



**MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
November 24, 2025
7:00 PM**

1. WELCOME

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

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

2. CALL TO ORDER

Mayor Julie Maas-Kusske called the meeting to order at 7:00 PM

3. PLEDGE OF ALLEGIANCE

4. ADOPT AGENDA

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

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

Motion Passed 5-0

5. PRESENTATION OF THE 2025 GOOD NEIGHBOR AWARD

Mayor Maas-Kusske presented the Maple Plain 2025 Good Neighbor Award. Maas-Kusske said, "Mardelle was nominated by two different people to receive the 2025 Good Neighbor Award. I have taken those nominations and put together a little bio.

Mardelle DeCamp is an invested community member who is a champion for Maple Plain. Mardelle has been involved in multiple organizations, often holding leadership roles. She gives freely of her time and resources and is always willing to help others. Mardelle served on the Maple Plain City Council for four years and the Maple Plain Planning Commission for twenty years. She used to own Butterflies and Berries, a local business in town. She is the President of the American Legion Auxiliary. She is on the board the Maple Plain Museum and the Western Hennepin County Pioneer Museum in Long Lake. Mardelle is

the first to lend a helping hand, to send a handwritten note. Over the years, Mardelle has clearly demonstrated a lifetime of service and dedication to Maple Plain and its surrounding communities through her volunteerism, virtues, civic engagement, and creativity in meeting community needs. Mardelle has a servant's heart, and she truly is a good neighbor.

"Mardelle, on behalf of the Maple Plain City Council, it is my honor to present you with the 2025 Good Neighbor Award. We are grateful for the many contributions you have made to make Maple Plain a great place to live, work, and play."

Mardelle DeCamp humbly and graciously accepted the 2025 Good Neighbor Award. DeCamp expressed her gratitude to everyone for attending the presentation. As DeCamp accepted the award, she attributed the merit of earning the award to the emphasis on local impact. Caring for one another, look at your neighborhood and see who you can help.

6. VISITORS TO BE HEARD (A completed public comment form should be presented to the City Administrator prior to the meeting; presentations will be limited to 3 minutes. This session will be limited to 15 minutes.)

A. Rhonda Nelson- Director of the Gillespie Center

Rhonda Nelson, the Director of the Gillespie Center, provided an overview of the thriving community at the Gillespie Center. Nelson described the newly integrated vision, mission, and values that the center is implementing. Nelson shared their 2025 membership goals and their recent success. She also provided a summary of the programming and educational programs. The recent fundraising events in 2025 and the remaining planned events in December. Nelson provided ways the community can help support the efforts of the Gillespie Center.

7. CONSENT AGENDA

- A. 10-27-25 City Council Workshop Meeting Minutes
- B. 10-27-25 City Council Business Meeting Minutes
- C. 11-10-25 City Council Workshop Meeting Minutes
- D. 11-17-25 City Council Workshop Meeting Minutes
- E. Resolution 2025-1124-01- SolarAPP+ Solar Permitting Software Grant
- F. Resolution 2025-1124-02- City Council Appeals Hearing Policy
- G. Snow Removal Contract with SnowPros 2025-2026

Assistant City Administrator Larson offered up two suggested edits to the consent agenda. 1. On the 10/27/25 workshop meeting minutes. Item 3B park improvements, the recommendation is a verbiage change from 'the metal slide at Bryantwood' to 'the removal of the metal slide at Bryantwood'. 2. Resolution 2025-1124-02 Appeals Hearing Policy. Revise my title to Assistant City Administrator.

Motion to approve the consent agenda with the edits outlined by Assistant City Administrator Larson, made by Councilmember Francis. Seconded by Councilmember Burak.

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

Motion Passed 5-0

8. ACCOUNTS PAYABLE

- A. City Bills- \$210,800.67
- B. ACH Bills- \$10,062.88
- C. 2024 Street Project Bills- \$ 8,112.50

City Administrator Schillander referenced the issue with the technical issue with the software and provided an overview of the City's accounts payable.

Councilmember Burak moved to approve accounts payable, seconded by Councilmember DeLuca.

