

## MAPLE LAKE CITY COUNCIL

April 16, 2019 Minutes

### CALL TO ORDER

The meeting was called to order at 7:01 by Mayor Borell

### ROLL CALL

**Council Members Present:** Todd Borell, Deb Geyen, Heather Kadlec, Kirk Larson, and Kristen Logas.

**Absent:** None

**Others Present:** City Attorney Rhonda Pagel and Deputy Clerk Elizabeth Borell

### OPEN FORUM

No one was present.

### AGENDA APPROVAL

A motion was m/s/p, Larson/Kadlec, to approve the agenda with the addition of letter j. Wright Hennepin Security Alarm System proposal to the consent agenda. All present voted in favor.

### CONSENT AGENDA

- a. Approval of the 3/19/2019 and 4/4/2019 Minutes
- b. Approval of the 4/16/2019 Disbursement List, March Check Register, March Financials and Liquor Financials
- c. Approval of February and March P & Z Report
- d. Approval of Volunteer Day \$2000 Budget
- e. Approval for ordinary and customary bills to be paid on a weekly basis
- f. Liquor Report – Ang Berthiaume
- g. Approval of the Following Donations:
  - Maple Lake Lions
    1. Ambassadors - \$300
- h. Approval of Economic Development Report
- i. Approval of Engineer's Report
- j. Approval of Wright Hennepin Security Alarm System Proposal

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

### WRIGHT COUNTY SHERIFF'S DEPARTMENT – ANNUAL UPDATE

Capt. Dan Anselment reported that the County has provided Maple Lake with law enforcement services since 1983. He stated that Maple Lake is relatively crime free with the biggest incidents being fraud and theft, which is common to most cities. He showed the cost per capita in Maple Lake being significantly less than cities of similar size with their own police department. They encourage residents to call in if they see something suspicious or out of the ordinary. He stated that they didn't see any big trends or patterns and they recommended staying at 8 hours of service and no recommendation for a contract increase.

### SHERIFF'S REPORT

Deputy Ashley Holts, the alternate for Deputy Tom Kiesling, stated that there were calls for commercial alarms, civil issues, domestics, traffic stops and 1 counterfeit issue which was kicked up to the Detective Division.

## **DEPARTMENT REPORTS**

### **Administrative Report – Elizabeth Borell**

After two weeks without a City Clerk the City is still running smooth.

E. Borell has had conversations with GovOffice and they are working on transferring our current website over to the new GovOffice version. We are looking at approximately 2-3 months before the transition is complete.

The Movie on Birch has been scheduled for July 27. Rhino has graciously offered sponsorship again.

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

Sawatzke stated he would like to purchase a new bobcat with tracks through the state bid. It can be used for snow removal as well. The old one would be traded in. The new bobcat is \$66,011.79, the trade in value on the old one is \$30,000, so the final price would be \$36,001.79. Sawatzke stated there is \$40,000 in the budget for one.

A motion was m/s/p, Borell/Kadlec, to approve the purchase of a new T770 Bobcat on tracks for the cost of \$36,001.79

Sawatzke stated that every three years they upgrade the oldest mower. The new mower he wants to purchase is a 31 HP Kawi 72" Turbo Force Deck. The 2013 Toro would be traded in. The new mower is \$16,999 with a government bid discount, the trade in value on the old one is \$3750.00, the Government Bid Assist discount is \$4,589.73, so the final price would be \$8,658.27. Sawatzke stated there is \$11,000 in the budget for one.

A motion was m/s/p, Loqas/Kadlec to approve the purchase a new Kawi 72" Turbo Force Deck mower at a cost of \$8,658.27. All present voted in favor.

Sawatzke stated he is getting bids on sidewalk repairs. Estimates for Division is around \$11,000. Borell suggested Sawatzke bring the bids to a workshop for further discussion.

Larson asked about the roundabout street repairs. Sawatzke stated they will tar it when it gets warmer.

## **NEW BUSINESS**

### **John Haack -Tent**

Haack addressed the Council asking permission to put up a tent for 4 consecutive days each over Memorial Day, Independence Day, Gear Head Day, and Labor Day. Haack explained that it is an old Army barracks tent that measures 52 X 18. Pagel stated that outside of a community festival it is not allowed under the Zoning Ordinance. For it to be allowed by permitted use there would need to be a Zoning Ordinance amendment, and an application and fee would be required. Borell stated the Planning Commission will need to look at the Zoning Ordinance in regards to the amendment.

A discussion was had regarding the set up and take down of the tents for Gear Head. Borell stated he would check with the Gear Head committee to determine their timeline for set up and take down and Haack would be provided the same timeline. If the tent isn't taken down in the timeframe allotted, then the City would follow the Nuisance Ordinance violation procedure.

A motion was m/s/p, Geyen/Kadlec, to not allow tents for business use unless in conjunction with a community festival. All present voted in favor.

