

MAPLE LAKE CITY COUNCIL
Tuesday, May 15, 2018 Minutes

Call to Order

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

Roll Call

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

Absent: None

Others Present: Public Works Director Jerry Sawatzke, Liquor Store Manager Angela Berthiaume, City Engineer Phil Gravel, City Attorney Rhonda Pagel, Economic Developer Jim Gromberg and City Clerk/Treasurer Lee Ann Yager

Agenda Approval

A motion was m/s/p, Larson/Jude, to approve the Agenda with the following additions: Add to Consent: Approval to hire Lanette Paumen as a Retail Clerk at Class 3, Step 1 Effective May 19, 2018; and to New Business: Resolution authorizing execution of Grant Agreement for airport improvements. All present voted in favor.

Open Forum

No one was present.

Consent Agenda

- Approval of the 4/17/2018 and 5/1/2018 Minutes
- Approval of the 5/15/2018 Disbursement List, May Check Register, May Financials and Liquor Financials
- Approval of April P&Z Report
- Approval of the Following Donations from the Maple Lake Lions:
 - Ambassadors - \$255.00
 - Fishing Pier - \$1,000.00
 - Gearhead - \$1,000.00
 - Brewfest - \$100.00
- Approval to Hire Peyton Paumen for a Stock Position at Grade 2, Step 1 Effective May 5, 2018 replacing Henry Stecker
- Approval to Hire Kim Hofman as a Retail Clerk at Class 3, Step 1 Effective May 7, 2018 replacing Kayla Elsenpeter's regular position who will remain "as needed"
- Approval of \$1,000 Donation to the Annandale/Maple Lake Food Shelf
- Approval for Exempt Permit for Raffle on 9/23/2018 for St. Timothy's Church Fall Festival
- Approval of Economic Development Report
- Approval of Engineer's Report
- Approval to Hire Lanette Paumen as a Retail Clerk at Class 3, Step 1 Effective May 19, 2018

A motion was m/s/p, Jude/Kadlec, to approve the Consent Agenda. All present voted in favor.

Wright County Sheriff's Department

Deputy Tom Kiesling reported that there was 115 calls for service, 15 traffic stops, 15 suspicious circumstances, 12 gas drive offs, 11 medicals, 9 civil complaints, 9 commercial burglary alarms, 3 thefts, 3 tobacco compliance and a felony drug arrest.

Department Reports

Liquor Report – Ang Berthiaume

Berthiaume reported that sales were down 6% with weather being a key factor. Other stores were down as well. Sales are up 7% for the year. The single beer was moved to a new location. From January to April only 95 single bottles were sold but since the cooler was moved they've sold 75 since May 1.

Maintenance Report – Jerry Sawatzke

Sawatzke reported that they are getting ready for summer getting parks ready and the fishing pier out. They will dredge the ditch alongside of it for the winter. A thanks to all who donated toward the pier. They will be checking into why there are so many frost boils on the Cenex road. A resident questioned having a signed crosswalk around Linden Avenue. Those signs need to be removed by October 1st. The County will be sealcoating and should be done this week.

Administrative Report – Lee Ann Yager

Yager reported that Borell has completed her 3rd year at the MN Municipal Clerk's Institute and Rassat has completed his 2nd year. Some of the things they learned were as follows: participants of a council meeting should periodically evaluate the meetings for content quality; community planning leads to lasting property values and increased civic involvement; an emergency plan should be in place to deal with workplace violence, especially regarding an active shooter; building codes and how some cities deal with building permits; the importance of being a good listener and attitude is everything and how negative situations can be improved by simply changing your attitude.

New Business:

2018 Street Improvement Project - Assessment Hearing

The regular meeting closed and the public hearing opened at 7:14 pm.

Gravel stated that factors that were considered in identifying the project area include the surface condition of the streets and the presence of many sump pumps discharge hoses that drain to the streets. Repair of the streets will include removing and replacing the entire bituminous surface by reclamation.

The project work also includes the installation of drain tile along many of the edges of the street and stubbed to lots. The project includes two curb replacement options:

Option A – spot repair of approximately 10-15% of the damaged sections throughout the project. Total project cost is \$816,337 and assessed portion is \$293,548

Option B – Complete curb replacement on Robert Ave. North, the western 450 feet of 8th Street N and the western 350 feet of 7th Street N. The remaining areas would have spot repair of the most damaged sections. Total project cost is \$960,150 and assessed portion is \$324,982.

The proposed assessment rates are as follows:

Single Family Residential - \$2,940 per parcel

Additional for full curb replacement - \$1,014 per parcel for those in the full curb area

Non-residential property - \$32.90 per foot

If any property owner objects to their assessment they need to submit written objection to the Clerk to go through the appeal process.

