

MAPLE LAKE CITY COUNCIL

July 20, 2021 Minutes

CALL TO ORDER

The meeting was called to order at 7:00 pm by Mayor Borell.

ROLL CALL

Council Members Present: Todd Borell, Deb Geyen, John Haack, Brian Fondurulia and Kristen Logas.

Absent:

Others Present: City Administrator Renee Eckerly, Project Engineer Chuck Boser, City Attorney Dave Anderson, Jackson Groskreutz, Cable Commission; Wright County Deputy Weinzetl, Ruth Borell, John Rivers, Katie Friedman, Messenger and Ryan Schmidt, Schlenner Wenner & Company

OPEN FORUM

No one was present

AGENDA APPROVAL

A motion was m/s/p, Geyen/Fondurulia to approve the agenda as written and with the addition of Bryn Lambert dunk tank liability insurance to letter f. under New Business. All present voted in favor.

CONSENT AGENDA

- a. Approval of the 6/15/2021 Minutes and 7/6/2021 Special Meeting Minutes and Workshop
- b. Approval of 7/20/2021 Disbursement List, June Check Register in the amount of \$547,123.89, June Financials and Liquor Financials
- c. Approval of Engineer's Report
- d. Approval of P & Z Report
- e. Airport ALP and MP Monthly Update
- f. Liquor Store Report – Ang Berthiaume
- g. Maintenance Report – Jerry Sawatzke
- h. Approval 2022-2023 Wright County Sheriffs Agreement
- i. Approval of Contractor's Request for Payment #1 in the amount of \$411,598.98
- j. Approval of Ducks Unlimited Gambling license for Sept 21, 2021
- ~~k. Donation from Maple Lakes Lions for beach and park maintenance \$25,000~~
- l. Approval of Advanced Gateway Security Suite (sonic wall) for City Hall & Liquor Store for 2 years at approximately \$925.00 plus labor
- m. Approval of Initiative Foundation allocation of \$1,100 in 2022 budget.
- n. Approval of Gear Head road closure for August 21, 2021

A motion was m/s/p, Geyen/Haack to approve the consent agenda with donation from Maple Lake Lions for beach and park maintenance removed. All present voted in favor.

Wright County Sherriff's Department

Deputy Weinzetl was present and gave a verbal statics report on the type of incidents they have responded to in June 2021.

Department Reports

a. Administrative Report

Renee Eckerly, City Administrator reported whom she has met since starting. She has worked with staff to get all the new employee forms completed. She has worked with David Anderson, Kennedy & Graven regarding the ordinances that are on the agenda. She worked with Greg Thomes, Airport Commission Chairman regarding committee meeting and status of ALP. She also reviewed the audit report, job descriptions and agreement with MNSPECT. All the staff has been extremely helpful, and it is appreciated.

New Business

a. 2021 Street Project Update

Chuck Boser, Stantec Project Engineer reported on Phase 1 all the utilities are complete. The street sub cut is completed from Division Street to Birch Avenue & from Oak Avenue to Ash Avenue. The street sub cut is 50% completed from Birch Avenue to Oak Avenue. The pouring of curb will be the end of this week and next week.

Phase 2 all the utilities are completed on Maple Avenue and 4th Street. Currently working on the watermain on Ramey from 3rd Street to 4th Street. The sewer and water services and watermain being installed this week and next week. In two weeks, all utilities should be completed on the project. Lift Station Project is mobilizing equipment this week on site. The construction will start next week and will be lasting for the next two months with activity on and off as materials and lift station control panel are delivered.

Gear-Head Get Together – John Rivers stated that Phase 1 need to be complete for Gear-Head Get Together. They will be setting up on Friday, August 20, 2021, in the afternoon and will have a special presentation of the American Wall of Death for a select audience. Maple street is being setup for the swap meet vendors. The Irish Stadium parking lot will be used for parking unless Maple Street is not finished. Rivers requested to have dust control done at the Irish Stadium parking lot if the swap meet gets moved there. Eckerly will follow up with Public Works.

b. Wellhead Protection Plan Phase 2

A motion was m/s/p, Borell/ Fondurulia to authorize Stantec to proceed with completing Part 2 of the Wellhead Protection Plan not to exceed \$12,000. 5 Ayes, 0 Nays.

c. Schlenner Wenner & Company 2020 Audit Presentation

Ryan Schmidt, Senior Manager presented the 2020 audited financial statement. The city received an unmodified (clean) opinion. The audit went smoothly, nothing unusually noted in terms of recorded transactions or accounting policies, and they worked well with staff. The city had the same internal controls over financial reporting as in prior years of material audit adjustments, segregation of duties, and financial statement preparation. This are very common in smaller cities. There was a discussion regarding the Airport fund having a negative balance.

A motion was m/s/p, Borell/ Loqas to approve the 2020 city audit has reported by Schlenner Wenner & Company. 5 Ayes, 0 Nays.

d. City Assessor

Ken Yager, City Assessor was present and reviewed sales. There is a 7% to 10% increase in values, which may lead to higher property taxes. He reviewed specifications for local assessors that have been put in place by COTW which makes it difficult to work out of your home because you must go to the county to

key in the data. These new procedures may go into place in October 2021. He currently charges \$13.00 per parcel and his new charge July 1, 2021, will be \$14.00 per parcel.

A motion was m/s/p, Borell/Haack to approve the \$14.00 per parcel for the 2022 Assessment Year (July 1, 2021, to June 30, 2022) from Kenneth Yager. 5 Ayes, 0 Nays.

e. **MNSPECT**

i. **Building Code Readoption – Ordinance 2021-3**

City Attorney Dave Anderson reported the current of Ordinance chapters 25 and 34 code language is outdated. The Ordinance 2021-3 will replace chapter 34 with current language and allow the city to delegate plumbing code review to MNSPECT.

