

## MAPLE LAKE CITY COUNCIL

January 15, 2019 Minutes

### CALL TO ORDER

The meeting was called to order at 7:00 by Mayor Borell

### ROLL CALL

**Council Members Present:** Todd Borell, Deb Geyen, Heather Kadlec, Kirk Larson, and Kristen Logas.

**Absent:** None

**Others Present:** Liquor Store Manager Angela Berthiaume, City Attorney Rhonda Pagel and City Clerk/Treasurer Lee Ann Yager

### OPEN FORUM

No one was present.

### AGENDA APPROVAL

A motion was m/s/p, Geyen/Kadlec, to approve the agenda moving the Council Appointments to New Business and the removal of Tom Samuelson from New Business, and move Discussion to Lower Council Salary to a Workshop. All present voted in favor.

### CONSENT AGENDA

- Approval of the 12/18/18 and 01/08/19 Minutes
- Approval of the 1/15/2019 Disbursement List, December Check Register, December Financials and Liquor Financials
- Approval of December P&Z Report
- Council Appointments
- Approval to Hire Amy Ogram to replace Owen Grieger effective January 10, 2019 at Grade 3, Step 1
- Approval to Rehire Susan Bartlett effective December 14, 2018 at Grade 3, Step 3
- Approval of \$1,000 Donation to the Annandale/Maple Lake Food Shelf
- Approval of \$15,000 Donation to the Friends of the Maple Lake Library
- Approval to Grant Application for Exempt Permit – Big Woods Boss Gobblers Raffle at the V by HH on March 2, 2019
- Approval of GovOffice Website Upgrade and Migration at a Cost of \$11,650 with year 1 of 3 payment to be \$6,990
- Approval to Sell Surplus Office Equipment
- Approval for Contractor's Request for Payment #3 to Struck and Irwin Paving, Inc. in the amount of \$6,637.71
- Approval for Staff to Attend MCFOA Conference March 19-22, 2019
- Approval of Economic Development Report
- Approval of Engineer's Report

A motion was m/s/p, Geyen/Kadlec, to approve the consent agenda. All present voted in favor.

## **WRIGHT COUNTY SHERIFF'S DEPARTMENT**

Deputy Kiesling reported that there were 75 cases in the past month with the biggest items being traffic and medical.

## **DEPARTMENT REPORTS**

### **Liquor Report – Ang Berthiaume**

Berthiaume reported that sales were up 19% for the month and 6% for the year. She stated that they are looking to have the flooring replaced. Rob's recommended to have a concrete flooring which would require them to be closed for a week. Ryan Haney gave a price for vinyl flooring which will last longer than carpet.

*A motion was m/s/p, Geyen/Kadlec, to approve the purchase of flooring from Haney Floor in the amount of \$ 16,788. All present voted in favor.*

### **Administrative Report – Lee Ann Yager**

The City has received 10 proposals from planning services which copies are in the Council's iPad app for review. Today was the deadline to submit a letter of interest for the open seat on the Planning Commission. One person has shown interest but has not submitted a letter of interest. Staff is wrapping up year-end items and getting ready for an early audit in March.

## **NEW BUSINESS**

### **Health Insurance Renewal – Jim LaTour**

Jim LaTour was present to review the 2019 health insurance renewal. The rates went up 10% and this was budgeted for. LaTour also stated that the city has access to 15 minutes of free HR advice.

*A motion was m/s/p, Kadlec/Logas, to approve the Health Partners insurance renewal through Christensen Group. All members voted in favor. Mayor Borell abstained.*

### **Maple Lake Property Owners**

Mike Raiche and Tony Graham of the Maple Lake, Lake Property Owners Association reported on the consideration in joining a coalition of Wright County lakes that participate in the Wright Regional Inspection Program (WRIP.) This is an additional inspection program to prevent the spread of aquatic invasive species. Currently, a pilot program is being done with Lakes John, Sylvia, and Pleasant and will be extended to Cedar, Sugar, Granite Moose and Bass Lakes. Any lake within 15 miles of Annandale's inspection facility can join. If Maple Lake were to join it would require having a boat owner's boat inspected in Annandale before they could launch on Maple Lake. The Lake Association is just making the Council aware that they are looking into this.

### **Cable Ordinance Franchise Agreement**

Yager reported that Charter's franchise will be expiring in early 2020. Since May of 2017 the Cable Commission attorney has been doing a lot of negotiating with PEG fees and the free service and converters that it provides the city. The Commission attorney is comfortable with this agreement as well as Rhonda. The Franchise will be renewed for 15 years. We will need to replace our existing ordinance and the ordinance granting the franchise and approving the summary publication.

**Resolution 2019-01 Replacing Ordinance No. 38, Cable Ordinance**

A motion was m/s/p, Geyen/Larson, to Adopt a Resolution replacing Ordinance No. 38, Cable Ordinance. All present voted in favor.

