

MAPLE LAKE CITY COUNCIL MINUTES
JUNE 18, 2024
6:00 P.M.

Call to Order - Mayor Lynn Kissock called the meeting to order at 6:00 p.m.

Pledge of Allegiance

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

City Staff and Consultants: Shirley Slater-Schulte, Interim City Administrator, Al Hudek, Public Works Director, David Anderson, City Attorney and Chuck Boser, City Engineer, Steve Peterson, Fire Chief, Tabitha Berg, Fire & Ambulance.

Agenda Approval – Move to approve the Amended Agenda as presented. Motion made by Councilor Chantland, seconded by Councilor Hausken. 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 until a future meeting.

John Haack, 110 Birch Avenue South and 118 First Street East, commented on the article in the Maple Lake Messenger regarding the clean-up of these properties. He stated that he had received several messages from residents offering their help. Haack is requesting itemized lists from the city as to what they are planning to remove from his property. He stated that he has complied by storing items in trailers and sheds and is appealing to the City Council to give him a list of items that need to be removed.

Consent Agenda

- a. Approval of Minutes – City Council Minutes of April 2, 2024
- b. Approval of Minutes - City Council, Industrial Group, Planning & Park of May 6, 2024
- c. Approval of Minutes - City Council Minutes of May 7, 2024
- d. Approval of Minutes – City Council Minutes of June 4, 2024
- e. Resolution 2024-25 – Accepting Donation in the amount of \$10,000 for the Maple Lake Fire Department from Ramsey Lake Property Owners Association.
- f. Resolution 2024-26 – Accepting Donation in the amount of \$10,000 for the Maple Lake Pickleball Court from Ramsey Lake Property Owners Association.

MOTION: Motion made by Councilor Hausken, seconded by Councilor Paumen to approve the Consent Agenda as presented. All voting yes. Motion declared passed.

Department Reports

Interim City Administrator – Shirley Slater-Schulte

Updates from Civic and Abdo

Update on Unemployment Claim

Motion needed to authorize Shannon DesMarais, signer on bank accounts to release some funds that are over collateralized.

MOTION: Councilor Hausken made a motion to authorize Shannon DesMarais and Mayor Kissock to sign the request from Star Bank that will authorize the Bank to release over collateralized pledges. Motion seconded by Councilor Haack. All voting yes. Motion declared passed.

Public Works Director – Al Hudek

Letter regarding Water Meter Replacement update

The letter is from Kenneth Wittinger giving approval and permission to the City of Maple Lake to replace 19 water meters within the Mobile Home Park in Maple Lake. Public Works Director Hudek stated that this has been an ongoing project for some time.

Request to purchase Cement Barriers for \$4,780.00 for Park Path at the Maple Lake Beach Area.

MOTION: Mayor Kissock introduced a motion to approve the purchase of 30 cement barriers in the amount of \$4,780 to be installed at Beach Park and installed by the Maple Lake Public Works Department. Seconded by Councilor Hausken. All voting yes. Motion declared passed.

Hudek reported that the seal costing project was completed this past week, and they are sweeping the roads and will finish sweeping the sides later next week.

On Thursday, June 27th, 2024, the City Maintenance crew will be draining the water tower early in the a.m. and will have it back up by late afternoon the same day.

2024 sump pump drainage issues

Project Manager: Chuck Boser Project Number: 19380XXXX.

Recent frequent rain events have led staff to discover several properties with sump pumps discharging into city street and alley ROWs, backyard drainage issues, and other drainage issues around the City. These areas have been identified by staff

and are the following. At the request of staff, we are currently investigating these issues and putting together improvement plans and costs for each of these areas for a possible project later this summer/fall.

- 6th St NW and Maple Ave N: Bernatello's pond outlet potentially causing drainage issues in Maple Ave N and along 6th St NW.
- 1011 Forest City Boulevard: backyard drainage issues.
- Alley between Oak Ave S and Ash Ave S and 1st St E and Division St E: sump pump(s) draining into alley and down to 1st St E.
- Birch Ave (west side) between 2nd St W and 3rd St W: sump pump(s) draining into Birch Ave ROW.
- 202 Maple Ave S: sump pump draining into Maple Ave ROW.
- Oak Ave S (west side) between 3rd St W and 4th St W: sump pump(s) draining into Oak Ave ROW.
- Rose Ave (west side) between North St E and Division St E: sump pump(s) draining into Rose Ave ROW.
- 311 Oriole Ave S: sump pump draining into street ROW.
- 201 4th St W: sump pump draining into street ROW.

5th Street Road & Utility Feasibility Report

Project Manager: Chuck Boser Project Number: 193806978.

Information has been provided to staff for a future workshop with the council and city staff which could be scheduled to determine what the cost share should be for some of the project costs like the bypass and turning lanes, trunk utilities, etc. After the cost shares are decided, the report is ready to present to the council.

We are approximately 90% completed with the feasibility report and cost estimate. The council authorized Stantec to proceed with the report at the April 2 council meeting.

Lead Service Line Inventory

Project Manager: Chuck Boser Project Number: 193807015.

