



**AGENDA
REBRANDING
MAPLE PLAIN CITY HALL
August 13, 2025
3:00 PM**

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
 - A. Monument Signage - RFP
 - B. Communications - Quarterly Newsletter, Leaflet, Social Media & Electric Sign
- 4. FUTURE WORKSHOP TOPICS**
 - A. Budget and Initial Designer Discussion
 - B. Designer Concepts
 - C. Final Drawings
 - D. Design Edits
 - E. Permitting and Installation
- 5. ADJOURNMENT**



Executive Summary

City Council – Rebranding Committee

AGENDA ITEM:	Monument Signage - RFP
PREPARED BY:	Kevin Larson – Assistant City Administrator
RECOMMENDED ACTION:	Discussion & Decision

Summary:

On July 3, staff distributed a Request for Proposals (RFP) for monument sign replacement to nine companies. Of those contacted, two firms—Bolton & Menk and Scenic Sign Corp.—submitted proposals. Three companies declined to participate, citing concerns about working with a committee, and four did not respond. The RFP requested the following components in each proposal: project approach, company background, certifications and licensing, scope of work, two design mockups, proposed project schedule, and pricing.

Quote overview

Documents provided by the company.	Company	Bolton & Menk	Scenic Sign
	Approach	Submitted	Did not submit
	Company Desc	Submitted	Did not submit
	3 References	Submitted	Did not submit
	Certificat	Submitted	Did not submit
	SOW	Submitted	Did not submit
	Mockup Designs	Submitted	Submitted
	Schedule	Submitted	Did not submit
	Pricing Design	\$ 22,200	\$ -
	Pricing design 1	\$ 35,000	\$ 21,995
	Pricing design 2	\$ 50,000	\$ 22,995
	Total for the complete project	\$ 212,200	\$ 110,975
	Comments	Submitted all of the document requested in a professional manor	Only submitted proposal prices and their terms and conditions

Staff has reached out to Scenic Sign Corp. to request additional details regarding their approach, scope of work, and proposed schedule. As of the preparation of this packet, that information has not yet been received. Staff will share any updates as they become available.

Direction needed:

Staff is seeking committee discussion regarding the selection of a provider for the monument design and installation project.

Reference Documents

- Exhibit A – Bolton & Menk Proposal
- Exhibit B – Scenic Sign Corp. Proposal



Real People. Real Solutions.

3300 F
Section 3, Item A.
Plymouth, MN 55447

Phone: (763) 544-7129
Bolton-Menk.com

July 23, 2025

Kevin Larson
Assistant City Administrator
City of Maple Plain
5050 Independence Street
Maple Plain, MN 55359

RE: Design and Installation for Welcome and Park Monument Signs

Dear Kevin:

Bolton & Menk, Inc. is pleased to present our proposal for professional design and construction administration/permitting services related to the Welcome and Park Monument Signs project.

The attachments define our proposed scope of services and proposed fees for the proposed services. We prepared this information based on your request for proposals dated July 3rd, 2025.

We appreciate this opportunity to work with you for the successful completion of your project. Please review the attached documents and contact me at 952-540-7403 or email at Joel.Odens@bolton-menk.com if you have questions or concerns.

Thank you for considering Bolton & Menk, Inc. for your design and construction administration needs.

Sincerely,
Bolton & Menk, Inc.

Joel Odens, PLA, LEED AP
Landscape Architect Project Manager

APPROACH

The City of Maple Plain can be assured the Bolton & Menk team will provide outstanding technical deliverables, exceptional leadership in guiding staff through the design decision making process, and superior project management in a timely and cost-effective manner. The detailed work plan outlines tasks we believe can both meet the goals described in the RFP and be achieved within the anticipated project budget. We have a talented and focused staff who enjoy creating unique and meaningful civic amenities. During the project, our goal is to function as an extension of the city, working closely and alongside staff and stakeholders. Please see Page 8 for our detailed schedule.

Meetings and Project Coordination

Bolton & Menk will lead the City of Maple Plain through a cooperative effort to arrive at community signage standards that are technically feasible, economically viable, and compatible with city identity and branding. Our focused but flexible approach places great emphasis on being proactive, transparent, and open-minded.

This approach includes a well-organized design process supported by open communication between client and consultant. This includes regular virtual meetings to review design progress with city staff, as well as in-person board meetings to present signage concepts and solicit feedback from elected officials and the public:

- **Project Kickoff/Scoping Meeting (meeting #1)** — Upon award of the contract, we will schedule a meeting with city staff to review the scope and schedule and set project expectations. This may include a discussion of additional services related to construction documentation and administration assistance to help ensure successful implementation of the larger, structural monument sign types.
- **Regular Coordination Meetings (3 Virtual)**—A one-hour, virtual coordination meeting will be held monthly via Microsoft Teams to review the design progress with city staff following the submission of design deliverables.
- **Public Board Meetings (meeting #2)**—At the direction of city staff, we will travel to Maple Plain for an in-person public board meeting to solicit design feedback from elected officials and

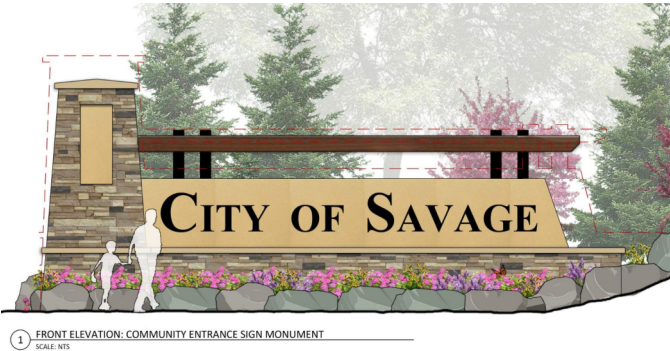
other stakeholders. We assume this meeting will be two hours long and may require Bolton & Menk to prepare display boards or a digital presentation.

Preliminary Design

After the project kickoff and schedule discussion, we will prepare a draft style guide to provide a framework for signage theming, including standard materials, text styles, and symbology. This will include review of applicable sign design standards and ordinances from the Manual on Uniform Traffic Control Devices (MUTCD), Americans with Disabilities Act (ADA), National Park and Recreation Association (NPRA), and the City of Maple Plain.

Preliminary sketches of two primary family sign types (welcome monument signs and park monument signs) will then be developed to explore two thematic options for comparison in each sign type.

This will be packaged into a preliminary design deliverable in PDF format and emailed to city staff prior to meeting #2, where the goal of that meeting will be to select a preferred signage theme.



Final Design

Once the preferred theme is determined, we will refine and expand the preliminary design sketches to create a draft community sign guide document. The community signage design guide will include scaled color elevation illustrations, annotated with key dimensions and material labels and specification notes to inform fabrication. The intent of these drawings is to convey style guide standards and design intent for each sign type, rather than full construction detailing for fabrication.

The draft family concept boards will be packaged and

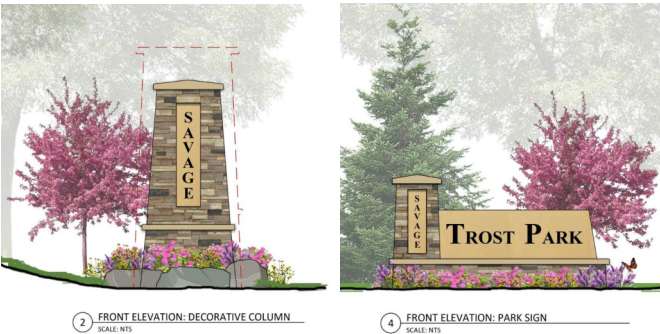
delivered in PDF format to city staff prior to meeting #3 for review and to aid in finalizing a preferred concept.

Bolton & Menk will compile and incorporate comments from both previous meetings of the Welcome and Park Monument Signs for review and final comment. Upon final approval, we will submit the final PDF deliverable along with original artwork files in Adobe Illustrator, InDesign, or AutoCAD format. These vector-based drawing files will be full scale and may be shared with printers and sign fabricators.

Additional Services for Consideration

Based on our experience with community signage projects, we have found the following tasks helpful for city budget planning and implementing the community signage. These items are not included in the base scope; the fee can be negotiated for inclusion if desired by city staff:

- Topographical survey of all signage areas.
- Full structural design, specifications, and stamped drawings for foundations and signage cabinets or other custom above-grade structures
- Full electrical and lighting design, specifications, and stamped drawings for lighted elements and controls
- Site-specific graphic design not included in the base scope (kiosk maps, interpretive panels, etc.)
- Public engagement process, meetings, or events



DESCRIPTION OF COMPANY

Company Background

We believe all people should live in safe, sustainable, and beautiful communities. We take pride in our ability to make that happen and it's why we get out of bed every morning.

The Bolton & Menk planning and urban design staff help clients plan and design their future. Rooted in skilled technical analysis, visionary yet practical insights, and intentionally inclusive public engagement, our team facilitates community-centered consensus for buildable, sustainable solutions. Bolton & Menk helps solve multifaceted problems with technical, regulatory, funding, and community expertise. We deliver plans and designs for projects that transcend expectations.

Our planning, placemaking and policy practice area focuses on delivering innovative solutions for master plans, small areas, districts, transit-oriented development, corridors, private development feasibility, parks, trails, and placemaking. Alongside our expertise in transportation, water resources, funding, project communication, and related services, we offer a comprehensive approach for communities looking to make their vision a reality to help create and maintain great places. Today, Bolton & Menk has more than 1,000 employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

We promise every client two things: we'll work hard for you and we'll do a good job. At the end of the day, we're **Real People** offering **Real Solutions**.

Key Personnel

Bolton & Menk understands the importance of developing design solutions that can be supported by stakeholders and implemented efficiently. We have provided a brief background and description of key individual roles. These individuals have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding your expectations. We can provide detailed résumés of all personnel upon request.

Joel Odens, PLA, LEED AP Project Manager

Joel will lead the design process for the project. He will oversee creating the signage concepts and facilitating the three project meetings discussing the design and implementation process. Joel will also lead the development of the final plans and associated graphics for the project.

Joel has nearly 30 years of experience practicing landscape architecture, working closely with clients and project teams to develop community focused sustainable solutions. His expertise includes public engagement, master planning, site design and construction experience in a wide range of project types in the upper Midwest. Joel has successfully provided recreational-based grant writing, mobility studies, riverfront and streambank master plans and construction documents, multi-use trails, pedestrian and vehicular bridges, canoe launches, streambank stabilization, boardwalks, piers, overlooks, monumentation, wayfinding, splash pads, and park and trail master plans. Joel understands the importance of context sensitive solutions and the practice of design flexibility to keep projects advancing successfully from concept to reality.

Matt Bouman, PE Client Service Manager, Ast. City Engineer

Matt will provide quality assurance and quality control throughout the entire design and implementation process. Matt will also assist with final specifications, bidding, awarding of the contract and construction administration.

Matt is a municipal project manager, joining Bolton & Menk in 2010 and has been working with the City since 2021. He leads design and construction oversight of many municipal and private projects and specializes in trenchless utility replacement and using water modeling software to assist with rehabilitation methods in difficult construction situations. Not one to shy away from a challenge, Matt enjoys the task of working on roadways that need to stay open during construction.

References

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk. Please contact the following references to evaluate Bolton & Menk's performance on similar projects.

Lana Fralich City Administrator

City of Silver Bay
7 Davis Drive
Silver Bay, MN 55614
218-226-4408

Ryan Prich Public Works Director

City of Mound
2415 Wilshire Blvd.
Mound, MN 55364
952-472-0614

CERTIFICATIONS, LICENSING, AND INSURANCE

Documentation of current insurance coverage and limits, including professional liability insurance, has been provided at the end of our proposal, as requested in the RFP.

SCOPE OF WORK

Bolton & Menk, Inc. will complete the following scope of work:

Task 1 – Design Process

Task 1A: Character Generation: We will collect precedent character imagery that describes a range of conceptual alternatives, material / finish options and scale that is appropriate for the Maple Plain welcome and park signage.

Deliverables:

- + Imagery Boards (2)
 - 24" x 36" design imagery boards

Task 1B: Concept Development: We will prepare conceptual designs of two (2) different signage families that include both welcome and park signage. The different signage families will incorporate all five proposed signs associated with the parks and city gateways. During this task we will also develop preliminary costs for each design.

Deliverables:

- + Family Concept Boards (2)
 - 24" x 36" Concept 'A' (includes both welcome and park signage)
 - 24" x 36" Concept 'B' (includes both welcome and park signage)
 - Preliminary cost estimates

Task 1C: Refinement: Upon city/stakeholder review, we will refine the preliminary concepts into a preferred signage family concept. This preferred alternative will incorporate elements of preliminary concepts, based on feedback from city/stakeholder input.

Deliverables:

- + (1) 24"x36" Preferred Signage Family Concept (includes both welcome and park signage)

Task 1D: Final Design/Construction Drawings & Specifications: Our team will advance the preferred concept family into final construction plans, details and specifications. This final design package will include both types of signs (welcome and park) and will be used to gather quotes from contractors/signage companies. We will work with staff to obtain the necessary construction permits. The final design package will include necessary traffic control, layout, grading and restoration/landscape plans for all signs, along with necessary details and specifications to develop each sign.

