

**CITY OF MAPLE LAKE  
WRIGHT COUNTY, MINNESOTA  
MINUTES OF MAPLE LAKE REGULAR CITY COUNCIL MEETING  
OCTOBER 21, 2025 - 6:00 P.M.**

1. **Call to Order** - The regular meeting of the Maple Lake City Council was called to order by Mayor Lynn Kissock at 6:00 p.m. on Tuesday, October 21, 2025.

2. **Pledge of Allegiance**

3. **Roll Call** – Mayor Lynn Kissock, Councilors: Kristen Logas, Scott Chantland, and Lori Hausken were present.

**City Staff Present:** Melissa Dixon, City Staff; Sam Ketchum, City Attorney; Andrew Johnson, Public Works Director and Chuck Boser, City Engineer.

4. **Approval of Agenda** – Councilor Logas requested to remove item b, approval of Check register, from the consent agenda and add it to New Business, item f. Also requested to remove item e, Approval of Resolution 2025-51 from consent agenda, and add it to new business, item g. Motion by Councilor Chantland and seconded by Councilor Logas to approve the Agenda as amended. **Motion passed unanimously by voice vote.**

5. **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.

Jim McCann – 1811 Grant Ave NW, present as a member of the Maple Lake Lions, voiced concerns that over the last few years, donated over \$100,000 to the City thinking it'd go to Park & Rec. States they have not had report of what happened to the money and stated that if it's not going to be used, they would like it back to find someone that can use it.

6. **Law Enforcement Report** – Wright County Deputy Marcus Johnson was present to update the Council on law enforcement activity since the last meeting.

7. **Presentation** –

a. Paul Manual Insurance Renewal - Discussion and Approval of Resolution 2025-48 - Appointing Lake Central Insurance. Motion by Councilor Logas, seconded by Councilor Hausken to approve Resolution 2025-48. **Motion passed unanimously by voice vote.**

b. Discussion and Approval of Resolution 2025-49 – Limited Tort Liability. Motion by Councilor Logas, seconded by Councilor Chantland to approve Resolution 2025-49 & not waive the statutory limits. **Motion passed unanimously by voice vote.**

8. **Consent Agenda**

a. Approval of Minutes – Council Meeting of September 16, 2025.

~~b. Approval of Check Register Report – October 2025.~~

- c. Acceptance of City Administrator Resignation.
- d. Approval of Resolution 2025-50 – Removing Scott W. Hildebrand from Financial Institutions.
- e. ~~Approval of Resolution 2025-51 – Appointing Margaret Webb and City Clerk.~~
- f. Approval of Exempt Permit – Maple Lake Ice Fishing Derby – February 07, 2026.  
Motion by Councilor Logas, seconded by Councilor Chantland to approve the Consent Agenda without items b & e. **Motion passed unanimously by voice vote.**

## 9. Department Reports

- a. **City Staff** – Melissa Dixon
  - 1. Reported city staff is working together to divide tasks up between one another.
  - 2. Presented quotes for carpet replacement in administration side & chambers, as well as possible replacement of admin side & a “repair” of stained/damaged carpet tiles on chamber side, using our supplied carpet squares from original. Motion by Councilor Logas, seconded by Councilor Hausken to \$3,254.78 quote from Kjellbergs for admin side replacement. **Motion passed unanimously by voice vote.**
  - 3. Reported staff are going through boxes from storage and keeping/destroying contents per retention period. Mayor Kissock would like staff to verify that state & city retention policies are aligned with one another.
  - 4. Mayor Kissock discussed personnel policy regarding overtime for city staff and requested a temporary approval of limited overtime for administrative staff until additional staff is on board. Councilor Hausken would like to see payroll reports back in agenda packets as done previously. Motion by Mayor Kissock, seconded by Councilor Hausken to approve limited overtime until interim administrator comes in. **Motion passed unanimously by voice vote.**
- b. **City Attorney** – Sam Ketchum
  - 1. Briefly went over planned action items on the transition of City Administrator position.
  - 2. Will follow up with admin staff regarding airport lease information.
- c. **City Engineer** –
  - 1. Updated the Council regarding his monthly report.
  - 2. Discussion and Approval of Pay Application No. 1 – 2025 Structure Rehabilitation Project to Motiv Excavating & Site Works in the amount of \$9,975.00. Motion by Councilor Hausken, seconded by Councilor Logas to approve Pay Application No. 1 – 2025 Structure Rehab Project to Motiv Excavating & Site Works. **Motion passed unanimously by voice vote.**
  - 3. Discussion and Approval of Pay Application No. 1 – 5<sup>th</sup> Street Road Project to Northern Lines Contracting in the amount of \$602,520.64. Motion by Councilor Logas, seconded by Councilor Chantland to approve Pay Application No. 1 to Northern Lines Contracting. **Motion passed unanimously by voice vote.**

