



**MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
March 23, 2026
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, City Planner Mark Kaltsas, and Assistant City Administrator Kevin Larson

2. CALL TO ORDER

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

3. PLEDGE OF ALLEGIANCE

4. ADOPT AGENDA

City Administrator Schillander requested the Council pull item 11 from the agenda and Mayor Maas-Kusske requested to pull item 6B from the agenda.

Councilmember DeLuca made a motion to approve the agenda with item 11 and 6B removed. Seconded by Councilmember Burak.

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.)

6. CONSENT AGENDA

- A. Art in the Park Event
- B. Party in the Park Event
- C. Letter of Support for The City of Corcoran
- D. Approve Water Supply Plan

Motion to approve consent agenda A, C & D 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 \$404,790.03
- B. ACH Bills \$13,998.03
- C. 2024 Street Reconstruction \$1,149.00

City Administrator Schillander summarized accounts payable.

Motion to approve accounts payable 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

8. STAFF REPORTS

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

Motion to approve staff reports as presented 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

9. OLD BUSINESS

- A. Resolution 2026-0323-01 Resolution Approving The Submission Of An Outdoor
Recreation Grant Application For Veterans Memorial Park

Assistant City Administrator summarized the MN DNR grant and resolution 2026-
0323-01 fulfills the requirement to submit the grant application for Veterans Memorial
Park.

Motion to approve Resolution 2026-0323-01 Resolution Approving The Submission Of
An Outdoor Recreation Grant Application For Veterans Memorial Park made by
Councilmember Arvizo. Seconded by Councilmember Burak.

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

Motion Passed 5-0

- B. Resolution 2026-0323-02 Resolution Approving The Submission Of An Outdoor Recreation Grant Application For Rainbow Park

Assistant City Administrator summarized the MN DNR grant and resolution 2026-0323-02 fulfills the requirement to submit the grant application for Rainbow Park.

Motion to approve Resolution 2026-0323-02 Resolution Approving The Submission Of An Outdoor Recreation Grant Application For Rainbow Park 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

- C. Resolution 2026-0323-03 Resolution Approving The Submission Of An Outdoor Recreation Grant Application For Bryantwood Park

Assistant City Administrator summarized the MN DNR grant and resolution 2026-0323-03 fulfills the requirement to submit the grant application for Bryantwood Park.

Motion to approve Resolution 2026-0323-03 Resolution Approving The Submission Of An Outdoor Recreation Grant Application For Bryantwood Park made by Councilmember Francis. Seconded by Councilmember Arvizo.

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

Motion Passed 5-0

10. NEW BUSINESS

- A. Resolution 2026-0323-04 Delegating Authority to the City Administrator to Pay Claims Via ACH and Make Electronic Transfers

City Administrator Schillander summarized the resolution with one addition of in accordance of the purchase policy.

Motion to approve Resolution 2026-0323-04 Delegating Authority to the City Administrator to Pay Claims Via ACH and Make Electronic Transfers with the addition to the resolution 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

- B. Resolution 2026-0323-05 Accepting the SolarApp+ Grant \$15,000

City Administrator Schillander summarized the resolution to accept the SolarApp+ grant.

Motion to approve Resolution 2026-0323-05 Accepting the SolarApp+ Grant \$15,000 made by Councilmember DeLuca. Seconded by Councilmember Arvizo.

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

Motion Passed 5-0

C. Resolution 2026-0323-06 Authorization to Create and Transfer Funds

City Administrator Schillander summarized the resolution to establish six new Capital Improvement Project funds to improve financial transparency and long-term planning for individual park projects and for the future purchase of a fire truck scheduled for 2030. The resolution also authorizes three transfers from the Park Improvement Fund (401) into the newly created CIP funds.

Motion to approve Resolution 2026-0323-06 Authorization to Create and Transfer Funds 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 2026-0323-07 Application To The Drinking Water Revolving Fund For The Replacement Of Lead Service Lines

Assistance City Engineer Bauman summarized the resolution and that lead service line replacement project is funded by a grant administered through the Minnesota Public Facilities Authority (PFA). The resolution is a required step to complete the application process for accessing the funds.