Deliverables:

- + Traffic Control Plans
- + Layout & Grading Plans
- + Sign Monument Details
- + Restoration/Landscape Plans
- + Specifications

Task 1E: Construction Observation: Our team will assist with approximately 16 hours of construction observation and documentation during the installation of the signage. If more observation time is requested, the time will be billed hourly at an agreed upon rate and duration.

Deliverables:

- + Field documentation, contractor coordination and construction photos

Task 2 – Installation

Not included in our proposal

Task 3 – Warranties and Maintenance

We will work with the selected sign fabricator to establish warranty coverage for all signs and will require the sign

fabricator to provide a summary of all the regular sign maintenance practices and approved cleaning products.

Deliverables:

- Maintenance Guide
- Warranty language in the specifications

Task 4 – Permitting

Our team will assist with the appropriate required permitting necessary to install both the proposed welcome signage and the new park signage. The permitting may include coordination with MnDOT, the City of Independence, Hennepin County, City of Madina and the Three Rivers Park District.

Deliverables:

- Assist with obtaining the necessary permits for signage

Task 5 – Traffic Control

We will develop plans and notes related to the anticipated traffic control needs for each sign location. We will work closely with the installation contractor to ensure that all traffic control requirements are met.

Deliverables:

- Traffic Control Plan in Final Plan Set

Task 6 – Site Restoration

We will develop plans and specifications related to the anticipated various site restoration needs for each sign location. We will work closely with the installation contractor to ensure all disturbed areas are restored.

Deliverables:

- Restoration/Landscape Plans in Final Plan Set

MOCKUP OF DESIGN

The Bolton & Menk team has developed several signage packages for communities in the upper Midwest. The deliverables for these packages has varied from individual signs to complete signage studies, which would include a family of signage types including but not limited to; gateway monumentation destination signage, entry signage and directional signage. Our team looks forward to the opportunity to work with Maple Plain to establish a minimum of two unique signage concepts for both the destination and gateway signs.

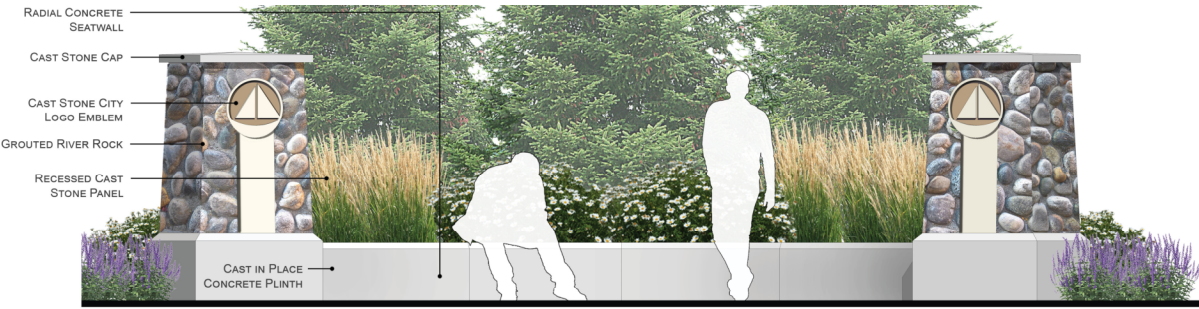
Concept Example A – Destination Monument Sign



Concept Example B – Gateway Monument Sign



MAIN ENTRY MONUMENT SIGN
KEY ENTRY POINTS TO CITY



INTERSECTION MONUMENT NODE
@ KEY INTERSECTIONS



STANDALONE MONUMENT COLUMN
NARROW R.O.W. LOCATIONS/MEDIANS (WHERE CLEAR ZONES ALLOW)

PROPOSED PROJECT SCHEDULE

In accordance with your request for services, we propose the following schedule:

When	What	Key Deliverables	Who
Early September	Kick-off Meeting #1	Finalize Plan & Schedule	Staff, BMI
Late September	Design Concepts Meeting #2	Imagery Boards & Family Concept Boards	Staff, Stakeholders, BMI
Mid September	Preferred Concept Meeting #3	Preferred Concept Boards	Staff, Stakeholders, BMI
Early October	Bid Package/ Out for Bid	Final Design & Specifications	Staff, BMI
Late November	Award	Contract	Staff, BMI
Spring 2026	Construction		Staff, BMI

PROPOSED PRICING

Bolton & Menk, Inc.'s proposed fees to provide the described work will be billed hourly based on the enclosed fee schedule with the total estimated cost to be:

Key Deliverables		Proposed Fee
Task 1: Design Process		
A. Character Generation	Imagery Boards	\$1,500
B. Concept Development	2 Concept Families & Preliminary Cost Estimate	\$3,200
C. Refinement/Preferred Concept	Preferred Signage Family Concept	\$1,500
D. Final Design & Specifications	Construction Drawings & Specifications	\$6,500
E.. Construction Observation	Approximately 40 Hours of Construction Observation/Coordination	\$6,200
Task 2: Installation Not Included In Our Proposal		
Design 1: Destination Sign		
A. Rainbow Park		\$35,000-\$50,000
B. Bryantwood Park		\$35,000-\$50,000
C. Westbound Highway 12		\$35,000-\$50,000
Design 2: Gateway Sign		
A. Eastbound Highway 12		\$50,000-\$80,000
Task 3: Warranties & Maintenance		
A. Warranties & Maintenance	Warranty & Maintenance Guide	\$800
Task 4: Permitting		
A. Permitting	Assist with Obtaining Required Permits	\$2,500
Task 5: Traffic Control		
A. Traffic Control	Traffic Control Plans (fee included in Final Plans & Specifications)	
Task 6: Site Restoration		
A. Site Restoration	Restoration/Landscape Plans (fee included in Final Plans & Specifications)	
Proposed Fee		\$22,200

ACCEPTANCE

The undersigned represents that it is the City of Maple Plain or has been authorized to accept this Proposal on behalf of the City of Maple Plain. The City of Maple Plain agrees to the Terms and Conditions as stated above and as attached to this Proposal. Unless otherwise replaced or modified by a separately executed, written Agreement, this Proposal shall constitute the full and complete agreement between the City of Maple Plain and Bolton & Menk, Inc.

Accepted by:

Print Name/Title

Signature and Date

PROPOSAL

Section 3, Item A.

Proposal #: 32010

Proposal Date: 07/21/25
Customer #: 3525
Page: 1 of 3



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

SOLD TO:	JOB LOCATION:
CITY OF MAPLE PLAIN 5050 INDEPENDENCE ST MAPLE PLAIN MN 55359	CITY OF MAPLE PLAIN 5050 INDEPENDENCE ST MAPLE PLAIN MN 55359 REQUESTED BY: KEVIN

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
3	QUOTE #44807 PROVIDE/INSTALL NEW ENTRANCE MONUMENT SIGNS BASED ON DRAWINGS VERSION 1 FOR THE THREE ENTRANCES. THESE ARE TO HAVE LIT LOGO CABINETS ON THEM. NO ELECTRICAL INSTALLATION INCLUDED.	\$22,995.00	\$68,985.00
3	QUOTE #44806 PROVIDE/INSTALL NEW ENTRANCE MONUMENT SIGNS BASED ON DRAWINGS VERSION 2 FOR THE THREE ENTRANCES. THESE ARE TO HAVE LIT LOGO CABINETS ON THEM. NO ELECTRICAL INSTALLATION INCLUDED.	\$21,995.00	\$65,985.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER.

THIS PRICE DOES NOT INCLUDE PRIMARY ELECTRICAL SUPPLY AND CONNECTION. PERMIT AND ENGINEERING FEES AS REQUIRED BY GOVERNMENT WILL BE ADDED AS WELL AS PROCUREMENT FEE. SALES TAX IS INCLUDED IN MOST CASES, SALES TAX WILL BE ADDED ON PRODUCTS PICKED UP AT OUR PLANT, INSTALLED BY OTHERS AND SOME ITEMS DEEMED "REMOVABLE" BY STATE LAW (BANNERS, VINYL APPLICATIONS, ETC.) TAX WILL BE CHARGED TO EXEMPT ENTITIES UNLESS A "CERTIFICATE OF EXEMPTION" IS PROVIDED AT THE TIME OF CONTRACT EXECUTION.

A FEE FOR DISPOSAL OF HAZARDOUS WASTE CONTAINED IN SIGNS AND MATERIALS REMOVED FROM CUSTOMER'S PROPERTY WILL BE ADDED TO THE FINAL INVOICE.

LED WARRANTY: OUR PREFERRED LED PRODUCT LINE IS HANLEY BRAND. HANLEY LEDS ARE WARRANTED FOR TEN (10) YEARS PARTS AND LABOR, HANLEY POWER SUPPLIES ARE WARRANTED FIVE (5) YEARS PARTS AND LABOR, SLOAN BORDER LIGHTING PRODUCTS (LEDSTRIPE, COLORLINE, FLEXIBRITE) ARE WARRANTED FIVE (5) YEARS PARTS AND LABOR. SEE SECTION 3 BELOW FOR OUR STANDARD WARRANTY ON ALL OTHER PRODUCTS AND SERVICES.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

COMPANY INITIALS _____

CUSTOMER INITIALS _____

Proposal #: 32010

Proposal Date: 07/21/25
Customer #: 3525
Page: 2 of 3



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ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by PURCHASER or for defects caused thereby.
2. A. The company agrees to secure all necessary governmental permits. The purchaser agrees to secure all necessary permits from the building owner and/or others whose permission is required for the installation of this display and they assume all liability with regard to same and all liability, public and otherwise, for damages caused by the display or by reason of it being on or attached to the premises. Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.
2. B. All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the Purchaser.
2. C. INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORESEEABLE FOUNDATION CONDITIONS ARE ENCOUNTERED; ADDITIONAL CHARGES WILL BE INCURRED IF THESE CONDITIONS EXIST. THE COMPANY (SCENIC SIGN) CAN NOT BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO LAWN AND OR LANDSCAPING WHILE GAINING ACCESS TO SIGN. THOSE REPAIRS AND COSTS ARE THE RESPONSIBILITY OF THE PURCHASER
2. D. ALL PRIVATE UNDERGROUND UTILITIES IN THE AREA OF EXCAVATION ARE TO BE MARKED BY THE CUSTOMER, AT THEIR EXPENSE, PRIOR TO EXCAVATION. SCENIC SIGN CORPORATION SHALL NOT BE HELD RESPONSIBLE FOR DAMAGES RELATED TO THE STRIKING OF ANY UNMARKED PRIVATE UTILITIES, OR DAMAGES TO ANY PERSON, BUSINESS OR PROPERTY AS A RESULT OF THIS EXCAVATION, INCLUDING BUT NOT LIMITED TO ELECTRICAL, IRRIGATION, GAS, SURVEILLANCE OR ANY OTHER UNDERGROUND UTILITY.
3. Company warrants the display against defective workmanship in construction and assembly for one (1) year from date of shipment or installation, if installation is made by Company. Additionally, Company will replace defective components manufactured by others for one (1) year from date of shipment or installation by Company, unless specifically stated otherwise, for normal labor and travel charges only. Any part found by Company to be defective due to faulty workmanship or materials, if returned prepaid, within the warranty period, will be repaired or replaced f.o.b. point of production. Company shall not be liable for any damages or losses other than the replacement of such defective work or material. Whenever there is any circumstance on which a claim might be based, Company must be informed immediately or the provisions of this warranty are voided.
4. Any items not shipped or installed on or before 60 days from contract date will be invoiced in full at the designated unit price, and PURCHASER hereby agrees to pay said invoice per above items. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of said 60-day period. Company, at its option, may invoice each item called for in the proposal separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that

COMPANY INITIALS _____

CUSTOMER INITIALS _____

PROPOSAL

Section 3, Item A.

Proposal #: 32010

Proposal Date: 07/21/25
Customer #: 3525
Page: 3 of 3



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

portion of the work completed during any given month. Under no condition, will any item be held beyond 60 days after completion. In the event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.

5. Payment for items purchased under the terms of the contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, PURCHASER agrees to pay a service charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of one and one half percent (1½%) per month. In the event this contract is placed for collection or if collected by suit or through any Court, reasonable attorneys' fees shall be added.

6. All applicable taxes payable under the laws of the State of Minnesota will be added when required. Taxes due in other states may be additional as noted in the specifications section of this document. In "real property" installations (free standing and wall signs for example) sales tax is included, in "tangible" installations (temporary or interior signs) sales tax will be added as required by Minnesota state tax law.

7. Company will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control.

8. Title to all unincorporated materials and property covered by this contract shall remain in and be the property of the Company until the purchase price is paid in full. The Company reserves the right to enter any job site and reclaim all materials or property used or intended to be used in this construction of said equipment in the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable in accordance with terms of this contract. The Company retains a security interest in the materials and equipment whether or not incorporated into a project or realty until the Company has been paid in full, notwithstanding the manner in which the personal property has been annexed or attached to the realty. The Purchaser agrees to execute appropriate Commercial Code forms to provide to the Company a Perfected security interest.

9. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.

10. When this contract is signed by a duly authorized person of each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____

PROPOSAL

Section 3, Item A.

