



**MINUTES
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
December 15, 2025
5:30 PM**

1. CALL TO ORDER

Mayor Julie Maas-Kusske called the meeting to order at 5:30 PM

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

ABSENT: Councilmember Connie Francis

STAFF PRESENT: City Administrator Jacob Schillander, Assistant City Administrator Kevin Larson, Maple Plain Fire Chief Rick Denneson

2. ADOPT AGENDA

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

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

Motion Passed 4-0

3. DISCUSSION

A. Water Agreement With Medina

Staff Overview

City Administrator Schillander provided an update on the proposal related to the Water Service Agreement with the City of Medina, focusing on the installation and maintenance of interconnection meters. Staff outlined a proposal to use \$100,000 of the previously collected \$375,000 in water access charges toward meter installation, with Medina sharing installation and ongoing maintenance costs on a 50/50 basis. Medina has indicated a willingness to proceed under this arrangement. This approach would simplify billing by allowing quarterly billing based on actual water usage and eliminating the need for periodic leak detection audits.

Council Discussion

The Council expressed support for the shared-cost meter installation and maintenance approach, noting it balances fairness, operational efficiency, and neighborly cooperation. An emphasis was provided that ownership of the meters was less important than the shared responsibility and clear billing. Discussion highlighted the importance of providing Medina and the developer with timely written confirmation of water service to avoid project delays and potential loss of funding. Clarification was provided that either a formal Council action or an administrative letter could satisfy the developer's immediate needs.

Council Direction

The Council reached consensus to proceed with the 50/50 cost-sharing model for interconnection meter installation and maintenance. Staff was directed to finalize the agreement and ensure Medina and the developer receive the necessary confirmation to move the project forward.

B. Park Improvement Plan

Staff Overview

Assistant City Administrator Larson summarized the Citizen Advisory Panel's work to prioritize park improvements and assign target years for completion. Emphasis was placed on ADA upgrades at Veterans Memorial Park and long-term improvements to Rainbow Park, including the hockey rink. Staff requested Council approval of the prioritized list for submission to ABDO as part of the City's five-year Capital Improvement Plan (CIP).

Council Discussion

The Council discussed the rationale for selecting pour-in-place playground surfacing over loose rubber mulch, citing reduced maintenance, longer lifespan, and safety considerations. Clarification was provided regarding Veterans Memorial Park walkway improvements, with discussion supporting a wider, drivable path combined with removable or breakaway bollards for safety and emergency access. Council also questioned line-item costs for the pollinator garden and benches, noting that some items may already be funded or available and should be adjusted accordingly during budgeting. Additional discussion addressed Rainbow Park rink upgrades, potential sponsorship opportunities, and future flexibility in the CIP timeline.

The Council reviewed other park areas, including Bryant Wood Park, Pioneer Park, and the Tot Lot, noting that project timing remains flexible and subject to future budget adjustments, sponsorship opportunities, and coordination with other capital projects.

Council Direction

The Council expressed general agreement with the prioritized list and directed staff to incorporate clarifications discussed, including path width and bollard design, acknowledgment of previously funded items, and continued flexibility during CIP development. The list is to move forward as a planning document for inclusion in the five-year CIP.

C. Ordinance Enforcement

Staff Overview

City Administrator Schillander presented an overview of the City's complaint-based ordinance enforcement model and requested Council guidance on expectations for proactive enforcement, handling of informal complaints, and distinctions between public and private nuisances. Staff noted the upcoming launch of an online complaint submission tool to formalize documentation and ensure consistency.

Council Discussion

Council generally supported a hybrid approach: maintaining a complaint-based system while allowing staff to address obvious public health, safety, or visibility issues observed during routine duties. The council emphasized the importance of distinguishing between private nuisances, which should remain civil matters, and public nuisances that affect the broader community. Discussion highlighted the challenges related to repeat offenders, the need for fairness, documentation, and avoidance of selective enforcement claims.

Council Direction

The Council supported continued use of a complaint-based system supplemented by limited proactive enforcement for clear public nuisances. Staff were encouraged to rely on formal complaint processes while addressing visible violations encountered in the course of normal operations. The Council requested continued staff communication through weekly updates, particularly when repeat or sensitive cases arise.

D. Ordinance 343- Amending Chapter 6, Article 2 - Nuisance Violation

Staff Overview

Assistant City Administrator Larson reviewed proposed amendments to the nuisance ordinance intended to improve clarity, consistency, cost recovery, and management of repeat offenders. Key elements include updated noxious weed definitions, defined enforcement timelines, a repeat nuisance service-call framework (three violations within a 24-month period), and clarified cost-recovery provisions. City Administrator Schillander noted ongoing legal review regarding administrative fees and collection methods.

Council Discussion

The Council discussed repeat nuisance thresholds, enforcement escalation, and appropriate timeframes for identifying habitual violations. Questions were raised regarding statutory authority for fees, special assessments, and alternative collection methods. Council emphasized the need for clear steps, transparency, and flexibility to address chronic offenders while maintaining fairness.

Council Direction

The Council provided consensus direction to continue refining the ordinance language, particularly related to repeat offenders, fee authority, and recovery mechanisms. Staff was directed to address outstanding legal questions and return with a revised draft for future consideration.

E. Potential Fire Department Consolidation Open House

Staff Overview

City Administrator Schillander proposed holding a public open house to mark the transition from the Maple Plain Fire Department to service through the West Suburban

Fire District, recognizing current and retired firefighters and providing public information.

Council Discussion

The Council discussed the value of honoring the City's fire service history versus concerns about messaging and redundancy following recent public events. Some members emphasized the importance of formally recognizing retired firefighters and celebrating the transition, while others questioned the necessity of an open house.

Council Direction

The Council expressed interest in moving forward. Staff was directed to develop a proposed open house concept, a budget, and logistics for the Council for consideration.

4. COUNCIL REPORTS

Mayor Maas-Kusske inquired about the possibility of attending the final fire relief association board meeting on Wednesday. Councilmembers acknowledged the importance of continuity and participation with the past fire relief association meetings for the final meeting.

Councilmember DeLuca wanted to wait until after the 12/15 Council Business meeting to make any changes to Council representation at the fire relief board.

5. FUTURE WORKSHOP TOPICS

- A. Parking Regulations
- B. 5 Year CIP/Finance Plan
- C. Rainbow Park Sewer Improvement
- D. City Hall Options
- E. Gateway Boulevard Pedestrian Safety and Crosswalk Modifications

The Council wanted to add the 'Strategic Planning Retreat' to the list of future workshop topics.

6. ADJOURNMENT

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

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

Motion Passed 4-0

The workshop adjourned at 6:37 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:

A handwritten signature in black ink, appearing to read 'JWS', is written over a light gray rectangular background.

Jacob W. Schillander
City Administrator

DRAFT