



MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
April 29, 2025
7:00 PM

1. WELCOME

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

ABSENT: Councilmember Mike DeLuca & Councilmember Connie Francis

STAFF PRESENT: City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, Fire Chief Rick Denneson, Director of public Safety Matt DeRose, City Engineer David Martini, Assistant City Engineer Matt Bauman, Public Works Director Dylan Hoflock, City Planner Mark Kaltsas, and ABDO Finance Director Julie McMackins

2. CALL TO ORDER

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

3. PLEDGE OF ALLEGIANCE

4. ADOPT AGENDA

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. 03-24-25 City Council Workshop Meeting Minutes
- B. 03-24-25 City Council Business Meeting Minutes
- C. 04-07-25 City Council - Board of Equalization & Appeal Public Hearing
- D. 04-14-25 City Council Workshop Meeting Minutes
- E. 04-14-25 City Council - Well Head Protection Plan - Public Hearing Meeting Minutes
- F. Gambling License- Delano Area Youth Hockey Assn.

Motion to approve Consent Agenda Items A-F made by Councilmember Arvizo, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

7. ACCOUNTS PAYABLE

A. City Bills \$198,631.74

B. ACH Bills \$12,891.29

C. 2024 Street Project Bills \$1,277.50

City Administrator Kolander summarized the payables and addressed the overbudget items as coding error's.

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

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

8. STAFF REPORTS

A. Fire Department

Fire Chief Denneson summarized the Q1 and recapped the total number of calls for the start of 2025. Highlighting Q1 calls up 22 vs. last year. EMS calls are the culprit. Monday nights are training night. UTV training has been completed. The UTV has made early grass fires easier to fight this spring. There are currently 22 firefighters on staff and 2 people are in the hiring process.

B. West Hennepin Public Safety

Public Safety Director DuRose summarized the activity report. Traffic stop in the month of March came at total of 55 up from 22 the same month last year. WHPS continues to have a zero tolerance of cell phone use while driving. April was spent onboarding Director DuRose and dealing with the director handoff.

C. City Engineer

City Engineer Martini stressed May is the beginning of project planning for CIP planning for 2026 and 2028. Engineering has been coordinating with Baker Park Villas' for the building permit and restoration of sewer infrastructure. The City is finalizing the wellhead protection plan. May is also the start of the punchlist items from the 2024 street improvement project. The completion of the 2024 street improvement project will likely be finalized mid-summer.

D. Public Works

Public Works Director Hofflock discussed the accomplishments for Q1 and outlined Q2 goals. Stump grinding and lead reporting will be the focus in Q2.

E. City Planner

City Planner Kaltsas reviewed the recent activity with the planning commission and listed the new projects to begin in the next 12 months. Summarized the finalized plans for the Kwik Trip development, the potential project on Industrial Street, Comfort

Haven work is completed, and calls to purchase the property on the corner of Main Street and Delano Avenue.

F. Administration & Finance

City Administrator Kolander updated the council on the discussion on the Fire Taxing District, the transition of Permits and Licensing to an online platform, and the two open seats on the planning commission.

ABDO Senior Finance Manager McMackins presented the first quarter financials for the City of Maple Plain.

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

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

9. OLD BUSINESS

A. Resolution 2025-0429-02 Approving the Revised WHPS JPA

City Administrator Kolander summarized the changes made to the WHPS JPA, specifically outlining the grammar changes and the removal of the City Administrator as a check signer.

A motion to approve Resolution 2025-0429-02 Approving the Revised WHPS JPA as written was made by Councilmember Burak, seconded by Councilmember Arvizo.

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

10. NEW BUSINESS

A. Wellhead Protection Plan

Assistant City Engineer Matt Bauman summarized the 10-year plan for the Wellhead Protection Plan, outlining the multi-year process of creating the plan with the Department of Health, public hearings, the history of working with Hennepin County, and the areas of focus for the 10-year plan.

Councilmember Arvizo moved to approve the Wellhead Protection Plan as written, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

B. Resolution 2025-0429-01 Approving Fund Transfers

City Administrator Kolander summarized the need to approve the resolution. The resolution is to maintain city and debt service funds, which provide financial responsibility. The closing of funds 702 for code enforcement charges, fund 210 for Rev Intgovt, fund 115 for planning fund & capital improvement fund.

Council Member Burak moved to approve Resolution 2025-0429-01 Approving Fund Transfers as written, which Council Member Arvizo seconded.

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

C. 2025 Enterprise Budget

ABDO Finance Director McMackins summarized the 2025 Enterprise Budget for water, sewer, and storm. The final 2025 enterprise fund budget has a net revenue of \$770,938. In 2023, a utility rate study was performed by Abdo Financial Solutions with assumptions agreed upon with management. Those projections are available in the rate study and have been incorporated into this budget. In the coming years, there are several capital expenses planned, so it is imperative to have adequate funds available. Debt service expenses have been budgeted for according to each debt issue's bond service schedules. This includes bond indebtedness principal payments, bond indebtedness interest payments, and fiscal agent fees. These items have been budgeted and presented according to each issue of debt's amortization schedule and bond document.

Councilmember Burak moved to approve the 2025 Enterprise Budget as presented, seconded by Councilmember Arvizo.

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

D. Revised 2025 Fee Schedule

City Administrator Kolander reviewed the need to approve a revised fee schedule after the Enterprise Fund Budget approval and to reflect the new utility rates.

Councilmember Arvizo moved to approve the revised 2025 fee schedule, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

E. Resolution 2025-0429-03- CUP Approval for Comfort Haven

City Planner Kaltsas presented the conditional use permit for Comfort Haven. Outlining the updated proposal and discussing concerns about public safety. A fee schedule was created to address excessive calls. In addition to the public safety concerns, City Planner Kaltsas reviewed the Planning Commission recommendations, focusing on the reduced number of semi trucks to no more than 3 per week and the elimination of parking by Comfort Haven on the street, except for special event parking with a city-approved permit.

Councilmember Arvizo moved to approve Resolution 2025-0429-03- CUP for Comfort Haven, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

F. Employee Handbook - Holidays

City Administrator Kolander summarized the meeting with the Personnel Committee on April 21st to review the City Holiday schedule. The Committee compared the Maple Plain number of Holidays to other cities in Minnesota. It is the recommendation of the Personnel Committee to add a ½ day of paid Holiday for Christmas Eve to the handbook.

Councilmember Arvizo moved to approve the ½ day being added to the paid holidays in the employee handbook, seconded by Councilmember Burak.

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

11. COUNCIL REPORTS AND OTHER BUSINESS

Council Members provided reports of activities over the past month.

12. ADJOURNMENT

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

Voting Yea: Mayor Maas-Kusske, Councilmember Arvizo, Councilmember Burak

Motion passed 3-0

Council Adjourned at 8:13

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:

