Belle Plaine

BELLE PLAINE CITY COUNCIL
NOTICE OF REGULAR MEETING AND AGENDA
Monday, December 15, 2025 – 6:00 PM
City Hall, 218 North Meridian Street, Belle Plaine, Minnesota
Please use the north entrance door

1. PLEDGE OF ALLEGIANCE.

2. CALL TO ORDER.

2.1. Roll Call.

3. APPROVAL OF AGENDA.

3.1. Truth in Taxation Minutes of December 1, 2025.

3.2. Regular Session Minutes of December 1, 2025.

3.3. Work Session Minutes of December 1, 2025.

3.4. Resolution 25-147 Accepting a $2,000.00 Grant from the Minnesota Chiefs of Police Foundation for the 2026 Hooks, Lines and Heroes Fishing Derby.

3.5. Resolution 25-148 Accept $4,000.00 Grant from Compeer Financial for the Belle Plaine Ambulance for Emergency Response Equipment.

3.6. Resolution 25-149 Accept Donation from Chevy Drive Event for the Belle Plaine Police Department.

3.7. Resolution 25-150 Appointing Rick Krant as a Regular Member of the Economic Development Authority.

3.8. Resolution 25-151 Appointing Brian Romness and Genise Aretz as a Member of the Design Committee.

3.9. Resolution 25-152 Appointing Sheila Schmitz, Brian Romness and Jim Eggers as Regular Members and Appointing Antionette Walsh as Alternate of the Planning and Zoning Commission.

3.10. Resolution 25-153 Appointing Antionette Walsh as Members of the Parks Commission.

3.11. Resolution 25-154 Resolution Approving Terms of a ROSE Program Loan to Pankonin Enterprises LLC, 106 Main Street East.

3.12. Resolution 25-157 Accept a $1,000.00 Donation from Scott County Agricultural Society for the Belle Plaine Fire Department.

4. PUBLIC FORUM.

*Anyone wishing to address the Council must sign up before the meeting and then have a seat in the audience. The signup sheet is removed 5 minutes before the start of the meeting. Maximum of three (3) minutes per speaker. No official action will be taken.

5. APPROVAL OF CONSENT AGENDA.

6. DEPARTMENT REPORTS.

6.1. Community Services Department. (Report Only)

6.2. Ambulance Department. (Report Only)

6.3. Police Department.

6.4. Fire Department.

6.5. Community Development Department.

7. PUBLIC HEARINGS. None.

8. BUSINESS.

8.1. Presentation of Claims.

8.1.1. Pay Request No. 12 (Final), Project One Construction, Inc. for the Fire Station Addition and Renovation.

8.2. Resolution 25-155 Resolution Approving and Authorizing Execution Communications Site Lease Agreement with Ridgeview Medical Center.

8.3. Resolution 25-158 Approving Increase to PERA for the Fire Department.

8.4. **Ordinance 25-20, Amend Fee Schedule.** The City Council will consider proposed Ordinance 25-20, amending Section 108.00 of the City Code by emending the City's fee schedule. Proposed changes include, but not limited to: water and sewer utility, street lights and administrative fees.

8.4.1. **Adopt Ordinance 25-20**, amending Section 108.00 of the City Code by amending the City's fee schedule.

8.4.2. **Resolution 25-143** authorizing summary publication of Ordinance 25-20.

8.5. ***Motion to reconsider*** Resolution 25-144 Adopting the Final Tax Levy Collectible in 2026 and the 2026 Final Budget and Capital Improvement Plan.

8.6. Resolution 25-156 Approving City Employee Wages and Salaries for 2026.

9. ADMINISTRATION.

9.1. Upcoming Tentative Meetings.

1. Library Addition Ribbon Cutting, Monday, December 22, 2:00 PM.
2. City Offices Closed at 12:00 PM in Observance of the Holiday, Wednesday, December 24.
3. City Offices Closed in Observance of the Holiday, Thursday, December 25.
4. City Offices Closed at 12:00 PM in Observance of the Holiday, Wednesday, December 31.
5. City Offices Closed in Observance of the Holiday, Friday, January 1.
6. Design, Monday, January 5, 5:00 PM
7. City Council, Monday, January 5, 6:00 PM
8. Work Session, Monday, January 5, 6:15 PM

10. ADJOURN.

BELLE PLAINE CITY COUNCIL
TRUTH IN TAXATION
DECEMBER 1, 2025

1. Call to Order. Roll Call.

The Belle Plaine City Council conducted the Truth in Taxation Hearing on Monday, December 1, 2025 at 6:00 PM at City Hall, 218 North Meridian Street, Belle Plaine, MN. Mayor Ladd called the meeting to order with Councilmembers James Evans, Rex Stacey and Luke Otto present. Councilmember Brady Hartmann was absent.

Also present was City Administrator Dawn Meyer, Finance Director Jirik, Police Chief Stier, City Attorney Vose, City Engineer Duncan and Public Works Superintendent Otto present. Wanda Savage served as the video recording operator.

2. PUBLIC HEARING – TRUTH IN TAXATION.

The Council will accept public comment on the proposed 2026 Budget and Levy.

Finance Director Jirik provided an overview of the proposed budget and levy.

Mayor Ladd read the truth in taxation statement which explains the purpose of the Truth in Taxation Hearing is to allow public comment on the proposed 2026 budget and levy.

Mayor Ladd opened the public hearing at 6:12 PM and asked for public comment.

Brett Kruschke, 844 Daniel Drive, spoke on high property taxes, suggested setting a fixed percentage for annual increases, and house valuations being speculative.

Tracy Hein, 315 S. Cedar Street, spoke on high property taxes, suggested a moratorium on new building and noted people are moving out of town.

Mark Warner, 800 Sunrise Lane, inquired on justification of stress pay, six story ladder truck, a larger budget then New Prague, and calculation of votes for the District referendum.

Paul Stienessen, 210 S. Elm Street, inquired on the difference in New Prague and Belle Plaine budgets, what the city does to attract business and how much land owners pay verses businesses in taxes.

MOTION by Councilmember Evans, second by Councilmember Otto to close the public hearing at 6:45 PM. ALL VOTED AYE. MOTION CARRIED.

3. Schedule Continuation Hearing, if necessary.

None.

4. Adjourn.

MOTION by Councilmember Stacey, second by Councilmember Otto, to adjourn the meeting at 6:46 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary

BELLE PLAINE CITY COUNCIL
REGULAR MEETING
DECEMBER 1, 2025

1. PLEDGE OF ALLEGIANCE.

Mayor Ladd led those present in the Pledge of Allegiance.

2. CALL TO ORDER. 2.1. Roll Call.

The Belle Plaine City Council met in Regular Session on Monday, December 1, 2025 at 6:49 PM in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Mayor Ladd called the meeting to order with Councilmembers Luke Otto, James Evans and Rex Stacey present. Councilmember Hartmann was not present.

Also present were City Administrator Meyer, Community Development Director Smith Strack, Finance Director Jirik, City Attorney Vose, City Engineer Duncan, Public Works Superintendent Otto, and Police Chief Stier. Wanda Savage served as the video recording operator.

3. APPROVAL OF AGENDA.

MOTION by Councilmember Stacey, second by Councilmember Evans, to approve the Agenda as presented. ALL VOTED AYE. MOTION CARRIED.

4. PUBLIC FORUM.
Anyone wishing to address the Council must sign up before the meeting and then have a seat in the audience. The signup sheet is removed 5 minutes before the start of the meeting. Maximum of three (3) minutes per speaker. No official action will be taken.

None.

5. APPROVAL OF CONSENT AGENDA.
5.1. Regular Session Minutes of November 17, 2025.
5.2. Work Session Minutes of November 17, 2025.
5.3. Resolution 25-139 Designation of Polling Location for the 2026 Elections.
5.4. Resolution 25-140 Appointing Ice Rink Attendants for the 2025/2026 Season.
5.5. Resolution 25-141 Assigned the Funds of the 2024 Emergency Ambulance Aid to the Ambulance Portion of a Public Safety Facility Capital Improvement
5.6. Resolution 25-142 Authorization of agreement with CSG Forte Payments, Inc. for Processing and Collection of Card Transaction Fees.
5.7. Resolution 25-145 Approving the Tri-City Tactical Team Joint Powers Agreement.

MOTION by Councilmember Stacey, second by Councilmember Evans, to approve the Consent Agenda as follows: 5.1. Regular Session Minutes of November 17, 2025; 5.2. Work Session Minutes of November 17, 2025; 5.3. Resolution 25-139 Designation of Polling Location for the 2026 Elections; 5.4. Resolution 25-140 Appointing Ice Rink Attendants for the 2024/2025 Season; 5.5. Resolution 25-141 Assigned the Funds of the 2024 Emergency Ambulance Aid to the Ambulance Portion of a Public Safety Facility Capital Improvement; 5.6. Resolution 25-142 Authorization of agreement with CSG Forte Payments, Inc. for Processing and Collection of Card Transaction Fees; and 5.7. Resolution 25-145 Approving the Tri-City Tactical Team Joint Powers Agreement. ALL VOTED AYE. MOTION CARRIED.

6. DEPARTMENT REPORTS.
6.1. Public Works Department.

Public Works Superintendent Otto highlighted the Public Works Report.

6.2. City Engineer Department.

City Engineer Duncan highlighted the Engineer Report.

6.3. Administration Department.

City Administrator Meyer highlighted the Administration Report.

7. PUBLIC HEARINGS.

7.1. Ordinance 25-20, Amend Fee Schedule. The City Council will consider public comment on proposed Ordinance 25-20, amending Section 108.00 of the City Code by emending the City's fee schedule. Proposed changes include, but not limited to: water and sewer utility, street lights and administrative fees.

City Administrator Meyer reviewed the proposed Ordinance Amending the Fee Schedule.

Mayor Ladd opened the public hearing at 6:56 PM.

No one spoke.

MOTION by Councilmember Evans, second by Councilmember Stacey, to close the public hearing at 6:56 PM. ALL VOTED AYE. MOTION CARRIED.

7.1.1. Adopt Ordinance 25-20, amending Section 108.00 of the City Code by amending the City's fee schedule.

MOTION by Councilmember Ladd, second by Councilmember Otto, to DENY Ordinance 25-20, Amending Section 108.00 of the City Code by amending the City's fee schedule. MOTION FAILS 2-2.

Council and staff held discussion.

MOTION by Councilmember Stacey, second by Councilmember Evans, to TABLE Ordinance 25-20, amending Section 108.00 of the City Code by amending the City's fee schedule. ALL VOTED AYE MOTION CARRIED.

7.1.2. Resolution 25-143 authorizing summary publication of Ordinance 25-20.

No action on Resolution 25-143 due to Ordinance 25-20 being tabled.

8. BUSINESS.

8.1. Presentation of Claims.

8.1.1. Pay Request No. 7, Wm. Muellers and Sons for the 2025 Street Project.

MOTION by Councilmember Stacey, second by Councilmember Evans, to approve the reviewed claims in the amount of $256,207.78. ALL VOTED AYE. MOTION CARRIED.

8.2. Resolution 25-144 Adopting the Final Tax Levy Collectable in 2026 and the 2026 Final Budget and Capital Improvement Plan.

MOTION by Councilmember Ladd, second by Councilmember Otto, to DENY Resolution 25-144 Adopting the Final Tax Levy Collectable in 2026 and the 2026 Final Budget and Capital Improvement Plan. Councilmembers Ladd, Otto and Evans VOTED AYE. Councilmember Stacey VOTED NAY. MOTION CARRIED 3-1.

Council and staff held a lengthy discussion.

It was the consensus of the majority of the Council to schedule a Work Session to review the budget.

9. ADMINISTRATION.

9.1. Upcoming Tentative Meetings.

1. EDA, Monday, December 8, 5:00 PM.
2. Planning, Monday, December 8, 6:00 PM.
3. Public Safety, Tuesday, December 9, 7:00 AM.
4. Public Works, Wednesday, December 10, 7:00 AM.
5. Illuminate the Night Parade, Friday, December 12, 6:00 PM.
6. Parks Commission, Monday, December 15, 5:00 PM.
7. City Council, Monday, December 15, 6:00 PM.
8. Work Session, Monday, December 15, 6:15 PM.

Mayor Ladd reviewed the upcoming meetings as listed.

10. ADJOURN.

MOTION by Councilmembers Otto, second by Councilmember Evans, to adjourn the meeting at 7:21 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary

BELLE PLAINE CITY COUNCIL
WORK SESSION
DECEMBER 1, 2025

1. CALL TO ORDER. 1.1. ROLL CALL.

A Work Session of the Belle Plaine City Council met on Monday, December 1, 2025 at 7:23 PM in the council chambers of City Hall, 218 North Meridian Street, Belle Plaine, MN. Present were Mayor Ryan Ladd and Councilmembers James Evans and Luke Otto. Councilmembers Rex Stacey and Brady Hartmann were absent.

Also present were City Administrator Meyer, Finance Director Jirik, Community Development Director Smith Strack, City Attorney Vose, City Engineer Duncan, Public Works Superintendent Otto and Police Chief Stier.

2. APPROVAL OF AGENDA.

MOTION by Councilmember Evans, second by Councilmember Otto, to approve the agenda as presented. ALL VOTED AYE. MOTION CARRIED.

3. DISCUSSION ITEMS.
3.1. Refuse Hauler.

City Attorney Vose reviewed his memo and flow chart with Council and staff.

The Council held a lengthy discussion.

It was the consensus of the Council to move forward with a question of a one Citywide refuse hauler on the 2026 Election. Finance Director Jirik will get details of pricing from surrounding cities and the council will hold future discussion for verbiage on a pending election question.

3.2. 2026 Meeting Calendar.

The Council reviewed the upcoming meetings as proposed for 2026.

It was the consensus of the Council to move forward with the July 6^{th} City Council meeting with further review at the June 1^{st} Work Session.

Mayor Ladd requested Ways to Save remain on the Work Session Agenda going forward.

4. ADJOURN.

MOTION by Councilmember Otto, second by Councilmember Ladd, to adjourn the meeting at 7:52 PM. ALL VOTED AYE. MOTION CARRIED.

Respectfully Submitted,

Renee Eyrich
Recording Secretary

MEMORANDUM

DATE:	December 15, 2025
FROM:	Terry Stier, Police Chief
AGENDA ITEM:	Resolution 25-147 Accepting a $2,000.00 Grant from the Minnesota Chiefs of Police Foundation for the 2026 Hooks, Lines and Heroes Fishing Derby.
BACKGROUND/ JUSTIFICATION:	The Belle Plaine Police Department applied for a Grant from the Minnesota Chiefs of Police Foundation for the 2026 Hooks, Lines and Heroes Fishing Derby with the Belle Plaine Police and Fire Departments. Attached is the Grant Award letter. The grant is to be accepted by resolution.
FISCAL IMPACT:	None
STAFF RECOMMENDATION:	Approve Resolution 25-147 Accepting a $2,000.00 Grant from the Minnesota Chiefs of Police Foundation for the 2026 Hooks, Lines and Heroes Fishing Derby.

MINNESOTA CHIEFS OF POLICE FOUNDATION

Advancing high quality, effective policing and strengthening police-community relations in Minnesota through training, outreach, grants and scholarships

COMMUNITY PARTNERSHIPS GRANT PROGRAM
GRANT APPROVAL NOTIFICATION

Project Name:	**Hook, Line, and Heroes Youth River Fishing Derby**
Grant Amount Requested:	**$2,500**
Grant Amount Approved:	**$2,000**

Dear Belle Plaine Police Department:

The Minnesota Chiefs of Police Foundation (MCPF) is pleased to offer this grant check in the amount of $2,000 to support Belle Plaine Police Department's Hook, Line, and Heroes Youth River Fishing Derby project.

The **MCPF Community Partnerships Grant Program** supports MN police departments in their efforts to build trust and strong relationships with their community. We hope this grant will provide an opportunity for your department to make a difference and continue to cultivate a mutually respectful and strong working relationship with your constituents.

The Foundation is proud to be able to offer grants and make a difference. Together, we will advance high quality, effective policing and strengthen police community relations in our state.

Thank you for your dedication to keeping our communities safe.

Sincerely,

Chief Jay Henthorne
Board President
Minnesota Chiefs of Police Foundation

Jeff Potts
Executive Director
Minnesota Chiefs of Police Association

Minnesota Chiefs of Police Foundation is a tax-exempt organization,
as described in Section 501(c)(3) of the Internal Revenue Code.
Federal Tax ID #27-0833763

www.mnchiefsfoundation.org

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-147

ACCEPTING A $2,000.00 GRANT FROM THE MINNESOTA CHIEFS OF POLICE FOUNDATION FOR THE 2026 HOOKS, LINES AND HEROES FISHING DERBY.

WHEREAS, the Belle Plaine Police Department was awarded a grant for $2,000.00 from the Minnesota Chiefs of Police Foundation;

WHEREAS, the grant is to assist in funding the 2026 Hooks, Lines and Heroes Fishing Derby;

WHEREAS, the grant is to be accepted by Resolution by the City Council of Belle Plaine.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY, Accepting $2,000.00 Grant from the Minnesota Chiefs of Police Foundation for the 2026 Hooks, Lines and Heroes Fishing Derby.

The adoption of the foregoing resolution was duly moved by Councilmember __________ and seconded by Councilmember ______________, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

___________________	_______________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

MEMORANDUM

DATE:	December 15, 2025
FROM:	Amy Jo Jirik, Finance Director
AGENDA ITEM:	Resolution 25-148 Accept $4,000.00 Grant from Compeer Financial for the Belle Plaine Ambulance for Emergency Response Equipment.
BACKGROUND/ JUSTIFICATION:	The Belle Plaine Ambulance applied for a grant from Compeer Financial Fund for Rural America to purchase pagers for emergency communication. We have been notified that the Belle Plaine Ambulance has been awarded a grant in the amount of $4,000 from Compeer Financial for this purpose. The grant must be accepted by the Council in Resolution form.
FISCAL IMPACT:	The donation will offset expenditures for ambulance pagers.
STAFF RECOMMENDATION:	Approve Resolution 25-148 Accept $4,000.00 Grant from Compeer Financial for the Belle Plaine Ambulance for Emergency Response Equipment.

COMPEER FINANCIAL™

GRANT AGREEMENT

The grant to your organization from the Compeer Financial Fund for Rural America, (hereinafter "Fund for Rural America") is for the explicit purpose(s) described in the Grant Application and is subject to your acceptance of the terms described therein.

To acknowledge this agreement, to accept the grant and receive the funds, a signed copy of this Grant Agreement must be completed by Grantee.

Grantee: Belle Plaine Ambulance

ID #: 2025 Emergency Response Equipment Grant

Amount Granted: $4,000

Grant Period: October 2, 2025 through December 31, 2025

Funds to be used for: pagers

The undersigned hereby agrees to the following grant conditions:

1. The funds provided by this grant may be spent only in accordance with the provisions of the grantee's funding request and budget as approved. Grantee shall not use the funds for any purpose prohibited by applicable law, and shall use the funds only for those purposes which are permissible under all applicable laws and regulations, including but not limited to the Internal Revenue Code, as amended and the regulations issued thereunder. Grantee shall comply with any and all applicable federal, state and local laws.

2. No funds provided by the Fund for Rural America may be used for any political campaign, or to support attempts to influence legislation of any governmental body other than through making available the results of nonpartisan analysis, study and research.

3. Expenses charged against this grant may not be incurred prior to the date at which the grant period begins or subsequent to its termination date, and may be incurred only as necessary to carry out the purposes and activities of the approved program.

4. The grantee organization is responsible for the expenditure of funds and for maintaining adequate supporting records consistent with generally accepted accounting practices.

5. The grantee shall return any unexpended funds to Fund for Rural America, which are not used for the approved purposes and/or remain unexpended at the close of the grant period.

6. Funds shall be promptly returned to Fund for Rural America if Fund for Rural America determines, in its sole discretion that the grantee has not performed in accordance with the Terms of the Grant and/or has not met the specific grant conditions of the approved program.

7. For the purposes of making verifications, as it deems desirable toward the fulfillment of Fund for Rural America objectives, Fund for Rural America may conduct site visits and/or review grantee's records at reasonable times during grantee's regular business hours.

8. Grantees are required to recognize Fund for Rural America in all publicity materials related to the funded project or program, as specified in the grant request. Prior to making public any such materials, grantees must submit the text of any announcements and plans for publicity to the Fund for Rural America Officer responsible for the grant. Approval of the Fund for Rural America Officer is required prior to any such materials being announced or made available to the public. Grantee shall cooperate with Fund for Rural America in connection with all publicity materials that Compeer Financial, ACA may wish to publish regarding Fund for Rural America and/or the project, including, but not limited to providing photo releases and/or other consents.

9. Grantee agrees to indemnify and hold Compeer Financial, ACA and Fund for Rural America harmless and, at its own cost and expense, defend Compeer Financial, ACA and Fund for Rural America, its officers, employees and directors from and against any and all liability, including but not limited to costs, attorney's fees, and claims for damages arising out of grantee's actions in furtherance of the project for which grant funds have been awarded. Compeer Financial, ACA and Fund for Rural America shall not be liable for any claims arising out of the project or any work performed in connection therewith. Grantee shall be solely responsible for the acts or omissions of its officers, agents, employees, directors and subcontractors."

10. Grantee warrants and represents that it has made no material false statement, or misstatement of fact, in connection with its Grant Application or its receipt of the Grant Funds, and all information previously submitted to Fund for Rural America or which it will submit to Fund for Rural America in the future relating to the grant or the project, is and will be true and correct.

11. Grantee shall not engage in discriminatory practices with respect to the project for which grant funds have been provided, and shall, with respect to all project activities, fully comply with all state, local and federal non-discrimination laws, as applicable.

12. To submit a final report thirty (30) days after the completion of the grant, of activities carried on under the grant, evaluations of what the grant accomplished, and complete financial reports detailing use of the grant funds.

13. PAYMENT OF GRANTS: Fund for Rural America reserves the right to terminate or modify any payments pursuant to this grant, including modification of previously agreed upon payment schedules should this be deemed appropriate by Fund for Rural America.

14. LIMIT OF COMMITMENT: This grant is made with the understanding that Fund for Rural America has no obligation to provide other or additional support to the grantee.

15. Nothing contained in this Agreement, nor in the application process or the granting of funds, shall be intended or construed in any manner as creating or establishing a relationship of partners or joint venture between the grantee and Fund for Rural America, nor shall grantee be considered or deemed to be an agent, representative or employee of Compeer Financial, ACA or Fund for Rural America.

16. This Agreement shall be construed in accordance with the laws of the State of Wisconsin and any proceedings or disputes arising out of this Agreement shall be venued in Dane County, Wisconsin.

17. The waiver of any breach of any provision of this Agreement by Fund for Rural America shall not be deemed to be a waiver of any such breach in the future or any other breach of any other provision.

18. Grantee hereby states that no goods or services were received in exchange for the donation from Compeer Financial, ACA.

In accepting the grant, the grantee accepts the terms stated in this agreement.

Organization: Belle Plaine Ambulance

Signature of Authorized Representative: Signed by: Sara Burton 00B22F3233C34C0...

Printed Name / Title: Operations Manager

Date: 10/6/2025

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-148

ACCEPT $4,000.00 GRANT FROM COMPEER FINANCIAL FOR THE BELLE PLAINE AMBULANCE FOR EMERGENCY RESPONSE EQUIPMENT.

WHEREAS, the Belle Plaine Ambulance Service applied for a grant from the Compeer Financial Fund for Rural America for the purchase of pagers; and

WHEREAS, Compeer Financial has awarded the Belle Plaine Ambulance Service a grant in the amount of $4,000.00 to be used specifically for pagers; and

WHEREAS, acceptance of said grant requires approval by the City Council in Resolution form.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, COUNTY OF SCOTT, MINNESOTA, THAT: It hereby accepts the $4,000.00 grant from compeer Financial Fund for Rural America to be used for Belle Plaine Ambulance pagers.

The adoption of the foregoing resolution was duly moved by Councilmember _____ and seconded by Councilmember ______, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

___________________ ______________________

Ryan Ladd
Mayor

Dawn Meyer
City Administrator

MEMORANDUM

DATE:	December 15, 2025
FROM:	Amy Jo Jirik, Finance Director
AGENDA ITEM:	Resolution 25-149 Accept Donation of $500.00 from Matt Saxe Chevrolet for the Belle Plaine Police Department for Community Outreach.
BACKGROUND/ JUSTIFICATION:	The Belle Plaine Police Department participated in a Chevy First Responder Test Drive Fundraiser with Matt Saxe Chevrolet during the November 12 Blood Drive. The Test Drive program is a community initiative in which a donation is made for each test drive completed during the event. Matt Saxe Chevrolet presented a $500.00 donation to the Belle Plaine Police Department. These funds will be used to support community outreach activities. The donation must be accepted by the Council in Resolution form.
FISCAL IMPACT:	The donation will offset expenditures for community outreach activities.
STAFF RECOMMENDATION:	Resolution 25-149 Accept Donation of $500.00 from Matt Saxe Chevrolet for the Belle Plaine Police Department for Community Outreach.

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-149

ACCEPT DONATION OF $500.00 FROM MATT SAXE CHEVROLET FOR THE BELLE PLAINE POLICE DEPARTMENT FOR COMMUNITY OUTREACH.

WHEREAS, the Belle Plaine Police Department participated in the Chevy First Responder Test Drive Fundraiser with Matt Saxe Chevrolet during the November 12 Blood Drive; and

WHEREAS, the Test Drive program is a community initiative in which donations are made based on the number of test drives completed ruing the event; and

WHEREAS, Matt Saxe Chevrolet has presented the Belle Plaine Police Department with a donation in the amount of $500.00 to be used for community outreach.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, COUNTY OF SCOTT, MINNESOTA, THAT: It hereby accepts the donation of $500.00 from Matt Saxe Chevrolet to be used for community outreach activities.

The adoption of the foregoing resolution was duly moved by Councilmember _____ and seconded by Councilmember ______, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

____________________	________________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

MEMORANDUM

DATE:	December 1, 2025
FROM:	Dawn Meyer, City Administrator
AGENDA ITEM:	The Appointments to the EDA Committee, Design Committee, Planning and Zoning Commission, and Parks Commission.
BACKGROUND/ JUSTIFICATION:	The City of Belle Plaine advertised for applicants to fill openings on Park Board, Planning and Zoning Design Committee and EDA Committee. The following is a list of open seats: • Parks Commission – 1 and 1 alternate • EDA – 1 • Planning & Zoning – 3 and 1 alternate • Design – 2 The City received no applications for Parks Commission, four applications for Planning & Zoning, two applications for Design and one applications for EDA. The Committee recommends the following appointments:
FISCAL IMPACT:	Per diems have been included in the 2026 budget.
STAFF RECOMMENDATION:	Approval of: 5.7. Resolution 25-150 Appointing Rick Krant as a Regular Member of the Economic Development Authority. 5.8. Resolution 25-151 Appointing Brian Romness and Genise Aretz as a Member of the Design Committee. 5.9. Resolution 25-152 Appointing Sheila Schmitz, Brian Romness and Jim Eggers as Regular Members and Appointing Antionette Walsh as Alternate of the Planning and Zoning Commission. 5.10. Resolution 25-153 Appointing Antionette Walsh as Members of the Parks Commission.

Parks Commission (3-year term) Feb 1, 2026 - Jan.31, 2029	Toni Walsh
Planning & Zoning (4-year term) Feb 1, 2026 - Jan. 31, 2030	Brian Romness (reappointment) Sheila Schmitz (reappointment) Jim Eggers Alternate Toni Walsh
Design (4-year term) Feb 1, 2026 - Jan. 31, 2030	Brian Romness (reappointment) Genise Aretz
EDA (6-year term) Feb 1, 2026 - Jan. 31, 2032	Rick Krant (reappointment)

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-150

A RESOLUTION APPOINTING RICK KRANT
AS MEMBER OF THE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the Minnesota State Legislature has enacted Minnesota State Statutes 469.090 to 469.108, authorizing any statutory or home rule chapter City to establish an Economic Development Authority having the powers contained in the Enabling Act;

WHEREAS, the City of Belle Plaine established such an Economic Development Authority through Council Resolution 90-40;

WHEREAS, the membership of the Economic Development Authority consists of seven (7) Commissioners with two members from the City Council, and five members at large;

WHEREAS, the term of Commissioner Rick Krant is set to expire January 31, 2026;

WHEREAS, applications were accepted and interviews were held on December 3 and 4, 2025;

WHEREAS, the interview committee recommended the appointment of Rick Krant.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: The appointment of Rick Krant to the EDA for a six year term effective February 1, 2026 through January 31, 2032 is hereby approved.

