

AGENDA

Maple Lake City Council
Regular Meeting
June 2, 2026, at 6:00 p.m.
Council Chambers, Maple Lake City Hall



RULES OF CIVILITY FOR OUR COMMUNITY

The City of Maple Lake expects everyone appearing at Council Meetings to follow some basic rules of civility – elected officials, staff, citizens, and visitors. It is hoped that by following these simple rules, everyone’s opinions can be heard and understood in a reasonable manner. It is understood that everyone will follow these principles:

Show Respect For Each Other * Actively Listen To One Another * Keep Emotions In Check * Use Respectful Language

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Approval**
5. **Open Forum** – Matters presented in the Open Forum are limited to 5 minutes. The Council will not debate issues but may direct Staff to provide information. Any matter that requires additional time or consideration by the Council may be tabled until a future meeting.
6. **Public Hearing/Presentation** – None
7. **Consent Agenda**
 - a. Approval of May 19, 2026 City Council Meeting Minutes
 - b. Accept the Resignation of Melissa Dixon
 - c. Approval of Resolution 2026-31 Accepting Maple Lake Lions Donation for Makers & Growers
 - d. Approval of Airport Sarah Kobus Lease Application for Hangar C-5
 - e. Approval of Airport Parking Policy
 - f. Approve Placement of Memorial Pavers at the EAA Hangar
8. **New Business**
 - a. Consider Approval of Job Descriptions and Pay Scale
9. **Old Business**
10. **Announcements / Dates to Remember**

Dates to Remember:

- June 8, 2026 at 5:00 p.m., Park Board Meeting
- June 9, 2026 at 6:00 p.m. Planning Commission Meeting
- June 14, 2026 Makers and Growers
- June 16, 2026 at 6:00 p.m. City Council Meeting
- June 19, 2026 Juneteenth Holiday, City Offices Closed

11. Adjournment

**CITY OF MAPLE LAKE
WRIGHT COUNTY, MINNESOTA
MINUTES OF MAPLE LAKE REGULAR CITY COUNCIL MEETING
May 19, 2026 – 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.

Council Present: Mayor Lynn Kissock, Councilors: Kris Logas, Scott Chantland, Lori Hausken, and Natt Bougie were present.

City Staff and Consultants Present: Cathy Reynolds, Interim City Administrator; Chuck Boser, City Engineer; Sam Ketchum, City Attorney

2. **Approval of Agenda** – Councilor Hausken requested to move item 8.d. from the consent agenda and place it under old business as item 10.b. **Councilor Chantland made the motion to approve the agenda as amended. Councilor Hausken seconded the motion. Motion passed. (5-0)**
3. **Open Forum** –No one was present for open forum.
4. **Law Enforcement Report** – Deputy Long was delayed arriving to the meeting. Deputy Log provided an update on the law enforcement efforts in the community at the close of the new business items.
5. **Consent Agenda** –
 - a. Approval of Check Register Report
 - b. Approval of May 5, 2026 City Council Meeting Minutes
 - c. Approval of May 6, 2026 City Council Work Session/Personnel Committee Meeting Minutes
 - d. ~~Approval of Personnel Policy~~
 - e. Approve Termination of Comprehensive Plan Contract With MSA
 - f. Approve Contract with Landform for Planning Services

Councilor Chantland made a motion to approve the consent agenda as amended. Councilor Hausken seconded the motion and the motion passed. (5-0)

6. **New Business**

- a. Consider Approval of New IT Virus/Security Software – Council discussed the change from Webroot Antivirus software to the Huntress Managed Endpoint Detection & Response licenses and Huntress Managed Identity Threat Detection & Response licenses. **Councilor Logas made a motion to approve the switch from Webroot to the Huntress licenses. Mayor Kissock seconded the motion and the motion passed. (5/0)**
- b. Consider Approval of Resolution 2026-28 Authorizing Use of Committed Street Funds – Interim Administrator Reynolds discussed the possible use of committed street funds to cover the negative balance and close the 2012

bond fund and to complete the interfund loan to cover the costs of the 2026 Street Improvement Project until bond proceeds are received. **Councilor Logas made a motion to approve Resolution 2026-28 Authorizing the use of Committed Street Funds. Councilor Hausken seconded the motion and the motion passed. (5/0)**

