



AGENDA
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
September 22, 2025
5:30 PM

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
 - A. Fire Department Management
 - B. Fire Department Wage Increase
 - C. Green Step Cities
- 4. COUNCIL REPORTS AND OTHER BUSINESS**
- 5. FUTURE WORKSHOP TOPICS**
 - A. Park Improvement Plan
 - B. Code of Conduct
 - C. Parking Regulations
 - D. City Hall Building
 - E. Water Study
- 6. ADJOURNMENT**



Executive Summary
City Council Workshop

AGENDA ITEM:	Fire Department Management Transition – Q4 2025
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION:	Discussion & Decision

Summary:

In preparation for the full consolidation of fire services under the West Suburban Fire District effective January 1, 2026, I recommend that the City of Maple Plain initiate a transitional management structure for the Maple Plain Fire Department beginning October 1, 2025. Under this proposed model, Chief Jeff Leuer, Fire Chief of the West Suburban Fire District, will assume operational management responsibilities for the Maple Plain Fire Department. Chief Leuer will report directly to me, maintaining the same administrative oversight structure currently in place with Chief Denneson. This approach aligns with the draft organizational model provided by the West Suburban Fire District and ensures continuity, accountability, and strategic alignment during the final quarter of 2025.

Key benefits of this transition include:

- Streamlined leadership under the consolidated command structure.
- Improved coordination across all three stations (Loretto, Hamel, and Maple Plain).
- Early integration of Maple Plain personnel and resources into West Suburban’s operational framework.
- Enhanced readiness for full consolidation on January 1, 2026.

This interim arrangement will also allow Chief Leuer to begin implementing district-wide standards for training, equipment, and emergency response, while maintaining local responsiveness and oversight through my office.

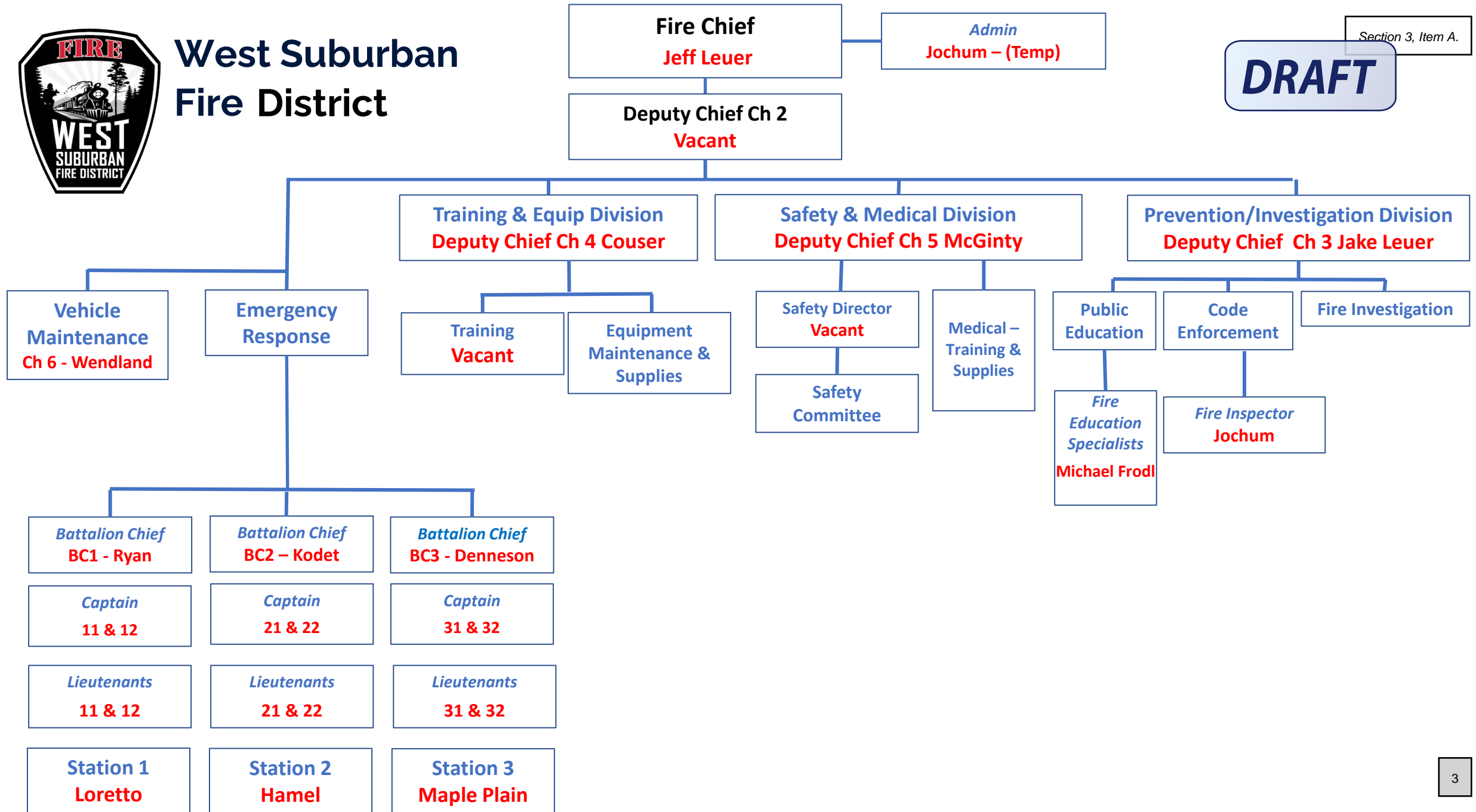
I recommend Council approval of this transitional management structure to support a smooth and effective consolidation process.



