



AGENDA
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
September 08, 2025
5:30 PM

- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
 - A. Planning Commission Interviews
 - B. Budget Discussion (Newsletter)
- 4. FUTURE WORKSHOP TOPICS**
 - A. 2026 Budget- 3rd Draft
 - B. Park Improvement Plan
 - C. Code of Conduct
 - D. Parking Regulations
 - E. City Hall Building
 - F. Green Step Cities
 - G. Water Study
- 5. COUNCIL REPORTS AND OTHER BUSINESS**
- 6. ADJOURNMENT**



Executive Summary
City Council Workshop

AGENDA ITEM:	Planning Commission Board Applications
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION:	Discussion & Decision

Summary: Review and consider appointments to the Maple Plain Planning Commission

We currently have two vacancies on the Planning Commission and have received two applications

David Chard

Background & Experience:

- Retired from Michigan Technological University after 28 years, including 15 years as Director of Media Technology Solutions.
- Extensive experience in strategic planning, policy implementation, facility design, and master planning.
- Served 12 years in local government in Stanton Township, MI as Deputy Clerk, Trustee, and Supervisor, overseeing parks, roads, elections, and public facilities.

Volunteer & Civic Engagement:

- Deep involvement in township governance and community collaboration.
- Proven ability to balance growth with resource management and public input.

Goals for Planning Commission:

- Preserve Maple Plain’s small-town character.
- Promote balanced growth and infrastructure improvements.
- Prioritize public engagement and protection of natural areas like Pioneer Creek.

Strengths:

- Strong leadership and planning background.
- Direct experience in municipal governance and infrastructure.
- Committed to thoughtful, community-centered development.

Nick Buller

Background & Experience:

- Holds dual B.S. degrees in Urban Studies (focus in Urban Planning) and Human Resources Development, plus an M.S. in Information Systems Management.
- Early career in urban planning with the City of Alexandria, MN.
- Worked in planning and analysis roles for Hennepin and Ramsey Counties.
- Currently employed at the University of Minnesota's Office of Information Technology.

Volunteer & Civic Engagement:

- Teaching assistant roles in leadership and data analytics programs.
- Participated in service projects including home building in Mexico and Feed My Starving Children.

Goals for Planning Commission:

- Support infrastructure improvements that promote active living and connectivity.
- Advocate for sustainable development that preserves Maple Plain's natural beauty.
- Learn from city staff and commissioners to better understand local challenges and opportunities.

Strengths:

- Strong academic and professional foundation in urban planning and data analysis.
- Passionate about sustainable development and active transportation.
- Brings a fresh perspective and enthusiasm for community engagement.

Recommendation:

Both applicants bring valuable experience and perspectives to the Planning Commission. David Chard offers seasoned leadership and municipal governance experience, while Nick Buller contributes a strong planning background and a data-driven approach to sustainable development. Council may consider appointing one or both candidates, Staff recommends appointing both candidates.



ADVISORY BOARD MEMBERSHIP APPLICATION

APPLICANT INFORMATION

Name Nicholas (Nick) Buller	Home Phone 952-334-7340
Street Address 4977 Oak St. Maple Plain, MN 55359	Work/Cell Phone 952-334-7340
Mailing Address 4977 Oak St. Maple Plain, MN 55359	E-mail Address nabuller@gmail.com
Employer & Work Address University of Minnesota, 1300 S 2nd St Minneapolis MN 55454	

Advisory Boards & Commissions

Please indicate all that apply.

- ☒ Planning Commission

 ☐ Economic Development Authority
☐ Other (specify): _____

BACKGROUND INFORMATION

Briefly describe your employment experience.

I began my career working as an urban planning intern for the City of Alexandria, MN where I assisted primarily with active living initiatives including Safe RoutesTo School grants, reviewing and making modifications to the city's comprehensive plan, and planning out enhancements to their bike trail system.

I worked for 5 years as a planning analyst for Hennepin County's Human Services and Public Health department, responsible for delivering on business analysis, process improvement, project management, and data analysis work based on client needs. I also worked for 1 year as a consultant for Ramsey County, working in a similar role.

I worked for 4 years for a technology start up, "Persuade", as a systems analyst and data engineer being a key member of a small team that grew one of our main accounts from \$1.3 million to \$6 million, annually, over a 3 year period.