- c. Consider Approval of Maple Lake Birch Ave RR Crossing Improvements Project – City Engineer Boser discussed the possible project to improve the pedestrian crossing at the Birch Ave railroad crossing. The State has agreed to fund a portion of the project. **Councilor Chantland made a motion to approve the Maple Lake Birch Ave Railroad Crossing Improvement Project. Mayor Kissock seconded the motion and the motion passed. (5/0)**

7. Old Business

- a. 2026 Street Improvement Project
 - 1. Consider Approval of Resolution 2026-27 Accepting Bids for 2026 Street Improvement Project – City Engineer Boser discussed the 2026 Street Improvement Project. **Councilor Chantland made a motion to approve Resolution 2026-27 accepting bids for the 2026 Street Improvement Project. Mayor Kissock seconded the motion and the motion passed. (3/2)** Councilors Hausken and Logas dissented.
 - 2. Consider Approval of Change Order #1 – City Engineer Boser explained that this changed order would adjust the contract project from the full scope of the 2026 street improvement project, to the reduced 2nd street only project. **Councilor Chantland made a motion to approve Change Order #1. Councilor Bougie seconded the motion and the motion passed. (3/2)** Councilors Hausken and Logas dissented.
 - 3. Consider Approval of Resolution 2026-30 Approving Reimbursement of Expenses from Bond Proceeds – Interim Administrator Reynolds explained that this resolution would allow the city to reimburse expenses already incurred on the 2026 street improvement project from the proceeds of the bond once received. **Councilor Hausken made a motion to approve Resolution 2026-30. Councilor Chantland seconded the motion and the motion passed. (5/0)**
- b. Consider Approval of Personnel Policy – Discussion was held on the changes to the Personnel Policy. **Councilor Chantland made a motion to approve the Personnel Policy. Councilor Hausken seconded the motion and the motion passed. (5/0)**

8. Department Reports

- a. Public Works Director/Airport Manager – Public Works Director Johnson provided an update on the May 16, 2026, clean-up day and department operations.
- b. City Engineer – City Engineer Boser provided an update on projects in the city.
- c. City Attorney – The city attorney provided a legislative update.
- d. Liquor Store – The liquor store update was reviewed. The Liquor store won the John Randle Biggest Dark Horse Award at the MMBA annual conference.
- e. City Administrator – Interim Administrator Reynolds reviewed the 2026 financial report through April with the council and provided an update on city matters.

9. **Announcements**

Dates to Remember:

- May 25, 2026, Memorial Day Holiday, City Offices Closed
- May 27, 2026 at 5:00 p.m. Airport Commission Meeting
- June 1, 2026 at 5:30 p.m., City Council Work Session
- June 2, 2026 at 6:00 p.m., City Council Meeting/MLEDA
- June 8, 2026 at 5:00 p.m., Park Board Meeting
- June 9, 2026 at 6:00 p.m. Planning Commission Meeting
- June 14, 2026 Makers and Growers
- June 16, 2026 at 6:00 p.m. City Council Meeting
- June 19, 2026 Juneteenth Holiday, City Offices Closed

10. **Adjournment – Councilor Logas made the motion to adjourn the meeting. Councilor Hausken seconded the motion and the motion passed. (5-0).** The meeting was adjourned at 7:26 p.m.

Approved: _____
Lynn Kissock, Mayor

Attest: _____
Cathy Reynolds, Interim City Administrator



Maple Lake City Council

Agenda Memo

Jun 2, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Accept the Resignation of Melissa Dixon

Policy/Action Requested: Accept Melissa Dixon's resignation.

Staff Recommendation:

Overview:

Melissa Dixon submitted her resignation effective May 22, 2026. The resignation was mentioned at the May 6, 2026, meeting, but formal action was not on the agenda. This action formally accepts her resignation.

Budget Impact:

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**Maple Lake City Council
Agenda Memo**

June 2, 2026

From: Cathy Reynolds, Interim City Administrator
To: City Council
Subject: Approval of Resolution Accepting Donations

Policy/Action Requested: Approve Resolution 2026-31 accepting donation from Maple Lake Lions Club to Makers & Growers

Staff Recommendation:

Overview:

Maple Lake Lions Club has presented the city with a \$435 check to be used for Makers & Growers.

