



AGENDA
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
October 27, 2025
7:00 PM

- 1. WELCOME**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADOPT AGENDA**
- 5. VISITORS TO BE HEARD** (A completed public comment form should be presented to the City Administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.)
 - A.** McGarrys Pub Charity Golf Donation Presentation
- 6. CONSENT AGENDA**
 - A.** 09-22-25 City Council Workshop Meeting Minutes
 - B.** 09-22-25 City Council Business Meeting Minutes
 - C.** 10-13-25 City Council Workshop Meeting Minutes
 - D.** Liability Tort Waiver
 - E.** Sewer Jetting and Television RFP
 - F.** Resolution 2025-1027-01- A resolution approving the quote for tax increment, building certification and environmental investigation for the downtown redevelopment project.
 - G.** Third Amendment to Lease Agreement 2026-2028
- 7. ACCOUNTS PAYABLE**
 - A.** City Bills- \$189,560.76
 - B.** ACH Bills- \$32,760.12
 - C.** 2024 Street Project Bills- \$49,831.85
- 8. STAFF REPORTS**
 - A.** Fire Department

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

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

9. OLD BUSINESS

10. NEW BUSINESS

- A. Transition from Local Board of Appeal and Equalization (LBAE) to Hennepin County
“Open Book”
- B. Firefighter Wage Increase
- C. 2026 Industrial Street Project Fee Estimate
- D. 2026 Downtown Redevelopment Project

11. COUNCIL REPORTS AND OTHER BUSINESS

12. ADJOURNMENT

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



Executive Summary

City Council Business Meeting

AGENDA ITEM: Consent Agenda

PREPARED BY: Jacob Schillander, City Administrator

RECOMMENDED ACTION: Approve Consent Agenda

Consent Agenda Items:

- A. 09-22-25 City Council Workshop Meeting Minutes
- B. 09-22-25 City Council Business Meeting Minutes
- C. 10-13-25 City Council Workshop Meeting Minutes
- D. Liability Tort Waiver
- E. Sewer Jetting and Television RFP Contract Award
- F. Resolution 2025-1027-01- Authorizing Soil Boring
- G. Third Amendment to Lease Agreement 2026-2028



**MINUTES
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
September 22, 2025
5:30 PM**

1. CALL TO ORDER

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

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

STAFF PRESENT: City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, Fire Chief Rick Denneson, and Director of Public Safety Matt DuRose

2. ADOPT AGENDA

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

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

Motion Passed 5-0

3. DISCUSSION

A. Fire Department Management

City Administrator Kolander summarized the proposed management of the West Suburban Fire District. Outlining a shift on 10/1 to the new structure to align with processes and procedures. The early shift intends to allow time for the two departments to iron out any kinks before going live on 1/1/26.

Direction: Proceed with changing the management structure early to align with the two organizations. Council recommends including the first initials in the new org. chart. The new leadership in the West Suburban Fire District will need some sort of monthly report and possibly an Annual meetings with Chief Leuer. The Council will assign a commission member to attend the quarterly meetings with the West Suburban Fire District. City Administrator Kolander and Fire Chief Denneson will work on the expectations in the 4th quarter of 2025 for the Chief and City.

B. Fire Department Wage Increase

City Administrator Kolander summarized the proposed wage increase for the Maple Plain Firefighters. The proposed increase will align wages with the West Suburban Fire District. With the consolidation of the two teams, the intent is to prevent any possible rift between the two departments.

Council Direction: Under new business, bring the wage increase to the 10/27/25 City Council Business Meeting.

C. Green Step Cities

Councilmember Arvizo summarized the Minnesota Green Steps Cities program and its potential benefits for Maple Plain. The GreenStep Cities program is a voluntary and free initiative that focuses on continuous improvement, assistance, and recognition for cities striving to achieve their sustainability and quality-of-life goals. It is managed through a public-private partnership and offers a flexible framework of 29 best practices tailored to the diverse needs of cities across Minnesota.

Council Direction: Bring the Green Steps Initiative to the strategic meeting in January. Have Councilmember Arvizo and Assistant City Administrator Larson create a plan and ideas for each of the Green Step initiatives.

4. COUNCIL REPORTS AND OTHER BUSINESS

Councilmember Arvizo was elected as the treasurer for the Pioneer Watershed District.

Fire Relief is working on the potential payouts for the remaining Pera funds.

Councilmember Arvizo will sub for Councilmember Francis at the October 2nd Planning Commission meeting.

Councilmember Arvizo will take over Councilmember Francis for the Rotary committee assignment.

5. FUTURE WORKSHOP TOPICS

A. Park Improvement Plan

B. Code of Conduct

C. Parking Regulations

D. City Hall Building

E. Water Study

6. ADJOURNMENT

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

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

Motion Passed 5-0.

Council Adjourned at 6:11 PM

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

Respectfully submitted by:



DRAFT



**MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
September 22, 2025
7:00 PM**

1. WELCOME

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

STAFF PRESENT: City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, ABDO Sr. Manager Julie McMackins, City Engineer Dave Martini, and Assistant City Engineer Matt Bauman.

ORONO ROTARY CLUB GUESTS: President Paul Affeldt and Treasurer Dave Shaughnessy

2. CALL TO ORDER

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

3. PLEDGE OF ALLEGIANCE

4. Orono Rotary Club Check Presentation

President Paul Affeldt and Treasurer Dave Shaughnessy from the Orono Rotary presented the Maple Plain City Council with a donation of \$12,000 for future improvements at Veterans Memorial Park.

5. ADOPT AGENDA

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

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

Motion Passed 5-0

6. VISITORS TO BE HEARD (A completed public comment form should be presented to the City Administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.)

No visitors spoke

7. CONSENT AGENDA

- A. 08-25-25 City Council Workshop Meeting Minutes
- B. 08-25-25 City Council Business Meeting Minutes
- C. 09-08-25 City Council Workshop Meeting Minutes
- D. Planning Commission Candidate Approval

Motion to approve Consent Agenda Items A-D made by Councilmember Arvizo, seconded by Councilmember Francis.

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

Motion Passed 5-0

8. ACCOUNTS PAYABLE

- A. City Bills: \$148,200.21
- B. ACH Bills: \$11,277.46
- C. 2024 Street Project Bills: \$4,345.00

City Administrator Kolander summarized the accounts payable.

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

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

Motion Passed 5-0

9. STAFF REPORTS

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

City Administrator Kolander highlighted the administration's key activity.

Councilmember Arvizo moved to accept the staff reports as presented, seconded by Councilmember Burak.

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

Motion Passed 5-0

10. OLD BUSINESS

11. NEW BUSINESS

A. Independence Street Storm Basin

Assistant City Engineer Bauman summarized the proposal to address the Independence Street stormwater catch basin. The focus of the repairs is to produce a drainage system that mitigates standing water in the catch basin.

Councilmember DeLuca motioned to approve the proposal as written. Councilmember Burak seconded the motion.

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

Motion Passed 5-0

B. Resolution 2025-0922-01- Cease Participation in SVFR

City Administrator summarized resolution 2025-0922-01 to ensure compliance with statutory requirements and to facilitate a smooth transition for affected firefighters who participate in PERA, the Statewide Volunteer Firefighter (SVF) Plan.

Councilmember Francis moved to approve Resolution 2025-0922-01 as written, seconded by Councilmember DeLuca.

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

Motion Passed 5-0

C. Resolution 2025-0922-02-Authorizing Application to the Grant Navigator

City Administrator summarized resolution 2025-0922-02 to authorize the application to the LMC Grants Navigation Program with Hennepin County serving as the Sponsor and Fiscal Agent. This partnership enhances the City's ability to secure external funding and advance priority infrastructure projects.

Councilmember Burak moved to approve Resolution 2025-0922-02 as written, seconded by Councilmember Arvizo.

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

Motion Passed 5-0

D. Resolution 2025-0922-03- Approval of 2026 Preliminary Budget and Tax Levy

ABDO Sr. Manager McMackins presented the 2026 preliminary Levy and budget and summarized resolution 2025-0922-03 to adopt the 2026 preliminary levy and budget.

Councilmember Burak moved to approve Resolution 2025-0922-03 as written to adopt the 2026 preliminary levy and budget, seconded by Councilmember DeLuca.

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

Motion Passed 5-0

E. Resolution 2025-0922-04- LRIP Grant Application & County Support

City Engineer Martini summarized the MN Department of Transportation's 2025 Local Road Improvement Program to support efforts in the Downtown Redevelopment Project. The project aims to improve deteriorating pavement conditions, enhance pedestrian connectivity, support fire station access, and stimulate economic development in the city's central business district. City Engineer Martini provided an overview of Resolution 2025-0922-04 LRIP Grant Application & County Support.

Councilmember Francis moved to approve Resolution 2025-0922-04 as written to approve the LRIP Grant Application & County Support, seconded by Councilmember DeLuca.

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

Motion Passed 5-0

F. Resolution 2025-0922-05 Declaring 2010 Chevy as Surplus Property

City Administrator Kolander summarized that Resolution 2025-0922-05 proposes declaring the City's 2010 Chevrolet Tahoe, formerly used as a Fire Command Vehicle, as surplus property. The vehicle is no longer needed following the acquisition of a replacement command vehicle.

Councilmember Arvizo moved to approve Resolution 2025-0922-05 as written to declare the City's 2010 Chevrolet Tahoe as surplus, seconded by Councilmember Burak.

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

Motion Passed 5-0

G. Resolution 2025-0922-06 Approval of Site Plan and CUP for 5600 Pioneer Creek Drive

City Administrator Kolander summarized the Zomer Farms, LLC request for site plan review and a conditional use permit to operate a cannabis cultivation and manufacturing facility within the existing building at 5600 Pioneer Creek Drive. The Planning Commission has reviewed the application and recommends approval, subject to conditions including lighting upgrades, coordination with West Hennepin Public Safety, fire inspection, and compliance with all applicable regulations. City Administrator Kolander provided an overview of Resolution 2025-0922-06 Approval of CUP for Zomer Farms- 5600 Pioneer Creek.

Councilmember DeLuca moved to approve Resolution 2025-0922-06, the approval of CUP for Zomer Farms at 5600 Pioneer Creek. Councilmember Burak seconded the motion.

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

Motion Passed 5-0

12. COUNCIL REPORTS AND OTHER BUSINESS

Councilmembers and the Mayor provided reports of monthly activities.

13. ADJOURNMENT

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

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

Motion passed 5-0

Council Adjourned at 7:49 PM

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

Respectfully submitted by:





**MINUTES
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
October 13, 2025
5:30 PM**

1. CALL TO ORDER

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

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

STAFF PRESENT: City Administrator Jacob Schillander

2. ADOPT AGENDA

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

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

Motion Passed 5-0

3. DISCUSSION

A. Sewer Jetting and Television RFP

City Administrator Schillander summarized the sewer jetting and television RFR. The City supplies sanitary sewer services and maintains approximately 31,000 linear feet of gravity sewer lines that transport to treatment facilities. The City is looking to secure a three-year contract, starting in 2026. The provider will offer a comprehensive range of services, including sewer main cleaning, sewer and manhole video inspections, and provide a detailed report describing the condition of the City's sewer facilities. Staff's recommendation is to award the three-year contract to Nelson Sanitation.

Council Direction: Move forward with awarding the three-year contract to Nelson Sanitation and bring it to the City Council consent agenda for approval.

B. Ordinance 335- Amending Fee schedule language

City Administrator Schillander summarized ordinance No. 335 updates multiple sections of the Maple Plain City Code to replace outdated references to fee adoption “by resolution” with language that correctly reflects the legal requirement to adopt the City’s fee schedule by ordinance. These changes ensure compliance with statutory requirements and improve consistency across the Code.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

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

City Administrator Schillander summarized the changes in ordinance No. 336. This ordinance updates Section 9-22 of the Maple Plain City Code to clarify and strengthen regulations surrounding fire hydrant connections. The amendments include clarification of authorized use, permit requirements, time limitation, fee structure, and enforcement.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

D. Ordinance 337- Chapter 7 Article 4 Amendment

City Administrator Schillander summarized ordinance No. 337, an amendment to chapter 7, article 4, right-of-way permits. This ordinance amendment comprehensively updates the City’s regulations governing the use of public rights-of-way, particularly as they pertain to the installation, maintenance, restoration, enforcement, vegetation, abandonment, and operation of utility and wireless facilities. The proposed changes modernize the code to reflect current industry practices, clarify procedural requirements, and ensure compliance with state law.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

E. Ordinance 338- Fees & Appeal Process

City Administrator Schillander summarized ordinance No. 338, an amendment to the Maple Plain City Code Chapter 1. This ordinance amendment introduces two new sections to Chapter 1 of the Maple Plain City Code. Section 1-19 – General fee establishes a default fee structure for permits when no specific fee is otherwise defined in the Code. This ensures consistency and clarity in fee application by referencing the City’s adopted fee schedule. Section 1-20 – Appeal procedure creates a standardized appeal process for individuals adversely affected by decisions or conditions imposed by City boards, departments, officers, or employees, where no other appeal process is specified.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

F. Ordinance 339- Driveway Design Standards & Fees

City Administrator Schillander summarized ordinance No. 339, an amendment to the driveway design standards and fee references. This ordinance updates and clarifies the City’s driveway design standards and standardizes fee references across multiple code sections. Key changes include new definitions to improve clarity and enforcement, creating design standards to establish a minimum setback, requiring

permits and plan submissions, fee updates, and aligning application procedures and requirements.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

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

City Administrator Schillander summarized ordinance No. 340, an amendment to Chapter 5, Article 3 of the Maple Plain City Code. This ordinance replaces Chapter 5, Article 3 in its entirety to improve clarity, update references, and establish escrow requirements for grading and drainage-related permits. Key changes include a special use permit for grading, filling, or excavating that alters ground contours or drainage. Defines “substantial alteration” as movement of more than 25 cubic yards or changes of two feet or more in elevation. Requires submission of a grading or erosion and sedimentation control plan. Adds a requirement for applicants to pay a permit fee. Introduces a new financial security (escrow) provision to ensure completion of approved grading or erosion control work. Updates outdated references to Chapter 4, Article II with correct citations to Chapter 3, Article 2. Finally, renumbers and reorganizes sections for better flow and clarity.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

4. COUNCIL REPORTS AND OTHER BUSINESS

Councilmembers provided an update on West Hennepin Public Safety staffing, the Meadows HOA board, the Fire Department service contract, and an update on Fire Relief donations.

5. FUTURE WORKSHOP TOPICS

- A. Park Improvement Plan
- B. Code of Conduct
- C. Parking Regulations
- D. City Hall Building
- E. Water Study
- F. Amendment Consideration in Chapter 5, Article 5 Solid Waste
- G. Amendment Consideration in Chapter 6, Article 2 Nuisance Violation

6. ADJOURNMENT

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

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

Motion Passed 5-0.

Council Adjourned at 6:22 PM

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

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

Signed:



Jacob W. Schillander
City Administrator

DRAFT



Executive Summary

City Council Business Meeting

CONSENT AGENDA:	Tort Liability Waiver
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION: Staff recommend that the City of Maple Plain does not waive these limits	

Summary

The League of Minnesota Cities Insurance Trust (LMCIT) requires annual confirmation of the City’s position on statutory tort liability limits under Minn. Stat. § 466.04.

RECOMMENDATION: Staff recommend that the City of Maple Plain does not waive these limits, maintaining the current cap of \$500,000 per claimant and \$1,500,000 per occurrence. This recommendation is consistent with prior years and reflects a conservative risk management approach.



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage.
Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

City of Maple Plain

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: **October 27, 2025**

Signature: _____

Position: **City Administrator**



Executive Summary

City Council Business Meeting

CONSENT AGENDA ITEM: Sewer Jetting and Television RFP Contract Award

PREPARED BY: Kevin Larson, Assistant City Administrator

RECOMMENDED ACTION: Approve Consent Agenda Item Sewer Jetting and Television RFP Contract Award

Consent Agenda Item Summary:

The City supplies sanitary sewer services and maintains approximately 31,000 linear feet of gravity sewer lines that transports to treatment facilities. The City is looking to secure a contract for three years, starting in 2026. The provider will provide the full range of services including sewer main cleaning, sewer and manhole video inspection, and will provide a report describing the condition of the City's sewer facilities. City staff is looking for the authorization to proceed with awarding the three-year sewer jetting and television contract to Nelson Sanitation.



Established in 1979, Nelson Sanitation & Rental Inc. is MPCA certified (License L 4293) and also has employees that are NASSCO certified for pipe inspection. See attached for one example.

We have 10-12 out of our 30+ employees that work on our hydrovac and televising crews helping cities & contractors with existing pipe maintenance or basic cleaning and inspection of new installs as well. We also do cleaning of lift stations.

We work with many cities or sanitary districts such as Garrison Sanitary District, Glacial Lakes Sanitary District, City of Clear Lake, City of Maple Grove, City of Circle Pines, and many more.

If there is anything you need further, please let me know.

Thank you!

Prepared by:
Chad Houg
Director of Sales & Marketing
Chad@NelsonSanitation.com
Office 320-393-2787 Cell 320-309-6335



Project: Sewer Jetting and Televising 2026-2028

Maple Plain, MN

Work: Jet & Televis Existing Sanitary Sewer (Approx. 31,000 LF of Mostly PVC divided into 3 years)

Mobilization Fee = \$400.00 Annually

Jetting = \$0.75/LF

Televising = \$0.75/LF

Televising Reverse Set-up = No Charge

Root Removal = \$290/HR

Deposit Removal = \$290/HR

Cutting of protruding PVC taps = \$500 each. \$450/hr after the 1st hour if it takes longer than 1 hr.

Emergency hydrovac services = \$390/hr

Extra charges apply if more than 3 passes are needed during jetting. \$0.75/LF includes up to 3 additional passes.

Easement jetting such as the area from MH 139-MH 146 requires an extra \$1.00/LF & \$100.00 mobilization fee.

City Responsibilities: Provide exposed & accessible manholes. Provide access to water/fire hydrant at job site & location to dump debris at site. Extra fees apply if water is not accessible from hydrants at site. Provide a legible plan/map showing direction of flow and manhole numbers. City responsible for controlling flow if needed. Nelson Sanitation will have the basic cones & flashing lights on vehicles. Additional traffic control if required if not provided by the city will be subbed out to Warning Lites and the costs passed on to the city.

Nelson Sanitation & Rental, Inc. will use a combination hydrovac/jetter truck to clean the pipes. Televising will be done per NASSCO standards. We will provide flash drives with the televising report & video, along with a printed report.

Prepared by:

Chad Houg

Director of Sales & Marketing

Chad@NelsonSanitation.com

Office 320-393-2787

Cell 320-309-6335

PACP | LACP | MACP Version 8

CERTIFICATE

OF COMPLETION

PROUDLY PRESENTED TO

Derek Kiffmeyer

Certification Number: P0046275-022024

Expiration Date: 2/23/2027



Sheila Joy

Sheila Joy
Executive Director

Note: The individual is not an employee or partner of NASSCO. The individual acknowledges and agrees that NASSCO does not supervise or control the individual and that NASSCO shall not be responsible for any acts or omissions of the individual.



CERTIFICATE OF LIABILITY INSURANCE

Section 6, Item E.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: Mark Kremers	
Strategic Insurance Solutions LLC		PHONE (A/C, No, Ext): (763) 746-0865	
801 Twelve Oaks Center Drive		FAX (A/C, No):	
#803C		E-MAIL ADDRESS: mark@sisagent.com	
Wayzata		INSURER(S) AFFORDING COVERAGE	
MN 55391		INSURER A: SELECTIVE INS CO OF AMER	
		INSURER B: Westchester - ACE American Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	☒ COMMERCIAL GENERAL LIABILITY			S 2619957	08/24/2025	08/24/2026	EACH OCCURRENCE	\$ 1,000,000	
	☐ CLAIMS-MADE ☒ OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 500,000		
			MED EXP (Any one person)				\$ 15,000		
			PERSONAL & ADV INJURY				\$ 1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000	
	☒ POLICY ☒ PROJECT ☒ LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	OTHER:								\$
A	AUTOMOBILE LIABILITY			S 2619957	08/24/2025	08/24/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	☒ ANY AUTO		BODILY INJURY (Per person)				\$		
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ONLY		BODILY INJURY (Per accident)				\$		
	☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		PROPERTY DAMAGE (Per accident)				\$		
								\$	
A	☒ UMBRELLA LIAB			S 2619957	08/24/2025	08/24/2026	EACH OCCURRENCE	\$ 5,000,000	
	☐ EXCESS LIAB		AGGREGATE				\$ 5,000,000		
	☐ DED ☐ RETENTION \$						\$		
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC 9136851	08/24/2025	08/24/2026	☒ PER STATUTE ☐ OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	
B	Pollution Liability			G7444507A003	08/24/2025	08/24/2026	Each Occurrence	2,000,000	
							Each Aggregate	2,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Benton County Government Center Project. Certificate holder is an additional insured on a primary and non-contributory basis including product and completed operations.

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Mark Kremers



October 27, 2025
City Council

Downtown Redevelopment Memorandum

Downtown Redevelopment:

The city has been working with the developer to provide information and work through details related to the downtown redevelopment project. The Economic Development Authority reviewed the project and made several recommendations to the City Council. Note that the following items are in process or have been completed by the city and developer:

- **Developer:**
 - Completed the survey of the property (attached).
 - Has updated the site plan to utilize the city's preferred street/sidewalk layout (attached).
 - Completed the market study (attached).
 - Met with the city and provided an updated pro-forma.
 - Developer has obtained financial commitments for the project.
- **City:**
 - Revised TIF projections and prepared a TIF approval calendar to coincide with the proposed entitlement process.
 - Has been working with the developer to close the financing gap projected for the project based on updated financial analysis.
 - Is ready to move forward with the TIF building certification.
 - Is ready to move forward with initiating Environmental Study.

The developer has completed all necessary due diligence associated with the Phase 1 feasibility as outlined in the Purchase Agreement and has informed the city of their desire to move forward with Phase 2. The Economic Development Authority (EDA) reviewed the information presented by staff and recommended that the City Council consider moving forward with approval of the following items needed to advance the redevelopment.

- Initiate the TIF building certification study and report:
 - Staff has obtained a quote from LHB Architects to prepare the requisite TIF report and summary findings to certify the existing building and site as meeting all applicable criteria. The estimated cost is \$4,900.
- Initiate next phase Environmental Investigation/Survey:

- Staff has discussed the next phase environmental survey with Stantec (formerly Wenck). It is estimated that the next phase will cost between \$15,000-\$20,000. This phase would also include preparation of the Response Action Plan specific to the proposed development.

The City Council is being asked to consider approval of the attached resolution authorizing staff to sign the proposals for both the TIF building certification and the environmental investigation.

Attachments: Resolution
TIF Building Certification Proposal (LHB)
Environmental Investigation Proposal (Stantec)

RESOLUTION NO. 2025-1027-01

CITY OF MAPLE PLAIN
HENNEPIN COUNTY, MINNESOTA

A RESOLUTION APPROVING THE QUOTATIONS FOR TAX INCREMENT
BUILDING CERTIFICATION AND ENVIRONMENTAL INVESTIGATION
FOR THE DOWNTOWN REDEVELOPMENT PROJECT

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

WHEREAS, the City of Maple Plain and its Economic Development Authority (EDA) are supportive of redevelopment of this site and downtown area; and

WHEREAS, the City has a Purchase Agreement with North Shore Development Partners, LLC for the purchase and redevelopment of the downtown properties; and

WHEREAS, the City has agreed to complete certain items needed in order to proceed with the downtown redevelopment project including the certification of the existing building as substandard and additional environmental investigation; and

WHEREAS, the City has obtained quotations for both the certification of the building and environmental investigation and determined that the quotations provided are fair and reasonable; and

WHEREAS, the Economic Development Authority (EDA) reviewed the status of the redevelopment, discussed the process to move forward and recommended to the City Council that they should proceed with the TIF building certification and environmental investigation outlined in the attached quotations.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA, that it should and hereby does approve the quotations from LHB Architects and Stantec with the following conditions:

1. The City Administrator is authorized and directed to take all other actions necessary to carry out the intent of this resolution.

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

By: _____
Julie Maas-Kusske, Mayor

ATTEST:

Jacob Schillander, City Administrator

October 9, 2025

Jacob Schillander
City Administrator
City of Maple Plain
5050 Independence Street
Maple Plain, MN 55359

**AGREEMENT FOR INVESTIGATIVE SERVICES
MAPLE PLAIN MUSEUM TIF ANALYSIS**

Thank you for the opportunity to submit our proposal to provide a TIF analysis for the city museum site in downtown Maple Plain.

LHB is a full-service architecture, planning, and engineering firm with a total of 260 staff located in our Minneapolis, Duluth, and Cambridge, Minnesota, and Superior, Wisconsin offices.

Our Government Studio has extensive experience working with local governments on their planning, design, architectural and engineering needs. Having been personally involved on various city councils and planning commissions, I understand how cities function and the importance of maintaining the support of appointed and elected officials and community throughout the process.

Below outlines our previous experience, team credentials, and scope of services. This proposal, if approved, will service as the Agreement between LHB and Client.

I. PREVIOUS EXPERIENCE

LHB has significant experience with a variety of inspection and facility assessment projects, including the analysis of over 460 TIF Districts. Some examples include:

- City of Columbia Heights TIF Inspection Services
- City of St. Paul TIF Inspection Services
- City of St. Anthony Village, NW Quadrant TIF Inspection Services
- City of St. Louis Park TIF Inspection Services
- City of Mount TIF District “1-2” Inspection Services
- City of Osseo TIF Inspection Services
- City of New Richmond (Wisconsin) TIF Inspection Services
- Minnesota State System Facility Assessments
- State of Minnesota Facility Assessments
- Property Condition Assessments for the St. Paul Department of Planning and Economic Development (Franklin/Emerald Neighborhood)
- Condition Surveys for every DNR Facility in the State of Minnesota, 2014

II. TEAM CREDENTIALS

Michael A. Fischer, AIA, LEED AP – Project Principal/TIF Analyst

With over 39-years of experience serving as a Project Principal, Project Manager, Project Designer and Project Architect on planning urban design, educational, commercial, and governmental projects, Michael has become an expert on Tax Increment Finance District (TIF) analysis assisting over 130 cities with strategic planning for TIF Districts.

Michael completed a two-year Bush Fellowship, studying at MIT and Harvard in 1999, earning master's degrees in City Planning and Real Estate Development from MIT. He has served on more than 50 committees, boards, and community task forces, including City Council President in Superior, Wisconsin, Chair of the Duluth/Superior Metropolitan Planning Organization, and Chair of the Edina, Minnesota Planning Commission. Most recently, he served as a member of the Edina city council and Secretary of the Edina HRA. Michael has also managed and designed several award-winning architectural projects and was one of four architects in the Country to receive the AIA Young Architects Citation in 1997.

Phil Fisher - Inspector

For 35-years, Phil worked in the field of Building Operations in Minnesota including White Bear Lake Area Schools. At the University of Minnesota, he earned his Bachelor of Science in Industrial Technology. He is a Certified Playground Safety Inspector, a Certified Plant Engineer, and trained in Minnesota Enterprise Real Properties (MERP) Facility Condition Assessment (FCA). His FCA training was recently applied to the Minnesota Department of Natural Resources Facilities Condition Assessment project involving over 2,000 buildings.

III. SCOPE OF SERVICES

1. Survey the TIF District to Determine if it Meets Applicable Coverage Test

- a. To meet the coverage test, parcels consisting of 70 percent of the area of the district must be “occupied” by buildings, streets, utilities, or paved or gravel parking lots.
- b. A parcel is not considered “occupied” unless at least 15 percent of its total area contains improvements.

2. Conduct Visual Review of Building Interior and Exterior

- a. Obtain property owner’s consent for inspection.
- b. Document property conditions relative to Minnesota Statutes Section 469.174 Subdivision 10.

3. Estimate Building Replacement Cost

- a. Replacement cost is the cost of constructing a new structure of the same square footage and type on the site.
- b. A base cost will be calculated by establishing the building class, type, and construction quality.
- c. Identify amenities, which increase the value of the building over the standard construction quality level.
- d. Review building permits for each parcel.
- e. The base cost and cost of amenities will be totaled to determine the replacement cost for the property.

4. Evaluate Building Existing Condition

- a. Evaluate condition of the building based on Minnesota Statutes Section 469.174 Subdivision 10 definition of structurally substandard:
 - i. “Structurally substandard shall mean containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate

egress, layout and condition of interior partitions, or similar factors, which defects, or deficiencies are of sufficient total significance to justify substantial renovation or clearance.”

5. Determine Building(s) Code Deficiencies

- a. Determine technical conditions, which are not in compliance with current building code applicable to new buildings.
- b. Provide opinion of probable cost to correct identified deficiencies.
- c. Compare cost of deficiency corrections to replacement value of building.

6. Prepare and Deliver Report:

- a. Redevelopment TIF Report
- b. Deliver TIF Report in .pdf format via Email.

IV. ASSUMPTIONS

1. The preliminary boundaries of the district area are as follows:
 - a. One building on four parcels located at the intersection of Maple Avenue and Main Street East in Maple Plain, MN.
2. Client will provide the following:
 - a. A scalable parcel map and/or aerial photo of the area to be inspected, including GIS information with specific parcel data.
 - b. A list of all parcels affected, including name of owner and current known business or resident name and address.
 - c. Available information regarding the requirements of the engagement, and reports on the condition of the structures.
3. LHB shall be entitled to rely upon the information provided by the Client.
4. A building is not considered structurally substandard if it is in compliance with building code applicable to new buildings or could be modified to satisfy the code at a cost which is less than 15 percent of its replacement cost.

V. STANDARD OF CARE

LHB shall perform its services consistent with the professional skill and care ordinarily provided by other professionals practicing in the same or similar locality under the same or similar circumstances. LHB shall perform its services in a timely manner consistent with the professional skill and care required for the orderly progress of the engagement.

Any report prepared by LHB represents a professional opinion based upon information available and arrived at in accordance with generally accepted professional standards. Other than as contained in the report, LHB makes no express or implied warranty.

Short of complete deconstruction to examine every element at every location, no assessment can reveal all conditions which may exist. Additional testing, assessment, or demolition may uncover conditions which would make it necessary to modify LHB's conclusions or recommendations.

Any report prepared for the purpose described in this Agreement is for the exclusive use by those to whom the report is addressed. LHB will not and cannot be held liable for the unauthorized reliance upon this report by any third party.

VI. COMPENSATION

We propose to provide services on an hourly basis with the following key staff:

- Project Principal, Michael Fischer \$290/hour
- Project Manager \$185/hour
- Project Architect/Inspector \$165/hour
- Project Coordinator \$ 125/hour

Compensation shall be on an hourly basis, not to exceed Four Thousand Nine Hundred Dollars (\$4,900), including reimbursable expenses, for the inspection of the properties and reports.

VII. PAYMENT TERMS

Payments are due and payable upon receipt of our invoice. Unpaid balances 60-days after invoice date shall bear interest at the rate of 8% per annum or 0.67% per month on the unpaid balance.

Failure to make timely payment to LHB is a material breach of this Agreement and may, at LHB's sole discretion, result in a suspension or termination of services, and may, at LHB's sole discretion, result in the termination of the Client's limited license authorization to use LHB's copyrighted Instruments of Service.

VIII. ADDITIONAL SERVICES

If there is a material change in the circumstances or conditions that affect the scope of work, schedule, allocation of risks or other material terms, LHB shall notify Client. Client and LHB shall promptly and in good faith enter into negotiation to address the changed conditions including equitable adjustment to compensation. The fees and costs for any additional services will be based upon LHB's 2025 Standard Hourly Rate Schedule and 2025 Reimbursable Expenses Schedule.

IX. SCHEDULE

LHB can proceed to start the Work upon receipt of a signed copy of this Agreement.

The final report typically requires 30 to 45 days to complete from the time we inspect the building(s). We can make preliminary conclusions prior to our full report being completed, if necessary, to allow other consultants and the client to begin their work.

X. CONSEQUENTIAL DAMAGES

LHB and Client waive consequential damages for claims, disputes or other matters in question arising out of, or relating to, this Agreement.

XI. LIMITATION OF LIABILITY

To the maximum extent permitted by law, Client agrees to limit LHB's liability for Client's damages to the sum of Ten Thousand Dollars (\$10,000) or LHB's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

XII. USE OF LHB'S DOCUMENTS

The documents prepared by LHB, including Documents in electronic format, are solely for use with respect to this Project. All Documents prepared or furnished by LHB pursuant to this Agreement are the Instruments of Service to the Project and LHB shall retain all common law, statutory and other reserved rights, including copyright. LHB grants to Client a nonexclusive limited license solely for the purposes of evaluating and executing the Project. Client shall not assign, delegate, sublicense, or otherwise transfer any license granted herein to another party.

To the extent the documents are transferred or are modified, supplemented or otherwise altered by Client, subsequent design professional, or any other party, Client agrees to indemnify, defend and hold LHB harmless for any claims, demands, damages or causes of action arising out of such transfer or modification, supplementation or alteration.

XIII. OTHER CONDITIONS

The laws of the State of Minnesota shall govern this Agreement. Any provision of this agreement later held to violate a law or regulation shall be deemed void. All remaining provisions shall continue in force.

Client recognizes that materials prepared by others may be subject to copyright protection and warrants to LHB that any documents provided by Client do not infringe upon the copyright held by another.

Unless the parties mutually agree otherwise, the parties shall endeavor to settle disputes by mediation. A demand for mediation shall be filed, in writing, within a reasonable period of time after a claim, dispute or other matter in question has arisen.

LHB and the Client, acting through the Client's legal representative, will, to the fullest reasonable extent, cooperate and coordinate efforts in preparing necessary responses to any third-party challenges to the inspections. The Client agrees to pay LHB its regular hourly rates spent as a result of a third-party legal challenge

If the terms and conditions of this Agreement are acceptable, please sign and return a copy to LHB.

LHB, INC.



Signature

Michael Fischer

Printed Name

Its: Architectural Principal

Title

CITY OF MAPLE PLAIN

Signature

Printed Name

Its:

Title

c:\users\mafisch\documents\mike documents\lhb\tif\tif agreements\2025 agreements\maple plain museum tif analysis 10-08-25.docx

Stantec Consulting Services Inc.



One Carlson Parkway, Suite 100
Plymouth, MN 55447

October 22, 2025

Mr. Jacob Schillander
City Administrator
City of Maple Plain
5050 Independence Street
Maple Plain, MN 55359

Dear Mr. Kolander:

Reference: Proposal for a Soil Vapor Investigation for Maple Plain Parcels, 1620 Maple Avenue, 5209 and 5249 US Highway 12, 5210, 5220 and 5230 Main Street, Maple Plain, Minnesota (the Subject Property)

Stantec Consulting Services Inc. (Stantec) has prepared this proposal to provide a non-heating seasonal Soil Vapor Investigation for the Subject Property. The Subject Property consists of approximately 1.5-acres of vacant land and includes:

Property Identification Number:

1620 Maple Avenue: 24-118-24-34-0028 (0.3-acres)
5249 US Highway 12: 24-118-24-34-0069 (0.24-acres)
5210 Main Street: 24-118-24-34-0032 (0.15-acres)
5220 Main Street: 24-118-24-34-0031 (0.25-acres)
5230 Main Street: 24-118-24-34-0070 (0.37-acres)

Stantec completed a Phase I ESA dated May 2022, for the Subject Property which identified the following environmental findings:

This ESA has identified the following *recognized environmental conditions* (RECs) and *controlled recognized environmental conditions* (CRECs) relative to the Subject Property:

- The residual impacts associated with closed leak #LS0002139 are considered to represent a CREC for the Subject property.

This ESA has identified the following *historical recognized environmental conditions* (HRECs) relative to the Subject Property:

- The two PCASPILLS incidents that occurred at the Subject Property (MPCA spill # 5657 and MPCA spill # 53289) are HRECs for the Subject Property.

Although not considered RECs, CRECs, or HRECs; this ESA has revealed the following item that constitutes an environmental business risk:

- Potential fill soils with debris and/or residual petroleum impacted soil associated with the two closed leak sites at the Subject Property is considered a business environmental risk as it may require environmental characterization for export and disposal purposes if encountered during future construction activities.

October 22, 2025
Mr. Jacob Schillander
Page 2 of 5

Reference: Proposal for a Soil Vapor Investigation for Maple Plain Parcels, 1620 Maple Avenue, 5209 and 5249 US Highway 12, 5210, 5220 and 5230 Main Street, Maple Plain, Minnesota (the Subject Property)

Stantec understands there is a proposed development for an approximately 20,500 square foot multi-family building at the Subject Property. Based on the historical petroleum release at the Subject Property the vapor intrusion pathway needs to be investigated to make a vapor mitigation decision for the proposed building. The proposal only pertains to the recommended soil vapor testing and to meet the first round (non-heating season) of the two seasonal round sample events required by the Minnesota Pollution Control Agency (MPCA) to make a vapor mitigation decision. Additional sampling may be recommended for soil management or additional environmental characterization as needed. This proposal is for completing a non-heating seasonal round of eight (8) soil vapor samples before the seasonal deadline of October 31, 2025.

Scope of Service

The non-heating seasonal Soil Vapor Investigation will include the following scope of services:

- Prepare a site-specific health and safety plan and complete a tailgate safety meeting with Stantec field staff and the drilling subcontractor prior to commencing with the fieldwork.
- Advance eight (8) soil gas probes using the Post Run Tubing (PRT) method. The vapor probes will be advanced to 5 feet below grade and pulled back to approximately 1 foot to allow for vapor collection and the annulus between the vapor sampling tooling and ground surface will be sealed with a hydrate bentonite mixture. Prior to sample collection, an MPCA recommended “shut in” test will be completed to affirm tightness of the vapor sampling apparatus. Laboratory provided, individually certified 1-liter sampling canisters with negative pressure will be used to collect the sub-slab vapor. The vapor samples will be analyzed for VOCs using EPA Method TO-15 and Fixed Gases by EPA Method 3C or equivalent. Following sampling collection, the probe tooling will be removed, and probe hole will be sealed with bentonite.
- Prepare a draft Soil Vapor Investigation, with supporting figures, data results and attachments for your review and comments.
- Complete a final report.

The scope of services is not intended to identify every chemical possibly associated with the Subject Property plus the scope of services is not intended to determine the extent of magnitude of contamination, if present. If impacts are identified, the client, owner, or other potentially responsible party may have reporting obligations per Minnesota statutes. Also note that if the Subject Property is enrolled into the MPCA Voluntary Brownfield Programs, additional investigation may be required to obtain requested liability assurance/closure letters.