Motion to approve Resolution 2026-0323-07 Application To The Drinking Water Revolving Fund For The Replacement Of Lead Service Lines 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

E. Resolution 2026-0323-08 Approving 2023 II Grant Program Funds Reimbursement Participation From Metropolitan Council Environmental Services

Assistance City Engineer Bauman summarized the resolution to authorize staff to submit documentation to Metropolitan Council Environmental Services for qualifying funds that help mitigate Inflow and Infiltration (II). This grant cycle was for work completed in 2024 and 2025. The Street Reconstruction project had eligible work and is the basis for grant reimbursement.

Motion to approve Resolution 2026-0323-08 Approving 2023 II Grant Program Funds Reimbursement Participation From Metropolitan Council Environmental Services 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

F. Resolution 2026-0323-09 Accepting Bids For The 2026 Industrial Street Improvements Project

Assistance City Engineer Bauman summarized the Bids For The 2026 Industrial Street Improvements Project. Recommends awarding the project to the low bidder, Omann Brothers Paving, Inc. in the amount of \$309,822.14.

Motion to approve Resolution 2026-0323-09 Accepting Bids For The 2026 Industrial Street Improvements Project made by Councilmember Burak. Seconded by Councilmember Arvizo.

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

Motion Passed 5-0

G. Ordinance 2026-351 Amending the City Fee Schedule

City Administrator Schillander summarized Ordinance 2026-351 that updates the City's fee schedule relating to Right-of-Way (ROW) activities to ensure fees accurately reflect the administrative oversight, inspection demands, and regulatory compliance required under Minnesota law.

Motion to Approve Ordinance 2026-351 Amending the City Fee Schedule 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

Motion to Approve Summary Publication of Ordinance 2026-351 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

11. 1800 PIONEER CREEK CENTER- PROJECT

A. City Planner Summary Report

City Planner Kaltsas summarized the 1800 Pioneer Creek Center project. The applicant is seeking to convert the existing building from a single tenant office building into a multi-tenant building that would allow for a wider variety of permitted uses than just office. The city discussed this request further with the applicant and noted that the existing building and property is zoned and guided I-Industrial. Within the Industrial zoning district, the city permits a variety of uses including "Office Campus". The city's

ordinance does not further define “Office Campus” in the I-Industrial zoning district or within the overall Zoning Ordinance definitions.

- B. Ordinance 2026-353 An Ordinance Amending Section 10-453 Of The Maple Plain City Code To Add A Definition For Office Campus

City Planner Kaltsas summarized Ordinance 2026-352 to amend section 10-453 to define “Office Campus” in §10- 453 provides a uniform, citywide interpretation applicable wherever the use is listed, reducing ambiguity for applicants, staff, and the public. Staff prepared an ordinance that was considered by the Planning Commission and would allow for the proposed re-use of the existing building.

Motion to Approve Ordinance 2026-352 An Ordinance Amending Section 10-453 Of the Maple Plain City Code to Add a Definition for Office Campus 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

- C. Ordinance 2026-353 An Ordinance Amending Section 10-453 Of The Maple Plain City Code To Add A Definition For Office Campus Summary Publication

Motion to Approve Ordinance 2026-352 Summary Publication 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 2026-0323-11 Approving The Request For Site Plan Review To Allow The Re-Use Of The Existing Office Building For As An Office Campus On The Properties Located At 1800 Pioneer Creek Center

City Planner Kaltsas summarized the resolution and the review of the existing structure and site plan, which consists of two connected buildings totaling approximately 37,000 square feet. The west building includes four stories, while the east building has three stories. Currently, about 9,000 square feet of the east building is occupied. Each floor on either side is approximately 5,500 square feet. The site also includes 165 surface parking spaces across two lots.

Motion to Approve Resolution 2026-0323-11 1800 Pioneer Creek Center Site Plan Approval 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

12. COUNCIL REPORTS AND OTHER BUSINESS

Councilmember Francis provided a report focused on the Fire Relief, Planning Commission, Workshops, Rebranding, and Strategic Planning

Councilmember DeLuca provided a report focused on Strategic planning for the city.

Councilmember Burak provided a report on Strategic Planning.

Councilmember Arvizo provided a report on the ground breaking of the new gym, watershed and encourage natural landscapes

Mayor Maas-Kusske provided a report on the legislative updates, Highway 12 Coalition, Fire Relief Association, City Day on the Hill, and the hiring a new part time police officer.

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 7:52 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