

**MAPLE LAKE CITY COUNCIL**  
Tuesday, November 21, 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, Heather Kadlec, Lynn Kissock, and Kirk Larson

**Absent:** Todd Jude

**Others Present:** City Attorney Rhonda Pagel, City Engineer Phil Gravel, Public Works Director Jerry Sawatzke, and City Clerk/Treasurer Lee Ann Yager

**AGENDA APPROVAL**

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

**OPEN FORUM**

No one was present.

**CONSENT AGENDA**

- Approval of the 10/17/2017 and 11/14/2017 Minutes
- Approval of the 10/17/2017 Disbursement List, October Check Register, October Financials and Liquor Financials
- Approve October P&Z Report
- Approval of the Following Donations:
  - Maple Lake Legion
    - Water Rescue Equipment - \$500
  - Maple Lake Lions
    - Maple Lake Ambassadors - \$450
    - Maple Lake Lakers - \$1770
    - Lakers Concession Stand - \$250
    - Christmas in Maple Lake - \$1,000
- Approval of Economic Development Report

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

**WRIGHT COUNTY SHERIFF'S DEPARTMENT**

Deputy Austin Henry reported that there were 120 calls with 35 speeding tickets issued. The high speed of traffic going out of town on CSAH 8 was discussed and that a sign going out of town would be a helpful reminder. The winter parking ordinance is in effect, however, with no snow in the forecast they have been putting warnings on vehicles. Patrol hours are 6 pm to 2 am and it was discussed changing either the patrol hours or winter parking hours to match patrol times.

**LIQUOR STORE REPORT**

Berthiaume stated state law requires them to be closed on Thanksgiving. They are up 3,000 customers for the year. The Holiday Wine & Spirit tasting will be from 7:00-9:00 December 7 at the Maple Lake Legion. The Holiday open house will be from 11:00 to 3:00 on Saturday, December 16 at the liquor store. There will be in store tastings. Sunday sales have been going good and will be interesting to see if it

continues after the holidays. The Loyalty Club is going well. Paul from the MMBA commended Berthiaume on her store displays.

Berthiaume requested to carry over 20 hours of vacation. Kissock reminded all department heads to be reviewing their staffing needs and the use of vacation hours.

A motion was m/s/p, Kissock/Larson, to approve the vacation carryover request of Angela Berthiaume for 20 hours to be used by May 30, 2018. All present voted in favor.

## **NEW BUSINESS**

### **Carol McBrady – Action for Children Zambia**

McBrady has been a missionary in Zambia commissioned through St. Timothy's Church for about 10 years. Their cause has been growing and they are moving all administration to Maple Lake. They are looking to call themselves a Maple Lake Community Project rather than a faith based project. One of their goals is to get Maple Lake more involved. Some of the older kids list Maple Lake as their hometown. They are also looking for volunteers for the Bridging Zambia Project to come to Zambia to finish the guest house for volunteers, a possible medical outreach team and adults to help with kids. They currently have a group of 8 going. The Council supported them in calling their project a Maple Lake Community Service Project.

### **Doug Fobbe – Alley Drainage Issues**

Doug Fobbe, 319 Maple Ave S was present to discuss the ongoing water problem in the alley. A lengthy discussion transpired regarding how long it has been a problem, what causes attributed to the problem and possible solutions. Paving the alley was also discussed by determined not to be a viable solution because of cost provide no drainage. Pagel stated that it unclear as to who is at fault as many drainage laws are complex and many factors contribute to a drainage issue.

Mike Lambrecht, 325 Maple Ave. S stated that there was a water problem before he built his garage and now it is just diverted more toward Fobbes. It was the consensus of the Council that since this issue has been present for several years it was appropriate for the City to proceed with a remedy. It was also discussed that the alleys should be added to the City's street maintenance plans.

A motion was m/s/p, Kissock/Geyen to hire MP Utilities to bore a 4" tile to Birch at a cost of approximately \$2,710.00 to be paid entirely by the City. All present voted in favor.

### **Public Hearing – Certifying Delinquent Utility Bills**

The council received a list of the delinquent utility bills as of that day. The public hearing opened at 8:23 pm. No one was present for the public hearing and the regular meeting opened at 8:25 pm.

