



**AGENDA  
CITY COUNCIL - WORKSHOP  
MAPLE PLAIN CITY HALL  
March 23, 2026  
5:30 PM**

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- 1. CALL TO ORDER**
- 2. ADOPT AGENDA**
- 3. DISCUSSION**
  - A. Meeting Minutes -Structure and Content
  - B. Fire Relief Pension & SF3828/HF3512
- 4. COUNCIL REPORTS**
- 5. FUTURE WORKSHOP TOPICS**
  - A. Parking Regulations
  - B. City Council Salaries
  - C. 5 Year Finance CIP
  - D. Ordinance 343 Amending City Code Chapter 6, Article 2 Nuisance Violation
  - E. Ordinance Amending Maple Plain City Code Regarding The Maple Plain Fire Department
- 6. ADJOURNMENT**



**Executive Summary**  
City Council Workshop

<b>AGENDA ITEM:</b> Meeting Minutes -Structure and Content
<b>PREPARED BY:</b> Mike DeLuca, Council Member
<b>RECOMMENDED ACTION: Discussion</b>

**Summary:**

Minutes of Council meetings and workshops have become far more narrative over the past few months than the Council ever intended. This is partially caused by using AI to write the story instead of listening to and capturing the summary of the discussion. Meeting minutes are starting to resemble stories, and in several cases, they haven't been accurately reviewed or proofread. The narratives have also included attempts to characterize the intent of the discussion instead of simply stating what was said. In some cases the intent has been inaccurately portrayed.

Actions for consideration

- 1) Consider eliminating AI as a source of meeting recording
- 2) Minutes should summarize the discussion without referencing or characterizing the speaker's intent.
- 3) Minutes should make reference to the theme of the discussions, not individual discussion view points
- 4) Minutes must be accurate and more attention to

Exhibits

- A. 01-26-26 City Council Business Meeting Minutes
- B. 01-26-26 City Council Workshop Meeting Minutes
- C. 02-09-26 Public Hearing for TIF District Meeting Minutes
- D. 02-09-26 City Council Workshop Meeting Minutes
- E. 01-26-26 City Council - Workshop Minutes – revised version 03-03-26
- F. 02-09-26 City Council - Workshop Minutes - revised version 03-03-26
- G. 01-26-26 City Council - Business Meeting Minutes - revised version 03-03-26
- H. 03-09-26 City Council - Workshop Minutes Example



**MINUTES  
CITY COUNCIL - BUSINESS MEETING  
MAPLE PLAIN CITY HALL  
January 26, 2026  
7:00 PM**

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**1. WELCOME**

PRESENT: Mayor Julie Maas-Kusske, Councilmember Mike DeLuca, Councilmember Connie Francis, Councilmember Andrew Burak & Councilmember Rochelle Arvizo

STAFF PRESENT: Director of Public Safety Matt DuRose, City Engineer Dave Martini, Assistant City Engineer Matt Bauman, and Assistant City Administrator Kevin Larson

**2. CALL TO ORDER**

Mayor 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 agenda. Seconded by Councilmember Burak.

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

Motion Passed 5-0

**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.)

**6. CONSENT AGENDA**

- A. 12-15-25 City Council Workshop Meeting Minutes
- B. 12-15-25 City Council Business Meeting Minutes
- C. 01-12-26 City Council - Special Business Meeting Minutes
- D. 01-12-26 City Council Workshop Meeting Minutes
- E. 01-20-26 City Council - 2026 Street Projects Improvements Public Hearing Meeting Minutes
- F. Pheasants Forever - Great Water Chapter 0985 LG220 Application for Exempt Permit

Assistant City Administrator Larson offered an amendment to item E 01-20-26 City Council - 2026 Street Projects Improvements Hearing Meeting Minutes. Under Bill McGarry statement during the public hearing for the downtown street project, there should be an additional sentence. Mr. McGarry expressed support for closing Hwy 12 access on Budd Avenue and noted the numerous accidents/near misses at the intersection.

Councilmember Burak made a motion to approve the consent agenda with the amendment to item E 01-20-26 City Council - 2026 Street Projects Improvements Hearing Meeting Minutes. Seconded by Councilmember Francis.

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

Motion Passed 5-0

**7. ACCOUNTS PAYABLE**

- A. City Bills FY 2025 \$222,644.23
- B. City Bills \$187,452.54
- C. Street Project \$182,811.76
- D. Bond Payment \$720,730.03

Councilmember DeLuca moved to approve the accounts payable. The motion was seconded by Councilmember Burak.

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

Motion Passed 5-0

**8. STAFF REPORTS**

- A. Fire Department

The Fire Department report was submitted in writing. Mayor Maas-Kusske noted that Chief Denneson was at mandatory training and he was not able to make the meeting.

- B. West Hennepin Public Safety

Chief DuRose presented the December 2025 activity report and highlighted year-over-year trends for the City of Maple Plain. He reported that overall calls for service increased compared to 2024, with approximately 400 additional incidents, noting that roughly three-quarters of that increase was traffic-related. He emphasized that the rise was largely attributable to proactive traffic enforcement and education efforts, rather than an increase in serious criminal activity. Chief DuRose noted significant increases in traffic stops and contacts, explaining that the department's focus has been on visibility, education, and correcting unsafe behaviors rather than citation volume.

Chief DuRose also addressed criminal activity trends, noting a small increase in certain crime categories in 2025. He referenced a shooting incident from late summer, explaining that the investigation remains active. While initial leads did not result in an arrest, additional evidence is being processed and followed up, and the case remains open with continued investigative efforts.

Looking ahead, Chief DuRose stated that December 2025 would be the final activity report presented in the current format. Beginning in 2026, the department plans to refresh the report structure to better align with state and Bureau of Criminal Apprehension reporting standards. He explained the intent is to move beyond raw call counts and better capture community engagement, education, and other proactive public safety efforts.

Chief DuRose also shared several department announcements, including West Hennepin Public Safety's planned participation in the Polar Plunge fundraiser to benefit Special Olympics. He noted that this would be the first time the department has participated as an organization and expressed enthusiasm about staff involvement. Additionally, he announced a recognition and swearing-in event scheduled for early February, which will formally recognize recently hired officers, promotions, and personnel changes from the past year.

Finally, Chief DuRose addressed regional awareness of immigration enforcement activity, stating that while law enforcement agencies are aware of federal activity in the broader region, West Hennepin Public Safety has not been involved in immigration enforcement actions. He emphasized that officers remain focused on their core mission of providing public safety services and that residents should continue to call for assistance without hesitation. He reiterated that officers do not inquire about immigration status and that the department's role remains unchanged.

Council asked a clarifying question regarding traffic enforcement trends and observed behaviors within Maple Plain, including whether specific locations or types of violations were driving the increase. Chief DuRose responded by identifying areas of concern near park facilities and intersections, noting that speed, failure to stop, and distracted driving were common issues. He explained that targeted visibility and presence, along with direct interaction and education, have been effective tools in addressing these behaviors.

#### C. City Engineer

Assistant City Engineer Bauman provided a verbal status update supplementing the written report in the packet. He reviewed several ongoing and near-term infrastructure items across the city, noting continued coordination on stormwater system modifications, including review of drainage conditions and follow-up work where issues have been identified. Assistant City Engineer Bauman referenced development-related coordination, including review of private development activity and alignment with City infrastructure standards, and noted that staff continue to work through these items alongside the City Planner and Public Works.

Assistant City Engineer Bauman also referenced service request follow-ups and smaller operational items, including addressing utility-related issues as they arise and ensuring documentation and corrective actions are tracked. Assistant City Engineer Bauman noted continued preparation work related to upcoming street and utility projects, including preliminary coordination, review of grant opportunities, and groundwork for future Council discussions at workshops or business meetings.