Proposal #: 32011

Proposal Date: 07/21/25
Customer #: 3525
Page: 1 of 3



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

SOLD TO:	JOB LOCATION:
CITY OF MAPLE PLAIN 5050 INDEPENDENCE ST MAPLE PLAIN MN 55359	CITY OF MAPLE PLAIN 5050 INDEPENDENCE ST MAPLE PLAIN MN 55359 REQUESTED BY: KEVIN

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	QUOTE #44814 PROVIDE/INSTALL NEW PARK SIGNS BASED ON BRYANTWOOD PARK DRAWING VERSION 1 - THESE ARE NON-LIT SIGNS.	\$21,995.00	\$43,990.00
2	QUOTE #44815 PROVIDE/INSTALL NEW CITY PARK SIGNS BASED ON BRYANTWOOD PARK DRAWING VERSION 2 - THESE ARE NON-LIT SIGNS.	\$10,275.00	\$20,550.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER.

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CUSTOMER INITIALS _____

Proposal #: 32011

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Page: 2 of 3



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by PURCHASER or for defects caused thereby.
2. A. The company agrees to secure all necessary governmental permits. The purchaser agrees to secure all necessary permits from the building owner and/or others whose permission is required for the installation of this display and they assume all liability with regard to same and all liability, public and otherwise, for damages caused by the display or by reason of it being on or attached to the premises. Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.
2. B. All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the Purchaser.
2. C. INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORESEEABLE FOUNDATION CONDITIONS ARE ENCOUNTERED; ADDITIONAL CHARGES WILL BE INCURRED IF THESE CONDITIONS EXIST. THE COMPANY (SCENIC SIGN) CAN NOT BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO LAWN AND OR LANDSCAPING WHILE GAINING ACCESS TO SIGN. THOSE REPAIRS AND COSTS ARE THE RESPONSIBILITY OF THE PURCHASER
2. D. ALL PRIVATE UNDERGROUND UTILITIES IN THE AREA OF EXCAVATION ARE TO BE MARKED BY THE CUSTOMER, AT THEIR EXPENSE, PRIOR TO EXCAVATION. SCENIC SIGN CORPORATION SHALL NOT BE HELD RESPONSIBLE FOR DAMAGES RELATED TO THE STRIKING OF ANY UNMARKED PRIVATE UTILITIES, OR DAMAGES TO ANY PERSON, BUSINESS OR PROPERTY AS A RESULT OF THIS EXCAVATION, INCLUDING BUT NOT LIMITED TO ELECTRICAL, IRRIGATION, GAS, SURVEILLANCE OR ANY OTHER UNDERGROUND UTILITY.
3. Company warrants the display against defective workmanship in construction and assembly for one (1) year from date of shipment or installation, if installation is made by Company. Additionally, Company will replace defective components manufactured by others for one (1) year from date of shipment or installation by Company, unless specifically stated otherwise, for normal labor and travel charges only. Any part found by Company to be defective due to faulty workmanship or materials, if returned prepaid, within the warranty period, will be repaired or replaced f.o.b. point of production. Company shall not be liable for any damages or losses other than the replacement of such defective work or material. Whenever there is any circumstance on which a claim might be based, Company must be informed immediately or the provisions of this warranty are voided.
4. Any items not shipped or installed on or before 60 days from contract date will be invoiced in full at the designated unit price, and PURCHASER hereby agrees to pay said invoice per above items. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of said 60-day period. Company, at its option, may invoice each item called for in the proposal separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that portion of the work completed during any given month. Under no condition, will any item be held beyond 60 days after completion. In the

COMPANY INITIALS _____

CUSTOMER INITIALS _____

PROPOSAL

Section 3, Item A.

Proposal #: 32011

Proposal Date: 07/21/25
Customer #: 3525
Page: 3 of 3



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.

5. Payment for items purchased under the terms of the contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, PURCHASER agrees to pay a service charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of one and one half percent (1½%) per month. In the event this contract is placed for collection or if collected by suit or through any Court, reasonable attorneys' fees shall be added.

6. All applicable taxes payable under the laws of the State of Minnesota will be added when required. Taxes due in other states may be additional as noted in the specifications section of this document. In "real property" installations (free standing and wall signs for example) sales tax is included, in "tangible" installations (temporary or interior signs) sales tax will be added as required by Minnesota state tax law.

7. Company will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control.

8. Title to all unincorporated materials and property covered by this contract shall remain in and be the property of the Company until the purchase price is paid in full. The Company reserves the right to enter any job site and reclaim all materials or property used or intended to be used in this construction of said equipment in the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable in accordance with terms of this contract. The Company retains a security interest in the materials and equipment whether or not incorporated into a project or realty until the Company has been paid in full, notwithstanding the manner in which the personal property has been annexed or attached to the realty. The Purchaser agrees to execute appropriate Commercial Code forms to provide to the Company a Perfected security interest.

9. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.

10. When this contract is signed by a duly authorized person of each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____



8/6/25

Additional information for Maple Plain RFP.

Approach: This project is to modernize and upgrade the look and feel of entering the city of Maple Plain and creating a "branding" consistency with the entrance signs, existing digital sign and the parks signs for the city of Maple Plain.

Scope of Work: We would remove the existing signage where they are at, cut off any posts and grade and install new signage at each entrance sign location, park location and reface the existing digital monument sign with the new branding for Maple Plain. We would drill new footings with our auger truck, install new steel poles and the signage with our equipment. Any electrical would be there with a whip for your electricians to bring power to for lighting.

I will also attach our code of safety practices as we work very hard to be safe on all of our projects.

Proposed project schedule: We are normally around a 14 week turnaround from the time that the shop drawings are approved by the city. Within this timeframe we would get there to remove the existing signs and auger the new holes then install the new signs once we receive the Benchmark portion of the sign. (Benchmark is what moves us to the 14 week lead time part of this). There would be a timeframe where we get the permits along with getting the shop drawings completed that are additional to the 14 week lead time. We try to get this all done in a couple of weeks.

Site restoration: Scenic Sign will remove any dirt that we get out of the new footings and leave the site as close to what it was before. There is a chance that there would be ruts from our tires, this would be the responsibility of the city to repair along with any final landscaping after the projects were completed.

Proposed Project Schedule: If we have this project under contract as of 8/15, I would be looking at the following rough schedule:

8/29 for shop drawings/permitting to be completed

9/8 for approval from the city of shop drawings

9/10 release to production

Appx. 11/30 for footings (will need to have any snow removed from these locations by the city)

Appx. 12/14 for installation (will need to have any snow removed from these locations by the city)

DRAWING DETAILS

SIGN TYPE:
POST & PANEL

SALESMAN:
DARYL KIRT

LOCATION:
MAPLE PLAIN, MN

DATE:
5/20/25

DESIGNER:
BRET SCHWINGHAMMER

SCALE:
3/4" = 1'

WO#:
N/A

PAGE 1 / 1

APPROVAL:

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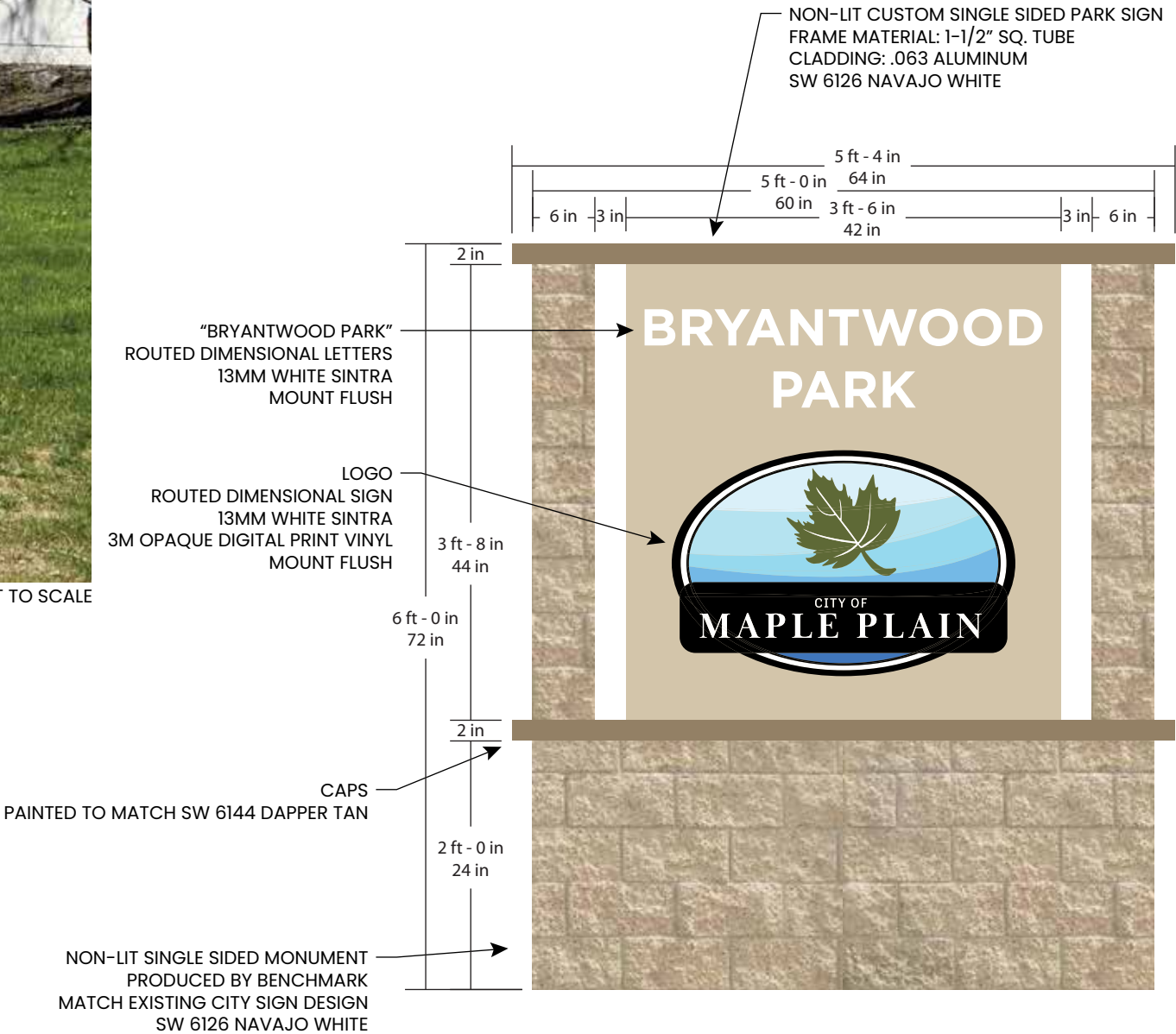
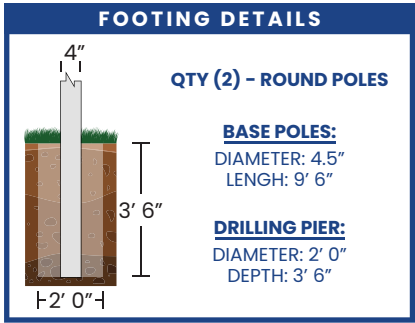
LEGAL NOTES

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AFTER - NOT TO SCALE

BEFORE - NOT TO SCALE



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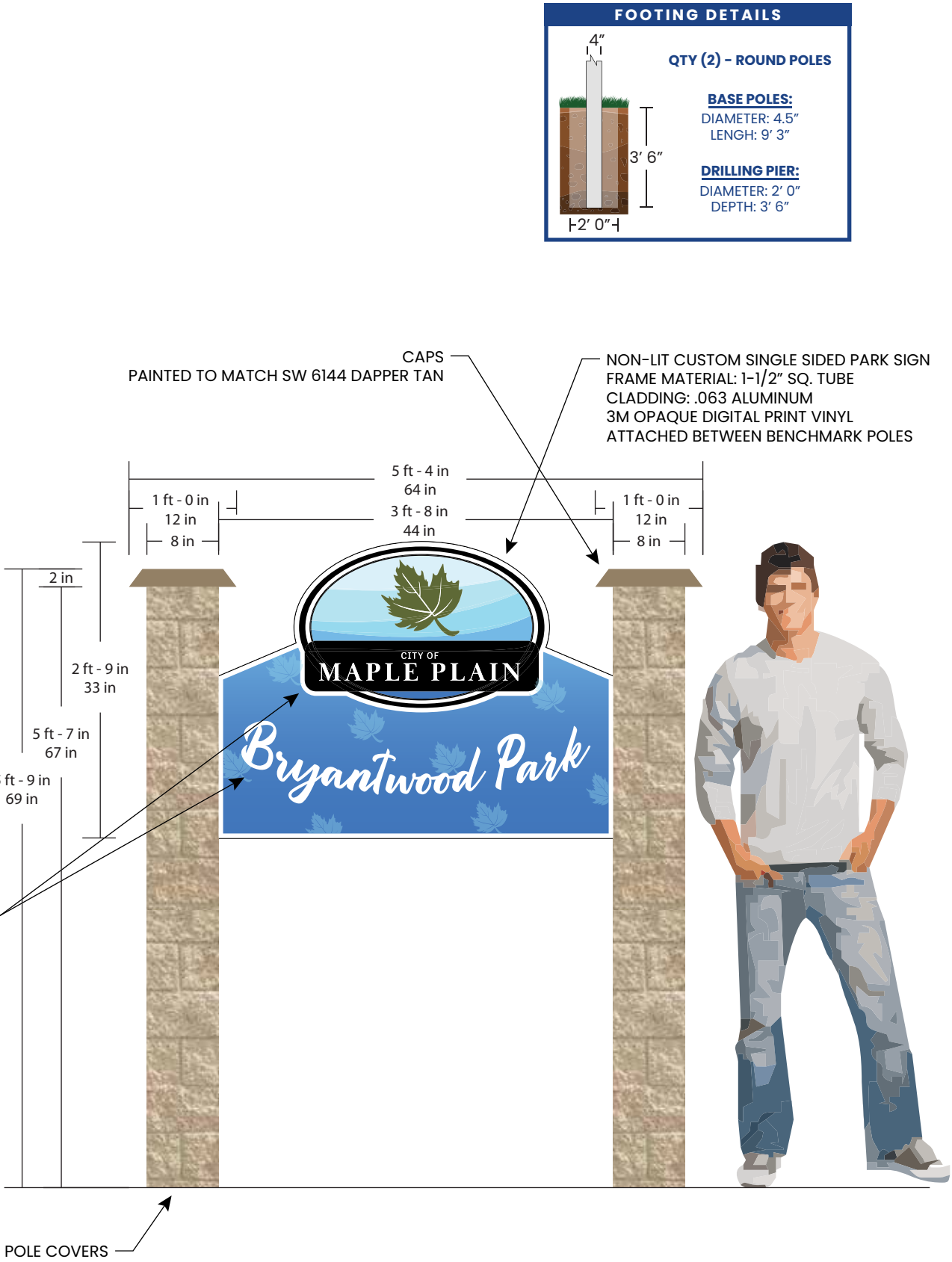
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AFTER - NOT TO SCALE

