



**AGENDA**  
**CITY COUNCIL - BUSINESS MEETING**  
**MAPLE PLAIN CITY HALL**  
**November 24, 2025**  
**7:00 PM**

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- 1. WELCOME**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ADOPT AGENDA**
- 5. PRESENTATION OF THE 2025 GOOD NEIGHBOR AWARD**
- 6. 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.)
  - A. Rhonda Nelson- Director of the Gillespie Center
- 7. CONSENT AGENDA**
  - A. 10-27-25 City Council Workshop Meeting Minutes
  - B. 10-27-25 City Council Business Meeting Minutes
  - C. 11-10-25 City Council Workshop Meeting Minutes
  - D. 11-17-25 City Council Workshop Meeting Minutes
  - E. Resolution 2025-1124-01- SolarAPP+ Solar Permitting Software Grant
  - F. Resolution 2025-1124-02- City Council Appeals Hearing Policy
  - G. Snow Removal Contract with SnowPros 2025-2026
- 8. ACCOUNTS PAYABLE**
  - A. City Bills
  - B. ACH Bills
  - C. 2024 Street Project Bills- \$ 8,112.50
- 9. STAFF REPORTS**
  - A. Fire Department

This meeting will be recorded and then posted to the City website within 3 to 5 business days.  
The City Council may meet as a group for dinner.

- B. West Hennepin Public Safety
- C. City Engineer
- D. Public Works
- E. City Planner
- F. Administration & Finance

## **10. OLD BUSINESS**

## **11. NEW BUSINESS**

- A. Revision to Approved Minutes – 03-24-25 City Council Workshop Meeting Minutes
- B. Resolution 2025-1124-03 Accepting Grant Navigator Funding
- C. Resolution 2025-1124-04 Calling for TIF Public Hearing
- D. Resolution 2025-1124-05- Adopting the Code of Conduct
- E. Ordinance 335- Amending Fee schedule language
- F. Ordinance 336- Amending Sec 9-22 Hydrant Connections
- G. Ordinance 337- Amending Chapter 7 Article 4 - Right-of-Way Permit
- H. Ordinance 338- Fees & Appeal Process
- I. Ordinance 339- Driveway Design Standards & Fees
- J. Ordinance 340- Amending Chapter 5 Article 4 & Escrow Requirements
- K. Ordinance 341- Amending Chapter 5, Article 5 Bulk Waste Storage
- L. Ordinance 342- Amending Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code - Managed Natural Landscapes

## **12. COUNCIL REPORTS AND OTHER BUSINESS**

## **13. ADJOURNMENT**

This meeting will be recorded and then posted to the City website within 3 to 5 business days.  
The City Council may meet as a group for dinner.

# Presentation to the Maple Plain City Council

November 24, 2025

7:00 pm





# OUR STRATEGY

## VISION

**We envision a thriving community!**

## MISSION

**We are dedicated to providing a prosperous and supportive environment, culture, and space to enrich the lives of our community members of all ages.**

## VALUES

**Dignity** | We are thoughtful of all who interact with the Gillespie Center.

**Inclusion** | We welcome, value, respect, and hear all voices and diverse points of view.

**Innovation** | We invent a better future learning from the past.





**Sustainability** | We are fiscally responsible to ensure a safe and secure space for future generations.

**Trust** | We embrace an honest, genuine, and transparent culture for all.



# Goals Aligned to Strategy

In order define SUCCESS we created GOALS that align to our Vision, Mission and Values...

GOAL	MEASURE FREQUENCY	BASELINE (MAY 2024)	2025 GOAL	PROGRESS	CURRENT STATUS
Increase Membership	Quarterly	343	429 (+25%)		<b>357 (+4%)</b>
Increase Profit	Yearly	-\$67,479	Break Even		<b>+ 25.9K</b>
Increase Programming Usage (Monthly)	Quarterly	722	833 (+20%)		<b>1002 (+39%)</b>
NPS (Customer Satisfaction)	Yearly	44	53 (+20%)		<b>86 (+95%)</b>

\*Measured and reported on annual basis

# Services & Programming

## COMMUNITY SERVICES

- Free Income Tax Preparation
- Free Health Insurance Counseling
- Defensive Driving Classes
- Hearing Services
- Foot Care Services
- Free Eye Glass Services
- Free Flu Shots, Blood Pressure Checks
- Dementia Screening
- Free Tech Support
- Mound Westonka Blood Drive
- Lunch & Breakfast Program

## PROGRAMMING

- Fitness Classes (Fitness, Strength & Cardio, Tai Chi, Chair Yoga, Walking Club)
- Walking Club
- Coffeehouse
- Card and Game Clubs
- Art Group
- Photography Group
- Crafting Group
- Ukelele Group
- Vocal Choir Group
- Square Dancing (popular among home-schooled kids)
- Gardening, partnership with Westonka Garden Guild
- Men's Shed

# Educational Programs

## EDUCATIONAL SEMINARS

- Health seminars hosted by Ridgeview Medical – Cancer Prevention, Fall Prevention, Strategies for Urinary Incontinence, Skilled vs Private Pay home care services, Medication Management, Brain Health, Diabetes, Dementia, Parkinsons, Cancer Prevention
- Health & Wellness series hosted by CareInSight Partners
- Financial (Estate Planning, Market Outlook, CDs vs Annuities)
- PrePlanning (Medical Assistance, Legal Planning, Advance Planning)
- Medicare Informational series
- Aging Matters: Video & Discussion Series
- Technology Seminars (Apple Tech Talk)

## SPECIAL INTEREST

- Historical Seminars
- Author Speakers
- Community Talks: Mayor, Fire, Police
- Special Interest topics such as Heists, Forgeries, & Scandals in the Art World
- Real Estate (Fraud, Downsizing)

## EXCURSIONS

- Theaters
- Sporting Events
- Casino
- Museums, Historical
- Holiday Lights

# Marketing Update



- ✓ New Logo
- ✓ Building Refresh
- ✓ Updated Website
- ✓ Expanded Social Media
- ✓ Expand partnerships with local community centers and senior living housing
- ✓ City Newsletters & Social Media
- ✓ Newsletter Sponsorship Program

# Fundraising in 2025

- Discount Bakery
- Spring Fling
  - Spaghetti Dinner
  - 2 Cash Bingo events
- Paint & Sip Event
- Al & Alma's Cruises
- Lunch with Scotty B (Quarterly)
- Spirit of the Lakes Cornhole Tournament & Family Fun Day
- Culver's Community Nights
- Summer Concert – The Arcades

- Back Channel Community Night
- Fashion Show & Luncheon
- Family Bingo
- 25<sup>th</sup> Anniversary Celebration (October 25)

## 2025 PLANNED

- Holiday Boutique – December 1<sup>st</sup> -6<sup>th</sup>
- Christmas Brunch – December 13<sup>th</sup> 11:30 AM
- Pancake Breakfast with Santa – December 20<sup>th</sup> 9:00 AM – 11:00 AM

# Our Ask...

While we are making every effort to rebrand, enhance programming, and increasing fundraising efforts, we can not do it alone.

**We need your help to fulfill our Vision of a Thriving Community and our Mission to provide a prosperous and supportive environment, culture, and space to enrich the lives of our community members of all ages.**

Please support this wonderful Community Asset!

# Other Ways You Can Support

- ✓ City Communications (Newsletter, Website, Social Media)
- ✓ Like Us on Facebook & Instagram
- ✓ Invite others and Share our Posts
- ✓ Consider a donation
- ✓ Consider becoming a Supporter (Member)
- ✓ Volunteer Opportunities
- ✓ Attend our Events, Programs & Fundraisers!
- ✓ Tell your friends, families & neighbors!

## MEMBERSHIP LEVEL

- ☐ \$40 Individual (Basic)
- ☐ \$50 Household/Family
- ☐ \$100 Bronze Supporter

- ☐ \$125 Silver Supporter
- ☐ \$250 Gold Supporter
- ☐ \$500 Platinum Supporter
- ☐ \$1000 Diamond Supporter

## BUSINESS SPONSORSHIP

- ☐ \$300 Silver Supporter
- ☐ \$700 Gold Supporter
- ☐ \$1000 Platinum Supporter
- ☐ \$2000 Diamond Supporter



# Questions?





## Executive Summary

City Council Business Meeting

**AGENDA ITEM:** Consent Agenda

**PREPARED BY:** Jacob Schillander, City Administrator

**RECOMMENDED ACTION:** Approve Consent Agenda

### Consent Agenda Items:

- A. 10-27-25 City Council Workshop Meeting Minutes
- B. 10-27-25 City Council Business Meeting Minutes
- C. 11-10-25 City Council Workshop Meeting Minutes
- D. 11-17-25 City Council Workshop Meeting Minutes
- E. Resolution 2025-1124-01 SolarAPP+ Solar Permitting Software Grant Application
- F. Resolution 2025-1124-02 City Council Appeals Hearing Policy
- G. Snow Removal Contract with SnowPros 2025-2026



**MINUTES  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
October 27, 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 Connie Francis, Councilmember Andrew Burak, & Councilmember Rochelle Arvizo

ABSENT: Councilmember Mike DeLuca

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

Motion Passed 4-0

**3. DISCUSSION**

**A. MS4 Storm Water Petition**

City Administrator Schillander summarized the Municipal Separate Storm Sewer System (MS4) program and Maple Plain's past participation in it. According to the 2020 Decennial Census, Maple Plain is no longer located within an urbanized area that meets the 50,000-population threshold. The Minnesota Pollution Control Agency has not designated Maple Plain under any other criteria. As such, the City may no longer meet the requirements for MS4 regulation. Staff recommend that the City Council direct staff to put on the Council Business Meeting Consent agenda the submission of the attached petition to the Minnesota Pollution Control Agency requesting reevaluation of Maple Plain's MS4 designation.

Council Direction: The Council directs staff to proceed with petitioning the Minnesota Pollution Control Agency to reevaluate the MS4 designation.

## **B. Park Improvement Plan**

Assistant City Administrator Larson summarized the latest update on the park improvement plan. In addition to working with the Citizens Advisory Panel and the workshops with the City Council, staff had the League of Minnesota Cities visit the parks to conduct a non-certified park and playground safety and ADA compliance inspection. The League of Minnesota Cities provided a recommended list of improvements for the city to consider.

Council Direction: Move forward with including these items in the City's long-range capital improvement plan. From a priority standpoint, the highest priority is the picnic shelter with bathrooms & kitchenette at Veterans Memorial Park and the metal slide at Bryantwood Park. For all other items, consult with the Citizens Advisory Panel and bring the ranking back to the City Council for review.

## **C. Good Neighbor Award Applications- Review**

City Administrator Schillander summarized the nominations for the Good Neighbor Award. The City received 4 nominations: 2 for Mardelle DeCamp, 1 for John Fay, and 1 for We Can Ride.

Council Direction: After deliberating, the Council chose Mardelle DeCamp to be this year's awardee.

## **4. COUNCIL REPORTS AND OTHER BUSINESS**

## **5. FUTURE WORKSHOP TOPICS**

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

Add these additional topics:

Council Meeting Pay

Transparency

Change Rainbow Park Improvements to Rainbow Park Sewer Improvement

## **6. 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 6:10 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

DRAFT



**MINUTES**  
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**October 27, 2025**  
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**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:



Jacob W. Schillander  
City Administrator

DRAFT



**MINUTES  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
November 10, 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 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



**MINUTES  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
November 17, 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, Assistant City Administrator Kevin Larson, and Assistant City Engineer Matt Bauman

**2. ADOPT AGENDA**

City Administrator Schillander requested the Council pull Item A (Water Study) from the agenda to allow time for staff to meet with the City Administration of Medina. He would like to have a contract for Council to review so that everything can be approved at one meeting.

Councilmember Francis made a motion to approve the meeting agenda without Item A for discussion. Seconded by Councilmember Burak.

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

Motion Passed 5-0

**3. DISCUSSION**

**A. Water Study**

Removed from the agenda.

**B. March 24th Workshop Minutes Revision**

Assistant City Administrator Larson summarized the additional commentary to correct the approved minutes from the 03-24-25 City Council Workshop meeting. The additional commentary involved the topics of the 2025 enterprise fund budget, parking enforcement discussion, and the board of appeals & equalization.

Council discussion: The Council inquired about the reason for revising the minutes. The Council emphasized the importance of transparency and following the established process for adding items to the discussion. Raise the topic during meetings, place the topic on a future agenda, and bring it to a workshop for discussion. The Council provided an overview of the sequence of events leading to the revisions. Council noted the importance of accuracy, stating that the details matter and should be thoroughly reviewed by both staff and Council before approving the meeting minutes.

Both Council and staff took responsibility for the oversight. Both Council and Staff are committed to ensuring these issues do not recur by remaining focused on strengthening our processes and dedicated to improving our procedures to ensure greater accuracy to avoid future mistakes.

Council direction: bring the revisions for the 03-24-25 City Council Workshop meeting to the November 24th business meeting under new business.

#### C. City Hall Location

City Administrator Schillander provided an update on planning for a future City Hall location, as the current school lease expires in October 2028. Three primary options were reviewed: the Gordon James building (~2,400 sq. ft., estimated \$4,500/month), the Wenck Building (~4,200 sq. ft., estimated \$4,650/month with first-year discount), and Haven Homes (~1,800 sq. ft., cost TBD). Gordon James offers strong visibility but limited parking; Wenck provides more space and multiple exits for safety but requires renovations; Haven Homes is the smallest and least preferred due to uncertain costs and high renovation needs.

Council emphasized the need for a safe, welcoming, and accessible facility that reflects the City's identity and supports staff and public use. Safety concerns with the current location's single exit were noted, and Wenck was highlighted for better security potential and flexible layout, including possible museum integration. Council expressed caution about rushing decisions but acknowledged timing constraints and the need to remain nimble. The school district is open to early lease termination, and Wenck's owner indicated July occupancy is possible, though renovations make this aggressive.

Council also discussed long-term options, including constructing a one-story building on city-owned land near Rainbow Park, which would require sewer relocation. Additional potential sites mentioned included Rebal Automotive, the former Northshore property, and the Q's building.

Council Direction: Administrator Schillander was directed to explore the feasibility of building on city-owned lots and to continue monitoring available properties for potential lease opportunities.

### 4. COUNCIL REPORTS AND OTHER BUSINESS

Mayor Maas-Kusske provided an update on the bonding bus tour. The lobbying efforts were successful in being included on this year's tour. More to come as the legislative session begins next year.

### 5. FUTURE WORKSHOP TOPICS

- A. Parking Regulations
- B. Ordinance Enforcement

- C. Amendment Consideration in Chapter 6, Article 2 Nuisance Violation
- D. 5 Year CIP/Finance Plan
- E. Council Meeting Pay
- F. Transparency
- G. Rainbow Park Sewer Improvement

Councilmember Arvizo asked whether the City would consider an ordinance addressing puppy mills. No other Councilmember endorsed the idea, and it will not be added as a future discussion topic.

## 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 6:34 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



**Executive Summary**

City Council Business Meeting

<b>CONSENT AGENDA ITEM:</b>	Resolution 2025-1124-01: Approval to Submit SolarAPP+ Solar Permitting Software Grant Application
<b>PREPARED BY:</b>	Kevin Larson, Assistant City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Resolution 2025-1124-01: Approval to Submit SolarAPP+ Solar Permitting Software Grant Application

**Consent Agenda Items:**

This resolution authorizes the City of Maple Plain to apply for the SolarAPP+ Solar Permitting Software Grant, a program established by the Minnesota Legislature (Minn. Stat. § 216C.48) to support jurisdictions adopting automated solar permitting systems. The City intends to integrate the SolarAPP+ platform—a free permitting tool developed by the U.S. Department of Energy—into its new Baseline Technologies permitting software to streamline and digitize the solar permitting process.

The City is applying for a total of \$15,000 in grant funds, consisting of a \$5,000 base incentive and two \$5,000 bonus incentives. The funds will be used to offset costs associated with implementing the Baseline Technologies platform.

Action: Approve Resolution 2025-1124-01 authorizing submission of the SolarAPP+ Solar Permitting Software Grant application and use of awarded funds toward the Baseline Technologies system.

CITY OF MAPLE PLAIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA

RESOLUTION 2025-1124-01

**A RESOLUTION to approve the submission for the SolarAPP+ Solar Permitting Software Grant**

**WHEREAS**, the Minnesota Legislature established the SolarAPP+ Solar Permitting Software Incentive for Jurisdictions (Minn Stat. § 216C.48). The purpose of this program is to provide technical assistance and financial incentives to local units of government that issue permits for residential solar projects and solar plus energy storage systems.

**WHEREAS**, the SolarAPP+ is a FREE automated online solar permitting software designed by the Department of Energy.

**WHEREAS**, the City of Maple Plain is partnering with Baseline Technologies to digitize the permit processing and integrate the SolarAPP+ into the confines of the Baseline Technologies platform.

**WHEREAS**, the City has reviewed the SolarAPP+ Solar Permitting Software Grant.

**WHEREAS**, the grant is \$5,000 and no greater than \$20,000 incentive. The City of Maple Plain is applying for a \$5,000 base incentive and two \$5,000 bonus incentives. The total amount applied for in the application is \$15,000.

**WHEREAS**, the funds received from the SolarAPP+ Solar Permitting Software Grant will assist in paying for the Baseline Technologies platform.

**NOW THEREFORE BE IT RESOLVED** that the City of Maple Plain does hereby approve the application for the SolarAPP+ Solar Permitting Software Grant and the use of the grant funds to be applied to paying for the Baseline Technologies platform.

**Adopted by the City Council of the City of Maple Plain, Hennepin County, Minnesota, this 24<sup>th</sup> day of November 2025.**

**CITY OF MAPLE PLAIN**

**BY:**


**ATTEST:**

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

\_\_\_\_\_  
Jacob Schillander, City Administrator





Applicant Organization:	Maple Plain	
Application:	SolarAPP+ and Maple Plain	
App ID:	App-25-1985	
Funding Announcement:	SolarAPP+ Solar Permitting Software Incentive for Local Units of Government	
Requested Amount:	\$15,000.00	

**Project Summary:** The City of Maple Plain aims to modernize its permitting system through the adoption of a fully paperless, online platform designed to enhance efficiency, transparency, and accessibility while accelerating the review and approval process for residential solar energy projects.

Project Manager/Coordinator:	Kevin Larson	klarson@mapleplainmn.gov	763-479-0515
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APPLICANT QUESTIONS

Section Name: Authority Having Jurisdictional (AHJ) Information  
Sub-Section Name: Authority Having Jurisdictional (AHJ) Information

1. APPLICANT QUESTION: AHJ NAME

Please enter the name of the local unit of government.

Applicant Response:  
The City of Maple Plain

2. APPLICANT QUESTION: AHJ PHYSICAL STREET ADDRESS

Please enter the physical address for the local unit of government's primary/administrative building.

Applicant Response:

Street Address	City	Zip Code
5050 Independence Street	Maple Plain	55,359.00

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### 3. APPLICANT QUESTION: AHJ TYPE

If you choose "other" please describe.

#### Applicant Response:

City

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### 4. APPLICANT QUESTION: AHJ POPULATION

Please pick appropriate population size.

#### Applicant Response:

<50,000

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### 5. APPLICANT QUESTION: ELECTRIC UTILITY PROVIDER AT AHJ PHYSICAL ADDRESS

If you choose "other" please write the name of the electric utility at the physical address of the AHJ.

#### Applicant Response:

Xcel Energy

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### 6. APPLICANT QUESTION: AHJ SWIFT VENDER ID

Please provide your SWIFT Vendor ID.

#### Applicant Response:

0000195489

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### 7. APPLICANT QUESTION: AHJ AUTHORIZED REPRESENTATIVE INFORMATION

Please provide the authorized representative's name, title, email and phone number.

Applicant Response:

Name	Title	Email Address	Phone Number
Jacob Schillander	City Administrator	jschillander@mapleplainmn.gov	7,634,790,515.00

Section Name: SolarAPP+ Adoption

Sub-Section Name: SolarAPP+ Adoption

8. APPLICANT QUESTION: SOLARAPP+ ADOPTION

Briefly describe what your residential solar PV permitting requirements and procedures were prior to implementing SolarAPP+ (e.g., did you have an existing online software, did you use paper, etc.). Be sure to specify if you adopted SolarAPP+ as a standalone or integrated system. If SolarAPP+ was integrated into permit management software that was newly added within the last 12 months, list and describe the new software, and how it will improve the solar permitting process. Please make sure the following information is included:

- Date of SolarAPP+ adoption and development
- Link to permitting authority's website where SolarAPP+ is available and usable (please provide url).
- *Bonus Credit (optional)*: Name of software SolarAPP+ was integrated with.

Applicant Response:

Integrated with new software

Additional Comments:

The City of Maple Plain previously relied on a paper-based system for building and solar permits. In September 2025, City staff partnered with Baseline Technologies to transition to a fully digital permitting platform. One of the first implementation steps includes integrating SolarAPP+ into the Baseline permit management system to streamline solar permit review and approval. This upgrade enhances efficiency and transparency for residents, contractors, and staff, minimizes the need for follow-up with building inspectors, and establishes consistent standards for permit requirements across all projects.

Date of SolarAPP+ adoption: 10/15/25

Link to permitting authority's website where SolarAPP+ is available and usable (please provide url): <https://www.mapleplainmn.gov/permits-and-licenses/page/solarapp>

Online software provider: Baseline Technologies <https://mapleplain.baselinegov.com/>

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**Section Name:** Sustainability Program Participation

**Sub-Section Name:** Sustainability Program Participation

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**9. APPLICANT QUESTION: SUSTAINABILITY PROGRAM PARTICIPATION (OPTIONAL)**

List and describe any current participation with sustainability programs, including but not limited to, Green Step Cities, Sol Smart, and Charging Smart. Additional programs may be considered on a case-by-case basis.

*Bonus Credit:* Proof of participation in sustainability program(s)

**Applicant Response:**

Not Applicable

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**Section Name:** Solar Permitting History

**Sub-Section Name:** Solar Permitting History

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**10. APPLICANT QUESTION: SOLAR PERMITTING HISTORY**

Describe the history pertaining to issuance of residential solar permits in the AHJ. Be sure to list the total number of residential solar permits issued in the last two years as well as the number of residential solar permits currently in the pipeline to approve (if any).

*Bonus Credit:* Proof of the number of residential solar permits issued in the previous 24 months and any current pipeline of residential permits.

Section 7, Item E.

Applicant Response:

Total Number Issued in Last 24 Months

4.00

Additional Comments:

Solar panels on roofs are new to the community. Prior to the fall of 2023, the Maple Plain community did not have any requests for solar permits. Since the fall of 2023, the City of Maple Plain has issued 4 permits. In discussing with residents, the number of permits will only increase over the next few years.

Section Name: Solar Support

Sub-Section Name: Solar Support

11. APPLICANT QUESTION: SOLAR SUPPORT (OPTIONAL)

Describe any efforts to scale up residential rooftop solar deployment in your jurisdiction (including outreach, incentive programs, resources online, etc.).

*Bonus Credit:* Supporting documentation to prove strong support of residential solar by AHJ.

Applicant Response:

The City of Maple Plain currently does not have any efforts in place. However, in the 2026 strategic planning, the City will consider beginning the Green Steps program and adding car charging ports in public parks.

12. APPLICANT QUESTION: W-9

Please attach your W-9.

Applicant Response:

Maple Plain 2025 W9.Pdf

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13. APPLICANT QUESTION: CONFLICT OF INTEREST DECLARATION FORM (EXHIBIT A)

Please attach your completed *Conflict of Interest Declaration Form* (Exhibit A).

Applicant Response:

Exhibit A Conflict Of Interest Declaration - Signed.Pdf

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**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM:</b> Resolution 2025-1124-02 City Council Appeals Hearing Policy
<b>PREPARED BY:</b> Kevin Larson, Assistant City Administrator
<b>RECOMMENDED ACTION:</b> Approve Resolution 2025-1124-02 City Council Appeals Hearing Policy

**Consent Agenda Items:**

The Council is addressing the need to create an appeals hearing policy. City staff have drafted a new City Council Appeals Hearing Policy to establish a clear and consistent process for handling appeals brought before the City Council. The proposed policy provides a transparent framework to ensure fairness, due process, and clarity for both the Council and appellants during appeal hearings.

**Key Policy Components:**

- All appeal-related materials, including the appellant’s written statement, evidence, and the City’s staff report, must be submitted to the City Clerk no later than seven (7) calendar days prior to the scheduled hearing. These materials will then be included in the official Council agenda packet and published prior to the meeting to allow for public review.
- The policy outlines the step-by-step hearing procedure, including staff presentation, appellant testimony, Council questioning, deliberation, and final decision.
- The Council will make a ruling by motion and provide written notice and direction for next steps following the hearing.

**Resolution Summary:**

The accompanying resolution formally adopts the City Council Appeals Hearing Policy and directs staff to implement it as part of the City’s administrative procedures. Once approved, the policy will be published on the City’s website.

**Recommendation:**

Staff recommends the approval of Resolution 2025-1124-02 City Council Appeals Hearing Policy.



CITY OF MAPLE PLAIN  
COUNTY OF HENNEPIN  
STATE OF MINNESOTA

RESOLUTION 2025-1124-02

**A RESOLUTION ADOPTING THE CITY COUNCIL APPEALS HEARING POLICY**

**WHEREAS**, the City of Maple Plain has established procedures for enforcement of City Code and administrative decisions, including provisions allowing residents to appeal certain determinations to the City Council; and

**WHEREAS**, the City Council recognizes the importance of ensuring that all appeals are handled in a consistent, transparent, and fair manner that provides due process to all parties involved; and

**WHEREAS**, the Council desires to formalize a standardized procedure outlining the steps, expectations, and sequence of actions for appeal hearings conducted before the City Council; and

**WHEREAS**, the City Council Appeals Hearing Policy provides a clear roadmap for both the Council and appellants by establishing guidelines for pre-hearing publication, presentation order, Council deliberation, and decision-making; and

**WHEREAS**, the policy also provides for temporary suspension of enforcement actions during the appeal process, except in cases where the violation presents an immediate health, safety, or environmental hazard;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA:**

1. The City Council hereby adopts the City Council Appeals Hearing Policy as presented and attached hereto as Exhibit A.
2. City staff are directed to implement and adhere to the procedures outlined in the policy when processing and conducting appeal hearings before the City Council.
3. The adopted policy shall be published and made available on the City’s website.
4. This resolution and the accompanying policy shall take effect immediately upon adoption.

**Adopted by the City Council of the City of Maple Plain, Hennepin County, Minnesota, this 24<sup>th</sup> day of November 2025.**

**CITY OF MAPLE PLAIN**

**BY:**

**ATTEST:**

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

\_\_\_\_\_  
Jacob Schillander, City Administrator

## EXHIBIT A

### City Council Appeals Hearing Policy

The purpose of this policy is to establish a clear, consistent, and transparent process for handling appeals heard before the City Council. This policy provides a structured roadmap for both the Council and the appellant, ensuring due process, fairness, and clarity in decision-making.

#### 1. Applicability

This policy applies to all appeals submitted to the City Council in accordance with applicable sections of the City Code, including but not limited to nuisance determinations, code enforcement actions, and administrative decisions.

#### 2. Pre-Hearing Procedures

- **Notice and Publication:** All appeal-related materials, including the appellant's written statement, evidence, and the City's staff report, must be submitted to the City Clerk no later than seven (7) calendar days prior to the scheduled hearing. These materials will then be included in the official Council agenda packet and published prior to the meeting to allow for public review.
- **Scheduling:** The appeal hearing will be scheduled during a regular or special City Council meeting and publicly notified in accordance with open meeting laws.
- **Temporary Pause of Enforcement:** During the appeals process, enforcement of the violation or decision under appeal will be paused unless the violation is determined by staff to pose an immediate health, safety, or environmental hazard.

#### 3. Hearing Process - The following sequence will guide the Council's conduct of the appeal hearing:

- **Call to Order and Introduction:** The Mayor or Presiding Officer will open the appeal hearing, explain the process, and outline expectations for decorum and time limits.
- **Staff Presentation:** City staff will summarize the City's findings, provide background information, applicable code references, and outline the rationale for the original decision or enforcement action.
- **Appellant Presentation:** The appellant (resident or property owner) will present their evidence, testimony, and any supporting documentation relevant to their appeal. The appellant may be asked clarifying questions by the Council following their presentation.
- **Council Questions:** Councilmembers may direct questions to both staff and the appellant to ensure understanding of the facts, context, and applicable standards.
- **Conclusion of Appellant Presentation:** Once questions are complete, the appellant's portion of the hearing is closed. The appellant will return to their seat and may not offer further comment unless requested by the Council for clarification.
- **Council Deliberation and Discussion:** The City Council will deliberate openly, debate the matter as necessary, and discuss the situation among themselves. Staff may be called upon to clarify factual or procedural questions.
- **Council Determination: After discussion, the Council will make a ruling by motion.**
  - **The ruling may:** Affirm the City's findings, modify the findings or required actions, or overturn the City's findings in whole or in part.
  - **Council Guidance:** The Council will also provide guidance on the next course of action, including timelines for compliance, corrective steps, or further review if applicable.

#### 4. Post-Hearing Actions

- **Notification of Decision:** The Council will make a ruling at the hearing and provide a written summary of the Council's decision to the appellant following the meeting.

- **Resumption of Enforcement:** If the violation is upheld, enforcement actions will resume in accordance with the decision timeline established by the Council.

#### 5. Policy Intent

This policy is intended to promote fairness, transparency, and consistency in the City Council's handling of appeal hearings while maintaining public confidence in the City's administrative and enforcement processes.



**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM:</b> Consent Agenda
<b>PREPARED BY:</b> Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b> Approve the 2025-2026 Snow Removal Contract

**Summary:**

During the November 10<sup>th</sup> workshop Staff presented the Proposal for Snow Removal for the 2025-2026 Season. Direction was provided to bring for approval to this business meeting the official approval.

**Rates include:**

- Hourly charges for various plow and salter equipment (\$148–\$187/hr)
- Deicing at \$198/ton
- A monthly minimum of \$4,000 (November–April), totaling \$24,000 for the season, to offset rising operational costs

**Recommendation:**

Staff recommends approval of the SnowPros Contract

## CITY OF MAPLE PLAIN

## SNOW REMOVAL SERVICES AGREEMENT

**THIS SNOW REMOVAL SERVICES AGREEMENT** (hereinafter this “**Agreement**”), is made as of the 13<sup>th</sup> day of November, 2025 (hereinafter the “**Effective Date**”) by and between the City of Maple Plain, a Minnesota municipal corporation, (hereinafter the “**City**”) and Snow Pros, an independent contractor (hereinafter the “**Contractor**”; City and Contractor sometimes collectively “**Parties**” and individually “**Party**”).

**WHEREAS**, Contractor is in the business of providing snow removal services; and

**WHEREAS**, Contractor has provided a proposed snow removal services pricing list to the City (hereinafter the “**Proposal**”), which Proposal is attached hereto as Exhibit A; and

**WHEREAS**, City and Contractor desire to enter into this Agreement for Contractor to provide snow removal services for the City.

**NOW, THEREFORE**, it is hereby and herein mutually agreed, in consideration of promises and considerations of City and Contractor herein set forth, as follows:

1. **INCORPORATION.** The above Recitals and attached exhibits are a material part of this Agreement and incorporate herein.
2. **TERM.** The term of this Agreement shall commence on November 13, 2025 and end on September 30, 2026 (herein the “**Term**”), unless earlier terminated as provided for herein.
3. **SNOW REMOVAL SERVICES.**
  - A. During the Term (defined below), the Contractor shall provide snow removal services for City streets, sidewalks, and public ways as provided for and in the manner set forth in the City’s Snow Plowing Policy attached hereto as Exhibit B (hereinafter “**Plowing Policy**”) and this Agreement (hereinafter “**Snow Removal Services**”). This Agreement shall govern and control if there is any conflict between the Plowing Policy and this Agreement. The Contractor shall provide the Snow Removal Services (plowing), without notice from the City, when the snow accumulation meets the trigger amount as provided for in the Plowing Policy that shall be completed before 6:00 A.M. (morning rush hour) and 3:00 P.M. (evening rush hour). Further, Contractor shall, pre-treat roads on as needed basis in the event of an expected snow event or as conditions require. In addition, City shall provide email or telephone notice to Contractor if the City determines that Snow Removal Services are needed. In such event, Contractor agrees to a response time on

such notice for Snow Removal Services from the City of no longer than 30 minutes and will be available to receive and respond to such notices for Snow Removal Services 24 hours a day. Notwithstanding any other provision herein, all Snow Removal Services, both present and future, shall cease and not be provided by Contractor upon written notice, which may be provided by email, from the City Administrator or his or her designee (hereinafter the “**Halt Notice**”) until such time that the City Administrator provides written notice, which may be by email, to resume Snow Removal Services.

- B. The Contractor shall provide all equipment and materials for the Snow Removal Services. Contractor warrants and guarantees that it has the equipment and staffing to complete all Snow Removal Services to the reasonable satisfaction of the City.
- C. The Contractor shall not use subcontractors to provide the Snow Removal Services, unless approved in writing, which may be by email, in the sole discretion of the City Administrator. If the City Administrator approves in writing the use of a subcontractor and the Contractor uses the approved subcontractor, the Contractor must pay the subcontractor within 10 days of the receipt of payment from the City for services provided by the subcontractor, and the Contractor must pay the subcontractor interest of 1½% per month on any amount not paid to the subcontractor within said 10-day period in accordance with Minn. Stat. §471.425, subd. 4a. All such payments to subcontractors shall be the exclusive responsibility of Contractor and the City shall not be responsible for any penalties, fees, or interest incurred by Contractor due to non-payment or delayed payment to subcontractors. Contractor shall provide City confirmation, within five (5) business days of payment to subcontractors, the amount due to each subcontractor and that payment to the subcontractor has been made in full.
- D. The ordering and storing of salt shall be Contractor’s responsibility and no salt will be stored on City property unless approved in writing by the City Administrator. If so approved, the salt stored on City property shall only be used for the Snow Removal Services and must be removed at the end of the Term.
- E. Concrete curbs, asphalt, fences, and lawn conditions in and adjacent to all areas that will be provided Snow Removal Services shall be inspected by the City prior to the beginning of each Snow Removal Services season and at the end of the season. The Contractor shall be responsible to repair, to the reasonable satisfaction of the City, any and all damage to property caused in the providing the Snow Removal Services, which responsibility shall include, but is not limited to, reseeding damaged or gouged turf after the end of season (hereinafter “**Restoration Responsibility**”). The Restoration Responsibility shall also include any damage caused by Contractor while providing Snow Removal Services that must be repaired during the season, as determined by

the City, including, but not limited to, damage to mailboxes. In the event Contractor fails to fulfill and complete its Restoration Responsibility after thirty (30) days written notice, which may be by email, from the City, the City may, but is not obligated to and in addition to any other remedies, take all actions the City deems necessary to fulfill and complete the Restoration Responsibility. City may, but is not obligated to, draw upon all or part of the Retainage (defined below), deduct the costs from future payments to Contractor for the Snow Removal Services, or utilize any insurance funds to pay for the actual costs to fulfill and complete the Restoration Responsibility (hereinafter, collectively “**Available Funds**”). Any Restoration Responsibility costs not reduced by the Available Funds shall be paid by Contractor to City after 30 days of an invoice from the City.

- F. If any of the Snow Removal Services are deemed unsatisfactory by the City Administrator, the Contractor shall promptly correct the unsatisfactory condition at Contractor’s sole expense and cost. Failure to promptly and satisfactorily correct may result in, among other things, the City providing a Halt Notice.
  - G. If the City provides a Halt Notice, City maintains the right (without penalty or violation of this Agreement) to retain a substitute snow removal service providers to provide the Snow Removal Services and/or have City staff and its consultants provide the Snow Removal Services. Notwithstanding any other provision, City may have City staff and its consultants provide concurrent Snow Removal Services without penalty or violation of this Agreement.
  - H. In the event of a snow removal emergency, the City will contact Contractor in person, by email, or by telephone for emergency Snow Removal Services. In the event that Contractor is unable to respond immediately in an emergency situation, the City maintains the right (without penalty or violation of this Agreement) to retain a substitute snow removal service providers to provide the emergency Snow Removal Services and/or have City staff and its consultants provide the emergency Snow Removal Services. The existence of an emergency shall be determined in the City’s sole discretion.
4. **PAYMENT.** The Contractor shall only have the right to payment from the City only for actual Snow Removal Services provided and based on the contract prices set forth in the Proposal (hereinafter the “**Services Charge**”). The City agrees to pay the Services Charge no more than once a month. Contractor shall provide the City with detailed invoices showing the per hour, per equipment, and separate costs between plowing sidewalks and streets and sanding, and shall provide any additional data supporting or clarifying invoices as may requested by the City. A ten percent (10%) retainage may be deducted from each payment and will be processed for payment, minus any draw as provided for herein, upon end of season inspections by the City pertaining to the Restoration Responsibility (herein “**Retainage**”). The Retainage may be utilized by the City in any manner

expressly provided for herein.

5. **INSURANCE.** The Contractor shall provide, prior to commencing Snow Removal Services and shall maintain at all times during the Term, the following insurance:
  - A. **WORKERS COMPENSATION.** The Contractor shall maintain workers' compensation insurance to the extent and limits required by applicable law for all employees employed by it and all subcontractors shall be required to maintain said insurance on identical terms as are set forth herein. Before commencement of Snow Removal Services, the Contractor shall provide to the City a Certificate of Insurance showing evidence of this coverage or provide evidence of qualification as a self-insurer of workers' compensation.
  - B. **EMPLOYERS LIABILITY COVERAGE.** If any employees of the Contractor are engaged in hazardous or other work not covered by the aforesaid workers' compensation Insurance, the Contractor shall provide, and shall require any subcontractor to provide, employer's liability coverage in the same amounts and on the same terms as are set forth herein for the Contractor's public liability coverage, for the protection of said employees.
  - C. **PUBLIC LIABILITY AND PROPERTY DAMAGE.** The Contractor shall maintain commercial general liability (hereinafter "CGL") insurance with a limit of not less than \$1,500,000 per occurrence. The CGL insurance shall cover, without limitation, liability arising from public liability, personal injury, accidental death, property damage, and contractually assumed liability covering obligations assumed under this Agreement. The City shall be named as an additional insured on the policy and the policy shall contain a waiver of subrogation as to the City. The policy shall be primary and non-contributory as to any policy maintained by the City. Before commencement of Snow Removal Services, the Contractor shall provide the City with a Certificate of Insurance acceptable to the City. The certificate and the required insurance policy shall contain a provision that the coverage afforded under the contract will not be cancelled or permitted to expire until at least 30 days written notice (10 days for non-payment) has been given to the City.
  - D. **AUTOMOTIVE INSURANCE.** The Contractor shall maintain automobile liability insurance on all self-propelled vehicles used in connection with the performance of this contract, whether owned, non- owned or hired with a combined single limit of not less than \$1,500,000 each accident. The City shall be named as an additional insured on the policy and the policy shall contain a waiver of subrogation as to the City. The policy shall be primary and non-contributory as to any policy maintained by the City. Before commencement of Snow Removal Services, the Contractor shall provide the City with a Certificate of Insurance acceptable to the City. The certificate and the required insurance policy shall contain a provision that the coverage afforded under the contract



will not be cancelled or permitted to expire until at least 30 days written notice (10 days for non-payment) has been given to the City.

6. **INDEMNIFICATION.** The Contractor shall (and shall cause any subcontractor to) defend, indemnify, and hold harmless the City, its officers, elected officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature, including reasonable attorneys’ fees, including those based upon negligence or strict liability in tort, and including those brought for property damage, bodily injury or death, by reason of any act or omission by the Contractor, its subcontractors, agents, employees, or anyone else it controls or exercises control over, in the performance of the work or otherwise arising out of or relating to the Contractor’s work, performance under this Agreement, or any act or omission related to its obligations under this Agreement. The Contractor understands and agrees that the obligation to indemnify the City under this Agreement is not limited or affected by the amount of insurance obtained and carried by Contractor in connection with this Agreement. This obligation of the Contractor to indemnify the City shall survive termination of this Agreement. This Section shall not be interpreted to constitute a waiver by the City of any of its defenses of immunity or limitations on liability under Minnesota Statutes, Chapter 466.
  
7. **DEFAULT; TERMINATION.** This Agreement shall terminate at the end of the Term, unless earlier terminated, upon delivery of 15 days’ written notice to the Contractor, as hereafter provided: (i) in the event of willful failure or neglect by the Contractor or its employees or agents to comply with the prescribed terms and conditions contained in the Agreement, or any applicable laws, ordinances, restrictions, and regulations, or (ii) if Contractor fails to perform services under this Agreement to the reasonable satisfaction of the City.
  
8. **NOTICES.** All notices, requests, consents, claims, demands, waivers, and other communications hereunder (hereinafter each referred to as a “**Notice**”) shall be in writing and shall be deemed to have been given (a) when delivered by hand (with written confirmation of receipt); or (b) when received or rejected by the addressee if sent by a nationally recognized overnight courier (receipt requested); or (c) when received or rejected by the addressee if sent by United States Postal Service (receipt requested); provided, that notices may be sent by e-mail or telephone where expressly permitted by this Agreement. Notice must be sent to the respective Party at the following addresses (or at such other address for a Party as shall be specified in a Notice given in accordance with this Section):

To City:

City of Maple Plain  
 Attn: City Administrator  
 P.O. Box 97  
 5050 Independence Street  
 Maple Plain, MN 55359  
 Email: jschillander@mapleplainmn.gov  
 Tel: (763) 479-0516

To Contractor:

Snow Pros  
 Attn: David Mahowald  
 314 17<sup>th</sup> Ave N  
 Hopkins, MN 55343  
 Email: dave@snowpros.com  
 Tel: 612-208-7079

With Copy to:

Hoff Barry, P.A.  
 Attn: City Attorney  
 100 Prairie Center Drive, Ste. 200  
 Eden Prairie, MN 55344  
 Email: [slandsman@hoffbarry.com](mailto:slandsman@hoffbarry.com)  
 If telephone notice, no copy required

9. **HEADINGS AND CAPTIONS.** The headings and captions of sections and paragraphs are for purposes of convenience of reference only and shall not be used to construe the meaning of any provision contained in this Agreement.
10. **EQUAL OPPORTUNITY.** In performing this Agreement, the Contractor will ensure that no person was or is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise has been or will be subjected to discrimination.
11. **ENTIRE AGREEMENT; AMENDMENT.** This Agreement and any attached exhibits constitute the entire agreement between the City and the Contractor and supersede any and all other written or oral agreements between the Parties. This Agreement can be modified or amended only by written agreement signed by the City and the Contractor.
12. **APPLICABLE LAW; VENUE.** This Agreement will be governed and construed in accordance with the laws of the State of Minnesota. Any action brought to enforce the terms of this Agreement shall be brought in a court of competent jurisdiction in Hennepin County, Minnesota.
13. **COMPLIANCE WITH MINNESOTA DATA PRACTICES ACT.** The Parties acknowledge that the City is a public entity, bound by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and Contractor agrees to cooperate with and reasonably assist the City in fulfilling its obligations under the same as it may apply to any information exchanged during this engagement. Contractor shall not disclose to any third party any non-public information obtained during the course of this engagement without the written consent of the City.
14. **INDEPENDENT CONTRACTOR.** The parties agree that nothing contained in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of joint venturers or co-partners between the Parties or as constituting one Party as the agent, representative, or employee of the other Party for any purpose or in any manner whatsoever. Contractor is and shall remain an independent contractor

under this Agreement. Contractor and its officers, agents, employees, representatives and any other persons engaging in the performance of any activity under this Agreement shall have no employment relationship with the City and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of such persons while so engaged, and any and all claims whatsoever on behalf of any such person arising out of employment or alleged employment with Contractor, including, without limitation, claims of discrimination against Contractor or its officers, agents, contractors or employees, shall in no way be the responsibility of the City, and Contractor shall defend, indemnify and hold the City and its Councilmembers, officers, agents, employees and insurers harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court.

15. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.
16. **ASSIGNMENT.** The Contractor may not assign any of its rights or delegate any of its obligations hereunder without the prior written consent of the City. Any purported assignment in violation of this Section shall be null and void. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective permitted successors and permitted assigns.
17. **NO THIRD-PARTY BENEFICIARIES.** This Agreement is for the sole benefit of the Parties and their respective successors and assigns and nothing herein, express or implied, is intended to or shall confer upon any other persons or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.
18. **TIME IS OF THE ESSENCE.** Time is of the essence in the performance of the terms and obligations of this Agreement.
19. **NON-WAIVER.** The action or inaction of the City shall not constitute a waiver or amendment of the provisions of this Agreement. The waiver by or the failure of the City to enforce any particular section, portion, or requirement of this Agreement at any particular time shall not in any way constitute a waiver of any other section, provision, requirement, time element, or the right to enforce such provision at a subsequent time. To be binding, any amendments or waivers shall be in writing, signed by the Parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
20. **CUMULATIVE RIGHTS.** Each right, power, or remedy herein conferred upon the City is cumulative and in addition to every other right, power, or remedy, express or implied, now or hereinafter arising, available to the City, at law or in equity, or under any other agreement, and each and every right, power, and remedy herein set forth or

otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and will not be a waiver of the right to exercise at any time thereafter any other right, power, or remedy.


*The remainder of this page intentionally left blank; signature page and exhibits follow*

**IN WITNESS WHEREOF**, the Parties have executed this Agreement effective as of the date first written above.

**Contractor:**  
**Snow Pros**

By   
Andrew Branitski (Nov 18, 2025 21:29:24 CST)  
Andrew Branitski- Owner-1997

**CITY OF MAPLE PLAIN**

By   
Julie M. Maas-Kusske,  
Mayor

By   
Jacob W. Schillander,  
City Administrator

## EXHIBIT A



314 17th Ave North | Hopkins, MN 55343  
 O: 612.208.7079 | [info@snowpros.com](mailto:info@snowpros.com)  
[www.snowpros.com](http://www.snowpros.com) | [www.sealpros.com](http://www.sealpros.com)

## Snow Removal Proposal

City of Maple Plain  
 Attn: Jacob Schillander  
 5050 Independence St  
 Maple Plain, MN 55359

Thank you for the opportunity to work with you over the last few winter seasons. Same services as last year; 1.5" trigger of plowing and salting, and salting of key areas, hills, curves, and intersections if under trigger or ice events. The only addition is the addition of the trip charge for hauling main street the same night.

Service	Rate	Qty	Amount
Heavy Duty Pickup Truck with 8 foot straight plow	\$148.00	-	\$148.00 per hour
Heavy Duty Pickup Truck with 8 foot V Plow or containment plow	\$158.00	-	\$158.00 per hour
Large Frame Skid Steer with Plow or Snow Bucket	\$168.00	-	\$168.00 per hour
Regular Road Deicer	\$198.00	-	\$198.00 per Ton
Salt, Delivery, Tax, Skid Steer sourced for loading			
Heavy Duty Pickup Truck with Salter	\$148.00	-	\$148.00 per hour
Monthly Minimum	\$4,000.00	1	\$4,000.00
Minimum of \$4,000 per month to help cover rising costs of equipment, staffing, road salt pre-purchase, insurance, and general overhead.			
Last winter we did not break even. We cannot afford that again. On a normal winter this minimum should be irrelevant and we should exceed this amount anyway.			
\$4,000 per month x 6 months of November through April = \$24,000 minimum for the winter.			
Heavy Duty Pickup Truck with 9.5 foot V Plow or containment plow	\$187.00	-	\$187.00 per hour
Trip Charge for Same Night Haul	\$200.00	1	\$200.00

Price to prorate by the foot if using a larger plow.

## EXHIBIT B

### City of Maple Plain Snow Plowing Policy Presented November 26, 2018 Revised December 10, 2018

\*The City of Maple Plain has adopted the following policy pertaining to Snow Removal Services\*

**Timing/Trigger:** The Maple Plain Public Works will determine based off weather conditions, the appropriate time to plow or pre-treat roads. This could mean plowing in the middle of the night and plowing multiple times in one day. Public Works shall plow automatically at 2 inches of accumulated snow. If snow totals under 2 inches make the roads unsafe or difficult to drive on, public works will go out to plow.

**Curb to Curb:** The Maple Plain Public Works Department will plow curb to curb along all streets.

**Salt and Sand Use:** When plowing or pre-treating roads the Maple Plain Public Works Department will use a salt as the primary treating agent. If temperatures fall below 10 degrees, then sand will be used with no salt use.

**Location of Salt and Sand Use:** Treating roads with salt or sand shall only be applied on curves, intersections and the following streets: Independence St. Budd Ave North and Main Street East Downtown. No other parts of the roads shall be treated unless extreme circumstances warrant that treatment.\*\*

**Main Street East Downtown:** The Maple Plain public Works will plow the snow along Main Street East downtown to center of the road. After all plowing is complete Public Works shall return and remove all snow pushed to the middle along Main Street East downtown. Removing this snow shall be completed immediately following the conclusion of plowing the City.

\*Any reference to the Maple Plain Public Works Department or any deviation thereof shall also include the City's contractor.

\*\*determination of "extreme" shall be by the Maple Plain Public Works Department or the City's contractor, unless otherwise directed by the City Administrator.

## I. Purpose

The purpose of this Snow and Ice Control Policy is to establish and maintain uniform procedures concerning snow and ice operation for the City of Maple Plain. The City shall provide such control in a safe and cost-effective manner while keeping safety, budget, personnel, and environmental concerns in mind. The City shall use its employees, equipment, and / or private contractors to provide service. It is in the City's best interest to have a snow and ice control policy, but because of variable weather conditions, the policy must remain flexible.

## Public Streets and Sidewalks

## II. Policy

The safety of those traveling by motor vehicle, on foot, and by other modes of transportation is of high priority. The goal of the City is to provide for surface conditions that are safe for travel in consideration of surrounding conditions and circumstances. However, it is not possible or practicable for snow and ice to be fully removed from all surfaces or prevented from accumulating on surfaces. The City encourages and expects that City residents and other members of the traveling public will at all times conduct their activities mindful of conditions, hazards, and what is necessary to remain safe.

## III. Commencement of Operations

1. The Public Works Director, or designee, shall be responsible for enforcing and implementing this policy.
2. The Public Works Director, or designee, will decide when to begin snow and ice control operations. The criteria for implementing snow and ice control operations are as follows:
  - Snow accumulation of two inches or more
  - Drifting of snow that causes problems for travel
  - Icy conditions which seriously affect travel

Time of snowfall in relationship to heavy use of streets

### IV. Level of Service

During light or normal snowfalls, streets will be plowed to full width. During heavier snowfalls, streets shall be plowed as wide as possible initially, and widened as the storm intensity decreases. After the storm passes, cleanup operations shall begin to clear intersections and snow-storage areas along corners and boulevards when needed. It is the City's intent to complete initial plowing and widening operations within approximately 12 hours of the cessation of the storm. These are target time frames and may be affected by a number of considerations. In times of extreme snowfall, streets will not always immediately be able to be completely cleared of snow.

Snow will be plowed in a manner so as to minimize any traffic obstructions. The center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go into the boulevard area of the street. Cul-de-sacs and dead-end streets may have few, if any, bare pavement spots. Gravel and dirt road surfaces shall be plowed to provide a hard pack surface with sand and or abrasive spread, as necessary, for traction.

Snow in the Main Street East Downtown area shall be plowed to the center of the road. After all plowing is complete, the snow removal contractor shall return and removal all snow pushed to the middle along Main Street East Downtown. Removal of this snow shall commence immediately following the conclusion of plowing the City.

## V. Standards and Placement of Ice Control Materials on Road Surface

- When plowing or pre-treating roads, salt shall be used as the primary treating agent. If temperatures fall below 10 degrees, sand shall be used with no salt use.
- Treating roads with ice or sand shall only be applied on curve, intersections, and the following streets: Independence St., Budd Ave., and Main Street East Downtown. No other parts of the road shall be treated unless extreme circumstances warrant such treatment.

## VI. Accounting for Service

The road mileage for the streets plowed, the time spent, and amount of material (salt-sand) will be



logged by the driver and/or GPS data/electric log. This information will be given to the Public Works Director or designee. If the work is contracted, it will be sent with the billing.

## **Public Sidewalks and Trails**

The removal of snow and ice from public sidewalks and trails is a lower-priority operation that will begin after all public streets and public parking lots have been cleared of snow. The sidewalks and trails to be cleared shall be identified on a map, which shall be approved by the City Council.

### **I. Commencement of Operations**

Sidewalk and trail snow removal will be completed during non-overtime hours whenever possible. The criteria for implementing sidewalk and trail snow removal operations are as follows:

- Snow accumulation of two or more inches
- Drifting of snow that causes problems for pedestrians
- Additional snowfall of two inches or more is not expected within 48 hours of normal commencement.

### **II. Level of Service**

Sidewalks and trails shall be cleared of snow, to a width of 60", one time following a snow event of two or more inches. Traction control materials, such as sand, salt, and de-icing agents will not be applied to sidewalk or trail surfaces. It is expected that public sidewalks and trails may have few, if any, bare pavement spots. The snow removed shall be discharged alongside sidewalks and trails in boulevard areas where appropriate.

## **Public Sidewalks and Trails**

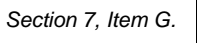
Snow and ice control operations cause property damage even under the best of circumstances and care on the part of the operators. The major types of damage are to improvements in the City right-of-way which extends approximately 13 feet beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City uses.

The City will repair sod damaged by snowplows during snow removal operations. All other damage within the public right-of-way is the responsibility of the property owner including, but not limited to, trees, shrubs, bushes, landscaping materials, decorative rock and lawn/ landscaping irrigation systems.

The City will not repair/replace sod, trees, shrubs, bushes, landscaping materials and driveways that are damaged due to the application of sand, salt or other deicing chemicals.

Mailboxes installed and maintained to City and Postal specifications which are damaged as a result of direct contact by City snow removal equipment will be replaced the following spring with a standard No. 1 mailbox mounted on a 4" by 4" treated post.

Mailboxes which are not installed to City and Postal specifications or are damaged due to snow deposit from plows (versus being hit by City snow removal equipment) will not be replaced. The City is not responsible for damage to media or paper boxes and will not repair them.














# Maple Plain Snow Contract 2025-2026

Final Audit Report

2025-11-19

Created: 2025-11-13  
By: Jacob Kolander (jkolander@mapleplainmn.gov)  
Status: Signed  
Transaction ID: CBJCHBCAABAAzUQmijtb1yHRmcFPQwW-ygTC6jIWwE9t

## "Maple Plain Snow Contract 2025-2026" History

-  Document created by Jacob Kolander (jkolander@mapleplainmn.gov)  
2025-11-13 - 10:22:52 PM GMT
-  Document emailed to Andrei Branitski (andrei@snowpros.com) for signature  
2025-11-13 - 10:23:00 PM GMT
-  Email viewed by Andrei Branitski (andrei@snowpros.com)  
2025-11-19 - 3:26:17 AM GMT
-  Document e-signed by Andrei Branitski (andrei@snowpros.com)  
Signature Date: 2025-11-19 - 3:29:24 AM GMT - Time Source: server
-  Document emailed to Julie M. Maas-Kusske (juliemaaskusske@mapleplainmn.gov) for signature  
2025-11-19 - 3:29:26 AM GMT
-  Email viewed by Julie M. Maas-Kusske (juliemaaskusske@mapleplainmn.gov)  
2025-11-19 - 5:28:23 AM GMT
-  Document e-signed by Julie M. Maas-Kusske (juliemaaskusske@mapleplainmn.gov)  
Signature Date: 2025-11-19 - 5:34:14 AM GMT - Time Source: server
-  Document emailed to Jacob W. Schillander (jschillander@mapleplainmn.gov) for signature  
2025-11-19 - 5:34:17 AM GMT
-  Email viewed by Jacob W. Schillander (jschillander@mapleplainmn.gov)  
2025-11-19 - 12:37:24 PM GMT
-  Document e-signed by Jacob W. Schillander (jschillander@mapleplainmn.gov)  
Signature Date: 2025-11-19 - 12:38:02 PM GMT - Time Source: server
-  Agreement completed.  
2025-11-19 - 12:38:02 PM GMT





**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM:</b> Accounts Payable
<b>PREPARED BY:</b> Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b> Approval of the following <ul style="list-style-type: none"><li>A. City Bills: \$ 210,800.67</li><li>B. City ACH's: \$ 10,062.88</li><li>C. Street Project: \$ 8,112.50</li></ul> Grand Total: \$ 228,976.05

**City Checks**

101 GENERAL FUND	\$111,417.18
358 2024A GO Bonds	\$2,498.58
451 CAPITAL IMPROVEMENT PROJECTS	\$7,082.00
601 WATER FUND	\$7,455.27
602 SEWER FUND	\$55,689.75
603 STORM WATER FUND	\$470.00
701 PLAN REVIEW ESCROWS	\$12,372.75
801 FIRE PARTNERSHIP FUND	\$13,815.14
	<hr/>
	\$210,800.67

**City ACH Payments**

101 GENERAL FUND	\$5,587.08
601 WATER FUND	\$3,352.96
602 SEWER FUND	\$238.66
801 FIRE PARTNERSHIP FUND	\$884.18
	<hr/>
	\$10,062.88

**Street Project**

458 2024 STREET RECONSTRUCTION	\$8,112.50
	<hr/>
	\$8,112.50

# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 1

Current Period: November 2025

<b>Payments Batch 112425 ACCTS PAYBL</b>		<b>\$210,800.67</b>		
Refer	0 1500 BUDD LLC	-		
Cash Payment	G 601-28010 UB overpayment	REFUND: 1500 BUDD AVE 00-00056000-06-7		\$126.55
Invoice	9/30/2025			
Transaction Date	9/30/2025	BoMP/MidCountry/4 10100	<b>Total</b>	\$126.55
Refer	0 ABDO LLP	-		
Cash Payment	E 101-41500-301 Auditing & Accounting S	Financial Management Services October 2025		\$4,125.00
Invoice 514936	10/31/2025			
Cash Payment	E 601-49400-301 Auditing & Accounting S	Financial Management Services October 2025		\$750.00
Invoice 514936	10/31/2025			
Cash Payment	E 602-49450-301 Auditing & Accounting S	Financial Management Services October 2025		\$750.00
Invoice 514936	10/31/2025			
Cash Payment	E 603-49455-301 Auditing & Accounting S	Financial Management Services October 2025		\$375.00
Invoice 514936	10/31/2025			
Cash Payment	E 801-42210-301 Auditing & Accounting S	Financial Management Services October 2025		\$1,500.00
Invoice 514936	10/31/2025			
Transaction Date	10/31/2025	BoMP/MidCountry/4 10100	<b>Total</b>	\$7,500.00
Refer	0 ADAMS PEST CONTROL	-		
Cash Payment	E 101-45200-311 Contract Service	Account 10059111 - Prevention Plus - October 2025		\$133.44
Invoice 4283268	10/23/2025			
Transaction Date	10/23/2025	BoMP/MidCountry/4 10100	<b>Total</b>	\$133.44
Refer	0 ALABAMA 2 LLC	-		
Cash Payment	G 601-28010 UB overpayment	REFUND: 1647 MARSH AVE 00-00025200-02-1		\$326.31
Invoice Check76667	11/4/2025			
Transaction Date	11/4/2025	BoMP/MidCountry/4 10100	<b>Total</b>	\$326.31
Refer	0 AMAZON.COM	-		
Cash Payment	E 101-41500-201 Operating Supplies	Amazon Basics AAA Alkaline High-Performance Batteries,		\$11.99
Invoice 11K4XJG33KK6	10/30/2025			
Cash Payment	E 101-45200-201 Operating Supplies	Amazon Basics 48-Pack AA Alkaline High-Performance Batteries		\$14.97
Invoice 11K4XJG33KK6	10/30/2025			
Cash Payment	E 101-41500-201 Operating Supplies	Shipping & handling		\$2.99
Invoice 11K4XJG33KK6	10/30/2025			
Cash Payment	E 101-41500-201 Operating Supplies	Promotions & discounts		-\$7.99
Invoice 11K4XJG33KK6	10/30/2025			
Cash Payment	E 101-41500-201 Operating Supplies	Returned Item: Yealink Wireless DECT Headset		-\$148.82
Invoice	11/13/2025			
Cash Payment	E 101-41500-201 Operating Supplies	Credit for AA & AAA Batteries		-\$26.96
Invoice 17GKWKCQ1TWK	10/30/2025			
Cash Payment	E 101-41500-201 Operating Supplies	Reciept book for the office		\$16.45
Invoice 1JHG6GWMC7D4	11/5/2025			
Cash Payment	E 601-49400-201 Operating Supplies	Reciept book for the office		\$16.45
Invoice 1JHG6GWMC7D4	11/5/2025			
Cash Payment	E 801-42270-218 Medical Supplies	Medical Gloves- Large		\$87.20
Invoice 1D6LY3QHFH6Q	11/10/2025			

# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 2

Current Period: November 2025

Cash Payment	E 601-49400-240	Small Tools & Minor Eq	Danger Chlorine Sign- WTP		\$13.07
Invoice	1X1M1Y6WMRTV	10/27/2025			
Cash Payment	E 101-41500-201	Operating Supplies	Notary Stamp-Schillander		\$18.99
Invoice	1RJDP1HYGD1V	10/27/2025			
Cash Payment	E 101-41500-201	Operating Supplies	PLANNING COMMISSION NAME PLATES		\$18.02
Invoice	1T7T3NKF9NLV	11/3/2025			
Cash Payment	E 101-41500-201	Operating Supplies	AAA Batteries		\$11.99
Invoice	1QG33R1FCWX4	10/23/2025			
Cash Payment	E 101-41500-201	Operating Supplies	AA Batteries		\$14.97
Invoice	1QG33R1FCWX4	10/23/2025			
Transaction Date	10/30/2025		BoMP/MidCountry/4	10100	<b>Total</b> \$43.32
Refer	0	AT&T MOBILITY	-		
Cash Payment	E 101-45200-321	Telephone & Internet	Hot Spots Sept 26, 2025- Oct 25, 2025		\$82.46
Invoice	287349505121X11	10/25/2025			
Transaction Date	10/25/2025		BoMP/MidCountry/4	10100	<b>Total</b> \$82.46
Refer	0	AWARDS BY CINDY	-		
Cash Payment	E 101-41110-434	Awards & Indemnities	Good Neighbor Award 2025		\$50.00
Invoice	5366	11/12/2025			
Transaction Date	11/12/2025		BoMP/MidCountry/4	10100	<b>Total</b> \$50.00
Refer	0	Bedell, James D	-		
Cash Payment	G 601-28010	UB overpayment	Utility Refund for 00-00010800-03-8 4869 INDEPENDENCE ST		\$92.38
Invoice	12	11/4/2025			
Transaction Date	11/4/2025		BoMP/MidCountry/4	10100	<b>Total</b> \$92.38
Refer	0	BELAYHOST	-		
Cash Payment	E 101-41500-309	EDP, Software and Desi	Microsoft 365 Business Standard		\$264.00
Invoice	46330	11/1/2025			
Cash Payment	E 101-41110-309	EDP, Software and Desi	Microsoft 365 Business Standard		\$54.00
Invoice	46330	11/1/2025			
Cash Payment	E 801-42210-309	EDP, Software and Desi	Microsoft 365 Exchange Online		\$102.00
Invoice	46330	11/1/2025			
Cash Payment	E 101-41500-309	EDP, Software and Desi	Microsoft 365 Project Plan 3		\$108.00
Invoice	46330	11/1/2025			
Transaction Date	11/1/2025		BoMP/MidCountry/4	10100	<b>Total</b> \$528.00
Refer	0	BLUE CARD	-		
Cash Payment	E 801-42240-331	Training & Travel	Blue Card CE Renewal - 1 Year (9@\$125/EA)		\$1,125.00
Invoice	28608	9/17/2025			
Transaction Date	9/17/2025		BoMP/MidCountry/4	10100	<b>Total</b> \$1,125.00
Refer	0	BOLTON & MENK, INC.	-		
Cash Payment	G 701-22021	ESCROW: NORTHSHORE	Maple Plain/Downtown Redevelopment Project 22021		\$5,405.50
Invoice	0377876	10/30/2025			
Cash Payment	E 101-43000-303	Engineering Services	2026 LRIP Grant (0000002)		\$1,411.50
Invoice	0377876	10/30/2025			
Cash Payment	E 101-43000-303	Engineering Services	ArcGIS Online Base Conversion		\$304.00
Invoice	0378003	10/30/2025			
Cash Payment	E 101-43000-303	Engineering Services	Credit for Services		-\$304.00
Invoice	0378003	10/30/2025			

# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 3

Current Period: November 2025

Cash Payment	E 603-49455-303	Engineering Services	Maple Plain/2025 Miscellaneous Drainage	\$95.00
Invoice	0377766	10/30/2025		
Cash Payment	E 101-45200-303	Engineering Services	Maple Plain/Warming House Improvements	\$1,330.00
Invoice	0377769	10/30/2025	Project WARM	
Cash Payment	G 701-22026	ESCROW: OUTREACH DE	Bolton & Menk Engineering-Invoice 377767-October 2025	\$1,859.00
Invoice	0377767	10/30/2025	Project 22026	
Cash Payment	G 701-22022	ESCROW: MIDCO	Bolton & Menk Engineering - Invoice 377765 - Oct 2025	\$2,835.00
Invoice	0377765	10/30/2025	Project 22022	
Cash Payment	E 101-43000-303	Engineering Services	Reduced Rate Engineering - October 2025	\$750.00
Invoice	0377765	10/30/2025		
Cash Payment	E 101-43000-303	Engineering Services	General Engineering - October 2025	\$678.00
Invoice	0377765	10/30/2025		
Transaction Date	10/30/2025	BoMP/MidCountry/4	10100	<b>Total</b> \$14,364.00
Refer	0	BOUNDTREE MEDICAL, LLC	-	
Cash Payment	E 801-42270-218	Medical Supplies	G3+ Medslinger EMT Pack, Red	\$139.99
Invoice	85987014	11/7/2025		
Cash Payment	E 801-42270-218	Medical Supplies	Shipping	\$9.00
Invoice	85987014	11/7/2025		
Transaction Date	11/7/2025	BoMP/MidCountry/4	10100	<b>Total</b> \$148.99
Refer	0	BURAK, ANDREW	-	
Cash Payment	E 101-41110-331	Training & Travel	October 2025 Mileage	\$5.60
Invoice		10/2/2025		
Transaction Date	10/2/2025	BoMP/MidCountry/4	10100	<b>Total</b> \$5.60
Refer	0	CANTINE, JAY OR NANCY	-	
Cash Payment	E 358-47150-437	Miscellaneous	Reimbursement for Interest and Fees // PID 25-118-24-21-0071	\$941.94
Invoice		11/3/2025		
Transaction Date	11/3/2025	BoMP/MidCountry/4	10100	<b>Total</b> \$941.94
Refer	0	CAREFREE SERVICE INC	-	
Cash Payment	E 101-43100-311	Contract Service	10/22 Sweeping Service- 9.5 hrs	\$1,472.50
Invoice	30257	10/27/2025		
Cash Payment	E 101-43100-311	Contract Service	10/22 Debris disposal charge- 35 yds	\$1,610.00
Invoice	30257	10/27/2025		
Cash Payment	E 101-43100-311	Contract Service	10/23 Sweeping Service- 7.5 hrs	\$1,162.50
Invoice	30257	10/27/2025		
Cash Payment	E 101-43100-311	Contract Service	10/23 Debris disposal charge- 12 yds	\$552.00
Invoice	30257	10/27/2025		
Cash Payment	E 101-43100-311	Contract Service	10/24 Sweeping Service- 2 hrs	\$310.00
Invoice	30257	10/27/2025		
Cash Payment	E 101-43100-311	Contract Service	10/24 Debris disposal charge- 3 yds	\$138.00
Invoice	30257	10/27/2025		
Transaction Date	10/27/2025	BoMP/MidCountry/4	10100	<b>Total</b> \$5,245.00
Refer	0	CARSON, CLELLAND & SCHREDE	-	
Cash Payment	E 101-42110-304	Legal Services	Criminal Prosecution - Services - October 2025	\$1,175.00
Invoice	8582	10/30/2025		



# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 4

Current Period: November 2025

Cash Payment	E 101-42110-304	Legal Services	Criminal Paralegal - Services - October 2025		\$150.00
Invoice	8582	10/30/2025			
Cash Payment	E 101-42110-304	Legal Services	Other - Services - October 2025		\$40.00
Invoice	8582	10/30/2025			
Transaction Date	10/30/2025	BoMP/MidCountry/4	10100	Total	\$1,365.00
Refer	0	CITY OF INDEPENDENCE	-		
Cash Payment	G 101-21707	Dental Insurance	December 2025 Dental		\$104.12
Invoice		11/12/2025			
Transaction Date	11/12/2025	BoMP/MidCountry/4	10100	Total	\$104.12
Refer	0	CITY OF ORONO	-		
Cash Payment	E 602-49450-311	Contract Service	Call out services for sewer clean out.		\$506.84
Invoice	20142698	10/30/2025			
Transaction Date	10/30/2025	BoMP/MidCountry/4	10100	Total	\$506.84
Refer	0	CIVICPLUS LLC	-		
Cash Payment	E 101-41500-309	EDP, Software and Desi	Agenda & Meeting Management Essential Ultimate Annual 12/26/		\$3,024.00
Invoice	352661	10/23/2025			
Transaction Date	10/23/2025	BoMP/MidCountry/4	10100	Total	\$3,024.00
Refer	0	DOEHLING III, OTTO	-		
Cash Payment	E 358-47150-437	Miscellaneous	Interest and fee reimbursement PID 25-118-24-22-0117		\$941.94
Invoice	4697193	11/3/2025			
Transaction Date	11/3/2025	BoMP/MidCountry/4	10100	Total	\$941.94
Refer	0	EARL F. ANDERSON	-		
Cash Payment	E 101-43100-224	Street Maintenance Mat	9 HIP BLK/WHTW/LOGO S/F STREET EACH		\$85.60
Invoice	0141287IN	10/31/2025			
Cash Payment	E 101-43100-224	Street Maintenance Mat	Shipping & Handling		\$32.95
Invoice	0141287IN	10/31/2025			
Cash Payment	E 101-43100-224	Street Maintenance Mat	CUSTOMSIGN SET-UP		\$33.35
Invoice	0141287IN	10/31/2025			
Cash Payment	E 101-43100-224	Street Maintenance Mat	CREDIT FOR 9 HIP BLK/WHT		-\$42.80
Invoice	0141287IN	10/31/2025			
Transaction Date	10/31/2025	BoMP/MidCountry/4	10100	Total	\$109.10
Refer	0	EMERGENCY APPARATUS MAINT.	-		
Cash Payment	E 801-42260-406	Apparatus & Equipment	Aux heater replacement		\$549.74
Invoice	138024	10/17/2025		Project LADDER	
Cash Payment	E 801-42260-406	Apparatus & Equipment	Labor		\$889.44
Invoice	138024	10/17/2025		Project LADDER	
Cash Payment	E 801-42260-406	Apparatus & Equipment	Repair Accessories		\$71.16
Invoice	138024	10/17/2025		Project LADDER	
Cash Payment	E 801-42260-406	Apparatus & Equipment	Level transducer for Tankvision		\$342.02
Invoice	138023	10/17/2025		Project ENG 12	
Cash Payment	E 801-42260-406	Apparatus & Equipment	Labor		\$468.12
Invoice	138023	10/17/2025		Project ENG 12	
Cash Payment	E 801-42260-406	Apparatus & Equipment	Repair Accessories		\$37.45
Invoice	138023	10/17/2025		Project ENG 12	
Transaction Date	10/17/2025	BoMP/MidCountry/4	10100	Total	\$2,357.93



# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 5

Current Period: November 2025

Refer	0	FIRE EQUIPMENT SPECIALTIES	-			
Cash Payment	E 801-42260-406	Apparatus & Equipment	Key PRO FLOW LDH Supply Hose 5 x 100' Length YELLOW		\$925.00	
Invoice	21685	10/13/2025				
Cash Payment	E 801-42260-406	Apparatus & Equipment	Shipping & Handling		\$225.00	
Invoice	21685	10/13/2025				
Transaction Date	10/13/2025	BoMP/MidCountry/4	10100	Total	\$1,150.00	
Refer	0	FRONTIER	-			
Cash Payment	E 601-49400-321	Telephone & Internet	ALARM LINE #763-479-6882-082311-2 Oct 16 - Nov 15,2025		\$82.05	
Invoice		10/16/2025				
Transaction Date	10/16/2025	BoMP/MidCountry/4	10100	Total	\$82.05	
Refer	0	FRONTIER	-			
Cash Payment	E 601-49400-321	Telephone & Internet	SCADA #763-479-3047-111308-2 Oct 10- Nov 09,2025		\$79.65	
Invoice		10/10/2025				
Cash Payment	E 601-49400-321	Telephone & Internet	Late Payment Fee		\$12.50	
Invoice		10/10/2025				
Transaction Date	10/10/2025	BoMP/MidCountry/4	10100	Total	\$92.15	
Refer	0	GENERAL SERVICE	-			
Cash Payment	E 101-45200-400	Equipment Repair & Mai	Sprinkler System & concession stand winterizing		\$400.00	
Invoice		10/25/2025				
Transaction Date	10/25/2025	BoMP/MidCountry/4	10100	Total	\$400.00	
Refer	0	GOPHER STATE ONE-CALL, INC.	-			
Cash Payment	E 601-49400-309	EDP, Software and Desi	October 2025 811: 41 @\$1.35		\$55.35	
Invoice	5100580	10/31/2025				
Cash Payment	E 602-49450-309	EDP, Software and Desi	October 2025 811: 42 @\$1.35		\$56.70	
Invoice	5100580	10/31/2025				
Transaction Date	10/31/2025	BoMP/MidCountry/4	10100	Total	\$112.05	
Refer	0	HENN COUNTY ACCTS RECEIVAB	-			
Cash Payment	E 101-43000-419	General Rentals	October Radio Lease - Public Works		\$116.74	
Invoice	1000255026	11/3/2025				
Cash Payment	E 801-42250-323	Radio Units/Technology	Radio/Lease/Fleet Fees October 2025		\$2,032.48	
Invoice	1000254996	11/3/2025				
Transaction Date	11/3/2025	BoMP/MidCountry/4	10100	Total	\$2,149.22	
Refer	0	HOFF BARRY ATTORNEYS	-			
Cash Payment	E 101-41610-304	Legal Services	General Admin Legal		\$6,232.50	
Invoice		11/3/2025				
Cash Payment	G 701-22021	ESCROW: NORTHSHORE	Hoff & Barry Legal Services October 2025 Invoice 19111		\$279.00	
Invoice		11/3/2025		Project 22021		
Cash Payment	G 701-22020	ESCROW: KWIK TRIP	Hoff & Barry Legal Services October 2025 Invoice 19113		\$200.00	
Invoice		11/3/2025		Project 22020		
Cash Payment	E 801-42210-304	Legal Services	Fire Department		\$2,232.50	
Invoice		11/3/2025				
Transaction Date	11/3/2025	BoMP/MidCountry/4	10100	Total	\$8,944.00	

# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 6

Current Period: November 2025

Refer	0	HOLDEN MOHS	-			
Cash Payment	E 801-42240-331	Training & Travel	Mohs-Mileage for 2 Conferences		\$420.00	
Invoice		1/31/2025				
Cash Payment	E 801-42240-331	Training & Travel	Mohs-Lodging for 2 Conferences		\$868.78	
Invoice		1/31/2025				
Transaction Date	1/31/2025		BoMP/MidCountry/4 10100	Total	\$1,288.78	
Refer	0	JASON J.K. KOERTING ENTERPRI	-			
Cash Payment	E 101-45200-311	Contract Service	VETRANS PARK PLUS PLUS 2 BALL FIELDS		\$1,755.96	
Invoice 1776		11/7/2025				
Cash Payment	E 101-45200-311	Contract Service	2 BALL FIELDS SECOND MOW OF THE WEEK		\$170.00	
Invoice 1776		11/7/2025				
Cash Payment	E 101-45200-311	Contract Service	RAINBOW PARK		\$1,612.80	
Invoice 1776		11/7/2025				
Cash Payment	E 101-45200-311	Contract Service	BRYANTWOOD PARK		\$212.28	
Invoice 1776		11/7/2025				
Cash Payment	E 101-45200-311	Contract Service	PIONEER PARK		\$448.00	
Invoice 1776		11/7/2025				
Cash Payment	E 101-45200-311	Contract Service	MEADOWS PARK		\$90.00	
Invoice 1776		11/7/2025				
Cash Payment	E 101-43000-311	Contract Service	City Sign North East Side on Co North East Side on Co 19		\$35.00	
Invoice 1776		11/7/2025				
Cash Payment	E 101-43000-311	Contract Service	City Sign Southeast on Hwy 12		\$35.00	
Invoice 1776		11/7/2025				
Cash Payment	E 101-43000-311	Contract Service	City Sign Westside Westside on Hwy Hwy 12		\$35.00	
Invoice 1776		11/7/2025				
Cash Payment	E 101-43000-311	Contract Service	Large Public area in the middle of town		\$240.00	
Invoice 1776		11/7/2025				
Transaction Date	11/7/2025		BoMP/MidCountry/4 10100	Total	\$4,634.04	
Refer	0	KILLMER ELECTRIC CO., INC.	-			
Cash Payment	E 451-43100-500	Capital Outlay (GENER	New APS Buttons with hardware:		\$5,302.00	
Invoice W25664		10/16/2025				
Cash Payment	E 451-43100-500	Capital Outlay (GENER	Labor:		\$980.00	
Invoice W25664		10/16/2025				
Cash Payment	E 451-43100-500	Capital Outlay (GENER	Programing Labor		\$800.00	
Invoice W25664		10/16/2025				
Transaction Date	10/16/2025		BoMP/MidCountry/4 10100	Total	\$7,082.00	
Refer	0	LILLESTOL, DANIEL OR MICHELLE	-			
Cash Payment	E 358-47150-437	Miscellaneous	Interest and fees reimbursement PID 24-118-24-43-0020		\$614.70	
Invoice 3061006		11/3/2025				
Transaction Date	11/3/2025		BoMP/MidCountry/4 10100	Total	\$614.70	
Refer	0	MAAS-KUSSKE, JULIE	-			
Cash Payment	E 101-41110-331	Training & Travel	Meal 10/28/25		\$11.74	
Invoice		10/1/2025				
Cash Payment	E 101-41110-331	Training & Travel	October 2025 Mileage		\$118.30	
Invoice		10/1/2025				

# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 7

Current Period: November 2025

Transaction Date	10/1/2025	BoMP/MidCountry/4	10100	Total	\$130.04
Refer	0 MENARDS	-			
Cash Payment	E 101-43000-201 Operating Supplies	BASIC DIGITAL T-STAT		\$22.99	
Invoice 59974	11/5/2025				
Cash Payment	E 602-49450-201 Operating Supplies	520Z AJAX ORANGE		\$7.94	
Invoice 59974	11/5/2025				
Cash Payment	E 602-49450-201 Operating Supplies	3 PC FLEXIBLE TOOL TRAY		\$11.22	
Invoice 59974	11/5/2025				
Cash Payment	E 101-43000-240 Small Tools & Minor Eq	10 N 1 PREC INSUL SD SET		\$12.99	
Invoice 59974	11/5/2025				
Cash Payment	E 101-43000-240 Small Tools & Minor Eq	PRECISION PLIER		\$8.99	
Invoice 59974	11/5/2025				
Cash Payment	E 101-43000-240 Small Tools & Minor Eq	7.5 WIRE STRIPPER MF-DG		\$13.49	
Invoice 59974	11/5/2025				
Cash Payment	E 602-49450-437 Miscellaneous	WHITE MAG HOOKS 14# 2PK		\$4.49	
Invoice 59974	11/5/2025				
Cash Payment	E 602-49450-437 Miscellaneous	NEODYMIUM SWING HOOK 65#		\$13.29	
Invoice 59974	11/5/2025				
Cash Payment	E 602-49450-201 Operating Supplies	UTILITY SHEARS		\$2.99	
Invoice 59974	11/5/2025				
Cash Payment	E 602-49450-201 Operating Supplies	BENT NOSE PRECISION PLIER		\$8.99	
Invoice 59974	11/5/2025				
Cash Payment	E 101-43000-201 Operating Supplies	3-PK CORD STORAGE WRAP		\$4.95	
Invoice 59974	11/5/2025				
Cash Payment	E 101-43000-201 Operating Supplies	MAGNETIZER/DEMAGNETIZER		\$3.99	
Invoice 59974	11/5/2025				
Cash Payment	E 602-49450-201 Operating Supplies	1/2 ID X 10 VINYL TUBING		\$8.76	
Invoice 59974	11/5/2025				
Cash Payment	E 101-43000-201 Operating Supplies	RO MARKING SPRAY B YELLOW		\$31.92	
Invoice 59343	10/27/2025				
Cash Payment	E 602-49450-201 Operating Supplies	4 45DEG PVC STRT ELBOW		\$7.19	
Invoice 59343	10/27/2025				
Cash Payment	E 602-49450-201 Operating Supplies	4X 5 CELL CORE PVC PIPE		\$36.60	
Invoice 59343	10/27/2025				
Cash Payment	E 602-49450-201 Operating Supplies	RING STEEL 11/2		\$2.91	
Invoice 59343	10/27/2025				
Cash Payment	E 101-43000-201 Operating Supplies	TSTRS PAINT PEN SLVR LEAF		\$6.98	
Invoice 59343	10/27/2025				
Cash Payment	E 101-43000-201 Operating Supplies	TSTRS PAINT PEN SAT RUBY		\$5.98	
Invoice 59343	10/27/2025				
Cash Payment	E 602-49450-201 Operating Supplies	4 X PAINT FLEX COUPLING		\$17.18	
Invoice 59343	10/27/2025				
Cash Payment	E 602-49450-201 Operating Supplies	3/8 X5 0' FLEX POLYPRO		\$8.99	
Invoice 59343	10/27/2025				
Cash Payment	E 602-49450-201 Operating Supplies	520Z AJAX ORANGE		\$11.91	
Invoice 59343	10/27/2025				
Cash Payment	E 101-43000-240 Small Tools & Minor Eq	30' GRIPPER TAPE MEASURE		\$11.99	
Invoice 60414	11/12/2025				
Cash Payment	E 101-43000-215 Shop Materials	FLEXIBLE SPOUT FUNNEL		\$2.49	
Invoice 60414	11/12/2025				

# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 8

Current Period: November 2025

Cash Payment	E 101-43000-201	Operating Supplies	VERSA SHARPENER		\$2.59
Invoice 60414		11/12/2025			
Cash Payment	E 101-43000-437	Miscellaneous	48CT PLASTIC CUTLERYCOMBO		\$1.99
Invoice 60414		11/12/2025			
Cash Payment	E 101-43000-201	Operating Supplies	75CT MAX PRO+		\$9.99
Invoice 60414		11/12/2025			
Cash Payment	E 101-43000-201	Operating Supplies	ATTACHABLE DUST PAN		\$3.98
Invoice 60414		11/12/2025			
Cash Payment	E 101-43000-201	Operating Supplies	FLEX F/TIP, KNUCK 2 OCT		\$2.27
Invoice 60414		11/12/2025			
Cash Payment	E 101-43000-201	Operating Supplies	AIR COMPRESSOR 39.99 OIL SYNTH		\$39.99
Invoice 60414		11/12/2025			
Cash Payment	E 101-43000-240	Small Tools & Minor Eq	BATTERY TESTER		\$34.99
Invoice 60414		11/12/2025			
Cash Payment	E 101-43000-215	Shop Materials	BATTERY WET HD CLOTH		\$8.94
Invoice 60414		11/12/2025			
Cash Payment	E 101-43000-215	Shop Materials	BOUNTY ESSNTL 6 DR		\$7.95
Invoice 60414		11/12/2025			
Cash Payment	E 602-49450-201	Operating Supplies	520Z AJAX ORANGE		\$11.91
Invoice 60414		11/12/2025			
Cash Payment	E 101-45200-210	Operating Supplies (GE	GLAD FORCE FLEX DRAWSTRNG		\$21.99
Invoice 60414		11/12/2025			
Cash Payment	E 601-49400-215	Shop Materials	3PK LYSOL DISINFECT WIPES		\$12.97
Invoice 60414		11/12/2025			
Transaction Date	11/5/2025	BoMP/MidCountry/4	10100	Total	\$428.78
Refer	0	METRO WEST INSPECTION SERVI	-		
Cash Payment	E 101-42400-308	Building Inspection	Finalized permits October 2025		\$413.79
Invoice 4792		10/29/2025			
Transaction Date	10/29/2025	BoMP/MidCountry/4	10100	Total	\$413.79
Refer	0	METROPOLITAN COUNCIL	-		
Cash Payment	E 602-49450-319	Other Consulting Servic	Waste Water Services Def Rev December 2025		\$20,862.19
Invoice 0001196413		11/4/2025			
Transaction Date	10/31/2025	BoMP/MidCountry/4	10100	Total	\$20,862.19
Refer	0	Mike Johnson Painting	-		
Cash Payment	E 101-42290-401	Building Repair & Mainte	Painting of Storage Container		\$500.00
Invoice 28b		10/7/2025			
Transaction Date	10/7/2025	BoMP/MidCountry/4	10100	Total	\$500.00
Refer	0	MN FIRE SVC CERTIFICATION BO	-		
Cash Payment	E 801-42240-208	Training and Instruction	FAO pumper Cert Exam-Rubin		\$158.50
Invoice 14844		10/28/2025			
Transaction Date	10/28/2025	BoMP/MidCountry/4	10100	Total	\$158.50
Refer	0	NELSON SANITATION & RENTAL, I	-		
Cash Payment	E 602-49450-311	Contract Service	07/30/2025-10/14/2025 Televis (Sanitary) - S.67/LF @ 20,878		\$13,988.66
Invoice INV/2025/16895		10/24/2025			
Cash Payment	E 602-49450-311	Contract Service	07/30/2025-10/14/2025 Mobilization Fee		\$200.00
Invoice INV/2025/16895		10/24/2025			

# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 9

Current Period: November 2025

Transaction Date	10/24/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$14,188.66</b>
Refer	0 NOBLE CONSERVATION SOLUTIO	-			
Cash Payment	E 101-42290-520 Buildings & Structures	Lighting upgrade			\$10,980.04
Invoice	2023462	3/31/2025			
Transaction Date	3/31/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$10,980.04</b>
Refer	0 NORTHLAND SECURITIES	-			
Cash Payment	G 701-22021 ESCROW: NORTHSORE	Services performed related to TIF Redevelopment District			\$1,391.25
Invoice	INV-1692	11/3/2025		Project 22021	
Transaction Date	11/3/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$1,391.25</b>
Refer	0 ORONO IND SCHOOL DISTRICT 27	-			
Cash Payment	E 101-41940-387 Office Lease	November 2025 Rent - Discovery Center			\$3,650.00
Invoice	25-Nov	11/3/2025			
Transaction Date	11/3/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$3,650.00</b>
Refer	0 REPUBLIC SERVICES	-			
Cash Payment	E 101-43000-311 Contract Service	Organics Recycling November 2025			\$380.03
Invoice	0894007312331	10/31/2025			
Transaction Date	10/31/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$380.03</b>
Refer	0 Smith, Jay	-			
Cash Payment	G 601-28010 UB overpayment	Utility Refund: 00-00038400-01-2 5530 JOYCE ST			\$11.94
Invoice		10/1/2025			
Transaction Date	10/1/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$11.94</b>
Refer	0 STREICHERS	-			
Cash Payment	E 801-42220-417 Uniforms & Uniform Ren	Pants: T-Flex Stryke, Black, 36W/32L			\$95.00
Invoice	I1793161	11/7/2025			
Cash Payment	E 801-42220-417 Uniforms & Uniform Ren	Boot: Stellar G2 Side-Zip Waterproof, 8in, Black, Size 10M			\$140.00
Invoice	I1793161	11/7/2025			
Transaction Date	11/7/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$235.00</b>
Refer	0 TOLL GAS & WELDING SUPPLY	-			
Cash Payment	E 801-42270-218 Medical Supplies	O2 TANK RENTAL (medical)			\$13.64
Invoice	0040220195	10/31/2025			
Transaction Date	10/31/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$13.64</b>
Refer	0 WEST HENNEPIN PUBLIC SAFETY	-			
Cash Payment	E 101-42110-306 Police Administration	Police Contract Services - December 2025			\$56,481.21
Invoice		10/22/2025			
Transaction Date	10/22/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$56,481.21</b>
Refer	0 AT&T MOBILITY	-			
Cash Payment	E 801-42250-323 Radio Units/Technology	Tablets Aug 12-Sep 11			\$305.84
Invoice		11/11/2025			
Cash Payment	E 801-42250-323 Radio Units/Technology	Tablets Sep 12-Oct 11			\$305.84
Invoice		11/11/2025			
Cash Payment	E 801-42250-323 Radio Units/Technology	Tablets Oct 12-Nov 11			\$305.84
Invoice		11/11/2025			
Transaction Date	11/11/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$917.52</b>

# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:32 PM

Page 10

Current Period: November 2025

Refer	0 FRONTIER	-			
Cash Payment	E 601-49400-321 Telephone & Internet	SCADA #763-479-3047-111308-2 Nov 10- Dec 09,2025			\$79.65
Invoice	11/10/2025				
Cash Payment	E 601-49400-321 Telephone & Internet	Late Payment Fee			\$12.50
Invoice	11/10/2025				
Transaction Date	11/10/2025	BoMP/MidCountry/4 10100	Total		\$92.15
Refer	0 GERTENS	-			
Cash Payment	E 801-42260-221 Equipment Parts	MINI AUTO BULB 12V			\$4.59
Invoice	10934/15 10/2/2025	Project LADDER			
Cash Payment	E 101-43000-215 Shop Materials	ACETONE QT (2@\$12.99)			\$25.98
Invoice	11017/15 10/13/2025				
Cash Payment	E 101-43000-215 Shop Materials	PAINT THINNER LIQUID 1QT			\$9.99
Invoice	11017/15 10/13/2025				
Cash Payment	E 101-43000-215 Shop Materials	CLEANING CLOTH WHITE 1 LB			\$4.59
Invoice	11017/15 10/13/2025				
Cash Payment	E 101-43000-215 Shop Materials	SCRPR W/BLADE GLASS 4W			\$6.59
Invoice	11017/15 10/13/2025				
Cash Payment	E 101-43000-215 Shop Materials	PAINT SCRPR CRBN STL 1 PK			\$9.99
Invoice	11017/15 10/13/2025				
Cash Payment	E 101-43000-215 Shop Materials	SCRPR W/BLADE GLASS 1W			\$5.99
Invoice	11017/15 10/13/2025				
Transaction Date	10/2/2025	BoMP/MidCountry/4 10100	Total		\$67.72
Refer	0 INDUSTRIAL CHEM LABS & SERVI	-			
Cash Payment	E 602-49450-201 Operating Supplies	LIFT STATION DEGREASER			\$448.11
Invoice	422256 11/7/2025				
Transaction Date	11/7/2025	BoMP/MidCountry/4 10100	Total		\$448.11
Refer	0 KENNEDY & GRAVEN	-			
Cash Payment	G 701-22021 ESCROW: NORTHSHORE	Legal services for TIF district No. 2-1			\$403.00
Invoice	190446 10/31/2025	Project 22021			
Transaction Date	10/31/2025	BoMP/MidCountry/4 10100	Total		\$403.00
Refer	0 MEDIACOM	-			
Cash Payment	E 801-42280-321 Telephone & Internet	phone service 11/16/25-12/15/25			\$11.05
Invoice	11/16/2025				
Transaction Date	11/16/2025	BoMP/MidCountry/4 10100	Total		\$11.05
Refer	0 NELSON SANITATION & RENTAL, I	-			
Cash Payment	E 602-49450-311 Contract Service	07/30/2025-10/14/2025 Jetting (Sanitary) - S.73/LF @ 20,878.			\$15,241.38
Invoice	INV/2025/16865 10/24/2025				
Cash Payment	E 602-49450-311 Contract Service	09/25/2025-09/25/2025 Easement Jetting - \$1.00/LF @ 2,380.6			\$2,380.60
Invoice	INV/2025/16865 10/24/2025				
Cash Payment	E 602-49450-311 Contract Service	07/30/2025-10/14/2025 Mobilization Fee			\$200.00
Invoice	INV/2025/16865 10/24/2025				
Transaction Date	10/24/2025	BoMP/MidCountry/4 10100	Total		\$17,821.98
Refer	0 PEOPLESERVICE, INC.	-			
Cash Payment	E 101-45200-311 Contract Service	(PARKS 30%) November			\$4,504.50
Invoice	PSINV108885 11/15/2025				

CITY OF MAPLE PLAIN

Payments

11/18/25 9:32 PM  
Page 11

Current Period: November 2025

Cash Payment	E 101-43000-311	Contract Service	(PUBLIC WORKS 18%) November		\$2,702.70
Invoice	PSINV108885	11/15/2025			
Cash Payment	E 601-49400-311	Contract Service	(WATER 38%) November		\$5,705.70
Invoice	PSINV108885	11/15/2025			
Cash Payment	E 602-49450-311	Contract Service	(SEWER 6%) November		\$900.90
Invoice	PSINV108885	11/15/2025			
Cash Payment	E 101-43100-311	Contract Service	(STREETS 8%) November		\$1,201.20
Invoice	PSINV108885	11/15/2025			
Cash Payment	E 601-49400-322	Postage	Postage - 3 samples		\$78.20
Invoice	PSINV108885	11/15/2025			
Transaction Date	11/15/2025	BoMP/MidCountry/4	10100	Total	\$15,093.20
Refer	0	STREICHERS	-		
Cash Payment	E 801-42220-417	Uniforms & Uniform Ren	Polo: Performance S/S, Black, L		\$54.99
Invoice	11793475	11/10/2025			
Cash Payment	E 801-42220-417	Uniforms & Uniform Ren	Polo: Performance S/S, Black, X (3@\$54.99)		\$164.97
Invoice	11793475	11/10/2025			
Cash Payment	E 801-42220-417	Uniforms & Uniform Ren	Heat Transfer: Specify Color/Size/Wording (4@\$15)		\$60.00
Invoice	11793475	11/10/2025			
Cash Payment	E 801-42220-417	Uniforms & Uniform Ren	Boots: ATAC 2.0 Storm, 8in Black, 10.0M		\$170.00
Invoice	11793474	11/10/2025			
Transaction Date	11/10/2025	BoMP/MidCountry/4	10100	Total	\$449.96

Fund Summary

	10100	BoMP/MidCountry/4M
101 GENERAL FUND		\$111,417.18
358 2024A GO Bonds		\$2,498.58
451 CAPITAL IMPROVEMENT PROJECTS		\$7,082.00
601 WATER FUND		\$7,455.27
602 SEWER FUND		\$55,689.75
603 STORM WATER FUND		\$470.00
701 PLAN REVIEW ESCROWS		\$12,372.75
801 FIRE PARTNERSHIP FUND		\$13,815.14
		\$210,800.67

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$210,800.67
Total	\$210,800.67



# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:34 PM

Page 1

Current Period: November 2025

<b>Payments Batch 112425 ACH PMTS</b>		<b>\$10,062.88</b>	
Refer	0 ARVIG	-	
Cash Payment	E 101-41500-321 Telephone & Internet	Fiber Internet 10/28/2025-11/27/2025	\$154.65
Invoice	10/28/2025		
Cash Payment	E 601-49400-321 Telephone & Internet	Fiber Internet 10/28/2025-11/27/2025	\$154.65
Invoice	10/28/2025		
Cash Payment	E 801-42280-321 Telephone & Internet	Fiber Internet 10/28/2025-11/27/2025	\$154.65
Invoice	10/28/2025		
Transaction Date	10/28/2025	BoMP/MidCountry/4 10100	<b>Total</b> \$463.95
Refer	0 CENTERPOINT ENERGY	-	
Cash Payment	E 101-43000-383 Gas Utilities	PUBLIC WORKS 09/23/2025-10/21/2025	\$31.44
Invoice	10/29/2025		
Cash Payment	E 602-49450-383 Gas Utilities	LIFT STATION 09/23/2025-10/21/2025	\$28.17
Invoice	10/29/2025		
Cash Payment	E 601-49400-383 Gas Utilities	WTP 09/23/2025-10/21/2025	\$71.92
Invoice	10/29/2025		
Transaction Date	10/29/2025	BoMP/MidCountry/4 10100	<b>Total</b> \$131.53
Refer	0 CENTERPOINT ENERGY	-	
Cash Payment	E 801-42280-383 Gas Utilities	FIRE DEPT 09/22/25 - 10/21/25	\$84.49
Invoice	10/23/2025		
Transaction Date	10/23/2025	BoMP/MidCountry/4 10100	<b>Total</b> \$84.49
Refer	0 GOOGLE.COM	-	
Cash Payment	E 101-41500-309 EDP, Software and Desi	(CITY- 3 USERS - GOOGLE) October2025	\$25.20
Invoice	5395949564 10/31/2025		
Transaction Date	10/31/2025	BoMP/MidCountry/4 10100	<b>Total</b> \$25.20
Refer	0 HEALTHPARTNERS	-	
Cash Payment	G 101-21706 Health Insurance	Health Insurance December 2025	\$2,000.07
Invoice	092809843630 11/4/2025		
Transaction Date	11/4/2025	BoMP/MidCountry/4 10100	<b>Total</b> \$2,000.07
Refer	0 MUNICIPALPAY	-	
Cash Payment	E 601-49400-309 EDP, Software and Desi	496090223884 Fees 10/01/25 - 10/30/25	\$230.66
Invoice	10/1/2025		
Transaction Date	10/1/2025	BoMP/MidCountry/4 10100	<b>Total</b> \$230.66
Refer	0 MUNICIPALPAY	-	
Cash Payment	E 101-41500-455 Bank Fees	496090224882 Fees 10/01/25 - 10/31/25	\$240.34
Invoice	10/1/2025		
Transaction Date	10/1/2025	BoMP/MidCountry/4 10100	<b>Total</b> \$240.34
Refer	0 OPTUM BANK	-	
Cash Payment	E 101-41500-131 Employer Paid Health In	HSA Monthly Maintenance Fee - 25-Sep - Group ID HB905889A	\$3.75
Invoice	0001815811 10/14/2025		
Transaction Date	10/14/2025	BoMP/MidCountry/4 10100	<b>Total</b> \$3.75
Refer	0 RELIANCE STANDARD	-	
Cash Payment	G 101-21715 Long-Term Disability	Voluntary LTD November 2025	\$50.29
Invoice	10/16/2025		