The city may accept the donation as conditioned for use for Makers & Growers.

Budget Impact:

Attachments: Resolution 2026-31 Accepting Donations

**CITY OF MAPLE LAKE
WRIGHT COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2026-31

RESOLUTION ACCEPTING DONATION

WHEREAS, the City of Maple Lake (the “City”) is generally authorized to accept donations pursuant to Minnesota Statutes, section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes, section 471.17; and

WHEREAS, the Maple Lake Lion’s Club (“Donor”) has offered to donate \$435.00 to the City to be used for the Makers & Growers; and

WHEREAS, the Donation is intended to assist and/or benefit the City and its recreational services listed above; and

WHEREAS, the City Council finds that it is appropriate to accept the Donation pursuant to the terms outlined herein.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLE LAKE, MINNESOTA, AS FOLLOWS:

1. The Donation as described and conditioned above is hereby accepted.
2. If requested by Donor, the City Administrator is directed to issue a receipt acknowledging the City’s receipt of the Donation.
3. City staff and consultants are authorized to take any additional actions necessary or convenient to accomplish the intent of this Resolution.

Approved by the City Council of the City of Maple Lake, Minnesota, this 2nd day of June 2026.

ATTEST:

Lynn Kissock, Mayor

Cathy Reynolds, Interim City Administrator



Maple Lake City Council

Agenda Memo

Jun 2, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Approval of Airport Lease Application for Hangar C-5

Policy/Action Requested: Approve the lease application from Sarah Kobus for hangar C-5.

Staff Recommendation:

Overview:

The city has received an Airport Lease Application for Hangar C-5. The Hangar is currently owned by Greg Gerulis, and he has a purchase agreement with the applicant for the purchase of the hangar. The applicant is Sarah Kobus from St Michael. She has a Cessna airplane that she intends to store in the hangar.

The airport commission reviewed the lease application and recommended approval.

Budget Impact:



Maple Lake City Council

Agenda Memo

June 2, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Approval of Airport Parking Policy

Policy/Action Requested: Approve Airport Parking Policy

Staff Recommendation:

Overview:

The attached Parking Policy was forwarded by the Airport Commission for council consideration and approval. The policy was discussed at the Airport Commission's March 2026 meeting and formally approved and forwarded to council at their May 2026 meeting.

Budget Impact:

Attachment: Airport Parking Policy

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AUTOMOBILE TRAFFIC & PARKING POLICY

City Council Adopted:

Purpose

To establish clear guidelines for automobile parking and vehicle use on airport property in order to maintain safety, accessibility, and operational efficiency.

Policy

The following regulations apply to all automobile parking and vehicle operations on airport property:

1. **Taxi Lane Restrictions**
Delivery vehicles are prohibited from designated taxi lane areas at any time. All deliveries shall be made to the A&D Building.
2. **Aircraft Right-of-Way**
Aircraft shall have the right-of-way at all times. All vehicle operators must yield to aircraft and shall not obstruct or interfere with aircraft movement under any circumstances.
3. **Parallel Parking**
Parallel parking in front of hangars is permitted, provided that vehicles remain entirely on designated blacktop taxi lanes or blacktop driveways and do not impede aircraft movement. Vehicles must be moved upon request by airport staff.
4. **Grass Areas**
Driving or parking any vehicle on grass areas is strictly prohibited.
Aircraft parking is permitted on grass only within designated tie-down areas.
5. **Winter Operations / Snow Removal**
No vehicle parking shall be permitted within hangar areas until all snow has been fully cleared from the area.
6. **Overnight Parking**
Overnight parking is permitted in the main parking lot only.

Enforcement

Failure to comply with this policy may result in removal of the vehicle at the owner's expense and/or additional enforcement actions as deemed appropriate by airport management.



Maple Lake City Council

Agenda Memo

Jun 2, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Approve Placement of Memorial Pavers at the EAA Hangar

Policy/Action Requested: Approve the placement of memorial patio pavers at the EAA Hangar with the conditions recommended by the Airport Commission.

Staff Recommendation:

Overview:

The Airport Commission heard the request of EAA members to place memorial patio pavers along east side of the hangar. The Airport Commission recommended approval of the placement of up to 12 pavers along the east side of the hangar with the following conditions:

1. EAA would cover the costs to purchase and install the pavers, no city expense.
2. The installation of the pavers would be completed in a manner that would not impact drainage at the airport.
3. The pavers would need to be installed in a manner that would allow a mower to drive over them.
4. EAA would be responsible for the upkeep and maintenance of the pavers, to include weeding.

