



**AGENDA  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
May 26, 2026  
5:30 PM**

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- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
  - A. Ordinance 343 Amending City Code Chapter 6, Article 2 Nuisance Violation and Administrative Policy - Nuisance Code Enforcement
  - B. Administrative Communications Policy
- 4. COUNCIL REPORTS**
- 5. FUTURE WORKSHOP TOPICS**
  - A. City Council Salaries
  - B. 5 Year Finance CIP
  - C. 2027 Budget
- 6. ADJOURNMENT**



## Executive Summary

### City Council Workshop

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

#### Background:

The suggested revisions to City for nuisances (chapter 6 article 2) further define the steps, timelines, or administrative responsibilities. Leading to procedural consistencies, clear expectations for property owners, define how repeat nuisance violations are handled, and provide details on abatement cost recovery.

#### Reasons for the potential changes

1. Clarity and consistency.
2. Accountability and transparency
3. Efficient enforcement and cost recovery

#### Follow-up questions/answers from the previous workshop.

- Can City staff abate a nuisance within a 14-day period?
  - Allowing City staff to abate a nuisance within 14 days without the Council's approval is not allowed.
- Can City staff abate a nuisance without going to the Council?
  - Unless there is an immediate (dangerous) nuisance that requires immediate abatement (open walls, downed power lines or fallen trees), staff cannot abate without it going before the Council.
- After the Council rules to abate a nuisance, can City staff enter private property?
  - City staff cannot enter a property, even to abate, without the property owners' consent or a warrant is an unreasonable search and seizure prohibited by the Constitution. The exception is if the nuisance is in plain sight.
- Is it legal to increase the rate for repeat offenders?

- Increasing the rate for repeat offenders is not allowed. This would create undue hardship.
- Can the City charge for inspections for a nuisance violation?
  - Charging a fee for inspections is not allowed for nuisance violations. The city can only charge an inspection fee if it is municipal housing maintenance code violations.
- Can the City assess owners for nuisance violations?
  - Assessments for nuisance violations are not allowed. Nuisance violations can only be collected in the form of administrative citation. The cost to abate the nuisance violation is allowed.

### **Proposed alterations summaries**

#### **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 (10) business days and to issue a compliance order if a nuisance is confirmed. If the order is not followed, the matter must be sent to the City Council for proper action. It also clarifies that nuisance determinations may be appealed under the procedures outlined in Section 1-21.

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

(a) Assigns a process for the abatement procedure.

1. Hearing
2. After compliance is ordered, allows for the residents to abate in a reasonable time
3. Defines injunctive relief to abate the nuisance

Also, removes the verbiage of the recovery of costs. This will be addressed in Sec. 6-36.

(b) defines the conditions that allow the City to deviate from the standard abatement procedures and defines the Cities actions following a summary abatement.

#### **Immediate hazard abatement (Sec. 6-34)**

Defines the City’s action after an immediate hazard abatement.

#### **Recovery of Costs (Sec. 6-35)**

(a) This addition defines the personal liability of the property owner for public nuisances and defines the actions of the City.

(b) defines that a public health or safety hazard recovery costs can be assessed on the following Council’s determination.

## **Administrative Policy: Nuisance Code Enforcement**

**Reasons for the policy.** City staff created this policy to provide standardized enforcement procedures that protect public health, safety, and welfare while improving consistency, transparency, and legal compliance in nuisance enforcement activities. The policy also clarifies staff authority, resident rights, and administrative procedures to help reduce confusion and support effective code enforcement operations.

### **Purpose**

The Administrative Policy for Nuisance Code Enforcement establishes a clear and consistent process for identifying, investigating, and enforcing nuisance violations within the City of Maple Plain. The policy outlines enforcement responsibilities, complaint procedures, compliance timelines, appeal rights, special nuisance procedures, abatement authority, cost recovery processes, and documentation requirements. It is intended to ensure nuisance enforcement is administered fairly, efficiently, and in compliance with City Code and applicable Minnesota law.

### **Council Direction**

Staff is looking for Council to consider amending code with these adjustments and approving the administrative policy. 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, and support high community standards for health, safety, and property maintenance.

### **Exhibits**

- A. Ordinance No. 343 Amending City Code Chapter 6, Article 2 Nuisance Violation
- B. Administrative Policy: Nuisance Code Enforcement

**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 ten (10) business days.
- (d) A compliance order issued under this section may be appealed in the manner and timeframe provided in section 1-21.

