

MAPLE LAKE CITY COUNCIL

APRIL 2, 2024

Call to Order – Meeting was called to order by Mayor Kissock.

Pledge of Allegiance

Roll Call: Mayor Lynn Kissock, Councilmembers: John Haack, Scott Chantland, Lori Hausken, and Wayne Paumen.

Staff Present: Al Hudek, Public Works Director, Chuck Boeser, City Engineer and Shirley Slater-Schulte, Interim City Administrator.

Agenda Approval

A motion was made by Councilor Chantland, seconded by Councilor Paumen to approve the agenda as presented. All voting yes. Motion declared passed.

Open Forum – Matters presented in the Open Forum are limited to 5 minutes. Any matter that requires additional time or consideration by the Council may be tabled for a future meeting.

Councilor Scott Chantland removed himself from the City Council and spoke at Open Forum. He identified his address as 25 Birch Avenue N. and noted that he owned a few properties within Maple Lake. He stated that he had just applied and received his building permit for 63 Birch Ave as he is converting this from the Book Store into a Barber Shop and bringing a new business into the city and the building permit for this is \$925.03, which is too high. This is a small remodel, and this permit does not include the plumbing permit. The city receives 35% and MNSpect receives 65% of Building Permits.

Consent Agenda

- a. Approval of Fire Contract with Corinna Township and authorize Mayor & Interim City Administrator to sign contract.
- b. Approval of Fire Contract with Chatham Township and authorize Mayor & Interim City Administrator to sign contract.
- c. Approval of Paid invoice report from 03/01/2024 – 03/29/2024 (emailed) and check register from 03/01/2024 – 03/29/2024.
- d. Resolution 2024-15 – Accepting Donation in the amount of \$1,000.00 from the Maple Lake American Legion Post 131 for the Makers & Growers.
- e. Resolution 2024-16 – Accepting Donation in the amount of \$500.00 from the Maple Lake Lions for the Makers & Growers.
- f. Motion to approve payment to LaTour Construction, Inc. in the amount of \$18,191.45 for 2023 Street Improvement Project recommended by Charles Boser with Stantec.
- g. Resolution 2024-17-Resolution Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement excluding land Acquisition.

- h. LaTour Construction Request for Payment 2023 Street Improvement in the amount of \$18,191.45. THIS ITEM WAS REMOVED AS IT WAS DUPLICATED and LISTED IN ITEM F.

Motion made by Councilor Hausken, seconded by Councilor Chantland to approve the Consent Agenda as amended. All voting yes. Motion declared passed.

Report from the Wastewater Commission – Kelly Hinnenkamp, City Administrator from the City of Annandale and Secretary for the Wastewater Commission and Nick Haggenmiller, City Administrator from City of Howard Lake reported the following information:

1. Financial Analysis, to include project costs.
2. Reported that the Wastewater Commission entered into a development agreement with Montrose and Waverly to start the process of regionalization. The Commission requested that staff provide an update to each Council on this potential project.

Department Reports

Administrative Report – Shirley Slater-Schulte, Interim

1. Request from Maple Lake Messenger regarding the Lifestyle Issue for 2024 – ½ page ad for \$475.
2. League of Minnesota Conference – Reservations needed – June 26-28, 2024
3. Miscellaneous items – Unemployment Claim
4. Public Works Director Al Hudek
City Truck has been ordered.
Update on the Water Tower Mixer that will be ordered.
Employee Mike Wicks obtained his water license.
5. City Engineer's updates – Reported on the Request of Payment to LaTour construction in the amount of \$18,191.45 for the 2023 Street Improvement Project.
6. Wright County Sherriff's Report – Presented the monthly report for March 2024.
7. Memo from Liquor Manager on store closure for April 9 & 10, 2024 for the installation of the new cabinets/countertops.

Mayor Kissock declared a 5-minute recess.

NEW BUSINESS

- a. **Review and approval of the City Administrator Profile per Pat Melvin.**

Motion made by Councilor Hausken to approve the City Administrator's Profile as submitted by Pat Melvin with the recommend edit that was offered prior, seconded by Councilor Paumen. All voting yes. Motion declared passed.

MAPLE LAKE CITY COUNCIL

April 2, 2024, Minutes

b. Review and approval of the Organizational Assessment Administration Department Analysis Draft Executive Summary.

MOTION to review and approve the Organizational Assessment Administration Department Analysis Draft Executive Summary.

Motion made by Councilor Hausen, seconded by Councilor Chantland. All voting yes. Motion declared passed.

b. Discussion of immediate Staffing needs.

Replacement of the Zoning Personnel and address the immediate staffing needs. Interviews could include the Interim City Administrator, Al Hudek and other staff as needed.

c. Discussion regarding Future Industrial Area

Consensus of the City Council to set a workshop to discuss the Future Industrial Area for May 6, 2024@ 6 P.M.@ City Hall.

e. Discussion regarding TIF District – There was a presentation given on TIF financing. TIF could be used for a proposed housing project.

MOTION to approve the request from CSP Properties, INH Properties and the City of Maple Lake for the 5th Street Feasibility Study to be divided equally between three parties, cost estimate of \$8,000.00.

Motion made by Mayor Kissock, seconded by Councilor Haack. All voting yes. Motion declared passed.

f. Quote for repair of City Hall Parking Lot

MOTION made by Councilor Chantland, seconded by Councilor Paumen to approve the quote for the repair of City Hall Parking Lot in the amount of \$9,289.00 by Minnesota. All voting yes. Motion declared passed.

g. Public Works Quote for repair of Rose Avenue S

MOTION to approve the repair of Rose Avenue S from Sunset to 1st Street in the amount of \$16,530. Motion made by Councilor Hausken, seconded by Councilor Paumen. All voting yes. Motion declared passed.

h. Public Works Update on Airport Grant for mower -90/10 – City's share is \$8,239.73.

City Engineer, Chuck Boeser explained that the city's share of this Airport Grant is 10% of the total cost for equipment.