Public comment was received as follows:

Keith Maas, 310 8th Street NW questioned how many test bores were done on the road, when the last road improvement was done, if any street that did not have to be done. Gravel stated there were 10 test bores and determined it was clay underneath the gravel. The last road project in the development was done in the 1990's. There are some streets worse than others but the drain tile is a big factor. If the council went that route, they would have to reject bids.

Missy Reiley – 611 Robert Ave. questioned what damage would be done to the yard, timeframe of the project and are they assessed more if the project goes over. Gravel stated the project will start in June and run the full summer. Access will be maintained throughout the project. If the Council proceeds, the assessment amounts will not change and owners will have the opportunity to pay before fall without interest. After that, they will go on the property taxes for 8 years with interest not to exceed 5%.

Although there are some road worse than others, the council idea was to do the whole neighborhood at once.

Vern Anderson – 300 8th Street NW questioned who decides what bad curb spots will be replaced. Gravel stated that the Engineer's office and Public Works staff. He would like to see Option A.

The public hearing closed, and the regular meeting opened at 7:37 pm. The Council took a recess at 7:38 pm and reconvened at 7:46 pm

Financial Information – George Eilertson, Northland Securities

Eilertson discussed financing for the 2018 street project. This project is similar to the 2016 street project and would have a similar financing where there is an 8-year assessment and 15-year financing and the other revenue source coming through the levy. There is also a potential of \$50,000 coming from the TIF 2-1 project as a source of revenue.

The City has a strong bond rating of AA-. If the financing proceeds, Eilertson will work with Staff on a new rating to drive down the interest rate which is averaging about 3% but we'll know a final rate in June or July when the bond is issued. Eilertson will be back at a future meeting with more detailed financing options.

Resolution Awarding Contract for the 2018 Street Improvement Project

After the lengthy discussion and hearing from the residents from the public hearing, Gravel recommends replacing curbing on all of Robert to allow for adjusting the curb grade and award the project as Option B and only do what is needed on the unhatched portion on 8th Street.

Alternate C listed on the bid is for the parking lot at the Public Works garage at a cost of \$23,200.

Other items discussed were assessing improvements versus paying though a levy, lowest bidder, lowest responsible bidder and best value bidding. There was some concern with Knife River from a previous project.

A motion was m/s/p, Geyen/Kadlec, to adopt **Resolution 2018-17** awarding the contract to the lowest responsible bidder Knife River Corp. North Central with Option B for the base bid \$584,930 plus Alternate B at \$137,850 and Alternate C at \$23,200, with the direction that the curb replacement being eliminated from the contract on 8th street curbing, plus Option C. All present voted in favor.

Resolution Adopting Assessment for the 2018 Street Improvement Project

A motion was m/s/p, Kissock/Geyen, to adopt **Resolution 2018-18** adopting the final Assessment Roll with the alteration to residents on 8th street at an amount not to exceed 5% interest for 8 years. All present voted in favor.

Airport Improvement for Slurry Seal

A motion was m/s/p, Kissock/Jude, to adopt **Resolution 2018-19** authorizing the execution of **Grant Agreement No. 1031216** for airport improvement excluding land acquisition. All present voted in favor.

Planning Commission

Bethlehem UCC Church – IUP for Sign

Pagel reported that Planning Commission held a public hearing on a request of the church seeking permission to erect a new sign. It will be set back further than the current sign and should allow for a better view than is currently available. The permit application stated 118 square feet. The dimensions of the sign not including the base is approximately 94 square feet which complies with the ordinance. The IUP will terminate in 20 years or when the property transfers.

A motion was m/s/p, Kissock/Jude, to adopt **Resolution 2018-20** approving the Interim Use Permit for a graphic display sign, per recommendation of the Planning Commission. All present voted in favor.

Mini Roundabout Project

This item was tabled until a discussion can occur regarding adding the flare and location of the dividers.

Public Hearing – Amend Fee Schedule to Include Chicken Permit Fee

The regular meeting closed, and the public hearing opened at 8:53 pm. Staff has recommended the following fees for Chicken Permits: New permit - \$50 and \$25 for annual renewal. The first-year cost would include the Animal Control Officer doing a coop inspection and the second year may or may not require an inspection rather more administrative expense. The U of M will be developing an education course for Maple Lake and anticipating it to be completed in early June. Any application received prior to the video will watch the City of Eagan video. The public hearing closed, and the regular meeting opened at 8:58 pm.

A motion was m/s/p, Jude/Kadlec, to adopt **Resolution 2018-21** amend fee schedule to include chicken permit as follows: new permit \$50 and \$25 renewal. All present voted in favor.

Leaf Burning

A lengthy discussion occurred on residents burning leaves in the spring. New residents receive a letter with city information which includes that there is no leaf burning in the spring, but only from October 15 to November 15. Some would like to see it banned totally because of people with health issues. Preparing a list of solutions was suggested.

