MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
September 28, 2026
7:00 PM

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1. **WELCOME**

   PRESENT: Acting Mayor Mike DeLuca, Councilmember Andrew Burak, Councilmember Rochelle Arvizo, and Councilmember Nathan Pearson

   ABSENT: Mayor Julie Maas-Kusske

   STAFF PRESENT: City Administrator Jacob Schillander, City Planner Mark Kaltsas, Assistant City Engineer Matt Bauman, ABDO Sr. Manager Julie McMackins, and Assistant City Administrator Kevin Larson

2. **CALL TO ORDER**

   Acting Mayor DeLuca called the meeting to order at 7:22 PM

3. **PLEDGE OF ALLEGIANCE**

4. **ADOPT AGENDA**

   Councilmember Burak made a motion to approve the meeting agenda . Councilmember Pearson seconded the motion.

   Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

   Motion passed 4-0

   Acting Mayor DeLuca made a motion to table the consent agenda. Councilmember Burak seconded the motion.

   Voting Yea: Acting Mayor DeLuca, and Councilmember Pearson

   Voting Nay: Councilmember Burak, and Councilmember Arvizo

   Motion failed 2-2

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.)

   No visitor spoke before the Council.

6. **CONSENT AGENDA**

A. 08-24-26 City Council - Workshop Minutes

B. 08-24-26 City Council - Business Meeting Minutes

C. 08-31-26 City Council - Workshop Minutes

D. 09-21-26 City Council - Workshop Minutes

Councilmember Burak made a motion to table the consent agenda. Councilmember Arvizo seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

7. ACCOUNTS PAYABLE

A. City Bills: $227,671.46

B. City ACH's: $15,170.61

C. 2026 Downtown Reconstruction Pay Request 2: $885,438.87

D. 2026 Industrial Street Reconstruction Pay Request 2: $129,127.49

City Administrator Schillander summarized the accounts payable for the City of Maple Plain.

Councilmember Burak made a motion to approve the accounts payable as presented. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

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

Councilmember Arvizo made a motion to accept the staff reports as presented in the packet. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

9. OLD BUSINESS

10. NEW BUSINESS

A. Resolution 2026-0928-01 Approving the Fall Youth Activity Grant Application

Assistant City Administrator Larson summarized resolution 2026-0928-01 approving the applications for the Hennepin County Youth Grants Program. The proposed grant applications include: Replacement of the outdoor hockey rink at Rainbow Park. Playground Pour-in-Place Surfacing Replacement Project at Veterans Memorial Park. Playground Pour-in-Place Surfacing Replacement Project at the Oak Street Tot Lot. Playground Replacement Project at Bryantwood Park. Playground Replacement Project at Rainbow Park.

Councilmember Arvizo made a motion to approve Resolution 2026-0928-01 Approving the Fall Youth Activity Grant Application. Councilmember Burak seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

B. Resolution 2026-0928-02 Approving the Transfer of the 2024 Bond Expense to the Appropriate Funds

City Administrator Schillander presented resolution 2026-0928-02 approving the transfer of the 2024 bond expense to the appropriate funds. Following the bond finance plan for the 2024 Street Reconstruction Fund, the proposed resolution authorizes the transfer of funds received from the Water, Sewer, and Stormwater funds for their portions of the eligible project costs.

Councilmember Burak made a motion to adopt Resolution 2026-0928-02 Approving the Transfer of the 2024 Bond Expense to the Appropriate Funds. Councilmember Arvizo seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

C. Resolution 2026-0928-03 Approving the Revisions to the 2026 Maple Plain Council Appointments

City Administrator Schillander presented resolution 2026-0928-03 approving the revisions to the 2026 Maple Plain Council appointments. Resolution 2026-0928-03 approves the assignment of Councilmember Pearson as the Council representative to the Planning Commission, and the removal of the Rebranding Committee from the list of Council boards, commissions, and committee appointments.

Acting Mayor DeLuca noted the Rotary met weekly and Mayor Maas-Kusske is the only representative for the West Hennepin Chamber of Commerce.

Councilmember Arvizo made a motion to adopt Resolution 2026-0928-03 Approving the Revisions to the 2026 Maple Plain Council Appointments with the correction outlined by Acting Mayor DeLuca. Councilmember Burak seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

D. Resolution 2026-0928-04 Approving the Purchase the BS&A Software and Transfer of Funds

City Administrator Schillander presented resolution 2026-0928-04 approving the purchase the BS&A software and transfer of funds. Resolution 2026-0928-04 approves the purchase of BS&A software that supports fund accounting, general ledger, accounts payable, accounts receivable, cash receipting, utility billing, customer account management, Public Works work orders, building permits, business licensing, online payments, code enforcement, land use, zoning applications, and related property records. Capital Funds from Fund 451 to pay the project cost. This amount includes professional services and the annual cloud subscription.

Councilmember Burak made a motion to adopt Resolution 2026-0928-04 Approving the Purchase the BS&A Software and Transfer of Funds. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

E. Resolution 2026-0928-05 Declaring Costs To Be Assessed, And Ordering Preparation Of Proposed Assessment For The 2026 Industrial Street Improvements

Assistant City Engineer Bauman presented resolution 2026-0928-05 declaring costs to be assessed, and ordering preparation of proposed assessment for the 2026 Industrial Street improvements. Resolution 2026-0928-05 declares the City's share of the 2026 Industrial Street Improvement Project costs to be $353,387.31, with $100,014.62 to be assessed against benefited property owners.

Councilmember Burak made a motion to adopt Resolution 2026-0928-05 Declaring Costs To Be Assessed, And Ordering Preparation Of Proposed Assessment For The 2026 Industrial Street Improvements. Councilmember Arvizo seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

F. Resolution 2026-0928-06 Approving Hearing On Proposed Assessment For The 2026 Industrial Street Improvement Project

Assistant City Engineer Bauman presented resolution 2026-0928-06 approving hearing on proposed assessment for the 2026 Industrial Street Improvement Project. The resolution establishes the public hearing for October 19, 2026, at 7:00 p.m. at Maple Plain City Hall.

Councilmember Arvizo made a motion to adopt Resolution 2026-0928-06 Approving Hearing On Proposed Assessment For The 2026 Industrial Street Improvement Project Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

G. Resolution 2026-0928-07 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2026 Downtown Street Reconstruction

Assistant City Engineer Bauman presented resolution 2026-0928-07 declaring cost to be assessed and ordering preparation of proposed assessment for the 2026

Downtown Street Reconstruction. Resolution 2026-0928-07 declares the City's share of the 2026 Downtown Street Reconstruction Project costs to be $4,097,463.54, with $1,513,444.91 to be assessed against benefited property owners.

Councilmember Burak made a motion to adopt Resolution 2026-0928-07 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment for the 2026 Downtown Street Reconstruction. Councilmember Arvizo seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

H. Resolution 2026-0928-08 Approving A Hearing On Proposed Assessment For The 2026 Downtown Street Reconstruction Project

Assistant City Engineer Bauman presented resolution 2026-0928-08 approving a hearing on proposed assessment for the 2026 Downtown Street Reconstruction Project. The resolution establishes the public hearing for October 19, 2026, at 7:00 p.m. at Maple Plain City Hall.

Councilmember Burak made a motion to adopt Resolution 2026-0928-08 Approving A Hearing On Proposed Assessment For The 2026 Downtown Street Reconstruction Project. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

I. Resolution 2026-0928-09 Approval of 2027 Preliminary Budget and Tax Levy

ABDO Sr. Manager McMackins outlined the key highlights from the proposed 2027 Preliminary Budget and Levy. Focusing on the detailed financial information, budget assumptions, departmental changes, debt obligations, and estimated property-tax impacts. The proposed 2027 Preliminary Budget and Levy will increase +4.21% vs. 2026.

Councilmember Burak made a motion to adopt Resolution 2026-0928-09 Approval of 2027 Preliminary Budget and Tax Levy. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

J. Resolution 2026-0928-10 Approving Conway, Deuth & Schmiesing, PLLP As the City Auditor

City Administrator Schillander summarized the the 3-year contract for auditing services for Conway, Deuth & Schmiesing, PLLP (CDS).