#### D. Public Works

Written reports were submitted in the meeting packet. Public Works Director David Medina was not present to provide a report.

E. City Planner

Written reports were submitted in the meeting packet. City Planner Mark Kaltsas was not present to provide a report.

F. Administration & Finance

Assistant City Administrator Larson provided a summary of highlights from the City Administrator Schillander's report, noting that the transition to the West Suburban Fire District officially took effect on January 1, 2026. As a result of the consolidation, the City no longer directly employs firefighters, marking a significant operational and organizational change for Maple Plain.

Assistant City Administrator Larson noted the retirement of long-serving firefighter Scott Hartmann, who concluded 24 years of service to the City. Larson acknowledged Hartmann's dedication and service to the community as part of the transition period.

Assistant City Administrator Larson reported that significant work continued throughout December with PERA and the Fire Relief Association, as staff coordinated administrative, financial, and procedural matters associated with the transition and ongoing obligations related to fire relief and pension considerations.

Assistant City Administrator Larson also stated that planning continues on the next phase of the City's downtown development, and that a revised building plan was discussed at the January Economic Development Authority (EDA) meeting, reflecting ongoing refinement and coordination of downtown redevelopment efforts.

Assistant City Administrator Larson noted continued work on the 2026 Enterprise Fund Budget, indicating that staff have been actively developing and refining the budget for City enterprise operations over the past month.

Finally, Assistant City Administrator Larson reported that preparation for the City's 2025 audit has begun, with meetings scheduled with the City's auditor to initiate the audit process.

**9. OLD BUSINESS**

A. Resolution 2026-0126-01 Ordering Improvement and Preparation of Plans for Industrial Street

**Staff Overview**

City Engineer Martini presented Resolution 2026-0126-01 as the next procedural step in the City's street improvement process for Industrial Street, following completion of the feasibility study and the improvement hearing.

City Engineer Martini explained that the project originated with City Council authorization on October 27, 2025, directing preparation of a feasibility study to evaluate improvements to Industrial Street between Budd Avenue and the eastern cul-de-sac. The study reviewed existing pavement and watermain infrastructure and provided descriptions of proposed improvements, cost estimates, cost apportionment, and a preliminary assessment roll.

The proposed improvements include a mill and overlay of the existing roadway surface, minor curb and drainage improvements, and replacement of the aging watermain using a trenchless pipe-bursting method. City Engineer Martini explained

that the pipe-bursting approach would reduce surface disruption and minimize impacts to traffic and adjacent properties while maintaining water service during construction.

City Engineer Martini reviewed the estimated total project cost of approximately \$432,375, noting that the assessable portion of the project is limited to the watermain improvements. Of that amount, approximately \$100,465 is proposed as assessable, with the remainder attributed to City costs. The assessment methodology follows the City's adopted assessment policy and is consistent with past practice. Staff noted that a portion of the watermain work is considered non-assessable and would be funded by the City.

City Engineer Martini stated that the improvement hearing was held on January 20, 2026, that no objections were raised requiring modification of the project, and that the hearing was formally closed. With the hearing complete, Resolution 2026-0126-01 was presented to Council to formally order the improvement and direct preparation of final plans and specifications.

City Engineer Martini concluded that the proposed improvements are feasible, necessary due to the age and condition of the infrastructure, and represent a cost-effective approach to maintaining the City's roadway and utility systems.

**Council Discussion**

There was no Council discussion.

**Council Action**

Councilmember DeLuca moved to approve the Resolution 2026-0126-01 Ordering Improvement and Preparation of Plans for Industrial Street. Councilmember Burak seconded the motion.

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

Motion Passed 5-0

B. Resolution 2026-0126-02 Ordering Improvement and Preparation of Plans for the Downtown Street Project

**Staff Overview**

City Engineer Martini presented Resolution 2026-0126-02 as the next formal step in the City's improvement process for the Downtown Street Project, following completion of the feasibility study and the improvement hearing.

City Engineer Martini explained that the project originated with City Council direction on October 27, 2025, when the Council ordered preparation of a feasibility study to analyze infrastructure improvements for Main Street East, Pioneer Avenue, Delano Avenue, Maple Avenue, Marsh Avenue, Spring Avenue, and the Fire Station parking lot. The study evaluated existing roadway, water, sanitary sewer, and stormwater infrastructure and provided proposed improvements, detailed cost estimates, cost apportionment, and a preliminary assessment roll.

City Engineer Martini reviewed the scope of proposed improvements, which includes full street reconstruction on Main Street East, Pioneer Avenue, Delano Avenue, and Maple Avenue, and mill-and-overlay improvements on Marsh Avenue and Spring

Avenue. Utility improvements include replacement of watermain and water services, replacement of sanitary sewer and services, and replacement and addition of storm sewer infrastructure, along with the construction of a stormwater quality treatment basin on the west end of the project area.

City Engineer Martini also described pedestrian and streetscape improvements, including sidewalk replacement and additions, a trail connection along Pioneer Avenue, streetscaping elements, enhanced lighting, and the burial of overhead utilities in redevelopment areas. Parking improvements and reconstruction of the Fire Station parking lot were also included in the project scope.

City Engineer Martini specifically noted the proposed removal and closure of a portion of Budd Avenue between Main Street East and Highway 12, explaining that the change is intended to address long-standing safety concerns at that location.

City Engineer Martini reviewed the estimated total project cost of approximately \$5.9 million, and explained that assessments and City participation are structured in accordance with the City's adopted assessment policy. Assessable and non-assessable components were summarized consistent with the feasibility report included in the meeting packet.

City Engineer Martini confirmed that the improvement hearing was held and closed on January 20, 2026, with public comments received at that time, and that Resolution 2026-0126-02 was presented to formally order the improvement and authorize preparation of final plans and specifications.

City Engineer Martini concluded by noting that the proposed improvements are necessary due to the age and condition of the downtown infrastructure and are intended to support long-term safety, functionality, and redevelopment goals.

**Council Discussion**

There was no Council discussion.

**Council Direction**

Councilmember DeLuca moved to approve Resolution 2026-0126-02, Ordering Improvement and Preparation of Plans for the Downtown Street Project. Seconded by Councilmember Burak.

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

Motion Passed 5-0

**10. NEW BUSINESS**

A. Resolution 2026-0126-03 2026 Lead Service Line Replacement Project

**Staff Overview**

Assistant City Engineer Bauman presented Resolution 2026-0126-03 authorizing the 2026 Lead Service Line Replacement Project. The item was introduced as a standalone resolution under New Business. No additional verbal explanation, project detail, scope description, funding discussion, or implementation timeline was provided beyond the identification of the resolution and its purpose to authorize the project.

**Council Discussion**

There was no Council discussion.

**Council Action**

Councilmember Burak moved to approve Resolution 2026-0126-03 2026 Lead Service Line Replacement Project. Councilmember Francis seconded the motion.

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

Motion Passed 5-0

B. Resolution 2026-0126-04 MCES I&I Grant Application Authorization

**Staff Overview**

Assistant City Engineer Bauman presented Resolution 2026-0126-04 authorizing the City to submit an Inflow and Infiltration (I&I) grant application to the Metropolitan Council Environmental Services (MCES). The item was introduced as a New Business resolution. No additional verbal explanation regarding project scope, funding amounts, match requirements, timelines, or specific infrastructure elements was provided during the meeting.

**Council Discussion**

There was no Council discussion.

**Council Action**

Councilmember Arvizo moved to approve Resolution 2026-0126-04 MCES I&I Grant Application Authorization. Councilmember Burak seconded the motion.

