

**MAPLE LAKE CITY COUNCIL**

May 21, 2019 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, Heather Kadlec, Kirk Larson, and Kristen Logas.

**Absent:** None

**Others Present:** City Attorney Dave Anderson, Public Works Director Jerry Sawatzke, City Engineer Phil Gravel and Deputy Clerk Elizabeth Borell

**OPEN FORUM**

No one was present.

**AGENDA APPROVAL**

A motion was m/s/p, Kadlec/Geyen, to approve the agenda with the addition of Approval to Hire City Clerk under New Business and the removal of the 2019 Assessment Update under New Business and add Farmers Market to Old Business. All present voted in favor.

**CONSENT AGENDA**

- a. Approval of the 4/16/2019 and 4/25/2019 Minutes
- b. Approval of the 5/21/2019 Disbursement List, April Check Register, April Financials and Liquor Financials
- c. Approval of April P & Z Report
- d. Approval of to hire Brian Johnson to replace Sue Bartlett effective May 1, 2019 at Grade 3, Step 1
- e. Approval to hire Catherine Koenig to replace Mike Hechimovich effective May 18, 2019 at Grade 3, Step 1
- f. Approval for Exempt Permit for Raffle on 9/22/2019 for St. Timothy's Church Fall Festival
- g. Approval for Maple Lake Fire Department to become a member of HGACBuy for future Fire Department truck purchases
- h. Liquor Report – Ang Berthiaume
- i. Approval of the Following Donations:
  - Maple Lake Lions
    1. Ambassadors - \$255
    2. Gear Head Get-Together - \$1000
- j. Approval of Economic Development Report
- k. Approval of Engineer's Report

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

**WRIGHT COUNTY SHERIFF'S DEPARTMENT**

Deputy was not present

## **DEPARTMENT REPORTS**

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

Sam Rassat completed his 3<sup>rd</sup> and final year at the MN Municipal Clerks Institute. He will receive his official designation as a Certified Clerk once he has accumulated all experience points necessary.

The final phase of the 2018 Street Project is underway with a completion date of July 15. There is a project update from Stantec available on our website.

Employee Review forms were given to Public Works and the Liquor Store. The Personnel committee meeting is scheduled for June 26<sup>th</sup>. Direction is needed for Administrative staff for the review process.

The Council consensus was to have Deputy Clerk Borell review Sam and Jenny and provide it to the Council. Deputy Clerk Borell will send the Employee review form to the Council for their Department Head reviews.

Weekly updates have not been provided due to a lack of time.

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

Sawatzke stated that this past Saturday was the annual Appliance Recycling Day, and even with all the rain they had a good turnout. They had 50 residents and 15 non-residents participate, not including those who came to just get rid of scrap. They had a large number of TVs this year.

Sawatzke stated that the maintenance department is busy working on repairs to the grandstand at Irish Stadium and the fencing at the Bolduan park ball field.

Now that the Road Restrictions have been lifted Sawatzke said they will be able to begin patching potholes.

## **NEW BUSINESS**

### **Approval to Hire City Administrator**

A motion was m/s/p, Loqas/Kadlec, to hire Sabrina Hille as City Administrator in accordance with the mutual covenants set forth in the signed Employment Agreement. All present voted in favor.

### **Airport Maintenance & Operation Contract**

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

A motion was m/s/p, Geyen/Loqas, to adopt **Resolution 2019-11** approving State Contract No. 1033589 Airport Maintenance and Operation Grant Contract and authorizing the Mayor and Deputy Clerk to sign the contract and amendments. All present voted in favor.

### **Resolution Approving for Temporary On-sale Beer License for St. Tim's Fall Festival on September 22, 2019**

A motion was m/s/p, Kadlec/Loqas, to adopt **Resolution 2019-12** approving the temporary on-sale beer license for St. Timothy's Church Fall Festival, contingent upon meeting all State requirements. All present voted in favor.

### **Ordinance for City Administrator**

City Attorney Dave Anderson provided the City with a City Administrator Ordinance to replace Chapter 2 titled City Clerk/Treasurer.

A motion was m/s/p, Geyen/Kadlec, to adopt Ordinance 2.1 City Administrator. All present voted in favor.

A motion was m/s/p, Geyen/Larson, to adopt **Resolution 2019-13** approving the publication of the Summary Publication of Ordinance 2.1. All present voted in favor.