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

Unless otherwise provided for in this article and without affecting any other penalty provision contained herein, if the person served fails to abate the nuisance or make the necessary repairs, alterations, or changes in accordance with the compliance order, the nuisance shall be brought before the City Council for a hearing. Written notice of the time, date, place and subject of the hearing shall be served on the owner or occupant of the property either in person or by certified or registered mail. The City Council may, after notice to the owner or occupant and an opportunity to be heard, determine that the condition identified in the compliance order is a nuisance and further order that, if the nuisance is not removed, destroyed, or disposed of within a reasonable time to be determined by the City Council, the City may seek injunctive relief, obtain an administrative search warrant, obtain the consent of the property owner to abate the nuisance, or take any other action permitted by law to abate the nuisance at the expense of the City and the City shall recover the expenditure, including all reasonable costs incurred.

#### **Sec. 6-34. – Immediate hazard abatement.**

Without need for prior notice, if in the opinion of the official charged with the enforcement of this Code the nuisance complained of constitutes an immediate hazard, one that is a threat to the life, health, safety, or welfare of any person or property, the Officer shall, in addition to compliance with the other provisions of this Code, abate the hazardous conditions by whatever means said officer deems proper taking into consideration the nature and extent of the hazardous condition involved.

Following any immediate hazard abatement and as soon as the costs incurred are known, the Officer charged with enforcement shall serve written notice upon the person committing or maintaining the nuisance. The notice shall contain a description of the nuisance, the action taken by the City to abate the nuisance, the reasons for summary abatement, the costs incurred in abating the nuisance, and a statement informing said person that it may appeal the decision in the manner and timeframe provided in section 1-21.

**Sec. 6-35. – 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. 6-3536—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 \_\_\_\_\_, 2026.

\_\_\_\_\_  
Julie M. Maas-Kusske,

Mayor

ATTEST:

\_\_\_\_\_  
Jacob W. Schillander, City Administrator

Published in the \_\_\_\_\_ on \_\_\_\_\_, 2026.

# City of Maple Plain

## Administrative Policy: Nuisance Code Enforcement

05/26/26

### 1. Purpose

The purpose of this policy is to establish a clear, consistent, and legally compliant process for enforcing nuisance violations within the City of Maple Plain. This policy ensures enforcement aligns with Chapter 6, Article 2 of City Code, Ordinance No. 343, and applicable special nuisance procedures, while protecting public health, safety, and welfare.

### 2. Authority and Responsibility

The City Administrator, designated code enforcement officers, and contracted or employed law enforcement officers are responsible for enforcing nuisance regulations. These officials are authorized to inspect properties, investigate complaints, and initiate enforcement actions.

### 3. Definition of Public Nuisance

A public nuisance is a thing, act, or use of property that:

- Annoys, injures, or endangers the health, safety, comfort, or repose of the public;
- Offends public decency;
- Unlawfully interferes with the use of or obstructs or tends to obstruct or render dangerous for passage a public water, park, square, street, alley, or highway;
- Depreciates the value of the property of the inhabitants of the City or of a considerable number thereof; or
- In any way renders the inhabitants of the city or a considerable number thereof insecure in life or in use of property.

A public nuisance is a nuisance that impacts the community, the City at large, or an otherwise significant area of the City, such as a neighborhood. The City is not responsible for preventing or abating a nuisance that harms limited persons, such as complaints between neighbors, unless that nuisance also impacts the community as a whole.

#### 3.1 Specific Nuisances

City Code Sec. 6-28 declares specific instances to be a nuisance. If the thing, act, or use of property is one of these instances, it is a public nuisance.

## 4. Enforcement Procedures

### 4.1 Complaint Intake and Investigation

- The nuisance process may start when staff observes a nuisance or a complaint has been submitted by residents.
- Staff shall investigate complaints within ten (10) business days.
- Documentation shall include notes, photographs, and relevant evidence.

### 4.2 Determination of Violation

If staff determines that a nuisance is present, the enforcement officer shall determine whether the violation follows:

- Typical Nuisance Procedure, or
- Special Nuisance Procedure (Section 5 of this policy)

### 4.3 Compliance Order (Typical Process)

When a nuisance is identified:

- A written compliance order shall be issued
- The order shall:
  - Describe the violation
  - Identify reasonable steps of corrective actions
  - Provide a compliance timeline in which the action must be taken (not to exceed 30 days)
- Service of the compliance order shall be made:
  - In person
  - By registered mail
  - Or by posting if owner is unknown

### 4.4 Appeal Process

- Property owners may appeal a compliance order within 14 days of the date of the compliance order
- Appeals are scheduled for a City Council hearing
- Council may:
  - Uphold the order
  - Modify timelines
  - Dismiss the violation
  - Order abatement

### 4.5 Non-Compliance

If the nuisance is not appealed within 14 days or is not corrected within the time given in the compliance order:

- The matter shall be scheduled for a City Council hearing
- Proper notice shall be provided
- Council may authorize:
  - City abatement
  - Legal action (injunction, warrant, etc.)
  - Cost recovery actions
  - Any other action permitted by law to abate the nuisance