Budget Impact: There is no budget impact. EAA is responsible for all costs.

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Maple Lake City Council

Agenda Memo

Jun 2, 2026

From: Cathy Reynolds, Interim City Administrator

To: City Council

Subject: Consider Approval of Job Descriptions and Pay Scale

Policy/Action Requested: Approve job descriptions for city hall positions.

Approve the grade placement and pay scale for the new positions.

Authorize recruitment for the Finance Specialist position.

Staff Recommendation:

Overview:

With Melissa's resignation the city will need to recruit to fill the position. Prior to beginning the recruitment a review of the job descriptions for the city hall positions was completed. Two positions are currently working under the attached Administrative Assistant job description. This description provides minimal guidance as to the roles and responsibilities of the positions, and does not cover a vast amount of the work that needs to be completed by employees in these positions. New job descriptions were developed to formalize the positions, the roles and responsibilities, and qualifications. The proposed positions to replace the two administrative assistants are Finance Specialist and Permit Technician.

With the update of these job descriptions, a review was completed of the Finance Officer job description to ensure that the roles and responsibilities were aligned across all positions. The current Finance Officer and draft new Finance Officer job descriptions are attached.

These job descriptions have been reviewed by Margaret, Tanya, and Melissa prior to her departure, and their feedback has been incorporated.

An associated pay scale for these positions is being prepared for consideration with the adoption of the job description. This will be presented at the meeting.

Budget Impact:

Current Description



CITY OF MAPLE LAKE

Position: Administrative Assistant (Temporary to Permanent) (Start \$18.49 - \$22.40)

Department: Administration

Reports to: City Administrator

PRIMARY PURPOSE

The Administrative Assistant provides a broad range of administrative duties including Customer Service and support to the City Administrator, Deputy Clerk, Finance Clerk and other staff members in a wide variety of areas. Receives and provides information to the public. All is done under minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Serve as receptionist. Answer telephone and greet visitors to City Hall.
- B. Assist with utility management software by receiving and processing payments.
- C. Responds to inquiries about City business.
- D. Assists in maintaining website and social media.
- E. Performs many other office related duties as assigned or apparent.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High school diploma or equivalent.
- B. 2 years' experience in general office environment, proficient in Microsoft applications.
- C. 2-year college degree or experience in municipal government and accounting procedures (desired).

Ability to obtain Knowledge or Interest in Learning About:

- A. Office management procedures, records management, filing and correspondence.
- B. City operations, policies, procedures, laws, rules and regulations affecting City Government.
- C. Ability to represent the City in a professional, courteous and efficient manner.
- D. Ability to account for and handle money.
- E. Must be detail-oriented, adaptable, flexible and a quick learner.

PHYSICAL DEMANDS

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Limited physical effort is required, but this position involves movement such as occasional lifting, bending, and twisting. The employee will occasionally lift and/or move more than 20 pounds.

The duties listed above are intended only as illustrations of the various types of work which may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Department:	Administration
Reports To:	City Administrator
Supervisory Duties:	None
Last Updated:	
FLSA Status:	Non-Exempt
Grade:	

Job Summary & Scope of Responsibility

Under the direction of the City Administrator, the Finance Specialist performs advanced, responsible administrative work to support city operations. This position is responsible for utility billing, accounts receivable, airport administrative operations and customer service.

Essential Duties and Responsibilities

Accounts Receivable

- Receive and process payments. Reconcile payments with customer accounts
- Daily cash receipting reports
- Balance cash box
- Reconcile daily receipts.

