



**MINUTES  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
November 24, 2025  
5:30 PM**

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**1. CALL TO ORDER**

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

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

STAFF PRESENT: City Administrator Jacob Schillander, City Engineer David Martini, Assistant City Engineer Matt Bauman, 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 DeLuca, Councilmember Francis, Councilmember Burak, & Councilmember Arvizo.

Motion Passed 5-0

**3. DISCUSSION**

**A. 2026 Street Project Studies**

Assistant City Engineer Bauman presented the preliminary feasibility study for the 2026 Street Project, which includes improvements to Main Street, Maple Avenue, Pioneer Avenue, Delano Avenue, and the Fire Station lot. The overview highlighted key infrastructure needs such as the condition of watermains, sanitary sewers, stormwater facilities, street widths, parking layouts, and the existing sidewalk network. Staff also introduced Downtown Design Guideline elements that could shape future improvements, including enhanced sidewalks, parking configurations, lighting, and landscaping features. Initial estimates place decorative lighting at approximately \$60,000 per block, though this cost has not yet been incorporated into the project totals. Undergrounding the overhead power lines is currently estimated at about \$200,000, with a formal proposal from Xcel Energy still pending. The study recommends upsizing the watermains to 8 inches and evaluating the potential looping

of the Pioneer Avenue/Main Street connection, which would add roughly \$58,750. Staff further noted the need to replace aging sanitary sewer infrastructure and pursue CIPP lining along Highway 12. The Fire Station parking lot would require full reconstruction, with soil borings still needed to determine the final scope. Finally, a new stormwater treatment pond will be necessary to support redevelopment activities and ensure compliance with stormwater management requirements.

### **Council Discussion**

Council engaged in a detailed discussion covering several key components of the project. On lighting and underground power, Council emphasized the importance of “doing the project right” by incorporating decorative lighting consistent with the existing Main Street corridor and expressed support for undergrounding power. Regarding Bud Avenue, the Council revisited longstanding safety concerns and issues related to Highway 12 access. A consensus emerged to close Bud Avenue to vehicular traffic as part of this project. The interim vision includes removing pavement, restoring the corridor to turf or greenspace, maintaining a pedestrian route to the HAWK signal, preserving utilities, and avoiding a full right-of-way vacation.

On street widths and sidewalks, Council supported filling existing sidewalk gaps along Main, Maple, and Pioneer to align with Downtown Design Guidelines and improve competitiveness for LRIP funding. Council also acknowledged potential public concern related to assessing new sidewalks where none currently exist. In discussing water main looping, Council recognized the long-term benefit of connecting Pioneer and Main for redevelopment and improved system reliability, ultimately supporting the addition of the loop along with curb stops to provide flexibility for future service needs.

Council reaffirmed its commitment to a consistent assessment methodology, assessing properties only when directly served by improvements, not assessing mill and overlay work, and treating CIPP lining as a separate, non-assessed component. Members noted the likelihood of public questions and stressed the importance of clear communication throughout the process. Lastly, Council briefly considered whether Bud Avenue could serve future stormwater treatment needs but preferred not to limit potential programming opportunities. Council also requested a future workshop on Gateway Boulevard pedestrian safety once the new Kwik Trip opens.

### **Council Direction**

Council provided clear direction to staff on the next steps for the project. They directed staff to include the Pioneer/Main water main loop in the feasibility study and to move forward with closing Bud Avenue to vehicle traffic, removing pavement, restoring the corridor to turf, and designing a pedestrian connection to the HAWK signal. Council also instructed staff to continue evaluating decorative lighting options and to incorporate underground power into the project cost development. Sidewalk gaps consistent with the Downtown Design Guidelines should be included, and CIPP sewer lining should proceed as a separate contract. Staff were asked to prepare a refined feasibility study for presentation at the December 15 Council meeting. Additionally, Council requested that Gateway Boulevard pedestrian safety and potential crosswalk redesign be added as a topic for a future workshop.

