



**MINUTES**  
**CITY COUNCIL - BUSINESS MEETING**  
**MAPLE PLAIN CITY HALL**  
**May 27, 2025**  
**7:00 PM**

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**1. WELCOME**

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

ABSENT: Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, City Planner Mark Kaltsas, and CLA Auditor Christopher Knopik

**2. CALL TO ORDER**

Mayor Julie Maas-Kusske called the meeting to order at 7:05 PM

**3. PLEDGE OF ALLEGIANCE**

**4. ADOPT AGENDA**

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

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

Motion Passed 4-0

**5. 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.)

No visitors spoke.

**6. CONSENT AGENDA**

A. 04-29-25 City Council Workshop Meeting Minutes

B. 04-29-25 City Council Business Meeting Minutes

C. 05-12-25 City Council Workshop Meeting Minutes

Motion to approve Consent Agenda Items A-C made by Councilmember Burak, seconded by Councilmember Francis.

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

Motion Passed 4-0

## **7. ACCOUNTS PAYABLE**

- A. City Bills- \$155,570.02
- B. ACH Bills- \$10,545.14
- C. 2024 Street Improvement Payment- \$10,402.50

City Administrator Kolander summarized the payables and addressed why there was no invoice from the contractor.

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

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

Motion Passed 4-0

## **8. STAFF REPORTS**

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

A motion to accept the staff reports as presented by Councilmember Francis, seconded by Councilmember Burak.

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

Motion Passed 4-0

## **9. OLD BUSINESS**

## **10. NEW BUSINESS**

- A. 2024 Audit Presentation

CLA Auditor Knopik presented the findings of the 2024 financial audit. Highlighting the City receiving an unmodified ("clean") opinion on the financial statements. This is the highest level of an audit. Further explaining the financial standing of the general fund and utility funds, while explaining the positive position the City is in.

Councilmember Burak motioned to accept and approve the 2024 financial audit presented by Clifton Larson Allen, seconded by Councilmember DeLuca.

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

Motion Passed 4-0

**B. Vacation of Easement Resolution 2025-0527-01**

City Planner Kaltsas provided an overview of the easement vacation and the resolution 2025-0527-01 for the vacation of easement & utilities. The drainage and utility easement vacation is needed in order to record the new plat with the County. The development agreement is a standard agreement that outlines the payment of all applicable City fees, platting, and site improvements.

Councilmember Francis moved to approve the Vacation of Easement Resolution 2025-0527-01 as written, which Councilmember Burak seconded.

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

Motion Passed 4-0

**C. Kwik Trip Developer's Agreement**

City Planner Kaltsas provided an overview of the development agreement. The development agreement is a standard agreement that outlines the payment of all applicable City fees, platting, and site improvements. Development agreements are used for City projects that require replatting and/or installation of public improvements. City Planner Kaltsas outlined some language changes that have been requested by the City Attorney Landsman.

Councilmember Francis motioned to approve the Kwik Trip Developer's Agreement with the requested language changes recommended by City Attorney Landsman, seconded by Councilmember Burak.

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

Motion Passed 4-0

**11. COUNCIL REPORTS AND OTHER BUSINESS**

**12. ADJOURNMENT**

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

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

Motion Passed 4-0

Council Adjourned at 7:51

I, the undersigned, Jacob Kolander, City Administrator in and for the City of Maple Plain, Minnesota, do hereby certify that the above and foregoing is a true and correct copy of the minutes.

Respectfully submitted by:

