

MAPLE LAKE CITY COUNCIL

February 19, 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: City Engineer Phil Gravel, City Attorney Rhonda Pagel and Deputy Clerk Elizabeth Borell

OPEN FORUM

No one was present.

AGENDA APPROVAL

A motion was m/s/p, Geyen/Kadlec, to approve the agenda with the following change; move the Maintenance Report to last item under New Business. All present voted in favor.

CONSENT AGENDA

- Approval of the 1/15/2019, 1/19/2019, 1/25/2019, 2/7/2019 Minutes
- Approval of the 2/19/2019 Disbursement List, January Check Register, January Financials and Liquor Financials
- Approval of January P&Z Report
- Approval of Road Closures for St. Patrick's Day Events
- Approval of Liquor Store Hire Mike Hecimovich to Replace Jill Greiger Effective 2/2/2019 at Grade 3, Step 1
- Approval of Liquor Store Hire Mary Scheiber to Replace the On-Call Position of Nicole Sigler Effective 2/16/2019 at Grade 3, Step 1
- Approval of Liquor Store Kayla Elsenpeter to Move to an On-Call Position
- Approval for Council Appointments, including Animal Control Officer – Krista Grossinger, WCAT Board – Kristen Logas, and City Attorney Rhonda Pagel, City Engineer Stantec – Phil Gravel and Economic Developer WSB – Jim Gromberg (Pending the RFP Process)
- Approval for Samuel Rassat to Attend the Clerks Institute – Year 3 May
- Approval for Jerry Sawatzke and Andrew Johnson to Attend the Water & Wastewater Conference in St. Cloud
- Liquor Report – Ang Berthiaume
- Approval of the Following Donations:
 - Maple Lake Lions
 - St. Patrick's Day Parade - \$500
 - Ambassadors - \$300
 - Maple Lake Legion
 - St. Patrick's Day Parade - \$750
- Approval of the Initiative Foundation Donation of \$1,100
- Approval of Economic Development Report
- Approval of Engineer's Report
- Approval for payment to Carlson's Wholesale Greenhouse in the amount of \$721.40 for Downtown Flower Baskets

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

WRIGHT COUNTY SHERIFF'S DEPARTMENT

Deputy Kiesling reported that there were 88 cases since January 1st, many are traffic stops or violations and medicals. Snowbird tickets are being issued between 2 am and 2:30 am by the Deputy on duty and then after that by area patrol as they pass through Maple Lake.

DEPARTMENT REPORTS

Administrative Report – Elizabeth Borell

The new street lights are up at the roundabout. Sue Eaton has stepped down as Animal Control officer and Krista Grossinger has taken her place. City staff is busy finalizing all the field work for the upcoming audit.

The Irish Party is coming up on Saturday March 9th from 5:30 – 9:30pm at the Legion. The featured entertainment is stage hypnotist Sami Dare. Tickets are \$30 and are available at Star Bank and Maple Lake Lumber.

NEW BUSINESS

Conflict of Interest Resolution

Pagel stated that a draft resolution was included in the packet. The resolution outlined what is to be considered a conflict of interest between Mayor Borell, administrative staff and Deputy Clerk Elizabeth Borell.

A motion was m/s/p, Geyen/Logas, to adopt Resolution 2019-05 Conflict of Interest for Mayor Todd Borell. All members voted in favor. Mayor Borell abstained.

Update on TH 55 Water Main Crossing

Phil Gravel explained the old 4-inch main at Hwy 55 and Oak Ave from Star Bank to Congress St. W will be replaced during the MnDOT project detour in July 2019. Geyen asked how disruptive this additional work will be to the detour. Gravel stated it will be a one-day project and should not be a problem. Larson asked about the fate of Highway Beautification tree and shrub plantings along Hwy 55. Gravel stated that they should still be small enough to be transplanted. They will be replaced if that is not an option.

Gravel stated that he had spoken with Wright County regarding extending the new main from Congress St. W to County Rd 37 during the 2020 Wright County bituminous replacement project. Wright County will allow the city to “piggy back” on this project for the extension to County Rd 37. The City will save considerable money not having to apply a patch prior to the 2020 Wright County project.