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

Motion Passed 5-0

**11. COUNCIL REPORTS AND OTHER BUSINESS**

**Councilmember Rochelle Arvizo**

Councilmember Arvizo expressed appreciation for staff efforts and added a public service reminder regarding winter conditions. Councilmember Arvizo encouraged residents to be mindful of salt usage during winter maintenance, noting Maple Plain’s location within a watershed and the environmental impacts excessive salt can have on water quality and wildlife. Councilmember Arvizo also reported that the Watershed Commission would not be meeting in December.

**Councilmember Mike DeLuca**

Councilmember DeLuca commented on the quick succession of recent meetings, describing the period as one of wrap-ups and transitions. Councilmember DeLuca thanked staff for their work in preparing and refining several ordinances, acknowledging that while ordinance updates can feel cumbersome, they serve important purposes. Councilmember DeLuca shared that the Council has been working on the City Administrator’s performance review, including gathering community feedback, and stated that the Council would be

meeting with City Administrator Schillander to conduct the annual evaluation. Councilmember DeLuca described the past year as one of the busiest during his tenure and expressed gratitude for colleagues, staff, residents, and the opportunity to serve the community.

#### **Councilmember Connie Francis**

Councilmember Francis reported that she attended an EDA meeting and a rebranding meeting. She also stated it was her turn to host/participate in “Coffee with the Council,” describing it as a good conversation with a small number of residents. Councilmember Francis noted that one resident brought a large folder of questions and that they worked through most or all of them, with answers that appeared to satisfy the resident.

Councilmember Francis said she appreciated the chance to get to know residents one-on-one and receive feedback. Councilmember Francis also acknowledged that some questions were outside her area and thanked Assistant City Administrator Larson for helping answer questions, noting overall it was a positive conversation.

#### **Councilmember Andrew Burak**

Councilmember Burak reflected on the unusually rapid pace of recent Council workshops and business meetings, noting that the condensed schedule provided a new perspective on how efficiently City business can be conducted. Councilmember Burak commented on the significant number of changes the City has experienced over the past year, including new businesses and the transition to new fire services. Councilmember Burak expressed appreciation to City staff for their extensive work on the rental ordinance and for managing complex interactions involving residents, businesses, and Councilmembers.

Councilmember Burak also thanked first responders who are no longer directly employed by the City, acknowledging their service and expressing optimism that the new fire service partnership will enhance service delivery moving forward.

#### **Mayor Julie Maas-Kusske**

Mayor Maas-Kusske reported that January had been a particularly busy month, marked by the street reconstruction open house and several special meetings. She noted that it was an active start to the year.

Mayor Maas-Kusske shared that she was honored to represent the City through Rotary, highlighting strong speakers, service projects, and recent internal club activities. Mayor Maas-Kusske explained that Rotary focused on gratitude this month, including writing letters of appreciation, and reflected on the importance of pausing to acknowledge the people who help bring communities together and to focus on positive connections, especially during challenging times.

Mayor Maas-Kusske reported continued weekly coordination meetings with City Administrator Schillander, focused on agenda preparation and communication. Mayor Maas-Kusske also referenced work with the Highway 12 Safety Coalition, noting ongoing efforts to secure funding for additional lanes and continued advocacy to improve safety along the corridor.

Mayor Maas-Kusske shared that she attended Coffee with the Legion and veterans, describing these conversations as a highlight and expressing appreciation for hearing veterans’ stories and history. Mayor Maas-Kusske also noted participation in local community and cultural activities, describing them as unique strengths of the City.

Mayor Maas-Kusske provided an update on the Tonka Coalition, explaining that the group recently finalized and had its bylaws approved by Hennepin County, which she described as a positive milestone.

Mayor Maas-Kusske spoke about mental health resources, clarifying the 988 Suicide & Crisis Lifeline, noting that residents can call or text 988 at any time. Emphasizing that the resource is available for both youth and adults, and encouraged residents not to hesitate to use it for themselves or others who may benefit.

Mayor Maas-Kusske reported on involvement with the Chamber of Commerce, including a presentation by Three Rivers Park District Commissioner Marge Beard. Mayor Maas-Kusske expressed appreciation for the community's access to parks and encouraged residents to enjoy them year-round, even during winter.

Mayor Maas-Kusske shared updates from the League of Minnesota Cities Board of Directors, noting that legislative priorities have been finalized and are available online, and that advocacy at the Capitol will follow. Mayor Maas-Kusske also summarized discussions from the Regional Council of Mayors, which focused on housing and broader statewide challenges, emphasizing the role of local leadership in maintaining stability and calm within communities.

Mayor Maas-Kusske referenced additional meetings and activities, including county and city update meetings, work on speaker schedules, and continued involvement with the City's rebranding efforts, particularly signage, which she hopes to bring back to Council soon for approval.

Mayor Maas-Kusske also reported attending a veterans benefit program, describing the experience as meaningful and encouraging. In addition, Mayor Maas-Kusske attended the Hennepin County Criminal Justice Coordinating Committee, where a presentation on artificial intelligence and law enforcement emphasized the importance of clear policies outlining approved and prohibited uses of AI to ensure transparency and accountability.

Mayor Maas-Kusske noted that a significant portion of her time continues to be spent responding to emails, phone calls, and meeting with residents, which she generally finds enjoyable and valuable.

Looking ahead, she highlighted several upcoming events:

- \* Polar Plunge on January 31, noting with enthusiasm that West Hennepin Public Safety's team is named "Cool Whips."
- \* A recognition event on February 2.
- \* The Omelette Breakfast on February 8, hosted by Westonka, benefiting local families and residents, from 9:00 a.m. to noon at the American Legion.
- \* Chat with the Mayor on February 23, encouraging residents to mark their calendars.

**12. 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 7:46 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  
January 26, 2026  
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: ABDO Finance Manager Jessi Sturtz, and Assistant City Administrator Kevin Larson

**2. ADOPT AGENDA**

Agenda Amendments

Prior to adoption, the following agenda items were proposed for removal: Item B – 5-Year Capital Improvement Plan / Finance Plan & Item D – Newsletter & Utility Billing. The removal was due to the absence of the City Administrator and the desire to avoid duplicative or incomplete discussion without full staff context.

Action

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

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

Motion Passed 5-0

**3. DISCUSSION**

A. 2026 Enterprise Fund Budget

**Staff Overview**

ABDO Finance Manager Sturtz introduced the 2026 Enterprise Fund Budgets as a workshop-only discussion item, explaining that Council would not be taking formal action and that final approval would occur at a future business meeting. ABDO

Finance Manager Sturtz presented the Water, Sewer, and Storm Sewer budgets and explained that this was Council's first look at the proposed numbers.

ABDO Finance Manager Sturtz stated that the City operates three enterprise funds and that the combined projected net revenue for 2026 is \$476,213. ABDO Finance Manager Sturtz emphasized that the budget incorporates assumptions from the 2023 Utility Rate Study, specifically Scenario 2, which Council previously approved. The rate increases applied were 8% for water and 3% for sewer and storm sewer.

ABDO Finance Manager Sturtz explained that, rather than basing projections on 2025 budgeted revenues, the 2026 budget was built using actual 2025 year-end revenue figures (as of December 31, prior to audit entries). ABDO Finance Manager Sturtz stated this approach was intentionally conservative, noting that revenues, particularly water sales, came in significantly lower than budgeted in 2025.

ABDO Finance Manager Sturtz walked Council through the summary slide showing revenues, expenses, and projected changes in fund balance for each enterprise fund, and explained that more detailed line-by-line information was included later in the packet. ABDO Finance Manager Sturtz indicated that questions could be addressed either at a high level or by reviewing individual line items.

**Council Discussion**

**Water Fund – Revenues**

Council immediately focused on the decline in projected water revenues, noting that the City had budgeted approximately \$787,000 in water sales for 2025 but only realized approximately \$680,000. Council asked staff to explain why the City was “so far off” from its projections.