# CITY OF MAPLE PLAIN

## Payments

11/18/25 9:34 PM

Page 2

Current Period: November 2025

Transaction Date	10/16/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$50.29</b>
Refer	0 XCEL ENERGY	-			
Cash Payment	E 101-43000-381 Electric Utilities	STREET LIGHTS 10/03/25 to 11/02/25			\$2,438.59
Invoice	11/3/2025				
Transaction Date	11/3/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$2,438.59</b>
Refer	0 XCEL ENERGY	-			
Cash Payment	E 801-42280-381 Electric Utilities	Electricity 09/21/25 - 10/20/25			\$524.51
Invoice	1224411094 10/21/2025				
Transaction Date	10/21/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$524.51</b>
Refer	0 XCEL ENERGY	-			
Cash Payment	E 101-43100-381 Electric Utilities	5601 HIGHWAY 12 (TRAFFIC SIGNALS)			\$44.52
Invoice	11/4/2025				
Cash Payment	E 101-45200-381 Electric Utilities	1720 BUDD AVE (VMP)			\$63.46
Invoice	11/4/2025				
Cash Payment	E 101-45200-381 Electric Utilities	1481 RAINBOW AVE (PARK)			\$54.65
Invoice	11/4/2025				
Cash Payment	E 601-49400-381 Electric Utilities	1666 BUDD AVE (WATER)			\$68.87
Invoice	11/4/2025				
Cash Payment	E 602-49450-381 Electric Utilities	5829 HIGHWAY 12 (SEWER)			\$210.49
Invoice	11/4/2025				
Cash Payment	E 101-43100-381 Electric Utilities	4802 HIGHWAY 12 (TRAFFIC)			\$34.14
Invoice	11/4/2025				
Cash Payment	E 601-49400-381 Electric Utilities	1650 PIONEER AVE UNIT WATER PLANT			\$2,771.08
Invoice	11/4/2025				
Cash Payment	E 101-43000-381 Electric Utilities	1501 BAKER PARK RD			\$9.75
Invoice	11/4/2025				
Cash Payment	E 101-43000-381 Electric Utilities	5186 MAIN ST E			\$16.91
Invoice	11/4/2025				
Cash Payment	E 101-43000-381 Electric Utilities	5240 MAIN ST E (MUSEUM)			\$8.69
Invoice	11/4/2025				
Cash Payment	E 101-45200-381 Electric Utilities	1750 BUDD AVE (VMP 2)			\$46.43
Invoice	11/4/2025				
Cash Payment	E 101-45200-381 Electric Utilities	1490 PARKVIEW RD (RAINBOW)			\$8.84
Invoice	11/4/2025				
Cash Payment	E 101-45200-381 Electric Utilities	4997 OAK ST UNIT IRRIG			\$9.13
Invoice	11/4/2025				
Cash Payment	E 101-43000-381 Electric Utilities	5160 OAK ST			\$68.32
Invoice	11/4/2025				
Transaction Date	11/4/2025	BoMP/MidCountry/4	10100	<b>Total</b>	<b>\$3,415.28</b>
Refer	0 ELAN FINANCIAL SERVICES	-			
Cash Payment	E 101-41500-309 EDP, Software and Desi	CODETWO			\$40.80
Invoice	202 10/15/2025				
Cash Payment	E 101-41500-309 EDP, Software and Desi	CODETWO			\$0.72
Invoice	202 10/15/2025				
Cash Payment	E 101-41500-309 EDP, Software and Desi	Microsoft Azure Standard			\$0.45
Invoice	202 10/15/2025				
Cash Payment	E 101-41500-309 EDP, Software and Desi	RINGCENTRAL INC.			\$139.58
Invoice	202 10/15/2025				

CITY OF MAPLE PLAIN

Payments

11/18/25 9:34 PM

Page 3

Current Period: November 2025

Cash Payment	E 101-41500-309	EDP, Software and Desi	SIMPLISAFE						\$35.80
Invoice 202		10/15/2025							
Cash Payment	E 101-41500-309	EDP, Software and Desi	SIMPLISAFE						\$34.72
Invoice 202		10/15/2025							
Cash Payment	E 101-41500-445	Food and Beverage	Water for the office						\$5.85
Invoice 202		10/15/2025							
Cash Payment	E 801-42210-201	Operating Supplies	DELANO DMV						\$69.97
Invoice 202		10/15/2025							
Cash Payment	E 801-42210-201	Operating Supplies	DELANO DMV						\$50.56
Invoice 202		10/15/2025							
Cash Payment	E 101-41500-309	EDP, Software and Desi	NETWORKSOLUTIONS						\$19.99
Invoice 202		10/15/2025							
Transaction Date	10/15/2025		BoMP/MidCountry/4	10100			Total		\$398.44
Refer	0	VERIZON							
Cash Payment	E 601-49400-321	Telephone & Internet	4G JETPAK	10/11/25-11/10/25					\$55.78
Invoice 6128115697		11/10/2025							
Transaction Date	11/10/2025		BoMP/MidCountry/4	10100			Total		\$55.78

Fund Summary

	10100	BoMP/MidCountry/4M	
101 GENERAL FUND			\$5,587.08
601 WATER FUND			\$3,352.96
602 SEWER FUND			\$238.66
801 FIRE PARTNERSHIP FUND			\$884.18
			\$10,062.88

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$10,062.88
Total	\$10,062.88

CITY OF MAPLE PLAIN

Payments

11/17/25 2:22 PM

Page 1

Current Period: November 2025

Payments Batch 112425 STREET PROJ					\$8,112.50
Refer	0 BOLTON & MENK, INC.				-
Cash Payment	E 458-43000-303	Engineering Services	Maple Plain/2024 Street Reconstruction		\$8,112.50
Invoice	0377762	10/30/2025			
Transaction Date	10/30/2025	BoMP/MidCountry/4	10100	Total	\$8,112.50

Fund Summary	
	10100 BoMP/MidCountry/4M
458 2024 STREET RECONSTRUCTION	\$8,112.50
	\$8,112.50

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$8,112.50
Total	\$8,112.50



Real People. Real Solutions.

**Please Remit To:** Bolton & Menk, Inc.  
1960 Premier Drive | Mankato, MN 56001-5900  
507-625-4171 | 507-625-4177 (fax)

Payment by Credit Card Available Online at [www.Bolton-Menk.com](http://www.Bolton-Menk.com)  
To Ensure Proper Credit, Provide Invoice Numbers with Payment

City of Maple Plain  
city-of-maple-plain@capture.us.getyooz.com  
Maple Plain, MN 55359

October 30, 2025  
Project No: 0C1.132036.000  
Invoice No: 0377762  
Client Account: MAPLEPLA\_CI\_MN

### Maple Plain/2024 Street Reconstruction

Design (0000003)

#### Professional Services

	Hours	Rate	Amount	
Administrative				
Kalina, Jessica	1.00	108.00	108.00	
<i>Bid Abstract</i>				
Kalina, Jessica	1.00	108.00	108.00	
<i>Contracts</i>				
Totals	2.00		216.00	
<b>Total Labor</b>				<b>216.00</b>
		<b>Total this Task</b>		<b>\$216.00</b>

Construction Observation (0000004)

#### Professional Services

	Hours	Rate	Amount	
Senior Principal				
Martini, David	1.00	225.00	225.00	
<i>Infiltration Basin</i>				
Martini, David	.50	225.00	112.50	
<i>Project Management</i>				
Martini, David	1.50	225.00	337.50	
<i>Punch List, Budget Review, Filtration Basin</i>				
Project Manager				
Bauman, Matthew	2.00	190.00	380.00	
Bauman, Matthew	1.50	190.00	285.00	
<i>Independence Street Basin</i>				
Bauman, Matthew	1.50	190.00	285.00	
<i>Independence Street Basin Quote Award</i>				
Bauman, Matthew	1.00	190.00	190.00	
<i>Independence Street Basin Quotes</i>				
Farber, Kathryn	2.00	160.00	320.00	
Sorenson, Timothy	.50	190.00	95.00	
<i>Coordination to Stake Clean Outs</i>				
Weyandt, Jeffrey	1.00	212.00	212.00	
Weyandt, Jeffrey	.50	212.00	106.00	
<i>Drain Tile</i>				

Project	OC1.132036.000	Maple Plain/2024 Street Reconstruction			Invoice	0377762
Weyandt, Jeffrey		2.00	212.00		424.00	Section 8, Item C.
Drain Tile Award/Televising Review						
Weyandt, Jeffrey		2.00	212.00		424.00	
Drain Tile Improvements						
Weyandt, Jeffrey		1.00	212.00		212.00	
Drain Tile Quotes						
Graduate Surveyor						
Kruger, Anthony		1.00	156.00		156.00	
Senior Technician						
Novack, Joseph		5.00	195.00		975.00	
Recon Irons and Shoot Topo						
Novack, Joseph		2.50	195.00		487.50	
Stake Storm Sewer, Drain Tile Clean Outs						
Remer, Zachary		2.50	150.00		375.00	
Punchlist						
Taylor, Arthur		2.00	170.00		340.00	
Check Site for Condition/Progress						
Taylor, Arthur		2.50	170.00		425.00	
Check Site for Condition/Progress, Meet w/Foreman						
Taylor, Arthur		2.50	170.00		425.00	
Check Site for Condition/Progress; Discussion w/Foreman						
Taylor, Arthur		2.50	170.00		425.00	
Check Site for Condition/Progress; Meet w/Foreman						
Taylor, Arthur		.50	170.00		85.00	
Discussion w/Foreman						
Taylor, Arthur		1.50	170.00		255.00	
Multiple Discussions w/Contractor, w/Jeff Weyandt						
Taylor, Arthur		1.00	170.00		170.00	
Multiple Discussions w/Foreman, w/Jeff Weyandt, w/Matt Bauman						
Taylor, Arthur		1.00	170.00		170.00	
Review Plan and Specifications, Discussion w/Jeff Weyandt						
Totals		42.50			7,896.50	
<b>Total Labor</b>						<b>7,896.50</b>
				<b>Total this Task</b>		<b>\$7,896.50</b>
				<b>Total this Invoice</b>		<b>\$8,112.50</b>

#### Billings to Date

	Current	Prior	Total
Labor	8,112.50	605,352.50	613,465.00
Expense	0.00	2,154.46	2,154.46
<b>Totals</b>	<b>8,112.50</b>	<b>607,506.96</b>	<b>615,619.46</b>

Bolton & Menk, Inc. is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

Notice: A Finance charge of 1.5% per month (annual percentage of 18%) is charged on balances 30 days or over.



**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM:</b> Staff Reports
<b>PREPARED BY:</b> Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b> Approve Staff Reports

Included in the packet are the staff reports for the following:

- A. Fire Department
- B. West Hennepin Public Safety
- C. City Engineer
- D. Public Works
- E. City Planner
- F. Administration & Finance



# Maple Plain Fire Department

## Fire Chief's Report

October 2025

Maple Plain Fire Department – Chief Rick Denneson

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### **Vision as Fire Chief**

To build an organizational structure that provides unity, compassion, necessary tools, equipment, training, and leadership for firefighters to be successful when in action.

### **Calls October 2025 – report #857 & #553**

In October, we responded to 29 calls for service. Last year in the same month, we were at 21 calls.

- 19 EMS & Rescue calls
- 3 Vehicle crashes
- 2 Hazardous call – gas leak
- 4 Alarm Calls
- 1 Good intent calls – controlled burn / cancelled calls

### **Where these calls are occurring – report #384**

Independence – 12 calls

Maple Plain – 16 calls

Three Rivers Parks – 1

Mutual Aid Given – 1 Calls to assist under mutual aid

Mutual Aid Received – 2 calls

### **Training Update**

In October, we began doing combined training with the West Suburban Fire District. We changed our training night from Monday nights to Wednesday nights to align with their fire department. We attended a joint business meeting with both departments together on October 8<sup>th</sup>. On October 15<sup>th</sup> and 22<sup>nd</sup>, we did a live burn exercise, trained on LP gas emergencies, and worked with the records management system that WSFD uses.

On October 29<sup>th</sup>, we had training on elevator operations and what to do with emergency situations involving elevators. This training was graciously hosted by Haven Homes at their facility.

We did some wildland grass fire training on a separate day training.

2 of the MPFD members completed a specialized pump operator course called “Fire Apparatus Operator – FAO”. This is training that is taught by the Hennepin Technical College to certify fire fighters in the operation of pumper trucks.

### **Community Events**

October is a busy month for community events. We had another successful open house at our fire station on Monday October 6<sup>th</sup>. We had several public safety partners at the open house with us such as West Hennepin Public Safety, North Ambulance, Wright Hennepin Electric, and Lindstrom Restoration with their fire demonstration trailer.

We did fire prevention talks at Schumann Elementary and the Discovery Center. We attended trunk or treat events at Forkless, Veterans Park and at Baker Park.

### **Consolidation with West Suburban Fire District**

In October we continued our transition team meetings, staying on task with the operational portion of the consolidation. Truck rebranding, uniform purchase, access to the records management and other assigned topics were continued from previous discussions.

### **Equipment Purchase**

The MPFD was approved to purchase new auto extrication equipment. This equipment, commonly referred to as the “jaws of life” will include a spreader, cutter and spreading ram. This equipment is battery operated, making it lighter than the equipment we currently have and more portable as it is not tethered to the truck by hydraulic hoses. It will replace equipment that we have had for over 40 years.

### **Pay Increase**

The city council approved a pay increase for fire fighters’ hourly rate. Prior to October, fire fighters were paid \$14.50 per hour for calls, training and events. Council approved a \$1.50 per hour raise bringing the rate to \$16.00 per hour for the same activities. This increase was to bring MPFD up to the same rate of pay as the WSFD for the last quarter of the year.

### **Calls of interest**

October 30<sup>th</sup> – Injury Crash – CO 6 / Ingerson Rd

We responded to a 2 vehicle head on crash near this intersection. Luckily both drivers had minor injuries. The county road was closed for about 1 hour.

October 13<sup>th</sup> – Injury Crash – CO 90 / Pagenkopf Rd

A van versus school bus crash happened at this intersection. The bus pulled out in front of the van, causing the van to strike the school bus. Luckily only minor injuries to the van driver who was examined at the scene and released by medics. No injuries on the bus.



Date: November 7<sup>th</sup>, 2025

To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members

From: Director Matt DuRose

SUBJECT: OCTOBER 2025 ACTIVITY REPORT



The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle crashes, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

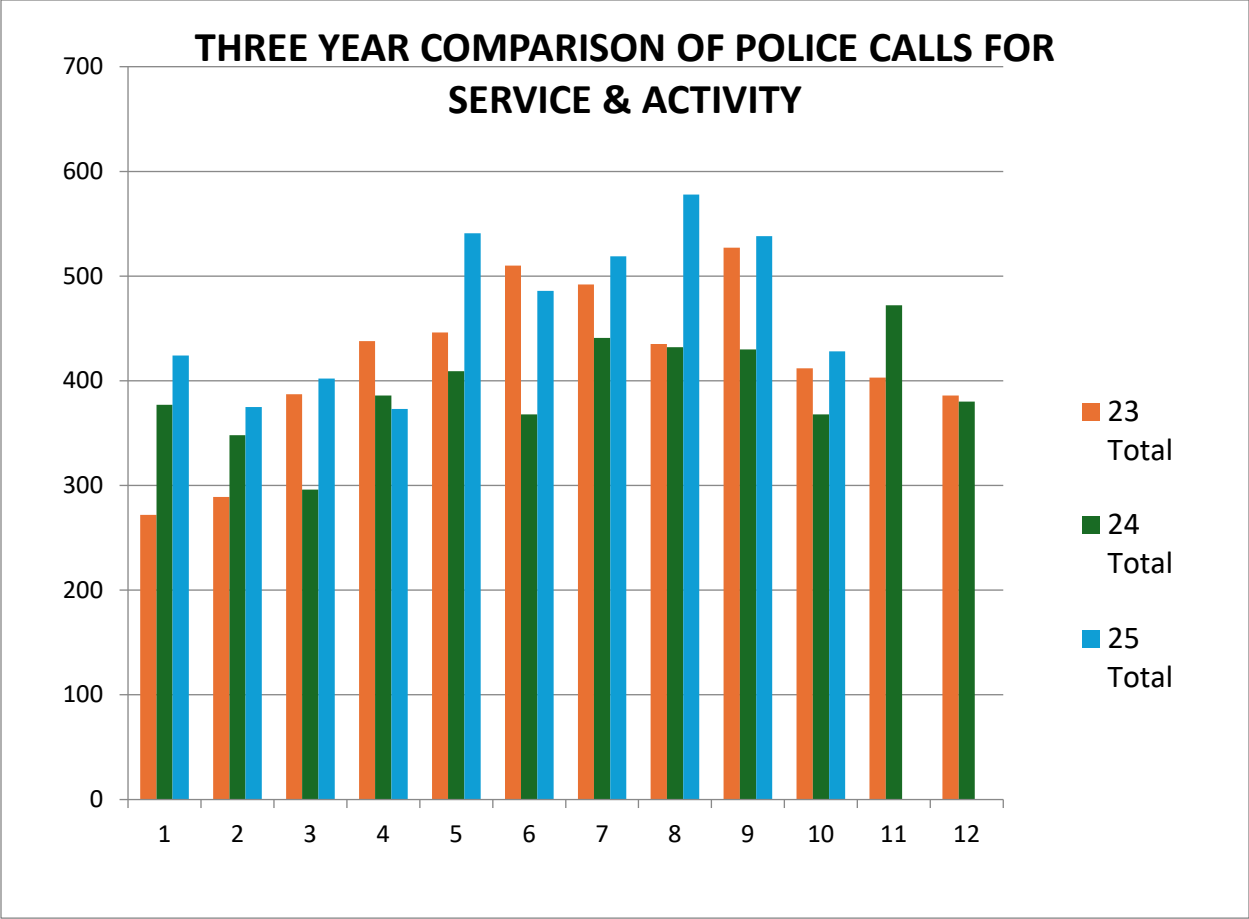
Monthly Activity Report October 2025						
Offense	This Month	Same Month Last Year		This Year To Date		Last Year To Date
<b>City Of Independence</b>						
Criminal	8	6		48		34
Traffic	118	85		1,177		761
Part III	2	12		48		84
Part IV	26	30		303		316
Part V	106	85		1,129		1,082
<b>Total City of Independence</b>	<b>260</b>	<b>218</b>		<b>2,705</b>		<b>2,277</b>
<b>City Of Maple Plain</b>						
Criminal	6	2		34		24
Traffic	33	21		492		229
Part III	2	8		30		42
Part IV	32	28		388		234
Part V	58	62		490		512
<b>Total City Of Maple Plain</b>	<b>131</b>	<b>121</b>		<b>1,434</b>		<b>1,041</b>
<b>Grand Total Both Cities</b>	<b>391</b>	<b>339</b>		<b>4,139</b>		<b>3,318</b>
TZD	0	0		209		268
Agency Assists	37	29		316		269
<b>Total ICR Reports</b>	<b>428</b>	<b>368</b>		<b>4,664</b>		<b>3,855</b>
<b>How Received</b>						
Fax	10	6		72		48
In Person	9	10		120		125
Mail	1	2		6		10
Other	1	0		10		5
Phone	18	26		172		232
Radio	172	175		1,732		1,601
Visual	179	126		2,154		1,400
Email	15	13		140		160
Lobby Walk In	23	10		258		274
<b>Total</b>	<b>428</b>	<b>368</b>		<b>4,664</b>		<b>3,855</b>

**October 2025 Part I & II****City of Maple Plain #'s 1 & 2**

<b>AGN</b>	<b>ICR</b>	<b>Title</b>	<b>Create Date</b>	<b>Grid #</b>	<b>MOC range</b>	<b>UCR Part</b>
WHPS	25004251	Fraud	10/02/2025	01	U1062	2
WHPS	25004303	Check Forgery	10/05/2025	02	C17G1	2
WHPS	25004397	Damage to Property	10/12/2025	01	P310L	2
WHPS	25004422	Vandalism	10/15/2025	02	P2120	2
WHPS	25004451	Scam	10/15/2025	01	U1203	2
WHPS	25004475	3 <sup>rd</sup> Degree DWI	10/17/2025	02	Jf5J1	2

**October 2025 Part I & II****City of Independence Grid #'s 3-5**

<b>AGN</b>	<b>ICR</b>	<b>Title</b>	<b>Create Date</b>	<b>Grid #</b>	<b>MOC range</b>	<b>UCR Part</b>
WHPS	25004376	DWI – 3 <sup>rd</sup> Degree Refusal	10/10/2025	03	JFR01	2
WHPS	25004525	DWI – 2 <sup>nd</sup> Degree – Alcohol	10/19/2025	03	JE5J1	2
WHPS	25004591	DWI – 3 <sup>rd</sup> Degree – Alcohol	10/24/2025	03	JFW01	2
WHPS	25004634	4 <sup>th</sup> Degree DWI	10/28/2025	03	JG601	2
WHPS	25004639	Theft Report	10/28/2025	03	TR999	1
WHPS	25004642	Gun Pointing	10/29/2025	05	A2426	1
WHPS	25004657	Domestic/2 <sup>nd</sup> Degree Assault	10/31/2025	05	A2342	1
WHPS	25004663	Head-On Crash w/Injuries	10/31/2025	05	J1A21	1



# DIRECTOR'S NEWS & NOTES

## WEST HENNEPIN PUBLIC SAFETY October 2025 Activity Report

### Year to Date Activity Report

At the end of October 2025, West Hennepin Public Safety (WHPS) handled year-to-date a total of 4,664 incident complaints. For the month of October; 260 incidents occurred in the City of Independence and 131 in the City of Maple Plain.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

#### Animal Complaint October 1

100 block of Kuntz Drive, Independence. Officer was dispatched to a loose horse running on Luce Line Trail. The animal owner advised they just got the horse and isn't sure if it will come back on its own. Approval was given to the animal owner to take a golf cart on the trail to locate the horse. Officer checked the area and was unable to locate the horse. A short time later, the animal owner called and advised the horse had returned.

#### Traffic Complaint October 2

Highway 12/County Road 90, Independence. Officer was dispatched to a driving complaint where the suspect vehicle was reportedly passing on the right. Officer located the vehicle, initiated a traffic stop, and found the license plate was out of state and expired in January 2024. Officer spoke to the driver who advised she thought she was going to be turning, realized it wasn't her turn yet, and accidentally passed. The driver was cited for not having a MN driver's license and an Unregistered Motor Vehicle.

#### Forgery October 5

5700 block of Amy Lane, Maple Plain. Officer was dispatched to take a forgery report where a check was written, mailed, then altered. The suspect wrote the check in his name and presented the check at another bank. Forwarded to investigations for follow-up.

### Traffic Complaint

October 5

Highway 12/County Road 90, Independence. Officer was dispatched to a traffic complaint where a passenger in a vehicle pointed a laser at another driver. Officer located the vehicle and spoke to the occupants. The driver and passenger both admitted the passenger had shined a green laser pointer from a flashlight at the passenger side mirror. Contact was made with the passenger's parents.

### Trespassing

October 5

Valley Road/BNSF Railroad, Independence. Officer was dispatched to a report of two juveniles on dirt bikes riding on the reporting party's land. Officer was unable to locate the dirt bikes and spoke to the reporting party who advised he talked to the drivers and were unaware it was private property.

### Suspicious Activity

October 6

5800 block of Three Oaks Avenue, Maple Plain. Officer was on routine patrol and observed an open garage with a vehicle with both two doors left open. While the Officer was approaching the home, the homeowner advised everything was fine and he's usually out at this time of night. He was appreciative the Officer stopped to check on his property.

### Welfare Check

October 6

6700 block of Highway 12, Independence. Officer was on routine patrol and observed a vehicle sitting at an angle in a driveway late at night. Officer observed the driver appeared to be sleeping. Officer made contact with the driver who advised she was coming from a relative's house, and she was tired so she pulled over to rest. Officer did not observe signs of impairment and was advised to find a safe place to park.

### Stalled Vehicle

October 7

County Line Road/Nelson Road, Independence. Officer was dispatched to a semitrailer not occupied that was stalled in the middle of the road. Upon arrival, Officer observed the trailer was left in the road and the cab was detached and no longer on scene. There was a note left with a phone number on it. Officer called the phone number, and the driver advised a hose broke and he would be back with a replacement part. Within the hour, the trailer was repaired and removed from the roadway.

Crash  
October 9

County Road 50/County Line Road, Independence. Officer was dispatched to a crash involving a motorcycle and SUV. Officer arrived and observed the SUV lying on its side in the middle of the intersection. A witness advised the driver of the SUV turned in front of the motorcycle then attempted to over correct causing it to flip on its side. Both drivers were conscious and moving about and later transported to the hospital by Ridgeview Paramedics.

Assault  
October 10

5300 block of Sunset Lane, Independence. Officer was dispatched to an assault report when a utility worker had been pushed by the homeowner. Officer arrived on scene and spoke to both parties. It was determined the subject was upset because he wanted the line moved off his property. Ultimately, the subject agreed to allow the work to be completed.

Arrest  
October 10

County Road 6/County Road 110, Independence. Officer was dispatched to two reports of a driving complaint where the vehicle was all over the road and went into the grass. Officer located the vehicle and spoke to the driver who displayed signs of impairment. Ultimately, the driver was arrested and refused to take the evidentiary breath test. Driver was booked and released pending 3<sup>rd</sup> Degree DWI charges.

Property Damage  
October 12

5000 block of Highway 12, Maple Plain. Officer was on routine patrol and observed graffiti painted on the building and doors, as well as the front door glass was shattered. Officer searched the area and did not locate further damage. Forwarded to investigations for further.

Crash  
October 13

Pagenkopf Road/County Road 90, Independence. Officer was dispatched to a personal injury crash involving a school bus. Officer arrived on scene and determined the bus proceeded to cross, failing to yield for the passenger car who was not able to stop prior to the collision. The driver of the passenger vehicle had minor injuries and was not transported to the hospital. The kids on the bus were transferred to a new bus and were able to leave the scene. The bus driver was issued a citation for failing to yield.

**Suspicious Activity****October 14**

5900 block of Providence Curve, Independence. Officer was dispatched to a suspicious male, walking around the reporting party's house and taking pictures. The reporting party was watching the activity on their cameras. Officer arrived in the area and made two traffic stops on vehicles matching the description provided and both were unrelated.

**Vandalism****October 15**

1500 block of Rainbow Avenue, Maple Plain. Officer took a report of vandalism at Rainbow Park which is possibly related to the property damage incident. Officer reviewed surveillance video and determined the suspect is a juvenile male on an E-bike. Forwarded to investigations to identify the suspect.

**Motorist Assist****October 16**

County Road 6/County Road 90, Independence. Officer was on routine patrol and observed a vehicle in the bypass lane with its hazard lights on. Officer spoke to the driver who advised she was letting her car cool down after over heating. Officer advised to call if she needs further assistance.

**Arrest****October 17**

Bryant Street/Budd Ave, Maple Plain. Officer conducted a traffic stop on a vehicle for expired registration. Officer spoke to the driver who displayed signs of impairment and admitted to consuming alcohol. Field Sobriety Tests were completed, and the driver was placed under arrest. The driver was transported and booked where he submitted an evidentiary breath sample of 0.19. He was then transported to Hennepin County Jail and charged with 3<sup>rd</sup> Degree DWI.

**Noise Complaint****October 18**

100 block of McCulley Road, Independence. Officer was dispatched to a report of shots heard in the area. Officers arrived in the area and determined the address where the shots were coming from. Officers made contact with the parties involved who advised they were aware of the surrounding properties, had a proper backstop, and were following the necessary safety guidelines for target shooting. There were no further concerns. The parties were advised they could proceed with their activities.



Disturbance  
October 18

5200 block of Painter Creek Green, Independence. Officers were on a traffic stop when they heard screaming and yelling coming from the general area. Officers searched the area and located multiple vehicles parked outside of the residence. After contact was made with the homeowner, it was determined it was juveniles in the backyard. They were advised to quiet down.

Arrest  
October 19

5500 block of County Road 11, Independence. Officer was dispatched to a motorist assist where a resident called advising there was a vehicle in front of their home with its hazards on and the driver was walking down the street with a flashlight. Officer arrived on scene and spoke to the driver who advised his truck had run out of gas. Driver displayed signs of impairment and refused Field Sobriety Testing. He advised when he left the bar, he used his own breath test machine, which indicated a 0.10. He was ultimately arrested for DWI and provided an evidentiary breath test of 0.16. He was transported to Hennepin County Jail for 2<sup>nd</sup> Degree DWI.

Motorist Assist  
October 20

Highway 12/County Line Road, Independence. Officer was on routine patrol in the area and observed a vehicle parked on the side of the road with only its hazard lights on. Officer stopped out with the vehicle and spoke to the driver who advised he was just cited and was told he is unable to drive the vehicle by another agency. Officer viewed the citation and confirmed he was cited for suspended registration. Officer advised he was just checking on him and confirmed he called for a ride.

Suspicious Activity  
October 21

5100 block of Broadmoor Drive, Independence. Officer was dispatched to a suspicious vehicle that made approximately ten passes by her home at a slow rate of speed. Reporting party advised it appeared the vehicle was doing circles. Officers checked the area and were unable to locate the vehicle. Reporting party was advised to call back if she sees the vehicle again.

Suspicious Activity  
October 23

5100 block of Industrial Street, Maple Plain. Officer was dispatched to a suspicious vehicle seen on surveillance video. Officers checked the exterior of the building and located an unsecured door. Opening the door caused the alarm to go off. The interior of the building was checked and nothing was located. A short time later, it was determined the suspicious vehicle was officers doing routine patrol.

Suspicious Activity  
October 23

Highway 12/Copeland Road, Independence. Officer was on routine patrol and observed a suspicious male walking on the shoulder with a camera. Officer spoke to the subject who advised he does personal photography and was taking photos of the large skeleton dog decoration nearby. Officer confirmed his story after being shown the photos.

Arrest  
October 24

County Road 6/County Road 19, Independence. Officer was dispatched to a traffic complaint where a vehicle was all over the road, driving into oncoming traffic, almost hitting oncoming traffic, and stopping where there was no stop sign. Officer located the vehicle and spoke to the driver who displayed signs of impairment. Field Sobriety Tests were performed, and the driver was placed under arrest for suspected DWI. The driver was transported to the police department where she provided an evidentiary breath sample of 0.25. She was booked and transported to Hennepin County Jail.

Crash  
October 25

Baker Park Road/Main Street, Maple Plain. Officer was dispatched to a property damage crash where Vehicle 1 was slowing turning and Vehicle 2 rear-ended them causing their vehicle to spin out. Driver 2 was advised she was looking down at her GPS and didn't have enough time to stop before the collision. Driver 2 was cited for failure to drive with due care and driving with a suspended driver's license.

### Suspicious Activity

October 26

4700 block of South Lake Sarah Drive, Independence. Officer was dispatched to a suspicious activity report. Officer spoke to the reporting party who advised he was seeing red and white drones in the area that would hover 3-4 times per week for approximately 3 hours. Officer advised he was unaware of the drones being there as this was the first report. Reporting party reached out to the FAA who advised there were thousands of people who have legal permits to fly drones.

### Gas Leak

October 27

200 block of County Road 92, Independence. Officer was dispatched to a hit gas line. Officer arrived on scene and found a crew had been hand digging a locate hole and sliced the feeder line to a near by residence. Maple Plain Fire arrived and did not locate concerning levels of gas. The gas was shut off and a crew responded to repair the line.

### Arrest

October 28

Highway 12/County Road 90, Independence. Officer was dispatched to a property damage crash where a vehicle went through and over the roundabout. Officer spoke to the driver who displayed signs of impairment. Field sobriety tests were performed, and the driver was placed under arrest for suspected narcotic DUI. The driver admitted to Fentanyl use prior to driving. A Drug Recognition Evaluation was performed that resulted in suspected Narcotic Analgesic use. A warrant was signed by a judge, and a blood draw was completed. Pending toxicology results.

### Gun Pointing

October 29

Highway 12/County Line Road, Independence. Officer was dispatched to a report of a gun pointing incident. The reporting party advised her and her daughter were travelling east when a van was tailgating and driving aggressively. The male driver then passed her through the lane delineators, kissed a firearm, pointed it at the reporting party and winked, then completed his pass. No license plate was available. The case was forwarded to investigations for further.

### Welfare Check

October 30

County Road 6/County Road 157, Independence. Officer was dispatched to a welfare check where a party was walking on the side of the road after midnight. Officer arrived and spoke to the party who advised he had gone for a walk in Delano and became lost. Officer provided him with a ride back to his apartment.

Arrest  
October 31

3000 block of Nelson Road, Independence. Officer was dispatched to an assault that occurred. Officer arrived and spoke to the victim who advised his ex-girlfriend arrived at his job site and an argument ensued. During the argument, the victim began recording and the suspect picked up a large metal carpet stretcher and swung it at the victim. Officer spoke to the suspect who advised the same. The suspect was placed under arrest for Domestic Assault and 2<sup>nd</sup> Degree Assault with a dangerous weapon. She was transported to Hennepin County Jail.

