)</u>	<u>(261,391)</u>	<u>(453,603)</u>	<u>(545,563)</u>	<u>(584,849)</u>	<u>(569,458)</u>	<u>(433,091)</u>	<u>(408,237)</u>	<u>(464,331)</u>	<u>(433,794)</u>
Cash Flows from Investing Activities												
Investment earnings and other activity	3,025	2,616	7,755	18,927	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,040
Net Increase (Decrease)												
In Cash and Cash Equivalents	(165,387)	19,247	(24,631)	(97,528)	(128,696)	(175,842)	(177,800)	(142,237)	3,766	38,256	(8,219)	31,910
Cash and Cash Equivalents, January 1	1,143,142	977,755	997,002	972,371	874,843	746,147	570,305	392,504	250,267	254,033	292,289	284,071
Cash and Cash Equivalents, December 31	<u>\$ 977,755</u>	<u>\$ 997,002</u>	<u>\$ 972,371</u>	<u>\$ 874,843</u>	<u>\$ 746,147</u>	<u>\$ 570,305</u>	<u>\$ 392,504</u>	<u>\$ 250,267</u>	<u>\$ 254,033</u>	<u>\$ 292,289</u>	<u>\$ 284,071</u>	<u>\$ 315,981</u>
Minimum Target Operating Reserve		<u>\$ 566,776</u>	<u>\$ 657,598</u>	<u>\$ 645,016</u>	<u>\$ 723,525</u>	<u>\$ 789,679</u>	<u>\$ 562,993</u>	<u>\$ 631,686</u>	<u>\$ 635,763</u>	<u>\$ 640,179</u>	<u>\$ 678,372</u>	<u>\$ 675,393</u>
Cash in Excess of Reserve		<u>\$ 430,226</u>	<u>\$ 314,774</u>	<u>\$ 229,827</u>	<u>\$ 22,623</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Average Quarterly bill (11,000 gallons)		<u>\$ 108.01</u>	<u>\$ 108.01</u>	<u>\$ 116.31</u>	<u>\$ 125.44</u>	<u>\$ 133.48</u>	<u>\$ 138.90</u>					
Average percentage increase				0.0%	7.1%	7.3%	6.0%	3.9%				
Average quarterly dollar increase				\$ -	\$ 8.30	\$ 9.13	\$ 8.04	\$ 5.42				
Average annual dollar increase				\$ -	\$ 33.20	\$ 36.52	\$ 32.14	\$ 21.70				

(1) Transfers for debt service are expected to end in 2021, the related debt service payments will be made directly from the fund.

City of Maple Plain, Minnesota  
Sewer Fund  
Cash Flow Projections  
Scenario 2  
For the Years Ending December 31, 2022 through 2031

Section 3, Item A.