A motion was m/s/p, Borell/Loqas to adopt **Ordinance 2021-3 Repealing Chapter 25 and 34 of the Maple Lake City Code, Readopting the State Building Code and Establishing Municipal Plumbing Code Administration.** 5 Ayes, 0 Nays.

ii. **Summary Publication Resolution 2021-17 (Building Code Ordinance)**

A motion was m/s/p, Borell/Loqas to adopt **Resolution 2021-17 Publication of Ordinance No. 2021-3 By Title and Summary.** 5 Ayes, 0 Nays.

iii. **Maple Lake Plumbing Code Application**

A motion was m/s/p, Borell/Loqas to authorize City Administrator to sign the Plumbing Plan Review Agreement Application with the MN Department of Labor and Industry. 5 Ayes, 0 Nays.

f. **Bryn Lambert Dunk Tank Liability Insurance**

City Attorney Dave Anderson reported a non-profit has reserved the park for a fundraiser. They will be setting up a bounce house and have obtained liability coverage insurance but are not able to obtain liability insurance for the dunk tank due to it being a mechanical device. The City Council has two options to have the non-profit have people in the dunk tank sign a waiver, which Anderson has a template of the wording that could be given to the non-profit or to deny the use of the dunk tank.

A motion was m/s/p, Fondurulia/Haack to allow the signing of the waive forms in place of the liability coverage insurance. 4 Ayes, 1 Nays (Borell).

Miscellaneous / Other Business

a. **Watering Limitations Chapter 24.02**

The Council discussed that the odd/even days of watering was missing from the ordinance. City Attorney, Dave Anderson reported he can add the wording.

A motion was m/s/p, Borell/Loqas to adopt **Ordinance 2021-4 Amending Section 24.02 of the Maple Lake City Code, Regarding Irrigation Limitations with the addition of odd/even water days.** 5 Ayes, 0 Nays.

A motion was m/s/p, Borell/Loqas to adopt **Resolution 2021-18 Approving Publication of Ordinance No. 2021-4 By Title and Summary with the addition of odd/even water days.** 5 Ayes, 0 Nays.

b. Beach and Picnic Area Ordinance

The Council discussion had conflicting reports from the Lions Club members. Council requested the Lions Club be invited to the next City Council Workshop on August 3, 2021.

A motion was m/s/p, Borell/Haack to table the item. 5 Ayes, 0 Nays.

c. 118 1st St E/110 Birch Ave S

Councilmember Haack removed himself from the Council. Council discussed along with these two properties there are others that need to be cleaned up. The Council requested that a complaint be filed with MNSPECT and have them start taking pictures. City Attorney Dave Anderson state that he can assist with administrative warrants. The Council discussed that it is cheaper for city staff to handle mowing grass, furniture on the lawn, etc. Those type of complaints can be turned over to MNSPECT after city has attempted and property owner won't come into compliance. The Council discussed the process and whether a compliant needs to have a name or signature on the form. The Council suggested having staff drive by and legitimize the complaint before sending to MNSPECT.

Ruth Borell addressed the Council that names should not be required on the complaint form since the Sheriff's department doesn't require a name when you file a complaint.

A motion was m/s/p, Loqas/Geyen to proceed with enforcement of Chapter 16 Nuisance Ordinance on properties located at 118 1st street and 110 Birch Avenue S. 4 Ayes, 0 Nay, 1 Abstain (Haack).

John Haack asked about a letter that he sent to Mayor Borell, and was distributed to the Council, regarding his property being ready for inspection. The letter requested that the City Attorney Dave Anderson come look at his property to see if it complied. The Council stated they were passed that point since MNSPECT was hired.

d. Committee Reports

- Council Workshop – 7/6/2021

Mayor Borell stated that at the workshop the Council discussed the line of sight being blocked at Cedar and 6th. The trail maintenance between Cedar and 6th the weeds have been sprayed. The Council discussed the property at 118 1st Street E and 110 Birch Avenue S and that a final determination needs to be made at the next Council meeting whether to move forward or not with enforcement. MNSPECT representatives Frank Martin, Manager of Field Inspections and Tracy Rimans, Inspector were in attendance to discuss the nuisance ordinance and suggested adopting the International Property Maintenance Code 2018 version. The Beach Ordinance was discussed whether to allow dogs at the beach. The Water Ordinance needs the hours added to it. Elizabeth Borell, Deputy Clerk will send out information regarding railroad quiet zone.

- Planning Commission Meeting – 7/13/2021

Geyen stated that the Conditional Use Permit from June 8, 2021, was brought before the Planning Commission again, it was tabled until the August meeting due to the Planning Commission believing the application was not complete. City Attorney Dave Anderson reported that it is not the Planning Commissions duty to determine if the application is complete or not. When an application is presented to the Planning Commission for action, the staff has made the decision the application is complete. The Planning Commission needs to make a recommendation be it approve, deny or no action and send it to the City Council.

Geyen stated that she would like the Council to recognize and thank Jim Peterson and his grandchildren for watering the flowers downtown.

Dates to Remember

- City Council Workshop, Tuesday, August 3, 2021, at 6:00 pm
- City Council Meeting, Tuesday, August 17, 2021, at 7:00 pm
- Gear-Head Get Together, Saturday, August 21, 2021

Adjournment

A motion was m/s/p, Logas/Haack to adjourn at 8:33 p.m. All present voted in favor.

Attest,



Renee Eckerly
City Administrator