



## CITY COUNCIL MEETING

City Council Chambers at the Mapleton Fire Station

Tuesday April 2<sup>nd</sup>, 2024

4:30 p.m.

**Mayor:** Jeff Annis

**Council members:** Bill Vait, Kenneth Warner, Evan Masters, and Mike Braaten

**Junior Council:** Jackson Walters

### Roll Call

### Pledge of Allegiance

### Approval of Agenda

#### Consent Agenda

*The following items are considered routine or non-controversial by the Council and will be approved with one motion. There will be no separate discussion of these items unless a council member, city staff or citizen so requests, in which case the item (s) will be removed from the consent agenda and be considered in its normal sequence on the agenda.*

- A. Minutes 3-6-24
- B. Bills
- C. Building Permits- J Carlson, A Trio, T Whiteside, A Wills
- D. Monthly Department Reports
- E. Mayor Minute
- F. Fire Hydrant Flushing
- G. Police Update- All Pets
- H. Police squad car update
- I. Letter from Maple River Heritage
- J. Mayor Clerk Meeting

#### Community comment

*Anyone addressing the council should limit the discussion to 2 minutes. The council will likely place the issue on the next agenda and no action is expected at the current meeting.*

#### Council Comment

*Councilors wishing to address the Council members concerning matters pertaining to this agenda as well as any other matters of City concern should ask to be recognized by the mayor at this time. All presenting items of consideration shall address the City Council and present staff as a whole, and shall not direct comments to individual Council members, attempt to engage Council Members or present staff in conversation, or solicit a Council Member or present staff to respond to the speaker's comments. No action will be taken on items discussed during this time. If more time is needed, councilors should be concerned to appropriate city staff. All speakers are limited to 5 minutes each.*

**Insurance update:** Chad Ostermann

#### Unfinished Business:

- A. Resolution 22-04-24 Bartender

#### New Business:

- A. Investment Policy Update
- B. Resolution 23-04-24 Authorized Signers
- C. Resolution 24-04-24 Software update
- D. Resolution 25-04-04 Crack Sealing
- E. Credit Card

Adjourn

# CITY OF MAPLETON

## COUNCIL MINUTES

Tuesday, March 6, 2024

**Members present:** Warner, Vait, Masters, and Junior Councilor Walters. Absent Braaten and Annis.

**Staff members present:** City Clerk Duncanson, Finance Officer Olsen, Police Chief Honsey, Public Works Supervisor Chaffee

**Others present:** Hannah Hassler-Maple River Messenger

Acting Mayor Vait called the council meeting to order at 4:30 p.m. in the Council Chambers at the Mapleton Fire Station

### **Pledge of Allegiance**

All present stood and said the Pledge of Allegiance to the flag.

### **Agenda**

Councilor Masters moved, and Councilor Warner seconded to adopt the agenda. All present voted in favor thereof. Motion carried.

### **Consent Agenda**

Councilor Masters moved, and Councilor Warner seconded to adopt the consent agenda as follows. All present voted in favor thereof. Motion carried.

- A. Minutes 2-20-24
- B. Bills totaling \$149,719.19.
- C. Zoning Permits
- D. January Finance Report
- E. Police Department year-end report
- F. Department Meeting Minutes

### **Community Comment**

No one was present for Community Comment.

### **Council Comment**

Acting Mayor Vait read a statement from Mayor Annis thanking the retired firefighters who were recently recognized at a ceremony.

### **Facility Tour: Public Works Shop**

Acting Mayor Vait recessed the meeting at 4:33 p.m. for a tour of the public works shop. The council reconvened at the public works shop. Public Works Supervisor Chaffee gave a guided tour of the public works shop and discussed equipment and building needs with the council. Public Works staff was pleased to announce the new public works truck had a “born date” of 3-4-2024. Acting Mayor Vait recessed the meeting at 4:58 p.m. and reconvened the council meeting at 5:03 p.m. in the council chambers at the fire station.

### **Unfinished Business**

#### **A. Resolution 15-03-24 Crack Sealing**

Public Works Supervisor Chaffee explained that he had obtained two quotes for sealcoating city streets. The city has worked with both of the companies in the past. This is for bi-annual seal coating due to cost

savings for a larger amount of work and also less mobilization costs. **Councilor Masters moved, and Councilor Warner seconded to adopt Resolution 15-03-24 approving the seal coating quote from Pearson Brothers. Roll call vote: Aye: Vait, Warner, and Masters. Nay: none. Absent: Braaten and Annis. Motion carried.**

#### **New Business**

##### **A. Resolution 16-03-24 Speed Trailer**

Police Chief Honsey asked if there were any questions about the information that was in the council packet. The speed trailers quoted work in both 30 mph and 55 mph zones and meet the county and state guidelines. Police Chief Honsey felt that the lower priced speed trailer will meet the city's needs. **Councilor Masters moved, and Councilor Warner seconded to adopt Resolution 16-03-24 approving purchase of a speed trailer from All Traffic Solution using ARPA funds and any donations the city may receive from the Mapleton Area Foundation and the Mapleton Chamber of Commerce. Roll call vote: Aye: Vait, Warner, and Masters. Nay: none. Absent: Braaten and Annis. Motion carried.**

##### **B. Resolution 17-03-24 Police Department Retention Bonus**

Police Chief Honsey explained he would like to use the public safety money for retention bonuses. He explained the options that had been discussed at the police department meeting. The purpose is to retain officers and make wages comparable to other cities our size. **Councilor Masters moved, and Councilor Warner seconded to adopt Resolution 17-03-24 approving police retention bonus option #1. Roll call vote: Aye: Vait, Warner, and Masters. Nay: none. Absent: Braaten and Annis. Motion carried.**

##### **C. Resolution 18-03-24 All Pets Impound Agreement**

Police Chief Honsey explained there were no other options for animal impoundment when All Pets ends the current contract on March 31<sup>st</sup>. He requested approval of the new agreement with All Pets. There would be no more cat impounds except in extreme circumstances. There is an additional clause that a dog would need to be microchipped before released. Police Chief Honsey is working with All Pets to hold a microchipping event at a reduced rate. **Councilor Warner moved, and Councilor Masters seconded to adopt Resolution 18-03-24 approving All Pets impound agreement. Roll call vote: Aye: Vait, Warner, and Masters. Nay: none. Absent: Braaten and Annis. Motion carried.**

##### **D. Resolution 19-03-24 Amendment to Law Enforcement Services Agreement**

Police Chief Honsey explained the amendment to the Amboy contract due to how dogs are impounded according to the new agreement with All Pets. He did not foresee any issues with the City of Amboy approving. **Councilor Warner moved, and Councilor Masters seconded to adopt Resolution 19-03-24 approving amendment to Law Enforcement Services Agreement. Roll call vote: Aye: Vait, Warner, and Masters. Nay: none. Absent: Braaten and Annis. Motion carried.**

##### **E. Resolution 20-03-24 Portable Radio**

Police Chief Honsey explained that new radios were purchased due to the new encryption. Only a minimum of four radios were purchased at that time. He is requesting the purchase of an additional radio as a backup. **Councilor Masters moved, and Councilor Warner seconded to adopt Resolution 20-03-24 approving purchase of a portable radio for the police department. Roll call vote: Aye: Vait, Warner, and Masters. Nay: none. Absent: Braaten and Annis. Motion carried.**

##### **F. Resolution 21-03-24 Warning Siren**

Police Chief Honsey explained that after the new school was built, a resident complained that they could not hear the tornado siren in the southwest portion of town. He investigated and found out that the siren could be heard outdoors. The purpose of the siren is to warn people who are outside, not the ones in a building. However, there was found to be a sound deficit at the new ball fields south of the new school building. Since it will take staff time to investigate this issue further and to work with the school for location and

installation, Police Chief Honsey asked the council to give direction if to move forward with a second tornado siren. If the council wishes to move forward with this project, staff will request the use of ARPA funds for the purchase and installation of second siren. Councilor Warner asked if the sound would be different than the current siren. Police Chief Honsey noted that it may sound different. Police Chief Honsey noted that this would mainly be for activities south of the school building and future city growth in that area. **Councilor Masters moved, and Councilor Warner seconded to adopt Resolution 21-03-24 directing the seal coating quote from Pearson Brothers. Roll call vote: Aye: Vait, Warner, and Masters. Nay: none. Absent: Braaten and Annis. Motion carried.**

Councilor Warner asked if there was update on the letter that had been sent to all of them. City Clerk Duncanson replied that she requested the resident to submit a formal request to the council and to attend a council meeting. No further response has been received from the resident.

**Councilor Masters moved, and Councilor Warner seconded to adjourn the meeting. All present voted in favor thereof. Motion carried.** Acting Mayor Vait adjourned the meeting at 5:27 p.m.

Recorded by Sarah Olsen.

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Jeff Annis, Mayor

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Amber Duncanson, City Clerk

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**\*Check Detail Register©**

Batch: bw5 24,030624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>27344 e</b>	03/15/24	<b>KASEYA US LLC</b>			
E 609-00000-207		Computer Supplies	\$200.00	24645494524	LS POS-KASEYA
		Total	\$200.00		
<b>27345 e</b>	03/15/24	<b>MN CHILD SUPPORT PAYMENT CTR</b>			
G 101-21760		Child Support	\$264.42	Bw5	h.chaffee bw5 pymt
		Total	\$264.42		
<b>27346 e</b>	03/15/24	<b>NATIONWIDE RETIREMENT SOLUTION</b>			
G 101-21707		NATIONWIDE	\$800.00		
		Total	\$800.00		
<b>27347 e</b>	03/15/24	<b>INTERNAL REVENUE SERVICE</b>			
G 101-21701		Federal Withholding	\$2,134.26		
G 101-21703		FICA Tax Withholding	\$3,066.00		
		Total	\$5,200.26		
<b>27348 e</b>	03/15/24	<b>EXECUTIVE DIRECTORS P.E.R.A.</b>			
G 101-21704		PERA	\$5,623.68		
		Total	\$5,623.68		
<b>27349 e</b>	03/15/24	<b>MN DEPARTMENT OF REVENUE</b>			
G 101-21702		State Withholding	\$1,082.41		
		Total	\$1,082.41		
<b>31001</b>	03/06/24	<b>BLUE EARTH COUNTY LOAN PROGRAM</b>			
G 225-20800		Due to Other Government	\$425.00		March pymt-BEC Loan Program
G 225-20800		Due to Other Government	\$500.00		March pymt-BEC Loan Program
G 225-20800		Due to Other Government	\$650.00		March pymt-BEC Loan Program
G 225-20800		Due to Other Government	\$760.00		March pymt-BEC Loan Program
		Total	\$2,335.00		
<b>31002</b>	03/15/24	<b>ALL PETS MEDICINE</b>			
E 101-42700-313		Dog Impoundment	\$499.99	235753	CHIP READER-ALL PETS
		Total	\$499.99		
<b>31003</b>	03/15/24	<b>AT&amp;T MOBILITY</b>			
E 101-42100-321		Telephone	\$179.00		PD Feb cell- AT&T
E 101-42100-433		CIS-COUNTY FEES	\$76.46		pd car access-at&t
		Total	\$255.46		
<b>31004</b>	03/15/24	<b>BLUE EARTH COUNTY CHIEFS ASSOC</b>			
E 101-42300-434		Dues and Subscriptions	\$60.00		fd 2024 dues-bec chiefs assoc
E 101-42200-434		Dues and Subscriptions	\$60.00	2024-107	FD 2024 DUES-BEC CHIEFS ASSOC
		Total	\$120.00		
<b>31005</b>	03/15/24	<b>CENTRAL FARM SERVICE</b>			
E 101-43100-212		Motor Fuels	\$629.90		Street Dpt motor fuels
E 101-42300-212		Motor Fuels	\$106.18		FD motor fuels feb-cfs
E 101-42200-212		Motor Fuels	\$106.17		fd motor fuels feb-cfs

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**\*Check Detail Register©**

Batch: bw5 24,030624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42100-212		Motor Fuels	\$405.68		Police Feb-CFS
		Total	\$1,247.93		
<b>31006</b>	03/15/24	<b>CHAFFEE, HUNTER</b>			
E 101-43100-321		Telephone	\$8.34		MARCH CELL-CHAFFEE, H
E 601-00000-321		Telephone	\$8.33		MARCH CELL-CHAFFEE, H
E 602-00000-321		Telephone	\$8.33		MARCH CELL-CHAFFEE, H
		Total	\$25.00		
<b>31007</b>	03/15/24	<b>CHARLES BENSON IV</b>			
E 609-00000-266		EntertainmentExpenses	\$250.00		LS Entertainment-Charles Benson
		Total	\$250.00		
<b>31008</b>	03/15/24	<b>COMPUTER TECHNOLOGY SOLUTIONS</b>			
E 101-41000-207		Computer Supplies	\$377.11	133639	FEB FIREWALL/BACKUP-CTS
E 101-41400-207		Computer Supplies	\$835.02	133639	FEB FIREWALL/BACKUP-CTS
E 101-42100-207		Computer Supplies	\$323.23	133639	FEB FIREWALL/BACKUP-CTS
E 101-42200-207		Computer Supplies	\$134.68	133639	FEB FIREWALL/BACKUP-CTS
E 101-42300-207		Computer Supplies	\$134.68	133639	FEB FIREWALL/BACKUP-CTS
E 101-43100-207		Computer Supplies	\$242.42	133639	FEB FIREWALL/BACKUP-CTS
E 101-45200-207		Computer Supplies	\$53.87	133639	FEB FIREWALL/BACKUP-CTS
E 601-00000-207		Computer Supplies	\$188.55	133639	FEB FIREWALL/BACKUP-CTS
E 602-00000-207		Computer Supplies	\$134.68	133639	FEB FIREWALL/BACKUP-CTS
E 609-00000-207		Computer Supplies	\$269.36	133639	FEB FIREWALL/BACKUP-CTS
E 101-41310-207		Computer Supplies	\$12.70	133639	FEB FIREWALL/BACKUP-CTS
E 101-41110-207		Computer Supplies	\$50.76	133639	FEB FIREWALL/BACKUP-CTS
		Total	\$2,757.06		
<b>31009</b>	03/15/24	<b>DAHLHEIMER BEVERAGE</b>			
E 609-00000-252		Beer For Resale	\$634.20	2144190	BEER-DAHLHEIMER
		Total	\$634.20		
<b>31010</b>	03/15/24	<b>DRAFT SERVICES</b>			
E 609-00000-300		Professional Srvs (GENE	\$50.00		LS CLEAN BEER LINES-DRAFT SERVICES
		Total	\$50.00		
<b>31011</b>	03/15/24	<b>DUNCANSON, AMBER</b>			
E 101-41400-321		Telephone	\$25.00		MARCH CELL-DUNCANSON, A
		Total	\$25.00		
<b>31012</b>	03/15/24	<b>GALLS INCORPORATED</b>			
E 101-42100-419		Clothing & equipment	\$105.45	027170556	PD UNIFORMS-GALLS
		Total	\$105.45		
<b>31013</b>	03/15/24	<b>GARTNER GARAGE</b>			
E 101-42300-404		Repairs/Maint Machinery/	\$40.74		fd 4801 oil filter-gartner garage
E 101-42200-404		Repairs/Maint Machinery/	\$40.74	7344	FD 4801 oil filter-gartner garage
		Total	\$81.48		
<b>31014</b>	03/15/24	<b>GOPHER STATE ONE CALL</b>			
E 601-00000-312		Gopher Locates	\$4.05	4020576	6 EMAIL TICKETS-GOPHER STATE

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Batch: bw5 24,030624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-00000-312		Gopher Locates	\$4.05	4020576	6 EMAIL TICKETS-GOPHER STATE
		Total	\$8.10		
<b>31015</b>	03/15/24	<b>HAWKINS, INC</b>			
E 601-00000-315		Chemicals	\$10.00	6708712	Chlorine Cylinder-Hawkins Water
		Total	\$10.00		
<b>31016</b>	03/15/24	<b>JOHN HEALY</b>			
E 101-43100-321		Telephone	\$8.34		MARCH CELL-HEALY, J
E 601-00000-321		Telephone	\$8.33		MARCH CELL-HEALY, J
E 602-00000-321		Telephone	\$8.33		MARCH CELL-HEALY, J
		Total	\$25.00		
<b>31017</b>	03/15/24	<b>HEIMAN FIRE EQUIPMENT</b>			
E 204-42200-500		Capital Outlay (GENERAL	\$38,304.00	0739835	FD TURNOUT-HEIMAN
		Total	\$38,304.00		
<b>31018</b>	03/15/24	<b>A.H. HERMELS</b>			
E 609-00000-259		Confections	\$152.52	1012174	CONF-HERMEL
E 609-00000-333		Freight and Express	\$8.95	1012174	CONF-HERMEL
E 609-00000-430		Miscellaneous (GENERAL	\$123.91	1012174	CONF-HERMEL
		Total	\$285.38		
<b>31019</b>	03/15/24	<b>KILTYS MARKET</b>			
E 101-41000-470		Health & Wellness	\$4.90		FEB BILL-KILTYS
E 609-00000-259		Confections	\$78.99		Is confections-kilty
E 205-00000-430		Miscellaneous (GENERAL	\$16.19		comm ctr coffee-kilty
E 101-41400-430		Miscellaneous (GENERAL	\$6.78		volunteer appreciation-kilty
		Total	\$106.86		
<b>31020</b>	03/15/24	<b>LJP WASTE SOLUTIONS</b>			
E 603-00000-392		Waste Management	\$101.65		feb fuel surcharge-ljp
E 603-00000-392		Waste Management	\$7,997.28	499478	FEB GARBAGE-LJP WASTE
E 603-00000-396		Recycling - roll off service	\$3,087.59	499478	FEB recycling-ljp
		Total	\$11,186.52		
<b>31021</b>	03/15/24	<b>MAGGIE J</b>			
E 230-00000-430		Miscellaneous (GENERAL	\$809.91		ANNUAL CHAMBER MTG-MAGGIE J
E 101-41410-331		Travel & SchoolExpenses	\$89.98		MEALS FOR ELECTION-MAGGIE J
		Total	\$899.89		
<b>31022</b>	03/15/24	<b>MAPLETON FARM &amp; HOME</b>			
E 101-41400-430		Miscellaneous (GENERAL	\$11.46		FEB BILL-MPTN FARM & HOME
E 101-43100-404		Repairs/Maint Machinery/	\$36.56		FEB BILL-MPTN FARM & HOME
E 101-45200-430		Miscellaneous (GENERAL	\$39.98		FEB BILL-MPTN FARM & HOME
E 601-00000-404		Repairs/Maint Machinery/	\$63.66		FEB BILL-MPTN FARM & HOME
E 609-00000-430		Miscellaneous (GENERAL	\$53.34		FEB BILL-MPTN FARM & HOME
E 101-45500-430		Miscellaneous (GENERAL	\$20.37		FEB BILL-MPTN FARM & HOME
E 101-42100-430		Miscellaneous (GENERAL	\$12.99		FEB BILL-MPTN FARM & HOME
		Total	\$238.36		