	Actual results				RATE STUDY PROJECTIONS				Estimated 2028	Estimated 2029	Estimated 2030	Estimated 2031
	2020	2021	2022	2023	Estimated 2024	Estimated 2025	Estimated 2026	Estimated 2027				
Projected Rate Increase												
Usage rates					5%	4%	3%	3%				
Fixed					5%	4%	3%	3%				
Cash Flows from Operating Activities												
Receipts from customers and users												
Receipts from customers	\$ 330,657	\$ 358,388	\$ 381,224	\$ 466,889	\$ 481,725	\$ 501,040	\$ 516,120	\$ 531,604	\$ 547,552	\$ 563,979	\$ 580,898	\$ 598,325
Penalties	-	-	-	-	4,001	4,001	4,001	4,001	4,001	4,001	4,001	4,001
Other revenues	-	-	-	-	-	-	-	-	-	-	-	-
Payments to suppliers/service providers	(344,107)	(310,981)	(265,809)	(282,188)	(296,191)	(308,490)	(321,310)	(334,678)	(348,614)	(363,144)	(378,292)	(394,089)
Payments to employees	(4,878)	-	(677)	(303)	-	-	-	-	-	-	-	-
Net cash from operating activities	<u>(18,328)</u>	<u>47,407</u>	<u>114,738</u>	<u>184,398</u>	<u>189,535</u>	<u>196,551</u>	<u>198,811</u>	<u>200,927</u>	<u>202,939</u>	<u>204,836</u>	<u>206,607</u>	<u>208,237</u>
Cash Flows from Noncapital Financing Activities												
Transfers to other funds												
<sup>(1)</sup> Transfers for debt obligations	(50,510)	(330,402)	-	-	-	-	-	-	-	-	-	-
Cash Flows from Capital and Related Financing Activities												
Acquisition of capital assets	-	(314,235)	(66,768)	(93,315)	(411,000)	-	(10,000)	(380,000)	(540,000)	-	(190,000)	-
Capital Reserve	-	-	-	-	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)	(20,000)
Connection fees received	6,570	3,285	3,285	-	-	-	-	-	-	-	-	-
Special assessments received	18,217	62,054	35,684	30,210	20,354	20,354	20,354	20,354	20,354	20,354	20,354	20,354
Proceeds of long-term debt, net of issuance costs	-	782,565	150,948	-	386,000	-	-	320,000	540,000	-	180,000	-
Interest paid on long-term debt	(25,035)	(21,808)	(43,782)	(45,017)	(38,710)	(45,626)	(40,862)	(36,039)	(39,918)	(50,573)	(46,379)	(47,094)
Principal paid on long-term debt	(50,000)	(185,000)	(97,647)	(112,339)	(103,847)	(134,580)	(134,580)	(136,917)	(170,223)	(148,067)	(153,067)	(165,067)
Net cash from capital and related financing activities	<u>(50,248)</u>	<u>326,861</u>	<u>(18,280)</u>	<u>(220,461)</u>	<u>(167,204)</u>	<u>(179,853)</u>	<u>(185,088)</u>	<u>(232,602)</u>	<u>(209,788)</u>	<u>(198,286)</u>	<u>(209,092)</u>	<u>(211,807)</u>
Cash Flows from Investing Activities												
Investment earnings and other activity	337	363	1,025	2,265	303	305	307	310	312	314	317	319
Net Increase (Decrease)												
In Cash and Cash Equivalents	(118,749)	44,229	97,483	(33,798)	22,634	17,004	14,030	(31,365)	(6,537)	6,865	(2,169)	(3,250)
Cash and Cash Equivalents, January 1	15,769	(102,980)	(58,751)	38,732	4,934	27,569	44,572	58,603	27,237	20,701	27,566	25,397
Cash and Cash Equivalents, December 31	<u>\$ (102,980)</u>	<u>\$ (58,751)</u>	<u>\$ 38,732</u>	<u>\$ 4,934</u>	<u>\$ 27,569</u>	<u>\$ 44,572</u>	<u>\$ 58,603</u>	<u>\$ 27,237</u>	<u>\$ 20,701</u>	<u>\$ 27,566</u>	<u>\$ 25,397</u>	<u>\$ 22,147</u>
Minimum Target Operating Reserve		<u>\$ 274,672</u>	<u>\$ 298,602</u>	<u>\$ 290,652</u>	<u>\$ 334,451</u>	<u>\$ 336,097</u>	<u>\$ 340,294</u>	<u>\$ 384,448</u>	<u>\$ 380,211</u>	<u>\$ 388,592</u>	<u>\$ 409,205</u>	<u>\$ 409,205</u>
Cash in Excess of Reserve	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Average Quarterly bill (9,400 gallons)			<u>\$ 120.23</u>	<u>\$ 120.23</u>	<u>\$ 126.24</u>	<u>\$ 131.29</u>	<u>\$ 135.23</u>	<u>\$ 139.29</u>				
Average percentage increase				0%	5%	4%	3%	3%				
Average quarterly dollar increase				\$ -	\$ 6.01	\$ 5.05	\$ 3.94	\$ 4.06				
Average annual dollar increase				\$ -	\$ 24.05	\$ 20.20	\$ 15.75	\$ 16.23				

(1) Transfers for debt service are expected to end in 2021, the related debt service payments will be made directly from the fund.



