

# **MINUTES**

## **REGULAR MEETING**

### **MOOSE LAKE CITY COUNCIL**

Wednesday, July 8th, 2015, 6:30 pm; City Hall

PRESENT: Mayor; Ted Shaw, City Council Members: Jim Michalski, Kris Huso, Mike Peterson, Doug Juntunen.  
OTHERS PRESENT: City Administrator; Pat Oman, Chief of Police; Bryce Bogenholm, City Engineer; Joe Rhein, Brian Guldán, Brian Weidendorf, Tim Gobel, Bill Hayden, Shannon Boylan, Eddie Pelkey.  
GUESTS: Justin Otsea with ARDC, Doug Host with Clifton Larson Allen, Chris Henjum with CGMC, Joe Gentile with Arrowhead Transit.

#### **1. CALL TO ORDER**

Mayor Shaw called the meeting to order at 6:30 p.m.

##### **A. Pledge of Allegiance**

- Motion made to accept Agenda with additions by Councilor Peterson, seconded by Councilor Huso. Motion carried.

#### **2. CONSENT AGENDA**

##### **A. Minutes**

1. June 10<sup>th</sup>, 2015, Regular City Council Meeting.
  2. May 20<sup>th</sup>, 2015, Regular Water and Light Board Meeting.
  3. June, 4<sup>th</sup>, 2015, Special Water and Light Board Meeting.
- Motion made to accept Minutes by Councilor Michalski, seconded by Councilor Juntunen. Motion carried.

##### **B. Financial Reports**

1. City Accounts Payable – **July 2015**
  2. City Financial Statements – **June 2015**
  3. Liquor Store - Profit & Loss Statement – **June 2015**
- Motion made to accept Financial Reports by Councilor Peterson, seconded by Councilor Juntunen. Motion carried.

#### **3. PUBLIC COMMENT**

*This time is reserved comments from the public on matters not listed on the agenda.  
Please keep comments to 3 minutes.*

#### **4. DEPARTMENTAL REPORTS**

##### **A. Police Chief**

- a. June 9<sup>th</sup> – July 8<sup>th</sup>, 2015 Police Report.  
Busy month. July 4<sup>th</sup> went quite well. Thank you letter from Captain Steven Stromback thanking Officer Syrett for his assist with Trooper Jergenson in a high speed pursuit on May 20.
- b. Consider Hiring Part Time Police Officer.

One of our officers is having serious health issues and unable to work with return uncertain. Department is having a hard time covering the shifts. Chief Bogenholm requesting to hire a temporary part-time officer.

- Motion made to hire a temporary part time police officer and allow Police Chief and City Administrator to go through the hiring process by Councilor Peterson, seconded by Councilor Juntunen. Motion carried.

- B. City Administrator (hand out at City Council meeting)  
Administrator Oman summarized his report, see attachment.

## 5. PREVIOUSLY DISCUSSED BUSINESS

- A. Approve Community Based Comprehensive Plan. (Guest, emailed to City Council)  
Justin Otsea with ARDC addressed Council summarizing the timeline, goals and objectives that were developed for the City.
  - Motion made to approve the Community Based Comprehensive Plan by Councilor Peterson, seconded by Councilor Huso. Motion carried.
- B. State Capital Budget System and 2016 Moose Lake Request.  
Informational. Administrator Oman addressed the application that was submitted to the State for the Riverside Arena Project. Administrator Oman recommends upping request to \$800,000 that the State would fund.
- C. Moose Lake Historical Society Building Request.  
Letter from Historical Society asking for a storage van to be parked next to the storage building with no expiration date, which the Historical Society would fund. Administrator Oman recommends approving this with it being reviewed annually. Second request is pouring a sidewalk from activity room to kitchen. Third, asking if Public Works could provide small amount of mulch behind the building. Would be a very minimal labor cost to the City.
  - ✓ Consensus given by Council honoring these requests.
- D. 2015 Small City Development Grant.
  - 1) Approve Section 3 Plan.
    - Motion made to approve Section 3 Plan by Councilor Huso, seconded by Councilor Juntunen. Motion carried.
  - 2) Approve Income Plan.
    - Motion made to approve Income Plan by Councilor Juntunen, seconded by Councilor Peterson. Motion carried.
- E. Approve Moose Lake Pavilion Final Payment to KB Enterprises.
  - Motion made to accept Change Orders as written by Councilor Peterson, seconded by Councilor Michalski. Motion carried.
- F. Consider Options for Annexation.  
Informational only. A format to review and endorse will be presented at the next Regular City Council meeting.