The adoption of the foregoing resolution was duly moved by Councilmember ______ and seconded by Councilmember ____, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

____________________	________________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-151

A RESOLUTION APPOINTING BRIAN ROMNESS AND GENISE ARETZ AS MEMBERS OF THE DESIGN COMMITTEE

WHEREAS, the City of Belle Plaine established the Design Committee through Ordinance 08-07 on October 6, 2008;

WHEREAS, the membership of the Design Committee consists of five members and a council liaison;

WHEREAS, the term of Commissioner Brian Romness will expire on January 31, 2026 along with a vacant seat from a resignation; and

WHEREAS, Rick Krant and Genise Aretz have reapplied for appointment to the design committee;

WHEREAS, following interviews on December 3rd and 4th, 2025, the interview committee recommended the appointment Brian Romness and Genise Aretz.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the appointment of Brian Romness and Genise Aretz as members of the Design Committee, respectfully, for four-year terms effective February 1, 2026 through January 31, 2030.

The adoption of the foregoing resolution was duly moved by Councilmember __________ and seconded by Councilmember ______________, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

	ATTEST:
____________________	________________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-152

A RESOLUTION APPOINTING SHEILA SCHMITZ, BRIAN ROMNESS AND JIM EGGERS AS A REGULAR MEMBER AND APPOINTING ANTIONETTE WALSH AS AN ALTERNATE OF THE PLANNING COMMISSION

WHEREAS, the Minnesota State Legislature has enacted Minnesota State Statutes 462.354, Subdivision 1, authorizing the establishment of a Planning Commission;

WHEREAS, the City of Belle Plaine, through City Ordinance, has established a Planning and Zoning Commission consisting of five members and an Alternate Member appointed by the City Council;

WHEREAS, Commissioner Sheila Schmitz, Brian Romness and Lee Petersen's terms expire January 31, 2026;

WHEREAS, one alternate position is open.

WHEREAS, interviews were held on December 3rd and 4th, 2025;

WHEREAS, it is the recommendation of the interview committee to appoint Sheila Schmitz, Brian Romness and Jim Eggers as Regular Members and Antionette Walsh as an alternate of the Planning Commission.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the following Planning Commission appointment of Sheila Schmitz, Brian Romness and Jim Eggers as a Regular Members, Antionette Walsh as Alternate Member of the Planning Commission for a term of February 1, 2026 and expiring January 31, 2030.

The adoption of the foregoing resolution was duly moved by Councilmember __________ and seconded by Councilmember ______________, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

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Ryan Ladd	Dawn Meyer
Mayor	City Administrator

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-153

A RESOLUTION APPOINTING ANTIONETTE WALSH AS MEMBER OF THE PARKS COMMISSION

WHEREAS, the membership of the Parks Commission consists of five members plus two Council members who shall serve as Ex-officio, and up to two alternate members

WHEREAS, the commission has one vacancy from Brianna Morks resignation;

WHEREAS, applicants were sought to fill the open positions and interviews were held on December 3rd and 4th, 2025;

WHEREAS, the interview committee recommend the appointment of Antionette Walsh as a Regular Member to fill the vacancies;

WHEREAS, it is appropriate for the City Council to adopt the appointments.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the following Parks Commission appointment of Antionette Walsh to the Parks Commission, respectfully, for a three-year term effective February 1, 2026 through January 31, 2029.

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ATTEST:

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Ryan Ladd
Mayor

Dawn Meyer
City Administrator

MEMORANDUM

DATE:	December 1, 2025
FROM:	Dawn Meyer, City Administrator
AGENDA ITEM:	The Appointments to the EDA Committee, Design Committee, Planning and Zoning Commission, and Parks Commission.
BACKGROUND/ JUSTIFICATION:	The City of Belle Plaine advertised for applicants to fill openings on Park Board, Planning and Zoning Design Committee and EDA Committee. The following is a list of open seats: • Parks Commission – 1 and 1 alternate • EDA – 1 • Planning & Zoning – 3 and 1 alternate • Design – 2 The City received no applications for Parks Commission, four applications for Planning & Zoning, two applications for Design and one applications for EDA. The Committee recommends the following appointments:

Parks Commission (3-year term) Feb 1, 2026 - Jan.31, 2029	Toni Walsh
Planning & Zoning (4-year term) Feb 1, 2026 - Jan. 31, 2030	Brian Romness (reappointment) Sheila Schmitz (reappointment) Jim Eggers Alternate Toni Walsh
Design (4-year term) Feb 1, 2026 - Jan. 31, 2030	Brian Romness (reappointment) Genise Aretz
EDA (6-year term) Feb 1, 2026 - Jan. 31, 2032	Rick Krant (reappointment)

FISCAL IMPACT:	Per diems have been included in the 2026 budget.
STAFF RECOMMENDATION:	Approval of: 5.7. Resolution 25-150 Appointing Rick Krant as a Regular Member of the Economic Development Authority. 5.8. Resolution 25-151 Appointing Brian Romness and Genise Aretz as a Member of the Design Committee. 5.9. Resolution 25-152 Appointing Sheila Schmitz, Brian Romness and Jim Eggers as Regular Members and Appointing Antionette Walsh as Alternate of the Planning and Zoning Commission. 5.10. Resolution 25-153 Appointing Antionette Walsh as Members of the Parks Commission.

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-150

A RESOLUTION APPOINTING RICK KRANT
AS MEMBER OF THE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the Minnesota State Legislature has enacted Minnesota State Statutes 469.090 to 469.108, authorizing any statutory or home rule chapter City to establish an Economic Development Authority having the powers contained in the Enabling Act;

WHEREAS, the City of Belle Plaine established such an Economic Development Authority through Council Resolution 90-40;

WHEREAS, the membership of the Economic Development Authority consists of seven (7) Commissioners with two members from the City Council, and five members at large;

WHEREAS, the term of Commissioner Rick Krant is set to expire January 31, 2026;

WHEREAS, applications were accepted and interviews were held on December 3 and 4, 2025;

WHEREAS, the interview committee recommended the appointment of Rick Krant.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: The appointment of Rick Krant to the EDA for a six year term effective February 1, 2026 through January 31, 2032 is hereby approved.

The adoption of the foregoing resolution was duly moved by Councilmember ______ and seconded by Councilmember ____, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

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Ryan Ladd	Dawn Meyer
Mayor	City Administrator

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-151

A RESOLUTION APPOINTING BRIAN ROMNESS AND GENISE ARETZ AS MEMBERS OF THE DESIGN COMMITTEE

WHEREAS, the City of Belle Plaine established the Design Committee through Ordinance 08-07 on October 6, 2008;

WHEREAS, the membership of the Design Committee consists of five members and a council liaison;

WHEREAS, the term of Commissioner Brian Romness will expire on January 31, 2026 along with a vacant seat from a resignation; and

WHEREAS, Rick Krant and Genise Aretz have reapplied for appointment to the design committee;

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NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the appointment of Brian Romness and Genise Aretz as members of the Design Committee, respectfully, for four-year terms effective February 1, 2026 through January 31, 2030.

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ATTEST:

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Ryan Ladd Dawn Meyer
Mayor City Administrator

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-152

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WHEREAS, the Minnesota State Legislature has enacted Minnesota State Statutes 462.354, Subdivision 1, authorizing the establishment of a Planning Commission;

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ATTEST:

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Ryan Ladd	Dawn Meyer
Mayor	City Administrator

BELLE PLAINE CITY COUNCIL
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WHEREAS, the membership of the Parks Commission consists of five members plus two Council members who shall serve as Ex-officio, and up to two alternate members

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WHEREAS, the interview committee recommend the appointment of Antionette Walsh as a Regular Member to fill the vacancies;

WHEREAS, it is appropriate for the City Council to adopt the appointments.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the following Parks Commission appointment of Antionette Walsh to the Parks Commission, respectfully, for a three-year term effective February 1, 2026 through January 31, 2029.

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ATTEST:

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Ryan Ladd	Dawn Meyer
Mayor	City Administrator

MEMORANDUM

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<tr><td>DATE:</td><td>December 1, 2025</td></tr>
<tr><td>FROM:</td><td>Dawn Meyer, City Administrator</td></tr>
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Parks Commission – 1 and 1 alternate
EDA – 1
Planning & Zoning – 3 and 1 alternate
Design – 2

The City received no applications for Parks Commission, four applications for Planning & Zoning, two applications for Design and one applications for EDA.

The Committee recommends the following appointments:
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<tr><td>Parks Commission (3-year term)
Feb 1, 2026 - Jan.31, 2029</td><td>Toni Walsh</td></tr>
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BELLE PLAINE CITY COUNCIL
RESOLUTION 25-150

A RESOLUTION APPOINTING RICK KRANT
AS MEMBER OF THE ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the Minnesota State Legislature has enacted Minnesota State Statutes 469.090 to 469.108, authorizing any statutory or home rule chapter City to establish an Economic Development Authority having the powers contained in the Enabling Act;

WHEREAS, the City of Belle Plaine established such an Economic Development Authority through Council Resolution 90-40;

WHEREAS, the membership of the Economic Development Authority consists of seven (7) Commissioners with two members from the City Council, and five members at large;

WHEREAS, the term of Commissioner Rick Krant is set to expire January 31, 2026;

WHEREAS, applications were accepted and interviews were held on December 3 and 4, 2025;

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NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: The appointment of Rick Krant to the EDA for a six year term effective February 1, 2026 through January 31, 2032 is hereby approved.

The adoption of the foregoing resolution was duly moved by Councilmember ______ and seconded by Councilmember ____, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

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ATTEST:

____________________	________________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-151

A RESOLUTION APPOINTING BRIAN ROMNESS AND GENISE ARETZ AS MEMBERS OF THE DESIGN COMMITTEE

WHEREAS, the City of Belle Plaine established the Design Committee through Ordinance 08-07 on October 6, 2008;

WHEREAS, the membership of the Design Committee consists of five members and a council liaison;

WHEREAS, the term of Commissioner Brian Romness will expire on January 31, 2026 along with a vacant seat from a resignation; and

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WHEREAS, following interviews on December 3rd and 4th, 2025, the interview committee recommended the appointment Brian Romness and Genise Aretz.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the appointment of Brian Romness and Genise Aretz as members of the Design Committee, respectfully, for four-year terms effective February 1, 2026 through January 31, 2030.

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ATTEST:

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Ryan Ladd
Mayor

Dawn Meyer
City Administrator

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-152

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WHEREAS, the Minnesota State Legislature has enacted Minnesota State Statutes 462.354, Subdivision 1, authorizing the establishment of a Planning Commission;

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Ryan Ladd	Dawn Meyer
Mayor	City Administrator

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-153

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WHEREAS, the membership of the Parks Commission consists of five members plus two Council members who shall serve as Ex-officio, and up to two alternate members

WHEREAS, the commission has one vacancy from Brianna Morks resignation;

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ATTEST:

____________________	________________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

MEMORANDUM

DATE: December 1, 2025

FROM: Dawn Meyer, City Administrator

AGENDA ITEM: The Appointments to the EDA Committee, Design Committee, Planning and Zoning Commission, and Parks Commission.

BACKGROUND/ JUSTIFICATION: The City of Belle Plaine advertised for applicants to fill openings on Park Board, Planning and Zoning Design Committee and EDA Committee. The following is a list of open seats:

- Parks Commission – 1 and 1 alternate
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The Committee recommends the following appointments:

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FISCAL IMPACT: Per diems have been included in the 2026 budget.

STAFF RECOMMENDATION: Approval of:

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Ryan Ladd	Dawn Meyer
Mayor	City Administrator

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NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: It hereby approves the appointment of Brian Romness and Genise Aretz as members of the Design Committee, respectfully, for four-year terms effective February 1, 2026 through January 31, 2030.

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Dawn Meyer
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ATTEST:

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Ryan Ladd	Dawn Meyer
Mayor	City Administrator

MEMORANDUM

DATE:	December 15, 2025
FROM:	Cynthia Smith Strack, Community Development Director
DISCUSSION ITEM:	Resolution 25-154 Resolution Approving Terms of a ROSE Program Loan To Pankonin Enterprises LLC, 106 Main Street East
BACKGROUND/ JUSTIFICATION:	Ashton Pankonin, Pankonin Enterprises LLC proposes the expansion of an existing storefront window at 106 Main Street East. Pankonin has applied for a ROSE loan to assist with the new storefront window. Additional information is attached to this memo. The new window significantly increases the size of the storefront opening. ROSE loan guidelines allow a 1:1 grant level for expansion of storefront openings like windows. An estimate included in the packet totals $3,225.00. The window replacement would appear to be eligible for a $1,500 ROSE Loan. EDA program funds are available to support the ROSE loan. Resolution 25-154 is available for consideration.
ATTACHMENTS:	• Application materials • Resolution 25-154 Resolution Approving Terms of a ROSE Program Loan To Pankonin Enterprises LLC, 106 Main Street East.
RECOMMENDATION:	The EDA recommends approval of the proposed loan in an amount of $1,500.
ACTION OPTIONS:	1. Approve the request. 2. Deny the request with findings. 3. Postpone consideration to a future time.
SIGNATURE:	Cynthia Smith Strack

BELLE PLAINE ECONOMIC DEVELOPMENT AUTHORITY
RESTORATION, OPPORTUNITY, SUSTAINABILITY AND ENTERPRISE (ROSE) PROGRAM
APPLICATION FOR FUNDS

Company Information:
Name of Business: Pankonin Enterprises LLC

Current Address: 106 E main st Suite 104

Telephone: [redacted] E-mail [redacted]

Primary Contact Person: Ashton Pankonin

Title: Owner

Telephone: [redacted]

Nature of Business: Retail/office space

Form of Business Organization:

- ☐ CD Purchaser
- ☐ Tenant Operator
- ☐ Other
- ☒ Sole Proprietorship
- ☐ Limited Partnership
- ☐ Partnership
- ☐ Corporation (Cooperative)

Number of Employees: Total: 1 Full-Time: ____ Part-Time: 1

Property Owner(s): Ashton Pankonin

Number of years in businesses in Belle Plaine: 10 yrs

Project Description:

Briefly describe the nature of the project: Replace small window with larger window to give more of a retail/store front look. Also add additional natural light.

Approximate Amount Requested: $1,500

☒ Attach copies of all quotes/estimates for proposed work, at least two contractors shall submit quotes.

Funds to be used for: Installing larger window

Is the proposed building a conforming use or legal non-conforming use under the City of Belle Plaine's Zoning Ordinance? ☒ Yes ☐ No

What is the estimated completion date for the project?: March 2026 or sooner

I have read, understand, and agree to comply with the Policy for the ROSE Loan Program of the Belle Plaine Economic Development Authority and the City of Belle Plaine.

Applicant Signature

Ashton Pankonin

Applicant Name (printed)

Property Owner Signature

Ashton Pankonin

Property Owner Signature

11/20/25

Date

For Office Use Only:

☐ Reviewed by: ________
Approved: ________
Denied: ________

☐ Reviewed by Design Committee
Approved: ________
Denied: ________

☐ Invoice submitted: ________

Amount: ________

Date Paid: ________

Paul Chard

Remodeling And Building Repair

320 South Walnut Belle Plaine 56011

[redacted]

Ashton Pankonin

106 East Main st. suite 104

Belle Plaine , MN.56011

Estimate; Replace picture window on front of building. Dimension 58"x65"

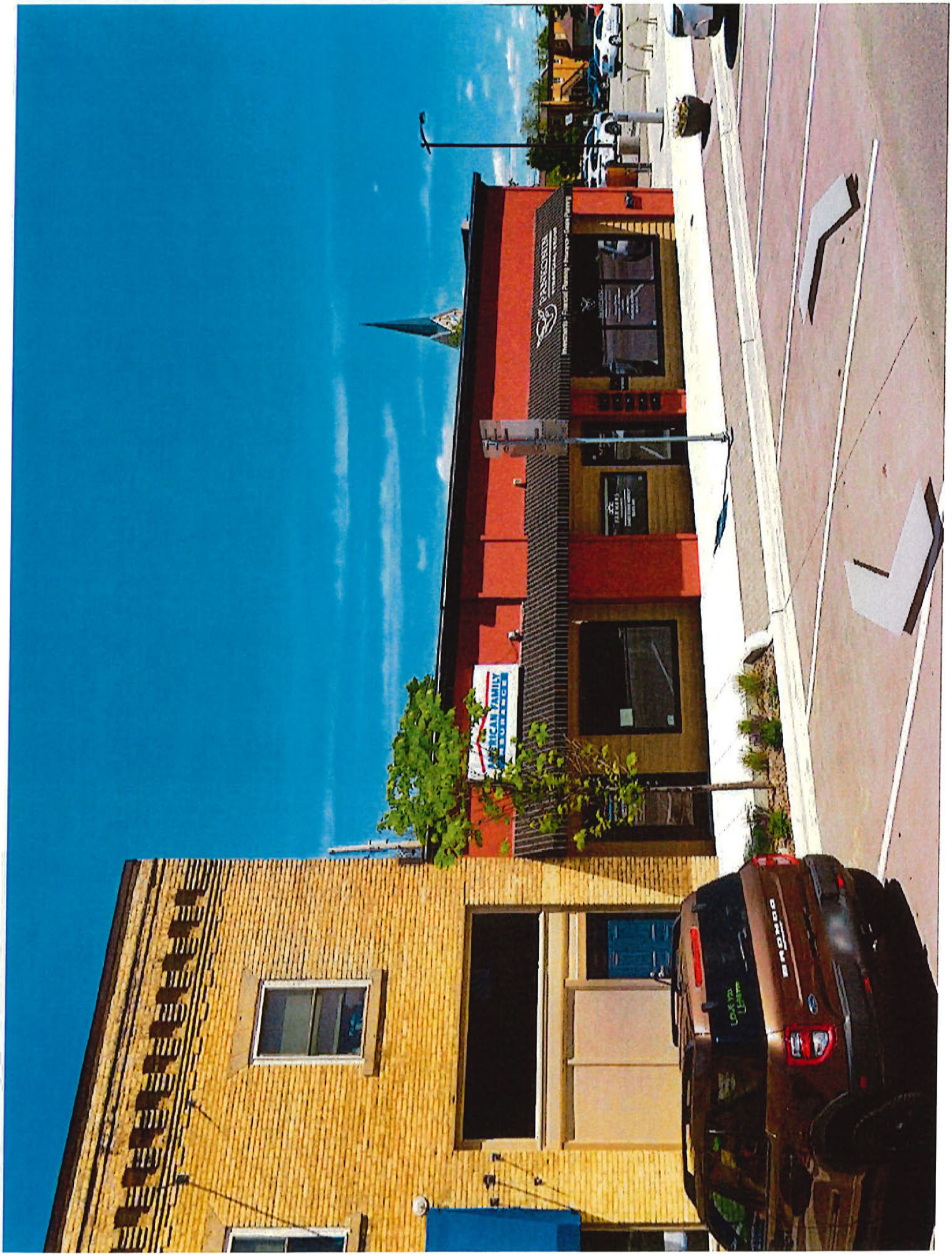
Remove **old window , reframe opening , install new window, siding, sheetrock, taping, trim and paint.**

Price includes all demo and dump charges.

Materials and Labor $ 3225.00

Thank you

Paul Chard


AMERICAN FAMILY

Old window 58" x 35"

New window 58" x 65"
will match existing windows

CITY OF BELLE PLAINE
RESOLUTION NO. 25-154

RESOLUTION APPROVING TERMS OF A ROSE PROGRAM LOAN TO PANKONIN ENTERPRISES LLC, 106 MAIN STREET EAST

BE IT RESOLVED BY the City Council (the “City Council”) of the City of Belle Plaine, Minnesota (the “City”), as follows:

1. Façade Improvement Loan Program. The City and the Belle Plaine Economic Development Authority (the “EDA”) previously approved the EDA’s Restoration, Opportunity, Sustainability, and Enterprise (ROSE) Program which provides financial support for improvements to commercial properties in our community, and which is administered by the EDA.

2. Request for Loan. Ashton Pankonin, Pankonin Enterprises LLC (the “Property Owner”, “Borrower”, “Maker”) has requested a 2025 ROSE loan in the amount of one thousand five hundred dollars ($1,500.00) (the “Loan”) in order to finance improvements at 106 Main Street East (the “Property”) consisting of the installation of a new, larger storefront window (the “Project”).

3. Proposed Terms of Loan. The Loan is to be made from the EDA’s Façade Improvement Loan Program in the amount of $1500.00. The Loan will be forgiven provided that the Property Owner ensures a business remains in business on the Property for at least one year following the disbursement of the Loan or transfers ownership of the business to another entity that maintains a business in the improved building for at least one year following disbursement of the Loan. The obligation of the Borrower or Property Owner to repay the Loan in the event that any portion of the principal amount of the Loan is not forgiven will be evidenced by a Promissory Note (the “Note”) to be delivered by the Borrower.

4. City Council Approval. The City Council hereby approves the Loan proposed to be provided to the Borrower, subject to the conditions below. In the event 180 days pass after the date of approval and Loan proceeds have not been distributed, this approval shall expire.

   a. Execution of a promissory note by the Property Owner and Lessee.
   b. Submittal (to the office of the Community Development Director) of a completed W-9 from the contractor.
   c. Issuance of a building permit.

5. Promissory Note. The City Council has had an opportunity to review the Note to be executed by the Borrower. The City Council hereby approves the form of Note.

6. Effective Date. This resolution shall be effective as of the date hereof.

The adoption of the foregoing resolution was duly moved by Councilmember __________ and seconded by Councilmember ______________, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025

	ATTEST
________________________	____________________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

MEMORANDUM

DATE:	December 15, 2025
FROM:	Amy Jo Jirik, Finance Director
AGENDA ITEM:	Resolution 25-157 Accept a $1,000.00 Donation from Scott County Agricultural Society for the Belle Plaine Fire Department.
BACKGROUND/ JUSTIFICATION:	The Belle Plaine Fire Department received a donation from Scott County Agricultural Society/Scott County Fair of $1,000.00. These funds will be used to support community outreach activities. The donation must be accepted by the Council in Resolution form.
FISCAL IMPACT:	The donation will offset expenditures for Fire Department Community Outreach Activities.
STAFF RECOMMENDATION:	Approve Resolution 25-157 Accept a $1,000.00 Donation from Scott County Agricultural Society for the Belle Plaine Fire Department.

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-157

ACCEPT $1,000.00 DONATION FROM SCOTT COUNTY AGRICULTURAL SOCIETY FOR THE BELLE PLAINE FIRE DEPARTMENT

WHEREAS, the Belle Plaine Fire Department received a donation from the Scott County Agricultural Society; and

WHEREAS, the funds will be used to support community outreach activities; and

WHEREAS, acceptance of said grant requires approval by the City Council in Resolution form.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, COUNTY OF SCOTT, MINNESOTA, THAT: It hereby accepts the $1,000.00 donation from Scott County Agricultural Society for the Belle Plaine Fire Department to be used for Community Outreach Activities.

The adoption of the foregoing resolution was duly moved by Councilmember _____ and seconded by Councilmember ______, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

____________________	________________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

City Council Report
Dorothy Koller
December 2025

Drivers Education

- Winter Session is filling up!
- Behind-the-Wheel vehicle out on a regular basis

Youth Enrichment & Recreation

- Tae Kwon Do continues to thrive at Oak Crest.
- Winter Sports have begun
    - 3rd - 6th Basketball
    - PK - 6th Wrestling

Preschool/Kids Co/ECFE

- Kids Company registration for the school year went strong.
    - Wraparound: 30 students.
    - K–6th currently: 144 students.
- Preschool registration for 2025–26 is FULL
- Planning for the 2026 School year - Open House in February, details to come!

Adult Rec/Enrichment/Family

- *Raise The Bar* is continuing with strong energy.
- Adult Trips Coming Soon!

Starting to get the next brochure lined up, always looking for input on what to offer!

