

MAPLE LAKE CITY COUNCIL
Tuesday, September 19, 2017 Minutes

CALL TO ORDER

The Maple Lake City Council was called to order in the City Council Chambers 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: None

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

AGENDA APPROVAL

Add Manufacturing Week Proclamation to New Business 8.h.

A motion was m/s/p, Jude/Kadlec, to approve the agenda with the addition of Manufacturing Week Proclamation to New Business. All present voted in favor.

OPEN FORUM

No one was present.

CONSENT AGENDA

- Approve 8/15/2017 Minutes
- Approve the 9/19/2017 Disbursement List, August Check Register, August Financials and Liquor Financials
- Approve August P&Z Report
- Approve Sale of Surplus City Equipment
- Authorization for Mayor to Sign Memo of Understanding for the Elm Ave N&S/CSAH 8/CSAH 57 Mini-roundabout
- Approve Hiring Liquor Store Clerks Rick Lamberger effective August 21, 2017 and Jill Grieger effective August 26, 2017 at Grade 3, Step 1
- Approve 1 Step Increase for all City Staff Beginning with the First Payroll in 2018 Except Part-time Liquor Store Stock Clerk and Compost Site Attendant to Remain at their Current Step
- Approve Contractors Request for Payment #1 for 2017 Seal Coat Project to Mid MN Hotmix for \$78,231.80
- Approve Contractors Request for Payment #5 for 2016 Street Improvement Project to Mid MN Hotmix for \$88,549.50

- Approve proposal of B&B Roofing for Reroofing the West Side of Fire Hall at a Cost of \$33,350
- Approval of the Following Donations:
 - Maple Lake Lions
 - \$900 Irish Stadium
 - \$225 Ambassadors
 - Maple Lake Legion
 - \$500 Fire Dept. Water Rescue Equipment
- Approval of Economic Development Report
- Approval of Engineer's Report

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

WRIGHT COUNTY SHERIFF'S DEPARTMENT

Deputy Austin Henry was present and reported that there were approximately 110 calls, most were either traffic violations or gas drive offs. He had nothing specific to pass on to the Council.

LIQUOR STORE REPORT – ANGELA BERTHIAUME

Berthiaume reported that Wine Club will be tomorrow night at 7pm at the Legion. The annual MMBA food shelf drive will be during the month of October, non-perishable food items and/or monetary donations will be collected and donated to the local food shelf on November 1st. The liquor store is supporting the Library fundraiser again this year. Anyone purchasing a bottle of wine for the Wine Pull will receive 10% off the wine. Profits for August were up 12% from last year, Year-to-date were up 6%, and profits for the year are 4%. The Loyalty Club has 602 members plus the 270 Wine Club members that are automatically part of the Loyalty Club. Some people have already cashed in on their loyalty dollars.

NEW BUSINESS

Fire Department – Resolution Adopting Fire Relief Pension Changes

Daryl Hennen reported that every year the State Auditor's office requires them to fill out Schedules 1 & 2 that determine the financial responsibility of the Relief Associations special fund, and project upcoming income. Hennen stated they are very conservative on their projections. The Board of Trustees met to determine if they could raise the benefit for retirement. The Board of Trustees voted to raise the benefit from \$2000 to \$2100 per year per active firefighter, which will be retroactive. Hennen stated that they are looking for the city to approve raising the benefit.

*A motion was m/s/p, Geyen/Kadlec, to adopt **Resolution 2017-22** approving the change to the amount of the contribution to the Fire Relief Association from \$2,000 to \$2,100 per year. All present voted in favor, Jude and Larson abstained.*

Hennen stated that the Fire Department is going to start looking at hiring additional firefighter/EMTs. They are not limiting applications; they will filter through all that are received.

Once Steve has something put together, the City will advertise the employment opportunity on the City website and the cable station.

Resolution Approving the 2018 Proposed Preliminary Budget and Proposed Tax Levy

The Council received a memo in their packet regarding the 2018 proposed budget and levy. The 2018 proposed overall budget requirement is \$1,988,550, an increase of \$154,143 over 2017. The overall certified levy for 2018 is \$1,185,543, an increase of \$108,823 over 2017. The General Fund levy increased by \$54,952, while the Fire Department levy remained the same. This also includes a new levy amount for the Jude Addition Street Improvement Project. The preliminary tax capacity increase of 5.4% from the County will result in a proposed 2018 tax rate of 68.368. The tax rate for 2017 was 65.459. The Council is required to certify the 2018 Proposed Tax Certification by September 30, 2018. The final budget can be decreased, but cannot be increased. The final 2018 Budget and Levy will be approved in December. Taxpayers will receive notification of their 2018 real estate taxes based on the 2018 Proposed Tax Certification that the Council approves tonight.

Yager reviewed the Council's tax statements and if property values increase by 5%, the city's tax amount would increase by an average of \$70.00 for 2018.

Geyen would like to go through the budget in more detail to look at cutting additional dollars.

