



AGENDA
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
June 08, 2026
5:30 PM

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
 - A. Funding Request from MP Museum
 - B. City Council Salaries
 - C. Ordinance Amendments for Stormwater Discharge Prevention and Sump Pump Compliance
- 4. COUNCIL REPORTS**
- 5. FUTURE WORKSHOP TOPICS**
 - A.** 5 Year Finance CIP
 - B.** 2027 Budget
 - C.** City Hall Development
- 6. ADJOURNMENT**



Executive Summary
City Council Workshop

AGENDA ITEM:	Funding Request from MP Museum
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION:	Discussion

Summary:

The City received a request from the Maple Plain Historical Museum seeking financial assistance for improvements associated with rebuilding the museum facility. The request includes two proposed projects: (1) interior and exterior painting in the amount of \$7,500 and (2) electrical work in the amount of \$4,200.

The Maple Plain Historical Museum serves as a community resource preserving local history and providing educational opportunities to residents and visitors. Improvements to the facility support the continued operation and accessibility of this community asset.

The City's 10% lawful gambling contribution fund had a balance of \$11,101.60 at the end of 2025. This program was established by ordinance in 2024, and this represents the first funding request received under the program. As such, the City has not yet established formal policies or criteria for evaluating and prioritizing requests.

The request is eligible for funding through the City's lawful gambling contribution fund as a charitable contribution to a nonprofit organization (A1 classification).

Policy Starter Framework (Council Discussion):

Given this is the first request under the program, the Council may wish to consider establishing a policy framework to guide future funding decisions. Potential elements could include:

- **Eligibility Criteria:**
Require proof of nonprofit status (e.g., 501(c)(3)) and alignment with statutory eligible uses.
- **Funding Priorities:**
Establish priority categories such as public safety, youth programs, community-wide benefit projects, or capital vs. operational requests.
- **Funding Limits:**
Set maximum award amounts (e.g., per request or per year) or percentage-based caps relative to the available fund balance.
- **Application Process:**
Require a standardized application form, submission deadlines, and supporting documentation (quotes, project scope, timeline).
- **Evaluation Criteria:**
Consider factors such as community impact, number of residents served, financial need, and project readiness.
- **Funding Cycle:**
Determine whether funds will be awarded on a rolling basis or during scheduled funding rounds.
- **Reporting Requirements:**
Require recipients to provide documentation of fund use and project completion.
- **Acknowledgment Requirements:**
Ensure compliance with statutory acknowledgment of lawful gambling contributions.
- **Fund Balance Policy:**
Consider maintaining a minimum reserve or designating a portion of funds annually for public safety expenditures.

Council Options:

1. Approve funding for one or both the proposed projects.
2. Approve partial funding (e.g., a reduced amount or cost-sharing approach).
3. Deny the request.
4. Table the request and direct staff to develop a formal funding policy.

Jacob Schillander, Administrator of the City of Maple Plain,

May 26, 2026

Our Maple Plain Historical Museum is in the process of rebuilding our museum. We understand there is a possibility that the Pull Tab fund could help with our rebuilding. I have enclosed two possibly that we could use help with. One is our bid on painting inside and outside from Mike Johnson Painting for \$7500.00 or the other bid is R.C. Electric's for \$4200.00

Thank you for your consideration.

Judy Sutherland representing the Museum

5009 Main Street
Maple Plain, MN 55359
Office. . .612.695.3148
mjpainter84@gmail.com
www.mikejohnsonpainting.com

Owner's Name:		Owner's Address:	
Owner's City:	Owner's Zip Code:	Owner's Phone:	Owner's Work Phone:
Project Name & Address: Maple Plain Library -replica			Email:

a. Scope of Work: Mike Johnson Painting hereby submits the following specifications and estimates to paint and/or improve the exterior of the above premises:

	Yes	No	
1.	☒	☐	Inspect the surfaces to be painted to determine the work that needs to be performed.
2.	☐	☒	Chemically treat surfaces that are glossy, chalky, rusty, moldy or that have mildew to provide a good surface to receive the new paint.
3.	☐	☒	Waterblast all surfaces to be painted to clean and to remove loose paint. or...
4.	☐	☒	Low -pressure wash and clean all surfaces to be painted.
5.	☐	☒	Stripping. Where/How?
6.	☐	☒	Remove loose peeling paint by hand scraping, wire brushing, hand sanding, or power sanding.
7.	☐	☒	Feather sand bare wood surfaces to make the finish smoother and to make paint voids less visible.
8.	☒	☐	Fill holes, cracks, or specified damaged areas in the wood surfaces as needed.
9.	☒	☐	Re-set or replace loose or popped nails as needed.
10.	☐	☒	Patch holes, cracks, or any specified damaged areas in the stucco surfaces as needed.
11.	☒	☐	Perform all necessary caulking to non-expansion areas as needed.
12.	☐	☒	Replace any loose glazing material on painted windows as needed.
13.	☒	☐	Mask off and cover surfaces, as needed, to protect them from paint and primer.
14.	☒	☐	Apply a full coat of compatible, manufacturers recommended primer to all surfaces to be painted.
15.	☐	☒	Apply a full coat of compatible, manufacturers recommended primer to bare surfaces only.
16.	☒	☐	Apply a full coat of our recommended paint or finish to all surfaces. Recommended paint <u>Sherwin Williams</u>
17.	☐	☒	Split colors on overhang and sidewalls.
18.	☐	☒	Overhang and sidewalls to be same colors.
19.	☐	☒	Apply a full coat of exterior varnish to all stained doors.
20.	☒	☐	Clean up and remove any debris with customer provided trash container and replace objects previously removed or relocated.
21.	☒	☐	Inspect finished job with our customer and correct any items of concern to assure quality control.

Apply one coat of primer and two finish coats to all wood surfaces

b. Not Included: *This proposal does not include:*

c. WE PROPOSE to furnish material, equipment and labor in accordance with the above specifications for the sum of:

\$7500.00 dollars

NOTE: This proposal may be withdrawn if not accepted within N/A days from N/A date.

Respectfully submitted by: _____
Company Representative

d. WE ACCEPT the prices, specifications, and terms as stated in this bid proposal are approved. We authorize you to draw up all necessary contract documents so work can begin.

approved and accepted (owner or owner's authorized agent) _____ date _____

approved and accepted (second owner - if any) _____ date _____

R.C. Electric Inc.

Section 3, Item A.

1565 Budd Ave
PO Box 26
Maple Plain, MN 55359

Date	Estimate #
4/17/2026	3470

Name / Address
Judy Sutherland Maple Plain Library 4865 Main St. E. Maple Plain, Mn, 55359

Ship To

		P.O. No.	Project
Description	Qty	Cost	Total
New Maple Plain Library			
Remove existing 100 amp service (meter socket and exterior panel) from old library			
Install on new building			
Wire and hang owner's 2 paddle fans			
Furnish and install 10 recess with LED gimble trims			
Install 2 exterior weatherproof GFCI with inside switching			
Install air conditioner disconnect 240 V for heat pumps			
Install 8 general purpose receptacles			
Install 3 single pole switches at front door			
Furnish and install owner's 1 exterior gooseneck fixture			
Permit			
Labor, materials and permit		5,100.00	5,100.00
Credit			
Deduct 8 hours labor from R C Electric		-900.00	-900.00
Alternate - not included in total			
Furnish and install (2) 6' baseboard heat units with thermostat - add \$ 750.00			
Xcel charges not known, no trenching figured			
Phone # 763-479-2582 Fax # 763-479-2031	Total		
			\$4,200.00

Phone #	Fax #



Executive Summary

City Council Workshop

AGENDA ITEM:	City Council Salaries
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION:	Discussion

Summary:

Staff conducted a review of City Council compensation, including both a five-year trend analysis and a historical review of stipend adjustments dating back to 1999.

The City's compensation structure has evolved incrementally over time:

- **1999:**
 - Mayor: \$200/month → increased to \$300/month
 - Council: \$100/month → increased to \$150/month
 - Added: \$25 per official meeting attended
- **2008:**
 - Mayor: increased to \$350/month
 - Council: increased to \$250/month
- **2022:**
 - Mayor: increased to \$400/month
 - Council: increased to \$300/month
 - Added: mileage reimbursement at the federal rate

Current Ordinance:

- Mayor: \$400/month (\$4,800 annually)
- Council: \$300/month (\$3,600 annually)
- Additional compensation:
 - \$25 per official meeting attended
 - Mileage reimbursement at federal rate

- Mayor and Council are covered under the Worker's Compensation Act for official duties

A five-year review of actual compensation paid (including stipends and meeting pay) shows that total earnings among councilmembers have remained relatively consistent, generally falling within a similar range despite variations in meeting attendance and individual workloads.