### **Airport Layout Plan**

Gravel stated that last June the City met with MnDOT and encouraged the City to prepare a Master Plan and new Airport Layout Plan. The draft scope of the study was large, including evaluations of possible new sites. Since last fall the Airport Commission has met and requested that the scope of the Master Plan and Airport Layout Plan be reduced so that the studies only focus on the existing airport site. The project is 90 to 95 percent funded by MnDOT, the revised cost is estimated at \$172,600. The City needs to submit a new formal grant request letter based on the revised work scope.

A motion was m/s/p, Geyen/Kadlec to authorize Deputy Clerk Borell to send a new formal grant request letter to MnDOT requesting the funding based on the revised work scope. All present voted in favor.

### **Congress St & Maple Ave N Resurfacing**

Gravel stated that the City has discussed options for resurfacing Congress Street (Spruce to Oak) and Maple Avenue (TH 55 to 6<sup>th</sup> St NW). Previous Council thoughts were to wait until 2020, at which time the Pace TIF district would be established. There were several areas of bituminous blowouts this spring on Congress Street. Sawatzke stated that it doesn't make sense to patch it when the street is scheduled to be resurfaced. Marie Street should be redone as well. Gravel stated there are three options to be discussed; one is to have Jerry keep the project cost as minimal as he can, second is to consider doing Congress Street from the Maple Avenue intersection west to approximately Airlift Doors, or third is to complete the entire project. The second option would be approximately \$300,000 as opposed to \$900,000 for the entire project. Gravel stated the City would want to assess 30% of the project per the assessment policy which would include the 3 businesses on the South side of Congress, but not Pace because of the TIF district. Sawatzke suggested that Marie Street should be considered from Nabours Novelties to Maple Ave N. Borell suggested that the addition of Marie Street be discussed at the workshop.

A motion was m/s/p, Geyen/Logas, ordering Stantec to prepare a feasibility report for the possible 2019 Congress Street Improvement Project commencing from the intersection of Maple Ave N and Congress Street W to the low spot on Congress Street West. All present voted in favor.

### **2019 Water Main Bid Results**

City Engineer Gravel stated in his memo to the Council that bids were opened on May 15, 2019. Only 2 bids were received, and both bids were too high. The design work can be used next year with the County project and the City would not have to pay the patching cost. Gravel stated that the recommendation is to reject the bids.

A motion was m/s/p, Kadlec/Geyen, to reject all bids for the TH 55 Water Main project. All present voted in favor.

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

Borell stated that at the 4/16/19 workshop the Council reviewed the RFPs received for City Attorney and selected the new attorney. At the 5/07/19 workshop the Council met new attorney Dave Anderson from Kennedy & Graven. Nuisance Ordinances were discussed and Deputy Clerk Borell was directed to send friendly letters to the Trailer Park and the Birch Ave businesses. Sidewalks will be on the next workshop. Deputy Clerk Borell was directed to follow the Nuisance

Airport Commission – Logas reported that the Airport Commission met on 4/17/2019. The Airport Layout Plan and the necessary request to the Council to write a letter requesting a change in the scope of study were discussed.

## **OLD BUSINESS**

Farmers Market – Geyen stated that the City has tried to find volunteers. Geyen suggested getting the Chamber involved and maybe offering a stipend again. It should be put out on Facebook again. Geyen will have a booth at the Volunteer Recruitment Day next week.

Volunteer Day – Larson reminded everyone about the Volunteer Recruitment Day and gave an update on all the places he has advertised the event at. Tables will be provided by the Maintenance Department, they have 14 available.

Memorial Day Flags - Geyen asked if there was any place to hang the flags for the weekend. Sawatzke stated they could postpone hanging the flowers until Tuesday and hang the flags up for the weekend.

Geyen also reminded everyone about the voting for the Timberwolves basketball court resurfacing which includes the Timberwolves and US Bank logos. Sawatzke submitted the Community Park and our park was chosen as one of the top 3 for the Central Region. Voting will go until midnight on the 24<sup>th</sup>. Everyone can vote once daily from every device they have at [www.nba.com/timberwolves/ourcourts](http://www.nba.com/timberwolves/ourcourts).

## **Miscellaneous/Other Business**

The Sheriff's monthly report is in the Council packet.

## **Dates to Remember/Announcements**

- 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
- Council Workshop, Tuesday, June 04, 2019 at 7:00 pm
- Chamber of Commerce, Wednesday, June 05, 2019, Noon, at the Legion
- City Council, Tuesday, June 18, 2019 at 7:00 pm
- Personnel Committee, June 26, 2019 at 7:00 pm

## **Adjournment**

A motion was m/s/p, Geyen/Kadlec, to adjourn at 7:59 p.m. All present voted in favor.

Attest,



Deputy Clerk