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

Motion Passed 5-0

9. STAFF REPORTS

- A. Fire Department
- B. West Hennepin Public Safety
- C. City Engineer
- D. Public Works
- E. City Planner
- F. Administration & Finance

Councilmember Francis moved to accept the staff reports as presented in the business meeting packet, seconded by Councilmember Burak.

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

Motion Passed 5-0

10. OLD BUSINESS

11. NEW BUSINESS

- A. Revision to Approved Minutes – 03-24-25 City Council Workshop Meeting Minutes

Assistant City Administrator Larson summarized the revision to the approved minutes 3-24-25 City Council Workshop Meeting. The purpose is to correct the approved minutes from the 03-24-25 City Council Workshop meeting. Additional commentary provided on the 2025 enterprise fund budget, parking enforcement discussion, and the board of appeals & equalization.

The underlined commentary in each section are the changes to the minutes.

2025 Enterprise Funds Budget

Council Direction: The council agrees with the interest calculation, a 45% surcharge for water sold beyond the city, and present the water/storm/sewer enterprise fund budget for 2025 to the next City Council Business meeting for approval.

Future workshop topics

Parking Enforcement Discussion

Councilmember Francis identified parking on city streets as a future topic. The issues identified are unsafe two-sided parking, wrong-direction parking, and emergency

access concerns. Solutions proposed are enforce existing no-parking signs, issue tickets, consider citywide one-sided parking, educational outreach via newsletters, long-term mailbox relocation strategy.

Council Direction: Staff to explore enforcement and policy options.

Board of Appeals and Equalization

Mayor Maas-Kusske proposed to transition from local Board of Appeals to Hennepin County managed Open Book system. Some of the benefits discussed are the County provides more options, reduced personal conflicts, and streamlined processes for residents.

Council Direction: Council supports transition for next fiscal year.

Council Discussion

Councilmember Arvizo apologized for not remembering the meeting content and any misunderstanding it may have caused.

Councilmember Burak acknowledged that he recognized that this error could have been prevented with his thorough review and stated that we can do better.

Motion to approve the revision to the minutes for the 03-24-25 City Council Workshop Meeting made by Councilmember Burak. Seconded by Councilmember DeLuca.

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

Motion Passed 5-0

B. Resolution 2025-1124-03 Accepting Grant Navigator Funding

City Administrator Schillander reported that the League of Minnesota Cities (LMC) has launched a pilot Grants Navigation Program that provides up to \$10,000 per city to assist with identifying matching funds and navigating the grant application process for a single project. Maple Plain submitted an application seeking support for its Local Road Improvement Program (LRIP) grant effort. On October 24, the LMC notified the City that the application was approved and awarded \$7,000 in grant navigation services to assist with the LRIP project.

Motion to approve Resolution 2025-1124-03 Accepting Grant Navigator Funding made by Councilmember DeLuca. Seconded by Councilmember Burak.

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

Motion Passed 5-0

C. Resolution 2025-1124-04 Calling for TIF Public Hearing

City Administrator Schillander reported that the City intends to establish Development District No. 2 and Tax Increment Financing (TIF) District No. 2-1 to support future development efforts. In accordance with Minnesota Statutes, a public hearing is required before adoption of the Development District Program and TIF Plan. Resolution 2025-1124-04 sets the public hearing for February 17, 2026, at 5:30 PM in the City Council Chambers. The resolution also authorizes staff and consultants to publish the required notice and complete all statutory notifications. Staff noted that the proposed TIF District would support economic growth, fund needed infrastructure improvements, encourage job creation, expand the tax base, and contribute to community revitalization.

Council Discussion: Council confirmed that there would be a quorum on February 17, 2026. Council changed the time of the meeting to 7:00 PM.

Motion to approve Resolution 2025-1124-04 Ordering a Public Hearing for TIF District with the start time 7:00 PM, made by Councilmember Francis. Seconded by Councilmember DeLuca.

