



**AGENDA
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
December 15, 2025
5:30 PM**

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
 - A. Water Agreement With Medina
 - B. Park Improvement Plan
 - C. Ordinance Enforcement
 - D. Ordinance 343- Amending Chapter 6, Article 2 - Nuisance Violation
 - E. Potential Fire Department Consolidation Open House
- 4. COUNCIL REPORTS**
- 5. FUTURE WORKSHOP TOPICS**
 - A. Parking Regulations
 - B. 5 Year CIP/Finance Plan
 - C. Rainbow Park Sewer Improvement
 - D. City Hall Options
 - E. Gateway Boulevard Pedestrian Safety and Crosswalk Modifications
- 6. ADJOURNMENT**



Executive Summary
City Council Workshop

AGENDA ITEM: Water Agreement with Medina
PREPARED BY: Jacob Schillander, City Administrator
RECOMMENDED ACTION: Discussion

Summary:

After further discussion and research, I am proposing the following changes to the contract.

The Development in Medina will provide \$375,000 in Water Access Charges to the City of Maple Plain, I propose that we put \$100,000 towards the installation of meters at the interconnection points, and that Medina covers the remaining amount. This is something that our engineers would quote, bid, and oversee, and be reimbursed by Medina any portion over \$100,000.

We would then split Maintenance of those Meter’s and Interconnection points with Medina with a 50/50 Split.

Doing this is a much better option for Maple Plain, as we do not have to keep track of Leak Detection testing, or auditing of meters, and can ensure accurate water usage.

I would then propose that we bill Medina on a Quarterly basis, and they would still be responsible for sending us their monthly water billing report.



Executive Summary
City Council Workshop

AGENDA ITEM: Park Improvement Plan
PREPARED BY: Mike DeLuca Councilmember Kevin Larson – Asst. City Administrator
RECOMMENDED ACTION: Approval to include the items in the 5-year CIP plan

Summary:

In November, Councilmember DeLuca and Assistant City Administrator Larson met with the Citizen Advisory Panel to review and prioritize the proposed park improvements. The group assigned target years for each item and placed particular emphasis on the planned upgrades to the Rainbow Park hockey rink and the ADA improvements at Veterans Memorial Park. Staff is now seeking formal approval of the prioritized list to support upcoming park improvement efforts. Once approved, the list will be submitted to ABDO for inclusion in the City’s five-year Capital Improvement Plan (CIP).

Exhibits:

- A. Park Improvement Plan with CAP input.

EXHIBIT A

	Item List	est cost	Year to complete
Veterans Memorial Park	Park Safety and ADA Loss Control measures		
	Main parking lot - 115 spaces- handicap space need sign and post for current spots and need 3 additional spots with sign, post, and striping	\$ 415	2028
	Secondary parking lot 1 handicap space	\$ 95	2026
	Playground sign - replace with pictogram sign	\$ 26	2027
	2 Additional ADA picnic tables	\$ 1,298	2028
	Ground-level play components - need a min of 1 additional	\$ 1,000	2027
	ADA child swing safety strap	\$ 50	2026
	Playground fill replacement - pour-in-place (recommended)	\$ 64,650	2027
	Playground fill replacement - loose rubber mulch (alternative option)	\$ 23,900	2027
	Railing on the band shell ADA ramp	\$ 2,000	2026
	Bandshell outlet covers - 2 total	\$ 12	2026
	Bathroom door replacement	\$ 1,316	2027
	Sidewalk around the bandshell - currently not ADA compliant (est 570 sq ft)	\$ 5,700	2026
	Walkway adjusted to prevent driving on grass and the sidewalk (2 fixed Bollards)	\$ 1,400	2026
	Concession stand, Announcer booth and Dugout- Shingles, sofit, Facia	\$ 40,000	2027
	Flag lights	\$ 800	2026
	Paint the concession stand and announcer booth (1,800 sq ft.)	\$ 5,880	2027
	Shade trees (est 5 trees)	\$ 1,500	2026
	Picnic Shelter with bathrooms & kitchenette	\$ 300,000	2026
	Pollinator garden	\$ 1,200	2028
Seal Coating for walkways	\$ 1,472	At next Rd construction	
More benches around the playgrounds (2X)	\$ 6,000	2027	
Total		\$ 434,814	