*A motion was m/s/p, Larson/Jude, to adopt **Resolution #R2018-23**, adopting the 2018 Proposed Budget of \$1,988,550 and the 2018 Proposed Levy of \$1,185,543. All present voted in favor.*

The Council also reviewed the Enterprise Funds, Special Revenue Funds, TIF Funds, and Debt Service Funds at the workshop.

A motion was m/s/p, Jude/Kadlec, to approve budgets for all funds currently used by the City of Maple Lake. All present voted in favor.

Resolution Approving the Truth in Taxation Public Hearing Dates

*A motion was m/s/p, Kissock/Geyen, to adopt **Resolution #R2018-24**, approving the Truth in Taxation hearing to be held on December 5, 2017 at 7:00 p.m. with the continuation hearing on December 19, 2017 at 7:00 p.m. All present voted in favor.*

Public Hearing – TIF Modification

The plan for the Tax Increment Financing Plan is being amended to include a parcel that was omitted from the original plan. The regular meeting closed and the public hearing opened at 7:24 pm. The hearing was published and notice was given to the County and School District of the hearing regarding any financial impact it may have for them. No comments were heard from the public and the public hearing closed and the regular meeting opened at 7:24 pm.

*A motion was m/s/p, Larson/Kadlec, to adopt **Resolution 2017-25** approving the modification of TIF District 2 as presented. All present voted in favor.*

Airport Maintenance & Operation Contract Renewal

Yager stated that the City received the annual Airport Maintenance & Operation Grant Contract from the State which is needed to receive reimbursements for expenses.

A motion was m/s/p, Jude/Larson, to adopt **Resolution 2017-26** approving State Contract No. 1028909 Airport Maintenance and Operation Grant Contract and authorizing the Mayor and Clerk to sign contract and amendments. All present voted in favor.

Ordinance Amending Chapter 51.01 and 51.02 Establishing Penalties

Pagel reported that some City Ordinances do not have a penalty section and rely on Chapter 51. In reviewing the misdemeanor language, it is no longer current and needs to be amended; and 51.02 is no longer valid, as any ordinance violation is a misdemeanor not a petty misdemeanor. Pagel recommended removing 51.02 in its entirety. Pagel stated that currently the penalty section on many of the ordinances references Minnesota State Statute 609.03. Pagel recommended changing the language to coincide with the current penalty sections that reference the State Statute and this way it would not need to be amended should the Statute change.

A motion was m/s/p, Jude/Kadlec, to adopt **Resolution 2017-27** amending Chapter 51.01 language to reference Minnesota State Statute 609.03 and remove Section 51.02 in its entirety. All present voting in favor.

Flashing Crosswalk Sign at CSAH 8 and Congress Street

Kissock reported that at the workshop there were concerns with children crossing at CSAH 8 and cars not stopping. The Council discussed looking at flashing crosswalk signs. The cost of signs is not known at this time. Council directed Jerry to get some costs on the signs. Geyen suggested the Council meet with school board to discuss cost sharing and needs. Kissock directed staff to reach out to school and set up a meeting with school board to discuss needs and cost sharing.

Approval of Quote for Geotechnical Borings for Future Street Project

Gravel reported that 4 quotes were received for the Geotechnical Boring. The lowest bid was from Independent Testing Technologies. This is just for some of the streets; it may include Jude's addition and the industrial park streets which are part of the TIF, and some of the main streets on the south side of town.

A motion was m/s/p, Geyen/ Larson to approve the bid from Independent Testing Technologies at a cost of \$4000.00 for Geotechnical Borings for Future Street Projects. All present voted in favor.

Proclamation – Manufacturing Week

Kissock stated that the city would like to again acknowledge all the companies in our community that are light manufactures. The mayor proclaimed October 1-7 to be Manufacturing Week in Maple Lake.

REPORTS OF COMMITTEES AND CITY STAFF

Maintenance Report – Jerry Sawatzke

- Tree Removal at City Hall - Approval for tree removal at 10 Maple Ave S at a cost of \$1,850 from Bear Tree Care. Sawatzke stated there was previous discussion regarding the disposal of the wood. Pagel stated that it can be disposed of through sales of city surplus equipment. Sawatzke stated that the tree is a silver maple which will rot within a year, and there is a surplus of wood at the compost that they can't give away.

A motion was m/s/p, Jude/Kadlec to approve the quote from Bear Tree Care at a cost of \$1,850

- Courtesy Car Damage – Sawatzke stated that the vehicle can be repaired but will not look good with the damage. Kissock stated the need for a vehicle in better condition. Kissock recommend replacing it with a similar type replacement. Sawatzke stated that M & M says they have vehicles. Kissock directed Sawatzke to seek out prices for a new vehicle, with a budget not to exceed \$3000 plus any insurance money received from the other vehicle.
- Sawatzke stated the ash trees at Bolduan Park are losing leaves because of aphids. A tree specialist told him that spraying for mosquitos causes aphids to flourish and they need to be treated. The cost to treat the ash trees next spring would be \$902. Sawatzke stated the oak trees in the Community Park are getting oak wilt. The cost to treat them next spring would be \$820. Sawatzke said he can get other prices since this will not be done until spring. Geyen questioned treating for emerald ash bore. Sawatzke stated that you can't treat until it gets here.
- Ladybug Park – Sawatzke gave the prices as follows \$5400 for stamped concrete, \$6800 for pavers, and to pour a concrete sidewalk would be \$460 plus labor. The Council was in agreement that a poured concrete sidewalk would be the best option.
- Compass rose will not be painted until next year.