Crash  
October 31

County Road 6/Ingerson Road, Independence. Officers were dispatched to a head-on collision. Upon arrival, Officers observed two pickup trucks with substantial damage and injuries. Both drivers were checked out by North Memorial Paramedics. It's suspected that one driver was distracted, causing him to cross over the centerline and collide with oncoming traffic. Case is forwarded to Investigations for further.



Real People. Real Solutions.

263

Section 9, Item C.

Suite 200  
Chaska, MN 55318-1172

Ph: (952) 448-8838  
Fax: (952) 448-8805  
Bolton-Menk.com

## MEMORANDUM

**Date:** November 17, 2025  
**To:** Honorable Mayor and City Council  
**From:** David P. Martini, P.E.  
**RE:** November Engineering Report

The following is a summary of the work that Bolton & Menk has completed on behalf of the city during the past month:

### **Miscellaneous Services**

We have attended staff and Council meetings and continue to follow through on the miscellaneous engineering needs of the city. Miscellaneous items include:

- Infrastructure Planning with City Staff.
- Review and provide comments for various development projects.
- On-going review of funding sources for various infrastructure projects.
- Correspondence related to the possibility of withdrawing from the MS4 program.
- Finalize the Water Use Study for the City of Medina.
- Manage the Lead service line inventory and replacement project funded by the Minnesota Department of Health.
- Midco Permit oversight for new fiber line installations, including damage research and correspondence.

### **Downtown Redevelopment and Street Projects**

Draft feasibility study information has been prepared for the Council Workshop on November 24<sup>th</sup>. The purpose of the workshop discussion will be to review the proposed scope of the project and to gather directions for finalizing the study. We have also reviewed the submittal provided by the developer and have provided initial comments. Collaboration with city staff and other consultants has been on-going. Work is continuing on the LRIP grant application for submittal in December.

Date: November 10, 2025

To: City of Maple Plain

From: David Medina, Operator

O & M Report October 2025

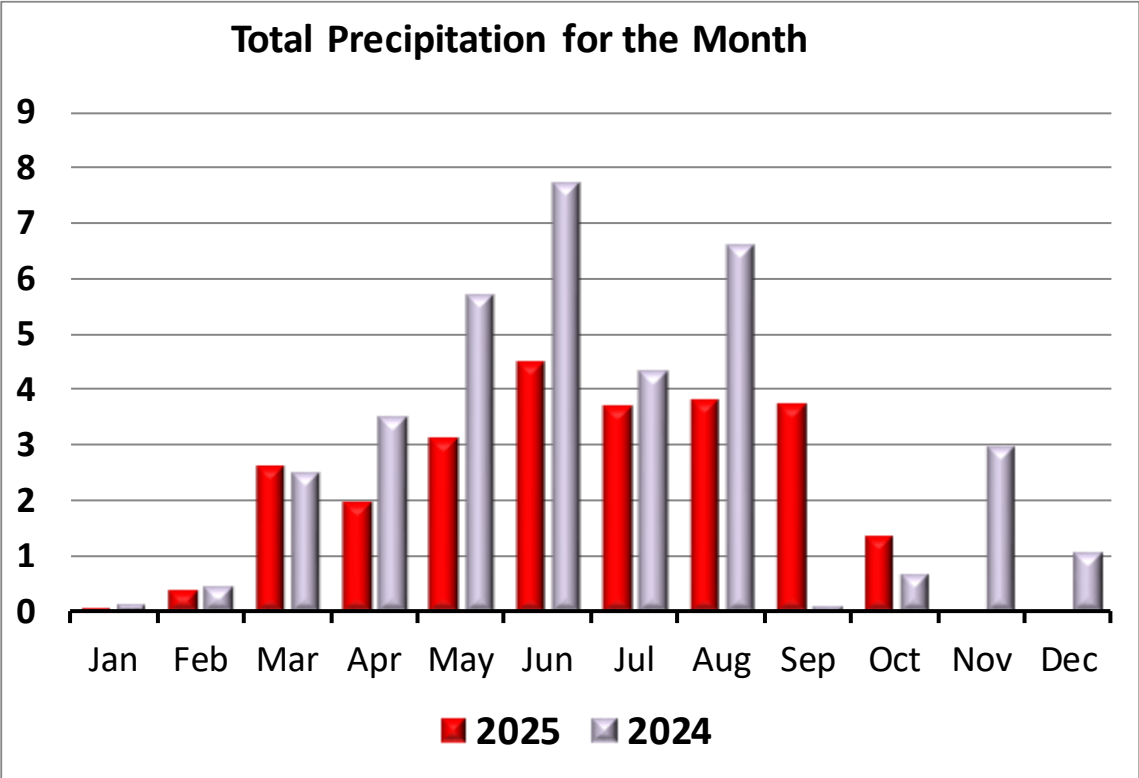
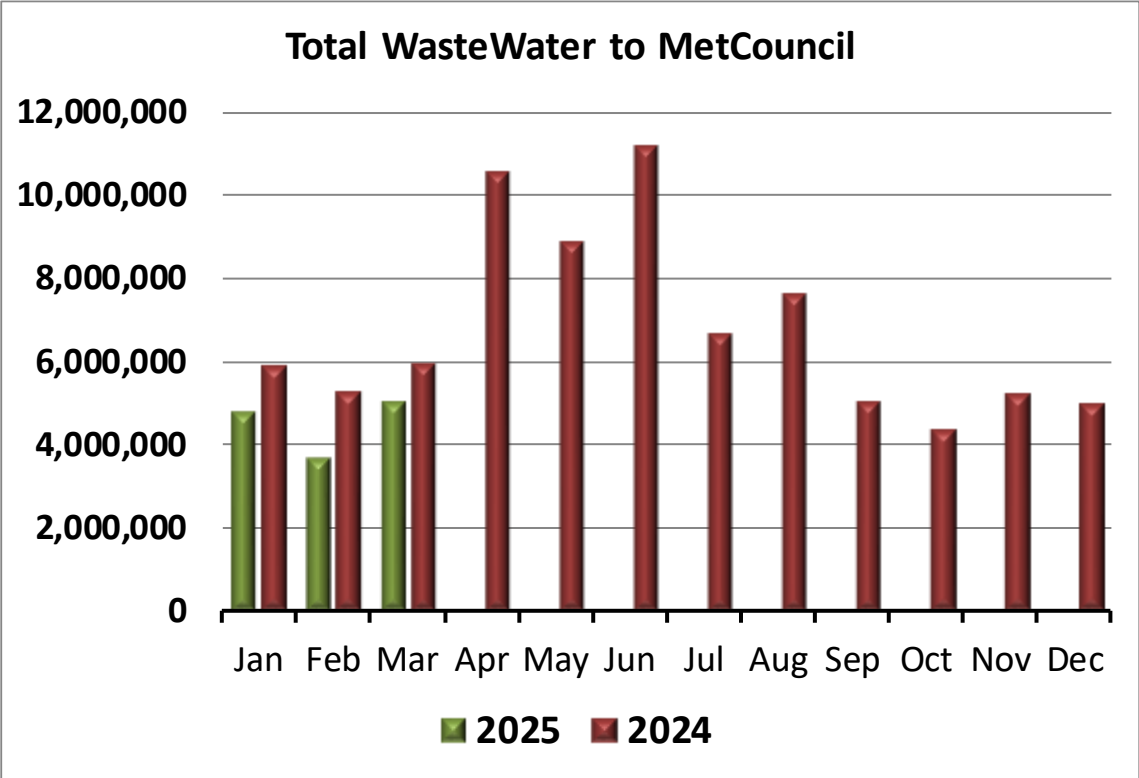
## **Maple Plain Operations & Maintenance**

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- Completed all Daily rounds and daily reads on water plant operations.
- Completed monthly Fluoride sample collections per MDH monitoring schedule.
- Completed WQP per MDH and submitted.
- Completed monthly Bac-T per MDH monitoring schedule.
- Completed monthly water sampling and testing per MDH schedule.
- Completed necessary Chlorine Chemical cylinder change out and performed proper PPE procedures.
- Completed necessary maintenance on chemical mixers, pumps, and chemical mixing.
- Completed all assigned work orders to water treatment facilities.
- Completed 105 locates within city limits.
- Completed all final water readings.
- Completed all necessary tasks at city parks.
- Completed all necessary tasks to city streets.
- Completed all necessary tasks to city trails.
- Completed all work orders assigned to city tasks and documented all work completed.
- Completed all necessary chemical orders.
- Completed task of installing "DIP" signs on Howard Ave.
- Completed task of having manhole repaired/ rehabbed on HWY 12 with efforts of Valley Rich.
- Completed task of having repairs done to water main at 1825 Baker Park Rd. with efforts of Valley Rich.



- Completed task of having sanitation line jetted at the intersection of Main St. W and Halgren Rd. with efforts of city of Orono Public works.
- Completed the task of televising to confirm the integrity of the sanitation structure at Main St. W and Halgren Rd.
- Completed the task of bringing black dirt to the resident at 1500 Halgren Rd. as his curb stop sat around four inches above ground and wanted to have it sit at ground level.
- Completed the task of winterizing all city parks and ball fields.
- Attended Council meeting.
- Completed all tasks at contact sites.
- Completed the task of responding to multiple call out alarms with water treatment plant processes.
- On October 3, 2025, Nelson's Sanitation discovered a damaged sanitation line while doing a televised session on the corner of Budd Ave. and Oak St. This is still not fixed and is a major sanitary line.
- Picked up furniture off the side of the road at the end of Industrial St.
- Completed the task of trimming back curb and painting it yellow at the corner of Parkview Rd. and Halgren Rd.







		October-25	September-25	October-24
Water	Units			
Average Daily Pumped	gallons	162,354	193,466	255,613
Maximum Daily Pumped	gallons	284,000	277,000	643,000
Total Monthly Pumped	gallons	5,033,000	5,804,000	7,924,000
Well #1 Pumped	gallons	0	0	0
Well #1 Average Pumped	gallons	0	0	0
Well #3 Pumped	gallons	2,661,000	2,352,000	3,981,000
Well #3 Average Pumped	gallons	85,838	78,400	128,419
Well #4 Pumped	gallons	2,372,000	2,888,000	3,377,000
Well #4 Average Pumped	gallons	76,516	96,266	108,935
Fluoride used	gallons	9.60	14.20	0.10
Fluoride Average used	gallons	0.31	0.47	0.00
Poly Phosphate used	pounds	8.20	7.60	11.70
Poly Phosphate Average used	pounds	0.26	0.25	0.38
Chlorine used	pounds	135.30	150.40	267.20
Chlorine Average used	pounds	4.36	5.00	8.62
HMO used	gallons	192.20	175.60	125.80
HMO Average used	gallons	6.20	5.85	4.06
Potassium Permanganate used	gallons	201.20	169.20	229.10
<b>Wastewater</b>				
<b>Effluent Flow</b>				
Maximum Daily Pumped Wastewater	gallons	0	0	195,609
Average Daily Pumped Wastewater	gallons	0	0	140,637
Lift Station Effluent to Met Council	gallons	0	0	4,359,753
Precipitation Monthly Total	Inches	1	4	1
<b>Contract True-Ups - Current Contract Year</b>				
Item	Budgeted Amount	Amount Spent	% of Budget	% of Time
Chemical Budget	\$12,169.00	\$1,465.00	12%	25%
Maintenance Budget	\$6,539.00	\$1,402.00	21%	25%
Total	\$18,708.00	\$2,867.00	15%	25%

Datecompleted	Equipment	Location	Notes	Task	Taskdesc
10/13/2025	MIXER NO 1	30359 WT Maple Plain, MN	greased and checked all fluids. everything is looking good	Inspection	CHECK OIL LEVEL AND TOP OFF IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR OR NOISES. ADD ONE OR TWO SQUIRTS OF GREASE TO GREASE ZERTS.
10/13/2025	Parks	30359 WT Maple Plain, MN	Cleaned daily and in good condition.	Inspection	Detailed examination of equipment for defects or abnormalities.
10/13/2025	Trails	30359 WT Maple Plain, MN	Everything is looking good.	Inspection	Detailed examination of equipment for defects or abnormalities.
10/14/2025	HIGH SERVICE PUMP 1	30359 WT Maple Plain, MN	Checked all fluids and greased everything is good.	Inspection	CHECK OIL LEVEL, ADD IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR AND NOISES.
10/14/2025	HIGH SERVICE PUMP 2	30359 WT Maple Plain, MN	Greased and checked fluids. everything looks good.	Inspection	CHECK OIL LEVEL, ADD IF NEEDED. INSPECT UNIT FOR ABNORMAL WEAR AND NOISES.
10/14/2025	AIR COMPRESSOR	30359 WT Maple Plain, MN	Checked fluids, belts, and all is in good running condition.	Inspection	CHECK OIL LEVELS AND BELT CONDITION. INSPECT FOR OIL LEAKS OR EBNORMAL WEAR. DOCUMENT HOUR METERS. CONFIRM WATER DRAIN IS WORKING.
10/14/2025	WELL 3	30359 WT Maple Plain, MN	Checked all fluids and greased.	Inspection	CHECK OIL LEVEL AND TOP OFF IF NEEDED. INSPECT FOR ABNORMAL WEAR AND NOISES.
10/15/2025	AERATOR FAN NO1	30359 WT Maple Plain, MN	Everything looks good.	Inspection	INSPECT FAN WHILE RUNNING FOR ABNORMAL NOISES AND VIBRATIONS.
10/15/2025	Well #3 Heater	30359 WT Maple Plain, MN	in good running condition.	Heater	Turn of heater and make sure they work and run.
10/15/2025	WTP Heater	30359 WT Maple Plain, MN	in proper working condition	Heater	Turn of heater and make sure they work and run.
10/15/2025	Fire Station 2 AC Units	30359 WT Maple Plain, MN	in good running condition,	Inspection	Detailed examination of equipment for defects or abnormalities.
10/16/2025	MAIN LIFT STATION	30359 WW Maple Plain, MN	floats cleaned, tested high level alarm, and power failure alarm. and both worked and called out.	LS Monthly PM	1. Test power fail and high level alarm and verify communication equipment will reach emergency contact for your project. 2. Inspect and clean floats. 3. If level indicator verify operating properly. 4. Inspect overall condition of lift station.
10/16/2025	Main Lift Station Generator	30359 WW Maple Plain, MN	Checked all fluids, in good running condition,	Inspection	CHECK OIL. DOCUMENT ON THIS WORK ORDER WHERE AND WHEN THIS EQUIPMENT WAS USED THIS MONTH. IF NOT USED NO DOCUMENTATION IS NEEDED.
10/16/2025	DEHUMIDIFIERS	30359 WT Maple Plain, MN	Everything looks good.	Inspection	CHECK AIR FILTER AND REPLACE IF NEEDED, MAKE SURE DRAIN TUBE IS DRAINING PROPERLY.

10/16/2025	EMERGENCY GENERATOR	30359 WT Maple Plain, MN	Everything in good condition. exercised weekly.	Inspection	1. CHECK ALL FLUIDS INCLUDING FUEL 2. DOCUMENT HOUR METER AND CONFIRM EXERCISING UNDER LOAD AT LEAST ONCE A WEEK. 3. INSPECT UNIT FOR UNUSUAL WEAR. 4. IF DURING COLD WEATHER CONFIRM HEATING BLOCK IS WORKING.
10/16/2025	FIRE EXTINGUISHERS	30359 WT Maple Plain, MN	All look good.	Inspection	CONFIRM NO OBSTRUCTIONS TO EXTINGUISHER. CONFIRM PIN IS IN PLACE, GAUGE READS FULL OR IN THE GREEN. REMOVE FROM MOUNT AND TURN UPSIDE DOWN SEVERAL TIMES.
10/16/2025	Public works Heater	30359 WT Maple Plain, MN	tested and in good operating condition.	Heater	Turn of heater and make sure they work and run.
10/16/2025	Well #1 Heater	30359 WT Maple Plain, MN	Everything looks good	Heater	Turn of heater and make sure they work and run.
10/17/2025	CATERPILLAR TRACTOR	30359 WT Maple Plain, MN	exercised and in good condition. Checked fluids and greased	Monthly PM	Start vehicle and drive to exercise equipment. Check Fluids
10/17/2025	MACK DUMP TRUCK	30359 WT Maple Plain, MN	exercised and checked all fluids. in good condition	Monthly PM	Start vehicle and drive to exercise equipment. check fluids
10/17/2025	FORD F350 1 TON	30359 WT Maple Plain, MN	in good operating condition.	Inspection	Detailed examination of equipment for defects or abnormalities.
10/17/2025	F150 Truck	30359 WT Maple Plain, MN	truck has a dead battery, currently charging it. checked fluids and look good.	Inspection	Detailed examination of equipment for defects or abnormalities.
10/17/2025	Kubota B3030	30359 WT Maple Plain, MN	looks good, fluids checked, and greased.	Inspection	Detailed examination of equipment for defects or abnormalities.
10/17/2025	Kubota ZD326	30359 WT Maple Plain, MN	Greased, and checked all fluids. in good operating condition.	Inspection	Detailed examination of equipment for defects or abnormalities.
10/17/2025	ToolCat Bobcat UW56	30359 WT Maple Plain, MN	in good operating condition. Greased, and checked all fluids. 203.7(Hrs).	Inspection	Detailed examination of equipment for defects or abnormalities.
10/17/2025	Fire Station Heater	30359 WT Maple Plain, MN	in good operating condition	Heater	Turn of heater and make sure they work and run.
10/17/2025	Fire Station 2 Infrared Heater	30359 WT Maple Plain, MN	in good condition	Inspection	Detailed examination of equipment for defects or abnormalities.

10/17/2025	Veterans Park	30359 WT Maple Plain, MN	irrigation and bathroom/concession building winterization set up with Beniek property Services	Winterization	Any task that prepares equipment for winter.
10/17/2025	Public works air Compressor 1	30359 WT Maple Plain, MN	Everything looks good and in operating condition.	Inspection	Detailed examination of equipment for defects or abnormalities.
10/17/2025	Public works air Compressor 2	30359 WT Maple Plain, MN	Looks good.	Inspection	Detailed examination of equipment for defects or abnormalities.
10/22/2025	Warming House heater	30359 WT Maple Plain, MN	Everything is good to go.	Heater	Turn of heater and make sure they work and run.
10/22/2025	Meadows Park	30359 WT Maple Plain, MN	Everything is good to go.	Winterization	Any task that prepares equipment for winter.
10/22/2025	Rainbow Park	30359 WT Maple Plain, MN	Everything is good to go	Winterization	Any task that prepares equipment for winter.

# City of Maple Plain

## Memorandum

**To:** Mayor and City Council

**From:** Mark Kaltsas, City Planner

**CC:** Jacob Kolander, City Administrator

**Date:** November 24, 2025

**Re:** City Council Monthly Planning Report – November 2025

### *Meetings/Correspondence:*

- One (1) City Council Workshop to discuss downtown redevelopment feasibility.
- Two (2) staff meetings to review current projects: discussed downtown redevelopment and environmental process, discussed Wenck buildings and property redevelopment, North Shore Gymnastics updated site plan review and miscellaneous other planning related issues.
- Three (3) meetings and correspondence with downtown developer, engineer, TIF consultant and Environmental consultant to work on many aspects of the development. Working on deal points, TIF certification and street improvements.
- One (1) meeting and correspondence with the Environmental consultant on the downtown redevelopment project.
- Two (2) meetings with North Shore Gymnastics and their representatives regarding their proposed building and site plan at 5380 Pioneer Creek Drive.
- Continued working on miscellaneous planning issues relating to code enforcement, sign permit questions, accessory structure/sheds setback questions and potential land use questions.

## **City of Maple Plain- Monthly Update November 2025 Highlights Jacob Schillander, City Administrator**

### **Fire Department**

- Continued work on the PERA payout process for firefighters. After receiving estimated figures, we discovered discrepancies related to age-based reductions. This has caused concern among members, and we are actively working with PERA and legislative representatives to resolve the issue. A draft bill is being prepared to address the calculation method, with implementation expected in mid-2026.
- Held multiple meetings with West Suburban Fire Department (WSFD) regarding contract negotiations. Budget cap terms remain a sticking point, and alternative options are being developed.

### **Public Works / Utilities**

- Sewer line jetting and televising revealed two mains damaged during previous fiber installation. We are coordinating repairs and investigating responsible parties.
- Snow removal contract finalized with Snow Pros.
- Midco's contractor repaired a water line and is working with Xcel Energy to address a damaged light pole.

### **Planning & Development**

- Phase 2 of the downtown development project, now officially named Maple & Main, is moving forward. We anticipate Planning Commission and Council review in January.
- Continued discussions with potential buyers of the Wenck property and other development partners.

### **Code Enforcement**

- Received multiple complaints related to a recent armed robbery at a rental property on Meadow Lane. We are reviewing ordinances and considering amendments to the rental code to address concerns.

### **Public Safety & Community**

- Responded to citizen concerns following the Meadow Lane incident and recent vandalism. WHPS reports that the juvenile responsible for tagging signs and buildings has been identified, and restitution discussions are underway.

- Participated in meetings regarding emergency management upgrades, including new siren software funded by Hennepin County.

### **Administration**

- Worked on updates to the Employee Handbook, including transitioning to a PTO model and compliance with new employment laws.
- Completed MS4 Re-Evaluation Petition submission to the Pollution Control Agency.
- Continued financial reviews with Abdo and explored options for outsourcing payroll for compliance and efficiency.

### **Grants & Legislative**

- Secured a \$7,000 grant through the LMC Grant Navigator program to cover costs for Bolten & Menk's grant writing services.
- Engaged with legislators and PERA leadership to address firefighter pension payout issues.

## **Financial Summary & Key Drivers**

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Total Expenditures (All Funds): \$3,373,116.62 (91.8% of annual budget)

### **General Fund – \$1,686,953.65 (94.3%)**

- Parks- Overages driven by equipment repairs and contract services, Repairs were higher due to playground and facility maintenance needs.
- Public Works- Significant overage in engineering services and shop materials, tied to stormwater drainage improvements and roadway maintenance projects.
- Civil Defense- Additional emergency preparedness costs.
- Council & Admin – Training & travel exceeded budget due to council & staff development and training.

### **Storm Water Fund – \$191,841.66 (109.12%)**

Overages from capital improvements and bond interest reflecting stormwater infrastructure upgrades and debt service timing.

**Fire Partnership Fund – \$511,802.13 (99.6%)**

- Fire Administration– Driven by legal services and pension contributions, related to Fire Department dissolution and transition planning.
- Fire Apparatus/Equipment– Higher costs for apparatus maintenance and equipment purchases.

**Water Fund – \$510,894.94 (74.45%)**

Generally on track; slight overage in software, and bond interest due to timing of debt payments.

**Sewer Fund – \$471,624.24 (98.26%)**

Overages in bond interest and software plus consulting for system compliance and upgrades.

**Key Notes for Council**

- Overages are primarily project-driven stormwater improvements, fire department transition, and park facility repairs.
- Debt service timing impacted Water, Sewer, and Storm Water funds.
- Training and technology costs exceeded budget in several areas due to training and modernization efforts.



CITY OF MAPLE PLAIN

Expenditure Summary Report for Council Reports

Dept	Dept Descr	2024 Amt	2025 YTD Budget	November 2025 Amt	2025 YTD Amt	%YTD Budget
101 GENERAL FUND						
42400	Building Inspection	\$15,574.05	\$20,000.00	\$0.00	\$7,739.27	38.70%
41610	City Attorney	\$73,481.82	\$38,000.00	\$0.00	\$33,479.50	88.10%
42500	Civil Defense	\$1,474.82	\$500.00	\$0.00	\$599.64	119.93%
46630	Community Action Programs	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
41110	Council	\$68,307.57	\$48,287.00	\$2,826.34	\$45,111.40	93.42%
41410	Elections	\$6,739.06	\$0.00	\$0.00	\$0.00	0.00%
41500	Financial Administration	\$476,270.47	\$376,802.00	\$9,717.24	\$366,143.89	97.17%
42290	Fire Department	\$224,304.96	\$208,580.00	\$43.02	\$193,766.37	92.90%
41940	General Government Building	\$35,427.16	\$42,000.00	\$0.00	\$33,351.28	79.41%
43100	Highways, Streets & Roadwa	\$116,538.67	\$106,739.00	\$0.00	\$86,953.57	81.46%
45200	Parks (GENERAL)	\$216,018.34	\$141,378.00	\$97.72	\$142,839.40	101.03%
41910	Planning and Zoning	\$13,082.92	\$20,800.00	-\$795.00	\$16,984.50	81.66%
42110	Police Department	\$760,187.18	\$743,423.00	\$0.00	\$682,729.84	91.84%
43000	Public Works (GENERAL)	\$100,129.49	\$70,999.00	\$189.80	\$74,754.99	105.29%
101 GENERAL FUND		\$2,110,036.51	\$1,817,508.00	\$12,079.12	\$1,686,953.65	92.82%
601 WATER FUND						
49611	Water Treat Plant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
49400	Water Utilities (GENERAL)	\$670,659.32	\$686,180.00	\$257.47	\$510,894.94	74.45%
601 WATER FUND		\$670,659.32	\$686,180.00	\$257.47	\$510,894.94	74.45%
602 SEWER FUND						
49450	Sewer (GENERAL)	\$370,685.42	\$479,961.00	\$257.47	\$471,624.24	98.26%
602 SEWER FUND		\$370,685.42	\$479,961.00	\$257.47	\$471,624.24	98.26%
603 STORM WATER FUND						
49455	Storm Sewer	\$142,358.92	\$175,801.00	\$128.74	\$191,841.66	109.12%
603 STORM WATER FUND		\$142,358.92	\$175,801.00	\$128.74	\$191,841.66	109.12%
801 FIRE PARTNERSHIP FUND						
42210	Fire Administration	\$323,334.42	\$201,137.00	\$0.00	\$264,428.88	131.47%
42260	Fire Apparatus/Equipment	\$64,671.66	\$70,700.00	\$0.00	\$80,761.54	114.23%
42250	Fire Communications	\$32,134.31	\$32,702.00	\$0.00	\$27,997.21	85.61%
42220	Fire Fighting	\$120,017.57	\$139,070.00	\$0.00	\$104,704.03	75.29%
42265	Fire Fleet Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
42230	Fire Prevention	\$1,051.21	\$4,000.00	\$0.00	\$965.19	24.13%
42280	Fire Stations and Bldgs	\$21,996.82	\$25,820.00	\$0.00	\$13,571.91	52.56%
42240	Fire Training	\$24,329.80	\$35,200.00	\$0.00	\$17,809.88	50.60%
42270	Medical Services	\$2,112.76	\$5,500.00	\$0.00	\$1,563.49	28.43%
801 FIRE PARTNERSHIP FUND		\$589,648.55	\$514,129.00	\$0.00	\$511,802.13	99.55%
		\$3,883,388.72	\$3,673,579.00	\$12,722.80	\$3,373,116.62	91.82%

((((((((([Fund] in ('101','601','602','603','801')) AND ([Dept]<>"49360" Or [Dept] IS Null)) AND ([Dept]<>"47078" Or [Dep



**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Revision to Approved Minutes – 03-24-25 City Council Workshop Meeting Minutes
<b>PREPARED BY:</b>	Kevin Larson, Assistant City Administrator
<b>RECOMMENDED ACTION: Approval of Revision to Approved Minutes – 03-24-25 City Council Workshop Meeting Minutes</b>	

Purpose:  
To correct the approved minutes from the 03-24-25 City Council Workshop meeting.

Background:  
Additional commentary provided on the 2025 enterprise fund budget, parking enforcement discussion and the board of appeals & equalization.

Requested Action:  
Motion to revise the 03-24-25 City Council Workshop Meeting Minutes.



**REVISED MEETING MINUTES**  
**CITY COUNCIL - WORKSHOP**  
**MAPLE PLAIN CITY HALL**  
**March 24, 2025**  
**5:30 PM**

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**1. CALL TO ORDER**

Julie Maas-Kusske Called the meeting to order at 5:30 PM

Present: Mayor Julie Maas-Kusske, Councilmember Rochelle Arvizo, Councilmember Connie Francis, and Councilmember Andrew Burak.

Absent: Councilmember Mike DeLuca

Staff Present: City Administrator Jacob Kolander, Assistant City Administrator Kevin Larson, and ABDO Finance Jessi Sturtz

**2. ADOPT AGENDA**

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

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

Motion passed 4-0

**3. DISCUSSION**

**A. Enterprise Funds Budget**

ABDO Finance Sturtz presented the 2025 enterprise budget and highlighted the key items to consider. Addressed the interest calculation question and offered 4 surcharge options for water sold to outside cities.

Council Direction: The council agrees with the interest calculation, a 45% surcharge for water sold beyond the city, and present the water/storm/sewer enterprise fund budget for 2025 to the next City Council Business meeting for approval.

**B. Fund 452- Met Council Grant**

City Administrator Kolander summarized the internal budget and the negative balance dating back to 2017. Kolander offered three options to remedy the negative balance.

Council Direction: Simplify the budgeting process. Shift money from the capital improvement fund to remove the budgetary negative balance.

C. Medina/Common Bond Water Discussion

City Administrator Kolander summarized the history of the 51 unit common bond development. The agreement was originally made in 2006; in 2021, the council approved supplying water, and the City of Medina is asking the City of Maple Plain to supply water to this development officially. Kolander noted that with the addition of Kwik Trip, a 100-unit apartment building, and a new downtown development, the city's situation may have changed and may not allow the City to provide water supply to the common bond apartment development. It was mentioned that the City of Independence is conducting a water study to supply a development in Independence.

Council direction: Work through the legal agreement with the City Attorney. Afterwards, Kolander will meet with the council to provide an update. Kolander will also meet with the City of Medina to discuss our current situation, the limitations of the water supply, the history of the contract, and our future needs as a city.

4. COUNCIL REPORTS AND OTHER BUSINESS

A. City Hall Security

City Administrator Kolander summarized the opportunity that Orono School District is providing and proposal of the door unlocking system.

Council direction: move forward with obtaining and installing the door unlocking system.

5. FUTURE WORKSHOP TOPICS

- A. Metcouncil Equity-Focused Water Efficiency Grant
- B. Ice Skating Rink Maintenance
- C. Parks/VMP Baseball/Softball Field Improvements

Parking Enforcement Discussion

Councilmember Francis identified parking on city streets as a future topic. The issues identified are unsafe two-sided parking, wrong-direction parking, and emergency access concerns. Solutions proposed are enforce existing no-parking signs, issue tickets, consider citywide one-sided parking, educational outreach via newsletters, long-term mailbox relocation strategy.

Council Direction: Staff to explore enforcement and policy options.

Board of Appeals and Equalization

Mayor Maas-Kusske proposed to transition from local Board of Appeals to Hennepin County managed Open Book system. Some of the benefits discussed are the County provides more options, reduced personal conflicts, and streamlined processes for residents.

Council Direction: Council supports transition for next fiscal year.

6. ADJOURNMENT

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

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

Motion passed 4-0

Council Adjourned at 6:19

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

DRAFT



**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Resolution 2025-1124-03 Accepting Grant Navigator Funding
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION: Approval Resolution 2025-1124-03</b>	

**Summary**

The League of Minnesota Cities (LMC) has launched a pilot Grants Navigation Program offering up to \$10,000 per city to assist with identifying matching funds and navigating the grant application process for a single city project. The City of Maple Plain applied for support under this program to pursue funding for its Local Road Improvement Program (LRIP) Grant project.

The League of Minnesota Cities (LMC) completed a review of the Grant Navigator application. On October 24<sup>th</sup>, the LMC notified the City of Maple Plain that its application was approved. The LMC is awarding the City of Maple Plain \$7,000 for grant services to pursue funding for its Local Road Improvement Program (LRIP) Grant project.

**Recommendation**

Staff recommends approval of Resolution No. 2025-1124-03 Accepting Grant Navigator Funding from LMC.

**RESOLUTION NO. 2025-1124-03**

**A RESOLUTION ACCEPTING GRANT NAVIGATOR FUNDING**

**WHEREAS**, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Grant”) in which LMC provides grants up to \$10,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

**WHEREAS**, the City of Maple Plain (“City”) submitted an application for the Grant, for support in finding grant funding for the Local Road Improvement Program (“Project”).

**WHEREAS**, the City has been notified that it has been awarded \$7,000 from the Grant (“Funding”) to find additional grant funding for the Project.

**WHEREAS**, the city council has determined that it is in the best interests of the City to accept the Funding and proceed with hiring a contractor to assist in finding additional grant opportunities for the Project as noted in the Application, subject to the terms and conditions of the Grant.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA AS FOLLOWS:

1. The City accepts the Funding in order to seek additional grant opportunities to complete the Project consistent with the findings in the Application.
2. The City shall use the Funding to enter into an agreement with Bolton & Menk (“Contractor”) to find additional grant funding for the Project in a manner consistent with the terms and conditions of the Grant and the Application.
3. Bolton & Menk is hereby appointed as the City’s Authorizing Agent related to the Grant and the Project.
4. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
5. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
6. The Authorizing Agent shall serve as the City’s official liaison with the entity issuing the Grant.
7. The Authorizing Agent is granted the authority to direct City staff and the Contractor in matters related to accepting the Grant and finding funding for the Project.
8. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Grant.

9. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Grant.

Passed by the City Council of Maple Plain, Minnesota this 24<sup>th</sup> day of November, 2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

Attested:

\_\_\_\_\_  
Jacob Schillander, City Administrator





Executive Summary

City Council Business Meeting

AGENDA ITEM-NEW BUSINESS:	Resolution 2025-1124-04 Ordering a Public Hearing for TIF District
PREPARED BY:	Jacob Schillander, City Administrator
RECOMMENDED ACTION: Approval Resolution 2025-1124-04 Ordering a Public Hearing for TIF District	

Summary

The City of Maple Plain intends to establish Development District No. 2 and Tax Increment Financing District No. 2-1 to support future development initiatives. Minnesota Statutes §§469.126 and 469.175 require a public hearing prior to adoption of the Development District Program and TIF Plan. Resolution 2025-1124-04 schedules this hearing for **February 17, 2026 at 5:30 p.m.** in the City Council Chambers at Maple Plain City Hall.

The resolution authorizes staff and consultants to publish notice in the official newspaper at least 10 but not more than 30 days before the hearing and to complete all other required notifications and actions.

Benefits of the TIF District

- Encourages Economic Growth: Provides a financing tool to attract private investment and stimulate development in targeted areas.
- Infrastructure Improvements: Enables funding for roads, utilities, and other public improvements without increasing the general tax levy.
- Job Creation: Supports projects that generate employment opportunities for residents.
- Tax Base Expansion: Increases long-term property tax revenues by redeveloping underutilized or blighted properties.
- Community Revitalization: Helps enhance the quality of life through improved amenities and services.

Recommendation

Approve Resolution 2025-1124-04 as presented.

CITY OF MAPLE PLAIN

RESOLUTION NO. 2025-1124-04

RESOLUTION CALLING FOR PUBLIC HEARING

WHEREAS, the city of Maple Plain (the “City”) has determined to establish Development District No. 2 and Tax Increment Financing District No. 2-1; and

WHEREAS, the City has caused to be prepared a Development District Program for Development District No. 2 and a Tax Increment Financing Plan for Tax Increment Financing District No. 2-1 (the “Program” and the “TIF Plan”); and

WHEREAS, Minnesota Statutes, sections 469.126 and 469.175 required the city council to hold a public hearing before adoption of the Program and the TIF Plan.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Maple Plain as follows:

1. A public hearing on the Program and TIF Plan and the establishment of Development District No. 2 and Tax Increment Financing District No. 2-1 is hereby called for February 17, 2026 at 5:30 p.m. or as soon thereafter as the item may be heard in the city council chambers at Maple Plain city hall, 5050 Independence Street, Maple Plain, MN 55359.
2. The City administrator, city staff and consultants are authorized and directed to publish notice of the public hearing in the City’s official newspaper at least 10 but not more than 30 days prior to the meeting date and to cause all other notices required by law to be given.
3. The city administrator, city staff and consultants are authorized and directed to take all other actions necessary or convenient to carry out the intent of this resolution.

Adopted this 24<sup>th</sup> day of November, 2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

ATTEST:

\_\_\_\_\_  
Jacob Schillander, City Administrator



**Executive Summary**

City Council Business Meeting

<b>New Business</b>	Resolution 2025-1124-05- Adopting the Code of Conduct
<b>PREPARED BY:</b>	Jacob Schillander, Assistant City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Resolution 2025-1124-05 the City’s Code of Conduct

**Summary:**

The adoption of the Maple Plain City Council Code of Conduct reflects a strong collaborative effort between City staff, the Personnel Committee, and the City Council. This partnership ensured the development of clear principles for ethical behavior, transparency, and accountability in local governance. The process emphasized respect for roles, legal compliance, and constructive engagement with staff, boards, and the community. Thanks to the dedication and teamwork of all involved, the Council is now positioned to formally approve a comprehensive framework that upholds integrity and public trust.

**Recommendation:** Approve Resolution 2025-1124-05 Adopting the City’s Code of Conduct

CITY OF MAPLE PLAIN

RESOLUTION NO. 2025-1124-05

A RESOLUTION ADOPTING THE CITY COUNCIL CODE OF CONDUCT

**WHEREAS**, the City Council of Maple Plain recognizes the importance of maintaining public trust through ethical, transparent, and accountable governance; and

**WHEREAS**, the City Council desires to establish clear standards of conduct for elected officials, appointed board and commission members, and staff to ensure fairness, integrity, and respect in all official actions; and

**WHEREAS**, the City Council has reviewed the proposed *City Council Code of Conduct* outlining principles, behavioral guidelines, compliance requirements, and enforcement processes;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLE PLAIN, MINNESOTA:**

1. **Adoption of Code of Conduct**

The City Council hereby adopts the *City Council Code of Conduct* as presented and attached hereto as Exhibit A.
2. **Applicability**

The Code of Conduct shall apply to all elected officials of the City of Maple Plain and, where applicable, to appointed board and commission members and City staff.
3. **Compliance and Enforcement**

The City Council affirms that compliance with the Code of Conduct is essential to maintaining public confidence. Enforcement shall follow the procedures outlined in the Code, including referral of legal compliance matters to the City Attorney and review of non-legal concerns by the City Administrator.
4. **Training and Acknowledgment**

All elected officials shall receive training on the Code of Conduct upon assuming office and periodically thereafter. Each official shall acknowledge receipt and understanding of the Code.
5. **Effective Date**

This resolution shall take effect immediately upon adoption.

**Adopted by the City Council of Maple Plain on this 24th day of November, 2025.**

CITY OF MAPLE PLAIN

BY:

ATTEST:

Julie Maas-Kusske, Mayor

Jacob Schillander, City Administrator



## City Council Code of Conduct

### Introductory Pledge

The Maple Plain City Council is committed to practicing principles and conducting business in a fair, ethical, and accountable manner to inspire trust in local government. The Code of Conduct is established for all elected officials of the City of Maple Plain. Where applicable, the principles, behavioral guidelines, and legal obligations expressed in this Code of Conduct shall apply to appointed board, commission and staff members.

Councilmembers must conduct themselves by complying with the following principles, and agree to:

- Comply with the law, including
  - Staying within the City Council's authority
  - Following the open meeting, gift, and conflict of interest laws
- Respect City Council roles and responsibilities when working with staff, boards, and commissions
- Keep current their City Calendar of dates they are not available as to aid in the streamlining of scheduling meetings.
- Be consistent in policy and respect process
- Act and conduct public business in a manner that is consistent with the City's adopted values.
- Fulfill the Council's statutory and fiduciary responsibility to act in the best interest of the City's current adopted priorities, and all its residents, both financially and legally by:
  - Keeping the common good as the highest purpose to focus on achieving constructive solutions for the public benefit
  - Not disclosing private or confidential information of the City, or using that information to advance personal interests
  - Protecting the City's interests and avoiding liability by seeking the advice of legal counsel

### Compliance and Enforcement

This Code of Conduct expresses the standards of ethical conduct expected of members of the Maple Plain City Council, staff, and commission members, where applicable. Members themselves have the primary responsibility to assure the public that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of government.

Council Members are expected to uphold the highest standards of conduct and hold themselves and each other accountable. The City Administrator serves in an advisory capacity, and the City Attorney is consulted only when legal compliance issues arise.

### Complaint Submission

- Complaints regarding suspected violations of the Code of Conduct should be submitted to the City Administrator.

## Resolution and Enforcement Process

### 1. Legal Compliance Matters

- Complaints involving potential violations of law will be referred to the City Attorney for review and guidance.

### 2. Non-Legal Code of Conduct Concerns

- Complaints that do not rise to a legal violation but may conflict with the Code of Conduct will be reviewed by the City Administrator.
- The City Administrator will provide a professional opinion and summary of findings, which will be presented to the City Council at a workshop for discussion.
- The Council may determine whether further action is warranted based on the Administrator's findings and Council deliberation.

## Determination of Violation

- Only the City Council, through workshop discussion and consensus, may determine whether a violation of the Code of Conduct has occurred, except in matters of legal compliance.

## Council Actions Upon Violation

In the event of a violation of the Code of Conduct, the City Council may take action consistent with its adopted rules of procedure and applicable law, including but not limited to public censure or removal from appointed positions.

## Additional Compliance Requirements

All elected and appointed officials of the City are also subject to and must comply with the City's:

- Sexual Harassment Policy
- Respectful Workplace Policy

## Compliance with the Law

Members must comply with applicable federal laws, state laws, and city ordinances in the performance of their public duties.

## Authority

Maple Plain is a statutory A City, powers are granted to the Council as a whole, and not to individual members.

## Open Meeting Law

Public deliberations and processes must be conducted openly and transparently. The Minnesota Open Meeting Law (Minnesota Statutes Chapter 13D) requires that meetings of governmental bodies be open to the public to:



Prohibit actions being taken at a non-public meetings where it is impossible for the interested public to become fully informed about a public board's decisions or to detect improper influences assure the public's right to be informed and observe public meetings

The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion an agreement on an issue of public business may violate the Open Meeting Law. Serial meetings shall be avoided.

Gifts to the City: City Councilmembers at City Council meetings can recommend acceptance of gifts and donations to the City. All gifts and donations to the City must be accepted by Council resolution.

### Logo

Members shall not use the City's name or logo for purpose of endorsing any political candidate or business.

### Conflict of Interest

A conflict of interest occurs when any councilmember who has a "financial interest" in, or who may receive a financial benefit as a result of, any action, or if there is potential for the appearance of conflict of interest, takes part in the official decision on the action. Questions about a potential conflict of interest should be discussed with the City Administrator.

Contractual Conflict of Interest: Minnesota Statute Section 471.87 (with certain exceptions): A public officer who is authorized to take part in any manner in making any sale, lease, or contract in an official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.

Non-Contractual Conflict of Interest: Non-contractual matters may include such things as Council decisions on zoning, local improvements, and the issuance of licenses. Although not generally prohibited by state law, an interested councilmember or board or commission member most likely should abstain from participating in the Council discussion and from voting on these issues.

Members who have an actual or potential conflict of interest must:

- Disclose the conflict of interest to the group, and
- Abstain from the official discussion, debate, and vote

This is only a general summary of these laws and obligations that apply to elected and appointed officials. Specific situations or questions should be referred to the City Administrator or City Attorney.

## Roles of Council, Staff, and Commissions

Councilmembers, staff, and board and commission members are all part of a team committed to serving the residents of Maple Plain both today and in the future. To be effective, members must come to meetings with an open mind, think strategically about City issues, and delegate details of





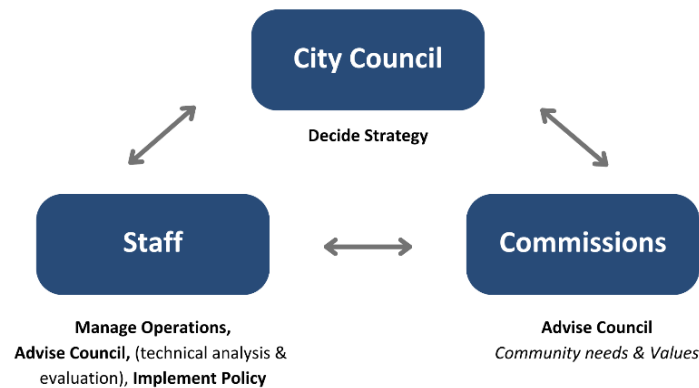
implementation to staff. Councilmembers must strive to maintain a culture of trust, respect, and candor as a Council and when working with staff and boards/commissions.

In order to facilitate smooth and efficient meetings, the City Council shall follow Robert's Rules of Order to govern the conduct of its meetings. Additionally, all members shall abide by the guidelines set forth in the Open Meeting Law, ensuring transparency, accountability, and public access to meetings and decisions.

(Open Meeting Law Refer to Appendix A)

(Robert's Rules of Order Refer to Appendix B)

Examples of decisions and actions for each role include the following:



#### City Council:

- Make policy-level decisions. Hire and Terminate Staff, Supervise the City Administrator.
- Approve:
  - Budget and work-related plan
  - Ordinances and policy decisions
  - Variances and rezoning requests
- Appoint representatives to advisory boards and commissions

#### City Administrator and Staff

- Provide professional and technical advice to the Council
- Manage operations and staff
- Propose budget and policies
- Carry out Council decisions
- Deliver services
- Equitably enforce codes and policies

#### Advisory Boards and Commissions

- Provide a community perspective
- Propose work plan items
- Advise the Council
- Hold hearings as directed by the Council
- Assist as directed in the work plan with engagement efforts

To act in accordance with the City's adopted values and in a manner that is productive for the body, the City Council adopts the following principles of respectful behavior that apply to all councilmembers and members of boards and commissions. These guidelines are provided to ensure each member's contributions are valued and through the collective contributions of all, the Council will operate most effectively. These guidelines are ideals and singular or occasional actions that are not consistent do not necessarily constitute a violation of this Code of Conduct, however, repeated and/or intentional violations of one or more of these principles may result in City Council action.

**Members shall:**

- Treat people with courtesy, politeness, and kindness
- Encourage others to express their opinions and ideas
- Listen to what others have to say
- Use the ideas of others to improve decisions and outcomes
- Recognize and respect differences
- Prepare for the issues at hand (read the packet, ask questions prior to the meeting when you are able)
- Focus on the business of the body
- Consider only legally related information in decisions
- Act as a decision-maker, not an advocate

**Members shall not:**

- Speak over or cut off another individual's comments
- Insult, disparage, or put down people or their ideas
- Bully other members, staff, or citizens display a pattern of belittling, demeaning, judging, act in a violent manner or patronizing comments
- Violence or the threat of violence will not be tolerated
- Grandstand – offering their political beliefs or world views unrelated to the matter at hand during discussions
- Have distractions, such as cell phone use during meetings.

**Working with Staff:**

**City Council shall:**

- Hire, fire, and supervise the City Administrator.
- Set the strategic direction for the City
- Consider and approve budget and related work plan, and monitor performance relative to those items
- Consider and approve policy decisions
- Consider and approve development proposals
- Consider and approve variances and rezoning requests
- Appoint citizens to citizen advisory boards and commissions
- Approve and amend work plans

**City Council shall not:**

- Individually direct the activities of staff.
- Individually direct the activities of boards, commissions or other resident groups
- Individually approve policies, projects etc.
- Individually commit City resources or staff to specific causes
- Individually enforce policies, City Code, etc.
- Individually speak or prepare official correspondence on behalf of the City unless authorized by the City Administrator or City Council.



Councilmembers must use the following guidelines working with City staff:

- Respect staff as valued resources and members of our team
- Support the maintenance of a positive and constructive workplace environment for City employees where individual councilmembers, City staff, and the public are free to express their ideas and work to their full potential
- Provide direction to the City Administrator as a body and not direct the work of individual staff members
- Encourage staff to focus on the big picture in reports
- When possible, notify the City Administrator in advance of a Council meeting of questions or requests to pull items from the consent agenda so the appropriate staff can compile the information needed
- Agree that the information they ask of the City Administrator will be shared equally with all councilmembers
- Copy the City Administrator on all communications with staff, including questions

### **Working with Boards and Commissions**

Maple Plain's boards and commissions are established by the City Council and serve as advisors to the Council. Specific board and commission roles are to:

- Investigate matters within the scope of the board or commission or as specifically directed by the Council
- Advise the Council by communicating the viewpoint or advice of the commission
- At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, based on such hearings, evidence, and investigations, make decisions and recommendations to the Council

City Councilmembers shall use the following guidelines working with boards and commissions:

- View boards and commissions as vitally important resources to support team decision-making
- Communicate effectively with boards and commissions to ensure they have the tools to successfully conduct their work
- Give clear direction as a body and take adequate time to review the result of their deliberations
- Because of the value of the independent advice of boards, commissions, and task forces to the public decision-making process, members of the Council must refrain from using their position to influence the deliberations or outcomes of boards, commissions, and task force proceedings
- Councilmembers will attend board, commission, committee, working group, or task force meetings when appointed by the Council as a City Council Liaison. When councilmembers attend a meeting:
  - They are primarily there to listen, observe, and communicate relevant information between the Council and the board or commission.
  - They should strive for good communication by reporting to the full Council at the following regular City Council meeting.

## Working with the Community

**Residents.** City staff are the first call for help for its residents. Councilmembers should refer residents who have concerns to the City Administrator. If a resident has contacted the City Administrator but is still not satisfied, the councilmember should discuss it with the City Administrator. If a resident receives conflicting information from different councilmembers or staff, that complicates the situation for the resident and could increase liability for the City.

### **Business or other interests:**

The purpose of a City Council meeting is to review the information needed to make decisions and vote on matters presented. It is not feasible to conduct all business in a public meeting. Particularly around development projects, business interests might ask a councilmember or commission member to meet outside of a formal meeting to facilitate idea generation about proposals.

The City Council's overarching principles for working with the community, applicable to councilmembers and board and commission members, include:

- Never grant special consideration, treatment, or advantage.
- Respect the sensitivity of personal information.
- Honor established rules regarding public testimony and communicate the rules.
- Make ourselves available to all parties on an equal basis and not advocate for a certain point of view.
- Be cautious about how we participate in meetings or events and not prejudge the issue before the Council has had a chance to deliberate.

These principles help ensure fairness, transparency, and integrity in the council's interactions with the community.

### **Meeting requests by residents and businesses**

1. **AFTER DECISION:** If a councilmember is invited to a meeting about an issue the Council has decided upon, that member may explain how the Council arrived at that decision
2. **DURING DISCUSSION:** If a councilmember is invited to a meeting about an issue that will be before the Council in the future, the councilmember must uphold the above principles for working with the community, and:
  - a. Must not make a decision about an issue to come before the City Council until the process allows.
  - b. Must be sensitive to the fact that the councilmember is not hearing everyone and give equal consideration to all feedback regardless of the way it was received.
3. **DURING SPECIFIED ENGAGEMENT PROCESS:** If a councilmember meets with a resident during a planned engagement process, they must notify the resident that they are there to listen and encourage them to participate through the established process to engage. The councilmember should ensure that staff receives any feedback provided by residents.

## **Intergovernmental Relations**



Members must represent positions approved by the City Council to the best of their ability when working with:

- Legislative bodies
- Federal or state agencies
- Other local governments, such as school boards or counties

If an individual councilmember's opinion differs from the City position or a matter agreed upon by the full Council, members must explicitly state that their opinion does not represent that of the City Council or the City of Maple Plain, nor should they make any inference to the contrary.

## Social Media Use

The term "social media" refers to forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Some examples include, but are not limited to, internet-based platforms, such as Facebook, Instagram, X, and YouTube.

### Purpose

This policy establishes guidelines for elected officials' use of social media to ensure transparency, protect constitutional rights, and minimize legal risks associated with online communication.

### I. Scope

This policy applies to all elected officials of the City of Maple Plain who use social media in any capacity related to their official role.

### II. Definitions

**Official Page:** A social media account used to communicate city-related information or conduct city business.

**Personal Page:** A social media account used for private, non-governmental purposes.

**Campaign Page:** A social media account used exclusively for election-related activities.

### III. Page Management Guidelines

#### A. Personal Pages

1. Clearly identify as personal and not used for city business.
2. Refer city-related inquiries to official channels.
3. Avoid discussing city business to prevent liability.

#### B. Campaign Pages

1. Include disclaimers that the page is for campaign purposes only.
2. Do not use city resources or staff for campaign content.
3. Refer constituents to official pages for city business.

#### C. Official Pages



1. Use only for city-related communication.
2. Clearly state the purpose of the page.
3. Avoid deleting or blocking comments unless legally justified.
4. Refer operational matters to city staff.

#### **IV. First Amendment Compliance**

Elected officials must respect free speech rights on official pages. The following content may be removed:

1. Obscenity or pornography
2. True threats or incitement to violence
3. Defamation (false statements of fact)
4. Personal information posted without consent
5. Commercial spam
6. Statutorily confidential information
7. Viewpoint discrimination is strictly prohibited. Comments cannot be removed or users blocked based on disagreement with city policies or officials.

#### **V. Blocking and Comment Moderation**

Blocking users should be a last resort and narrowly tailored.

Document all moderation actions and efforts to mitigate issues.

Periodically review blocked users for potential reinstatement.

Avoid blanket statements like “inappropriate comments will be removed,” which may be unconstitutional.

#### **VI. Determining State Action**

Officials are considered to be acting in an official capacity when:

1. They have actual authority to speak on behalf of the city (via ordinance, policy, or custom).
2. They purport to use that authority in their posts (e.g., making announcements not available elsewhere).

Posts that merely share public information without invoking authority are more likely personal.

#### **VII. Best Practices**

1. Keep personal, campaign, and official pages separate.
2. Know your authority and act within it.
3. Use social media to inform and engage, not to criticize staff or other officials.
4. Maintain civility and professionalism in all interactions.

#### **VIII. Training and Enforcement**

Elected officials will receive training on this policy upon assuming office and periodically thereafter.



**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance No. 335 – Amendment to Fee References in City Code
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Ordinance 335 and Ordinance 335 Summary Publication

**Summary:**

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.

**Reasons for Proposed Changes:**

- **Legal Compliance:** Minnesota law requires municipal fee schedules to be adopted by ordinance, not resolution.
- **Code Consistency:** Updates all relevant sections to uniformly reference the “City fee schedule.”

**Policy Citations:**

Sections amended include:

- §2-52 – Escrow Requirements
- §4-64 – Permit Registration Fees
- §4-409 – Animal Permit Fees
- §9-28 – Water Meter Charges
- §9-74 – Sewer Connection Fees
- §9-135 – Stormwater Utility Billing

**Recommendation:**

Approve Ordinance 335 and Ordinance 335 Summary Publication

ORDINANCE NO. 335

CITY OF MAPLE PLAIN

AN ORDINANCE AMENDING VARIOUS MAPLE PLAIN CITY CODE SECTIONS  
REGARDING FEES ESTABLISHED BY CITY FEE SCHEDULE

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

**SECTION 1. AMENDMENT.** The Maple Plain City Code Section 2-52 is hereby amended as set forth below to delete the text in ~~striketrough~~ and to add the underlined language as follows:

**Section 2-52. – Escrow to be established.**

To defray expenses to the City as they are incurred on a project-by-project basis, applicants for any development request within the City shall be required to establish an escrow account; the amount of each escrow to be charged will be established ~~by the City Council from time to time by resolution~~ in the City fee schedule. Any escrow remaining at the end of the project will be refunded to developer; if additional escrow is required during the project, the City Administrator will notify the developer of the additional amount needed.

**SECTION 2. AMENDMENT.** The Maple Plain City Code Section 4-64 is hereby amended as set forth below to delete the text in ~~striketrough~~ and to add the underlined language as follows:

**Section 4-64. – Permit and registration required**

\*\*\*

- (e) Persons seeking a permit and registering with the City shall also be required to pay a registration fee to cover administrative costs of processing and investigation ~~as determined by City Council resolution~~ in the amount established in the City fee schedule; the fee shall be for each individual who is registered under the permit.

**SECTION 3. AMENDMENT.** The Maple Plain City Code Section 4-409 is hereby amended as set forth below to delete the text in ~~striketrough~~ and to add the underlined language as follows:

**Section 4-409. – Harboring and keeping of chickens, ducks and geese.**

\*\*\*

- (a) *Permit application and permit fees.* An application for a permit hereunder shall be filed with the City Administrator upon an application form furnished by the City. The permit fee shall be in an amount established ~~by City Council resolution~~ in the



City fee schedule. A permit issued hereunder shall be for the duration of one year from its date of issuance.

**SECTION 4. AMENDMENT.** The Maple Plain City Code Chapter 9, Article 2 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 9-28. – Water meters.**

\*\*\*

- (b) The City Council shall from time to time fix the charge to be made to customers for new, replacement, water meters in original connection installations and payment for same shall be made in advance before delivery for installation. The cost of the replacement water meters shall be fixed from time to time ~~by Council resolution~~ in the City fee schedule.

**SECTION 5. AMENDMENT.** The Maple Plain City Code Chapter 9, Article 3 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 9-74. – Water meters.**

- (a)(1) For sewer service and the availability thereof, any person connecting premises to the public sewer agrees to pay the rates and charges established ~~therefor, from time to time by Council resolution in the City fee schedule~~. In addition to all other charges, each permit to connect shall be accompanied by a special connection fee equal to the lateral unit assessment per the fee schedule for the sewers in the abutting street or rights-of-way plus a plant unit assessment in the amount specified in the fee schedule for each residential dwelling unit, or equivalent, to be connected after the date of this Code. All the special connection fees shall be paid into the sewer fund of the City to offset repairs and upgrades made to the sanitary sewer system by the City.

**SECTION 6. AMENDMENT.** The Maple Plain City Code Chapter 9, Article 5 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 9-135. - Billing**

- (a) The stormwater utility fee shall be billed quarterly to each parcel in accordance with the ~~most current approved resolution~~ City fee schedule. All rates and charges will be reviewed annually and adjusted as needed by the City Council.

**SECTION 7. 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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

ATTEST:

\_\_\_\_\_  
Jacob Kolander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.

(Ordinance Summary)

**ORDINANCE NO. 335**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING VARIOUS MAPLE PLAIN CITY CODE SECTIONS  
REGARDING FEES ESTABLISHED BY CITY FEE SCHEDULE**

The above-referenced Ordinance amends Maple Plain City Code Sections 2-52, 4-64, 4-409, 9-28, 9-74, and 9-135 by providing for fees to be established by fee schedule. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: \_\_\_\_\_, 2025  
\_\_\_\_\_  
Jacob Schillander, City Administrator



**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance No. 336 – Amendment to Maple Plain City Code Section 9-22: Fire Hydrant Connections
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Ordinance 336 and Approve Ordinance 336 Summary Publication

**Summary:**

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:** Restricts hydrant access to City personnel and contract employees performing official duties, removing ambiguous language about discretionary authorization.
- **Permit Requirement:** Explicitly requires a written permit for non-City use, with a fee established in the City’s fee schedule.
- **Time Limitation:** Limits permit duration to a maximum of 20 days, ensuring short-term use and reducing risk of misuse.
- **Fee Structure and Enforcement:** Reinforces the obligation to pay fees for non-City water use and outlines penalties for unauthorized withdrawal.

**Reasons for Recommendation**

- **Improved Clarity and Enforcement:** The revised language eliminates ambiguity and strengthens the City’s ability to enforce hydrant use regulations.
- **Removal of Ambiguous Language:** The phrase “except when authorized by the City Administrator” was removed because it lacked clear criteria for authorization, created potential for inconsistent enforcement, and posed risks of misuse or liability. The new language specifies which City departments may access hydrants during official duties, improving clarity and accountability.
- **Operational Control:** Limiting permit duration and requiring written application ensures better oversight and accountability.

- **Consistency with Fee Schedule:** Aligns ordinance language with the City's adopted fee schedule, improving transparency and administrative efficiency.
- **Public Safety and Infrastructure Protection:** Ensures hydrants remain available and functional for emergency and municipal use.

**Recommendation:** Approve Ordinance 336 and Approve Ordinance 336 Summary Publication

**ORDINANCE NO. 336**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE SECTION 9-22  
REGARDING FIRE HYDRANT CONNECTIONS**

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

**SECTION 1. AMENDMENT.** The Maple Plain City Code Section 9-22 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 9-22. – Fire hydrant connections.**

It shall be unlawful for any person, ~~except when authorized by the City Administrator or~~ except members of the City Fire, Street, and Water Departments when performing their official duties, to open or interfere with any of the hydrants or gates of the City water supply system without a permit. The permit shall be granted by the City Administrator only upon application in writing, subject to the regulations as may be prescribed by the City Council, ~~upon payment provided in the fee schedule~~ which application shall be accompanied by a fee established in the City fee schedule. No permit shall be granted which allows a person to withdraw water from a fire hydrant or grate for a period in excess of 20 days. Any person withdrawing water from a fire hydrant or gate of the City water supply except for extinguishment of a fire or other City purposes shall be obligated to pay the City the amount provided in the fee schedule. ~~No person shall be granted a permit to withdraw water from a hydrant or gate without meter for a period in excess of 20 days.~~ Upon return of any equipment furnished by the City and deduction of charges computed on the per diem basis, any balance of the deposit shall be returned to the depositor. In case of withdrawal of water from a hydrant or gate without permit, the above charge shall be in addition to other penalties provided for violation of this Code.

**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 \_\_\_\_\_,  
2025.

ATTEST:

Julie Maas-Kusske, Mayor

Jacob Kolander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.

(Ordinance Summary)

**ORDINANCE NO. 336**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE SECTION 9-22  
REGARDING FIRE HYDRANT CONNECTIONS**

The above-referenced Ordinance amends Maple Plain City Code Section 9-22 providing requirements for connection to any hydrants or grates of the City water supply system. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Jacob Schillander, City Administrator





**Executive Summary**  
City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance No. 337 – Amendment to Chapter 7, Article 4: Right-of-Way Permits
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Ordinance 337 and Approve Ordinance 337 Summary Publication

**Summary:**

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, 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.

Key updates include:

- **Reorganization and Clarification:** The ordinance has been restructured for clarity, separating registration, permit procedures, restoration, and enforcement into distinct sections.
- **Expanded Definitions:** New definitions have been added for terms such as *collocation*, *emergency*, *obstruction*, and *small wireless facility* to align with statutory language and industry standards.
- **Registration Requirements:** All entities seeking to occupy or use the right-of-way must now register with the City, providing insurance, contact information, and regulatory documentation.
- **Permit Streamlining:** The amendment consolidates and clarifies the types of permits required—excavation, obstruction, and small wireless facility permits—and outlines the conditions under which each is issued.
- **Small Wireless Facility Regulation:** Detailed provisions have been added to regulate the installation and operation of small wireless facilities, including height limits, separation requirements, and fee structures.
- **Restoration and Relocation:** Clear standards are established for restoring public ground after work and for relocating facilities at the City’s request or upon vacation of public ground.
- **Enforcement and Default:** Procedures for addressing company defaults and recovering costs are strengthened, including the use of posted security and indemnification clauses.
- **Vegetation and Abandonment:** New sections address vegetation management in rights-of-way and the removal of abandoned or unusable facilities.

**Reasons for Amendment**

- **Legal Compliance:** Aligns the City Code with Minnesota Statutes and Administrative Rules, including Gopher One Call and small wireless facility regulations.
- **Operational Efficiency:** Streamlines permitting and enforcement processes to reduce administrative burden and improve responsiveness.
- **Public Safety and Welfare:** Enhances the City's ability to manage right-of-way use in a manner that protects infrastructure, residents, and municipal interests.
- **Technological Modernization:** Accommodates emerging technologies and infrastructure needs, particularly in telecommunications.

**Recommendation:** Approve Ordinance 337 and Approve Ordinance 337 Summary Publication

ORDINANCE NO. 337

CITY OF MAPLE PLAIN

AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 7, ARTICLE 4  
REGARDING RIGHT-OF-WAY PERMITS

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

**SECTION 1. AMENDMENT.** The Maple Plain City Code Section 7, Article 4 is hereby replaced in its entirety as follows:

**Section 7-72. – Purpose.**

The purpose of this article is to protect and enhance the public health, safety, and welfare by governing the construction, installation, operation, repair, maintenance, removal, and relocation of facilities and equipment used for the transmission of facilities or related services on, over, in, under, or along the public ground of the City.

**Section 7-73. – Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Applicant* means any person requesting permission to excavate, obstruct, or otherwise place facilities in a right-of-way.

*Collocate or collocation* means to install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing wireless support structure or utility pole that is owned privately, or by the City or other governmental unit.

*Company* means a natural or corporate person, business association, or other business entity including partnership and sole proprietorship, political subdivision, public or private agency of any kind, its successors and assigns, who or which seeks to, or is required to, construct, install, operate, repair, maintain, remove, relocate, or expand facilities in the City.

*Emergency* means a condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.

*Director* means the Director of Public Works, City Administrator, or the other agent as the City Council may designate from time to time.

*Facilities* means communication, electric, gas, oil, or similar transmission lines or equipment or any kind, including, but not limited to, lines or equipment for the transmission of audio, video, data, gas, electricity, oil, or other similar transmission services, including, but not limited to, trunk lines, service connections, lines, cables, physical connections, switching equipment, wires, optic fibers, or other optic cables laser equipment, circuits, wireless communications equipment of all kinds, poles, towers and any necessary appurtenances owned or leased or operated by a company on, over, in, under, or across public ground.

*Obstruct or obstruction* means to place or the placement of any object in a public right-of-way, or to remove or the removal of an existing structure, or any portion thereof, from a public right-of-way that interferes with free use of the public right-of-way.

*Public ground* means roads, streets, alleys, sidewalks, public ways, utility easements, public easements, and public rights-of-way in the City.

*Small wireless facility* means a wireless facility that meets both of the following qualifications:

- (1) Each antenna is located inside an enclosure of no more than six cubic feet in volume or in the case of an antenna that has exposed elements, the antenna and all its exposed elements could fit within an enclosure of no more than six cubic feet; and
- (2) All other wireless equipment associated with the small wireless facility, excluding electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment, is in aggregate no more than 28 cubic feet in volume.