Agency Activity Summary

Ridgeview Ambulance Service

Agency: Ridgeview Ambulance Service | ePCR Branch: 301, 302, 305 | Service Date: Last Month

Total Number of ePCRs: 118

Total Number of Incidents: 115

By Branch

301 BELLE PLAINE = 60

305 JORDAN = 58

Billing Disposition (ePCR Data Only)

	#	%		#	%
Treated/Transported	86	72.9%	Dead Prior To Arrival	N/A	N/A
Treated / Transferred Care	2	1.7%	Dead After Arrival	1	0.8%
Treated/No Transport (AMA)	7	5.9%	Treat/Transported by Private Veh.	1	0.8%
Treated / No Transport (Per Protocol)	4	3.4%	Assist	N/A	N/A
Transported / Refused Care	N/A	N/A	Other	N/A	N/A
No Transport / Refused Care	7	5.9%	No Patient Found	N/A	N/A
Cancelled	10	8.5%			
Left Blank	N/A	N/A			

Unit Disposition (ePCR Data Only)

Description	#	%
Cancelled Prior to Arrival at Scene	5	4.2%
Cancelled on Scene	3	2.5%
No Patient Contact	2	1.7%
Patient Contact Made	108	91.5%
Left Blank	0	0.0%
Total	118	100.0%

Patient Evaluation/Care Disposition (ePCR Data Only)

Description	#	%
Not Applicable	6	5.1%
Patient Evaluated and Care Provided	101	85.6%
Patient Evaluated and Refused Care	7	5.9%
Left Blank	4	3.4%
Total	118	100.0%

Crew Disposition (ePCR Data Only)

Description	#	%
Back in Service, Care/Support Services Refused	7	5.9%
Initiated Primary Care and Transferred to Another EMS Crew	1	0.8%
Initiated and Continued Primary Care	100	84.7%
Left Blank	10	8.5%
Total	118	100.0%

Transport Disposition (ePCR Data Only)

Description	#	%
No Transport	7	5.9%
Not Applicable	4	3.4%
Patient Refused Transport	16	13.6%
Transport by Another EMS Unit	1	0.8%
Transport by This EMS Unit (This Crew Only)	86	72.9%
Left Blank	4	3.4%
Total	118	100.0%

Run Type

	#	%		#	%
Emergency Runs	116	98.3%	**Non-Emergency Runs**	2	1.7%
Stand By	2	1.7%	Stand By	1	0.8%
Mutual Aid	N/A	N/A	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A
Emergency Runs (Scheduled)	N/A	N/A	**Non-Emergency Runs (Scheduled)**	N/A	N/A
Stand By	N/A	N/A	Stand By	N/A	N/A
Mutual Aid	N/A	N/A	Mutual Aid	N/A	N/A
Interfacility	N/A	N/A	Interfacility	N/A	N/A
Intercept	N/A	N/A	Intercept	N/A	N/A

Emergency Type Left Blank: 0

Runs by Unit **(ePCR Data Only)**

Unit	Total Runs	Treat/ Transp	Treat/ Transfer	Treat/No Transp(AMA)	Treat/No Transp(PP)	Transp/ Ref. Care	Cancelled	Dead Prior Arr	Dead After Arr	T/T Priv Veh	No Trans/ Ref. Care	Assist	Other	No Pat. Found
100	99	76	2	6	4	0	6	0	1	1	3	0	0	0
1001	2	0	0	0	0	0	2	0	0	0	0	0	0	0
1100	1	0	0	0	0	0	0	0	0	0	1	0	0	0
1200	2	1	0	0	0	0	0	0	0	0	1	0	0	0
200	7	5	0	1	0	0	1	0	0	0	0	0	0	0
2100	1	0	0	0	0	0	1	0	0	0	0	0	0	0
600	1	1	0	0	0	0	0	0	0	0	0	0	0	0
700	3	2	0	0	0	0	0	0	0	0	1	0	0	0
800	1	0	0	0	0	0	0	0	0	0	1	0	0	0
900	1	1	0	0	0	0	0	0	0	0	0	0	0	0
Total	*118*	*86*	*2*	*7*	*4*	*0*	*10*	*0*	*1*	*1*	*7*	*0*	*0*	*0*

Runs by Service Level (ePCR Data Only)

Dispatched Service Level	#	%
BLS	9	7.6%
ALS	109	92.4%
SCT	N/A	N/A

Recommended Service Level	#	%
BLS	20	16.9%
ALS1	96	81.4%
ALS2	2	1.7%
SCT	N/A	N/A
Rotary Wing	N/A	N/A
Fixed Wing	N/A	N/A

Runs by Insurance Type with Service Level (ePCR Data Only) ***(Multiple insurance types may have been marked on a run)***

Type	BLS	%	ALS1	%	ALS2	%	SCT	%	Rotary Wing	%	Fixed Wing	%	Total	%
None	20	16.9%	101	85.6%	2	1.7%	N/A	N/A	N/A	N/A	N/A	N/A	123	104.2%

Runs by Primary PI (ePCR Data Only)

Description	#	%
Abdominal Pain	3	2.5%
Airway Obstruction	1	0.8%
Alt. Level Conscious	4	3.4%
Anxiety	5	4.2%
Back Pain (No Trauma)	2	1.7%
Behavioral Disorder	3	2.5%
Bowel Obstruction	1	0.8%
CHF	1	0.8%
CVA/Stroke	2	1.7%
Cardiac Arrest	2	1.7%
Cardiac Rhythm Disturbance	3	2.5%
Cardiac Symptoms	3	2.5%
Chest Pain	3	2.5%
Dehydration Symp.	1	0.8%
Dyspnea - SOB	5	4.2%
ETOH - Intoxication	2	1.7%

ETOH - Use	1	0.8%
ETOH - Withdrawl	1	0.8%
Elevated Temp/Fever	1	0.8%
GI -Bleed	2	1.7%
Headache (No Trauma)	2	1.7%
Hypoglycemia	3	2.5%
Hypotension	1	0.8%
Nausea w/o vomiting	1	0.8%
Pain, chronic	2	1.7%
Pneumonia Symptoms	2	1.7%
Poisoning - unspecified drug/med/ biological agent	1	0.8%
Psychiatric Emerg.	1	0.8%
Seizure	3	2.5%
Sepsis (Suspected)	2	1.7%
Sore Throat	1	0.8%
Syncope/Fainting	7	5.9%
Trauma Injury	20	16.9%
Unknown Medical	7	5.9%
Vomiting Blood	1	0.8%
Weakness	8	6.8%
Left Blank	10	8.5%
Total	118	100.0%

Runs by Dispatch (EMD) Code

Description	#	%
01C Abdominal Pain / Problems	1	0.8%
04C Assault / Sexual Assault	1	0.8%
05A Back Pain (Non Traumatic or Non Recent Trauma)	2	1.7%
06D Breathing Problems	12	10.2%
09D Cardiac or Respiratory Arrest / Death	2	1.7%
10D Chest Pain	8	6.8%
11A Choking	1	0.8%
12C Convulsions / Seizures	2	1.7%
12D Convulsions / Seizures	2	1.7%
17A Falls	1	0.8%
17D Falls	21	17.8%
19D Heart Problems / AICD	3	2.5%
21A Hemorrhage / Lacerations	1	0.8%
21D Hemorrhage / Lacerations	4	3.4%
23C Overdose / Poisoning / Ingestion	3	2.5%
23D Overdose / Poisoning / Ingestion	1	0.8%
25C Psychiatric / Abnormal Behavior / Suicide Attempt	6	5.1%
25D Psychiatric / Abnormal Behavior / Suicide Attempt	1	0.8%
26A Sick Person (Specific Diagnosis)	3	2.5%
26D Sick Person (Specific Diagnosis)	10	8.5%
28D Stroke (CVA)	6	5.1%
29C Traffic / Transportation Accidents	2	1.7%
29D Traffic / Transportation Accidents	2	1.7%
30D Traumatic Injuries (Specific)	2	1.7%
31D Unconscious / Fainting (Near)	12	10.2%
32C Unknown Problem (Person Down)	1	0.8%
32D Unknown Problem (Person Down)	1	0.8%
85A Standby	1	0.8%
85C Standby	1	0.8%
86D Medical Alarm	5	4.2%
Left Blank	0	0.0%
Total	118	100.0%

Transport From (Category)

	#	%
Home / Residence	68	57.6%
Res. Custodial Facility - Nursing Home	7	5.9%
Private Commercial Establishment	3	2.5%
Facility - Urgent Care	2	1.7%
Public Building	2	1.7%
Educational Ins.	1	0.8%
Recreation / Sport	2	1.7%
Farm - Residence / Buildings	1	0.8%
Street / Hwy	4	3.4%
Res. Custodial Facility - Assisted Living	23	19.5%
--Left Blank--	5	4.2%
Total	118	100.0%

Transport From (Facility) (ePCR Data Only)

	#	%
--Left Blank--	81	68.6%
Oak Terrace Senior Living - Jordan	12	10.2%
Kingsway Belle Plaine	10	8.5%
Belle Plaine Lutheran Home	7	5.9%
Schule Haus	3	2.5%
Hope Residence	3	2.5%
Ridgeview Clinic - Belle Plaine	2	1.7%
Total	118	100.0%

Transport To (Destination Facility) (ePCR Data Only)

	#	%
St. Francis Regional Medical Center	46	39.0%
--Left Blank--	32	27.1%
Ridgeview Medical Center	16	13.6%
Mayo Clinic Health System - New Prague	13	11.0%
Abbott Northwestern Hospital	4	3.4%
Two Twelve Medical Center	4	3.4%
Southdale Hospital MHF	2	1.7%
Methodist Hospital - SLP	1	0.8%
Total	118	100.0%

Response Times by Priority

Using Call Started Time

Date IS BETWEEN 11/01/2025 AND 11/30/2025; AND Response Zone IS Belle Plain City

Dispatch Priority	Date	Call Type	Started Time	At Scene	Response Time	Run #	Incident #	Late Reason
Code 2	11/3/2025	BLS	11:05:26	11:12:34	00:07:07	15449	25-015012	<None>
Code 2	11/1/2025	ALS	01:15:53	01:24:49	00:08:56	15337	25-014904	<None>
Code 2	11/8/2025	BLS	12:55:45	13:01:11	00:05:26	15763	25-015314	<None>
Code 2	11/11/2025	ALS	11:19:24	11:26:45	00:07:21	15927	25-015472	<None>
Code 2	11/8/2025	BLS	19:52:40	19:56:44	00:04:03	15796	25-015345	<None>
Code 2	11/10/2025	BLS	22:04:39	22:11:17	00:06:38	15903	25-015448	<None>
Code 2	11/16/2025	ALS	19:19:51	19:25:19	00:05:28	16219	25-015758	<None>
Code 2	11/16/2025	ALS	20:20:53	20:27:35	00:06:41	16224	25-015762	<None>
Code 2	11/17/2025	ALS	00:40:13	00:46:33	00:06:20	16232	25-015770	<None>
Code 2	11/30/2025	BLS	12:47:48	12:53:33	00:05:44	16885	25-016409	<None>

Total Calls for Code 2: 10 **Average Response Time: 00:06:22**

Dispatch Priority	Date	Call Type	Started Time	At Scene	Response Time	Run #	Incident #	Late Reason
Code 3	11/19/2025	ALS	17:56:18	18:01:01	00:04:43	16343	25-015880	<None>
Code 3	11/21/2025	ALS	08:55:51	09:20:28	00:24:36	16424	25-015960	<None>
Code 3	11/21/2025	ALS	09:56:41	10:13:50	00:17:09	16429	25-015965	<None>
Code 3	11/22/2025	ALS	16:52:35	16:56:15	00:03:40	16492	25-016027	<None>
Code 3	11/23/2025	ALS	16:20:30	16:27:41	00:07:11	16541	25-016076	<None>
Code 3	11/23/2025	ALS	19:14:35	19:19:22	00:04:47	16548	25-016081	<None>
Code 3	11/24/2025	ALS	10:15:12	10:20:41	00:05:29	16581	25-016112	<None>
Code 3	11/24/2025	ALS	11:07:56	11:12:12	00:04:16	16585	25-016116	<None>
Code 3	11/25/2025	ALS	10:29:24	10:34:31	00:05:06	16644	25-016175	<None>
Code 3	11/26/2025	ALS	13:40:39	13:54:46	00:14:06	16707	25-016237	<None>
Code 3	11/28/2025	ALS	20:39:55	20:45:47	00:05:52	16823	25-016348	<None>
Code 3	11/16/2025	ALS	20:18:38	20:23:44	00:05:05	16223	25-015761	<None>
Code 3	11/11/2025	ALS	10:21:18	10:40:13	00:18:54	15924	25-015469	<None>
Code 3	11/13/2025	ALS	10:03:53	10:07:59	00:04:05	16028	25-015572	<None>
Code 3	11/14/2025	ALS	13:08:39	13:15:26	00:06:47	16098	25-015640	<None>
Code 3	11/15/2025	ALS	00:34:21	00:41:32	00:07:11	16132	25-015673	<None>
Code 3	11/15/2025	ALS	10:32:04	10:39:00	00:06:56	16149	25-015690	<None>
Code 3	11/8/2025	ALS	14:42:28	14:48:16	00:05:48	15773	25-015323	<None>
Code 3	11/2/2025	ALS	11:03:03	11:07:49	00:04:46	15396	25-014963	<None>
Code 3	11/2/2025	ALS	15:55:01	15:58:48	00:03:47	15405	25-014972	<None>
Code 3	11/1/2025	ALS	11:26:06	11:42:28	00:16:21	15347	25-014914	<None>
Code 3	11/1/2025	ALS	17:17:48	17:25:55	00:08:07	15358	25-014925	<None>
Code 3	11/3/2025	ALS	20:10:40	20:16:49	00:06:09	15475	25-015038	<None>
Code 3	11/4/2025	ALS	11:42:07	11:46:15	00:04:08	15509	25-015070	<None>
Code 3	11/4/2025	ALS	21:07:04	21:10:49	00:03:45	15554	25-015112	<None>
Code 3	11/4/2025	ALS	23:16:23	23:25:50	00:09:27	15564	25-015122	<None>
Code 3	11/5/2025	ALS	11:29:04	11:34:52	00:05:48	15586	25-015144	<None>

Response Times by Priority

Using Call Started Time

Date IS BETWEEN 11/01/2025 AND 11/30/2025; AND Response Zone IS Belle Plain City

Dispatch Priority	Date	Call Type	Started Time	At Scene	Response Time	Run #	Incident #	Late Reason
Code 3	11/6/2025	ALS	04:56:19	05:01:48	00:05:29	15625	25-015182	<None>
Code 3	11/6/2025	ALS	10:21:48	10:25:19	00:03:31	15634	25-015190	<None>
Code 3	11/8/2025	ALS	08:17:57	08:21:48	00:03:51	15751	25-015302	<None>

Total Calls for Code 3: 30 **Average Response Time: 00:07:33**

Dispatch Priority	Date	Call Type	Started Time	At Scene	Response Time	Run #	Incident #	Late Reason
Downgraded	11/2/2025	ALS	07:53:35	07:58:44	00:05:09	15391	25-014958	<None>

Total Calls for Downgraded: 1 **Average Response Time: 00:05:09**

Grand Total Calls: 41 **Total Average Response Time: 00:07:13**

Belle Plaine Police Department

420 E Main St., PO Box 129, Belle Plaine, MN 56011
Terry M. Stier ~ Chief of Police
Office: 952-873-4307 Fax: 952-873-3850

DATE: December 9, 2025

TO: Mayor and Council

RE: Monthly Police Report

For the month of November, your Police Department handled **19** reported criminal cases, resulting in 49 offenses, wrote **192** traffic citations and warnings and recorded **624** calls for service.

11-05-25	Chief Stier attended a Minnesota Fusion Center briefing to discuss emerging threats in Minnesota and across the United States.
11-05-25	Chief Stier met with a representative from Peregrine to discuss network connectivity and system integration for law enforcement.
11-06-25	Chief Stier attended a Scott / Carver County Chiefs meeting in Shakopee.
11-09-25	Officers dropped off boxes at businesses for the Police Department Toy Drive collection.
11-11-25	Officers attended the Veteran's Day Ceremony at the Belle Plaine High School.
11-12-25	Chief Stier attended a budget meeting at City Hall.
11-13-25	Chief Stier attended a Minnesota Peace Officers Standards and Training (POST) Public Safety Committee meeting via Teams.
11-13-25	Chief Stier and Public Works Superintendent Otto met with Plymouth PD and Vertex to discuss drones, watch a demo and looked at their system.
11-14-25	Chief Stier attended a SCALE RTF meeting in Prior Lake.
11-15-25	Officers attended the Blood Drive that was held at the Belle Plaine Fire Department.
11-17-25	Chief Stier attended a City Council meeting and workshop.
11-18-25	Chief Stier attended a leadership summit, hosted by the Minnesota Chiefs of Police Association.
11-19-25	Officer Weckman and Administrative Assistant Latzke met with local church leaders for a luncheon at Our Lady of the Prairie Church to discuss ways to improve the Good Samaritan Fund.
11-19-25	Officers had "Coffee with a Cop" with residents at Kingsway Retirement Living.

11-20-25 Officers spoke with volunteers at the Belle Plaine Food Shelf while they were unpacking a new delivery of food.

11-20-25 Officers visited with residents at Spero Senior Living and answered any questions they had.

11-24-25 Officers dropped of several Thanksgiving meals for families in need.

BELLE PLAINE POLICE DEPARTMENT – MONTHLY STATISTICS-2025

CRIMINAL ACTIVITY	*OCTOBER TOTAL*	*NOVEMBER TOTAL*	*YEAR TO DATE TOTAL*
Alcohol Offenses	0	1	8
Assault	0	1	18
Burglary	1	0	1
Criminal Sexual Conduct	0	4	7
Criminal Fire	0	0	1
Damage to Property	0	0	13
Disorderly Conduct	0	0	4
Driving While Intoxicated	6	9	48
Drug Offenses	1	0	2
Family Offenses	0	0	0
Forgery/Fraud	0	2	9
Harassment/Harassing Calls	0	0	0
Obstruction	0	0	12
Stolen Motor Vehicle/Tampering	0	0	1
Theft	2	0	17
All Others	10	2	52
TOTAL	**20**	**19**	**193**

November Clearance Numbers Include:

A total of 19 separate cases resulting in 49 offenses

Cases cleared by arrest	19	16
Cases cleared by exception	0	1
Cases are currently inactive	1	0
Cases are currently active	0	1
Unfounded	0	1
	20	19

November Percent Cleared : **95.00%** **95.00%**

NON-CRIMINAL ACTIVITY	OCTOBER	NOVEMBER	YEAR TO DATE
	TOTAL	TOTAL	TOTAL
Alarms	9	4	105
Animal Complaints	22	8	147
Assist Other Departments	33	29	383
Background/Record Checks	23	28	437
Assist Public	42	33	442
Civil Disputes	5	9	84
Domestics – not physical	4	0	29
Community Engagement	25	11	200
Lost/Found	11	3	107
Handgun Permits	5	4	58
Juvenile/Mischief	10	7	96
Medical Assists	34	31	433
Noise Complaints	2	2	46
Ordinance Violations	9	6	71
Patrol Checklist	96	93	1196
Predatory Offender Checks	1	0	43
Motor Vehicle Accidents	12	6	71
Suspicion	26	24	346
Traffic Complaints	6	14	117
Vehicle Lockouts	5	6	68
Citations/Warnings	192	273	2587
Warrants	4	2	29
All Others	15	12	197
TOTAL	591	605	7292

ACTIVITY BY QUADRANT #	QUADRANT LOCATION DESCRIPTION	OCTOBER TOTAL	NOVEMBER TOTAL	YEAR TO DATE TOTAL
101	NW quadrant located N of Main Street	82	74	747
201	NE quadrant located N of Main Street	210	187	2334
301	SW quadrant located N of Hwy. 169	101	108	1271
302	SW quadrant located S of Hwy. 169	13	23	193
401	SE quadrant located N of Hwy. 169	80	73	1097
402	SE quadrant located S of Hwy 169	104	133	1599
202	Outside City Limits (Assists to other Depts.)	21	26	244
TOTAL		**611**	**624**	**7485**
	Total calls for service in the city limits alone, amount to	**97.00%**	**96.00%**	
	Total calls to assist other departments, outside of city limits, amount to	**3.00%**	**4.00%**	

CITATIONS & WARNINGS	OCTOBER TOTAL	NOVEMBER TOTAL	YEAR TO DATE TOTAL
DAR/DAC/DAS	6	6	76
Expired Registration	2	1	14
Speed	5	5	107
Stop Sign	2	1	16
No Insurance	1	2	18
Snowbird/Street Cleaning	4	8	41
Other Citations	4	3	83
Written Warnings	168	247	2232
TOTAL	192	273	2587

SOURCE OF CALLS FOR SERVICE	OCTOBER TOTAL	NOVEMBER TOTAL	YEAR TO DATE TOTAL
Telephone (non-emergency)	93	83	1083
Officer Initiated	373	432	4624
Dispatch/911	92	61	991
In Person	29	15	347
Mail/Fax	24	33	440
Officer at Scene	0	0	0
TOTAL	611	624	7485

CRIMES COMMITTED BY	OCTOBER TOTAL	NOVEMBER TOTAL	YEAR TO DATE TOTAL
Adults	14	16	149
Juveniles	5	2	25
Unknown	1	1	19
TOTAL	20	19	193

OCTOBER ACTIVITY REPORT BY TIME AND DAY	7:00 AM TO 3:00 PM	3:00 PM TO 11:00 PM	11:00 PM TO 7:00 AM	DAILY TOTAL
Sunday	23	25	30	78
Monday	25	21	16	62
Tuesday	13	16	14	43
Wednesday	48	46	14	108
Thursday	53	42	21	116
Friday	46	50	25	121
Saturday	33	30	20	83
TOTAL	**241**	**230**	**140**	**611**

Percent of total calls for service between the hours of 7 AM – 3 PM was 39**.00%**

Percent of total calls for service between the hours of 3 PM – 11 PM was 38**.00%**

Percent of total calls for service between the hours of 11 PM – 7 AM was **23.00%**

NOVEMBER ACTIVITY REPORT BY TIME AND DAY	7:00 AM TO 3:00 PM	3:00 PM TO 11:00 PM	11:00 PM TO 7:00 AM	DAILY TOTAL
Sunday	39	34	33	106
Monday	36	28	14	78
Tuesday	17	17	20	54
Wednesday	31	56	14	101
Thursday	28	34	17	79
Friday	29	48	19	96
Saturday	35	40	35	110
TOTAL	**215**	**257**	**152**	**624**

Percent of total calls for service between the hours of 7 AM – 3 PM was 34**.00%**

Percent of total calls for service between the hours of 3 PM – 11 PM was 42**.00%**

Percent of total calls for service between the hours of 11 PM – 7 AM was **24.00%**

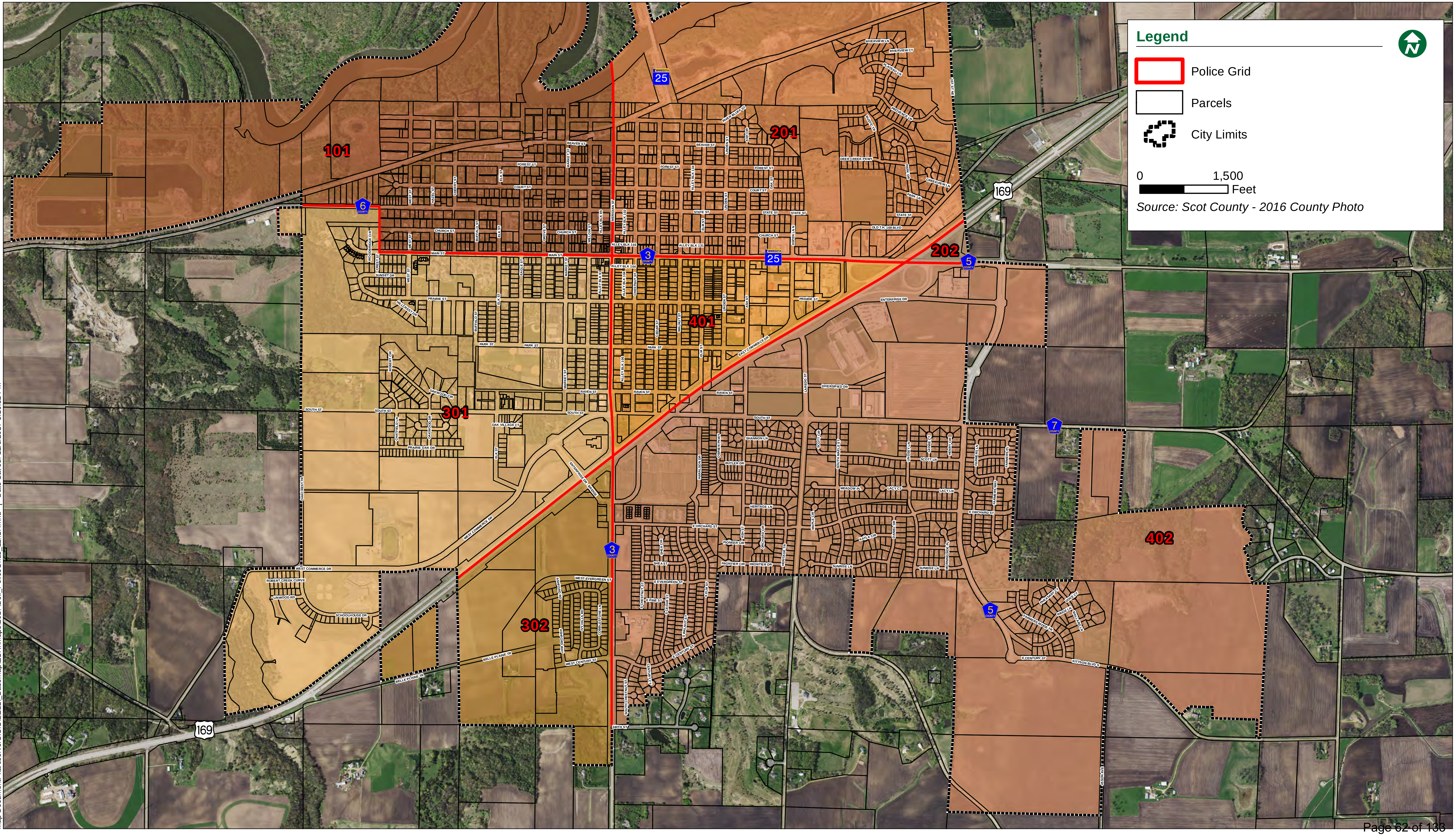
Belle Plaine

Police Grids

December 2017

BOLTON & MENK

Real People. Real Solutions.



Map Document: \\arcserver1\GIS\BELL_Basemap\ESRI\Maps\2017\Bell_PoliceGrids_11x17.mxd | Date Saved: 12/8/2017 3:16:32 PM

Belle Plaine
FIRE DEPARTMENT

To: Mayor Ryan Ladd, City Council Members, City Administrator, and Rural Farm Fire
From: Tim Hentges Chief 2
Re: Monthly Report

Date 12-10-2025

	November 2025 Calls	2025 YTD	2024 YTD Comparison
City Fires	10	162	147
Rural Fires	23	101	106
Mutual Aid	1	20	22
Total Fire Calls	34	283	275

1. Assist Law Enforcement (F) Blakeley township
2. Medical (F) Belle Plaine Township
3. Medical (F) Blakeley Township
4. Accident (F) Blakeley Township
5. Medical (F) St. Lawrence Township
6. Medical (F) Belle Plaine Township
7. Assist to Law Enforcement (C)
8. Hazard (C)
9. CO Alarm (C)
10. Smoke Investigation (F) Blakeley Township
11. Mutual Aid (C)
12. Medical (F) San Francisco Township
13. Medical (C)
14. Medical (F) Belle Plaine Township
15. Medical (F) Belle Plaine Township
16. Medical (F) Faxon Township
17. Outside Fire (F) Blakeley Township
18. Odor investigation (C)
19. Grass Fire (F) Blakeley Township
20. Gas Hazard (C)
21. Accident (F) Blakeley Township
22. Grass Fire (F) St. Lawrence Township
23. Medical (F) St. Lawrence Township
24. Medical (C)
25. Smoke Alarm (C)
26. Medical (F) Blakeley Township
27. Medical (F) Belle Plaine Township
28. Fire Alarm (C)
29. Grass Fire (C)
30. Fire (F) Belle Plaine Township

31. Medical (F) San Francisco Township
32. Assist Law Enforcement (F) Faxon Township
33. Medical (F) Blakeley Township
34. Structure Fire (F) Blakeley Township

Fire Department Ordered New Extrication tools to replace broken ones. The Workout equipment is installed and being used.

Respectfully Submitted,

Tim Hentges
Assistant Fire Chief

MEMORANDUM

DATE:	December 15, 2025
TO:	Honorable Mayor Ladd, Members of the City Council, & Administrator Meyer
FROM:	Cynthia Smith Strack, Community Development Director
RE:	Community Development Monthly Report to the City Council

ECONOMIC DEVELOPMENT UPDATES

The EDA met on December 8th.

OTHER ECONOMIC DEVELOPMENT ITEMS:

- Attend LMC workshop Managing Difficult Conversations.
- Zoning information/assistance to six commercial entities.
- Process ROSE loan request.
- Met with two residential developers
- Budget meetings.

PLANNING COMMISSION UPDATES

The Planning Commission did not meet in December.

OTHER PLANNING ITEMS:

- Attend Met Council Policy Advisory Committee meeting.
- Attended GreenCorps supervisor training.
- Code review (zoning) assistance for building/zoning permits.
- City communications.
- 2050 Comprehensive Plan System Statement follow-up and meeting scheduling.
- Budget meetings.

DESIGN COMMITTEE

The Design Committee met on December 1st to review a proposed façade update in the downtown.

BUILDING OFFICIAL ACTIVITIES

- 16 On-site/in office consultations with property owners & contractors to discuss building options/permit questions.

INSPECTIONS	Commercial	Residential
Building	28	65
Rental		6
Zoning		7
Code Enforcement		3
TOTAL	**109**	

BUILDING & ZONING PERMITS PROCESSED

- **0- Commercial Building** –

  Existing –

  New Build –

- **0 - Commercial Plumbing –**

  Existing –

  New Build -

- **1 - Commercial Mechanical –**

  Existing- 345 Meridian Street South

  New Build-

- **1 - New House** – 918 Prestwick Drive

- **0 - Deck** –

- **0 - Accessory Structure** –

- **2 - Remodel/Building/Pool** – 234 Chestnut Street South, 127 Meridian Street South

- **0 - Finish Basement** –

- **4 - Re-roof** – 905 Orchard Street East, 985 Cobblestone Lane, 307 Main Street West, 821 Morningside Place

- **1 - Re-side –** 1009 Church Street West

- **1 - Re-window/Re-door –** 238 Orchard Street East
- **0 - Demolition -**
- **3 - Fence** – 124 Cedar Street South, 300 Grove Street North, 1017 State Street East
- **0 - Shed –**
- **0 – Sidewalk/Slab –**
- **2 - Sign** – 765 Enterprise Drive East, 113 Main Street East
- **0 - Chickens –**

BUILDING PERMIT TREND DATA THROUGH NOVEMBER 2025

(The following data does not represent all permits issued.)

Permit Type	Nov-23	YTD 23	Nov-24	YTD 24	Nov-25	YTD 25
New Houses	0	12	0	4	1	15
Remodel/Additions/Pool	2	36	15	49	2	49
Basement Finish	3	16	0	10	0	9
Deck	0	19	0	19	0	19
Accessory Structure	0	0	1	2	0	1
Re-window	5	45	6	31	0	38
Re-roof	2	76	1	41	1	39
Re-side	0	43	2	19	4	21
Demolition	0	1	0	1	1	3
Zoning (Fence/Shed/Sign/Hens/Sidewalk)	1	39	1	45	5	52
Commercial	5	69	6	77	1	73
TOTAL	**18**	**356**	**32**	**298**	**15**	**319**

We have examined the entries listed on the foregoing register and except for those not allowed as shown on the register; such entries are hereby approved in the total amount of $364,546.07(three hundred sixty-four thousand five hundred forty-six dollars and seven cents).