	Item List	est cost	Year to complete
Rainbow Park	Park Safety and ADA Loss Control measures		
	Replacement of the infant swings (higher priority)	\$ 3,200	2027
	Replace the playstructure	\$ 81,700	2027
	Ground-level play components - need a min of 1 additional	\$ 1,000	2027
	Circle parking lot - needs 1 handicap parking spot - sign, post, and striping	\$ 95	2026
	Playground sign - replace with pictogram sign	\$ 26	2027
	1 Additional ADA picnic tables	\$ 649	2028
	Playground fill replacement - pour-in-place (recommended)	\$ 99,300	2027
	Playground fill replacement - loose rubber mulch (alternative option)	\$ 36,431	2027
	Paint teeter totter (scrape and paint)	\$ 400	2026
	Park shelter GFCI outlets - need to upgrade two	\$ 360	2026
	Bathrooms ramp to get into the doors	\$ 150	2026
	Bathrooms handrails	\$ 230	2026
	Alternate solution - rent an ADA portable bathroom (annual cost)	\$ 1,500	2026
	Ice rink maintenance - replacement of fiber boards	\$ 40,000	2029
	Ice rink maintenance - Level the ground	\$ 10,125	2029
	Flag lights	\$ 800	2026
	Pickleball courts - convert one of the tennis courts to a pickle ball court	\$ 6,500	2029
	Resurface of tennis/pickle ball court	\$ 5,000	2029
	Restore the gravel walkways to grass	\$ 11,667	2028
Seal Coating for walkways	\$ 9,476	At next Rd construction	
Total		\$ 270,678	

	Item List	est cost	Year to complete
Bryantwood Park	Park Safety and ADA Loss Control measures		
	Playground fill replacement - pour-in-place (recommended)	\$ 78,630	2027
	Playground fill replacement - loose rubber mulch (alternative option)	\$ 28,946	2027
	Street handicap parking - 1 at each entrance	\$ 190	2028
	Playground sign - with pictogram sign 1 for each structure (3)	\$ 78	2026
	1 Additional ADA picnic tables	\$ 649	2028
	Replace the stainless steel playstructure	\$ 61,700	2026
	Replacement of the infant swings (higher priority) and address the exit zones	\$ 3,200	2027
	ADA child swing safety strap	\$ 50	2026
	Concrete pad and 1 Additional ADA picnic tables (outside of play area)	\$ 2,189	2027
	Replace railroad ties with cement around the playgrounds with accessibility access point and expand the exit zone for the slide	\$ 24,900	2027
	More shade trees around the playground (est 10 trees)	\$ 3,000	2026
	More benches around the playgrounds (2X)	\$ 6,000	2026
	Seal Coating for walkways	\$ 2,352	At next Rd construction
Total \$		182,938	

	Item List	est cost	Year to complete
Pioneer Park	Convert to a dog park (est 9k sq. ft) or a drive through business	\$ 21,500	2031
	Seal Coating for walkways	\$ 2,548	At next Rd construction
Total \$		24,048	

	Item List	est cost	Year to complete
Tot Lot	Park Safety and ADA Loss Control measures		
	Ground-level play components - need a min of 1 additional	\$ 1,000	2031
	Street handicap parking - 1 spot	\$ 95	2031
	Playground sign - replace with pictogram sign	\$ 26	2031
	Playground fill replacement - pour-in-place (recommended)	\$ 27,600	2031
	Playground fill replacement - loose rubber mulch (alternative option)	\$ 10,981	2031
	Move the trash bin to a cement slab	\$ 200	2026
Total \$		28,921	

note: all alternative options are not included in the totals for each park



Executive Summary
City Council Workshop

AGENDA ITEM: Ordinance Enforcement
PREPARED BY: Jacob Schillander, City Administrator
RECOMMENDED ACTION: Discussion

Summary:

The City of Maple Plain has historically operated under a complaint-based model for ordinance enforcement. However, staff have observed inconsistencies in how this model is applied. While Council has affirmed the complaint-based approach, staff are frequently asked to investigate specific violations or conduct proactive patrols to identify issues. This has led to confusion about expectations and enforcement priorities.

Staff respectfully request clear Council direction on the following:

- Are we complaint-based for all ordinances, or only certain types?
- Should we identify specific ordinances (e.g., public nuisances, property maintenance) where proactive enforcement is expected?
- Should informal Council requests be treated as valid complaints, or should all complaints be submitted through formal channels?

To ensure fairness and transparency, staff recommend that all complaints be submitted via the City’s official complaint form, either in person or through the Baseline online tool, expected to launch by year-end. This formal process protects staff and the City from allegations of selective enforcement and ensures consistent documentation.

Public vs. Private Nuisances:

As enforcement requests increase, staff also seek Council guidance on distinguishing between Public Nuisances and Private Nuisances, as this affects both enforcement authority and legal responsibility.

Public Nuisance: Defined under Minn. Stat. § 609.74 and Maple Plain City Code (Sec. 6-31), a public

nuisance is a condition or activity that unreasonably interferes with the health, safety, peace, or comfort of the general public. Examples include:

- Accumulation of garbage or hazardous materials
- Obstructed sidewalks or public rights-of-way
- Excessive noise affecting multiple properties
- Uncontrolled weeds or vermin that pose a public health risk

These are enforceable by the City under its police powers and are typically addressed through ordinance citations or abatement procedures.

Private Nuisance: A condition that interferes with the use or enjoyment of a specific individual's property, but does not rise to the level of a public concern. Examples include:

- A neighbor's bright security light shining into a bedroom
- Disputes over fence placement or minor drainage issues
- Tree branches overhanging a private yard

These are generally civil matters between property owners and are not enforceable by the City unless they also constitute a public nuisance.

Clarifying this distinction will help staff respond appropriately to complaints and avoid overreach into private disputes.

Legal Context: Proactive vs. Complaint-Based Enforcement

Minnesota law does not mandate that cities use either a proactive or complaint-based approach to ordinance enforcement. Instead, cities have discretion to choose enforcement strategies that best suit their community needs, provided they are applied consistently and without discrimination.

The League of Minnesota Cities (LMC) recommends that cities:

- Clearly define their enforcement model (complaint-based, proactive, or hybrid)
- Apply enforcement uniformly to avoid claims of selective enforcement or bias
- Document all enforcement actions thoroughly, especially when initiated without a formal complaint

Proactive enforcement can be beneficial for addressing public health and safety concerns, but it must be balanced with resource constraints and legal risks. Complaint-based enforcement is often preferred for private disputes, less visible or subjective violations, or where enforcement could be perceived as targeting individuals.

Recommendations:

Staff recommend Council provide clear direction on:

1. Which ordinances should be enforced proactively.
2. Whether informal Council requests constitute valid complaints.
3. Adoption of a formal complaint submission process for all violations.
4. Clarification of public vs. private nuisance enforcement responsibilities.



Executive Summary

City Council Workshop

AGENDA ITEM:	Ordinance 343- Amending Chapter 6, Article 2 - Nuisance Violation
PREPARED BY:	Kevin Larson, Assistant City Administrator
RECOMMENDED ACTION: Discussion	

Background:

After this past summer, it became apparent that part of the City code for nuisances (chapter 6 article 2) could be amended for clarity both for residents and staff. Currently, City code does not fully define the steps, timelines, or administrative responsibilities. This can lead to procedural inconsistencies, unclear expectations for property owners, and limited documentation for Council review. Additionally, the code does not specify how repeat violations are handled, how unpaid abatement costs are applied to property taxes, or the appeals process.

Reasons for the potential changes

1. Clarity and consistency.
2. Accountability and transparency
3. Efficient enforcement and cost recovery
4. Escalation and chronic nuisance management

Proposed alterations

Updated and Expanded Definitions (Sec. 6-27)

The ordinance updates the definition of “noxious weed” to align with plants designated by the Minnesota Commissioner of Agriculture as harmful to public health, the environment, infrastructure, or property.

Defining the City Administrator’s Actions in Enforcement (Sec. 6-31)

The ordinance requires staff to investigate any written nuisance complaint within ten business days and to issue a compliance order if a nuisance is confirmed. If the order is not followed, the matter must be forwarded to the City Council for appropriate action. It also clarifies that nuisance determinations may be appealed under the procedures outlined in Section 1-20.

Abatement of nuisance by City Council. (Sec. 6-33)

Removes the verbiage of the recovery of costs. This will be addressed in Sec. 6-36.

Repeated Nuisance Violations (Sec. 6-35)

The City Code does not currently include a repeat nuisance offender provision. The ordinance establishes a Repeat Nuisance Service Call program to address properties that require multiple nuisance-related responses. After three nuisance service calls within a 24-month period, any additional responses are considered repeat calls and are subject to a fee set in the City's fee schedule. The program is designed to reduce the strain on limited City resources and ensure that the added costs of repeated enforcement are borne by the responsible property owner or occupant. The ordinance outlines key definitions, fee authority, and billing and collection procedures, including interest on delinquent invoices and the option to assess unpaid charges to property taxes. It also confirms that the City retains all other legal remedies available for nuisance enforcement.