"BRYANTWOOD PARK" & LOGO
ROUTED DIMENSIONAL LETTERS
13MM WHITE SINTRA
LOGO - 3M OPAQUE DIGITAL PRINT VINYL
MOUNT FLUSH

BEFORE - NOT TO SCALE



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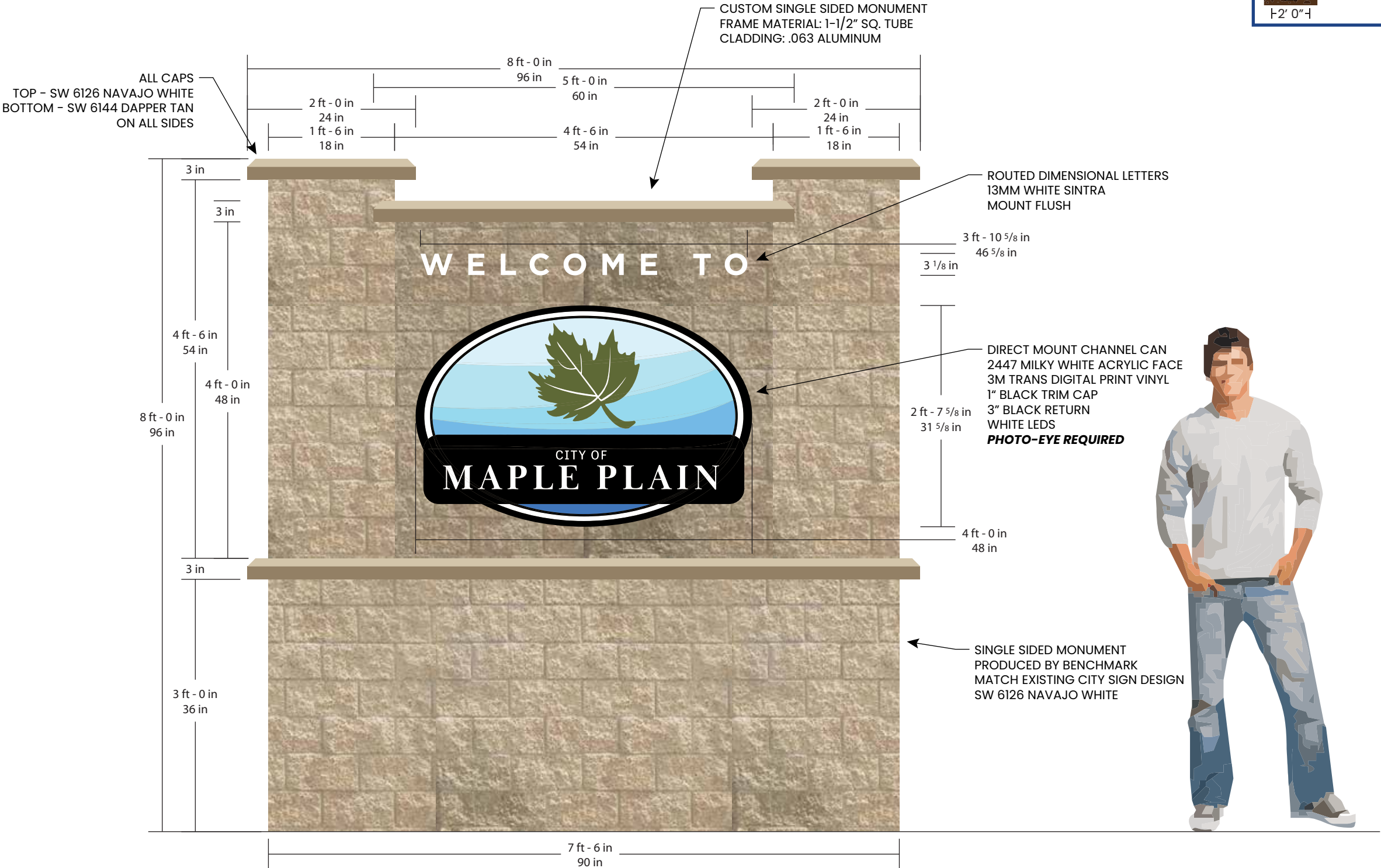
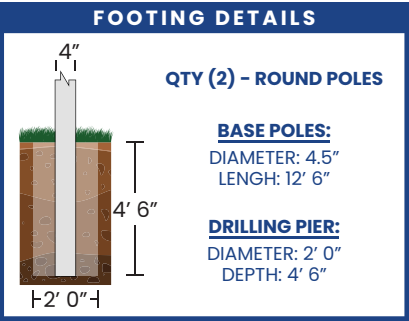
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25



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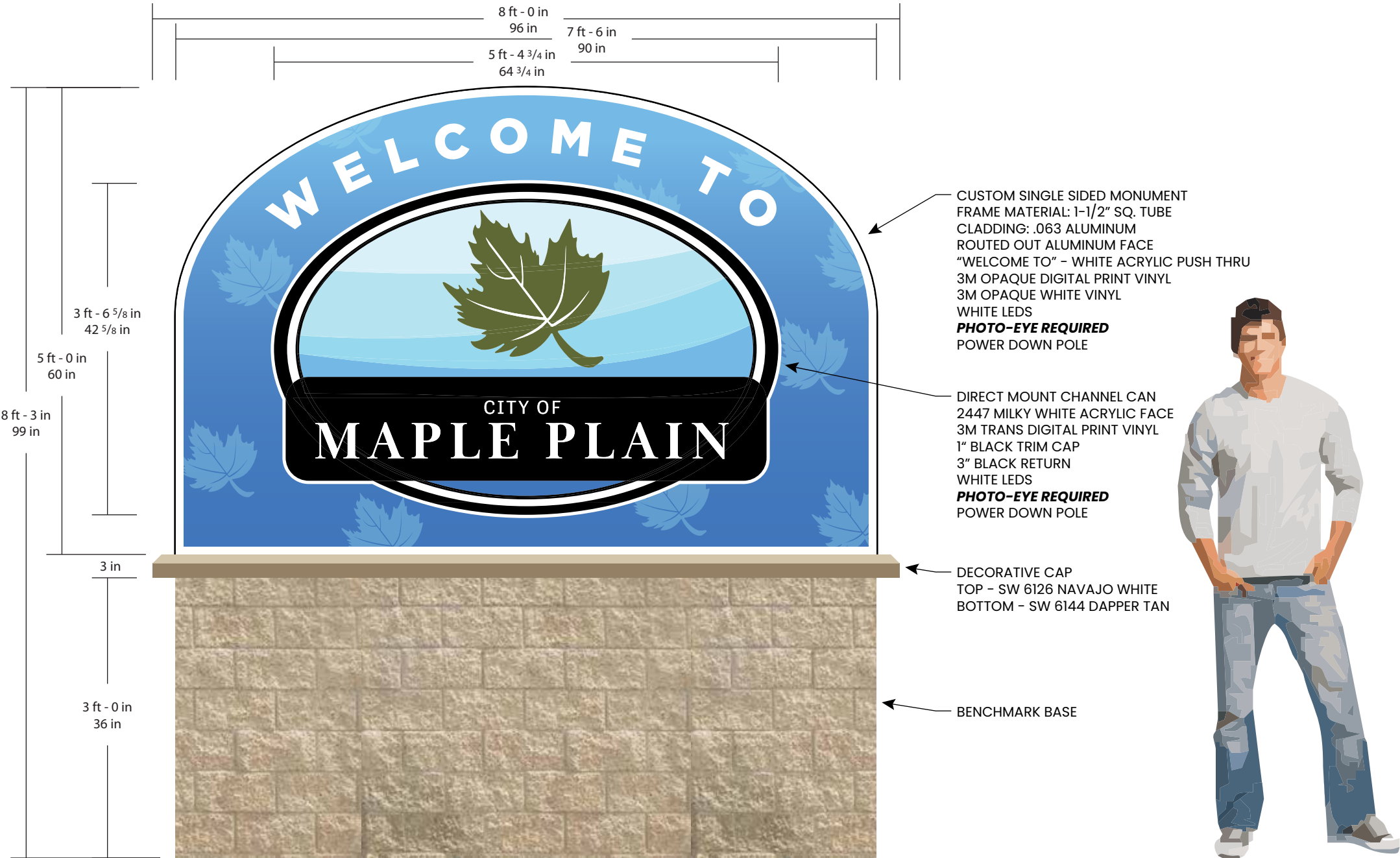
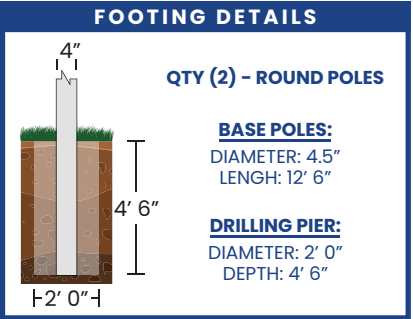
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Uniquely Innovative Signs
WWW.SCENICSIGN.COM