The Council recessed at 6:26 PM to resume after the business meeting.

The Council reconvened the workshop meeting at 8:23 PM.

## B. Water Study/Medina Development

Assistant City Engineer Bauman summarized the Water System Review and the proposed Water Service Agreement with the City of Medina. The study found that Maple Plain has sufficient water supply, pressure, and fire flow to support both anticipated city growth and the proposed Medina Apartments, which include a 50-unit phase with the potential for an additional 70-unit expansion. Storage capacity, rather than supply, is the primary limiting factor due to turnover rate requirements. To meet long-term needs, the study recommends constructing a 50,000-gallon storage tank if the City of Independence connects to Maple Plain's system, and a 100,000-gallon tank if both Independence and Medina's full growth scenarios proceed. Medina-only growth would not trigger a storage upgrade.

City Administrator Schillander reviewed key provisions of the proposed Water Service Agreement. Under the agreement, the City of Medina would pay all connection fees and monthly usage charges at the established non-resident rate, while remaining responsible for the infrastructure on its side of the system. The agreement requires leak detection testing every three years and an annual audit of five randomly selected water meters. The City of Maple Plain may require the installation of interconnection meters if the City of Medina does not comply with monitoring requirements. The City of Medina requested a cap on non-resident rates at 145% of the resident rate, as well as an extension of the termination notice period from five years to ten years.

### **Council Discussion**

Council discussed several key concerns related to the proposed Water Service Agreement with Medina. Engineering staff reassured Council that Medina's development would not compromise Maple Plain's ability to support its own future redevelopment needs. Council also expressed concern about potential development in Independence and its implications for storage capacity. Staff reiterated that any participation by Independence would require system upgrades regardless of the City of Medina's involvement. Throughout the discussion, Council emphasized the importance of maintaining strong relationships as "good neighbors," particularly given shared public safety services with the City of Independence.

Council members raised concerns about high-density development in the City of Medina and the lack of nearby services and transit to support it. They also questioned what long-term safeguards are in place to ensure that any additional system costs attributable to Medina are not passed on to Maple Plain taxpayers. In addition, the Council sought clarification on responsibility for meter installation. Staff explained the negotiated compromise that allows the City of Maple Plain to require the installation of interconnection meters should the City of Medina fail to meet leak-detection and monitoring obligations.

### **Council Direction**

Council provided direction for staff to continue refining the Water Service Agreement with the City of Medina, incorporating several key considerations. Staff were asked to propose a 145% non-resident rate cap for 5-years that is reevaluated, and to maintain the termination notice period to 5-years. If meters will not be used, the Council asked staff to codify how the alternative to a meter will be maintained, i.e., schedule for leak detection, when the reports are sent to the City, and ensure the responsibility if the failsafe requirements are not met. Council also emphasized the need to ensure strong

protection for Maple Plain's long-term water system capacity and its ability to support future development. Additionally, Council directed staff to share the full study results with the City of Independence and maintain ongoing coordination. After staff have conferred with the City of Medina, a revised draft of the Water Service Agreement, reflecting Council's feedback and requested considerations, will be brought back for further review.

#### **4. COUNCIL REPORTS AND OTHER BUSINESS**

No formal actions noted.

#### **5. FUTURE WORKSHOP TOPICS**

- A. Parking Regulations
- B. Ordinance Enforcement
- C. Amendment Consideration in Chapter 6, Article 2 Nuisance Violation
- D. 5 Year CIP/Finance Plan
- E. Rainbow Park Sewer Improvement
- F. City Hall Options
- G. Food Truck Ordinance

The Council added 'Gateway Boulevard Pedestrian Safety and Crosswalk Modifications' to the list of future topics.

#### **6. ADJOURNMENT**

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

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

Motion Passed 5-0.

Workshop Adjourned at 9:11 PM

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

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

Signed:



Jacob W. Schillander  
City Administrator