Dated this 15th of December, 2025.

Approved by the governing Council of the City of Belle Plaine.

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15897		30 AG PARTNERS	111.92								
		7001 11/25 11/30/25 FD: FUEL/LUBRICANTS	111.92			101		422100	212000		10010
15929		30 AG PARTNERS	955.81								
		1431 11/25 11/30/25 PD: REPAIRS/MAINTENANCE	31.99			101		421100	407000		10010
		1431 11/25 11/30/25 AMB: BUILDING MAINTENANCE	58.99*			101		422700	401000		10010
		1431 11/25 11/30/25 PW: GENERAL SUPPLIES	178.92			101		431210	208000		10010
		1431 11/25 11/30/25 PW: EQUIPMENT	238.95*			101		431210	221000		10010
		1431 11/25 11/30/25 PW: REPAIRS/MAINTENANCE	44.99			101		431210	407000		10010
		1431 11/25 11/30/25 PW: STREET/ALLEY REPAIR	256.69*			101		431210	407200		10010
		1431 11/25 11/30/25 PRK: REPAIRS/MAINTENANCE	22.57			101		452020	407000		10010
		1431 11/25 11/30/25 LIB: REPAIRS/MAINTENANCE	15.99			101		455010	407000		10010
		1431 11/25 11/30/25 SWR: REPAIRS/MAINTENANCE	2.79			603		432500	402000		10010
		1431 11/25 11/30/25 HP: REPAIRS/MAINTENANCE	33.96*			101		450100	402000		10010
		1431 11/25 11/30/25 WTR: WELL #5 PROJECT	69.97*			604		495462	404500		10010
		Total for Vendor:	**1,067.73**								
15849		4101 ALPHA WIRELESS COMMUNICATIONS	4,000.00								
		32291 11/26/25 AMB: PAGING SYSTEM	4,000.00*			101		422700	407000		10010
		Total for Vendor:	**4,000.00**								
15850		1047 AXON ENTERPRISES INC	2,659.92								
		INUS401509 12/01/25 PD: SQUAD CAMERA SUB.	2,659.92*			101		421100	433000		10010
		Total for Vendor:	**2,659.92**								
15847		63 BELLE PLAINE LIONS CLUB	700.00								
		121025 12/10/25 ADM: 2025 CLEANUP DAY	700.00			101		413200	384600		10010
		Total for Vendor:	**700.00**								
15851		83 BIFFS, INC.	133.00								
		INV279084 11/26/25 PRK: 12/25 RENTAL; MEADOW	133.00			101		452020	407000		10010
15852		83 BIFFS, INC.	208.00								
		INV279085 11/26/25 PRK: 12/25 RENTAL; CENTURY	208.00			101		452020	407000		10010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15853		83 BIFFS, INC.	208.00								
		INV279086 11/26/25 PRK: 12/25 RENTAL; HICKORY	208.00			101		452020	407000		10010
15854		83 BIFFS, INC.	133.00								
		INV279087 11/26/25 PRK: 12/25 RENTAL; CHATFIEL	133.00			101		452020	407000		10010
		Total for Vendor:	**682.00**								
15922		616 BOLTON & MENK, INC	12,500.00								
		0381376 11/28/25 ADM: ENGINEERING FEES	12,500.00*			101		413200	303000		10010
15923		616 BOLTON & MENK, INC	6,479.50								
		0381092 11/28/25 WTR: WELL NO 5 ENG.	6,479.50*			604		495462	303000		10010
15924		616 BOLTON & MENK, INC	2,683.50								
		0381088 11/28/25 SWR: WWTF IMPROVEMENTS	2,683.50*			603		432500	303000		10010
15949		616 BOLTON & MENK, INC	3,194.00								
		0381626 12/09/25 ADM: 2025 LRIP APPLICATION	3,194.00*			101		413200	303000		10010
15950		616 BOLTON & MENK, INC	4,505.00								
		0381629 12/09/25 MAIN ST & WALNUT ST RAB	4,505.00*			472		495459	303000		10010
15951		616 BOLTON & MENK, INC	2,545.00								
		0381624 12/09/25 2025 STREET & UTILITY	2,545.00*			470		495459	303000		10010
15952		616 BOLTON & MENK, INC	28,120.50								
		0381625 12/09/25 2026 STREET & UTILITY IMP	28,120.50*			473		495459	303000		10010
15953		616 BOLTON & MENK, INC	330.00								
		0381615 12/09/25 ADM: MSA	330.00*			101		413200	303000		10010
15954		616 BOLTON & MENK, INC	1,678.46								
		0381614 12/09/25 ADM: ENGINEERING SERVICES	480.00*			101		413200	311000		10010
		0381614 12/09/25 PW: ENGINEERING SERVICES	120.00			101		431210	311000		10010
		0381614 12/09/25 WTR: ENGINEERING SERVICES	1,078.46*			604		432570	311000		10010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
15955		616 BOLTON & MENK, INC	4,723.50							
		0381627 12/09/25 STRM: STORMWATER MODELING	4,723.50			209	460500	303000		10010
15956		616 BOLTON & MENK, INC	57.50							
		0381623 12/09/25 2024 STREET & UTILITY	57.50*			101	431210	303000		10010
		Total for Vendor:	**66,816.96**							
15914		4002 BUCKINGHAM COMPANIES	1,685.00							
		12/01/25 ADM: 12/25 REFUSE	84.25			101	413200	384000		10010
576050										
		12/01/25 PD: 12/25 REFUSE	117.95			101	421100	384000		10010
576050										
		12/01/25 FD: 12/25 REFUSE	67.40			101	422100	384000		10010
576050										
		12/01/25 AMB: 12/25 REFUSE	50.55			101	422700	384000		10010
576050										
		12/01/25 PW: 12/25 REFUSE	438.10			101	431210	384000		10010
576050										
		12/01/25 AC: 12/25 REFUSE	101.10			101	451240	384000		10010
576050										
		12/01/25 PRK: 12/25 REFUSE	488.65			101	452020	384000		10010
576050										
		12/01/25 COM: 12/25 REFUSE	67.40			101	453020	384000		10010
576050										
		12/01/25 LIB: 12/25 REFUSE	33.70			101	455010	401000		10010
576050										
		12/01/25 SWR: 12/25 REFUSE	117.95			603	432500	384000		10010
576050										
		12/01/25 WTR: 12/25 REFUSE	117.95			604	432570	384000		10010
576050										
		Total for Vendor:	**1,685.00**							
15916		3763 CADY BUSINESS TECHNOLOGIES	1,646.29							
		115102 12/01/25 ADM: 12/25 PHONE	456.82			101	413200	321000		10010
		115102 12/01/25 AMB: 12/25 PHONE	52.60			101	422700	321000		10010
		115102 12/01/25 PD: 12/25 PHONE	554.73			101	421100	321000		10010

For the Accounting Period: 12/25
For Pay Date: 12/11/25

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		115102 12/01/25 FD: 12/25 PHONE	147.46			101		422100	321000		10010
		115102 12/01/25 CD: 12/25 PHONE	127.78			101		460505	321000		10010
		115102 12/01/25 EDA: 12/25 PHONE	31.95			801		460500	321000		10010
		115102 12/01/25 PW: 12/25 PHONE	45.82			101		431210	321000		10010
		115102 12/01/25 SWR: 12/25 PHONE	45.82			603		432500	321000		10010
		115102 12/01/25 WTR: 12/25 PHONE	45.82			604		432570	321000		10010
		115102 12/01/25 AC: 12/25 PHONE	109.98			101		451240	321000		10010
		115102 12/01/25 REC: 12/25 PHONE	27.51			101		451000	321000		10010
		Total for Vendor:	**1,646.29**								
15855		3177 CHARD GRADING & EXCAVATIONS	1,780.00								
		11542 11/24/25 STRM: COURT ST REPAIR	1,780.00			209		460500	407000		10010
		Total for Vendor:	**1,780.00**								
15856		684 CINTAS CORPORATION	246.55								
		4251410199 11/28/25 PW: UNIFORM SERVICE	82.18			101		431210	217000		10010
		4251410199 11/28/25 SWR: UNIFORM SERVICE	82.18			603		432500	217000		10010
		4251410199 11/28/25 WTR: UNIFORM SERVICE	82.19			604		432570	217000		10010
15925		684 CINTAS CORPORATION	246.55								
		4252154308 12/05/25 PW: UNIFORM SERVICE	82.18			101		431210	217000		10010
		4252154308 12/05/25 SWR: UNIFORM SERVICE	82.19			603		432500	217000		10010
		4252154308 12/05/25 WTR: UNIFORM SERVICE	82.18			604		432570	217000		10010
		Total for Vendor:	**493.10**								
15919		104 CITY OF BELLE PLAINE	10.23								
		120925 12/09/25 ADM: POSTAGE	2.79			101		413200	322000		10010
		120925 12/09/25 SWR: POSTAGE	3.72*			603		432500	322000		10010
		120925 12/09/25 WTR: POSTAGE	3.72*			604		432570	322000		10010
		Total for Vendor:	**10.23**								
15857		1313 CORE & MAIN	1,227.00								
		Y163971 11/21/25 WTR: MXU WARRANTY EXCHANGE	1,227.00*			604		432570	407500		10010
		Total for Vendor:	**1,227.00**								

CITY OF BELLE PLAINE
Claim Approval List
For the Accounting Period: 12/25
For Pay Date: 12/11/25

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15899		4026 CROWN COLLEGE	500.00								
		303 12/04/25 FD: TRAINING	500.00			101		422100	205000		10010
		Total for Vendor:	**500.00**								
15858		2234 DAHLEN SIGN COMPANY	925.00								
		27533 12/01/25 ROSE LOAN SIGN 169 TOBACCO	925.00			801		460500	407420		10010
		Total for Vendor:	**925.00**								
15898		3961 DEHMER FIRE PROTECTION	130.97								
		4790 12/04/25 FD: BUILDING MAINTENANCE	130.97*			101		422100	401000		10010
		Total for Vendor:	**130.97**								
15859		3692 DWK CLEAN WATER SERVICES, LLC	1,275.00								
		1125 11/30/25 SWR: 11/25 WWTF OPERATIONS	1,275.00*			603		432500	311000		10010
		Total for Vendor:	**1,275.00**								
15945	E	3729 ELAN FINANCIAL SERVICES	16,705.00								
		CC-1742 10/24/25 ADM: ACOUSTIC PANELS	74.99			101		20110			10010
AMAZON				CC Accounting: 101-		-413200-401000					
		CC-1743 10/30/25 GEN: GENERAL SUPPLIES	35.31			101		20110			10010
TARGET				CC Accounting: 101-		-411100-208000					
		CC-1744 10/31/25 ADM: COMPUTER	3,984.93			101		20110			10010
DELL MARKETING L.P.				CC Accounting: 101-		-413200-575000					
		CC-1744 10/31/25 REC: COMPUTER	919.60			101		20110			10010
DELL MARKETING L.P.				CC Accounting: 101-		-451000-575000					
		CC-1744 10/31/25 SWR: COMPUTER	306.53			603		20110			10010
DELL MARKETING L.P.				CC Accounting: 603-		-432500-575000					
		CC-1744 10/31/25 WTR: COMPUTER	306.54			604		20110			10010
DELL MARKETING L.P.				CC Accounting: 604-		-432570-575000					
		CC-1745 11/13/25 ADM: THERMOSTAT BATTERY	21.14			101		20110			10010
BATTERIES PLUS BULBS				CC Accounting: 101-		-413200-208000					
		CC-1746 10/23/25 PD: COMMUNITY OUTREACH	923.67			101		20110			10010
AMAZON				CC Accounting: 101-		-421100-307000					
		CC-1747 10/29/25 PD: 2025 MCPA SUMMIT	280.00			101		20110			10010
MN CHIEFS OF POLICE ASSOC				CC Accounting: 101-		-421100-207000					
		CC-1748 11/05/25 PD: CONVECTION HEATER	298.00			101		20110			10010
AMAZON				CC Accounting: 101-		-421100-401000					

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
	CC-1749 11/19/25 PD: TRAVEL EXPENSE	212.70			101 20110			10010
	SURE STAY BY BEST WEST			CC Accounting: 101-	-421100-331000			
	CC-1750 11/20/25 PD: TRAVEL EXPENSE	268.42			101 20110			10010
	CRAGUNS CONFERENCE CENTER			CC Accounting: 101-	-421100-331000			
	CC-1751 10/24/25 ADM: MN PAID LEAVE REG.	510.75			101 20110			10010
	STATE OF MINNESOTA			CC Accounting: 101-	-413200-131000			
	CC-1752 10/25/25 GEN: SCREEN PROTECTOR	17.00			101 20110			10010
	AMAZON			CC Accounting: 101-	-411100-208000			
	CC-1753 11/01/25 ADM: COMPUTER	314.98			101 20110			10010
	DELL MARKETING L.P.			CC Accounting: 101-	-413200-575000			
	CC-1753 11/01/25 PW: COMPUTER	157.49			101 20110			10010
	DELL MARKETING L.P.			CC Accounting: 101-	-431210-575000			
	CC-1754 11/05/25 PD: PHONE CASE	104.02			101 20110			10010
	OTTERBOX			CC Accounting: 101-	-421100-208000			
	CC-1755 11/11/25 PD: CRADLEPOINT CLOUD	2,090.00			101 20110			10010
	CDW GOVERNMENT, INC.			CC Accounting: 101-	-421100-575000			
	CC-1755 11/11/25 FD: CRADLEPOINT CLOUD	731.20			101 20110			10010
	CDW GOVERNMENT, INC.			CC Accounting: 101-	-422100-575000			
	CC-1756 11/21/25 CD: EDUCATION	200.00			101 20110			10010
	10K LAKES CHAPTER			CC Accounting: 101-	-460505-207000			
	CC-1757 11/21/25 CD: EDUCATION	200.00			101 20110			10010
	10K LAKES CHAPTER			CC Accounting: 101-	-460505-207000			
	CC-1758 11/23/25 ADM: OFFICE SUPPLIES	9.97			101 20110			10010
	AMAZON			CC Accounting: 101-	-413200-201000			
	CC-1759 10/23/25 LIBRARY PROJECT	441.92			101 20110			10010
	HOME DEPOT			CC Accounting: 101-	-495484-404500			
	CC-1760 10/30/25 REC: GENERAL SUPPLIES	132.93			101 20110			10010
	AMAZON			CC Accounting: 101-	-451000-208000			
	CC-1761 10/30/25 WTR: WELL HOUSE#5	166.40			604 20110			10010
	HOME DEPOT			CC Accounting: 604-	-495462-404500			
	CC-1762 10/30/25 WTR: WELL HOUSE #5	79.92			604 20110			10010
	HOME DEPOT			CC Accounting: 604-	-495462-404500			
	CC-1763 10/31/25 PW: OFFICE SUPPLIES	28.83			101 20110			10010
	AMAZON			CC Accounting: 101-	-431210-201000			
	CC-1764 10/31/25 REC: GENERAL SUPPLIES	26.99			101 20110			10010
	AMAZON			CC Accounting: 101-	-451000-208000			
	CC-1765 10/31/25 WTR: WELL HOUSE #5	583.74			604 20110			10010
	HOME DEPOT			CC Accounting: 604-	-495462-404500			

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund Org Acct	Object	Proj	Cash Account
	CC-1766 11/05/25 PW: GENERAL SUPPLIES	119.87			101 20110			10010
	AMAZON		CC Accounting: 101-		-431210-208000			
	CC-1767 11/06/25 REC: CARRIAGE RIDES SUPPLY	37.89			101 20110			10010
	KWIK TRIP, INC		CC Accounting: 101-		-451000-208000			
	CC-1768 11/06/25 REC: CARRIAGE RIDES SUPPLY	50.23			101 20110			10010
	RIVERVIEW COFFEE		CC Accounting: 101-		-451000-208000			
	CC-1769 11/18/25 STRM: EDUCATION	824.00			209 20110			10010
	NATIONAL STORMWATER CENTER		CC Accounting: 209-		-460500-207000			
	CC-1770 11/21/25 PW: STREET/ALLEY MAINT.	767.95			101 20110			10010
	HOME DEPOT		CC Accounting: 101-		-431210-407200			
	CC-1771 10/29/25 FD: COMMUNITY ENGAGEMENT	143.64			101 20110			10010
	SAM'S CLUB		CC Accounting: 101-		-422100-307000			
	CC-1772 11/07/25 FD: EQUIPMENT	1,394.81			101 20110			10010
	TOPPERS & MORE		CC Accounting: 101-		-422100-221000			
	111825 11/18/25 ADM: GLOW STICKS RETURN	-61.36			101 413200	208000		10010
CI	231							
	Total for Vendor:	**16,705.00**						
15860	3942 FINKEN WATER SOLUTIONS	20.00						
	1520583 12/01/25 PD: 12/25 COOLER RENTAL	20.00			101 421100	208000		10010
15861	3942 FINKEN WATER SOLUTIONS	128.95						
	05005TO 11/24/25 PD: GENERAL SUPPLIES	128.95			101 421100	208000		10010
	Total for Vendor:	**148.95**						
15862 E	889 FIRST NATIONAL BANK MINNESOTA	110.00						
	DEC-25 12/30/25 ADM: 12/25 ACH FEE	110.00			101 413200	419000		10010
	Total for Vendor:	**110.00**						
15863 E	149 FRONTIER COMMUNICATIONS	59.93						
	HP: 12/25 11/22/25 HP: 12/25 PHONE	59.93*			101 450100	321000		10010
	Total for Vendor:	**59.93**						
15845 E	3423 GLOBAL PAYMENTS INTEGRATED	223.55						
	11/25 11/30/25 AC: 11/25 C.C. FEES	223.55*			101 451240	413200		10010
	Total for Vendor:	**223.55**						

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15926		163 GOPHER STATE ONE CALL	141.75								
		5110215 11/30/25 SWR: 11/25 LOCATES	70.88			603		432500	402000		10010
		5110215 11/30/25 WTR: 11/25 LOCATES	70.87*			604		432570	402000		10010
		Total for Vendor:	**141.75**								
15844	64794M	169 GRAINGER	154.30								
		9684698088 10/22/25 AC: REPAIRS/MAINTENANCE	154.30			101		451240	407000		10010
15901		169 GRAINGER	412.25								
		9734297956 12/08/25 FD: GENERAL SUPPLIES	412.25*			101		422100	208000		10010
		Total for Vendor:	**566.55**								
15902		2455 HENTGES, TIM	175.00								
		120925 12/09/25 FD: FAA DRONE TESTING REIMBURS	175.00			101		422100	205000		10010
		Total for Vendor:	**175.00**								
15915		2273 HIGH-TECH CLEANING COMPANY	2,880.00								
21933		12/01/25 GEN: 12/25 CLEANING	198.82*			101		411100	401000		10010
21933		12/01/25 ADM: 12/25 CLEANING	463.91			101		413200	401000		10010
21933		12/01/25 PD: 12/25 CLEANING	278.46*			101		421100	401000		10010
21933		12/01/25 FD: 12/25 CLEANING	690.06*			101		422100	401000		10010
21933		12/01/25 AMB: 12/25 CLEANING	119.34*			101		422700	401000		10010
21933		12/01/25 PW: 12/25 CLEANING	265.06			101		431210	401000		10010
21933		12/01/25 LIB: 12/25 CLEANING	397.81			101		455010	401000		10010
21933		12/01/25 SWR: 12/25 CLEANING	210.57			603		432500	402000		10010
21933		12/01/25 WTR: 12/25 CLEANING	255.97*			604		432570	402000		10010
		Total for Vendor:	**2,880.00**								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15912		3083 JD INSPECTIONS	756.75								
		121025 12/10/25 CD: ELECTRICAL INSPECTIONS	756.75*			101		460505	311001		10010
		Total for Vendor:	**756.75**								
15927		2855 JOHN DEERE FINANCIAL - KIBBLE	169.43								
		5074628 11/26/25 PW: REPAIRS/MAINTENANCE	33.89			101		431210	407000		10010
		5074628 11/26/25 PRK: REPAIRS/MAINTENANCE	33.89			101		452020	407000		10010
		5074628 11/26/25 STRM: REPAIRS/MAINTENANCE	33.88			209		460500	407000		10010
		5074628 11/26/25 SWR: REPAIRS/MAINTENANCE	33.89			603		432500	402000		10010
		5074628 11/26/25 WTR: REPAIRS/MAINTENANCE	33.88*			604		432570	402000		10010
15928		2855 JOHN DEERE FINANCIAL - KIBBLE	185.54								
		5077481 11/28/25 PW: REPAIRS/MAINTENANCE	37.10			101		431210	407000		10010
		5077481 11/28/25 PRK: REPAIRS/MAINTENANCE	37.11			101		452020	407000		10010
		5077481 11/28/25 STRM: REPAIRS/MAINTENANCE	37.11			209		460500	407000		10010
		5077481 11/28/25 SWR: REPAIRS/MAINTENANCE	37.11			603		432500	402000		10010
		5077481 11/28/25 WTR: REPAIRS/MAINTENANCE	37.11*			604		432570	402000		10010
		Total for Vendor:	**354.97**								
15864		2614 KCHK RADIO	260.00								
		38673-1 11/30/25 GEN: PARADE ADVERTISING	260.00			101		411100	343000		10010
		Total for Vendor:	**260.00**								
15920		197 KENNEDY & GRAVEN	1,812.40								
		191071 12/09/25 GEN: AGENDA REVIEW	300.00			101		411100	435000		10010
		191071 12/09/25 ADM: CONSULTING	920.00*			101		413200	311000		10010
		191071 12/09/25 GEN: COUNCIL MEETINGS	450.00			101		411100	435000		10010
		191071 12/09/25 CD: HICKORY GROVE APTS.	100.40			101		460505	304000		10010
		191071 12/09/25 PD: RED FLAG MATTERS	42.00			101		421100	304000		10010
		Total for Vendor:	**1,812.40**								
15903		2171 KIRVIDA FIRE	193.98								
		13793 11/13/25 FD: 2001 FREIGHTLINER R/M	193.98*			101		422100	407000		10010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15904		2171 KIRVIDA FIRE	836.73								
		13792 11/13/25 FD: 2015 ROSENBAUER R/M	836.73*			101		422100	407000		10010
15905		2171 KIRVIDA FIRE	193.98								
		13586 11/13/25 FD: 1998 FREIGHTLINER R/M	193.98*			101		422100	407000		10010
15906		2171 KIRVIDA FIRE	995.47								
		13791 11/13/25 FD: 2006 SPARTAN R/M	995.47*			101		422100	407000		10010
		Total for Vendor:	**2,220.16**								
15865		1806 LAMPERT LUMBER	2,033.62								
		11/21/25 FIRE HALL SHOP OFFICE DOOR	2,033.62*			471		491000	404500		10010
3484798-019											
		Total for Vendor:	**2,033.62**								
15930		206 LANGES PLUMBING & HEATING	95.18								
		I-30364-1 12/03/25 WTR: BUILDING MAINTENANCE	95.18			604		432570	401000		10010
		Total for Vendor:	**95.18**								
15907		210 LEAGUE OF MN CITIES	550.00								
		440309 11/25/25 FD: TRAINING	550.00			101		422100	205000		10010
		Total for Vendor:	**550.00**								
15866		925 LEAGUE OF MN CITIES- INS. TRUS	912.47								
		25469 12/01/25 PD: WORKERS COMPENSATION	912.47			101		421100	151000		10010
		Total for Vendor:	**912.47**								
15900		4102 LOCALITY MEDIA LLC	10,800.00								
		7052 11/30/25 FD: DUES/SUBSCRIPTIONS	189.81			101		422100	433000		10010
		7052 11/30/25 FD: COMPUTER EQUIPMENT	6,934.20*			101		422100	575000		10010
		7052 11/30/25 CAP: COMPUTER EQUIPMENT	3,675.99*			402		491000	575000		10010
		Total for Vendor:	**10,800.00**								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15908		219 MACQUEEN EQUIPMENT, INC.	23,146.80								
		P59180 12/08/25 FD: TURNOUT GEAR	23,146.80			101		422100	580000		10010
		Total for Vendor:	**23,146.80**								
15867		1315 MARIE RIDGEWAY LICSW, LLC	680.00								
		3418 11/30/25 PD: EMPLOYEE RESOURCES	680.00			101		421100	131000		10010
		Total for Vendor:	**680.00**								
15931		2035 MATHESON TRI-GAS INC	77.99								
		0032406156 11/21/25 PW: GENERAL SUPPLIES	77.99			101		431210	208000		10010
		Total for Vendor:	**77.99**								
15868		1766 MATT SAXE CHEVY BUICK	1,612.93								
		125429 11/17/25 PD: REPAIRS/MAINTENANCE	1,612.93			101		421100	407000		10010
15946		1766 MATT SAXE CHEVY BUICK	55.33								
		125436 11/18/25 FD: CHIEF 2 REPAIR/MAINT	55.33*			101		422100	407000		10010
15947		1766 MATT SAXE CHEVY BUICK	51.82								
		125437 11/18/25 PD: REPAIRS/MAINTENANCE	51.82			101		421100	407000		10010
		Total for Vendor:	**1,720.08**								
15869	E	1889 MEDIACOM	34.16								
		CBL: 12/25 11/28/25 CBL: 12/25 CABLE	34.16			206		451750	221000		10010
		Total for Vendor:	**34.16**								
15932		248 METRO SALES INC	1,712.00								
		INV2960392 12/10/25 ADM: USAGE CONTRACT	214.00*			101		413200	202000		10010
		INV2960392 12/10/25 PD: USAGE CONTRACT	214.00*			101		421100	202000		10010
		INV2960392 12/10/25 FD: USAGE CONTRACT	214.00*			101		422100	201000		10010
		INV2960392 12/10/25 PW: USAGE CONTRACT	214.00*			101		431210	202000		10010
		INV2960392 12/10/25 CD: USAGE CONTRACT	321.00*			101		460505	202000		10010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		INV2960392 12/10/25 SWR: USAGE CONTRACT	214.00*			603		432500	202000		10010
		INV2960392 12/10/25 WTR: USAGE CONTRACT	214.00*			604		432570	202000		10010
		INV2960392 12/10/25 EDA: USAGE CONTRACT	107.00*			801		460500	202000		10010
		Total for Vendor:	**1,712.00**								
15870		1391 MINNESOTA CRITTER GETTER	1,300.00								
		NOV-25 11/25/25 PD: 11/25 ANIMAL CONTROL	1,300.00			101		427000	313000		10010
		Total for Vendor:	**1,300.00**								
15846	E	282 MN DEPT OF REVENUE	968.00								
		11-2025 11/30/25 WTR: 11/25 SALES TAX	968.00			604		21813			10010
		Total for Vendor:	**968.00**								
15909		1995 MSCIC	1,215.00								
		0027 12/03/25 PD: 2026 MSCIC CONFERENCE	1,215.00			101		421100	207000		10010
		Total for Vendor:	**1,215.00**								
15933		314 MVEC	620.33								
		NOV-25 11/26/25 SWR: 11/25 ELECTRIC	31.89			603		432500	381000		10010
		NOV-25 11/26/25 PW: 11/25 ELECTRIC	588.44			101		431210	381500		10010
		Total for Vendor:	**620.33**								
15871		2116 NORTH AMERICAN SAFETY	40.50								
		INV104022 11/25/25 PW: SAFETY SUPPLIES	40.50			101		431210	208000		10010
15934		2116 NORTH AMERICAN SAFETY	25.00								
		INV104208 12/02/25 PW: SAFETY EQUIPMENT	25.00			101		431210	208000		10010
15935		2116 NORTH AMERICAN SAFETY	112.48								
		INV104314 12/04/25 PW: GENERAL SUPPLIES	112.48			101		431210	208000		10010
		Total for Vendor:	**177.98**								