PO Box 881
St. Cloud, MN 56302
(320)-252-9400

320 5th Ave. NE
Fargo, ND 58078
1-800-486-8517

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BEFORE - NOT TO SCALE

AFTER - NOT TO SCALE - EVENING VIEW

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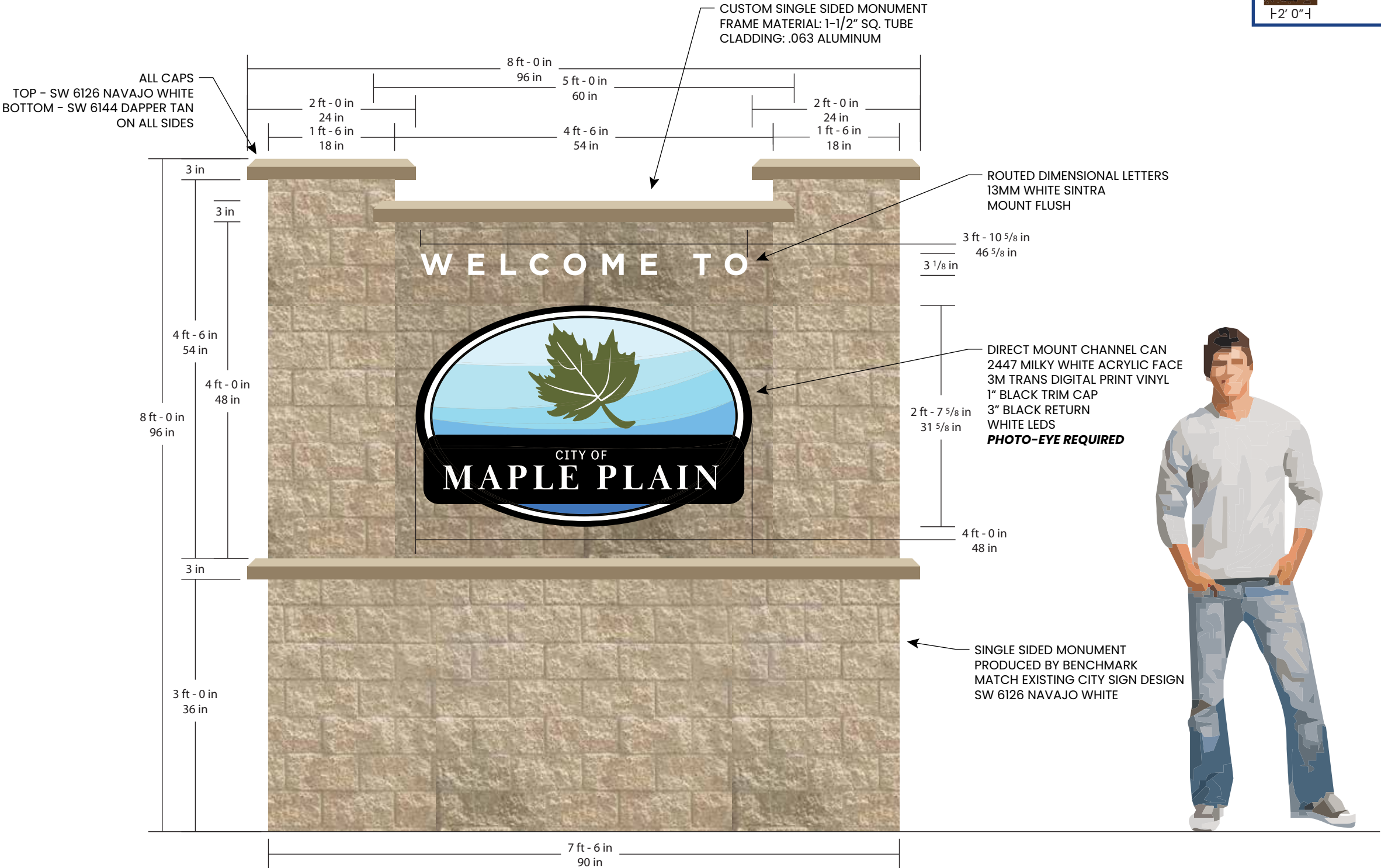
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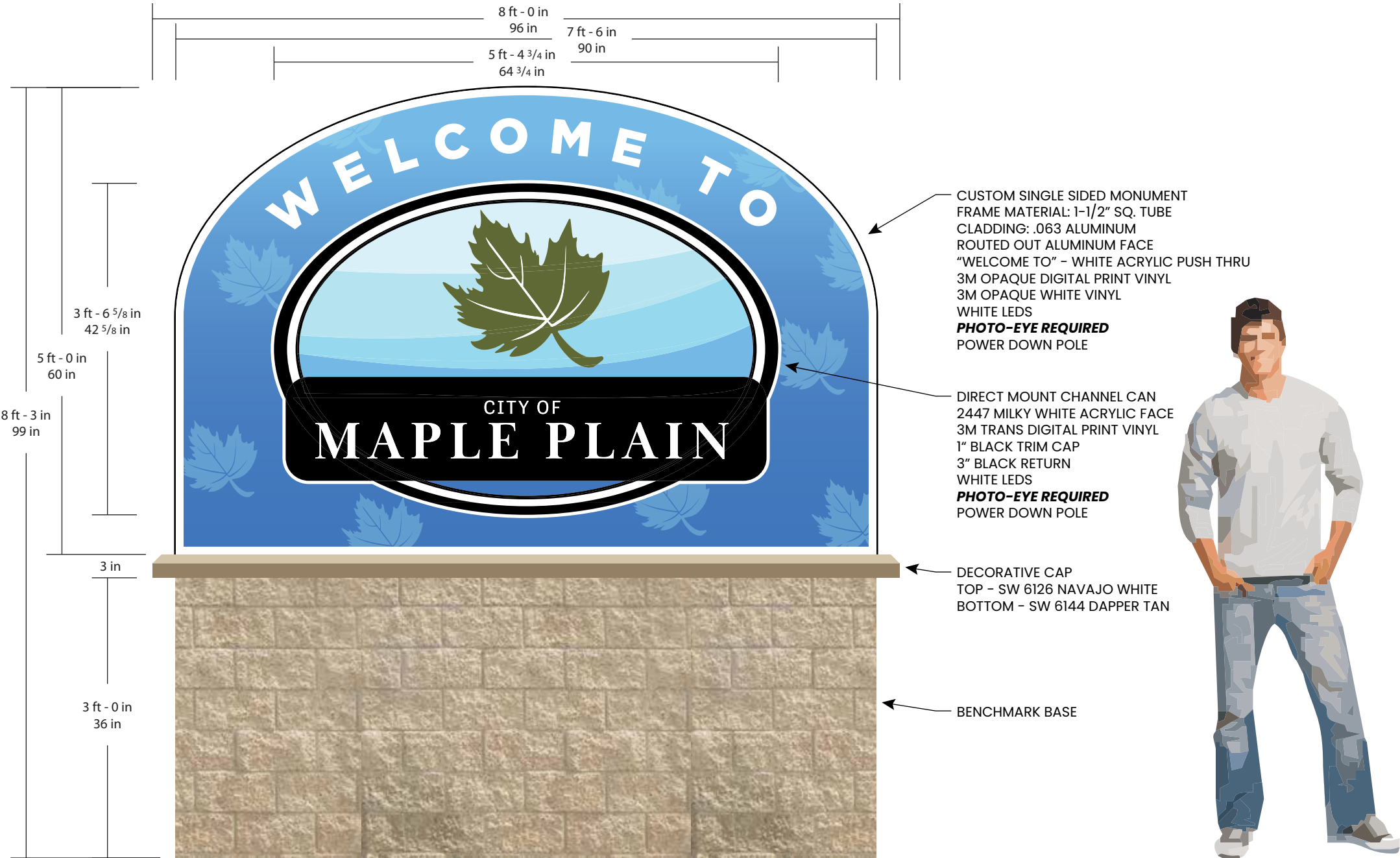
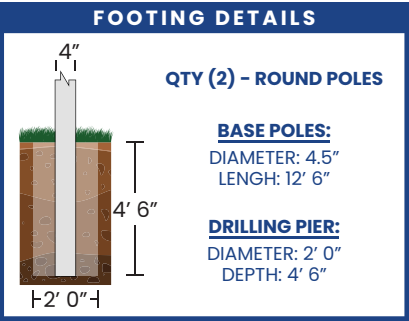
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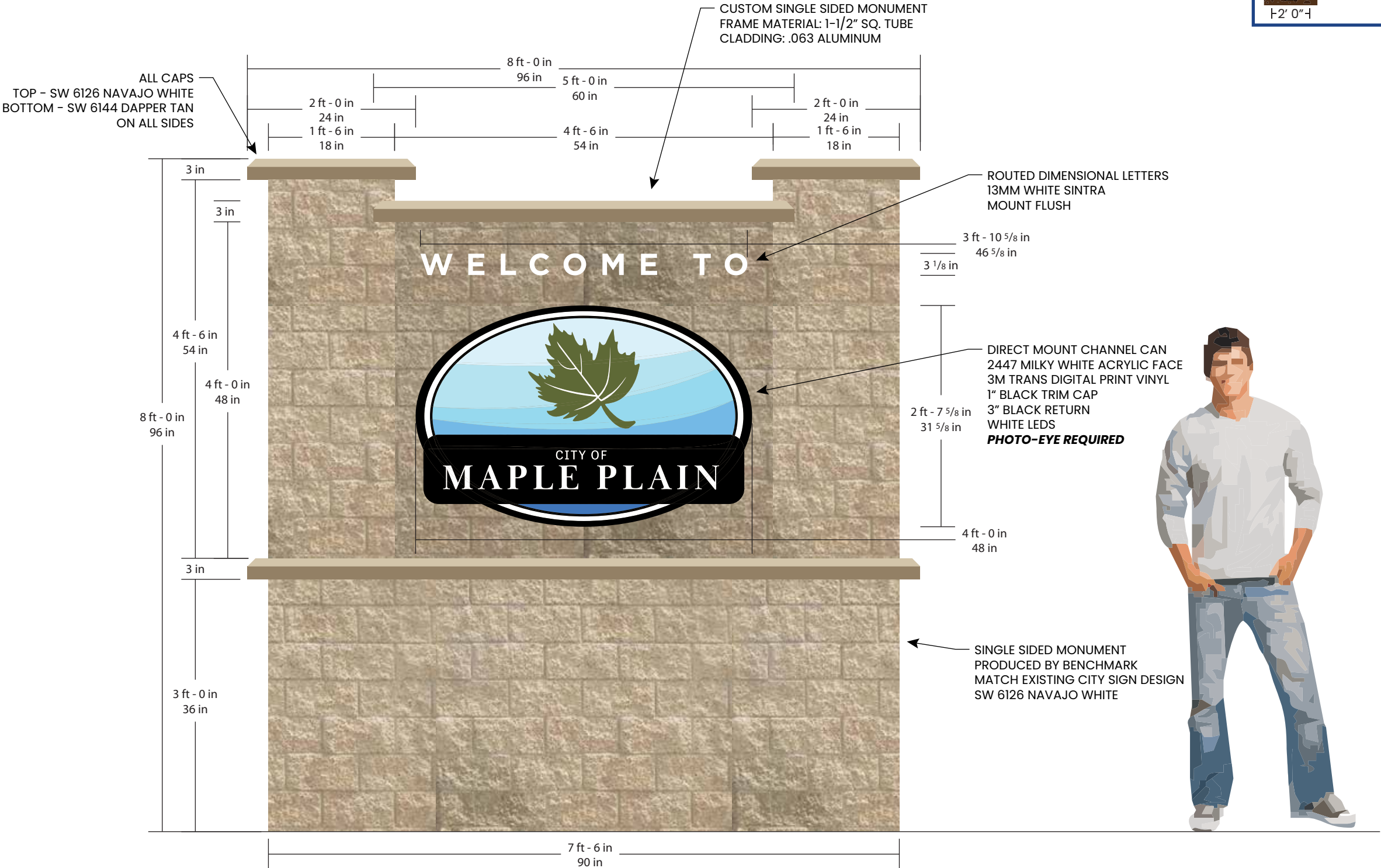
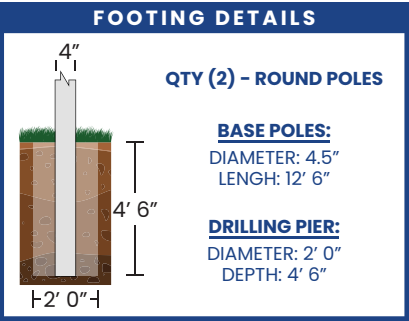
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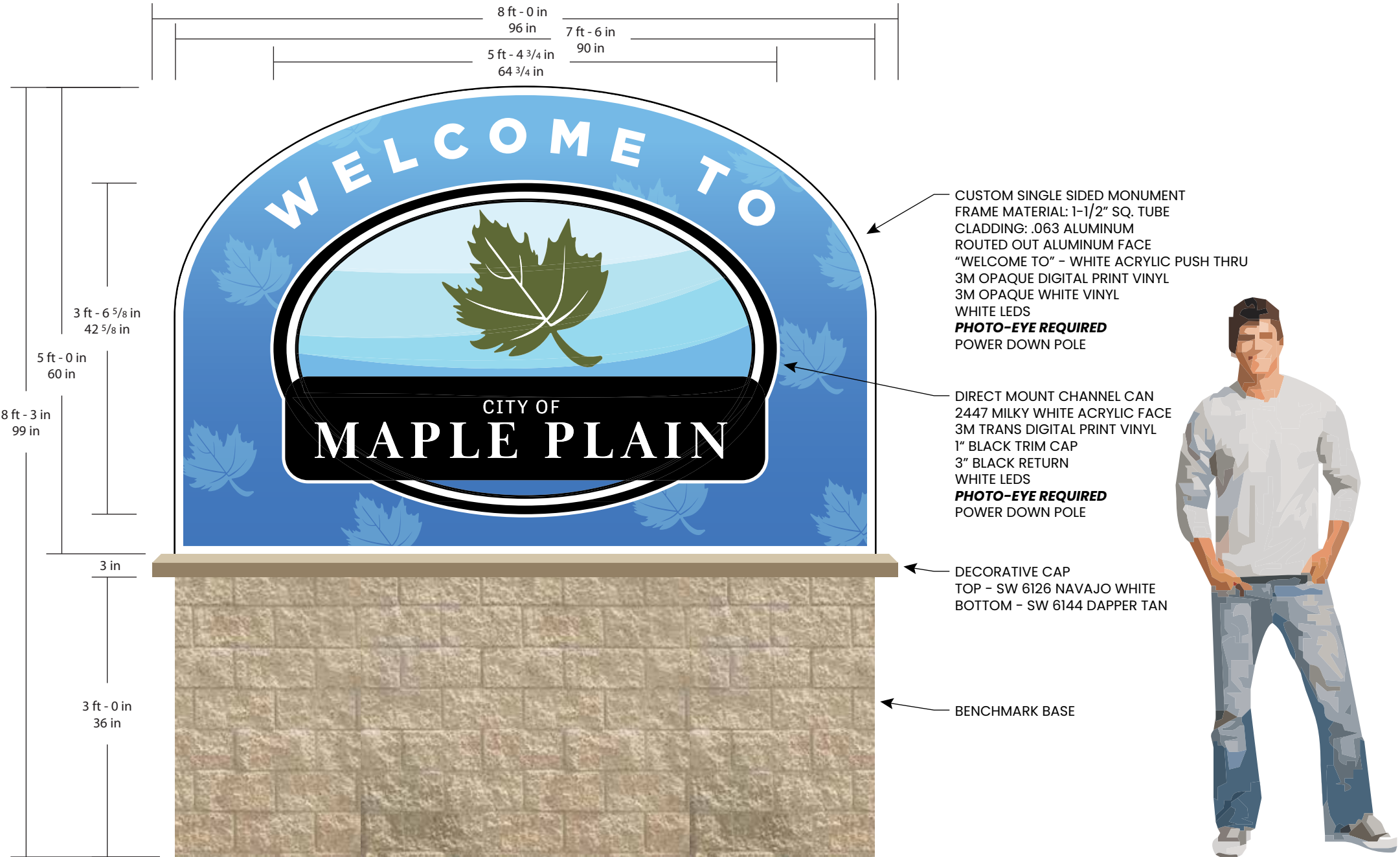
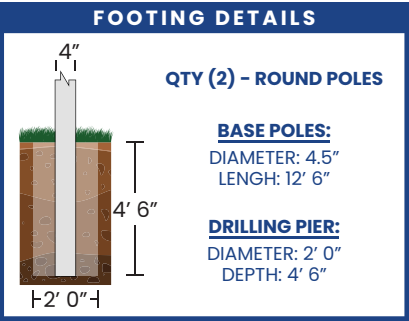
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Executive Summary

