



AGENDA
CITY COUNCIL - WORKSHOP
MAPLE PLAIN CITY HALL
July 28, 2025
5:30 PM

1. CALL TO ORDER

2. ADOPT AGENDA

3. DISCUSSION

A. Meadows of Maple Plain HOA discussion

B. Fire Merger Discussion

4. COUNCIL REPORTS AND OTHER BUSINESS

5. FUTURE WORKSHOP TOPICS

A. 2026 Budget 1st Draft

B. Park Improvements - Oak Street Tot Lot & Discovery Center Play Ground

C. Code of Conduct

D. Parking Regulations

E. City Hall Building

F. No Mow May Discussion

6. ADJOURNMENT



Executive Summary
City Council Workshop

AGENDA ITEM:	Meadows HOA
PREPARED BY:	Jacob Kolander, City Administrator
RECOMMENDED ACTION:	Discussion

Meadows HOA Request for City Assumption of Streets, Utilities, and Outlot B

The Meadows Homeowners Association (HOA) Board has approached the City with a request to consider assuming ownership and maintenance responsibilities for the private streets, utilities, and Outlot B within their subdivision.

In preliminary discussions, I advised the HOA that the City has historically not taken on such responsibilities in similar developments. However, should the City Council wish to explore this request further, several key considerations would need to be addressed:

- **Right-of-Way (ROW) Requirements:** The City would likely require a 60-foot ROW, which would extend to or near the front entrances of existing homes, potentially impacting property layouts and landscaping.
- **Entrance Island Removal:** The landscaped islands located at the entrances on Oak Street would need to be removed to meet City standards for street design and maintenance.
- **Transfer of Reserve Funds:** The HOA’s existing reserve funds for infrastructure maintenance would need to be transferred to the City to help offset future maintenance obligations.

- **Future Reconstruction Costs:** The first full reconstruction of the streets would be assessed 100% to the benefiting properties. Any subsequent reconstructions would follow the City's Special Assessment Policy in place at that time.

The HOA Board is seeking to understand whether the City Council would be open to further discussion on this matter. If there is interest, staff recommends inviting the HOA to formally present their request, followed by a comprehensive review by City staff and legal counsel.



Executive Summary
City Council Workshop

AGENDA ITEM: Fire Merger	
PREPARED BY:	Jacob Kolander, City Administrator
	Rick Denneson, Fire Chief
	Mark Kaltsas, City Planner
RECOMMENDED ACTION: Discussion	

Purpose of Workshop

This session is intended to:

- Answer any remaining questions from council members.
- Review and discuss the proposed 2026 budget for the merged department.
- Discuss the leasing terms and responsibilities for the current Maple Plain fire station.

Merger Progress Overview

The merger between the **West Suburban Fire District (WSFD)** and **Maple Plain Fire Department (MPFD)** is on track for an operational start date of **January 1, 2026**. The process has been collaborative, with strong support from both departments and transition teams meeting regularly since Spring 2025.

Key Developments

- **Transition Team Work:** Focused on operational alignment—equipment compatibility, records integration, branding, and communications.
- **Fire Commission Meeting (July 8, 2025):**
 - Confirmed December 31, 2025 as the operational merger deadline.
 - Reviewed a draft 2026 budget and outlined legal steps for council approvals.
 - Identified one-time merger costs (~\$37,000–\$39,000), to be covered by public safety aid funds.

Budget Overview

- **2025 Combined Budget:** \$464,000
- **2026 Draft Budget:** \$552,000

- Increase driven by pension catch-up contributions, expanded staffing (full-time chief, assistant chief, admin support), and firefighter wage increases.
- A 5% annual budget escalator is proposed for the first five years, after which a new funding formula will be adopted.

Fire Station Lease Discussion

- **Ownership:** Maple Plain retains ownership of the current fire station.
- **Lease Terms:** Proposed lease to the merged department for **\$1/year**.
- **Responsibilities:**
 - **City:** Roof, mechanical systems, exterior maintenance.
 - **Department:** Interior modifications and operational use.
 - Additional items (e.g., hazardous waste systems, fuel systems) to be clarified in the lease agreement.

Next Steps

- **Council Workshops:** Each city to hold individual sessions in August to address questions and authorize legal work.
- **Resolutions:** Council resolutions to pursue the merger expected by late August.
- **Joint Council Meeting:** Tentatively scheduled for **August 21, 2025 at 6:30 PM** in Independence for final public discussion and symbolic approval.
- **Fire Relief:** Should Fire relief continue their direction of working with their attorney on new bylaws, or should we have them hold off until this gets approved by both councils.

City Contribution

Budget Maple Plain / Independence Responsible For	
Total Operating Expenditures	\$552,500
Less Retirement	(\$61,430)
Total General Fund	\$491,070

Estimated Market Values	2025	2024	2023	3 Year Average
Maple Plain	303,789,700	300,733,700	275,000,000	293,174,467
Independence	984,710,300	958,811,100	717,441,014	886,987,471
TOTAL	1,288,500,000	1,259,544,800	992,441,014	1,180,161,938
Maple Plain's Percentage of 3 year Market Value Average	25%			
Independence's Percentage of 3 year Market Value Average	75%			

Emergency Response Hours	2024	2023	2022	3 Year Average
Maple Plain	1542.00	1725.00	1588.50	1618.50
Independence	908.00	897.75	1098.50	968.08
TOTAL	2450.00	2622.75	2687.00	2586.58
Maple Plain's Percentage of 3 year Emergency Response Hours Average	63%			
Independence's Percentage of 3 year Emergency Response Hours Average	37%			

Formula
City Contribution = ([50%*General Fund Budget]*Market Value) +([50%*General Fund Budget]*Call Hours)

Municipalities Share of Fire Partnership				
	General Budget	Bond Payments	Retirement	Total
Maple Plain	\$214,634	\$0	\$30,715.0	\$245,349
Independence	\$276,436	\$0	\$30,715.0	\$307,151
Total	\$491,070	\$0	\$61,430	\$552,500

City Contribution

Budget Maple Plain / Independence Responsible For	
Total Operating Expenditures	\$514,129
Less 2% Money	(\$38,500)
Less Three River's Contribution	(\$1,500)
Less State Training Reimbursement	(\$10,000)
Less Interest Earnings	(\$4,500)
Less State Retirement Reimbursement	(\$1,000)
Less Capital Improvement	(\$65,000)
Total General Fund	\$393,629

Estimated Market Values	2024	2023	2022	3 Year Average
Maple Plain	300,733,700	275,000,000	267,452,400	281,062,033
Independence	958,811,100	717,441,014	595,437,030	757,229,715
TOTAL	1,259,544,800	992,441,014	862,889,430	1,038,291,748
Maple Plain's Percentage of 3 year Market Value Average				27%
Independence's Percentage of 3 year Market Value Average				73%

Emergency Response Hours	2023	2022	2021	3 Year Average
Maple Plain	1725.00	1588.50	1644.50	1652.67
Independence	897.75	1098.50	1157.00	1051.08
TOTAL	2622.75	2687.00	2801.50	2703.75
Maple Plain's Percentage of 3 year Emergency Response Hours Average				61%
Independence's Percentage of 3 year Emergency Response Hours Average				39%

Formula
City Contribution = ([50%*General Fund Budget]*Market Value) +([50%*General Fund Budget]*Call Hours)

Municipalities Share of Fire Partnership				
	General Budget	Bond Payments	Capital Improvement	Total
Maple Plain	\$173,580	\$0	\$32,500	\$206,080
Independence	\$220,049	\$0	\$32,500	\$252,549
Total	\$393,629	\$0	\$65,000	\$458,629

Public Safety Aid	\$ 127,539.00	Bring Pension Up	2026	2027	2028	2029	2030
Whps	\$ 59,236.00		\$ 61,430.00	\$ 66,549.00	\$ 72,018.00	\$ 77,859.00	\$ 84,097.00
Soft Cost	\$ 19,500.00						
		Budget with Pension	\$ 552,500.00	\$ 582,172.50	\$ 613,422.68	\$ 646,333.91	\$ 680,995.65
		Budget without Pension	\$ 491,070.00	\$ 515,623.50	\$ 541,404.68	\$ 568,474.91	\$ 596,898.65
Remaining	\$48,803						
		Budget with 5 % increase					
		MP Share	\$ 214,633.87	\$ 228,973.11	\$ 240,421.77	\$ 252,442.86	\$ 265,065.00
		INDP Share	\$ 276,436.13	\$ 286,650.39	\$ 300,982.91	\$ 316,032.05	\$ 331,833.66
Upfront Soft Cost	\$39,000	Cities Split Pension Up 50/50 Like we did with Capital					
MP Pays	\$ 19,500.00		\$ 491,070.00	\$ 515,623.50	\$ 541,404.68	\$ 568,474.91	\$ 596,898.65
Indp Pays	\$ 19,500.00						
		Total Budget to Levy					
		Maple Plain	\$ 245,348.87	\$ 262,247.61	\$ 276,430.77	\$ 291,372.36	\$ 307,113.50
		Independence	\$ 307,151.13	\$ 319,924.89	\$ 336,991.91	\$ 354,961.55	\$ 373,882.16
Capital Improvement Fund	Balance \$ 244,223.21						
MP Gets to Keep	\$ 115,992.57		\$ 552,500.00	\$ 582,172.50	\$ 613,422.68	\$ 646,333.91	\$ 680,995.65
INDP Gets to Keep	\$ 128,230.64						
Purchase Fire Truck in 5 years							
MP Pays	\$ 332,430.00						
Indp Pays	\$ 367,570.00						

Year 1 Delta
\$ 39,269.03
\$ 54,601.97

2025 MP Fire Budget				
	General	Capital		
MP	214633.9	30715	245348.9	0.444070357
IND	276436.1	30715	307151.1	0.555929643
	491070	61430	552500	