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Batch: bw5 24,030624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>31023</b>	03/15/24	<b>MAPLETON FIRE RELIEF ASSOC</b>			
E 101-42200-129		Fire Relief 2% Monies	\$24,755.30	3199	State Aid-Mapleton Fire Relief Assoc
E 101-42200-129		Fire Relief 2% Monies	\$4,483.18	3199	State Aid-Mapleton Fire Relief Assoc
E 101-42200-129		Fire Relief 2% Monies	\$3,000.00	3199	State Aid-Mapleton Fire Relief Assoc
		Total	\$32,238.48		
<b>31024</b>	03/15/24	<b>MARCO, INC.</b>			
E 101-41000-200		Office Supplies (GENERA	\$22.24	12217894	feb copier contract-MARCO
E 101-41400-200		Office Supplies (GENERA	\$49.27	12217894	feb copier contract-MARCO
E 101-42100-200		Office Supplies (GENERA	\$19.07	12217894	feb copier contract-MARCO
E 101-42200-200		Office Supplies (GENERA	\$7.95	12217894	feb copier contract-MARCO
E 101-42300-200		Office Supplies (GENERA	\$7.95	12217894	feb copier contract-MARCO
E 101-43100-200		Office Supplies (GENERA	\$14.30	12217894	feb copier contract-MARCO
E 101-45200-200		Office Supplies (GENERA	\$3.18	12217894	feb copier contract-MARCO
E 601-00000-200		Office Supplies (GENERA	\$11.12	12217894	feb copier contract-MARCO
E 602-00000-200		Office Supplies (GENERA	\$7.95	12217894	feb copier contract-MARCO
E 609-00000-200		Office Supplies (GENERA	\$15.89	12217894	feb copier contract-MARCO
		Total	\$158.92		
<b>31025</b>	03/15/24	<b>MATHESON TRI-GAS INC</b>			
E 101-43100-430		Miscellaneous (GENERAL	\$121.33	29246574	GLOVES, SAFETY LENS AND PLAT-MATHESON
		Total	\$121.33		
<b>31026</b>	03/15/24	<b>MENARDS</b>			
E 101-43100-404		Repairs/Maint Machinery/	\$258.99	67174	SHELFS-MENARDS
E 101-41000-200		Office Supplies (GENERA	\$11.36	67276	TIMER-MENARDS
		Total	\$270.35		
<b>31027</b>	03/15/24	<b>MIDCONTINENT COMMUNICATIONS</b>			
E 101-42300-321		Telephone	\$56.18		pf phone internet-midco
E 101-42200-321		Telephone	\$56.18	13626000113	FD phone internet-midco
		Total	\$112.36		
<b>31028</b>	03/15/24	<b>NORTHERN LIGHTS FOODSERVICE</b>			
E 609-00000-333		Freight and Express	\$7.50	477590	CONF-NORTHERN LIGHTS
E 609-00000-259		Confections	\$339.09	477590	CONF-NORTHERN LIGHTS
E 609-00000-333		Freight and Express	\$7.50	478965	CONF-NORTHERN LIGHTS
E 609-00000-259		Confections	\$217.92	478965	CONF-NORTHERN LIGHTS
E 609-00000-430		Miscellaneous (GENERAL	\$69.87	478965	CONF-NORTHERN LIGHTS
		Total	\$641.88		
<b>31029</b>	03/15/24	<b>SARAH OLSEN</b>			
E 101-41400-321		Telephone	\$12.50		MARCH CELL, OLSEN, S
E 609-00000-321		Telephone	\$12.50		MARCH CELL, OLSEN, S
G 101-21706		Flex One	\$260.61		FLEX-OLSEN, S
E 101-41410-331		Travel & SchoolExpenses	\$50.25		ELECTION MILEAGE-OLSEN, S
		Total	\$335.86		
<b>31030</b>	03/15/24	<b>PFEFFER TREE SERVICE</b>			
E 101-46102-461		Boulevard Trees & Remov	\$3,000.00		2024 blvd tree removal-pfeffer



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**\*Check Detail Register©**

Batch: bw5 24,030624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-46102-462		Tree Trimming	\$12,000.00	7364	2024 BLVD TRIM-PFEFFER
		Total	\$15,000.00		
<b>31031</b>	03/15/24	<b>PHILLIPS WINE AND SPIRITS</b>			
E 609-00000-251		Liquor For Resale	\$1,014.85	6745938	LIQUOR-PHILLIPS
E 609-00000-253		WINE FOR RESALE	\$319.30	6745938	LIQUOR-PHILLIPS
E 609-00000-333		Freight and Express	\$25.59	6745938	LIQUOR-PHILLIPS
		Total	\$1,359.74		
<b>31032</b>	03/15/24	<b>PLUNKETTS</b>			
E 205-00000-308		Exterminator Expense	\$38.56	8445529	LEISURE CENTER PEST CONTROL-PLUNKETTS
		Total	\$38.56		
<b>31033</b>	03/15/24	<b>QUILL CORPORATION</b>			
E 205-00000-430		Miscellaneous (GENERAL	\$16.55		comm ctr creamer-quill
E 609-00000-430		Miscellaneous (GENERAL	\$16.56		ls creamer-quill
E 609-00000-200		Office Supplies (GENERA	\$14.98		screen wipes-quill
E 101-41000-200		Office Supplies (GENERA	\$1.11	37335186	office SUPPLIES-QUILL
E 101-41400-200		Office Supplies (GENERA	\$2.44	37335186	office SUPPLIES-QUILL
E 101-42100-200		Office Supplies (GENERA	\$0.95	37335186	office SUPPLIES-QUILL
E 101-42200-200		Office Supplies (GENERA	\$0.39	37335186	office SUPPLIES-QUILL
E 101-42300-200		Office Supplies (GENERA	\$0.39	37335186	office SUPPLIES-QUILL
E 101-43100-200		Office Supplies (GENERA	\$0.71	37335186	office SUPPLIES-QUILL
E 101-45200-200		Office Supplies (GENERA	\$0.16	37335186	office SUPPLIES-QUILL
E 601-00000-200		Office Supplies (GENERA	\$0.55	37335186	office SUPPLIES-QUILL
E 602-00000-200		Office Supplies (GENERA	\$0.39	37335186	office SUPPLIES-QUILL
E 609-00000-200		Office Supplies (GENERA	\$0.79	37335186	office SUPPLIES-QUILL
		Total	\$55.97		
<b>31034</b>	03/15/24	<b>RITEWAY</b>			
E 601-00000-200		Office Supplies (GENERA	\$431.91	24-30511	util bill forms-riteway
		Total	\$431.91		
<b>31035</b>	03/15/24	<b>SERTOMA</b>			
E 603-00000-391		Sertoma Beautification	\$500.00		MARCH 24-SERTOMA
		Total	\$500.00		
<b>31036</b>	03/15/24	<b>SOUTH CENTRAL FIRE DEPT ASSOC</b>			
E 101-42300-434		Dues and Subscriptions	\$50.00		23 & 24 dues-south central fire dept assoc
E 101-42200-434		Dues and Subscriptions	\$50.00	1031	23 & 24 DUES-SOUTH CENTRAL FIRE ASSOC
		Total	\$100.00		
<b>31037</b>	03/15/24	<b>STOPSTICK, LTD.</b>			
E 204-42100-500		Capital Outlay (GENERAL	\$1,370.00	0032752	PD Training Kit-StopStick
		Total	\$1,370.00		
<b>31038</b>	03/15/24	<b>THOMPSON, JAKE</b>			
E 101-43100-321		Telephone	\$8.34		MARCH CELL-THOMPSON, J
E 601-00000-321		Telephone	\$8.33		MARCH CELL-THOMPSON, J
E 602-00000-321		Telephone	\$8.33		MARCH CELL-THOMPSON, J

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Batch: bw5 24,030624PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$25.00		
<b>31039</b>	03/15/24	<b>TOM WALTERS TRUCKING,LLC</b>			
E 101-43100-225		Rock	\$1,234.98		rock hauling-t walters
Total			\$1,234.98		
<b>31040</b>	03/15/24	<b>TOW DISTRIBUTION CORP</b>			
E 609-00000-252		Beer For Resale	\$3,823.25	185385	BEER-TOW
E 609-00000-333		Freight and Express	\$5.00	185385	BEER-TOW
E 609-00000-252		Beer For Resale	\$111.10	185386	BEER-TOW
E 609-00000-252		Beer For Resale	(\$39.60)	185387	BEER-TOW
E 609-00000-252		Beer For Resale	(\$66.00)	26840	BEER-TOW
Total			\$3,833.75		
<b>31041</b>	03/15/24	<b>UTILITY CONSULTANTS, INC</b>			
E 602-00000-441		Testing	\$47.58	119185	COLIFORM-UTILITY CONSULTANTS
Total			\$47.58		
<b>31042</b>	03/15/24	<b>WEISE, JACOB</b>			
E 609-00000-321		Telephone	\$25.00		MARCH CELL-WEISE, J
Total			\$25.00		
<b>10100</b>			<b>\$130,523.12</b>		

**Fund Summary****10100 Checking**

101 GENERAL FUND	\$67,249.56
204 CAPITAL OUTLAY RESERVE	\$39,674.00
205 MAPLETON COMMUNITY CENTER	\$71.30
225 REVOLVING LOAN FUND	\$2,335.00
230 ECONOMIC DEVELOPMENT AUTHORITY	\$809.91
601 WATER FUND	\$734.83
602 SEWER FUND	\$219.64
603 REFUSE (GARBAGE) FUND	\$11,686.52
609 MUNICIPAL LIQUOR FUND	\$7,742.36
	<b>\$130,523.12</b>

**Council Signatures**

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Batch: BW6 liabilities,031924PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 Checking</b>					
<b>27350 e</b>	<b>03/27/24</b>	<b>CARDMEMBER SERVICES</b>			
E 101-41110-331		Travel & SchoolExpenses	\$99.00		e masters lmc day at hill-cardmember services
E 101-41400-331		Travel & SchoolExpenses	\$375.00		clerk conf-cardmember services
E 101-42100-200		Office Supplies (GENERA	\$38.43		pd batteries-cardmember services
E 101-42100-430		Miscellaneous (GENERAL	\$32.50		pd id badges-cardmember services
E 101-42100-434		Dues and Subscriptions	\$90.00		post license-cardmember services
E 101-43100-200		Office Supplies (GENERA	\$20.11		shop office supply-cardmember services
E 101-43100-404		Repairs/Maint Machinery/	\$459.07		harbor freight-cardmember services
E 101-43100-430		Miscellaneous (GENERAL	\$12.99		grinder nut-cardmember services
E 101-43100-982		Equip Cap Outlay Current	(\$97.20)		returned welding part-cardmember services
E 101-45200-408		SPLASH PAD	\$149.99		splash pad filters-cardmember services
E 101-45200-404		Repairs/Maint Machinery/	\$378.80		atv turn signal lights-cardmember services
E 101-42200-430		Miscellaneous (GENERAL	\$107.25		fd id badges-cardmember services
E 101-42300-430		Miscellaneous (GENERAL	\$107.25		fd id badges-cardmember services
		Total	\$1,773.19		
<b>27351 e</b>	<b>03/28/24</b>	<b>MN CHILD SUPPORT PAYMENT CTR</b>			
G 101-21760		Child Support	\$264.42		BW 6 child support-mn child sulpport pay ctr
		Total	\$264.42		
<b>27352 e</b>	<b>03/28/24</b>	<b>NATIONWIDE RETIREMENT SOLUTION</b>			
G 101-21707		NATIONWIDE	\$800.00		bw6 emp retirement-nationwide
		Total	\$800.00		
<b>27353 e</b>	<b>03/28/24</b>	<b>INTERNAL REVENUE SERVICE</b>			
G 101-21701		Federal Withholding	\$1,934.79		bw6 fed/fica-irs
G 101-21703		FICA Tax Withholding	\$2,990.42		bw6 fed/fica-irs
		Total	\$4,925.21		
<b>27354 e</b>	<b>03/28/24</b>	<b>MN DEPARTMENT OF REVENUE</b>			
G 101-21702		State Withholding	\$1,001.91		bw6 state withhold-mn dept rev
		Total	\$1,001.91		
<b>27355 e</b>	<b>03/28/24</b>	<b>EXECUTIVE DIRECTORS P.E.R.A.</b>			
G 101-21704		PERA	\$5,344.07		bw6 pension-pera
		Total	\$5,344.07		
<b>27356 e</b>	<b>03/28/24</b>	<b>ATM</b>			
G 609-11501		ATM Receivable	\$4,800.00		REFILL-ATM
		Total	\$4,800.00		
<b>27357 e</b>	<b>03/28/24</b>	<b>ATM</b>			
G 609-11501		ATM Receivable	\$1,440.00		REFILL-ATM
		Total	\$1,440.00		
<b>27358 e</b>	<b>03/28/24</b>	<b>ATM</b>			
G 609-11501		ATM Receivable	\$3,780.00		REFILL-ATM
		Total	\$3,780.00		
<b>27359 e</b>	<b>03/28/24</b>	<b>ATM</b>			

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Batch: BW6 liabilities,031924PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 609-11501		ATM Receivable	\$2,920.00		REFILL-ATM
		Total	\$2,920.00		
<b>27360 e</b>	03/28/24	<b>ATM</b>			
G 609-11501		ATM Receivable	\$6,660.00		REFILL-ATM
		Total	\$6,660.00		
<b>27361 e</b>	03/28/24	<b>ATM</b>			
G 609-11501		ATM Receivable	\$2,420.00		REFILL-ATM
		Total	\$2,420.00		
<b>27362 e</b>	03/28/24	<b>MINNESOTA DEPT OF REVENUE</b>			
G 609-21800		Sales Tax	\$4,664.00		FEB24-MNDEPT OR REV
G 601-21800		Sales Tax	\$203.00		FEB24-MN DEPT OF REV
G 205-21800		Sales Tax	\$27.00		FEB24-MN DEPT OF REV
E 609-00000-429		USE TAX	\$11.00		FEB24-MN DEPT OF REV
		Total	\$4,905.00		
<b>27363 e</b>	03/28/24	<b>WEX Health, Inc.</b>			
E 101-41400-130		Employer Paid Ins (GENE	\$2.75		March 24 pymt-WEX
		Total	\$2.75		
<b>27364 e</b>	03/28/24	<b>PAYMENT SERVICE NETWORK</b>			
E 601-00000-300		Professional Svcs (GENE	\$189.20		PSN wtr fees-payment service network
		Total	\$189.20		
<b>27365 e</b>	03/28/24	<b>CREDIT CARD FEES</b>			
E 609-00000-300		Professional Svcs (GENE	\$1,408.12		Mar24-Credit Card Fees
		Total	\$1,408.12		
<b>27366 e</b>	03/28/24	<b>PIONEER BANK</b>			
E 101-41000-300		Professional Svcs (GENE	\$10.00		March 24 Online Maint-Pioneer Bank
		Total	\$10.00		
<b>27367 e</b>	03/28/24	<b>ATM</b>			
G 609-11501		ATM Receivable	\$2,700.00		REFILL-ATM
		Total	\$2,700.00		
<b>27368 e</b>	03/29/24	<b>ATM</b>			
G 609-11501		ATM Receivable	\$5,120.00		Refill-ATM
		Total	\$5,120.00		
<b>31043</b>	03/19/24	<b>FERGUSON ENTERPRISES #1657</b>			
E 601-00000-207		Computer Supplies	\$2,900.55	B163412	Neptune 360-Ferguson Enterprises
E 601-00000-207		Computer Supplies	\$600.00	B163412	Annual Support Belt Clip
		Total	\$3,500.55		
<b>31044</b>	03/29/24	<b>AFLAC</b>			
G 101-21709		Employee Ins.	\$674.25	340215	March pymt-AFLAC
		Total	\$674.25		
<b>31045</b>	03/29/24	<b>AXON ENTERPRISE, INC</b>			

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Batch: BW6 liabilities,031924PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 204-42100-500		Capital Outlay (GENERAL	\$3,797.22	127422	PD BODY CAMERA-AXON
		Total	\$3,797.22		
<b>31046</b>	03/29/24	<b>BLUE EARTH COUNTY LOAN PROGRAM</b>			
G 225-20800		Due to Other Government	\$425.00		April Pymt-BEC Loan Program
G 225-20800		Due to Other Government	\$500.00		April Pymt-BEC Loan Program
G 225-20800		Due to Other Government	\$650.00		April Pymt-BEC Loan Program
G 225-20800		Due to Other Government	\$760.00		April Pymt-BEC Loan Program
		Total	\$2,335.00		
<b>31047</b>	03/29/24	<b>CHAFFEE, HUNTER</b>			
E 101-43100-404		Repairs/Maint Machinery/	\$26.51		Back-up Alarm new truck-Chaffee, H
		Total	\$26.51		
<b>31048</b>	03/29/24	<b>CREATIVE PRODUCT SOURCING, INC</b>			
E 204-42100-311		DARE	\$716.55	155636	PD DARE-CREATIVE SOURCING
E 204-42100-311		DARE	\$235.25	155759	PD DARE-CREATIVE PRODUCT
		Total	\$951.80		
<b>31049</b>	03/29/24	<b>DAHLHEIMER BEVERAGE</b>			
E 609-00000-259		Confections	\$204.00	2134935	BEER-DAHLHEIMER
E 609-00000-252		Beer For Resale	\$2,407.85	2134935	BEER-DAHLHEIMER
		Total	\$2,611.85		
<b>31050</b>	03/29/24	<b>DULAS DIESEL &amp; REPAIR</b>			
E 101-42300-404		Repairs/Maint Machinery/	\$1,862.63	5358	FD 4821 Tanker-Dulas
E 101-42300-404		Repairs/Maint Machinery/	\$1,829.45	5386	fd 4821 STEERING LEAKS-DULAS
		Total	\$3,692.08		
<b>31051</b>	03/29/24	<b>DUNCANSON, AMBER</b>			
E 101-41400-331		Travel & School Expenses	\$343.50		HOTEL-DUNCANSON A
		Total	\$343.50		
<b>31052</b>	03/29/24	<b>EMPIRE PIPE SERVICES INC</b>			
E 602-00000-230		Televising Sewer Main	\$9,013.60	4085	TV & Cleaning-EMPIRE PIPE
E 602-00000-406		Underground Maint	\$5,660.00	4104	LINER INSTALL-EMPIRE
		Total	\$14,673.60		
<b>31053</b>	03/29/24	<b>Harrison Ford</b>			
E 601-00000-500		Capital Outlay (GENERAL	\$11,868.00		pw new truck-Harrison Ford
E 602-00000-500		Capital Outlay (GENERAL	\$11,868.00		pw new truck-Harrison Ford
E 204-43100-500		Capital Outlay (GENERAL	\$11,868.00	61996	PW NEW TRUCK-HARRISON FORD
		Total	\$35,604.00		
<b>31054</b>	03/29/24	<b>HAWK ALARM SYSTEMS, INC</b>			
E 101-43100-407		Street Signs	\$48.98	49612	PW LIFT 2 BATTERY-HAWK
		Total	\$48.98		
<b>31055</b>	03/29/24	<b>BENJAMIN HONSEY</b>			
G 101-21706		Flex One	\$549.97		Flex-Honsey,B
		Total	\$549.97		