*Utility pole* means a pole that is used in whole or in part to facilitate telecommunications or electric service.

*Wireless support structure* means a new or existing structure in a right-of-way designed to support or capable of supporting small wireless facilities, as reasonably determined by the City.

#### **Section 7-74. —~~Permit procedure.~~ Registration.**

- (a) ~~*Permit Registration required.* Except in the case of emergency work as set out in subsection (e) of this section, a company may not construct, install, repair, remove, or relocate facilities, or any part thereof, or otherwise open or disrupt any public ground without first obtaining a permit from the City. The City shall require a separate permit of a company for each location where construction,~~

~~installation, or other disturbance of the public ground is to occur, or for each convenient subdivision or construction, installation or other related work for which the City in its sole discretion determines a permit is required. Each permit shall state specifically the location of any facilities, and the nature of the work necessitating the permit, and shall contain reasonable regulations and conditions to protect the health, safety and welfare of the populace of the City, and to protect the right-of-way and its current use. In addition, a permittee shall comply with all the requirements of local, state, and federal laws, including, but not limited to, Minn. Stats. Ch. 216D (Gopher One Call Excavation Notice System) and Minn. R. ch. 7560. Each person who occupies, uses, or seeks to occupy or use the right-of-way or place any equipment or facilities in or on the right-of-way, including by lease, sublease or assignment, must register with the City. No person shall construct, install, repair, remove, relocate, or perform any other work on, or use any equipment or any part thereof located in any right-of-way without first being registered with the City. Registration will consist of providing application information to and as required by the city, paying an annual registration fee, and posting a performance and restoration surety. The performance and restoration surety required in this section shall be in an amount determined in the City's sole discretion, sufficient to serve as security for the full and complete performance of the obligations under this article, including any costs, expenses, damages, or loss the city pays or incurs because of any failure to comply with this article or any other applicable laws, regulations or standards. During periods of construction, repair or restoration of rights-of-way or equipment in rights-of-way, the performance and restoration surety shall be in an amount as determined by the City, taking into account the amount of equipment in the right-of-way, the location and method of installation of the equipment, the conflict or interference of such equipment with the equipment of other persons, and the purposes and policies of this article. 60 days after completion of the work, the performance and restoration surety may be reduced in the sole determination of the City.~~

~~(b) — *Small wireless facility permit.* A small wireless facility permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion of the public ground, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.~~

~~(b) *Registration information.* The information to be provided to the City at the time of registration shall include, but not be limited to:~~

- ~~(1) The registrant's name, Gopher One-Call registration certificate number, address and e-mail address if applicable, and telephone and facsimile numbers.~~
- ~~(2) The name, address and e-mail address, if applicable, and telephone and facsimile numbers of a local representative. The local representative or~~

designee shall be available at all times. Current information regarding how to contact the local representative in an emergency shall be provided at the time of registration.

(3) A certificate of insurance of self-insurance:

- a. Verifying that an insurance policy has been issued to the registrant by an insurance company licensed to do business in the state of Minnesota, or a form of self-insurance acceptable to the City;
- b. Verifying that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (i) use and occupancy of the right-of-way by the registrant, its officers, agents, employees, and permittees, and (ii) placement and use of facilities and equipment in the right-of-way by the registrant, its officers, agents, employees, and permittees, including, but not limited to, protection against liability arising from completed operations, damage of underground facilities, and collapse of property;
- c. Naming the City as an additional insured as to whom the coverages required herein are in force and applicable and for whom defense will be provided as to all such coverages;
- d. Requiring that the City be notified 30 days in advance of cancellation of the policy or material modification of a coverage term; and
- e. Indicating comprehensive liability coverage, automobile liability coverage, workers' compensation and umbrella coverage established by the city in amounts sufficient to protect the city and the public and to carry out the purposes and policies of this chapter.
- f. The City may require a copy of the actual insurance policies.
- g. If the person is a corporation, a copy of the certificate is required to be filed under state law as recorded and certified to by the secretary of state.
- h. A copy of the person's order granting a certificate of authority from the Minnesota Public Utilities Commission or other authorization or approval from the applicable state or federal agency to lawfully operate, where the person is lawfully required to have such authorization or approval from said commission or other state or federal agency.

~~(e) — Application. The company shall apply for a permit on such forms as the City may designate from time to time. In the event the City requests it, the company shall promptly submit a survey to the Director at the company's expense. If the Director determines that City Planning Commission review and/or City Council review is appropriate, such review shall be sought.~~

(c) Notice of changes. The registrant shall keep all of the information listed in subsection (b) of this section current at all times by providing to the City

information as to changes within 15 days following the date on which the registrant has knowledge of any change.

~~(d) — Application requirements.~~

~~(1) *Generally.* The company shall apply for a permit or renewal of a permit a minimum of three weeks before the date proposed to start work and shall submit detailed plans for street or sidewalk use and pedestrian and driver safety on major projects. The provisions of this subsection or portions thereof may be waived by the City in the event of emergency work as provided in subsection (e) of this section.~~

~~(2) *Small wireless facility requirements.* In addition to the requirements of subsection (b) of this section, the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in or on public ground shall be subject to the following conditions:~~

- ~~a. A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.~~
- ~~b. No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the City's written authorization, provided that the City may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.~~
- ~~c. No wireless facility may extend more than ten feet above its wireless support structure.~~
- ~~d. Where an applicant proposes to install a new wireless support structure in the right-of-way, the City may impose separation requirements between such structure and any existing wireless support structure or other facilities in and around the right-of-way.~~
- ~~e. Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, the City may impose reasonable requirements to accommodate the particular design, appearance or intended purpose of such structure.~~
- ~~f. Where an applicant proposes to replace a wireless support structure, the City may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.~~

- (e) ~~Emergency work.~~ A company may open and disturb the surface of public ground without a permit only where an emergency exists requiring the immediate repair of its facilities. In that event, the company shall notify the City immediately of the need for emergency work, request a permit not later than the second working day thereafter and comply with the applicable conditions of the permit. In no event may a company undertake an activity which will result in the closing of a street or alley without prior notification to the Director of West Hennepin Public Safety, Fire Chief, City Administrator or designee, and Public Works Director. City Council approval is required; the City Administrator or designee shall refer the application to the Planning Commission and/or City Council as appropriate.
- (f) ~~Approval or denial of application; action on small wireless facility permit applications.~~ Upon receipt of an application by a company for a permit, the City may approve or deny the application. If the City determines to deny the application, the City must notify the applicant, in writing, within three business days of the decision to deny a permit. Denial shall be accompanied by a written statement of the reasons for the denial and may be appealed to the City Council which shall issue detailed findings in the event the denial is sustained. An appeal of denial shall be heard at the next regularly scheduled Council meeting to which proper notice can be given and any findings issued within 30 days of the meeting. Upon a denial of an application (whether or not appealed), the applicant may address the reasons for the denial identified by the City and resubmit the application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The City must approve or deny the resubmitted application within 30 days after submission.
- (1) ~~Deadline for action.~~ The City shall approve or deny a small wireless facility permit application within 90 days after filing of such application. The small wireless facility permit and any associated building permit application shall be deemed approved if the City fails to approve or deny the application within the review periods established in this section.
- (2) ~~Consolidated applications.~~
- a. ~~An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by the City, provided that all small wireless facilities in the application:~~
    1. ~~Are located within a two-mile radius;~~
    2. ~~Consist of substantially similar equipment; and~~
    3. ~~Are to be placed on similar types of wireless support structures.~~
  - b. ~~In rendering a decision on a consolidated permit application, the City may approve some small wireless facilities and deny others but may not use~~



~~denial of one or more permits as a basis to deny all small wireless facilities in the application.~~

~~(3) *Tolling of deadline.* The 90-day deadline for action on a small wireless facility permit application may be tolled if:~~

- ~~a. The City received applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such instance, the City may extend the deadline for all such applications by 30 days by informing the affected applicants, in writing, of such extension.~~
- ~~b. The applicant fails to submit all required documents or information and the City provides written notice of incompleteness to the applicant within 30 days of receipt of the application. Upon submission of additional documents or information, the City shall have ten days to notify the applicant, in writing, of any still-missing information.~~
- ~~c. The City and a small wireless facility applicant agree, in writing, to toll the review period.~~

~~(g) *Issuance of Permit.* If the City Administrator or designee determines that the applicant has satisfied the requirements of this article, the Director may issue a permit to the company upon payment of the permit fee as specified in subsection (h) of this section.~~

~~(h) *Permit fee.* The company shall pay a fee for each permit issued in an amount provided in the fee schedule. The City Clerk shall maintain a table of permit fees as approved by the City Council. The permit fee shall be determined so as to fully reimburse the City for all costs incurred as a result of the construction, installation, or other work approved by the permit, including, but not limited to, administrative, management, engineering, and inspection costs, any other costs incurred in returning the public ground to its original condition and additional sum to reimburse the City for any diminution in the useful life or value of the public ground. To the extent that a company applies for a permit to occupy public ground indefinitely, the City Council shall set an indefinite occupancy fee requiring periodic payments to be made at the times as determined by the City, but in any event at least annually.~~

~~(a) *Small wireless facility permit fee.* For applications for a permit for small wireless facilities, the City shall impose a small wireless facility permit fee in an amount sufficient to recover:~~

~~(1) Management costs; and~~

~~(2) City engineering, make-ready, and construction costs associated with collocation of small wireless facilities.~~

- (i) ~~*Duration of permit.* Except as provided in section 7-75(e) through (e), an indefinite permit shall continue without expiration so long as the company holding the permit is in compliance with this article and all other applicable law. The maximum period allowed for a temporary permit to perform installations, repairs, or other work shall be three months. Construction, installation or other opening, disturbance or obstruction of public ground beyond the period covered by each permit, including construction, installation, repair or other opening of public ground covered by a permanent permit, shall require obtaining a new permit with payment of applicable fees. Application for such permit shall be subject to the same review as the original application.~~
- (j) ~~*Security of completion of work.* Before beginning work, the company shall deposit with the City security in the form of a certified check in the sufficient amount as determined by the Director for the completion of the work. The security will be held until the work is completed plus a period of up to three months thereafter if necessary to guarantee that restoration work has been satisfactorily completed.~~
- (k) ~~*Inspection of work.* When the work is completed, the company shall request an inspection by the Director. The Director will determine if the work has been satisfactorily completed and notify the company of the inspection approval.~~
- (l) ~~*Small wireless facility agreement.*~~
  - (1) ~~A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the City, or any other City asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the City. The standard collocation agreement may require payment of the following:~~
    - a. ~~An amount established by the City fee schedule per year for rent to collocate on the City structure.~~
    - b. ~~An amount established by the City fee schedule per year for maintenance associated with the collocation.~~
    - c. ~~A monthly fee for electrical service as follows:~~
      - 1. ~~An amount established by the City fee schedule per radio node less than or equal to 100 maximum watts;~~
      - 2. ~~An amount established by the City fee schedule per radio node over 100 maximum watts; or~~
      - 3. ~~The actual cost of electricity, if the actual cost exceeds the foregoing.~~
  - (2) ~~The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit; provided, however, that the applicant shall not be additionally required to obtain a license or franchise in~~

~~order to collocate. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the City and applicant.~~

**Section 7-75. – Restoration and relocation. Permit procedure.**

- (a) ~~Restoration.~~ Upon completion of the work contemplated by a permit, the company shall restore the general area of the work, including the pavement and its foundations, to the same or better condition than existed prior to commencement of the work necessitating a permit. The work shall be completed as promptly as weather permits. If the company does not promptly perform and complete the work, remove all dirt, rubbish, equipment, and material and restore the public ground to the same condition, the City may put it in the same condition at the expense of the company. The company shall, upon demand, pay to the City the direct and indirect cost of the work done for or performed by the City, including, but not limited to, the City's administrative costs.
- (b) ~~Restoration; cost recovery.~~ To recover its costs, the City will first draw on the security posted by the company and then recover the balance of the costs incurred from the company directly by written demand. This remedy is in addition to any other remedies available to the City.
- (c) ~~Relocation initiated by company.~~ The company shall give the City written notice before relocating its facilities. A company-initiated relocation shall be at the company's expense and must be approved in advance by the City. The approval shall not be unreasonably withheld.
- (d) ~~Relocation required by City.~~ The company shall promptly, without due regard for seasonal working conditions, at the company's expense, permanently relocate its facilities in the event that the City in writing requires the relocation.
- (e) ~~Relocation where public ground vacated.~~ The vacation of public ground does not deprive the company of the right to operate and maintain its facilities in the City. If the vacation proceedings as initiated by the City, or the company, the company shall pay the relocation costs.
- (a) Permit required. Except in the case of emergency work as set out in subsection (e) of this section, no person may construct, install, repair, remove, or relocate facilities, or any part thereof, or otherwise open or disrupt any public ground without first obtaining a right-of-way permit from the City. Each permit shall state specifically the location of any facilities, and the nature of the work necessitating the permit. Permits shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the City.
  - (1) Excavation permit. An excavation permit is required by a registrant to excavate that part of the right-of-way described in such permit and to hinder

- free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.
- (2) *Obstruction permit.* An obstruction permit is required by a registrant to hinder free and open passage over the specified portion of right-of-way by placing equipment described therein on the right-of-way, to the extent and for the duration specified therein. An obstruction permit is not required if a person already possesses a valid excavation permit for the same project.
  - (3) *Small wireless facility permit.* A small wireless facility permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion of the public ground, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.
- (b) *Delay penalty.* In accordance with Minn. Rule 7819.1000 subp. 3 and notwithstanding subd. 2 of this Section, the City shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by City Council resolution.
  - (c) *Application.* Application for a permit shall be made to the City on such forms as the City may designate from time to time, and will be considered complete only upon compliance with the following requirements:
    - (1) Registration with the City pursuant to this section.
    - (2) Submission of a completed permit application form, including all required attachments, and scaled drawings showing the location and area of the proposed project and the location of all known existing and proposed facilities and all other information requested by the City Engineer.
    - (3) Payment of all money due to the City for:
      - a. Permit fees and costs due; and
      - b. Any loss, damage, or expense suffered by the City as a result of applicant's prior excavations or obstructions of the rights-of-ways or any emergency actions taken by the City.
  - (d) *Conditions.* The City may impose reasonable conditions upon the issuance of the permit and the performance of the applicant thereunder to protect the health, safety, and welfare or when necessary to protect the right-of-way and its current use. In addition, a permittee shall comply with all requirements of local, state, and federal laws, including but not limited to Minn. Stat. §§ 216D.01 - .09 (Gopher One Call Excavation Notice System) and Minn. R., ch. 7560.

- (1) General conditions. An applicant shall apply for a permit or renewal of a permit a minimum of three weeks before the date proposed to start work and shall submit detailed plans for street or sidewalk use and pedestrian and driver safety on major projects. The provisions of this subsection or portions thereof may be waived by the City in the event of emergency work as provided in subsection (e) of this section.
- (2) Small wireless facility conditions. In addition to the conditions of subsection (d)(1) of this section, the erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in or on public ground shall be subject to the following conditions:
  - a. A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height indicated in the applicable permit application.
  - b. No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the City's written authorization, provided that the City may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.
  - c. No wireless facility may extend more than 10 feet above its wireless support structure.
  - d. Where an applicant proposes to install a new wireless support structure in the right-of-way, the City may impose separation requirements between such structure and any existing wireless support structure or other facilities in and around the right-of-way.
  - e. Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, the City may impose reasonable requirements to accommodate the particular design, appearance or intended purpose of such structure.
  - f. Where an applicant proposes to replace a wireless support structure, the City may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.
  - g. A permit will be deemed void if the approved equipment is not installed within one year of issuance of the permit.
- (3) Small wireless facility agreement. A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the City, or any other City asset in the right-of-way, after the applicant has

executed a standard small wireless facility collocation agreement with the City. The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit, provided, however, that the applicant shall not be additionally required to obtain a license or franchise in order to collocate. Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant. The standard collocation agreement may require payment of the following:

- a. Up to \$150 per year for rent to collocate on the city structure.
  - b. \$25 per year for maintenance associated with the collocation;
  - c. A monthly fee for electrical service as follows:
    1. \$73 per radio node less than or equal to 100 maximum watts;
    2. \$182 per radio node over 100 maximum watts; or
    3. The actual costs of electricity, if the actual cost exceed the foregoing.
- (e) *Emergency work.* A company may open and disturb the surface of public ground without a permit only where an emergency exists requiring the immediate repair of its facilities. In that event, the company shall notify the City immediately of the need for emergency work, request a permit not later than the second working day thereafter and comply with the applicable conditions of the permit. In no event may a company undertake an activity which will result in the closing of a street or alley without prior notification to the Director of West Hennepin Public Safety, Fire Chief, City Administrator or designee, and Public Works Director. City Council approval is required; the City Administrator or designee shall refer the application to the Planning Commission and/or City Council as appropriate.
- (f) *Approval or denial of application; action on small wireless facility permit applications.* If the City determines to deny the application, the City must notify the applicant, in writing, within three business days of the decision to deny a permit. Denial shall be accompanied by a written statement of the reasons for the denial and may be appealed to the City Council which shall issue detailed findings in the event the denial is sustained. An appeal of denial shall be heard at the next regularly scheduled Council meeting to which proper notice can be given and any findings issued within 30 days of the meeting. Upon a denial of an application (whether or not appealed), the applicant may address the reasons for the denial identified by the City and resubmit the application. If the application is resubmitted within 30 days of receipt of the notice of denial, no additional application fee shall be imposed. The City must approve or deny the resubmitted application within 30 days after submission.
- (1) *Deadline for action.* The City shall approve or deny a small wireless facility permit application within 90 days after filing of such application or within any timeline established by state law. The small wireless facility permit and any

associated building permit application shall be deemed approved if the City fails to approve or deny the application within the review periods established in this section.

(2) Consolidated applications.

- c. An applicant may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by the City, provided that all small wireless facilities in the application:
  - 4. Are located within a two-mile radius;
  - 5. Consist of substantially similar equipment; and
  - 6. Are to be placed on similar types of wireless support structures.
- d. In rendering a decision on a consolidated permit application, the City may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.

(3) Tolling of deadline. The 90-day deadline for action on a small wireless facility permit application may be tolled if:

- d. The City received applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such instance, the City may extend the deadline for all such applications by 30 days by informing the affected applicants, in writing, of such extension.
- e. The applicant fails to submit all required documents or information and the City provides written notice of incompleteness to the applicant within 30 days of receipt of the application. Upon submission of additional documents or information, the City shall have 10 days to notify the applicant, in writing, of any still-missing information.
- f. The City and a small wireless facility applicant agree, in writing, to toll the review period.

(g) Issuance of Permit. If the City Administrator or designee determines that the applicant has satisfied the requirements of this article, the Director may issue a permit to the company upon payment of the permit fee as specified in subsection (h) of this section.

(h) Permit fee. An applicant shall pay a fee for each permit issued in an amount provided in the fee schedule. The City Clerk shall maintain a table of permit fees as approved by the City Council. The permit fee shall be determined so as to fully

reimburse the City for all costs incurred as a result of the construction, installation, or other work approved by the permit, including, but not limited to, administrative, management, engineering, and inspection costs, any other costs incurred in returning the public ground to its original condition and additional sum to reimburse the City for any diminution in the useful life or value of the public ground.

- (i) *Small wireless facility permit fee.* For applications for a permit for small wireless facilities, the City shall impose a small wireless facility permit fee in an amount sufficient to recover:
  - (1) Management costs; and
  - (2) City engineering, make-ready, and construction costs associated with collocation of small wireless facilities.
- (j) *Duration of permit.* Except as provided in section 7-76(c) through (e), an indefinite permit shall continue without expiration so long as the company holding the permit is in compliance with this article and all other applicable law. The maximum period allowed for a temporary permit to perform installations, repairs, or other work shall be three months. Construction, installation or other opening, disturbance or obstruction of public ground beyond the period covered by each permit, including construction, installation, repair or other opening of public ground covered by a permanent permit, shall require obtaining a new permit with payment of applicable fees. Application for such permit shall be subject to the same review as the original application.
- (k) *Permit limitation.* A right-of-way permit is valid only for the area of the right-of-way specified in the permit. The work under a right-of-way permit must be completed within the dates specified in the permit. A right-of-way permit is valid only for the date specified in the permit. No permittee may begin its work before the permit start date or, except as provided herein, continue working after the end date. If a permittee does not finish the work by the permit end date, it must apply for a new permit for the additional time it needs, and receive the new permit or an extension of the old permit before working after the end date of the previous permit. This supplementary application must be submitted before the permit end date.
- (l) *Notice of completion.* When the work under any permit under this Article is completed, the permittee shall furnish a completion certificate in accordance Minn. Rule 7819.1300 or other as built documentation as deemed necessary by the City Engineer
- (m) *Inspection of work.* When the work is completed, the company shall request an inspection by the Director. The Director will determine if the work has been satisfactorily completed and notify the company of the inspection approval.



**Section 7-76. – ~~Company default.~~ Restoration, relocation, and vacation.**

- (a) ~~*Notice.* If the company is in default in the performance of the work or occupancy authorized by permit, including, but not limited to, restoration requirements or permanent occupancy fee payments for more than 30 days after receiving written notice from the City of the default the City may terminate the rights of the company under the permit, subject to the City's absolute right to revoke at any time in the exercise of the City's public safety powers. The notice of default shall be in writing and specify the provisions of the permit and or this section under which the default is claimed and state the grounds of the claim. The notice shall be served on the company by personally delivering it to an officer thereof to its principal place of business in the state or by certified mail to that address within three business days of the decision to revoke.~~
- (b) ~~*City action on default.* If the company is in default in the performance of the work or occupancy authorized by permit, the City may, after notice to the company as specified in subsection (a) of this section and failure of the company to sure in default, take such action as may be reasonably necessary to abate the condition caused by the default. The company shall reimburse the City for the City's reasonable costs, including costs of collection and attorney fees incurred as a result of the company default. The security posted under section 7-74 will be applied by the City first toward payment for such reimbursement.~~
- (a) *Restoration.* Upon completion of the work contemplated by a permit, the company shall restore the general area of the work, including the pavement and its foundations, to the same or better condition than existed prior to commencement of the work necessitating a permit. The work shall be completed as promptly as weather permits. If the company does not promptly perform and complete the work, remove all dirt, rubbish, equipment, and material and restore the public ground to the same condition, the City may put it in the same condition at the expense of the company. The company shall, upon demand, pay to the City the direct and indirect cost of the work done for or performed by the City, including, but not limited to, the City's administrative costs.
- (b) *Restoration; cost recovery.* To recover its costs, the City will first draw on the security posted by the company and then recover the balance of the costs incurred from the company directly by written demand. This remedy is in addition to any other remedies available to the City.
- (c) *Relocation initiated by company.* The company shall give the City written notice before relocating its facilities. A company-initiated relocation shall be at the company's expense and must be approved in advance by the City. The approval shall not be unreasonably withheld.

- (d) Relocation required by City. The company shall promptly, without due regard for seasonal working conditions, at the company's expense, permanently relocate its facilities in the event that the City in writing requires the relocation.
- (e) Relocation where public ground vacated. The vacation of public ground does not deprive the company of the right to operate and maintain its facilities in the City. If the vacation proceedings as initiated by the City, or the company, the company shall pay the relocation costs.
- (f) Vacation. If the City vacates a right-of-way that contains the facilities of a company, the company's rights in the vacated right-of-way are governed by Minn. R. 7819.3200.

**Section 7-77. – Indemnification. Company default.**

- ~~(a) — Scope. The company shall indemnify, keep, and hold the City, its elected officials, officers, employees and agents free and harmless from any and all claims and actions on account of injury or death of persons or damage to property occasioned by the construction, installation, maintenance, repair, and removal, relocation, or operation of the facilities affecting public ground, unless the injury or damage is the result of the gross negligence of the City, its elected officials, employees, officers, or agents. The City will notify the company of claims or actions and provide a reasonable opportunity for the company to accept and undertake the defense.~~
- ~~(b) — Claim defense. If a claim or action is brought against the City under circumstances where indemnification applies, the company, at its sole expense, shall defend the period wherein the company is not prejudiced in the defense of the claim or action by lack of the notice. The company shall have complete control of the claim or action, but it may not settle without the consent of the City, which shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. In defending any action on behalf of the City, the company is entitled to assert every defense or immunity that the City could assert in its own behalf.~~
- ~~(c) — Insurance. The company shall provide liability and indemnity insurance listing the City as a coinsured as may be required by the City.~~
- (a) Notice. If the company is in default in the performance of the work or occupancy authorized by permit, including, but not limited to, restoration requirements after receiving written notice from the City of the default, the City may terminate the rights of the company under the permit, subject to the City's absolute right to revoke at any time in the exercise of the City's public safety powers. The notice of default shall be in writing and specify the provisions of the permit and or this section under which the default is claimed and state the grounds of the claim. The notice shall be served on the company by personally delivering it to an officer

thereof to its principal place of business in the state or by certified mail to that address within three business days of the decision to revoke.

- (b) *City action on default.* If the company is in default in the performance of the work or occupancy authorized by permit, the City may, after notice to the company as specified in subsection (a) of this section and failure of the company to sure in default, take such action as may be reasonably necessary to abate the condition caused by the default. The company shall reimburse the City for the City's reasonable costs, including costs of collection and attorney fees incurred as a result of the company default. The security posted under section 7-75 will be applied by the City first toward payment for such reimbursement.

**Section 7-78. – ~~Right of way vegetation.~~ Idemnification.**

~~Any vegetation outside of maintained grass shall not be planted within any City right of way, without a right of way permit approved by the City Administrator.~~

- (a) *Scope.* The company shall indemnify, keep, and hold the City, its elected officials, officers, employees and agents free and harmless from any and all claims and actions on account of injury or death of persons or damage to property occasioned by the construction, installation, maintenance, repair, and removal, relocation, or operation of the facilities affecting public ground, unless the injury or damage is the result of the gross negligence of the City, its elected officials, employees, officers, or agents. The City will notify the company of claims or actions and provide a reasonable opportunity for the company to accept and undertake the defense.
- (b) *Claim defense.* If a claim or action is brought against the City under circumstances where indemnification applies, the company, at its sole expense, shall defend the period wherein the company is not prejudiced in the defense of the claim or action by lack of the notice. The company shall have complete control of the claim or action, but it may not settle without the consent of the City, which shall not be unreasonably withheld. This section is not, as to third parties, a waiver of any defense or immunity otherwise available to the City. In defending any action on behalf of the City, the company is entitled to assert every defense or immunity that the City could assert in its own behalf.

**Section 7-79. – ~~Other conditions.~~ Abandoned and unusable facilities.**

- (a) ~~*Use of public ground.* Facilities shall be located, constructed, installed, maintained, or relocated so as not to endanger or unnecessarily interfere with the usual and customary traffic, travel, and other use of public ground. The facilities are subject to additional conditions of the permit, including, but not limited to, the right of inspection by the City at reasonable times and places; the obligation to relocate the facilities pursuant to section 7-75 and compliance with all applicable~~

regulations imposed by the Minnesota Public Utilities Commission and all other applicable laws and regulations.

- (b) ~~Location.~~ The facilities shall be placed in a location and in the manner as is designated in a permit by the City. The City may designate whether facilities shall be placed above ground or in subsurface conduits.
- (c) ~~Street improvements paving or resurfacing.~~ Upon request, the City will give the company notice of plans for street improvements where permanent paving or resurfacing is involved. The notice will contain:
  - (1) The nature and character of the improvements;
  - (2) The streets upon which the improvements are to be made
  - (3) The extent of the improvements and the approximate time when the City will start work; and
  - (4) If more than one street is involved, the sequence in which the work is to proceed.
- (d) ~~Company protection or facilities.~~ protection or facilities. The company shall take all reasonable measures to prevent its facilities from damage that could be inflicted on the facilities by persons, property or the elements. The company shall take all reasonable protective measures when the City performs work near the facilities.
- (e) ~~Guarding of obstruction or dangers.~~ If the company obstructs any public ground, the company shall keep such obstruction properly guarded at all times. From sunset to sunrise, all obstructions shall be guarded by a sufficient number of warning lights placed in such manner that they will give proper warning of such obstruction. The City may require any other restrictions or safety precautions as may be in the public interest.
- (f) ~~Prior service connections.~~ In cases where streets are at final width and grade and the City has installed to the property line abutting the streets prior to a permanent paving or resurfacing of the streets, and the facilities are located under the street a company may be required to install service connections prior to the paving or resurfacing, if it is apparent that service will be required during the five-year period following the paving or resurfacing.
- (g) ~~Existing facilities.~~ This article applies to all facilities including those already existing on, over, in, under, across, or along any public ground in the City as of the effective date of the ordinance from which this article is derived except those that are otherwise governed by state law granting exclusive jurisdiction to the state.

- (a) A company that has determined to discontinue all or a portion of its operations in the City must provide information satisfactory to the City that the company's obligations for its facilities in the right-of-way under this chapter have been lawfully assumed by another company.
- (b) Facilities of a company which fails to comply with subsection (a) of this section and which, for two years, remain unused shall be deemed to be abandoned. Abandoned facilities are deemed to be a nuisance. The City may exercise any remedies or rights it has at law or in equity, including, but not limited to, abating the nuisance, taking possession of the facility and restoring it to a usable condition, or requiring removal of the facility by the company or by the company's surety.
- (c) Any company who has unusable facilities in any right-of-way shall remove it from the right-of-way during the next scheduled excavation, unless this requirement is waived by the City.

#### **Section 7-80. – Right-of-way vegetation.**

Any vegetation outside of maintained grass shall not be planted within any City right-of-way, without a right-of-way permit approved by the City Administrator.

#### **Section 7-81. – Other obligations.**

- (h) *Use of public ground.* Facilities shall be located, constructed, installed, maintained, or relocated so as not to endanger or unnecessarily interfere with the usual and customary traffic, travel, and other use of public ground. The facilities are subject to additional conditions of the permit, including, but not limited to, the right of inspection by the City at reasonable times and places; the obligation to relocate the facilities pursuant to section 7-75 and compliance with all applicable regulations imposed by the Minnesota Public Utilities Commission and all other applicable laws and regulations.
- (i) *Location.* The facilities shall be placed in a location and in the manner as is designated in a permit by the City. The City may designate whether facilities shall be placed above ground or in subsurface conduits.
- (j) *Street improvements paving or resurfacing.* Upon request, the City will give the company notice of plans for street improvements where permanent paving or resurfacing is involved. The notice will contain:
  - (1) The nature and character of the improvements;
  - (2) The streets upon which the improvements are to be made

- (3) The extent of the improvements and the approximate time when the City will start work; and
- (4) If more than one street is involved, the sequence in which the work is to proceed.
- (k) *Company protection or facilities.* protection or facilities. The company shall take all reasonable measures to prevent its facilities from damage that could be infected on the facilities by persons, property or the elements. The company shall take all reasonable protective measures when the City performs work near the facilities.
- (l) *Guarding of obstruction or dangers.* If the company obstructs any public ground, the company shall keep such obstruction properly guarded at all times. From sunset to sunrise, all obstructions shall be guarded by a sufficient number of warning lights placed in such manner that they will give proper warning of such obstruction. The City may require any other restrictions or safety precautions as may be in the public interest.
- (m) *Prior service connections.* In cases where streets are at final width and grade and the City has installed to the property line abutting the streets prior to a permanent paving or resurfacing of the streets, and the facilities are located under the street a company may be required to install service connections prior to the paving or resurfacing, if it is apparent that service will be required during the five-year period following the paving or resurfacing.
- (n) *Existing facilities.* This article applies to all facilities including those already existing on, over, in, under, across, or along any public ground in the City as of the effective date of the ordinance from which this article is derived except those that are otherwise governed by state law granting exclusive jurisdiction to the state.
- (o) *Compliance with other laws.* Obtaining a right-of-way permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the city or other applicable rule, law or regulation. A company shall comply with all requirements of local, state and federal laws, including but not limited to Minn. Stat. §§ 216D.01-.09 (Gopher One Call Excavation Notice System) and Minn. R., ch. 7560. A company shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.
- (p) *Prohibited work.* Except in an emergency, and with the approval of the City, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.

- (q) Interference with right-of-way. A permittee shall not so obstruct a right-of-way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with. Private vehicles of those doing work in the right-of-way may not be parked within or next to a permit area, unless parked in conformance with city parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.
  
- (r) Trenchless excavation. As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minn. Stat. ch. 216D and Minn. R., ch. 7560 and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the director.

**SECTION 3. 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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

ATTEST:

\_\_\_\_\_  
Jacob Kolander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.

