

MAPLE LAKE CITY COUNCIL
November 16, 2021 Minutes

CALL TO ORDER

The meeting was called to order at 7:00 pm by Mayor Pro Tem Deb Geyen.

ROLL CALL

Council Members Present: John Haack, Brian Fondurulia(late) and Kristen Logas.

Absent: none

Others Present: Renee Eckerly, City Administrator; Chuck Boser, City Engineer (Stantec); David Anderson, City Attorney (Kennedy & Graven); Jackson Groskreutz, Cable Commission; Deputy Weinzetl, Wright County Sheriff; Lori Hausken, Wayne Paumen, John Rivers, Kirk Larson, Shelley McAlpine, and Katie Friedman, Messenger

OPEN FORUM

No one was present

AGENDA APPROVAL

A motion was m/s/p, Logas/Haack to approve the agenda as written and with the addition of 5a, 5e, 8c, 8d and 9e. All present voted in favor.

CONSENT AGENDA

- a. Approval of the 11/08/2021 Personnel Committee Meeting Minutes.
- b. Approval of 11/16/2021 Disbursement List, October Check Register, October Financials
- c. Approval of Engineer's Report
- d. Approval of P & Z Report
- e. Airport ALP and Master Plan Update
- f. Liquor Store Report – Ang Berthiaume
- g. Maintenance Report –Al Hudek
- h. Contractor's Request for Payment #5 – St. Project \$ 97,369.09
- i. Resignation of Elizabeth Borell, Deputy Clerk/Zoning Administrator last day Nov. 12, 2021
- j. Approval of quote from B&B to replace section 3 of Fire Hall roof \$29,240.00 plus building permit
- k. Accept donation from Maple Lake Lions Club for \$1,817.50 for Christmas in Maple Lake \$1,500.00, Maple Lake Fire Department \$255.00 and Maple Lake Royalty Program of \$62.50.
- l. Approval to purchase tree for \$250.00 for holiday season

A motion was m/s/p, Logas/Haack to approve the consent agenda. 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 October 2021.

Department Reports

a. Administrative Report

Renee Eckerly, City Administrator reported she meet with the Industrial group regarding land, working on budget, performance evaluations, attended the Quiet Zone meeting and Planning Commission.

New Business

a. Resolution 2021-29 Declaring Mayoral Vacancy

A motion was m/s/p, Fondurulia/Haack to approve Resolution 2021-29 Declaring Mayoral Vacancy. All present voted in favor.

Geyen thanked Todd Borell for being Mayor.

b. Address Mayoral Vacancy

Logas and Geyen are both interested in filling the vacancy. No special election required because there is less than half of the term remaining.

A motion was m/s/p, Haack/Geyen to direct staff and Council to advertise for letters of interest until December 8, 2021. Vote was 3 in favor and 1 opposed (Logas).

c. Resolution 2021-33 Regarding Certificates of Deposit, Savings & Checking Accounts, etc.

A motion was m/s/p, Geyen/Logas to approve Resolution 2021-33 Regarding Certificates of Deposit, Savings & Checking Accounts, etc. All present voted in favor.

d. Approval to Pay Out 58.7 Hours Accrued Vacation to Elizabeth Borell

A motion was m/s/p, Geyen/Logas approval to pay out 58.7 hours accrued vacation to Elizabeth Borell. All present voted in favor.

e. Lori Hausken – Requesting Stop Sign on 4th St and Oriole Ave

Hausken (313 Oriole) is requesting to have the stop sign that was removed 22 years ago put back in place. There is no sidewalk for people. It was a 3-way stop.

A motion was m/s/p, Geyen/Fondurulia to approve adding a stop sign at the 4th and Oriole Avenue S intersection returning it to a 3 way stop. All present voted in favor.

f. Resolution 2021-27 Certifying Delinquent Accounts

A motion was m/s/p, Geyen/Logas to approve Resolution 2021-27 Certifying Delinquent Accounts to the Wright County Auditor for Collection with Property Taxes. All present voted in favor.

g. Resolution 2021-28 Approval of Conditional Use Permit – Engel

A motion was m/s/p, Haack/Geyen to approve Resolution 2021-28 Granting Approval of Conditional Use Permit for Minor Motor Vehicle Repair at Property Located at 37 Maple Avenue North – Troy D Engels. All present voted in favor.