Staff recommends setting the fee for repeat nuisance violations at twice the amount of the corresponding subsequent violation fee listed in the City's fee schedule.

Recovery of Costs (Sec. 6-36)

Currently costs may be assessed as a special assessment (Sec. 6-33). Sec. 6-36 offer alternative section that provides an explicit description regarding fees and the recovery of costs. This ordinance clarifies that property owners, or individuals responsible for creating a nuisance, are personally liable for the full cost of abatement, including administrative expenses. Once the City completes the work, a bill is issued and immediately due. If the charges remain unpaid, and the nuisance falls within statutory categories such as health or safety hazards, sidewalk snow and ice, weed overgrowth, or hazardous trees, the City may assess the costs to the property following required notice and hearing procedures. These assessments may be certified to Hennepin County for collection with property taxes.

Council Direction

Staff is looking for Council to consider amending code with these adjustments. Amending these changes to the City's nuisance enforcement framework could reinforce the City's commitment to fair, transparent, and consistent code enforcement. These updates could strengthen the City's ability to recover costs, manage repeat violations, and maintain high community standards for health, safety, and property maintenance.

Exhibits

- A. Ordinance No. 343 Amending City Code Chapter 6, Article 2 Nuisance Violation

ORDINANCE NO. 343

CITY OF MAPLE PLAIN

**AN ORDINANCE AMENDING MAPLE PLAIN CITY CODE REGARDING
NUISANCE PROCEDURES**

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

SECTION 1. AMENDMENT. The Maple Plain City Code Chapter 6, Article 2 is hereby amended as set forth below to delete the text in ~~strike through~~ and to add the underlined language as follows:

Sec. 6-27. – 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:

Abandoned property means deteriorated, wrecked, or derelict property in unusable condition, which has no apparent value other than nominal scrap or junk value, if any, and which has been left unprotected from the elements, and shall include machinery, refrigerators, washing machines, plumbing fixtures, furniture, cut trees, branches, building materials, general rubbish, tools, benches, deteriorated, wrecked, inoperative or partially dismantled motor vehicles, trailers, or boats, abandoned vehicles, or any other similar articles in the condition.

Approved driveway means an off-street area of asphaltic, concrete, or gravel surfacing which provides access to required off-street parking areas.

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.

Private premises means any premises for which ownership is not within the category described as public premises, and shall include, but not be limited to, that property on which the owner has a place of business or residence.

Sec. 6-31. – Enforcement.

- (a) The City Administrator or the administrator's officer as designated by the City Council and all law enforcement officers employed or contracted by the City shall enforce the provisions of this article relating to nuisances. Such officers shall have the power to inspect private premises and take all reasonable precautions to prevent the commission and maintenance of public nuisances.

- (b) Whenever, in the judgment of the Officer charged with enforcement, it is determined upon investigation that a public nuisance is being maintained or exists within the City, the Officer shall notify by issuing a compliance order to the person committing and maintaining the public nuisance and require said person to terminate and abate the nuisance and to remove the conditions or remedy the defects. The written notice shall be served on the person committing or maintaining the nuisance in person or by registered mail. If the premises are not occupied and the address of the owner is unknown, service on the owner may be had by posting the compliance order on the premises. The compliance order shall require the owner or occupant of the premises, or both, to take reasonable steps within a reasonable time to abate and remove the nuisance, the steps and time to be designated in the notice, but the maximum time for removal of the nuisance after service of the compliance order shall not in any event exceed 30 days. Service of notice may be proved by filing an affidavit of service in the office of the City Administrator setting forth the manner and time thereof. When a compliance order so given is not complied with, the noncompliance shall be reported forthwith to the City Council for the action as may be necessary and deemed advisable in the name of the City to abate and enjoin the further continuation of the nuisance.
- (c) Whenever a written complaint is submitted to the City upon a complaint form furnished by the City, the Officer charged with enforcement shall investigate the complaint within five (5) business days. Whenever, in the judgment of the Officer charged with enforcement, it is determined that a nuisance is being maintained or exists within the City, the Officer shall issue a compliance order to the person committing and maintaining the public nuisance in the manner provided in subpart (b) of this section. When a compliance order so given is not complied with, the noncompliance shall be reported forthwith to the City Council for the action as may be necessary and deemed advisable in the name of the City to abate and enjoin the further continuation of the nuisance.
- (d) A determination that a public nuisance is being maintained or exists within the City may be appealed in the manner and timeframe provided in section 1-20.

