



**MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
December 15, 2025
7:00 PM**

1. WELCOME

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 Engineer Matt Bauman, City Planner Mark Kaltsas, and Assistant City Administrator Kevin Larson

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

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

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.)

Nicole McDade, 1472 Meadow Lane

McDade offered support of the the ameded rental ordinance 348. Thanked staff for their responsiveness, and expressed appreciation for changes made to better support the community.

Justin McCoy 5700 Robert Rd, Independence

McCoy spoke as the Fire Relief President in support of Resolution 2025-1215-04 Repealing Resolution 2025-0922-01 and Directing the Executive Director to withhold Payouts. related to Fire Relief Association pension distributions. McCoy summarized membership demographics, stated broad support among firefighters for the resolution, and thanked City staff, the Fire Chief, Councilmembers, and the Mayor for their collaboration.

Eric Schultz 5915 Three Oaks Ave.

Thanked the City Council for amendments to the rental ordinance, noting neighborhood concerns and expressing appreciation for the City's actions.

No additional speakers came forward. Public comment was closed.

6. CONSENT AGENDA

- A. 11-24-25 City Council Workshop Meeting Minutes
- B. 11-24-25 City Council Business Meeting Minutes
- C. 12-01-25 City Council - Truth in Taxation Public Hearing Meeting Minutes
- D. 12-08-25 City Council Workshop Meeting Minutes
- E. 12-08-25 City Council Special Business Meeting Minutes
- F. Employee Handbook Updates

Mayor Maas-Kusske pulled item D (12/08/25 Workshop Meeting Minutes) from the consent agenda for further clarification.

Councilmember Arvizo moved to approve Consent Agenda Items A, B, C, E, and F. The motion was seconded by Councilmember Burak.

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

Motion Passed 4-0

Pulled Item – December 8, 2025 Workshop Meeting Minutes:

Assistant City Administrator Larson clarified language related to the food truck ordinance discussion, noting that WHPS does not conduct food truck inspections. Discussion item C. of the Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units. The Council Discussion should read as follows: "The Council reviewed the proposed changes and discussed inspections, as well as the clarity of registration for operators."

Councilmember Arvizo moved to approve the December 8, 2025, Workshop Meeting Minutes with the stated clarification. The motion was seconded by Councilmember Burak.

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

Motion Passed 4-0

7. ACCOUNTS PAYABLE

- A. City Bills \$224,503.89
- B. ACH Bills \$11,200.72

C. Street Project \$936.00

City Administrator Schillander presented the accounts payable totals: City Bills \$224,503.89, ACH Bills \$11,200.72, and Street Project Bills \$936.00.

Councilmember Arvizo moved to approve the accounts payable. The motion was seconded by Councilmember Burak.

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

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

All staff reports have been submitted, with the exception of public works.

Councilmember Burak moved to accept the staff reports as submitted and presented in the business meeting packet, except for public works, seconded by Councilmember DeLuca.

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

Motion Passed 4-0

9. OLD BUSINESS

10. NEW BUSINESS

- A. Fire Services Contract and Lease Agreement

Staff Overview

City Administrator Schillander presented the finalized Fire Services Contract and Fire Station Lease Agreement with the West Suburban Fire District (WSFD). The lease provides for the WSFD's use of the Maple Plain Fire Station at \$1 per year, outlines maintenance and utility responsibilities, and includes City reimbursement for a vehicle exhaust system. The Fire Services Agreement establishes WSFD as the fire service provider for Maple Plain beginning January 1, 2026, transitions eligible Maple Plain firefighters to WSFD, outlines PERA contribution assistance for five years, establishes cost-sharing formulas, equipment cost-sharing, engine replacement funding, and limited warranty provisions for transferred equipment.

Council Discussion

Mayor Maas-Kusske acknowledged the extensive collaboration and multi-year effort between Maple Plain, Independence, and West Suburban Fire District, and expressed appreciation for staff and partner agencies.

Council Action

Councilmember Burak moved to approve the Fire Services Contract and Lease Agreement. Councilmember DeLuca seconded the motion.