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

Motion Passed 5-0

D. Resolution 2025-1124-05- Adopting the Code of Conduct

City Administrator Schillander reported that the proposed City Council Code of Conduct was developed through a collaborative effort involving City staff, the Personnel Committee, and the City Council. The process focused on establishing clear expectations for ethical behavior, transparency, accountability, and respectful engagement with staff, advisory boards, and the community. With this work completed, the Council is positioned to formally consider adoption of a comprehensive framework intended to support integrity and public trust in local governance.

Motion to approve Resolution 2025-1124-05- Adopting the Code of Conduct, made by Councilmember Burak. Seconded by Councilmember Francis.

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

Motion Passed 5-0

E. Ordinance 335- Amending Fee schedule language

City Administrator Schillander summarized Ordinance No. 335 – Fee Schedule language. This amendment updates multiple sections of the City Code to standardize references to the fee schedule. It clarifies that escrow amounts, permit fees, registration fees, water meter costs, sewer connection charges, and stormwater utility fees will all be set by City Council resolution and listed in the fee schedule. The goal is to ensure consistency in how fees are determined and applied.

Motion to approve Ordinance 335- Amending Fee schedule language, made by Councilmember Burak. Seconded by Councilmember DeLuca.

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

Motion Passed 5-0

F. Ordinance 336- Amending Sec 9-22 Hydrant Connections

City Administrator Schillander summarized Ordinance No. 336 – Fire Hydrant Connections. This ordinance revises rules for fire hydrant connections, requiring written permits for any non-City use of hydrants. It specifies that permits are limited to 20 days, fees must be paid per the City fee schedule, and unauthorized use will result in penalties. The changes aim to protect the water system and ensure proper oversight of hydrant access.

Motion to approve Ordinance 336- Amending Sec 9-22 Hydrant Connections, made by Councilmember Burak. Seconded by Councilmember DeLuca.

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

Motion Passed 5-0

G. Ordinance 337- Amending Chapter 7 Article 4 - Right-of-Way Permit

City Administrator Schillander summarized Ordinance No. 337 – Right-of-Way Permits. This is a comprehensive overhaul of right-of-way regulations. It establishes detailed procedures for permitting excavation, obstruction, and installation of facilities in public rights-of-way, including small wireless facilities. It introduces registration requirements, insurance and bonding standards, restoration obligations, and timelines for permit approvals. The ordinance also sets conditions for emergency work, defines penalties for delays, and outlines fees and agreements for wireless facility collocation. Overall, it strengthens City control over public ground use and aligns with state law.

Motion to approve Ordinance 337- Amending Chapter 7 Article 4 - Right-of-Way Permit, made by Councilmember Burak. Seconded by Councilmember DeLuca.

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

Motion Passed 5-0

H. Ordinance 338- Fees & Appeal Process

City Administrator Schillander summarized Ordinance No. 338 – General Permit Fee & Appeals. This amendment adds two new sections to Chapter 1: a general permit fee provision and a standardized appeal process. If a permit is required but no specific fee is listed, the general fee applies. The appeal process allows individuals affected by City decisions to request a hearing before the Council, with clear timelines and submission requirements. Exceptions include cases already in legal proceedings or where another appeal process exists.

Motion to approve Ordinance 338- Fees & Appeal Process, made by Councilmember Francis. Seconded by Councilmember Burak.

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

Motion Passed 5-0

I. Ordinance 339- Driveway Design Standards & Fees

City Administrator Schillander summarized Ordinance No. 339 – Driveway Design Standards & Related Fees. This ordinance updates driveway and parking design standards, requiring permits for new, expanded, or reconstructed driveways and curb cuts, with fees set by the City fee schedule. It also revises application requirements for minor subdivisions, site plans, variances, rezoning, conditional use permits, and planned unit developments, ensuring all include fees and detailed documentation. Additionally, it mandates zoning permits for fences and clarifies design and safety standards for parking areas.

Motion to approve Ordinance 339- Driveway Design Standards & Fees, made by Councilmember Arvizo. Seconded by Councilmember DeLuca.

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

Motion Passed 5-0

J. Ordinance 340- Amending Chapter 5 Article 4 & Escrow Requirements

City Administrator Schillander summarized Ordinance 340- Amending Chapter 5 Article 4 & Escrow Requirements. This amendment replaces the special use permit section for grading, filling, and excavation. It requires permits for substantial land alterations, submission of erosion control plans, and compliance with clean fill standards. Applicants must pay fees and provide financial security (escrow or bond) to guarantee performance. It also addresses drainage correction procedures and reinforces code compliance for new residential construction.

