

City Administrator's Monthly Report

Reporting Period: December 2025 – January 2026

Introduction

This monthly report provides an overview of key activities, projects, and issues occurring across all departments. It is intended for both the City Council and the public to promote transparency, highlight ongoing work, and share progress on major city initiatives.

FIRE & EMERGENCY SERVICES

Fire Services Transition & Staffing

- The transition to the West Suburban Fire District officially took effect on January 1. This has resulted in the city no longer employing 20 firefighters as part of the consolidation.
- Long-serving firefighter Scott Hartmann retired effective December 31 after 24 years of dedicated service to Maple Plain.

Statewide Volunteer Firefighter (SVF) Plan

Throughout December, significant work continued with PERA and the Fire Relief Association regarding the SVF plan. Key updates included:

- Special legislation is being drafted to allow benefit calculations using present-day value. Pending legislation, payouts are on hold until at least July 2026.
- The Fire Relief Association voted to stop termination of the SVF plan and pursue legislation to properly allocate surplus funds.

PUBLIC WORKS / WATER / SEWER / STORMWATER

Snow & Ice Response

- Public Works responded to multiple snow events. Staff cleared the hockey rink after larger storms to maintain safe recreational use.
- PT Staf assisted with plowing early in January to remove deep ruts and improve road conditions.

Water & Sewer System

- A water main break on Main Street E was repaired on January 6.
- A handful of brown water complaints were received; staff flushed hydrants and instructed residents to run cold water until clear.
- Ongoing sewer system concerns continued from December, including damaged sewer mains bored through by private utilities.

PLANNING & COMMUNITY DEVELOPMENT

Downtown Redevelopment – Maple & Main

- Planning continues on the next phase of the City's Downtown Development. A revised building plan was scheduled for discussion at the EDA meeting on January 12.

CODE ENFORCEMENT

Rental Properties

- A final violation notice is being issued to 5865 Three Oaks for operating without a rental license.
- A violation was issued to the landlord of 1450 Meadow Lane regarding a boarded rear window, which is a violation of the rental code.
- The tenants at 1450 Meadow Lane have now moved out, resolving earlier issues at this property.

CITIZEN COMMUNICATION & PUBLIC SAFETY

Communications Improvements

- A Communications Content Calendar is being developed to support more consistent and timely public updates.

CITY ADMINISTRATION

Budget, Finance & Audit Prep

- Completed the 2026 Enterprise Fund Budget with Abdo.
- Reviewed December financials and processed year-end invoices.
- Audit preparation, with meetings scheduled with the City's auditor.

Technology & Software

- Staff completed training with Baseline on the new building permit software, which will go live as staff enters recent applications.

Environmental Safety – 5330 US Hwy 12

- Work at 5330 US Hwy 12 demolition site was halted due to strong fuel odors; the Minnesota Pollution Control Agency will provide next-step direction.

Expenditure Summary Report for Council Reports

Dept	Dept Descr	2024 Amt	2025 YTD Budget	December 2025 Amt	2025 YTD Amt	%YTD Budget
101 GENERAL FUND						
42400	Building Inspection	\$15,574.05	\$20,000.00	\$2,132.53	\$10,285.59	51.43%
41610	City Attorney	\$73,481.82	\$38,000.00	\$7,955.00	\$47,667.00	125.44%
42500	Civil Defense	\$1,474.82	\$500.00	\$0.00	\$599.64	119.93%
46630	Community Action Programs	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
41110	Council	\$68,307.57	\$48,287.00	\$4,547.75	\$49,898.79	103.34%
41410	Elections	\$6,739.06	\$0.00	\$0.00	\$0.00	0.00%
41500	Financial Administration	\$476,270.47	\$376,802.00	\$34,598.81	\$418,353.59	111.03%
42290	Fire Department	\$224,304.96	\$208,580.00	\$19,437.33	\$241,857.07	115.95%
41940	General Government Building	\$35,427.16	\$42,000.00	\$3,650.00	\$40,651.28	96.79%
43100	Highways, Streets & Roadwa	\$116,538.67	\$106,739.00	\$73.80	\$93,661.33	87.75%
45200	Parks (GENERAL)	\$216,018.34	\$141,378.00	\$3,006.72	\$156,805.03	110.91%
41910	Planning and Zoning	\$13,082.92	\$20,800.00	\$4,438.75	\$21,423.25	103.00%
42110	Police Department	\$760,187.18	\$743,423.00	\$82,048.09	\$822,624.14	110.65%
43000	Public Works (GENERAL)	\$100,129.49	\$70,999.00	\$31,572.00	\$115,553.49	162.75%
101 GENERAL FUND		\$2,110,036.51	\$1,817,508.00	\$193,460.78	\$2,021,880.20	111.24%
601 WATER FUND						
49611	Water Treat Plant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49400	Water Utilities (GENERAL)	\$670,659.32	\$686,180.00	\$30,190.09	\$571,885.76	83.34%
601 WATER FUND		\$670,659.32	\$686,180.00	\$30,190.09	\$571,885.76	83.34%
602 SEWER FUND						
49450	Sewer (GENERAL)	\$370,685.42	\$479,961.00	\$44,064.87	\$579,425.32	120.72%
602 SEWER FUND		\$370,685.42	\$479,961.00	\$44,064.87	\$579,425.32	120.72%
603 STORM WATER FUND						
49455	Storm Sewer	\$142,358.92	\$175,801.00	\$5,112.25	\$201,682.37	114.72%
603 STORM WATER FUND		\$142,358.92	\$175,801.00	\$5,112.25	\$201,682.37	114.72%
801 FIRE PARTNERSHIP FUND						
42210	Fire Administration	\$323,334.42	\$201,137.00	\$6,166.50	\$274,550.41	136.50%
42260	Fire Apparatus/Equipment	\$64,671.66	\$70,700.00	\$1,440.03	\$86,021.71	121.67%
42250	Fire Communications	\$32,134.31	\$32,702.00	\$455.54	\$31,402.75	96.03%
42220	Fire Fighting	\$120,017.57	\$139,070.00	\$31.22	\$105,950.93	76.19%
42265	Fire Fleet Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42230	Fire Prevention	\$1,051.21	\$4,000.00	\$0.00	\$965.19	24.13%
42280	Fire Stations and Bldgs	\$21,996.82	\$25,820.00	\$941.18	\$15,287.79	59.21%
42240	Fire Training	\$24,329.80	\$35,200.00	\$473.52	\$20,855.68	59.25%
42270	Medical Services	\$2,112.76	\$5,500.00	\$13.20	\$1,826.52	33.21%
801 FIRE PARTNERSHIP FUND		\$589,648.55	\$514,129.00	\$9,521.19	\$536,860.98	104.42%
		\$3,883,388.72	\$3,673,579.00	\$282,349.18	\$3,911,734.63	106.48%

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