A motion was m/s/p, Kadlec/Larson, to adopt **Resolution-33** certifying the delinquent accounts to the 2018 real estate taxes in the amount of \$7,358.69 plus a \$40 assessment fee per account and interest at 6%.

### **Call for Public Hearing to Establish TIF District**

CW Spinning is proposing a project in the industrial park along 6<sup>th</sup> Street which would establish a new tax increment district to assist the business by capturing the increments. A public hearing will be needed to consider:

- the establishment of Development District No. 3;
- establishing Tax Increment District No. 3-1 within the District;
- adopting the Development Program for the District;
- adopting a Tax Increment Financing Plan;

- the filing of the proposed Development Program;
- the TIF Financing Plan; and the business subsidy

A motion was m/s/p, Kissock/Geyen, to adopt **Resolution 2017-34** calling for a public hearing to be held on Tuesday, January 16, 2018 at 7:00 pm on the proposed establishment of Municipal Development District No. 3; the proposed establishment of Tax Increment District No. 3-1 within the Development District; the proposed adoption of the Development Program for the Development District; and the proposed adoption of a Tax Increment Financing Plan relating to the Tax Increment Financing District No. 3-1; and the filing of the proposed Development Program, the proposed Tax Increment Financing Plan and the proposed business subsidy. All present voted in favor.

#### **Authorization to Sign Scope of Service with Northland Securities to Establish TIF District**

A motion was m/s/p, Kissock/Geyen, to authorize the City Clerk to sign the Financial Plan Agreement with Northland Securities relating to the development of new tax increment financing (TIF) district as it relates to the proposed business expansion. All present voted in favor.

#### **Resolution Declaring Polling Place for 2018 Election**

State law requires that the polling place needs to be designated in 2017 for the 2018 election.

A motion was m/s/p, Geyen/Kadlec, to adopt **Resolution 2017-35** declaring the polling place for the 2018 city election to be City Hall, 10 Maple Avenue South, Maple Lake. All present voted in favor.

#### **Resolution Authorizing the Preparation of a Feasibility Report for the 2018 Street Improvement Project**

Gravel outlined the process of the possible 2018 Street Improvement Project in the Jude development on the north end of town. The project would include installing storm sewer and drain tile (or improvements to existing drain tile), reclaiming the existing bituminous surface and concrete replacement. This project does not include replacement of sanitary sewer or water mains. A ballpark cost estimate for the project is in the range of \$840,000 to \$870,000. A feasibility study would give more detail and also possible assessments.

A motion was m/s/p, Geyen/Kissock, to adopt **Resolution 2017-36** authorizing the preparation of a Feasibility Study at a cost of \$4,000. All present voted in favor.

#### **Approval of Engineer's Report**

Gravel reported on the overrun on the crack repair on the seal coat. He stated that the number used was the number from the 2010 project and streets must have deteriorated much more and stated that the way to be more accurate is to do a field survey in the future. He also showed a maintenance plan that will run \$70,000-\$80,000 every other year.

Gravel is working with MnDOT on the airport CIP. One of the projects is to protect surface of runway. Pilots don't like fog seal. MnDOT would pay 95% for a slurry seal which is a \$230,000 project. It's a better project and lasts 10 years longer than the fog seal.

Geyen questioned Gravel's invoices as to why the City should be charged for information requested on the former Stuhr property since it is not in City limits. Pagel stated the City has always been pro-growth and this request was to consider if this was feasible to extend services to the property for future annexation.

A motion was m/s/p, Kissock/Larson, to approve the Engineer's Report. All present voted in favor.

#### **WCAT Joint Powers Agreement**

Kissock stated that Maple Lake is a member of part of a coalition of the majority of the cities in Wright County, and the County is now stepping up with leadership and funding. This would allow the County voting rights and financial contributions. For 2018 they will provide \$600,000 from the Trailblazer Transit operating capital balance and each year will increase by 10% up to 90% in 2022 and a cap of the City's contribution based on ridership. The County will be given weighted voting power.

A motion was m/s/p, Kissock/Geyen, to adopt **Resolution 2017-37** approving the WCAT Joint Powers Agreement. All present voted in favor.