**Resolution 2019-02 Replacing Ordinance No. 38A, Granting a Franchise to CC VIII Operating LLC last known as Charter Communications**

A motion was m/s/p, Geyen/Kadlec, to Adopt Replacing Ordinance No. 38A, Granting a Franchise to CC VIII Operating LLC last known as Charter Communications.

**Resolution 2019-03 Approving the Summary Publication of Ordinance 38 and 38A**

A motion was m/s/p, Kadlec/Logas, to Adopt Resolution 2019-03 Approving the Summary Publication of Ordinance 38 and 38A. All present voted in favor.

**2019 Seal Coat & Crack Repair Project**

Gravel explained the City has developed an ongoing street maintenance program for seal coat and crack repair which is set up in 4 zones. The recent project was completed in the south east of town in 2015 and northwest part of town in 2017. The 2019 area consists of part of 6<sup>th</sup> Street NW, Danielson Court, George Street and Moland Avenue.

A motion was m/s/p, Geyen/Kadlec, to authorize the preparation of plans and bidding for the 2019 Seal Coat and Crack Repair Project. All present voted in favor.

**Miscellaneous Council Appointments**

This item was removed from the Consent Agenda for discussion. Geyen feels that the Council should request RFPs for the consultants. Borell agrees, but thinks we need to pick the best fit and not just looking to replace anyone at this time. Council appointments with contracts can be cancelled with a 30-day notice by either party.

A motion was m/s/p, Larson/Geyen, to approve preparing RFPs for the appointments for City Attorney, City Engineer, and Economic Developer. All present voted in favor except Kadlec who voted no.

**City Clerk/Treasurer Replacement Search**

Yager previously provided notice that she would be retiring at the end of March. The Council is looking at different options to replace the position with a Clerk or Administrator. David Drown Associates (DDA) has submitted a proposal to search and recruit candidates. In the Organizational Study they had done, they recommended to wait until the Clerk retired and then consider an Administrator. There was discussion on what an Administrator can/can't do versus a Clerk. The cost of the search was discussed, and some felt it was too much to pay.

A motion was m/s/p, Geyen/Logas, to approve the proposal with DDA for a search at a cost of \$18,000. Larson and Kadlec voted no.

**Highway 55 Coalition – Councilmember Geyen**

Geyen stated that the Highway 55 Coalition is requesting that Cities adopt a resolution to support Highway 55 Coalition legislative proposal

A motion was m/s/p, Geyen/Kadlec, to adopt Resolution 2019-04 to Support the Highway 55 Coalition. All present voted in favor.

## **Discussion to Lower City Council Salary – Councilmember Larson**

This item was moved to a future Workshop.

## **Yager Vacation Carryover Request – Deb Geyen**

Geyen stated that according to the employee handbook, a department head can carry over up to 80 hours at their anniversary date. Yager's anniversary date is February 1 and will be using some of the requested hours in February, and any remainder will be used up to her retirement date.

*A motion was m/s/p, Geyen/Logas, to approve the vacation carryover request of Lee Ann Yager. All present voted in favor.*

## **Committee Reports**

### **Council Workshop – Mayor Borell**

Borell reported that the Council discussed the Council Appointments that were approved in Consent Agenda, a T-Mobile request to amend the lease, the website upgrade and Yager's retirement.

### **Joint Sewer Commission – Councilmember Geyen**

Geyen deferred this item until the next regular Council meeting.

## **Old Business**

None

## **Miscellaneous/Other Business**

The Sheriff's monthly report was in the Council packet along with a thank you from the Don Weismann family.

## **Dates to Remember**

- City Offices Closed January 21, 2019 in Observance of Martin Luther King Jr. Day
- Chamber of Commerce Social, Wednesday, January 23, 2019, 5:30 pm, at the Maple Lake Legion
- Maple Lake Fishing Derby and Arctic Plunge, Saturday, February 02, 2019
- City Council Workshop, Tuesday, February 05, 2019 at 7:00 pm
- Chamber of Commerce, Wednesday, February 06, 2019, Noon, at The V by HH
- February 10 FF pancake breakfast

Geyen recognized the retired firefighters: Bart Lauer – 33 years; Mike Lauer – 44 years; and Todd Borell – 31 years.

Borell stated that he would like to hold a workshop to discuss what the Council expects out of our Department Heads and would like to not have Staff present. Pagel stated that the Clerk or Deputy Clerk would typically attend to take minutes at the workshops. She urged the council to be very selective in having meetings without staff in attendance to take minutes.

## **Closed Session**

At 8:24 pm, the meeting was closed under an exception to the open meeting law pursuant to Minnesota Statute section 13D.05, subd. 2(b) for preliminary consideration of allegations or charges against an individual subject to its authority.

At 11:55 pm, the Council reconvened the meeting.

**Adjournment**

A continued closed session will be held on January 19, 2019 at 11:00 am.

A motion was m/s/p, Geyen/Kadlec, to adjourn. All present voted in favor.

Attest,

A handwritten signature in cursive script, appearing to read "Lehana Jagan".

City Clerk/Treasurer