* ... Over spent expenditure

Claim/ Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org Acct	Object	Proj	Cash Account
15872	636 ODP BUSINESS SOLUTIONS, LLC	23.50							
446710421001	11/25/25 ADM: GENERAL SUPPLIES	10.51			101	413200	208000		10010
446710421001	11/25/25 ADM: OFFICE SUPPLIES	12.99			101	413200	201000		10010
15873	636 ODP BUSINESS SOLUTIONS, LLC	6.99							
446715945001	11/26/25 ADM: OFFICE SUPPLIES	6.99			101	413200	201000		10010
15874	636 ODP BUSINESS SOLUTIONS, LLC	21.78							
446715942001	11/25/25 ADM: GENERAL SUPPLIES	6.49			101	413200	208000		10010
446715942001	11/25/25 PW: GENERAL SUPPLIES	15.29			101	431210	208000		10010
	Total for Vendor:	**52.27**							
15875	674 OTTO, STEVE	50.00							
	12/25 12/10/25 FD: 12/25 PHONE REIMBURSEMENT	50.00			101	422100	321000		10010
	Total for Vendor:	**50.00**							
15948	1455 PC2 SOLUTIONS	7,240.06							
	113025011 12/02/25 ADM: COMPUTER MAINTENANCE	3,938.28*			101	413200	575000		10010
	113025011 12/02/25 FD: COMPUTER MAINTENANCE	375.00*			101	422100	575000		10010
	113025011 12/02/25 PD: COMPUTER MAINTENANCE	609.28*			101	421100	575000		10010
	113025011 12/02/25 PW: COMPUTER MAINTENANCE	1,570.00			101	431210	575000		10010
	113025011 12/02/25 FAC: COMPUTER MAINTENANCE	747.50			101	420100	372000		10010
	Total for Vendor:	**7,240.06**							
15936	2044 PER MAR SECURITY SERVICES	227.40							
	3732622 12/08/25 FAC: 700 E MAIN CCTV	227.40			101	420100	370000		10010
	Total for Vendor:	**227.40**							

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Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15876		3951 PROJECT ONE CONSTRUCTION, INC.	147,459.77								
		PAY 12 FIN 12/01/25 FIRE HALL PAY 12 FINAL	147,459.77*			471		491000	404500		10010
		Total for Vendor:	**147,459.77**								
15917	E	377 PURCHASE POWER	1,009.75								
		12-2025 12/08/25 ADM: POSTAGE	107.36			101		413200	322000		10010
		12-2025 12/08/25 CD: POSTAGE	245.30			101		460505	322000		10010
		12-2025 12/08/25 EDA: POSTAGE	39.90			801		460500	322000		10010
		12-2025 12/08/25 PD: POSTAGE	245.29*			101		421100	322000		10010
		12-2025 12/08/25 PW: POSTAGE	371.90			101		431210	322000		10010
		Total for Vendor:	**1,009.75**								
15878		26 RIVER VALLEY PARTS SUPPLY	28.98								
		555404 11/03/25 PW: REPAIRS/MAINTENANCE	28.98			101		431210	407000		10010
15879		26 RIVER VALLEY PARTS SUPPLY	0.00								
		555405 11/03/25 PW: REPAIRS/MAINTENANCE	15.29			101		431210	407000		10010
		555405 11/03/25 PRK: REPAIRS/MAINTENANCE	15.30			101		452020	407000		10010
		555405 11/03/25 STRM: REPAIRS/MAINTENANCE	15.30			209		460500	407000		10010
		555405 11/03/25 SWR: REPAIRS/MAINTENANCE	15.30			603		432500	402000		10010
		555405 11/03/25 WTR: REPAIRS/MAINTENANCE	15.30*			604		432570	402000		10010
		556010 11/14/25 PW: REPAIRS/MAINTENANCE	-26.86			101		431210	407000		10010
CI	230										
		556010 11/14/25 PRK: REPAIRS/MAINTENANCE	-26.86			101		452020	407000		10010
CI	230										
		556010 11/14/25 STRM: REPAIRS/MAINTENANCE	-22.77			209		460500	407000		10010
CI	230										
15880		26 RIVER VALLEY PARTS SUPPLY	364.09								
		555472 11/04/25 FD: REPAIRS/MAINTENANCE	45.50*			101		422100	407000		10010
		555472 11/04/25 PW: REPAIRS/MAINTENANCE	318.59			101		431210	407000		10010
15881		26 RIVER VALLEY PARTS SUPPLY	93.72								
		555473 11/04/25 PD: REPAIRS/MAINTENANCE	46.86			101		421100	407000		10010
		555473 11/04/25 PW: REPAIRS/MAINTENANCE	46.86			101		431210	407000		10010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15882		26 RIVER VALLEY PARTS SUPPLY	28.22								
		555474 11/04/25 PW: GENERAL SUPPLIES	28.22			101		431210	208000		10010
15883		26 RIVER VALLEY PARTS SUPPLY	69.29								
		555582 11/06/25 PW: REPAIRS/MAINTENANCE	69.29			101		431210	407000		10010
15884		26 RIVER VALLEY PARTS SUPPLY	4.57								
		555997 11/14/25 PW: REPAIRS/MAINTENANCE	12.48			101		431210	407000		10010
		555997 11/14/25 PRK: REPAIRS/MAINTENANCE	12.48			101		452020	407000		10010
		555997 11/14/25 STRM: REPAIRS/MAINTENANCE	12.47			209		460500	407000		10010
		555997 11/14/25 SWR: REPAIRS/MAINTENANCE	12.47			603		432500	402000		10010
		555997 11/14/25 WTR: REPAIRS/MAINTENANCE	12.48*			604		432570	402000		10010
		556010 11/14/25 STRM: REPAIRS/MAINTENANCE	-4.09			209		460500	407000		10010
CI	230										
		556010 11/14/25 SWR: REPAIRS/MAINTENANCE	-26.86			603		432500	402000		10010
CI	230										
		556010 11/14/25 WTR: REPAIRS/MAINTENANCE	-26.86*			604		432570	402000		10010
CI	230										
15885		26 RIVER VALLEY PARTS SUPPLY	160.80								
		556096 11/17/25 FD: REPAIRS/MAINTENANCE	160.80*			101		422100	407000		10010
15886		26 RIVER VALLEY PARTS SUPPLY	19.50								
		556097 11/17/25 PW: REPAIRS/MAINTENANCE	19.50			101		431210	407000		10010
15887		26 RIVER VALLEY PARTS SUPPLY	50.15								
		556111 11/17/25 FD: REPAIRS/MAINTENANCE	25.08*			101		422100	407000		10010
		556111 11/17/25 PW: REPAIRS/MAINTENANCE	25.07			101		431210	407000		10010
15888		26 RIVER VALLEY PARTS SUPPLY	411.61								
		556182 11/19/25 PD: REPAIRS/MAINTENANCE	411.61*			101		422100	407000		10010
15889		26 RIVER VALLEY PARTS SUPPLY	62.40								
		556184 11/19/25 PW: REPAIRS/MAINTENANCE	12.48			101		431210	407000		10010
		556184 11/19/25 PRK: REPAIRS/MAINTENANCE	12.48			101		452020	407000		10010
		556184 11/19/25 STRM: REPAIRS/MAINTENANCE	12.48			209		460500	407000		10010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
		556184 11/19/25 SWR: REPAIRS/MAINTENANCE	12.48			603		432500	402000		10010
		556184 11/19/25 WTR: REPAIRS/MAINTENANCE	12.48*			604		432570	402000		10010
15890		26 RIVER VALLEY PARTS SUPPLY	124.90								
		556202 11/19/25 PW: REPAIRS/MAINTENANCE	41.63			101		431210	407000		10010
		556202 11/19/25 PD: REPAIRS/MAINTENANCE	41.63			101		421100	407000		10010
		556202 11/19/25 FD: REPAIRS/MAINTENANCE	41.64*			101		422100	407000		10010
15891		26 RIVER VALLEY PARTS SUPPLY	23.86								
		556203 11/19/25 PD: REPAIRS/MAINTENANCE	23.86			101		421100	407000		10010
15892		26 RIVER VALLEY PARTS SUPPLY	129.35								
		556221 11/19/25 PD: REPAIRS/MAINTENANCE	129.35			101		421100	407000		10010
15893		26 RIVER VALLEY PARTS SUPPLY	1.78								
		556257 11/20/25 PD: REPAIRS/MAINTENANCE	1.78			101		421100	407000		10010
15894		26 RIVER VALLEY PARTS SUPPLY	24.31								
		556406 11/24/25 PW: REPAIRS/MAINTENANCE	24.31			101		431210	407000		10010
		Total for Vendor:	**1,597.53**								
15877		2349 RIVER'S EDGE CONCRETE, LLC	533.00								
		7965601 11/14/25 PRK: REPAIRS/MAINTENANCE	533.00			101		452020	407000		10010
		Total for Vendor:	**533.00**								
15895		3064 RMB ENVIRONMENTAL LABORATORIES	109.73								
		B020602 11/20/25 WTR: TESTS/CHEMICALS	109.73*			604		432570	312500		10010
15937		3064 RMB ENVIRONMENTAL LABORATORIES	280.06								
		B020666 12/02/25 SWR: TESTS/CHEMICALS	280.06			603		432500	312500		10010
15938		3064 RMB ENVIRONMENTAL LABORATORIES	109.73								
		B020740 12/04/25 WTR: TESTS/CHEMICALS	109.73*			604		432570	312500		10010

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15939		3064 RMB ENVIRONMENTAL LABORATORIES	392.92								
		B020741 12/09/25 SWR: TESTS/CHEMICALS	392.92			603		432500	312500		10010
		Total for Vendor:	**892.44**								
15848		2427 SCOTT COUNTY ATTORNEYS	2,807.66								
		11-2025 11/30/25 PD: 11/25 COURT FINES	2,787.66*			101		421100	311200		10010
		11-2025 11/30/25 PD: 11/25 DWI ASSESSMENT	20.00*			101		421100	311200		10010
		Total for Vendor:	**2,807.66**								
15910		3537 STORM TRAINING GROUP	5,000.00								
		0001049 12/09/25 PD: EDUCATION	5,000.00			101		421100	207000		10010
		Total for Vendor:	**5,000.00**								
15913		2276 SUEL PRINTING COMPANY	24.75								
		297636 12/05/25 CD: OFFICE SUPPLIES	24.75			101		460505	201000		10010
		Total for Vendor:	**24.75**								
15911		3262 THOMSON REUTERS - WEST	190.59								
		852867546 12/01/25 PD: 11/25 CLEAR LAW ENFORCE	190.59*			101		421100	433000		10010
		Total for Vendor:	**190.59**								
15940		1936 TWISTWIRE MARKETING INC	376.50								
		7169 11/19/25 PW: SALT BUCKETS	376.50			101		431210	407000		10010
		Total for Vendor:	**376.50**								
15941	E	1561 VALLI INFORMATION SYSTEMS, INC	1,958.89								
		103560 11/30/25 SWR: 11/25 PRINT & MAIL	979.45*			603		432500	322000		10010
		103560 11/30/25 WTR: 11/25 PRINT & MAIL	979.44*			604		432570	322000		10010
W											
15943	E	1561 VALLI INFORMATION SYSTEMS, INC	4,039.77								
		103467 11/30/25 CD: 11/25 CC FEE	62.61			101		460505	413200		10010
		103467 11/30/25 ADM: 11/25 CC FEE	11.98			101		413200	413200		10010
		103467 11/30/25 SWR: 11/25 CC FEE	1,586.07			603		432500	413200		10010
		103467 11/30/25 WTR: 11/25 CC FEE	2,379.11*			604		432570	413200		10010
		Total for Vendor:	**5,998.66**								

* ... Over spent expenditure

Claim/	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document $/ Line $	Disc $	PO #	Fund	Org	Acct	Object	Proj	Cash Account
15942		4077 VERTEX UNMANNED SOLUTIONS, LLC	598.00								
		5104 12/10/25 PD: EDUCATION	598.00			101		421100	207000		10010
		Total for Vendor:	**598.00**								
15918		3690 WEX BANK	7,718.63								
		108867919 11/25/25 ADM: 11/25 FUEL	28.33			101		413200	212000		10010
		108867919 11/25/25 FD: 11/25 FUEL	1,203.40			101		422100	212000		10010
		108867919 11/25/25 FD: 11/25 MAINTENANCE	7.53*			101		422100	407000		10010
		108867919 11/25/25 PD: 11/25 FUEL	2,592.45			101		421100	212000		10010
		108867919 11/25/25 PD: 11/25 MAINTENANCE	131.75			101		421100	407000		10010
		108867919 11/25/25 PW: 11/25 FUEL	1,158.59			101		431210	212000		10010
		108867919 11/25/25 SWR: 11/25 FUEL	1,158.59			603		432500	212000		10010
		108867919 11/25/25 WTR: 11/25 FUEL	1,158.59			604		432570	212000		10010
		108867919 11/25/25 PD: DTF 11/25 FUEL	279.40			101		421100	307500		10010
		Total for Vendor:	**7,718.63**								
15896	E	341 XCEL ENERGY	49.00								
		954346831 11/24/25 HP: 11/25 ELECTRIC	49.00*			101		450100	381000		10010
15921	E	341 XCEL ENERGY	24,662.24								
		954942628 12/01/25 GEN:11/25 ELECTRIC	321.13*			101		411100	381000		10010
		954942628 12/01/25 ADM:11/25 ELECTRIC	749.30*			101		413200	381000		10010
		954942628 12/01/25 PD:11/25 ELECTRIC	407.29			101		421100	381000		10010
		954942628 12/01/25 FD:11/25 ELECTRIC	701.47*			101		422100	381000		10010
		954942628 12/01/25 AMB:11/25 ELECTRIC	174.55			101		422700	381000		10010
		954942628 12/01/25 CIV: 11/25 ELECTRIC	27.24			101		425000	381000		10010
		954942628 12/01/25 COM: 11/25 ELECTRIC	8.69			101		453020	228000		10010
		954942628 12/01/25 HP: 11/25 ELECTRIC	30.86*			101		450100	381000		10010
		954942628 12/01/25 PW: 11/25 ELECTRIC	430.87			101		431210	381000		10010
		954942628 12/01/25 PW: 11/25 SECURITY ELECTRIC	8,898.34			101		431210	381500		10010
		954942628 12/01/25 AC: 11/25 ELECTRIC	176.44*			101		451240	381000		10010
		954942628 12/01/25 PRK: 11/25 ELECTRIC	805.86			101		452020	381000		10010
		954942628 12/01/25 PRK: 11/25 ELEC SCOREBRD	8.69			101		452020	381200		10010
		954942628 12/01/25 LIB: 11/25 ELECTRIC	331.71			101		455010	381000		10010
		954942628 12/01/25 SWR: 11/25 ELECTRIC	4,728.84			603		432500	381000		10010
		954942628 12/01/25 WTR: 11/25 ELECTRIC	6,860.96			604		432570	381000		10010
		Total for Vendor:	**24,711.24**								

# of Claims 112 Total: 364,546.07 # of Vendors 55

Total Electronic Claims	49,820.29
Total Non-Electronic Claims	314725.78

Fund/Account		Amount
101 General		
10010 Cash - Checking		129,709.60
206 Cable Television		
10010 Cash - Checking		34.16
209 Storm Sewer		
10010 Cash - Checking		7,411.88
402 Capital Fund		
10010 Cash - Checking		3,675.99
470 2025 Street & Utility Improvement		
10010 Cash - Checking		2,545.00
471 Fire Station Renovation & Expansion		
10010 Cash - Checking		149,493.39
472 HWY 25/CSAH 3 Roundabout		
10010 Cash - Checking		4,505.00
473 2026 St & Utill Imrp Project		
10010 Cash - Checking		28,120.50
603 Sewer		
10010 Cash - Checking		14,337.34
604 Water		
10010 Cash - Checking		23,609.36
801 Economic Development Authority		
10010 Cash - Checking		1,103.85
	Total:	**364,546.07**

AIA® Document G702® – 1992

Application and Certificate for Payment

TO OWNER: City of Belle Plaine
218 N Meridian Street
Belle Plaine, MN 56011

PROJECT: Belle Plaine Fire Station Addition and Renovation
700 East Main Street,
Belle Plaine, MN

FROM CONTRACTOR: Project One Construction, Inc.
10375 County Rd 8
Kimball, MN 55353

VIA ARCHITECT: Wold Architects
332 Minnesota St. Suites W2000
St. Paul, MN 55101

APPLICATION NO: 012 - Final
PERIOD TO: November 18, 2025
CONTRACT FOR: General Construction
CONTRACT DATE: June 18, 2024
PROJECT NOS: 232167 / 2024-06 /

Distribution to:
OWNER: ☒
ARCHITECT: ☒
CONTRACTOR: ☒
FIELD: ☐
OTHER: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM $2,901,131.00
2. NET CHANGE BY CHANGE ORDERS $48,064.39
3. CONTRACT SUM TO DATE (Line 1 ± 2) $2,949,195.39
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) $2,949,195.39
5. RETAINAGE:
a. 0 % of Completed Work
(Column D + E on G703) $0.00
b. 0 % of Stored Material
(Column F on G703) $0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703) $0.00
6. TOTAL EARNED LESS RETAINAGE $2,949,195.39
(Line 4 Less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT $2,801,735.62
(Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE $147,459.77
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) $0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$48,064.39	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$48,064.39	$0.00
NET CHANGES by Change Order		$48,064.39

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: Date: November 18, 2025
State of: Minnesota
County of: Stearns
Subscribed and sworn to before me this 18th day of November 2025
Notary Public:
My Commission expires: January 31, 2026

JENNIFER R. RICE
NOTARY PUBLIC-MINNESOTA
My Comm. Exp. Jan. 31, 2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $147,459.77

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: Date: 12/1/25

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA® Document G703® – 1992

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached. Use Column I on Contracts where variable retainage for line items may apply.	**APPLICATION NO:** 012 **APPLICATION DATE:** November 18, 2025 **PERIOD TO:** November 18, 2025 **ARCHITECT'S PROJECT NO:** 232167

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
01000	General Requirements	176,356.00	176,356.00	0.00	0.00	176,356.00	100.00%	0.00	0.00
02410	Demolition	73,980.00	73,980.00	0.00	0.00	73,980.00	100.00%	0.00	0.00
03300	Concrete	161,703.00	161,703.00	0.00	0.00	161,703.00	100.00%	0.00	0.00
03354	Polished Concrete	2,981.00	2,981.00	0.00	0.00	2,981.00	100.00%	0.00	0.00
03410	Struct. Precast Conc.	422,099.00	422,099.00	0.00	0.00	422,099.00	100.00%	0.00	0.00
04200	Masonry	62,748.00	62,748.00	0.00	0.00	62,748.00	100.00%	0.00	0.00
05120	Struc. Steel/Metal Fab	37,800.00	37,800.00	0.00	0.00	37,800.00	100.00%	0.00	0.00
06100	Carpentry-Material	21,600.00	21,600.00	0.00	0.00	21,600.00	100.00%	0.00	0.00
06130	Rough Carp.-Labor	38,880.00	38,880.00	0.00	0.00	38,880.00	100.00%	0.00	0.00
07055	Fire/Smoke Ident.	1,080.00	1,080.00	0.00	0.00	1,080.00	100.00%	0.00	0.00
07130	Sheet Waterproofing	7,590.00	7,590.00	0.00	0.00	7,590.00	100.00%	0.00	0.00
07210	Thermal Insulation	2,592.00	2,592.00	0.00	0.00	2,592.00	100.00%	0.00	0.00
07211	Spray Foam Insulation	4,587.00	4,587.00	0.00	0.00	4,587.00	100.00%	0.00	0.00
07250	Weather Barriers	3,397.00	3,397.00	0.00	0.00	3,397.00	100.00%	0.00	0.00
07421	Rainscreen	71,275.00	71,275.00	0.00	0.00	71,275.00	100.00%	0.00	0.00
07511	Roof Patch	8,374.00	8,374.00	0.00	0.00	8,374.00	100.00%	0.00	0.00
07530	EPDM Roofing	55,174.00	55,174.00	0.00	0.00	55,174.00	100.00%	0.00	0.00
07620	Sheet Mtl Flash/Trim	7,984.00	7,984.00	0.00	0.00	7,984.00	100.00%	0.00	0.00
07720	Roof Accessories	11,115.00	11,115.00	0.00	0.00	11,115.00	100.00%	0.00	0.00
07848	Firestopping	1,620.00	1,620.00	0.00	0.00	1,620.00	100.00%	0.00	0.00
07920	Joint Sealants	14,629.00	14,629.00	0.00	0.00	14,629.00	100.00%	0.00	0.00
08111	HM Doors-Frames	48,220.00	48,220.00	0.00	0.00	48,220.00	100.00%	0.00	0.00
08310	Access Doors/Panels	540.00	540.00	0.00	0.00	540.00	100.00%	0.00	0.00
08360	Overhead Doors	11,805.00	11,805.00	0.00	0.00	11,805.00	100.00%	0.00	0.00
08410	Alum Storefronts	10,316.00	10,316.00	0.00	0.00	10,316.00	100.00%	0.00	0.00
08511	Alum Windows	24,072.00	24,072.00	0.00	0.00	24,072.00	100.00%	0.00	0.00

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
08710	Alum Door Hardware	30,905.00	30,905.00	0.00	0.00	30,905.00	100.00%	0.00	0.00
08800	Glazing	10,898.00	10,898.00	0.00	0.00	10,898.00	100.00%	0.00	0.00
08910	Louvers	3,685.00	3,685.00	0.00	0.00	3,685.00	100.00%	0.00	0.00
09056	Floor Prep	10,800.00	10,800.00	0.00	0.00	10,800.00	100.00%	0.00	0.00
09211	Gypsum Board	34,884.00	34,884.00	0.00	0.00	34,884.00	100.00%	0.00	0.00
09300	Tiling	27,482.00	27,482.00	0.00	0.00	27,482.00	100.00%	0.00	0.00
09510	Acoustical Ceiling	12,420.00	12,420.00	0.00	0.00	12,420.00	100.00%	0.00	0.00
09650	Flooring	52,086.00	52,086.00	0.00	0.00	52,086.00	100.00%	0.00	0.00
09670	Fluid-Appl. Flooring	86,924.00	86,924.00	0.00	0.00	86,924.00	100.00%	0.00	0.00
09900	Painting	30,586.00	30,586.00	0.00	0.00	30,586.00	100.00%	0.00	0.00
10140	Signage	1,080.00	1,080.00	0.00	0.00	1,080.00	100.00%	0.00	0.00
10261	Corner Protection	908.00	908.00	0.00	0.00	908.00	100.00%	0.00	0.00
10280	Toilet/Bath Access.	6,151.00	6,151.00	0.00	0.00	6,151.00	100.00%	0.00	0.00
10440	Fire Protection Spec.	2,311.00	2,311.00	0.00	0.00	2,311.00	100.00%	0.00	0.00
10511	Athletic Lockers	19,071.00	19,071.00	0.00	0.00	19,071.00	100.00%	0.00	0.00
10514	Metal Gear Lockers	8,210.00	8,210.00	0.00	0.00	8,210.00	100.00%	0.00	0.00
12240	Window Shades	1,497.00	1,497.00	0.00	0.00	1,497.00	100.00%	0.00	0.00
12310	Metal Casework	22,728.00	22,728.00	0.00	0.00	22,728.00	100.00%	0.00	0.00
12320	Casework	10,800.00	10,800.00	0.00	0.00	10,800.00	100.00%	0.00	0.00
14240	Elevator	110,808.00	110,808.00	0.00	0.00	110,808.00	100.00%	0.00	0.00
21000	Fire Suppression	66,636.00	66,636.00	0.00	0.00	66,636.00	100.00%	0.00	0.00
22000	Plumbing	104,367.00	104,367.00	0.00	0.00	104,367.00	100.00%	0.00	0.00
23000	HVAC	402,840.00	402,840.00	0.00	0.00	402,840.00	100.00%	0.00	0.00
26000	Electrical	268,375.00	268,375.00	0.00	0.00	268,375.00	100.00%	0.00	0.00
27050	Communications	11,146.00	11,146.00	0.00	0.00	11,146.00	100.00%	0.00	0.00
31000	Earthwork	107,838.00	107,838.00	0.00	0.00	107,838.00	100.00%	0.00	0.00
32121	Agg Base/Paving	98,604.00	98,604.00	0.00	0.00	98,604.00	100.00%	0.00	0.00
32131	Concrete C&G	16,524.00	16,524.00	0.00	0.00	16,524.00	100.00%	0.00	0.00
32330	Site Furnishings	5,400.00	5,400.00	0.00	0.00	5,400.00	100.00%	0.00	0.00
32922	Sodding	10,692.00	10,692.00	0.00	0.00	10,692.00	100.00%	0.00	0.00
32930	Plants	6,588.00	6,588.00	0.00	0.00	6,588.00	100.00%	0.00	0.00
33100	Utilities	35,370.00	35,370.00	0.00	0.00	35,370.00	100.00%	0.00	0.00

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
70001	Change Order 1	7,052.15	7,052.15	0.00	0.00	7,052.15	100.00%	0.00	0.00
70002	Change Order 2	36,131.24	36,131.24	0.00	0.00	36,131.24	100.00%	0.00	0.00
70003	Change Order 3	4,881.00	4,881.00	0.00	0.00	4,881.00	100.00%	0.00	0.00
	GRAND TOTAL	**$2,949,195.39**	**$2,949,195.39**	**$0.00**	**$0.00**	**$2,949,195.39**	**100.00%**	**$0.00**	**$0.00**

User Notes:

MEMORANDUM

<table>
<tr><td>DATE:</td><td>December 15, 2025</td></tr>
<tr><td>FROM:</td><td>Cynthia Smith Strack, Community Development Director</td></tr>
<tr><td>DISCUSSION ITEM:</td><td>Resolution 25-155 Resolution Approving and Authorizing Execution Communications Site Lease Agreement with Ridgeview Medical Center</td></tr>
<tr><td>BACKGROUND/ JUSTIFICATION:</td><td>The City contracts with Ridgeview Medical Center for certain emergency medical related services. Ridgeview coordinates response to requests for EMS calls for service through a variety of means including paging on-call EMTs.

To provide for pager operation Ridgeview is asking the city to allow a temporary antenna on the roof and related repeater equipment within the Fire Hall at 700 Main Street East. The approximate 10’ antenna will be installed in a manner guarding against roof damage and the repeater will be housed near existing technology within the building. No holes will be made in the roof to accommodate equipment.

A lease agreement to accommodate the request is proposed. The draft lease agreement:

• Is set up for a term of five (5) years with an option for review in the third year.
• Contemplates an annual lease rate of $0.
• Requires Ridgeview provide insurance coverage.
• Requires a professional sketch of equipment placement/location.
• Is based on a previous communications site lease agreement between City/Ridgeview (southern water tower location) and was drafted by staff, reviewed by the City Attorney, and reviewed by Ridgeview.
• Is proposed for approval/execution provided a professional sketch of location/placement is submitted by Ridgeview.</td></tr>
<tr><td>ATTACHMENTS:</td><td>• Draft lease.
• Picture of proposed antenna.
• Resolution 25-155 Resolution Approving and Authorizing Execution Communications Site Lease Agreement with Ridgeview Medical Center</td></tr>
<tr><td>ACTION:</td><td>Approve communications site lease agreement</td></tr>
<tr><td>SIGNATURE:</td><td>Cynthia Smith Strack</td></tr>
</table>

LEASE AGREEMENT

This Communications Site Lease Agreement (the "Agreement"), effective as of the _____ _______day of ______, 2025, by and between the City of Belle Plaine, a Minnesota municipal corporation, **("Lessor"),** having an address at 218 North Meridian Street, P.O. Box 129, Belle Plaine, Minnesota 56011, and Ridgeview Medical Center, having an address at 500 South Maple Street, Waconia, Minnesota 55387 (**"Lessee").**

In consideration of the mutual promises, conditions, covenants and considerations passing between the parties hereto, it is understood and agreed by and between the parties to this Agreement as follows:

Lessor does hereby lease to Lessee certain space in and on Lessor's property located at 700 Main Street East, the Belle Plaine Fire Department facility (**"Site"**), together with access thereto. The property to be installed and maintained by Lessee at Lessee's expense on Lessor's Site is described as follows:

A. Equipment of Lessee shall be located in the second floor of the Fire Hall, with an antenna cable running a rooftop antenna. An antenna will be installed on a non-penetrating rooftop ballasted tripod with as much separation from existing rooftop equipment as practical. The allowed locations for Lessee's equipment are depicted in the schematic attached hereto as Ex. A

1. TERM AND RENTAL: Lessor shall provide the Site, together with reasonable access thereto during normal business hours, to Lessee for a period of five (5) years from the date of execution of this Agreement. The Lessor or Lessee may review this Agreement after a period of three years from the date of execution. Notwithstanding anything to the contrary herein, Lessee may elect to terminate this Agreement by providing Lessor with 180 days' advance written notice.