Public and Private Utilities Identification

- Prior to initiating the proposed drilling activities, Stantec’s subcontractor will notify “Gopher One Call” to identify any publicly owned underground utility lines in the vicinity of the drilling site. Public

October 22, 2025
Mr. Jacob Schillander
Page 3 of 5

Reference: Proposal for a Soil Vapor Investigation for Maple Plain Parcels, 1620 Maple Avenue, 5209 and 5249 US Highway 12, 5210, 5220 and 5230 Main Street, Maple Plain, Minnesota (the Subject Property)

utility lines buried at the Subject Property will be located by the appropriate public utility company and indicated on the ground surface with flags and/or paint. The drilling subcontractor will not advance borings/excavations closer than the recommended distances from each of the public utility lines.

- Private utility lines may also be buried at the Subject Property. Stantec's drilling contractor will retain a private utility contractor to locate private buried utilities (i.e., private sewer, private electric, private gas or underground storage tank systems). Please note that some private lines made of clay, cement or tile or other materials that are not identifiable by private locators. Stantec requests that the soil boring locations be approved by the Subject Property owner as Stantec is not responsible for damage to private utility systems or releases that may result from inaccurately located utilities. A fee for the private utility locator of \$500 is included in this proposal.

Schedule

Stantec estimates the following standard project timeline:

Authorization must be provided by Noon, Wednesday, October 22, 2025 to facilitate completion the field testing and obtain laboratory sampling equipment prior to October 31, 2025.

- Field Work – Tentatively scheduled for October 24, 2025
- Laboratory results within 10 business days of completing field work; and
- Draft Report – within 5 business days of receiving lab results;

If an expedited timeline is necessary Stantec will work with you to accommodate your schedule as necessary. Additional costs may apply for rush lab charges or drilling contractor fees.

Cost Estimate

Stantec estimates a cost of **\$11,474** for the environmental investigation, sampling, and reporting services to be billed on a time and material (T & M) basis. Any deliverables outside of the defined scope will be charged T&M based on the attached rate table. This is an estimate only, not a limit, invoices will reflect the actual effort it takes to complete the scope of work proposed. Also note that the above costs do not include management/disposal of IDW, MPCA Voluntary Brownfield Program fees, or follow-up reporting.

October 22, 2025
Mr. Jacob Schillander
Page 4 of 5

Reference: **Proposal for a Soil Vapor Investigation for Maple Plain Parcels, 1620 Maple Avenue, 5209 and 5249 US Highway 12, 5210, 5220 and 5230 Main Street, Maple Plain, Minnesota (the Subject Property)**

We appreciate the opportunity to be of service and request that you call if you have any questions regarding this proposal.

Regards,

Stantec Consulting Services Inc.



Adam Zobel
Principal
Environmental Services – Real Estate
Phone: 763-479-5145
adam.zobel@stantec.com



Ryan McElrath
Senior Environmental Scientist, Associate
Environmental Services – Real Estate
Phone: 651-395-5238
ryan.mcelrath@stantec.com

October 22, 2025
Mr. Jacob Schillander
Page 5 of 5

Reference: **Proposal for a Soil Vapor Investigation for Maple Plain Parcels, 1620 Maple Avenue, 5209 and 5249 US Highway 12, 5210, 5220 and 5230 Main Street, Maple Plain, Minnesota (the Subject Property)**

By signing this proposal, _____ authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the ____ day of _____, _____.

Per: City of Maple Plain

Print Name & Title

Signature

Attachment: General Terms and Conditions
 Stantec Rate Table

ATTACHMENT – STANDARD RATE TABLE

BC2277_2025-1

HOURLY RATES

Stantec Billing Level	2025 Hourly Rate*
3	\$114
4	\$128
5	\$139
6	\$144
7	\$152
8	\$158
9	\$170
10	\$176
11	\$189
12	\$195
13	\$204
14	\$214
15	\$241
16	\$274
17	\$284
18	\$290
19	\$299
20	\$312
21	\$324

*Rates subject to annual increase.

OTHER EXPENSES / MATERIALS

Stantec's standard mark-up on expenses is 10%. Unless prescribed differently within the proposal or other contract paperwork, this mark-up is used in all areas as indicated below:

- **Sub-Consultants**
- **Subcontracted Commodity Services**
e.g., analytical laboratory services, drilling contractors, etc.
- **Meals and Lodging**
May be billed at cost or daily per diem. If applicable, per diem rates will be those set by the U.S. General Services Administration (<https://www.gsa.gov>).
- **Vehicle and Equipment Rentals**
Not owned by Stantec.
- **External Equipment and Supplies.**
e.g., delivery charges, outside copying/reproduction, leased/rented field equipment, etc.

Company-owned equipment will be billed on unit rate basis (e.g., daily; weekly); the expense markup does not apply to these rates. For Stantec owned vehicle, a combination of daily vehicle or mileage rates are used depending on the type of work and/or contract. A separate Stantec Equipment Rate Schedule* is available upon request.



The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant within 28 days of receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make electronic payment of the invoices, the details of which can be obtained or verified by contacting ar@stantec.com. Consultant provides no guarantee or warranty that the Client's Project requirements can be achieved within its proposed Project budget or schedule. Any services to redesign, value-engineer or make changes to the Client's Project requirements, whether for cost-saving, schedule efficiency, or otherwise, constitute additional services.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages



arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

BUSINESS PRACTICES: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

FLORIDA CONTRACTS: PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE.



Executive Summary
City Council Business Meeting

CONSENT AGENDA:	Lease Amendment with Orono School District
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION: Approve the Third Amendment to Lease Agreement extending the lease term and updating rent provisions.	

Summary

The City of Maple Plain and Independent School District No. 278, Orono, propose a Third Amendment to the existing Lease Agreement originally executed in 2014. This amendment extends the lease term for one year beginning November 1, 2025, with options to extend through October 31, 2028. It also updates the base rent schedule and formalizes the City’s right to early termination.

Recommendation

Staff recommends approval of the Third Amendment to Lease Agreement as presented, ensuring continued access to the leased premises with flexible termination rights and predictable rent increases.

Third Amendment to Lease Agreement

This THIRD AMENDMENT TO LEASE AGREEMENT (hereinafter the “Third Amendment”) is by and between Independent School District No. 278, Orono (“Landlord”), and the City of Maple Plain (“Tenant”) and amends the Lease Agreement entered into by Landlord and Tenant which commenced October 1, 2014, was last executed on February 6, 2015 (hereinafter the “Lease”), and last amended on October, 1, 2021.

RECITALS

WHEREAS, Landlord and Tenant entered into a Lease which commenced October 1, 2014 and was last executed on February 6, 2015 with respect to the Premises owned by Landlord, as defined in the Lease (hereinafter the “Premises”); and

WHEREAS, Landlord and Tenant entered into a First Amendment in order to modify and amend certain provisions of the Lease, executed on October 31, 2019.

WHEREAS, Landlord and Tenant entered into a Second Amendment in order to modify and amend certain provisions of the Lease, executed on October 1, 2021.

WHEREAS, Landlord and Tenant desire to enter into this Third Amendment in order to modify and amend certain provisions of the Lease.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant covenant and agree as follows:

1. **TERM.** Landlord and Tenant hereby agree to extend the term of the Lease for one additional year, commencing November 1, 2025 and terminating after October 31, 2026, unless sooner terminated or extended as provided within the Lease or the terms of this Third Amendment.
2. **BASE RENT.** Annual Base Rent during the extended year (11/1/25 to 10/31/26) of the extended term contemplated in Section 1 of this Third Amendment shall be \$43,800/year, payable in monthly installments of \$3,650.

In the event Tenant exercises its right to extend the term of the Lease for a second and third year, as contemplated in Section 3 of this Third Amendment, Annual Base Rent during the second year (11/1/26 to 10/31/27) of the extended term shall be \$45,600/year, payable in monthly installments of \$3,800. Annual Base Rent during

the third year (11/1/27 to 10/31/28) of the extended term shall be \$48,000/year, payable in monthly installments of \$4,000.

3. **TENANT'S OPTION TO EXTEND TERM.** Tenant shall have the option, but not the obligation, to extend the term of the Lease for two additional years beyond the one year contemplated in Section 1 of this Third Amendment (the "Option Year") by providing written notice of such election to Landlord by August 31, 2026 and August 31, 2027, respectively. In the event of such election by Tenant, the Base Rent for the Option Year shall be as stated in Section 2 of this Third Amendment.
4. **TENANT'S EARLY TERMINATION RIGHT.** As a part of the parties' agreement to extend the term of the Lease, Landlord and Tenant agree that Tenant shall have an unqualified right to terminate the Lease, without penalty or cost to Tenant, for any reason or no reason, upon six months' written notice to Landlord during any term contemplated in this Third Amendment. In the event of Tenant's exercise of this early termination right, Tenant shall be responsible for paying all applicable Base Rent to Landlord for the six month period following the notice of early termination, and thereafter shall have no further rent or other obligation to Landlord.
5. **CONFLICT WITH LEASE, ALL UNAFFECTED LEASE TERMS REMAIN.** Landlord and Tenant agree that, in the event of any conflict between the terms of this Third Amendment and the Lease, the terms of this Third Amendment shall control. All other unaffected terms of the Lease shall remain in full force and effect during the term contemplated in this Third Amendment, including any Option Year, if Tenant elects to exercise its rights under Section 3 of this Third Amendment.
6. **AUTHORIZATION.** The persons who have executed this Third Amendment represent and warrant that they are duly authorized to execute this Third Amendment in their individual or representative capacity, as indicated, and bind their respective entities to the terms of this Third Amendment.

[Signatures on pages to follow]

ACKNOWLEDGMENT OF LANDLORD

INDEPENDENT SCHOOL DISTRICT NO. 278, ORONO

By: _____

Its: _____

STATE OF MINNESOTA

COUNTY OF HENNEPIN

On this ____ day of _____, 2025, before me came _____, the
_____ of Independent School District 278, Orono, the Landlord named within,
who acknowledged the signing and attesting to of this instrument to be his/her free act and deed
of said entity.

Notary Public

ACKNOWLEDGMENT OF TENANT

CITY OF MAPLE PLAIN

By: _____

Its: _____

STATE OF MINNESOTA

COUNTY OF HENNEPIN

On this ____ day of _____, 2025, before me came _____, the
_____ of the City of Maple Plain, the Tenant named within, who acknowledged the
signing and attesting to of this instrument to be his/her free act and deed of said entity.

Notary Public



Executive Summary

City Council Business Meeting

AGENDA ITEM: Accounts Payable

PREPARED BY: Jacob Schillander, City Administrator

RECOMMENDED ACTION: Approval of the following

- A. City Bills: \$189,560.76
- B. City ACH's: \$32,760.12
- C. Street Project: \$49,831.85

Grand Total: \$272,152.73

City Checks

101 GENERAL FUND	\$110,511.94
358 2024A GO Bonds	\$1,338.55
451 CAPITAL IMPROVEMENT PROJECTS	\$2,190.97
601 WATER FUND	\$14,214.21
602 SEWER FUND	\$23,305.50
603 STORM WATER FUND	\$908.00
701 PLAN REVIEW ESCROWS	\$12,632.94
801 FIRE PARTNERSHIP FUND	\$24,458.65
	\$189,560.76

City ACH Payments

101 GENERAL FUND	\$6,152.11
451 CAPITAL IMPROVEMENT PROJECTS	\$21,500.00
601 WATER FUND	\$3,857.42
602 SEWER FUND	\$415.33
801 FIRE PARTNERSHIP FUND	\$835.26
	\$32,760.12

Street Project

458 2024 STREET RECONSTRUCTION	\$49,831.85
	\$49,831.85

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 1

Current Period: October 2025

Payments Batch 102725 ACCTS PAYBL		\$189,560.76	
Refer	0 ABDO LLP	-	
Cash Payment	E 101-41500-301 Auditing & Accounting S	Financial Management Services September 2025	\$4,125.00
Invoice 512627	9/30/2025		
Cash Payment	E 601-49400-301 Auditing & Accounting S	Financial Management Services September 2025	\$750.00
Invoice 512627	9/30/2025		
Cash Payment	E 602-49450-301 Auditing & Accounting S	Financial Management Services September 2025	\$750.00
Invoice 512627	9/30/2025		
Cash Payment	E 603-49455-301 Auditing & Accounting S	Financial Management Services September 2025	\$375.00
Invoice 512627	9/30/2025		
Cash Payment	E 801-42210-301 Auditing & Accounting S	Financial Management Services September 2025	\$1,500.00
Invoice 512627	9/30/2025		
Transaction Date	9/30/2025	BoMP/MidCountry/4 10100	Total \$7,500.00
Refer	0 ACTION FLEET LLC	-	
Cash Payment	E 801-42260-406 Apparatus & Equipment	MDC mount in 2015 Tahoe & decommission old Tahoe	\$2,297.89
Invoice 18099	9/11/2025	Project SQUAD	
Transaction Date	9/11/2025	BoMP/MidCountry/4 10100	Total \$2,297.89
Refer	0 ADAMS PEST CONTROL	-	
Cash Payment	E 101-45200-311 Contract Service	Account 10059111 - Prevention Plus - Sept 2025	\$133.44
Invoice 4248907	9/26/2025		
Transaction Date	9/26/2025	BoMP/MidCountry/4 10100	Total \$133.44
Refer	0 ALEX AIR APPARATUS	-	
Cash Payment	E 801-42260-406 Apparatus & Equipment	Hurst Hydraulic Tool Service, Cutter	\$636.00
Invoice 10012	9/22/2025		
Cash Payment	E 801-42260-406 Apparatus & Equipment	Hurst Hydraulic Tool Service, Spreader	\$424.00
Invoice 10012	9/22/2025		
Cash Payment	E 801-42260-406 Apparatus & Equipment	Hurst Hydraulic Tool Service, Ram	\$145.00
Invoice 10012	9/22/2025		
Transaction Date	9/22/2025	BoMP/MidCountry/4 10100	Total \$1,205.00
Refer	0 AMAZON.COM	-	
Cash Payment	E 801-42230-210 Operating Supplies (GE	Trunk or Treat candy - multiple events	\$239.97
Invoice 1CK7C63373CX	10/15/2025		
Cash Payment	E 101-41500-400 Equipment Repair & Mai	For conference room table	\$29.99
Invoice 1G33DNMH7DY4	10/14/2025		
Cash Payment	E 101-41500-201 Operating Supplies	Engraved Name Plates	\$18.02
Invoice 16XCNTJX74QY	9/22/2025		
Cash Payment	E 801-42270-404 Machinery & Equipment	Winch Rope for Polaris	\$39.99
Invoice 1CVPTWLP4PWJ	9/25/2025		
Cash Payment	E 801-42270-404 Machinery & Equipment	Promotion Discount	-\$2.00
Invoice 1CVPTWLP4PWJ	9/25/2025		
Transaction Date	10/15/2025	BoMP/MidCountry/4 10100	Total \$325.97

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 2

Current Period: October 2025

Refer	0	AT&T MOBILITY	-			
Cash Payment	E 101-45200-321	Telephone & Internet	Hot Spots	Aug 26, 2025- Sep 25, 2025		\$82.46
Invoice	287349505121x10	9/25/2025				
Transaction Date	9/25/2025	BoMP/MidCountry/4	10100	Total		\$82.46
Refer	0	BELAYHOST	-			
Cash Payment	E 101-41500-309	EDP, Software and Desi	Microsoft 365 Business Standard			\$264.00
Invoice	46210	10/1/2025				
Cash Payment	E 101-41110-309	EDP, Software and Desi	Microsoft 365 Business Standard			\$54.00
Invoice	46210	10/1/2025				
Cash Payment	E 801-42210-309	EDP, Software and Desi	Microsoft 365 Exchange Online			\$102.00
Invoice	46210	10/1/2025				
Cash Payment	E 101-41500-309	EDP, Software and Desi	Microsoft 365 Project Plan 3			\$108.00
Invoice	46210	10/1/2025				
Transaction Date	10/1/2025	BoMP/MidCountry/4	10100	Total		\$528.00
Refer	0	BOLTON & MENK, INC.	-			
Cash Payment	E 101-45200-303	Engineering Services	Maple Plain/Warming House Improvements			\$3,334.50
Invoice	374907	9/29/2025	Project WARM			
Cash Payment	E 101-43100-303	Engineering Services	ArcGIS Online Base Conversion			\$180.00
Invoice	374910	9/29/2025				
Cash Payment	E 101-43100-303	Engineering Services	Credit for Services			-\$180.00
Invoice	374910	9/29/2025				
Cash Payment	E 603-49455-303	Engineering Services	Maple Plain/2025 Miscellaneous Drainage			\$533.00
Invoice	374826	9/29/2025				
Cash Payment	E 101-43000-303	Engineering Services	Reduced Rate Engineering			\$825.00
Invoice	374864	9/29/2025				
Cash Payment	E 101-43000-303	Engineering Services	General Engineering			\$665.00
Invoice	374864	9/29/2025				
Cash Payment	G 701-22022	ESCROW: MIDCO	Bolton & Menk Engineering Services - Invoice			\$2,325.00
Invoice	374864	9/29/2025	0374864 Septemb			
			Project 22022			
Cash Payment	E 101-43000-303	Engineering Services	2026 LRIP Grant			\$300.50
Invoice	374827	9/29/2025				
Cash Payment	G 701-22021	ESCROW: NORTHSHORE	Bolton & Menk Engineering Services - Invoice			\$4,899.50
Invoice	374827	9/29/2025	0374827 Septem			
			Project 22021			
Cash Payment	G 701-22009	ESCROW- 1701 BAKER PA	Bolton & Menk Engineering Services - Invoice			\$810.00
Invoice	374821	9/29/2025	0374821 Septemb			
			Project 22009			
Cash Payment	G 701-22024	ESCROW: NORTH SHORE	Bolton & Menk Engineering Services - Invoice			\$985.00
Invoice	374821	9/29/2025	0374821 Septemb			
			Project 22024			
Cash Payment	G 701-22026	ESCROW: OUTREACH DE	Bolton & Menk Engineering Services - Invoice			\$285.00
Invoice	374821	9/29/2025	0374821 Septemb			
			Project 22026			
Transaction Date	9/29/2025	BoMP/MidCountry/4	10100	Total		\$14,962.50
Refer	0	BOYLAN, STEVEN	-			
Cash Payment	G 101-22001	Damage Deposits - Facility	Refund Park Deposit			\$100.00
Invoice		9/25/2025				
Transaction Date	9/25/2025	BoMP/MidCountry/4	10100	Total		\$100.00

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 3

Current Period: October 2025

Refer	0	CARSON, CLELLAND & SCHREDE	-			
Cash Payment	E 101-42110-304	Legal Services	Criminal Prosecution - Services - September 2025			\$705.00
Invoice 8399		9/30/2025				
Cash Payment	E 101-42110-304	Legal Services	Criminal Paralegal - Services - September 2025			\$396.00
Invoice 8399		9/30/2025				
Transaction Date	9/30/2025		BoMP/MidCountry/4 10100	Total		\$1,101.00
Refer	0	CITY OF INDEPENDENCE	-			
Cash Payment	G 101-21707	Dental Insurance	October 2025 Dental			\$102.08
Invoice		9/17/2025				
Transaction Date	9/17/2025		BoMP/MidCountry/4 10100	Total		\$102.08
Refer	0	CODE 4 LASER WORKS	-			
Cash Payment	E 451-41000-500	Capital Outlay (GENER	Large City Logo Sign			\$2,000.00
Invoice 28		10/12/2025				
Transaction Date	10/12/2025		BoMP/MidCountry/4 10100	Total		\$2,000.00
Refer	0	CORNER HOUSE	-			
Cash Payment	E 101-42110-311	Contract Service	Police Department Contract 2026			\$705.00
Invoice 5878		9/22/2025				
Transaction Date	9/22/2025		BoMP/MidCountry/4 10100	Total		\$705.00
Refer	0	EHLEN, CHRISTOFFER AND KIMB	-			
Cash Payment	E 358-47150-437	Miscellaneous	Reimbursement for Interest and Fees // PID 2511824210011 LEV			\$941.94
Invoice						
Transaction Date	1/14/2025		BoMP/MidCountry/4 10100	Total		\$941.94
Refer	0	EMERGENCY APPARATUS MAINT.	-			
Cash Payment	E 801-42260-406	Apparatus & Equipment	Clippard Air Valve - Parts			\$63.00
Invoice 137716		9/22/2025		Project ENG 12		
Cash Payment	E 801-42260-406	Apparatus & Equipment	Labor			\$624.22
Invoice 137716		9/22/2025		Project ENG 12		
Cash Payment	E 801-42260-406	Apparatus & Equipment	Repair Accessories			\$49.94
Invoice 137716		9/22/2025		Project ENG 12		
Cash Payment	E 801-42260-406	Apparatus & Equipment	Labor - Pressure Regulator 100-125psi High Output			\$668.81
Invoice 137114		8/1/2025		Project ENG 11		
Cash Payment	E 801-42260-406	Apparatus & Equipment	Parts			\$81.83
Invoice 137114		8/1/2025		Project ENG 11		
Cash Payment	E 801-42260-406	Apparatus & Equipment	Repair Accessories			\$53.50
Invoice 137114		8/1/2025		Project ENG 11		
Cash Payment	E 801-42260-406	Apparatus & Equipment	Freight			\$30.40
Invoice 137114		8/1/2025		Project ENG 11		
Transaction Date	9/22/2025		BoMP/MidCountry/4 10100	Total		\$1,571.70
Refer	0	ESTATE OF SUSAN SCHULTZ	-			
Cash Payment	G 601-28010	UB overpayment	Utility Refund for 00-00010800-03-8 4869 INDEPENDENCE ST			\$171.41
Invoice		7/31/2025				
Cash Payment	G 601-28010	UB overpayment	Utility Refund for 00-00010800-03-8 4869 INDEPENDENCE ST			\$128.59
Invoice		7/2/2025				

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 4

Current Period: October 2025

Transaction Date	7/31/2025	BoMP/MidCountry/4	10100	Total	\$300.00
Refer	0 FRONTIER	-			
Cash Payment	E 601-49400-321 Telephone & Internet	SCADA #763-479-3047-111308-2	09/10/25-10/09/25		\$79.39
Invoice	9/10/2025				
Transaction Date	9/10/2025	BoMP/MidCountry/4	10100	Total	\$79.39
Refer	0 FRONTIER	-			
Cash Payment	E 601-49400-321 Telephone & Internet	ALARM LINE #763-479-6882-082311-2	Sept 16 - Oct 15,2025		\$81.57
Invoice	9/16/2025				
Transaction Date	9/16/2025	BoMP/MidCountry/4	10100	Total	\$81.57
Refer	0 GJERSTAD, DEBRA	-			
Cash Payment	E 358-47150-437 Miscellaneous	Interest & Fees Refund for Levy 25245	2nd half		\$396.61
Invoice	10/14/2025				
Transaction Date	10/14/2025	BoMP/MidCountry/4	10100	Total	\$396.61
Refer	0 GOPHER STATE ONE-CALL, INC.	-			
Cash Payment	E 601-49400-309 EDP, Software and Desi	September 2025 811- 63@\$1.35			\$85.05
Invoice 5090580	9/30/2025				
Cash Payment	E 602-49450-309 EDP, Software and Desi	September 2025 811- 63@\$1.35			\$85.05
Invoice 5090580	9/30/2025				
Transaction Date	9/30/2025	BoMP/MidCountry/4	10100	Total	\$170.10
Refer	0 HENN COUNTY ACCTS RECEIVAB	-			
Cash Payment	E 101-43000-419 General Rentals	September Radio Lease - Public Works			\$116.74
Invoice 1000254195	10/2/2025				
Cash Payment	E 801-42250-323 Radio Units/Technology	Radio/Lease/Fleet Fees	September 2025		\$2,032.48
Invoice 1000254165	10/2/2025				
Transaction Date	10/2/2025	BoMP/MidCountry/4	10100	Total	\$2,149.22
Refer	0 HENNEPIN TECHNICAL COLLEGE	-			
Cash Payment	E 801-42240-208 Training and Instruction	Fire Apparatus Operator (FAO) E.M.			\$600.00
Invoice 1318226	9/11/2025				
Cash Payment	E 801-42240-208 Training and Instruction	Fire Apparatus Operator (FAO) A.R.			\$600.00
Invoice 1318226	9/11/2025				
Transaction Date	9/11/2025	BoMP/MidCountry/4	10100	Total	\$1,200.00
Refer	0 HOFF BARRY ATTORNEYS	-			
Cash Payment	E 101-41610-304 Legal Services	General Admin Legal			\$2,819.50
Invoice	10/1/2025				
Cash Payment	G 701-22021 ESCROW: NORTHSHORE	Hoff & Barry Legal Services	August 2025		\$279.00
Invoice	10/1/2025		Project 22021		
Cash Payment	G 701-22009 ESCROW- 1701 BAKER PA	Hoff & Barry Legal Services	August 2025		\$50.00
Invoice	10/1/2025		Project 22009		
Cash Payment	E 801-42210-304 Legal Services	Fire Department Legal Svcs-Merger			\$8,702.50
Invoice	10/1/2025				
Cash Payment	G 701-22019 ESCROW: 1520 WYMAN A	Comfort Haven Legal Svcs- August			\$50.00
Invoice	10/1/2025		Project 22019		
Transaction Date	10/1/2025	BoMP/MidCountry/4	10100	Total	\$11,901.00
Refer	0 INDUSTRIAL CHEM LABS & SERVI	-			

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 5

Current Period: October 2025

Cash Payment	E 602-49450-201	Operating Supplies	LIFT STATION DEGREASER	\$142.71
Invoice 419343	9/22/2025			
Transaction Date	9/22/2025	BoMP/MidCountry/4	10100	Total \$142.71
Refer	0	INTEGRATED FIRE & SECURITY	-	
Cash Payment	E 601-49400-311	Contract Service	Re-program System	\$437.50
Invoice 101575	9/24/2025			
Transaction Date	9/24/2025	BoMP/MidCountry/4	10100	Total \$437.50
Refer	0	JASON J.K. KOERTING ENTERPRI	-	
Cash Payment	E 101-45200-311	Contract Service	VETRANS PARK PLUS PLUS 2 BALL FIELDS - Weed Control Applicat	\$1,105.00
Invoice 1740	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	RAINBOW PARK - Weed Control Application	\$1,010.00
Invoice 1740	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	BRYANTWOOD PARK - Weed Control Application	\$178.00
Invoice 1740	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	PIONEER PARK - Weed Control Application	\$281.00
Invoice 1740	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	MEADOWS PARK - Weed Control Application	\$71.00
Invoice 1740	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	VETRANS PARK PLUS PLUS 2 BALL FIELDS	\$1,755.96
Invoice 1741	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	2 BALL FIELDS SECOND MOW OF THE WEEK	\$340.00
Invoice 1741	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	RAINBOW PARK	\$1,612.80
Invoice 1741	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	BRYANTWOOD PARK	\$283.04
Invoice 1741	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	PIONEER PARK	\$448.00
Invoice 1741	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	MEADOWS PARK	\$135.00
Invoice 1741	9/18/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign North East Side on Co North East Side on Co 19	\$70.00
Invoice 1741	9/18/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign Southeast on Hwy 12	\$70.00
Invoice 1741	9/18/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign Westside Westside on Hwy Hwy 12	\$70.00
Invoice 1741	9/18/2025			
Cash Payment	E 101-43000-311	Contract Service	Large Public area in the middle of town	\$240.00
Invoice 1741	9/18/2025			
Cash Payment	E 101-45200-311	Contract Service	VETRANS PARK PLUS PLUS 2 BALL FIELDS	\$2,194.95
Invoice 1760	10/14/2025			
Cash Payment	E 101-45200-311	Contract Service	2 BALL FIELDS SECOND MOW OF THE WEEK	\$340.00
Invoice 1760	10/14/2025			
Cash Payment	E 101-45200-311	Contract Service	RAINBOW PARK	\$2,016.00
Invoice 1760	10/14/2025			

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 6

Current Period: October 2025

Cash Payment	E 101-45200-311	Contract Service	BRYANTWOOD PARK		\$353.80
Invoice	1760	10/14/2025			
Cash Payment	E 101-45200-311	Contract Service	PIONEER PARK		\$560.00
Invoice	1760	10/14/2025			
Cash Payment	E 101-45200-311	Contract Service	MEADOWS PARK		\$180.00
Invoice	1760	10/14/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign North East Side on Co North East Side on Co 19		\$105.00
Invoice	1760	10/14/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign Southeast on Hwy 12		\$105.00
Invoice	1760	10/14/2025			
Cash Payment	E 101-43000-311	Contract Service	City Sign Westside Westside on Hwy Hwy 12		\$105.00
Invoice	1760	10/14/2025			
Cash Payment	E 101-43000-311	Contract Service	Large Public area in the middle of town		\$300.00
Invoice	1760	10/14/2025			
Transaction Date	9/18/2025	BoMP/MidCountry/4	10100	Total	\$13,929.55
Refer	0	KOLANDER, JACOB	-		
Cash Payment	E 101-41500-321	Telephone & Internet	2025 Q3 Cell Reimbursement		\$150.00
Invoice		9/29/2025			
Cash Payment	E 101-41500-331	Training & Travel	Q3 2025 Mileage		\$227.99
Invoice		9/29/2025			
Transaction Date	9/29/2025	BoMP/MidCountry/4	10100	Total	\$377.99
Refer	0	LARSON, KEVIN	-		
Cash Payment	E 101-41500-331	Training & Travel	Mileage - October 2025		\$14.00
Invoice		9/26/2025			
Transaction Date	9/26/2025	BoMP/MidCountry/4	10100	Total	\$14.00
Refer	0	LEAGUE OF MINNESOTA CITIES	-		
Cash Payment	E 101-41500-331	Training & Travel	APMP Annual Conference		\$50.00
Invoice	435994	10/10/2025			
Transaction Date	10/10/2025	BoMP/MidCountry/4	10100	Total	\$50.00
Refer	0	MAAS-KUSSKE, JULIE	-		
Cash Payment	E 101-41110-331	Training & Travel	Meal 9/23/25		\$25.00
Invoice		9/2/2025			
Cash Payment	E 101-41110-331	Training & Travel	September 2025 Mileage		\$112.00
Invoice		9/2/2025			
Transaction Date	9/2/2025	BoMP/MidCountry/4	10100	Total	\$137.00
Refer	0	MACQUEEN EMERGENCY GROUP	-		
Cash Payment	E 801-42220-443	Turnout Gear	USED RIT HOSE - 3 FT (Qty 2)		\$500.00
Invoice	P49163	5/19/2025			
Cash Payment	E 801-42220-443	Turnout Gear	SHIP & HNDLING		\$14.65
Invoice	P49163	5/19/2025			
Transaction Date	5/19/2025	BoMP/MidCountry/4	10100	Total	\$514.65
Refer	0	MEDIACOM	-		
Cash Payment	E 801-42280-321	Telephone & Internet	phone service 09/16/25 through 10/15/25		\$11.05
Invoice		9/16/2025			
Cash Payment	E 801-42280-321	Telephone & Internet	phone service 10/16/25-11/15/25		\$11.05
Invoice		10/16/2025			

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 7

Current Period: October 2025

Transaction Date	9/16/2025	BoMP/MidCountry/4	10100	Total	\$22.10
Refer	0 <i>MENARDS</i>	-			
Cash Payment	E 101-43000-201 Operating Supplies	1 QT. LEAKTITE CONTAINER			\$1.29
Invoice 56591	9/17/2025				
Cash Payment	E 101-43000-201 Operating Supplies	3 IN 1 COSCO HAND TRUCK			\$139.99
Invoice 56591	9/17/2025				
Cash Payment	E 602-49450-201 Operating Supplies	380Z DAWN ULTRA ORIGINAL (2)			\$11.68
Invoice 56591	9/17/2025				
Cash Payment	E 602-49450-201 Operating Supplies	VELCRO EH CINCH STP 16 (2)			\$20.98
Invoice 56591	9/17/2025				
Cash Payment	E 101-43000-201 Operating Supplies	FORK LATCH KIT			\$19.42
Invoice 56591	9/17/2025				
Cash Payment	E 101-45200-211 Cleaning/Custodial Supp	ZEP AB DISINFECTANT 1280Z			\$8.97
Invoice 56591	9/17/2025				
Cash Payment	E 101-45200-201 Operating Supplies	GLAD FORCE FLEX DRAWSTRNG			\$21.99
Invoice 56591	9/17/2025				
Cash Payment	E 101-43000-201 Operating Supplies	Organization Supplies/Paint for 811 Calls			\$105.94
Invoice 58172	10/9/2025				
Cash Payment	E 101-45200-201 Operating Supplies	Graffiti Remover for Parks			\$25.94
Invoice 58172	10/9/2025				
Transaction Date	9/17/2025	BoMP/MidCountry/4	10100	Total	\$356.20
Refer	0 <i>METRO WEST INSPECTION SERVI</i>	-			
Cash Payment	E 101-42400-308 Building Inspection	Building Permit Inspections July 2025			\$120.00
Invoice 4675	7/29/2025				
Cash Payment	E 101-42400-308 Building Inspection	Building Permit September 2025			\$737.64
Invoice 4759	9/29/2025				
Cash Payment	E 101-42400-308 Building Inspection	Rental Inspections September 2025			\$100.00
Invoice 4759	9/29/2025				
Transaction Date	7/29/2025	BoMP/MidCountry/4	10100	Total	\$957.64
Refer	0 <i>METROPOLITAN COUNCIL</i>	-			
Cash Payment	E 602-49450-319 Other Consulting Servic	Waste Water Services Def Rev November 2025			\$20,862.19
Invoice 1194044	10/1/2025				
Cash Payment	E 602-49450-319 Other Consulting Servic	Wastewater Permit Fee			\$525.00
Invoice 1192101	8/4/2025				
Cash Payment	E 602-49450-319 Other Consulting Servic	Late Payment - Finance Charge			\$6.99
Invoice FC-3628	9/30/2025				
Transaction Date	10/1/2025	BoMP/MidCountry/4	10100	Total	\$21,394.18
Refer	0 <i>Mike Johnson Painting</i>	-			
Cash Payment	E 101-42290-401 Building Repair & Mainte	painting exterior of the Fire Station - 2nd payment			\$8,750.00
Invoice 28	10/7/2025				
Transaction Date	10/7/2025	BoMP/MidCountry/4	10100	Total	\$8,750.00
Refer	0 <i>MN FIRE SVC CERTIFICATION BO</i>	-			
Cash Payment	E 801-42240-208 Training and Instruction	Reciprocity of FFI, FFII, and Airport Firefighter: Joshua Li			\$150.00
Invoice 14689	9/15/2025				
Transaction Date	9/15/2025	BoMP/MidCountry/4	10100	Total	\$150.00
Refer	0 <i>MN DEPT OF LABOR & INDUSTRY</i>	-			

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 8

Current Period: October 2025

Cash Payment	G 101-20801	State Building Surcharge	QUARTERLY BUILDING PERMIT SURCHARGE REPORT - Q3 2025	\$1,978.08
Invoice	10/10/2025			
Transaction Date	10/10/2025	BoMP/MidCountry/4	10100	Total \$1,978.08
Refer	0	MN DEPT PUBLIC SAFETY	-	
Cash Payment	E 601-49400-433	Dues & Subscriptions	Minnesota Hazardous Materials Incident Response Act Fee 2024	\$75.00
Invoice	2712000112024	10/14/2025		
Cash Payment	E 601-49400-433	Dues & Subscriptions	Hazardous Chemical Inventory Fee 2024	\$25.00
Invoice	2712000112024	10/14/2025		
Transaction Date	10/14/2025	BoMP/MidCountry/4	10100	Total \$100.00
Refer	0	MSFCA	-	
Cash Payment	E 801-42240-331	Training & Travel	2025 Annual Conference Registration - BC	\$350.00
Invoice	9763	9/18/2025		
Transaction Date	9/18/2025	BoMP/MidCountry/4	10100	Total \$350.00
Refer	0	NORTH MEMORIAL HEALTH	-	
Cash Payment	E 801-42240-208	Training and Instruction	EMR Refresher 8 hour 09/09/2025 J.M.	\$100.00
Invoice	107020	9/30/2025		
Cash Payment	E 801-42240-208	Training and Instruction	Emergency Medical Responder Refresher - 4 hour 09/15/25	\$700.00
Invoice	107020	9/30/2025		
Transaction Date	9/30/2025	BoMP/MidCountry/4	10100	Total \$800.00
Refer	0	ORONO IND SCHOOL DISTRICT 27	-	
Cash Payment	E 101-41940-387	Office Lease	October 2025 Rent - Discovery Center	\$3,333.33
Invoice	25-Oct	10/1/2025		
Transaction Date	10/1/2025	BoMP/MidCountry/4	10100	Total \$3,333.33
Refer	0	OUTCOME LIMITED PARTNERSHIP	-	
Cash Payment	G 701-22012	ESCROW: 5370 HWY 12	Close Escrows #22012 & 22015	\$2,949.44
Invoice	9/29/2025		Project 22012	
Transaction Date	9/29/2025	BoMP/MidCountry/4	10100	Total \$2,949.44
Refer	0	PEOPLESERVICE, INC.	-	
Cash Payment	E 101-45200-311	Contract Service	(PARKS 30%) November	\$4,504.50
Invoice	PSINV108645	10/15/2025		
Cash Payment	E 101-43000-311	Contract Service	(PUBLIC WORKS 18%) November	\$2,702.70
Invoice	PSINV108645	10/15/2025		
Cash Payment	E 601-49400-311	Contract Service	(WATER 38%) November	\$5,705.70
Invoice	PSINV108645	10/15/2025		
Cash Payment	E 602-49450-311	Contract Service	(SEWER 6%) November	\$900.90
Invoice	PSINV108645	10/15/2025		
Cash Payment	E 101-43100-311	Contract Service	(STREETS 8%) November	\$1,201.20
Invoice	PSINV108645	10/15/2025		
Transaction Date	10/15/2025	BoMP/MidCountry/4	10100	Total \$15,015.00
Refer	0	PERFORMANCE PLUS LLC	-	
Cash Payment	E 801-42210-170	Medical Evaluations	Medical Exam	\$165.00
Invoice	90864	10/1/2025		
Cash Payment	E 801-42210-170	Medical Evaluations	Mask Fit - 20	\$36.00
Invoice	90864	10/1/2025		