A meeting with public works staff was held on 6/11 further developing the inventory for the water services.

The ArcGIS survey 123 is completed and now publicly available for comments. Included with this report is a letter (for the public survey) that could be sent to all Maple Lake residents and uploaded to the City's website. We received the completed grant from the State on April 8. The new deadline for the LSLI final submission to the State is July 15, 2024.

2024 Street Maintenance Project

Project Manager: Chuck Boser Project Number: 193806815.

The seal coating was being completed during the week of June 10. The various street patching was completed prior.

Contracts have been executed. The crack filling has been completed. Pay Request No. 1 was processed in May. The quantities included in PR01 include the crack filling that was completed.

2024 MGG Airport Taxilane A Project

Project Manager: Chuck Boser Project Number: 193806902.

Bids were received June 5. Low bidder was Fehn Companies Inc. at \$236,326.45. The State Grant Amendment for the State's share of the low bid amount is included in the packet and the bid tabulation and bid results letter. See bid results letter for council action details.

MnDOT will phase this project and grant. The first phase will be design and bidding and the second phase will be construction. The engineering grant application with Mn was executed April 12.

2023 Street Mill & Overlay Project

Project Manager: Chuck Boser Project Number: 193806233.

Punchlist items are currently being worked on by the contractor. Newsletter No 5 is included in your packet. The newsletter was previously provided to staff on June 5 for public posting and distribution.

Construction was substantially completed on October 17th. The 2-yr correction period will begin October 17, 2023. The contractor is working on the various punchlist items. We will continue to monitor the turf establishment areas this fall and into the spring.

2023 Street Improvements Project

Project Manager: Chuck Boser Project Number: 193805783.

Punchlist items are currently being worked on by the contractor.

Construction was substantially completed on August 30. The 2-yr correction period will begin August 30, 2023. The final lift of pavement will be completed in May or June 2024. The lighted pedestrian crossing beacon on Oak Ave and Congress St is installed and operational.

MGG Airport 2022 Pavement Project

Project Manager: Phil Gravel Project Number: 193805498.

A tree removal and replacement agreement is included in the packet for council action.

City staff is currently working on meeting with the affected property owners and tree removal. A meeting was held with MnDOT staff to discuss the remaining trees that need to be trimmed below the approach surface. The project in the grant request includes pavement repair, power pole removal, and tree trimming. The MnDOT grant agreement has been signed. Construction has been completed. Final contractor payment was approved in Dec. 2022 (included close-out documents).

Lift Station 6 Generator Project

Project Manager: Chuck Boser Project Number: 193805541.

No current update.

The generator is scheduled to ship mid-summer. Installation could be completed by September. The contracts have been executed and distributed. The project was awarded to Augusta Electric, Inc at the August 1st council meeting.

Other Items

Lucky Charms Daycare site (Geneva Rd)

Building application was received by City staff on June 7.

Prelim and Final Plats were reviewed at the April planning commission meeting and were approved by council on April 16. MnDOT did not provide any comments from their 30-day review period.

MGG Airport Taxi lane H Project

No current update.

Currently working with MnDOT, Office of Aeronautics, for amending the current Airport Layout plan per approved concept plan. A topographic survey of the project area was completed in fall 2023. Per the airport commission, a possible option for Taxi lane H could include relocating the existing parking lot and creating new 60x60 foot hanger structures.

SS4A Grant & Comprehensive Safety Action Plan

No current update.

In December 2023 the City was awarded approximately \$135,000 in federal funding to help develop an Action Plan for Comprehensive Safety. A draft federal agreement was sent to the State on March 22 for the grant. City staff should create the RFP for the Comprehensive Safety Action Plan work after the grant agreement is fully completed and executed.

1. Amendment 3A01 to MnDOT Grant Agreement #1056534

MOTION: Mayor Kissock introduced a motion to approve Amendment 3A01 to MnDOT Grant Agreement #1056534 as presented. Seconded by Councilor Chantland. All voting yes. Motion declared passed.

2. Review of Bids and adopt Resolution 2024-27 Accepting bids for the 2024 MGG Airport Taxi Lane “A” Improvement Project Improvement Project

MOTION: Councilor Haack introduced a motion to accept the bids and adopt Resolution 2024-27 Accepting bids for the 2024 Airport Taxi Lane “A” Improvement Project and award the contract to Fehn Companies, Inc., for the Total Base Bid Amount of \$236,326.45. Seconded by Councilor Paumen. All voting yes. Motion and Resolution 2024-27 declared passed.

3. Agreement between Mark S. & Roberta J. Buss regarding removal of 4 large trees obstructing the MGG Airport approach safety surface

MOTION: Mayor Kissock introduced a motion to approve the agreement between Mark S. & Roberta J. Buss regarding removal of 4 large trees that are currently obstructing the MGG Airport approach safety surface. Seconded by Councilor Chantland. All voting yes. Motion declared passed.