### **2018 Audit Presentation**

Ashley Meagher of Schlenner Wenner & CO. was present and gave a presentation regarding the 2018 audit. The Council received a handout, which detailed basic information contained in the audit. Included was the

Independent Auditor's Report which provided a clean, unmodified opinion and the Governance Report summarizing the accounting standards. She reported that the General Fund revenues of \$1.4 million exceeded the budgeted amount of \$1.3 million primarily due to unbudgeted insurance proceeds, intergovernmental receipts, donations and franchise fees. Expenditures of \$1.4 million exceeded the budget of \$1.3 million primarily due to unbudgeted professional fees and public works expenditures. Meagher reviewed the enterprise funds. The sewer fund showed an operating loss of \$363,000 but the rate increase should alleviate some of those losses. Meagher stated the audit went well and thanked the City staff for their time and effort.

A motion was m/s/p, Geyen/Borell to approve the 2018 Audited Financial Statements and the Report to the Members of Governance for the fiscal year ended December 31, 2018. All present voted in favor.

#### **McAlpine/Kunkel Deferral Satisfaction**

Pagel stated that there were 2 properties with deferred assessments that happened over 30 years ago that were discussed at the workshop. The City's paper work was conflicting as to whether the deferral would expire or remain as payable. The request is a motion to reflect satisfaction of these deferrals. Geyen questioned if there is something in the Ordinance that needs to be changed. Pagel clarified that the Resolution language from the original deferrals had the conflicting information. Pagel stated that Deferral Policy was amended several times, but she will look at it again to be sure the language is clear.

A motion was m/s/p, Kadlec/Geyen, that the deferred assessments on the McAlpine and Kunkel properties are satisfied. All present voted in favor.

#### **Legal Services**

RFP's were reviewed at the workshop prior to Council meeting. The Council agreed to accept the RFP from Kennedy Graven.

A motion was m/s/p, Borell/Kadlec, to accept the RFP from Kennedy & Graven for Legal Services for the City of Maple Lake. All present voted in favor.

Staff was directed to send an acceptance letter to Kennedy & Graven and rejection letters to the other Firms that submitted an RFP. Pagel suggested Deputy Clerk Borell reach out to Kennedy & Graven and get a transition timeline.

#### **Council Workshops – Mayor Borell**

Borell reported they met with Heidi Peper and relayed information on the projects going on in town. Staff hours on Fridays were discussed for security issues. Sam gave a memo to the Council requesting to pay the recurring monthly bills on a weekly basis. A discussion was had regarding Taylor Commons and what the City may be able to do to assist with the issues left behind by the bankrupt Developer.

#### **OLD BUSINESS**

##### **Public Hearing Continuation – Business Subsidy for 710 6<sup>th</sup> St NW**

Pagel stated that there is a draft Development Agreement prepared. Wayne Elam was present representing the buyers and Elam stated that the buyer has reviewed the Development Agreement. The only update will be the mortgage information inclusion. Elam stated that the buyers/Developers have drawings for a 10,000 square foot building. They will be occupying 6000 square feet and renting out 2 separate 2000 square foot spaces with the hopes of growing into the spaces. There were no comments from the public. The public hearing closed at 8:10 pm.

A motion was m/s/p, Geyen/Kadlec, to adopt **Resolution 2019-10** to approve the Development Agreement with 710 Thiel, LLC subject to housekeeping changes including a consent from the mortgage company. All present voted in favor.

**Miscellaneous/Other Business**

The Sheriff's monthly report and a letter from WCEDP were in the Council packet.

**Respectful Workplace Memo**

These memos were discussed at the workshop. Pagel stated that the recommendation is for the Council to approve the 2 draft memos and distribute them to staff.

A motion was m/s/p, Borell/Geyen, to approve the two Respectful Workplace memos and distribute them to staff. All present voted in favor.

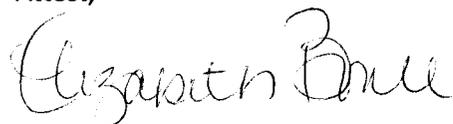
**Dates to Remember/Announcements**

- Chamber of Commerce, Wednesday, May 01, 2019, Noon, at The V by HH
- Council Workshop, Tuesday, May 07, 2019 at 7:00 pm
- Maple Lake Appliance Recycling Day is Saturday May 18, 2019
- City Council Tuesday, May 21, 2019 at 7:00 pm
- City offices closed in observance of Memorial Day, May 27, 2019
- Volunteer Recruitment Day, Thursday, May 30, 2019 at 5:30 pm, at the City Park

**Adjournment**

A motion was m/s/p, Geyen/Kadlec, to adjourn at 8:13 p.m. All present voted in favor.

Attest,



Elizabeth Bruce  
Deputy Clerk