I now work for the University of Minnesota's Office of Information Technology.

Please list any education or training you believe is relevant to the position(s) for which you are applying.

I consider myself a lifelong learner.

I have a dual degree from the University of Minnesota. I have a B.S in Urban Studies, with a focus in Urban Planning, as well as a B.S. in Human Resources Development. While conducting my Undergrad I also did a study abroad in Copenhagen, focusing on sustainable development. I also earned a minor in the U's Leadership program.

I, more recently, have obtained an M.S. in Information Systems Management from Metropolitan State University and obtained a Data Analytics and Visualization certificate from the University of Minnesota's continuing education program.

Briefly describe any volunteer experience.

While not strictly volunteer, I have worked on the side in various teaching roles. I taught social skills to children with autism and similar learning disorders through my high school and college years. I worked as a teaching assistant for the University of Minnesota's Leadership Minor. Finally I worked as a teaching assistant for the Data Analytics and Visualization bootcamp offered through the U of M.

In my college and high school years I also built some houses in Mexico and worked at Feed My Starving Children, but only a handful of times.

Please list any professional, trade, business or civic activities, and offices held.

As previously noted, I have made my career in the public sphere. However, this would be my first publicly held appointment (unless you count being voted as representative of my floor in my dorm hall in college which did, believe it or not, have a governing body consisting of each floor's representative).

What do you hope to accomplish as a member of the board(s) you are interested in serving?

We chose to move to Maple Plain because of the small town feel combined with the wonderful proximity to the Baker Regional Park and Luce Line trail. As is laid out in the Comprehensive Plan and Walking and Biking Plan, I believe the city would benefit greatly from infrastructure improvements focused on promoting active living and connectivity. That said, I know we are a small city and that improvements need to be made strategically to ensure development that is sustainable from a financial and long term maintenance perspective, while also not taking away from the natural beauty that surrounds us. This is the mindset I'm entering in with, but I'm also excited to learn from city staff and the existing commissioners about the opportunities and challenges that face Maple Plain.

POTENTIAL CONFLICTS

A conflict of interest may exist when a board or commission member is required to take an action or make a recommendation that would affect the member's financial interest or that of an associated business or relative. Conflicts of interest may also result from impacts of a proposed project. If you are appointed and become aware, or are currently aware, of such conflicts you should promptly disclose them to the City Administrator.

Do you acknowledge the potential for conflicts and notification requirement in the event of a conflict?

☒ Yes ☐ No

Applicant Signature: Nicholas Allen Buller

Date: 07/08/2025

EQUAL OPPORTUNITY NOTICE

The City of Maple Plain does not discriminate on the basis of disability in the admission to or access, or treatment or employment in, its services, programs and activities. Upon request, accommodations will be provided to allow individuals with disabilities to participate in all City of Maple Plain services, programs and activities.

The City of Maple Plain does not discriminate on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status or status with regard to public assistance in employment, appointment or provision of its services.

DATA PRACTICES ADVISORY

Your name, address, current employment position, previous work history, education and training are public data under the Minnesota Data Practices Act (Minn. Stat. Sect. 13.43, subd. 2 & 3) and must be provided to anyone who requests it. Other information is considered private; however, all information in this application will be provided to the City Council in a public forum which is open for public review. It will therefore be part of the public record. Although you are not legally required to provide any of the information requested in this application, the information is needed to determine your suitability for appointment to a board or commission, and failure to provide it may result in you not being considered for a position.

Return application to: Maple Plain City Hall, 5050 Independence Street, P.O. Box 97, Maple Plain, MN 55359.
Fax to 763-479-0519

APR 04 2025

MAPLE PLAIN

EST.1868 INC.1912

ADVISORY BOARD
MEMBERSHIP
APPLICATION

APPLICANT INFORMATION

Name	David Chard	Home Phone	—
Street Address	5910 Main St W	Work/Cell Phone	906-370-1148
Mailing Address	Maple Plain, MN	E-mail Address	dmchard@mtu.edu
Employer & Work Address	Retired - Michigan Tech University		

Advisory Boards & Commissions

Please indicate all that apply.