Administrative Report – Lee Ann Yager

Yager reported that the Council received in their packet a public hearing notice of the Maple Lake Improvement District to be held October 23, 2017 at 6:00 pm at the Commissioner's Board Room. A petition of the majority of property owners within 100 feet of the shoreline of Maple Lake was received. If the Council has comments, they need to be submitted prior to the hearing.

Sam Rassat attended the Civic software symposium in Madison last week learning some of the latest information on the city's software.

Yager corresponded with the person in charge of the painting of the compass rose at the airport and their plan will be to do the painting next summer. Their painting schedule is June – September.

The new Wright County ½% sales tax will take effect on October 1st to help gap the fund for transportation

Geyen spoke with a Wright County Commissioner and he said that even though they have the percentage needed it still may not pass so they would appreciate a letter of support from the City for the LID project. Kissock will work with Yager to write a letter.

A motion was m/s/p, Geyen/Jude, to approve Kissock to sign a letter of support to the County for the LID project.

Committee Updates – Lynn Kissock

Council Workshop

Kissock reported that council directed staff to handle nuisance items. Leaf burning – research came back that other cities in the county were mixed with allowing leaf burning and the timeline allowed for burning. The consensus was to leave current restrictions as they are and make note on Facebook and the city’s website to be conscious of neighbors during the leaf burning period. The Council will look at potential alternatives for future years. Other items discussed at the workshop were the Budget, the tree next door, the courtesy van, and the crosswalk at CSAH 8 and Congress St. W.

Planning Commission

Kissock reported the Planning Commission revisited the Sign Ordinance as it pertains to dynamic signs. The section had been previously been approved but there was a request by Bethlehem United Church of Christ for the requirement necessary to put up a dynamic display sign. A public hearing will be held in October for this section and other amended sections. Applications for dynamic display signs are anticipated in October or November.

Wright County Area Transportation (WCAT)

Kissock was unable to make the meeting today, but will provide an update at the next Workshop.

MnDOT Update

Kissock reported she met last week regarding safety concerns with Hwy 55 through Maple Lake, as well as CSAH 37. MnDOT said that the traffic change at Spruce and HWY 55 would most likely would be a roundabout rather than a stop light. Kissock reported that the cost of the roundabout is approximately 4 times the cost of a stop light, but with the cost sharing, the cost would be similar to the city putting in stop light. At the intersection of Oak (CSAH 8) and Hwy 55 they will be putting timers at the crosswalks. MnDOT is coming to looking at the possibility of turn lanes by Cenex, but their budget is already set and they may not be able to do anything. Geyen would like the Council to invite MnDOT to a workshop to discuss more information.

Kissock directed staff reach out to MnDOT and invite them to come to the October workshop.

MISCELLANEOUS AND UNFINISHED BUSINESS

- Sheriff's Report in packet
- Library thank-you in packet
- LID Public Hearing on October 23, 2017
- Leaf Burning – Deb Geyen

Geyen stated the city received a complaint regarding leaf burning, and that leaf burning makes people with asthma become prisoners in their home as well as destroys the air quality. Geyen stated that rather than burn the leaves they can be hauled to the compost. Geyen reiterated that the city should have good air quality. Kadlec questioned what to do about those who don't have the means to get the leaves to the compost. Kissock suggested this item be brought back to a workshop, and leave the Ordinance as it is for this year because of timing. Geyen stated that there is time to change Ordinance this year.

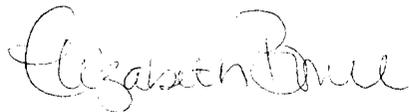
DATES TO REMEMBER / ANNOUNCEMENTS

- City Council Workshop – Tuesday, October 3, 2017, at 6:30 pm
- Chamber Meeting – Wednesday, October 4, 2017, noon at the Maple Lake Legion Club
- Library Fund Raiser – Saturday, October 7, 2017, Social 4:30, Dinner 7:00 at the Maple Lake Legion
- Planning Commission – Tuesday, October 10, 2017, at 7:00 pm
- City Council – Tuesday, October 17, 2017, at 7:00 pm
- Business Trick or Treat, Tuesday, October 31, 2017 3-5:00 pm

ADJOURNMENT

A motion was m/s/p, Jude/Larson, to adjourn the meeting at 8:20 pm. All present voted in favor.

Attest,



Deputy Clerk