Resolution declaring St. Patrick's Day a Community Festival

A motion was m/s/p, Geyen/Kadlec, to adopt Resolution 2019-06 declaring St. Patrick's Day a Community Festival. All present voted in favor.

Request for Proposal (RFP) for City Attorney Services - Deb Geyen

Geyen stated that at the January 15, 2019 meeting the motion was made to approve preparing Request For Proposals (RFP's) for City Attorney, City Engineer and Economic Developer. Geyen stated that at the February 5, 2019 workshop it was decided to start with only one RFP right now. It was agreed on that it is good city practice to look at the consultants periodically to make sure the City is receiving the best service. The consensus was to begin with City Attorney services. Geyen stated that sample RFP's were provided to the Council that are simple and straight forward. Geyen would like to keep it simple. Pagel stated that the same template recently used for the Planning Services could be an option.

A motion was m/s/p, Geyen/Larson, to direct staff to prepare and advertise for RFP's for City Attorney Services. All present voted in favor.

Maintenance Report

Borell stated that Ordinance 6.01 regulating winter parking needs to be revisited. The maintenance department begins clearing roads at midnight, but vehicles can park on the street until 2 am, making it difficult to get the streets cleared properly. The Deputy is off duty at 2 am but will ticket until 2:30 am. The hours need to be changed. Borell stated that he feels Jerry needs to be involved with helping determine what the time change should be based on the plowing route. The Ordinance time change, and Snowplowing Policy discussion will be continued at the March 5th, 2019 workshop. Pagel stated that once the times are decided the Ordinance and Policy will need to be amended and approved at a council meeting.

A motion was m/s/p, Geyen/Logas, to approve the Maintenance Report with further discussion regarding the Snowplowing Policy and City Ordinance 6.01 at the March 5, 2019 workshop. All present voted in favor.

Committee Reports

Council Workshop – Mayor Borell

Borell reported that at the February 5th workshop Jerry Sawatzke provided a map of sidewalks that need to be repaired. A discussion was had regarding who would pay for the repairs. The Council also discussed RFP's for the consultants and decided on only doing one at a time for now. The open seat on the Planning Commission was discussed. There have been 2 people with interest, but nobody has stepped forward yet. The Farmers market and ice on the downtown sidewalks were also discussed. Larson talked about the Heart Safe program. A city Volunteer Day was discussed. Larson explained that it is a Volunteer Recruitment Day. It is scheduled for May 30th at 5pm at the city park (the school is available for a back-up in case of rain). All civic organizations and other groups in need of volunteers will be invited to be a part of the event. The hope is this will help organizations recruit more volunteers.

Borell reported that at the February 12th workshop the Employee Handbook is being looked at for possible updating and/or additions.

Personnel Committee – Mayor Borell

Borell reported that the Personnel Committee received a model Employee Handbook and self-audit checklist from the League of Minnesota Cities to help with updating the current Employee Handbook.

Old Business

None

Miscellaneous/Other Business

The Sheriff's monthly report was in the Council packet along with a 4-H Youth Letter

Geyen complimented Jerry and his staff for the great work they are doing with all the snow.

Dates to Remember

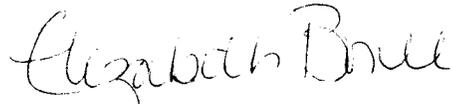
- County Long Range Transportation Plan Open House, Thursday, February 21, 2019 from 4:00-6:00 pm at the Wright County Highway Department
- 4-H Growing Opportunities Together, February 26 at 6:30 RSVP required
- Council Workshop, Tuesday, March 05, 2019 at 7:00 pm
- Chamber of Commerce, Wednesday, March 06, 2019, Noon, at Bethlehem UCC
- Yager Retirement Open House, Friday, March 8, 2019 from 4-7:00 pm at the Maple Lake Bowl
- Irish Party, Saturday, March 9, 2019 at 5:30 pm
- St. Patrick's Day Festivities, Saturday March 16, 2019

- 2019 Open Book Meeting, Thursday, April 04, 2019, 3:00-6:00 pm at the Wright County Government Center Assessor's Office, Room 100

Adjournment

A motion was m/s/p, Geyen/Kadlec, to adjourn at 7:37. All present voted in favor.

Attest,

A handwritten signature in cursive script that reads "Elizabeth Bruce".

Deputy Clerk