ABDO Finance Manager Sturtz clarified that the 2026 projections were calculated by taking the actual 2025 water sales and applying the approved 8% rate increase, rather than applying the increase to the higher 2025 budgeted amount. ABDO Finance Manager Sturtz explained they did not feel comfortable compounding projections off numbers that were not being realized, stating it “didn’t sit right” to do so.

Council questioned whether audit adjustments could materially close the revenue gap. ABDO Finance Manager Sturtz responded that while audit entries would occur, they would not account for a \$150,000 difference, reinforcing the decision to base projections on actual usage.

Council expressed concern that the lower sales figures might indicate a broader issue, questioning whether the City’s rate structure or assumptions needed to be revisited, given that the 2023 rate study was intended to keep the utility financially stable.

**Kwik Trip Impact**

Council then shifted discussion to the Kwik Trip development, noting that the water connection fee shown in 2025 was a one-time revenue and should not be assumed to recur. ABDO Finance Manager Sturtz confirmed that the 2026 budget did not apply an 8% increase to that connection fee, explaining that it reflected a one-time development event.

Council asked whether increased ongoing water usage from Kwik Trip, particularly the car wash, had been factored into the projections. ABDO Finance Manager Sturtz indicated that they had not yet included additional usage assumptions beyond existing data and were not aware initially that a car wash was part of the operation.

Council members noted that the car wash had only been open for a short time and during winter conditions, suggesting that water usage would likely increase significantly during warmer months. Council suggested pulling actual usage data from the first month of operation to better estimate future consumption. ABDO Finance Manager Sturtz acknowledged this and agreed that updated usage data would be helpful and could materially affect revenue projections.

#### Water Fund – Expenses

Council reviewed water fund expenses and asked about the increase in administrative costs. Staff explained that the increase was primarily due to the reallocation of audit, accounting, and shared service costs that were previously split with the Fire Department. With the Fire Department no longer operating as a City department, those costs were redistributed primarily to the Water and Sewer Funds.

ABDO Finance Manager Sturtz also highlighted a \$50,000 reduction in repair and maintenance expenses, explaining that the prior year budgeted \$100,000 but actual spending was closer to \$44,000. ABDO Finance Manager Sturtz stated they intentionally reduced the line item to better align with historical spending but noted Council could adjust it upward if desired.

Council acknowledged the explanation and noted that, despite administrative increases, overall water fund expenses declined.

#### Sewer Fund Discussion

ABDO Finance Manager Sturtz explained that the Sewer Fund projections applied the 3% rate increase called for in the utility rate study and were similarly based on actual 2025 revenues. ABDO Finance Manager Sturtz noted an overall decline in sewer revenues, largely attributable to one-time Kwik Trip-related revenues in the prior year.

Council did not request a line-by-line walkthrough but asked whether the same conservative approach was applied as with water. ABDO Finance Manager Sturtz confirmed that it was.

ABDO Finance Manager Sturtz highlighted a significant increase in administrative expenses, again tied to fire department cost reallocation, as well as an increase in other consulting services to better reflect actual spending levels, noting the City had exceeded budget in that category previously. ABDO Finance Manager Sturtz also noted an increase in debt service due to scheduled bond payments.

Council indicated they were comfortable with the explanation and did not raise further concerns regarding the sewer fund.

#### Storm Sewer Fund Discussion

ABDO Finance Manager Sturtz explained that the Storm Sewer Fund also reflected a 3% rate increase and a modest decline in revenues. Administrative costs increased for the same reallocation reasons discussed earlier.

Council asked whether the absence of capital expenditures in the storm sewer budget was intentional. Staff confirmed that it was consistent with the long-term plan and that no storm sewer capital projects were scheduled for 2026.

Council agreed with the approach and did not request changes.

### **Council Direction**

Council directed staff to obtain actual water usage data from Kwik Trip, including early car wash usage, and to use that information to refine water revenue projections. Council indicated that estimates should account for increased usage during warmer months. The Council requested staff to update the cash flow study for review.

Council expressed a desire to revisit the Enterprise Fund Budgets in additional workshops before final adoption and did not direct immediate changes to rates or expense allocations at this time.

### **B. 5 Year CIP/Finance Plan**

Removed from Agenda – No Discussion. The topic will be rescheduled for a future workshop.

### **C. Medina Water Agreement**

#### **Staff Overview**

Assistant City Administrator Larson noted that the City of Medina reviewed the water services contract and returned suggested changes and additions. Assistant City Administrator Larson walked Council through the three main items Medina raised so members could follow along in the packet: (1) proposed edits to Section 3 (water meter language), spells out the shared cost of installation and removes ‘any maintenance’ from the paragraph, (2) a “bridge” provision stating Medina would continue to meter and invoice until Maple Plain’s meters are installed, and (3) adding a Consumer Confidence Report provision requesting delivery of CCR-related information by April 1 each year. Assistant City Administrator Larson also noted Medina proposed clarifying language under Section 6 (repairs and maintenance) tied to interconnection points and shared costs as provided in Section 3.

The Council then proposed addressing the three items one at a time, starting with the first item regarding the removal of “ongoing maintenance” as a shared expense.

#### **Council Discussion**

Council focused primarily on Item 1: the water meter language and Medina’s removal of ongoing maintenance as a shared expense. The Council raised concern that the revised language looked like legal rewriting and asked whether the City’s attorney had reviewed it. Staff explained Jacob did not want to incur legal cost until Council provided direction, noting some changes might appear non-substantive but still raised concern because Medina’s attorney likely rewrote sections.

The Council emphasized that Maple Plain had already agreed, in good faith, to a 50/50 split for installation and maintenance even though Maple Plain initially preferred Medina to cover more. The Council expressed being shocked and disappointed that Medina’s revision came back removing the shared maintenance concept after prior discussions where Medina appeared to agree.

The Council discussed Medina’s rationale that the meters would be a capital asset of Maple Plain, and the Council responded that the only reason Maple Plain would install

that “asset” is for Medina’s benefit, not for Maple Plain residents, and therefore the maintenance cost should remain shared.

A Councilmember asked clarifying questions about the agreement text and whether Medina would be maintaining meters for homes versus the separate meters intended to track water delivered from Maple Plain’s system to Medina. Assistant City Administrator Larson clarified that the disputed “maintenance” issue concerned the meters Maple Plain would buy/install to measure service to Medina, not the individual house meters Medina maintains for its residents.

Councilmembers questioned why Medina returned with this change if an agreement had been reached previously. The Council described the prior meeting context, including directly asking Medina staff if the terms met their needs, and reiterated disappointment that the change was being reintroduced.

The discussion then turned to what the City can charge and the practical impact of losing maintenance cost-sharing. The Council recognized concern about being unable to recoup maintenance costs later if the agreement caps rates/charges.

The Council summarized the issue as potentially straightforward: telling Medina “thank you, but no” and returning to the previously agreed-upon 50/50 terms. Assistant City Administrator Larson noted the City’s prior letter included “pending” language so Maple Plain would not be locked in if Medina later attempted changes like this.

**Council Direction**

Council directed staff to send the agreement back to Medina and communicate that Maple Plain wants the agreement as originally agreed upon, with maintenance remaining a shared (50/50) expense.

D. Newsletter & Utility Billing

Removed from Agenda – No Discussion. The topic will be rescheduled for a future workshop.