# City of Maple Plain 2025 Enterprise Budget

## Enterprise Funds Budgets

March 10, 2025



# Today's Agenda

- Enterprise Funds
  - Key Items for Consideration
  - Summary
    - Water
    - Sewer
    - Storm Sewer



# Key Items for Consideration





## Key Items to Consider

- There are three enterprise funds operating the city
- Final Enterprise Fund budget has a net revenue of \$767,556
- In 2023, a utility rate study was completed, and those assumptions have been factored it to this budget

# Summary

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# Summary

## Revenues

Sales and Fees
Interest and Penalties
Miscellaneous
<b>Total Revenue</b>

	<b>Water</b>	<b>Sewer</b>	<b>Storm Sewer</b>
\$	784,813	\$ 668,349	\$ 119,199
	20,000	1,500	21,000
	32,704	20,354	14,815
	<u>837,517</u>	<u>690,203</u>	<u>205,014</u>

## Expenses

Personnel
Administrative
Planning and Engineering
Repairs and Maintenance
Insurance
Miscellaneous
Utilities
Supplies
Debt Service
Transfers
Capital and Equipment
<b>Total Expenses</b>

	<b>Water</b>	<b>Sewer</b>	<b>Storm Sewer</b>
	6,230	6,230	3,110
	149,900	336,450	9,500
	21,000	2,300	4,500
	100,000	2,600	11,000
	9,950	1,860	-
	8,000	3,500	11,400
	50,500	3,000	-
	17,100	1,350	-
	71,672	36,319	20,507
	-	-	50,000
	11,000	-	16,200
	<u>\$ 445,352</u>	<u>\$ 393,609</u>	<u>\$ 126,217</u>

Revenues Over (Under) Expenses
Less: Depreciation (non-cash item)
Change in Fund Balance

	392,165	296,594	78,797
	240,828	86,352	49,584
	<u>151,337</u>	<u>210,242</u>	<u>29,213</u>

# Water

	Actual 2023	Budget 2024	YTD 12/31/2024	Budget 2025	Amount Change	Percent Change
<b>Revenues</b>						
Water sales	\$ 741,703	\$ 676,547	\$ 713,465	\$ 784,813	\$ 108,266	16.0%
Interest and Penalties	18,927	-	58,285	20,000	20,000	0.0%
Miscellaneous	19,259	29,194	83,122	32,704	3,510	12.0%
Refunds and Reimbursements	-	-	60,346	-	-	0.0%
<b>Total Revenues</b>	<b>779,889</b>	<b>705,741</b>	<b>915,218</b>	<b>837,517</b>	<b>131,776</b>	<b>18.7%</b>
<b>Expenses</b>						
Personnel	\$ -	\$ 4,606	\$ -	\$ 6,230	\$ 1,624	35.3%
Supplies	5,874	18,782	10,862	17,100	(1,682)	-9.0%
Administrative	112,417	83,080	135,980	149,900	66,820	80.4%
Utilities	47,645	51,073	43,893	50,500	(573)	-1.1%
Planning and Engineering	18,091	27,038	20,345	21,000	(6,038)	-22.3%
Insurance	13,500	8,240	13,872	9,950	1,710	20.8%
Repairs and Maintenance	107,223	57,468	97,815	100,000	42,532	74.0%
Miscellaneous	83,373	10,313	7,824	8,000	(2,313)	-22.4%
Capital and Equipment	10,392	-	2,808	11,000	11,000	0.0%
Debt Service	75,680	457,898	81,620	71,672	(386,226)	-84.4%
<b>Total Expenses</b>	<b>474,195</b>	<b>718,498</b>	<b>415,019</b>	<b>445,352</b>	<b>(273,146)</b>	<b>-38.0%</b>
Revenues Over (Under) Expenses	305,694	(12,757)	500,199	392,165	404,922	
Less: Depreciation (non-cash item)	240,824	-	240,824	240,828		
Change in Fund Balance	64,870	(12,757)	259,375	151,337		