Motion to approve Ordinance 340- Amending Chapter 5 Article 4 & Escrow Requirements, made by Councilmember Burak. Seconded by Councilmember Francis.

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

Motion Passed 5-0

K. Ordinance 341- Amending Chapter 5, Article 5 Bulk Waste Storage

Assistant City Administrator Larson summarized Ordinance 341-Amending Chapter 5, Article 5 Bulk Waste Storage. The ordinance introduces regulations for dumpsters on public and residential property. It requires permits for dumpsters placed on public property and limits placement on residential property to 30 days without a permit (maximum 180 days with a permit). It sets application requirements, seasonal restrictions, safety standards, and declares violations a public nuisance subject to abatement. Fees for permits are established in the City fee schedule.

Motion to approve Ordinance 341-Amending Chapter 5, Article 5 Bulk Waste Storage, made by Councilmember DeLuca. Seconded by Councilmember Francis.

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

Motion Passed 5-0

- L. Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code - Managed Natural Landscapes

Assistant City Administrator Larson summarized Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code - Managed Natural Landscapes. This amendment creates a framework for managed natural landscapes, allowing intentional plantings of native or ornamental vegetation under a registration system. It defines key terms, requires a maintenance plan, and prohibits encroachment into buffer areas. The ordinance also updates nuisance provisions to exempt registered landscapes and sets enforcement measures for noncompliance, including revocation and cost recovery. The ordinance aims to balance ecological benefits with property maintenance standards.

Motion to approve Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code - Managed Natural Landscapes made by Councilmember DeLuca. Seconded by Councilmember Francis.

Council Discussion:

Councilmember Arvizo raised concerns regarding the proposed ordinance revisions related to natural landscaping and public nuisance definitions. She noted that the current language lacks clarity and may conflict with state definitions of a public nuisance, which require an unreasonable disturbance or a threat to public health or safety. Because managed natural landscapes offer environmental benefits and do not inherently cause harm, Councilmember Arvizo suggested revising or removing certain statements to avoid misclassification.

She also expressed concern about the proposed restoration process and registration requirements. As written, the definition of "managed natural landscapes" would require nearly all properties with any planted trees, shrubs, or ornamental plants to register every three years. Councilmember Arvizo stated this would create an unnecessary administrative burden for both residents and staff. She further noted that the application process appears overly complex and difficult to administer.

To address these issues, Councilmember Arvizo stated her intent to make a motion to postpone the ordinance approval to December 15, 2025, to allow staff to revise wording in section 5.2 (B) and 5.3 (A).

Staff clarified that, under Robert's Rules, a postponement motion could not be considered because a motion to approve was already on the floor.

Councilmember Francis asked for clarification on what types of vegetation would be regulated. Staff clarified that the ordinance applies to pollinator gardens, rain gardens, and naturalized landscape areas. Not to decorative shrubs or plantings commonly placed around homes.

Councilmember Arvizo noted that the definition as written appears broader, and reiterated her concerns about unintended applicability.

Staff confirmed that the ordinance had already been reviewed in the workshop and with the City Attorney, and that no additional legal review was necessary.

No further discussion or questions were raised. The council voted on the motion to approve Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2, Sec. 28 Code - Managed Natural Landscapes.

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

Voting Nay: Councilmember Arvizo.

Motion Passed 4-1

12. COUNCIL REPORTS AND OTHER BUSINESS

Councilmember Francis noted that November included several workshops focused on detailed discussion and careful review of ongoing matters. Councilmember Francis stated that the recent process regarding the revision of minutes was informative and contributed to their understanding of council procedures. In preparation for the meeting, the Councilmember reviewed prior notes, agendas, and meeting minutes, describing the effort as intensive but ultimately a valuable learning experience.