h. Draft Deputy Clerk/ Zoning Administrator Job Description

A motion was m/s/p, Geyen/Logas to approve the Deputy Clerk/ Zoning Administrator Job Description with the changes. All present voted in favor.

i. Approval to Start Hiring Process for Deputy Clerk/Zoning Administrator

A motion was m/s/p, Geyen/Haack to approve starting the hiring process for a Deputy Clerk/Zoning Administrator at Grade 8 Step 6 at wage of \$24.62 per hour. All present voted in favor.

j. Draft Office Assistant Job Description

A motion was m/s/p, Fondurulia/Haack to approve the part-time Office Assistant Job Description. All present voted in favor

Fondurulia left Council chambers at 7:50 p.m. and returned at 7:56 p.m.

k. Quote on purchasing new Windows 2019 Server Hardware & Software from Paumen Computer for \$10,724.00.

A motion was m/s/p, Haack/Geyen approved purchasing new Windows 2019 server hardware & software from Paumen Computer for \$10,724.00. All present voted in favor.

l. Resolution 2021-30 Designation of Polling Place for 2022

A motion was m/s/p, Haack/Geyen to approve Resolution 2021-30 Designation of Polling Place for 2022 elections. All present voted in favor.

Old / Other Business

a. Proposed Traffic Review of Hwy 55 & Spruce – Stantec \$12,000.00

Chuck Boser reviewed Stantec proposal for a proposed traffic study. Study would be completed by May 2022. Discussion on traffic counts. Kirk Larson commented that this study was done three years ago when he was on the council and it was free. That report showed not enough traffic for stop light or but the MNDOT would allow round-a-bout but totally paid for by the city.

A motion was m/s/p, Fondurulia/ no 2nd to pay Stantec \$12,000.00 to do a Highway 55 study regarding the crossing at Spruce & Division. Motion failed for a lack of a second.

b. Summary of closed Personnel Committee meeting (Eckerly read)

Summary:

Richard Lamberger – hired August 2017, longest employee, will be resigning at the end of year. Performance rating is Fully successful. No increase at this time since he will be leaving.

Jason Born – hired February 2018, works 1 day a week. Performance rating is Fully successful. Recommends increase to \$14.34.

Angela McClelland – since 2018 works a variety of shifts and Wine club. She would move into Lamberger position when he leaves. Performance rating is Fully successful. Recommends increase to \$14.73.

Amy Ogram – hired 2019, always willing to take extra shifts. Performance rating is Fully successful. Recommends increase to \$13.96.

Mary Scheiber - hired 2019, no absentees. Performance rating is Fully successful. Recommends increase to \$13.96.

Brian Johnson – hired 2019, has experience and works two nights a week. Performance rating is Fully successful. Recommends increase to \$13.59.

Sara Lewis – hired in 2020 and works one day a week or calls in for extra shifts. Performance rating is Fully successful. Recommends increase to \$13.59.

Lori Mollenhoff – hired 2021 and has no attendance issues. She continues to ask good questions and learning. Performance rating is Fully successful. Recommends increase to \$13.23.

Melissa Beaudry - hired 2021 and still learning and needs to attend Alcohol Compliance training. Performance rating is Fully successful. Recommends increase to \$13.23.

Jamie Holcombe - hired 2021 and still learning and needs to attend Alcohol Compliance training. Performance rating is Fully successful. Recommends increase to \$13.23.

Andrew Johnson – will be training new hires and working on the new GIS mapping system. Performance rating is Above Standard. Wage and promotion were done as of October 11, 2021 to \$29.77.

Mike Wicks – He has initiative to do more all the time and is very tidy. He pays attention to his surroundings. Performance rating is Above Standard. Promoted to Public Works Maintenance 1 and increase to \$24.23.

Al Hudek – I am glad he got the promotion. He has exciting ideas and is doing well. Performance rating is Exceeds Expectations. Wage and promotion were done as of October 1, 2021 to \$37.72.

Angela Berthiaume – She does a great job at staying on top of the liquor store financial condition. She works well with her staff. Performance rating is Exceeds Expectations. Recommend increase to \$31.07.

Jen Jerome – She does her work with the ambulance billing and liquor store very well. Performance rating is Exceeds Expectations. Recommend increase to \$18.12

Shannon Des Marias – Only been with the city a month, but is very detailed and very good at documenting procedures. Performance rating is Meets Some Expectations. Recommend increase to \$23.58

Renee Eckerly – Council would like agendas distributed by Friday mornings, minutes done quicker, and more information in weekly report instead of waiting until monthly report. Learning a lot quick. Performance rating is Meets Expectations. Recommend increase to \$36.10.