2. TITLE: Lessee shall have no right, title or interest in the Site except the non-exclusive use thereof as expressly set forth in this Agreement.

3. PERMITS, LICENSES AND REGULATIONS: Lessee agrees and understands that it is the Lessee's responsibility to abide by all federal, state and local rules and regulations pertaining to the operation of the Site and of Lessee's equipment; including without limitations, those pertaining to the installation, maintenance, height, location, use, operation, and removal of its equipment, antenna systems, and other alterations or improvements authorized herein. Lessee agrees and understands that changes in rules and policies by agencies or persons other than Lessor that affect the operation or use of Lessee's equipment and of the Site are not the Lessor's responsibility. Lessee hereby represents that Lessee has obtained the necessary licenses and permits required to use said Site, or that Lessee will obtain said licenses or permits, at Lessee's own expense, prior to any such use.

4. USE: It is expressly agreed by Lessee and Lessor that:

4.1 While using the Site, Lessee shall be responsible for proper operation of its equipment in compliance with FCC rules;

4.2 Lessee shall have an exclusive right to operate the Site in the transmit frequency assigned by the Federal Communications Commission;

4.3 Lessee hereby consents to the execution of agreements between Lessor and other parties eligible to share the Site, whereby such parties may utilize and share said Site with Lessee, and

4.4 Lessee represents that it has independently ascertained that the Site is adequate and proper for Lessee's intended use and has entered into this Agreement based solely upon said independent investigation, and not by any representation by Lessor.

4.5 Lessee shall pay $0.00 annually as rent for use of the Site.

5. <u>COVERAGE AND INTERFERENCE:</u>

5.1 Lessee shall be responsible for taking such steps as may be necessary to prevent any interference caused by Lessee's equipment with the broadcasting or transmission facilities of Lessor or other lessees that were using the Site prior to Lessee taking possession of the Site. If Lessee has not taken corrective measures within twenty-four (24) hours after Lessee has been notified by Lessor that its equipment is causing interference, then Lessor may, in addition to its other rights or remedies, at its discretion: (1) disconnect power to Lessee's equipment and/or (2) take corrective action and charge Lessee for all reasonable costs of labor and materials necessary to eliminate such interference. If such interference cannot be reduced to levels reasonably acceptable to Lessor, Lessor or Lessee may elect to terminate this Agreement by giving the other party written notice.

It is understood and agreed that Lessor shall have the right to allow additional wireless communications equipment at the Site including transmitters and/or receivers, and Lessor shall have the right at any time during the term of this Agreement to locate equipment of other subsequent lessees at the Site provided no interference is caused to Lessee's transmission activities as approved by Lessor and, provided, further, that Lessee does not incur any cost in connection therewith. With respect to a subsequent lessee, Lessor agrees that it will not lease space on this Site to any prospective lessee where it is determined or otherwise known that such use by a subsequent lessee will interfere with the approved use of the Site by Lessee. If an interference with Lessee's use of the Site is determined to be occurring due to the location or operation of a subsequent lessee's equipment, then Lessor will require such subsequent lessee to take corrective action within twenty-four (24) hours of being notified that its equipment is causing interference. In the event the interference is not corrected then Lessor will cause the subsequent lessee to cease operating on this Site except for intermittent operation to determine if the interference is continuing. Such intermittent operation will be allowed for such time, not to exceed thirty (30) days, as may be reasonably necessary to determine if there is a correction action to correct the interference. If such interference cannot be reduced to levels reasonably acceptable to Lessor and Lessee, Lessor will proceed to terminate its lease with such subsequent lessee.

6. **FAILURES AND MAINTENANCE:** Lessor is not liable or responsible for interruptions or termination of service caused by strikes, lockouts, governmental acts, acts of God or other conditions beyond its control. Any such interruption or termination of service shall not be considered as a breach of this Agreement by Lessor. The Lessee at its own expense shall be totally responsible for any and all maintenance of its equipment and needed repairs due to lightning, power line surges, ground faults, excessive voltage, or any other causes beyond control of Lessor.

Prior to entering the Site to perform maintenance on the antenna or related equipment, Lessee shall give Lessor at least 24 hours written notice of Lessee's intent to enter the Site. Said notice shall be made to the City of Belle Plaine Public Works Superintendent.

7. **INSURANCE AND INDEMNITY:** Lessor will provide no insurance on Lessee's equipment. Lessee agrees to furnish Lessor with Certificates of Insurance certifying that Lessee has obtained the insurance coverages identified below. Further, such Certificate of Insurance will name Lessor as an additional named insured on liability insurance with minimum coverage of:

> Bodily Injury and/or Death: $500,000.00 for injury or death to any one person, and $1,500,000.00 for all injuries and/or death sustained by more than one person in any one occurrence; and
>
> Property Damage: $1,000,000.00 for damage as a result of any one accident.

Except as to injury, death or property damage resulting from the sole negligence or willful misconduct of Lessor, Lessor's agents, employees or contractors, Lessee agrees to indemnify Lessor and its representatives, successors and assigns from and against all claims, demands, rights, costs, expenses, compensation and causes of action of whatever kind and nature, including bodily and personal injuries, damage to property, resulting and to result from the use, installation, removal, maintenance or repair of Lessee's equipment or otherwise caused by Lessee's employees. Lessee hereby acknowledges and agrees that Lessee's use of the Site is at Lessee's own risk, and Lessee hereby releases Lessor, Lessor's agents, employees and contractors from all claims except for any damage or injury resulting from the sole negligence or intentional wrongful conduct of Lessor, Lessor's agents, employees or contractors.

Lessee's indemnity obligation to Lessor as set forth herein shall include litigation expenses, court costs and reasonable attorney's fees incurred by Lessor subsequent to the first written demand notice that any claim or demand is made. The provisions of this paragraph shall survive the termination of this Agreement with respect to any damage, injury or death occurring before such termination.

Except as to injury, death or property damage resulting from the sole negligence or willful misconduct of Lessee, Lessee's agents, employees or contractors, Lessor agrees to indemnify Lessee and its representatives, successors and assigns from and against all claims, demands, rights, costs, expenses, compensation and causes of action of whatever kind and nature, including bodily and personal injuries, damage to property, resulting solely from any actions or failures to act by Lessor's employees, officers, directors, agents, owners, representatives, contractors, guests, invitees, workers, employees, successors and assigns.

Lessor's indemnity obligation to Lessee as set forth herein shall include litigation expenses, court costs and reasonable attorney's fees incurred by Lessee subsequent to the first written demand notice that any claim or demand is made. The provisions of this paragraph shall survive the termination of this Agreement with respect to any damage, injury or death occurring before such termination.

8. **ASSIGNMENT:** Lessee may not assign, sell or transfer its rights hereunder without the express written consent of the Lessor which consent shall not be unreasonable withheld or unduly delayed.

9. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the parties hereto and supersedes all prior representations, proposals, discussions, and communications, whether oral or in writing. This Agreement may be modified only in writing and shall be enforceable in accordance with its terms when signed by the party sought to be bound.

10. **AGREEMENT BINDING.** This Agreement shall be binding upon the respective successors, assigns and personal representatives of the parties.

EXECUTED this _____ day of _______________, 2025.

LESSOR:

City of Belle Plaine

By: ____
Ryan Ladd

Title: Mayor

By: ____
Dawn Meyer

Title: City Administrator

LESSEE:

By: ____
Ridgeview Medical Center

Title: ____

EXHIBIT A
DEPICTION OF LESSEE'S EQUIPMENT

DB222-A

1-port omni exposed dipole antenna, 150–158 MHz, 360° HPBW, fixed electrical tilt

- Broad response
- Weather resistant

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-155

APPROVING AND AUTHORIZING EXECUTION COMMUNICATIONS SITE LEASE AGREEMENT WITH RIDGEVIEW MEDICAL CENTER

WHEREAS, Ridgeview Medical Center provides ambulance management services for the City of Belle Plaine; and,

WHEREAS, to provide for paging notification of responders, Ridgeview Medical Center has requested to install equipment consisting of an antenna on the roof of and a repeater within the Fire Hall 700 Main Street East; and,

WHEREAS, a lease agreement has been prepared (Attachment A).

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, COUNTY OF SCOTT, MINNESOTA, THAT: It hereby approves of the attached lease agreement and authorizes execution of the agreement by the Mayor and City Administrator provided a depiction of the of the Lessee's equipment is provided.

The adoption of the foregoing resolution was duly moved by Councilmember _____ and seconded by Councilmember ______, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

___________________ ______________________

Ryan Ladd
Mayor

Dawn Meyer
City Administrator

MEMORANDUM

DATE:	December 15, 2025
FROM:	Dawn Meyer, City Administrator
AGENDA ITEM:	Resolution 25-158 Approving PERA Increase for the Fire Department.
BACKGROUND/ JUSTIFICATION:	The Belle Plaine Fire Department joined the Statewide Volunteer Firefighter Plan administered by Public Employees Retirement Association (PERA) effective January 1, 2025. The benefit level was established at $5,500.00 per year of service. At the October 21, 2025 Finance Ways and Means Budget Meeting, the firefighters requested a $100.00 increase to the 2026 benefit level. It was the consensus of the majority of the Council at that time to deny the request. At the December 10, 2025 Finance Ways and Means Budget Meeting, the firefighters requested reconsideration of the $100.00 increase for 2026 and provided additional supporting information. After discussion, the consensus of the majority of the Council was to move forward with approval of the increase at the December 15, 2025 City Council meeting. Attached is Resolution 25-158, which sets the 2026 PERA benefit level at $5,600.00 per year of service.
FISCAL IMPACT:	None.
STAFF RECOMMENDATION:	Approve Resolution 25-158 Approving PERA Increase for the Fire Department.

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-158

APPROVING INCREASE TO PERA FOR THE FIRE DEPARTMENT

WHEREAS, the City of Belle Plaine participates in the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and,

WHEREAS, the Belle Plaine Fire Department became a member of the Statewide Volunteer Firefighter Plan effective January 1, 2025, with the benefit level established at $5,500.00 per year of service; and,

WHEREAS, at the October 21, 2025 Finance, Ways and Means Budget Meeting, the firefighters requested a $100.00 increase to the 2026 benefit level, which the majority of the Council declined to approve; and,

WHEREAS, at the December 10, 2025 Finance, Ways and Means Budget Meeting, the firefighters submitted additional information and requested reconsideration of the proposed $100.00 increase for 2026; and

WHEREAS, following discussion, the majority of the City Council reached a consensus to approve the requested increase and to establish a new benefit level for the 2026 calendar year.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, COUNTY OF SCOTT, MINNESOTA, THAT: the benefit level for the Statewide Volunteer Firefighter Plan for the 2026 plan year is hereby set at $5,600.00 per year of service.

BE IT FURTHER RESOLVED, that City staff are directed to take all necessary actions to submit the updated benefit level to the Public Employees Retirement Association (PERA) in accordance with their requirements.

The adoption of the foregoing resolution was duly moved by Councilmember _____ and seconded by Councilmember ______, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

____________________	________________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

MEMORANDUM

DATE:	December 15, 2025
FROM:	Dawn Meyer, City Administrator
AGENDA ITEM:	Ordinance 25-20 Amending Chapter 1, Section 108.00, by Amending the City's Fee Schedule. Resolution 25-143 Authorizing Summary Publication of Ordinance 25-20.
BACKGROUND/ JUSTIFICATION:	*The Proposed 2026 Fee Schedule was presented at the October 20, 2025 City Council Work Session, with no revisions requested. The Council set a public hearing, which was held on December 1. No public comments were received, and the hearing was closed.* *Following the hearing, a motion to deny Ordinance 25-20 failed 2-2, and the Council voted to table the ordinance. Ordinance 25-20, which updates Chapter 1, Section 108.00 of the City's Fee Schedule, is now returned for Council consideration.* *At Council direction from the Work Session Ways to Save card fee initiative, related agreements have been executed; however, fee collection cannot begin until the ordinance is adopted and formally published.* ***Tabled Fee Schedule process, with additional changes since the Public Hearing:*** *At the December 10, 2025 Finance Ways and Means Committee meeting, there was a consensus of the Council to make changes to the proposed Aquatic Center Fees. Those changes have been amended in the attached 2026 Proposed Fee Schedule.* *After consulting with the City Attorney, a change to the Aquatic Center Fees does not require reposting or an additional public hearing. Aquatic Center fee changes are not required to have a public hearing.* • ***OPTION A:*** *The Council may consider action on Ordinance 25-20, which includes the updated Aquatic Center fees, without additional publishing and public hearing requirements.* *OR* • ***OPTION B:*** *The Council may consider action on the original proposed fee schedule and take action on the new requested fees in January without an additional Public Hearing.* **Memo information from December 1, 2025:** The water and sewer rates have been adjusted per the approved Utility Rate Study and other fees have been reviewed and updated to reflect necessary changes based on City expenses. Below is a summary of the proposed changes: • Increase in water and sewer utility fees, per the rate study approved at the November 20, 2023 City Council meeting. For an average residential user, this will equate to an increase from 2025 for water usage of 9% usage increase, and 9% fixed fee increase and for sewer usage of 5% usage increase, and a 5% fixed fee increase. There are also increases in the irrigation water. • Other various fees were updated to reflect inflation and/or clarification of charges.
FISCAL IMPACT:	The 2026 Fee Schedule is incorporated into the 2026 Budget.
STAFF RECOMMENDATION:	Adopt Ordinance 25-20 Amending Chapter 1, Section 108.00, by Amending the City's Fee Schedule. Approve Resolution 25-143 Authorizing Summary Publication of Ordinance 25-20.

Option A

~~2025~~ 2026 PROPOSED FEE SCHEDULE FOR LICENSES, PERMITS AND SERVICES

Applicable Minnesota Sales Tax will be added to fees
+Interest will be charged according to annual rate.
++Credit/debit card payment not accepted for fees~~, as listed Escrows and~~ Special assessment payments.

1. ADMINISTRATION AND MISCELLANEOUS.

Administrative Fee (Handling/Preparation)	$15.00
Administrative Fee (Over the Phone Process Fee, effective March 1, 2017)	$5.00
Administrative Special Assessment Fee (processing special assessments for delinquent service to a property)	$35.00 plus interest+
Code Enforcement –Abatement – lot/property maintenance	billed at city incurred cost
Copy of City Code	$100.00
Comprehensive Plan –Printed	125.00
Comprehensive Plan – Digital	$50.00
Card Transaction Fee A fee will be applied to all card transactions. This fee is collected directly by the card processing company, not the City. **Card payments are not accepted for special assessments.	3.05% of transaction amount or $2.00 minimum fee.
Digital– information (minutes, etc.), recordings, video	$50.00
Maps – 42"x36" Size	$100.00
Mileage Reimbursement	Current IRS rate
Non-Sufficient Funds (NSF) Fee	$30.00
Parks and Open Spaces Plan	$50.00
Photo ID Replacement Card	$10.00
Promotional Items: City Flag	$30.00
Request for City Staff to Research Public Information/per hour	$50.00
Reimbursement Only: Copies photocopy – non-color- per sheet 81/2" X 11" or 81/2 x 14" photocopy – non-color - per sheet 11" x 17" photocopy – color- per sheet 81/2" X 11" or 81/2 x 14" photocopy – color - per sheet 11" x 17" Fax Machine – Per Page Per Page for Long Distance	 $.25 $.50 $1.00 $1.50 $.25 $1.00
Reissue check fee for uncashed check	$24.00
Sign Ordinance	$35.00
Special Assessment Search – Per Parcel	$25.00
Subdivision Ordinance	$35.00
Suspended License Review Fee	$125.00
Zoning Ordinance	$100.00

2. FIRE CALL FEE.

Fire Call – Base rate (includes the first hour) Each additional hour Accident Call – Base rate (includes the first hour) Each additional hour Other Calls – Base rate (includes the first hour) Each additional hour	$500.00 $250.00 $300.00 $150.00 $300.00 $150.00

3. PARK SHELTER RENTAL FEES.

Kitchen Facility Fee	$75.00
For non-resident kitchen facility fee, add $10.	$85.00
No fee for community-based non-profit organizations	
Hickory Park Shelter Fee	$150.00
Non-resident fee	$200.00
Community-based non-profit organizations	$50.00
*All rentals, including non-profit, require a $250.00 damage deposit fee to be refunded upon inspection.	

4. PUBLIC WORKS DEPARTMENT – EQUIPMENT (& OPERATOR).

Equipment Fee (Includes Operator)	Per Hour
J.D. 544 Loader	$208.84
J.D. 670 Motor Grader	$250.61
Single Axle Dump Truck	$140.78
Tandem Axle Dump Truck	$153.62
Wood Chipper	$212.87
Street Sweeper	$259.23
Trac Skidsteer	$205.26
Tractor w/brush hog	$146.08
Tractor and blower	$206.45
Potpatcher w/underbelly plow	$212.42
Steamer	$121.72
Power Hand Equipment (chain saws, trimmers, torch etc.)	$75.03
Vactor Sewer Pump Truck	$227.31
Bucket Truck	$126.15
1-Ton Truck	$195.48
Utility Trailer	$98.88
Other public works equipment will be charged at flat fee as set up and authorized by the Public Works Superintendent including labor cost.	

5. AQUATIC CENTER FEES. – City issued ID's required for resident free admission days.

Aquatic Center Admission *(age 3 & under free)* Free Admission for Residents with City issued ID or Aquatic Center Pass holders Thursday - time to be determined (for individuals and families) Sunday – time to be determined (for individuals and families)	Resident $6.00 per person/ per session	Non-Resident $8.00 per person/per session
Aquatic Center Season Pass Single Family – limit of 4 ($20.00 each additional immediate family member) **see definition below* *Aquatic Center Admission and Season Passes are Non-Refundable.*	 $80.00 $150.00	 $100.00 $170.00
Swim Lessons Cancelation/Change Session/Schedule Fee	$40.00 $15.00	$50.00
Jr. Swim and Fitness Club	$20.00	
Jr. Lifeguard Class	$60.00	
Aqua Fitness Fee	$4.00	
Lap Swim Fee	$4.00	
The Belle Plaine Aquatic Center is owned, operated and fully funded by the City of Belle Plaine. The City of Belle Plaine has defined a resident as an individual who lives within the city limits and pays city tax dollars. Since residents already pay City of Belle Plaine taxes to support the funding of the aquatic center, they are eligible for free entrance into the aquatic center on designated predetermined resident hours.		

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*Family definition: immediate family members consisting of up to 2 adults (parent/guardian) and their dependent children under the age of 23, all must live in the same household, for more information see Aquatic Center rules and regulations.

6. POLICE DEPARTMENT FEES.

Audio Recording (per digital device)	$15.00
Driver's License Printout - Refer to www.mndriveinfo.org or DMV Office	
Incident/Case Reports 1 – 100 pages 101 pages and over*	$.25 per page *Per request basis MSS 13.03 Subd. 3(c)
Photos (per digital device)	$15.00
State Accident Reports	$.25 per page
~~++~~ Hiring of Police Officer for Private Event/Facility Pre-authorized by the Chief of Police, based on availability of staff. Event needs to be prepaid.	$175.00 per hour
The cost to hire a Police Officer(s) for community organized non-profit events, including but not limited to large assemblies, is the actual cost per hour (current hourly wage and benefits), for each of the officers assigned to the event.	

7. WATER AND SEWER UTILITY FEES.

Water & Sewer Monthly Base Fee	Meter Size	Monthly Water Fee Per Unit*	Low Income Senior ** Monthly Water Fee Per Unit*	Monthly Sewer Fee Per Unit*	Low Income Senior** Monthly Sewer Fee Per Unit*
	¾"	$ 14.53 ~~13.33~~	$6.78 ~~6.22~~	$20.56 ~~19.58~~	$9.69 ~~9.23~~
	1"	$ 14.53 ~~13.33~~		$20.56 ~~19.58~~	
	1 ½"	$ 41.42 ~~38.00~~		$58.55 ~~55.76~~	
	2"	$63.80 ~~58.53~~		$89.41 ~~85.15~~	
	3"	$94.42 ~~86.62~~		$133.60 ~~127.24~~	
	4"	$145.25 ~~133.26~~		$205.52 ~~195.73~~	

Residential Water Usage Rates *All Usage Rates Are Per 1,000 Gallons*	
Up to 2,000	$5.46 ~~5.01~~
2,001 to 4,000	$8.22 ~~7.54~~
4,001 and above	$14.97 ~~13.73~~
Residential Sewer Usage Rates (based on water usage)	
Up to 2,000	$9.69 ~~9.23~~
2,001 to 4,000	$11.40 ~~10.86~~
4,001 and above	$23.00 ~~21.90~~
Commercial Water Usage Rates *All Usage Rates Are Per 1,000 Gallons*	
Up to 4,000	$5.53 ~~5.07~~
4,001 to 24,000	$8.31 ~~7.62~~
24,001 and above	$15.16 ~~13.91~~
Commercial Sewer Usage Rates (based on water usage)	
Up to 4,000	$9.81 ~~9.34~~
4,001 to 24,000	$11.52 ~~10.97~~
24,001 and above	$23.45 ~~22.33~~

*****Unit is defined as each dwelling, business, or industry. (City Code 700.05 (A).
******Low Income Senior Citizen Rates - ~~Head of~~ Household~~,~~ age of 65 years & older, meeting Section 8 Low Income Guidelines.

Note: Delinquent bills shall be assessed monthly with a penalty of ten percent (10%) of the unpaid balance.
Note: The Minnesota Department of Health requires a monthly surcharge of $1.26 to 1.27 ~~.81~~ per account, $15.22 ~~9.72~~ annual fee (MN State Statute 144.3831).

Non-Metered - Water and Sewer Monthly Rates Monthly charge for water service shall be based upon the usage of 5,000 gallons per month at the current base rate and usage charge. Monthly charge for sewer service shall be based upon the usage of 5,000 gallons per month at the current base rate and usage charge.	
Water Meter Test, Service Call, or Call to Check Meter Service	$75.00
Water Meter & Radio Read Unit (to be added as a cost to building permits for new construction only)	As determined by the City
Water Meter Replacement	As determined by the City
Water Shut Off (at the curb box)	$30.00
Water Turn On (at the curb box)	$30.00
Water Fee for Water Sold to Contractors • Pricing may be adjusted with current Developers Agreement.	$40.00 ~~25.00~~ fee per fill plus the current irrigation water rate for the amount of water purchased.
Inactive Utility Fee Schedule	
Resident request shut off at the curb stop, on and off fee	$60.00
Inactive water and sewer account fee***** (Monthly bill, effective the next billing cycle after shut off is completed continuing until service is turned back on) ***Additional monthly fees include** The Minnesota Department of Health requires a monthly surcharge of $1.26 to 1.27~~.81~~ per account, Street Lights and Storm Water Fee.	$5.00

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8. IRRIGATION/SECOND WATER METER RATES/SWIMMING POOL FILL

Irrigation Water Rate per 1,000 Gallons	$14.97 ~~13.73~~
Water Meter IRRIGATION/SECOND METER	Customer pays the City's cost for the water meter
Irrigation/Second Water Meter Service Fee	$5.25 ~~4.82~~ per month (12 months per year)
Swimming Pool Water Fill – Temporary Meter Only Pool must be at least 24 inches in depth and over 5,000 gallons in size.	Current Irrigation Rate

9. ~~11~~WATER AND SEWER CONNECTION FEES.

Water Connection Fee $4,040.00 per unit as identified below.		
Sewer Connection Fee $5,090.00 per unit as identified below.		
Type of Facility	Parameter	Unit
Residential Single family houses, townhouses and duplex units Apartment units (multiple unit dwelling with shared common hallway) Mobile homes	 each dwelling unit each dwelling unit each dwelling unit	 1 .8 1
Non-Residential Properties (at the discretion of the City Council) **GUIDELINE***		
Automobile Service	2 service bays	1
Banquet room	1,000 sq. feet	1
Barbershop/hair salon	each	1
Bowling alley	3 alleys	1
Car wash – self service	1 stall	3
Car wash – service station	each	4
Churches	250 seats	1
Fast-service restaurant	600 sq. feet	1
General office building	4000 sq. feet	1
Hospitals	1 bed	1
Laundromats	4 washing machines	1

Manufacturing	As determined by City Council	
Motels and hotels	2 rooms	1
Nursing home	3 beds	1
Restaurant, drive-in	10 parking spaces	1
Restaurant	600 sq. feet	1
Retail store	3000 sq. feet	1
Rooming house	7 beds	1
Schools (elementary)	20 students	1
Schools (secondary)	15 students	1
Service station - gas pumping only	each	1
Service station with service center	each	1
Service Station with service center & car wash	each	8
Swimming pool	each	1
Theater	50 seats	1
Theater, drive-in	50 parking spaces	1
Warehouses	15 employees	1

*** The City may assign fee for commercial uses on estimated maximum potential flow. The City may assign fee for industrial uses on the projected maximum normal flow volume. Flow volume shall be established in writing by an appropriately credentialed individual using a method acceptable to the City. The City may adjust potential or projected flow rate based on one (1) full operational year of actual use data.**

10. WATER RESTRICTION AND WATER BAN VIOLATIONS.

Water Restriction and Water Ban Violation First Offense Each Subsequent Offense	 $50.00 $100.00

11. STREET LIGHTING FEE.

Monthly Street Lighting Fee – Residential	$2.97 ~~2.83~~
Monthly Street Lighting Fee – Commercial/Industrial	$8.31 ~~7.91~~

12. STORM WATER MONTHLY FEE.

Monthly Storm Water Fee	$4.43 ~~4.22~~

13. PER DIEM.

Design Committee	$50.00 per meeting
Economic Development Authority	$50.00 per meeting
Housing & Redevelopment Authority	$50.00 per meeting
Park Board	$50.00 per meeting
Planning & Zoning Commission	$50.00 per meeting
The Mayor or member(s) of the City Council shall receive a per diem for attending meetings of subcommittees of the City Council to which a Council Member has been appointed, City Advisory Committees, meetings of bodies to which a Council Member has been appointed, City Council workshops or Special Council Meetings.	$50.00 per meeting

14. GENERAL LICENSE, PERMIT AND SERVICE FEES.

~~++~~Adult Use Initial Application Fee ~~++~~Adult Use New/Annual Renewal License Fee	$10,000.00 $10,000.00
Amusement Center Annual License	$100.00
Animal Impound Fee (Contracted Service)	As charged by contractor