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 9

Current Period: October 2025

Cash Payment	E 801-42210-170	Medical Evaluations	PSA - 10		\$47.00
Invoice	90864	10/1/2025			
Transaction Date	10/1/2025	BoMP/MidCountry/4	10100	Total	\$248.00
Refer	0	POSITIVE PROMOTIONS	-		
Cash Payment	E 801-42230-210	Operating Supplies (GE	Fire Prevention Open House		\$92.97
Invoice	7621202	9/10/2025			
Cash Payment	E 801-42230-210	Operating Supplies (GE	Fire Prevention Open House		\$195.00
Invoice	7621202	9/10/2025			
Cash Payment	E 801-42230-210	Operating Supplies (GE	Fire Prevention Open House		\$115.00
Invoice	7621202	9/10/2025			
Cash Payment	E 801-42230-210	Operating Supplies (GE	Fire Prevention Open House		\$79.95
Invoice	7621202	9/10/2025			
Cash Payment	E 801-42230-210	Operating Supplies (GE	Fire Prevention Open House		\$167.50
Invoice	7621202	9/10/2025			
Cash Payment	E 801-42230-210	Operating Supplies (GE	Fire Prevention Open House		\$74.80
Invoice	7621202	9/10/2025			
Transaction Date	9/10/2025	BoMP/MidCountry/4	10100	Total	\$725.22
Refer	0	RELIANCE STANDARD	-		
Cash Payment	G 101-21715	Long-Term Disability	Voluntary LTD October2025		\$50.29
Invoice		9/16/2025			
Transaction Date	9/16/2025	BoMP/MidCountry/4	10100	Total	\$50.29
Refer	0	REPUBLIC SERVICES	-		
Cash Payment	E 101-43000-311	Contract Service	Organics Recycling OCTOBER 2025		\$380.44
Invoice	894007281920	9/30/2025			
Transaction Date	9/30/2025	BoMP/MidCountry/4	10100	Total	\$380.44
Refer	0	TOLL GAS & WELDING SUPPLY	-		
Cash Payment	E 801-42270-218	Medical Supplies	O2 TANK RENTAL (medical)		\$13.20
Invoice	40218685	9/30/2025			
Transaction Date	9/30/2025	BoMP/MidCountry/4	10100	Total	\$13.20
Refer	0	TOSHIBA AMERICA BUSINESS SO	-		
Cash Payment	E 101-41500-413	Office Equipment Rental	TOSHIBA COPIER September 2025		\$145.72
Invoice	5035747373	9/5/2025			
Cash Payment	E 101-41500-201	Operating Supplies	Black/White Copy September 2025		\$40.12
Invoice	5035747373	9/5/2025			
Cash Payment	E 101-41500-201	Operating Supplies	Color Copies September 2025		\$6.38
Invoice	5035747373	9/5/2025			
Transaction Date	9/5/2025	BoMP/MidCountry/4	10100	Total	\$192.22
Refer	0	USA BLUEBOOK	-		
Cash Payment	E 451-43000-500	Capital Outlay (GENER	Freight		\$190.97
Invoice	INV00694442	4/30/2025			
Transaction Date	4/30/2025	BoMP/MidCountry/4	10100	Total	\$190.97
Refer	0	VALLEY-RICH CO., INC	-		
Cash Payment	E 601-49400-400	Equipment Repair & Mai	Valve Box Repair 4848 Gateway Blvd		\$6,675.00
Invoice	34978	9/12/2025			
Transaction Date	9/12/2025	BoMP/MidCountry/4	10100	Total	\$6,675.00
Refer	0	VEHICLE RESPONSE TRAINING LL	-		

CITY OF MAPLE PLAIN

Payments

10/22/25 3:35 PM

Page 10

Current Period: October 2025

Cash Payment	E 801-42240-208	Training and Instruction	Semi-Truck Mileage				\$336.00
Invoice 2062		8/25/2025					
Cash Payment	E 801-42240-208	Training and Instruction	Classroom Training And hands-on trailer				\$2,200.00
Invoice 2062		8/25/2025					
Cash Payment	E 801-42240-208	Training and Instruction	Electric Vehicle Hands-on Training				\$174.95
Invoice 2062		8/25/2025					
Cash Payment	E 801-42240-208	Training and Instruction	Office Admin fees				\$35.00
Invoice 2062		8/25/2025					
Transaction Date	8/25/2025		BoMP/MidCountry/4	10100	Total		\$2,745.95
Refer	0	WEST HENNEPIN PUBLIC SAFETY					
Cash Payment	E 101-42110-306	Police Administration	Police Contract Services -November 2025				\$56,745.23
Invoice		10/30/2024					
Transaction Date	10/30/2024		BoMP/MidCountry/4	10100	Total		\$56,745.23

Fund Summary

	10100	BoMP/MidCountry/4M	
101 GENERAL FUND			\$110,511.94
358 2024A GO Bonds			\$1,338.55
451 CAPITAL IMPROVEMENT PROJECTS			\$2,190.97
601 WATER FUND			\$14,214.21
602 SEWER FUND			\$23,305.50
603 STORM WATER FUND			\$908.00
701 PLAN REVIEW ESCROWS			\$12,632.94
801 FIRE PARTNERSHIP FUND			\$24,458.65
			\$189,560.76

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$189,560.76
Total	\$189,560.76

CITY OF MAPLE PLAIN

Payments

10/22/25 11:19 AM

Page 1

Current Period: October 2025

Payments Batch 102725 ACH PMTS**\$32,760.12**

Refer	0 ARVIG	Ck# 004732E 10/27/2025		
Cash Payment	E 101-41500-321 Telephone & Internet	Fiber Internet 09/28/2025-10/27/2025		\$154.65
Invoice	9/28/2025			
Cash Payment	E 601-49400-321 Telephone & Internet	Fiber Internet 09/28/2025-10/27/2025		\$154.65
Invoice	9/28/2025			
Cash Payment	E 801-42280-321 Telephone & Internet	Fiber Internet 09/28/2025-10/27/2025		\$154.65
Invoice	9/28/2025			
Transaction Date	9/28/2025	BoMP/MidCountry/4 10100	Total	\$463.95
Refer	0 CENTERPOINT ENERGY	Ck# 004733E 10/22/2025		
Cash Payment	E 801-42280-383 Gas Utilities	FIRE DEPT 08/20/25 - 09/22/25		\$81.07
Invoice	9/24/2025			
Transaction Date	9/24/2025	BoMP/MidCountry/4 10100	Total	\$81.07
Refer	0 CENTERPOINT ENERGY	Ck# 004734E 10/24/2025		
Cash Payment	E 101-43000-383 Gas Utilities	PUBLIC WORKS 08/21/25-09/22/25		\$28.00
Invoice	9/30/2025			
Cash Payment	E 602-49450-383 Gas Utilities	LIFT STATION 08/21/25-09/22/25		\$29.59
Invoice	9/30/2025			
Cash Payment	E 601-49400-383 Gas Utilities	WTP 08/21/25-09/22/25		\$17.00
Invoice	9/30/2025			
Transaction Date	9/30/2025	BoMP/MidCountry/4 10100	Total	\$74.59
Refer	0 ELAN FINANCIAL SERVICES	Ck# 004735E 10/9/2025		
Cash Payment	E 101-41500-309 EDP, Software and Desi	CODETWO		\$40.80
Invoice	9/15/2025			
Cash Payment	E 101-43000-221 Equipment Parts	MENARDS		\$20.35
Invoice	9/15/2025			
Cash Payment	E 101-41500-309 EDP, Software and Desi	RINGCENTRAL INC.		\$139.58
Invoice	9/15/2025			
Cash Payment	E 101-41500-309 EDP, Software and Desi	SIMPLISAFE		\$34.72
Invoice	9/15/2025			
Cash Payment	E 101-41500-309 EDP, Software and Desi	SIMPLISAFE		\$3.46
Invoice	9/15/2025			
Cash Payment	E 101-41500-445 Food and Beverage	Fire Merger Meeting		\$130.90
Invoice	9/15/2025			
Cash Payment	E 101-41500-201 Operating Supplies	Gem Awards - Schillander Name Plate		\$17.98
Invoice	9/15/2025			
Cash Payment	E 101-41500-201 Operating Supplies	Vista Print - Business Cards		\$48.81
Invoice	9/15/2025			
Cash Payment	E 101-41500-309 EDP, Software and Desi	Business Fireflies Plan		\$228.00
Invoice	9/15/2025			
Transaction Date	9/15/2025	BoMP/MidCountry/4 10100	Total	\$664.60
Refer	0 GOOGLE.COM	Ck# 004736E 10/6/2025		
Cash Payment	E 101-41500-309 EDP, Software and Desi	(CITY- 10 USERS - GOOGLE) September 2025		\$49.84
Invoice	5375497026 9/30/2025			
Cash Payment	E 801-42210-309 EDP, Software and Desi	(FIRE - 20 USERS - GOOGLE) September 2025		\$47.88
Invoice	5375497026 9/30/2025			

CITY OF MAPLE PLAIN

Payments

10/22/25 11:19 AM

Page 2

Current Period: October 2025

Transaction Date	9/30/2025	BoMP/MidCountry/4	10100	Total	\$97.72
Refer	0 <u>HEALTHPARTNERS</u>	<u>Ck# 004737E 10/31/2025</u>			
Cash Payment	G 101-21706 Health Insurance	Health Insurance November 2025			\$1,265.38
Invoice	92808817072	10/4/2025			
Transaction Date	10/4/2025	BoMP/MidCountry/4	10100	Total	\$1,265.38
Refer	0 <u>MEB Enterprise Inc</u>	<u>Ck# 004738E 10/9/2025</u>			
Cash Payment	E 451-42280-500 Capital Outlay (GENER	Repair of Ditches Poplar & Willow			\$21,500.00
Invoice	1328	10/2/2025			
Transaction Date	10/2/2025	BoMP/MidCountry/4	10100	Total	\$21,500.00
Refer	0 <u>MUNICIPAY</u>	<u>Ck# 004739E 10/3/2025</u>			
Cash Payment	E 101-41500-455 Bank Fees	496090224882 Fees 9/01/25 - 09/30/25			\$856.59
Invoice		9/1/2025			
Transaction Date	9/1/2025	BoMP/MidCountry/4	10100	Total	\$856.59
Refer	0 <u>MUNICIPAY</u>	<u>Ck# 004740E 10/3/2025</u>			
Cash Payment	E 601-49400-309 EDP, Software and Desi	496090223884 Fees 09/01/25 - 09/30/25			\$137.29
Invoice		9/1/2025			
Transaction Date	9/1/2025	BoMP/MidCountry/4	10100	Total	\$137.29
Refer	0 <u>OPTUM BANK</u>	<u>Ck# 004741E 10/15/2025</u>			
Cash Payment	E 101-43000-131 Employer Paid Health In	HSA Monthly Maintenance Fee - 25-Aug - Group ID HB905889A			\$3.75
Invoice	1802641	9/11/2025			
Transaction Date	9/11/2025	BoMP/MidCountry/4	10100	Total	\$3.75
Refer	0 <u>QUADIENT POSTAGE FUNDING</u>	<u>Ck# 004742E 10/15/2025</u>			
Cash Payment	E 101-41500-322 Postage	POSTAGE & Supplies			\$133.34
Invoice	1653990711	10/3/2025			
Cash Payment	E 602-49450-322 Postage	POSTAGE & Supplies			\$133.34
Invoice	1653990711	10/3/2025			
Cash Payment	E 601-49400-322 Postage	POSTAGE & Supplies			\$133.32
Invoice	1653990711	10/3/2025			
Transaction Date	10/3/2025	BoMP/MidCountry/4	10100	Total	\$400.00
Refer	0 <u>STANDARD INSURANCE CO</u>	<u>Ck# 004743E 10/2/2025</u>			
Cash Payment	G 101-21708 Life Insurance	Life Insurance -October premium 2025			\$8.02
Invoice		9/16/2025			
Transaction Date	9/16/2025	BoMP/MidCountry/4	10100	Total	\$8.02
Refer	0 <u>STANDARD INSURANCE CO</u>	<u>Ck# 004744E 10/31/2025</u>			
Cash Payment	G 101-21708 Life Insurance	Life Insurance - November premium 2025			\$8.02
Invoice		10/17/2025			
Transaction Date	10/17/2025	BoMP/MidCountry/4	10100	Total	\$8.02
Refer	0 <u>TOSHIBA AMERICA BUSINESS SO</u>	<u>Ck# 004745E 10/31/2025</u>			
Cash Payment	E 101-41500-413 Office Equipment Rental	TOSHIBA COPIER October2025			\$145.72
Invoice	5036110599	10/6/2025			
Transaction Date	10/6/2025	BoMP/MidCountry/4	10100	Total	\$145.72
Refer	0 <u>VERIZON</u>	<u>Ck# 004746E 10/31/2025</u>			
Cash Payment	E 601-49400-321 Telephone & Internet	4G JETPAK 9/11/25-10/10/25			\$55.78
Invoice	6125622874	10/10/2025			

CITY OF MAPLE PLAIN

Payments

10/22/25 11:19 AM

Page 3

Current Period: October 2025

Transaction Date	10/10/2025	BoMP/MidCountry/4	10100	Total	\$55.78
Refer	0 XCEL ENERGY	Ck# 004747E	10/20/2025		
Cash Payment	E 801-42280-381 Electric Utilities	Electricity	08/20/25 - 09/21/25		\$551.66
Invoice	1216976082		9/22/2025		
Transaction Date	9/22/2025	BoMP/MidCountry/4	10100	Total	\$551.66
Refer	0 XCEL ENERGY	Ck# 004748E	10/31/2025		
Cash Payment	E 101-43100-381 Electric Utilities	STREET LIGHTS	09/03/25 to 10/02/25		\$2,433.92
Invoice			10/3/2025		
Transaction Date	10/3/2025	BoMP/MidCountry/4	10100	Total	\$2,433.92
Refer	0 XCEL ENERGY	Ck# 004749E	10/31/2025		
Cash Payment	E 101-43100-381 Electric Utilities	5601 HIGHWAY 12 (TRAFFIC SIGNALS)			\$53.30
Invoice			10/6/2025		
Cash Payment	E 101-45200-381 Electric Utilities	1720 BUDD AVE (VMP)			\$84.14
Invoice			10/6/2025		
Cash Payment	E 101-45200-381 Electric Utilities	1481 RAINBOW AVE (PARK)			\$45.68
Invoice			10/6/2025		
Cash Payment	E 601-49400-381 Electric Utilities	1666 BUDD AVE (WATER)			\$82.97
Invoice			10/6/2025		
Cash Payment	E 602-49450-381 Electric Utilities	5829 HIGHWAY 12 (SEWER)			\$252.40
Invoice			10/6/2025		
Cash Payment	E 101-43100-381 Electric Utilities	4802 HIGHWAY 12 (TRAFFIC)			\$37.94
Invoice			10/6/2025		
Cash Payment	E 601-49400-381 Electric Utilities	1650 PIONEER AVE UNIT WATER PLANT			\$3,276.41
Invoice			10/6/2025		
Cash Payment	E 101-43000-381 Electric Utilities	1501 BAKER PARK RD			\$16.29
Invoice			10/6/2025		
Cash Payment	E 101-43000-381 Electric Utilities	5186 MAIN ST E			\$16.79
Invoice			10/6/2025		
Cash Payment	E 101-43000-381 Electric Utilities	5240 MAIN ST E (MUSEUM)			\$8.69
Invoice			10/6/2025		
Cash Payment	E 101-45200-381 Electric Utilities	1750 BUDD AVE (VMP 2)			\$49.73
Invoice			10/6/2025		
Cash Payment	E 101-45200-381 Electric Utilities	1490 PARKVIEW RD (RAINBOW)			\$8.86
Invoice			10/6/2025		
Cash Payment	E 101-45200-381 Electric Utilities	4997 OAK ST UNIT IRRIG			\$9.18
Invoice			10/6/2025		
Cash Payment	E 101-43000-381 Electric Utilities	5160 OAK ST			\$69.68
Invoice			10/6/2025		
Transaction Date	10/6/2025	BoMP/MidCountry/4	10100	Total	\$4,012.06

CITY OF MAPLE PLAIN

Payments

10/22/25 11:19 AM

Page 4

Current Period: October 2025

Fund Summary

	10100 BoMP/MidCountry/4M	
101 GENERAL FUND		\$6,152.11
451 CAPITAL IMPROVEMENT PROJECTS		\$21,500.00
601 WATER FUND		\$3,857.42
602 SEWER FUND		\$415.33
801 FIRE PARTNERSHIP FUND		\$835.26
		\$32,760.12

Pre-Written Checks	\$32,760.12
Checks to be Generated by the Computer	\$0.00
Total	\$32,760.12

CITY OF MAPLE PLAIN

Payments

10/22/25 11:29 AM

Page 1

Current Period: October 2025

Payments Batch 102725 STREET PROJ				\$49,831.85
Refer	0	BOLTON & MENK, INC.	-	
Cash Payment	E 458-43000-303	Engineering Services	Maple Plain/2024 Street Reconstruction	\$3,887.00
Invoice	374862	9/29/2025		
Transaction Date	9/29/2025	BoMP/MidCountry/4	10100	Total \$3,887.00
Refer	0	SUNRAM CONSTRUCTION, INC.	-	
Cash Payment	E 458-43000-500	Capital Outlay (GENER	Independence Storm Basin - Pay Request No. 1	\$45,944.85
Invoice		10/14/2025		
Transaction Date	10/14/2025	BoMP/MidCountry/4	10100	Total \$45,944.85
Fund Summary				
		10100	BoMP/MidCountry/4M	
458 2024 STREET RECONSTRUCTION				\$49,831.85
				\$49,831.85
Pre-Written Checks				
				\$0.00
Checks to be Generated by the Computer				\$49,831.85
Total				\$49,831.85



Executive Summary

City Council Business Meeting

AGENDA ITEM: Staff Reports

PREPARED BY: Jacob Schillander, City Administrator

RECOMMENDED ACTION: Approve Staff Reports

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

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



Maple Plain Fire Department

Fire Chief's Report

3rd Quarter 2025

Maple Plain Fire Department – Chief Rick Denneson

Vision as Fire Chief

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

Calls Year to Date September 30th – Report #857 & #553

In the third quarter of 2025, we responded to 83 calls for service. That is down 19 calls from the same time last year. We are at 288 total calls for service in 2025 compared to 279 at this time last year.

- 63 EMS & Rescue calls
- 6 Alarm calls
- 3 Fire calls including mutual aid to our neighboring departments
- 4 Good intent or service calls – Smoke in the area, burn permit, gas purge
- 7 Hazardous calls – no fire – Gas leak, gas spill, wire down

Where these calls are occurring – Report #384

Independence – 31 calls for service

Maple Plain – 46 calls for service

Three Rivers Parks – 2 calls

Mutual Aid Given – 4 calls for service

Mutual Aid Received – 0 calls

Training Update

During the 3rd quarter of this year, we trained with our confined rescue ropes and harness systems, radio communications, and some air pack confidence training. We had a training vendor give us a 3-hour classroom and hands on course covering electric vehicles and how to handle fires involving EV's. We have recently purchased some specialty equipment to help us deal with EV's. This quarter we also completed our annual first aid refresher. We are required to have a minimum of 8 hours per year to keep our certification. We do this in 2 – 4-hour training sessions each year.

With our consolidation coming closer with WSFD, we have been doing more training with the 2 departments together. We have exchanged training schedules as well as public relations events.

Equipment Update

We received the long-awaited replacement Tahoe. Our purchase of the used Tahoe from the Minnetonka Fire Department was completed. This is a 2015 Chevy Tahoe with 52,000 miles on it. It came already equipped with emergency lights and sirens. It has been in service for a couple of months now. The retired Tahoe is set to go to auction.

Personnel

At the end of July, council approved 2 new applicants for hiring, bringing our numbers to 21 in total on the department. One of the 2 came with their basic firefighting and first aid training already completed.

Consolidation with WSFD

We continue to work towards our consolidation with the West Suburban Fire District with our finalization date of 12/31/2025. We continued our transition team meetings as well as Chief Leuer and I meeting separately to keep tasks on track. On August 21st, the Cities of Maple Plain and Independence held a joint council meeting where separately as cities they both passed resolutions confirming their intent to proceed with the consolidation of the Maple Plain Fire Department with the West Suburban Fire District. The Maple Plain city attorney is working with the WSFD attorney to complete the legal agreements needed for the consolidation.

In the last 2 months, our focus has been to work together more on training, calls and public events. We are pushing the 2 departments to operate more as one, getting the members to get to know each other better and solidify the working relationship.

Calls of Interest

7-10-2025 in the 2200 block of CO 92N in Independence, we responded to a house fire. The fire started outside the residence near a window. A resident was burning weeds and some hot embers got up underneath the siding, starting it on fire. We were able to quickly extinguish the fire with minimal damage to the rest of the house.

7-12-2025 myself and an engine crew responded to a call for mutual aid to Mound fire on an apartment fire at Presbyterian Homes in Spring Park. There were a couple of injuries to residents, but the fire was quickly extinguished. Our crew helped with extinguishment and overhaul.

7-24-2025, MPFD responded to the Baker Park beach for a report of a drowning. Our crews arrived and assisted with CPR on a juvenile male that was there as part of a summer school program. The child was transported by ambulance to the hospital but died from the incident. Support for our crew was provided, and they attended a Critical Incident Stress Debriefing in the following days.

8-1-2025, we responded to a vehicle crash involving a motorcycle on CO 19 and Sycamore Trail. Upon arrival, the driver was found to have serious injuries. West Suburban fire also responded and set up a landing zone for North Air Care helicopter.

8-12-2025 @ 11:57pm, we assisted the WSFD with a truck and a crew at a house fire in the 4100 block of Wild Meadows in Medina. Our crew assisted with fire control and command operations for several hours. No one was injured in the fire.

9/11/2025 in the 5600 block of Drake Drive, a long time Independence resident was working in her garden and went unconscious. We arrived and performed CPR but were unsuccessful with lifesaving efforts.

9/16/2025 MPFD was called for a crash with injuries in the 1900 block of Baker Park Road. A pickup truck rear ended a school bus. Luckily no kids on the bus were hurt and the driver of the other vehicle sustained only minor injuries. We assisted with checking the injured driver and traffic control.

Community Events

During this quarter, we have attended and helped with several community events

- Delano 4th of July Parade
- Hamel Rodeo
- Long Lake 5K Run
- Tour De Tonka
- Polo Classic
- Night to Unite
- Station Birthday Party for Orono Education Alliance
- Discovery Center Vehicle Fair
- Battle of the Badges
- Orono Homecoming Parade

Date: October 3rd, 2025

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

From: Director Matt DuRose

SUBJECT: SEPTEMBER 2025 ACTIVITY REPORT



The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle crashes, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

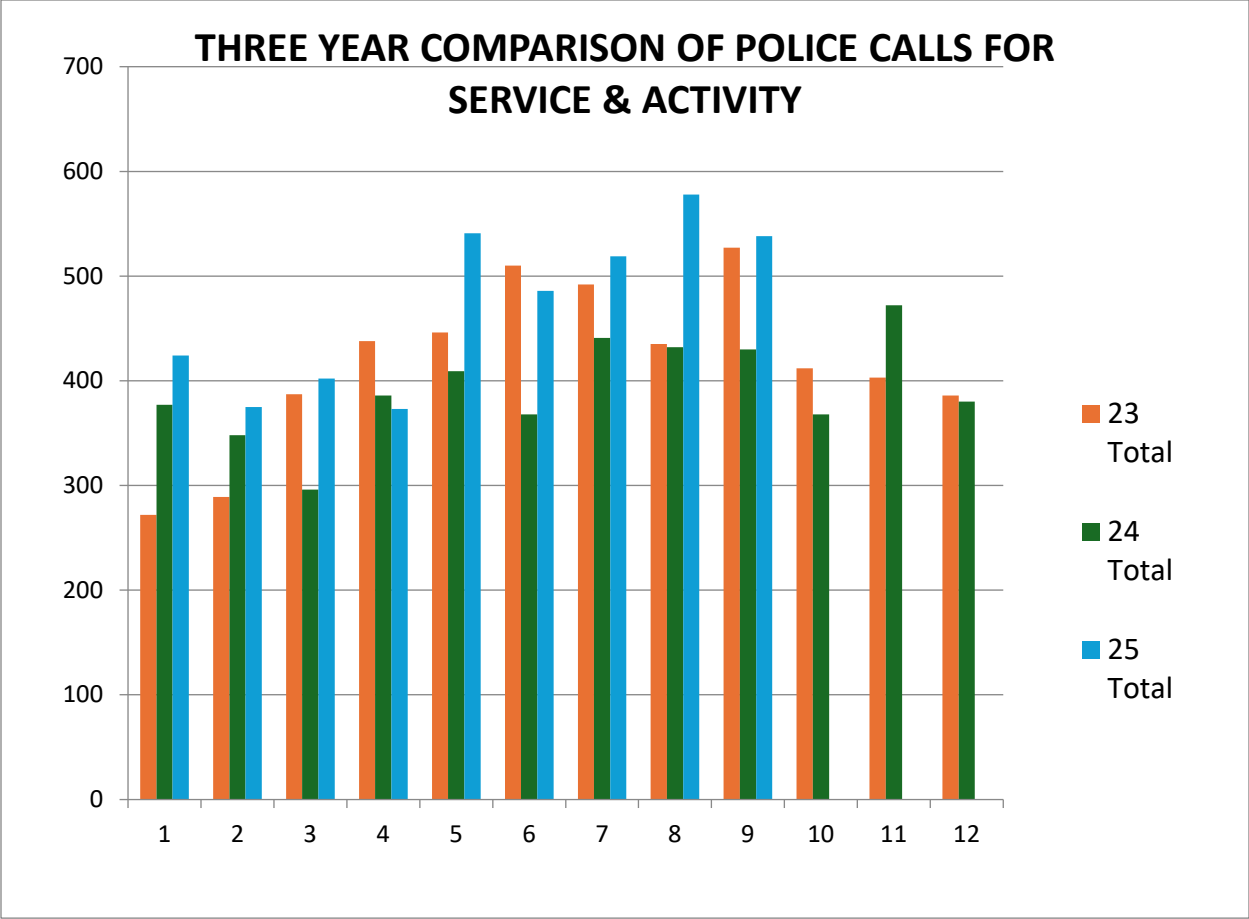
Monthly Activity Report September 2025						
Offense	This Month	Same Month Last Year		This Year To Date		Last Year To Date
City Of Independence						
Criminal	4	4		40		28
Traffic	139	82		1,059		676
Part III	6	6		46		72
Part IV	33	28		277		286
Part V	145	113		1,023		997
Total City of Independence	327	233		2,445		2,059
City Of Maple Plain						
Criminal	3	3		28		22
Traffic	64	39		459		208
Part III	2	4		28		34
Part IV	34	27		356		206
Part V	63	51		432		450
Total City Of Maple Plain	166	124		1,303		920
Grand Total Both Cities	493	357		3,748		2,979
TZD	0	40		209		268
Agency Assists	45	33		279		240
Total ICR Reports	538	430		4,236		3,487
How Received						
Fax	7	4		62		42
In Person	7	5		111		115
Mail	0	1		5		8
Other	0	2		9		5
Phone	15	20		154		206
Radio	217	173		1,560		1,426
Visual	246	181		1,975		1,274
Email	17	13		125		147
Lobby Walk In	29	31		235		264
Total	538	430		4,236		3,487

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

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	25003871	Theft/Rpt	09-09-2025	01	TB029	1
WHPS	25003884	Traffic Complaint – DWI Arrest 3 rd Degree Alcohol	09-09-2025	02	JFW01	2
WHPS	25004135	Theft – Lawncare Tools	09-23-2025	02	TC999	1

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

AGN	ICR	Title	Create Date	Grid #	MOC range	UCR Part
WHPS	25003901	Traffic Stop – Narcotics	09-10-2025	03	DD570	2
WHPS	25004083	Theft/Rpt	09-20-2025	03	U1062	2
WHPS	25004154	Theft By Swindle	09-24-2025	03	U1062	2
WHPS	25004088	DWI – 3 rd Degree	09-20-2025	05	JFW01	2



DIRECTOR'S NEWS & NOTES

WEST HENNEPIN PUBLIC SAFETY September 2025 Activity Report

Year to Date Activity Report

At the end of September 2025, West Hennepin Public Safety (WHPS) handled year-to-date a total of 4,236 incident complaints. For the month of September; 327 incidents occurred in the City of Independence and 166 in the City of Maple Plain.

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

Suspicious Activity September 1

4000 block of Gateway Boulevard, Maple Plain. Officer was on routine patrol and observed a gate to the Kwik Trip construction site was open. Officer checked the area and determined nothing appeared to be disturbed. The gate was made secure.

Traffic Complaint September 2

County Road 110/County Road 6, Independence. Officer was dispatched to a traffic complaint where a possible weapon was displayed. Reporting parties advised there was a vehicle tailgating them. The vehicle passed and they thought they had observed a black revolver pointed upward. Officer was able to locate the driver who denied having a gun or contact with the callers.

Solicitor Complaint September 3

5600 block of Lake Sarah Heights Drive, Independence. Officer was dispatched to a pest control salesman going door to door. Officer arrived in the area and spoke to the male. It was determined the solicitor was a juvenile. He was warned for soliciting without a permit and transported to meet his fellow salesmen.

Crash
September 4

Highway 12/County Road 90, Independence. Officer was on routine patrol and observed vehicle parts and tire tracks leading across the roundabout. There was no involved party on scene and no report made about the incident. The debris was analyzed, and vehicle make, and model was located. Video footage was reviewed and confirmed the vehicle went directly across the roundabout. Due to the quality of the footage, it's not possible to identify the vehicle or driver.

Juvenile Problem
September 6

Pagenkopf Road/County Road 90, Independence. Officer was on routine patrol and observed two ATV's driven by juveniles fail to stop at a stop sign. The two stopped upon seeing the officer's squad car. Officer spoke to the juveniles as well as their parents. All parties were advised of safety concerns and violations.

Driving Complaint
September 6

Howard Ave/Highway 12, Maple Plain. Officer was dispatched to a traffic complaint where a vehicle was struggling to maintain its lane. Officer located the vehicle and spoke to the driver. Officer observed an open THC drink and requested the driver to exit the vehicle. Officer conducted Field Sobriety Tests, which the driver performed satisfactorily. Officer conducted a probable cause search of the vehicle and located cocaine paraphernalia and an improperly packaged container of marijuana. The driver was cited for the violations.

Disturbance
September 7

Highway 12/Hitsman Lane, Independence. Officer was dispatched to a disturbance in the roadway. Officer arrived on scene and spoke to the reporting party who advised while he was turning, a vehicle almost hit him. The reporting party honked his horn, and the other vehicle followed him. The driver got out of the vehicle and the two exchanged words. The other driver left the area when he was advised the police were being called.

Theft
September 9

4800 block of Gateway Boulevard, Maple Plain. Officer was dispatched to a report that a trailer was broken into overnight, and tools were stolen. Officer arrived on scene and found the lock was cut off the trailer. Case is pending further investigation.

Welfare Check
September 9

5200 block of Bryantwood Drive, Maple Plain. Officer was dispatched to a welfare check where the reporting party advised her husband had too much to drink and was unable to walk or talk. Officer arrived on scene and found the patient lying face down on the floor. He was assisted into a sitting position but was unable to answer questions. A preliminary breath sample read over 0.40. North Memorial Paramedics arrived and transported the patient on an emergency hold. A social worker referral form was submitted.

Arrest
September 9

Parkview Road/Halgren Road, Maple Plain. Officer was dispatched to a traffic complaint where a vehicle hit a curb, drove into oncoming traffic, and ran a red light. Officer located the vehicle and spoke to the driver. Officer observed signs of impairment and administered Field Sobriety Tests. Driver was arrested for DWI and transported for booking where he provided an evidentiary breath sample that indicated 0.22. He was transported to Hennepin County Jail where he was charged with 3rd Degree DWI.

Overdose
September 10

7600 block of Pioneer Creek Road, Independence. Officer was dispatched to a drug overdose where the reporting party's daughter had consumed two bottles of prescription medications. Officer spoke to the patient who had suicidal ideations due to her parents taking away her cellphone which prevents her from obtaining crack cocaine. She admitted to consuming pills but spit some out in the trash. North Memorial Paramedics arrived on scene and transported the patient to the hospital on an emergency hold. A social worker referral form was submitted.

Arrest
September 11

Highway 12/Pioneer Ave, Maple Plain. Officer was on routine patrol and observed a vehicle with a tinted license plate cover. Officer initiated a traffic stop and found the driver had a warrant and his driver's license status was revoked. There was also no insurance on the vehicle, and the passenger had an open container of alcohol. Citations were issued for the offenses, and the driver was transported to Hennepin County Jail for the warrant.

Animal Complaint**September 13**

1700 block of Highsted Drive, Independence. Officer was dispatched to a report of a loose dog. Officer arrived on scene and found an American Bulldog. Officer was able to capture the dog. As the Officer was on scene, a vehicle drove by and determined they were the animal owners. The owner took the dog home.

Suspicious Activity**September 13**

1700 block of Budd Avenue, Maple Plain. Officer was dispatched to suspicious activity. Reporting party advised a male was lurking around the gazebo with a tripod. Officer arrived on scene and found a male matching the description provided speaking towards his phone which was on video mode. Officer determined there was nothing suspicious and did not interrupt the male.

Property Damage**September 14**

5100 block of Independence Street, Maple Plain. Officer was dispatched to a report regarding a hit mailbox. Reporting party advised she witnessed a collision with a vehicle and her neighbor's mailbox. She provided a description of the suspect vehicle. Officer photographed the damage but were unable to determine registered owner's information as no license plate number was provided.

Suspicious Activity**September 15**

3400 block of William Way, Independence. Officer was on routine patrol late at night and observed a moving truck backed into the driveway with multiple individuals moving items around. The homeowner came out from the truck and advised they were moving in and thanked the officer for patrolling the area.

Traffic Complaint**September 16**

Highway 12/County Line Road, Independence. Officer was dispatched to a driving complaint where the reporting party advised he had his cruise set and a vehicle was tailgating him. The other vehicle eventually passed on the shoulder. Once both were stopped at the stoplight, the other driver got out of his vehicle and began yelling at the reporting party. It was found the reporting party brake checked and flashed the other vehicle first. No enforcement action was taken.

Welfare Check
September 17

1400 block of Copeland, Independence. Officer was dispatched to check the welfare of a child during a civil custody dispute. The reporting party, who is a parent of the child advised there were concerns related to grooming and hygiene. Officer checked the welfare of the child who appeared to be in good mental and physical condition. The reporting party was advised there were no apparent concerns.

Suspicious Activity
September 19

3400 block of Lake Haughey Road, Independence. Officer was dispatched to a suspicious activity report. Reporting party advised a male came to her apple stand. The male was very talkative and all over the place. Another customer was present, and the male began to barter over a puzzle that was on the table. Eventually, the other customer left after placing the money on the stand from their purchase. The male and the child left at the same time. The reporting party realized after the male left that he had taken the money left on the stand.

Motorist Assist
September 19

County Road 6/Ingerson Road, Independence. Officer was on routine patrol and observed a stalled vehicle on the side of the road. Officer spoke to the driver who advised he ran out of gas. Officer transported the driver home and advised he would be returning shortly to retrieve his vehicle. The vehicle was left in a safe position with its hazard lights on.

Arrest
September 20

County Road 6/County Road 19, Independence. Officer was on routine patrol and observed a familiar vehicle from a prior arrest. Officer ran the license plate and confirmed the registered owner's driving status is Cancelled – Inimical to Public Safety. Officer initiated a traffic stop and found the driver was the registered owner. The driver was placed under arrest for the violation. He was booked and released pending charges.

Theft
September 20

700 block of County Road 92, Independence. Officer was dispatched to take a theft report. Reporting party advised he reached bought Jasmine Labrador Retriever from a breeder's website in Oklahoma. There were several payments sent via Apple Pay for the dog, for shipping to Minnesota, a shopping crate, deposit, and an insurance policy through the airline. Overall, the potential loss is approximately \$2,670. Case was referred to investigations.

Arrest**September 20**

County Road 6/County Road 17, Independence. Officer was dispatched to a personal injury crash. Officer arrived on scene and found the vehicle had gone through the stop sign and into the ditch. Officer spoke to the driver who displayed signs of impairment. The driver was evaluated by North Memorial Paramedics and declined to be transported. The driver was arrested for DWI where he provided an evidentiary sample of 0.22. He was booked and released pending formal charges.

Dumping Complaint**September 21**

6600 block of Pagenkopf Road, Independence. Officer was dispatched to a report of logs being dumped in the roadway. Officer arrived on scene and observed two large piles blocking half of the road. A short time later, Officer received another call that the suspect vehicle was back dumping an additional load on a different road. Officer arrived and initiated a traffic stop as the vehicle was driving away. The driver admitted to the violations, was issued a citation, and removed the piles.

Juvenile Problem**September 22**

County Road 19/County Road 6, Independence. Officer was on routine patrol and observed two juveniles on one E-bike and one juvenile on a bicycle. Officer stopped and spoke with the three individuals. It was found the E-bike was not safe for a passenger as it didn't have footrests. The juvenile driver of the E-bike was also found to be under the legal driving age for an E-bike. Parents were called and advised of police contact as well as provided the E-bike laws.

Theft**September 23**

5000 block of Industrial Street, Maple Plain. Officer was dispatched to take a theft report. Officer spoke to the reporting party who advised someone entered the side door of an enclosed trailer overnight and stole equipment. The property has cameras, but the trailer was out of camera view.

Suspicious Activity**September 23**

4900 block of South Lake Shore Drive, Independence. Officer was dispatched to a report of suspicious activity. It was reported that two men came to their door and asked if they would be interested in purchasing a sauna. The men couldn't provide information regarding their company and advised they were looking for people interested in future sauna purchases.

Suspicious Activity

September 23

4900 block of Bridgevine Way, Independence. Officer was dispatched to a suspicious activity report related to the previous report. The reporting party advised they talked to their neighbor and believes the same men came to his door but didn't mention saunas. This time, the men wanted to pray for him and his family. Officer determined the men were likely casing the area to see who may be home. Officer provided extra patrol in the area.

Fraud

September 24

6700 block of Highway 12, Independence. Officer was dispatched to a fraud report. The victim received an email from an individual posing as City of Independence Planning Department regarding their application with the planning division. The victims were instructed to wire transfer \$4,950 and later received a second request for \$2,300, which they did not send. Forwarded to investigations for further.

Property Damage

September 26

5400 block of Joyce Street, Maple Plain. Officer was dispatched to take a property damage report. It was found a large tree care vehicle drove in a city park causing large ruts in the grass. Officer contacted the company's operations manager who advised they would inspect the damage and make repairs.