Farmers Market Manager

Yager reported that no applications have been received for the manager position. We have a vendor that shows interest, but he would like to see the market day move to Wednesdays. Northenscold feels Fridays are better. Staff is not interested in running the market. Staff will poll the vendors for their feelings on a Wednesday market and to ask the Chamber for staffing ideas.

A motion was m/s/p, Kissock/Kadlec, to authorize the City Clerk to continue pursuing a market manager and to extend an offer to a candidate as she sees fit. All present voted in favor.

Utility Billing/Financial Software Upgrade with Civic Systems at a cost of \$9,340

Yager stated that our current software version will be having a major upgrade. The cost of the upgraded software is \$46,700 by converting now it will give us a heavily discount of \$37,360 for the new software which includes a software for life program that will provide free updates and upgrades going forward. Staff would like to take advantage of the discounted price and will coincide well with the server upgrade.

A motion was m/s/p, Kissock/Kadlec, to approve the software upgrade with Civic Systems at a cost of \$9,340. All present voted in favor.

Old Business

Bridging Zambia – Geyen stated that the Maple Lake group going over to Zambia will be holding a pancake breakfast on May 20th from 8:30 to noon at the Legion. They could use help at the breakfast. They will also be holding more in June and August. Pagel recapped by stating that this is a Maple Lake community project not a government project and wanted to make it clear that it is the city as a community not a City sponsored project.

Strategic Plan – nothing to report.

Committee Updates

Airport Commission

Yager reported that the commission met to prepare for the Airport Needs meeting on June 11th. Some of the items on the wish list are as follows: Upgrade the fuel facility credit card terminal; Runway lighting; Reestablish non-precision approaches; Property acquisition / hangar purchase; PAPI lighting; Lengthen the runway; Discuss ways of expanding the airport; Security fencing; Repaint the fuel tank; Construct a new hangar; Sewer & water access and Sea Plane Base.

Council Work Session

Kissock reported that the Council discussed at length the results of the rate study to look at how they compare to other communities and a rate to fund future improvements. Recommendations were to reduce the City's portion of SAC to 50% from \$4,000 to \$2,000, and an increase of 16% for sewer and 3% for water user rates.

A motion was m/s/p, Geyen/Kissock, to adopt **Resolution 2018-22** to reduce the SAC fees effective May 1st, which would apply to all the Bluefin permits and SAC fees are subject for future review, and to amend the policy for new single-family construction that

SAC & WAC can be collected at the sale of the lot rather than the building permit. All present voted in favor.

Other work session items discussed were Legislative updates, Fire Dept. contract update, Chicken Ordinance, Access to the former Stuhr property and the City property next to 118 1st Street E.

EDA Update

Geyen reported that Scott Chantland has purchased the building at 46 Birch Ave S and has requested assistance to rehab the building. He is redoing the front of the building and adding a lift. A ramp would not be feasible. The total project cost is \$58,600 and is requesting a loan from the Revolving Loan Fund for 10-year note at 5%.

A motion was m/s/p, Geyen/Kissock, to adopt **Resolution 2018-23** to authorize a loan from the Revolving Loan Fun in the amount of \$58,630.00 to C and C Properties in the amount of \$58,630.00 for the installation of new windows and a lift at 46 Birch Avenue South as recommended by the EDA. All present voted in favor.

Sewer Commission

Kissock reported that the MPCA permit renewal is in process with more strict phosphorus level rules that will require an extended rollout plan for adoptions of the new limits. They are currently looking at available grants. The Commission will be receiving RFPs for plant operations to get an idea what the going rate is and what type of staffing is needed. They are expecting to have the results back the middle of June.

Miscellaneous Items

- Sheriff's Report in Packet

Dates to Remember / Announcements

- Bridging Zambia Pancake Breakfast – Sunday, May 20, 2018 at the Maple Lake Legion
- Clean-up Day – Saturday, May 19, 2018 from 9am – 1pm at the Maintenance Building
- City Office Closed – Monday, May 28, 2018 for Memorial Day
- All City Garage Sale – Saturday, June 2, 2018
- Chamber Meeting – Wednesday, June 6, 2018, noon at the Maple Lake Legion
- Wright County Sheriff's Open House, Friday June 8, 2018, 10:00 am – 1:00 pm
- Movie on Birch – Saturday, June 9, 2018 at dusk – Beauty and the Beast
- Airport Needs Meeting – Monday, June 11, 2018, 10:00 am – 1:00 pm at City Hall
- Brewfest – Saturday, June 16, 2018, 2:00-5:00 pm at Irish Stadium

Adjournment

A motion was m/s/p, Geyen/Kadlec, to adjourn the meeting at 9:43 pm. All present voted in favor.

Attest,



Lee Ann Yager
City Clerk/Treasurer