# Sewer

	Actual 2023	YTD 12/31/2024	Budget 2024	Budget 2025	Amount Change	Percent Change
<b>Revenues</b>						
Sewer Sales	\$ 414,466	\$ 642,643	\$ 466,098	\$ 668,349	\$ 202,251	43.4%
Interest and Penalties	1,381	6,622	-	1,500	1,500	0.0%
Miscellaneous Revenues	72,862	39,376	20,096	20,354	258	1.3%
Transfers	93,315	-	-	-	-	0.0%
<b>Total Revenues</b>	<b>582,024</b>	<b>688,641</b>	<b>486,194</b>	<b>690,203</b>	<b>204,009</b>	<b>42.0%</b>
<b>Expenses</b>						
Personnel	\$ -	\$ -	\$ 4,650	\$ 6,230	\$ 1,580	34.0%
Supplies	-	25	865	1,350	485	56.1%
Administrative	228,750	257,767	373,031	336,450	(36,581)	-9.8%
Utilities	2,921	2,765	2,992	3,000	8	0.3%
Planning and Engineering	21,255	262	2,163	2,300	137	6.3%
Insurance	2,813	2,577	2,163	1,860	(303)	-14.0%
Repairs and Maintenance	17,260	-	2,082	2,600	518	24.9%
Miscellaneous	6,603	293	8,868	3,500	(5,368)	-60.5%
Capital and Equipment	-	13,868	-	-	-	0.0%
Debt Service	35,178	40,552	152,211	36,319	(115,892)	-76.1%
<b>Total Expenses</b>	<b>314,780</b>	<b>318,109</b>	<b>549,025</b>	<b>393,609</b>	<b>(155,416)</b>	<b>-28.3%</b>
Revenues Over (Under) Expenses	267,244	370,532	(62,831)	296,594	359,425	
Less: Depreciation (non-cash item)	86,352	86,352	-	86,352		
Change in Fund Balance	180,892	284,180	(62,831)	210,242		

# Storm Sewer

	Actual 2023	YTD 12/31/2024	Budget 2024	Budget 2025	Amount Change	Percent Change
<b>Revenues</b>						
Storm Water Fees	\$ 90,068	\$ 113,525	\$ -	\$ 119,199	\$ 119,199	0.0%
Interest and Penalties	7,140	24,355	-	21,000	21,000	0.0%
Miscellaneous Revenue	9,889	25,993	-	14,815	14,815	0.0%
Refunds and Reimbursements	-	1,500	-	-	-	0.0%
Transfers	-	50,000	50,000	50,000	-	0.0%
<b>Total Revenues</b>	<b>107,097</b>	<b>215,373</b>	<b>50,000</b>	<b>205,014</b>	<b>155,014</b>	<b>310.0%</b>
<b>Expenses</b>						
Personnel	\$ -	\$ -	\$ -	\$ 3,110	\$ 3,110	0.0%
Administrative	4,915	4,783	5,150	9,500	4,350	84.5%
Planning and Engineering	12,976	3,593	5,150	4,500	(650)	-12.6%
Repairs and Maintenance	-	10,887	-	11,000	11,000	0.0%
Supplies	-	98	-	-	-	0.0%
Miscellaneous	20,900	10	11,340	11,400	60	0.5%
Debt Service	22,421	21,756	24,127	20,507	(3,620)	-15.0%
Capital and Equipment	-	-	-	16,200	16,200	0.0%
Transfers	-	50,000	50,000	50,000	-	0.0%
<b>Total Expenses</b>	<b>61,212</b>	<b>91,127</b>	<b>95,767</b>	<b>126,217</b>	<b>30,450</b>	<b>31.8%</b>
Revenues Over (Under) Expenses	45,885	124,246	(45,767)	78,797	124,564	
Less: Depreciation (non-cash item)	49,584	49,584	8,095	49,584		
Change in Fund Balance	(3,699)	74,662	(53,862)	29,213		

A blurred photograph of a crowd of people walking through a modern, brightly lit interior space, possibly a lobby or hallway. The people are out of focus, creating a sense of motion. The background features large glass panels and a grid pattern. The word "Questions?" is overlaid in a large, orange, serif font.

Questions?



**Executive Summary**

City Council Workshop

<b>AGENDA ITEM:</b> 2025 Water Incentive Program
<b>PREPARED BY:</b> Jacob Kolander, City Administrator
<b>RECOMMENDED ACTION:</b> Input and Discussion

**Background**

As part of the 2024 Street & Infrastructure Improvement Project, the City of Maple Plain is offering a Street Project Watering Incentive Program to assist property owners in maintaining new grass established during the reconstruction process. Similar programs have been implemented in past street projects to encourage proper lawn care and ensure successful grass growth in newly disturbed areas.