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

Motion Passed 4-0

B. Revision of 08-25-25 Business Meeting Minutes

Staff Overview

City Administrator Schillander explained the revision was required to meet Gambling Control Board standards by correcting organizational naming to match the entity's tax identification. The MN Gambling Control Board (Board) has requested that the City revise the meeting minutes for the 08/25/25 business meeting. For the Board to approve the lawful gambling premises permit application, the organization listed needs to match the tax ID. The Board requests consent agenda read 'St. Bonifacius Lions Club' instead of 'St. Bonifacius/Minnetrista Area Lions Club'.

Council Discussion

There was no discussion for the revised meeting minutes.

Council Action

Councilmember DeLuca moved to approve the revised August 25, 2025, Business Meeting Minutes. Councilmember Burak seconded the motion.

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

Motion Passed 4-0

C. Resolution 2025-1215-01 Approval of the 2026 Final Levy & Budget

Staff Overview

City Administrator Schillander summarized the 2026 levy and budget following the Truth in Taxation hearing. The total 2026 levy is \$1,997,220. The General Fund budget is \$1,582,091, with debt service payments totaling \$415,129. Public safety accounts for approximately 51% of the budget and reflects the largest area of increase.

Council Action

Councilmember DeLuca moved to adopt Resolution 2025-1215-01 Approval of the 2026 Final Levy & Budget. Councilmember Burak seconded the motion.

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

Motion Passed 4-0

D. Resolution 2025-1215-02 Donations Received 2025

Staff Overview

Staff reported that state statute requires formal acceptance of donations received during the year, totaling \$209,025.

Council Discussion

Mayor Maas-Kusske requested the removal of West Hennepin Public Safety from Exhibit A, as it is a separate entity.

Council Action

Councilmember Arvizo moved to approve 2025-1215-02 Donations Received 2025, as amended to remove West Hennepin Public Safety from Exhibit A. Councilmember Burak seconded the motion.

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

Motion Passed 4-0

E. Resolution 2025-1215-03 Annual designations for 2026 Maple Plain Organization

Staff Overview

City Administrator Schillander presented the annual designations, including official depository (MidCountry Bank), official newspaper (The Laker), meeting schedule, Councilmember DeLuca with the acting mayor designation, and annual appointments.

Council Action

Councilmember Arvizo moved to approve Resolution 2025-1215-03 Annual designations for 2026 Maple Plain Organization. Councilmember DeLuca seconded the motion.

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

Motion Passed 4-0

F. Resolution 2025-1215-04 Repealing Resolution 2025-0922-01 and Directing the Executive Director to withhold Payouts

Staff Overview

City Administrator Schillander explained the request to repeal the prior resolution terminating the Fire Relief Association plan in order to pursue special legislation that would ensure equitable pension benefit calculations for firefighters, particularly those under age 50.

Council Discussion

Mayor Maas-Kusske discussed timing, fairness considerations, and the importance of hearing further input from the Fire Relief Association membership.

Councilmember DeLuca indicated that this would be the biggest mistake the Council has made in his 14-year tenure on the Council. Councilmember DeLuca spoke about his concerns about incurring additional expenses, the risk of market correction

conditions, the uncertainty of legislation passing, and the liability of the City if the fund dips below the 90% threshold outlined by the State.

Councilmember Burak expressed the need to ensure firefighters are treated fairly in the City's final actions.

Mayor Maas-Kusske respectfully disagreed with Councilmember DeLuca. The executive director has the final say, but this is a chance to make everyone whole with the relief funds and honor the commitments to the firefighters. The firefighters voiced their opinion at the last fire relief meeting. If they can't be made whole, then they want special legislation to correct it. Mayor Maas-Kusske mentioned that she advocated to Representative Robbins to attempt to pass legislation. While there is a risk with the fund dipping below 90%, these individuals put their lives on the line for this community. The City owes it to the firefighters to attempt to meet their needs.

Council Action

Councilmember Arvizo moved to approve Resolution 2025-1215-04 Repealing Resolution 2025-0922-01 and Directing the Executive Director to withhold Payouts. Councilmember Burak seconded the motion.

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

Voting Nay: Councilmember DeLuca

Motion Passed 3-1

- G. Resolution 2025-1215-05- Accepting the 2026 Industrial Street Project Feasibility Report

Staff Overview

Assistant City Engineer Matt Bauman presented the 2026 Industrial Street Project Feasibility Report. The project includes a mill and overlay of Industrial Street and replacement of an aging water main originally installed in 1965. The proposed improvements would extend the roadway's lifespan and improve water system reliability while minimizing disruption through pipe-bursting methods. The assessment methodology limits assessments to water main improvements only, with two properties directly served. The total estimated project cost is approximately \$430,000, with an estimated City share of \$380,000.