A motion was m/s/p, Haack/Geyen to approve the summary of performance evaluations. All present voted in favor.

- c. **Motion to Rescind Approval of Consent Agenda from the October 19, 2021 City Council meeting.**

A motion was m/s/p, Geyen/Haack to rescind the approval of the consent agenda from the October 19, 2021 City Council meeting. All present voted in favor.

- d. **Motion to Approve the October 19, 2021 City Council Consent Agenda eliminating all minutes listed in item a.) of 8/17/2021, 9/21/2021, Minutes and 9/7/2021, 9/28/2021, 10/06/2021 Special Meeting Minutes.**

A motion was m/s/p, Haack/Geyen approve the October 19, 2021 City Council Consent Agenda eliminating all minutes listed in item a.) of 8/17/2021, 9/21/2021, Minutes and 9/7/2021, 9/28/2021, 10/06/2021 Special Meeting Minutes.

No minutes were available for approval at the October 19, 2021 City Council meeting.

e. **Resolution 2021-31 Approving Increase in Fire Pension Benefit**

A motion was m/s/p, Geyen/Haack to approve Resolution 2021-31 Approving Increase in Fire Pension Benefit from \$2,300 to \$2,500. All present voted in favor.

f. Committee Reports

- Special Council Workshop 11/3/2021

Mayor Pro Tem Geyen reported the workshop was in regards to the preliminary 2022 budget and levy

- Personnel Committee Closed Meeting 11/8/2021

Mayor Pro Tem Geyen reported this meeting was to do all employees performance evaluations.

- Special Council Workshop 11/9/2021

Mayor Pro Tem Geyen reported the workshop was in regards to the preliminary 2022 budget and levy after recommended wages had been decided.

- Diagnostic Quiet Zone Meeting 11/10/2021

Fondurulia reported it is untenable to move forward. The train itself makes a lot of noise, not just the horn. The intersection at Oak and 1st Street by the Lumber yard adding a median in the street would be detrimental to the Lumber Yard.

- Planning Commission 11/15/2021
- Library Board Nov 2021

Haack reported at the meeting their preliminary budget was reviewed, Townships donate a little, Wright County donates \$5,000, Maple Lake Lions donates, discuss the city making a commitment of an annual donation.

Dates to Remember/ Announcements

a. Wright County Planning Commission - Public Hearing on Chapter 155 Zoning

- Special Planning Commission Meeting, 11/15/2021 at 7:00 p.m.
- City Council Meeting, 11/16/2021 at 7:00 p.m.
- Special City Council Workshop, 11/17/2021 at 4:30 p.m. (budget only)
- Thanksgiving, City Hall Closed, 11/25/2021 and 11/26/2021
- Airport Committee Meeting, 12/01/2021 at 5:00 p.m.
- City Council Workshop, 12/07/2021 at 6:00 p.m.
- Truth & Taxation Public Hearing, 12/07/2021 at 7:00 p.m.
- Christmas in Maple Lake, 12/11/2021 from 10:00 a.m. to noon
- City Council Meeting, 12/21/2021 at 7:00 p.m.
- Christmas, City Hall Closed 12/23/2021 and 12/24/2021
- New Year, City Hall Closed 12/31/2021

Larson requested that Workshops be recorded and televised. Council discussed.

A motion was m/s/p, Geyen/Fondurulia to go into closed session pursuant to Minnesota Statutes, section 13D.05, subd.3(b) to discuss code violations at 110 Birch Avenue S and 118 1st Street E and potential litigation related to the same. Our attorney, Dave Anderson from Kennedy & Graven, is present to discuss the violations, the merits of a civil lawsuit related to them, and legal strategy related to the same. The need for confidentiality in discussing this matter with the city attorney outweighs the purposes of the open

meeting law because our legal counsel intends to frankly discuss strategy and merits of the potential lawsuit.

Council member Haack left

Recessed open session at 8:40 p.m.

Closed session opened at 8:44 p.m.

A motion was m/s/p, Fondurulia/Logas to go back into open session at 9:33p.m. All present voted in favor.

Adjournment

A motion was m/s/p, Logas/Fondurulia to adjourn at 9:35 p.m. All present voted in favor.

Attest,

Renee Eckerly
City Administrator