The Personnel Committee reviewed alternative approaches, including attendance-based compensation thresholds, onboarding stipends for new members, and hybrid pay models. These options were determined to increase administrative burden.

To address these issues, the personnel committee recommends transitioning to a simplified compensation model consisting of a flat annual salary.

COUNCIL REFERRAL

Council is asked to:

1. Review the historical and current compensation structure
2. Provide feedback on transitioning to a flat annual compensation model
3. Indicate whether to proceed with ordinance development prior to the 2026 election cycle



Executive Summary
City Council Workshop

AGENDA ITEM:	Ordinance Amendments for Stormwater Discharge Prevention and Sump Pump Compliance
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION: Discussion & Direction	

Background
The City of Maple Plain currently prohibits clear water sources, such as sump pumps, foundation drains, and groundwater, from being connected to the sanitary sewer system. Excess clear water entering the sanitary sewer system increases treatment costs, reduces system capacity, and can contribute to sanitary sewer backups and infrastructure strain during wet weather events.

Staff have reviewed the City's existing regulations and identified opportunities to strengthen enforcement mechanisms, establish inspection procedures, and improve long-term compliance with sump pump discharge requirements. The proposed ordinance amendments are intended to provide a comprehensive framework for identifying illegal clear water connections and ensuring continued compliance.

Section 9-140(b) – Compliance Inspections

- The ordinance creates a formal sump pump inspection program that would:
- Require properties connected to the sanitary sewer system to undergo one no-cost compliance inspection and one follow-up inspection.
 - Require property owners to provide access for inspections.
 - Establish timelines for scheduling and completing inspections.
 - Require sewer cleanouts to be accessible for inspection.
 - Allow the City to seek an administrative search warrant if access is denied.

Section 9-140(b)(2) – Point-of-Sale Inspections

A new point-of-sale certification requirement would require sump pump compliance verification before a property transfer occurs.

Key provisions include:

- Certification must be provided before closing.
- Inspections would be conducted by the City or its authorized agent.
- Non-compliant properties would be required to correct deficiencies prior to transfer.
- Certain transfers, such as probate, foreclosure, and exempt real estate transfers, would be excluded.

Section 9-140(b)(4) and (c) – Re-Inspections and Corrections

The ordinance establishes procedures for correcting violations by:

- Requiring corrective action within 60 days of notice.
- Authorizing follow-up inspections to verify compliance.
- Allowing ongoing re-inspections to ensure continued compliance.
- Establishing non-compliance consequences if corrections are not completed.

Section 9-140(d) – Building Permit Inspections

The amendment authorizes City inspectors to verify sump pump compliance during other building permit inspections without requiring separate notice. This provision is intended to improve efficiency and reduce additional inspection costs.

Section 9-140(e) – Temporary Waivers

The ordinance establishes a temporary waiver process for unique circumstances where immediate compliance could create property damage, environmental concerns, or public safety issues.

The waiver process would:

- Require a written application.
- Allow temporary discharge under specified conditions.
- Require payment of additional sewer charges based on estimated clear water discharge.
- Allow the City Administrator to impose conditions and terminate waivers when appropriate.

Section 9-141 – Surcharges and Enforcement

The ordinance creates a surcharge and enforcement structure for non-compliant properties.

Surcharges may be assessed when:

- Inspections are refused or not completed.
- Point-of-sale certifications are not provided.
- Sewer cleanouts are inaccessible.
- Required corrections are not completed.
- Illegal reconnections occur after disconnection.

Additional provisions include:

- Quarterly surcharges for ongoing non-compliance.
- Charges for inspections beyond the initial inspection and follow-up inspection.
- Potential discontinuation of utility services for unpaid surcharges.

Council Direction

Staff is seeking Council direction on the proposed ordinance. Specifically, staff is looking for feedback on whether the Council supports creating a citywide sump pump inspection program,

requiring sump pump compliance inspections when a property is sold, and establishing surcharges and enforcement measures for properties that do not follow the ordinance.

