

MAPLE LAKE CITY COUNCIL

January 16, 2018 Minutes

CALL TO ORDER

The Maple Lake City Council was called to order at 7:00 p.m. by Mayor Kissock.

ROLL CALL

Council Members Present: Deb Geyen, Todd Jude, Heather Kadlec, Lynn Kissock, and Kirk Larson

Absent:

Others Present: Liquor Store Manager Angela Berthiaume, Public Works Director Jerry Sawatzke, City Attorney Rhonda Pagel and Deputy Clerk Elizabeth Borell

AGENDA ADDITIONS/DELETIONS

A motion was m/s/p, Jude/Geyen, to approve the agenda with the additions to New Business: Legion Tailgate Party, Liquor Committee and Harassment Policy, and to Council Workshop Update: Audio recordings. All present voted in favor.

OPEN FORUM

No one was present

CONSENT AGENDA

- a. Approval of the 12/19/2017 Minutes
- b. Approval of the 1/16/2018 Disbursement List, December Check Register, December Financials and Liquor Financials
- c. Approval of 2018 Committee Appointments and Miscellaneous Appointments
- d. Approval December P&Z Report
- e. Approval for Staff to attend the 2018 Clerks Conference in Bloomington March 20-23, 2018
- f. Approval for budgeted computer upgrades at Liquor Store from Zabinski Business Services in the amount of \$3,657.19
- g. Approval for budgeted phone system/installation for City Hall through TNT Communications MN in the amount of \$4,979.00
- h. Approval to hire Part-Time Liquor Store Clerk Owen Grieger effective January 10, 2018 at Class 3, Step 1
- i. Approval to hire Jason Sahli as a Firefighter/EMT and Brad Wright as EMT only, effective January 16, 2018
- j. Approval to Grant Application for Exempt Permits – Gambling Premises for Church of St. Timothy for Calendar Sales on April 7, 2018
- k. Approval of the Following Donations:
 - i. Fire Department
 1. Bernatello's Foods Department - \$2,000
 - ii. Downtown Flower Baskets
 1. Mike & Mary Messina - \$72.00
 2. Todd & Elizabeth Borell - \$36.00
 - iii. Maple Lake Lions
 1. Fishing Pier - \$3,000
 2. Ambassadors - \$525

- l. Approval of Economic Development Report
- m. 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

Tom Kiesling introduced himself as the new deputy for Maple Lake and gave an update on the sheriff's report.

LIQUOR STORE REPORT

Berthiaume stated she received two estimates for the sign on the front of the building. SP Electric's estimate was \$1700 which included switching it over to LED, and Rose City Sign Company's estimate was \$1300 to repair the part of the sign that is no longer lit.

A motion was m/s/p, Kissock/Geyen, to approve SP Electric to repair and change the Liquor Store sign over to LED.

Berthiaume also reported that the wine reset is complete and the beer reset will begin in mid-February.

Kissock asked staff to contact the Liquor Committee members for possible dates and schedule a meeting.

MAINTENANCE REPORT

Sawatzke reported that the snowplow caught fire and burned up and needs to be replaced. The adjuster is coming tomorrow to determine the loss. Annandale has offered to help out if a truck is not found by the next snowfall. Sawatzke stated that clearing streets following a snowfall will take a bit longer with the loss of the plow truck. The shed will need to be professionally cleaned because of all the smoke.

A motion was m/s/p, Kissock/Jude, to authorize the purchase a new plow truck within the budgeted amount.

Sawatzke stated they have been working on getting the fishing pier welded and put together so it will be ready to use in May.

NEW BUSINESS

Maple Lake Fishing Derby – Greg Thomes

Thomes thanked City maintenance, Council members and all the volunteers for all the help they give. He stated that the ice is good and they are looking forward to the day. Thomes stated that all proceeds go back to the community. Thomes stated they need assistance with traffic control getting on to the ice in the morning. The committee is looking for something that flashes to catch people's attention. Jude suggested talking to Steve Peterson about freeing up a tanker that could just sit there for the morning.

Public Hearing – TIF District 3-1

The regular meeting closed at 7:23 p.m. and the public hearing opened. Tammy Omdal of Northland Securities was present to explain the Development Program and TIF District to be established for CW Spinning. The public hearing closed and the regular meeting reopened.

A motion was m/s/p, Geyen/Kissock, to adopt **Resolution 2018-01** establishing Development District No. 3 and the Development Program and establishing Tax Increment Financing District 3-1 and approving the Tax Increment Financing Plan for CW Spinning. All present voted in favor.

2018 Street Project – Phil Gravel

Gravel reviewed the revised Feasibility Report for the 2018 Street Improvement Project. Gravel suggested that a neighborhood open house be held on February 13th from 5 pm – 7 pm for all residents involved in the project area to come and ask questions.

A motion was m/s/p, Kissock/Geyen, to adopt **Resolution 2018-02** receiving the Feasibility Report and call for a public hearing on February 20, 2018 at 7:00 pm for the 2018 Street Improvement Project. All present voted in favor.

County Maintenance Agreement

Kissock stated that the City received the 2018 Maintenance Agreement with Wright County. The amount is based on an average of 2015, 2016 and 2017 at an estimated cost of \$1,734.89.

A motion was m/s/p, Jude/Kadlec, to adopt **Resolution 2018-03** approving the 2018 Maintenance Agreement with Wright County. All present voted in favor.

Fire Department Equipment south of railroad tracks

Pagel stated that the fire department had reviewed the possible need for equipment south of the railroad tracks and determined that it is not necessary. The Council agreed with the fire department's analysis.