#### **4.6 City Abatement and Cost Recovery**

If abatement is performed by the City:

- Costs shall be billed to the property owner
- Depending on the type of nuisance, unpaid costs may be:
  - Assessed against the property
  - Collected through property taxes per Minnesota Statutes Chapter 429

### **5. Special Nuisance Procedures**

Certain nuisances are exempt from the typical process and allow expedited enforcement:

#### **5.1 Noxious Weeds / Tall Grass**

- 7-day written notice required to give property owner opportunity for self-compliance
- City may abate after 7 days without Council action
- Costs assessed to property
- Property owners may appeal within 7 days of the compliance order

#### **5.2 Snow and Ice**

- Must be removed within 12 hours after snowfall ends
- City may remove and assess costs without Council action

#### **5.3 Immediate Hazard Abatement**

- No prior notice required
- Applies to threats to life, safety, or property
- Examples:
  - Open wells
  - Downed power lines
  - Fallen trees blocking public areas
- Staff must document conditions thoroughly (photos, reports)

#### **5.4 Hazardous Buildings**

- Governed by the Hazardous and Substandard Buildings Act

- Separate legal procedures must be followed

## **6. Entry onto Property**

City staff may enter property under the following conditions:

- Consent is obtained
- A warrant is issued
- The violation is visible from public space (plain view)
- Immediate hazard exists

## **7. Documentation and Recordkeeping**

All enforcement actions shall include:

- Complaint records
- Inspection notes
- Photographic evidence
- Copies of notices and orders
- Proof of service
- Cost tracking (if applicable)

## **8. Coordination and Communication**

- Staff shall coordinate with:
  - Public Works
  - Law Enforcement
  - Legal Counsel (as needed)
- Communication shall follow the City's administrative communication policy

## **9. Legal Remedies**

This policy does not limit the City's authority to pursue:

- Criminal prosecution
- Administrative citations
- Civil actions
- Injunctive relief

## **10. Policy Administration**

The City Administrator shall:

- Oversee implementation
- Ensure staff training
- Update procedures as needed to remain compliant with law



**Executive Summary**  
City Council Workshop

|                            |                                            |
|----------------------------|--------------------------------------------|
| <b>AGENDA ITEM:</b>        | Administrative Communication Policy        |
| <b>PREPARED BY:</b>        | Kevin Larson, Assistant City Administrator |
| <b>RECOMMENDED ACTION:</b> | <b>Discussion</b>                          |

**Executive Summary**

The proposed City of Maple Plain Administrative Communication Policy establishes clear expectations and procedures for internal and external communications conducted by City staff. The policy is intended to improve transparency, professionalism, coordination, and consistency across all City communication platforms, including the website, social media, newsletters, public notices, and electronic sign.

**Background**

As City communications is a part of bi-annual strategic planning meetings the need for a formal administrative communication policy has increased. The policy creates standardized procedures for communication review, approval, coordination, timing, and publication expectations. It also clarifies the roles of the City Administrator, Assistant City Administrator, and City Council in the communication process.

**Reasons for Creation of the Policy**

The policy was developed to:

- Ensure accurate, timely, and consistent communication with residents and stakeholders
- Improve coordination between staff and administration prior to public release of information
- Establish clear communication standards and approval procedures for routine, operational, and high-impact communications
- Reduce the risk of miscommunication, conflicting messaging, or unexpected public concerns
- Provide a proactive and organized approach to City communications management

**Key Policy Highlights**

- Establishes communication categories, review procedures, and publication timelines for routine, operational, and sensitive communications.

- Identifies the City website as the primary source of record and establishes standards for consistency across communication platforms.
- Clarifies approval authority and coordination responsibilities between staff, the City Administrator, and the City Council.

**Council Direction**

Staff is looking for the Council to consider the policy and provide feedback for final approval. The discussion may include the balance between operational communication efficiency and administrative oversight, expectations regarding Council notification of sensitive topics, communication priorities and scheduling, and the overall role of the policy in supporting transparent and consistent public engagement.

**Exhibits**

- A. Administrative Communication Policy

# City of Maple Plain

## Administrative Communication Policy

05-18-26

### 1. Purpose

The purpose of this policy is to establish clear expectations for internal and external communications conducted by City staff. This policy is intended to:

- Promote transparency and professionalism
- Ensure accurate and consistent messaging
- Support effective collaboration between staff, the City Administrator, and the City Council
- Prevent miscommunication or unexpected public messaging
- Establish consistent proactive communication

### 2. Guiding Principles

All City communications should adhere to the following principles:

- **Clarity:** Information should be easy to understand and appropriate for the audience (generally 8th-grade comprehension level for public communications).
- **Accuracy:** Information must be factually correct and verified prior to release.
- **Consistency:** Messaging should align across all platforms (website, social media, print, etc.).
- **Timeliness:** Communications should be shared in a timely manner, especially for operational or public safety matters.
  - 1 post per day on Facebook. If an overlap occurs, selection will be based upon order of priority for the City.
- **Coordination:** Significant communications must be coordinated internally prior to release.
- **No Surprises:** The City Administrator and Mayor should be informed in advance of communications that may generate public interest or concern.