- ☒ Planning Commission ☐ Economic Development Authority
- ☐ Other (specify): _____

BACKGROUND INFORMATION

Briefly describe your employment experience.

See attached

Please list any education or training you believe is relevant to the position(s) for which you are applying.

see attached

Briefly describe any volunteer experience.

See attached

Please list any professional, trade, business or civic activities, and offices held.

See attached

What do you hope to accomplish as a member of the board(s) you are interested in serving?

See attached

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Do you acknowledge the potential for conflicts and notification requirement in the event of a conflict?

☒ Yes ☐ No

Applicant Signature: David Johnson

Date: 4-4-25

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Fax to 763-479-0519

David Chard
5910 Main St W, Maple Plain, MN 55359
dmchard@mtu.edu | 906-370-1148

Application for Maple Plain Planning Commission

Employment Experience

Michigan Technological University (28 years)

Director of Media Technology Solutions (15 years):

- Leadership & Team Management: Guided staff and student teams in collaborative projects.
- Strategic Planning: Aligned technology systems with campus-wide goals, similar to community development planning.
- Collaboration: Partnered with academic departments, mirroring public engagement needs for planning commissions.
- Policy Implementation: Ensured compliance with standards, directly applicable to zoning/code enforcement.

Professional Experience Directly Relating to Planning

- Facility Design: Worked with architects/engineers to integrate systems into buildings, ensuring usability and accessibility.
- Project Execution: Delivered infrastructure upgrades and classroom modernizations on time and within budget.
- Master Planning: Collaborated on campus-wide plans aligning technology with physical infrastructure goals.
- Stakeholder Coordination: Balanced technical needs with practical solutions for administrators and contractors.

Volunteer & Civic Leadership

Stanton Township, MI (12 years as Deputy Clerk, Trustee, Supervisor):

- Responsibilities: Managed parks, roads, elections, and public facilities while overseeing budgets and grants.
- Collaboration: Worked with officials and community groups to solve local challenges.
- Planning Impact: Ensured township growth balanced resident needs with resource management.

What I Hope to Accomplish

I aim to preserve Maple Plain's small-town charm while supporting thoughtful growth by:

1. Keeping the Character: Ensuring new developments fit the town's historic feel.
2. Balancing Growth: Prioritizing housing and businesses that benefit all residents.
3. Improving Infrastructure: Upgrading roads, sidewalks, and utilities to support the community.
4. Listening to Residents: Keeping public input central to planning decisions.
5. Protecting Natural Areas: Safeguarding green spaces like Pioneer Creek.

My experience in campus planning and township governance has taught me how to work collaboratively and make decisions that serve communities. I'd be honored to bring that approach to Maple Plain.



Executive Summary
City Council Workshop

AGENDA ITEM: Budget Discussion (Newsletter)
PREPARED BY: Rebranding Committee
RECOMMENDED ACTION: Discussion & Decision

Background

- 2024: City shifted to postcard utility bills; residents could opt in to receive quarterly newsletter by mail.
- Current distribution: 65 by mail, 122 by email (some duplicates).
- Concern: Newsletter may not be reaching the full community.
- Opportunity: Improve efficiency/quality by using a design company (KB Web & Print) and publisher (Nystrom Publishing).
 - Both companies’ are used by the City of Independence.

Policy Objectives

- Expand newsletter reach to all residents.
- Improve efficiency and design quality.
- Transition utility bills back to full-page format.

Proposals and Expected Cost

1. Design – KB Web & Print
 - a. Services: Layout/design with up to 3 edits; digital files for printer.
 - b. Costs:
 - i. One-time setup: \$200–\$300
 - ii. \$50/hour design rate
 - iii. 8 pages: ~\$400 (max \$600)
 - iv. 12 pages: ~\$600 (max \$800)

2. Printing & Mailing – Nystrom Publishing
 - a. 700 copies (670 mailed to residents; 30 for City Hall).
 - b. Staff inserts utility bills.
 - c. Costs:
 - i. Printing & prep: \$1,115.38
 - ii. Postage: \$319.60
 - iii. Total: \$1,434.98

Estimated Quarterly Cost: ~\$2,035

Next Steps

Rebranding Committee and staff request Council direction on implementation beginning in 2026.

Financial Note

Costs would be allocated across the General Fund, Water Fund, and Sewer Fund.