A motion was m/s/p, Kissock/Kadlec, to adopt **Resolution 2018-04** to not place fire emergency equipment south of the railroad tracks. All present voted in favor.

Fire Department Employment Policy Amendments

Pagel stated that the fire department has proposed revisions to their employment policy that are housekeeping in nature. The Fire Department is looking for approval for the revisions.

A motion was m/s/p, Kadlec/Geyen, to approve the amendments to the Fire Department Employee Policy as presented. All present voted in favor, except Jude and Larson who abstained due to conflict.

Legion Tailgate Party

The Maple Lake Legion is requesting permission to host a tailgate party with alcohol in their parking lot on January 21st from 3:30 pm to 5:30 pm and on February 4th, 2 hours prior to the game if the Vikings will be playing in the Super Bowl.

A motion was m/s/p, Kissock/Geyen, to approve the request of the Maple Lake Legion for a Vikings pre-game Tailgate Party on January 21st from 3:30 pm -5:30 pm and on February 4th, 2 hours before the game should the Vikings advance to the Super Bowl.

Harassment Policy

Pagel stated there is a Harassment and Sexual Harassment policy that primarily applies to the employees. Council, Fire Fighters, Consultants, etc. do not necessarily fall within the policy making this a

gray area for these groups of people. Kissock suggested scheduling a workshop evening to discuss creating a policy that covers Council members, Consultants and Fire Department. Geyen suggested scheduling something with the League. Kissock suggested doing this on a workshop night, then schedule a workshop to look at a policy. Pagel stated it would be beneficial to determine a schedule for the Harassment Policy to be revisited, for example every 5 years, and this can be built into the policy. Pagel suggested videos could be used, if they are available, for any new incoming elected official. Pagel stated that LeeAnn has reached out to the League.

Geyen questioned Larson if the Liquor Committee meeting request was in connection with the Harassment Policy. If so, Geyen stated that the entire Council should be involved, not just the Liquor Committee. Kissock asked staff to reach out to the Liquor Committee members and schedule a meeting. Geyen requested a Park Board meeting also be scheduled. Kissock stated staff should look at the committees that haven't met recently and set up a meeting.

COMMITTEE UPDATES

Council Workshop

Kissock reported there was discussion regarding liquor store management, the wine club event, and the preliminary housing study. City hall future needs was discussed. A discussion was had regarding the placement of a permanent tree on the City downtown lot, or work with the Chamber to finance a temporary tree each year until the one being planted in Ladybug Park is large enough. Staff was directed to gather more information regarding cost regarding a Chicken Ordinance. A discussion was had regarding making 6th Street continue to County Road 8, Lee Ann is waiting on a response from Virgil from the county. Kissock reported she is continuing to have conversations with volunteer groups in conjunction with Volunteer Day. The February workshop date is changed to February 13th.

Geyen stated she would like to see the audio recordings from the workshops available to the general public, perhaps on website. Staff was directed to check on the logistics to get them on the website.

Joint Sewer Commission

Kissock reported that not all members were present. The commission requested that each person have a backup available so they can have a quorum. Kissock reported that the Joint Sewer Commission is approving the renewal quote for insurance. This year's rate will remain at the current amount. There will be a SIU (Significant Industrial User) agreement put in place.

OLD BUSINESS

Strategic Plan

Kissock stated work is continuing on pieces of the Strategic Plan. Geyen brought up the industrial park. She would like to revisit the other 11 sites that were chosen at the next workshop to discuss possibilities of future industrial sites and affordability. Geyen stated that the Planning Commission should be provided with a hard copy of Strategic Plan and Housing Study once completed.

Farmers Market Stipend

Geyen stated that she spoke with John Northenscold, who has reached out to the Farmers Market Association to find out what stipends are for cities our size. Geyen reached out to the city of Monticello and was told they hire a part-time person in the summer and pay \$10.24/hour for a seasonal employee.

MISCELLANEOUS BUSINESS

Open Meeting Law

Pagel provided a written Model Statement of Values and Open Meeting Law memo and updated the Council with the Open Meeting Law information. She highlighted some items such as not discussing items outside of a posted meeting, and emailed communication can constitute a meeting. Pagel stated that Council members can be held personally liable for a violation of the open meeting law and that if they have any questions regarding this to please contact her.

Sheriff's Report in packet

How Are We Doing Survey

Geyen stated that a survey requesting feedback is sent out after a street project is complete. Geyen recommended one be sent out to new businesses and request feedback on how they were treated by staff, City Council, Consultants, or any other party involved. Kissock stated that a link on the City's website to Survey Monkey could be a possible resource.

DATES TO REMEMBER

- Chamber Social – Thursday, January 25, 2018, 5:00-7:00 pm at the Legion
- Precinct Caucus Night – Tuesday, February 6, 2018, 7:00 pm (location to be determined)
- Chamber Meeting – Wednesday, February 7, 2018, Noon at the Legion
- City Council Workshop – Tuesday, February 13, 2018, at 7:00 pm
- City Offices Closed February 19, 2018 in observance of Presidents' Day
- City Council – Tuesday, February 20, 2018, at 7:00 pm

Geyen announced that Carole Bestland passed away on New Year's Eve Day. Bestland had 37 years of service with the City of Maple Lake prior to her retirement 2 years ago.

ADJOURNMENT

A motion was m/s/p, Geyen/Jude, to adjourn the meeting at 8:35 pm. All present voted in favor.

Attest,



Deputy City Clerk