



**MINUTES
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
December 08, 2025
5:30 PM**

1. CALL TO ORDER

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

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

ABSENT: Councilmember Mike DeLuca

STAFF PRESENT: City Administrator Jacob Schillander and Assistant City Administrator Kevin Larson

2. ADOPT AGENDA

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

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

Motion Passed 4-0

3. DISCUSSION

A. Fire Services Contract and Lease Agreement

Staff Overview

City Administrator Schillander provided an overview of the final agreements negotiated with the West Suburban Fire District (WSFD). City Administrator Schillander explained that the WSFD Board had approved the agreements the previous week and that membership approval was anticipated. City Administrator Schillander described the Fire Station Lease Agreement, noting that the City would lease the station to WSFD for one dollar per year under a five-year term with automatic renewals. The City would remain responsible for major structural components. For example, the HVAC system, roof, exterior walls, and garage doors, etc., while WSFD would assume responsibility for routine interior maintenance. The lease is tied directly to the Fire Services

Agreement, meaning termination of one results in termination of the other. City Administrator Schillander also explained that the City would reimburse WSFD up to \$76,972 for the installation of a new exhaust system, after which WSFD would assume all maintenance obligations.

City Administrator Schillander summarized the Fire Services Agreement, which establishes WSFD as the provider of fire suppression, EMS, rescue, hazardous materials response, and fire prevention activities beginning January 1, 2026. Maple Plain firefighters would be eligible to join WSFD if they meet qualification standards and would serve a one-year probation. The cost-sharing formula includes a 50/50 split between market value and service usage, calculated over a three-year trailing average. Maple Plain will pay a phased-in adjustment during the first five years to ease incorporation into WSFD's existing formula. Additionally, the annual PERA contributions are \$3,626.27 per retained firefighter for five years, a shared one-time equipment cost of \$37,000, and a capped engine purchase at \$1.5 million, with Maple Plain responsible for 25 percent. City Administrator Schillander also reviewed a two-year limited warranty on transferred equipment for repairs exceeding \$25,000. City Administrator Schillander concluded by outlining the next steps, noting that formal approval would be scheduled for the December 15 Council meeting, followed by a joint signing ceremony with Independence on December 16.

Council Discussion

The Council engaged in a detailed discussion regarding the financial and operational impacts of the agreement. Councilmembers asked questions about the exhaust system costs, placement of apparatus, and anticipated adjustments to building systems once WSFD assumes operations. There was further discussion regarding transitions of leased radios, management of the emergency reporting software, and the handling of interior and exterior security cameras. Councilmembers also discussed budgeting strategies for the future engine replacement and noted the value of adopting WSFD's cost-sharing formula for long-term predictability. Staff also clarified the coordination underway with Independence and WSFD's membership. Council members expressed appreciation for the extensive staff and legal work involved in completing the agreements.

Council Direction

The Council expressed clear consensus to move the agreements forward to the December 15, 2025, business meeting for approval. No objections were raised, and staff were directed to prepare the final documents for action.

B. Fire Pension Discussion

Staff Overview

City Administrator Schillander presented an update regarding the pension payout issue related to the Statewide Volunteer Firefighter (SVF) plan. City Administrator Schillander explained that when the City previously passed a resolution to terminate the plan, the expectation was that payouts would follow the standard calculation of years of service multiplied by the \$4,300 benefit. However, PERA informed the City that under the current statutory language, firefighters under age 50 would see their benefits reduced by six percent for every year they are under age 50, while those older than 50 would receive significantly higher payouts. Staff has since worked closely with

PERA leadership, legislators, and the City Attorney to identify a solution, discovering that special legislation removing the “present value” requirement for Maple Plain would correct the calculation and allow payouts to occur as originally intended. To preserve the opportunity for this legislative fix, Schillander recommended that the Council repeal its previous termination resolution and keep the pension active until after the 2026 legislative session.

Council Discussion

Council members discussed the fairness implications for firefighters, the practical timeline for legislation, and the financial risk associated with retaining the plan. Firefighter representatives confirmed that the membership strongly favored delaying payouts in order to pursue accurate benefit calculations, even though it could result in several months of postponement. Councilmembers also considered alternatives, such as transferring the plan back to the Fire Relief Association, but noted that such a move would introduce new administrative burdens and additional costs. Staff further clarified that while there is a small risk the City could be required to contribute to the plan if investment performance dropped below statutory thresholds, current funding levels make this highly unlikely.