Suspicious Activity

September 27

4800 block of Gateway Boulevard, Maple Plain. Officer was on routine patrol and observed a lone vehicle in front of a construction site. Officer stopped and met with workers who were hanging sheet rock.

Suspicious Activity

September 28

Bryant Street/Budd Street, Maple Plain. Officer was dispatched to a suspicious person with a flashlight in their yard. Officer arrived on scene and spoke to the individual who advised her dog had run off. Officer assisted in looking for the dog and eventually, the animal owner advised the dog had been located.

Burning Violation
September 28

3600 block of County Road 90, Independence. Officer was dispatched to a report of smoke in the area. Officer checked the area and found an unattended, smoldering burn with flames showing. Officer made contact with the responsible party who advised he thought he put the fire out. There was valid burn permit. He was warned for failing to attend to a fire.

Suspicious Activity
September 29

5400 block of Highway 12, Maple Plain. Officer was dispatched to an individual who was aggressively hitchhiking. Officer arrived on scene and the individual advised he walked from rehab in Minneapolis. He advised he was trying to get to Cokato. Officer provided him a courtesy transport to Delano.

Suspicious Activity
September 29

5400 block of Main Street, Maple Plain. Officer was dispatched to a suspicious activity report where the reporting party thought someone tried to gain access to his residence. Officer arrived on scene and spoke to the reporting party who advised he heard a loud noise like someone slamming his door shut. He advised he always locks his doors but believes the person who was trying to gain access is a private investigator. A neighbor had video footage, and it was found no one had come or gone in the hallway.

Stalled Vehicle
September 30

Sunset Lane/Townline Road, Independence. Officer was dispatched to multiple calls reporting a suspicious van that had been parked on the side of the road for several days. Officer arrived and found the vehicle parked off the roadway and made contact with the registered owner who advised the vehicle was not operational. They advised they had a tow truck coming to get it.



Real People. Real Solutions.

263

Section 8, Item C.

Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: October 20, 2025
To: Honorable Mayor and City Council
From: David P. Martini, P.E.
RE: October Engineering Report

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

Miscellaneous Services

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

- Infrastructure Planning with City Staff
- Review of funding sources for various infrastructure projects
- Correspondence related to the possibility of withdrawing from the MS4 program.
- Ongoing work on the Water Use Study for the City of Medina.
- Confirmation with the Department of Health of the city's intent to proceed with lead service line replacements in 2026.
- Midco Permit oversight for new fiber line installations, including damage corrections.

Downtown Redevelopment

Time has been focused on the Local Road Improvement Program (LRIP) grant application. Bolton & Menk staff have discussed strategies for engaging with Hennepin County and securing letters of support from other local stakeholders in coordination with city staff.

Work has continued to determine the scope of the public improvements for the project including the layout for Main Street and Maple Avenue around the downtown redevelopment site. A project schedule and process have been created to comply with the 429 assessment requirements.

2024 Street Reconstruction Project

Work on the filtration basin adjacent to Independence Street has been completed and a pay request has been prepared. Money is being retained until final turf establishment can be confirmed in the spring.

Date: October 22, 2025

To: City of Maple Plain

From: David Medina, Operator

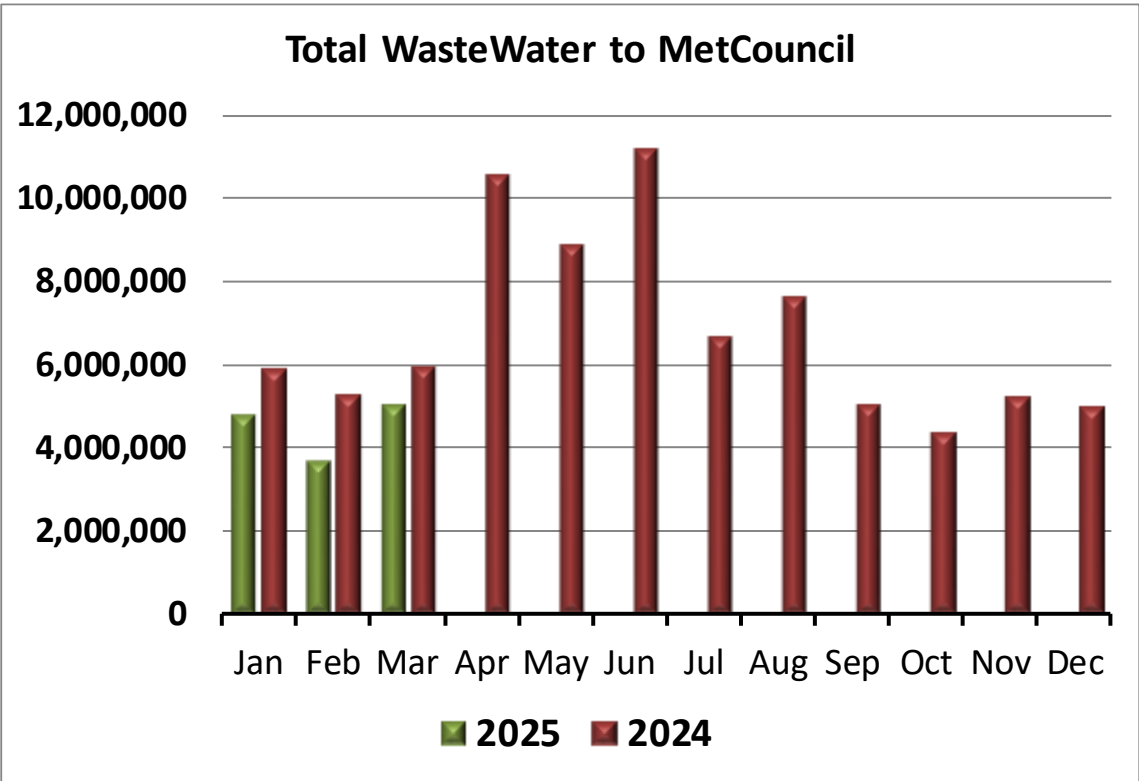
O & M Report September 2025

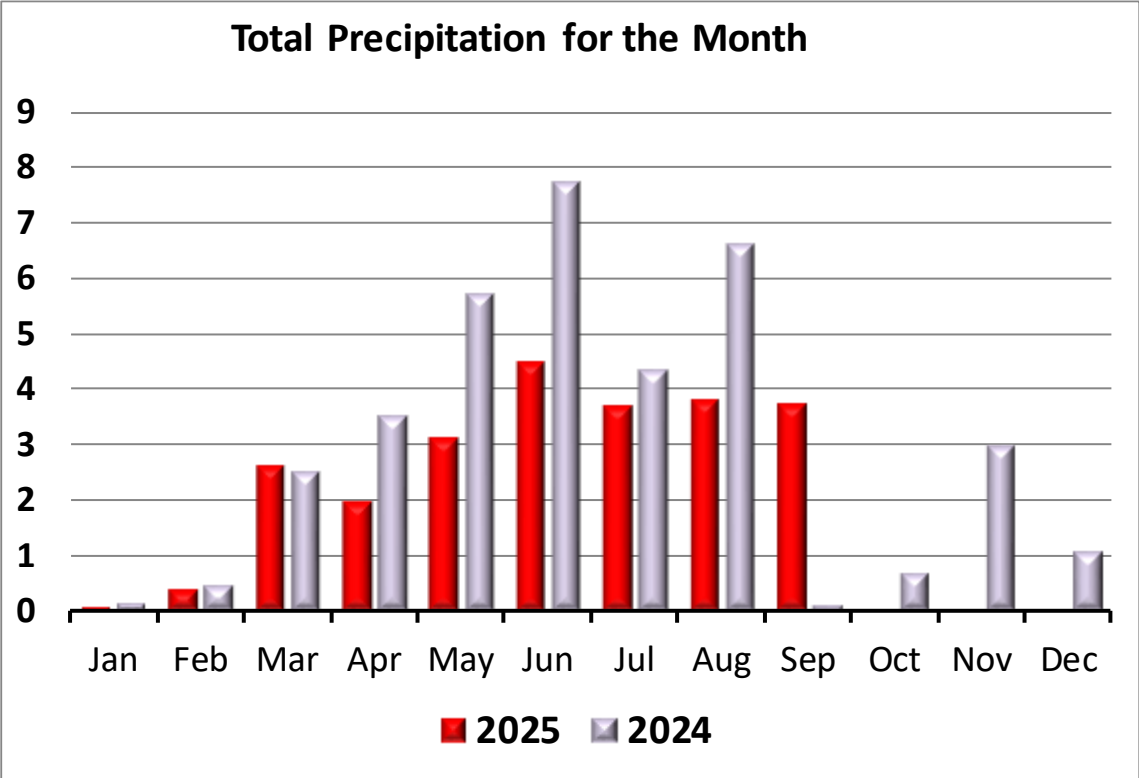
Maple Plain Operations & Maintenance

- Completed All daily rounds and daily reads on water plant operations.
- Completed Monthly Sample collections, and testing per MDH monthly monitoring.
- Completed all monthly Bac-T samples per MDH monthly monitoring.
- Completed all Necessary Chlorine Chemical Cylinder change out and performed all proper PPE equipment practices and inspections.
- Completed all necessary Maintenance on chemical mixers, pumps, and performed all proper PPE equipment practices and inspections.
- Completed all scheduled work orders.
- Completed all scheduled Final reads.
- Completed all scheduled shut offs.
- Completed 112 locates in city limits.
- Completed all City Park Maintenance, and cleaning of bathrooms.
- Completed all minor road maintenance tasks.
- Completed all minor house keeping duties of water plant and public workshop.
- Completed all monthly expense reports.
- Completed all monthly rounds at contract sites.
- All necessary inspections completed on all generators.
- Repaired Fire hydrant on Clayton Dr.
- Isolated and repaired fire hydrant on Drake St.
- Completed final Water and Wastewater inspection on new construction in Baker Park Dr.



- Attended wastewater certification in St. cloud.
- Monitoring and tracing high flows at lift station.
- Repairs completed by Valley Rich for damage done by boring company at the corner of Budd Ave and Manchester.







		September-25	August-25	September-24
Water	Units			
Average Daily Pumped	gallons	193,466	176,871	286,533
Maximum Daily Pumped	gallons	277,000	252,000	938,000
Total Monthly Pumped	gallons	5,804,000	5,483,000	8,596,000
Well #1 Pumped	gallons	0	0	0
Well #1 Average Pumped	gallons	0	0	0
Well #3 Pumped	gallons	2,352,000	2,799,000	3,491,000
Well #3 Average Pumped	gallons	78,400	90,290	116,366
Well #4 Pumped	gallons	2,888,000	2,684,000	4,521,000
Well #4 Average Pumped	gallons	96,266	86,580	150,700
Fluoride used	gallons	14.20	10.10	0.90
Fluoride Average used	gallons	0.47	0.30	0.03
Poly Phosphate used	pounds	7.60	8.70	12.60
Poly Phosphate Average used	pounds	0.25	0.30	0.42
Chlorine used	pounds	150.40	145.40	292.60
Chlorine Average used	pounds	5.00	4.70	9.75
HMO used	gallons	175.60	122.60	101.10
HMO Average used	gallons	5.85	3.90	3.37
Potassium Permanganate used	gallons	169.20	170.00	265.90
Wastewater				
Effluent Flow				
Maximum Daily Pumped Wastewater	gallons	0	0	262,351
Average Daily Pumped Wastewater	gallons	0	0	167,336
Lift Station Effluent to Met Council	gallons	0	0	5,020,086
Precipitation Monthly Total	Inches	4	4	0
Contract True-Ups - Current Contract Year				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$12,169.00	\$1,445.00	12%	17%
Maintenance Budget	\$6,539.00	\$1,402.00	21%	17%
Total	\$18,708.00	\$2,847.00	15%	17%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
9/16/2025	HIGH SERVICE PUMP 1	30359 WT Maple Plain, MN	Checked all fluids and greased everything is good. Checked all fluids and greased everything is good.	Inspection	CHECK OIL LEVEL, ADD IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR AND NOISES.
9/16/2025	HIGH SERVICE PUMP 2	30359 WT Maple Plain, MN	Greased and checked fluids. everything looks good.	Inspection	CHECK OIL LEVEL, ADD IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR AND NOISES.
9/16/2025	AIR COMPRESSOR	30359 WT Maple Plain, MN	Checked fluids, belts, and all is in good running condition.	Inspection	CHECK OIL LEVELS AND BELT CONDITION. INSPECT FOR OIL LEAKS OR EBNORMAL WEAR. DOCUMENT HOUR METERS. CONFIRM WATER DRAIN IS WORKING.
9/16/2025	Parks	30359 WT Maple Plain, MN	Cleaned daily and in good condition.	Inspection	Detailed examination of equipment for defects or abnormalities.
9/16/2025	Trails	30359 WT Maple Plain, MN	Everything is looking good.	Inspection	Detailed examination of equipment for defects or abnormalities.
9/17/2025	MAIN LIFT STATION	30359 WW Maple Plain, MN	floats cleaned, tested high level alarm, and power failure alarm. and both worked and called out.	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
9/17/2025	MAIN LIFT STATION	30359 WW Maple Plain, MN	All tasked were performed. pump1. 53.1/52.1/49.8 amp draws, pump 2. 56.1/54.7/53.7.	LS Quarterly PM	TAKE AMP READING FROM EACH PUMP. ARC FLASH PPE REQUIRED
9/17/2025	Main Lift Station Generator	30359 WW Maple Plain, MN	all fluids checked and looked good. inspected and serviced on 80/19/2025	Inspection	CHECK OIL. DOCUMENT ON THIS WORK ORDER WHERE AND WHEN THIS EQUIPMENT WAS USED THIS MONTH. IF NOT USED NO DOCUMENTATION IS NEEDED.
9/17/2025	CHLORINE BOOSTER PUMP NO 2	30359 WT Maple Plain, MN	Everything looks good and operating as it should.	Inspection	INSPECT PUMPS FOR ABNORMAL WEAR AND NOISES, CLEAN FAN VENT ON TOP OF MOTOR.
9/17/2025	DEHUMIDIFIERS	30359 WT Maple Plain, MN	Everything is looking good and operating as it should.	Inspection	CHECK AIR FILTER AND REPLACE IF NEEDED, MAKE SURE DRAIN TUBE IS DRAINING PROPERLY.
9/17/2025	MIXER NO 1	30359 WT Maple Plain, MN	greased and checked all fluids. everything is looking good	Inspection	CHECK OIL LEVEL AND TOP OFF IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR OR NOISES. ADD ONE OR TWO SQUIRTS OF GREASE TO GREASE ZERTS.
9/17/2025	EMERGENCY GENERATOR	30359 WT Maple Plain, MN	All fluids checked and looked good. inspection and service done on 8/19/2025	Inspection	1. CHECK ALL FLUIDS INCLUDING FUEL 2. DOCUMENT HOUR METER AND CONFIRM EXERCISING UNDER LOAD AT LEAST ONCE A WEEK. 3. INSPECT UNIT FOR UNUSUAL WEAR. 4. IF DURING COLD WEATHER CONFIRM HEATING BLOCK IS WORKING.

9/17/2025	FIRE EXTINGUISHERS	30359 WT Maple Plain, MN	all look good.	Inspection	CONFIRM NO OBSTRUCTIONS TO EXTINGUISHER. CONFIRM PIN IS IN PLACE, GAUGE READS FULL OR IN THE GREEN. REMOVE FROM MOUNT AND TURN UPSIDE DOWN SEVERAL TIMES.
9/17/2025	CATERPILLAR TRACTOR	30359 WT Maple Plain, MN	Checked all fluids and exercised.	Monthly PM	Start vehicle and drive to exercise equipment. Check Fluids
9/17/2025	MACK DUMP TRUCK	30359 WT Maple Plain, MN	looks good, checked all fluids	Monthly PM	Start vehicle and drive to exercise equipment. check fluids
9/17/2025	FORD F350 1 TON	30359 WT Maple Plain, MN	looks good, fluids checked	Inspection	Detailed examination of equipment for defects or abnormalities.
9/17/2025	F150 Truck	30359 WT Maple Plain, MN	looks good, fluids checked	Inspection	Detailed examination of equipment for defects or abnormalities.
9/17/2025	Kubota B3030	30359 WT Maple Plain, MN	looks good, fluids checked, and greased.	Inspection	Detailed examination of equipment for defects or abnormalities.
9/17/2025	Kubota ZD326	30359 WT Maple Plain, MN	All looks good, fluids checked and greased.	Inspection	Detailed examination of equipment for defects or abnormalities.
9/17/2025	ToolCat Bobcat UW56	30359 WT Maple Plain, MN	Everything looks good and exercised, all fluids are good and greased.	Inspection	Detailed examination of equipment for defects or abnormalities.
9/17/2025	Public works air Compressor 1	30359 WT Maple Plain, MN	Everything is looking good and operating as it should.	Inspection	Detailed examination of equipment for defects or abnormalities.
9/17/2025	Public works air Compressor 2	30359 WT Maple Plain, MN	I'm assuming this is the second compressor that is not operational being it's not wired to power. it is plumbed into the main line, so the tank does serve as an air holding vessel, but it is not operable by its own compressor	Inspection	Detailed examination of equipment for defects or abnormalities.
9/18/2025	WELL 3	30359 WT Maple Plain, MN	Checked all fluids and greased.	Inspection	CHECK OIL LEVEL AND TOP OFF IF NEEDED. INSPECT FOR ABNORMAL WEAR AND NOISES.
9/18/2025	Fire Station 2 AC Units	30359 WT Maple Plain, MN	Everything is in good operational condition.	Inspection	Detailed examination of equipment for defects or abnormalities.
9/18/2025	Fire Station 2 Infrared Heater	30359 WT Maple Plain, MN	everything is in good condition.	Inspection	Detailed examination of equipment for defects or abnormalities.
9/18/2025	Manholes	30359 WW Maple Plain, MN	task completed on manhole and looks good with good flow.	Inspection	Inspect Manhole 66 for any blockage due to tree roots in the sewer mains

Maple Plain-Chemical Report

Budget Year: August 2025 - July 2026

Section 8, Item D.

Below is the monthly chemical usage and costs for the month of **September 2025** and for previous months. At the bottom of the report is the monthly / year-to-date budget totals. For questions email kkettner@peopleservice.com

Chlorine - 504001-Water							
Budget Month	Invoice Date	Usage	Price UOM	Unit Price	Chemical Cost	Shipping & Tax	Total
Aug-25	8/14/2025	2	cy	\$203.00	\$406.00	\$20.00	\$426.00
	8/15/2025	1-Demurrage	rt	\$10.00	\$10.00	\$0.00	\$10.00
							\$436.00
Sept-25	9/15/2025	1-Demurrage	rt	\$10.00	\$10.00	\$0.00	\$10.00
Total		2					\$446.00

Potassium Permanganate - 504005-Water							
Budget Month	Invoice Date	Usage	Price UOM	Unit Price	Chemical Cost	Shipping & Tax	Total
Total		0.000					\$0.00

Fluoride - 504007-Water							
Budget Month	Invoice Date	Usage	Price UOM	Unit Price	Chemical Cost	Shipping & Tax	Total
Aug-25	8/20/2025	466.9	lb	\$0.59	\$275.47	\$10.00	\$285.47
Total		466.9					\$285.47

Poly Phosphate - 504010-Water							
Budget Month	Invoice Date	Usage	Price UOM	Unit Price	Chemical Cost	Shipping & Tax	Total
Aug-25	8/20/2025	395.4	lb	\$1.78	\$703.81	\$10.00	\$713.81
Total		395.4					\$713.81

Maganese Sulfate Mono - 504013-Water							
Budget Month	Invoice Date	Usage	Price UOM	Unit Price	Chemical Cost	Shipping & Tax	Total
Total		0.0					\$0.00

Maple Plain-Chemical Report

Budget Year: August 2025 - July 2026

Section 8, Item D.

Monthly / Year-to Date Chemical Budget Totals

Month	Water	Wastewater	Monthly Total	Chemical Budget	Over / (Under)
August	\$0	\$1,435	\$1,435	\$12,169	\$(10,734)
September	\$10	\$0	\$10	\$10,734	\$(10,724)
October			\$0		
November			\$0		
December			\$0		
January			\$0		
February			\$0		
March			\$0		
April			\$0		
May			\$0		
June			\$0		
July			\$0		
Year-To-Date	\$10	\$1,435	\$1,445		

City of Maple Plain

Memorandum

To: Mayor and City Council

From: Mark Kaltsas, City Planner

CC: Jacob Kolander, City Administrator

Date: October 27, 2025

Re: City Council Monthly Planning Report – October 2025

Meetings/Correspondence:

- One (1) EDA meeting to present an update on the downtown redevelopment project.
- One (1) City Council meeting to present monthly staff report and recommendations from EDA Meeting.
- One (1) staff meeting to review current projects: discussed downtown redevelopment update and timing, discussed upcoming meeting with potential buyer of Wenck buildings and property, Chopper Motorsports CUP for dealership license, North Shore Gymnastics site plan review and miscellaneous other planning related issues.
- Six (6) meetings and correspondence with downtown developer, engineer, TIF consultant and Environmental consultant to work on many aspects of the development. Working on deal points, TIF certification and street improvements.
- One (1) meeting with the city and North Shore Gymnastics regarding their proposed building at 5380 Pioneer Creek Drive.
- One (1) meeting with potential buyer of 1800 Pioneer Creek Center (former Wenck property). They are interested in possibly rezoning the property to allow a mix of uses including office and retail.
- Provided information and had correspondence with owners of 5079 Main St. E. looking at possibly subdividing the property.
- Visited the Chopper Motorsports site to review/confirm conditions from their conditional use permit approval.

- Continued working on miscellaneous planning issues relating to code enforcement, sign permit questions, accessory structure/sheds setback questions and potential land use questions.

City of Maple Plain- Monthly Update
October 2025 Highlights
Jacob Schillander, City Administrator

General Updates

Over the past few weeks, staff have continued to make progress on several infrastructure and administrative items. I’ve returned from a brief out-of-office period after getting married and am working through follow-ups and ongoing projects.

Public Works & Infrastructure

- The HAWK pedestrian signal has been successfully repaired after a long wait for parts.
- A contractor working near Baker Park accidentally bored through a water line. The issue was resolved promptly and at the contractor’s expense.
- Sewer line inspections revealed two major sewer mains had been damaged during previous utility work. Staff are coordinating with the parties responsible to ensure repairs are made.

Fire Services Transition

- The draft Fire Services Agreement has been reviewed.
- Staff continue to work on the fire department transition, including lease agreements and service contracts. Updates will be provided as documents are finalized.

Public Safety & Communication

- The city has transitioned to a new mass notification system called Civic Ready, which has replaced Code Red. This system will improve emergency alerts and general communications with residents.
- Staff met with public safety leadership to review call volumes and prepare for upcoming discussions with local care facilities regarding lift assist calls.

Administrative Notes

- I’ve resumed regular duties following my wedding earlier this month. Thank you for your support and well-wishes.
- Staff are preparing for upcoming meetings and continuing work on ordinance amendments and budget planning.

CITY OF MAPLE PLAIN

Expenditure Summary Report for Council Reports

Dept	Dept Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
101 GENERAL FUND						
42400	Building Inspection	\$15,574.05	\$20,000.00	\$392.03	\$6,781.63	33.91%
41610	City Attorney	\$73,481.82	\$38,000.00	\$5,843.50	\$30,660.00	80.68%
42500	Civil Defense	\$1,474.82	\$500.00	\$0.00	\$599.64	119.93%
46630	Community Action Programs	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
41110	Council	\$68,307.57	\$48,287.00	\$2,809.87	\$39,401.10	81.60%
41410	Elections	\$6,739.06	\$0.00	\$0.00	\$0.00	0.00%
41500	Financial Administration	\$476,270.47	\$376,802.00	\$31,852.17	\$330,602.41	87.74%
42290	Fire Department	\$224,304.96	\$208,580.00	\$43,096.66	\$167,800.02	80.45%
41940	General Government Building	\$35,427.16	\$42,000.00	\$3,351.31	\$30,017.95	71.47%
43100	Highways, Streets & Roadwa	\$116,538.67	\$106,739.00	\$3,736.39	\$83,227.21	77.97%
45200	Parks (GENERAL)	\$216,018.34	\$141,378.00	\$5,117.24	\$121,567.74	85.99%
41910	Planning and Zoning	\$13,082.92	\$20,800.00	\$4,477.25	\$17,779.50	85.48%
42110	Police Department	\$760,187.18	\$743,423.00	\$29,727.79	\$624,178.61	83.96%
43000	Public Works (GENERAL)	\$100,129.49	\$70,999.00	\$5,441.51	\$70,647.17	99.50%
101 GENERAL FUND		\$2,110,036.51	\$1,817,508.00	\$135,845.72	\$1,525,762.98	83.95%
601 WATER FUND						
49611	Water Treat Plant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49400	Water Utilities (GENERAL)	\$670,659.32	\$686,180.00	-\$182,127.13	\$472,073.29	68.80%
601 WATER FUND		\$670,659.32	\$686,180.00	-\$182,127.13	\$472,073.29	68.80%
602 SEWER FUND						
49450	Sewer (GENERAL)	\$370,685.42	\$479,961.00	\$31,678.74	\$440,163.67	91.71%
602 SEWER FUND		\$370,685.42	\$479,961.00	\$31,678.74	\$440,163.67	91.71%
603 STORM WATER FUND						
49455	Storm Sewer	\$142,358.92	\$175,801.00	\$8,812.97	\$164,327.99	93.47%
603 STORM WATER FUND		\$142,358.92	\$175,801.00	\$8,812.97	\$164,327.99	93.47%
801 FIRE PARTNERSHIP FUND						
42210	Fire Administration	\$323,334.42	\$201,137.00	\$18,623.63	\$187,760.98	93.35%
42260	Fire Apparatus/Equipment	\$64,671.66	\$70,700.00	\$14,680.44	\$75,134.40	106.27%
42250	Fire Communications	\$32,134.31	\$32,702.00	\$2,032.48	\$25,964.73	79.40%
42220	Fire Fighting	\$120,017.57	\$139,070.00	\$1,342.99	\$82,567.79	59.37%
42265	Fire Fleet Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42230	Fire Prevention	\$1,051.21	\$4,000.00	\$0.00	\$0.00	0.00%
42280	Fire Stations and Bldgs	\$21,996.82	\$25,820.00	\$1,270.24	\$12,762.43	49.43%
42240	Fire Training	\$24,329.80	\$35,200.00	\$1,317.57	\$12,563.93	35.69%
42270	Medical Services	\$2,112.76	\$5,500.00	\$13.64	\$1,512.30	27.50%
801 FIRE PARTNERSHIP FUND		\$589,648.55	\$514,129.00	\$39,280.99	\$398,266.56	77.46%
		\$3,883,388.72	\$3,673,579.00	\$33,491.29	\$3,000,594.49	81.68%

((((((((([Fund] in ('101','601','602','603','801')) AND ([Dept]<>"49360" Or [Dept] IS Null)) AND ([Dept]<>"47078" Or [Dep

CITY OF MAPLE PLAIN

Section 8, Item F.

Abdo Cash Balances

Page 1

September 2025

Fund Descr	Account	MTD Debit	MTD Credit	2025 YTD Bal
10100				
GENERAL FUND	G 101-10100	\$45,515.53	\$147,734.63	\$460,476.08
COMMUNITY EVENTS FUND	G 105-10100	\$0.00	\$0.00	-\$0.22
SPECIAL PROJECTS FUND	G 110-10100	\$0.00	\$0.00	\$0.31
ECONOMIC DEVELOPMENT AUTHORITY	G 200-10100	\$131.63	\$0.00	\$83,526.18
GAMBLING PROCEEDS	G 204-10100	\$1,049.02	\$0.00	\$4,908.07
2012A GO Bonds - 2021B Refund	G 351-10100	\$116.85	\$0.00	\$74,149.16
2013A GO Bonds - 2021B Refund	G 352-10100	\$0.00	\$0.00	-\$174.39
2014A GO Bonds	G 353-10100	\$233.92	\$0.00	\$148,435.84
2016A GO Bonds	G 354-10100	\$93.50	\$0.00	\$59,331.08
2018A GO Bonds	G 355-10100	\$181.89	\$0.00	\$115,422.70
2021A GO Bonds	G 356-10100	\$421.30	\$0.00	\$267,342.27
SERIES 2022A BOND PRO CAP INT	G 357-10100	\$103.04	\$0.00	\$65,384.59
2024A GO Bonds	G 358-10100	\$629.38	\$0.00	\$399,383.26
PARK IMPROVEMENT FUND	G 401-10100	\$12,316.90	\$0.00	\$201,093.94
CAPITAL IMPROVEMENT PROJECTS	G 451-10100	\$3,407.00	\$0.00	\$2,161,968.16
2021 STREET RECONSTRUCTION PJ	G 453-10100	\$0.08	\$0.00	\$50.42
2021 SEWER IMPROVEMENTS	G 454-10100	\$0.00	\$0.00	-\$119,793.50
2022 STREET IMPROVEMENTS	G 455-10100	\$0.16	\$0.00	\$98.58
HIGHWAY 12 WATERMAIN	G 456-10100	\$0.00	\$0.00	-\$365,726.28
2024 STREET RECONSTRUCTION	G 458-10100	\$28,279.00	\$18,484.50	-\$1,606,198.46
City Hall Development	G 459-10100	\$35.21	\$0.00	\$22,345.06
EQUIPMENT REPLACEMENT FUND	G 501-10100	\$0.00	\$0.00	\$12,000.03
WATER FUND	G 601-10100	\$265,481.94	\$243,098.68	\$1,125,116.35
SEWER FUND	G 602-10100	\$15,725.16	\$24,123.93	\$680,797.57
STORM WATER FUND	G 603-10100	\$2,059.91	\$4,680.98	\$291,018.93
MCGARRYS SEWER REPAIRS	G 604-10100	\$0.00	\$0.00	\$60,236.42
WATER CIP FUND	G 621-10100	\$894.06	\$0.00	\$567,339.67
SANITARY SEWER CIP FUND	G 622-10100	\$158.81	\$0.00	\$100,774.70
STORM WATER CIP FUND	G 623-10100	\$569.16	\$0.00	\$361,167.88
RIGHT OF WAY ESCROWS	G 700-10100	\$0.00	\$0.00	\$12,115.03
PLAN REVIEW ESCROWS	G 701-10100	\$3,000.00	\$11,180.54	\$34,395.99
FIRE PARTNERSHIP FUND	G 801-10100	\$135,160.04	\$39,280.99	\$40,667.92
FIRE EQUIP & CAPITAL FUND	G 802-10100	\$370.02	\$65,254.97	\$234,801.12
10100		\$515,933.51	\$553,839.22	\$5,492,454.46
10400				
2024A GO Bonds	G 358-10400	\$0.00	\$0.00	\$107,107.78
2024 STREET RECONSTRUCTION	G 458-10400	\$4,398.27	\$14,139.50	\$1,176,736.63
10400		\$4,398.27	\$14,139.50	\$1,283,844.41
		\$520,331.78	\$567,978.72	\$6,776,298.87



3rd Quarter Report

City of Maple Plain
Maple Plain, Minnesota

As of September 30, 2025



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

October 22, 2025

ACCOUNTANT'S COMPILATION REPORT

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

We have compiled the accompanying statement of revenues and expenditures for the General Fund and statements of revenues and expenses for the enterprise funds of the City of Maple Plain as of September 30, 2025 for the quarter then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

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

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

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

Sincerely,

Abdo Financial Solutions

Edina Office

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



October 22, 2025

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

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through September 30, 2025 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

Cash and Investments

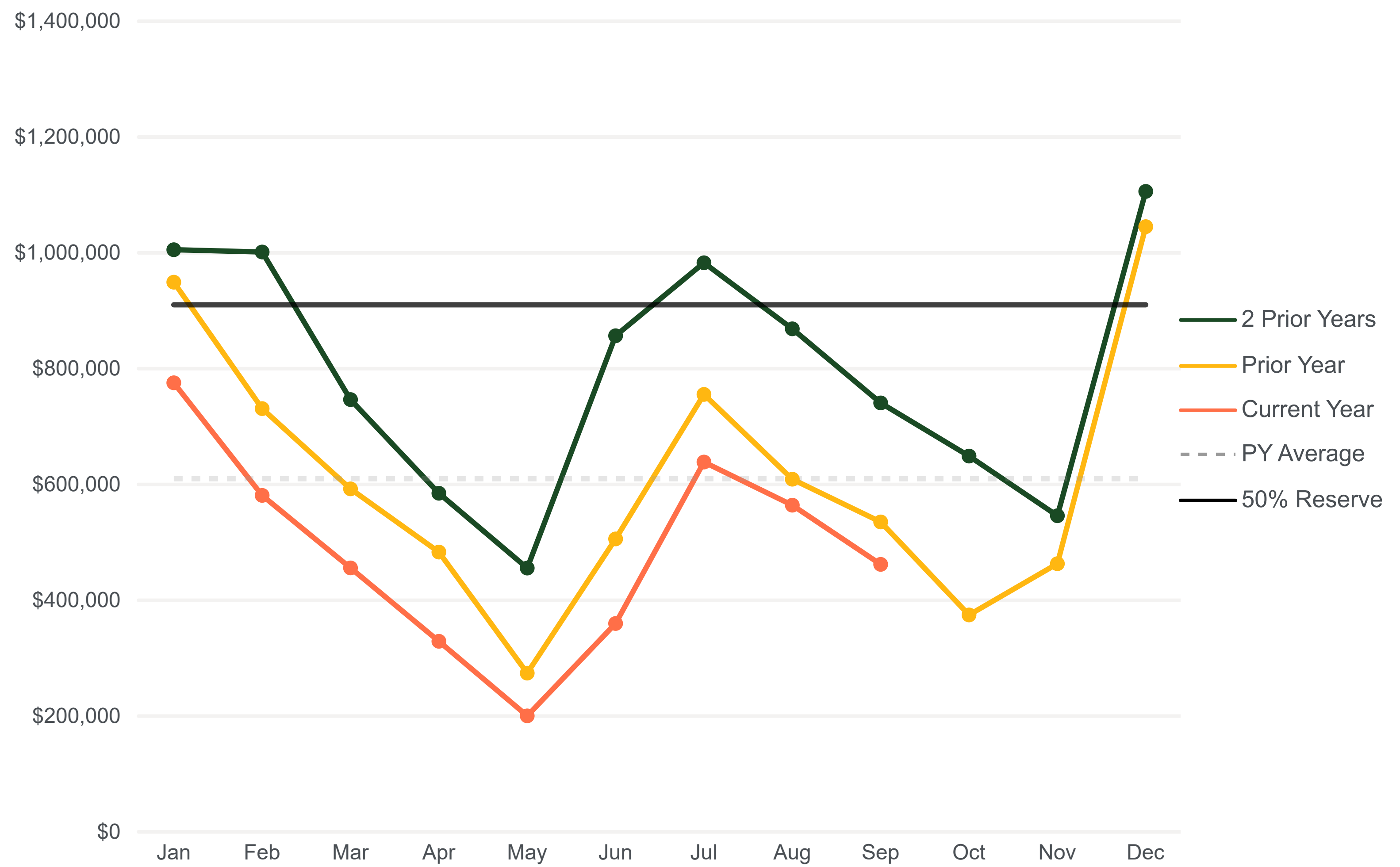
The City's cash and investment balances are as follows:

	09/30/2025	12/31/2024	Increase/ (Decrease)
Checking	\$ 33,639	\$ (14,371)	\$ 48,010
Investments (Market Value)	6,742,660	7,604,936	(862,276)
Total Cash and Investments	\$ 6,776,299	\$ 7,590,565	\$ (814,266)

The investment type is as follows:

	09/30/2025	12/31/2024	Increase/ (Decrease)
Checking	\$ 33,639	\$ (14,371)	\$ 48,010
Money Market	3,502,416	3,183,980	318,436
Brokered CD	1,956,400	2,469,000	(512,600)
Bonds	1,283,844	1,951,956	(668,112)
Total Investments	\$ 6,776,299	\$ 7,590,565	\$ (814,266)

General Fund Cash Balances



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

Treasury Yield

	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr
9/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83
3/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55
6/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49
9/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47
12/31/2020	0.08	0.08	0.09	0.09	0.10	0.13	0.17	0.36
3/31/2021	0.01	0.01	0.03	0.05	0.07	0.16	0.35	0.92
6/30/2021	0.05	0.05	0.06	0.07	0.25	0.46	0.87	1.21
9/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44
3/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40
6/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04
9/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97
12/30/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96
3/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55
6/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97
9/30/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61
12/31/2023	5.60	5.40	5.26	4.79	4.23	4.01	3.84	3.88
3/31/2024	5.49	5.46	5.38	5.03	4.59	4.40	4.21	4.20
6/30/2024	5.47	5.48	5.33	5.09	4.71	4.53	4.33	4.33
9/30/2024	4.93	4.73	4.38	3.98	3.66	3.58	3.58	3.67
12/31/2024	4.40	4.37	4.24	4.16	4.25	4.27	4.38	4.48
3/31/2025	4.38	4.32	4.23	4.03	3.89	3.89	3.96	4.09
6/30/2025	4.28	4.41	4.29	3.96	3.72	3.68	3.79	3.98
9/30/2025	4.20	4.02	3.83	3.68	3.60	3.61	3.74	3.93



* * * * *

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

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

Sincerely,

ABDO FINANCIAL SOLUTIONS

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
General Fund (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	YTD Budget 9/30/2025	YTD Actual Thru 9/30/2025	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru September	
☐ Revenues						
☐ Taxes	\$ 1,467,290	\$ 1,100,468	\$ 738,978	\$ (361,490)	67.15%	↓ ①
☐ Licenses and permits	51,380	38,535	81,885	43,350	212.50%	↑ ②
☐ Intergovernmental	311,263	233,447	146,669	(86,778)	62.83%	↓ ③
☐ Charges for services	56,075	42,056	89,569	47,513	212.98%	↑ ④
☐ Fines and forfeitures	10,500	7,875	8,633	758	109.63%	→
☐ Interest earnings	20,000	15,000	11,762	(3,238)	78.41%	↓
☐ Miscellaneous revenue	14,000	10,500	25,220	14,720	240.19%	↑
☐ Sales of General Fixed Assets	0	0	690	690	0.00%	→
Total Revenues	\$ 1,930,508	\$ 1,447,881	\$ 1,103,406	\$ (344,475)	76.21%	↓
☐ Expenditures						
☐ Executive	\$ 48,287	\$ 36,215	\$ 39,401	\$ (3,186)	108.80%	→
☐ Administration, Legal Services, Planning & Zoning	435,602	326,702	379,042	(52,340)	116.02%	↓
☐ City Hall Buildings	42,000	31,500	30,018	1,482	95.30%	→
☐ Police Administration	743,423	557,567	624,179	(66,612)	111.95%	↓
☐ Fire Administration and Partnership	208,580	156,435	167,800	(11,365)	107.26%	→
☐ Public Works	70,999	53,249	70,647	(17,398)	132.67%	↓ ⑤
☐ Highways, Streets & Roadways	106,739	80,054	83,227	(3,173)	103.96%	→
☐ Sanitation & Recycling	0	0	633	(633)	0.00%	→
☐ Building Inspection	20,000	15,000	6,782	8,218	45.21%	↑
☐ Civil Defense	500	375	600	(225)	160.00%	↓
☐ Parks	141,378	106,034	121,568	(15,534)	114.65%	↓
☐ Community Action Programs	0	0	2,500	(2,500)	0.00%	→
Total Expenditures	\$ 1,817,508	\$ 1,363,131	\$ 1,526,397	\$ (163,266)	111.98%	↓
☐ Other Financing Sources (Uses)						
☐ Transfers In	\$ 9,000	\$ 6,750	\$ 9,000	\$ 2,250	133.33%	↑
☐ Transfers Out	122,000	91,500	142,000	(50,500)	155.19%	↓ ⑥
Other Financing Sources (Uses) Total	\$ (113,000)	\$ 84,750	\$ (133,000)	\$ 217,750	-156.93%	↑
Total	\$ 0	\$ 0	\$ (555,991)	\$ (555,991)		

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

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

Number Comment
▲

①	Typically property taxes are received in July and December (with a 70% advance in June). Variance will dissipate as remaining levy amounts are received by the city.
②	Favorable variance due to increased demand from Kwik Trip construction and Baker Reserve Lane development.
③	Remaining Local Government Aid will not be received until December.
④	Favorable variance due to increased demand from Kwik Trip construction and Baker Reserve Lane development.
⑤	Variance due to contracted mowing services and organics recycling program.
⑥	All budgeted transfers have been completed YTD and additional \$20k transfer was made per resolution 2025-0728-01.

