



MINUTES
CITY COUNCIL - BUSINESS MEETING
MAPLE PLAIN CITY HALL
October 27, 2025
7:00 PM

1. WELCOME

PRESENT: Mayor Julie Maas-Kusske, Councilmember Connie Francis, Councilmember Andrew Burak & Councilmember Rochelle Arvizo

ABSENT: Councilmember Mike DeLuca

STAFF PRESENT: City Administrator Jacob Schillander, Assistant City Administrator Kevin Larson, ABDO Sr. Manager Julie McMackins, Director of Public Safety Matt DuRose, Fire Chief Rick Denneson, City Engineer Dave Martini, Assistant City Engineer Matt Bauman, Public Works Director David Medina, and City Planner Mark Kaltsas.

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

Voting Yea: Mayor Maas-Kusske, Councilmember Francis, 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.)

John Fay (5819 Three Oaks Ave) spoke against turning the Local Board of Appeal and Equalization over to Hennepin County.

A. McGarrys Pub Charity Golf Donation Presentation

General Manager and Owner of McGarry's Pub, James Leeder-Botnan, presented a generous donation to the Maple Plain City Council in support of local first responders, including West Hennepin Public Safety and the Maple Plain Fire Department.

Mayor Julie Maas-Kusske expressed her gratitude on behalf of the City Council, recognizing McGarry's Pub for its continued commitment to the community. Director of Public Safety Matt DuRose and Fire Chief Rick Denneson also extended their appreciation to Mr. Leeder-Botnan and McGarry's Pub for their ongoing support of local public safety personnel.

6. CONSENT AGENDA

- A. 09-22-25 City Council Workshop Meeting Minutes
- B. 09-22-25 City Council Business Meeting Minutes
- C. 10-13-25 City Council Workshop Meeting Minutes
- D. Liability Tort Waiver
- E. Sewer Jetting and Television RFP
- F. Resolution 2025-1027-01- A resolution approving the quote for tax increment, building certification and environmental investigation for the downtown redevelopment project.
- G. Third Amendment to Lease Agreement 2026-2028

Motion to approve Consent Agenda Items A-D made by Councilmember Francis, seconded by Councilmember Burak.

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

Motion Passed 4-0

7. ACCOUNTS PAYABLE

- A. City Bills- \$189,560.76
- B. ACH Bills- \$32,760.12
- C. 2024 Street Project Bills- \$49,831.85

City Administrator Schillander summarized the accounts payable.

Councilmember Arvizo moved to approve accounts payable, seconded by Councilmember Burak.

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

Motion Passed 4-0

8. STAFF REPORTS

- A. Fire Department

Maple Plain Fire Chief Denneson reviewed the incident reports in preparation for the quarterly report. Highlighting the types and locations of the calls with a comparison to last year. Chief Denneson also provided an update on the latest training efforts,

notable equipment changes, staffing totals, ongoing efforts toward consolidating the fire departments, and calls of interest.

B. West Hennepin Public Safety

Public Safety Director DuRose provided a summary of quarterly activity, noting an overall increase in incidents, largely attributed to a rise in non-criminal traffic stops. Director DuRose highlighted the recent Art in the Park community event, the Highway 12 coalition is back in full swing, the completion of 3 public safety audits, and spoke about the hiring of Officer Mason Splichal. He also highlighted upcoming community events. Additionally, Councilmember Francis thanked the West Hennepin Public Safety for all of the recent personal support and dedication to the community. Mayor Maas-Kusske expressed gratitude towards the West Hennepin Public Safety's work with the drug task force. Congratulated Director DuRose on winning the Battle of the Badges.

C. City Engineer

City Engineer Martini provided an update on engineering activity over the past quarter. Key items included miscellaneous engineering services, infrastructure planning, grant funding opportunities, Midco oversight with fiber installation, possible withdrawal from the MS4 program, water use study, Department of Health lead service line replacement project sources, LRIP grant for the downtown redevelopment, and the 2024 street reconstruction project.

Mayor Maas-Kusske inquired about the status of the lead line replacement. How many homes still need to be checked? Assistant City Engineer Bauman stated, there are about 100 homes that still have not responded to the lead line inquiry. Staff sent mailers to those homes and conducted door-knocking to contact the homeowners. Only 10% of the remaining homes were contacted and participated in the survey. There will be a third phase of the investigation. Mayor Maas-Kusske requested that staff be proactive in communicating the validity and importance of the survey. Can we include it in the Leaflet, quarterly newsletter, city website, or Facebook? City Engineering will work with city staff on the communication piece of the third phase of the investigation.

D. Public Works

Public Works Director Medina provided an update on quarterly operations and maintenance activities. Key highlights included the City successfully completing all MDH reporting, maintaining compliance with all water quality parameters, servicing backup generators for the winter season, inspecting backflow preventers, cleaning the lift station, and confirming that all hydrants are fully operational.

E. City Planner

Planner Kaltsas provided an update on planning activities, noting that the downtown redevelopment project. The developer will be applying for a preliminary plat and site plan for the downtown redevelopment. Northshore Gymnastics has applied to develop a lot on Pioneer Creek. Northshore Gymnastics has come across a couple of situations that have cost implications. The Wenk building has recently had some interest in redeveloping the property to get it back in use.

F. Administration & Finance

City Administrator Schillander provided an update to the council. The key items included: the Hawk pedestrian signal is fully operational. Midco had bored through a few water and sewer lines. The water and sewer lines are repaired. On Highway 12, a sinkhole appeared. City Administrator Schillander publicly thanked David Medina, Valley Rich, MN DOT, and Matt Bauman for their quick action to resolve the sinkhole issue without incident. Staff have reviewed the changes requested for the West Suburban Fire District agreement. Changes have been made and sent back for further review. Finally, CodeRED has been officially disbanded, and the City has shifted to CivicREADY for emergency notifications.