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Batch: BW6 liabilities,031924PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>31056</b>	03/29/24	<b>LEAGUE OF MN CITIES</b>			
E 101-41000-414		Safety	\$2,413.13	401794	REGIONAL SAFETY TRAINING-LEAGUE OF MN CITIES
		Total	\$2,413.13		
<b>31057</b>	03/29/24	<b>MADISON NATIONAL LIFE</b>			
E 101-41400-130		Employer Paid Ins (GENE	\$49.20	1615667	APRIL st disabil-MADISON NATIONAL LIFE
E 101-42100-130		Employer Paid Ins (GENE	\$65.60	1615667	APRIL st disabil-MADISON NATIONAL LIFE
E 609-00000-130		Employer Paid Ins (GENE	\$32.23	1615667	APRIL st disabil -MADISON NATIONAL LIFE
E 601-00000-130		Employer Paid Ins (GENE	\$16.40	1615667	APRIL st disabil-MADISON NATIONAL LIFE
E 602-00000-130		Employer Paid Ins (GENE	\$16.40	1615667	APRIL st disabil-MADISON NATIONAL LIFE
E 101-43100-130		Employer Paid Ins (GENE	\$16.40	1615667	APRIL st disabil -MADISON NATIONAL LIFE
		Total	\$196.23		
<b>31058</b>	03/29/24	<b>Masters Evan</b>			
E 101-41110-331		Travel & SchoolExpenses	\$207.25	81808231	COUNSEL TRAINING HOTEL-MASTERS,E
		Total	\$207.25		
<b>31059</b>	03/29/24	<b>MENARDS</b>			
E 101-45200-404		Repairs/Maint Machinery/	\$161.45	4237	PW SUPPLIES-MENARD
E 101-45200-404		Repairs/Maint Machinery/	\$42.75	68535	HEAT SHRINK-MENARDS
		Total	\$204.20		
<b>31060</b>	03/29/24	<b>MIDCONTINENT COMMUNICATIONS</b>			
E 101-42100-321		Telephone	\$39.00		police phone fax-midco
E 101-43100-321		Telephone	\$28.50		pub works phone-midco
E 609-00000-321		Telephone	\$71.50		liquor internet-midco
E 609-00000-321		Telephone	\$39.03		liquor telephone-Midco
E 602-00000-321		Telephone	\$34.54	172164501	LIFT-MIDCO
E 101-45500-321		Telephone	\$35.03	17249110113	Library-Midco
E 101-41400-321		Telephone	\$201.90	209213701	CITY HALL-MIDCO
E 602-00000-321		Telephone	\$34.84	37284020113	1411 SILVER-MIDCO
E 205-00000-321		Telephone	\$92.60	37340240113	LEISURE CENTER-MIDCO
		Total	\$576.94		
<b>31061</b>	03/29/24	<b>NORTHERN LIGHTS FOODSERVICE</b>			
E 609-00000-259		Confections	\$266.16	480110	CONF-NORTHERN LIGHTS
E 609-00000-333		Freight and Express	\$7.50	480110	CONF-NORTHERN LIGHTS
E 609-00000-259		Confections	\$267.27	481301	CONF-NORTHERN LIGHTS
E 609-00000-333		Freight and Express	\$7.50	481301	CONF-NORTHERN LIGHTS
		Total	\$548.43		
<b>31062</b>	03/29/24	<b>NORTHWEST NATURAL GAS CO</b>			
E 101-45200-383		Gas Utilities	\$124.39		SPLASHPAD-NW GAS
E 602-00000-383		Gas Utilities	\$25.37		PW LIFT-NW GAS
E 205-00000-383		Gas Utilities	\$84.91		LEISURE CENTER-NW GAS
E 101-41400-383		Gas Utilities	\$67.02		CITYHALL-NW GAS
E 609-00000-383		Gas Utilities	\$201.07		liquor nat gas-nw gas
E 101-42200-383		Gas Utilities	\$350.53		FD-NW GAS
E 101-45500-383		Gas Utilities	\$127.10		LIBRARY-NW GAS
E 101-43100-383		Gas Utilities	\$228.95		SHOP#2-NW GAS



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Batch: BW6 liabilities,031924PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,209.34		
<b>31063</b>	03/29/24	<b>PAPER ROLL SUPPLIES</b>			
E 609-00000-200		Office Supplies (GENERA	\$154.62	622612	LS REGISTER TAPE-PAPER ROLL SUPPLIES
Total			\$154.62		
<b>31064</b>	03/29/24	<b>THE GILLETTE GROUP</b>			
E 609-00000-259		Confections	\$431.18	9485598	CONF-PEPSI
E 101-45200-259		Confections	\$248.50	9485598	CONF-PEPSI
Total			\$679.68		
<b>31065</b>	03/29/24	<b>PHILLIPS WINE AND SPIRITS</b>			
E 609-00000-251		Liquor For Resale	\$3,829.70	6752953	LIQUOR-PHILLIPS
E 609-00000-253		WINE FOR RESALE	\$310.25	6752953	LIQUOR-PHILLIPS
E 609-00000-333		Freight and Express	\$66.69	6752953	LIQUOR-PHILLIPS
E 609-00000-259		Confections	\$244.55	6752953	LIQUOR-PHILLIPS
Total			\$4,451.19		
<b>31066</b>	03/29/24	<b>QUILL CORPORATION</b>			
E 609-00000-200		Office Supplies (GENERA	\$90.94		Is ink-quill
E 101-41000-200		Office Supplies (GENERA	\$4.55	37692035	OFFICE SUPPLIES-QUILL
E 101-41400-200		Office Supplies (GENERA	\$10.08	37692035	OFFICE SUPPLIES-QUILL
E 101-42100-200		Office Supplies (GENERA	\$3.90	37692035	OFFICE SUPPLIES-QUILL
E 101-42200-200		Office Supplies (GENERA	\$1.63	37692035	OFFICE SUPPLIES-QUILL
E 101-42300-200		Office Supplies (GENERA	\$1.63	37692035	OFFICE SUPPLIES-QUILL
E 101-43100-200		Office Supplies (GENERA	\$2.93	37692035	OFFICE SUPPLIES-QUILL
E 101-45200-200		Office Supplies (GENERA	\$0.65	37692035	OFFICE SUPPLIES-QUILL
E 601-00000-200		Office Supplies (GENERA	\$2.28	37692035	OFFICE SUPPLIES-QUILL
E 602-00000-200		Office Supplies (GENERA	\$1.63	37692035	OFFICE SUPPLIES-QUILL
E 609-00000-200		Office Supplies (GENERA	\$3.25	37692035	OFFICE SUPPLIES-QUILL
Total			\$123.47		
<b>31067</b>	03/29/24	<b>SERTOMA</b>			
E 603-00000-391		Sertoma Beautification	\$500.00		April Beautification-Sertoma
Total			\$500.00		
<b>31068</b>	03/29/24	<b>SOUTH CENTRAL SERVICE COOPERATIVE</b>			
G 101-21710		Health Ins Blue Cross	\$7,381.86		EmpHealthIns-South Central Service
Total			\$7,381.86		
<b>31069</b>	03/29/24	<b>SOUTHERN GLAZERS OF MN</b>			
E 609-00000-253		WINE FOR RESALE	\$624.00	2451510	LIQUOR-SOUTHERN GLAZERS
E 609-00000-251		Liquor For Resale	\$2,046.58	2451510	LIQUOR-SOUTHERN GLAZERS
E 609-00000-333		Freight and Express	\$46.80	2451510	LIQUOR-SOUTHERN GLAZERS
Total			\$2,717.38		
<b>31070</b>	03/29/24	<b>THEIN WELL CO</b>			
E 601-00000-404		Repairs/Maint Machinery/	\$16,395.69	8880	WELL #3-THEIN WELL
Total			\$16,395.69		
<b>31071</b>	03/29/24	<b>THOMPSON, JAKE</b>			



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Batch: BW6 liabilities,031924PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-404		Repairs/Maint Machinery/	\$16.10		Rocker Switch-Thompson, Jake
		Total	\$16.10		
<b>31072</b>	<b>03/29/24</b>	<b>TOW DISTRIBUTION CORP</b>			
E 609-00000-252		Beer For Resale	(\$37.20)	162394	BEER-TOW
E 609-00000-252		Beer For Resale	\$4,836.95	186105	BEER-TOW
E 609-00000-333		Freight and Express	\$5.00	186105	BEER-TOW
E 609-00000-252		Beer For Resale	\$165.30	186106	BEER-TOW
E 609-00000-252		Beer For Resale	(\$192.99)	186107	BEER-TOW
E 609-00000-259		Confections	(\$33.41)	186107	BEER-TOW
E 609-00000-252		Beer For Resale	(\$7.04)	186108	BEER-TOW
E 609-00000-252		Beer For Resale	\$292.00	186109	BEER-TOW
E 609-00000-252		Beer For Resale	\$2,211.55	186846	BEER-TOW
E 609-00000-259		Confections	\$69.75	186846	BEER-TOW
E 609-00000-333		Freight and Express	\$5.00	186846	BEER-TOW
E 609-00000-252		Beer For Resale	\$77.10	186847	BEER-TOW
E 609-00000-252		Beer For Resale	(\$15.00)	186848	BEER-TOW
		Total	\$7,377.01		
<b>31073</b>	<b>03/29/24</b>	<b>USA BLUEBOOK</b>			
E 601-00000-404		Repairs/Maint Machinery/	\$153.76	308879	PW WATER CHEM-USA BLUEBOOK
		Total	\$153.76		
<b>31074</b>	<b>03/29/24</b>	<b>VERIZON WIRELESS</b>			
E 101-42300-321		Telephone	\$17.50	9958610326	FD AIR CARD-VZW
E 101-42200-321		Telephone	\$17.51	9958610326	FD AIR CARD-VZW
		Total	\$35.01		
<b>31075</b>	<b>03/29/24</b>	<b>VINOCOPIA INC</b>			
E 609-00000-253		WINE FOR RESALE	\$352.00	0347335	LIQOUR-VINOCOPIA
E 609-00000-251		Liquor For Resale	\$311.00	0347335	LIQOUR-VINOCOPIA
E 609-00000-333		Freight and Express	\$12.00	0347335	LIQOUR-VINOCOPIA
		Total	\$675.00		
<b>31076</b>	<b>03/29/24</b>	<b>WEISE, JACOB</b>			
G 101-21706		Flex One	\$457.00		FLEX ACCT-WEISE, J
		Total	\$457.00		
<b>31077</b>	<b>03/29/24</b>	<b>XCEL ENERGY</b>			
E 601-00000-381		Electric Utilities	\$2,018.19	868947319	March 24-XCEL
E 602-00000-381		Electric Utilities	(\$146.36)	868947319	March 24-XCEL
E 101-45500-381		Electric Utilities	\$43.37	868947319	March 24-XCEL
E 101-45200-381		Electric Utilities	\$159.28	868947319	March 24-XCEL
E 601-00000-381		Electric Utilities	(\$79.28)	868947319	March 24-XCEL
E 101-43100-381		Electric Utilities	\$93.59	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$0.00	868947319	March 24-XCEL
E 101-42200-381		Electric Utilities	\$393.87	868947319	March 24-XCEL
E 205-00000-381		Electric Utilities	\$65.64	868947319	March 24-XCEL
E 601-00000-381		Electric Utilities	\$341.36	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$0.00	868947319	March 24-XCEL

## CITY OF MAPLETON

03/29/24 11:28 AM

Page 7

**\*Check Detail Register©**

Batch: BW6 liabilities,031924PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-00000-381		Electric Utilities	\$170.38	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$8.13	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$7.56	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$7.56	868947319	March 24-XCEL
E 101-45200-381		Electric Utilities	\$25.98	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$7.56	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$1,952.17	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$248.87	868947319	March 24-XCEL
E 101-43160-381		Electric Utilities	\$74.81	868947319	March 24-XCEL
E 101-00000-232		Grant	\$0.00	868947319	March 24-XCEL
Total			\$5,392.68		
10100			\$171,139.15		

**Fund Summary****10100 Checking**

101 GENERAL FUND	\$34,801.63
204 CAPITAL OUTLAY RESERVE	\$16,617.02
205 MAPLETON COMMUNITY CENTER	\$270.15
225 REVOLVING LOAN FUND	\$2,335.00
601 WATER FUND	\$34,609.15
602 SEWER FUND	\$26,678.40
603 REFUSE (GARBAGE) FUND	\$500.00
609 MUNICIPAL LIQUOR FUND	\$55,327.80
	\$171,139.15

**Council Signatures**

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03/15/24

**ZONING PERMIT**  
**STATE OF MINNESOTA, COUNTY OF BLUE EARTH**  
**CITY OF MAPLETON-OFFICE OF CITY CLERK**

Fee \$25.00 PAID

Permit #:2024-B-4

In application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO:

Joel Carlson

301 Lincoln St. SW

Mapleton MN 56065

Project:

A BUILDING PROJECT DESCRIBED AS FOLLOWS: 8X12 back yard shed

TYPE OF CONSTRUCTION MATERIAL: Wood

Project Address: Same

Lot Size:      Front:      Side:

Number of stories \_\_\_\_\_.

Lot              block              Addition

Parcel # **R15.24.04.376.003**

This permit is granted upon the express conditions that said owner and said contractors, agents, workers and employees, shall comply in all respects with the ordinances of the City of Mapleton; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc. for which special permits must be secured; and it does not cover the following: electrical work, plumbing, heating, plastering etc. Permits may be secured with said contractors.

Given under the hand of the City Clerk of said City this: 15th day of March 2024.



Amber Duncanson

Zoning Administrator/City Clerk-Treasurer

☒ **APPROVED**

Special Comments or conditions of the permit –

X Approved by Mayor Jeff Annis 3-15-2024.  
X Approved by Zoning Chairman John Treanor 3-15-2024.

## City of Mapleton

### Application for a Building Permit

Permit fees: New House (\$50), outbuildings/garages (\$40), all other permits (\$25) Limited (\$15)

Fines if construction begins without an approved permit, a \$100 fee may be included with the permit.

Permits are active for one year from the approval date.

Date Submitted: March 11, 2021 Permit number: B34-4 Permit fee: 25.<sup>00</sup>

Applicant Name (please print): <u>JOEL CARLSON</u>	
Applicant street address: <u>301 LINCOLN ST SW</u>	
Project Address (if different than applicants address):	
Phone Number: <u>(507) 420-1700</u>	Email: <u>JOEL R CARLSON</u>
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial

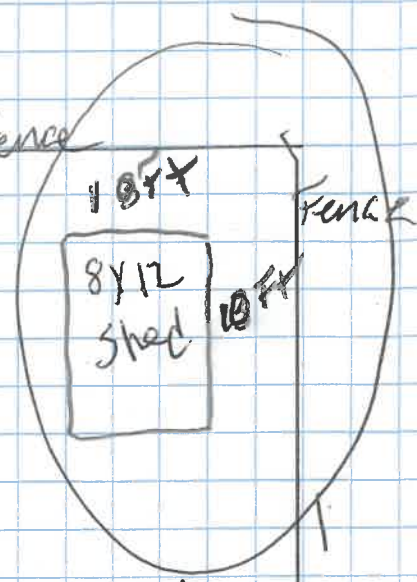
Type of Project			
New House: <input type="checkbox"/>	New Structure: <input checked="" type="checkbox"/>	Replacing Structure: <input type="checkbox"/>	
Describe proposed project: <u>8x12 STORAGE SHED - MADE FROM WOOD</u>			
<u>WITH METAL ROOF</u>			
Is this a corner lot: <u>Yes</u> <input type="checkbox"/> No <input type="checkbox"/>			
Type of material: <u>Wood</u> <input type="checkbox"/> <u>Steel</u> <input type="checkbox"/> Concrete <input type="checkbox"/> Other: <input type="checkbox"/>			
Dimensions			
Front Setback:	Side Setback:	Side Setback:	Rear Setback:
Lot Size:	Sidewall height:	Roof Height:	
If New Dwelling driveway dimension:			

Limited Permit			
Shingle <input type="checkbox"/>	Siding <input type="checkbox"/>	Other <input type="checkbox"/>	
Window <input type="checkbox"/>	Egress Window <input type="checkbox"/>	Removal <input type="checkbox"/>	
Doors <input type="checkbox"/>	Roof repair <input type="checkbox"/>		
Legal description of property: Parcel ID: R15.24.04. <u>316.003</u>			

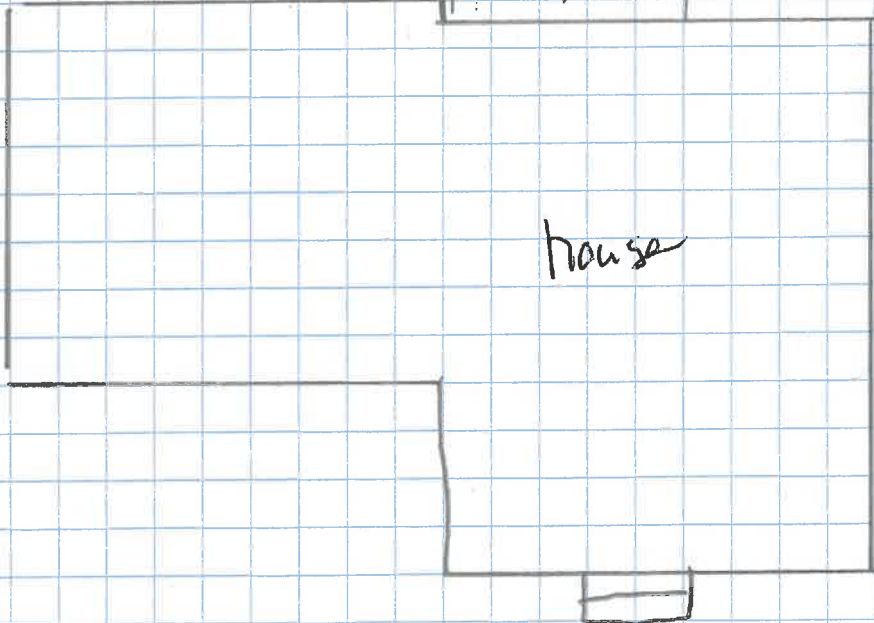
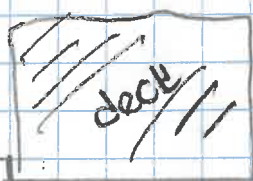
Demolition		
Project Description:		
Dumpster on Site: Yes or No	Use and Occupancy:	Dimensions:
Type of Construction:	Lot Dimensions:	

South ↑

Fence



Wooddeck



House



North ↓

Lincoln St SW

W 5th Ave SW



**PLEASE READ CAREFULLY AND SIGN BELOW:**

By signing below, I understand and agree that all work will be done in accordance with the information furnished on this application and with all ordinances of the City of Mapleton. Any changes to these specifications must be approved by the Zoning Board at a regular meeting before the project can be resumed.