(Ordinance Summary)

**ORDINANCE NO. 337**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 7, ARTICLE 4  
REGARDING RIGHT-OF-WAY USE**

The above-referenced Ordinance amends Maple Plain City Code Chapter 7, Article 4 providing requirements for the construction, installation, operation, repair, maintenance, removal, and relocation of facilities and equipment in the public ground of the City. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Jacob Schillander, City Administrator





**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance No. 338 – Amendment to Maple Plain City Code Chapter 1
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Ordinance 338 and Approve Ordinance 338 Summary Publication

**Summary:**

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. It outlines:
  - Filing requirements and deadlines
  - Scheduling and notification procedures
  - Hearing format and evidentiary standards
  - Council discretion in decision-making
  - Exceptions to the appeal process

**Reasons for Recommendation:**

- Clarity and Consistency:** The general fee provision eliminates ambiguity when a permit fee is required but not explicitly listed.
- Transparency and Fairness:** The appeal procedure provides a clear, accessible path for residents and applicants to challenge decisions, promoting procedural fairness.
- Administrative Efficiency:** Codifying these processes reduces confusion and ensures uniform handling of fees and appeals across departments.
- Legal Safeguards:** The exceptions clause protects the City from duplicative or inappropriate appeals, especially in legal proceedings or where other processes exist.

**Recommendation**

Approve Ordinance 338 and Approve Ordinance 338 Summary Publication

**ORDINANCE NO. 338**  
**CITY OF MAPLE PLAIN**  
**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 1 ADDING  
GENERAL PERMIT FEE AND APPEAL PROCEDURE**

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

**SECTION 1. AMENDMENT.** The Maple Plain City Code Chapter 1 is hereby amended as set forth below to add the following sections:

**Section 1-19. – General fee.**

Whenever in this Code or in any ordinance of the City a permit is required where no specific fee has been established, the fee shall be the general fee provided in the City fee schedule.

**Section 1-20. – Appeal procedure.**

- (a) *Appeals.* The appeal procedure set forth in this section shall be followed as specified by reference in the Code and shall be available to any person directly and adversely affected by the order or decision of, or the imposition of conditions by, a city board, department, officer, or employee where no other procedure is specified in this Code.
- (1) A person wishing to appeal shall file with the City Administrator a written request for a hearing within 14 days from the date of the notice of the activity on which the appeal is based. The request shall specify the order, decision, or condition being appealed, and the date notification was received.
  - (2) The request shall thereupon be scheduled for a hearing at a regularly scheduled or special meeting of the City Council as set by the City Administrator.
  - (3) The City shall, upon receipt of the request, provide written notice of the time and place of the hearing to the requesting party.
  - (4) The person requesting an appeal shall submit to the City Administrator all testimony and evidence which they intend to present to the City Council at least 7 calendar days prior to the scheduled hearing. Any testimony and evidence which has not been submitted to the City Administrator as provided herein shall not be heard or presented at the scheduled hearing.
  - (5) All testimony and evidence submitted by the person appealing and which is offered by the person, board, or department whose action, order, or conditions prompted the appeal shall be included in the published packet for the scheduled City Council meeting.

- (6) The City Council shall hear relevant testimony and receive relevant evidence which has been submitted by the person appealing and that which is offered by the person, board, or department whose action, order, or conditions prompted the appeal. As the trier of fact, the council or its designee shall make the determination of the relevancy of testimony or evidence.
- (7) After considering all such evidence and testimony submitted and the report of the designee, if any, the City Council may order on the record such action as it, in its sole discretion, deems appropriate.
- (b) *Exceptions.* The provisions of this section shall not be available in the following circumstances:
  - (1) Appeals resulting from the commencement of legal proceedings, whether civil or criminal.
  - (2) Where some other appeal procedure is specified in this Code.
  - (3) An appeal from the result of another appeal process set forth in this Code.

**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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

ATTEST:

\_\_\_\_\_  
Jacob Kolander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.

(Ordinance Summary)

**ORDINANCE NO. 338**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 1 ADDING  
GENERAL PERMIT FEE AND APPEAL PROCEDURE**

The above-referenced Ordinance amends Maple Plain City Code Chapter 1 providing a general permit fee where no specific fee has been established and creating a general appeal procedure. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Jacob Schillander, City Administrator



## Executive Summary

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance No. 339 – Amendment to Driveway Design Standards and Fee References
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Ordinance 339 and Ordinance 339 Summary Publication

### Summary:

This ordinance updates and clarifies the City’s driveway design standards and standardizes fee references across multiple code sections. Key changes include:

- **New Definitions:** Adds definitions for *Driveway* and *Parking Facility* to improve clarity and enforcement.
- **Design Standards:** Establishes a five-foot minimum setback for new driveways and curb cuts; requires permits and plan submissions for new, expanded, or reconstructed driveways.
- **Fee Reference Updates:** Replaces outdated language referencing fees set “by resolution” with standardized references to the **City fee schedule**.
- **Application Consistency:** Aligns application procedures and requirements across multiple zoning and permitting sections.

### Ambiguities Addressed

The ordinance resolves several areas of ambiguity in the existing code:

1. **Undefined Terms:**
  - *Driveway* and *Parking Facility* were not previously defined, leading to inconsistent interpretation.
2. **Permit Requirements:**
  - Lack of clarity on when driveway permits were required and what documentation was necessary.
3. **Setback Standards:**
  - No minimum setback from property lines for driveways or curb cuts, risking encroachment and neighbor disputes.
4. **Application Procedures:**

- Inconsistent language across sections regarding what constitutes a complete application and what materials are required.

**Recommendation:**

Approve Ordinance 339 and Ordinance 339 Summary Publication

**ORDINANCE NO. 339**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING  
DRIVEWAY DESIGN STANDARDS AND FEES ESTABLISHED BY FEE SCHEDULE**

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

**SECTION 1. AMENDMENT.** The Maple Plain City Code Section 10-453 is hereby amended as set forth below to add the underlined language as follows:

**Section 10-453. – Definitions**

\*\*\*

*Development* means any manmade change or unimproved real estate, including, but not limited to, buildings and other structures, mining, dredging, filling, grading, paving, excavation, drilling operations, or storage of materials or equipment.

*Driveway* means a path which provides local access to a building and is designed for and used by vehicles.

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*Outdoor storage/storage yards* means an outside area where equipment, vehicles, trailers or material relating to the principal use of the parcel of land is stored. This includes semi-trucks and trailers. The stored items are not for sale or display but are used in the everyday operation of the principal use.

*Parking facility* means an outside area, designed and used for the storage of at least one automobile, which has adequate access to a street or alley.

**SECTION 2. AMENDMENT.** The Maple Plain City Code Section 10-635 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 10-635. – Design standards.**

- (a) All off-street automobile parking facilities shall be designed with appropriate means of vehicular access to a street or alley as well as maneuvering areas. No driveway or curb cuts in any district shall exceed 25 feet in width. All newly constructed driveways or curb cuts shall have a five-foot minimum setback from the property line. A driveway permit is required for all newly constructed, expanded, or reconstructed driveways or curb cuts. An application hereunder shall be filed with the City Administrator upon an official application form. The

application shall be accompanied by a fee established in the City fee schedule and detailed plans and detailed plans shall be submitted to the proper official for approval for all curb cuts or driveway openings before a permit may be obtained therefor.

- (b) Parking areas shall be paved with an asphaltic or concrete surfacing, afford adequate drainage, and shall have bumper guards where needed.
- (c) Parking areas shall be used for parking only and no sales, dead storage, repair work, dismantling, or servicing of any kind shall be permitted in the areas.
- (d) If lighting is provided, it shall be arranged to reflect away from any residences and also from any public street or highway.
- (e) Except in the case of single-family, two-family, and townhouse dwellings, parking areas shall be designed so that circulation between parking bays or aisles occurs within the designated parking lot and does not depend upon a public street.
- (f) All open commercial and industrial off-street parking areas shall not be located in any open space established to separate or buffer the parking area from abutting residential districts.
- ~~(g) — Where parking space cannot be reasonably provided on the same lot with the principal use, the Council may permit the space to be located on other off-street property in a similar or heavier zoning category, located within 500 feet of the permitted use, measured along lines of public access.~~
- ~~(h)~~(g) For any and all use of structures not specifically provided for, the parking spaces as the City Council shall determine to be necessary shall be required, considering all the parking generating factors involved.

**SECTION 3. AMENDMENT.** The Maple Plain City Code Chapter 10 Article 3 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 10-416. – General requirements; definitions.**

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- (h) *Minor subdivision (conveyance by metes and bounds).*

\*\*\*

- (3) *Application requirements.* A request for a minor subdivision shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution of the City Council~~ in the City fee schedule. The application shall also be accompanied



by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully explaining the purpose of the proposal, and including any proposed development and use.

**SECTION 4. AMENDMENT.** The Maple Plain City Code Chapter 10, Article 4 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Section 10-479. – Intent and procedure.**

\*\*\*

- (c) *Application requirements.* A site plan application shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the Planner, fully describing the proposed site plan and improvements, together with a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the City Planner. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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**Section 10-480. – Variance; appeals.**

\*\*\*

- (e) *Application requirements.* A variance and/or appeal application shall be filed with the City Administrator on an official application form provided by the City. The following appeal shall be filed not later than 30 days after the applicant has received a written notice from the Zoning Administrator or the appeal shall be considered void. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the Administrator, fully describing the proposed request. For variances requiring site improvements of any kind, a full set of plans following section 10-479 shall be submitted as part of the review process. The applicant shall also submit a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the Administrator. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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**Section 10-481. – Amendments; rezoning.**

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- (c) *Application requirements.* A text amendment or map rezoning application shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully describing the amendment, together with a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the City Planner. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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**Section 10-482. – Conditional use permits.**

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- (e) *Application requirements.* A request for a conditional use permit shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully explaining the purpose of the proposal, and including any proposed development. For conditional use permits requiring site improvements of any kind, a full set of plans following section 10-479 shall be submitted as part of the review process. The applicant shall also submit a set of mailing labels of all property owners located within 350 feet of the site in a format prescribed by the Planner. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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**Section 10-546. – Planned unit developments.**

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- (d) *Stage review process.*

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- (2) *General plan.* Upon completion of the sketch plan, the applicant may then proceed to a general plan of development for consideration by the Planning Commission and City Council.

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- g *Application requirements.* An application shall be filed with the City Administrator or Planner on an official application form. The application shall be accompanied by a fee established ~~by resolution by the City Council~~ in the City fee schedule. The application shall also be accompanied by detailed written and graphic materials, the number and size as prescribed by the City Planner, fully describing the proposed PUD. A set of mailing labels of all property owners located within 350 feet of the site shall be provided for the public hearing. The application shall be considered as being officially submitted and complete when the applicant has complied with all the specified submittal requirements, as described in this section.

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#### **Section 10-602. – General fencing, screening, landscaping, and storage.**

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##### **(b) *Fencing.***

A ~~zoning fence~~ permit is required for all residential fences within the City. A zoning permit is required for all commercial fences within the City. A building permit and other applicable permits will be required in addition to ~~the~~ a fence/zoning permit for fences greater than six feet in height. An application for a permit hereunder shall be filed with the City Administrator upon an application form furnished by the City. The permit fee shall be in an amount established ~~by City Council resolution~~ in the City fee schedule.

**SECTION 5. 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 \_\_\_\_\_,  
2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

ATTEST:

\_\_\_\_\_  
Jacob Kolander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.

(Ordinance Summary)

**ORDINANCE NO. 339**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING  
DRIVEWAY DESIGN STANDARDS AND FEES ESTABLISHED BY FEE SCHEDULE**

The above-referenced Ordinance amends Maple Plain City Code Chapter 10 providing requirements for driveway and parking facility design, amending the fee procedure for driveway and parking facility applications, minor subdivision applications, site plan applications, variance applications, text amendment or map rezoning applications, conditional use permit applications, planned unit development applications, and fence permit applications. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Jacob Schillander, City Administrator



## Executive Summary

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance No. 340 – Amendment to Chapter 5, Article 3 of the Maple Plain City Code
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b>	Approve Ordinance 340 and Ordinance 340 Summary Publication

### Summary:

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:

- **Clarified Permit Requirements:**
  - Requires 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.
- **Updated Plan Requirements:**
  - Requires submission of a **grading or erosion and sedimentation control plan** consistent with MPCA Best Management Practices.
- **Fee and Escrow Requirements:**
  - Adds a requirement for applicants to pay a **permit fee** as established in the City fee schedule.
  - Introduces a new **financial security (escrow)** provision to ensure completion of approved grading or erosion control work.
- **Corrected Code References:**
  - Updates outdated references to **Chapter 4, Article II** with correct citations to **Chapter 3, Article 2**.
- **Reorganized Sections:**
  - Renumbers and reorganizes sections for better flow and clarity (e.g., Section 5-54 becomes 5-55, etc.).

### Ambiguities Addressed

The ordinance resolves several areas of ambiguity in the previous code:

1. **Unclear Permit Thresholds:**
  - Prior language did not define what constituted “substantial alteration,” making enforcement inconsistent.
2. **Missing Escrow Requirements:**
  - No prior requirement for financial security to ensure completion of grading or erosion control work.
3. **Outdated Code References:**
  - Incorrect citations to other chapters created confusion for applicants and staff.
4. **Fee Language:**
  - Previous language lacked clarity on how fees were determined and where they were documented.
5. **Responsibility for Costs:**
  - Removed vague language about cost responsibility and replaced it with a clear escrow mechanism.

**Recommendation:**

Approve Ordinance 340 and Ordinance 340 Summary Publication

# ORDINANCE NO. 340

## CITY OF MAPLE PLAIN

### AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 5, ARTICLE 3 TO REFER TO APPROPRIATE SECTIONS AND REQUIRE ESCROW

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

**SECTION 1. AMENDMENT.** The Maple Plain City Code Chapter 5 Article 3 is hereby replaced in its entirety as follows:

#### **Section 5-53. – Special use permit required.**

- (a) No person shall, without first obtaining a special use permit, grade, fill, or excavate property within the City which would result in substantial alteration of the existing ground contour or which would change the existing drainage; or which would cause flooding or erosion or which would deprive an adjoining property owner of said property owner's lateral support; or which would remove or destroy present ground cover. Fill shall not alter the contour of the land or the drainage.
- (b) Substantial alteration of the existing ground contour shall be defined as the extraction, grading, or filling of land involving movement of earth and materials in excess of 25 cubic yards or to a height of two or more feet.
- (c) ~~For substantial alterations, a~~ A grading plan, or an erosion and sedimentation control plan consistent with the methods and best management practices described in the Minnesota Pollution Control Agency's Best Management Practices Handbook must be submitted to the Planning Commission for review and approval by the City prior to the issuance of a building or special use permit.
- (d) A special use permit for grading, filling, or excavating shall be limited to a period of six months after issuance, with the possibility for an extension of up to three months.
- (e) All fill shall be "clean fill" as defined in the Uniform Building Code and Chapter 3, Article 2~~chapter 4, article II.~~
- (f) No person shall divert surface water or sump pump discharge from said person's property in such a manner as to cause it to flow onto adjacent property.
- (g) Construction or work within the City that is performed in conjunction with the issuance of a valid building permit shall conform to the requirements of construction as outlined in chapter 4, article II.



- (h) Any person having been found to be in violation of the above provisions shall be required to perform whatever work is necessary to remedy the violation under the direction of the appropriate City staff person.
- (i) The person seeking a permit shall be required to pay a fee in an amount established in the City fee schedule.

~~All costs, including any administration or professional costs required by the City, relating to any of the above provisions, shall be borne by the applicant or the person found to be in violation.~~

**Section 5-54. – Financial securities.**

- (a) An applicant for a permit under this article shall provide security for the performance of the work described and delineated on the approved grading plan or on the approved erosion and sedimentation control plan in an amount deemed necessary by the City given the nature of the site, the work to be done, and the public interest to be protected.
- (b) The form of security shall be a deposit, either with the city or a responsible escrow agent or trust company at the option of the City, of money, negotiable bonds of the kind approved for securing deposits of public monies, or other instruments of credit from one or more financial institutions subject to regulation by the state or federal government where the financial institution pledges funds are on deposit and guaranteed for payment.

**Section 5-5455. – Correction of drainage.**

In residential areas where drainage problems exist, a majority of the affected property owners may petition the City Council for corrective action. Upon receipt of the petition, the City Engineer shall make a survey and prepare a plan and cost estimate and submit it to the Council. If the Council determines that the plan is feasible and necessary, it shall order the project completed and the entire cost, including engineering and administrative costs assessed against the benefitted property in accordance with state statutes and the codes and the regulations of the City.

**Section 5-5556. – Code requirements.**

All new residential construction shall conform to the requirements outlined in this article and shall conform to the requirements of Chapter 3, Article 2~~chapter 4, article ii.~~

**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 \_\_\_\_\_,  
2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

ATTEST:

\_\_\_\_\_  
Jacob Kolander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.

(Ordinance Summary)

**ORDINANCE NO. 340**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 5, ARTICLE 3  
REGARDING EXCAVATIONS**

The above-referenced Ordinance amends Maple Plain City Code Chapter 5, Article 3 providing for a special use permit, a requirement for financial securities, and permits conditions for excavations. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Jacob Schillander, City Administrator



**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance No. 341 – Amendment to Maple Plain City Code Chapter 5, Article 5 for Bulk Waste Storage
<b>PREPARED BY:</b>	Kevin Larson, Assistant City Administrator
<b>RECOMMENDED ACTION: Approve Ordinance 341 and Approve Ordinance 341 Summary Publication</b>	

**Policy**

The City of Maple Plain is committed to protecting public health, safety, and welfare by ensuring the proper placement, use, and regulation of temporary dumpsters. This amendment to Chapter 5 of the City Code establishes clear standards for dumpsters located on both public and residential property, with the goal of minimizing nuisances, traffic hazards, and negative impacts on neighborhoods.

**The proposed ordinance introduces**

The proposed ordinance establishes clearer expectations by defining key terms and outlining a formal permit process for dumpsters placed in the public right-of-way. It also sets time limits for dumpsters on residential property, adds seasonal restrictions to prevent winter-related hazards, and strengthens nuisance enforcement to ensure timely resolution of violations.

**Recommendation**

Approve Ordinance 341 and Approve Ordinance 341 Summary Publication.

ORDINANCE NO. 341

CITY OF MAPLE PLAIN

AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 5

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

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

**PART IV. – BULK WASTE STORAGE**

**Sec. 5-190. Definitions.**

The following words, terms and phrases, when used in this part, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Construction refuse* means and includes waste materials and refuse from construction and demolitions.

*Dumpster* means any portable container used or designated for bulk collection, transportation, or disposal of garbage, construction refuse, industrial refuse, market refuse, rubbish, or waste.

*Garbage* means and includes organic refuse resulting from the preparation of food, and decayed and spoiled food from any source.

*Industrial refuse* means and includes solid waste materials but not putrescible refuse from factories, processing plants, and other manufacturing enterprises.

*Market refuse* means and includes waste materials and refuse from wholesale and retail stores, markets, and enterprises.

*Putrescible matter* and *putrescible waste* mean and include all organic matter without value for immediate use within the City and which is subject to fetid or unhealthful decomposition.

*Rubbish* means and includes inorganic refuse of all kinds, particularly tin cans, glass bottles, glass jars, papers, ashes, sweepings, and other domestic waste of non-putrescible character.

*Waste* and *refuse* mean and include all discarded materials.

**Sec. 5-191. Dumpster requirements — public property.**

- (a) *Generally.* No person shall leave, place, or deposit a dumpster in or upon any street, alley, drive, right-of-way, or other public place without prior written permission from the City.
- (b) *Application Requirements.* An application to place a dumpster in or upon any street, alley, drive, right-of-way, or other public place shall be in writing filed with the City Administrator and shall set forth:

- (1) A description of the street, alley, drive, right-of-way, or other public place where the dumpster is proposed to be left, placed, or deposited;
  - (2) An explanation of why the dumpster is required to be placed on the street, alley, drive, right-of-way, or other public place; and
  - (3) The estimated duration for which the dumpster will remain on the street, alley, drive, right-of-way, or other public place.
- (c) *Approval Criteria.* A written application for placement of a dumpster on any street, alley, drive, right-of-way, or public place shall be analyzed by City staff and written permission shall be granted if it is determined that:
- (1) There is no practical and/or reasonable location for the dumpster to be placed on the applicants private property; and
  - (2) The placement of the dumpster on the street, alley, drive, right-of-way, or other public place will not unreasonably subject the public to harm.
- (d) *Limitations.*
- (1) It is unlawful for any person to leave a dumpster uncovered or unsealed during non-work hours.
  - (2) No dumpster shall be placed on any street, alley, drive, right-of-way, or other public place during the period of November 1 to April 15.
  - (3) No dumpster shall block a public sidewalk or be placed in a location that poses a threat to traffic.
  - (4) It is unlawful for any person to scavenge or otherwise collected waste, refuse, or rubbish from a dumpster placed on any street, alley, drive, right-of-way, or other public place.

**Sec. 5-192. Dumpster requirements — residential property.**

- (a) *Generally.* No person shall leave, place, or deposit a dumpster on any property in a residential zoning district for more than 30-days, except pursuant to a permit issued by the City under this section.
- (b) *Permit Application and Fees.* An application for a permit hereunder shall be filed with the City Administrator upon an application form furnished by the City. The permit fee shall in an amount established by the City fee schedule. A permit shall only be effective for the period in which it is issued and, in no event, shall such permit be issued for a period of greater than 180 days.
- (c) *Limitations.*
- (1) It is unlawful for any person to leave a dumpster uncovered or unsealed during non-work hours.
  - (2) All dumpsters must be placed on the private property for which application was made.

**Sec. 5-193. Violations deemed a public nuisance.**

Any condition caused or permitted to exist in violation of any provisions of this article is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator’s expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of the nuisance may be taken.

**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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

ATTEST:

\_\_\_\_\_  
Jacob Schillander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.

(Ordinance Summary)

**ORDINANCE NO. 341**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE CHAPTER 5  
REGARDING BULK WASTE STORAGE**

The above-referenced Ordinance amends Maple Plain City Code Chapter 5 providing requirements for bulk waste storage and dumpsters. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Jacob Schillander, City Administrator





**Executive Summary**

City Council Business Meeting

<b>AGENDA ITEM-NEW BUSINESS:</b>	Ordinance 342 Chapter 5, Articles 1 & Chapter 6, Article 2 Sec. 28 Code Amendments - Managed Natural Landscapes
<b>PREPARED BY:</b>	Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION:</b> Approve Ordinance 342 and Approve Ordinance 342 Summary Publication	

**Summary**

The City Council reviewed proposed amendments to Chapter 5, Articles 1–3 and Chapter 6, Article 2, Section 28 of the City Code related to managed natural landscapes. These updates aim to support intentional, environmentally friendly landscaping—such as pollinator gardens, rain gardens, and meadow plantings—while ensuring they are properly maintained and do not create nuisances or safety issues. The updated language provides clearer standards for residents and City staff, aligns with state guidance, and addresses prior gaps in the code regarding vegetation height, maintenance, and natural landscape exemptions.

**Overview of Amendments**

The revisions to Chapter 5 introduce clear definitions for managed natural landscapes, native and meadow vegetation, turf grass, pollinator habitats, and other related terms. The amendments also create a no-fee registration process, requiring property owners to submit a site plan, maintenance plan, and species list for any proposed managed natural landscape. Registrations are valid for three years.

The ordinance outlines maintenance expectations, establishes a buffer area near property lines and curbs, and provides inspection and enforcement procedures—including revocation of registration, nuisance declarations, and recovery of city costs for abatement when necessary.

Revisions to Chapter 6 remove outdated native planting language now covered in Chapter 5 and update the nuisance section to reference the new managed natural landscape registration exemption.

## **Communication Strategy**

### **Public Communications**

Publish a summary of the key ordinance updates on the City's website, the Leaflet, Facebook page, and in the Quarterly Newsletter to ensure broad community awareness.

### **Direct Outreach**

Notify property owners who currently maintain natural landscapes about the updated ordinance requirements. Provide a clear explanation of the changes and any new registration expectations.

### **Nuisance Violation Notices**

Include an informational flyer outlining the ordinance changes with all grass-height nuisance notices to help residents understand the updated standards and available exemptions.

### **Recommendation**

Approve Ordinance 342 and Approve Ordinance 342 Summary Publication.

ORDINANCE NO. 342

CITY OF MAPLE PLAIN

AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING MANAGED  
NATURAL LANDSCAPES

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

**SECTION 1. AMENDMENT.** The Maple Plain City Code Chapter 5, Article 1 is hereby replaced in its entirety as follows:

**ARTICLE 1. – IN GENERAL**

**Sec. 5-1. – Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Landscape buffer area* means a 5-foot buffer from the back of any curb and a 3-foot buffer from any side or rear property lines.

*Managed natural landscape* means a planned, intentional, and maintained planting of native or nonnative grasses, wildflowers, forbs, ferns, shrubs, or trees, including but not limited to rain gardens, meadow vegetation, pollinator habitats, and ornamental plants. The term “managed natural landscape” does not include turf grass lawns left unattended for the purpose of returning to a natural state.

*Meadow vegetation* means grasses and flowering broad-leaf plants that are native to, or adapted to, the state of Minnesota, and that are commonly found in meadow and prairie plant communities. The term “meadow vegetation” does not include noxious weeds.

*Native vegetation* means those indigenous trees, shrubs, wildflowers, grasses and other plants that have naturally adapted themselves to the climate and soils of the area but require cultivation and maintenance to remain viable. The term “native vegetation” does not include noxious weeds or turf grass.

*Natural habitat* means a specially uncultivated valued and sensitive habitat whereupon native vegetation or rain gardens exists in a pristine state and provides habitat for a variety of species native to the area, which vegetation shall maintain itself in a stable condition with minimal human intervention.

*Noxious weed* means an annual, biennial, or perennial plant that the commissioner of agriculture designates to be injurious to public health, the environment, public roads, crops, livestock, or other property.

*Ornamental plants* means grasses, perennials, annuals, and groundcovers purposely planted for aesthetic reasons.

*Pollinator habitat* means a managed natural landscape that not only serves as a habitat and food source for pollinators, but also reduce chemical runoff into local waterways and produce food free of potentially harmful pesticides.

*Rain garden* means a native plant garden that is designed not only to aesthetically improve properties, but also to reduce the amount of stormwater and accompanying pollutants from entering streams, lakes, and rivers.

*Turf grass* means grass that is commonly used in regularly cut lawns or play areas, including but not limited to bluegrass, fescue, and rye grass blends.

**Sec. 5-2. – Tree diseases.**

- (a) *Trees constituting nuisance declared.* The following are public nuisances whenever they may be found within the City:
- (1) Any living or standing elm tree or part thereof infected to any degree with the Dutch Elm disease fungus *Ceratocystis Ulmi* (Buisman) Moreau or which harbors any of the elm bark beetles *Scolytus Multistriatus* (Eichh.) or *Hylurgopinus Rufipes* (Marsh);
  - (2) Any dead elm tree or part thereof, including branches, stumps, firewood, or other elm material from which the bark has not been removed and burned or sprayed with an effective elm bark beetle insecticide;
  - (3) Any living or standing oak tree or part thereof infected to any degree with the Oak Wilt fungus *Ceratocystis fagacearum*;
  - (4) Any dead oak tree or part thereof which in the opinion of the designated officer constitutes a hazard, including, but not limited to, logs, branches, stumps, roots, firewood, or other oak material which has not been stripped of its bark and burned or sprayed with an effective fungicide;
  - (5) Any tree, stump, ash firewood or cut logs found to harbor the emerald ash borer; and
  - (6) Any other tree with an epidemic disease or determined as dead or dying by a forestry specialist or designated officer.

- (b) *Abatement of nuisance.* It is unlawful for any person to permit any public nuisance as defined in subsection (a) of this section to remain on any premises the person owns or controls within the City. The nuisance may be abated as provided in this chapter.
- (c) *Record of costs.* The City Administrator shall keep a record of the costs of abatement done under this section for all work done for which assessments are to be made, stating and certifying the description of the land, lots, parcels involved, and the amount chargeable to each.
- (d) *Unpaid charges.* On or before September 1 of each year, the City Administrator shall list the total unpaid charges for each abatement against each separate lot or parcel to which they are attributable under this section. The City Council may then spread the charges or any portion thereof against the property involved as a special assessment as authorized by Minn. Stats. § 429.101, as it may be amended from time to time, and other pertinent statutes for certification to the County Auditor and collection the following year along with the current taxes

**Sec. 5-3. – Managed natural landscapes.**

- (a) *Registration required.* It is a public nuisance for any person to install, permit to be installed, or maintain vegetation constituting a managed natural landscape, except pursuant to a valid managed natural landscape registration with the City under this section. A managed natural landscape registration shall be valid for three years from the date of issuance.
- (b) *Registration application.* An application for registration hereunder shall be filed with the City Administrator upon an application form furnished by the City Administrator or designee and shall contain:
  - (1) A statement of intent and purpose in cultivating native vegetation;
  - (2) A site plan showing lot lines, buildings, location of proposed native vegetation, the property’s legal description, corner visibility requirements, and right-of-way requirements;
  - (3) Latin and common names of the species to be cultivated;
  - (4) Maintenance requirements for the species to be cultivated; and
  - (5) A maintenance plan containing the following:
    - a. The location and mature height of all species;
    - b. Detailed information on the upkeep of each species;

- c. Details of any long-term maintenance required for the native vegetation;  
and
  - d. Details for the elimination of any non-native or invasive vegetation in the managed natural landscape.
- (c) *Buffer required.* No managed natural landscape or vegetation permitted as part of a managed natural landscape shall be placed or encroach upon a landscape buffer area.
- (d) *Registration approval.* The City Administrator or designee shall determine the completeness of the application and shall approve a managed natural landscape registration unless:
- (1) The maintenance plan is incomplete or inconsistent the application requirements;
  - (2) The managed natural landscape contains a plant classified as a noxious weed;
  - (3) The managed natural landscape encroaches upon any public right-of-way or boulevard;
  - (4) The applicant has unresolved City Code violations or administrative citations;  
or
  - (5) The application is inconsistent with any provision of this section.
- (e) *Maintenance plan.* The holder of a managed natural landscape registration issued pursuant to this section shall be responsible for maintaining the vegetation in accordance with the maintenance plan submitted with the permit.
- (f) *Inspection.* The City Administrator or designee may regularly inspect any property holding a managed natural landscape registration for compliance with the maintenance plan on file with the City. For any property not in compliance with the approved maintenance plan, the City Administrator or designee shall give notice to the managed natural landscape registration holder by U.S. mail stating that the property must be brought into compliance with the maintenance plan within 30 days. If the managed natural landscape registration holder fails to bring the property into compliance with the maintenance plan, the City Administrator or designee may:
- (1) Revoke the issued managed natural landscape registration;
  - (2) Declare the property a nuisance;
  - (3) Order the removal of all improperly or unmaintained vegetation;

- (4) Declare the property ineligible for a managed natural landscape registration, unless the property is sold, for a period of one year; or
- (5) Assess the property for all fees and costs associated with inspection and removal of improperly maintained vegetation in accordance with City Code Section 6-33.

**SECTION 2. AMENDMENT.** The Maple Plain City Code Section 6-28 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

**Sec. 6-28. – Specific conditions and acts declared a nuisance.**

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- (3) All noxious weeds, tall grasses, and other rank growths of vegetation which are in violation of state statutes which regulate and/or control growth of weeds and other vegetation and the following:

- a. It shall be the responsibility of all homeowners and landowners to cut grass in excess of eight inches ~~the following height~~ and to maintain real property within the City at or below eight inches of growth. ~~this level of growth:~~

~~1. Residential, developed land: eight inches of growth.~~

~~2. Commercial/industrial, developed areas: eight inches of growth.~~

~~Subsections (3)a.1 and 2 of this section shall not apply to plantings that are of a type and variety of grass or mixture of grass and flowers that promote insects for pollination or are native plantings; provided, however, that none of the plantings are noxious weeds. Native plantings shall be those plants that are plant species that were growing in the state's biomes when European immigrants first arrived in the state.~~

- b. 1. Should the owner fail to cause removal of the weeds, tall grasses, or other rank growths, the City may cause and shall assess the cost of the removal to the property, collectible with taxes through the county.
- 2. Because weeds, tall grasses and other rank growths create an immediate and increasing nuisance, the City is authorized to cause their removal after seven days written notice to the property owner or occupant. If the property is unoccupied, the notice shall be posted at the property for the same period of time.

- c. This subsection shall not apply to a managed natural landscape with a valid managed natural landscape registration issued in accordance with City Code Chapter 5, Article 1.

**SECTION 3. 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 \_\_\_\_\_, 2025.

\_\_\_\_\_  
Julie Maas-Kusske, Mayor

ATTEST:

\_\_\_\_\_  
Jacob Schillander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2025.



(Ordinance Summary)

**ORDINANCE NO. 342**

**CITY OF MAPLE PLAIN**

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING MANAGED  
NATURAL LANDSCAPES**

The above-referenced Ordinance amends Maple Plain City Code Chapter 5 and Section 6-28 by providing requirements for managed natural landscapes within the City. This summary is adopted pursuant to Minn. Stat. § 412.191, Subd. 4.

A printed copy of the entire Ordinance is available for inspection and copying at the Maple Plain City Hall located at 5050 Independence St., Maple Plain, Minnesota, 55359.

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Jacob Schillander, City Administrator