Council Action

Councilmember Arvizo moved to adopt Resolution 2025-1215-05- Accepting the 2026 Industrial Street Project Feasibility Report. Councilmember Burak seconded the motion.

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

Motion Passed 4-0

- H. Resolution 2025-1215-06- Accepting the 2026 Downtown Project Feasibility Report

Staff Overview

Assistant City Engineer Bauman presented the Downtown Street Reconstruction Feasibility Report, evaluating infrastructure improvements to Main Street East, Pioneer Avenue, Delano Avenue, Maple Avenue, Marsh Avenue, Spring Avenue, and the Fire Station parking lot. The report recommends a combination of full street reconstruction and mill-and-overlay improvements, replacement of sanitary sewer and water mains, added stormwater treatment, sidewalk connections, lighting enhancements, and removal of Bud Avenue between Main Street East and Highway 12. The total estimated project cost is approximately \$5.9 million, with assessments and City participation structured in accordance with City policy.

Council Action

Councilmember Burak moved to adopt Resolution 2025-1215-06- Accepting the 2026 Downtown Project Feasibility Report. Councilmember Arvizo seconded the motion.

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

Motion Passed 4-0

- I. Resolution 2025-1215-07 North Shore Gymnastics Site Plan Review, Preliminary Plat, and Final Plat

Staff Overview

City Planner Mark Kaltsas presented applications for a new North Shore Gymnastics facility within the City's industrial park. The proposal includes replatting two existing parcels to accommodate a new approximately 40,000-square-foot recreational facility, site plan approval, and associated parking, landscaping, and sidewalk connections. The Planning Commission reviewed the proposal on two occasions and recommended approval, noting consistency with surrounding industrial development and applicable standards.

Council Discussion

Councilmembers thanked the Planning Commission and the applicant for their work and expressed appreciation for North Shore Gymnastics' continued investment in Maple Plain.

Council Action

Councilmember DeLuca moved to adopt Resolution 2025-1215-07 North Shore Gymnastics Site Plan Review, Preliminary Plat, and Final Plat. Councilmember Arvizo seconded the motion.

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

Motion Passed 4-0

- J. Resolution 2025-1215-08 Repealing Resolution 2025-1124-04

Staff Overview

City Administrator Schillander explained the need to repeal Resolution 2025-1124-04 due to scheduling conflicts that prevented required participants from attending the previously scheduled public hearing.

Council Action

Councilmember Burak moved to adopt Resolution 2025-1215-08 Repealing Resolution 2025-1124-04. Councilmember DeLuca seconded the motion.

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

Motion Passed 4-0

K. Resolution 2025-1215-09 Ordering a Public Hearing for TIF District

Staff Overview

City Administrator Schillander presented a resolution setting a public hearing for a proposed Tax Increment Financing District on February 9, 2026, at 7:00 PM.

Council Action

Councilmember Arvizo moved to adopt Resolution 2025-1215-09 Ordering a Public Hearing for TIF District. Councilmember DeLuca seconded the motion.

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

Motion Passed 4-0

L. Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units

Staff Overview

Assistant City Administrator Larson presented proposed amendments to modernize the City's mobile food unit regulations. The ordinance clarifies applicability on both public and private property, establishes registration requirements, and sets a 300-foot proximity standard between mobile food units and brick-and-mortar restaurants.

Council Action

Councilmember Burak moved to adopt Ordinance 344- Amending Chapter 4, Article 4 - Mobile Food Units and approve publication of the ordinance summary. Councilmember DeLuca seconded the motion.

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

Motion Passed 4-0

M. Ordinance 345 - 2026 Fee Schedule

Staff Overview

City Administrator Schillander reviewed updates to the 2026 Fee Schedule, including consideration of fee references within City Code, establishment of a general permit fee, and administrative adjustments. Utility and enterprise fund rates will be reviewed separately in early 2026.

Council Action

Councilmember Arvizo moved to adopt Ordinance 345 - 2026 Fee Schedule and ordinance summary publication. Councilmember DeLuca seconded the motion.