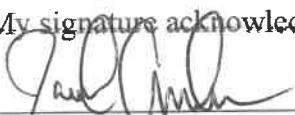
After the Zoning Board approves a permit, it must go to the City Council for final approval. The City Council meets on the first and third Tuesday of each month. The Zoning Board and the Mapleton City Council approve the Building Permits from the application.

**Hook-up Fees:** Each new home construction is assessed \$1,000.00 for a sanitary sewer hook-up and \$1,000.00 for water hook-up. The fee is to hook up to Mapleton's utility system. It is the property owners' responsibility and cost to bring the utility from the main to the property.

Enforcement and administration of the City of Mapleton's zoning ordinance is a public service and is of necessity limited in nature. Consequently, an approved zoning permit is not to be construed or relied upon as any type of warranty, guarantee, or representation on the part of the City that the plans, construction or finished product are in conformance with the provisions of the Minnesota State Building Code or other applicable construction standards. Further, the City assumes no responsibility or liability for damage of any nature allegedly arising out of the issuance of this zoning permit.

I hereby grant permission to the City of Mapleton's Zoning Administrator to enter the above property to inspect the finished construction.

My signature acknowledges that I have read and understand the above statement and its intent.

  
\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Planning Commission Approval: \_\_\_\_\_ City Council Approval: \_\_\_\_\_

03/15/24

**ZONING PERMIT**  
**STATE OF MINNESOTA, COUNTY OF BLUE EARTH**  
**CITY OF MAPLETON-OFFICE OF CITY CLERK**

Fee \$25.00 PAID

Permit #:2024-B-5

In application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO:

Aaron Trio

407 1<sup>st</sup> Ave SE

Mapleton MN 56065

Project:

A BUILDING PROJECT DESCRIBED AS FOLLOWS: replace back yard shed

TYPE OF CONSTRUCTION MATERIAL: Wood

Project Address: Same

Lot Size:      Front:      Side:

Number of stories \_\_\_\_\_.

Lot              block              Addition

Parcel # **R15.24.04.452.004**

This permit is granted upon the express conditions that said owner and said contractors, agents, workers and employees, shall comply in all respects with the ordinances of the City of Mapleton; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc. for which special permits must be secured; and it does not cover the following: electrical work, plumbing, heating, plastering etc. Permits may be secured with said contractors.

Given under the hand of the City Clerk of said City this: 15th day of March 2024.



Amber Duncanson

Zoning Administrator/City Clerk-Treasurer

☒ APPROVED

Special Comments or conditions of the permit –

X Approved by Mayor Jeff Annis 3-15-2024.

X Approved by Zoning Chairman John Treanor 3-15-2024.



**City of Mapleton**  
**Application for a Building Permit**

Permit fees: New House (\$50), outbuildings/garages (\$40), all other permits (\$25) Limited (\$15)  
Fines if construction begins without an approved permit, a \$100 fee may be included with the permit.  
Permits are active for one year from the approval date.

Date Submitted: 8-11-21 Permit number: B24-5 Permit fee: 25.00

Applicant Name (please print): <u>Aaron Trio</u>	
Applicant street address: <u>407 1st Ave SE</u>	
Project Address (if different than applicants address):	
Phone Number: <u>(507) 995-8417</u>	Email: <u>daniborglum@gmail.com</u>
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial

Type of Project			
New House: <input type="checkbox"/>	New Structure: <input type="checkbox"/>	Replacing Structure: <input checked="" type="checkbox"/>	
Describe proposed project: <u>replacing current shed structure with a different one.</u>			
Is this a corner lot: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Type of material: <u>Wood</u> Steel Concrete Other:			
Dimensions			
Front Setback:	Side Setback:	Side Setback:	Rear Setback:
Lot Size:	Sidewall height:	Roof Height:	
If New Dwelling driveway dimension:			

Limited Permit			
Shingle <input type="checkbox"/>	Siding <input type="checkbox"/>	Other <input type="checkbox"/>	
Window <input type="checkbox"/>	Egress Window <input type="checkbox"/>	Removal <input type="checkbox"/>	
Doors <input type="checkbox"/>	Roof repair <input type="checkbox"/>		
Legal description of property: Parcel ID: R15.24.04. <u>452.004</u>			

Demolition		
Project Description:		
Dumpster on Site: Yes or No	Use and Occupancy:	Dimensions:
Type of Construction:	Lot Dimensions:	



### Overview



### Legend

-  Tax Parcels
-  Monument

<b>Parcel ID</b>	R152404452004	<b>Class</b>	1A-Residential Homestead	<b>Owner Address</b>	TRIO AARON
<b>Sec/Twp/Rng</b>	n/a	<b>Acreage</b>	n/a		407 1ST AVE SE
<b>Property Address</b>	407 SE FIRST AVE				MAPLETON MN 56065
	MAPLETON				
<b>District</b>	MAPLETON CITY SCH 2135				
<b>Brief Tax Description</b>	JAEGER'S SUBDIVISION 017 003 00				
	(Note: Not to be used on legal documents)				

Date created: 3/12/2024  
Last Data Uploaded: 3/12/2024 6:32:51 AM

Developed by  **Schneider**  
GEOSPATIAL

03/15/24

**ZONING PERMIT**  
**STATE OF MINNESOTA, COUNTY OF BLUE EARTH**  
**CITY OF MAPLETON-OFFICE OF CITY CLERK**

Fee \$25.00 PAID

Permit #:2024-B-6

In application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO:

Tyler Whiteside

206 3<sup>rd</sup> Ave SE

Mapleton MN 56065

Project:

A BUILDING PROJECT DESCRIBED AS FOLLOWS: Privacy Fence

TYPE OF CONSTRUCTION MATERIAL: Wood

Project Address: Same

Lot Size:      Front:      Side:

Number of stories \_\_\_\_\_.

Lot              block              Addition

Parcel # **R15.24.04.407.008**

This permit is granted upon the express conditions that said owner and said contractors, agents, workers and employees, shall comply in all respects with the ordinances of the City of Mapleton; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc. for which special permits must be secured; and it does not cover the following: electrical work, plumbing, heating, plastering etc. Permits may be secured with said contractors.

Given under the hand of the City Clerk of said City this: 15th day of March 2024.



Amber Duncanson

Zoning Administrator/City Clerk-Treasurer



Special Comments or conditions of the permit –

X Approved by Mayor Jeff Annis 3-15-2024.

X Approved by Zoning Chairman John Treanor 3-15-2024.

## City of Mapleton Application for a Building Permit

Permit fees: New House (\$50), outbuildings/garages (\$40), all other permits (\$25) Limited (\$15)

**Fines if construction begins without an approved permit, a \$100 fee may be included with the permit.**

Permits are active for one year from the approval date.

Date Submitted: 3-13-24 Permit number: BDH-6 Permit fee: \$25 pd 3-13-24  
ck # 1273

Applicant Name (please print): <u>Tyler Whiteside</u>	
Applicant street address: <u>206 3rd Ave SE</u>	
Project Address (if different than applicants address):	
Phone Number: <u>(509) 594-8902</u>	Email: <u>tywhiteside11@gmail.com</u>
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial

Type of Project			
New House: <input type="checkbox"/>	New Structure: <input checked="" type="checkbox"/>	Replacing Structure: <input type="checkbox"/>	
Describe proposed project: <u>privacy fence</u>			
Is this a corner lot: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Type of material: <u>Wood</u> Steel Concrete Other:			
Dimensions			
Front Setback: <u>      </u>	Side Setback: <u>      </u>	Side Setback: <u>      </u>	Rear Setback: <u>      </u>
Lot Size: <u>      </u>	Sidewall height: <u>6 ft.</u>	Roof Height: <u>      </u>	
If New Dwelling driveway dimension: <u>      </u>			

Limited Permit			
Shingle <input type="checkbox"/>	Siding <input type="checkbox"/>	Other <input type="checkbox"/>	
Window <input type="checkbox"/>	Egress Window <input type="checkbox"/>	Removal <input type="checkbox"/>	
Doors <input type="checkbox"/>	Roof repair <input type="checkbox"/>		
Legal description of property: Parcel ID: <u>R15.24.04.407.008</u>			

Demolition		
Project Description:		
Dumpster on Site: Yes or No	Use and Occupancy:	Dimensions:
Type of Construction:		Lot Dimensions:

**ALL** information must be included before permit will be sent to the Zoning Board.

\_\_\_\_\_ Show distance between structure and all property lines; Front and side yard measurements are to be taken between the proposed structure and your

**property lines (NOT USE THE CURB OR STREET)**

\_\_\_\_\_ Show dimensions of proposed structure

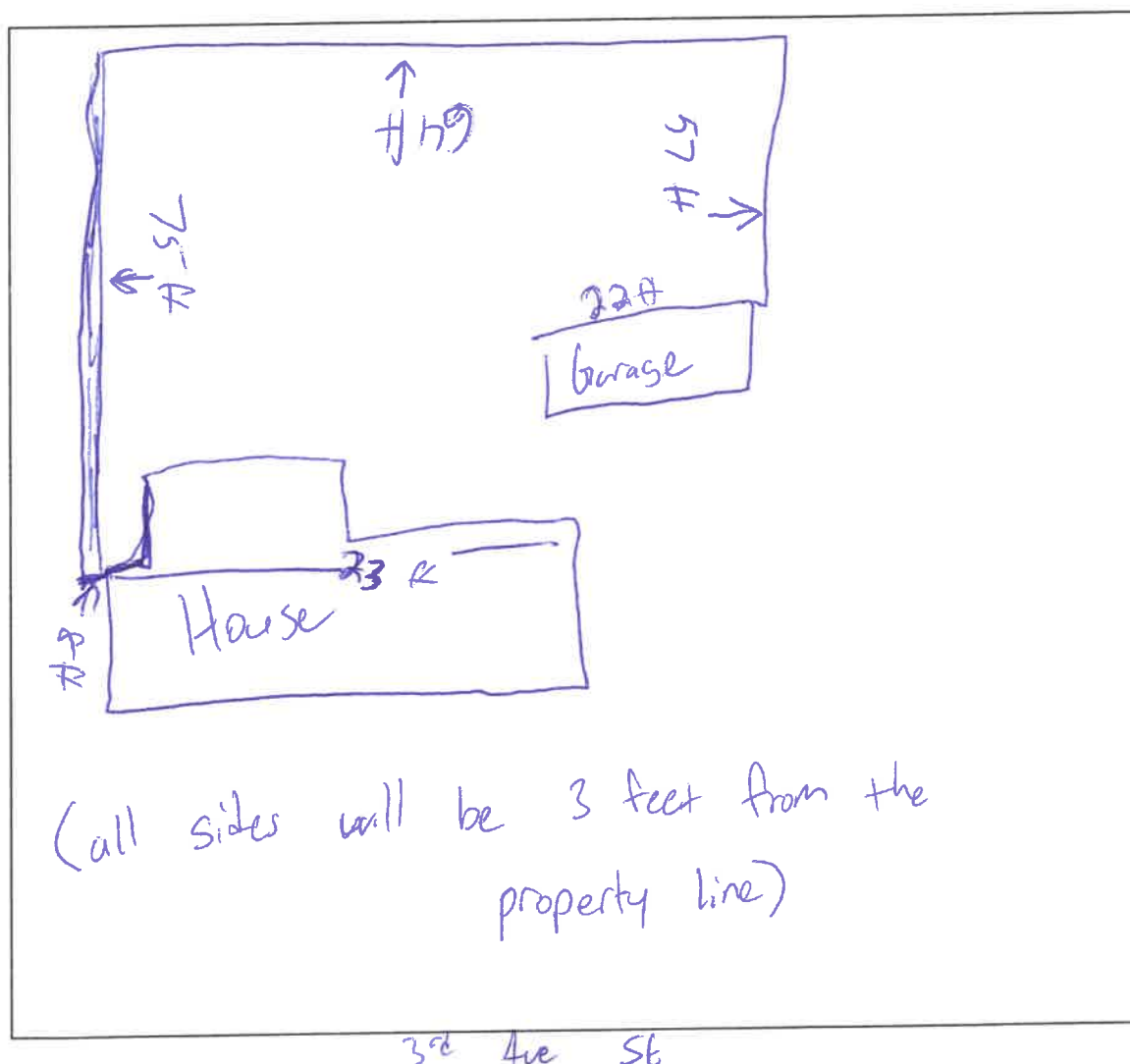
\_\_\_\_\_ If proposed structure is attached to main building on lot, please include dimensions of the main building.

\_\_\_\_\_ If proposed structure is not attached, indicate number of feet between structure and main building; a minimum of 5 feet is required.

\_\_\_\_\_ Please include street names on the outside of the box

\_\_\_\_\_ Remember to include phone numbers if questions arise before the Zoning Board Meeting

\_\_\_\_\_ Fee shall be paid when permit is requested



It is the responsibility of the property owner to know where the property lines are located.

03/27/24

**ZONING PERMIT**  
**STATE OF MINNESOTA, COUNTY OF BLUE EARTH**  
**CITY OF MAPLETON-OFFICE OF CITY CLERK**

Fee \$15.00 PAID

Permit #:2024-L-2

In application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO:

Andrew Wills

203 Central Ave S

Mapleton MN 56065

Project:

A BUILDING PROJECT DESCRIBED AS FOLLOWS: Shingles on garage

TYPE OF CONSTRUCTION MATERIAL: Wood

Project Address: Same

Lot Size:      Front:      Side:

Number of stories \_\_\_\_ .


Lot              block              Addition

Parcel # **R15.24.04.405.002**

This permit is granted upon the express conditions that said owner and said contractors, agents, workers and employees, shall comply in all respects with the ordinances of the City of Mapleton; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc. for which special permits must be secured; and it does not cover the following: electrical work, plumbing, heating, plastering etc. Permits may be secured with said contractors.

Given under the hand of the City Clerk of said City this: 27th day of March 2024.

☒ APPROVED

 Amber Duncanson  
Zoning Administrator/City Clerk-Treasurer

Special Comments or conditions of the permit –



**City of Mapleton**  
**Application for a Building Permit**

Permit fees: New House (\$50), outbuildings/garages (\$40), all other permits (\$25) Limited (\$15)

Fines if construction begins without an approved permit, a \$100 fee may be included with the permit.

Permits are active for one year from the approval date.

Date Submitted: 3-22-24 Permit number: 24L-2 Permit fee: 15.00

Applicant Name (please print): <u>Andrew Wills</u>	
Applicant street address: <u>203 Central Ave S.</u>	
Project Address (if different than applicants address):	
Phone Number: <u>(507) 380-9814</u>	Email: <u>Wills-andrew1@yahoo.com</u>
<input checked="" type="checkbox"/> Residential	<input type="checkbox"/> Commercial

Type of Project			
New House: <input type="checkbox"/>	New Structure: <input type="checkbox"/>	Replacing Structure: <input checked="" type="checkbox"/>	
Describe proposed project: <u>new shingles on existing garage</u>			
Is this a corner lot: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Type of material: Wood <input type="checkbox"/> Steel <input type="checkbox"/> Concrete <input type="checkbox"/> Other: <input type="checkbox"/>			
Dimensions			
Front Setback:	Side Setback:	Side Setback:	Rear Setback:
Lot Size:	Sidewall height:	Roof Height:	
If New Dwelling driveway dimension:			

Limited Permit					
Shingle	<input checked="" type="checkbox"/>	Siding	<input type="checkbox"/>	Other	<input type="checkbox"/>
Window	<input type="checkbox"/>	Egress Window	<input type="checkbox"/>	Removal	<input type="checkbox"/>
Doors	<input type="checkbox"/>	Roof repair	<input type="checkbox"/>		
Legal description of property: Parcel ID: R15.24.04 <u>405.002</u>					

Demolition		
Project Description:		
Dumpster on Site: Yes or No	Use and Occupancy:	Dimensions:
Type of Construction:		Lot Dimensions:



## Mapleton City Council update for 3/19/2024

As of 3/14/2024

- The department has responded to 56 calls for service since 1/1/2024.
- We have had 6 organized training sessions on medical situations, structure fire response, high and low-angle rescue, and safety officer training.
- The officers have held 3 planning/officer training meetings.
  - At these meetings, the department officers lay out the department's training plan.
  - Junior officers are trained in command procedures and proper radio communication.
  - The officers also use this time to preplan responses to hazards in the community.
- Multiple members have taken advantage of other training opportunities in the area, including the fire school in Lake Crystal this past weekend and Albert Lea coming up soon.
- The Department will start our biannual Emergency Medical Responder (EMR) refresher on 3/21, the police department will join us for this training.
- On February 24 we celebrated the retirement of 11 members, we appreciate all who were able to attend.
- We held the annual Township board meeting on 2/26 at the station.
  - They were updated on the rescue truck.
  - They unanimously approved the proposed budget increase for 2025.

### Equipment updates-

- The new turnout gear has been ordered for all active members, we are very excited and appreciative about this update.
- The new rescue truck is still on track for a mid-2025 delivery.
- The current rescue truck has had an engine issue (oil pressure), it was sent to Dulas Diesel in Wells for repair.
- One of the tankers, 4821, has had a leak on the steering system repaired.

### Other projects-

- A grant has been submitted to request funds to replace the older of the three tankers. If awarded the value of the grant would be in excess of \$325,000.
  - If awarded the townships would be responsible for 5% of the total project cost. The balance would be covered by the grant funds.
- The truck committee is starting to look into options for the possible replacement of the grass rig.
  - First, the truck committee will complete a needs assessment on the unit.
  - This is a multi-year project, not a replacement in 2024.
- Work continues on the training center on the north end of 8th Ave. We have quite a bit to do on it yet, but we are in a position where we are able to use the site for some training.