Utility Billing

- Prepares and distributes monthly utility bills
- Maintain utility customer data in billing software
- Monitor Kamstrup/READY Software and H2O Analytics
- Identify defaulted utility accounts and send default notifications.
- Completes certification process for defaulted utility accounts

Assessments

- Responsible for special assessment processing including preparing resolutions for city council approval and certification to the county.
- Complete pay-off requests for special assessments
- Complete County reporting on special assessments
- Responsible for properly recording special assessment receivables in financial software.
- Process all special assessment appeals

Airport Administration

- Manage and track airport leases, lease applications, and payments
- Responsible for grant submissions, approvals, tracking progress and completing reimbursement requests
- Coordinate with the airport engineer for airport related needs
- Maintain airport CIP in State tracking system in coordination with the airport engineer
- Prepare Airport Commission Agendas and minutes
- Prepare airport matters for City Council review and approval

Finance Specialist

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- Maintain all airport records and documents in accordance with city retention policy and law
- Coordinate with Minnesota Department of Transportation, Department of Aeronautics on airport related matters ensuring compliance with laws and regulations
- Works with the city administrator and airport commission in preparation of the annual budget and capital improvement plan for the airport.
- Manages airport budget, reviews and codes expenditures to ensure compliance with budget

General Duties

- Provide customer service support to residents, contractors, and others interacting with the city.
- Prepare, maintain, file and publicize official records, documents, resolutions, ordinances and legal notices as required by law
- Process summons, complaints, and special assessment appeals in accordance with state law
- Design and prepare a quarterly newsletter obtaining information from all departments for inclusion.
- Assists in maintaining cable station schedules and events
- Serve as Deputy Clerk
- Co-manages City's website, Facebook page and other community outreach activities
- Provide project management as needed.
- Other duties as assigned

Knowledge, Skills, and Abilities

- General knowledge of laws and administrative policies governing City financial practices and procedures.
- General knowledge of the principles and practices of public sector accounting
- General knowledge of governmental financial software systems
- Ability to work a varied schedule that requires evenings and weekends as needed.
- Ability to respond in a courteous and professional manner with both internal and external customers via phone, email and in person.
- Ability to analyze and resolve problems.
- Ability to read and comprehend laws, rules, and regulations.
- Demonstrated ability to multitask; and ability to prioritize work assignments independently.
- Strong computer skills with proficiency in Microsoft Office Suite (Word, Excel) and records management software.
- Excellent written and verbal communication skills.
- Ability to work independently, manage multiple priorities, and meet deadlines with minimal supervision.
- Exceptional organizational skills and attention to detail.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner; and preserving confidentiality of account and credit information relating to customer accounts.
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Minimum Qualifications

- Associate degree in finance, accounting, business administration or related field.
- Four years of experience in finance, records management, complex administrative support
- Good verbal and written English communication skills.
- Minnesota Certified Municipal Clerk (MCMC) or have the ability to achieve within four years of employment.

An equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position may be considered in lieu of an associate's degree.

Desired Qualifications

- Prior government experience preferred.
- Experience working with different municipal revenue sources and utilities.
- Working knowledge of Caselle Financial Software and Laserfiche
- Previous experience creating and maintaining webpages.
- Possession of Notary Public Commission or ability to obtain one within 6 months of hire.
- Project management experience.

Working Conditions

Work is indoors in a normal office environment. Occasional lifting of thirty pounds or less is required. Occasional travel within the area to attend meetings, trainings, and conduct other City business. Attendance at evening Airport Commission meetings and occasional attendance at other meetings is required. Over 50% of the time, work is performed at the highest level of detail and pressure of deadlines.

Competencies Common to All City Positions

- Develop, maintain a thorough knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration, through example, the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including a willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep the immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Maple Lake in a professional manner to the public, outside contacts, and constituencies.



Department:	Administration
Reports To:	City Administrator
Supervisory Duties:	None
Last Updated:	
Salary Grade:	

Job Summary & Scope of Responsibility

The Permit Technician reviews and assists with all building and zoning permits, business licensing, and administrative support for city operations. This position provides excellent customer services to assist customers with questions or transactions.

Essential Duties and Responsibilities

Permitting

- Assist customers, contractors, city staff, and public with permits and other building, zoning, and code enforcement needs. Refer to other staff and support contractors as needed.
- Coordinate building, zoning, and right of way permits.
- Maintain records of building, zoning, and planning permits.
- Complete notices of public hearings, ensuring proper mailing, posting, and publications occur.
- Prepare affidavits of mailing and maintain public hearing notifications for files.
- Maintain address files for property records.
- Attend Planning Commission meetings, prepare agendas, compile and post packets, maintain record copy of agenda and packets.