Council Direction

The Council supported preparing a new resolution for the December 15th business meeting that would repeal the plan termination and keep the account open while pursuing special legislation. Staff was directed to continue communication with WSFD and firefighter membership to ensure understanding of the timeline and process.

C. Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units

Staff Overview

Assistant City Administrator Larson introduced proposed amendments to Chapter 4, Article 4 of the City Code regulating mobile food units. Noting the current ordinance primarily focuses on vending in public streets and rights-of-way, leaving ambiguity around food truck operations on private property that is open to the public. The amendments are designed to clarify registration requirements, applicability for enforcement on both public and private land, and establish a proximity restriction standard between mobile food units and brick-and-mortar restaurants. The revisions further bring Maple Plain’s mobile food unit regulations up to current industry and legal standards, clarify expectations for operators, and provide the City with consistent and enforceable regulatory tools.

Council Discussion

Council reviewed the proposed changes and discussed inspection coordination with WHPS as well as registration clarity for operators.

Council Direction

Council directed staff to bring the ordinance to the December 15th business meeting for approval.

D. Annual designations for 2026 Maple Plain Organization

Staff Overview

City Administrator Schillander presented the list of annual appointments and designations required for 2026, including the official newspaper, financial depositories, authorized check signatories, commissions, 2026 meeting schedule, and Council liaison roles.

Council Discussion

Councilmembers reviewed the proposed meeting schedule. Offering the alterations of the December meetings happen on the second and fourth Mondays, and moving the TIF district public hearing to 2/9/26. Councilmembers clarified the participation in the fire commission and the fire relief board, the establishment of the WSFD quarterly meeting, and adding Rochelle Arvizo to the Citizen Advisory Panel.

Council Direction

Alter the December meeting to the second and fourth Mondays. Move the TIF district public hearing to 2/9/26. Finally, add Rochelle Arvizo to the Citizen Advisory Panel.

E. Ordinance 345 - 2026 Fee Schedule

Staff Overview

City Administrator Schillander provided an overview of updates to the 2026 fee schedule, including adjustments to administrative fees, permitting charges, utility rates, and nuisance violation penalties.

Council Discussion

Council discussed several fee categories.

Council Direction

The Council requested the fee schedule ordinance be brought to the December 15th business meeting.

F. Ordinance 346 & 347 Cannabis Ordinance

Staff Overview

City Administrator Schillander presented two related ordinances: one repealing outdated THC ordinance language no longer permissible under state law, and a second establishing a cannabis retail registration framework for Maple Plain. The new ordinance is intended to align local administrative procedures with state licensing requirements and introduces density limitations for cannabis retailers.

Council Discussion

Council discussed enforcement considerations, registration procedures, coordination with state agencies, retail density impacts, and the importance of clearly communicating regulations to the public.

Council Direction

Staff were directed to bring the two ordinances to the next business meeting.

G. Ordinance 348- Amended Rental Ordinance

Staff Overview

City Administrator Schillander reviewed updates to the rental licensing ordinance, highlighting strengthened inspection authority, enhanced safety and maintenance

standards, and expanded enforcement mechanisms, including new provisions addressing disorderly-conduct concerns.

Council Discussion

Council discussed how the ordinance would be implemented operationally, the enforcement role of WHPS, and the clarity of definitions and standards.

Council Direction

Bring ordinance 348 to the next business meeting for approval.

H. Employee Handbook Updates

Staff Overview

City Administrator Schillander provided a summary of proposed revisions to the City's employee handbook, noting policy clarifications, updated benefit language with the vacation and sick time changing to paid time off, and adjustments to MN Paid Leave to ensure legal compliance.

Council Discussion

Council asked for clarity in the areas related to leave policies, PTO, and procedural guidance.

Council Direction

Bring the employee handbook updates to the next business meeting for approval.

4. COUNCIL REPORTS

The Council did not have any reports during the workshop.

5. FUTURE WORKSHOP TOPICS

- A. Parking Regulations
- B. Ordinance Enforcement
- C. 5 Year CIP/Finance Plan
- D. Rainbow Park Sewer Improvement
- E. City Hall Options
- F. Gateway Boulevard Pedestrian Safety and Crosswalk Modifications

6. ADJOURNMENT

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

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

Motion Passed 4-0

The workshop adjourned at 6:51 PM

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

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

Signed:

A handwritten signature in black ink, appearing to read "JWS", written over a horizontal line.

Jacob W. Schillander
City Administrator

DRAFT