City Council – Rebranding Committee

AGENDA ITEM:	Communications - Quarterly Newsletter, Leaflet, Social Media & Electric Sign
PREPARED BY:	Kevin Larson – Assistant City Administrator
RECOMMENDED ACTION:	Discussion & Decision

Summary:

Overall Goal of Public Communications

- Timely information to inform the community
- Consistent and accurate message

Quarterly Newsletter

- Follow-up discussions from previous meeting
 - Joint newsletter with the City of Independence
 - Use of a printing and design company to produce the newsletter
 - Discussion on getting the newsletter in multiple hands
- Current process
 - Draft a list of topics that are run by the City Administrator and the Mayor.
 - Write a preliminary draft and gather any relevant images
 - Revise the drafts and send to the City Administrator and Mayor for review
 - Make any necessary edits
 - Send out to the public when the utility bill goes out.
- Fall newsletter timeline
 - Week of August 18 – compile the topics (hopefully we can meet on 8/21 or week of 8/25 to review the list)
 - Week of September 15th First draft completed. I would like the committee to review and comment on the draft.
 - Week of September 22nd final draft completed
 - Go to print on 9/30 and mail out to residents on 10/1

Leaflet

- Current Process
 - Gather 4-5 topics written in a headline manor with links to an information page on the City website.
 - Send a copy of the Leaflet to the City Administrator and Mayor for review
 - Make any necessary edits and sent out. Typically, on Fridays every 2-3 weeks.
- Next leaflet - Week of August 11th
 - Topics
 - Night to unite
 - Sustainable landscapes
 - Dumping of trash
 - Battle of the badges
 - Golf Classic
 - Suicide & crisis
 - Upcoming events

Social Media

- Overall: Limit the number of post in limit the saturation of posts and is event-based information. Either informing the public about an upcoming event or pictures from a community event.

Electric Sign

- Mainly City meetings and City supported community events.

Staff is looking for discussion to possibly change the communication process to meet the Councils aspirations.

Reference Documents

- Exhibit A – Latest Quarterly Newsletter
- Exhibit B – Latest edition of the Leaflet
- Exhibit C – Facebook page
- Exhibit D – Electronic Sign schedule



Groundbreaking Ceremony July 9th

Kwik TRIP

You're invited to join us for an exciting milestone in Maple Plain's continued growth and development!

Mark your calendars for the official groundbreaking ceremony of the new Kwik Trip on Wednesday, July 9 at 1:00 p.m. The event will take place at the future site of the store, located on Gateway Boulevard.

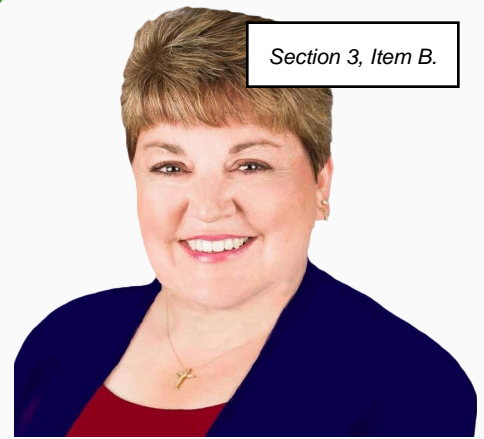
This groundbreaking represents a major step forward in bringing additional convenience and services to residents, travelers, and our business community. City officials, project representatives, and members of the public are welcome to attend and celebrate the beginning of construction on this highly anticipated project.

We hope to see you there as we mark the start of this important addition to Maple Plain. Please direct any questions to City Hall at 763-479-0515 or visit our website for more information.

Letter from the Mayor

Mayor Julie Maas-Kusske

Section 3, Item B.



I hope everyone is enjoying the summer months with friends and family! So much has happened since our last newsletter, and I am excited to share a few highlights with you. We began the spring season by welcoming our new Director of Public Safety, Chief Matt DuRose, on March 31. Chief DuRose brings a wealth of knowledge and experience to West Hennepin Public Safety, and we are thrilled to have him lead our team. Just a few weeks later, on April 22, we had the honor of recognizing Chief Gary Kroells for his 31 years of dedicated service. His leadership has left a lasting legacy, and we wish him all the best in his well-deserved retirement.

Community spirit has been alive and well this season. The Maple Plain Fire Department held its annual award reception on May 9th. Thank you to everyone who participated in Spring Clean-up Day on May 10. On May 26, we gathered at Lewis Cemetery to honor our Veterans. We're grateful to Paul Stinson American Legion Post 514 for organizing such a meaningful Memorial Day service, and to the Orono High School Band for their moving musical tribute. Another highlight was Party in the Park on June 7, hosted by the Orono Rotary in partnership with the City. The weather was perfect, the music and food were a hit, and the smiles said it all. A heartfelt thanks to all sponsors, volunteers, and local organizations who made it a success, especially Maple Plain Fire, West Hennepin Public Safety, West Suburban Fire, and Towards Zero Death.

Looking ahead, we're excited about several upcoming community events that promise fun, connections, and celebration. Mark your calendars for the Kwik Trip Groundbreaking on July 9, the Museum Ice Cream Social on August 2, the Polo Classic on August 3, and Night to Unite on August 5. Later in the month, McGarry's Charity Golf Event and the Battle of the Badges will both take place on August 18. And there's even more to come! Be sure to stay informed by checking this newsletter, the City website, and our bi-weekly Leaflet for the latest updates.

Civic engagement is the heart of our city. We're grateful to all who give their time—formally or informally—to help Maple Plain thrive. Right now, we're accepting nominations for the Good Neighbor Award. Please take a moment to recognize someone who has made a difference this year. We're also accepting applications to serve on the Planning Commission, Economic Development Authority, and the Citizens Advisory Group (CAG). If you've been looking for a way to get involved, we'd love for you to share your time and talents with us.

In a world that can sometimes feel divided, may we continue to model kindness, compassion, and respect. When we truly listen to one another, we often find that we have more in common than we think. One of my favorite quotes is by Helen Keller: "Alone we can do so little. Together we can do so much."

Together, we are better!

Mayor Julie



MAPLE PLAIN HISTORICAL MUSEUM ICE CREAM SOCIAL

The Maple Plain Historical Museum Committee warmly invites you to an old-fashioned Ice Cream Social on Saturday, August 2nd, from 2:00 to 4:00 p.m. at the Maple Plain Historical Museum, located at 5240 Main Street East. This fun and family-friendly event is a great way to celebrate summer while enjoying delicious ice cream and visiting with neighbors and friends. Guests will also have the opportunity to explore the museum's exhibits and learn about the people, places, and events that helped shape Maple Plain's history. Whether you're a longtime resident or a first-time visitor, all are welcome to join in the celebration of our community's heritage. Can't make it on August 2nd? The museum will a open to the public from 2:00 to 4:00 p.m. during the weeks of July 12–19 and August Don't miss out!

MEMORIAL DAY CEREMONY - LEWIS CEMETERY

Section 3, Item B.

The City of Maple Plain offers its heartfelt thanks and deep respect to everyone who has served in the United States military, especially those who made the ultimate sacrifice for our country. Memorial Day is a time to remember the true cost of the freedoms we enjoy. It is not just a day off—it is a day to honor the brave men and women who gave their lives in service to our nation. We must never forget their courage and dedication, and we must always strive to honor their memory through our actions and gratitude.

On May 26th, the Paul Stinson American Legion Post 514 held its annual Memorial Day service at Lewis Cemetery. This meaningful event included special rituals to honor both living and fallen veterans. These traditions help us reflect on the lives lost and the families forever changed by war. The ceremony was attended by many community members and featured guest speaker Minnesota State Representative Kristin Robbins of District 37A and Orono High School Band directed by Tim Arnold. The City is proud to support this event and honors the legacy of all who have worn the uniform.



Pictured left to right: District Director Taylor Mills, US Representative Kristin Robbins, American Legion Commander Jim Meyer, Mayor Julie Maas-Kusske, and Orono School Board Wendy Lundsgaard

THE 2025 NIGHT TO UNITE ANNUAL NEIGHBORHOOD PARTIES



Night to Unite is sponsored by the Minnesota Crime Prevention Association and local law enforcement communities. This program is designed to provide an opportunity to meet your neighbors and to work together to build strong, safe, and united neighborhoods that are proactive in crime prevention. Neighborhood parties will be held on Tuesday, August 5th from 6pm-9pm.

If you would like to host a party in your neighborhood, please register with the West Hennepin Public Safety Department at this link www.westhennepin.com/night-to-unite. Please register by July 29th.

For registered parties – West Hennepin Police and Maple Plain Fire Department will make a visit to your event. Please contact Officer Raskin or call West Hennepin Public Safety Department office with any questions, (763) 479-0500. We look forward to uniting once again!

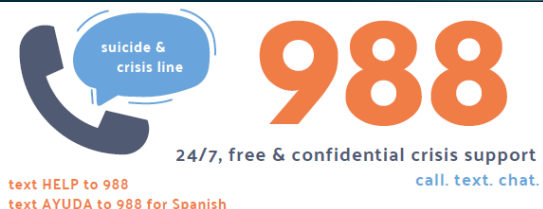
988 SUICIDE & CRISIS LIFELINE: FREE, CONFIDENTIAL SUPPORT 24/7

If you or someone you know is struggling with emotional distress, substance use challenges, or thoughts of suicide, help is just a call or text away. The 988 Suicide & Crisis Lifeline offers free, confidential, and judgment-free support 24 hours a day, 7 days a week. Trained crisis counselors are available to listen, de-escalate difficult situations, assist in developing personalized safety plans, and connect individuals with local treatment providers or other community resources.

Support is also available for people who are concerned about the mental health or well-being of a loved one. Whether you're reaching out for yourself or someone else, the Lifeline is here to help with compassion, understanding, and professional guidance.

HOPE HAS A NUMBER: Call or Text 988

The 988 Lifeline is part of a nationwide network of over 200 local crisis centers, ensuring callers receive help that is both locally informed and aligned with national best practices. The Lifeline is supported by the Substance Abuse and Mental Health Services Administration, a leader in advancing behavioral health services across the country.



text HELP to 988
text AYUDA to 988 for Spanish

cope

mobile crisis
response

24/7 for adults and children

(612) 596-1223

Hennepin County mobile
crisis teams can come
wherever you are!

Offering bi-lingual and bi-
cultural support. cope teams
will respond to your specific
needs and talk you through
the best course of action.

THE TREVOR PROJECT
For Young LGBTQ Lives

24/7 immediate crisis support
100% free - 100% confidential
Call 1-866-488-7386
Text 'START' to 678 678

If you or someone else is in
urgent danger, call 911.
• Stay calm
• Non-English speakers, ask for
someone who speaks your
language
• Tell them this is a mental
health emergency
• Ask for a mobile crisis team
• You can also ask for an officer
trained in crisis intervention or
mental health first aid



ORONO
THE COALITION
Fostering Connectedness & Supporting Well-being



PUBLIC SAFETY



MAPLE PLAIN CONGRATULATES DIRECTOR MATT DUROSE



The City of Maple Plain proudly congratulates Director Matt DuRose on his official swearing-in on March 31st as the fifth Director of West Hennepin Public Safety. On April 21st, a joint City ceremony with the City of Independence marked a meaningful milestone in our community's history. It reflected our shared commitment to strong leadership, excellence in public safety, and fostering trusted partnerships between residents, city leadership, and law enforcement to ensure a safe, connected, and thriving community for all.

Director DuRose brings a wealth of experience in law enforcement, leadership, and community engagement. His dedication to public safety and collaborative policing will be a tremendous asset to both Maple Plain and Independence as we continue building safe, connected, and thriving communities. His vision is strongly aligned with West Hennepin Public Safety's tradition of excellence, innovation, and service. Mayor Julie Maas-Kusske joined Independence Mayor Brad Spencer in expressing full confidence in Director DuRose's leadership and enthusiasm for the future of public safety in our communities. We are excited to welcome Director DuRose and look forward to a strong partnership that enhances the safety, well-being, and quality of life for all who call Maple Plain home.

Pictured left to right: Mayor Brad Spencer, Mayor Julie Maas-Kusske, Director Matt DuRose

MAPLE PLAIN THANKS DIRECTOR GARY KROELLS

The City of Maple Plain proudly extends its deepest gratitude to Director Gary Kroells for his extraordinary 31 years of dedicated service in law enforcement. As he officially retires from his role as Director of West Hennepin Public Safety, we join with the community in celebrating a remarkable milestone in public service.

Director Kroells has been a cornerstone of public safety in both Maple Plain and Independence. His leadership, vision, and unwavering passion for community policing have left a profound and lasting impact. Through his tireless efforts, he fostered strong, trusting relationships between law enforcement and the public—setting a standard of excellence that will continue to guide and inspire future generations. Under his guidance, West Hennepin Public Safety became a model agency, known for its professionalism, innovation, and steadfast commitment to serving others. Director Kroells' legacy is one not only of years served, but of lives touched and communities strengthened.