~~++~~ Bond - Private Activity Revenue Bond Financing Application Fee (non-refundable). Annual Administration Fee 1/8 of 1% (.125%) of Principal Balance of Bonds.	$2,000.00
Boulevard Tree Permit	$25.00
Bow and Arrow Hunting Annual Permit Per Parcel	$25.00
~~Burning Permit - per calendar year per site/address~~	~~$25.00~~
Dog License – (lifetime of the dog)	$10.00
Downtown Plaza Electronic Sign Slide (Slide runs for up to one week with no changes.) Same Slide up to One month (4 weeks) **Additional slides one week each (with minor changes)** **Downtown Plaza Electronic Sign Slide with Approved Large Assembly Permits fee** (additional slides will fall under the additional slide fee of the Large Assembly)	$25.00 $80.00 $20.00 each FREE
Excavation Permit With Subdivision Without Subdivision Escrow Deposit with Subdivision Escrow Deposit without Subdivision	 $150.00 $500.00 $500.00 $5,000.00
Golf Cart Permit (Onetime fee)	$30.00
Landfill Permit With Subdivision Without Subdivision Escrow Deposit with Subdivision Escrow Deposit without Subdivision	 $150.00 $500.00 $500.00 $5,000.00
Large Assembly Permits Business/Profit Organizations Non-Profit Organizations (proof of non-profit status) 169 Electronic Sign Slide Additional Slides ~~++~~Deposits (Business/Profit and Non-Profit) Barricades Deposit One-Day Event Expenditure Deposit Two or More Day Event Expenditure Deposit	 $100.00 $10.00 Included in cost of Large Assembly $50.00 $100.00 $500.00 $1,500.00
Legalized Gambling Investigation Fee for Initial Premises Permit Legalized Gambling Premises Permit Annual Renewal Fee (Jan. 1).	$100.00 $100.00
Massage Therapy Establishment – Initial fee for up to 3 years. Massage Therapy Establishment – 3 yr. renewal period – Jan. 1. Massage Therapy Individual License – Annual – Jan. 1.	$200.00 $100.00 $100.00
Mobile Food Unit Annual Fee	$25.00
Mobile Retail Units Annual Fee Brick and Mortar within City Limits All others (Outside City Limits)	 $25.00 $100.00
Obstruction of Sidewalk (Temporary)	$60.00
Outdoor Sidewalk Café License Annual Fee	$300.00
~~++~~Pawnbrokers initial application fee ~~++~~Pawnbrokers new/annual renewal license – January 1. ~~++~~Pawnbrokers investigation fee	$10,000.00 $10,000.00 $500.00
Peddler, Solicitor, Transient Merchant application annual permit fee. Photo Identification Card issued by City– Per Individual No fee or photo identification card required for community-based non-profit organizations.	$100.00
Precious Metals Dealers initial application fee Precious Metals Dealers new/annual renewal fee Precious Metals investigation fee	$75.00 $75.00 $500.00
Refuse Haulers Annual Permit – January 1 renewal.	$500.00

Annual Right of Way Registration Fee	$200.00
Right-of-Way Permit Fee Per Project	Greater of $100.00 or ~~Greater of $100.00 or~~ $~~2~~3/100 linear feet of project area
Right-of-Way Small Cell Fee	$100.00/Attachment plus reimbursement of consulting (engineer, attorney) fees
Right-of-Way Occupation/Obstruction	$100.00
~~11~~Right-of-Way -Street Repair Deposit - If the cost of repair exceeds the amount of the bond/deposit, such cost to be paid by the Permittee, by the adjoining property owner or assessed to the property taxes.	$2,000.00 ($10,000 for right of way users required to register with the City)
Penalty for unreasonable delays in right-of-way project initiation, project completion, excavation, obstruction, patching, or restoration.	$1/linear foot of project approved under permit, increasing by an additional $1/linear foot of project per calendar day the delay continues. Actual costs to the City resulting from to unreasonable delays by right of way Permittees shall be added to the per day fee penalty calculation
Penalty for non-emergency work in right-of-way without a permit (includes accessing dry utilities via public infrastructure)	Above ground work two times the required permit fee; below ground work/access ten times the required permit fee
Road Closure Application Fee (non-refundable) City Street County Road Road Closure Deposit for Barricade Damage and Roadway Clean Up Deposit (refundable)	 $10.00 $125.00 $100.00
Special Session (If Requested by the Applicant) EDA, HRA, P&Z City Council	 $350.00 $500.00
Tattoo/Body Art Establishment initial application fee & license. Tattoo/Body Art Establishment Renewal License – January 1.	$200.00 $100.00
~~Tetrahydrocannabinol (THC) Annual License~~ ~~Tetrahydrocannabinol (THC) Investigation (New Establishment or Owners)~~ ~~Tetrahydrocannabinol (THC) Code Violations~~ ~~First Violation~~ ~~Second Violation~~ ~~Subsequent Violations~~	~~$200.00~~ ~~$150.00~~ ~~$300.00~~ ~~$600.00~~ ~~$1,000.00~~
Tobacco Annual License Tobacco Investigation (New Establishment or Owners) Tobacco Code Violations First Violation Second Violation Subsequent Violations	$200.00 $150.00 $300.00 $600.00 $1,000.00
Towing/Impoundment Daily Storage Rate Standard Tow Charge Heavy Duty Tow Notification Letter	 $18.00 per day assessed at midnight $180.00 $226.00 plus time at $94.50 per half hour $6.00
Tree Service Contractors (Trimming, etc.) License (Expires Dec 31st)	$100.00
Vending (Outdoor) Machine Annual License - Central Business District Vending (Outdoor) Machine Annual License – All Other Commercial/Industrial Districts	$50.00 $35.00

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15. COMMUNITY DEVELOPMENT RELATED FEES

Administrative Permit	$ 60.00

Annexation Administration Fee - plus fees imposed by the Minnesota Planning Boundary of Adjustments	$200.00
~~++~~Antenna (Private) on Public Structure	$5,000.00 to $15,000.00 based upon type of equipment
Appeal Process	$300.00
Building Materials Plan Review	$ 60.00
~~++~~ Business Subsidy – Excluding Loan, TIF, or Abatement Pre-Application Process Application Escrow $_{2,3}$	 $200.00 $2,500.00 $7,500.00
Comprehensive Plan Amendment Minor Application plus escrow Minor Application Escrow Major (Full Amendment) Application plus escrow Major Application Escrow	 $ 1,000.00 $2,500.00 $ 1,500.00 $10,000.00
Concept Plan Review	$250.00
Fence Permit	$60.00
Keeping of Chickens Permit	$ 60.00
Landscape Plan Review	$ 60.00
Lighting Plan Review	$ 60.00
Miscellaneous Plan Review	$125.00
Parking Plan Review	$ 60.00
Site Plan Review	$300.00
Conditional Use Permit Application	$300.00
Driveway Permit	$60.00
Easement and Bluff Encroachment Permit	$25.00
Interim Use Permit	$300.00
Minor Subdivision Application	$250.00
Moving Structure Permit Application	$100.00
Non-Conforming Expansion Permit	$400 Commercial $100 Residential
Ordinance Amendment Application	$500.00
~~++~~ Planned Unit Development Stage Plan Application Final Plan Application	 $1,000.00 plus $150 per lot $500.00
~~++~~ Platting Preliminary Preliminary Escrow $_{2,3}$ Final$_1$	 Lots 1 -100 - $300.00 plus $5/lot Over 100 lots- $500.00 plus $5/lot $3,000.00 for under 5 lots $ 5,000.00for 5 to 100 lots $10,000.00 for over 101 lots $200.00
Re-Plat Fee	$500.00
Rental Unit Initial Inspection – 2 year period (up to two inspections)[5]	$100/unit – single family $75/unit – multi-family
Rental Unit Renewal Inspection – 2 year period (up to two inspections)	$75/unit – single family $50/unit – multi-family
Rental Re-Inspection Fee (3rd or more inspections, per inspection)	$150.00 ~~50.00~~
Rental Unit License Transfer Fee	$50.00
~~++~~ Revolving Loan - Origination Loan	1.5% of Loan or $300, whichever is greater
~~++~~Revolving Loan – Subordination Fee	$300.00
Rezone Application	$300.00
Sign Permit - Permanent	$60.00
Sign Permit – Temporary	$35.00

Slab, Parking Pad, Patio Permit	$60.00
~~++~~ Tax Abatement Pre-Application Process Application Escrow 2,3	 $350.00 $300.00 $5,000.00
~~++~~ Tax Increment Financing Pre-Application Process Application Escrow for project $1,499,000 or less 2, 3 Escrow for project $1,500,000 or greater 2,3	 $350.00 $300.00 $5,000.00 $15,000.00
Vacate Easement, Street or Alley Application	$500.00
Variance Application	$300.00 - single family $500.00 - all others
Zoning Letter – per parcel	$ 150.00
Zoning Permit Accessory Structures –Two hundred (200) square feet or less.	 $60.00

1 Community Development related fees may be combined for multiple requested actions presented as one review package at one meeting by the same applicant.
2 Petitioner will be responsible for additional charges incurred above the escrow collected.
3 Escrow accounts can be in the form of cash. Escrow agreements must be approved by the City Attorney before final.
4. Administrative and handling preparation; request to research public information and reimbursement expenses may also apply.
5. New construction rental units are exempt from rental inspection fee for initial licensure provided certificate of occupancy is issued prior to initial occupancy.

16. ~~++~~DEVELOPMENT-RELATED FEES.

Civil Defense Siren Fee - for newly developed land outside of the Original Plat of the City of Belle Plaine.	$75.00 per lot
Park Land Dedication (10% of developable area) or combination with fee as follows:	
Park Land Dedication (Fee in Lieu of Land) Industrial	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Commercial	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Duplex/Townhomes	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Multi-Family (Rental)	10% of EMV at time of platting
Park Land Dedication (Fee In Lieu of Land) Single Family Residential	10% of EMV at time of platting
Sewer Area (Capital) Charges - All Zoning Districts Per Developable Acre	$1,600.00
Storm Sewer Area (Capital) Charges Per Developable Acre	Residential Zoned $2,850.00 Per Acre Commercial Zoned $3,100.00 Per Acre Industrial zoned $3,450.00 Per Acre
Water Area (Capital) Charges - All Zoning Districts Per Developable Acre	$2,100.00

17. BUILDING PERMIT FEES.

Basement Finish – Residential	$180.00 ~~160.00~~ ($110.00 permit fee, $70.00 ~~50.00~~ plan check fee)+ $1.00 State Surcharge, or using MN valuation, whichever is less
Building Permit Fees - not specifically identified	Per 1997 UBC Fee Schedule plus 10%
Change of Occupancy not associated with other permitting	$85.00 + $1.00 State Surcharge
Decks - Residential	$140.00 ~~135.00~~ ($85.00 permit fee, $55.00 ~~50.00~~ plan check fee) + $1.00 State Surcharge, or using MN valuation, whichever is less
Demolition Permit – Commercial/Industrial	$110.00 +$1.00 State Surcharge
Demolition Permit – Residential	$60.00 + $1.00 State Surcharge
Drainage system – Existing Basement	$60.00 +$1.00 State Surcharge

~~Electrical Inspections - Residential~~	~~115% of MN State Electrical Regulations, rounded~~
~~++ Electrical Inspections - Commercial~~	~~115% of MN State Electrical Regulations, rounded~~
Inspections - performed beyond normal business hours	$60.00 per hour
Inspections – not specifically identified	$60.00 per hour
Investigation Fee	Equal to permit fee as required by this Ordinance
Maintenance Permit Fee Re-roofing, Re-siding Window or Exterior Door Replacement	Residential: $60.00 + $1.00 State Surcharge Non-Residential: Contract Value X 1% plus State Surcharge; Minimum $85.00 + $1.00 State Surcharge
~~++~~ Mechanical – Commercial	Contract Value X 1%, plus State Surcharge Minimum $85.00 + $1.00 State Surcharge
Mechanical (Heating, Air, Gas) Residential (includes chimney, wood stove & fireplace)	$60.00 + $1.00 State Surcharge
Mobile Home Installation	$110.00 + $1.00 State Surcharge
Moving Permit Fee Accessory Structure Move-in Fee or using MN valuation, whichever is less Accessory Structure Pre-Move Inspection Fee House Move-in Fee plus fee based on valuation if any site work is necessary House Pre-Move Inspection Fee	 $250.00 + $1.00 State Surcharge $75.00 $500.00 + $1.00 State Surcharge $150.00
~~++~~ New Construction/Alterations	Per the 1997 UBC plus 10%, using the MN valuation or construction cost, whichever is higher
~~++~~New Home/Commercial (New Principle Structure)	Per the 1997 UBC plus 10%, using the MN valuation or construction cost, whichever is higher
~~++~~ Plan Check Fee Plan Check Fee for Similar Plans, per MN State Bldg. Code, Chapter 1300, Section 160.	65% of Permit Fee 25% of Permit Fee
~~++~~Plan Check Fee for New Home/Commercial Plan Check Fee for Similar Plans, per MN State Bldg. Code, Chapter 1300, Section 160.	65% of Permit Fee 25% of Permit Fee
Plan Check Fee – Additional - required by changes, or additions to approved plans	$50.00 per Hour
Plumbing – Residential	$5.00 per fixture with a Minimum $60.00 charge + $1.00 Surcharge
~~++~~ Plumbing - Commercial/Industrial	Contract Value X 1%, plus State Surcharge. Minimum $85.00 + $1.00 State Surcharge
Plumbing - Replacement of Water Heater or Water Softener	$60.00 + $1.00 Surcharge
Re-inspection Fee assessed under Section 108.8/305g	$60.00 each
Swimming Pools meeting the definition per Zoning Ordinance	$50.00 + $1.00 State Surcharge
Underground Petroleum Tank	$110.00 + $50.00 Per Tank

Re-inspection Fee assessed under Section 108.8/305g	$60.00 each
Swimming Pools meeting the definition per Zoning Ordinance	$50.00 + $1.00 State Surcharge
Underground Petroleum Tank	$110.00 + $50.00 Per Tank

Refunds

The building official may authorize refunding of not more than 80% of the permit fee, if no work has been done under the approved permit.

The building official may authorize refunding of not more than 80% of the plan check fee, if no plan check work has been done under the specific permit application.

Request for refund must be in writing and submitted by the original permit applicant no later than 180 days after the fee payment.

Residential Solar	Per 1997 UBC Fee Schedule Plus 10% or $400 whichever is less.

18. ~~++~~ANNUAL LIQUOR LICENSE FEES (Unless identified as Temporary).

Liquor Investigation (New Establishment or Owners)	$150.00
Extended Hours 2:00 a.m. Liquor License Fee (In addition to the State required fee). On Sale Intoxicating Liquor Establishments Beer (Malt Liquor) Only Establishments or Set Up License Holders	 $500.00 $250.00
Club Liquor (MN Statute § 340A.408, Subd. 2. (b)	
0-200 Members - $300.00 201-500 Members - $500.00 501- 1,000 Members - $650.00 1,001 - 2,000 Members - $800.00 2,001 - 4,000 Members - $1,000.00 4,001 - 6,000 Members - $2,000.00 6,001 & Above - $3,000.00	
On Sale Intoxicating Liquor License (MN Statute § 340A.413)	$2,400.00
On Sale 3.2 % Beer (Malt Liquor)	$200.00
On Sale Strong Beer (Malt Liquor)	$1,000.00
Off Sale Intoxicating Liquor License - as set by MN Statute § 340A.408.	$150.00
Off Sale 3.2% Beer	$100.00
Set Up License Plus Set Up License Fee to State of MN	$250.00 $250.00
Sunday On Sale Liquor License	$200.00
Temporary 3.2% Beer License 1 day 2 to 4 days 5 to12 days	 $20.00 $50.00 $100.00
Temporary Strong Beer (Malt Liquor) License. (Maximum 4 consecutive days and maximum 12 days per year, State Statute 340A410, Subd. 10.) 1 day 2 to 4 days	 $40.00 $100.00
Temporary Intoxicating Liquor License 1 day for 501 (c) 3 non-profit organizations only.	$75.00
Wine On Sale License (MN Statute § 340A.408, Subd. 2, (7). Fee may not exceed one-half of the license fee for On Sale, or $2,000, whichever is less.)	$400.00

19. ~~++~~CANNABIS

Retail Registration Initial Renewal	 $500.00 or half of state license fee whichever is less. $600.00 or half of state license whichever is less
Temporary Cannabis Event Permit	$500.00

20. LOWER POTENCY HEMP

Retail Registration Initial, per location Renewal, per location	 $125 or half of State license fee, whichever is less. $125 or half of State license fee, whichever is less.

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Option B

~~2025~~ 2026 PROPOSED FEE SCHEDULE FOR LICENSES, PERMITS AND SERVICES

Applicable Minnesota Sales Tax will be added to fees
+Interest will be charged according to annual rate.
++Credit/debit card payment not accepted for fees~~, as listed Escrows and~~ Special assessment payments.

1. ADMINISTRATION AND MISCELLANEOUS.

Administrative Fee (Handling/Preparation)	$15.00
Administrative Fee (Over the Phone Process Fee, effective March 1, 2017)	$5.00
Administrative Special Assessment Fee (processing special assessments for delinquent service to a property)	$35.00 plus interest+
Code Enforcement –Abatement – lot/property maintenance	billed at city incurred cost
Copy of City Code	$100.00
Comprehensive Plan –Printed	125.00
Comprehensive Plan – Digital	$50.00
Card Transaction Fee A fee will be applied to all card transactions. This fee is collected directly by the card processing company, not the City. **Card payments are not accepted for special assessments.	3.05% of transaction amount or $2.00 minimum fee.
Digital– information (minutes, etc.), recordings, video	$50.00
Maps – 42"x36" Size	$100.00
Mileage Reimbursement	Current IRS rate
Non-Sufficient Funds (NSF) Fee	$30.00
Parks and Open Spaces Plan	$50.00
Photo ID Replacement Card	$10.00
Promotional Items: City Flag	$30.00
Request for City Staff to Research Public Information/per hour	$50.00
Reimbursement Only: Copies photocopy – non-color- per sheet 81/2" X 11" or 81/2 x 14" photocopy – non-color - per sheet 11" x 17" photocopy – color- per sheet 81/2" X 11" or 81/2 x 14" photocopy – color - per sheet 11" x 17" Fax Machine – Per Page Per Page for Long Distance	 $.25 $.50 $1.00 $1.50 $.25 $1.00
Reissue check fee for uncashed check	$24.00
Sign Ordinance	$35.00
Special Assessment Search – Per Parcel	$25.00
Subdivision Ordinance	$35.00
Suspended License Review Fee	$125.00
Zoning Ordinance	$100.00

2. FIRE CALL FEE.

Fire Call – Base rate (includes the first hour) Each additional hour Accident Call – Base rate (includes the first hour) Each additional hour Other Calls – Base rate (includes the first hour) Each additional hour	$500.00 $250.00 $300.00 $150.00 $300.00 $150.00

3. PARK SHELTER RENTAL FEES.

Kitchen Facility Fee	$75.00
For non-resident kitchen facility fee, add $10.	$85.00
No fee for community-based non-profit organizations	
Hickory Park Shelter Fee	$150.00
Non-resident fee	$200.00
Community-based non-profit organizations	$50.00
*All rentals, including non-profit, require a $250.00 damage deposit fee to be refunded upon inspection.	

4. PUBLIC WORKS DEPARTMENT – EQUIPMENT (& OPERATOR).

Equipment Fee (Includes Operator)	Per Hour
J.D. 544 Loader	$208.84
J.D. 670 Motor Grader	$250.61
Single Axle Dump Truck	$140.78
Tandem Axle Dump Truck	$153.62
Wood Chipper	$212.87
Street Sweeper	$259.23
Trac Skidsteer	$205.26
Tractor w/brush hog	$146.08
Tractor and blower	$206.45
Potpatcher w/underbelly plow	$212.42
Steamer	$121.72
Power Hand Equipment (chain saws, trimmers, torch etc.)	$75.03
Vactor Sewer Pump Truck	$227.31
Bucket Truck	$126.15
1-Ton Truck	$195.48
Utility Trailer	$98.88
Other public works equipment will be charged at flat fee as set up and authorized by the Public Works Superintendent including labor cost.	

5. AQUATIC CENTER FEES. – City issued ID's required for resident free admission days.

Aquatic Center Admission *(age 3 & under free)* Free Admission for Residents with City issued ID or Aquatic Center Pass holders Thursday - time to be determined (for individuals and families) Sunday – time to be determined (for individuals and families)	$6.00 per person/ per session
Aquatic Center Season Pass Single Family – limit of 4 ($20.00 each additional immediate family member) **see definition below* *Aquatic Center Admission and Season Passes are Non-Refundable.*	 $80.00 $150.00
Swim Lessons Cancelation/Change Session/Schedule Fee	$40.00 $15.00
Jr. Swim and Fitness Club	$20.00
Jr. Lifeguard Class	$60.00
Aqua Fitness Fee	$4.00
Lap Swim Fee	$4.00
The Belle Plaine Aquatic Center is owned, operated and fully funded by the City of Belle Plaine. The City of Belle Plaine has defined a resident as an individual who lives within the city limits and pays city tax dollars. Since residents already pay City of Belle Plaine taxes to support the funding of the aquatic center, they are eligible for free entrance into the aquatic center on designated predetermined resident hours. *Family definition: immediate family members consisting of up to 2 adults (parent/guardian) and their dependent children under the age of 23, all must live in the same household, for more information see Aquatic Center rules and regulations.	

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6. POLICE DEPARTMENT FEES.

Audio Recording (per digital device)	$15.00
Driver's License Printout - Refer to www.mndriveinfo.org or DMV Office	
Incident/Case Reports 1 – 100 pages 101 pages and over*	$.25 per page *Per request basis MSS 13.03 Subd. 3(c)
Photos (per digital device)	$15.00
State Accident Reports	$.25 per page
~~++~~ Hiring of Police Officer for Private Event/Facility Pre-authorized by the Chief of Police, based on availability of staff. Event needs to be prepaid.	$175.00 per hour
The cost to hire a Police Officer(s) for community organized non-profit events, including but not limited to large assemblies, is the actual cost per hour (current hourly wage and benefits), for each of the officers assigned to the event.	

7. WATER AND SEWER UTILITY FEES.

Water & Sewer Monthly Base Fee	Meter Size	Monthly Water Fee Per Unit*	Low Income Senior ** Monthly Water Fee Per Unit*	Monthly Sewer Fee Per Unit*	Low Income Senior** Monthly Sewer Fee Per Unit*
	¾"	$ 14.53 ~~13.33~~	$6.78 ~~6.22~~	$20.56 ~~19.58~~	$9.69 ~~9.23~~
	1"	$ 14.53 ~~13.33~~		$20.56 ~~19.58~~	
	1 ½"	$ 41.42 ~~38.00~~		$58.55 ~~55.76~~	
	2"	$63.80 ~~58.53~~		$89.41 ~~85.15~~	
	3"	$94.42 ~~86.62~~		$133.60 ~~127.24~~	
	4"	$145.25 ~~133.26~~		$205.52 ~~195.73~~	

Residential Water Usage Rates *All Usage Rates Are Per 1,000 Gallons*	
Up to 2,000	$5.46 ~~5.01~~
2,001 to 4,000	$8.22 ~~7.54~~
4,001 and above	$14.97 ~~13.73~~
Residential Sewer Usage Rates (based on water usage)	
Up to 2,000	$9.69 ~~9.23~~
2,001 to 4,000	$11.40 ~~10.86~~
4,001 and above	$23.00 ~~21.90~~
Commercial Water Usage Rates *All Usage Rates Are Per 1,000 Gallons*	
Up to 4,000	$5.53 ~~5.07~~
4,001 to 24,000	$8.31 ~~7.62~~
24,001 and above	$15.16 ~~13.91~~
Commercial Sewer Usage Rates (based on water usage)	
Up to 4,000	$9.81 ~~9.34~~
4,001 to 24,000	$11.52 ~~10.97~~
24,001 and above	$23.45 ~~22.33~~

*****Unit is defined as each dwelling, business, or industry. (City Code 700.05 (A).
******Low Income Senior Citizen Rates - ~~Head of~~ Household~~,~~ age of 65 years & older, meeting Section 8 Low Income Guidelines.
Note: Delinquent bills shall be assessed monthly with a penalty of ten percent (10%) of the unpaid balance.
Note: The Minnesota Department of Health requires a monthly surcharge of $1.26 to 1.27 ~~.81~~ per account, $15.22 ~~9.72~~ annual fee (MN State Statute 144.3831).

Non-Metered - Water and Sewer Monthly Rates Monthly charge for water service shall be based upon the usage of 5,000 gallons per month at the current base rate and usage charge. Monthly charge for sewer service shall be based upon the usage of 5,000 gallons per month at the current base rate and usage charge.	
Water Meter Test, Service Call, or Call to Check Meter Service	$75.00
Water Meter & Radio Read Unit (to be added as a cost to building permits for new construction only)	As determined by the City
Water Meter Replacement	As determined by the City
Water Shut Off (at the curb box)	$30.00
Water Turn On (at the curb box)	$30.00
Water Fee for Water Sold to Contractors • Pricing may be adjusted with current Developers Agreement.	$40.00 ~~25.00~~ fee per fill plus the current irrigation water rate for the amount of water purchased.
Inactive Utility Fee Schedule	
Resident request shut off at the curb stop, on and off fee	$60.00
Inactive water and sewer account fee***** (Monthly bill, effective the next billing cycle after shut off is completed continuing until service is turned back on) ***Additional monthly fees include** The Minnesota Department of Health requires a monthly surcharge of $1.26 to 1.27~~.81~~ per account, Street Lights and Storm Water Fee.	$5.00

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8. IRRIGATION/SECOND WATER METER RATES/SWIMMING POOL FILL

Irrigation Water Rate per 1,000 Gallons	$14.97 ~~13.73~~
Water Meter IRRIGATION/SECOND METER	Customer pays the City's cost for the water meter
Irrigation/Second Water Meter Service Fee	$5.25 ~~4.82~~ per month (12 months per year)
Swimming Pool Water Fill – Temporary Meter Only Pool must be at least 24 inches in depth and over 5,000 gallons in size.	Current Irrigation Rate

9. ~~++~~WATER AND SEWER CONNECTION FEES.