Sec. 6-33. – Abatement of nuisance by City Council.

Without affecting any other penalty provision of this article, if, after the service of notice, the person served fails to abate the nuisance or make the necessary repairs, alterations, or changes in accordance with the directions of the compliance order within a reasonable time to be determined by the City Council, the nuisance may be abated at the expense of the City and the City shall recover the expenditure, including all reasonable costs incurred. ~~The cost of the remedy shall be a lien against the subject real estate and may be levied and collected as a special assessment in the manner provided by Minn. Stats. ch. 429, as it may be amended from time to time, but the assessment shall be payable in a single installment.~~

Sec. 6.35. – Repeat nuisance calls.

- (a) Purpose and intent. The City Council finds that the City has limited staff and resources and that repeated service responses to the same property for nuisance service calls present a burden to the community by limiting the availability of law enforcement or public services to other residents of the City. It is the intent of the City to impose and collect repeat service call fees as authorized by Minn. Stat. §§ 366.011 and 415.01 from the person committing and maintaining the public nuisance. The repeat service call fee is intended to cover that cost over and above the cost of providing normal law or code enforcement services and police protection city wide.
- (b) Applicability. This section shall apply to all owners and occupants of private property that is the subject, or location of, a repeat service call.
- (c) 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:

Nuisance service call means a public officer response to a verified incident of any public nuisance as declared in this chapter.

Public officer means a law enforcement officer, City Building Inspector, City Administrator, or other officer designated by the City Council and charged with enforcement.

Public officer response means a public officer responding to a claim of nuisance on the property.

Repeat service call means each nuisance service call after three or more nuisance service calls where the responses occurred within a 24-month time period on the same private property

- (d) Fee imposed. The owner or occupant of private property that is subject to a repeat service call shall pay a fee in an amount established in the City fee schedule.
- (e) Invoice, delinquency, and collection.
- (1) Hennepin Public Safety shall maintain records in connection with service calls and shall forward the records to the City Administrator.
 - (2) The City Administrator shall be responsible for the collection of accounts due and owing for each service call. The City Administrator shall invoice each owner or occupant of private property that is subject to a repeat service call fee imposed under this section at least quarterly. Payment of a repeat service call fee is due within 30 days of the invoice date. Fees that remain unpaid 30

days after the invoice date shall be considered delinquent and accrue interest at a rate of eight percent per annum.

(3) Unpaid delinquent amounts not paid by September 1 may be certified to Hennepin County for collection as a service charge as provided for in Minn. Stat. § 366.012.

(f) Appeal. A property owner or occupant may appeal any repeat service call fee imposed in the manner and timeframe provided in section 1-20.

(g) Legal remedies nonexclusive. Nothing in this section shall be construed to limit the City's available legal remedies for any violation of law which may constitute a nuisance service call hereunder, including criminal civil, administrative, injunctive, or other remedy.

Sec. 6-36. – Recovery of cost.

(a) Personal liability. The owner of any property on which a nuisance has been abated by the City, or a person who has caused a public nuisance on property not owned by that person, shall be personally liable for the cost to the city of the abatement, including administrative costs. As soon as the work has been completed and the cost is determined, the city clerk or other city official shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the city clerk.

(b) Assessment. After notice and hearing as provided in Minn. Stat. § 429.061, as it may be amended from time to time, if the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds on private property or outside the traveled portion of streets, or unsound or insect-infected trees, the city clerk shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minn. Stat. § 429.101 against each separate lot or parcel to which the charges are attributable. The City Council may then spread the charges against the property under that statute and any other pertinent statutes for certification to the county auditor and collection along with current taxes the following year or in annual installments, not exceeding ten (10), as the City Council may determine in each case.

Sec. 6-3537—6.56. - Reserved

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.



Executive Summary
City Council Workshop

AGENDA ITEM: Potential Fire Department Consolidation Open House
PREPARED BY: Jacob Schillander, City Administrator
RECOMMENDED ACTION: Discussion

Summary:

I would like to Discuss with Council as to whether or not we would like to do an End of the Maple Plain Fire Department open house.