West Suburban Fire District

Section 3, Item A.

DRAFT





Executive Summary
City Council Workshop

AGENDA ITEM-NEW BUSINESS: Fire Department Wage Increase Request	
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION: Approve the request to increase Fire Department Wages by \$1.50 beginning October 1, 2025	

Summary

I have reviewed the September 17, 2025, memo from Fire Chief Rick Denneson regarding a proposed hourly wage increase for Maple Plain firefighters. The request seeks to raise firefighter pay from \$14.50 to \$16.00 per hour for the fourth quarter of 2025, beginning October 1.

This adjustment aligns Maple Plain’s compensation with that of the West Suburban Fire District, supporting the Council’s directive for both departments to begin joint operations ahead of the January 1, 2026, consolidation. Equal pay for firefighters working side-by-side on calls, training, and public events is a reasonable and necessary step toward a seamless transition.

I have had the opportunity to speak with Chief Luer of the West Suburban Fire District, and he agrees that this pay adjustment will help facilitate a smoother integration between the departments.

The estimated financial impact is approximately \$2,500 for the quarter, based on average hours worked. This increase will not affect officer stipends and is expected to positively influence morale and will help with a seamless transition.

I find the Fire Chief’s request to be reasonable and support the proposed hourly wage increase and recommend Council approval effective October 1, 2025.



MAPLE PLAIN

FIRE DEPARTMENT

1645 Pioneer Avenue
Maple Plain, MN 55359
Section 3, Item B.

(763) 479-0520

mpfirechief@mapleplainmn.gov

Mapleplainmn.gov

MPFD MEMO

Date: September 17th, 2025

To: Jacob Kolander, City Administrator

From: Fire Chief Rick Denneson

RE: Non-budgeted pay increase request

This is a memo requesting consideration for an hourly wage increase for fire fighters of the Maple Plain Fire Department. On August 21st, at a joint council meeting, both cities committed to the continuance of the consolidation of the Maple Plain Fire Department with the West Suburban Fire District and did so with adoption of resolutions.

During that meeting, councils asked that the two departments begin working together now and not wait until January 1st. Working together more on calls, training, public events and activities. This would help with a smooth transition, hopefully seamless by January 1st.

There currently is a slight disparity of per hour pay between the fire fighters in each department with Maple Plain paying \$14.50 per hour for calls and training and West Suburban paying \$16.00 per hour for calls and training for fire fighters. I am asking for a non-budgeted \$1.50 per hour increase for our firefighters starting October 1st for the last quarter of the year.

This pay increase will bring us up to equal pay with the others that they are working alongside at the same training, emergency call or public events that we are asked to be at. This will have a large impact on morale and appreciation for the work that they are doing.