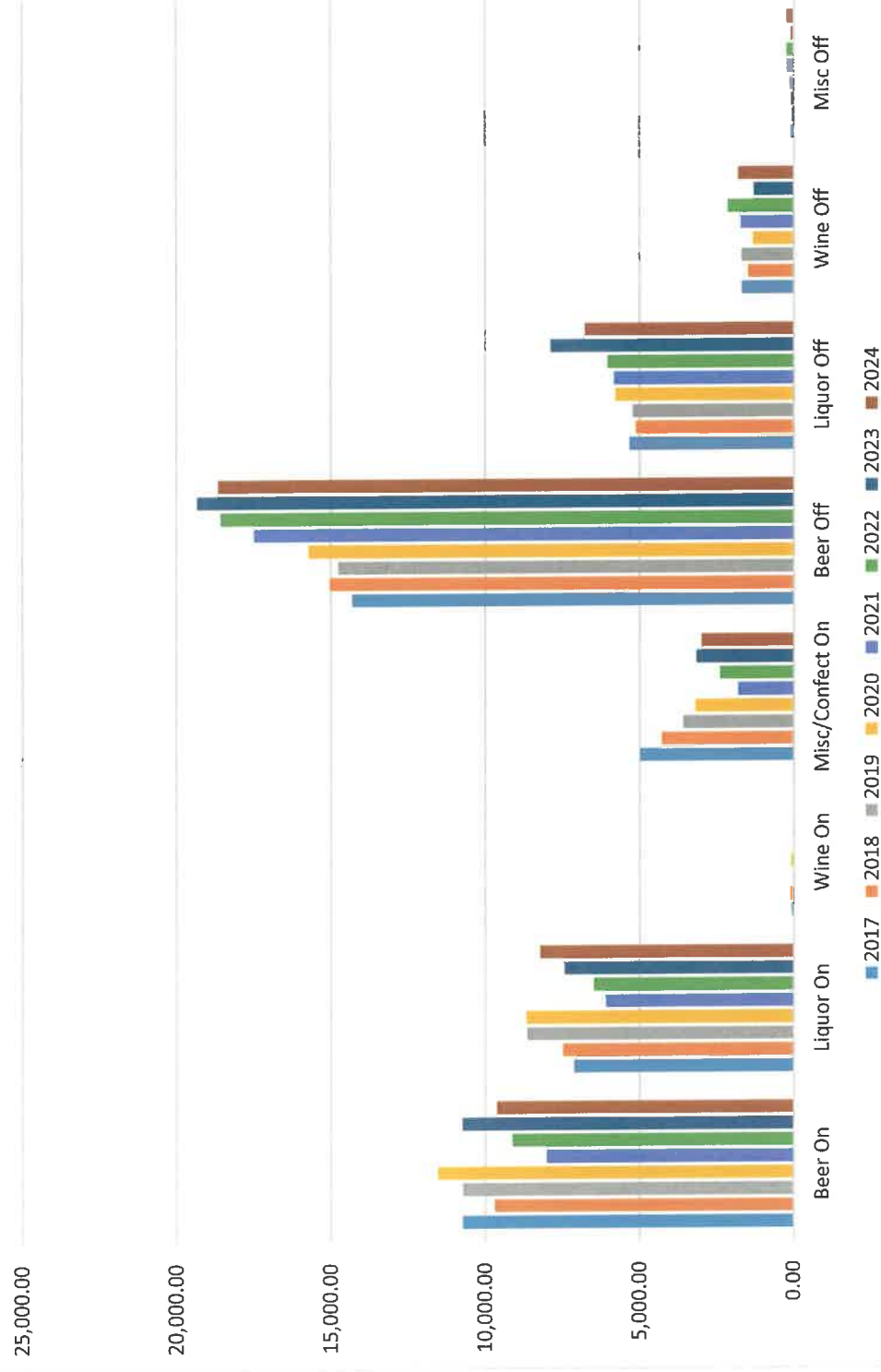
- The department's life safety and rescue ropes used for high and low-angle rescue have reached the end of their useful life. We are currently looking into options and getting price quotes for the replacement of the 3000 ft of rope we currently have.

We continue to learn and grow with every response and call we have. This past weekend was no different. We preplan the major hazards in the community annually so we can be as prepared as possible for things like the fire at Ero-Gaurd this past Sunday. The fire is devastating to the business, and the community. From a department standpoint, things could not have gone better. Every person knew their job and executed it at the highest level. I am very proud of our group of firefighters, we are fortunate to have each one of them.

Respectfully submitted,

Benjamin Froehlich, Chief  
Mapleton Fire Department

\*2021 on-sale 50% Capacity





**Mapleton Police Department**  
104 2<sup>nd</sup> Ave. N.E.  
P.O. Box 342  
Mapleton MN 56065  
Office: 507-524-3091 Fax: 507-524-4536



## **February 2024 Council Report**

### **Daily/Weekly/Monthly Duties (repetitive):**

- Payroll (Every 2 weeks) & Accounts Payable- Verify and sign off on police invoices for City Hall.
- Monthly Patrol Vehicle/duty bag Checks: Fire Extinguishers, PBT (Preliminary Breath Test), Batteries in AED/Thermal Imager/Jumper Pack, Narcan, Etc.
- Clean police office- approximately weekly.
- Approval of police reports.
- Coding each In-Car-Video and Body Camera Video with a Category and case number.
- Attending meetings- Council Meeting, Police Staff meeting and Department/Quarterly Meeting.

### **Directed Patrol (We do not always create a call for service for each of these)**

- Amboy Contract-
- Maple River Schools- Primarily before/after school, lunch hours and sporting events.
- Extra patrol at closing time-
  - Kilties, Maple Mart, and Caseys
  - Lock USPS building.

### **Miscellaneous:**

- Ordered new Stop Sticks. These will replace our Stinger Spike System that are 15-20 years old.
- Met with All Pets regarding animal impound contract.
- Met with local pastor regarding possible Chaplain program.
- Updated Lexipol policies and on city website. The changes were submitted with the January 2024 council report.
- Officer is still on "light duty" until at least March 6, 2024.
- Updated City Website- Added photos of officers with their contact info.
- Public Notification of 1- Snow Emergencies on 2/14/2024.
  - Police and City Facebook pages.
  - City website.
  - Email Alert.
- Prepare for department on 2/29/24 and council meeting.
- Updated and went through each duty bag (one for each squad)
- Completed and submitted the 2023 MN POST Board policy compliance review and misconduct forms.

### **Training:**

- Officer Baker and Roelofs attended Pipeline Safety Training in St. Peter 2/8/2024.
- Stop Stick Training- 2/7/2024 & 2/14/2024.
- Firearms Qualification- Night/Adverse Weather- POST Required Training. 2/7/2024
- PATROL Online through the League of MN Cities-
  - Officers work on online training as time permits throughout the year. OSHA, POST Mandated and others.

**Following pages are monthly Calls for Service**

## February 2024

## By Call Types

Type of Call	Date Reported	ICR #	Unit	Reported	Dispatched	Arrived	Cleared
Alarm	2/1/24	202400000151	MPP4871H	10:44	10:46		10:48
<b>Alarm</b>	<b>1.00</b>						
Animal Complaint/Bite	2/2/24	202400000160	MPP4871H	15:58	15:59	17:44	15:59
Animal Complaint/Bite	2/5/24	202400000175	MPP4871H	19:12	19:13		19:13
Animal Complaint/Bite	2/11/24	202400000195	MPP4873G	18:58	18:58	18:58	19:07
Animal Complaint/Bite	2/19/24	202400000238	MPP4873G	17:05	17:14		17:14
Animal Complaint/Bite	2/21/24	202400000245	MPP4873G	16:21	16:22	17:51	16:22
Animal Complaint/Bite	2/29/24	202400000283	MPP4874B	12:39	12:39		12:59
<b>Animal Complaint/Bite</b>	<b>6.00</b>						
Assist	2/1/24	202400000152	MPP4871H	13:43	13:44		13:44
Assist	2/12/24	202400000200	MPP4871H	21:19	21:24	21:36	21:54
<b>Assist</b>	<b>2.00</b>						
Assist Ambulance (law)	2/1/24	202400000146	MPP4871H	3:16	3:17		3:18
Assist Ambulance (law)	2/1/24	202400000149	MPP4871H	6:11	6:11		6:11
Assist Ambulance (law)	2/2/24	202400000159	MPP4871H	13:20	13:20	13:22	13:52
Assist Ambulance (law)	2/5/24	202400000176	MPP4871H	22:19	22:20		22:20
Assist Ambulance (law)	2/6/24	202400000177	MPP4874B	8:20	8:20	8:25	9:18
Assist Ambulance (law)	2/9/24	202400000188	MPP4873G	20:14	20:14	20:25	20:49
Assist Ambulance (law)	2/9/24	202400000189	MPP4873G	20:56	20:57	20:57	21:27
Assist Ambulance (law)	2/13/24	202400000207	MPP4871H	20:05	20:05	20:20	20:28
Assist Ambulance (law)	2/15/24	202400000215	MPP4871H	12:00	12:00		12:03
Assist Ambulance (law)	2/15/24	202400000218	MPP4873G	16:13	16:13	16:15	16:42
Assist Ambulance (law)	2/17/24	202400000227	MPP4873G	5:26	5:28		5:49
Assist Ambulance (law)	2/19/24	202400000235	MPP4873G	6:54	6:54		6:56
Assist Ambulance (law)	2/20/24	202400000242	MPP4873G	22:51	22:51	22:52	23:17
Assist Ambulance (law)	2/24/24	202400000254	MPP4874B	0:10	0:11	0:15	0:27
Assist Ambulance (law)	2/27/24	202400000268	MPP4873G	2:42	2:42	2:44	3:32
Assist Ambulance (law)	2/29/24	202400000281	MPP4873G	0:16	0:16	0:20	0:50
Assist Ambulance (law)	2/29/24	202400000287	MPP4873G	20:15	20:15	20:17	20:52
<b>Assist Ambulance (law)</b>	<b>17.00</b>						
Assist Fire Dept (law)	2/1/24	202400000154	MPP4871H	16:40	16:40	16:40	16:47
<b>Assist Fire Dept (law)</b>	<b>1.00</b>						
Assist Other Agency (law)	2/1/24	202400000150	MPP4871H	8:31	8:31		8:38
Assist Other Agency (law)	2/10/24	202400000191	MPP4873G	20:15	20:16	20:16	20:35
Assist Other Agency (law)	2/12/24	202400000201	MPP4871H	21:52	21:55	22:23	22:40
Assist Other Agency (law)	2/15/24	202400000221	MPP4873G	22:42	22:43		23:46
Assist Other Agency (law)	2/17/24	202400000231	MPP4873G	20:21	20:21	20:24	20:33
Assist Other Agency (law)	2/21/24	202400000243	MPP4871H	9:04	9:05	9:11	9:43
Assist Other Agency (law)	2/27/24	202400000275	MPP4873G	21:37	21:40	21:41	21:51
Assist Other Agency (law)	2/29/24	202400000286	MPP4873G	19:41	19:41	19:45	19:50
<b>Assist Other Agency (law)</b>	<b>8.00</b>						

## February 2024

## By Call Types

Type of Call	Date Reported	ICR #	Unit	Reported	Dispatched	Arrived	Cleared
Civil	2/1/24	202400000153	MPP4871H	15:57	15:59		16:07
Civil	2/14/24	202400000209	MPP4871H	14:16	14:19		14:19
Civil	2/16/24	202400000222	MPP4874B	14:13	14:17		14:26
Civil	2/24/24	202400000253	MPP4874B	0:06	0:06		0:06
Civil	2/24/24	202400003084	MPP4874B	0:08	0:11		0:50
<b>Civil</b>	<b>5.00</b>						
Civil Standby	2/3/24	202400000165	MPP4873G	14:17	14:18		14:53
Civil Standby	2/5/24	202400000172	MPP4871H	11:55	11:57	13:57	12:23
Civil Standby	2/15/24	202400000216	MPP4873G	12:49	12:50		13:12
<b>Civil Standby</b>	<b>3.00</b>						
Directed Patrol	2/1/24	202400000157	MPP4873G	17:55	17:55		19:15
Directed Patrol	2/2/24	202400000158	MPP4871H	9:01	9:01	9:01	9:58
Directed Patrol	2/2/24	202400000162	MPP4873G	20:50	20:50		23:18
Directed Patrol	2/3/24	202400000166	MPP4873G	16:09	16:09		19:13
Directed Patrol	2/5/24	202400000170	MPP4871H	1:07	1:07		1:34
Directed Patrol	2/5/24	202400000173	MPP4871H	15:02	15:02		15:51
Directed Patrol	2/6/24	202400000180	MPP4871H	20:29	20:29		21:28
Directed Patrol	2/7/24	202400000182	MPP4871H	23:15	23:17	23:17	0:17
Directed Patrol	2/8/24	202400000186	MPP4873G	22:34	22:34		0:36
Directed Patrol	2/9/24	202400000187	MPP4874B	13:07	13:07		15:07
Directed Patrol	2/10/24	202400000192	MPP4873G	20:42	20:42		22:55
Directed Patrol	2/11/24	202400000194	MPP4873G	17:19	17:19		18:46
Directed Patrol	2/12/24	202400000198	MPP4871H	16:48	16:49		18:33
Directed Patrol	2/13/24	202400000202	MPP4874B	8:41	8:42		10:16
Directed Patrol	2/13/24	202400000208	MPP4871H	20:28	20:28		21:54
Directed Patrol	2/15/24	202400000220	MPP4873G	20:57	20:57		22:42
Directed Patrol	2/16/24	202400000226	MPP4873G	21:17	21:17		0:00
Directed Patrol	2/17/24	202400000229	MPP4873G	18:51	18:51		21:02
Directed Patrol	2/18/24	202400000234	MPP4873G	17:56	17:56		19:34
Directed Patrol	2/19/24	202400000239	MPP4873G	21:58	21:59		23:59
Directed Patrol	2/20/24	202400000241	MPP4873G	19:28	19:28		21:32
Directed Patrol	2/21/24	202400000246	MPP4873G	21:04	21:04		23:15
Directed Patrol	2/22/24	202400000249	MPP4873G	23:03	23:03		1:05
Directed Patrol	2/24/24	202400000255	MPP4874B	20:04	20:04		22:21
Directed Patrol	2/25/24	202400000257	MPP4874B	16:14	16:14		18:20
Directed Patrol	2/26/24	202400000265	MPP4873G	17:39	17:39	17:51	20:18
Directed Patrol	2/27/24	202400000274	MPP4873G	20:41	20:42		22:49
Directed Patrol	2/28/24	202400000279	MPP4873G	18:09	18:10		19:26
Directed Patrol	2/29/24	202400000282	MPP4874B	9:15	9:16		11:11
<b>Directed Patrol</b>	<b>29.00</b>						
Disturb/disorderly/Nuisan	2/14/24	202400000210	MPP4871H	17:30	17:32	17:34	17:47
Disturb/disorderly/Nuisan	2/14/24	202400000211	MPP4871H	19:04	19:07	19:12	21:00
Disturb/disorderly/Nuisan	2/16/24	202400000223	MPP4874B	15:24	15:27	15:32	16:04

## February 2024

## By Call Types

Type of Call	Date Reported	ICR #	Unit	Reported	Dispatched	Arrived	Cleared
Disturb/disorderly/Nuisan	2/24/24	202400000256	MPP4874B	20:52	21:03		21:10
Disturb/disorderly/Nuisan	2/25/24	202400000260	MPP4874B	20:03	20:05	20:19	20:24
<b><u>Disturb/disorderly/Nuisan</u></b>	<b><u>5.00</u></b>						
Domestic	2/26/24	202400000263	MPP4873G	13:14	13:17	13:19	14:31
<b><u>Domestic</u></b>	<b><u>1.00</u></b>						
Driving Complaint	2/5/24	202400000174	MPP4871H	16:29	16:32		16:32
Driving Complaint	2/26/24	202400000264	MPP4871H	16:26	16:26		16:35
Driving Complaint	2/27/24	202400000269	MPP4871H	9:11	9:12		9:12
Driving Complaint	2/27/24	202400000270	MPP4871H	10:38	10:39	10:45	10:47
<b><u>Driving Complaint</u></b>	<b><u>4.00</u></b>						
Driving Violation	2/8/24	202400000185	MPP4873G	15:22	15:23		15:23
<b><u>Driving Violation</u></b>	<b><u>1.00</u></b>						
Escort (All Types)	2/23/24	202400000251	MPP4871H	9:03	9:37	11:30	9:08
<b><u>Escort (All Types)</u></b>	<b><u>1.00</u></b>						
Fraud	2/15/24	202400000217	MPP4873G	14:26	14:27	14:27	14:42
<b><u>Fraud</u></b>	<b><u>1.00</u></b>						
Harassment	2/12/24	202400000199	MPP4871H	19:12	19:12		19:12
<b><u>Harassment</u></b>	<b><u>1.00</u></b>						
House Watch	2/12/24	202400000197	MPP4871H	13:03	13:05		13:05
<b><u>House Watch</u></b>	<b><u>1.00</u></b>						
Information Call Only	2/5/24	202400000171	MPP4871H	11:41	11:51		11:51
Information Call Only	2/8/24	202400000184	MPP4874B	15:21	15:21		15:21
<b><u>Information Call Only</u></b>	<b><u>2.00</u></b>						
Juvenile Nuisance Cmplnt	2/2/24	202400000161	MPP4873G	16:55	16:56	16:56	17:01
Juvenile Nuisance Cmplnt	2/11/24	202400000193	MPP4873G	1:42	1:42	1:42	1:53
Juvenile Nuisance Cmplnt	2/19/24	202400000237	MPP4873G	16:51	16:52	16:52	17:25
<b><u>Juvenile Nuisance Cmplnt</u></b>	<b><u>3.00</u></b>						
Motor Veh Acc - No Inj	2/13/24	202400000204	MPP4874B	10:14	10:15	10:15	10:30
Motor Veh Acc - No Inj	2/28/24	202400000280	MPP4873G	19:23	19:23	19:33	19:47
<b><u>Motor Veh Acc - No Inj</u></b>	<b><u>2.00</u></b>						
Motor Veh Disabled/aband.	2/26/24	202400000266	MPP4873G	17:49	17:49	17:50	17:51
Motor Veh Disabled/aband.	2/29/24	202400000284	MPP4873G	18:20	18:21	18:22	18:26
<b><u>Motor Veh Disabled/aband.</u></b>	<b><u>2.00</u></b>						
Noise Cmplnt (not Music)	2/5/24	202400000169	MPP4871H	0:52	0:54		1:07