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

Motion Passed 4-0

- N. Ordinance 346 Repealing Cannabis Ordinance 331 and Ordinance 347 Establishing a New Cannabis Registration

Staff Overview

City Administrator Schillander presented Ordinance 346 repealing outdated Cannabis Ordinance 331 and Ordinance 347 establishing a new cannabis business registration framework to align with state law, effective January 1, 2026.

Council Action

Councilmember Arvizo moved to adopt Ordinance 346 Repealing Cannabis Ordinance 331, Ordinance 346 summary publication, Ordinance 347 Establishing a New Cannabis Registration, and Ordinance 347 summary publication. Councilmember DeLuca seconded the motion.

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

Motion Passed 4-0

- O. Ordinance 348- Amended Rental Ordinance

Staff Overview

City Administrator Schillander presented Ordinance 348, strengthening the City's rental ordinance by establishing safe rental housing standards, enforcement tools, and due-process procedures for license suspension or revocation in response to criminal activity. The amendments were developed in collaboration with staff, legal counsel, law enforcement, and residents.

Council Discussion

Mayor Maas-Kusske thanked staff, the City Attorney, residents, and law enforcement for their collaboration to have clear direction and documentation in our ordinances.

Council Action

Councilmember Arvizo moved to adopt Ordinance 348- Amended Rental Ordinance and approve the publication of the ordinance summary. Councilmember DeLuca seconded the motion.

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

Motion Passed 4-0

11. COUNCIL REPORTS AND OTHER BUSINESS

Councilmember Burak reflected on the rapid pace of recent workshops and business meetings, noting that the quick turnaround provided a new perspective on how efficiently government work can be accomplished. He highlighted the significant changes experienced by the City over the past year, including new businesses and the transition to new fire services. Councilmember Burak thanked City staff for their work on the rental

ordinance and for navigating complex interactions with residents, businesses, and the Council. He also expressed gratitude to first responders who will no longer be directly managed by the City at the end of the year, thanking them for their service and expressing hope that the new partnership will elevate service levels going forward.

Councilmember Arvizo echoed Councilmember Burak's appreciation and added a public service reminder regarding winter salt use. She encouraged residents to be mindful and sparing when applying road salt, noting Maple Plain's location within a watershed and the impacts excess salt can have on water quality and wildlife. Councilmember Arvizo also reported that the Watershed Commission will not meet in December.

Councilmember DeLuca noted the unusually quick succession of recent meetings and reflected on the month as a period of wrap-ups and transitions. He thanked staff for their work preparing and refining several new ordinances, acknowledging that while they can feel cumbersome, they serve important purposes. Councilmember DeLuca shared that the Council has been working on the City Administrator's performance review, including gathering community feedback, and will meet with City Administrator Schillander for the annual review. He described the past year as one of the busiest and expressed gratitude for colleagues, staff, residents, and the opportunity to serve the community.

Mayor Maas-Kusske provided a comprehensive report on recent activities and community events. She referenced the Truth-in-Taxation hearing earlier in the month and shared that she and Chief DuRose attended the grand opening of the Hennepin County Stabilization Center, a new facility serving children and teens with complex mental health and behavioral health needs. The Mayor also reported on meetings with the new Hennepin County Administrator to discuss downtown planning, county roads, the library, and long-term collaboration.

The Mayor summarized discussions from regional and statewide meetings, including the Regional Council of Mayors and a Minnesota-focused economic development session emphasizing collaboration and leadership. She provided updates from the Police Commission, noting completion of the ELMS/AC Records Agreement and ongoing discussions related to staffing and public safety needs.

Mayor Maas-Kusske highlighted several community events, including the 150th anniversary celebration at Christ Lutheran Church, the opening of Kwik Trip with a ribbon-cutting scheduled for the following day, and recent Rotary activities. She also reflected on the annual "View Santa" event, describing it as a favorite community tradition and noting that approximately 1,400 pounds of food and \$800 in cash were donated to the Westonka Community Food Shelf, directly benefiting Maple Plain and Independence residents.

The Mayor concluded by reflecting on the multi-year fire service consolidation process, expressing appreciation for the extensive collaboration involved, and noting a busy week ahead with meetings and events. As this was the final Council meeting of the year, she thanked residents, staff, public safety personnel, and Councilmembers for their contributions, expressed optimism for 2026, and reiterated the importance of working together respectfully for the benefit of the community.

12. ADJOURNMENT

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

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

Motion passed 4-0

Council Adjourned at 8:21 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

DRAFT