Financially, it will have an estimated \$2,500.00 impact on our payroll. We are paying an average of 1600 hours of salary per quarter. Our calls in quarters 2 and 3 have been trending down and are lower than our average last year, which was our highest year ever for hours. Quarter 1 salary was \$26,071 and Quarter 2 was \$20,290 for an average of \$23, 181. If we increase our pay to \$16.00 per hour, using the average hours, we would be at \$25,600 estimated salary or a difference of \$2,419.00. This will not have any effect on our current officer's stipend pay.

I am requesting an increase in fire fighter pay for the 4th quarter to go from \$14.50 per hour to \$16.00 per hour. Thank you for your consideration.



Executive Summary

City Council Workshop

AGENDA ITEM: Green Step Cities

PREPARED BY: Rochelle Arvizo, Council Member

RECOMMENDED ACTION: Discussion & Decision

Summary: Embracing a sustainable future through GreenStep Cities

This executive summary provides an overview of the Minnesota GreenStep Cities program and its potential benefits for our city, to inform our upcoming city council workshop. The GreenStep Cities program is a voluntary and free initiative that focuses on continuous improvement, assistance, and recognition for cities striving to achieve their sustainability and quality-of-life goals. It is managed through a public-private partnership and offers a flexible framework of 29 best practices tailored to the diverse needs of cities across Minnesota.

Key program highlights

- **Continuous Improvement:** GreenStep is a structured pathway for cities to progress toward greater sustainability and resilience.
- **Cost Savings and Efficiency:** It enables cities to implement cost-effective measures that reduce energy use, decrease their carbon footprint, and enhance overall resource efficiency.
- **Tailored to Minnesota:** The program is specifically designed for cities in Minnesota, providing a wealth of information and resources that cater to the state's unique needs.
- **Flexibility and Local Control:** Cities maintain complete control over which of the optional best practices to implement, ensuring alignment with local priorities.
- **Knowledge Sharing and Networking:** Access to over 4,000 reports from other participating cities facilitates learning and collaboration, according to [GreenStep Cities](#).

- **Funding and Technical Assistance:** GreenStep Cities often gain access to special funding and technical support opportunities.
- **Community Engagement:** It provides opportunities for businesses, institutions, and community members to participate in and contribute to local sustainability efforts actively.
- **Public Recognition:** The program offers public recognition for cities making strides towards sustainability, including awards and showcasing their accomplishments on the GreenStep website.

The path to becoming a GreenStep City:

Formal participation starts when a city council adopts a resolution expressing its intent to engage with the program. The program encourages the appointment of a GreenStep Coordinator to help facilitate implementation. Many cities achieve success by establishing a dedicated committee or by utilizing existing commissions to oversee the process.

Why GreenStep now?

Embracing GreenStep Cities demonstrates our commitment to responsible resource management, promoting a healthy environment, and improving the quality of life for our residents. By participating in this program, we can enhance our city's sustainability efforts, achieve cost savings, and access a supportive network of resources and expertise. This workshop offers an excellent opportunity to explore how our city can utilize GreenStep Cities to address its specific needs and accelerate its sustainability journey.



Overview

The Steps - click on each to learn more:



Step 1

Build community interest; have program staff visit your community; join GreenStep by adopting a council resolution.



Step 2

Post brief info on this website about what you've already done; be recognized for implementing between 4 & 8 best practices.



Step 3

Implement at your own pace an additional 4 – 8 best practices; complete a handful of high-impact best practice actions (ask us for help).



Step 4

Measure and report on between 7 and 15 community performance metrics.

**Step 5***Section 3, Item C.*

Show improvement in community performance metrics.

Becoming a GreenStep City

Of Minnesota's 854 cities, approximately 500 are under 1,000 in population, about 83% are under 5,000 in population, and roughly 35 have a population over 25,000. With such a diversity of cities, no one process will fit all cities in organizing work to become a GreenStep City and to progress through the recognition steps. Depending on your city, work may start mostly at the city staff, citizen commission or city council level and fit well into existing plans and efforts, moving later to incorporate and leverage work efforts by civic organizations. Or the impetus for implementing GreenStep best practices may start with a civic group and be mostly done by community members and community organizations, with the city council in a supportive and active role as needed. In either case, city councils are in control of formal participation in this voluntary, continuous improvement program and choose which of the many optional GreenStep actions are a good fit for the unique history and culture of their city.

- Step 1: use a sample resolution
- GreenStep recognition steps 2 and 3
- City performance metrics steps 4 and 5