### 3. Roles and Responsibilities

#### City Administrator

- Approves sensitive, high-impact, or policy-related communications
  - Criteria: if the topic or post could land the City in the newspaper or in the court room.
- Ensures alignment with Council direction and City priorities

#### Assistant City Administrator

- Responsible for drafting communications
- Ensure information is accurate and complete
- Maintains the communications calendar
- Edits and formats communications for clarity, tone, and consistency
- Manages publishing across platforms (website, social media, newsletters, etc.)
- Maintains the already established electronic sign policy
- Coordinate with the City Administrator prior to release when appropriate

#### City Council

- Provides policy direction through formal action
- Does not direct staff communications outside of established channels with the Rebranding Committee

- May request information through the City Administrator

#### 4. Communication Categories

##### Priority Communications

###### Examples:

- Event announcements
- Service reminders (e.g., recycling, snow removal)
- General updates

###### Process:

- May be prepared and released by staff
- Should follow established templates and tone guidelines
- Logged on the communications calendar

###### Timing & Publication Standards:

- Posts published at least 3 weeks in advance of events or deadlines when possible
- Service reminders should be posted 1 week prior to and 1–3 days before to the occurrence
- Content should align with the Communications Calendar to avoid overlap
- Non-urgent updates may be scheduled for regular posting cycles (e.g., weekly content)

##### Routine & Operational Communications

###### Examples:

- Construction updates
  - Form a separate database - i.e. webpage or CivicREADY notification
- Utility notices (water, sewer, stormwater)
- Service disruptions

###### Process:

- Reviewed by Department Head where appropriate
- Shared with City Administrator prior to release
- Coordinated across all platforms

###### Timing & Publication Standards:

- Planned work: publish at least 3–7 days in advance when feasible
- Major disruptions: provide initial notice as soon as confirmed, ideally within 24 hours
- Ongoing projects: provide regular updates (weekly or as milestones change)
- Time-sensitive service impacts: update the public same day when conditions change

##### Sensitive or High-Impact Communications

###### Examples:

- Public safety issues – in conjunction with WHPS and WSFD where applicable
- Legal or enforcement matters
- Topics likely to generate public concern or media attention
- Policy changes or Council actions

###### Process:

- Must be reviewed and approved by the City Administrator
- Council should be informed in advance when appropriate

- Messaging should be coordinated and consistent across all channels

#### **Timing & Publication Standards:**

- Urgent/public safety issues: communicate immediately upon verification of facts
- High-interest topics: release information as soon as practical following approval
- Updates: provide frequent, timely follow-ups as new information becomes available
- Media-sensitive issues: ensure internal coordination is completed prior to release, even when rapid response is required

### **5. Communication Channels**

Approved City communication channels include:

- City website (primary source of record)
- Social media platforms (Facebook)
- Leaflet and newsletters
- Press releases and media outreach
- Printed materials and public notices
- Electronic sign

All communications should be consistent across platforms and, when possible, link back to the City website for full details.

### **6. Communication Standards**

All communications must:

- Be professional, neutral, and non-political
- Avoid personal opinions or commentary
- Use plain language and avoid jargon
- Include clear calls to action when appropriate
- Provide contact information for questions or follow-up

### **7. Internal Communication Protocol**

- Staff should inform the City Administrator of upcoming communications that may be sensitive or high-profile
- A shared communications calendar should be maintained and regularly updated
- Drafts should be circulated for review when coordination is required
- Major topics should be discussed in advance to ensure alignment

### **8. Media Relations**

- The City Administrator serves as the primary media contact unless otherwise designated
- Staff should not respond to media inquiries on behalf of the City without authorization
- Media inquiries should be directed to the City Administrator promptly

### **9. Social Media Use**

- Social media is an official communication tool and must follow all City standards
- Content should be informational, not opinion-based
- Comments are disabled
- Inappropriate or offensive content may be removed in accordance with City policy

## **10. Crisis Communication**

In emergency situations:

- Public safety messaging takes priority
- Information should be released as quickly as possible with confirmed facts
- Coordination with public safety partners (e.g., West Hennepin Public Safety and West Suburban Fire District) is required
- Updates should be provided regularly as new information becomes available

## **11. Review and Updates**

This policy should be reviewed periodically and updated as needed to reflect changes in communication tools, organizational structure, or best practices.