**Program Details**

- The program provides a water credit of up to 7,000 gallons per quarter (Q2 and Q3) over a homeowner’s normal water usage.
- The City will determine normal usage based on past water consumption data, lot size, and other relevant factors.
- Eligible residents must submit an application by April 15, 2025 to receive credits.
- Approved credits will be applied to the Q4 water bill in January 2026.

**Resident Responsibility**

- The care and maintenance of new grass become the homeowner's responsibility as of June 1, 2025.
- Failure to properly water may result in sod damage, which will not be repaired by the City.



### **Implementation & Outreach**

- **A notification letter will be sent to all affected property owners, explaining the program and providing application details.**
- **City staff will manage the review and approval process, ensuring fair credit calculations based on prior water use data.**
- **The program aims to mitigate post-construction issues related to sod establishment while offering financial relief for residents actively maintaining their lawns.**

### **Recommendation**

**Staff recommends proceeding with the program as outlined, as it provides an equitable way to support property owners impacted by construction while protecting the investment made in public infrastructure. Council approval is requested to finalize and implement the program.**



March 3, 2025

Dear Resident,

The City of Maple Plain is offering a Street Project Watering Incentive Program to assist property owners in maintaining new grass in areas affected by the 2024 Street & Infrastructure Improvement Project. This program provides water bill credits to eligible homeowners who actively water their newly established turf.

Residents may apply for water credits of up to 7,000 gallons per quarter (Q2 and Q3) over their normal usage. The City will estimate normal household use based on historical data and factors such as lot size and irrigation systems.

To participate, residents must complete and submit the attached application no later than April 15, 2025. Approved credits will be applied to the Q4 water bill in January 2026.

Please note that as of June 1, 2025, the care and maintenance of newly installed grass will be the homeowner's responsibility. Damaged or dead sod resulting from lack of watering will not be repaired by the City.

If you have any questions about the program or the application process, please contact City Hall at (763) 479-0515.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacob Kolander", is written over a light blue horizontal line.

Jacob Kolander  
City Administrator  
City of Maple Plain



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

# Street Project Watering Incentive Program

Applicant Name:

Property Address:

Phone:

Email:

- I am applying for a watering credit of up to 7,000 gallons per quarter (Q2 and Q3 only) over my normal household use for the purpose of maintaining the area of my yard affected by a city street project. Normal Household Use will be estimated by city staff using data from prior years and may consider the size of the area affected, irrigation systems, or other factors.
- I recognize that I am responsible for the care of the grass on my property.
- In consideration of the above, I release from liability and waive my right to pursue future claims against the City of Maple Plain, their employees, officers, consultants, contractors, and agents (collectively "City") from any and all claims related to grass on my property.

Signature:

Date:

**Office Use Only**

Street Project Affecting the Property	2024 Street & Infrastructure Project 25245
---------------------------------------	--

Utility Account Number	
------------------------	--

Sq. Ft. of Property Frontage Affected	
---------------------------------------	--

**Credit Calculations**

	Q2	Q3	Notes
2022			
2023			
2024			
Normal HH Usage			
Current Usage			
Difference			
Water Rate			
Credit			
Date Credit Applied			

*Quarters refer to dates of usage. Credits will be applied to the Q4 water bill in January 2026.*



## Executive Summary

City Council Workshop

<b>AGENDA ITEM:</b> City Council Approval of the new City Logo and Seal
<b>PREPARED BY:</b> Kevin Larson, Asst City Administrator
<b>RECOMMENDED ACTION:</b> Staff recommends the City Council review and approval to send to a business meeting for official approval.

### Background

In June of 2024, the Rebranding Committee to initiate the redesign the City logo. Along the way, the Committee discovered an opportunity to revise the City Seal. The concept for revising the City Seal was to ensure a design that is unique to the City of Maple Plain, reflective of its character and heritage. Below in Exhibit A is the Seal and City Logo that was selected.

### Recommendations

Staff recommends the City Council review and approval to send to a business meeting for official approval.

### Exhibit A





**Executive Summary**

City Council Workshop

<b>AGENDA ITEM:</b> Website, Email, Ring Central Update
<b>PREPARED BY:</b> Jacob Kolander, City Administrator
<b>RECOMMENDED ACTION:</b> Update Council- No Action Required

If time allows, I would like to update the Council on our City Website, Email and Ring Central Voicemail's for Council.