

**CITY OF MAPLE LAKE
WRIGHT COUNTY, MINNESOTA
MINUTES OF MAPLE LAKE PERSONNEL COMMITTEE MEETING
January 15, 2026**

1. **Call to Order** - The City of Maple Lake Personnel Committee meeting was called to order by Mayor Lynn Kissock at 6:00 p.m. on Thursday, January 25, 2026 at 6:00 p.m..
2. **Roll Call** – Mayor Lynn Kissock, Councilors: Kris Logas, Scott Chantland and Lori Hausken were present.

City Staff Present: Andrew Johnson, Public Works Director, Margaret Webb, Finance Officer, Cathy Reynolds, Interim City Administrator

3. **Approval of Agenda** – Motion by Councilor Chantland and seconded by Councilor Logas to approve the agenda as presented. Motion passed (4-0).
4. **Business** –
 - a. **Benefit Policy Discussion.** Reynolds provided a presentation covering the various benefits offered by the city and the changes in those benefit offerings to assist the personnel committee in developing a benefit policy recommendation. The committee discussed the benefits and recommended that all employees receive the same benefits removing past grandfathering provisions. That the city pay 100% of employee health and dental premiums and provide 75% coverage for dependents premiums. That the city should continue to provide employer paid short and long term disability and a \$50,000 life insurance policy. They also recommended that the city contribute 50% of an employee's health care deductible to the employee's Health Savings Account. The personnel committee also recommended that the city look into a COBRA and State Continuation Coverage administrator.
 - b. **Discuss Public Works Job Descriptions and Recruitments.** Reynolds reviewed changes the the Maintenance Worker job description to create a Maintenance Worker 1 and Maintenance Worker 2 job description to go with the two positions delineated on the 2026 Pay Scale. Reynolds also discussed an updated Seasonal Maintenance Worker job description. The personnel committee discussed the job descriptions and recommended they be forwarded to the city council for approval. The personnel committee also discussed that the staff would move forward with the recruitment process to fill the vacant public works position. The recruitment would be for a Maintenance Worker 1. Staff is also looking to start recruiting for a seasonal worker for the summer.
 - c. **Discuss Process for Filling Vacant Council Position.** The personnel committee discussed how to move forward with filling the vacant council position. It recommended that staff prepare an advertisement to accept applications for the vacancy. Interviews of the applicants would then be held at the February 17, 2026 council meeting. Council could then discuss the candidates at the March 3, 2026 council work session with an appointment occurring at the March 17, 2026 city council meeting.

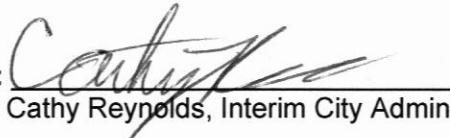
- d. 2026 Salary Discussion – Administrative Assistants. The personnel committee discussed the possible adjustment of the two administrative assistants' 2026 pay to Grade 1, Step 3 on the 2026 pay scale. The recommendation was made that council approve a pay adjustment to Grade 1, Step 3 effective January 1, 2026, for the two administrative assistant positions.
- e. Vacation and Sick Leave Policy Discussion.
 - i. The committee discussed the sick leave policy and the maximum accrual cap of 500 hours. The committee agreed that the policy should be enforced as written and employees capped at 500 hours of accrual. A possible amendment to the policy to allow an annual sell back of sick hours at 50% of an employee's pay was discussed and recommended for further research into this be completed and brought back at a later date with other Personnel Policy updates.
 - ii. The committee then discussed the vacation policy maximum accruals that are set at 1.5 times an employees annual accrual rate. The policy allows the city council to approve short-term accruals in excess of the policy. It was discussed that the Public Works Director is near his vacation cap and with the vacancy it is harder to take leave at this time. The committee recommended that council approve allowing accruals in excess of the Public Works Director maximum accrual amount until a new public works employee can be hired.

5. **Adjournment** - Motion made by Councilor Logas, seconded by Councilor Chantland to adjourn the meeting at 8:02 p.m. Motion passed.

Approved:


Lynn Kissock, Mayor

Attest:


Cathy Reynolds, Interim City Administrator