Code Enforcement

- Review complaints and forward as necessary for action
- Process violation letters and citations
- Track code enforcement process and maintain records

Licensing

- Responsible for business license processing
- Responsible for alcohol license processing

Municipal Elections

- Assist with preliminary testing
- Assist with compiling election results and summary reports, transmit as required
- Assist with the preparation of election materials for post-election reviews, conduct recounts as necessary
- Administer early and absentee voting
- Assist with voter registration
- Assist with the preparation of candidate filing packets and the candidate filing process

- Assist with recruiting and election judges

General Duties

- Provide customer service support to residents, contractors, and others interacting with the city.
- Prepare, maintain, file and publicize official records, documents, resolutions, ordinances and legal notices as required by law
- Serve as Deputy Clerk
- Co-manages City's website, Facebook page and other community outreach activities
- Schedules City facilities
- Maintains and orders city hall supplies
- Sort and distribute mail
- Other duties as assigned

Knowledge, Skills and Abilities

- Ability to respond in a courteous and professional manner with both internal and external customers.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively in person and in writing.
- Considerable organizational skills and attention to detail, including the ability to maintain accurate records and files.
- Knowledge of City Code, ordinances, resolutions, policies, and procedures.
- Ability to organize, prioritize, research, and solve problems within the scope of responsibility.
- Working knowledge of Microsoft applications, such as but not limited to, Word, Excel, and Outlook.
- Ability to develop and maintain effective working relationships with all co-workers and the public.
- Ability to compile and calculate accurate data and research from a variety of sources under a deadline.
- Must be able to deal with complaints, difficult situations, and angry individuals.
- Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Ability to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents.

Minimum Qualifications

- High School Diploma.
- Five years progressively responsible clerical and administrative experience
- Experience working with the public.
- Good verbal and written English communication skills.
- Demonstrated knowledge of Word, Excel, and Outlook Microsoft applications.
- Possession of a valid Minnesota Drivers License.

Desired Qualifications

- Associates degree or two years of post-secondary education in a related field.

- Local government experience.
- Experience administering local elections.
- Minnesota Certified Municipal Clerk (MCMC) or have the ability to achieve within four years of employment.

Working Conditions

Work is indoors in a normal office environment. Occasional lifting of thirty pounds or less is required. Occasional travel within the area to attend meetings, trainings, and conduct other City business. Attendance at evening Planning Commission meetings and occasional attendance at other meetings is required. There is occasional exposure to hostile, aggressive or violent behavior by members of the public

Competencies Common to All City Positions

- Develop, maintain a thorough knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration, through example, the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including a willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Maple Lake in a professional manner to the public, outside contacts, and constituencies.



Current Description

CITY OF MAPLE LAKE

Position: Finance Officer / Accounting (Start \$27.34 - \$41.97)

Department: Administration

Reports to: City Administrator

PRIMARY PURPOSE

The duties of the Finance Officer are to assist the City Administrator and Deputy Clerk in performing the statutory duties of the City so that the City's administrative and financial operations proceed in an efficient, orderly, and lawful manner with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Maintain the City's accounting system, prepare monthly financial reports, payroll, accounts payable, lottery account, and monthly sales tax reports.
- B. Prepare quarterly and annual payroll withholding reports, and various other governmental reports.
- C. Sets up ACH vendors and payments.
- D. Prepares payments reports for review before check runs.
- E. Assist the City Administrator in planning for the annual budget and Capital Improvement Plan and monitor the budget.
- F. Complete account reconciliations and assist with annual financial audit preparation(s).
- G. Assist with coding and processing tax payments and receivables.

PERIPHERAL DUTIES

- A. Assist with utility management software by receiving and processing payments.
- B. Monitor purchasing card compliance
- C. Maintain, organize and update City's financial files.
- D. Responds to inquiries about City business.
- E. Serve as back-up receptionist. Answer telephone, greet visitors to City Hall.
- F. Performs many other office related duties as assigned or apparent.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Bachelor's degree in accounting or equivalent combination of education and experience.
- B. Experience in municipal government and accounting procedures or private sector experience related to public sector organizational accounting (desired).
- C. Proficient in automated accounting software including knowledge of Civic, accounts payable, billings and general ledger, or the ability to quickly learn financial software.
- D. Ability to work independently on projects through completion.
- E. General knowledge of City operations, policies, procedures, laws, rules and regulations affecting City Government.
- F. Ability to represent the City in a professional, courteous and efficient manner.

