



**MINUTES  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
November 10, 2025  
5:30 PM**

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**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 and Assistant City Administrator Kevin Larson

**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. Ordinance 338- Chapter 1 Fees & Appeal Process (REVISIONS)**

City Administrator Schillander summarized the revision to proposed ordinance no. 338 that amends Chapter 1 of Maple Plain City Code. The revisions in the scheduling and notification procedures, the requirements of testimony and evidence submitted 7 days before the hearing, and the requirement of publishing all materials.

Council Direction: make slight changes to ordinance 338. 1. Revise the appeals process to "14 days of the date of the notice". 2. Add "7 calendar days" for the appellant to submit materials to the City. 3. Add "special meeting" to the list of meetings where a hearing could be held.

**B. City Council Appeals Hearing Policy**

Assistant City Administrator Larson summarized the appeals hearing policy draft. The policy establishes a clear and consistent process for handling an appeal brought

before the City Council. The key policy components create pre-hearing requirements, the hearing procedure, and the post-hearing expectations.

Council Direction: In the post-hearing actions, revise the notification of decision section to include that the Council will provide written notice of the decision and make a ruling at the hearing.

C. Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code Amendments - Managed Natural Landscapes

Assistant City Administrator Larson summarized the proposed amendments to Chapter 5, Article 1. The amendments offer definitions to key types of managed landscapes (meadow vegetation, natural habitats, ornamental plants, pollinator habitats, rain gardens, and turf grass) and introduce a no-fee registration requirement to meet the MN State requirements for being planned, intentional, and properly maintained. The registration will exempt the property from the 8-inch grass height, but any noxious weeds will not be exempt from nuisance enforcement.

Council Direction: Move forward with the amendments to Chapter 5, Article 1, and create a communication strategy to educate residents of the planned changes.

D. Amendment Consideration in Chapter 5, Article 5 Bulk Waste Storage

Assistant City Administrator Larson summarized the amendments for Chapter 5, Article 4, which establishes standards for bulk waste storage. The proposed ordinance introduces the following: an application for dumpsters placed on public property will need to be approved. Establishes time limits and permit requirements for dumpsters on residential property. Establishes seasonal restrictions. Nuisance enforcement provisions to address violations. The goal of the amendment is to minimize nuisances, traffic hazards, and impacts on neighborhoods.

Council Direction: Proceed with the amendments to the City Code and bring them to a City Council Business Meeting for approval.

E. Grant: SolarAPP+ Solar Permitting Software Incentive for Local Units of Government

Assistant City Administrator Larson summarized the SolarAPP+ Solar Permitting Software Incentive Grant with the Minnesota Department of Commerce. The grant offers financial incentives to local governments that adopt SolarAPP+. SolarAPP+ is a free platform designed to streamline the permitting process for residential solar projects. Eligible applicants may receive between \$5,000 and \$20,000. Maple Plain is eligible for \$15,000 in grant funding. The funding would be used to support the integration of SolarAPP+ with Baseline (the new permitting software).

Council Direction: Bring a resolution to the City Council for approval and proceed with submitting the grant application after the City Council provides its official approval.

F. Code of Conduct

City Administrator Schillander summarized the changes to the code of conduct. The Maple Plain City Council Code of Conduct outlines the ethical standards, legal obligations, and behavioral expectations for elected officials, appointed board and commission members, and staff. It emphasizes transparency, accountability, and respectful engagement in public service, while clarifying roles and responsibilities across the organization. The Code includes guidance on legal compliance, open

meeting laws, conflicts of interest, and respectful workplace practices, and provides a structured process for addressing potential violations.

The Personnel Advisory Committee has reviewed the proposed Code of Conduct multiple times and believes it is ready for Council approval. Before formal adoption, the Committee recommends that all Councilmembers be given the opportunity to review the document, ask questions, and suggest any corrections or additions. This collaborative approach ensures that the final version reflects shared values and supports the City's commitment to ethical governance and public trust.

Council Direction: Proceed with bringing the code of conduct to the City Council for its official approval.

**G. Snow Removal Proposal 25-26**

City Administrator Schillander provided an update on the quote from SnowPros for the 2025-2026 winter season. SnowPros has submitted a proposal to continue providing snow and ice management services for the City of Maple Plain during the 2025–2026 winter season. The scope of services remains consistent with prior years, including plowing and salting at a 1.5" trigger, and targeted salting of hills, curves, and intersections during ice events. A new addition is a \$200 trip charge for same-night hauling of snow on Main Street.

Council Direction: Proceed with bringing the SnowPros proposal to the City Council for its official approval.

**H. City Signage**

Assistant City Administrator Larson summarized the direction of the Rebranding Committee for the replacement of the existing monument and park signs. The project scope encompasses both the design and installation of signage, with an emphasis on incorporating design elements of existing signage at Veterans Memorial Park and the City's electronic sign. After careful deliberation, the Committee recommends the following: Remove the existing wood monument sign on County Road 19 without replacement. Install two new monument signs (eastbound and westbound) on Highway 12, designed and fabricated by Scenic Sign Corp. Install smaller aluminum signs in all parks except Veterans Memorial Park (VMP).

Council Direction: Move forward with the monument signs on Highway 12, redesign the park signage, and remove the wood monument sign on County Road 19.

**4. COUNCIL REPORTS AND OTHER BUSINESS**

Councilmember DeLuca noted that the Council is preparing for Jacob Schillander's annual performance review. The timing of the review could take place towards the end of November.

City Administrator Schillander noted a special council meeting will be called on November 17th to review the water study results, the board of appeal minute revisions & city hall. A second round of street sweeping will be conducted in the next week or two. CodeRED has officially been decommissioned for the City, and CivicREADY is fully operational

Mayor Maas-Kusske announced the Veterans Day program is taking place on November 11th. Anyone and everyone is welcome to attend the Veterans Day event.

**5. FUTURE WORKSHOP TOPICS**

**A. Water Study**

- B. Parking Regulations
- C. City Hall Building
- D. Ordinance Enforcement
- E. 5 Year CIP/Finance Plan
- F. Council Meeting Pay
- G. Transparency
- H. Rainbow Park Sewer Improvement

## **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 6:54 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