## February 2024

## By Call Types

Type of Call	Date Rreported	ICR #	Unit	Reported	Dispatched	Arrived	Cleared
<b>Noise Complnt (not Music) 1.00</b>							
Predator Offender Reg Chk	2/25/24	202400000259	MPP4873G	19:19	19:19	19:19	19:28
Predator Offender Reg Chk	2/27/24	202400000273	MPP4871H	14:19	14:20		14:20
<b>Predator Offender Reg Chk 2.00</b>							
Property Lost/Found	2/21/24	202400000244	MPP4873G	14:49	14:49	17:58	14:49
Property Lost/Found	2/28/24	202400000277	MPP4871H	10:47	10:51		10:51
<b>Property Lost/Found 2.00</b>							
Range In Use	2/7/24	202400000181	MPP4874B	16:53	16:54		17:36
<b>Range In Use 1.00</b>							
Runaway	2/8/24	202400000183	MPP4874B	7:37	7:37	12:15	9:50
<b>Runaway 1.00</b>							
Sex Crimes - Other	2/28/24	202400000276	MPP4871H	8:47	8:50	8:54	9:01
<b>Sex Crimes - Other 1.00</b>							
Snow Emergency	2/15/24	202400000212	MPP4871H	1:45	1:46		1:46
<b>Snow Emergency 1.00</b>							
Suicide (include Attempt)	2/13/24	202400000205	MPP4871H	18:14	18:15	18:17	19:24
<b>Suicide (include Attempt) 1.00</b>							
Susp Child Abuse, Neglect	2/16/24	202400000225	MPP4873G	17:43	17:45		18:13
<b>Susp Child Abuse, Neglect 1.00</b>							
Suspicious Circumstance	2/3/24	202400000163	MPP4873G	11:54	11:58		12:19
Suspicious Circumstance	2/4/24	202400000168	MPP4871H	18:27	18:29		18:29
Suspicious Circumstance	2/6/24	202400000178	MPP4874B	14:39	14:39		14:39
Suspicious Circumstance	2/22/24	202400000248	MPP4871H	10:11	10:14	10:14	11:18
Suspicious Circumstance	2/28/24	202400000278	MPP4871H	13:47	13:48		13:48
<b>Suspicious Circumstance 5.00</b>							
Suspicious Person	2/19/24	202400000276	MPP4873G	14:42	14:46	14:58	15:07
<b>Suspicious Person 1.00</b>							
Theft (includes Attempt)	2/6/24	202400000179	MPP4871H	19:14	19:15		20:29
Theft (includes Attempt)	2/15/24	202400000219	MPP4873G	17:52	17:55		17:55
<b>Theft (includes Attempt) 2.00</b>							
Threats Complaint	2/10/24	202400000190	MPP4873G	9:30	13:49	13:49	17:30
Threats Complaint	2/29/24	202400000285	MPP4873G	19:36	19:36		20:15
<b>Threats Complaint 2.00</b>							
Traffic Stop	2/1/24	202400000156	MPP4871H	17:31	17:31	17:31	17:35

## February 2024

## By Call Types

Type of Call	Date Rreported	ICR #	Unit	Reported	Dispatched	Arrived	Cleared
Traffic Stop	2/17/24	202400000230	MPP4873G	19:57	19:57	19:57	20:02
Traffic Stop	2/21/24	202400000247	MPP4873G	21:09	21:09	21:09	21:14
<u>Traffic Stop</u>	<u>3.00</u>						
Trespassing	2/25/24	202400000261	MPP4871H	21:36	21:40		22:01
<u>Trespassing</u>	<u>1.00</u>						
Welfare Check	2/15/24	202400000213	MPP4871H	10:44	10:48	11:03	11:59
Welfare Check	2/26/24	202400000262	MPP4871H	11:33	11:42		12:19
<u>Welfare Check</u>	<u>2.00</u>						
<u>Total Calls</u>	<u>123.00</u>						

## Administration report

February 2024

The administration staff started election training for the Presidential Nomination Primary Election. This year we have three elections staff will prepare for March 5<sup>th</sup>, August 13<sup>th</sup>, and November 5<sup>th</sup>. Training will cover various aspects such as voter registration, ballot handling, poll station management, and election law procedures to ensure that the elections are conducted accurately and transparently.

The City is a member of the South Central Service Co-Op (SCSC), we are collaborating with SCSC to promote health and wellness in the workplace. A proactive step towards ensuring the well-being of your staff members. Offering monthly wellness challenges is an excellent way to engage employees and encourage them to adopt healthy habits.

These challenges could encompass a wide range of activities, such as:

- Physical fitness challenges, such as step challenges, yoga sessions, or group exercise classes.
- Nutritional challenges, like encouraging employees to eat more fruits and vegetables, drink more water, or participate in healthy cooking workshops.
- Mental wellness challenges, such as mindfulness meditation sessions, stress management workshops, or promoting work-life balance.
- Social wellness challenges, including team-building activities, volunteer opportunities, or social events to foster connections among colleagues.

Additionally, offering incentives or rewards for participation can help motivate employees to take part in wellness initiatives. Investing in employee health and wellness not only improves morale and productivity.

# Mapleton Mayor Minute

**All the city news you need to know and a little bit more.**

**March**

The City of Mapleton is an equal opportunity provider.

[www.mapletonmn.gov](http://www.mapletonmn.gov) 507-524-3492 Mayor.annis@mapletonmn.gov

**2024**

## Website Tips

### When is garbage and recycling picked up?

Looking for more information about garbage and recycling? Check out our Refuse & Recycling page under the "Government Tab". You can easily access this years' garbage and recycling calendar on this page, but you can always stop by City Hall and pick up a paper copy if you'd like. You will also find contact information for missed pick up and can exchanges, current rates, and where to properly place your cans for pick up.

Dates are also listed on the City Calendar

## Photo of the Month

### February winners

1<sup>st</sup> – Whitney Sheely

2<sup>nd</sup> – Karen Frank

3<sup>rd</sup> - Becca Kuehn

Go to view the winners:

<https://www.mapleriverchamber.org/photo-of-the-month>

The theme for March is "March Madness". All photos need to be submitted by March 24th. To submit Photos, email them to [mapletonareafoundation@gmail.com](mailto:mapletonareafoundation@gmail.com)  
Thanks to the Maple River Chamber of Commerce and the Mapleton Area Foundation for their support of the Photo of the month program in 2024.



### Congrats to the following Firefighters on their years of service:

Kelly Sandborg: 2005 - 2015

Jodi Hicks: 2008 - 2023

Patrick Wagner: 2003 - 2021

Gary Trio: 1999 - 2019

Keith McCutchen: 2000 - 2020

Joel Moore: 2001 - 2021

Jon Klenk: 2001 - 2023

Mark Hicks: 1996 - 2021

John Healy: 1997 - 2023

Christopher Langworthy: 1992 - 2020

Jeffrey Moore: 1992 - 2022



**MAPLETON**  
MINNESOTA

*Curling Capital of Minnesota*

### Upcoming dates...

March 6 & 19 - Council meetings at Mapleton Fire Department - 4:30pm

March 20 – Parks Board – 6pm - Community Center

March 14 - Maple River Chamber - 5:30pm Community Center

March 19 - EDA - 1pm Community Home Board Room

TBD – Maple REVer – 1pm Pioneer Bank

March 01 – Easter Egg Hunt – 10am MCH

Did you know??? Mapleton Trivia – information gathered by Tim Solie.

March 1, 1883, Mapleton purchases a Rumsey fire engine


March 22, 1925, terrible fire destroys Greiner's store.

March, 1928, Mapleton purchased a motorized road grader for \$ 1,871

## **Public Notice**

### **Flushing of Water Mains**

The Public Works Department will be flushing water mains Monday April 8<sup>th</sup>, 2024, through Friday April 12<sup>th</sup>, 2023, between 8:00 a.m. and 3:30 p.m. Residents may experience rusty water and/or low water pressure while the mains are being cleared. The water is not harmful to drink but residents are advised not to wash clothes in the rusty water during the flushing time and a couple hours following the flushing of the mains.

  
Amber Duncanson,  
City Clerk

Impound Agreement: MAPLETON POLICE DEPARTMENT  
104 2<sup>ND</sup> AVE NE  
Mapleton, MN 56065  
And  
ALL PETS CLINIC (ALL PETS)  
PO Box 477  
Mapleton, MN 56065

1. All animals for impound must be safe for our staff to place a leash for exercise, feed, and water. Any animals found by our staff to be unsafe for daily care must be moved away from All Pets Clinic by the Mapleton Police Department within 24 hours.
2. Impoundment of Animals
  - a. Cats will not be impounded without prior approval from All Pets
    - i. In the event a cat is impounded, all fees and protocols will be the same as a dog.
  - b. Mapleton Police Department will impound animals as a last resort after all efforts have failed to find an owner or other options for safe placement of animal.
  - c. Unclaimed Animals
    - i. City of Mapleton will pay All Pets \$100 for each animal impounded
    - ii. Animals will be held for 5 business days (a business day is defined by being open at least four hours) under the initial impound fee. At the end of this holding period:
      1. Mapleton Police Department will be contacted and decide to:
        - a. Have the animal disposed of by All Pets in accordance with Minnesota Statutes (Euthanasia or Adoption) or,
        - b. Hold the animal up to an additional 5 days at a daily impound fee of \$26.80 per day while assisting All Pets in finding a home, foster, or rescue to place the animal. After additional 5 day holding period, animals will be humanely euthanized by All Pets in accordance with Minnesota Statutes if no placement of animal is found.
    - iii. The Mapleton Police Department will approve all adoptions.
    - iv. The Mapleton Police Department will be informed by All Pets of owners who contact All Pets about their animal but refuse to reclaim the animal.
  - d. Reclaimed Animals – owner pays all fees to All Pets before reclaiming animal.
    - i. Owner will pay base impound fee + boarding fee/day + Rabies vaccination + Microchip Implant and/or additional fees.
      1. Base impound fee - \$65.30
      2. Boarding fee/day - \$26.80 / day
    - ii. Proof of current Rabies vaccination from owner or vaccination for Rabies by All Pets.
    - iii. Microchip Implantation administered by All Pets if no microchip found
    - iv. All Pets will forward information on Reclaimed Animals to the Mapleton Police Department. Information should include: Owners Name and Address, phone, name, type, color, rabies vaccination information, and microchip implant information on animal
  - e. Rabies Suspects – all animals are required to be held for ten (10) calendar days.
    - i. Rabies suspects may be released to the owner for the ten day holding period if written authorization is provided to All Pets by the Mapleton Police Department
    - ii. Unclaimed animals – will occur as in “unclaimed animals” above except that the City of Mapleton will pay All Pets \$200, and no additional 5 day holding period will be allowed.
    - iii. Reclaimed animals – will occur as in “reclaimed animals” above except that the owner will pay:
      1. Base impound fee of \$110
      2. Boarding fee/day - \$50
  - f. Animals Requiring Medical Treatment
    - i. The Mapleton Police Department will approve diagnostics and treatments for any minor medical concern(s) found upon examination by All Pets.
    - ii. Animals found to be suffering and/or in need of extensive/immediate treatment will be humanely euthanized in accordance with Minnesota Statutes as authorized by the Mapleton Police Department.
3. All people wishing to impound an animal found within Mapleton or Amboy city limits will be directed to the Mapleton Police Department first.

## 2024 Police Vehicle Quotes and cost comparison with pick up.

	Pick up Cost	Total
Harrison Ford: \$46,919.88	\$223.63	\$47,143.51
Ten Voorde Ford: \$46,054.88	\$1,161.18	\$47,216.06

### Cost to pick up each vehicle at each location:

#### Ten Voorde Ford- St Cloud

Officer x2 Time: 16 hours Cost: \$847.79

- 6 hour round trip (no issues)
- 1 hour pick up/purchase vehicle
- 1 hour lunch break
- On call time coverage: \$18.40 (more if callout)

Mileage Cost: Cost: \$273.36

- 272 miles round trip-
- 136 miles back in new vehicle
- Cost per mile per fed. Rate \$0.67

Meal Expense: Cost: Estimated \$40.00

Total: \$1,161.18

#### Mankato Ford

Officer x2 time: 1.75 hours Cost: \$181.42

- 45 min round trip
- 1 hour pick/up purchase.
- No city paid lunch
- No On call if we are stay local

Mileage Cost: Cost: \$42.21

- 42 miles round trip
- 21 miles back in new vehicle
- Cost per mile per fed. Rate \$0.67

Meal Expense: Cost: \$0

Total: \$223.63

Based on the final costs above, I ordered the vehicle from Harrison Ford in Mankato on 03/19/2024 per Resolution 44-10-23 approved on October 3, 2023.

Vehicle cost: \$46,919.88 Purchase Order #: 20240319-71



**RESOLUTION 44-10-23**

**RESOLUTION UPDATING THE APPROVAL PURCHASE OF A FORD POLICE INTERCEPTOR UTILITY**

**WHEREAS:** the purpose of this update is Ford has informed us that only cancelled 2023 orders will be accepted for a 2024 model. The previous resolution was to purchase a 2024 Ford Utility. We will now have to order a 2025 Ford Utility. Currently, orders are supposed to open this fall and the 2025 would be built and delivered in 2024, and

**WHEREAS:** the police department 2020 Ford Utility is due to be replaced in 2024, and

**WHEREAS:** the city budgeted to replace the 2020 in 2024, and

**WHEREAS:** the police department recommends replacing the 2020 Ford Utility with another Ford Utility to save costs on equipment. Most of the equipment generally will transfer to the new vehicle, and

**WHEREAS:** in recent years it can be difficult for vehicles orders to be completed and they are sometimes cancelled. It was recommended by a Ford representative to put our order in immediately when on the day they open orders for Ford Utilities. This originally was supposed to be in early August 2023 but has changed to October/November, but we have not been provided a specific "date" yet, and

**WHEREAS:** the estimated cost of a new Ford Utility comparable to our current vehicles is \$47,000 or less, and

**WHEREAS:** the Chief of Police requests approval to submit an order for a new Ford Utility Hybrid comparable to our current patrol vehicles for at a cost of no more than \$47,000, and

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLETON, MN:** The Chief of Police to order a new Ford Utility Hybrid at a cost of no more than \$47,000.00.

**MOTION:** \_\_\_\_\_ **SECOND:** \_\_\_\_\_

	<b>Aye</b>	<b>Nay</b>
Mike Braaten	_____	_____
Billy Vait	_____	_____
Mat Malone	_____	_____
Kenneth Warner	_____	_____
Jeff Annis	_____	_____

Adopted by the Mapleton City Council the 3<sup>rd</sup> of October 2023

\_\_\_\_\_  
Jeff Annis, Mayor

\_\_\_\_\_  
Amber Duncanson, City Clerk



Preview Order 0000 - K8A - Police Inter Utility AWD: Order Summary Time of Preview: 03/19/2024 15:39:24 Receipt: 3/19/2024

Dealership Name: Harrison Ford

Sales Code : F58661

Dealer Rep.	Jaime Esqueda	Type	Fleet	Vehicle Line	Explorer	Order Code	0000
Customer Name	Mapleton PD	Priority Code	E2	Model Year	2025	Price Level	515

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$49515	KEYED ALIKE -KEY CODE E	\$50
.119 INCH WHEELBASE	\$0	REAR LIGHTING SOLUTION	\$460
TOTAL BASE VEHICLE	\$49515	REAR DR HNDL AND LOCKS INOPR	\$80
AGATE BLACK METALLIC	\$0	PRICE CONCESSION INDICATOR	\$0
CLOTH BUCKETS/VINYL REAR SEATS	\$0	REMARKS TRAILER	\$0
ONYX INTERIOR	\$0	REAR CONSOLE MOUNTING PLATE	\$60
EQUIPMENT GROUP 500A	\$0	FRONT LICENSE PLATE BRACKET	\$0
.FM STEREO	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.3.3L HYBRID ENGINE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.10-SP MODULR HYBRD AUTO TRN	\$0	FUEL CHARGE	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
GLOBAL LOCK/UNLOCK	\$0	PRICED DORA	\$0
ENGINE BLOCK HEATER	\$190	ADVERTISING ASSESSMENT	\$0
50 STATE EMISSIONS	\$0	DESTINATION & DELIVERY	\$1595
SPOT LAMP LED DR - WHELEN	\$420		

TOTAL BASE AND OPTIONS  
DISCOUNTS  
TOTAL

MSRP  
\$52370  
NA  
\$52370

ORDERING FIN: Q1271 END USER FIN: Q1271

#### INCENTIVES

Acc. Code ID :10 Contract/Ref # :03-3205 Bid Date :02/13/24State : MN

DISCOUNTS:  
\$-1800.00

*Yours Price:  
\$46,919.88*

Customer Name:  
Customer Address:

Customer Email:  
Customer Phone:

Customer Signature

Date

*This order has not been submitted to the order bank.*

*This is not an invoice.*

TENVOORDE FORD, INC P O BOX 1045 ST CLOUD, MN 56302

**Customer** City of Mapleton

**Address** 104 2nd Ave NE

**MN**

ZIP 56065

## Misc

Date 3/20/2024

Order No.

**Contract No. 158505**

Delivery Address if Different From Billing

NET 30

Vehicle Pickup Location Tenvorde Ford PO Box 1045 St. Cloud MN 56302, Monday-Friday 8:00am-5:00pm  
Call Jade Aanenson 612-703-7789 Cell or Bob Aanenson 320-224-2808 Cell With Any Questions

*Please*

*Tenvoorde Ford The World's Oldest Ford Dealership*



# MAPLE RIVER HERITAGE, INC.

204 Silver Street East  
PO Box 474  
Mapleton MN 56065

Chief Ben Honsey  
Mapleton Police Department  
City of Mapleton  
104 2<sup>nd</sup> Ave NE  
Mapleton MN 56065

Dec. 27, 2023

Dear Ben,

Tax Receipt 2023

We would like to sincerely thank you for your support by way of your non-cash donation of the first Taser used by the Mapleton Police department, an X26 with extra cartridge and holster.

We appreciate your interest in helping to preserve this rich history of the area. We very much enjoy being able to present and preserve that history for our children's future. As history continues to happen all around us and as our collection continues to grow, our financial need also increases. Your cash donations help us to preserve and present that rich history to this area. No goods or services were given in exchange for this physical donation. This donation is tax deductible as MRHI is a 501c3. Once again, thank you for your support.

Sincerely,

Coleen Lindemann  
Director and President  
Maple River Heritage Inc.

Taser

*Preserving the Past for Tomorrow*

501c3 Granted 8 Nov 2005, Formed under MN Chapter 317A (Non-Profit), FID# 77-0638591, SID#7454221



## BLUE EARTH COUNTY

MAYOR & CLERKS MEETING  
THURSDAY APRIL 11, 2024 6:30 P.M.

### HOSTED BY

City of Madison Lake

### MEETING LOCATION

Madison Lake City Hall  
525 Main St  
Madison Lake, MN

### Meal

Catered Meal from  
**J.D. Truffles:**  
Chicken Kiev, Wild Rice  
Vegetable, Dinner Roll,  
Salad, and Dessert

**Cost:** \$15 per person  
(includes gratuity)

Please make check  
payable to the City of  
Madison Lake. Receipts  
will be available.