ABDO Senior Finance Manager McMackins presented the 3rd quarter financial report for the City of Maple Plain.

Councilmember Francis moved to accept the staff reports as presented, seconded by Councilmember Burak.

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

Motion Passed 4-0

9. OLD BUSINESS

10. NEW BUSINESS

A. Transition from Local Board of Appeal and Equalization (LBAE) to Hennepin County "Open Book"

Assistant City Administrator Larson provided an overview of options regarding the City's Local Board of Appeal and Equalization authority. Currently, the Maple Plain City Council serves as the local board, providing property owners a forum to contest assessed values. Staff reviewed challenges with the current model, including the training burden and the need for councilmembers to make complex valuation determinations.

Hennepin County's "Open Book" system was presented as an alternative, allowing residents to meet directly with county assessors for property reviews. Benefits include easier access for residents, direct appraisal review, and reduced administrative responsibilities for the City.

Staff recommended permanently transferring the City's Local Board of Appeal and Equalization authority to Hennepin County to ensure professional appraisal oversight, improve accessibility for residents, and reduce administrative workload.

City Administrator Schillander showed the map of the cities that are currently enrolled and the four recent city additions to the "Open Book" system.

Mayor Maas-Kusske provided a brief history of the agenda item, why it was brought before the Council, and the desire is to give residents more options to appeal the valuations of their properties.

Discussions and questions for staff.

A clarification on the recent cities moving towards Open Book was requested. Staff noted, the cities are Medina, Edina, Maple Grove, and Tonka Beach.

Council wanted to understand the duration and circumstances of the temporary transition vs. the permanent transition to Open Book. Staff noted the temporary transition is a minimum of three years. The Council will have to revisit the transition in three years. The permanent transition is permanent, but the Council can bring it back to the City with the passage of a resolution and Minnesota State approval.

A follow-up question inquired about the State approval and what that entails. Staff noted that there is a form to fill out and submit.

Councilmember Francis motioned to approve the Limited Transfer of Authority to Hennepin County. Councilmember Burak seconded the motion.

One Councilmember requested more time to consider the resolution.

Mayor Maas-Kusske requested a roll call vote from City Administrator Schillander.

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

Voting Nay: Councilmember Arvizo

Absent: Councilmember DeLuca

Motion Passed 3-1

B. Firefighter Wage Increase

City Administrator Schillander summarized the proposed wage increase from \$14.50 to \$16.00 for the Maple Plain Firefighters. The proposed increase will align wages with the West Suburban Fire District. With the consolidation of the two teams, the intent is to provide our Firefighters with the same pay as the West Suburban Fire District.

Fire Chief Denneson added, the request for the wage increase be applied retroactively to October 1st.

The Council expressed that the wage increase was a positive step forward to further align the Maple Plain Fire Department with the West Suburban Fire District. Council requested clarification on funding the wage increase. Staff confirmed the funding is available for the wage increase.

Councilmember Burak moved to approve the wage increase retroactive to October 1st, 2025, which Councilmember Francis seconded.

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

Motion Passed 4-0

C. 2026 Industrial Street Project Fee Estimate

Assistant City Engineer Matt Bauman summarized the proposal to assist with the 2026 Industrial Street Improvements project, covering the section from Budd Avenue to the east cul-de-sac. The project will include a mill and overlay and water main replacement, which will be assessable and require a formal feasibility study. The study will include cost estimates, assessment apportionments, a preliminary assessment roll, a property owner open house, and administration of the required Improvement Hearing.

To support accurate design and cost estimation, it is proposed to conduct a topographic survey and coordinate soil borings. The proposed scope of services includes a feasibility study, a topographic survey, soil borings, and a separate geotechnical proposal from Haugo Geotechnical Services. The total estimated cost, excluding geotechnical services, is \$31,400.

Councilmember Francis motioned to authorize Bolton & Menk to proceed with the feasibility study and topographic survey for the 2026 Industrial Street Project. Seconded by Councilmember Burak.

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

Motion Passed 4-0

D. 2026 Downtown Redevelopment Project

Assistant City Engineer Matt Bauman summarized the 2026 Downtown Redevelopment Project, which includes street reconstruction and infrastructure improvements along Main Street East, Pioneer Avenue, the Spring and Marsh Avenue cul-de-sacs, Delano Avenue, Maple Avenue, and the Fire Station parking lot. The project aligns with the City's Capital Improvement Plan and supports ongoing efforts to revitalize key downtown corridors.

A proposal for the feasibility phase, which includes preparation of a feasibility study (cost apportionment, preliminary assessment roll, public open house, and Improvement Hearing); a topographic survey and soil borings documenting existing conditions and geotechnical analysis; and a separate geotechnical exploration by Haugo Geotechnical Services. The total estimated cost for the feasibility phase is \$77,500, with geotechnical services billed separately.

Staff noted the project's consistency with the City's 2026 CIP priorities and recommended authorizing Bolton & Menk to proceed with the feasibility study and related survey work.

Councilmember Burak motioned to authorize Bolton & Menk to proceed with the feasibility study and topographic survey for the 2026 Downtown Redevelopment Project. Seconded by Councilmember Francis.

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

Motion Passed 4-0

11. COUNCIL REPORTS AND OTHER BUSINESS

Councilmembers and the Mayor provided reports of monthly activities.

12. ADJOURNMENT

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

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

Motion passed 4-0

Council Adjourned at 8:20 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', followed by a long horizontal flourish.

Jacob W. Schillander
City Administrator