City of Maple Plain, Minnesota
Unaudited Cash Balances by Fund
September 30, 2024, December 31, 2024 and September 30, 2025

	PY Quarter Balance 9/30/2024	PY Ending Balance 12/31/2024	Quarter Ending Balance 9/30/2025	YTD Change 9/30/2025	YTD Change % 9/30/2025	
⊕ General	\$ 533,752	\$ 1,113,269	\$ 460,476	\$ (652,793)	-58.64%	①
⊕ EDA	80,690	81,865	83,526	1,661	2.03%	
⊕ Debt Service 2012A	66,491	82,682	74,149	(8,533)	-10.32%	
⊕ Debt Service 2013A	(174)	(174)	(174)	0	0.00%	
⊕ Debt Service 2014A	145,108	200,183	148,436	(51,747)	-25.85%	②
⊕ Debt Service 2016A	65,154	85,561	59,331	(26,230)	-30.66%	
⊕ Debt Service 2018A	119,610	152,859	115,423	(37,436)	-24.49%	
⊕ Debt Service 2021A	257,890	288,422	267,342	(21,080)	-7.31%	
⊕ Debt Service 2022A	57,636	95,886	65,385	(30,501)	-31.81%	
⊕ Debt Service 2024A	81,958	169,165	506,491	337,326	199.41%	③
⊕ Park Improvement	41,351	53,996	201,094	147,098	272.42%	④
⊕ Capital Improvement Projects	2,343,743	2,047,958	2,161,968	114,010	5.57%	⑤
⊕ 2021 Street Reconstruction Project	49	49	50	1	2.04%	
⊕ 2021 Sewer Improvements	(119,794)	(119,794)	(119,794)	0	0.00%	
⊕ 2022 Street Improvements	95	97	99	2	2.06%	
⊕ Highway 12 Watermain	(365,726)	(365,726)	(365,726)	0	0.00%	
⊕ 2024 Street Reconstruction	2,682,329	185,280	(429,462)	(614,742)	-331.79%	⑥
⊕ City Hall Development	0	10,056	22,345	12,289	122.21%	
⊕ Equipment Replacement Fund	12,000	12,000	12,000	0	0.00%	
⊕ Water	492,956	1,221,181	1,125,116	(96,065)	-7.87%	⑦
⊕ Sewer	(10,886)	567,134	680,798	113,664	20.04%	⑧
⊕ Storm Water	184,566	371,986	291,019	(80,967)	-21.77%	⑨
⊕ McGarry's Sewer Repairs	60,236	60,236	60,236	0	0.00%	
⊕ Water CIP	548,074	556,055	567,340	11,285	2.03%	
⊕ Sanitary Sewer CIP	97,353	98,770	100,775	2,005	2.03%	
⊕ Storm Water CIP	300,183	304,555	361,168	56,613	18.59%	⑩
⊕ Right of Way Escrows	5,299	0	12,115	12,115	0.00%	
⊕ Plan Review Escrows	7,524	(3,540)	34,396	37,936	-1071.64%	
⊕ Code Enforcement Chargebacks	(69,561)	(69,561)	0	69,561	-100.00%	⑪
⊕ Fire	524,661	380,512	275,469	(105,043)	-27.61%	⑫
⊕ Gambling Proceeds	6,220	9,604	4,908	(4,696)	-48.90%	
Total	\$ 8,148,787	\$ 7,590,566	\$ 6,776,299	\$ (814,267)	-10.73%	

Explanation of Changes Greater than \$50,000

Number	Comment
①	Variance due to property taxes typically received in July and December. Further explanations provided on the Statement of Revenues and Expenditures.
②	Variance due to the timing of scheduled bond payments and tax settlements in the current year.
③	Variance due to new debt issued in PY. Special Assessment payments received in 2025.
④	Variance due to approved transfers per resolution 2025-0728-02 and donations received.
⑤	Variance due to timing of yearly budgeted transfers and transfers per resolution 2025-0728-02. Budgeted transfers from the General Fund and Storm Water Fund are complete YTD.
⑥	Variance due to fund-specific expenses beginning in 2024.
⑦	Variance due to the timing of scheduled bond payments. Additional explanation provided on Water Statement of Revenues and Expenditures.
⑧	Variance due to the timing of scheduled bond payments and fees collected for new construction projects. Additional explanation provided on Sewer Statement of Revenues and Expenditures.
⑨	Variance due to the timing of scheduled bond payments. Additional explanation provided on Storm Water Statement of Revenues and Expenditures.
⑩	Variance due to timing of yearly budgeted transfers. Budgeted transfer from Storm Water Fund is complete YTD.
⑪	Variance due to fund closure at 2024 year end.
⑫	Variance due to pension contribution made in July. Additional explanation provided on Fire Statement of Revenues and Expenditures.

City of Maple Plain, Minnesota
Schedule of Investments
For the Month Ending
September 30, 2025

Section 8, Item F.

(CUSIP or Acct #)	Institution	Description	Type	Rate	Market Value 1/1/2025	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 9/30/2025	Market Value 9/30/2025	Unrealized Gain / Loss	9/30/2025 Days to
35105-101	4M	4M General Fund	Money Market	4.22%	3,183,980.20	539,447.42	29,773.50	(331,043.47)	80,258.28	3,502,415.93	3,502,415.93	-	-
1385505-1	4M	First Bank of Ohio, OH	CD	4.09%	-	247,400.00	-	-	-	247,400.00	247,400.00	-	43
1385504-1	4M	Omb Bank, MO	CD	4.15%	-	247,400.00	-	-	-	247,400.00	247,400.00	-	43
1385503-1	4M	FirstBank Southwest, GA	CD	4.09%	-	247,400.00	-	-	-	247,400.00	247,400.00	-	43
1372508-1	4M	T Bank, National Association, TX	CD	4.25%	239,700.00	-	-	-	-	239,700.00	239,700.00	-	92
1372506-1	4M	Consumers Credit Union, IL	CD	4.20%	239,800.00	-	-	-	-	239,800.00	239,800.00	-	92
1385507-1	4M	Cornerstone Bank, NE	CD	4.14%	-	244,900.00	-	-	-	244,900.00	244,900.00	-	133
1385502-1	4M	Veridian Credit Union, IA	CD	4.10%	-	244,900.00	-	-	-	244,900.00	244,900.00	-	133
1385506-1	4M	Western Alliance Bank, CA	CD	4.14%	-	244,900.00	-	-	-	244,900.00	244,900.00	-	133
35105-201	4M	2024A G.O. Improvement Bonds	Bond	5.23%	1,951,955.41	-	-	(716,399.67)	48,288.67	1,283,844.41	1,283,844.41	-	-
					7,604,935.61	3,485,447.42	(3,485,447.42)	(1,047,443.14)	185,167.87	6,742,660.34	6,742,660.34	0.00	
500175637	MidCountry	General Fund	Checking	0.00%	34,675.37	3,479,610.84	(4,420,328.59)	1,047,443.14	-	141,400.76	141,400.76	0.00	-
					34,675.37	3,479,610.84	(4,420,328.59)	1,047,443.14	-	141,400.76	141,400.76	0.00	
Total Cash and Investments					<u>\$ 7,639,610.98</u>	<u>\$ 6,965,058.26</u>	<u>\$ (7,905,776.01)</u>	<u>\$ -</u>	<u>\$ 185,167.87</u>	<u>\$ 6,884,061.10</u>	<u>\$ 6,884,061.10</u>	<u>\$ 0.00</u>	

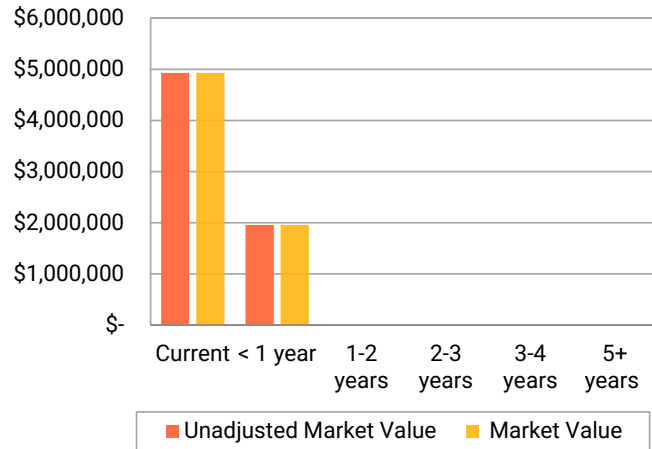
\$ -
\$ (48,929.99)
\$ 7,590,680.99

Deposits in Transit - City \$ -
Outstanding Checks - City \$ (107,762.23)
Timing Difference \$ -
Reconciled Balance \$ 6,776,298.87

City of Maple Plain, Minnesota
Schedule of Investments
For the Month Ending
September 30, 2025

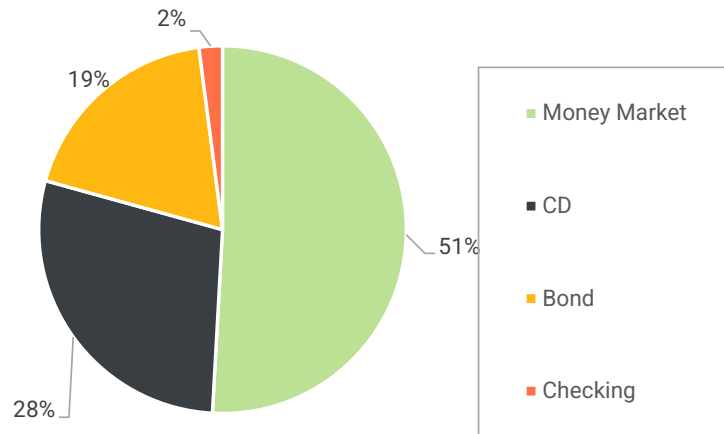
Section 8, Item F.

Maturities



Maturity	Unadjusted Market Value 9/30/2025	Market Value 9/30/2025	Variance 9/30/2025
Current	\$ 4,927,661.10	\$ 4,927,661.10	\$ -
< 1 year	1,956,400.00	1,956,400.00	-
1-2 years	-	-	-
2-3 years	-	-	-
3-5 years	-	-	-
5+ years	-	-	-
	<u>\$ 6,884,061.10</u>	<u>\$ 6,884,061.10</u>	<u>\$ -</u>

Weighted average Rate of return	4.30%	9/30/2025
Average Maturity (years)	0.07	9/30/2025



Investment Type	Market Value 9/30/2025
Money Market	\$ 3,502,415.93
CD	1,956,400.00
Bond	1,283,844.41
Checking	141,400.76
	<u>\$ 6,884,061.10</u>

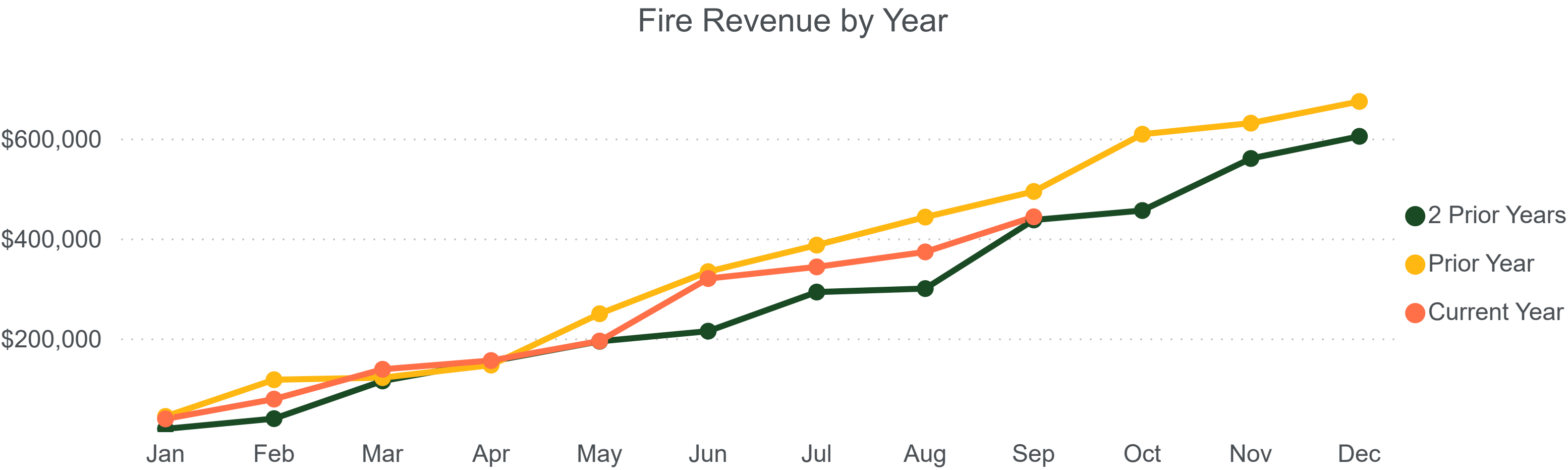
Operating Account

Deposits in Transit - City	-
Outstanding Checks - City	(107,762.23)
Reconciled Balance	<u>\$ 6,776,298.87</u>

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Fire Fund 801,802 & 803 (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	YTD Budget 9/30/2025	YTD Actual Thru 9/30/2025	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru September	
☐ Revenues						
☐ Intergovernmental	\$ 49,500	\$ 37,125	\$ 12,442	\$ (24,683)	33.51%	↓ ①
☐ Charges for Services	460,129	345,097	358,220	13,123	103.80%	→
☐ Contributions and Donations	0	0	1,139	1,139	0.00%	→
☐ Interest Earnings	4,500	3,375	6,365	2,990	188.59%	↑
Total Revenues	\$ 514,129	\$ 385,597	\$ 378,166	\$ (7,431)	98.07%	→
☐ Expenditures						
☐ Salaries	\$ 239,886	\$ 179,915	\$ 134,499	\$ 45,416	74.76%	↑ ②
☐ Operating Supplies	11,450	8,588	5,819	2,769	67.76%	↑
☐ Fire Supplies	22,762	17,072	21,854	(4,782)	128.01%	↓
☐ Training, Dues, & Subscriptions	52,235	39,176	27,465	11,711	70.11%	↑
☐ Professional Services	43,364	32,523	40,387	(7,864)	124.18%	↓
☐ Utilities	18,300	13,725	9,957	3,768	72.55%	↑
☐ Uniforms	33,050	24,788	28,694	(3,906)	115.76%	↓
☐ Vehicles	71,342	53,507	88,276	(34,769)	164.98%	↓ ③
☐ Equipment	8,500	6,375	3,642	2,733	57.13%	↑
☐ Office Equip & Furnishings	2,500	1,875	636	1,239	33.92%	↑
☐ Building Repair/Maintenance	0	0	14	(14)	0.00%	→
☐ Miscellaneous	10,740	8,055	50,023	(41,968)	621.02%	↓ ④
Total Expenditures	\$ 514,129	\$ 385,599	\$ 411,266	\$ (25,667)	106.66%	→
☐ Other Financing Sources (Uses)						
☐ Transfers In	\$ 65,000	\$ 48,750	\$ 65,000	\$ 16,250	133.33%	↑ ⑤
☐ Transfers Out	65,000	48,750	65,000	(16,250)	133.33%	↓ ⑤
Other Financing Sources (Uses) Total	\$ 0	\$ 0	\$ 0	\$ 0	0.00%	→
Total	\$ 0	\$ (2)	\$ (33,100)	\$ (33,098)		

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



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

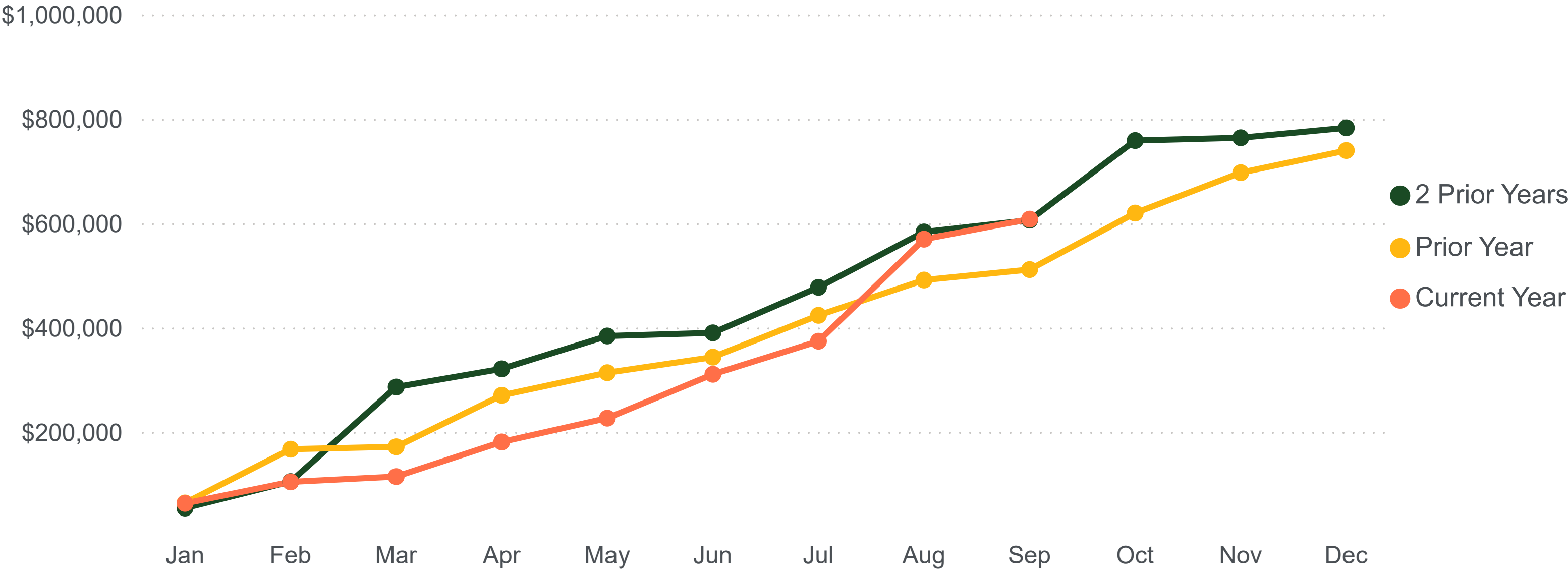
Number Comment
▲

①	Variance due to timing. Fire State Aid to be received in October.
②	Variance from budget due to timing of Fire payroll and pension contribution. Fire is paid quarterly in the month after quarter end and hours vary by demand.
③	Variance due to higher volume of repairs than budgeted and purchase of used Tahoe.
④	Variance due to pass through of PERA contribution from the Fire Relief Association.
⑤	Due to timing of yearly budgeted transfers. All budgeted transfers complete YTD.

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Water Fund 601 & 621 (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	Amount YTD PY 9/30/2024	Amount YTD 9/30/2025	YOY Variance 9/30/2025	CY as a Percent of PY 9/30/2025	
Revenues						
Charges for Services	\$ 791,080	\$ 383,526	\$ 509,367	\$ 125,841	132.81%	①
Special Assessments	29,487	26,483	63,024	36,541	237.98%	②
Interest on Investments	28,322	40,691	29,079	(11,612)	71.46%	
Miscellaneous	0	60,346	6,220	(54,126)	10.31%	③
Total Revenues	\$ 848,889	\$ 511,046	\$ 607,690	\$ 96,644	118.91%	
Expenditures						
Operating	\$ 603,508	\$ 386,838	\$ 368,085	\$ 18,753	95.15%	
Debt Service	71,672	81,620	97,115	(15,495)	118.98%	
Capital	11,000	0	6,874	(6,874)	0.00%	
Expenditures Total	\$ 686,180	\$ 468,458	\$ 472,074	\$ (3,616)	100.77%	
Total	\$ 162,709	\$ 42,588	\$ 135,616	\$ 93,028	318.44%	

Water Revenue by Year

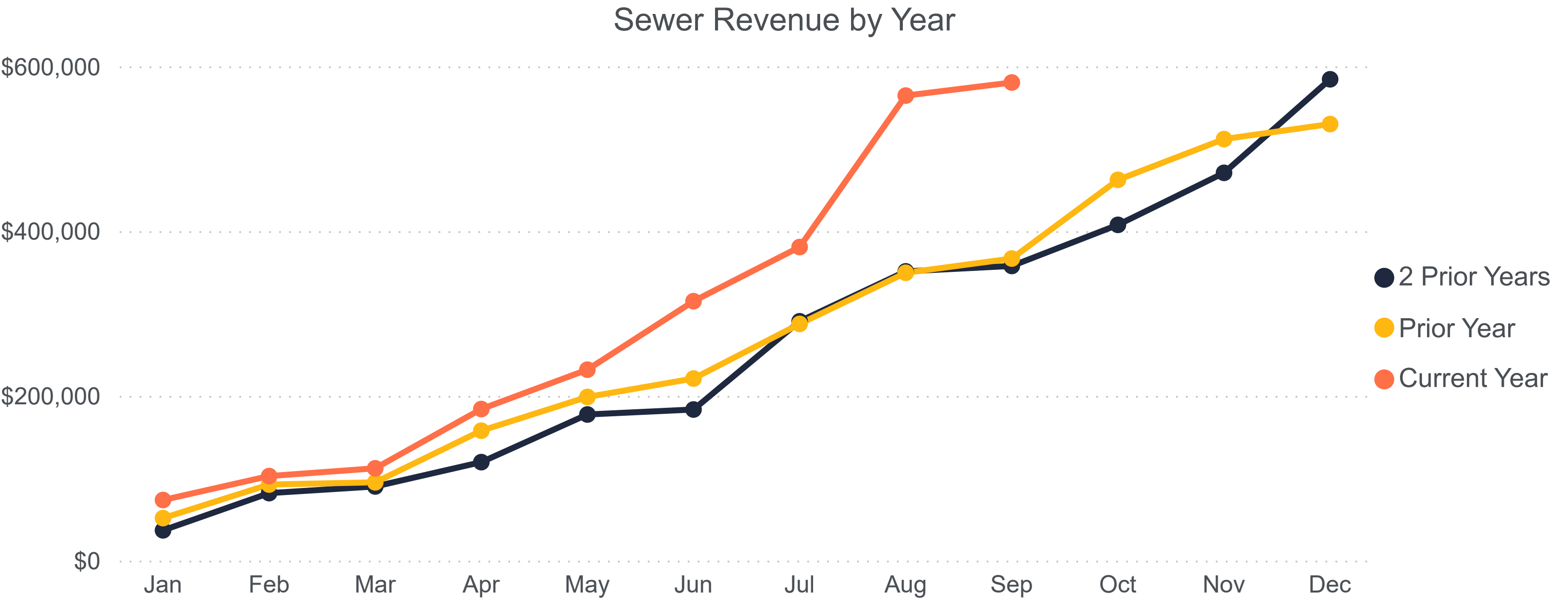


Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000

Number	Comment
①	Variance due to connection fees for new construction projects.
②	Favorable variance due to many special assessment payments received, including one large sum of \$25k.
③	Variance due to the previous year's substantial reimbursements received for water main and hydrant repairs.

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Sewer Fund 602 & 622 (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	Amount YTD PY 9/30/2024	Amount YTD 9/30/2025	YOY Variance 9/30/2025	CY as a Percent of PY 9/30/2025	
☐ Revenues						
☐ Charges for Services	\$ 668,349	\$ 344,069	\$ 519,838	\$ 175,769	151.09%	①
☐ Special Assessments	20,354	19,192	49,802	30,610	259.49%	②
☐ Interest on Investments	2,876	3,374	10,707	7,333	317.34%	
Revenues Total	\$ 691,579	\$ 366,635	\$ 580,347	\$ 213,712	158.29%	
☐ Expenditures						
☐ Operating	\$ 357,290	\$ 200,298	\$ 314,299	\$ (114,001)	156.92%	③
☐ Debt Service	36,319	40,552	57,872	(17,320)	142.71%	④
☐ Capital	86,352	64,764	67,993	(3,229)	104.99%	
Expenditures Total	\$ 479,961	\$ 305,614	\$ 440,164	\$ (134,550)	144.03%	
☐ Total	\$ 211,618	\$ 61,021	\$ 140,183	\$ 79,162	\$ 229.73%	



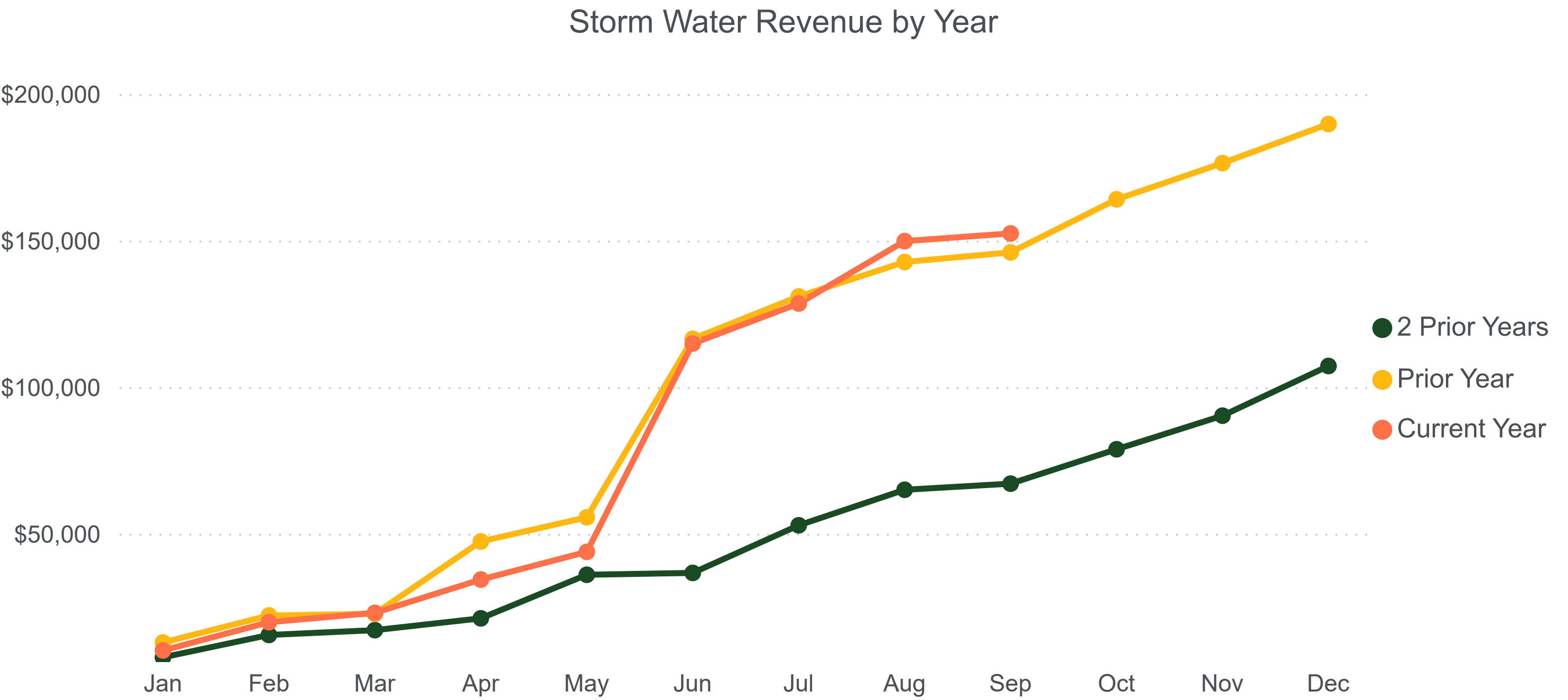
Explanation of Items Percentage Received/Expended Less than 80% or
Greater than 120% and \$ Variance Greater than \$15,000

Number Comment
▲

①	Increased revenue due to the turning off of winter averaging in May of PY and connection fees for new construction projects.
②	Favorable variance due to many special assessment payments received, including one large sum of \$19k.
③	Variance due to outgoing sewer connection fees for Kwik Trip.
④	Increase over the prior year and budget due to payments for the 2024A bonds. Prior year did not include 2024A bond portion.

City of Maple Plain, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Storm Water Fund 603 & 623 (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	Amount YTD PY 9/30/2024	Amount YTD 9/30/2025	YOY Variance 9/30/2025	CY as a Percent of PY 9/30/2025	
☐ Revenues						
☐ Charges for Services	\$ 119,199	\$ 66,861	\$ 69,945	\$ 3,084	104.61%	
☐ Special Assessments	14,815	12,824	20,590	7,766	160.56%	
☐ Interest on Investments	11,634	16,283	11,910	(4,373)	73.14%	
Total Revenues	\$ 145,648	\$ 95,968	\$ 102,445	\$ 6,477	106.75%	
☐ Expenditures						
☐ Operating	\$ 39,510	\$ 17,451	\$ 32,919	\$ (15,468)	188.64%	①
☐ Debt Service	20,507	21,756	28,021	(6,265)	128.80%	
☐ Capital	49,584	37,188	37,188	0	100.00%	
Expenditures Total	\$ 109,601	\$ 76,395	\$ 98,128	\$ (21,733)	128.45%	
☐ Other Financing Sources (Uses)						
☐ Transfers In	\$ 50,000	\$ 50,000	\$ 50,000	\$ 0	100.00%	
☐ Transfers Out	66,200	50,000	66,200	16,200	132.40%	②
Other Financing Sources Total	(16,200)	0	(16,200)	(16,200)	0.00%	
☐ Total	\$ 19,847	\$ 19,573	\$ (11,883)	\$ (31,456)	\$ -60.71%	



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

Number	Comment
①	Variance due to drainage engineering costs and new current year allocations of accounting and audit services.
②	Additional budgeted transfer to Capital Improvement fund completed compared to PY.

CITY OF MAPLE PLAIN

Abdo Revenue Guideline

Section 8, Item F.

Page 1

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
101 GENERAL FUND					
R 101-31010 Current Ad Valorem Taxes	\$1,260,979.54	\$1,467,290.00	\$0.00	\$659,542.45	44.95%
R 101-31020 Delinquent Ad Valorem Taxes	\$16,006.60	\$0.00	\$0.00	-\$13,291.63	0.00%
R 101-31040 Fiscal Disparities	\$190,241.92	\$0.00	\$0.00	\$92,726.86	0.00%
R 101-31910 Penalties and Interest AdValTx	\$912.78	\$0.00	\$0.00	\$0.00	0.00%
R 101-32100 Business Licenses & Permits	\$1,845.00	\$1,450.00	\$50.00	\$400.00	27.59%
R 101-32110 Alcoholic Beverages	\$17,549.00	\$17,430.00	\$0.00	\$17,510.00	100.46%
R 101-32180 Other Licenses & Permits	\$2,050.00	\$0.00	\$0.00	\$25.00	0.00%
R 101-32200 Non-Business Licenses/Permits	\$730.00	\$500.00	\$0.00	\$3,525.00	705.00%
R 101-32210 Building Permits	\$38,940.40	\$30,000.00	\$11,504.99	\$51,790.32	172.63%
R 101-32240 Animal Licenses	\$25.00	\$0.00	\$15.00	\$35.00	0.00%
R 101-32261 Rental Permit	\$11,950.00	\$0.00	\$300.00	\$600.00	0.00%
R 101-32270 Excavation Permit	\$350.00	\$0.00	\$2,000.00	\$2,500.00	0.00%
R 101-32275 Right of Way Permit	\$8,250.00	\$2,000.00	\$250.00	\$5,500.00	275.00%
R 101-33000 Intergovernmental Revenues	\$150,810.29	\$0.00	\$0.00	\$0.00	0.00%
R 101-33401 Local Government Aid	\$266,001.00	\$266,397.00	\$0.00	\$133,198.50	50.00%
R 101-33404 Small City Assistance	\$27,711.00	\$36,866.00	\$0.00	\$8,961.00	24.31%
R 101-33620 Other County Grants & Aid	\$7,855.13	\$8,000.00	\$0.00	\$4,509.94	56.37%
R 101-34101 Rent - City Hall & Water Tower	\$45,021.32	\$45,000.00	\$8,482.51	\$39,592.59	87.98%
R 101-34103 Zoning & Subdivision Fees	\$5,250.00	\$6,775.00	\$1,500.00	\$10,575.00	156.09%
R 101-34104 Project Review Fees	\$9,035.13	\$0.00	\$5,237.42	\$27,111.91	0.00%
R 101-34107 Assessment Search Fees	\$40.00	\$0.00	\$0.00	\$20.00	0.00%
R 101-34108 Admin Charges to Other Funds	\$3,344.00	\$0.00	\$0.00	\$1,231.25	0.00%
R 101-34109 General Government Charges	\$0.00	\$1,000.00	\$0.00	\$0.00	0.00%
R 101-34403 Recycling & Refuse Income	\$0.00	\$0.00	\$0.00	\$1,466.31	0.00%
R 101-34700 Culture & Recreation	\$225.00	\$0.00	\$50.00	\$4,025.00	0.00%
R 101-34950 Other Revenues	\$9,488.07	\$3,300.00	\$1,849.00	\$5,547.00	168.09%
R 101-35100 Court Fines	\$10,905.51	\$10,000.00	\$708.00	\$6,671.00	66.71%
R 101-35104 Other Fines	\$625.00	\$0.00	\$38.34	\$38.34	0.00%
R 101-35110 Administrative Citations	\$300.00	\$500.00	\$0.00	\$1,923.50	384.70%
R 101-36100 Special Assessments	\$1,479.30	\$0.00	\$0.00	\$0.00	0.00%
R 101-36200 Miscellaneous Revenues	\$1,792.38	\$0.00	\$5.00	\$23.00	0.00%
R 101-36210 Interest Earnings	\$43,430.83	\$20,000.00	\$743.52	\$11,762.14	58.81%
R 101-36211 Interest Earning/Interfund	\$9,698.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-36231 Cable Franchise Fee	\$12,096.03	\$14,000.00	\$0.00	\$4,368.88	31.21%
R 101-36250 Refunds & Reimbursements	\$63,554.53	\$0.00	\$0.00	\$20,827.76	0.00%
R 101-37275 Miscellaneous Income	\$4,498.04	\$0.00	\$0.00	\$0.00	0.00%
R 101-39101 Sales of Fixed Assets & Lease	\$0.00	\$0.00	\$0.00	\$690.00	0.00%
R 101-39203 Transfer from Other Fund	-\$69,561.37	\$9,000.00	\$0.00	\$9,000.00	100.00%
101 GENERAL FUND	\$2,153,429.43	\$1,939,508.00	\$32,733.78	\$1,112,406.12	
200 ECONOMIC DEVELOPMENT AUTHORITY					
R 200-36210 Interest Earnings	\$3,969.90	\$0.00	\$131.63	\$1,661.36	0.00%
200 ECONOMIC DEVELOPMENT AUTHORITY	\$3,969.90	\$0.00	\$131.63	\$1,661.36	
204 GAMBLING PROCEEDS					
R 204-36210 Interest Earnings	\$198.76	\$0.00	\$7.73	\$161.67	0.00%
R 204-36230 Contributions & Donations	\$10,465.81	\$9,000.00	\$1,041.29	\$3,081.83	34.24%
204 GAMBLING PROCEEDS	\$10,664.57	\$9,000.00	\$1,049.02	\$3,243.50	
210 REV INTGOVT					
R 210-36210 Interest Earnings	\$0.00	\$0.00	-\$0.32	-\$0.32	0.00%
210 REV INTGOVT	\$0.00	\$0.00	-\$0.32	-\$0.32	