Finally, Council may provide direction on any changes they would like made to the proposed inspection, waiver, or enforcement provisions before staff prepares a final ordinance for future consideration.

Council feedback will help staff refine the ordinance and determine the next steps in the adoption process.

ORDINANCE NO. ____

CITY OF MAPLE PLAIN

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING
STORMWATER DISCHARGE PREVENTION AND PROHIBITION; PENALTIES FOR
NON-COMPLIANCE**

THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN DOES ORDAIN:

SECTION 1. AMENDMENT. The Maple Plain City Code Chapter 9, Article 5 is hereby amended as set forth below to add the underlined language as follows:

Sec. 9-140. – Clear Water Discharge Prevention and Prohibition.

(a) Discharge Requirements.

(1) No stormwater; natural precipitation; melting snow; groundwater; water flow from a roof, ground surface, subsurface drainage, downspout, eave trough, rainspout, yard drain, sump pump, foundation drain, yard fountain, pond, swimming pool, air conditioning condensate, cistern overflow, or any other water that is not required to be treated by state or federal law (collectively referred to as “Clear Water”) shall be discharged, directly or indirectly, into the City’s sewer system.

(2) All sump pump systems within the City shall meet the following requirements:

- a. No sump pump system shall discharge Clear Water into the City’s sanitary sewer system;
- b. The sump pump system design shall provide year round discharge of Clear Water through a permanently installed discharge line from the interior of the structure to an appropriate drainage area on the outside of the structure, connection to the City’s storm sewer, or discharge through the curb and gutter to the street. In no event shall a drainage area include property owned by others or any public right of way unless said right of way is adjacent to a developed city street with an installed drainage system.
- c. The sump pump system’s permanent discharge line shall be made of solid, nonflexible material and shall not have any connection fittings as to permit alternative flow path subsequent to installation; and

- d. If the sump pump system discharge line is connected directly to the City's storm sewer system, it shall comply with Section 9-138

(b) Inspections.

(1) Inspections Required. Any property within the City that is connected to the City's sewer system shall be subject to one, no cost compliance inspection, and a subsequent follow up inspection, to determine whether the property's discharge of its Clear Water is in compliance with this section and is not discharged into the City's sanitary sewer system.

- a. Property owner or occupant shall permit the City's designated inspector on the property and within any structure thereon to complete the inspection.
- b. The compliance inspection shall occur within thirty (30) days of written notice from the City that a compliance inspection is required on the property.
- c. The compliance inspection shall occur at a time and in the manner as reasonably determined by the City's designated inspector.
- d. In the event that the inspector cannot complete the compliance inspection because the property's sump pump and/or sewer "cleanout" is not readily accessible as required by the state building code, the property owner or occupant shall take all necessary steps to make the sewer cleanout readily accessible for the reinspection to be completed within thirty (30) days of the date the inspector was at the property to conduct the initial inspection.
- e. If the property owner or occupant fails to make the sewer line cleanout accessible for inspection, such failure shall constitute a failure to comply with inspection requirements and subject to the quarterly surcharge as defined in Section 9-141 of this Chapter.

(2) Point-of-Sale Compliance Inspection.

- a. No property connected to the City's sanitary sewer system shall be sold within the City unless the seller or buyer has provided a point-of-sale certification to the City Administrator at least two weeks prior to closing that indicates compliance

with this Section, provided that the certification is not more than six (6) months old.

- b. Application must be made to the City Administrator for on-site inspection along with application fee set forth in the fee schedule. The inspection will be performed by the City or its authorized agent that will issue a point-of-sale certification is the property's sump pump is in compliance with this Section. If an inspection discloses the property is not in compliance with this Section, the non-compliance shall be corrected within the timeframe provided by the inspector and before the City will permit the transfer of the property.
- c. Such certification is not required if: (i) property sold or transferred by a court ruling, including wills, probate actions, divorce, and estate settlements; (ii) a property sold to a foreclosing mortgagee that holds a mortgage on the dwelling unit; or (iii) the transfer does not require the filing of a certificate of real estate value, as prescribed in Minn. Stats. § 272.115, subd. 1.

(3) Failure to Comply with Inspection Requirements.