## 6. NEW BUSINESS

- A. Clifton Larsen Allen City Audit Presentation. (Guest)

Doug Host addressed the Council and summarized the audit.

- Motion made to accept the Audit by Councilor Michalski, seconded by Councilor Huso. Motion carried.

B. Arrowhead Transit Transportation Opportunity (Guest)

Joe Gentile, with Arrowhead Transit, was available for any questions. MNDot will not fund for this year, and would be an estimated \$400-\$500/year if the City wished to start this opportunity this year. Transportation would be available two days per week to begin.

- Motion made to budget \$500 to the Transportation Fund for the remainder of the year by Councilor Peterson, seconded by Councilor Juntunen. Motion carried.

C. Chris Henjum, CGMC Legislative Review (Guest)

Chris addressed the Council and summarized the legislative review. CGMC goals include returning LGA to 2002 funding level, pass Greater MN economic development programs, developing a comprehensive transportation package and environmental reforms.

D. Consider Land & Lease Development LLC Agreement Proposal.

New agreement was developed today and Administrator Oman states Kwik Trip is aware of the wording of this agreement including the revisionary clause. Brian Weidendorf states he would accept this new agreement if Kwik Trip would also be in favor. Brian asked who would be responsible to plow this road during this coming winter due to the revisionary clause. Administrator Oman made the recommendation to the Council that the City takes the responsibility of plowing this road during this coming winter season.

- Motion made to accept Resolution 15-07-03, with the understanding that the City Attorney may make any changes in order to accommodate, by Councilor Huso, seconded by Councilor Juntunen. Motion carried.
- Motion made to accept Addendum, with the understanding that the City Attorney will be authorized to make any changes to accommodate, by Councilor Huso, seconded by Councilor Michalski. Motion carried.

E. Water and Wastewater Infrastructure Review. (memo)

City Engineer, Joe Rhein, and Brian Guldán addressed the Council and reviewed the wastewater infrastructure. Brian summarized the scope of work; wastewater facility, ponds, main lift station (upgrades), as well as other lift stations, pump house, booster station and new water tower. Engineering work was also outlined; data collection, site visit (crucial involving Public Works staff), evaluation, recommendation and cost estimates. Final step would be report preparation that would be presented to the City Council. Estimated cost for this review would be \$24,000 to \$28,000.

- Motion made authorizing City Engineer to proceed with tasks one through four as presented and make payment out of both the Water and Sewer fund by Councilor Huso, seconded by Councilor Peterson. Motion carried.

F. Approve Resolution 15-07-01, Authorize Point Source Implementation Grant Application.

- Motion made to approve Resolution 15-07-01 by Councilor Peterson, seconded by Councilor Michalski. Motion carried.

G. Infiltration and Inflow Study Update.

Brian Guldán summarized some of the data that has been collected.

H. Project F Update.

Flood Damage repairs project. Nine sites total on Project F. As of today, two sites are complete. Project is moving along as scheduled.