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
351 2012A GO Bonds - 2021B Refund					
R 351-31010 Current Ad Valorem Taxes	\$25,988.00	\$27,053.00	\$0.00	\$13,526.50	50.00%
R 351-36100 Special Assessments	\$4,236.35	\$3,135.00	\$0.00	\$1,550.22	49.45%
R 351-36210 Interest Earnings	\$3,010.92	\$0.00	\$116.85	\$1,357.86	0.00%
351 2012A GO Bonds - 2021B Refund	\$33,235.27	\$30,188.00	\$116.85	\$16,434.58	
353 2014A GO Bonds					
R 353-31010 Current Ad Valorem Taxes	\$69,563.00	\$72,608.00	\$0.00	\$36,304.00	50.00%
R 353-36100 Special Assessments	\$26,355.02	\$5,886.26	\$0.00	\$7,582.05	128.81%
R 353-36210 Interest Earnings	\$3,951.96	\$0.00	\$233.92	\$2,704.79	0.00%
353 2014A GO Bonds	\$99,869.98	\$78,494.26	\$233.92	\$46,590.84	
354 2016A GO Bonds					
R 354-31010 Current Ad Valorem Taxes	\$30,926.00	\$30,191.00	\$0.00	\$15,095.50	50.00%
R 354-36100 Special Assessments	\$8,284.04	\$18,043.00	\$0.00	\$4,252.55	23.57%
R 354-36210 Interest Earnings	\$2,942.42	\$0.00	\$93.50	\$1,066.91	0.00%
354 2016A GO Bonds	\$42,152.46	\$48,234.00	\$93.50	\$20,414.96	
355 2018A GO Bonds					
R 355-31010 Current Ad Valorem Taxes	\$48,938.00	\$47,520.00	\$0.00	\$23,760.00	50.00%
R 355-36100 Special Assessments	\$27,528.06	\$25,356.00	\$0.00	\$6,858.86	27.05%
R 355-36210 Interest Earnings	\$5,183.23	\$0.00	\$181.89	\$2,194.09	0.00%
355 2018A GO Bonds	\$81,649.29	\$72,876.00	\$181.89	\$32,812.95	
356 2021A GO Bonds					
R 356-31010 Current Ad Valorem Taxes	\$39,008.00	\$38,536.00	\$0.00	\$19,268.00	50.00%
R 356-36100 Special Assessments	\$21,723.01	\$22,112.00	\$0.00	\$13,431.76	60.74%
R 356-36210 Interest Earnings	\$12,308.36	\$0.00	\$421.30	\$5,155.50	0.00%
356 2021A GO Bonds	\$73,039.37	\$60,648.00	\$421.30	\$37,855.26	
357 SERIES 2022A BOND PRO CAP INT					
R 357-31010 Current Ad Valorem Taxes	\$74,550.00	\$78,120.00	\$0.00	\$39,060.00	50.00%
R 357-36210 Interest Earnings	\$2,410.77	\$0.00	\$103.04	\$1,113.80	0.00%
357 SERIES 2022A BOND PRO CAP INT	\$76,960.77	\$78,120.00	\$103.04	\$40,173.80	
358 2024A GO Bonds					
R 358-31010 Current Ad Valorem Taxes	\$0.00	\$125,116.00	\$0.00	\$62,558.00	50.00%
R 358-36100 Special Assessments	\$138,353.68	\$0.00	\$0.00	\$435,230.27	0.00%
R 358-36210 Interest Earnings	\$32.78	\$0.00	\$629.38	\$5,104.05	0.00%
R 358-39320 Bond Premium	\$145,665.15	\$0.00	\$0.00	\$0.00	0.00%
358 2024A GO Bonds	\$284,051.61	\$125,116.00	\$629.38	\$502,892.32	
401 PARK IMPROVEMENT FUND					
R 401-34780 Park Dedication Fees	\$0.00	\$0.00	\$0.00	\$63,080.20	0.00%
R 401-36210 Interest Earnings	\$1,246.47	\$0.00	\$316.90	\$2,195.27	0.00%
R 401-36230 Contributions & Donations	\$24,000.00	\$0.00	\$12,000.00	\$24,500.00	0.00%
R 401-39203 Transfer from Other Fund	\$28,750.00	\$0.00	\$0.00	\$57,322.00	0.00%
401 PARK IMPROVEMENT FUND	\$53,996.47	\$0.00	\$12,316.90	\$147,097.47	
451 CAPITAL IMPROVEMENT PROJECTS					
R 451-33000 Intergovernmental Revenues	\$57,364.00	\$0.00	\$0.00	\$0.00	0.00%
R 451-36210 Interest Earnings	\$113,751.67	\$0.00	\$3,407.00	\$44,048.64	0.00%
R 451-39200 Interfund Operating Transfers	\$110,000.00	\$0.00	\$0.00	\$16,200.00	0.00%
R 451-39201 Transfer from General Fund	\$0.00	\$0.00	\$0.00	\$110,000.00	0.00%
451 CAPITAL IMPROVEMENT PROJECTS	\$281,115.67	\$0.00	\$3,407.00	\$170,248.64	
452 METROPOLITAN COUNCIL GRANT					

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
R 452-39203 Transfer from Other Fund	\$179,729.23	\$0.00	\$0.00	\$0.00	0.00%
452 METROPOLITAN COUNCIL GRANT	\$179,729.23	\$0.00	\$0.00	\$0.00	
453 2021 STREET RECONSTRUCTION PJ					
R 453-36210 Interest Earnings	\$49.73	\$0.00	\$0.08	\$1.01	0.00%
453 2021 STREET RECONSTRUCTION PJ	\$49.73	\$0.00	\$0.08	\$1.01	
455 2022 STREET IMPROVEMENTS					
R 455-36210 Interest Earnings	\$97.05	\$0.00	\$0.16	\$1.96	0.00%
455 2022 STREET IMPROVEMENTS	\$97.05	\$0.00	\$0.16	\$1.96	
458 2024 STREET RECONSTRUCTION					
R 458-33610 County Grants/Aid for Hwy	\$0.00	\$0.00	\$0.00	\$23,820.00	0.00%
R 458-36210 Interest Earnings	\$102,018.63	\$0.00	\$4,398.27	\$48,288.67	0.00%
R 458-39310 Bond Proceeds	\$3,455,800.00	\$0.00	\$0.00	\$0.00	0.00%
458 2024 STREET RECONSTRUCTION	\$3,557,818.63	\$0.00	\$4,398.27	\$72,108.67	
459 City Hall Development					
R 459-34950 Other Revenues	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%
R 459-36210 Interest Earnings	\$55.93	\$0.00	\$35.21	\$289.13	0.00%
R 459-39203 Transfer from Other Fund	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
459 City Hall Development	\$10,055.93	\$0.00	\$35.21	\$12,289.13	
501 EQUIPMENT REPLACEMENT FUND					
R 501-39200 Interfund Operating Transfers	\$12,000.00	\$0.00	\$0.00	\$12,000.00	0.00%
501 EQUIPMENT REPLACEMENT FUND	\$12,000.00	\$0.00	\$0.00	\$12,000.00	
601 WATER FUND					
R 601-33000 Intergovernmental Revenues	\$18,589.80	\$0.00	\$0.00	\$0.00	0.00%
R 601-33422 Other State Aid Grants	\$10,000.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-34950 Other Revenues	\$50.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-36100 Special Assessments	\$174,576.49	\$29,487.00	\$0.00	\$63,024.20	213.74%
R 601-36210 Interest Earnings	\$30,164.79	\$15,568.00	\$1,773.05	\$17,794.55	114.30%
R 601-36250 Refunds & Reimbursements	\$67,531.03	\$0.00	\$6,220.00	\$6,220.00	0.00%
R 601-37100 Water Sales	\$417,942.81	\$581,503.00	\$20,757.08	\$313,724.72	53.95%
R 601-37110 Water Fixed	\$37,646.38	\$55,215.00	\$567.76	\$30,559.63	55.35%
R 601-37120 Water Treatment Charge	\$86,941.61	\$127,515.00	\$1,297.17	\$65,588.98	51.44%
R 601-37130 State Water Charge	\$8,940.86	\$13,114.00	\$125.03	\$6,913.04	52.71%
R 601-37150 Water Connection Fees	\$2,120.00	\$2,332.00	\$6,000.00	\$83,879.00	3596.87%
R 601-37160 Water Penalty	\$7,440.37	\$8,184.00	\$697.77	\$8,161.81	99.73%
R 601-37165 Water Shut Off/Turn On	\$2,924.76	\$3,217.00	\$120.00	\$540.00	16.79%
601 WATER FUND	\$864,868.90	\$836,135.00	\$37,557.86	\$596,405.93	
602 SEWER FUND					
R 602-33000 Intergovernmental Revenues	\$889.80	\$0.00	\$0.00	\$0.00	0.00%
R 602-36100 Special Assessments	\$139,030.04	\$20,354.00	\$0.00	\$49,801.51	244.68%
R 602-36210 Interest Earnings	\$926.75	\$610.00	\$1,072.85	\$8,702.57	1426.65%
R 602-37200 Sewer Sales	\$195,670.80	\$205,970.00	\$2,417.81	\$157,311.15	76.38%
R 602-37210 Sewer Fixed	\$327,649.77	\$454,341.00	\$4,958.30	\$263,372.78	57.97%
R 602-37250 Sewer Connection Fees	\$0.00	\$0.00	\$6,570.00	\$88,695.00	0.00%
R 602-37260 Sewer Penalty	\$7,728.60	\$8,038.00	\$706.20	\$10,459.42	130.12%
602 SEWER FUND	\$671,895.76	\$689,313.00	\$15,725.16	\$578,342.43	
603 STORM WATER FUND					
R 603-33000 Intergovernmental Revenues	\$651.00	\$0.00	\$0.00	\$0.00	0.00%
R 603-36100 Special Assessments	\$52,316.27	\$14,815.00	\$0.00	\$20,590.43	138.98%
R 603-36210 Interest Earnings	\$10,132.81	\$5,421.00	\$458.61	\$5,297.00	97.71%

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
R 603-36250 Refunds & Reimbursements	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
R 603-37300 Refuse (Garbage) Charges	\$7,111.83	\$0.00	\$0.00	\$0.00	0.00%
R 603-37400 Storm Sewer (Residential)	\$19,376.20	\$34,090.00	\$510.11	\$20,077.71	58.90%
R 603-37410 Storm Sewer (Institutional)	\$306.18	\$428.00	\$0.00	\$0.00	0.00%
R 603-37420 Storm Sewer (Multi-Family)	\$5,621.81	\$4,427.00	\$11.87	\$3,498.42	79.02%
R 603-37430 Storm Sewer (Comm/Ind)	\$56,396.98	\$78,955.00	\$934.48	\$44,057.55	55.80%
R 603-37460 Storm Sewer Penalty	\$1,237.27	\$1,299.00	\$144.84	\$2,310.90	177.90%
603 STORM WATER FUND	\$154,650.35	\$139,435.00	\$2,059.91	\$95,832.01	
621 WATER CIP FUND					
R 621-36210 Interest Earnings	\$26,975.30	\$12,754.00	\$894.06	\$11,284.49	88.48%
621 WATER CIP FUND	\$26,975.30	\$12,754.00	\$894.06	\$11,284.49	
622 SANITARY SEWER CIP FUND					
R 622-36210 Interest Earnings	\$4,791.54	\$2,266.00	\$158.81	\$2,004.44	88.46%
622 SANITARY SEWER CIP FUND	\$4,791.54	\$2,266.00	\$158.81	\$2,004.44	
623 STORM WATER CIP FUND					
R 623-36210 Interest Earnings	\$13,499.04	\$6,213.00	\$569.16	\$6,612.89	106.44%
R 623-39200 Interfund Operating Transfers	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
623 STORM WATER CIP FUND	\$63,499.04	\$56,213.00	\$569.16	\$56,612.89	
801 FIRE PARTNERSHIP FUND					
R 801-33000 Intergovernmental Revenues	\$2,717.44	\$0.00	\$0.00	\$0.00	0.00%
R 801-33420 State 2% Fire Relief Aid	\$49,027.05	\$38,500.00	\$0.00	\$0.00	0.00%
R 801-33423 State Training Reimbursements	\$13,425.50	\$10,000.00	\$0.00	\$12,441.90	124.42%
R 801-33424 State Retirement Reimbursemen	\$0.00	\$1,000.00	\$0.00	\$0.00	0.00%
R 801-34207 Maple Plain Fire Protect. Pmt.	\$224,304.96	\$206,080.00	\$34,346.66	\$154,559.97	75.00%
R 801-34208 Independence Fire Protect. Pmt	\$278,809.00	\$252,549.00	\$21,045.75	\$189,411.75	75.00%
R 801-34209 Medina Fire Protect. Pmt.	\$16,537.50	\$0.00	\$0.00	\$0.00	0.00%
R 801-34210 Three Rivers Fire Protect. Pmt	\$1,500.00	\$1,500.00	\$0.00	\$0.00	0.00%
R 801-34950 Other Revenues	\$200.50	\$0.00	\$14,247.87	\$14,247.87	0.00%
R 801-36210 Interest Earnings	\$5,781.02	\$4,500.00	\$64.79	\$331.19	7.36%
R 801-36230 Contributions & Donations	\$150.00	\$0.00	\$200.00	\$700.00	0.00%
R 801-36250 Refunds & Reimbursements	\$180.00	\$0.00	\$0.00	\$439.07	0.00%
801 FIRE PARTNERSHIP FUND	\$592,632.97	\$514,129.00	\$69,905.07	\$372,131.75	
802 FIRE EQUIP & CAPITAL FUND					
R 802-36200 Miscellaneous Revenues	\$8,612.71	\$0.00	\$0.00	\$0.00	0.00%
R 802-36210 Interest Earnings	\$7,789.23	\$0.00	\$370.02	\$6,033.89	0.00%
R 802-39200 Interfund Operating Transfers	\$0.00	\$65,000.00	\$0.00	\$65,000.00	100.00%
802 FIRE EQUIP & CAPITAL FUND	\$16,401.94	\$65,000.00	\$370.02	\$71,033.89	
	\$9,349,601.16	\$4,757,429.26	\$183,091.66	\$4,011,880.08	

CITY OF MAPLE PLAIN

Abdo Expenditure Guideline

Section 8, Item F.

Page 1

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
101 GENERAL FUND					
41110 Council					
E 101-41110-103 Part-Time Employee	\$36,850.00	\$32,760.00	\$2,525.00	\$21,700.00	66.24%
E 101-41110-121 PERA Contribution	\$1,827.50	\$1,640.00	\$105.00	\$880.00	53.66%
E 101-41110-122 FICA Contribution	\$660.41	\$2,510.00	\$62.97	\$623.75	24.85%
E 101-41110-151 Worker s Comp Ins	\$134.74	\$100.00	\$0.00	\$99.00	99.00%
E 101-41110-201 Operating Supplies	\$0.00	\$600.00	\$0.00	\$537.61	89.60%
E 101-41110-309 EDP, Software and	\$5,979.95	\$0.00	\$54.00	\$2,551.80	0.00%
E 101-41110-311 Contract Service	\$4,557.50	\$0.00	\$0.00	\$0.00	0.00%
E 101-41110-331 Training & Travel	\$6,014.97	\$3,500.00	\$62.90	\$4,936.66	141.05%
E 101-41110-433 Dues & Subscriptio	\$3,259.00	\$5,577.00	\$0.00	\$6,304.70	113.05%
E 101-41110-434 Awards & Indemnit	\$0.00	\$1,000.00	\$0.00	\$189.01	18.90%
E 101-41110-437 Miscellaneous	\$9,023.50	\$0.00	\$0.00	\$0.00	0.00%
E 101-41110-445 Food and Beverag	\$0.00	\$600.00	\$0.00	\$711.02	118.50%
E 101-41110-560 Office Equipment	\$0.00	\$0.00	\$0.00	\$867.55	0.00%
41110 Council	\$68,307.57	\$48,287.00	\$2,809.87	\$39,401.10	
41410 Elections					
E 101-41410-104 Temporary Employ	\$3,260.50	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-122 FICA Contribution	\$180.30	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-201 Operating Supplies	\$557.95	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-351 Legal Notices Publi	\$176.77	\$0.00	\$0.00	\$0.00	0.00%
E 101-41410-437 Miscellaneous	\$2,563.54	\$0.00	\$0.00	\$0.00	0.00%
41410 Elections	\$6,739.06	\$0.00	\$0.00	\$0.00	
41500 Financial Administration					
E 101-41500-101 Full-Time Employee	\$171,864.45	\$177,320.00	\$14,000.00	\$131,600.00	74.22%
E 101-41500-102 Full-Time Employee	\$394.74	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-103 Part-Time Employee	\$32,449.81	\$13,520.00	\$1,020.50	\$10,488.50	77.58%
E 101-41500-121 PERA Contribution	\$14,069.56	\$14,310.00	\$1,126.55	\$10,656.73	74.47%
E 101-41500-122 FICA Contribution	\$15,761.97	\$14,600.00	\$1,123.75	\$10,629.47	72.80%
E 101-41500-131 Employer Paid Hea	\$19,333.01	\$16,670.00	\$1,265.43	\$10,602.24	63.60%
E 101-41500-132 Employer Paid Den	\$1,066.20	\$1,230.00	\$102.08	\$918.72	74.69%
E 101-41500-133 Employer Paid Life	\$48.81	\$60.00	\$8.02	\$72.18	120.30%
E 101-41500-142 Unemployment Be	\$15,080.26	\$0.00	\$0.00	\$0.00	0.00%
E 101-41500-151 Worker s Comp Ins	\$4,043.83	\$1,400.00	\$0.00	\$1,161.00	82.93%
E 101-41500-201 Operating Supplies	\$7,626.93	\$2,600.00	\$0.00	\$2,013.27	77.43%
E 101-41500-301 Auditing & Account	\$131,524.51	\$85,500.00	\$4,125.00	\$57,833.11	67.64%
E 101-41500-309 EDP, Software and	\$41,393.76	\$25,137.00	\$7,975.85	\$29,759.32	118.39%
E 101-41500-311 Contract Service	\$0.00	\$0.00	\$0.00	\$44,803.29	0.00%
E 101-41500-321 Telephone & Inter	\$3,504.64	\$2,870.00	\$154.65	\$2,391.95	83.34%
E 101-41500-322 Postage	\$871.87	\$0.00	\$234.25	\$1,248.23	0.00%
E 101-41500-331 Training & Travel	\$2,884.93	\$4,800.00	\$0.00	\$3,682.03	76.71%
E 101-41500-352 General Public Info	\$3,733.86	\$2,500.00	\$58.70	\$1,833.35	73.33%
E 101-41500-361 General Liability In	\$4,602.00	\$4,930.00	\$0.00	\$4,680.00	94.93%
E 101-41500-363 Automotive Insura	\$635.68	\$620.00	\$0.00	\$590.00	95.16%
E 101-41500-400 Equipment Repair	\$0.00	\$500.00	\$0.00	\$0.00	0.00%
E 101-41500-413 Office Equipment R	\$1,577.20	\$0.00	\$0.00	\$1,165.76	0.00%
E 101-41500-419 General Rentals	\$657.11	\$3,600.00	\$207.51	\$795.46	22.10%
E 101-41500-433 Dues & Subscriptio	\$628.70	\$1,785.00	\$0.00	\$952.00	53.33%
E 101-41500-437 Miscellaneous	\$2,165.66	\$0.00	-\$0.32	\$710.69	0.00%
E 101-41500-445 Food and Beverag	\$0.00	\$150.00	\$4.90	\$255.39	170.26%
E 101-41500-455 Bank Fees	\$0.00	\$2,400.00	\$445.30	\$1,430.53	59.61%
E 101-41500-560 Office Equipment	\$350.98	\$300.00	\$0.00	\$329.19	109.73%

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
41500 Financial Administration	\$476,270.47	\$376,802.00	\$31,852.17	\$330,602.41	
41550 Assessing					
E 101-41550-305 Assessing Services	\$23,800.00	\$0.00	\$0.00	\$0.00	0.00%
41550 Assessing	\$23,800.00	\$0.00	\$0.00	\$0.00	
41610 City Attorney					
E 101-41610-304 Legal Services	\$73,481.82	\$38,000.00	\$5,843.50	\$30,660.00	80.68%
41610 City Attorney	\$73,481.82	\$38,000.00	\$5,843.50	\$30,660.00	
41910 Planning and Zoning					
E 101-41910-302 Planning Services	\$13,082.92	\$20,800.00	\$4,477.25	\$16,329.50	78.51%
E 101-41910-309 EDP, Software and	\$0.00	\$0.00	\$0.00	\$1,450.00	0.00%
41910 Planning and Zoning	\$13,082.92	\$20,800.00	\$4,477.25	\$17,779.50	
41940 General Government Buildings					
E 101-41940-387 Office Lease	-\$3,195.84	\$40,000.00	\$3,333.33	\$29,999.97	75.00%
E 101-41940-400 Equipment Repair	\$0.00	\$2,000.00	\$17.98	\$17.98	0.90%
E 101-41940-601 Bond Principal	\$37,923.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41940-611 Bond Interest	\$700.00	\$0.00	\$0.00	\$0.00	0.00%
41940 General Government Buildin	\$35,427.16	\$42,000.00	\$3,351.31	\$30,017.95	
42110 Police Department					
E 101-42110-304 Legal Services	\$10,169.80	\$12,500.00	\$1,157.60	\$8,120.80	64.97%
E 101-42110-306 Police Administrati	\$688,348.37	\$726,923.00	\$28,156.67	\$613,696.56	84.42%
E 101-42110-311 Contract Service	\$0.00	\$1,000.00	\$0.00	\$600.00	60.00%
E 101-42110-317 Board & Booking F	\$1,019.01	\$1,000.00	\$413.52	\$942.32	94.23%
E 101-42110-437 Miscellaneous	\$60,650.00	\$2,000.00	\$0.00	\$818.93	40.95%
42110 Police Department	\$760,187.18	\$743,423.00	\$29,727.79	\$624,178.61	
42290 Fire Department					
E 101-42290-223 Building Repair Su	\$0.00	\$1,000.00	\$0.00	\$0.00	0.00%
E 101-42290-307 Fire Administration	\$224,304.96	\$206,080.00	\$34,346.66	\$154,559.97	75.00%
E 101-42290-401 Building Repair &	\$0.00	\$1,000.00	\$8,750.00	\$13,240.05	1324.01%
E 101-42290-520 Buildings & Structu	\$0.00	\$500.00	\$0.00	\$0.00	0.00%
42290 Fire Department	\$224,304.96	\$208,580.00	\$43,096.66	\$167,800.02	
42400 Building Inspection					
E 101-42400-308 Building Inspection	\$15,574.05	\$20,000.00	\$392.03	\$6,781.63	33.91%
42400 Building Inspection	\$15,574.05	\$20,000.00	\$392.03	\$6,781.63	
42500 Civil Defense					
E 101-42500-311 Contract Service	\$1,474.82	\$500.00	\$0.00	\$599.64	119.93%
42500 Civil Defense	\$1,474.82	\$500.00	\$0.00	\$599.64	
43000 Public Works (GENERAL)					
E 101-43000-131 Employer Paid Hea	\$67.50	\$0.00	\$3.75	\$30.00	0.00%
E 101-43000-201 Operating Supplies	\$817.16	\$500.00	\$73.87	\$73.87	14.77%
E 101-43000-212 Motor Fuels	\$604.88	\$1,700.00	\$25.10	\$1,087.24	63.96%
E 101-43000-213 Lubricants & Additi	\$0.00	\$500.00	\$0.00	\$0.00	0.00%
E 101-43000-215 Shop Materials	\$65.94	\$2,300.00	\$29.98	\$3,462.71	150.55%
E 101-43000-221 Equipment Parts	\$100.34	\$1,200.00	\$1.99	\$770.55	64.21%
E 101-43000-225 Landscaping Mater	\$0.00	\$750.00	\$0.00	\$621.34	82.85%
E 101-43000-240 Small Tools & Mino	\$0.00	\$0.00	\$60.41	\$60.41	0.00%
E 101-43000-303 Engineering Servic	\$43,963.50	\$15,000.00	\$1,503.50	\$17,698.50	117.99%
E 101-43000-311 Contract Service	\$42,916.86	\$30,189.00	\$3,490.93	\$33,163.84	109.85%
E 101-43000-361 General Liability In	\$1,314.00	\$3,780.00	\$0.00	\$3,590.00	94.97%
E 101-43000-363 Automotive Insura	\$830.00	\$1,080.00	\$0.00	\$1,020.00	94.44%
E 101-43000-380 Utility Services (GE	\$983.91	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-381 Electric Utilities	\$0.00	\$1,200.00	\$101.90	\$921.72	76.81%

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
E 101-43000-383 Gas Utilities	\$0.00	\$0.00	\$33.34	\$2,035.30	0.00%
E 101-43000-384 Refuse & Recycling	\$0.00	\$3,000.00	\$0.00	\$0.00	0.00%
E 101-43000-400 Equipment Repair	\$5,535.05	\$4,300.00	\$0.00	\$973.23	22.63%
E 101-43000-401 Building Repair &	\$0.00	\$500.00	\$0.00	\$8.99	1.80%
E 101-43000-415 Safety Equipment	\$0.00	\$2,000.00	\$0.00	\$2,567.55	128.38%
E 101-43000-419 General Rentals	\$2,929.60	\$3,000.00	\$116.74	\$2,561.92	85.40%
E 101-43000-437 Miscellaneous	\$0.75	\$0.00	\$0.00	\$0.00	0.00%
43000 Public Works (GENERAL)	\$100,129.49	\$70,999.00	\$5,441.51	\$70,647.17	
43100 Highways, Streets & Roadways					
E 101-43100-215 Shop Materials	\$0.00	\$0.00	\$12.76	\$12.76	0.00%
E 101-43100-221 Equipment Parts	\$0.00	\$500.00	\$0.00	\$79.99	16.00%
E 101-43100-224 Street Maintenance	\$15,017.87	\$5,124.00	\$0.00	\$7,523.39	146.83%
E 101-43100-229 Sand & Salt Materi	\$0.00	\$500.00	\$0.00	\$0.00	0.00%
E 101-43100-303 Engineering Servic	\$0.00	\$1,000.00	\$0.00	\$0.00	0.00%
E 101-43100-311 Contract Service	\$74,928.73	\$65,857.00	\$1,201.20	\$52,837.70	80.23%
E 101-43100-363 Automotive Insura	\$248.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-380 Utility Services (GE	\$26,116.24	\$0.00	\$0.00	\$0.00	0.00%
E 101-43100-381 Electric Utilities	\$227.83	\$33,758.00	\$2,522.43	\$22,773.37	67.46%
43100 Highways, Streets & Roadw	\$116,538.67	\$106,739.00	\$3,736.39	\$83,227.21	
43125 Ice & Snow Removal					
E 101-43125-229 Sand & Salt Materi	\$851.54	\$0.00	\$0.00	\$0.00	0.00%
43125 Ice & Snow Removal	\$851.54	\$0.00	\$0.00	\$0.00	
43200 Sanitation & Recycling					
E 101-43200-314 Sanitation & Recycl	\$561.00	\$0.00	\$0.00	\$633.00	0.00%
43200 Sanitation & Recycling	\$561.00	\$0.00	\$0.00	\$633.00	
45200 Parks (GENERAL)					
E 101-45200-201 Operating Supplies	\$5,144.68	\$5,200.00	\$111.49	\$1,713.58	32.95%
E 101-45200-210 Operating Supplies	\$0.00	\$0.00	\$111.06	\$117.04	0.00%
E 101-45200-211 Cleaning/Custodial	\$290.36	\$500.00	\$0.00	\$23.36	4.67%
E 101-45200-212 Motor Fuels	\$210.00	\$645.00	\$0.00	\$0.00	0.00%
E 101-45200-213 Lubricants & Additi	\$0.00	\$150.00	\$0.00	\$0.00	0.00%
E 101-45200-221 Equipment Parts	\$243.32	\$728.00	\$0.00	\$51.71	7.10%
E 101-45200-225 Landscaping Mater	\$0.00	\$3,000.00	\$0.00	\$461.88	15.40%
E 101-45200-228 Park Equipment Su	\$0.00	\$1,000.00	\$0.00	\$522.00	52.20%
E 101-45200-230 Tree Care	\$0.00	\$32,000.00	\$0.00	\$31,178.00	97.43%
E 101-45200-309 EDP, Software and	\$0.00	\$0.00	\$0.00	\$768.00	0.00%
E 101-45200-311 Contract Service	\$86,113.81	\$77,664.00	\$4,637.94	\$63,960.42	82.36%
E 101-45200-321 Telephone & Inter	\$0.00	\$0.00	\$82.46	\$675.58	0.00%
E 101-45200-361 General Liability In	\$7,093.00	\$8,550.00	\$0.00	\$8,120.00	94.97%
E 101-45200-380 Utility Services (GE	\$4,583.30	\$0.00	\$0.00	\$0.00	0.00%
E 101-45200-381 Electric Utilities	\$0.00	\$6,989.00	\$155.70	\$3,034.43	43.42%
E 101-45200-400 Equipment Repair	\$5,916.28	\$2,600.00	\$18.59	\$10,886.76	418.72%
E 101-45200-402 Structure Repair &	\$0.00	\$1,000.00	\$0.00	\$54.98	5.50%
E 101-45200-419 General Rentals	\$987.44	\$1,352.00	\$0.00	\$0.00	0.00%
E 101-45200-437 Miscellaneous	\$104,544.53	\$0.00	\$0.00	\$0.00	0.00%
E 101-45200-530 Improvements Oth	\$891.62	\$0.00	\$0.00	\$0.00	0.00%
45200 Parks (GENERAL)	\$216,018.34	\$141,378.00	\$5,117.24	\$121,567.74	
46630 Community Action Programs					
E 101-46630-490 Civic Organization	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
46630 Community Action Program	\$2,500.00	\$0.00	\$0.00	\$2,500.00	
49360 Transfers Out					
E 101-49360-720 Operating Transfer	\$18,500.00	\$0.00	\$0.00	\$20,000.00	0.00%

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
E 101-49360-721 Equipment Revolvi	\$12,000.00	\$12,000.00	\$0.00	\$12,000.00	100.00%
E 101-49360-722 Capital Improveme	\$110,000.00	\$110,000.00	\$0.00	\$110,000.00	100.00%
49360 Transfers Out	\$140,500.00	\$122,000.00	\$0.00	\$142,000.00	
101 GENERAL FUND	\$2,275,749.05	\$1,939,508.00	\$135,845.72	\$1,668,395.98	
204 GAMBLING PROCEEDS					
49990 Other Expense - Unallocated					
E 204-49990-700 Transfers (GENER	\$0.00	\$9,000.00	\$0.00	\$9,000.00	100.00%
49990 Other Expense - Unallocate	\$0.00	\$9,000.00	\$0.00	\$9,000.00	
204 GAMBLING PROCEEDS	\$0.00	\$9,000.00	\$0.00	\$9,000.00	
351 2012A GO Bonds - 2021B Refund					
47110 2012 IMP BOND DEBT SERVICE					
E 351-47110-601 Bond Principal	\$20,962.75	\$20,963.00	\$0.00	\$20,963.00	100.00%
E 351-47110-611 Bond Interest	\$5,052.05	\$4,004.00	\$0.00	\$4,004.00	100.00%
47110 2012 IMP BOND DEBT SER	\$26,014.80	\$24,967.00	\$0.00	\$24,967.00	
351 2012A GO Bonds - 2021B Refund	\$26,014.80	\$24,967.00	\$0.00	\$24,967.00	
352 2013A GO Bonds - 2021B Refund					
47120 2013A Bond Debt Service					
E 352-47120-620 Fiscal Agent s Fees	\$475.00	\$0.00	\$0.00	\$0.00	0.00%
47120 2013A Bond Debt Service	\$475.00	\$0.00	\$0.00	\$0.00	
352 2013A GO Bonds - 2021B Refund	\$475.00	\$0.00	\$0.00	\$0.00	
353 2014A GO Bonds					
47130 debt					
E 353-47130-601 Bond Principal	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00	100.00%
E 353-47130-611 Bond Interest	\$30,137.50	\$28,038.00	\$0.00	\$28,037.50	100.00%
E 353-47130-620 Fiscal Agent s Fees	\$475.00	\$475.00	\$0.00	\$575.00	121.05%
47130 debt	\$100,612.50	\$98,513.00	\$0.00	\$98,612.50	
353 2014A GO Bonds	\$100,612.50	\$98,513.00	\$0.00	\$98,612.50	
354 2016A GO Bonds					
47130 debt					
E 354-47130-601 Bond Principal	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	100.00%
E 354-47130-611 Bond Interest	\$11,987.50	\$11,288.00	\$0.00	\$11,287.50	100.00%
E 354-47130-620 Fiscal Agent s Fees	\$575.00	\$575.00	\$0.00	\$575.00	100.00%
47130 debt	\$47,562.50	\$46,863.00	\$0.00	\$46,862.50	
354 2016A GO Bonds	\$47,562.50	\$46,863.00	\$0.00	\$46,862.50	
355 2018A GO Bonds					
47150 Bond Interest					
E 355-47150-601 Bond Principal	\$40,000.00	\$45,000.00	\$0.00	\$45,000.00	100.00%
E 355-47150-611 Bond Interest	\$26,356.26	\$28,082.00	\$0.00	\$25,081.26	89.31%
E 355-47150-620 Fiscal Agent s Fees	\$475.00	\$475.00	\$0.00	\$475.00	100.00%
47150 Bond Interest	\$66,831.26	\$73,557.00	\$0.00	\$70,556.26	
355 2018A GO Bonds	\$66,831.26	\$73,557.00	\$0.00	\$70,556.26	
356 2021A GO Bonds					
47150 Bond Interest					
E 356-47150-601 Bond Principal	\$45,000.00	\$45,000.00	\$0.00	\$45,000.00	100.00%
E 356-47150-611 Bond Interest	\$13,435.00	\$12,985.00	\$0.00	\$12,985.00	100.00%
E 356-47150-620 Fiscal Agent s Fees	\$475.00	\$475.00	\$0.00	\$950.00	200.00%

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
47150 Bond Interest	\$58,910.00	\$58,460.00	\$0.00	\$58,935.00	
356 2021A GO Bonds	\$58,910.00	\$58,460.00	\$0.00	\$58,935.00	
357 SERIES 2022A BOND PRO CAP INT					
47150 Bond Interest					
E 357-47150-601 Bond Principal	\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	100.00%
E 357-47150-611 Bond Interest	\$31,800.00	\$30,200.00	\$0.00	\$30,200.00	100.00%
E 357-47150-620 Fiscal Agent s Fees	\$475.00	\$475.00	\$0.00	\$475.00	100.00%
47150 Bond Interest	\$72,275.00	\$70,675.00	\$0.00	\$70,675.00	
357 SERIES 2022A BOND PRO CAP IN	\$72,275.00	\$70,675.00	\$0.00	\$70,675.00	
358 2024A GO Bonds					
47150 Bond Interest					
E 358-47150-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$8,519.74	0.00%
E 358-47150-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$155,146.78	0.00%
E 358-47150-620 Fiscal Agent s Fees	\$114,886.37	\$0.00	\$0.00	\$1,900.00	0.00%
47150 Bond Interest	\$114,886.37	\$0.00	\$0.00	\$165,566.52	
358 2024A GO Bonds	\$114,886.37	\$0.00	\$0.00	\$165,566.52	
401 PARK IMPROVEMENT FUND					
45200 Parks (GENERAL)					
E 401-45200-520 Buildings & Structu	\$0.00	\$40,000.00	\$0.00	\$0.00	0.00%
45200 Parks (GENERAL)	\$0.00	\$40,000.00	\$0.00	\$0.00	
401 PARK IMPROVEMENT FUND	\$0.00	\$40,000.00	\$0.00	\$0.00	
451 CAPITAL IMPROVEMENT PROJECTS					
41110 Council					
E 451-41110-500 Capital Outlay (GE	\$75,284.00	\$0.00	\$0.00	\$3,455.96	0.00%
41110 Council	\$75,284.00	\$0.00	\$0.00	\$3,455.96	
42280 Fire Stations and Bldgs					
E 451-42280-500 Capital Outlay (GE	\$4,175.00	\$0.00	\$0.00	\$0.00	0.00%
42280 Fire Stations and Bldgs	\$4,175.00	\$0.00	\$0.00	\$0.00	
43000 Public Works (GENERAL)					
E 451-43000-500 Capital Outlay (GE	\$3,735.00	\$0.00	\$0.00	\$0.00	0.00%
43000 Public Works (GENERAL)	\$3,735.00	\$0.00	\$0.00	\$0.00	
43100 Highways, Streets & Roadways					
E 451-43100-500 Capital Outlay (GE	\$118,152.05	\$0.00	\$0.00	\$0.00	0.00%
E 451-43100-720 Operating Transfer	\$179,729.23	\$0.00	\$0.00	\$0.00	0.00%
43100 Highways, Streets & Roadw	\$297,881.28	\$0.00	\$0.00	\$0.00	
45200 Parks (GENERAL)					
E 451-45200-500 Capital Outlay (GE	\$8,249.00	\$0.00	\$0.00	\$14,515.50	0.00%
E 451-45200-720 Operating Transfer	\$10,250.00	\$0.00	\$0.00	\$37,322.00	0.00%
45200 Parks (GENERAL)	\$18,499.00	\$0.00	\$0.00	\$51,837.50	
451 CAPITAL IMPROVEMENT PROJEC	\$399,574.28	\$0.00	\$0.00	\$55,293.46	
454 2021 SEWER IMPROVEMENTS					
43000 Public Works (GENERAL)					
E 454-43000-303 Engineering Servic	\$98.50	\$0.00	\$0.00	\$0.00	0.00%
43000 Public Works (GENERAL)	\$98.50	\$0.00	\$0.00	\$0.00	
454 2021 SEWER IMPROVEMENTS	\$98.50	\$0.00	\$0.00	\$0.00	
456 HIGHWAY 12 WATERMAIN					

