



**MINUTES  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
October 13, 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 Connie Francis, Councilmember Andrew Burak, & Councilmember Rochelle Arvizo

STAFF PRESENT: City Administrator Jacob Schillander

**2. ADOPT AGENDA**

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

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

Motion Passed 5-0

**3. DISCUSSION**

**A. Sewer Jetting and Television RFP**

City Administrator Schillander summarized the sewer jetting and television RFR. The City supplies sanitary sewer services and maintains approximately 31,000 linear feet of gravity sewer lines that transport to treatment facilities. The City is looking to secure a three-year contract, starting in 2026. The provider will offer a comprehensive range of services, including sewer main cleaning, sewer and manhole video inspections, and provide a detailed report describing the condition of the City's sewer facilities. Staff's recommendation is to award the three-year contract to Nelson Sanitation.

Council Direction: Move forward with awarding the three-year contract to Nelson Sanitation and bring it to the City Council consent agenda for approval.

**B. Ordinance 335- Amending Fee schedule language**

City Administrator Schillander summarized ordinance No. 335 updates multiple sections of the Maple Plain City Code to replace outdated references to fee adoption

“by resolution” with language that correctly reflects the legal requirement to adopt the City’s fee schedule by ordinance. These changes ensure compliance with statutory requirements and improve consistency across the Code.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

C. Ordinance 336- Amending Sec 9-22 Hydrant Connections

City Administrator Schillander summarized the changes in ordinance No. 336. This ordinance updates Section 9-22 of the Maple Plain City Code to clarify and strengthen regulations surrounding fire hydrant connections. The amendments include clarification of authorized use, permit requirements, time limitation, fee structure, and enforcement.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

D. Ordinance 337- Chapter 7 Article 4 Amendment

City Administrator Schillander summarized ordinance No. 337, an amendment to chapter 7, article 4, right-of-way permits. This ordinance amendment comprehensively updates the City’s regulations governing the use of public rights-of-way, particularly as they pertain to the installation, maintenance, restoration, enforcement, vegetation, abandonment, and operation of utility and wireless facilities. The proposed changes modernize the code to reflect current industry practices, clarify procedural requirements, and ensure compliance with state law.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

E. Ordinance 338- Fees & Appeal Process

City Administrator Schillander summarized ordinance No. 338, an amendment to the Maple Plain City Code Chapter 1. This ordinance amendment introduces two new sections to Chapter 1 of the Maple Plain City Code. Section 1-19 – General fee establishes a default fee structure for permits when no specific fee is otherwise defined in the Code. This ensures consistency and clarity in fee application by referencing the City’s adopted fee schedule. Section 1-20 – Appeal procedure creates a standardized appeal process for individuals adversely affected by decisions or conditions imposed by City boards, departments, officers, or employees, where no other appeal process is specified.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

F. Ordinance 339- Driveway Design Standards & Fees

City Administrator Schillander summarized ordinance No. 339, an amendment to the driveway design standards and fee references. This ordinance updates and clarifies the City’s driveway design standards and standardizes fee references across multiple code sections. Key changes include new definitions to improve clarity and enforcement, creating design standards to establish a minimum setback, requiring permits and plan submissions, fee updates, and aligning application procedures and requirements.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

**G. Ordinance 340- Amending Chapter 5 Article 4 & Escrow Requirements**

City Administrator Schillander summarized ordinance No. 340, an amendment to Chapter 5, Article 3 of the Maple Plain City Code. This ordinance replaces Chapter 5, Article 3 in its entirety to improve clarity, update references, and establish escrow requirements for grading and drainage-related permits. Key changes include a special use permit for grading, filling, or excavating that alters ground contours or drainage. Defines “substantial alteration” as movement of more than 25 cubic yards or changes of two feet or more in elevation. Requires submission of a grading or erosion and sedimentation control plan. Adds a requirement for applicants to pay a permit fee. Introduces a new financial security (escrow) provision to ensure completion of approved grading or erosion control work. Updates outdated references to Chapter 4, Article II with correct citations to Chapter 3, Article 2. Finally, renumbers and reorganizes sections for better flow and clarity.

Council Direction: Move forward with the ordinance changes and bring it to the City Council business meeting for approval.

**4. COUNCIL REPORTS AND OTHER BUSINESS**

Councilmembers provided an update on West Hennepin Public Safety staffing, the Meadows HOA board, the Fire Department service contract, and an update on Fire Relief donations.

**5. FUTURE WORKSHOP TOPICS**

- A. Park Improvement Plan
- B. Code of Conduct
- C. Parking Regulations
- D. City Hall Building
- E. Water Study
- F. Amendment Consideration in Chapter 5, Article 5 Solid Waste
- G. Amendment Consideration in Chapter 6, Article 2 Nuisance Violation

**6. 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 6:22 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', with a stylized flourish extending from the end.

Jacob W. Schillander  
City Administrator