- I. Lakeshore Drive Project Update.  
Project is out for bid.
- Motion made to officially expand the scope of the project to expand to Second Street by Councilor Huso, seconded by Councilor Peterson. Motion carried.
- J. Knollwood Water Main Project Update.  
City Engineer; Joe Rhein, stated there are two issues; design of the project and financing the project. Survey has been completed and design is in process. Joe will come back to the City Council regarding the recommendation of how the project should be financed.  
Shannon Boylan, resident on Knollwood, also addressed Council with his concern for those that live on this street and the financial burden it may cause and requests that the City take that into consideration when developing the financial outlook.
- K. Wellhead Protection Plan Status.  
Kickoff meeting scheduled with the Department of Health for this Friday, July 10, at 1 p.m. to go over the status of the plan and required information and make sure everything is following the timeline.
- L. Approve Corporate Resolution 15-07-02, First National Bank.
- Motion made to approve Corporate Resolution 15-07-02 by Councilor Peterson, seconded by Councilor Juntunen. Motion carried.
- M. July 4<sup>th</sup> Event Review.
- a. Donations.  
The donations covered the cost of the entertainment. Consensus given for Administrator Oman to send out thank you cards for all those individuals and businesses who donated towards the 4<sup>th</sup> of July event.
- N. Approve Closing 8<sup>th</sup> Street Between Arrowhead and Ash for Block Party.
- Motion made to approve the temporary closure of 8<sup>th</sup> Street between Arrowhead and Ash from 8 a.m. to 8 p.m. for their block party by Councilor Huso, seconded by Councilor Michalski. Motion carried.
- O. Approve Tree Buffer Costs for Residential Buffer near C2 District.
- Motion made to approve Spring Fresh Garden Center for expense of four tree buffer costs at \$24.00 per tree by Councilor Juntunen, seconded by Councilor Peterson. Motion carried.
- P. Consider Drainage Opportunities for 2<sup>nd</sup> Street Lot.  
The City Engineer and City Administrator will go out and assess the situation in the daylight hours. Recommendations will be brought back to the Council. Consensus given by Council that this issue becomes a priority over the other DNR buyback sites.
- Q. Technology Update  
Steven Devine-Jelinski addressed the Council and summarized the updates that have taken place throughout the City to date. There are issues currently with fiber and Moose-Tec, which are currently being evaluated. More information will be brought back to the City Council when available.  
Steve also requesting out of state travel to attend a conference in Washington. He did receive free registration and could stay with family. Total cost for this trip would be around \$500.

- Motion made to spend \$500 for the flight for Steve to attend the conference in Washington DC from September 13-17, 2015 by Councilor Juntunen, seconded by Councilor Michalski. Vote: 4 yes, 1 no. Motion carried.

Two quotes came in for additional channel. Steve met with the representative from Tight Rope Media, MCD would do the install. Quote came in at around \$27,000. The second quote was around \$21,000 more. PEG fees could be used and would cover just about the entire cost. This request will be brought to the Technology Committee and then added to Special City Council meeting agenda.

R. Park Manager Interviews

A couple Park Board members are interested in being a part of the interview team. Administrator Oman is currently working on evaluation and criteria scoring. Administrator Oman will communicate via email to set up interview dates.

S. Triathlon Sign Request

Requesting signs be placed between the Park entrance and 7<sup>th</sup> Street/Birch – No Parking 8-12 on July 25, 2015.

- Motion made approving no parking signs to be placed between the Park entrance and 7<sup>th</sup> Street/Birch by Councilor Peterson, seconded by Councilor Juntunen. Motion carried.

T. Moose Lodge Building

Vacant building owned by Carlton County. Government units will be sent a letter of interest to the building. The City has priority over the School District. The letter should be received and will be placed on the August Regular City Council meeting.

U. Travel Request

See Q. above.

7. **REPORTS AND CORRESPONDENCE**

Transportation Request Letter – supporting the Arrowhead Transit bus service.

**Committee & Board Meeting Minutes**

June 23rd, 2015 Planning Commission.

July 6th, 2015 Park Board Minutes.

8. **ANNOUNCEMENTS**

Regular Moose Lake City Council Meeting. Wednesday, August 12th, 2015 - 6:30 p.m. - City Council/Town Board Chambers.

Moose Lake Power and Light Commission – Wednesday, July 15th, 2015 – 4:00 P.M. -Moose Lake Conference Room.

Moose Lake Housing and Redevelopment Authority Board – Monday, July 13th, 2015 – 11:00 A.M. – Hillside Manor Office.

Moose Lake Area Fire District – Tuesday, July 14th, 2015 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board – Monday, August 3rd, 2015 - 6:30 p.m. City Council/Town Board Chamber.

Library Board Meeting – Thursday, July 16th, 2015, 2015 – 4:30 pm. Moose Lake Conference Room.

Moose Lake Planning Commission – Tuesday, July 14th, 2015 – 5:00 pm. Moose Lake Community Center.

Moose Lake Technology Committee- Thursday, August 6th, 2015; 10:00 AM; Moose Lake Conference room.

9. **ADJOURNMENT**

- Motion made to adjourn by Councilor Michalski, seconded by Councilor Huso. Motion carried.

Recorded by: Paula Danelski

Reviewed by: Pat Oman, City Administrator