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
43000 Public Works (GENERAL)					
E 456-43000-311 Contract Service	-\$2,394.89	\$0.00	\$0.00	\$0.00	0.00%
43000 Public Works (GENERAL)	-\$2,394.89	\$0.00	\$0.00	\$0.00	
456 HIGHWAY 12 WATERMAIN	-\$2,394.89	\$0.00	\$0.00	\$0.00	
458 2024 STREET RECONSTRUCTION					
43000 Public Works (GENERAL)					
E 458-43000-303 Engineering Servic	\$481,384.21	\$0.00	\$4,345.00	\$58,861.50	0.00%
E 458-43000-311 Contract Service	\$13,866.00	\$0.00	\$0.00	\$0.00	0.00%
E 458-43000-352 General Public Info	\$152.63	\$0.00	\$0.00	\$0.00	0.00%
E 458-43000-437 Miscellaneous	\$3,868.96	\$0.00	\$0.00	\$0.00	0.00%
E 458-43000-500 Capital Outlay (GE	\$2,959,021.60	\$0.00	\$0.00	\$619,349.31	0.00%
E 458-43000-620 Fiscal Agent s Fees	\$259.00	\$0.00	\$0.00	\$0.00	0.00%
43000 Public Works (GENERAL)	\$3,458,552.40	\$0.00	\$4,345.00	\$678,210.81	
458 2024 STREET RECONSTRUCTION	\$3,458,552.40	\$0.00	\$4,345.00	\$678,210.81	
501 EQUIPMENT REPLACEMENT FUND					
49000 Miscellaneous (GENERAL)					
E 501-49000-720 Operating Transfer	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%
49000 Miscellaneous (GENERAL)	\$0.00	\$0.00	\$0.00	\$12,000.00	
501 EQUIPMENT REPLACEMENT FUN	\$0.00	\$0.00	\$0.00	\$12,000.00	
601 WATER FUND					
49400 Water Utilities (GENERAL)					
E 601-49400-103 Part-Time Employe	\$0.00	\$5,410.00	\$408.20	\$4,340.40	80.23%
E 601-49400-121 PERA Contribution	\$0.00	\$410.00	\$30.62	\$325.53	79.40%
E 601-49400-122 FICA Contribution	\$0.00	\$410.00	\$31.23	\$332.04	80.99%
E 601-49400-151 Worker s Comp Ins	\$0.00	\$0.00	\$0.00	\$112.00	0.00%
E 601-49400-201 Operating Supplies	\$2,344.67	\$1,000.00	\$0.00	\$92.98	9.30%
E 601-49400-212 Motor Fuels	\$1,039.52	\$2,000.00	\$0.00	\$0.00	0.00%
E 601-49400-216 Chemicals & Chemi	\$0.00	\$4,600.00	\$0.00	\$778.00	16.91%
E 601-49400-221 Equipment Parts	\$19.82	\$3,000.00	\$0.00	\$802.14	26.74%
E 601-49400-227 Utility Maintenance	\$8,997.99	\$4,000.00	\$691.60	\$691.60	17.29%
E 601-49400-240 Small Tools & Mino	\$0.00	\$2,500.00	\$0.00	\$0.00	0.00%
E 601-49400-301 Auditing & Account	\$315.00	\$9,000.00	\$750.00	\$12,199.51	135.55%
E 601-49400-303 Engineering Servic	\$22,390.00	\$21,000.00	\$315.00	\$6,592.00	31.39%
E 601-49400-309 EDP, Software and	\$8,091.45	\$9,000.00	\$536.09	\$9,290.22	103.22%
E 601-49400-311 Contract Service	\$107,798.56	\$130,000.00	\$6,155.70	\$59,174.27	45.52%
E 601-49400-321 Telephone & Inter	\$4,444.08	\$4,500.00	\$292.00	\$3,322.55	73.83%
E 601-49400-322 Postage	\$1,190.06	\$1,300.00	\$344.26	\$889.23	68.40%
E 601-49400-352 General Public Info	\$587.60	\$600.00	\$0.00	\$67.68	11.28%
E 601-49400-361 General Liability In	\$13,872.00	\$9,950.00	\$0.00	\$9,450.00	94.97%
E 601-49400-381 Electric Utilities	\$38,396.06	\$44,000.00	\$3,216.12	\$29,383.32	66.78%
E 601-49400-383 Gas Utilities	\$1,263.93	\$2,000.00	\$16.91	\$1,277.40	63.87%
E 601-49400-400 Equipment Repair	\$118,718.90	\$100,000.00	\$1,200.00	\$37,886.37	37.89%
E 601-49400-401 Building Repair &	\$1,535.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-49400-420 Depreciation Expe	\$243,205.69	\$240,828.00	\$20,267.14	\$182,404.26	75.74%
E 601-49400-433 Dues & Subscriptio	\$1,067.44	\$1,300.00	\$0.00	\$2,057.07	158.24%
E 601-49400-437 Miscellaneous	\$3,013.00	\$0.00	\$0.00	\$1,762.00	0.00%
E 601-49400-438 Collected for Other	\$6,472.00	\$6,700.00	\$1,618.00	\$4,854.00	72.45%
E 601-49400-500 Capital Outlay (GE	\$5,728.05	\$11,000.00	\$0.00	\$6,874.20	62.49%
E 601-49400-580 Other Equipment	\$2,807.50	\$0.00	\$0.00	\$0.00	0.00%
E 601-49400-601 Bond Principal	\$0.00	\$0.00	-\$218,000.00	\$0.00	0.00%
E 601-49400-611 Bond Interest	\$89,296.00	\$71,672.00	\$0.00	\$97,114.52	135.50%

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
E 601-49400-612 Other Long-Term	-\$11,935.00	\$0.00	\$0.00	\$0.00	0.00%
49400 Water Utilities (GENERAL)	\$670,659.32	\$686,180.00	-\$182,127.13	\$472,073.29	
601 WATER FUND	\$670,659.32	\$686,180.00	-\$182,127.13	\$472,073.29	
602 SEWER FUND					
49450 Sewer (GENERAL)					
E 602-49450-103 Part-Time Employee	\$0.00	\$5,410.00	\$408.20	\$4,340.40	80.23%
E 602-49450-121 PERA Contribution	\$0.00	\$410.00	\$30.62	\$325.53	79.40%
E 602-49450-122 FICA Contribution	\$0.00	\$410.00	\$31.23	\$332.04	80.99%
E 602-49450-151 Worker s Comp Ins	\$0.00	\$0.00	\$0.00	\$112.00	0.00%
E 602-49450-201 Operating Supplies	\$24.77	\$1,350.00	\$60.87	\$220.78	16.35%
E 602-49450-301 Auditing & Account	\$314.99	\$9,000.00	\$750.00	\$12,199.50	135.55%
E 602-49450-303 Engineering Servic	\$261.61	\$2,300.00	\$0.00	\$0.00	0.00%
E 602-49450-309 EDP, Software and	\$1,228.77	\$2,000.00	\$36.45	\$2,742.17	137.11%
E 602-49450-311 Contract Service	\$16,488.00	\$73,000.00	\$1,350.90	\$12,955.40	17.75%
E 602-49450-319 Other Consulting S	\$217,140.33	\$250,350.00	\$20,862.19	\$211,082.05	84.31%
E 602-49450-322 Postage	\$1,203.07	\$1,400.00	\$234.26	\$1,247.15	89.08%
E 602-49450-352 General Public Info	\$587.62	\$700.00	\$0.00	\$67.68	9.67%
E 602-49450-361 General Liability In	\$2,577.00	\$1,860.00	\$0.00	\$1,770.00	95.16%
E 602-49450-381 Electric Utilities	\$2,430.72	\$2,600.00	\$300.00	\$2,244.18	86.31%
E 602-49450-383 Gas Utilities	\$365.09	\$400.00	\$42.22	\$246.02	61.51%
E 602-49450-400 Equipment Repair	-\$2,807.50	\$2,600.00	\$16.99	\$16.99	0.65%
E 602-49450-420 Depreciation Expe	\$90,656.48	\$86,352.00	\$7,554.81	\$67,993.29	78.74%
E 602-49450-433 Dues & Subscriptio	-\$732.55	\$3,500.00	\$0.00	\$5,353.09	152.95%
E 602-49450-437 Miscellaneous	\$0.00	\$0.00	\$0.00	\$59,043.60	0.00%
E 602-49450-580 Other Equipment	\$2,807.50	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-611 Bond Interest	\$47,892.52	\$36,319.00	\$0.00	\$57,871.80	159.34%
E 602-49450-612 Other Long-Term	-\$9,753.00	\$0.00	\$0.00	\$0.00	0.00%
49450 Sewer (GENERAL)	\$370,685.42	\$479,961.00	\$31,678.74	\$440,163.67	
602 SEWER FUND	\$370,685.42	\$479,961.00	\$31,678.74	\$440,163.67	
603 STORM WATER FUND					
49455 Storm Sewer					
E 603-49455-103 Part-Time Employee	\$0.00	\$2,700.00	\$204.10	\$2,170.20	80.38%
E 603-49455-121 PERA Contribution	\$0.00	\$200.00	\$15.29	\$162.71	81.36%
E 603-49455-122 FICA Contribution	\$0.00	\$210.00	\$15.60	\$165.96	79.03%
E 603-49455-151 Worker s Comp Ins	\$0.00	\$0.00	\$0.00	\$56.00	0.00%
E 603-49455-203 Printed Forms & P	\$97.62	\$0.00	\$0.00	\$67.68	0.00%
E 603-49455-301 Auditing & Account	\$105.00	\$4,500.00	\$375.00	\$5,191.49	115.37%
E 603-49455-303 Engineering Servic	\$3,685.25	\$4,500.00	\$1,187.50	\$5,482.00	121.82%
E 603-49455-309 EDP, Software and	\$164.43	\$0.00	\$0.00	\$2,308.80	0.00%
E 603-49455-311 Contract Service	\$4,080.00	\$5,000.00	\$2,755.50	\$5,325.50	106.51%
E 603-49455-400 Equipment Repair	\$10,886.74	\$11,000.00	\$0.00	\$0.00	0.00%
E 603-49455-420 Depreciation Expe	\$49,585.56	\$49,584.00	\$4,131.99	\$37,187.91	75.00%
E 603-49455-433 Dues & Subscriptio	\$0.04	\$11,400.00	\$0.00	\$11,851.41	103.96%
E 603-49455-437 Miscellaneous	\$137.00	\$0.00	\$127.99	\$137.32	0.00%
E 603-49455-611 Bond Interest	\$23,954.28	\$20,507.00	\$0.00	\$28,021.01	136.64%
E 603-49455-612 Other Long-Term	-\$337.00	\$0.00	\$0.00	\$0.00	0.00%
E 603-49455-720 Operating Transfer	\$50,000.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
E 603-49455-722 Capital Improveme	\$0.00	\$16,200.00	\$0.00	\$16,200.00	100.00%
49455 Storm Sewer	\$142,358.92	\$175,801.00	\$8,812.97	\$164,327.99	
603 STORM WATER FUND	\$142,358.92	\$175,801.00	\$8,812.97	\$164,327.99	

701 PLAN REVIEW ESCROWS

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
52101 K&O Storage - Site Plan Review					
E 701-52101-302 Planning Services	\$0.15	\$0.00	\$0.00	\$0.00	0.00%
52101 K&O Storage - Site Plan Re	\$0.15	\$0.00	\$0.00	\$0.00	
701 PLAN REVIEW ESCROWS	\$0.15	\$0.00	\$0.00	\$0.00	
702 CODE ENFORCEMENT CHGEBACKS					
62100 Unassigned Code Enforcement					
E 702-62100-720 Operating Transfer	-\$69,561.37	\$0.00	\$0.00	\$0.00	0.00%
62100 Unassigned Code Enforcem	-\$69,561.37	\$0.00	\$0.00	\$0.00	
62101 5210 Main Street-Voorhees					
E 702-62101-302 Planning Services	\$710.00	\$0.00	\$0.00	\$0.00	0.00%
62101 5210 Main Street-Voorhees	\$710.00	\$0.00	\$0.00	\$0.00	
702 CODE ENFORCEMENT CHGEBACK	-\$68,851.37	\$0.00	\$0.00	\$0.00	
801 FIRE PARTNERSHIP FUND					
42210 Fire Administration					
E 801-42210-108 Fire Officers	\$18,900.00	\$18,900.00	\$0.00	\$9,450.00	50.00%
E 801-42210-122 FICA Contribution	\$1,546.32	\$1,450.00	\$0.00	\$772.43	53.27%
E 801-42210-124 State 2% Fire Relie	\$49,027.05	\$39,500.00	\$0.00	\$0.00	0.00%
E 801-42210-151 Worker s Comp Ins	\$12,331.43	\$12,180.00	\$0.00	\$12,494.00	102.58%
E 801-42210-170 Medical Evaluation	\$4,578.00	\$6,000.00	\$0.00	\$5,459.00	90.98%
E 801-42210-180 Psychological Evalu	\$7,270.00	\$3,300.00	\$0.00	\$930.00	28.18%
E 801-42210-201 Operating Supplies	\$403.60	\$550.00	\$0.00	\$403.95	73.45%
E 801-42210-300 Management Servi	\$9,153.75	\$7,396.00	\$1,849.00	\$5,547.00	75.00%
E 801-42210-301 Auditing & Account	\$2,668.00	\$22,500.00	\$1,500.00	\$17,556.39	78.03%
E 801-42210-304 Legal Services	\$1,840.00	\$950.00	\$752.50	\$10,403.50	1095.11%
E 801-42210-309 EDP, Software and	\$5,114.02	\$7,235.00	\$274.26	\$7,426.68	102.65%
E 801-42210-311 Contract Service	\$7,826.90	\$0.00	\$0.00	\$0.00	0.00%
E 801-42210-313 Policies and Proced	\$3,906.78	\$3,685.00	\$0.00	\$0.00	0.00%
E 801-42210-322 Postage	\$105.00	\$150.00	\$0.00	\$7.00	4.67%
E 801-42210-361 General Liability In	\$5,063.00	\$5,063.00	\$0.00	\$5,176.00	102.23%
E 801-42210-363 Automotive Insura	\$3,642.00	\$3,642.00	\$0.00	\$3,140.00	86.22%
E 801-42210-433 Dues & Subscriptio	\$2,570.00	\$2,360.00	\$0.00	\$3,436.00	145.59%
E 801-42210-434 Awards & Indemnit	\$2,834.94	\$800.00	\$0.00	\$871.16	108.90%
E 801-42210-437 Miscellaneous	\$131,713.63	\$0.00	\$14,247.87	\$39,491.87	0.00%
E 801-42210-442 Pension- City Contr	\$52,840.00	\$55,536.00	\$0.00	\$55,536.00	100.00%
E 801-42210-444 Wellness	\$0.00	\$9,940.00	\$0.00	\$9,660.00	97.18%
42210 Fire Administration	\$323,334.42	\$201,137.00	\$18,623.63	\$187,760.98	
42220 Fire Fighting					
E 801-42220-103 Part-Time Employe	\$78,738.65	\$95,700.00	\$0.00	\$46,360.85	48.44%
E 801-42220-122 FICA Contribution	\$5,970.29	\$7,320.00	\$0.00	\$3,497.10	47.77%
E 801-42220-240 Small Tools & Mino	\$5,130.74	\$3,000.00	\$0.00	\$4,016.04	133.87%
E 801-42220-417 Uniforms & Unifor	\$498.98	\$2,000.00	\$700.00	\$1,482.91	74.15%
E 801-42220-443 Turnout Gear	\$29,678.91	\$31,050.00	\$642.99	\$27,210.89	87.64%
42220 Fire Fighting	\$120,017.57	\$139,070.00	\$1,342.99	\$82,567.79	
42230 Fire Prevention					
E 801-42230-210 Operating Supplies	\$1,051.21	\$4,000.00	\$0.00	\$0.00	0.00%
42230 Fire Prevention	\$1,051.21	\$4,000.00	\$0.00	\$0.00	
42240 Fire Training					
E 801-42240-207 Training Supplies	\$207.90	\$3,700.00	\$193.12	\$193.12	5.22%
E 801-42240-208 Training and Instru	\$7,825.50	\$15,000.00	\$1,036.25	\$10,812.61	72.08%
E 801-42240-331 Training & Travel	\$15,039.88	\$15,000.00	\$88.20	\$1,558.20	10.39%

Account Descr	2024 Amt	2025 YTD Budget	September 2025 Amt	2025 YTD Amt	%YTD Budget
E 801-42240-437 Miscellaneous	\$440.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42240-445 Food and Beverag	\$816.52	\$1,500.00	\$0.00	\$0.00	0.00%
42240 Fire Training	\$24,329.80	\$35,200.00	\$1,317.57	\$12,563.93	
42250 Fire Communications					
E 801-42250-221 Equipment Parts	\$52.00	\$2,500.00	\$0.00	\$72.00	2.88%
E 801-42250-309 EDP, Software and	\$3,127.54	\$7,440.00	\$0.00	\$4,038.65	54.28%
E 801-42250-323 Radio Units/Techn	\$28,954.77	\$22,762.00	\$2,032.48	\$21,854.08	96.01%
42250 Fire Communications	\$32,134.31	\$32,702.00	\$2,032.48	\$25,964.73	
42260 Fire Apparatus/Equipment					
E 801-42260-212 Motor Fuels	\$3,701.04	\$7,000.00	\$448.06	\$4,005.49	57.22%
E 801-42260-221 Equipment Parts	\$32.52	\$1,500.00	\$0.00	\$332.57	22.17%
E 801-42260-404 Machinery & Equip	\$1,162.38	\$1,500.00	\$0.00	\$2,665.59	177.71%
E 801-42260-406 Apparatus & Equip	\$59,775.72	\$60,700.00	\$14,232.38	\$68,130.75	112.24%
42260 Fire Apparatus/Equipment	\$64,671.66	\$70,700.00	\$14,680.44	\$75,134.40	
42270 Medical Services					
E 801-42270-218 Medical Supplies	\$1,295.06	\$2,500.00	\$13.64	\$940.87	37.63%
E 801-42270-221 Equipment Parts	\$817.70	\$750.00	\$0.00	\$0.00	0.00%
E 801-42270-240 Small Tools & Mino	\$0.00	\$1,500.00	\$0.00	\$571.43	38.10%
E 801-42270-404 Machinery & Equip	\$0.00	\$750.00	\$0.00	\$0.00	0.00%
42270 Medical Services	\$2,112.76	\$5,500.00	\$13.64	\$1,512.30	
42280 Fire Stations and Bldgs					
E 801-42280-211 Cleaning/Custodial	\$0.00	\$1,400.00	\$0.00	\$457.83	32.70%
E 801-42280-223 Building Repair Su	\$422.00	\$0.00	\$0.00	\$0.00	0.00%
E 801-42280-311 Contract Service	\$6,469.31	\$2,000.00	\$450.00	\$1,697.00	84.85%
E 801-42280-321 Telephone & Inter	\$2,335.01	\$2,300.00	\$154.65	\$1,480.25	64.36%
E 801-42280-362 Property Insurance	\$0.00	\$1,620.00	\$0.00	\$0.00	0.00%
E 801-42280-381 Electric Utilities	\$6,020.31	\$6,000.00	\$534.75	\$3,883.90	64.73%
E 801-42280-383 Gas Utilities	\$6,283.39	\$10,000.00	\$130.84	\$4,593.09	45.93%
E 801-42280-401 Building Repair &	\$401.80	\$0.00	\$0.00	\$14.36	0.00%
E 801-42280-560 Office Equipment	\$65.00	\$2,500.00	\$0.00	\$636.00	25.44%
42280 Fire Stations and Bldgs	\$21,996.82	\$25,820.00	\$1,270.24	\$12,762.43	
49360 Transfers Out					
E 801-49360-721 Equipment Revolvi	\$0.00	\$65,000.00	\$0.00	\$65,000.00	100.00%
49360 Transfers Out	\$0.00	\$65,000.00	\$0.00	\$65,000.00	
801 FIRE PARTNERSHIP FUND	\$589,648.55	\$579,129.00	\$39,280.99	\$463,266.56	
802 FIRE EQUIP & CAPITAL FUND					
42265 Fire Fleet Vehicles					
E 802-42265-550 Motor Vehicles	\$0.00	\$0.00	\$0.00	\$13,000.00	0.00%
E 802-42265-580 Other Equipment	\$122,960.33	\$0.00	\$0.00	\$0.00	0.00%
42265 Fire Fleet Vehicles	\$122,960.33	\$0.00	\$0.00	\$13,000.00	
802 FIRE EQUIP & CAPITAL FUND	\$122,960.33	\$0.00	\$0.00	\$13,000.00	
	\$8,446,608.09	\$4,282,614.00	\$37,836.29	\$4,511,906.54	



Executive Summary

City Council Business Meeting

AGENDA ITEM-NEW BUSINESS:	Transition from Local Board of Appeal and Equalization (LBAE) to Hennepin County “Open Book”
PREPARED BY:	Kevin Larson, Assistant City Administrator
RECOMMENDED ACTION: Approval of Resolution 2025-1027-01 Limited Transfer of LBAE Authority to Hennepin County OR Resolution 2025-1027-02 Permanent Transfer of LBAE Authority to Hennepin County	

Purpose of the Local Board of Appeal and Equalization (LBAE)

Every April the Maple Plain City Council meets as the LBAE to provide property owners with a fair and objective forum to challenge their property’s assessed value or classification. The board has authority to:

- Reduce or increase individual property valuations, with due notice.
- Change a property’s classification.
- Add omitted properties or improvements to the assessment roll.

Challenges with the Current Local Board Model

While the LBAE plays a statutory role, there are challenges that limit effectiveness:

- The administrative burden for Council members to complete state training and maintain quorum compliance or risk mandatory transfer of powers to the County for at least two years.
- Hearings require members to make technical valuation decisions, sometimes involving neighbors or acquaintances, which can create discomfort or perceptions of bias.
- The board must hear all appeals until adjournment, follow strict notice requirements, and issue written decisions. Hearings can increase procedural complexity and become lengthy, especially if multiple appeals are filed.

Open Book Alternative

Under Minnesota Statute §274.01, Subd. 3, a city may transfer its LBAE powers to the County Board. In this case, Hennepin County provides an Open Book process, where property owners meet directly with county assessors to review and discuss valuations.

- **Benefits for Property Owners**
 - Greater accessibility with multiple countywide meeting locations and virtual options.
 - Extended hours, flexible scheduling, and one-on-one meetings with appraisers.
 - Less intimidating than a formal board hearing, with questions often resolved immediately.
 - Errors in property data can be corrected on the spot.
 - If dissatisfied, owners still retain the right to appeal further to the County Board of Appeal and Equalization (CBAE) or to Tax Court
- **Benefits for the City**
 - Removes the administrative and training burden from Maple Plain’s elected officials.
 - Reduces confrontational situations between residents and council members.
 - Increases efficiency by relying on Hennepin County’s appraisal expertise and technology.
 - Allows council time to focus on other city governance priorities

Options for Maple Plain

1. Keep the Local Board of Appeal and Equalization authority with the Maple Plain City Council.
2. Limited Transfer of Authority to Hennepin County (Resolution 2025-1027-01):
Transfer LBAE powers to Hennepin County for a minimum of three years. This allows Maple Plain to reassess after 2028 whether to return to local control or continue under county management.
3. Permanent Transfer of Authority to Hennepin County (Resolution 2025-1027-02):
Transfer LBAE powers to Hennepin County indefinitely. Maple Plain would no longer convene as a local board, and appeals would permanently be handled under the county’s Open Book framework.

Recommendation

Based on best practices and county support, transitioning to the Open Book system with Hennepin County is strongly recommended. Based on previous LBAE meetings and Maple Plain City Council workshops, staff recommend the City of Maple Plain permanently transfer the authority of LBAE to Hennepin County.

Exhibits

1. Resolution 2025-1027-01 Transferring LBAE to Hennepin County limited time
2. Resolution 2025-1027-02 Transferring LBAE to Hennepin County permanent
3. Hennepin County 2025 Open Book Memo
4. Hennepin County Open Book Discussion
5. MN Dept Rev BoAE Handbook Excerpt Purpose of the board
6. MN Dept Rev BoAE Handbook Excerpt Duties of the board
7. MN Dept Rev BoAE Handbook Excerpt Best practices
8. MN Dept Rev BoAE Handbook Excerpt Alternative methods of appeal

CITY OF MAPLE PLAIN
HENNEPIN COUNTY, MINNESOTA

RESOLUTION 2025-1027-01

**A RESOLUTION TRANSFERRING LOCAL BOARD AUTHORITY OF APPEAL AND EQUALIZATION POWER
AND DUTY FOR A LIMITED TIME TO HENNEPIN COUNTY ("OPEN BOOK")**

WHEREAS, Minnesota Statute §274.01 determines a city has the power and duty of a board of appeal and equalization for the purpose of reviewing assessment and valuation of property in the city; and

WHEREAS, Minnesota Statute §274.01, Subd. 3, provides that a city may transfer its powers and duties of a board of appeal and equalization to the County Board; and

WHEREAS, currently, the City of Maple Plain City Council acts as the Maple Plain Board of Appeals and Equalization; and

WHEREAS, the City of Maple Plain City Council desire the property valuation process to be more user-friendly, less intimidating, and more efficient for Maple Plain property owners; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Maple Plain, Minnesota hereby transfers its authority to the Hennepin County Board for a period of three years (2026, 2027 and 2028) as provided for in Minnesota Statute §274.01, Subd. 3.

ADOPTED by the City Council of the City of Maple Plain, Minnesota, this 27th day of October, 2025.

Julie Maas-Kusske, Mayor

ATTEST:

Jacob Kolander, City Administrator

PERMANENT

CITY OF MAPLE PLAIN

HENNEPIN COUNTY, MINNESOTA

RESOLUTION 2025-1027-02

RESOLUTION TRANSFERRING LOCAL BOARD AUTHORITY OF APPEAL AND EQUALIZATION POWER AND DUTY PERMANENTLY TO HENNEPIN COUNTY (“OPEN BOOK”)

WHEREAS, Minnesota Statute §274.01 determines a city has the power and duty of a board of appeal and equalization for the purpose of reviewing assessment and valuation of property in the city; and

WHEREAS, Minnesota Statute §274.01, Subd. 3, provides that a city may transfer its powers and duties of a board of appeal and equalization to the County Board; and

WHEREAS, currently, the City of Maple Plain City Council acts as the Maple Plain Board of Appeals and Equalization; and

WHEREAS, the City of Maple Plain City Council desire the property valuation process to be more user-friendly, less intimidating, and more efficient for Maple Plain property owners; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Maple Plain, Minnesota hereby transfers its authority to the Hennepin County Board as provided for in Minnesota Statute §274.01, Subd. 3.

ADOPTED by the City Council of the City of Maple Plain, Minnesota, this 27th day of October 2025.

Julie Maas-Kusske, Mayor

ATTEST:

Jacob Kolander, City Administrator

HENNEPIN COUNTY

MINNESOTA

Memo

To: City Clerks

From: Joshua Hoogland, SAMA, Hennepin County Assessor 

Date: 2/14/2025

Hennepin County 2025 Open Book Meetings

Open book meetings are an important aspect of transparency in the assessment of real property. We find it important to share the steps we have taken to provide excellent customer service to the taxpayers of Hennepin County.

Open Book meetings

The Hennepin County Assessor's office will host 5 in person locations throughout the county and a virtual meeting session for taxpayers to discuss their assessments. Taxpayers located in a city that has an open book can attend any of the meetings, depending on what works best for them.

The available meeting dates, times and locations will be provided to taxpayers when they receive their property's valuation notice mailed in the coming weeks. The valuation notice will be accompanied by an insert providing additional information and instructions to assist taxpayers with understanding each of their appeal options. If a taxpayer would like to take part in the virtual meeting, they will need access to a computer or smart phone, call in advance to schedule a meeting time, then a Microsoft Teams meeting link will be provided for the appropriate date and time. Appraisers in our office will provide flexibility and additional date and time options to taxpayers to conduct the virtual, face-to-face meeting how and when they would prefer. Below are the locations, dates, and times of the meetings this year.

Hennepin County Assessor's Office

300 South 6th Street MC-213, Minneapolis, MN 55487-0213

612-348-3046 | hennepin.us/assessment



<u>Location</u>	<u>Date</u>	<u>Time</u>
Richfield City Hall	April 14th	4 pm-7 pm
Plymouth City Hall	April 16th	8 am - 7 pm
Rogers Community Center	April 17th	4 pm-7 pm
Virtual	April 22nd	8 am-7 pm
Mound Centennial Building	April 23rd	4 pm-7 pm
Crystal Community Center	April 24th	8 am-7 pm

It is important to note that taxpayers may call their assessor at any time after receiving their valuation notice up until the County Board of Appeal and Equalization (CBAE) deadline for appointments on May 21, 2025. Each valuation notice mailed includes a phone number that will put taxpayers in touch with the appropriate appraiser or assessor for their jurisdiction. Often, the taxpayers’ questions are answered or concerns resolved during the phone conversation.

We request your help in circulating communication of these meetings to ensure awareness. This may include updates on the city’s website, social media, mailings, newspaper advertisements, electronic list serves, etc.

[Hennepin County Assessor value review process](#)

Appraisers in our office will continue to answer value calls from taxpayers and respond quickly to questions and concerns. We will conduct in person valuation and classification reviews and collaborate with property owners to assist in the review process by asking them to provide documentation related to their property, such as, inspection reports and appraisals. We will also use all tools available to us including, aerial imagery, GIS technology, street view photography, sales listing information, new construction permit information, etc.

Thank you for your consideration and collaboration.

[Contact](#)

County Assessor
Joshua Hoogland
(612) 348-8853
joshua.hoogland@hennepin.us

Assistant County Assessor
Melissa Potter
(612) 998-5380
melissa.potter@hennepin.us

Enc: Valuation notice insert



Hennepin County Open Book Discussion

October 27, 2024

Current: Local Board of Appeal & Equalization Overview

Appearance Types

- 10 days notice of a change is required
 - “10 day window list”
 - A function of the notification requirements to taxpayers
- Appearance after communication with assessor
- Appearance without communication with assessor
 - The board may choose to request review by the assessor and to report back
 - Make a decision based on evidence presented by the owner
 - Vote to sustain the assessment to allow the owner to continue to the County Board of Appeal & Equalization

What the Local Board Can Do

- Reduce the value of a property
- Increase the value of a property – with due notification
- Sustain the value of a property (no change)
- Add improvements to the assessment roll
- Change the state classification of a property (does not include benefit programs)
- Add properties to the assessment roll

What the Local Board Cannot Do

- Change prior assessments
- Reduce the aggregate assessment of the jurisdiction by more than 1.00%
- The board cannot exempt property
- A member of the board cannot make changes to a property that they have a conflict of interest or financial interest in
- The board cannot grant special program status for programs requiring an application process, such as homestead, green acres, disabled veterans, disaster credit, etc.
- The board cannot grant changes benefiting a property owner who refuses entry by the assessor
- **The board cannot change an assessment after adjournment**

Open Book - Alternative

Open Book

- The governing body of a city has the authority to delegate appeals to the County Board of Appeal & Equalization
- The County Assessor must provide an alternative means of appeal referred to as "Open Book Meeting"
- A city council may choose to defer for a term or permanently
- Notice must be published of the proposed change, council resolution
- [M.S. 274.01, subd. 3](#)

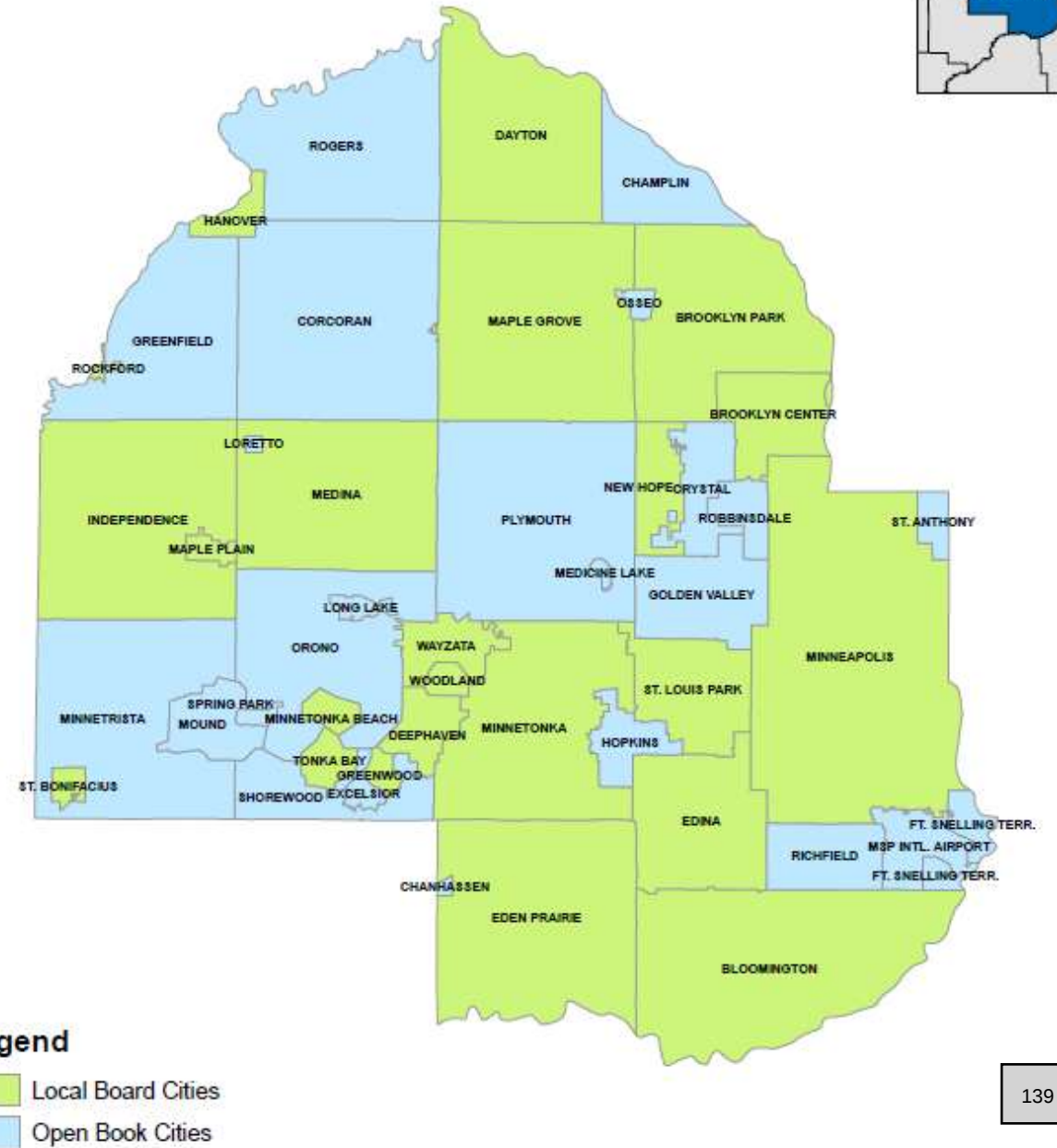
County Objectives

- Customer service, customer service, customer service
- Opportunity to explain, educate and resolve concerns related to property valuation and classification
- Separate valuation from taxes
- Review the property
- Greater flexibility, longer time frame to appeal, less formality
- Corrections to assessment may be legally made up until the adjournment of County Board of Appeal & Equalization in June

Open Book Schedule

- Monday, April 15, 4to 7 p.m. —Richfield City Hall, 6700 Portland Ave S, Richfield
- Wednesday, April 17, 8 a.m. to 7 p.m. —Plymouth City Hall, 3400 Plymouth Blvd, Plymouth
- Thursday, April 18, 4to 7 p.m. —Rogers Community Room, 21201 Memorial Dr, Rogers
- Wednesday, April 24, 4 to 7 p.m. —Mound Centennial Building, 5341 Maywood Rd, Mound
- Thursday, April 25, 8 a.m. to 7 p.m. —Golden Valley City Hall, 7800 Golden Valley Rd, Golden Valley
- 38 residential and 6 commercial attendees

Open Book/ Local Board Map



County Board of Appeal & Equalization

County Board of Appeal & Equalization

To continue to the county board, a property must have appeared before the Local Board of Appeal and Equalization

Appointments must be requested from the Hennepin County Auditor by May 22

To schedule an appointment taxpayers may call 612-348-7050 or email countyvalueappeal@hennepin.us

- The County Board will convene on June 17
- The County Board meeting is in person at the Hennepin County Government Center

Resources

- [MN Statutes Section 274](#)
- [Board of Review and Equalization Handbook](#)
- [MN Property Tax Administrator's Manual](#)
 - [Module 8 – Assessment Review, Appeals/Equalization, and Correction](#)
- [Board of Appeal and Equalization Training](#)
- [Board of Appeal and Equalization MDOR](#)
- [Local Board and Record Form Instructions](#)

Joshua R. Hoogland

Joshua.Hoogland@hennepin.us, 612-348-8853

hennepin.us/assessment



Purpose of the board

The purpose of the Board of Appeal and Equalization is to provide a fair and objective forum for property owners to appeal their valuation or classification. The local board often serves as the first formal step in the appeals process for taxpayers.

One of the most important duties placed by law upon the governing body of a township, city, or county is to serve as the Board of Appeal and Equalization. Effective actions taken by the board may potentially make a direct contribution to attaining assessment equality.

The goal of the Board of Appeal and Equalization should be to attempt to address property owners' issues efficiently, fairly and objectively.

Always keep in mind that any changes made by the board must be substantiated by facts. Any value reductions must be justified because they have the effect of shifting the tax burden to other property in the jurisdiction. Further, any changes made by the board must meet statutory guidelines.

Training for Boards of Appeal and Equalization

Legislation enacted in the 2003 and 2008 sessions requires that there be at least one member at each meeting of a Board of Appeal and Equalization who has completed an appeals and equalization course developed or approved by the Commissioner of Revenue within the last four years.

Board members have a four-year certification cycle. They may have also taken additional appeals and equalization courses as a refresher. This handbook and the accompanying presentation have been updated to provide additional useful information to help the local board members better understand the overall assessment process and their role within it.

The impetus for the legislation

The legislation was enacted in part as a response to complaints that were directed to the Governor, Legislature and Department of Revenue. The legislature determined that training was needed to address the procedural shortfalls of some boards. This training will provide information and education for board members that will make the process more efficient and result in a better overall experience for both property owners and board members.

The appeals and equalization course details the responsibilities, procedures and requirements of the Board of Appeal and Equalization. The legislation also requires the Commissioner of Revenue to develop a handbook to be reviewed during this course. This handbook includes:

Does "training" sound familiar?

Training for Local Boards of Appeal and Equalization is not a new concept. From 1947 to 1979, Local Boards of Appeal and Equalization (then referred to as local boards of review) were required by law to attend an instructional meeting at the county. In 1979, Minnesota Statutes, Section 273.03, subdivision 1 read as follows:

"The assessors and at least one member of each local board of review shall meet at the office of the county auditor on a day to be fixed by the commissioner of taxation for the purpose of receiving instructions as to their duties under the laws of the state."

While training or instructional meetings may not be a "new" idea, the 2003 legislature determined that training for Local Boards of Appeal and Equalization was necessary to explain and clarify the role and duties of the board to help ensure that property owners receive a fair and impartial review of their valuation and classification. County Boards were added in 2008.

- The role of the board in the assessment process;
- Legal and policy reasons for fair and impartial appeal and equalization hearings;
- Meeting procedures that foster fair and impartial assessment reviews and best practices recommendations;
- Quorum requirements for boards; and
- Explanations of alternate methods of appeal.

Compliance requirements

All cities and towns must comply with the training and quorum requirements listed below. All counties must comply with the training and quorum requirements listed below:

- At least one voting member at each board meeting has completed the appeals and equalization course within the last four years; **and**
- A quorum was present at each board meeting for the previous assessment year.

Failure to comply

Any **city or town** that fails to meet the compliance requirements by February 1 of each year is deemed to transfer its powers to the County Board of Appeal and Equalization for a minimum of two assessment years beginning with the current assessment year. The jurisdiction would lose its local board for a minimum of two years and then they would need to provide proof of compliance and a resolution to the County Assessor by February 1 of the assessment year they want to reinstate their board powers.