Please RSVP to  
[JKern@MadisonLakeMN.gov](mailto:JKern@MadisonLakeMN.gov)  
No later than Thursday, April 4th

### AGENDA

#### WELCOME

Al Dorn, Mayor

#### GUEST SPEAKER

Eric Weller, Emergency Management Director  
Blue Earth County Sherriff's Office

Severe Weather Awareness Week is April 8<sup>th</sup> – 12<sup>th</sup>!  
Eric will be speaking on Emergency Preparedness, Sirens, etc

### OLD BUSINESS NEW BUSINESS

Small Cities Updates  
Blue Earth County Updates  
Misc Updates



## Insurance Agency, LLC

### CITY OF MAPLETON INSURANCE PACKAGE 2024 RENEWAL SUMMARY

*Property – Total coverage \$13,341,125.00.....	\$22,731.00
(Increase in coverages \$921,320.00)	
*Inland Marine – Total coverage \$1,327,368.00 .....	\$1,480.00
(Increase in coverages \$32,375.00)	
*General Liability – \$2,000,000.00 per occurrence.....	\$20,774.00
*Auto Liability - \$2,000,000.00 CSL.....	\$2,254.00
*Auto Physical Damage.....	\$4,347.00
*Basic Economic Loss Benefits (PIP) – including unregistered vehicles.....Included	
*Uninsured and Underinsured Motorists \$200,000.00 per occurrence.....Included	
*Miscellaneous Equipment on Autos.....Included	
*Crime.....	Included
*Bond - \$300,000.00.....	\$444.00
Equipment Breakdown.....	\$1,862.00
Open Meeting Law – 100% Coverage Option.....	Included
*No Fault Sewer Backup Coverage.....\$40,000.....	\$2,351.00
Excess Umbrella Liability \$1,000,000.00.....	\$6,124.00
First Party Cyber (NEW) - \$250,000.....	\$961.00
Workers Compensation .....	\$34,993.00

\* \$1,000.00 Deductible applies to items marked with asterisk

**TOTAL PREMIUM**

**\$98,321.00**

2023 Dividend \$2,608

302 Main Street East, PO Box 422  
Mapleton, MN 56065  
Office 507-524-3810 Fax 507-524-4155  
[mmins@mminsagency.com](mailto:mmins@mminsagency.com)

**RESOLUTION 22-04-24**

**RESOLUTION APPROVING BARTENDER**

**Whereas:** The Liquor store needs to hire additional part time staff, and

**Whereas:** Jake Weise and Amber Duncanson interviewed a bartender and would like to add the following name to fill in shift hours.

Kristin Theis

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLETON, MN** that the above individual be hired as part time bartender for the Municipal Liquor Store, contingent on passing a background check.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

	Aye	Nay
Mike Braaten	_____	_____
Evan Masters	_____	_____
Billy Vait	_____	_____
Kenneth Warner	_____	_____
Jeff Annis	_____	_____

Adopted by the Mapleton City Council this the 2nd of April 2024.

\_\_\_\_\_  
Jeff Annis, Mayor

\_\_\_\_\_  
Amber Duncanson, City Clerk



3.29.2024

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# Memo

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**TO**  
Council

**FROM**  
Muni

**RE**  
Employment

## COMMENTS:

### CURRENT STATUS OF THE MUNICIPALITY

The Mapleton Muni is looking for bartenders, unfortunately the Muni had 3 bartenders quit. Currently the Muni has 2 full time employees, and 3 part time.

Thank you,  
Jake Weise

**CITY OF MAPLETON**

Tel 507-524-3492

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## **CITY OF MAPLETON INVESTMENT POLICY**

This policy covers all monies of the City of Mapleton and includes deposits and investments of funds deposited in interest bearing accounts.

### **PURPOSE**

It is the policy of the City to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the City and conforming to all state and local statutes governing the investment of public funds. Investments will be made, based on statutory constraints, in safe, low risk instruments.

### **SCOPE**

This policy applies to the investment and deposit of all funds of the City.

### **OBJECTIVE**

At all times, investments of the City shall be made in accordance with Minnesota Statutes Chapter 118A and amendments. There are three main objectives of all investment activities that are prioritized as follows:

- (1) **Safety**. Safety of principal is the foremost objective of the City. Each investment transaction shall seek to first ensure that capital losses are avoided. The objective will be to mitigate credit risk, interest rate risk and custodial risk.

**Credit risk** is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal Deposit Insurance Corporation) or the SIPC (Securities Investor Protection Corporation). To ensure safety, it is the policy of the City that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in excess of insurance limits are not made in the same institutions unless collateralized as outlined below. Furthermore, the City Council will designate, by resolution, official depositories for banking and investment purposes.

**Interest Rate Risk** is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. To minimize this risk, the City will structure the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market, prior to maturity.

**Custodial Risk**: The City will minimize deposit Custodial Risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral or bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law.

### **LIQUIDITY**

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Generally, investments shall have “laddered” maturities so that money becomes available on a regular schedule. Liquid funds will allow the City to meet possible cash emergencies without being penalized on investments.

### **YIELD**

Subject to the requirements of the above objectives, it is the policy of the City of Mapleton to offer financial institutions and companies within the City of Mapleton the opportunity to bid on investments; however, the City of Mapleton will seek the best investment yields.

### **PRUDENCE**

The standard of prudence to be used by investment officials shall be the “prudent investor”, and shall be applied in the context of managing investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion and intelligence would exercise in the management of their own affairs. This standard of prudence shall mean not speculation, and with consideration of the probable safety of the capital as well as the probable investment return derived from assets.

### **DELEGATION OF AUTHORITY**

Responsibility for the investment program is hereby delegated to the Finance Committee. The Finance Committee shall act in accordance with procedures as established with this investment policy. The authorized individual, when acting in accordance with this Policy and exercising due diligence, shall not be held responsible for losses, provided that the losses are reported immediately, and that appropriate action is taken to control further losses.

### **CONFLICT OF INTEREST**

Any City Official (elected or appointed) involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.

### **AUTHORIZED INVESTMENTS AND COLLATERALIZATION**

All City investments and deposits shall be those allowable by Minnesota Statutes Chapter 118A and amendments thereto. In accordance with MN Statutes 118A, collateralization will be required on all demand deposit accounts, including checking, savings, and money market accounts, and non-negotiable certificates of deposit in excess of federal deposit insurance.

State law defines the types of securities that a financial institution may pledge as collateral for public deposits. These securities include:

- United States Treasury Issues
- Issues of US Government Agencies and Instrumentalities
- Obligations of State and Local Governments
- Time Deposits (Certificates of Deposits fully insured by the federal deposit insurance company or federal agency).

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times.

### **DIVERSIFICATION**

The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields.

### **BROKER REPRESENTATIONS**

Municipalities must obtain from their brokers certain representations regarding future investments. Pursuant to Minnesota Statutes 118A, the City shall provide each broker with the City's investment policy, and the securities broker shall submit a certification annually to the City stating that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.

### **SAFEKEEPING AND CUSTODY**

All invested assets of the City of Mapleton involving the use of public funds custodial agreement shall comply with all rules adopted pursuant to Minnesota Statute 118A. All custodial agreements shall be in writing and shall contain a provision that all custodial services are provided in accordance with the laws of the State of Minnesota.

### **DIVERSIFICATION**

The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields.

### **INVESTMENT REPORTING**

The Finance Committee will report periodically to the City Council on the investments and total interest received on all securities.

### **POLICY CONSIDERATIONS**

Any investment currently held that does not meet the guidelines of this policy shall be exempted from them. At maturity or liquidation, such monies shall be reinvested only as provided in this policy.

This policy shall be reviewed on an annual basis. Any changes must be approved by the City Council.

### **CONCLUSION**

The intent of this policy is to ensure the safety of all City funds. The main goal of the City will be to achieve a market rate of return while maintaining the safety of its principal.

Motion J. Schultz Seconded J.Etherington. All Voted in Favor Thereof Passed. October 21, 2014.

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

Investmentpolicy2014, updated 2024

**RESOLUTION 23-04-2024**

**RESOLUTION APPROVING AUTHORIZED SIGNER FOR 4M FUND AND  
FRANKLIN INVESTMENT**

**Whereas:** the City of Mapleton has investments with League of MN Cities known as the 4M Fund and Franklin Investment with Northland Securities.

**Whereas:** the City needs to update its investment accounts information for the 4M Fund and Franklin Investments, and

**Whereas:** The following people are authorized signers on the accounts.

- Mayor Jeff Annis
- City Clerk Amber Duncanson
- Financial Officer Sarah Olsen

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLETON, MN**  
approve authorized signers for the 4M Fund and Franklin Investments.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

	Aye	Nay
Mike Braaten	_____	_____
Evan Masters	_____	_____
Billy Vait	_____	_____
Kenneth Warner	_____	_____
Jeff Annis	_____	_____

Adopted by the Mapleton City Council this the 2<sup>nd</sup> of April 2023

\_\_\_\_\_  
Jeff Annis, Mayor

\_\_\_\_\_  
Amber Duncanson, City Clerk

1-12-24

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# Memo

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**TO**  
Council

**FROM**  
Sarah Olsen

**RE**  
Authroized signer

## COMMENTS:

The city has had investments with the 4M Fund through the League of Minnesota Cities and Franklin Funds through Northland Securities for more than 25 years.

The funds held at the 4M Fund is all capital outlay money for future projects. I was told a long time ago that the Franklin Fund money was for the city hall/liquor store building.

The finance committee is looking at moving funds into the 4M fund as it has a considerably higher interest rate than any other of our accounts right now.

The city has not touched the money in these investments in several years. The names on file to authorize sales/purchases of Franklin Funds or transfers in/out of the 4M fund are no longer valid as those people are no longer associated with the city. This resolution is needed to update the list of personnel authorized to access these accounts.

If you have any questions, please let me know.

**CITY OF MAPLETON**

Tel 507-524-3492  
s.olsen@mapletonmn.gov

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**RESOLUTION 24-04-24**

**RESOLUTON APPROVING UPDATING NEPTUNE 360  
WATER METER SOFTWARE**

**Whereas:** The city's water meter software needs upgrading due to the compatibility issues with the latest windows version.

**Whereas:** we are currently having issues with the current reader transferring data to our windows program to calculate utility bills.

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLETON; MN** to approve updating the city's Neptune 360 software from Ferguson Water Works at the cost of \$3,500.55.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

	Aye	Nay
Mike Braaten	_____	_____
Evan Masters	_____	_____
Billy Vait	_____	_____
Kenneth Warner	_____	_____
Jeff Annis	_____	_____

Adopted by the Mapleton City Council this the 2<sup>nd</sup> of April 2024

\_\_\_\_\_  
Jeff Annis, Mayor

\_\_\_\_\_  
Amber Duncanson, City Clerk



3.29.2024

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# Memo

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**TO**  
Council

**FROM**  
Administration

**RE**  
Utility Bills

## COMMENTS:

Neptune 360 software is not compatible with your current Windows version, affecting the processing of utility bills for a quarter of one. In this situation, your city's utility program is calculating an estimate based on the usage from quarter one of 2023. Once we can read meters again residents will be billed currently based on their usage.

Thank you,

**CITY OF MAPLETON**

Tel 507-524-3492

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**MAPLETON**  
MINNESOTA

City of Mapleton, Minnesota





FERGUSON WATERWORKS #2518  
1694 91ST AVE NE  
BLAINE, MN 55449-4311

Phone: 763-560-5200  
Fax: 763-560-1799

Deliver To:  
From: Brian Rollins  
Comments:

12:58:43 JUN 14 2023

Page 1 of 1

FERGUSON WATERWORKS #2518  
Price Quotation  
Phone: 763-560-5200  
Fax: 763-560-1799

Bid No: B156255  
Bid Date: 06/14/23  
Quoted By: BRR

Cust Phone: 507-524-3492  
Terms: NET 10TH PROX

Customer: CITY OF MAPLETON  
METER ACCOUNT  
PO BOX 366  
MAPLETON, MN 56065

Ship To: CITY OF MAPLETON  
METER ACCOUNT  
PO BOX 366  
MAPLETON, MN 56065

Cust PO#: NEPTUNE 360

Job Name: METER ACCOUNT

Item	Description	Quantity	Net Price	UM	Total
N13980102	SOFTWARE	729	2.950	EA	2150.55
N13980010	NEPTUNE 360 AMR 501-1000	1	750.000	EA	750.00
	360 MAPPING SERVICES				
	NO CHARGE SETUP/TRAINING				
	UB MAY HAVE A 1XFEE				
	----				
N13721008	HARDWARE MAINTENANCE	1	600.000	EA	600.00
	ANNUAL ENTITLEMENT FEE BELTCLIP				
	----				
N13655100	OPTIONAL NEW DRIVEBY	1	11000.000	EA	11000.00
	MRX920 MOBILE DATA COL V4				
Net Total:					\$14500.55
Tax:					\$0.00
Freight:					\$0.00
Total:					\$14500.55

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



## HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to  
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=2518&on=25866>

October 2, 2023

Dear Valued Customer:

The purpose of this letter is to notify you that Neptune will not be able to support N\_SIGHT® after June 30, 2024. As a result, all N\_SIGHT customers should begin their transition to Neptune® 360™, our next-generation data management platform, to ensure that your business processes will remain uninterrupted.

N\_SIGHT was developed in 2002 using the PowerBuilder programming language. This technology has become obsolete and is no longer supported by the developer (SAP/Appeon). Should your instance of N\_SIGHT fail or require updates, Neptune is not able to provide assistance or make further enhancements to the application and you will not be able to complete meter reading processes or bill your customers.

Neptune 360 is built on the most advanced technological infrastructure, with a focus on data integrity and state-of-the-art security. The platform is cloud-based, allowing Neptune to better support and protect your data, keep pace with technology changes, and release improvements and new features on an ongoing basis. Included with this letter, you will find a Neptune 360 Product Brochure along with a Description of Services document that explain the benefits of Neptune 360.

Your transition can be accelerated by sending a copy of a current N\_SIGHT billing import file to [support@neptunetg.com](mailto:support@neptunetg.com). A Neptune representative will validate the file to ensure successful integration with Neptune 360. We will work with you and your billing vendor if any file updates are required.

Neptune is dedicated to making your transition to Neptune 360 seamless. If you would like to schedule a demonstration or discuss a transition plan, please feel free to contact your local distributor or Neptune sales representative. If you have already transitioned to Neptune 360 or are in the process of doing so, please disregard this notification.

Sincerely,

Neptune Technology Group Inc.

# Neptune® 360™ Software-as-a-Service

The Neptune® 360™ Cloud Platform delivers an intuitive, user-friendly design, making AMR and AMI meter reading data clear and easy to interpret. System-wide Key Performance Indicators and geographical views assist with identifying areas of concern and ways to maximize operational efficiency and improve overall customer service and quality of service.

## Description of Services

The Neptune 360 Software-as-a-Service subscription provides the customer with a non-transferable license to access the Neptune 360 application for all internal personnel. The Customer shall not permit the use of the Service by any unauthorized third parties, unless mutually agreed in writing. The subscription includes the following services:

- Secure access to the Neptune 360 Platform which includes:
  - Neptune 360 Web App
  - Neptune 360 Mobile App
  - Neptune 360 Sync (required for Trimble Handheld compatibility) and
  - Application Programming Interfaces (if applicable)
- 24x7 Application and security monitoring
- Database preventive maintenance and scalability monitoring
- Software upgrades and updates, with prior notice via email
- Providing all server operating system and hardware updates requirements
- Data back-up and replication
- Data Security and Business Continuity Plan (BCP) processes
- Providing telephone support at 1-800-647-4832 Monday-Friday from 7:00am-5:00pm Central time, excluding corporate holidays and email support at support@neptunetg.com

## Service Level Objectives

- **Availability.** Neptune will use commercially reasonable efforts to provide at least 99% uptime of the SaaS Application, less Maintenance Windows.
- **Ticket Issuance.** Neptune will open a trouble ticket upon the earlier to occur of: (i) when Neptune first observes an issue; or (ii) when Customer first reports the issue. If an issue relates to Customer's system and Neptune becomes aware of the issue, Neptune will promptly report this information to Customer. Technical support hours are Monday-Friday from 7am-5pm Central Time. Neptune's commitment is to open a ticket and respond to said ticket within 24 hours of issue identification.
- **Response Time.** The urgency and time to correct will be dependent upon the issue itself and its impact to the Customer to perform billing functions (a "Billing Impediment"). Neptune shall prioritize the correction of any Billing Impediment and shall endeavor to correct such problems within 72 hours after issue identification. Other issues are considered a bug and fixes will be implemented upon an assigned software major or minor release schedule.



## Data Ownership

*All data that is received from Neptune 360 Cloud Platform is captured, processed, stored, and accessed within the country in which the utility customer resides. Any data and information provided to Neptune by Customer or its Consumers ("Customer Data") remains the property of Customer. Customer grants to Neptune the right and license to host, access, store, and use the Customer Data for the purposes of providing and maintaining the Service. Upon expiration or failure to renew the Software-as-a-Service Subscription, Neptune will no longer provide the Service and Customer may no longer use the Application. Following such expiration, so long as Customer is current in all payments to Neptune, upon the written request of the Customer made within thirty (30) days after the effective date of the expiration, Neptune will use commercially reasonable efforts to provide an export or download of any Customer Data in a mutually agreed format. After such thirty (30) day period, Neptune has no obligation to maintain or provide the Customer Data.*

## Application Programming Interfaces

- **License.** For the sole purpose of creating an interface between the Application and software or applications licensed by Customer from third parties, the Subscription includes a non-exclusive, non-transferable license to use APIs as well as related documentation required for their implementation.
- **Limitations on Rights of Use.** Customer shall not use the API for any other purpose except as expressly authorized in writing. Customer has no rights to the object code or source code of the API. Customer may not disassemble, decompile, reverse translate or apply any other procedure to a non-source code delivered API. Any rights in API(s) and the Documentation not expressly granted to Customer in writing shall remain with Neptune.
- **Upgrades.** Neptune may make changes to the APIs from time to time. Neptune will make commercially reasonable efforts to maintain backward compatibility of the APIs but makes no guarantees and assumes no obligation to ensure backward compatibility. APIs may not remain compatible with third party software or programs after changes to the APIs, changes to third-party software or programs, or changes to the SaaS.