**4. COUNCIL REPORTS**

**5. FUTURE WORKSHOP TOPICS**

- A. Parking Regulations
- B. Gateway Blvd Pedestrian Safety & Crosswalk Modifications

Mayor Maas-Kusske added 'Council Salaries' to future workshop topics

**6. ADJOURNMENT**

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

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

Motion passed 5-0

Council Adjourned at 6:21 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  
PUBLIC HEARING FOR TIF DISTRICT  
MAPLE PLAIN CITY HALL  
February 09, 2026  
7:00 PM**

---

**1. WELCOME**

PRESENT: Mayor Julie Maas-Kusske, Councilmember Mike DeLuca, Councilmember Connie Francis, Councilmember Andrew Burak & Councilmember Rochelle Arvizo

ABSENT: Councilmember Mike DeLuca

STAFF PRESENT: City Administrator Jacob Schillander and City Planner Mark Kaltsas

**2. CALL TO ORDER**

Mayor Maas-Kusske called the meeting to order at 7:00 PM

**3. PLEDGE OF ALLEGIANCE**

**4. ADOPT AGENDA**

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

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

Motion Passed 4-0

**5. NEW BUSINESS**

**A. Development Program for Development District 2 and TIF for District 2-1**

Mayor Maas-Kusske introduced the sole business item of the evening: consideration of a Development Program for Development District No. 2 and the establishment of Tax Increment Financing (TIF) District No. 2 1. The item was referred to City Planner Kaltsas for presentation.

**Staff Presentation**

City Planner Kaltsas explained that the purpose of the meeting was to conduct a public hearing related to the creation of Development District No. 2 and Redevelopment TIF District No. 2 1 for a proposed 95 unit market rate apartment development on City

owned property in the downtown area. The developer had requested TIF assistance after financial analysis demonstrated that the project could not proceed with private investment alone.

City Planner Kaltsas outlined that the proposed TIF district would include most properties within what is commonly referred to as the “City Hall block,” excluding one corner parcel. The district would be established as a redevelopment district with a maximum term of 26 years, using a pay as you go TIF structure.

The estimated total project cost was approximately \$21.7 million. Independent TIF consultants reviewed the developer’s pro forma and concluded that the use of TIF was reasonable and necessary for the project to proceed. The proposed TIF assistance totaled approximately \$2.889 million in present value, to be reimbursed only from actual tax increments generated by the project.

City Planner Kaltsas further explained that total projected tax increments over the life of the district were estimated at approximately \$8.7 million, with roughly \$2.889 million reimbursed to the developer and approximately \$1.7 million retained by the City for eligible redevelopment related costs such as infrastructure improvements. The remaining increments would continue to flow to the City, County, School District, and other taxing jurisdictions after the district is closed.

City Planner Kaltsas noted that the estimated market value assumptions were based on an average of approximately \$280,000 per unit and emphasized that no City debt would be issued as part of the TIF structure.

#### **Council Questions and Discussion**

Councilmembers asked questions regarding potential impacts on residents, taxpayers, and City budgets. City Planner Kaltsas explained that TIF does not divert existing tax revenue and that base taxes continue to flow to all taxing jurisdictions. Only the incremental increase in value created by the development is captured.

City Planner Kaltsas clarified that under the pay as you go structure, the City only reimburses the developer from taxes actually generated by the project. If the project underperforms, reimbursements are reduced accordingly, and the City bears no additional financial risk.

Further discussion addressed the City’s ability to access retained TIF revenues prior to district closure. City Planner Kaltsas explained that the City would retain 30% of the tax increment annually, allowing access to revenue early in the district’s life for eligible public improvements or to support debt service if needed.

Councilmembers also discussed potential impacts on surrounding property values, infrastructure, traffic, and long term tax base growth. City Planner Kaltsas noted that higher density development on a compact footprint generally provides positive tax base impacts relative to the level of services required.

#### **6. PUBLIC HEARING DEVELOPMENT DISTRICT 2 AND TAX INCREMENT FINANCING (TIF) DISTRICT 2-1 FOR REDEVELOPMENT OF THE DOWNTOWN AREA**

A motion was made by Councilmember Francis and seconded by Councilmember Burak to open the public hearing.

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

Motion Passed 4-0 and the public hearing opened at 7:20 PM

**Public Comment**

**Deb Moore**, 5665 Main Street West, expressed concerns about existing traffic congestion and the ability to cross Highway 12, particularly given increased traffic from Delano and surrounding areas. She also expressed a preference for green space near the library rather than additional multi story development.

City Planner Kaltsas responded by outlining traffic safety considerations associated with the project, including the potential closure of Budd Avenue south of Highway 12 to reduce conflict points. City Planner Kaltsas also discussed ongoing conversations with the County Library regarding potential relocation or redevelopment opportunities that could improve sight lines and intersection safety at Main Street and Highway 12.

City Administrator Schillander encouraged residents to engage with state legislators regarding Highway 12 improvements and noted the City’s participation in the Highway 12 Coalition.

No additional public comments were made.

A motion was made by Councilmember Francis to close the public hearing. Seconded by Councilmember Burak.

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

Motion Passed 4-0 and the public hearing closed at 7:24 PM

**7. 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

The meeting adjourned at 7:24 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  
February 09, 2026  
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 Connie Francis, Councilmember Andrew Burak, & Councilmember Rochelle Arvizo

ABSENT: Councilmember Mike DeLuca

STAFF PRESENT: City Administrator Jacob Schillander, and ABDO Finance Manager Jessi Sturtz

**2. ADOPT AGENDA**

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

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

Motion Passed 4-0

**3. DISCUSSION**

**A. 2026 Enterprise Fund Budget**

**Staff Overview**

ABDO Finance Manager Sturtz reviewed updates to the 2026 Enterprise Fund Budget. The primary change since the previous workshop involved updated water and sewer revenue estimates associated with the Kwik Trip development. Revised estimates were received after the packet was distributed, prompting staff to update revenue projections. Water revenue was increased by approximately \$23,000 annually and sewer revenue by approximately \$13,000 annually based on estimated usage of roughly 1.8–2.0 million gallons per year. No changes were made to expenditures, the Water Fund, Sewer Fund or the Stormwater Fund. Cash flow statements and

additional explanatory narrative were added to the packet to clarify revenue assumptions and miscellaneous line items.

### **Council Discussion**

Councilmembers discussed the methodology used to estimate Kwik Trip water and sewer usage, including seasonal assumptions and comparisons to other communities. Concerns were raised regarding the timing of the updated information and the Council's ability to review supporting calculations prior to the meeting. Councilmembers asked clarifying questions about where the updated figures appeared in the packet, how the revised revenues compared to prior projections, and whether the changes affected proposed utility rate increases. Several Councilmembers expressed comfort with using conservative estimates for the first year, noting that actual usage data would be available in future years to refine projections. The possibility of conducting another utility rate study after a full year of Kwik Trip operation was discussed.

### **Council Direction**

The Council expressed general consensus to proceed using the revised Enterprise Fund figures and to bring the budget forward for consideration at the February 23 business meeting. The Council directed that any follow-up questions be routed through staff in advance of the meeting to allow adequate preparation.

## **B. Park Signage**

### **Staff Overview**

City Administrator Schillander summarized recommendations from the Rebranding Committee regarding park and gateway signage. Based on vendor input, monument-style signs measuring approximately 3 feet by 4 feet were recommended to ensure visibility and consistency with the City's overall branding. The proposal included two gateway signs at the east and west entrances to the city, two monument signs at Rainbow Park, one at Bryantwood Park, one at the Oak Street Tot Lot, and replacement of the logo panel on the existing digital sign. The total estimated cost for all signage improvements was \$85,305. Staff requested Council direction on whether to advance the proposal to a business meeting.

### **Council Discussion**

Councilmembers discussed sign placement at individual parks, particularly the number of entrances at Rainbow Park and Bryantwood Park. Questions focused on physical space constraints, visibility, and whether additional signs would provide meaningful benefit relative to cost. Councilmembers acknowledged that Bryantwood Park's secondary entrance is narrow and lacks sufficient space for a monument sign, and that Rainbow Park's two primary parking-related entrances justified two signs. Councilmembers also discussed updating existing regulatory signage and confirmed that the digital sign work would involve replacing only the logo panel while retaining the existing structure.

## **C. Newsletter & Utility Billing**

### **Staff Overview**

City Administrator Schillander noted that the agenda item related to the City newsletter and utility billing was intended to be led by Councilmember DeLuca who was not present.

**Council Direction**

Council agreed to table the item to a future workshop.

**4. COUNCIL REPORTS**

Mayor Maas-Kusske shared a brief update, including positive feedback on the recent elected officials conference.

**5. FUTURE WORKSHOP TOPICS**

- A. Parking Regulations
- B. Gateway Blvd Pedestrian Safety & Crosswalk Modifications
- C. City Council Salaries
- D. 5 Year Finance CIP
- E. Field Use Contracts
- F. Ordinance 343 Amending City Code Chapter 6, Article 2 Nuisance Violation

Councilmembers briefly discussed process expectations for introducing future workshop topics and agreed to coordinate with staff as needed.

**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 6:04 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  
January 26, 2026  
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: ABDO Finance Manager Jessi Sturtz, and Assistant City Administrator Kevin Larson

**2. ADOPT AGENDA**

Agenda Amendments

Prior to adoption, the following agenda items were proposed for removal: Item B – 5-Year Capital Improvement Plan / Finance Plan & Item D – Newsletter & Utility Billing. The removal was due to the absence of the City Administrator and the desire to avoid duplicative or incomplete discussion without full staff context.

Action

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

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

Motion Passed 5-0

**3. DISCUSSION**

**A. 2026 Enterprise Fund Budget**

ABDO Finance Manager Sturtz introduced the 2026 Enterprise Fund Budgets and presented the Water, Sewer, and Storm Sewer budgets and explained that this was Council's first look at the proposed numbers.

Council directed staff to obtain actual water usage data for car wash usage re water revenue projections. The Council requested staff to update the cash flow study for review. Council will review this information at a future workshop before final adoption of expense allocations or possible changes in rates for the funds.

B. 5 Year CIP/Finance Plan

No Discussion. The topic will be rescheduled for a future workshop.

C. Medina Water Agreement

Assistant City Administrator Larson reviewed the recommended changes provided by the City of Medina. The Council reviewed the proposed changes to the Medina water agreement.

Council directed staff to go back to Medina and maintain that the pre agreed upon 50/50 split of maintenance costs be codified in an agreement.

D. Newsletter & Utility Billing

No Discussion. The topic will be rescheduled for a future workshop.

4. COUNCIL REPORTS

5. FUTURE WORKSHOP TOPICS

A. Parking Regulations

B. Gateway Blvd Pedestrian Safety & Crosswalk Modifications

Mayor Maas-Kusske added 'Council Salaries' to future workshop topics

6. ADJOURNMENT

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

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

Motion passed 5-0

Council Adjourned at 6:21 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  
February 09, 2026  
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 Connie Francis, Councilmember Andrew Burak, & Councilmember Rochelle Arvizo

ABSENT: Councilmember Mike DeLuca

STAFF PRESENT: City Administrator Jacob Schillander, and ABDO Finance Manager Jessi Sturtz

**2. ADOPT AGENDA**

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

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

Motion Passed 4-0

**3. DISCUSSION**

**A. 2026 Enterprise Fund Budget**

ABDO reviewed updates to the 2026 Enterprise Fund Budget, increasing water and sewer revenue projections based on new business developments. Expenditures were unchanged. Council discussed assumptions, supported conservative estimates, and agreed to move the revised budget forward for consideration.

**B. Park Signage**

City Administrator Schillander presented recommendations for new monument-style park and gateway signs. The proposal included two gateway signs at the east and west entrances to the city, two monument signs at Rainbow Park, one at Bryantwood Park, one at the Oak Street Tot Lot, and replacement of the logo panel on the existing

digital sign. Council discussed sign locations, visibility, and costs, and reviewed to update select park and digital signage.

C. Newsletter & Utility Billing

Council tabled the item for a future workshop.

4. COUNCIL REPORTS

Mayor Maas-Kusske shared a brief update, including positive feedback on the recent elected officials conference.

5. FUTURE WORKSHOP TOPICS

- A. Parking Regulations
- B. Gateway Blvd Pedestrian Safety & Crosswalk Modifications
- C. City Council Salaries
- D. 5 Year Finance CIP
- E. Field Use Contracts
- F. Ordinance 343 Amending City Code Chapter 6, Article 2 Nuisance Violation

Councilmembers briefly discussed process expectations for introducing future workshop topics and agreed to coordinate with staff as needed.

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 6:04 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 - BUSINESS MEETING  
MAPLE PLAIN CITY HALL  
January 26, 2026  
7:00 PM**

---

**1. WELCOME**

PRESENT: Mayor Julie Maas-Kusske, Councilmember Mike DeLuca, Councilmember Connie Francis, Councilmember Andrew Burak & Councilmember Rochelle Arvizo

STAFF PRESENT: Director of Public Safety Matt DuRose, City Engineer Dave Martini, Assistant City Engineer Matt Bauman, and Assistant City Administrator Kevin Larson

**2. CALL TO ORDER**

Mayor 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 agenda. Seconded by Councilmember Burak.

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

Motion Passed 5-0

**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.)

**6. CONSENT AGENDA**

- A. 12-15-25 City Council Workshop Meeting Minutes
- B. 12-15-25 City Council Business Meeting Minutes
- C. 01-12-26 City Council - Special Business Meeting Minutes
- D. 01-12-26 City Council Workshop Meeting Minutes
- E. 01-20-26 City Council - 2026 Street Projects Improvements Public Hearing Meeting Minutes
- F. Pheasants Forever - Great Water Chapter 0985 LG220 Application for Exempt Permit

Assistant City Administrator Larson offered changes to item E 01-20-26 City Council - 2026 Street Projects Improvements Hearing Meeting Minutes. Under Bill McGarry statement during the public hearing for the downtown street project, there should be an additional sentence. Mr. McGarry expressed support for closing Hwy 12 access on Budd Avenue and noted the numerous accidents/near misses at the intersection.

Councilmember Burak made a motion to approve the consent agenda with the changes to item E 01-20-26 City Council - 2026 Street Projects Improvements Hearing Meeting Minutes. Seconded by Councilmember Francis.

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

Motion Passed 5-0

## 7. ACCOUNTS PAYABLE

- A. City Bills FY 2025 \$222,644.23
- B. City Bills \$187,452.54
- C. Street Project \$182,811.76
- D. Bond Payment \$720,730.03

Councilmember DeLuca moved to approve the accounts payable. The motion was seconded by Councilmember Burak.

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

Motion Passed 5-0

## 8. STAFF REPORTS

- A. Fire Department

The Fire Department report was submitted in writing. Mayor Maas-Kusske noted that Chief Denneson was at mandatory training and he was not able to make the meeting.

- B. West Hennepin Public Safety

Chief DuRose presented the December 2025 activity report, noting an increase of about 400 calls for service compared to 2024, largely due to proactive traffic enforcement and education efforts. He reported only small changes in crime trends and stated that a late-summer shooting investigation remains active. Beginning in 2026, the department will update its reporting format to better reflect community engagement and public safety work. He also shared upcoming department events and clarified that local officers are not involved in immigration enforcement.

- C. City Engineer

Assistant City Engineer Bauman provided an update on ongoing infrastructure work. He highlighted stormwater system improvements, coordination with private development projects, and responses to service requests and utility issues. Staff continue preparing for upcoming street and utility projects, including grant review and planning for future City Council discussions.

- D. Public Works

Written reports were submitted in the meeting packet. Public Works Director Medina was not present to provide a report.

E. City Planner

Written reports were submitted in the meeting packet. City Planner Mark Kaltsas was not present to provide a report.

F. Administration & Finance

Assistant City Administrator Larson reported that the West Suburban Fire District transition took effect January 1, 2026, ending the City's direct employment of firefighters. He noted a firefighter retirement, ongoing PERA coordination, downtown development planning, 2026 enterprise budget work, and preparation for the 2025 audit.

## 9. OLD BUSINESS

A. Resolution 2026-0126-01 Ordering Improvement and Preparation of Plans for Industrial Street

City Engineer Martini presented Resolution 2026-0126-01 to order improvements on Industrial Street, including pavement resurfacing and watermain replacement. Following a completed feasibility study and public hearing with no objections, Council action would authorize final plans and project implementation.

Councilmember DeLuca moved to approve the Resolution 2026-0126-01 Ordering Improvement and Preparation of Plans for Industrial Street. Councilmember Burak seconded the motion.

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

Motion Passed 5-0

B. Resolution 2026-0126-02 Ordering Improvement and Preparation of Plans for the Downtown Street Project

City Engineer Martini presented Resolution 2026-0126-02 to order the Downtown Street Project, including full street reconstruction, utility upgrades, sidewalk and lighting improvements, and Budd Avenue closure. After the public hearing, Council action would authorize final design and construction.

Councilmember DeLuca moved to approve Resolution 2026-0126-02, Ordering Improvement and Preparation of Plans for the Downtown Street Project. Seconded by Councilmember Burak.

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

Motion Passed 5-0

## 10. NEW BUSINESS

A. Resolution 2026-0126-03 2026 Lead Service Line Replacement Project

Assistant City Engineer Bauman presented Resolution 2026-0126-03 authorizing the 2026 Lead Service Line Replacement Project.

Councilmember Burak moved to approve Resolution 2026-0126-03 2026 Lead Service Line Replacement Project. Councilmember Francis seconded the motion.

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

Motion Passed 5-0

**B. Resolution 2026-0126-04 MCES I&I Grant Application Authorization**

Assistant City Engineer Bauman presented Resolution 2026-0126-04 authorizing the City to submit an Inflow and Infiltration (I&I) grant application to the Metropolitan Council Environmental Services (MCES).

Councilmember Arvizo moved to approve Resolution 2026-0126-04 MCES I&I Grant Application Authorization. Councilmember Burak seconded the motion.

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

Motion Passed 5-0

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

### **Councilmember Rochelle Arvizo**

Councilmember Arvizo shared updates on Salt Awareness Week, encouraging residents to reduce road salt use to protect local waters. She also noted that the North Shore Gymnastics project is meeting stormwater and environmental review requirements and is expected to begin construction this spring.

### **Councilmember Connie Francis**

Councilmember Francis reported that she attended an EDA meeting and a rebranding meeting. Councilmember Francis held Council Chat earlier in the month. She appreciated the chance to get to know residents one-on-one and receive feedback.

### **Councilmember Andrew Burak**

Councilmember Burak commented on the significant number of changes the City has experienced over the past year, including new businesses and the transition to new fire services. Councilmember Burak expressed appreciation to City staff for their extensive work on the rental ordinance and for managing complex interactions involving residents, and businesses.

### **Councilmember Mike DeLuca**

Councilmember DeLuca thanked the City engineers for their work on open houses and public hearings. Downtown development discussions continue to move forward. Staff are preparing for upcoming audits, and City representatives will attend the quarterly Police Commission meeting.

### **Mayor Julie Maas-Kusske**

Mayor Maas-Kusske reported a busy start to the year with meetings, community events, and regional coordination. She highlighted Highway 12 safety efforts, Rotary involvement, mental health resources, and upcoming community events, while continuing resident outreach and City rebranding initiatives.

## **12. 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 7:46 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  
March 09, 2026  
5:30 PM**

---

**1. CALL TO ORDER**

Mayor Maas-Kusske called the meeting to order at 5:30pm

**2. ADOPT AGENDA**

Motion made by Councilmember Francis, Seconded by Councilmember Burak.

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

**3. DISCUSSION**

**A. Pedestrian Safety on Gateway Blvd**

Assistant City Engineer Matt Bauman presented options to the council in regards to Pedestrian safety on Gateway Blvd. After Council discussed several options.

Council Direction is to re-paint the crosswalks, add crosswalk delineators in front of Iron Exchange, add flashing solar lighted cross walk signs in front of Haven Homes and Kwik Trip, and add a no cross walk sign at Gateway Blvd and Baker Park Rd. The Delineators would be removable in the winter.

**B. City of Maple Plain Water Supply Plan**

Assistant City Engineer Matt Bauman presented updates to the DNR Water supply plan, Council discussed and asked Staff to put the Water Supply Plan on the Consent Agenda at the March Council Meeting for approval.

**C. 2026 Proposed Field Rental Rates & Requests**

City Administrator Schillander presented the Council with the 2026 Field Rental rates as well as questions that were asked from the Diamond Devils, and Orono Baseball Association. After Discussion the Council was in agreement with the Rental Rates, and had the following decisions were made on the questions that were asked;

Question 1: Would the Council allow someone to donate funds to construct a Batting cage next to the current one?

Answer 1: Yes, the council will allow this. I need to see the plans and specifications before this happens.

Question 2: Could the Boosters raise money for the scoreboard and potentially include advertising Sponsors on it?

Answer 2: The Council is ok with the Boosters raising money for the scoreboard, however, they do not favor advertising sponsors on it.

Question 3: Could the Boosters raise money to install Lights at Tempe Field?

Answer 3: The Council does not favor this request.

Question 4: Would the council be willing to explore installing a grandstand?

Answer 4: The Council does not favor this request.

Question 5: Will the Council allow the Highschool and OBA to put up Player posters and other advertising?

Answer 5: The Council will review the policy on this.

Question 6: Can we put up # signs on the fields at Rainbow Park?

Answer 6: Yes, They need to be Green with white lettering.

Question 7: Will the Council allow a Storage shed at Rainbow Park for the Softball fields?

Answer 7: The Council will allow this, however, shed plans, appearance, and location must first go through the City Administrator.

#### **4. COUNCIL REPORTS**

#### **5. FUTURE WORKSHOP TOPICS**

- A. Parking Regulations
- B. City Council Salaries
- C. 5 Year Finance CIP
- D. Ordinance 343 Amending City Code Chapter 6, Article 2 Nuisance Violation
- E. Ordinance Amending Maple Plain City Code Regarding The Maple Plain Fire Department
- F. Meeting Minutes -Structure and Content

#### **6. ADJOURNMENT**

Motion made by Councilmember Francis, Seconded by Councilmember Burak.

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

The Meeting was Adjourned at 6:33pm

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 Workshop

<b>AGENDA ITEM:</b> Fire Relief Pension SF 3828 & HF 3512
<b>PREPARED BY:</b> Jacob Schillander, City Administrator
<b>RECOMMENDED ACTION: Discussion &amp; Direction</b>

**Summary:**

As previously discussed, the City of Maple Plain supported special legislation to ensure an equitable distribution of remaining assets of the former Maple Plain Fire Relief Association following termination of participation in the PERA Statewide Volunteer Firefighter Plan. That legislation is now before the Legislature as SF 3828 / HF 3512, and it reflects the same policy outcome Council previously agreed to support.

**What Council Already Supported**

Council’s support was based on a clear and limited objective:

- Firefighters should receive the benefit they reasonably believed they earned through years of service;
- No additional state or City funding would be required; and
- Existing surplus assets should be allocated equitably, particularly to address unintended reductions affecting younger firefighters.

That objective remains unchanged.

**What Has Been Clarified**

As the bill has advanced, questions arose regarding *who* would administer the final distribution of assets and *how* that distribution would occur. In response, the anticipated administrative approach has been clarified to reduce risk and avoid discretionary decision-making by any single entity.

Under the clarified framework now being discussed:

- The State Board of Investment (SBI) would distribute the funds upon enactment of the bill.
- PERA and the City would jointly prepare a distribution schedule that identifies the amounts payable to each firefighter.
- Those calculations would be strictly governed by the bill itself:

- PERA would calculate accrued benefits using the required present-value methodology;
- The surplus allocation would be applied exactly as directed in the legislation.
- Neither the City nor PERA would have discretion to alter benefit formulas or make policy decisions.

In effect, the City's role would be administrative, limited to working with PERA to ensure the calculations follow the statute exactly.

**City Risk Considerations**

Under this approach, the City would not be making subjective determinations or exercising discretion over benefit levels. The City's exposure would be limited to ensuring accurate calculations consistent with the law, like many other administrative functions regularly performed by the City.

This structure preserves the outcome Council supported, while responding to administrative and legal concerns raised during the legislative process.

**Why Council Direction Is Needed Now**

Council previously indicated it wished to see whether special legislation moved forward and return at that point for confirmation. That point has now been reached.

Staff are requesting confirmation that:

- Council continues to support SF 3828 / HF 3512; and
- Council is comfortable with the clarified administrative framework for implementing the bill, should it become law.

Council direction will allow staff to proceed consistently and communicate the City's position clearly as the bill continues through the legislative process.

**SENATE  
STATE OF MINNESOTA  
NINETY-FOURTH SESSION**

**S.F. No. 3828**

(SENATE AUTHORS: LIMMER)

<b>DATE</b>	<b>D-PG</b>	<b>OFFICIAL STATUS</b>
02/23/2026	6376	Introduction and first reading Referred to State and Local Government

1.1 A bill for an act

1.2 relating to retirement; Public Employees Retirement Association statewide volunteer

1.3 firefighter plan; Maple Plain fire department; modifying the procedures for

1.4 terminating participation in the statewide volunteer firefighter plan by the Maple

1.5 Plain fire department; requiring the executive director of the Public Employees

1.6 Retirement Association to allocate the surplus of plan assets over liabilities to

1.7 firefighters in the Maple Plain fire department in a two-stage allocation.

1.8 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

1.9 Section 1. **INVESTMENT OF THE ASSETS OF THE MAPLE PLAIN FIRE**

1.10 **DEPARTMENT IN LOW-RISK INVESTMENTS.**

1.11 No later than ten days after the effective date of this section, the executive director of

1.12 the Public Employees Retirement Association must direct the State Board of Investment to

1.13 re-invest the assets in the account of the Maple Plain fire department in low-risk investments

1.14 to minimize the risk of investment losses between the effective date and the date of

1.15 distribution of the assets.

1.16 Sec. 2. **TERMINATION PROCESS AND ALLOCATION OF SURPLUS UPON**

1.17 **TERMINATION FROM THE STATEWIDE VOLUNTEER FIREFIGHTER PLAN.**

1.18 (a) Paragraphs (b) to (f) apply, in lieu of Minnesota Statutes, section 353G.18, subdivision

1.19 4, to the termination of the participation of the Maple Plain fire department in the statewide

1.20 volunteer firefighter plan.

1.21 (b) The participation of the Maple Plain fire department in the statewide volunteer

1.22 firefighter plan and the coverage of the departing firefighters as defined under Minnesota

1.23 Statutes, section 353G.18, subdivision 2, must cease as of the date the requirements of this

2.1 section are completed and all assets credited to the account of the Maple Plain fire department  
2.2 are distributed.

2.3 (c) To terminate the participation of the Maple Plain fire department in the statewide  
2.4 volunteer firefighter plan, the governing board of the city of Maple Plain must adopt the  
2.5 resolutions under Minnesota Statutes, section 353G.18, subdivision 5, and deliver the  
2.6 resolutions to the executive director of the Public Employees Retirement Association.

2.7 (d) The executive director must:

2.8 (1) fully vest all departing firefighters as of the termination date identified by the  
2.9 governing board in the resolutions under Minnesota Statutes, section 353G.18, subdivision  
2.10 5, and consider each departing firefighter 100 percent vested in the pension benefit accrued  
2.11 by the departing firefighter under the fire department's account as of the termination date;

2.12 (2) determine the present value of each departing firefighter's accrued benefit as of the  
2.13 termination date, taking into account the benefit level under Minnesota Statutes, section  
2.14 353G.11, or otherwise in effect for the departing firefighter as determined by the executive  
2.15 director;

2.16 (3) determine, as of the termination date, the value of accrued liabilities, including  
2.17 administrative expenses incurred or reasonably anticipated to be incurred through the  
2.18 distribution date, and the value of assets attributable to the fire department's account; and

2.19 (4) as required by section 1, continue to minimize the risk of investment losses by  
2.20 investing the assets credited to the fire department's account in low-risk investments.

2.21 (e) If the fire department's account has assets in excess of accrued liabilities, the executive  
2.22 director must allocate the excess among all departing firefighters in accordance with the  
2.23 following process:

2.24 (1) In the first stage, the executive director must allocate a portion of the surplus to each  
2.25 departing firefighter who has not yet reached age 50 equal to the departing firefighter's years  
2.26 of service multiplied by the benefit level under Minnesota Statutes, section 353G.11, or  
2.27 otherwise in effect for the departing firefighter as determined by the executive director,  
2.28 minus the present value of the departing firefighter's accrued benefit determined under  
2.29 paragraph (d), clause (2).

2.30 (2) In the second stage, the executive director must allocate the surplus remaining, if  
2.31 any, after the allocation under clause (1) to each departing firefighter in the same proportion  
2.32 that the departing firefighter's years of service bears to the total years of service credited to  
2.33 all departing firefighters. Each departing firefighter's benefit, as determined under paragraph

3.1 (d), clause (2), and, if applicable, as increased under clause (1), must be increased by the  
3.2 departing firefighter's share of any remaining surplus.

3.3 (3) If, in the first stage, there is not sufficient surplus to provide an allocation to each  
3.4 departing firefighter who has not yet reached age 50 as directed in clause (1), the executive  
3.5 director must reduce the amount of the surplus allocated to each departing firefighter who  
3.6 has not yet reached age 50 by reducing the benefit level used in clause (1) to a benefit level  
3.7 that when multiplied by the years of service of each departing firefighter who has not yet  
3.8 reached age 50, the surplus is exhausted and the same benefit level is used to compute the  
3.9 allocation of surplus to each departing firefighter who has not yet reached age 50.

3.10 (f) The executive director must, as soon as practicable after the termination date, distribute  
3.11 to each departing firefighter, regardless of whether the departing firefighter has attained  
3.12 age 50, the firefighter's benefit as calculated by the executive director under paragraphs (d)  
3.13 and (e). The distribution must be made in a lump sum, either as a payment to the departing  
3.14 firefighter or as a direct rollover, if elected by the firefighter. If the departing firefighter is  
3.15 deceased, then the firefighter's benefit must be paid to the firefighter's survivor under  
3.16 Minnesota Statutes, section 353G.12, or as a direct rollover, if elected by the survivor.

3.17 (g) The executive director must pay supplemental benefits under Minnesota Statutes,  
3.18 section 424A.10, but only to the extent that the executive director is entitled to reimbursement  
3.19 under Minnesota Statutes, section 424A.10, subdivision 3.

3.20 **Sec. 3. REMAINING PROVISIONS OF SECTION 353G.18 APPLY.**

3.21 Minnesota Statutes, section 353G.18, subdivisions 1 to 3 and 5, apply to the termination  
3.22 of the participation of the Maple Plain fire department in the statewide volunteer firefighter  
3.23 plan.

3.24 **Sec. 4. EFFECTIVE DATE.**

3.25 Sections 1 to 3 are effective the day following final enactment.