Councilmember Burak reflected on recent workshop discussions, noting that identifying mistakes can be discouraging but is part of the learning process. He expressed appreciation for serving on a council that works collaboratively for the community's best interest and supports accountability among its members, emphasizing the importance of striving to avoid similar errors in the future. He also reported participating in Council Chats during the month, describing the format as a positive, more relaxed, and welcoming opportunity for resident engagement. Additionally, Councilmember Burak assisted the Rotary Club with removing flags at Veterans Memorial Park. He noted that both the setup and cleanup efforts require significant volunteer time and expressed gratitude for the opportunity to serve the community in this way.

Councilmember Arvizo reported on a recent conference focused on native plantings and their role in sustainable landscaping. She noted that native plants provide significant environmental benefits, including soil stabilization through deep root systems, reduced water use due to adaptation to local conditions, and decreased reliance on fertilizers and pesticides because of their natural resistance to local pests and diseases. She also emphasized the City's position within the Pioneer-Sarah Creek Watershed and highlighted the importance of responsible land and water management, noting that even urban properties contribute to watershed health. Councilmember Arvizo encouraged residents to apply for the upcoming lawn stewardship grant, to support environmentally friendly yard practices. As a former certified Master Gardener, she also encouraged residents to mulch leaves and protect perennial plants to support healthy regrowth in the spring.

Councilmember DeLuca reported that November was a busy month with multiple workshops covering a wide range of topics, including water service discussions, ordinance revisions, feasibility studies for road projects, and downtown development planning. He noted that the Personnel Committee has devoted significant time to transitioning the City's time-off program to a PTO system, which will be brought forward to the Council in the near future. The committee has also been preparing for new state leave requirements, reviewing updates to the Code of Conduct approved earlier in the meeting, and discussing enhancements to the employee performance review process. He stated that the Council is currently in the feedback-collection phase for the City Administrator's annual review, which will occur in mid-December. Councilmember DeLuca highlighted the Citizens Advisory

Group meeting as a particularly positive experience this month. He and Assistant City Administrator Larson met with residents to gather input on prioritizing future park improvement projects, which will be incorporated into the Council's planning efforts over the winter.

Mayor Maas-Kusske reported that since the last Council meeting, several community events and regional meetings took place. She highlighted the Chamber of Commerce's Trunk-or-Treat event, noting that despite poor weather, the event was successful thanks to participating businesses and the support of Police and Fire personnel. The Mayor also noted the City's participation in the Senate Metro Area Bonding Tour in late October, emphasizing the importance of ongoing advocacy for Highway 12 improvements and opportunities to secure state bonding support. She thanked those who helped facilitate the visit.

The Mayor noted the recent Rotary service activities, including museum tours, community education presentations, and Veterans Day programming. She emphasized the collaborative nature of the community Veterans Day Ceremony, which involved six cities, Orono High School, Rotary, and local partners. She recognized the volunteers who assisted with placing and removing flags throughout the community. Additional updates included participation in the 4M Fund meeting regarding investment strategies; attendance at a community gathering with Commissioner Anderson to discuss shared priorities; and attendance at the Fire Relief Association meeting as the City continues work relating to the dissolution of PERA for the department. She also provided updates from the League of Minnesota Cities board meeting, Minnesota Mayors Association discussions, and the Regional Council of Mayors meeting featuring former Governor Tim Pawlenty's presentation on leadership.

The Mayor mentioned the upcoming grant opportunities related to natural resources and water management, shared at the Northwest Hennepin League meeting. She also referenced ongoing fire service consolidation discussions and regular engagement with residents and business owners. She highlighted a recent visit from Haven Homes, a local memory care facility, whose residents delivered handmade appreciation cards and flowers to City staff and public safety departments.

Mayor Maas-Kusske thanked Rotary and all partners involved in recent community events at Veterans Memorial Park. The Mayor reminded residents of the upcoming 45th Annual "View Santa" event on Saturday, December 6. The Mayor encouraged participation and food shelf donations. She concluded by recognizing the most recent Good Neighbor Award recipient, Mardelle DeCamp, and echoed DeCamp's challenge to everyone to touch at least one person's life to make it a little better. Together we are better.

13. 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

Council Adjourned at 8:12 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

DRAFT