Water Connection Fee $4,040.00 per unit as identified below.		
Sewer Connection Fee $5,090.00 per unit as identified below.		
Type of Facility	Parameter	Unit
Residential Single family houses, townhouses and duplex units Apartment units (multiple unit dwelling with shared common hallway) Mobile homes	 each dwelling unit each dwelling unit each dwelling unit	 1 .8 1
Non-Residential Properties (at the discretion of the City Council) **GUIDELINE***		
Automobile Service	2 service bays	1
Banquet room	1,000 sq. feet	1
Barbershop/hair salon	each	1
Bowling alley	3 alleys	1
Car wash – self service	1 stall	3
Car wash – service station	each	4
Churches	250 seats	1
Fast-service restaurant	600 sq. feet	1
General office building	4000 sq. feet	1
Hospitals	1 bed	1
Laundromats	4 washing machines	1
Manufacturing	As determined by City Council	
Motels and hotels	2 rooms	1
Nursing home	3 beds	1

Restaurant, drive-in	10 parking spaces	1
Restaurant	600 sq. feet	1
Retail store	3000 sq. feet	1
Rooming house	7 beds	1
Schools (elementary)	20 students	1
Schools (secondary)	15 students	1
Service station - gas pumping only	each	1
Service station with service center	each	1
Service Station with service center & car wash	each	8
Swimming pool	each	1
Theater	50 seats	1
Theater, drive-in	50 parking spaces	1
Warehouses	15 employees	1

*** The City may assign fee for commercial uses on estimated maximum potential flow. The City may assign fee for industrial uses on the projected maximum normal flow volume. Flow volume shall be established in writing by an appropriately credentialed individual using a method acceptable to the City. The City may adjust potential or projected flow rate based on one (1) full operational year of actual use data.**

10. WATER RESTRICTION AND WATER BAN VIOLATIONS.

Water Restriction and Water Ban Violation First Offense Each Subsequent Offense	 $50.00 $100.00

11. STREET LIGHTING FEE.

Monthly Street Lighting Fee – Residential	$2.97 ~~2.83~~
Monthly Street Lighting Fee – Commercial/Industrial	$8.31 ~~7.91~~

12. STORM WATER MONTHLY FEE.

Monthly Storm Water Fee	$4.43 ~~4.22~~

13. PER DIEM.

Design Committee	$50.00 per meeting
Economic Development Authority	$50.00 per meeting
Housing & Redevelopment Authority	$50.00 per meeting
Park Board	$50.00 per meeting
Planning & Zoning Commission	$50.00 per meeting
The Mayor or member(s) of the City Council shall receive a per diem for attending meetings of subcommittees of the City Council to which a Council Member has been appointed, City Advisory Committees, meetings of bodies to which a Council Member has been appointed, City Council workshops or Special Council Meetings.	$50.00 per meeting

14. GENERAL LICENSE, PERMIT AND SERVICE FEES.

~~++~~Adult Use Initial Application Fee ~~++~~Adult Use New/Annual Renewal License Fee	$10,000.00 $10,000.00
Amusement Center Annual License	$100.00
Animal Impound Fee (Contracted Service)	As charged by contractor
~~++~~ Bond - Private Activity Revenue Bond Financing Application Fee (non-refundable). Annual Administration Fee 1/8 of 1% (.125%) of Principal Balance of Bonds.	$2,000.00
Boulevard Tree Permit	$25.00
Bow and Arrow Hunting Annual Permit Per Parcel	$25.00

~~Burning Permit –per calendar year per site/address~~	~~$25.00~~
Dog License – (lifetime of the dog)	$10.00
Downtown Plaza Electronic Sign Slide (Slide runs for up to one week with no changes.) Same Slide up to One month (4 weeks) **Additional slides one week each (with minor changes)** **Downtown Plaza Electronic Sign Slide with Approved Large Assembly Permits fee** (additional slides will fall under the additional slide fee of the Large Assembly)	$25.00 $80.00 $20.00 each FREE
Excavation Permit With Subdivision Without Subdivision Escrow Deposit with Subdivision Escrow Deposit without Subdivision	 $150.00 $500.00 $500.00 $5,000.00
Golf Cart Permit (Onetime fee)	$30.00
Landfill Permit With Subdivision Without Subdivision Escrow Deposit with Subdivision Escrow Deposit without Subdivision	 $150.00 $500.00 $500.00 $5,000.00
Large Assembly Permits Business/Profit Organizations Non-Profit Organizations (proof of non-profit status) 169 Electronic Sign Slide Additional Slides ~~++~~Deposits (Business/Profit and Non-Profit) Barricades Deposit One-Day Event Expenditure Deposit Two or More Day Event Expenditure Deposit	 $100.00 $10.00 Included in cost of Large Assembly $50.00 $100.00 $500.00 $1,500.00
Legalized Gambling Investigation Fee for Initial Premises Permit Legalized Gambling Premises Permit Annual Renewal Fee (Jan. 1).	$100.00 $100.00
Massage Therapy Establishment – Initial fee for up to 3 years. Massage Therapy Establishment – 3 yr. renewal period – Jan. 1. Massage Therapy Individual License – Annual – Jan. 1.	$200.00 $100.00 $100.00
Mobile Food Unit Annual Fee	$25.00
Mobile Retail Units Annual Fee Brick and Mortar within City Limits All others (Outside City Limits)	 $25.00 $100.00
Obstruction of Sidewalk (Temporary)	$60.00
Outdoor Sidewalk Café License Annual Fee	$300.00
~~++~~Pawnbrokers initial application fee ~~++~~Pawnbrokers new/annual renewal license – January 1. ~~++~~Pawnbrokers investigation fee	$10,000.00 $10,000.00 $500.00
Peddler, Solicitor, Transient Merchant application annual permit fee. Photo Identification Card issued by City– Per Individual No fee or photo identification card required for community-based non-profit organizations.	$100.00
Precious Metals Dealers initial application fee Precious Metals Dealers new/annual renewal fee Precious Metals investigation fee	$75.00 $75.00 $500.00
Refuse Haulers Annual Permit – January 1 renewal.	$500.00
Annual Right of Way Registration Fee	$200.00
Right-of-Way Permit Fee Per Project	Greater of $100.00 or ~~Greater of $100.00 or~~ $~~2~~3/100 linear feet of project area
Right-of-Way Small Cell Fee	$100.00/Attachment plus reimbursement of consulting (engineer, attorney) fees

Right-of-Way Occupation/Obstruction	$100.00
~~++~~Right-of-Way -Street Repair Deposit - If the cost of repair exceeds the amount of the bond/deposit, such cost to be paid by the Permittee, by the adjoining property owner or assessed to the property taxes.	$2,000.00 ($10,000 for right of way users required to register with the City)
Penalty for unreasonable delays in right-of-way project initiation, project completion, excavation, obstruction, patching, or restoration.	$1/linear foot of project approved under permit, increasing by an additional $1/linear foot of project per calendar day the delay continues. Actual costs to the City resulting from unreasonable delays by right of way Permittees shall be added to the per day fee penalty calculation
Penalty for non-emergency work in right-of-way without a permit (includes accessing dry utilities via public infrastructure)	Above ground work two times the required permit fee; below ground work/access ten times the required permit fee
Road Closure Application Fee (non-refundable) City Street County Road Road Closure Deposit for Barricade Damage and Roadway Clean Up Deposit (refundable)	 $10.00 $125.00 $100.00
Special Session (If Requested by the Applicant) EDA, HRA, P&Z City Council	 $350.00 $500.00
Tattoo/Body Art Establishment initial application fee & license. Tattoo/Body Art Establishment Renewal License – January 1.	$200.00 $100.00
~~Tetrahydrocannabinol (THC) Annual License~~ ~~Tetrahydrocannabinol (THC) Investigation (New Establishment or Owners)~~ ~~Tetrahydrocannabinol (THC) Code Violations~~ ~~First Violation~~ ~~Second Violation~~ ~~Subsequent Violations~~	~~$200.00~~ ~~$150.00~~ ~~$300.00~~ ~~$600.00~~ ~~$1,000.00~~
Tobacco Annual License Tobacco Investigation (New Establishment or Owners) Tobacco Code Violations First Violation Second Violation Subsequent Violations	$200.00 $150.00 $300.00 $600.00 $1,000.00
Towing/Impoundment Daily Storage Rate Standard Tow Charge Heavy Duty Tow Notification Letter	 $18.00 per day assessed at midnight $180.00 $226.00 plus time at $94.50 per half hour $6.00
Tree Service Contractors (Trimming, etc.) License (Expires Dec 31st)	$100.00
Vending (Outdoor) Machine Annual License - Central Business District Vending (Outdoor) Machine Annual License – All Other Commercial/Industrial Districts	$50.00 $35.00

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15. COMMUNITY DEVELOPMENT RELATED FEES

Administrative Permit	$ 60.00
Annexation Administration Fee - plus fees imposed by the Minnesota Planning Boundary of Adjustments	$200.00
~~++~~Antenna (Private) on Public Structure	$5,000.00 to $15,000.00 based upon type of equipment
Appeal Process	$300.00
Building Materials Plan Review	$ 60.00

~~++~~ Business Subsidy – Excluding Loan, TIF, or Abatement Pre-Application Process Application Escrow 2,3	 $200.00 $2,500.00 $7,500.00
Comprehensive Plan Amendment Minor Application plus escrow Minor Application Escrow Major (Full Amendment) Application plus escrow Major Application Escrow	 $ 1,000.00 $2,500.00 $ 1,500.00 $10,000.00
Concept Plan Review	$250.00
Fence Permit	$60.00
Keeping of Chickens Permit	$ 60.00
Landscape Plan Review	$ 60.00
Lighting Plan Review	$ 60.00
Miscellaneous Plan Review	$125.00
Parking Plan Review	$ 60.00
Site Plan Review	$300.00
Conditional Use Permit Application	$300.00
Driveway Permit	$60.00
Easement and Bluff Encroachment Permit	$25.00
Interim Use Permit	$300.00
Minor Subdivision Application	$250.00
Moving Structure Permit Application	$100.00
Non-Conforming Expansion Permit	$400 Commercial $100 Residential
Ordinance Amendment Application	$500.00
~~++~~ Planned Unit Development Stage Plan Application Final Plan Application	 $1,000.00 plus $150 per lot $500.00
~~++~~ Platting Preliminary Preliminary Escrow 2,3 Final1	 Lots 1 -100 - $300.00 plus $5/lot Over 100 lots- $500.00 plus $5/lot $3,000.00 for under 5 lots $ 5,000.00for 5 to 100 lots $10,000.00 for over 101 lots $200.00
Re-Plat Fee	$500.00
Rental Unit Initial Inspection – 2 year period (up to two inspections)5	$100/unit – single family $75/unit – multi-family
Rental Unit Renewal Inspection – 2 year period (up to two inspections)	$75/unit – single family $50/unit – multi-family
Rental Re-Inspection Fee (3rd or more inspections, per inspection)	$150.00 ~~50.00~~
Rental Unit License Transfer Fee	$50.00
~~++~~ Revolving Loan - Origination Loan	1.5% of Loan or $300, whichever is greater
~~++~~Revolving Loan – Subordination Fee	$300.00
Rezone Application	$300.00
Sign Permit - Permanent	$60.00
Sign Permit – Temporary	$35.00
Slab, Parking Pad, Patio Permit	$60.00
~~++~~ Tax Abatement Pre-Application Process Application Escrow 2,3	 $350.00 $300.00 $5,000.00
~~++~~ Tax Increment Financing	

Pre-Application Process Application Escrow for project $1,499,000 or less 2, 3 Escrow for project $1,500,000 or greater 2,3	$350.00 $300.00 $5,000.00 $15,000.00
Vacate Easement, Street or Alley Application	$500.00
Variance Application	$300.00 - single family $500.00 - all others
Zoning Letter – per parcel	$ 150.00
Zoning Permit Accessory Structures –Two hundred (200) square feet or less.	$60.00

1 Community Development related fees may be combined for multiple requested actions presented as one review package at one meeting by the same applicant.
2 Petitioner will be responsible for additional charges incurred above the escrow collected.
3 Escrow accounts can be in the form of cash. Escrow agreements must be approved by the City Attorney before final.
4. Administrative and handling preparation; request to research public information and reimbursement expenses may also apply.
5. New construction rental units are exempt from rental inspection fee for initial licensure provided certificate of occupancy is issued prior to initial occupancy.

16. ~~++~~DEVELOPMENT-RELATED FEES.

Civil Defense Siren Fee - for newly developed land outside of the Original Plat of the City of Belle Plaine.	$75.00 per lot
Park Land Dedication (10% of developable area) or combination with fee as follows:	
Park Land Dedication (Fee in Lieu of Land) Industrial	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Commercial	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Duplex/Townhomes	10% of EMV at time of platting
Park Land Dedication (Fee in Lieu of Land) Multi-Family (Rental)	10% of EMV at time of platting
Park Land Dedication (Fee In Lieu of Land) Single Family Residential	10% of EMV at time of platting
Sewer Area (Capital) Charges - All Zoning Districts Per Developable Acre	$1,600.00
Storm Sewer Area (Capital) Charges Per Developable Acre	Residential Zoned $2,850.00 Per Acre Commercial Zoned $3,100.00 Per Acre Industrial zoned $3,450.00 Per Acre
Water Area (Capital) Charges - All Zoning Districts Per Developable Acre	$2,100.00

17. BUILDING PERMIT FEES.

Basement Finish – Residential	$180.00 ~~160.00~~ ($110.00 permit fee, $70.00 ~~50.00~~ plan check fee)+ $1.00 State Surcharge, or using MN valuation, whichever is less
Building Permit Fees - not specifically identified	Per 1997 UBC Fee Schedule plus 10%
Change of Occupancy not associated with other permitting	$85.00 + $1.00 State Surcharge
Decks - Residential	$140.00 ~~135.00~~ ($85.00 permit fee, $55.00 ~~50.00~~ plan check fee) + $1.00 State Surcharge, or using MN valuation, whichever is less
Demolition Permit – Commercial/Industrial	$110.00 +$1.00 State Surcharge
Demolition Permit – Residential	$60.00 + $1.00 State Surcharge
Drainage system – Existing Basement	$60.00 +$1.00 State Surcharge
~~Electrical Inspections - Residential~~	~~115% of MN State Electrical Regulations, rounded~~
~~++ Electrical Inspections - Commercial~~	~~115% of MN State Electrical Regulations, rounded~~
Inspections - performed beyond normal business hours	$60.00 per hour
Inspections – not specifically identified	$60.00 per hour
Investigation Fee	Equal to permit fee as required by this Ordinance
Maintenance Permit Fee	Residential: $60.00 + $1.00 State Surcharge

Re-roofing, Re-siding Window or Exterior Door Replacement	Non-Residential: Contract Value X 1% plus State Surcharge; Minimum $85.00 + $1.00 State Surcharge
~~++~~ Mechanical – Commercial	Contract Value X 1%, plus State Surcharge Minimum $85.00 + $1.00 State Surcharge
Mechanical (Heating, Air, Gas) Residential (includes chimney, wood stove & fireplace)	$60.00 + $1.00 State Surcharge
Mobile Home Installation	$110.00 + $1.00 State Surcharge
Moving Permit Fee Accessory Structure Move-in Fee or using MN valuation, whichever is less Accessory Structure Pre-Move Inspection Fee House Move-in Fee plus fee based on valuation if any site work is necessary House Pre-Move Inspection Fee	 $250.00 + $1.00 State Surcharge $75.00 $500.00 + $1.00 State Surcharge $150.00
~~++~~ New Construction/Alterations	Per the 1997 UBC plus 10%, using the MN valuation or construction cost, whichever is higher
~~++~~New Home/Commercial (New Principle Structure)	Per the 1997 UBC plus 10%, using the MN valuation or construction cost, whichever is higher
~~++~~ Plan Check Fee Plan Check Fee for Similar Plans, per MN State Bldg. Code, Chapter 1300, Section 160.	65% of Permit Fee 25% of Permit Fee
~~++~~Plan Check Fee for New Home/Commercial Plan Check Fee for Similar Plans, per MN State Bldg. Code, Chapter 1300, Section 160.	65% of Permit Fee 25% of Permit Fee
Plan Check Fee – Additional - required by changes, or additions to approved plans	$50.00 per Hour
Plumbing – Residential	$5.00 per fixture with a Minimum $60.00 charge + $1.00 Surcharge
~~++~~ Plumbing - Commercial/Industrial	Contract Value X 1%, plus State Surcharge. Minimum $85.00 + $1.00 State Surcharge
Plumbing - Replacement of Water Heater or Water Softener	$60.00 + $1.00 Surcharge
Re-inspection Fee assessed under Section 108.8/305g	$60.00 each
Swimming Pools meeting the definition per Zoning Ordinance	$50.00 + $1.00 State Surcharge
Underground Petroleum Tank	$110.00 + $50.00 Per Tank

Re-inspection Fee assessed under Section 108.8/305g	$60.00 each
Swimming Pools meeting the definition per Zoning Ordinance	$50.00 + $1.00 State Surcharge
Underground Petroleum Tank	$110.00 + $50.00 Per Tank

Refunds

The building official may authorize refunding of not more than 80% of the permit fee, if no work has been done under the approved permit.

The building official may authorize refunding of not more than 80% of the plan check fee, if no plan check work has been done under the specific permit application.

Request for refund must be in writing and submitted by the original permit applicant no later than 180 days after the fee payment.

Residential Solar	Per 1997 UBC Fee Schedule Plus 10% or $400 whichever is less.

18. ~~++~~ANNUAL LIQUOR LICENSE FEES (Unless identified as Temporary).

Liquor Investigation (New Establishment or Owners)	$150.00
Extended Hours 2:00 a.m. Liquor License Fee (In addition to the State required fee). On Sale Intoxicating Liquor Establishments	 $500.00

Beer (Malt Liquor) Only Establishments or Set Up License Holders	$250.00
Club Liquor (MN Statute § 340A.408, Subd. 2. (b)	
0-200 Members - $300.00 201-500 Members - $500.00 501- 1,000 Members - $650.00 1,001 - 2,000 Members - $800.00 2,001 - 4,000 Members - $1,000.00 4,001 - 6,000 Members - $2,000.00 6,001 & Above - $3,000.00	
On Sale Intoxicating Liquor License (MN Statute § 340A.413)	$2,400.00
On Sale 3.2 % Beer (Malt Liquor)	$200.00
On Sale Strong Beer (Malt Liquor)	$1,000.00
Off Sale Intoxicating Liquor License - as set by MN Statute § 340A.408.	$150.00
Off Sale 3.2% Beer	$100.00
Set Up License Plus Set Up License Fee to State of MN	$250.00 $250.00
Sunday On Sale Liquor License	$200.00
Temporary 3.2% Beer License 1 day 2 to 4 days 5 to12 days	 $20.00 $50.00 $100.00
Temporary Strong Beer (Malt Liquor) License. (Maximum 4 consecutive days and maximum 12 days per year, State Statute 340A410, Subd. 10.) 1 day 2 to 4 days	 $40.00 $100.00
Temporary Intoxicating Liquor License 1 day for 501 (c) 3 non-profit organizations only.	$75.00
Wine On Sale License (MN Statute § 340A.408, Subd. 2, (7). Fee may not exceed one-half of the license fee for On Sale, or $2,000, whichever is less.)	$400.00

19. ~~11~~CANNABIS

Retail Registration Initial Renewal	 $500.00 or half of state license fee whichever is less. $600.00 or half of state license whichever is less
Temporary Cannabis Event Permit	$500.00

<u>20. LOWER POTENCY HEMP</u>

<u>Retail Registration</u>	
<u>Initial, per location</u> <u>Renewal, per location</u>	<u>$125 or half of State license fee, whichever is less.</u> <u>$125 or half of State license fee, whichever is less.</u>

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CITY OF BELLE PLAINE
RESOLUTION 25-143

AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 25-20, AN ORDINANCE AMENDING THE CITY CODE, CHAPTER 1, SECTION 108, FEES, BY AMENDING THE FEE SCHEDULE

WHEREAS, the City Council has dutifully reviewed Ordinance 25-20, An Ordinance Amending the City Code, Chapter 1, Section 108, Fees, by amending the Fee Schedule;

WHEREAS, the City Council of the City of Belle Plaine has determined the publication of the title and a summary of Ordinance 25-20, An Ordinance Amending the City Code, Chapter 1, Section 108, Fees, will inform the public of the intent and effect of the entire Ordinance 25-20;

WHEREAS, pursuant to Minnesota Statutes 412.191, Subdivision 4, the Council may, by a four-fifths vote of its members, direct that only the title of the Ordinance and a summary be published with notice that a printed copy of the Ordinance is available for inspection by any person during regular office hours at the City Office;

WHEREAS, prior to the publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE THAT: City Council hereby authorizes and orders publication of the title and summary of Ordinance 25-20, An Ordinance Amending the City Code, Chapter 1, Section 108, Fees, as shown in Attachment A.

The adoption of the foregoing resolution was duly moved by Councilmember __________ and seconded by Councilmember ______________, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

___________________	_______________________
Ryan Ladd	Dawn Meyer
Mayor	City Administrator

ATTACHMENT A

BELLE PLAINE CITY COUNCIL
ORDINANCE 25-20
AN ORDINANCE AMENDING THE CITY CODE, CHAPTER 1, SECTION 108, FEES, BY AMENDING THE FEE SCHEDULE

On Monday, December 1, 2025 the City Council of the City of Belle Plaine approved Ordinance 25-20, An Ordinance Amending the City Code, Chapter 1, Section 108, Fees, by amending the Fee Schedule. Ordinance 25-20 is available for review and/or photocopying during regular office hours at the City of Belle Plaine, 218 North Meridian Street, Belle Plaine, MN 56011; phone 952-873-5553.

Section 1. Chapter 1, Section 108, Fees. Fee Schedule has been modified for the following: water and sewer monthly utility fees, irrigation water rate, and other fees were updated to reflect inflation and/or clarification of charges.

Section 2. This ordinance shall take effect on January 1, 2026 and upon publication in the official newspaper of the City.

Adopted this 1st day of December, 2025.

____
Ryan Ladd, Mayor

ATTEST:

____
Dawn Meyer, City Administrator

Publish in the Henderson Independent on December 12, 2025.

MEMORANDUM

DATE:	December 15, 2025
FROM:	Amy Jirik, Finance Director
AGENDA ITEM:	***Motion to reconsider*** Resolution 25-146 Adopting the Final Tax Levy Collectable in 2026 and the 2026 Final Budget and Capital Improvement Plan.
BACKGROUND/ JUSTIFICATION:	*At the December 1, 2025 City Council Meeting Resolution 25-146 was denied 3-1. A Finance Ways and Means Budget Meeting was scheduled for Wednesday, December 10 to set a budget for 2026.* *At the Finance Ways and Means Budget Meeting a Motion to reconsider Resolution 25-146 2026 Final Tax Levy, 2026 Final Budget and Capital Improvement Plan at the December 15, 2026 City Council Meeting was made by Councilmember Evans with a second by Councilmember Stacey.* **Memo from the December 1, 2025:** Council adopted Resolution 25-107 setting the 2026 Preliminary Levy in the amount of $10,698,261. Since then City Council has held 3 Finance Ways and Means Budget Meetings to review and discuss the budget. At those meeting Council cut the budget in the amount of 109,060 and the 2026 Final Budget and Levy is $10,589,201. Council held the Truth in Taxation meeting. Attached is the resolution that adopts the budget, levy and capital improvement plan. The City is required to adopt the Final Budget and Levy before December 30, 2025.
FISCAL IMPACT:	This Resolution will set the Budget and Levy for Fiscal Year 2026.
STAFF RECOMMENDATION:	Approve Resolution 25-146 Adopting the Final Tax Levy Collectable in 2026 and the 2026 Final Budget and Capital Improvement Plan.

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-146
RESOLUTION ADOPTING THE FINAL TAX LEVY COLLECTABLE IN 2026 AND 2026 BUDGET

WHEREAS, the State of Minnesota requires the City of Belle Plaine, Minnesota, to adopt a final property tax levy and a final budget by the end of December of each year for the following year;

WHEREAS, the City Council has proposed the below listed amounts be levied for 2026.

WHEREAS, the City of Belle Plaine has sufficient fund balance in Fund 343 2016A Improvement Bond and does not need to levy in order to make the bond payment.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BELLE PLAINE that the following sums of money are proposed to be raised by tax upon taxable property of the City of Belle Plaine, collectable in 2026 for the following purposes:

2026 FINAL TAX LEVY			
DESCRIPTION	**LEVY AMOUNT**	**LOCAL GOVERNMENT AID**	**NET LEVY**
General Operating Fund 101	$9,252,910	**($735,550)**	$8,517,360
Capital Equipment Fund 402	0		$0
Park Fund 205	0		$0
SUBTOTAL	**$9,252,910**	**($735,550)**	$8,517,360
BPEDA Fund 801	161,154		$161,154
BPHRA Fund 802	8,422		$8,422
SUBTOTAL	**$169,576**		**$169,576**
TOTAL	**$9,422,486**	**($735,550)**	**$8,686,936**
DEBT LEVY			
Fund 344 2017A Improv Bond	$126,302		$126,302
Fund 345 2018A Improv Bond	$97,598		$97,598
Fund 346 2019A Tax Abatement Bond	$237,018		$237,018
Fund 347 2019B Improv Bond	$109,951		$109,951
Fund 348 2020A Improv Bond	$215,499		$215,499
Fund 349 2021A Improv Bond	$180,629		$180,629
Fund 350 2023A Improv Bond	$374,000		$374,000
Fund 351 2024A Improv Bond	$230,000		$230,000
Fund 352 2024A EDA Rev Bond	$231,268		$231,268
Fund 353 2025A Improv Bond	$100,000		$100,000
SUB TOTAL DEBT SERVICE	**$1,902,265**		**$1,902,265**
TOTAL 2026 LEVY	**$11,324,751**	**($735,550)**	**$10,589,201**

BE IT FURTHER RESOLVED that the budgets proposed by the City Administrator and Department Heads for the General Fund (101), Sewer Fund (603), Water Fund (604), Park Dedication Fund (205), Cable TV Fund (206), Capital Equipment Fund (402), BPEDA (801), and HRA (802) Funds and the Capital Improvement Plan and Transfers are hereby proposed for 2026.

The adoption of the foregoing resolution was duly moved by Councilmember _______ and seconded by Councilmember ______, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

___________________	_______________________
Ryan Ladd, Mayor	Dawn Meyer, City Administrator

MEMORANDUM

DATE:	December 15, 2025
FROM:	Amy Jirik, Finance Director
AGENDA ITEM:	Resolution 25-156 Approving City Employee Wages and Salaries for 2026.
BACKGROUND/ JUSTIFICATION:	Each year the Council approves the wages and salaries for all municipal employees for the following year. The wages were discussed and set during the budgeting process. The two union labor agreements have established their wage scales. The resolution places union and non-union employees on the scale and if applicable the appropriate step increase. For positions defined in the resolution and/or by city code, COLA is 3.5% for 2026. All proposed wages including COLA and step increases were included in the 2026 budget.
FISCAL IMPACT:	The 2026 budget was formulated to reflect wages, COLA and appropriate steps for union and non-union employees.
STAFF RECOMMENDATION:	Approve Resolution 25-156 Approving City Employee Wages and Salaries for 2026.
SIGNATURE:	Amy Jirik

BELLE PLAINE CITY COUNCIL
RESOLUTION 25-156

ADOPTING THE 2026 WAGE AND SALARY SCHEDULE
FOR CERTAIN CITY EMPLOYEES

WHEREAS, pursuant to the 2025-2027 International Union of Operating Engineers Local No. 49 AFL-CIO, the Public Works employees wage scale and paid personal time for 2026 is set as stated in labor service union contract;

WHEREAS, pursuant to the 2025-2027 Law Enforcement Labor Services, the Police Department employees wage scale and paid personal time for 2026 is set as stated in labor service union contract;

WHEREAS, non-union employees wage scale and paid personal time align with the cost of living increase set by the unions on the appropriate wage scale beginning January 1, 2026;

WHEREAS, the employee placement on the wage scale for 2026 as presented is contingent upon favorable performance evaluation for employees;

WHEREAS, the contracted video operator (non-employee) for the City Council Meetings shall receive $57.06 per meeting;

WHEREAS, the Aquatic Center pay scale shall receive a 3.5% cost of living increase for 2026;

WHEREAS, pursuant to the City Code 104.01, the City Council shall receive an annual increase equal to the 3.5% cost of living increase for 2026;

WHEREAS, the members of the Belle Plaine Fire Department call pay and training shall receive a 3.5% cost of living increase plus an increase in wage, the 2026 wage shall be $15.78 per hour;

WHEREAS, the members of the Belle Plaine Fire Department shall receive duty pay for the established holidays or City events at $200 per 24-hour shift;

WHEREAS, the Appointed Officers of the Fire Department that receive an annual stipend shall receive a 3.5% cost of living increase. 2026 stipends are as follows; Fire Chief 1 receives $6,437.08, Fire Chief 2 and Fire Chief 3 receive $4,505.95; Lieutenants (4) receive $1,287.42; Secretary receives $1,287.42 and the Treasurer receives $965.57.

(continued on Page 2)

Position	2025 Step Number	2026 Step Number	Effective Date (If other than January 1.)
City Administrator	8	8	
Police Chief	8	8	
Finance Director	8	8	
Public Works Superintendent	8	8	
Community Development Director	8	8	
Asst. Com. Dev. Dir./Building Insp.	4	5	
Staff Accountant	4	5	
Accounting Technician	4	5	
Office Assistant- Administration	8	8	
Office Assistant- Com. Dev.	3	4	
Office Assistant – Public Works	6	7	
Administrative Assistant	8	8	
Police Adm. Asst. II/Record Tech.	8	8	
Police Adm. Assistant	6	7	
Aquatic Center Manager/Event Coord.	6	7	
Building Official	8	8	
Certified Mechanic	3	4	
PW Asst. Superintendent/Electrician	8	8	
Public Works II (3 positions)	8	8	
Public Works II (2 positions)	6	7	
Public Works II	3	4	
Public Works I	1	2	6/16/2026
Police Sergeant	8	8	
Police Admin Sergeant	7	8	
Police Sergeant	5	6	
Police Officer (5 positions)	8	8	
Police Officer (2 positions)	5	6	
Police Officer	3	4	
Police Officer	2	2	

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: The wages for City employees for 2026 are hereby approved as follows effective January 1, 2026:

1. Nonunion Employees shall be placed at the recommended steps of the adopted wage scale, which included COLA, as listed in the preceding chart upon favorable performance evaluations.
2. Union employees of the International Union of Operating Engineers Local No. 49 AFL-CIO shall be paid pursuant to their 2025-2027 labor contract.
3. Union employees of the Law Enforcement Labor Services Inc. shall be paid pursuant to their 2025-2027 labor contract.
4. Cost of living for 2026 wages is 3.5%.

The adoption of the foregoing resolution was duly moved by Councilmember _______ and seconded by Councilmember __________, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof: ______

and the following voted against the same: _____.

Whereupon said resolution was declared duly passed and adopted. Dated this 15th day of December, 2025.

ATTEST:

____________________ ________________________

Ryan Ladd
Mayor

Dawn Meyer
City Administrator