PHYSICAL DEMANDS

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Limited physical effort is required, but this position involves movement such as occasional lifting, bending, and twisting. The employee will occasionally lift and/or move

more than 20 pounds.

The duties listed above are intended only as illustrations of the various types of work which may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



Department:	Administration
Reports To:	City Administrator
Supervisory Duties:	None
Last Updated:	
FLSA Status:	Non-Exempt
Grade:	

Job Summary & Scope of Responsibility

Under the general supervision of the City Administrator, the Finance officer performs advanced, responsible financial work to support city operations.

Essential Duties and Responsibilities

General Financial Management

- Responsible for the oversight and operation of the City's financial functions
- Works with the city administrator and council in preparation of the city's annual budget, and utility budget including presentations to city council
- Works with city auditors throughout the year and during annual year-end audit process
- Assists with the development and maintenance of city capital improvement plan
- Coordinates bonding and debt-related aspects of projects as needed
- Enforces city policies and ordinances related to Finance.
- Responsible for the management of investments and preparing reports on investments
- Responsible for administration and coordination of annual levy and certification
- Prepares grant requests, monitors grant expenditures, and assists with grant reporting.
- Prepares monthly, quarterly, and annual financial reports
- Prepares and submits all monthly, quarterly, and annual financial reports for the city.
- Maintain asset inventory in financial system

Payroll

- Performs all payroll functions
- Prepares and processes bi-weekly payroll
- Completes all payroll associated payments (ie. PERA, deferred compensation, child support)
- Works with payroll processor to ensure all federal and state reporting is completed and W2 and 1099s are issued.

Accounts Payable

- Processes all accounts payable transactions, ensuring invoice accuracy, approval compliance, appropriate coding and account assignments, and related editing to ensure the accurate and timely process of all payables and maintaining the integrity of financial transactions
- Responsible for the issuing payments through the processing of physical and electronic checks.

- Completes the scanning of invoices and other payment supporting documentation for records maintenance
- Prepares all AP related reports
- Prepares check registers for council approval.

Human Resources

- Responsible for the administration of the city's benefits
- Responsible for onboarding and offboarding employees
- Ensures compliance with all federal and state employment related laws and regulations including all required state and federal reporting
- Maintains personnel files
- Manages workers compensation claims

General Duties

- Coordinates city's insurance and loss management
- Other duties as assigned

Knowledge, Skills, and Abilities

- Comprehensive knowledge of general laws and administrative policies governing City financial practices and procedures.
- Comprehensive knowledge of the principles and practices of public sector accounting.
- Thorough knowledge of the principles and practices of public purchasing.
- General knowledge of governmental financial software systems.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records.
- Ability to communicate complex ideas effectively both orally and in writing.
- Ability to prepare informative financial reports.
- Possess customer service skills including demonstrated ability to build positive relationships with employees and managers.
- Knowledge of the functions and responsibilities of City Departments, staff, and key community members.
- Ability to analyze and resolve problems.
- The ability to work independently and to prioritize work requests.
- Verbal and high-level written communication skills sufficient to effectively present information and respond to questions from a wide variety of audiences, and reading comprehension skills sufficient to read, understand and interpret complex and varied work-related materials.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.

Minimum Qualifications

- A bachelor's degree in finance, accounting, public administration, or related field
- Four (4) years of accounting or financial management experience preferably in a government setting.
- Good verbal and written English communication skills.

An equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position may be considered in lieu of a bachelor's degree.

Desired Qualifications

- Experience in Governmental & Enterprise Accounting Standards and Principals
- Experience working with different municipal revenue sources and utilities.
- Working knowledge of Caselle Finance Software and Laserfiche.

Working Conditions

Work is indoors in a normal office environment. Occasional lifting of thirty pounds or less is required. Occasional travel within the area to attend meetings, trainings, and conduct other City business. Occasional attendance at evening city council meetings and other meetings is required. Over 75% of the time, work is performed at the highest level of detail and pressure of deadlines.

Competencies Common to All City Positions

- Develop, maintain a thorough knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration, through example, the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including a willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep the immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Maple Lake in a professional manner to the public, outside contacts, and constituencies.