4. 2026 Street Improvements Feasibility Report Presentation presented by Chuck Boser.
  5. Discussion and Approval of Resolution 2025-52 – Receiving Feasibility Report, Calling for Public Hearing, and Ordering Plans and Specifications for the City’s 2026 Street Improvement Project. Motion by Mayor Kissock, seconded by Councilor Hausken to approve Resolution 2025-52. **Motion passed unanimously by voice vote.**
- d. **Public Works** – Andrew Johnson
1. Leaf pick-up extended 2 more weeks. Pickle ball courts are nearly finished. Completing sidewalk repairs & replacements. Winter parking starts 11/1.
- e. **Liquor Store** - Received

**10. New Business –**

- a. Discussion regarding Minnesota Paid Family Leave Act – 2026. Moved to discuss on 11/5/25 meeting.
- b. Discussion regarding Interim search & timeline. Motion by Councilor Logas, seconded by Councilor Hausken to approve. **Motion passed unanimously by voice vote.**
- c. Discussion and Approval of initiating administrator search with David Drown & Associates. Motion by Councilor Hausken, seconded by Councilor Chantland to approve with timeline shifted back one week. **Motion passed unanimously by voice vote.**
- d. Discussion regarding Resolution 2025-53 – Accepting Councilor Wayne Paumen’s resignation and Declaring Vacancy. Motion by Councilor Logas, seconded by Councilor Hauskin. **Motion passed unanimously by voice vote.**
- e. Discussion regarding the timing and process for filling vacant Council Position. Council to discuss further & appoint after the new year.
- f. Approval of Check Register Report – October 2025. Councilor Logas requested to verify that Rose Mambwe has turned in all city property, and that she is no longer working for the City. Wants timecards/payroll reports. Councilor Hausken voiced concerns about the check register being approved after checks have already been cut and sent, mentioning the need for separation of duties as well. Motion by Councilor Logas, seconded by Councilor Hausken to approve check register. **Motion passed unanimously by voice vote.**
- g. Approval of Resolution 2025-51 – Appointing Margaret Webb as City Clerk. Council. Councilor Logas requested clarification as to why Webb is being appointed. Mayor Kissock stated that this is in name only, not a job title or new position, the City needs someone to sign documents. All staff in office are a team and are not getting direction from one another/Margaret. Motion by Councilor Logas, seconded by Councilor Chantland to approve with timeline shifted back one week. **Motion passed unanimously by voice vote.**

**11. Announcements/Dates to Remember**

**October – November 2025 dates to remember:**

- Wine Pairing – Kings 46 – Monday, October 27<sup>th</sup> at 6:00 p.m. – SOLD OUT
- MLEDA – Tuesday, October 28, 2025 at 6:00 p.m.

- Special Election – Tuesday, November 04, 2025
- Chamber of Commerce – Wednesday, November 05, 2025 at noon – at Madigan's
- MLEDA – Wednesday, November 05, 2025 at 6:00 p.m.
- City Council Workshop – Wednesday, November 05, 2025, following MLEDA
- Veteran's Day – City Hall Closed – November 11, 2025
- City Council Meeting – Tuesday, November 18, 2025 at 6:00 p.m.
- Minnesota Hot Dish Night – November 19, 2025 at 7:00 p.m. – American Legion – Tickets only – 100 tickets available
- THANKSGIVING - City Hall Closed – November 27 and 28.
- Winter parking goes into effect November 1<sup>st</sup> – 1am-7am no parking on street.

**12. Adjournment** - Motion made by Councilor Logas, seconded by Councilor Hausken to adjourn the meeting. **Motion passed unanimously by voice vote.** Meeting adjourned at 8:11 p.m.

Respectfully submitted,  
Melissa Dixon  
Administrative Assistant

Approved:   
Lynn Kissock, Mayor