

## MAPLE LAKE CITY COUNCIL

March 17, 2020 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, Kirk Larson, and Kristen Logas.

**Absent:** Heather Kadlec

**Others Present:** City Administrator Sabrina Hille, Deputy Clerk Elizabeth Borell, Public Works Director Jerry Sawatzke, City Engineer Phil Gravel, George Eilertson and City Attorney Dave Anderson.

### **OPEN FORUM**

### **AGENDA APPROVAL**

A motion was m/s/p, Logas/Geyen, to approve the agenda with the addition to the consent agenda of q. St Timothy's Spring Raffle date change from April 4, 2020 to May 23, 2020 and under New Business e. Maple Lake Essential Services. All present voted in favor.

### **CONSENT AGENDA**

- a. Approval of the 3/4/2020 Workshop Meeting Minutes
- b. Approval of the 2/18/2020 Minutes
- c. Approval of 3/17/2020 Disbursement List, February Check Register, February Financials and Liquor Financials
- d. Approval of Engineer's Report
- e. Approval of P & Z Report
- f. TKDA February Airport Master Plan and ALP Update
- g. TKDA Payment
- h. Approval of Donations
  - Legion to Chamber \$250
  - Lions \$500
- i. Carlson Greenhouses - Flower Baskets w/swivels \$764.60
- j. Parkinson's Foundation Gambling Permit – 4/25/2020
- k. Liquor Store Report – Ang Berthiaume
- l. ITT Payments
- m. Sabrina Hille to attend MCMA Conference – May 6 to 8
- n. Ang Berthiaume to attend MMBA Annual Conference – April 25 to 28
- o. 2021 Fire Department Budget
- p. Fire Department Premium Changes

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

### **WRIGHT COUNTY SHERIFF'S DEPARTMENT**

Not present

### **DEPARTMENT REPORTS**

- a. **Maintenance Report – Sabrina Hille for Jerry Sawatzke**

Hille reported that Jerry has gotten bids on a new bobcat. There is \$13,000 in the budget for replacement. The MN State bid less trade-in value of the 2012 bobcat is \$9654.00. He is looking for approval to purchase the new bobcat.

A motion was m/s/p, Borell/Logas, to approve the purchase of the new Bobcat at the Minnesota State bid price of \$9654.00 which includes the trade-in of the 2012 Bobcat. All present voted in favor.

Geyen asked for an update on the hiring process. Hille stated that interviews are about 2 weeks out, and the goal is to have a candidate to hire before the next City Council meeting in April.

**b. Administrative Report – Sabrina Hille**

Hille reported that the Presidential primary was held March 3<sup>rd</sup>, with a larger turnout than was anticipated. The City had an OSHA inspection, and the annual Audit finished up inhouse work last week. Hille stated that staff will work with the auditors to fix some accounting errors.

**NEW BUSINESS**

**a. Wright Hennepin Security Agreement**

Hille stated that the City's contract with Wright Hennepin Security needs to be renewed. The new contract would be a 3-year contract which will include a free upgrade to cellular.

A motion was m/s/p, Larson/Logas, to approve renewing the contract with Wright Hennepin Security. All present voted in favor.

**b. County Road 8/Oak Avenue**

Phil Gravel was present and stated that the bids for the County Road 8 and Oak Avenue were opened at the County. Knife River was lower bid. The County was happy with it, but the City's portion is higher than anticipated. Gravel stated that the project will not get any cheaper by waiting. George Eilertson from Northland Securities went over the Bond options for the project. The consensus was to wait on the Bond options until Hille can look at all the options compared to the budget.

A motion was m/s/p, Larson/Logas, to adopt **Resolution 2020-08** approving the alternate bid and funding participation and construction agreement with Wright County pertaining to Oak Avenue North Improvement Project. All Yay, Zero Nay.

**c. City of Maple Lake Personnel Policy**

Hille stated the updated policy is not ready yet and recommended holding off until April

**d. Minnesota Municipal Utilities Association**

Hille presented information on the MMUA and how they assist cities with OSHA compliance. She stated that the membership will allow the City to be a part of their compliance training. Hille also stated that the MMUA has helped other cities get into compliance with OSHA and felt it was worth the annual fee of \$318.

A motion was m/s/p, Geyen/Logas, to approve becoming a member of the Minnesota Municipal Utilities Association at a cost of \$318 annually. All present voted in favor.

**e. Maple Lake Essential Services**

Hille stated that she met with the other Department heads to question how their departments are handling contact. Hille stated that she felt following the direction that other cities are taking by closing their doors to the public and scheduling appointments for people who need any assistance from City Hall would be in the best interest of the City. The staff would continue business as usual minus the public contact. A lengthy discussion was had regarding ambulance and liquor store personnel, possible contamination and who will pay wages for the quarantine time of ambulance personnel. Hille stated that she is looking into Disability Insurance that would pay 60% of wages, which is very similar to Workers Compensation. Hille stated it could be offered as a supplemental benefit, but the cost has not been determined yet. Mayor Borell stated he would like to have Hille contact Paumen Computer Service and get all city staff set up to work from home should the need arise.

A motion was m/s/p, Borell/Logas, to approve moving to the essential services. All present voted in favor.

### **COMMITTEE REPORTS**

**a. Council Workshops – Mayor Borell**

- 3/4/2020 Borell stated that the Council discussed the nuisance ordinance, the personnel policy and road signs.

**b. Liquor Committee-Logas**

- 3/9/2020 Logas stated new lighting options, wine club, total sales from 2019, inventory, and part time employees were discussed. A discussion was also had regarding a change in the logo language to state a specific project that the profits are going toward.

**c. Planning Commission-Mayor Borell**

- 3/10/2020 Borell stated that the meeting was an information gathering session for a future joint meeting with the Planning Commission, City Council and the City Planner.

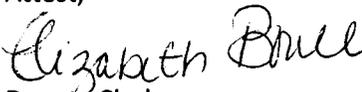
### **Dates to Remember/Announcements - all are currently pending**

- Chamber of Commerce, Wednesday, April 01, 2020, Noon, at Maple Lake Legion
- City Council Workshop, Tuesday April 7, 2020, 7 pm, at City Hall
- Joint Planning Commission/City Council Meeting, Tuesday, April 14, 2020, 6 pm, at City Hall
- City Council Tuesday, April 21, 2020 at 7:00 pm, at City Hall
- Airport Commission, Wednesday May 6, 2020 at 7 pm, at City Hall

### **Adjournment**

A motion was m/s/p, Logas/Larson, to adjourn at 8:27 p.m. All present voted in favor.

Attest,

  
Deputy Clerk