Any **county** that fails to meet the compliance requirements by February 1 of each year is deemed to transfer its powers to the Special Board of Equalization for a minimum of two assessment years beginning with the current assessment year (see alternate methods of appeal section for more information on special boards). A county board that does not comply with the requirements and has not appointed a special board of equalization shall appoint a special board of equalization before the following year's assessment.

A special board of appeal and equalization must also meet the training requirements of the regular board of appeal and equalization.

The Notice of Valuation and Classification must notify property owners when the Board of Appeal and Equalization for a city or town has been transferred to the county or for a county has been transferred to a special board for failure to comply with these requirements. Instead of a Local Board of Appeal and Equalization meeting, property owners must be provided with a procedure for reviewing their assessments, such as open book meetings, prior to the meeting of the County Board of Appeal and Equalization. This alternate review process will take place in April and May.

A board who fails to meet these requirements may be reinstated by resolution of the governing body and upon proof that one of the members of its Board of Appeal and Equalization has completed the appeals and equalization course. The resolution and proof must be provided to the county assessor for cities and towns and to the commissioner of revenue for counties by February 1 to be effective for the current assessment year.

Note: The citation for the appeals and equalization course and meeting requirements for local boards is Minnesota Statutes, Section 274.014 and for county boards is section 274.135.

Role of the board in the assessment process

The Board of Appeal and Equalization has the authority to change the valuation or classification of a property for the current assessment year. Taxes or prior year assessments are not within the jurisdiction of the board.

Any decisions made by the board must be supported by facts and by Minnesota law. The board must make informed decisions and ensure all taxpayers are treated fairly and uniformly.

In order to make an informed decision on the valuation or classification of a property, it is important to understand the concepts of valuation and classification. These two concepts are equally important in the assessment process. They are both determined on the assessment date, January 2, each year.

We will look at the definition of market value and explain how classifications are determined.

Market value

State law requires that all property shall be valued at its market value (Minnesota Statutes, Section 273.11, subdivision 1).

Minnesota Statutes, Section 272.03, subdivision 8 defines "market value" as follows:

" 'Market value' means the usual selling price at the place where the property to which the term is applied shall be at the time of assessment; being the price which could be obtained at a private sale or an auction sale, if it is determined by the assessor that the price from the auction sale represents an arm's-length transaction. The price obtained at a forced sale shall not be considered."

Market value

The price that would tend to prevail under typical, normal competitive open market conditions.

Many professional appraiser/assessor organizations have a more detailed definition of market value. The elements of these definitions can be used to clarify the statutory definition.

The definition of market value usually implies the consummation of a sale as of a specific date under the following conditions:

- The buyer and seller are typically motivated;
- Both parties are well informed or well advised and both are acting in what is considered to be their own best interest;
- A reasonable time is allowed for exposure in the open market;
- Payment is made in cash or its equivalent;
- Financing, if any, is on terms generally available in the community on the specified date and typical for the property type in its locale; and
- The price represents a normal consideration for the property sold unaffected by special financing amounts and/or terms, services, fees, costs or credits incurred in the transaction.

In other words, market value is the price that would tend to prevail under typical, normal competitive open market condition

Minnesota Statutes, Section 273.11, subdivision 1 further states:

“In estimating and determining such value, the assessor shall not adopt a lower or different standard of value because the same is to serve as a basis of taxation, nor shall the assessor adopt as a criterion of value the price for which such property would sell at a forced sale, or in the aggregate with all the property in the town or district; but the assessor shall value each article or description of property by itself, and at such sum or price as the assessor believes the same to be fairly worth in money.”

The law provides that all property **must** be valued at market value, not that it **may** be valued at market value. This means that factors other than market value issues (such as personalities or politics) should not affect the market value determined by the assessor. Non-market value factors also should not affect the actions of the Board of Appeal and Equalization.

Estimated market value

The value determined by the assessor as the price the property would likely sell for on the open market is called the estimated market value (EMV). This value is determined on the assessment date, January, 2 of each year.

The EMV for the current assessment year is the only value property owners may appeal to the board, even though taxpayers will also be given a taxable market value.

Taxable market value

Taxable market value (TMV) is the value that property taxes are actually based on, after all reductions, limitations, exemptions, exclusions and deferrals.

There are many programs and provisions in Minnesota law that allow for a property’s EMV to be different from its TMV. For example, qualifying veterans who are disabled receive an exclusion of up to \$150,000 or \$300,000 of their property’s EMV. This reduction is reflected in their TMV.

Other programs and provisions to be aware of include the Agricultural Property Tax Law (Green Acres), the Rural Preserve Property Tax Program (effective for the 2011 assessment) and Plat Deferral. If you have questions about these or any other programs, speak with your county assessor.

The board cannot change the TMV of a property. The only value the board has the authority to change is the EMV for the current year. Changing the EMV may ultimately change the TMV, but it is important to note that there can be instances where the board raises or lowers the EMV, and the TMV remains the same.

The county assessor will provide these forms to the board. The board will complete the forms (the jurisdiction total EMV is to be completed by the assessor), and the county assessor will take possession of the completed forms at the end of the meeting.

A *Certification Form* must be completed in the case of a reconvene meeting. If a recess is called, a quorum and trained member must also be present at the reconvene meeting for the board to take valid action. To verify that the quorum requirement was met, the board must complete and sign a *Certification Form* for each reconvene meeting. The board will continue to complete the **original Record Form** at each reconvene meeting.

The reconvene meeting(s) must be held and all business of the **local board** must be concluded within 20 calendar days (including the day of the initial meeting) unless the board requests a time extension in writing from the Department of Revenue and the time extension is granted by the department (no extensions will be granted beyond May 31). For **county boards**, no action may be taken after June 30. The date and time for the reconvene meeting must be determined before the initial meeting is recessed. Once the Board of Appeal and Equalization has adjourned, it cannot reconvene.

Duties of the board

The board is to determine whether all of the taxable property in the jurisdiction has been properly valued and classified for the current assessment. All property is to be valued at its market value, and all property is to be classified according to use. At the county level, the board is to ensure equalization from jurisdiction to jurisdiction as well.

The **county** board is required by law that each member take an oath to fairly and impartially perform duties as a member. It is assumed that the assessor has properly valued and classified all the property in the jurisdiction. The burden of proof rests with the property owner who must present factual evidence to disprove the assessor's value or classification.

The complaints and objections of property owners appealing individual assessments for the current year should be considered very carefully by the board. An appeal may be made in person, by letter, or through a representative of the owner. Written objections should be filed prior to the meeting of the Board of Appeal and Equalization and must be presented to the board for consideration while it is in session. The board **must hear all complaints and examine all letters**. Such assessments must be reviewed in detail, and the board has the authority to make corrections as it deems to be just. The board may recess from day to day until all cases have been heard.

The Board's Responsibility to Hear All Appeals

It is the board's responsibility to hear all appeals presented until the board adjourns. A property owner can present their appeal at the initial meeting or at any of the reconvene meetings. The board **must hear** that appeal and make a decision. The board cannot dismiss the property owner's appeal, unless the meeting is adjourned.

The board should look for improvements that are not on the tax rolls. When improvements are missing from the tax rolls, an unfair burden falls upon the owners of all properties that have been assessed. If the board finds any improvements that are not on the tax rolls, the board should place it on the assessment list along with its market value, and correct the assessment so that each tract or lot of real property and each article, parcel or class of personal property is entered on the assessment list at its market value.

Prohibition on changes within 10 days of local board meeting

Since the Notice of Valuation and Classification must be mailed to taxpayers at least 10 days prior to the meeting of the Local Board of Appeal and Equalization, the assessor should not make changes to the valuation or classification of a property within that 10-day window without bringing the change to the local board for action.

After receiving the notice, the property owner can contact the assessor to discuss questions or concerns. The assessor can make changes to the valuation or classification without bringing the change to the local board if a new notice is mailed to the property owner at least 10 days prior to the local board meeting.

Oftentimes, the assessor will continue to review properties within 10 days of the local board meeting. However, if the assessor makes a change, that change should be brought to the local board for action. If the property owner agrees with the change, he/she does not need to personally appeal to the board. Instead, the assessor should present such changes to be voted on by the board.

What the board can do

Reduce the value of a property. The board may reduce the value of a property if the facts show that the property is assessed at a value that is higher than its market value. All property is to be valued at its market value. It is assumed that the assessor has properly valued the property. The burden of proof rests with the property owner who must present factual evidence to disprove the assessor's value.

Increase the value of a property. The board may increase the value of a property if the facts show that the property is assessed at a value that is lower than its market value. The board must also base the decision to increase the market value on facts. All property is to be valued at its market value. It is assumed that the assessor has properly valued the property. The board must rely on factual evidence to disprove the assessor's value.

Before the board raises the market value of a property, it must notify the owner. The law does not prescribe any particular form of notice, except that the person whose property is to be increased in assessment must be notified of the intent of the board to make the increase. The owner must be notified either in writing or orally. He/she should be given a time to appear before the board. After the hearing, the board should make any corrections that it deems just.

Add improvements to the assessment list. In reviewing the individual assessments, the board may find instances where property is not listed at its market value because the value of a building or other improvement was not included when the market value of the property was estimated. These should be carefully reviewed by the board and placed on a tentative list of property values to be increased. The board should then determine to what extent the valuation of such property should be increased. Before the board adds value for new or overlooked improvements, it must notify the owner.

Change the classification of a property. In Minnesota, property is classified according to its use on the assessment date (January 2 of each year). If the property is not currently being used, it is classified according to its most probable, highest and best use. Property owners do not get to choose how they want their property to be classified. It is the assessor's job to classify it according to its current use or its most probable, highest and best use. The board can change the classification of any property which in the board's opinion is not properly classified. Again, it is assumed that the assessor has classified the property correctly. The classification must be based on use, and in order for the board to change the classification, the appellant must present evidence that the property is used in a manner consistent with the classification.

Local Boards Only: Add properties to the assessment list. If the board finds that any real or personal property has not been entered onto the assessment list, the board shall place it on the assessment list along with its market value, and correct the assessment so that each tract and lot of real property and all personal property is entered on the assessment list at its market value.

County Boards Only: Order percentage increases or decreases for an entire class of property (blanket changes). The county board can order a percentage increase or decrease to an entire class of property if it feels that the original assessment is incorrect. These increases or decreases can be on land alone, buildings alone, or land and buildings together. The county board does not need to notify the property owners affected by blanket changes.

Additionally, the county board has the authority to make changes to market values or classifications established by local boards as it deems appropriate. The County Assessor typically brings these changes to the county board's attention.

What the board can't do

The board can't consider prior year assessments. The Board of Appeal and Equalization does not have the authority in any year to reopen former assessments on which taxes are due and payable. The board considers only the assessments that are in process in the current year. Occasionally, a property owner may appear with a tax statement and protest the taxes or assessment of the previous year. The board should explain tactfully that it does not have the authority to consider such matters. After taxes have been extended, adjustments can be made only by the process of application for abatement or by legal action.

The board can't reduce the aggregate assessment by more than 1 percent. Although the both Local and County Boards of Appeal and Equalization have the authority to increase or reduce *individual* assessments, the County Board alone can increase or reduce the assessments of an *entire* class of property. However the total of all adjustments for both local and county boards must not reduce the aggregate assessment of the jurisdiction by more than 1 percent. The "aggregate assessment" is the total EMV that the board has the authority to change, i.e. the total EMV of assessments within the jurisdiction excluding state assessed property. For example, if the total EMV of a jurisdiction is \$2,000,000, the board cannot reduce the total EMV of the jurisdiction by more than \$20,000. This means the EMV after all board actions must be at least \$1,980,000.

Assessor's EMV + Total board EMV increases - Total board EMV reductions EMV after board actions

If the total amount of adjustments made by the board does lower the aggregate assessment by more than 1 percent, none of the adjustments will be allowed. This limitation does not apply, however, to the correction of clerical errors or to the removal of duplicate assessments. Clerical errors are limited to errors made by someone performing a clerical function during the course of the actual assessment. Examples of clerical errors are errors such as transposing numbers or mathematical errors. Errors that occur when making estimations during the inspection and appraisal process (judgment errors) are not considered to be clerical errors.

The board can't exempt property. The Board of Appeal and Equalization does not have the authority to grant an exemption or to order property removed from the tax rolls.

A member of the board can't make changes to property in which he/she has a conflict of interest or financial interest. If a property being appealed is owned by a board member, a board member's spouse, parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle, aunt, nephew, or niece, by blood or marriage, the board member is prohibited from participating in the actions of the board for that appeal. The board member is also prohibited from participating in an appeal of a property in which a board member has a financial interest. If the remaining members constitute a quorum, the board may vote on the action with the compromised board member abstaining from the vote. Otherwise, or if the board wishes to prevent any perception of preferential treatment, it should mark "No change" on the record form for the meeting. The taxpayer will be eligible to appeal to the next appeal level (County Board, Tax Court).

The board can't grant special program status. If a property owner is appealing for enrollment in special programs that require an application (e.g. Green Acres), they must follow the proper application procedure.

The local and county board can't make changes benefiting a property owner who refuses entry by the assessor.

The board may not make an individual market value adjustment or classification change that would benefit the property in cases where the owner or other person having control over the property will not permit the assessor to inspect the property and the interior of any buildings or structures. It seems obvious that for an assessor to make a fair and knowledgeable value estimate, he/she must first be allowed to view the entire property. Until such access is granted, the board should not grant a value reduction.

The local board can't order percentage increases or decreases for an entire class of property. The county board can't add properties to the assessment list. It can request that the auditor place such omitted properties on the tax rolls.

Best practices recommendations

Have appellants call for appointments

It is recommended that the board hear appeals on an appointment basis. The Notice of Valuation and Classification sent to all taxpayers to notify them of their property value and classification can instruct appellants to call for an appointment with the board.

Appointments benefit the board, the assessor and the appellant. Appointments give the board an idea of how many property owners will be appealing, so the board can manage their time appropriately. It gives the assessor time to assist in the board's deliberations by reviewing the property and collecting supporting data or recommending that the board make a change.

Appellants also benefit because they need only come to their scheduled appointment and do not have to spend time listening to other appellants. In some instances, property owners call to schedule appointments with the local board, and the appeal is avoided altogether because the issue can be resolved easily by the assessor's staff. Property owners who call for appointments can also be given information on preparing and presenting an appeal so they will know what to expect at the meeting (see "Handouts for property owners" section in the Appendix).

In addition to hearing appeals by any appellants who scheduled appointments, the board **also must hear any appeals by property owners who come to the meeting without having scheduled an appointment prior to the meeting.** (Unless extenuating circumstances apply, the property owner must first appeal to the local board before appealing to the **county board**.) When outlining the ground rules for the meeting, the board chair should inform the appellants that the board will be hearing appeals from those who have scheduled appointments first, and then the board will be hearing appeals by others (in the order listed on the sign-in sheet).

The Board's Responsibility to Hear All Appeals

It is the board's responsibility to hear all appeals presented until the board adjourns. A property owner can present their appeal at the initial meeting or at **any of the reconvene meetings**. The board must hear that appeal and make a decision. The board cannot dismiss the property owner's appeal, unless the meeting is adjourned.

Time limits for presenting appeals

Time limits can help to keep the meeting moving. Time limits may be more appropriate in jurisdictions with a significant number of people appealing their valuation or classification. If there are only a few people at the meeting, time limits may not be necessary. If there are several appellants, it may be beneficial to establish a time limit for each appeal.

If time limits are established, they should be included in the ground rules that are outlined at the beginning of the meeting. Whether or not a time limit is established, it is the responsibility of the board chair to keep the meeting moving. If an appellant goes on at length about a specific point, the Board Chair should intervene – in a professional manner – to keep the meeting on track. The chair should ensure that appellants stick to their time allotments. If the appellant discusses taxes or previous assessments, the Board Chair should remind him/her tactfully that the issue is the current year valuation or classification.

If the board determines that time limits are appropriate for appellants, it also should impose time limits for the assessor to support his/her valuation or classification or recommend that the board make a change.

Hear all appeals first

It is recommended that the board hear all appeals before making any decisions. The board should make all decisions later in the meeting or at the reconvene meeting (within the appropriate meeting timeline) if it is determined that the assessor should view the property or if the board requests additional information from the assessor. Hearing all appeals first gives the board an opportunity to get a better understanding of what happened in the district, so it can make consistent recommendations. It eliminates situations where the board feels obligated to respond in a certain manner to one property owner because of an earlier decision. It also speeds up the process for appellants as they may leave after they present their appeal.

If a reconvene meeting is necessary for the assessor to report back to the board, it should be limited to appeals made at the initial meeting. The reconvene meeting is typically not for hearing a property owner's initial appeal, however it is **the board's responsibility to hear all appeals**, therefore if a property owner appears for the first time at a reconvene meeting, the board must hear the appeal. If the board feels that they don't have enough information to make a decision, they should vote no change and allow the property owner to attend the county board of appeal and equalization meeting.

Conducting other business at the board meeting

It is best to hold a special meeting for the Board of Appeal and Equalization and not conduct the regular council meeting (or other business) at the board meeting. However, due to the low attendance in some jurisdictions, conducting other business at the meeting may be an acceptable practice if handled appropriately.

If other business is also to be conducted at the meeting, the time listed on the Notice of Valuation and Classification should be the start time for the appeals portion of the meeting. You should conduct other business either before the meeting (table any discussion if not completed when it is time for the Board of Appeal and Equalization) or after the meeting (allow any late arrivals to present their appeal even if the board has moved on to other business).

There have been instances in the past where the board members have held their regular meeting in one part of the hall, and the assessor has been told to meet with appellants in another area. **This is not an acceptable practice.** It is the responsibility of the board to hear the appeals and the facts presented to make an informed and fair decision.

Notifying property owners of decisions

It is recommended that all appellants be notified in writing of the decision of the board, even if the appellant was present for the decision. Given the recommended format of hearing all appeals before making any decisions, appellants may choose not to stay for the entire meeting. A letter notifying appellants of the decisions ensures that they understand and are aware of the action, if any, taken by the board. It is also an opportunity to notify appellants of additional appeal options if they are not satisfied with the board's decision (see *"Recommended format to notify appellants of board decisions"* in the Appendix).

Explanations of alternative methods of appeal

Open Book Meetings

Role of the board in the assessment process

Traditionally, open book meetings have been scheduled for jurisdictions in which the Local Board of Appeal and Equalization duties have been transferred to the county.

During “open book” meetings, the valuation and classification issues are handled by the assessor’s staff on a one-on-one basis with the property owner.

Typically, open book meetings are held by the county assessor’s staff. However, larger cities with an appointed city assessor may hold their own open book meetings.

The open book meetings are held in locations that are convenient for property owners. Often open book meetings are held over several days during both day and evening hours. This allows property owners to appeal when it best suits their schedules instead of having to rearrange their schedules to attend a meeting held at one place and time.

The open book meetings provide a forum for property owners to meet with assessment staff on an informal basis to review information about their property and to ask questions about the assessment. This setting allows the assessor’s office to resolve questions and reduce the number of appeals to the County Board of Appeal and Equalization (or the Special Board of Equalization).

Property owners do not need to make an appointment to meet with the assessment staff. They can simply show up at the dates and times stated on the Notice of Valuation and Classification to discuss their assessment.

Depending on the jurisdiction, the appraisers may have laptop computers to access information about the taxpayer’s property. Some counties may be able to link directly to their computer-assisted mass appraisal (CAMA) system which allows the appraiser to obtain data on sales of comparable properties.

When reviewing the details of the property with the owner, the appraiser can verify the accuracy of the county’s data and correct any errors. The property owner can also schedule an appointment for the appraiser to view the property if needed.

Benefits for the property owner

Property owners often find that the open book meeting is less intimidating than presenting their appeal to the board of appeal and equalization. They often appreciate the fact that they can have their questions answered in a more private setting, and not have to be apprehensive about making a presentation in front of their friends and neighbors. In this one-on-one setting, property owners may spend as much time with the appraiser as they need. They can compare the value of their home with the values of similar homes owned by their neighbors.

The process is very efficient because concerns and questions are often resolved immediately. Property owners can see that the appraiser collects the same information on all properties, reassuring them that the process is the same for everyone, and they have not been singled out for a value increase.

Open book meetings

An open book meeting is a meeting held by the county assessor’s office to discuss property owners’ questions regarding their assessments. The one-on-one meeting usually is held as an alternative to the Local Board of Appeal and Equalization.

Property owners who are not satisfied with the “open book” approach may appeal to the County Board of Appeal and Equalization (or Special Board of Equalization) and/or appeal to Tax Court.

It is only a recommendation that the property owner attend the open book meeting to discuss concerns prior to the county or special board. If a jurisdiction does not have a Local Board of Appeal and Equalization, **the property owner is not required to attend an open book meeting in order to appeal to the County Board of Appeal and Equalization (or Special Board of Equalization).**

Open book benefits for property owners

“Open book” meetings provide many benefits:

- No appointment needed.
- Property owners can verify or correct information about their property.
- Property owners can schedule a time for the assessor to view their property.
- The setting is less intimidating than a board meeting.
- The property owner does not need to “present” their appeal in front of friends and neighbors.
- Property owners can compare their values to the values of other similar homes.
- Questions and concerns are often resolved immediately.
- The process is very efficient.
- Property owners may appeal to the County Board of Appeal and Equalization (or the Special Board of Equalization) and/or to Tax Court if not satisfied with the outcome.

Benefits for the local board

The benefit for the local board is that an open book meeting saves time for board members. It eliminates the need for the board to become familiar with and educated on the local real estate market. Board members will be able to spend this time concentrating on their other duties as town board or city council members. In addition, board members can avoid confrontational situations with constituents and will no longer be put into difficult situations by having to make decisions about the property values or classifications of property owned by friends and neighbors.

However, one possible disadvantage is that the assessor who made the original assessment may also be reviewing the property for the open book appeal.

Objectivity (or the appearance of objectivity) may be lost.

Benefits for the county

While the number of appeals made at the open book meeting may not be less than the number of appeals to the local board, the benefit for the county is that the open book process allows for immediate consideration of issues, and in many cases, appeals are resolved before the County Board of Appeal and Equalization. The process is efficient for the county because it can often consolidate several jurisdictions into one meeting (or a series of meetings) instead of holding at least one meeting in each jurisdiction.

Option 1: Transferring assessment and local board duties to the county

The town board or city council may transfer the powers and duties of the Local Board of Appeal and Equalization to the county board (under Minnesota Statutes, Section 274.01, subdivision 3) and no longer perform the function of a Local Board of Appeal and Equalization.

However, in order to exercise this option, the local jurisdiction also must have its assessment done by the county. This means that the local jurisdiction must give up its local assessor. Some jurisdictions do not see this as an option, because they have no intention of relinquishing this power to the county. For other town boards or city councils, this may be a good option.

Before transferring the powers and duties to the county board, the town board or city council must give public notice of the meeting at which the proposal for transfer is to be considered (the public notice needs to follow the procedure contained in Minnesota Statutes, Section 13D.04, subdivision 2).

A town board or city council that wishes to transfer the assessment and local board duties to the county board must communicate this intent in writing to the county assessor before December 1 of any year to be effective for the following year's assessment. This transfer of duties may either be permanent or for a specified number of years. However, the duties must be transferred to the county board for a minimum of three years, and the length of the transfer must be stated in writing. A town or city may renew its option to transfer its duties to the county board.

Property owners in jurisdictions that have chosen this option would be provided with an open book meeting in place of the Local Board of Appeal and Equalization.

Property owners who are not satisfied with the outcome of the open book meeting may appeal to the County Board of Appeal and Equalization and/or to Tax Court.

Option 2: Transferring local board duties to the county

Previously, the only option for transferring the local board duties to the county board meant that the local jurisdiction had to give up its local assessor as well. Some jurisdictions saw this option as a loss of control, and therefore, it was not considered to be an option for the city or town.

The quorum and training requirements for local boards were implemented to improve the local board process so that the boards function fairly and objectively. The intent of the legislation was not to force or require a city or town to give up its local assessor. However, a jurisdiction that fails to meet these requirements must transfer the duties of the Local Board of Appeal and Equalization to the County Board of Appeal and Equalization. In this situation, the jurisdiction would lose the right to hold its local board, but it would be able to retain its local assessor.

It seems unfair that a jurisdiction which **voluntarily transfers** its Local Board of Appeal and Equalization duties to the County Board of Appeal and Equalization must give up its local assessor, while a local board that **must transfer** its duties to the county board for failing to meet the training or quorum requirements may retain its local assessor.

It seems appropriate that the local jurisdiction be given the opportunity to decide to forego its right to act as a Local Board of Appeal and Equalization and still maintain its local assessor. If the town board or city council deems that property owners would be best served with an open book meeting, which also would relieve the board from having to make difficult value and classification decisions, the board or council should contact the county assessor and inform him/her of the jurisdiction's intent to be treated as though it did not meet the quorum or training requirements. It should clarify that the city or town is transferring its duties to the county board, but will retain its local assessor. The town board or city council must notify the county assessor of this decision in writing before December 1 of any year to be effective for the following year's assessment.

Property owners in a jurisdiction that has chosen to transfer its Local Board of Appeal and Equalization duties to the County Board of Appeal and Equalization would be provided with an open book meeting in place of the local board. Property owners who are not satisfied with the outcome of the open book meeting may appeal to the County Board of Appeal and Equalization and/or to Tax Court.

The local board can be reinstated by resolution of the governing body of the city or town and upon proof of compliance with the training requirements. The resolution and proof of compliance must be provided to the county assessor before December 1 of any year to be effective for the following year's assessment

Other alternate methods of appeal

Special Boards of Appeal and Equalization - Local

The governing body of a city (including cities with charters that provide for a board of equalization) may appoint a Special Board of Appeal and Equalization in lieu of a **local board**. The city may delegate to the Special Board of Appeal and Equalization all of the powers and duties of the Local Board of Appeal and Equalization. Town boards are not able to appoint special boards.

The special board serves at the direction and discretion of the appointing body, subject to the restrictions imposed by law. The appointing body shall determine the number of members of the board, the compensation and expenses to be paid, and the term of office of each member.

At least one member appointed to the Special Board of Appeal and Equalization must be an appraiser, realtor or other person familiar with property valuations in the assessment district. The special board must also meet the training and quorum requirements that a local board must meet.

Special Board of Appeal and Equalization - County

As mentioned in the quorum requirements section of this handbook, the **county** commissioners of any county can appoint a special board of equalization and delegate the powers and duties to this special board. A special board may also be required when the training or quorum requirements are not satisfied by the county board of appeal and equalization.

These special boards serve at the direction and discretion of the appointing body and are subject to the restrictions imposed by law. The appointing body shall determine the number of members of the board, the compensation and expenses to be paid, and the term of office of each member.

At least one member appointed to the Special Board of Appeal and Equalization must be an appraiser, real estate agent, or other person familiar with property valuations in the county. This special board must also meet the training and quorum requirements that regular boards must meet.

Tax Court

Minnesota has a specific court established to hear and determine all questions of law and fact arising under the tax laws of the state. The Tax Court has statewide jurisdiction. Except for an appeal to the Supreme Court, the Tax Court is the sole and final authority. The petitioner must file in Tax Court on or before **April 30 of the year in which the tax is payable, not the year of the assessment**.

There are two divisions of Tax Court: the Small Claims Division and the Regular Division. The Small Claims Division only hears appeals in certain circumstances and is less formal. Property owners often represent themselves and there is no official record of the proceedings, meaning the decisions cannot be appealed further. The Regular Division hears all types of appeals and the decisions can be further appealed.

There is a filing fee and other fees associated with appealing to Tax Court. The court is based in St. Paul, but it travels to the county where the property being appealed is located for the trial. More information is available at [Minnesota Tax Court / Minnesota.gov \(mn.gov\)](https://www.mn.gov/tax-court)



Executive Summary
City Council Workshop

AGENDA ITEM-NEW BUSINESS: Fire Department Wage Increase Request	
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION: Approve the request to increase Fire Department Wages by \$1.50 beginning October 1, 2025	

Summary

At its September 22 workshop, the City Council discussed the potential for a wage increase for Maple Plain firefighters and requested that the matter be placed on the October Business Meeting agenda. I have reviewed Fire Chief Rick Denneson’s September 17, 2025 memo proposing an increase in firefighter pay from \$14.50 to \$16.00 per hour for the fourth quarter of 2025, beginning October 1.

This adjustment aligns Maple Plain’s firefighter compensation with that of the West Suburban Fire District, in support of the Council’s directive to begin joint operations ahead of the January 1, 2026 consolidation. Equal pay for firefighters working collaboratively on calls, training, and public events is reasonable for a smooth transition.

I have consulted with Chief Luer of the West Suburban Fire District, who concurs that the proposed wage increase will aid in the integration of both departments.

The estimated cost of the adjustment is approximately \$2,500 for the quarter, based on average hours worked. Officer stipends will remain unchanged. The increase is expected to positively impact morale and contribute to a seamless operational merger.

Recommendation:

I find the Fire Chief’s request to be reasonable and recommend Council approval of the proposed hourly wage increase by \$1.50 going from \$14.50 to \$16.00 per hour, effective October 1, 2025.



MAPLE PLAIN

FIRE DEPARTMENT

1645 Pioneer
Maple Plain, MN
Section 10, Item B.

(763) 479-0520

mpfirechief@mapleplainmn.gov

Mapleplainmn.gov

MPFD MEMO

Date: September 17th, 2025

To: Jacob Kolander, City Administrator

From: Fire Chief Rick Denneson

RE: Non-budgeted pay increase request

This is a memo requesting consideration for an hourly wage increase for fire fighters of the Maple Plain Fire Department. On August 21st, at a joint council meeting, both cities committed to the continuance of the consolidation of the Maple Plain Fire Department with the West Suburban Fire District and did so with adoption of resolutions.

During that meeting, councils asked that the two departments begin working together now and not wait until January 1st. Working together more on calls, training, public events and activities. This would help with a smooth transition, hopefully seamless by January 1st.

There currently is a slight disparity of per hour pay between the fire fighters in each department with Maple Plain paying \$14.50 per hour for calls and training and West Suburban paying \$16.00 per hour for calls and training for fire fighters. I am asking for a non-budgeted \$1.50 per hour increase for our firefighters starting October 1st for the last quarter of the year.

This pay increase will bring us up to equal pay with the others that they are working alongside at the same training, emergency call or public events that we are asked to be at. This will have a large impact on morale and appreciation for the work that they are doing.

Financially, it will have an estimated \$2,500.00 impact on our payroll. We are paying an average of 1600 hours of salary per quarter. Our calls in quarters 2 and 3 have been trending down and are lower than our average last year, which was our highest year ever for hours. Quarter 1 salary was \$26,071 and Quarter 2 was \$20,290 for an average of \$23, 181. If we increase our pay to \$16.00 per hour, using the average hours, we would be at \$25,600 estimated salary or a difference of \$2,419.00. This will not have any effect on our current officer's stipend pay.

I am requesting an increase in fire fighter pay for the 4th quarter to go from \$14.50 per hour to \$16.00 per hour. Thank you for your consideration.



Executive Summary

City Council Business Meeting

AGENDA ITEM-NEW BUSINESS: 2026 Industrial Street Project	
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION: Staff recommend authorizing Bolton & Menk to proceed with the feasibility study and topographic survey.	

Summary

Bolton & Menk has submitted a proposal to assist with the 2026 Industrial Street Improvements, specifically from Budd Avenue to the east cul-de-sac. The street rehabilitation will involve mill and overlay (non-assessable), while the watermain improvements will be assessed, requiring a formal feasibility study. The study will include cost estimates, apportionments, a preliminary assessment roll, an open house for affected property owners, and administration of the required Improvement Hearing. To support accurate design and cost estimation, Bolton & Menk also proposes topographic survey and coordination of soil borings.

Scope of Services:

- Feasibility Study: 90 staff hours, not-to-exceed fee of \$16,600
- Topographic Survey & Soil Borings: 80 staff hours, estimated fee of \$14,800
- Geotechnical Exploration (Haugo Geotechnical Services): Separate proposal of \$6,450

Total Estimated Cost (excluding geotechnical): \$31,400

Recommendation: Staff recommend authorizing Bolton & Menk to proceed with the feasibility study and topographic survey. A separate scope and fee will be provided for design and construction phases upon completion.



Real People. Real Solutions.

October 20, 2025

City of Maple Plain
Attn: Jacob Schillander, City Administrator
PO Box 97
Maple Plain, MN 55359

RE: 2026 Industrial Street Improvements – Feasibility Study Services

Dear Jacob:

As requested, we have prepared a scope of services and fee estimate for the feasibility study for the proposed 2026 Street Improvements Project consisting of the following areas:

- Industrial Street (from Budd Avenue to east Cul-de-Sac)

Proposed Scope of Engineering Services

To assist the city with this improvement project, Bolton & Menk proposes the following scope of services:

Feasibility Study - It is our understanding that the street will be rehabilitated with mill and overlay, which is not to be assessed, but that the watermain portion of this project will be assessed, therefore, a feasibility study will be required. The feasibility study will document the estimated costs of the project, costs apportionments, and a preliminary assessment role. During the feasibility phase of the project, we also proposed to have an open house with the affected property owners and administer the required Improvement Hearing. We estimate approximately 90 hours of staff time to complete this task with an estimated cost of \$16,600, to be billed on an hourly basis not-to-exceed fee.

Topographic Survey and Soil Borings – To facilitate accurate estimated quantities for the project and to collect the data necessary for plan preparation, we will document existing conditions within the right of way. Bolton & Menk will coordinate with a sub-consultant to collect and analyze soil borings along the alignment of the roads where necessary. Existing soil characteristics will be used to assist with the design of the pavement structure for the streets to be reconstructed. We estimate approximately 80 hours of staff time to complete this task with an estimated fee of \$14,800, to be billed on an hourly basis.

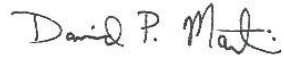
Fee Estimate

Based on the scope of services described above, we propose a not-to-exceed fee of \$16,600 to be billed on an hourly basis for the feasibility study and an estimated hourly fee of \$14,800 for the topographic survey work for a combined estimated cost of **\$31,400**. Haugo Geotechnical Services, LLC., has provided a proposal for **\$6,450** to complete Geotechnical Exploration for the project to be billed separately. Once the Feasibility Study is completed, Bolton & Menk will prepare a separate scope and fee estimate for design and construction phase services.

Please let me know if you have questions or need additional information.

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink that reads "David P. Martini". The signature is written in a cursive, flowing style.

David P. Martini, P.E.

Senior Principal Engineer



Executive Summary

City Council Business Meeting

AGENDA ITEM-NEW BUSINESS:	2026 Downtown Redevelopment Project
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION: Authorize Bolton & Menk to proceed with the feasibility study and related survey work.	

Summary

The City of Maple Plain is initiating the 2026 Downtown Redevelopment Project, which includes reconstruction and infrastructure improvements along Main Street East, Pioneer Avenue, Spring and Marsh Avenue cul-de-sacs, Delano Avenue, Maple Avenue, and the Fire Station parking lot. This effort aligns with the City's Capital Improvement Plan and aims to revitalize key corridors in the downtown area.

Bolton & Menk has proposed a scope of services for the feasibility phase, including:

- **Feasibility Study:** Cost apportionment, preliminary assessment roll, public open house, and Improvement Hearing.
 - Estimated cost: \$44,300
- **Topographic Survey & Soil Borings:** Documentation of existing conditions and geotechnical analysis.
 - Estimated cost: \$33,200
- **Geotechnical Exploration** (by Haugo Geotechnical Services):
 - Estimated cost: \$11,690

Total Estimated Cost for Feasibility Phase: \$77,500 (plus \$11,690 billed separately for geotechnical services)

Acknowledgments:

This project is consistent with the City's 2026 CIP priorities and includes LRIP and City-

funded reconstruction components. A detailed project area map and street improvement timeline are included in the CIP Highlights and Figure 1 documents.

Recommendation:

Staff Recommends Authorizing Bolton & Menk to proceed with the feasibility study and related survey work. A separate scope and fee will be provided for design and construction phases upon completion



Real People. Real Solutions.

26 Section 10, Item D.

Suite 200
Chaska, MN 55318-1172

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

October 20, 2025

City of Maple Plain
Attn: Jacob Schillander, City Administrator
PO Box 97
Maple Plain, MN 55359

RE: 2026 Downtown Redevelopment Project – Feasibility Study Services

Dear Jacob:

As requested, we have prepared a scope of services and fee estimate for the feasibility study for the proposed 2026 Downtown Redevelopment Project consisting of the following areas:

- Main Street E (from Pioneer Avenue to Budd Avenue)
- Pioneer Avenue (from Main Street E to Highway 12)
- Spring Ave Cul-de-Sac (north of Main Street E)
- Marsh Ave Cul-de-Sac (north of Main Street E)
- Delano Avenue (from Main Street E to Highway 12)
- Maple Avenue (from Main Street E to Highway 12)
- Fire Station Parking Lot

Proposed Scope of Engineering Services

To assist the city with this improvement project, Bolton & Menk proposes the following scope of services:

Feasibility Study - It is our understanding that this project will be assessed, therefore, a feasibility study will be required. The feasibility study will document the estimated costs of the project, costs apportionments, and a preliminary assessment role. During the feasibility phase of the project, we also proposed to have an open house with the affected property owners and administer the required Improvement Hearing. We estimate approximately 240 hours of staff time to complete this task with an estimated cost of \$44,300, to be billed on an hourly basis not-to-exceed fee.

Topographic Survey and Soil Borings – To facilitate accurate estimated quantities for the project and to collect the data necessary for plan preparation, we will document existing conditions within the right of way. Bolton & Menk will coordinate with a sub-consultant to collect and analyze soil borings along the alignment of the roads where necessary. Existing soil characteristics will be used to assist with the design of the pavement structure for the streets to be reconstructed. We estimate approximately 180 hours of staff time to complete this task with an estimated fee of \$33,200, to be billed on an hourly basis.

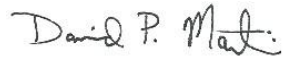
Fee Estimate

Based on the scope of services described above, we propose a not-to-exceed fee of \$44,300 to be billed on an hourly basis for the feasibility study and an estimated hourly fee of \$33,200 for the topographic survey work for a combined estimated cost of **\$77,500**. Haugo Geotechnical Services, LLC., has provided a proposal for **\$11,690** to complete Geotechnical Exploration for the project to be billed separately. Once the Feasibility Study is completed, Bolton & Menk will prepare a separate scope and fee estimate for design and construction phase services.

Please let me know if you have questions or need additional information.

Sincerely,

Bolton & Menk, Inc.



David P. Martini, P.E.

Senior Principal Engineer

