



MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
July 28, 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 Kolander, Assistant City Administrator Kevin Larson, ABDO Senior Finance Manager Julie McMackins, City Planner Mark Kaltsas, City Engineer Dave Martini, Public Works Director David Martini, Director of Public Safety Matt DuRose, and Fire Chief Rick Denneson.

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 approve the meeting agenda. Seconded by Councilmember DeLuca.

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

Motion Passed 5-0

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 at the meeting.

6. CONSENT AGENDA

- A. 06-23-25 City Council Workshop Meeting Minutes
- B. 06-23-25 City Council Business Meeting Minutes
- C. 07-14-25 City Council Workshop Meeting Minutes

- D. Public Works Camera Purchase
- E. Revised Downtown Purchase Agreement Approval

Motion to approve Consent Agenda Items A-E 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

7. ACCOUNTS PAYABLE

- A. City Bills
- B. ACH Bills
- C. Bond Payments
- D. 2024 Street Project

City Administrator Kolander summarized the accounts payable. Councilmember Burak moved to approve accounts payable, seconded by Councilmember Arvizo.

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

Motion Passed 5-0

8. STAFF REPORTS

- A. Fire Department

Fire Chief Denneson reviewed the incident reports in preparation for the quarterly report and highlighted the ongoing efforts toward the consolidation of the fire departments. Notable events during the quarter included an increased number of grass fires in April and May, as well as the department's annual awards banquet.

- B. West Hennepin Public Safety

Public Safety Director DuRose provided a summary of quarterly activity, noting an overall increase in incidents, largely attributed to a rise in non-criminal traffic stops. He also highlighted upcoming community events, including Night to Unite, McGarry's Charity Golf Tournament, and the Battle of the Badges. Additionally, Director DuRose noted that weather-related challenges have become a more significant concern in recent months.

- C. City Engineer

City Engineer Martini provided an update on engineering activity over the past quarter. Key items included miscellaneous engineering services, work on the DNR Water Supply Plan, progress on the Kwik Trip development and Baker Trail Villa project, and ongoing correspondence regarding the Comfort Haven development. He also reported on reimbursement received from the County for the 2024 Road Reconstruction Project, coordination related to drain tile concerns, completion of the Wellhead Protection Plan (WHPP), and continued punch list work.

- D. Public Works

Public Works Director Medina provided a summary of operations and maintenance activities for the quarter. Key updates included ongoing park maintenance punch list work, installation of a rain gauge, and confirmation that recent water shut-offs functioned as intended. The storm sewer on Three Oaks was successfully cleared, and 26 utility locates were completed in June alone.

Looking ahead, upcoming projects include addressing drainage issues on Poplar Street and managing natural grass overgrowth at Veterans Memorial Park, which is becoming a public safety concern. In addition, parts for the new crosswalk sign have arrived in the U.S., and installation will proceed once they are delivered to Maple Plain.

E. City Planner

Planner Kaltsas provided an update on planning activities, noting that the comprehensive sign plan for Kwik Trip is nearing finalization. He also reported on the issuance of zoning verification letters and stated that the cannabis cultivation application is scheduled for review by the Planning Commission in September.

F. Administration & Finance

City Administrator Kolander provided an update on the Inflow and Infiltration (I&I) project and noted that Midco's infrastructure work is ongoing throughout the city. Residents with questions or concerns related to Midco's work are encouraged to contact the company directly.

ABDO Senior Finance Manager McMackins presented the first-half financial report for the City of Maple Plain.

9. OLD BUSINESS

10. NEW BUSINESS

A. Hiring of Fire Fighters

City Administrator Kolander provided an update on firefighter recruitment, reporting that candidate Liska holds certifications in Emergency Medical Response (EMR), Firefighter I, and Firefighter II, while candidate Post does not currently possess any certifications. Based on these qualifications, Kolander recommended hiring Liska and not Post.

During the Council discussion, Councilmembers expressed concerns about the timing of the hire given the upcoming fire department merger, as well as the potential impact of limited experience on retirement eligibility. They emphasized the importance of weighing long-term implications over short-term staffing needs. The financial impact of training was also discussed, with estimated costs of approximately \$2,000. Additionally, Kolander clarified that his primary concern is potential liability related to workers' compensation, rather than increased workload for current staff. Councilmembers also considered whether choosing not to hire additional firefighters at this time could present a risk to the City.

Councilmember Francis motioned to hire both Anthony Post and Joshua Liska to the Maple Plain Fire Department, seconded by Councilmember Arvizo.

Voting Yea: Councilmember Francis, Councilmember Burak, & Councilmember Arvizo.

Voting Nay: Mayor Maas-Kusske & Councilmember DeLuca

Motion Passed 3-2

B. Resolution 2025-0728-01 Transferring Funds

City Administrator Kolander summarized the need to approve the resolution. The resolution is to close an equipment replacement fund not currently in use.

Councilmember Francis moved to approve Resolution 2025-0728-01 Approving Fund Transfers as written, which Councilmember Burak seconded.

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

Motion Passed 5-0

C. Resolution 2025-0728-02 Transferring Funds- Parks

City Administrator Kolander summarized the need to approve the resolution. The resolution is to move donated park improvement funds out of the General Fund and Capital Improvement Fund into the Park Improvement Fund. This updates and supplies accurate financial data.

Councilmember DeLuca moved to approve Resolution 2025-0728-02 Approving Fund Transfers as written, which Councilmember Francis seconded.

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

Motion Passed 5-0

11. COUNCIL REPORTS AND OTHER BUSINESS

Councilmembers and Mayor provided reports of monthly activities.

12. 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 8:20

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:

