

MAPLE LAKE CITY COUNCIL
March 19, 2024 Minutes

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Mayor Lynn Kissock.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Members Present: Lynn Kissock, John Haack, Wayne Paumen, Scott Chantland, and Lori Hausken

Absent: none

Others Present: Phil Gravel, City Engineer – Stantec; Sam Ketchum, City Attorney, Kennedy & Graven; Adam Bauman, Wright County Deputy; Shirley Slater-Schulte, Interim City Administrator.

AGENDA APPROVAL

Item e, Park Board, was added to the Department Reports. Item f, Planning Commission, was added to the Department Reports. Resolution 2024-12 was added as Item g to the New Business.

A motion by Chantland, second by Hausken, to approve the agenda with the additions as noted above. All present voted in favor. Motion passed.

OPEN FORUM – None

CONSENT AGENDA

- a. Approval of minutes for the Personnel Committee meeting of February 27, 2024
- b. Approval of minutes for the City Council meeting of February 20, 2024
- c. Approve the hiring of Philip Markuson and Zachary Berg as Volunteer Firefighters effective March 19, 2024
- d. Motion to approve the Maple Lake Fire Department Firefighter, Firefighter/EMT, EMR, and EMT (Non-Firefighter) Policy
- e. Motion to accept resignation received from Jenny Jerome
- f. Resolution 2024-12 Accepting Donation from Maple Lake Lion's Club in the amount of \$500.00 for St. Patrick's Claddagh sponsorship 2024

A motion by Hausken, second by Paumen, to approve the consent agenda. All present voted in favor. Motion passed.

WRIGHT COUNTY SHERIFF'S DEPARTMENT

- a. February Monthly Reports
Deputy Bauman was present to review the February report and answer questions.

DEPARTMENT REPORTS

- a. **Administrative Report – Shirley Slater-Schulte, Interim**
A meeting is set up for the apartment development meeting. There is no meeting set with the auditors but there is a file set up regarding requested reports and DJ is working on it. Looking to set up help with an outside firm to assist. Training is needed with MnSpect and is scheduled. Training is also needed for the time clock program.

b. **Engineer's Report – Phil Gravel**

Airport taxiway A grant is moving forward. LSL1 is 100% funded and is a federally mandated program to inventory service lines. It won't cost the city anything. A \$135,000 safe streets grant is taking a little more time. Requests for proposals are being prepared. We may recommend getting outside help to finish the work.

c. **Public Works Department**

The sanitary survey report is in the packet, and it all looked good.

d. **Chamber Report**

The last meeting was mostly preparations for St. Patrick's Day.

e. **Park Board (added) - Lori Hausken**

AI will have the security cameras installed in both parks. We are waiting on the benches depending on the grant related to the beach. A walking path from the beach to the bathrooms will be installed for safety. The canopy will be installed, and the grill will be adjusted. The benches on the dock are ready. The ga-ga pit is planned by a local boy scout who will make a presentation to the council. Money is being held by the school to do the pickle ball court on the slab where the skate park was. More information is needed about the park dedication fees.

f. **Planning Commission (added) - Scott Chantland**

Flood plain regulations and splitting Paumen property was discussed. Industrial land development is still being considered and the Pribyl property is still on hold. There's been a lot of discussion of the industrial development group with the chamber and the county.

NEW BUSINESS

a. **Motion to award the contract for the Maple Lake 2024 Seal Coat and Crack Fill to the low bidder, Allied Blacktop Company based on the total base bid in the amount of \$150,743.00.**

Three contractors submitted bids. This amount is reasonable in accordance with previous budgeting.

A motion by Chantland, second by Haack, to approve the contract with Allied Blacktop Company for the 2024 Seal Coat and Crack Fill contract in the amount of \$150,743.00. All present voted in favor. Motion passed.

b. **Adoption of Ordinance 2024-02 Repealing and Replacing Chapter 79 of the Maple Lake City Code Regarding Floodplain Regulations**

Attorney Ketchum explained the need for the ordinance making residents eligible for federal floodplain insurance program. The DNR sent an approval letter.

A motion by Kissock, second by Chantland, to adopt Ordinance 2024-02 repealing and replacing Chapter 79 of the Maple Lake City Code subject to the DNR conditional approval letter. All present voted in favor. Motion passed.

c. **Resolution 2024-13 Authorizing Summary Publication of Ordinance 2024-02**

A motion by Kissock, second by Chantland, to approve Resolution 2024-13 authorizing summary publication of Ordinance 2024-02. All present voted in favor. Motion passed.

d. Motion to Approve the Purchase of a 4000 Series 35 HP Kawasaki 72” HDX Pro XL and Kit Striper (as listed) in the amount of \$12,373.91.

The Lakers have requested the city purchase this item and they will reimburse the city for the full amount.

A motion by Chantland, second by Paumen, to authorize the purchase of a 4000 Series 35 HP Kawasaki 72” HDX Pro XL and Kit Striper in the amount of \$12,373.91. All present voted in favor. Motion passed.

e. Information on the Concept Plan as Submitted by Chris Paumen dba CSP Properties.

Chris Paumen, property owner, described the concept plan for a daycare center. The preliminary and final plat is ready to go. They plan on breaking ground in May.

f. Review and Approve the Service Utility Billing Clerk Job Description.

Mayor Kissock introduced the item. Interim Administrator Slater-Schulte expressed her support for splitting the position into 2 part-time positions. This position would be responsible for the intake of utility payments as well as the monthly balancing of the account.

A motion by Kissock, second by Haack, to approve the Utility Billing Clerk job description as presented. All present voted in favor. Motion passed.

g. Resolution 2024-14 – Requesting continued funding for Wright County Economic Development Partnership

Mayor Kissock explained that the Wright County Economic Development Partnership is a non-profit agency that has been funded by the county through grants. They offer guidance and support for the cities and Maple Lake has benefited from this partnership. The county is considering whether they should continue to support this.

A motion by Haack, second by Hausken, to approve Resolution 2024-14 requesting continued funding for Wright County Economic Development Partnership. All present voted in favor. Motion passed.

OTHER BUSINESS

ANNOUNCEMENTS/DATES TO REMEMBER

April/May 2024 Dates to Remember

- Maple Lake Library Board meeting, March 28, 2024, at 6:00 p.m.
- City Council meeting, Tuesday, April 2, 2024, at 6:00 p.m.
- Chamber of Commerce meeting, Wednesday, April 3, 2024, at noon
- Planning Commission meeting, Tuesday, April 9, 2024, at 6:00 p.m.
- City Council meeting, Tuesday, April 16, 2024, at 6:00 p.m.
- Local Board of Appeal and Equalization for the City of Maple Lake at Wright County Government Center, Assessor’s Office, 3650 Braddock Avenue NE, Ste #1700, Buffalo, MN, from 8 a.m. to 4:30 p.m., Monday-Friday, April 8th – 30th, 2024.
- Park Board Meeting, Monday, May 6, 2024, at 5:00 p.m.

Adjournment

A motion by Haack, second by Hausken, to adjourn at 7:50 p.m. All present voted in favor. Motion passed.

Date _____

Shirley Slater Schulte, Interim City Administrator