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#winyourday  
neptunetg.com

Neptune Technology Group  
1600 Alabama Highway 229  
Tallahassee, AL 36078  
800-633-8754 f 334-283-7293

**RESOLUTION 25-04-24**

**RESOLUTON APPROVING CRACK SEALING**

**Whereas:** The Public Works Department obtained prices for crack sealing:

MP Asphalt \$ 2.00 per pound

**Whereas:** the city budgeted \$8,000 for crack sealing this year.

**THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLETON; MN** that crack sealing is approved by MP Asphalt for 2024 for up to \$8,000.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

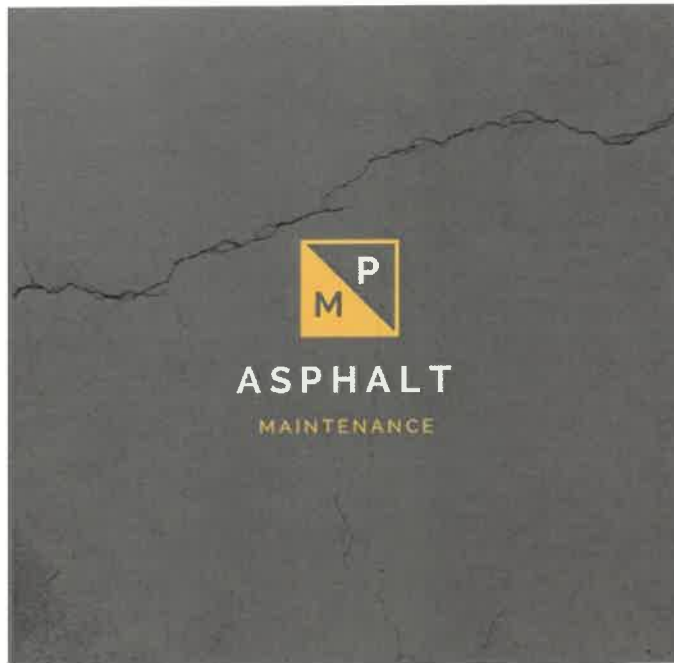
	Aye	Nay
Mike Braaten	_____	_____
Evan Masters	_____	_____
Billy Vait	_____	_____
Kenneth Warner	_____	_____
Jeff Annis	_____	_____

Adopted by the Mapleton City Council this the 2nd of April 2024

\_\_\_\_\_  
Jeff Annis, Mayor

\_\_\_\_\_  
Amber Duncanson, City Clerk

# PROPOSAL



<https://mpasphalt.net>

11810 Brockton LN N  
Osseo, MN 55369  
763-402-3526

---

## Proposal Submitted To

Hunter Chaffee  
City of Mapleton

104 2nd Ave NE  
56065

(507) 524-3492

[H.chaffee@mapletonmn.gov](mailto:H.chaffee@mapletonmn.gov)

---

## Work to be Performed At

2024 Crack sealing

104 2nd Ave NE  
Mapleton, MN 56065

---

## Company Contact

Matt Leaf  
CEO

(763) 402-3526  
[matt@mpasphalt.net](mailto:matt@mpasphalt.net)

2/12/2024



ESTIMATE DATE: 2/12/2024

Hunter Chaffee  
City of Mapleton



2024 Crack sealing  
104 2nd Ave NE  
Mapleton, MN 56065

<https://mpasphalt.net>

## Crack sealing (\$8,000)

### Crack sealing 4,000 LBS \$2.00 a pound

Crack sealing Singular cracks that are 1/4 inch - 1.5" and not in alligatored areas will be routed. chip sealed roads will not be routed. with a mechanical routing machine 3/4 by 3/4 and thoroughly cleaned of all foreign matter with backpack or push power blower . The cracks will be properly sealed using the state-of-the-art, oil-jacketed crack sealing system with a rubberized hot pour material. In the oil-jacketed system the material is hydraulically agitated, then pressure fed through an oil-jacketed pump and injected under pressure directly into the crack at the optimum temperature to prevent decomposition of the material and to maximize adhesion. Not all cracks will be filled Cracks wider than 1.5" will not be filled Cracks less than an 1/8" will not be filled. Any Cracks shorter than 4ft long will not be filled. spider cracks will not be filled. Crack that have been previous filled will not be routed. Cracks previous sealed and broke open with vegetation growing from them will be sealed over. its not MP asphalt maintenance responsibility to remove vegetation from previously seal cracks.

## Total Bid: \$8,000

Effective October 1st of every year if a Seal coat job is completed on or after October 1st there will be no warranty CONTRACT DOCUMENTS: Specification sheets, drawings and other documentation presented in this proposal shall be part of the contract. It is the responsibility of the customer's authorized representative to be aware of the terms and conditions stated herein and of the other contract documentation.

PAYMENT TERMS: NET BALANCE DUE 15 DAYS AFTER COMPLETION OF WORK. Unpaid balances will accrue a late fee of 10% per month until paid in full. In the event of your failure to conform to the terms and conditions of this agreement, you hereby agree to pay MP Asphalt Maintenance LLC all sums earned to date. All major credit cards are accepted Residential Driveways Payment terms: Driveways under \$400 will be paid upon completion of the job if not a \$25 dollar charge will be added to the total cost.

DEPOSIT: If contracted amount exceeds \$15,000.00, a deposit of 1/3 of the project price is required to schedule work unless noted otherwise in this agreement.

PERMITS AND FEES: Owner is responsible for obtaining and paying for any required PERMITS, BONDS, and LICENSES, or plans required to obtain the aforementioned.

WORK ACCESSIBILITY: The price(s) quoted herein is contingent upon the work area being free

of any obstructions (vehicles, dumpsters, etc) at the scheduled project start date and time. MP Asphalt Maintenance , reserves the right to adjust the agreed upon project price if the job conditions prevent MP Asphalt Maintenance work crews from starting on time and proceeding without interruption.

**CLEANING EXPENSES:** The owner understands that the work called for in this agreement is a messy process. The parties agree that MP Asphalt Maintenance is not responsible for cleaning, repairing, or replacing any concrete, carpet, floor, passageway, etc., that is soiled or stained by anyone other than MP Asphalt Maintenance employees. Sprinkler systems must be off 24 hrs. before and after. Bluing of sealer may accrue and is normal. it does not effect craftsmanship, warranty, or longevity.

**INDEMNITY:** MP Asphalt Maintenance agrees to complete its work in a safe and workmanlike manner, and to take appropriate safety precautions. However, once installation is complete and customer takes possession of the work area, Owner/Customer understands and agrees that MP Asphalt Maintenance cannot be responsible for materials, area maintenance and safety, and therefore Owner/Customer assumes all responsibility in this regard, including but not limited to any and all personal injuries, deaths, property damage, losses, or expenses related to or in any way connected with the materials or services provided. To the fullest extent allowed by law, Owner/Customer agrees to indemnify, defend and hold MP Asphalt Maintenance and its agents harmless from any and all loss, expense, liability, or attorneys' fees in connection with any such damages or injuries occurring thereafter. Nothing contained within this paragraph means, or should be construed to mean that MP Asphalt Maintenance or others shall be indemnified for their own negligence.

**CHOICE OF LAW & VENUE:** To the fullest extent permitted by law, each provision of this contract shall be interpreted in such manner as to be effective and valid under Minnesota law without regard to its conflict of laws principles. To the fullest extent permitted by law.

**ATTORNEY FEES & COSTS:** In the event MP Asphalt Maintenance places any amounts owed under this proposal for collection with either a collection firm or attorney, MP Asphalt Maintenance shall be entitled to reasonable collection fees, attorney's fees and costs.

**TAXES:** All taxes are included in proposal price unless otherwise specified.

**ESCALATION CLAUSE:** This contract has been based on material costs at current market rates. Due to uncertain market conditions that are beyond our control and in the event of future material price increases the responsible party agrees to pay for the escalations of material without a charge order. This paragraph applies only to materials.

**TIMING:** Due to fluctuation in the cost of raw materials, if the current date is past 15 days from the proposal date, customer should clarify that pricing is still valid.

**MATERIAL & WORKMANSHIP:** All material is guaranteed to be as specified. Unless otherwise specified within this Proposal, MP Asphalt Maintenance warrants workmanship and materials for a period of 6 months from the date of completion. All work shall be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the amount set forth above. We shall not be responsible for delays caused by strikes, accidents, weather or other contingencies beyond our control. Our workers are fully insured

**NON-DISCLOSURE:** Customer acknowledges that information in this Proposal, including but not limited to pricing, determination of scope of work, method for evaluating parking lots, and methods of repair, constitute and include Confidential MP Asphalt Maintenance Information. This Proposal shall not be shared, distributed or disseminated to any other contractor and

Customer acknowledges that should it violate this provision monetary damages will not be an adequate remedy and shall be MP Asphalt Maintenance titled to injunctive relief in addition to any other remedy available in law or equity.

**ALTERATIONS TO THIS PROPOSAL:** Alterations or notations on or to this Proposal will not be valid unless accepted in writing by an authorized representative of MP Asphalt Maintenance

**SEVERABILITY OF TERMS:** Should any part of this agreement be deemed unenforceable, the remaining terms shall be severable and separately enforceable and shall remain in full force.

Sincerely,  
MP Asphalt Maintenance

Matt Leaf  
CEO

Acceptance: As an authorized agent for the above, I accept this proposal for \$\_\_\_\_\_.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_.

3.29.2024

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# Memo

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**TO**  
Council

**FROM**  
Administration

**RE**  
Credit Cards

## COMMENTS:

City staff were asked to investigate getting a credit card for a beautification contractor, but after further investigation, it was recommended by the city attorney, Minnesota State Auditor, Minnesota State Statutes, and city auditors (Abdo), not to allow a private contractor to make purchases with a city-issued credit card.

If the council decides to authorize non-employee usage of a credit card despite these recommendations, they may be personally liable for any consequences that arise from such authorization. It's essential to carefully consider the implications and potential liabilities before making any decisions regarding the use of city-issued credit cards by non-employees.

The inclusion of a letter from the city attorney, Minnesota State Auditor, along with relevant Minnesota State Statutes and recommendations from city auditors, provides authoritative guidance on this matter. It's crucial for the council to thoroughly review and understand the content of these documents and to act in accordance with the advice provided.

In summary, the council should refrain from authorizing the use of a city-issued credit card by a private contractor based on the recommendations and guidance provided by legal counsel, Minnesota State Auditor, State Statutes, and City Auditors. Doing so will help mitigate legal and financial risks for the city and its officials.

Thank you,

**CITY OF MAPLETON**

Tel 507-524-3492

March 25, 2024

Amber Duncanson  
City Clerk  
City of Mapleton  
Post Office Box 366  
Mapleton MN 56055

Re: Providing Credit Card to Private Contractor

Dear Ms. Duncanson:

This letter is to follow up on the email that I received in which you indicated ta the city is considering providing a credit card to a contractor for the purchase of plants and other materials for the Main Street planters.

Cities may spend money only for authorized purposes and in an authorized manner. If a city official dispenses public funds in an unauthorized manner, that official may be personally liable for the expenditure and required to pay the funds back to the city. In order for an expenditure to be considered lawful, there needs to be a public purpose for the expenditure; there must be authority to incur the expense and the council must properly approve the expenditure.

The purchase of flowers, plants and other materials for the planters on Main Street would meet the definition of a public purpose, but the use of a credit card by a contractor is not likely to meet the other two requirements, in particular because the use of any credit card by any city employee is problematic and those problems are exacerbated when the use is by a contractor.

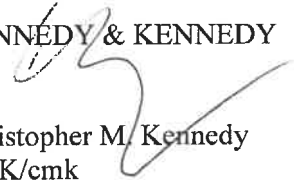
The City Council may authorize the use of credit cards to make purchases, but cities are not allowed to carry debt. This requires the city to have a credit card policy where the credit card balance is paid in full every month. State law requires that all claims made to the city for payment must be in writing and itemized. Bills from credit card companies may not be detailed enough to meet the requirements of the statute, so the city is required to keep all invoices and receipts for purchase. Allowing a contractor to make purchases on a credit card opens up the possibility that the credit card will need to be paid prior to the city receiving enough information to properly approve the claim.

Minnesota Statute section 412.271 limits the manner in which cities can pay claims. It provides the party that is seeking to be paid must file a claim with the city and the claim would be reviewed and approved by the council and then paid. There are a few exceptions to this rule, such a payroll, rent, and the payment of judgments. Purchases made by a contractor on the behalf of the city would not meet these exceptions to the general rule.

Failing to abide by the process set out in the statute would make any expense an invalid expense. This could lead to the contractor or city official being personally responsible for the expenses; a taxpayer lawsuit; a non-compliance finding by the City's Auditor and the State Auditor

Sincerely,

KENNEDY & KENNEDY

  
Christopher M. Kennedy  
CMK/cmk



REBECCA OTTO  
STATE AUDITOR

## STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500  
525 PARK STREET  
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)  
(651) 296-4755 (Fax)  
state.auditor@osa.state.mn.us (E-mail)  
1-800-627-3529 (Relay Service)

### Statement of Position Credit Card Use and Policies

Counties, cities, towns, school districts, watershed districts, and soil and water conservation districts have authority to make purchases using credit cards issued to the public entity.<sup>1</sup> The statutes authorizing credit card use by public entities restrict the use of credit cards to purchases for the public entity. No personal use of the credit card is permitted.<sup>2</sup>

According to Minnesota law, credit cards should only be used by those employees and officers otherwise authorized to make purchases. If the public entity does not authorize a credit card purchase, the officer or employee who made the purchase becomes personally liable for the amount of purchase.

Purchases made with the credit card must be consistent with other state law. For example, under Minnesota law, claims presented for payment must be in writing and itemized.<sup>3</sup> Monthly statements received from a credit card company lack sufficient detail to comply with these statutory requirements. As a result, public entities using credit cards must retain the invoices and receipts needed to support the items charged in the bill from the credit card company.<sup>4</sup> Similarly, listing only the credit card company on a claims list would merely identify the method of payment. It does not identify the vendors providing the goods and services, as required by law.

The authority to use credit cards does not authorize the creation of a new form of debt for the public entity. The statutes governing the issuance of debt by a public entity add a number of restrictions to the issuance of any obligation. The credit card statutes simply authorize another method of payment. Therefore, the public entity's governing board must adopt a policy of paying off the credit card charges on a monthly basis.

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<sup>1</sup>Minn. Stat. §§ 471.382 (cities and towns); 375.171 (counties); 123B.02, subd. 23 (school districts); 103D.325, subd. 4 (watershed districts); 103C.321, subd. 6 (soil and water conservation districts).

<sup>2</sup> See, e.g., *State v. Norman*, No. A11-1721 (Minn. Ct. App. Sept. 17, 2012) (unpublished) (reimbursement of personal charges on city credit card does not negate false claim or theft by swindle charges).

<sup>3</sup> See Minn. Stat. § 471.38, subd. 1.

<sup>4</sup> If the original supporting documentation is missing, an attestation or affidavit identifying how, where, and when the money was spent, signed by the individual seeking reimbursement will suffice.

Reviewed: February 2014  
Revised: February 2014

2007-1005

This Statement of Position is not legal advice and is subject to revision.

An Equal Opportunity Employer

Before implementing the use of credit cards, a public entity should adopt a comprehensive credit card policy that may include such areas as good management practices and internal control procedures.

We recommend the adoption of a comprehensive credit card policy that provides the following safeguards:

- Prohibit the use of the credit card for personal purchases;
- Identify the employees and officers who are authorized to make purchases on behalf of the public entity and are eligible to use the card;
- Identify the particular purchases that are to be made with the credit card;
- Set up a review process for all purchases made with the credit card;
- Require supporting documentation for all purchases made with the credit card;
- Restrict the total amount of charges that can be made on the credit card; and
- Obtain signed written acknowledgments of the credit card policies from all authorized card users.

Some public entities have obtained debit cards instead of or in addition to credit cards. While entities have the authority to make purchases using credit cards, the authority to use debit cards is less clear.<sup>5</sup> Debit cards allow funds to be immediately withdrawn from the entity's financial account, provide fewer protections than credit cards provide, and circumvent statutory claims approval safeguards. We recommend that entities use credit cards, and not debit cards, to make purchases for the public entity.

The ability to use a credit card for small purchases in the ordinary course of business offers many advantages. However, the ability of the cardholder to make the public entity liable for an improper or illegal purchase is an inherent risk associated with credit cards. Compliance with statutory requirements, and the adoption of and adherence to a policy implementing further internal controls will greatly reduce the public entity's exposure to loss of public funds through theft or misuse of the credit card.

Additional guidance on using purchasing cards for government purchases may be found on the Government Finance Officers Association (GFOA) website at: <http://www.gfoa.org/purchasing-card-programs>.

The State of Minnesota's purchasing card and use policy is available at: <http://www.mmd.admin.state.mn.us/pdf/alpappnpolicy1.pdf>.

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<sup>5</sup> In contrast, cities, towns, and counties have clear authority to *accept* payment by use of debit cards. See Minn. Stat. § 471.381, subd. 2.



# Office of the Revisor of Statutes

## Office of the Revisor of Statutes

### 2023 Minnesota Statutes

[Authenticate](#)  [PDF](#)

#### **471.382 CREDIT CARDS.**

A city council or town board may authorize the use of a credit card by any city or town officer or employee otherwise authorized to make a purchase on behalf of the city or town. If a city or town officer or employee makes or directs a purchase by credit card that is not approved by the city council or town board, the officer or employee is personally liable for the amount of the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or city or town policy applicable to city or town purchases.

**History:** 2001 c 13 s 3

Official Publication of the State of Minnesota  
Revisor of Statutes

## Amber Duncanson

---

**From:** Sarah Olsen <s.olsen@mapletonmn.gov>  
**Sent:** Wednesday, March 27, 2024 8:14 AM  
**To:** Amber Duncanson  
**Subject:** FW: credit card

Sarah Olsen  
City of Mapleton  
507-524-4020

---

**From:** Tom Olinger <thomas.oling@abdosolutions.com>  
**Sent:** Wednesday, March 27, 2024 8:12 AM  
**To:** Sarah Olsen <s.olsen@mapletonmn.gov>  
**Subject:** RE: credit card

Sarah,

There are two city policy that will come into play. The purchasing policy and the credit card policy. In the purchasing policy would cover contractors and there is a required approval process by either the administrator which is usually a dollar threshold or council approval before purchase. In this case the contractor purchase would not be authorized. I have not seen this practice as I believe it would not fall under state statutes. The Credit card policy will only cover the employees and would not extend to contractors.

If you need anything else let me know.

Thanks

**Tom Olinger, CPA**  
Partner



**DIRECT** 507.304.6802  
**MAIN** 507.625.2727  
[Send Me Secure Files](#)

100 Warren Street, Ste 600  
Mankato, Minnesota 56001  
[AbdoSolutions.com](http://AbdoSolutions.com)

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---

**From:** Sarah Olsen <s.olsen@mapletonmn.gov>  
**Sent:** Monday, March 25, 2024 11:11 AM  
**To:** Tom Olinger <thomas.oling@abdosolutions.com>  
**Subject:** credit card