- a. Property owners or occupants are required to permit authorized City employees and/or agents to enter upon properties and inside structures for purposes of inspection under Section 9-73 of this Chapter.
- b. If the property owner or occupant fails to permit or have completed a compliance inspection, the City may apply to the district court for an appropriate administrative search warrant authorizing the City to enter the property to conduct the inspection.

(4) Re-inspections.

- a. In the event that the discharge of Clear Water on the property is not in compliance with this Section, a second compliance inspection shall be completed within sixty (60) days of the notice of noncompliance to determine if the necessary corrections have been made and compliance with this section has been met.
- b. The second compliance inspection shall be subject to the requirements set forth above. Thereafter, the property shall be

subject to re-inspections on an annual basis to confirm continued compliance.

- c. Properties that are in compliance shall also be subject to re-inspections to confirm continued compliance.

(c) Corrections.

(1) Upon notice that the discharge of Clear Water on the property is not in compliance with this Section, the owner or occupant of the property shall immediately cease from discharging Clear Water in violation of this section and shall make the necessary repairs and corrections to discharge the Clear Water in accordance with this Section. These repairs and corrections shall be completed within sixty (60) days of the date of notice of noncompliance.

(2) If necessary repairs and corrections are not completed within the sixty (60) days, it shall constitute a failure to comply with the requirements of this section and the owner of the property shall be subject to the quarterly surcharge as defined in Section 9-141 of this Chapter.

(d) Inspections with Building Permits. If a City Inspector is on a property for the purpose of a building permit inspection, the city inspector has the authority to inspect the property for compliance with this Section without further notice to the property owner or occupant.

(e) Temporary Waiver.

(1) The City may grant a temporary waiver from the provisions of this Section where strict enforcement would cause a threat of damage or harm to other property, the environment, or public safety because of circumstances unique to the individual property or due to weather conditions.

(2) A written request for a temporary waiver must be first submitted to the City Administrator specifying the reasons for the temporary waiver.

a. If a temporary waiver is granted, the property owner shall pay an additional fee for sewerage service charges based on the number of gallons of Clear Water discharged into the City's sewer system as estimated by the City Administrator

b. The additional sewerage service charge fee shall be established in the City's fee schedule and shall consist of a minimum base charge plus a charge based on the number of estimated gallons of Clear Water discharge.

- (3) The City Administrator may set conditions to the temporary waiver.
- (4) The City Administrator may terminate the temporary waiver upon a failure to comply with any conditions imposed on the temporary waiver.
- (5) The City Administrator must give a five (5) day written notice of the termination to the property owner and occupant setting forth the reasons for the termination.
- (6) After expiration or termination of a temporary waiver, the property owner shall comply with the provisions of this Section.

Sec. 9-141. – Surcharges; Sump Pumps.

- (a) A quarterly surcharge in an amount duly adopted by the City Council and set forth in the City's fee schedule shall be assessed against the property on which Clear Water is discharged in violation of this Section.
- (b) The quarterly surcharge will be charged on the property's municipal utility billing statement and will be assessed and charged as follows:
 - (1) An inspection, as required herein, has not been allowed by the property owner or occupant or a certificate of compliance has not been filed with the city within thirty (30) days after the City's notice of inspection;
 - (2) Failure to provide the point-of-sale certification prior to property transfer;
 - (3) The property owner or occupant fails to make the sewer line cleanout readily available for the inspection;
 - (4) The necessary corrections have not been made within the time specified; and
 - (5) The property owner or occupant reconnects a Clear Water discharge line to the City's sanitary sewer system after it has been previously disconnected at the City's or a court's direction.
- (c) A surcharge will be assessed for every quarter during which the property is not in compliance, the property owner has not allowed an inspection of the sump pump system, or the property owner has not made the sewer line cleanout readily available for the inspection. The surcharge will be assessed whether the noncompliance has existed for the entire quarter or a portion thereof.

- (d) The property owner will be billed for subsequent inspections necessary beyond the initial inspection and one follow up inspection.
- (e) Failure by the property owner to pay the surcharge assessed under this Section may result in the discontinuance of service under Section 9-20 of this Chapter.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage and publications as required by law.

Adopted by the City Council of the City of Maple Plain this _____ day of _____, 2026.

Julie M. Maas-Kusske, Mayor

ATTEST:

Jacob W. Schillander, City Administrator

Published in the _____ on _____, 2026.