We are truly grateful for all he has given to Maple Plain and beyond. We wish Director Kroells a fulfilling and well-deserved retirement, and we congratulate him on an outstanding and impactful career.



Pictured left to right: Ret. Director Gary Kroells, Mayor Julie Maas-Kusske

MAPLE PLAIN FIRE DEPARTMENT AWARDS BANQUET



The Maple Plain Fire Department hosted its annual Awards Night on May 9th, honoring the dedication, service, and achievements. The evening, held with pride and community spirit, included heartfelt recognition of retired firefighters, a 2024 department year-in-review, and an inspiring keynote address. Fire Chief Rick Denneson provided a comprehensive overview of the department's accomplishments and challenges over the past year. Mayor Julie Maas-Kusske of Maple Plain and Mayor Brad Spencer of Independence expressed gratitude for the department's continued commitment to public safety. The evening concluded with a stirring keynote address from Matt DuRose, Director of WHPS Department, who praised the department's dedication and encouraged continued excellence in service.

The night featured several awards:

- **Years of Service:** 15: Justin McCoy and Jessi Heitz; 10: Brian Doyle; 5: Patrick Felton
- **Highest Call Percentage:** Jessi Heitz
- **Highest Training Hours:** Adam Rubin
- **Educational/Achievement Recognition:** Ed McGinty, Brian Doyle, and Adam Rubin
- **Friend of MPFD:** Marvin Johnson (Mayor Emeritus) and Gary Kroells (Retired WHPS Director)

The Maple Plain Fire Department's Awards Night not only celebrates individual achievements but also highlights the strength of community support and the deep-rooted values of service.

Pictured left to right: Pres. Relief Assoc. Justin McCoy, Ret. Director Gary Kroells Friend of MPFD, Sec. Relief Assoc. Lucas McKown



BATTLE OF THE BADGES

**WEST HENNEPIN PUBLIC SAFETY
- VS -
MAPLE PLAIN FIRE DEPT**

**Monday, August 18th, 2025
6:30 PM**

VETERANS MEMORIAL PARK

FEATURING UMPRIE BLUE LOU
**PLEASE BRING NON-PERISHABLE
ITEMS FOR A LOCAL FOOD SHELF**

WWW.MAPLEPLAINMN.GOV
WWW.CI.INDEPENDENCE.MN.US



REMINDER: REPORTING NON-EMERGENCIES

Summer weather can sometimes bring storms, strong winds, and heavy rain. These conditions may cause trees to fall, power lines to be damaged, or create other issues in our community. While these problems might not seem like emergencies, they can still impact the safety and daily lives of residents. For example, blocked roads can make travel difficult, and downed power lines can create safety hazards.

If you see any of these problems, such as fallen trees, blocked streets, or damaged power lines, please report them right away. Early reporting helps city staff and public safety teams respond faster. The sooner we know about these issues, the sooner we can start cleanup and repairs to keep everyone safe. You can report these issues by calling City Hall during regular business hours at 763-479-0515. If you notice problems after hours, please call the Public Works after-hours number 763-479-0555. In an emergency, call 911. Remember, timely reporting helps protect you, your neighbors, and our whole community.

Thank you for your cooperation and for helping us maintain a safe and well-kept community!

BURN PERMITS



MAPLE PLAIN FIRE DEPARTMENT
-SERVING SINCE 1930-

- Required for all fires greater than 3' x 3' x 3'
- Permits may be picked up at West Hennepin Public Safety (1918 CO Rd 90)
- Check the West Hennepin Public Safety website for hours or call 763-479-0500
- Prohibited items: treated or painted lumber, trash, mattresses/furniture, machinery/equipment, or other non-natural rubbish



Remember to check the weather and wind conditions prior to burning!
Winds must be less than 15 mph, and the area must be free of any active fire bans!

Visit dnr.state.mn.us for more information

>>> CITY ADMINISTRATION <<< Section 3, Item B.

ACCEPTING NOMINATIONS FOR THE GOOD NEIGHBOR AWARD



Lisa Schreier
2024 Good Neighbor
Award Recipient

The Maple Plain City Council is now accepting nominations for the 2025 Good Neighbor Award. This is the highest honor awarded by the City Council and is given to an individual, organization, or business within the Maple Plain community that exemplifies outstanding commitment to the betterment of the city.

The Good Neighbor Award recognizes those who have demonstrated a lifetime of service, integrity, and dedication to Maple Plain through volunteerism, civic engagement, and acts of kindness. Nominees should show a consistent willingness to go above and beyond for others, working creatively and selflessly to meet the needs of neighbors and the community as a whole. Past recipients have included long-time volunteers, active local organizations, and businesses that have made meaningful contributions to community life. If you know someone or a group that lives or operates in Maple Plain and represents the spirit of being a "good neighbor," we encourage you to submit a nomination.

Nomination forms are available online at www.mapleplainmn.gov/community/page/good-neighbor-award or in person at City Hall. All nominations must be submitted by Friday, October 10, 2025. Help us recognize those making a difference in Maple Plain!

2026 CITY OF MAPLE PLAIN BUDGET AND TAXATION CALENDAR

The City of Maple Plain is beginning the process of preparing the 2026 budget and property tax levy. This annual process ensures that city services, infrastructure, and operations are funded responsibly and reflect the priorities of the community.

Key dates in the budget calendar:

- July 28, 2025 – Preliminary Budget and Tax Levy Workshop: City Council will review initial proposals and financial outlooks.
- Workshops on August 11, August 25, and September 8, 2025, as needed for additional Budget discussions.
- September 22, 2025 – Adoption of the Preliminary Budget and Tax Levy: Council will vote on the proposed budget and levy, which sets the maximum levy for the year.
- December 1, 2025 – Truth in Taxation Hearing: Residents are invited to learn more about the budget and share feedback.
- December 15, 2025 – Adoption of the Final Budget and Tax Levy: Council finalizes and adopts the 2026 budget.

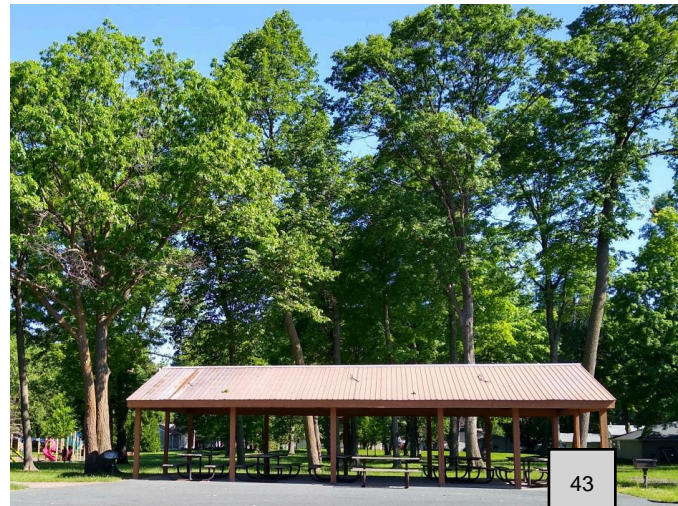
The public is encouraged to participate in this transparent and important process.

RESERVE A PARK SHELTER IN MAPLE PLAIN

The City of Maple Plain offers two picnic shelters available for public reservation. One is located at Rainbow Park and the other at Veterans Memorial Park. These shelters are ideal for family gatherings, celebrations, and community events.

Shelter rental is free for Maple Plain residents. For non-residents and businesses outside Maple Plain, the rental fee is \$50. All reservation payments are due at the time the reservation is made. Please note that additional fees or requirements may apply depending on the nature of your event. Full details are outlined in the Facility Reservation and Use Application and Agreement.

To reserve a shelter, please call City Hall at 763-479-0515 to confirm availability. Once availability is confirmed, complete the Facility Reservation and Use Application and Agreement and submit it to City Hall along with any required fees. All reservations are subject to approval.



RESPONSIBLE PET OWNERSHIP IN MAPLE PLAIN

Section 3, Item B.

The City of Maple Plain reminds all pet owners of important rules to keep our neighborhoods safe, clean, and enjoyable for everyone.

- **Leash Laws:** Dogs must be leashed at all times when on public land. Leashes can be up to 20 feet long, but must be shortened to 6 feet if another person or animal is within 20 feet. This helps prevent unwanted contact and keeps everyone safe.
- **Supervision on Private Property:** Dogs cannot roam freely. If outside on private land, they must be properly supervised and restrained using a leash, fence, tether, electronic pet fence, or reliable voice control.
- **Dog Limit:** City Code allows no more than three dogs per household in Maple Plain. You can obtain dog licenses at City Hall.
- **Cleaning Up Pet Waste:** Owners must clean up after their pets on both public and private property. Always carry bags to pick up waste when walking your pet. Pet waste is more than just messy—it carries harmful bacteria like E. coli and contributes to water pollution. When left on the ground, it can wash into local waterways, harming people, pets, and wildlife.

Thank you for being a responsible pet owner

HELP SHAPE MAPLE PLAIN'S FUTURE SERVE ON THE PLANNING COMMISSION



The City of Maple Plain is accepting applications to fill open positions on the Planning Commission. These volunteer roles are a great way to serve your community and make a meaningful impact on the city's future. The Planning Commission reviews land use applications, zoning changes, and development proposals, helping guide responsible growth.

If you are interested in community service, have ideas about the city's future, or want to be more involved in local government, we encourage you to apply. No prior experience is required—just a commitment to thoughtful discussion and decision-making. Serving on one of these boards is a great way to learn about city planning, contribute your perspective, and help ensure Maple Plain remains a vibrant and welcoming place to live and work. Your voice matters. Help build Maple Plain's future today. For more information or to request an application, please contact City Administrator Jacob Kolander at cityadmin@mapleplainmn.gov.

DELANO SENIOR CENTER – A WELCOMING PLACE FOR ALL

The Delano Senior Center is a vibrant and inclusive community space open to all—regardless of your age or where you live. Whether you're looking to stay active, make new friends, or explore new interests, the center offers something for everyone.

Delano Senior Center programs are designed to enrich your daily life and foster strong community connections. Join us for a hot, nutritious lunch served every weekday at noon, or participate in one of our many engaging classes and activities. From educational workshops and fitness classes to hobby groups, games, and special-interest clubs, there are countless opportunities to learn and have fun.

We also offer exciting day trips throughout the region, giving you the chance to explore new places and experiences. For those looking to give back, the Senior Center provides a variety of meaningful volunteer opportunities.

Whether you're here to socialize, stay active, or get involved, the Delano Senior Center is a welcoming place to connect and thrive. Stop in today to learn more, give them a call at (763) 972-0574, see the website, or stop by City Hall and look at the bulletin board. We'd love to help you find a program that's right for you!

Delano Senior Center

234 2nd St. N. PO Box 462

Delano, MN 55328

763-972-0574

www.delano.mn.us



Delano
MINNESOTA



PUBLIC WORKS



CONSUMER CONFIDENCE DRINKING WATER REPORT



Each year, the City of Maple Plain tests its drinking water to make sure it is clean and safe for everyone to use. These tests are done throughout the year, from January 1 to December 31, and the results are shared in what's called the Consumer Confidence Drinking Water Report. This report helps residents understand where their water comes from, what is in it, and how it is treated to meet safety standards. It also reminds us how important it is to take care of our water sources so we can keep them clean for future generations. Knowing more about your drinking water helps you make informed decisions and encourages everyone to help protect this valuable resource.

The U.S. Environmental Protection Agency sets safe drinking water standards. Maple Plain works hard to provide you with safe and reliable drinking water that meet or exceed federal and state water quality requirements. The 2024 Consumer Confidence Drinking Water Report is now available and can be viewed on the City of Maple Plain's official website at:

<https://www.mapleplainmn.gov/public-works/page/water-and-sewer>.

CALL BEFORE YOU DIG: IT'S FREE, EASY, AND THE LAW

Planning a home project like planting a tree? Before you dig, call 811 or visit call811.com. Striking an underground utility line can lead to property damage, costly fines, service disruptions, serious injury—or worse. Fortunately, avoiding these risks is simple, free, and required by law.

When you contact 811, you're connected to your state's one-call center. Utility companies will visit your property and mark underground lines—such as gas, electric, water, and communication—so you can dig safely. Even if you've dug in the same spot before, lines can shift or be added, so always check before starting a new project. The process is quick and easy, and all state-specific requirements are handled in one contact. Whether you're a homeowner or contractor, making 811 your first step helps protect you and your community.

Don't let a dig mistake become a big mistake.

Before putting a shovel in the ground, make the call. Dial 811 or visit call811.com.



TREE TRIMMING KEEPS MAPLE PLAIN SAFE AND ACCESSIBLE



Maintaining tree branches in the public rights-of-way (ROW) is essential to keeping Maple Plain safe and City operations running smoothly. Overgrown or low-hanging branches can block important safety signs—like stop signs—and may damage vehicles, leading to costly and frequent repairs.

To prevent these issues, tree branches within the ROW should be trimmed to a clearance height of at least 16 feet.

Residents are still welcome—and encouraged—to maintain trees adjacent to their property within the ROW. The City sincerely thanks all community members who continue to do their part in helping care for these shared spaces.

Regular maintenance ensures clear visibility, protects infrastructure, and contributes to a safer, more attractive community for all. For questions or more information, please contact City Hall.