## **REPORTS OF COMMITTEES AND CITY STAFF**

### **Maintenance Report – Jerry Sawatzke**

Sawatzke received a call from the DNR in Sauk Center. They are getting new pier and offered us their old one which could be repaired for about \$7,000. He spoke to the Lions and Lake Association and they could potentially help fund the cost. The pier is 84' long and a new one would be approximately \$30,000. It will be placed on the west side of the picnic tables.

A motion was m/s/p, Geyen/Larson to take the pier and an estimate cost to repair \$7,000. All present voted in favor.

Sawatzke stated that a courtesy van was purchased to replace the damaged one.

A motion was m/s/p, Geyen/Kissock, to approve the purchase of a 12 foot Christmas tree to be placed on the city lot at a cost not to exceed \$100. All present voted in favor.

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

This Saturday is Small Business Saturday and some of the stores in town will be having promotions so shop local.

The Library's Barnes & Noble Book Fair is Sunday, November 26 in Maple Grove. A percentage of the net sale will be contributed to the Maple Lake Library. Activities include 11:30-3:30 gift wrapping, 12:00-3:00 Ambassadors, live Christmas tree, activities for the kids and music. If you can't attend, you can support by ordering online 11/26 – 12/01 using ID#12235602. See [www.maplelakelibrary.org](http://www.maplelakelibrary.org) for more information.

Christmas in Maple Lake is Saturday October 2<sup>nd</sup> from 11-1 at the Elementary School

Yager will be sitting down with Oak Realty next week to market the lot on Lark Drive.

### **Council Workshop**

Kissock reported that the Council met on October 3 and following items were discussed: Liquor store hiring process; Chicken ordinance – staff is doing research; appraisal for possible industrial park land; update on rate study & housing study; strategic planning including wants & needs for a city hall future expansion; Custom Bagfitters is a new business downtown; fee schedule; alley drainage issues and parking issues near the park.

Also discussed was Xcel future plans of not allowing lighting or flags on all poles. This could be effective as soon as next year since it's already in place in Wisconsin. It was suggested that we encourage businesses to put up holiday lights with a possible Chamber best decorated business contest.

A motion was m/s/p, Kissock/Kadlec, to authorize Sawatzke to sell the old street signs the best way possible. All present voted in favor.

A motion was m/s/p, Kissock/Kadlec to make an offer to the Joint Powers to purchase generator at a cost of \$18,722.90. All present voted in favor.

Also discussed was how we get insurance for municipalities, and a recommendation that the City revisit a workshop on sexual harassment, and CPR training for staff.

A brief Council meeting was held following the workshop to approve removing the EQ Basin from our assets on the insurance policy and to approve the Interim Use Permit for a sign for the School.

Geyen requested that Wastewater Commission reports be listed on future agendas.

**OLD BUSINESS**

The Strategic Plan was discussed at the Council Workshop.

**MISCELLANEOUS BUSINESS**

- Sheriff's Report in packet
- Windstream Application of Broadview Networks

**DATES TO REMEMBER / ANNOUNCEMENTS**

- Small Business Saturday, November 25, 2017 – Shop Local Stores
- Maple Lake Library's Barnes & Noble Book Fair-Maple Grove, Sunday, November 26, 2017
- Tree of Hope, Saturday, December 2, 2017, 9:00-1:00 pm at the Maple Lake Airport
- Christmas in Maple Lake, Saturday, December 2, 2017, 11:00-1:00, Maple Lake Elementary
- City Council/Truth in Taxation Hearing, Tuesday, December 5, 2017, 7:00 pm
- Chamber Meeting – Wednesday, December 6, 2017, noon at Madigan's
- Holiday Wine, Spirits & Beer Tasting, December 7, 7:00-9:00 pm at the Maple Lake Legion
- Planning Commission – Tuesday, December 12, 2017, at 7:00 pm
- Maple Lake Wine & Spirits Holiday Open House, Saturday December 16<sup>th</sup>
- City Council – Tuesday, December 19, 2017, at 7:00 pm

**ADJOURNMENT**

A motion was m/s/p, Geyen/Kadlec, to adjourn the meeting at 9:36 pm. All present voted in favor.

Attest,



City Clerk/Treasurer