Councilmember Arviso made a motion to adopt Resolution 2026-0928-10 Approving Conway, Deuth & Schmiesing, PLLP As the City Auditor. Councilmember Burak seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

K. Resolution 2026-0928-11 Approving CliftonLarsonAllen LLP For The City Finance

City Administrator Schillander summarized the the 3-year contract for City finance and auditing services from CliftonLarsonAllen LLP (CLA).

Councilmember Burak made a motion to adopt Resolution 2026-0928-11 Approving CliftonLarsonAllen LLP For The City Finance. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

L. Ordinance 2026-355 Amending Maple Plain City Code Chapter 2 Regarding Mayor and Council Member Salaries

City Administrator Schillander summarized Ordinance 2026-355 Amending Maple Plain City Code Chapter 2 Regarding Mayor and Council Member Salaries. Ordinance 2026-355 would amend Section 2-23 of the Maple Plain City Code to increase the Mayor's salary from $400 to $500 per month ($100 more per month) and each Councilmember's salary from $300 to $350 per month ($50 more per month).The additional $25 for each official meeting attended and mileage reimbursement at the federal business rate would remain unchanged.

Councilmember Burak made a motion to adopt Ordinance 2026-355 Amending Maple Plain City Code Chapter 2 Regarding Mayor and Council Member Salaries. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

Councilmember Pearson made a motion to approve the summary of Ordinance 2026-355 for publication.. Councilmember Burak seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

11. HIGHWAY 12 EQUINOX TOWNHOMES

A. City Planner Memorandum

City Planner Kaltsas provided an overview of a development located at or adjacent to 5330 Highway 12, Maple Plain, MN. A proposed 85-unit townhome community with one-, two-, and three-bedroom market-rate rental townhome units distributed among 10 residential buildings, together with a community building providing a management office and indoor/outdoor resident amenities.

City Planner Kaltsas also outline the rezoning requirements, planned unit development agreement, site plan review, the preliminary/final plat approval and the Equinox Development LLC Developers Agreement.

B. Ordinance 2026-356 Amending Article 4 Of The City Code By Adding Planned Unit Specific Zoning To Section 10-543

Councilmember Burak made a motion to adopt Ordinance 2026-356 Amending Article 4 Of The City Code By Adding Planned Unit Specific Zoning To Section 10-543. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

C. Ordinance 2026-357 Amending The City Of Maple Plain Zoning Code, Including Zoning Maps

Councilmember Burak made a motion to adopt Ordinance 2026-357 Amending The City Of Maple Plain Zoning Code, Including Zoning Maps. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

D. Resolution 2026-0928-12 Approving The Rezoning To Planned Unit Development (Pud), Planned Unit Development, Site Plan Review, And Preliminary And Final Plat To Allow An 85-Unit Townhome Development On The Property Located At Or Adjacent To 5330 Highway 12

Councilmember Burak made a motion to adopt Resolution 2026-0928-12 Approving The Rezoning To Planned Unit Development (Pud), Planned Unit Development, Site Plan Review, And Preliminary And Final Plat To Allow An 85-Unit Townhome Development On The Property Located At Or Adjacent To 5330 Highway 12. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, and Councilmember Pearson

Voting Nay: Councilmember Arvizo

Motion passed 3-1

E. Equinox Development Partners LLC Developer's Agreement

Councilmember Burak made a motion to adopt Equinox Development Partners LLC Developer's Agreement. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

F. Planned Unit Development Agreement

Councilmember Burak made a motion to adopt Planned Unit Development Agreement. Councilmember Pearson seconded the motion.

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, and Councilmember Pearson

Voting Nay: Councilmember Arvizo

Motion passed 3-1

12. COUNCIL REPORTS AND OTHER BUSINESS

Council gave their reports of meetings and activities for the month.

13. ADJOURNMENT

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

Voting Yea: Acting Mayor DeLuca, Councilmember Burak, Councilmember Arvizo, and Councilmember Pearson

Motion passed 4-0

Meeting adjourned at 8:36 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