IMPORTANT UPDATE REGARDING WATER SERVICE DISCONNECTIONS

Section 3, Item B.

Effective on February 24, 2025, the City change Code that allows the City to disconnect water service to properties with a delinquent utility balance on their account. The Code reads, in part:

Sec. 9-20. - Discontinuance of service for Code violations. Service may be discontinued if at any time:

1. The owner or occupant of the premises served, or any person working on any pipes or equipment thereon which are connected with the City water supply system, has intentionally violated any of the requirements of this Code relative to the water supply system or connections therewith;
2. The owner or occupant of the premises served threatens to violate, or cause to be violated, any of the provisions of this Code;
3. Any charge for water, service, meter, meter parts, or any other financial obligations imposed on the present or former owner or occupant of the premises served by the provisions of this Code is unpaid; and/or
4. There is fraud or misrepresentation by the owner or occupant in connection with an application for service.

Readings for the second quarter of 2025 usage will be taken on July 1, and bills mailed no later than July 3rd. The due date for the bill is August 5! Thereafter, you will be subject to additional fees and potential shut-off. If shut off occurs, there will also be fees charged for the disconnect and reconnect of water. To pay online visit https://payments.municipipay.com/mn_mapleplain/search and select "Utilities". You will need your 13-digit account number.

RESIDENTIAL BEST MANAGEMENT PRACTICES LAWN CARE TIPS

Maintaining a healthy lawn provides great environmental benefits. Healthy lawns can help prevent soil erosion, protect our watershed from water runoff, and even inhibit weeds and other pests. Choose the best management practices to improve the health of your lawn and protect the water!

- Mow high (3-4" tall). Taller grass promotes deep roots, aids water and nutrient retention, and shades out weeds.
- Mow regularly. This will reduce the need to collect clipping. It is best to cut less than 1/3 of the grass blade at any mowing to reduce plant stress and recovery.
- Leave grass clippings on the lawn. Clippings less than 1 inch long may be left on the lawn. They are a valuable source of nutrients.
- Take a soil test to know what nutrients your lawn needs and to help select the right fertilizer for your lawn. Excess nutrients will wash off landscapes and pollute surface waters.
- Apply fertilizers and herbicides according to the label (It is the law!) and when they will be most effective.
- Sweep up grass clippings and other materials from hard surfaces to prevent stormwater pollution.
- Regularly check irrigation systems to make sure they are positioned correctly and watering according to your lawn's needs. This will prevent stormwater pollution and help conserve our precious water resource.

City Code Considerations

- City code sec. 6-28: Grass/weeds cannot exceed eight inches of growth, and depositing lawn clippings in the street is a condition and declared a nuisance.
- City code sec. 6-34 Noncompliance with the nuisance or repeat violations will result in an immediate hazard abatement. The resident will be charged to get their property into compliance with City code 6-28.

2025 HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT

Hennepin County organizes collection events throughout the year to give residents more convenient local disposal options for their household hazardous wastes. Please note: the county will not be accepting electronics at the collection events; household hazardous waste will be accepted only.

Key details:

- September 19 and 20 | 9 a.m.–3 p.m.
- Hennepin County Public Works Orono Shop (3880 Shoreline Drive, Orono, MN 55391)
- Items should be stored in the trunk of the vehicle, bed of truck, or in a trailer. Only bring in items that one person can load in a vehicle by themselves. Staff will remove most items from vehicles.
- Because of the hazardous nature of the products being collected at these events, be sure to pack your HHW items to prevent spills, leaks, and breakage.
- Be prepared to show your driver's license or other proof of county residence.
- Residents should remain in their vehicles unless otherwise directed by staff.
- The event will be shut down during inclement weather.



REGULAR CITY MEETING SCHEDULE

City Council Workshops

Second and Fourth Mondays at 5:30 pm

City Council Business Meeting

Fourth Monday at 7:00 pm

Economic Development Authority

Second Monday at 7:00 pm

Planning Commission

First Thursday at 6:00 pm

For the most up-to-date meeting calendar as well as agendas, meeting packets, and minutes, visit:
www.mapleplainmn.gov/calendar

CITY CONTACT INFORMATION

City Hall

5050 Independence St, PO Box 97

Maple Plain, MN 55359 | www.mapleplainmn.gov

Hours: Mon - Fri 9am - 4pm

Email:

City Administrator - Jacob Kolander

Email: jkolander@mapleplainmn.gov

Phone: 763-479-0516

Mobile: 763-200-8237

Asst. City Administrator - Kevin Larson

Email: klarson@mapleplainmn.gov

Phone: 763-479-0515

Deputy City Clerk - Sunny Bjorklund Schultz

Email: sunny@mapleplainmn.gov

Phone: 763-479-0515

Public Works

PeopleService 24/7 763-479-0555

Public Safety

Emergency 911

Maple Plain Fire Department 763-479-0520

West Hennepin Public Safety 763-479-0500

Other Frequently Called Phone Numbers

Delano Senior Center 763-972-0574

Maple Plain Library 612-543-5700

Maple Plain Post Office 763-479-1514



City Council

Maple Plain is a Statutory "Plan A" City, with an elected Mayor and City Council empowered by law to legislate city-wide policy and a full-time City Administrator who serves as chief executive. All Council members serve at large to represent the entire community. Residents may contact any one of them to express concerns and opinions. Mayor and Council members are elected in November of even-numbered years for four-year staggered terms.

Mayor

Julie Maas-Kusske

1489 Three Oaks Avenue

W: 763-479-0515 X 4

juliemaaskusske@mapleplainmn.gov

Council Members

Mike DeLuca

5825 Maple Ridge Drive

M: 612-801-5533

mikedeluca@mapleplainmn.gov

Connie Francis

1445 Halgren Road

M: 612-554-6193

conniefrancis@mapleplainmn.gov

Andrew Burak

1684 Perkins Lane

M: 612-221-6578

andrewburak@mapleplainmn.gov

Rochelle Arvizo

5765 Main Street West

H: 507-259-4010

rochellearvizo@mapleplainmn.gov

STAY CONNECTED



"Like" us on facebook.com

www.facebook.com/CityofMaplePlain



See the News & Announcements!

www.mapleplainmn.gov



Sign-up for "Leaflet" Email Updates!

www.mapleplainmn.gov



Sign-up for CodeRED Notifications!

www.mapleplainmn.gov/codered

COMMUNITY CALENDAR

Jul	4	Independence Day (city offices closed)
Jul	9	Kwik Trip Groundbreaking
Jul	28	Preliminary Budget Workshop
Aug	3	MP Historical Museum Ice Cream Social
Aug	4	Utility Bill Due Date
Aug	5	Night to Unite
Aug	18	McGarry's Charity Golf Event
Aug	18	Battle of the Badges
Aug	25	Muffins with the Mayor 4pm
Sept	1	Labor Day (city offices closed)
Sept	22	Adoption of Preliminary Tax
Oct	6	MP Fire Dept. Open House

The Latest Edition of the

Leaflet

The Leaflet is a mini-update from the City of Maple Plain; just a glance at recent Council discussions or other issues. If you have questions or ideas for future updates, please send them to the City of Maple Plain.

Storytime with the Mayor: Mayor Julie Maas-Kusske will speak at the Maple Plain Library *tomorrow, Saturday, June 21st*, at 10:00 am. For more information, click [HERE](#).

Suicide & Crisis Line 24/7, Free & Confidential Crisis Support: For more information, click [HERE](#).

Lawn Maintenance: City Code Sec. 6-28. - Specific conditions and acts declared a nuisance. Grass cannot exceed eight inches in height, and grass clippings cannot be pushed into the street. For more information, click [HERE](#).

Attending to Pets: Pets must be on a leash, and City Ordinance requires the prompt pick up of pet waste. For more information on the City Code, click [HERE](#).

Ground Breaking Ceremony: On July 9th at 1:00 pm, the City will conduct a ground-breaking ceremony with Kwik Trip. For more information, click [HERE](#).

Ice Cream Social: The Maple Plain Historical Museum will host the annual ice cream social on August 2nd, 2-4 pm. For more information, click [HERE](#).

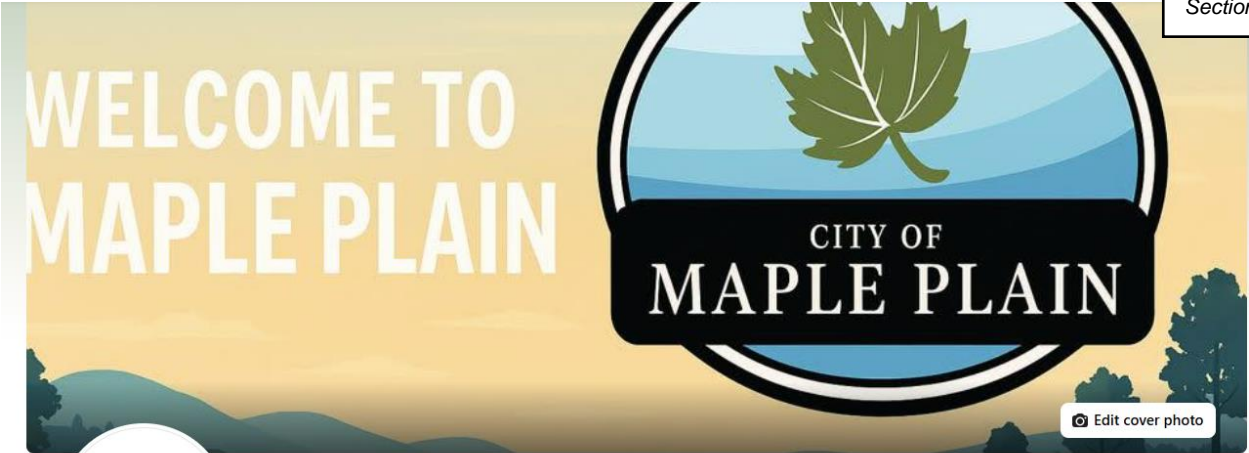
Night to Unite: The 2025 Night to Unite annual neighborhood parties will be held on Tuesday, August 5th, from 6pm-9pm. If you would like to set up a party in your neighborhood, please register with the West Hennepin Public Safety Department by Tuesday, July 29th. For more information, click [HERE](#).

Street Construction Updates: For the homeowners who had road construction on Independence Street, Bryant Street, and Wyman Avenue. Punchlist work to complete and repair deficiencies that have appeared over the winter will soon begin. For more information, click [HERE](#).

Upcoming Events:

- June 21st Storytime with the Mayor 10:00 am
 - June 23rd City Council Workshop 5:30 pm
 - June 23rd City Council Business Meeting 7:00 pm
 - July 4th Independence Day (City Offices Closed)
 - July 9th Kwik Trip Groundbreaking Ceremony 1:00 PM
 - July 14th City Council Workshop 5:30 pm
 - July 14th Economic Development Authority 7:00
 - July 28th City Council Workshop 5:30 pm
 - July 28th City Council Business Meeting 7:00 pm
 - August 2nd MP Historical Museum Ice Cream Social 2-4:00 pm
 - August 5th Night to Unite 6:00-9:00 pm
-

For past editions of the Leaflet, click [HERE](#).



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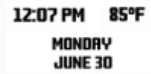
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[00:04]  144 x 72



NEW Date/Time

[00:05]  144 x 72



City Hall Hours

[00:04] 144 x 72



City Council Workshop 7/14

[00:04] 144 x 72

Active: Tue 06/24/25 1:00 am
Expires: Mon 07/14/25 11:00 pm



Economic Development Meeting 7/14

[00:05]  144 x 72

Active: Tue 06/24/25 1:00 am
Expires: Mon 07/14/25 11:00 pm



City Council Workshop 7/28

[00:04] 144 x 72

Active: Tue 07/15/25 1:00 am
Expires: Mon 07/28/25 11:00 pm



City Council Business meeting 7/28

[00:04] 144 x 72

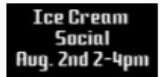
Active: Tue 07/15/25 1:00 am
Expires: Mon 07/28/25 11:00 pm



MP Museum

[00:04] 144 x 72

Active: Sun 07/20/25 1:00 am
Expires: Sun 08/03/25 11:00 pm



MP Museum icecream social

[00:04] 144 x 72

Active: Sun 07/20/25 1:00 am
Expires: Sun 08/03/25 11:00 pm



Night to Unite

[00:04]  144 x 72

Active: Tue 07/22/25 1:00 am
Expires: Tue 08/05/25 11:00 pm



Planning Commission 8/7

[00:04] 144 x 72

Active: Fri 07/04/25 1:00 am
Expires: Thu 08/07/25 11:00 pm



Muffins with the Mayor

[00:04] 144 x 72

Active: Mon 08/04/25 1:00 am
Expires: Mon 08/25/25 11:00 pm



City Council Workshop 8/11

[00:04] 144 x 72

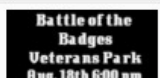
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Expires: Mon 08/11/25 11:00 pm



Economic Development Meeting 8/11

[00:05]  144 x 72

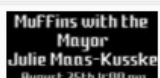
Active: Tue 07/15/25 1:00 am
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Battle of the Badges 8/18

[00:04] 144 x 72

Active: Mon 07/28/25 1:00 am
Expires: Mon 08/18/25 11:00 pm



Muffins with the Mayor

[00:04] 144 x 72

Active: Mon 08/04/25 1:00 am
Expires: Mon 08/25/25 11:00 pm