City Attorney Dave Anderson - No Updates

Maple Lake Ambulance

Fire Chief Steve Peterson and Ambulance Officer Tabitha Berg presented a report and request for a purchase of a new ambulance. They presented 2 quotes as follows:

Superliner Type I – in the amount of \$359,140.00 from Lifeline Emergency Vehicles

Chief XL Type I – in the amount of \$349,311.00 from Brun, Lester Prairie, MN

City Attorney Dave Anderson had questions regarding the equipment and whether the bidders are part of the State Bidding site. The answer is yes, the department has been bidding through the State Contracts. There were questions regarding the mileage and condition of the current vehicle. The department is requesting the purchase of a new ambulance from Life Line Emergency Vehicles in the amount of \$359,140.

MOTION: Councilor Chantland introduced a motion to approve the request for purchase of a Superliner Type I Ambulance, in the amount of \$359,140 from Life Line Emergency Vehicles. Seconded by Councilor Haack. All voting yes. Motion declared passed.

ASSIGNMENT AND ASSUMPTION OF AIRPORT LEASE AGREEMENT FOR EAA Chapter 878: Hanger C-5 at Maple Lake Airport

City Attorney Dave Anderson explained that this item is before the City Council after the sale of this hanger. The Assignment and Assumption of the Airport Lease Agreement should be applied for and approved prior to the sale of a hanger. Mr. Greg Gerulis is the new owner

MOTION: Council Haack introduced a motion to accept and approve the sale and purchase of the EAA Chapter 878: Hanger C-5 to Greg Gerulis. Seconded by Councilor Chantland.

Public Works Director Al Hudek explained that he had to issue two verbal warnings and shut down this project as Mr. Gerulis was building and remodeling this hanger without any Building Permits. Hudek stated that he also called MNSpect Building Inspector, and he came out and issued a “Red Tag”, which is a stop order to stop the project and he proceeded to keep building.

Councilor Hausken stated that she does not think that there should be any second chances.

Mr. Greg Gerulis stated that he had purchased this hanger, and everything was ready to go and at that point he had a crew already in place, came into City Hall on Friday afternoon (City Hall is closed on Friday afternoon), emailed the permits which were received on Monday, but continued building as the crew was there and there was bad weather approaching. He stated that he did not know he needed permits.

Councilor Paumen stated that this gentleman is a contractor, and he certainly knows that he needs permits to do any kind of building within a city. Due to the disrespect toward City Hall, City Council and employees, I will be voting against this motion.

Those voting in favor of this motion were as follows: Mayor Kissock, Councilors: Haack, Chantland and Hausken. Those voting against said motion was Councilor Paumen. Motion declared passed.

MnSpect Code Enforcement Report

Report on Code Enforcement for May 2024.

It was requested that staff create a process in how complaints are handled, who reports to what staff and how do we follow through to the next step. The council is requesting a report on the process for the next meeting in July.

Report From Park Board – June 10th Minutes

Councilor Hausken reported on items that were addressed to the Park Board. He reported on the update on the Pickle Ball Court. Ramsey Lake Homeowners have donated a large donation for the development of the Pickle Ball Court. Pathway from the beach to the bathrooms. Lions presented some great ideas for the city parks. Some heated discussion about the bathrooms at Ballwin Park, who does the scheduling and the need more information on who does the scheduling and who has the rights to the concessions, etc.; wanting to use the bathroom rather than the portable bathroom. Who is booking the ball game, reserving the ball fields. It is a city park, so why do we not have more control? It was also reported that there has been push back from the skateboarders. Staff will be reporting.

Councilor Hausken stated that she would recommend someone review the process in scheduling ball games and the use of the Concession Stand.

New Business

Update on Interview Process – Mayor Kissock gave an update on the Interview process. Staff and the City Council interviewed 3 applicants and both staff and council agreed on one candidate. A candidate has been given an offer.

Old Business

Announcements / Dates to Remember

June 2024 dates to remember:

- City Council, Tuesday, June 18, 2024 @ 6:00 p.m.
- Juneteenth Holiday, Wednesday, June 19, 2024, City Hall Office Closed
- League of Minnesota Cities, Annual Conference, Rochester, June 26 – 28, 2024

July 2024 dates to remember:

- City Council, Tuesday, July 2, 2024 @ 6:00 p.m.
- 4th of July Holiday, Thursday, July 4, 2024, City Hall Office Closed
- Park Board Meeting, Monday, July 08, 2024, at 5:00 p.m.
- Planning Commission Meeting, Tuesday, July 11, 2024, at 6:00 p.m.
- Makers & Growers Festival, Sunday, July 14, 2024, from 10:30 a.m. – 3:30 p.m.
Downtown
- City Council, Tuesday, July 16, 2024, at 6:00 p.m.

Other Business – Closed Session

Motion was made to enter a Closed Session

CLOSED SESSION: Pursuant to Minnesota Statutes Sections 13D.05, subdivision 3(b), the city council will conduct a closed attorney-client privileged discussion concerning threatened litigation against William Fobbe.

Motion to go back into open session to adjourn the meeting. Motion made by Mayor Kissock, seconded by Councilor Hausen. All voting yes. Motion declared passed.

Adjournment

MOTION: Move to adjourn the meeting at 7:55 p.m.

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

Approved: _____

Shirley Slater-Schulte, Interim City Administrator