

MAPLE LAKE CITY COUNCIL
December 21, 2021 Minutes

CALL TO ORDER

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

ROLL CALL

Council Members Present: John Haack, and Kristen Logas.

Absent: none

Others Present: City Administrator Renee Eckerly, Public Works Director Al Hudek, David T Anderson, Kennedy-Graven, Wright Co Deputy Weinzetl, Phil Gravel, Stantec, Chuck Boser, Stantec, Wayne Paumen, Tonya Tufte, John Rivers, Kristin Helwig, Lori Hausken, Kurt Hausken, Katie Friedman, Messenger, and Jamison Quast, Cable Commission.

OPEN FORUM

John Rivers, 211 4th Street W, business owner and resident. He is also a member of the Planning Commission for approximately 17 years. He commented regarding filling vacancies for Mayor and City Council. He voiced his support for Deb Geyen for Mayor and Wayne Paumen to fill Council position.

AGENDA APPROVAL

A motion was m/s/p, Logas/Haack to approve the agenda as written. All present voted in favor.

CONSENT AGENDA

- a. ~~Approval of the Meeting Minutes. (will be distributed on Monday)~~
- b. Approval of 12/17/2021 Disbursement List, November Check Register, November Financials
- c. Approval of Engineer's Report
- d. Approval of P & Z Report (report in update packet)
- e. Liquor Store Report – Ang Berthiaume
- f. Maintenance Report – Al Hudek (Al will be at the meeting)
- g. Hiring of Thane Tylor as a new fire fighter/EMT candidate
- h. Approve gambling permit for American Legion Post 131, for raffles on Feb 26, 2022 for the NWTF Big Woods Boss Gobblers Chapter.
- i. Approve the purchase of 6 office chairs for \$243.00 each plus \$14.29 each for setup from Innovative (4 for Administrative and 2 for Liquor Store)
- j. Motion to accept the resignation of Roland Keranen from the Airport Commission effective December 1, 2021.
- k. Motion to accept the recommendation from the Airport Commission to appoint James Aarestad to the Airport Commission.

A motion was m/s/p, Logas/Haack to approve the consent agenda with item a. meeting minutes removed. All present voted in favor.

Wright County Sherriff's Department

Deputy Weinzetl gave a verbal report at 8:39 pm.

Department Reports

a. **Administrative Report**

Renee Eckerly, City Administrator reported received 15 applications for Deputy Clerk and 6 for the Maintenance Worker, some are viable candidates. The staff is working on utility billing, agendas, and year-end. There was some computer issues that took a couple of days to resolve, which is related to the action item further down on the agenda.

Eckerly and Hudek reported that Jerry Sawatzke would assist the city with snow plowing at the rate of pay he retired at on November 30, 2022. Hudek stated that a regular snowfall the current staff could handle, but if there is a major amount. Then he would contact Sawatzke to come help.

A motion was m/s/p, Geyen/ Haack to approve hiring Jerry Sawatzke as contract labor on a part time basis to assist with snow removal for the rate of pay (no benefits) he retired at on November 30, 2021, at the discretion of Al Hudek, Public Works Supervisor. All present voted in favor.

New Business

a. **Address Council Vacancy**

David Anderson, City Attorney with Kennedy-Graven reported on the process to fill the council vacancy being similar to filling the mayoral vacancy. The council has the authority and should appoint to fill that vacancy. Wayne Paumen is present in the audience and has showed interest in council vacancy; not in the mayoral. The appointment would be by resolution and the council could set a special meeting before the January Workshop to approve he appointment then he could participate in the workshop after he is sworn in. Council discussed advertising to see if there are other individuals interested. The council position is different to the mayors being because it doesn't expire until 2024. There would be a special election to fill that vacancy. Council discussed handling the vacant positions the same and advertise it for two weeks. Council gave direction to the staff how they would like the council position advertised in the Messenger, Facebook and the city website.

A motion was m/s/p, Haack/ Geyen to advertise for persons interested in being appointed to the council position vacated by Brian Fondurulia for 3 weeks with the deadline being January 12, 2022 at 4:00 p.m. All present voted in favor.

b. **Approval to purchase of a 6000 Series 31 HP Kawasaki 72" Myride lawn mower for \$11,409.76 from M&M Express**

Hudek, Public Works Director gave a report that the city is on a 3 year rotation with trading in lawn mowers. Currently the city has two lawn mowers the 6 year old one would

20 minutes in

Motion to approve or deny the purchase of a 6000 Series 31 HP Kawasaki 72" Myride lawn mower for \$11,409.76 from M&M Express.

- c. Approval to purchase 4 new OptiPlex 5090 computers at \$1,140.71 each for Administration and 4 Dell 24" monitors with camera and speakers from Paumen Computer.

Motion to approve or deny the purchase of 4 new OptiPlex 5090 computers at \$1,140.71 each for Administration and 4 Dell 24" monitors with camera and speakers from Paumen Computer.

- d. Approval to upgrade the card access system due to discontinued support for \$2,094.20 from Russell Security
- e. Motion to approve or deny the purchase of an upgraded card access system due to discontinued support for \$2,094.20 from Russell Security
- f. Resolution 2021-35 Approving 2022 On Sale Liquor licenses (Maple Lake Bowl has been added)
Motion to approve or deny Resolution 2021-35 of the 2022 On Sale Liquor licenses
- g. Resolution 2021-37 Approving MOA between State of MN and Local Governments and Authorize Participation in National Opioid Settlements.
Motion to approve or deny Resolution 2021-37 a Memorandum of Agreement between the State of MN and Local Governments and Authorize Participation in the National Opioid Settlements.
- h. Authorize Acting Mayor to sign the Subdivision Settlement Participation Form and the Settlement Participation Form
Motion to approve or deny authorizing the Acting Mayor to sign the Subdivision Settlement Participation Form and the Settlement Participation Form.
- i. Approval to cut a check from Fire Relief Contribution 605-42200-124 for \$16,500 and from Ambulance Fire Relief Contribution 606-42270-124 for \$16,500 to be deposited into special retirement fund. (Steve Peterson, Fire Chief will be in attendance to answer questions)
Motion to approve or deny the cutting of a check from Fire Relief Contribution 605-42200-124 for \$16,500 and from Ambulance Fire Relief Contribution 606-42270-124 for \$16,500 to be deposited into special retirement fund.
- j. Authorization to transfer \$5,000 from Ambulance Operating Transfers 606-42270-720 to Fire Transfer from Other Fund 605-39203 for annual rent.
Motion to approve or deny the transfer \$5,000 from Ambulance Operating Transfers 606-42270-720 to Fire Transfer from Other Fund 605-39203 for annual rent.
- k. ~~Quote on purchasing new Windows 2019 Server Hardware & Software from Paumen Computer for \$10,724.00. (carry over from Nov agenda)~~
- l. ~~Resolution 2021-30 Designation of Polling Place for 2022-(carry over from Nov agenda)~~
- m.

b. A motion was m/s/p, Gyen/ Haack for approval to purchase of a 6000 Series 31 HP Kawasaki 72" Myride lawn mower for \$11,409.76 from M&M Express

Motion to approve or deny the purchase of a 6000 Series 31 HP Kawasaki 72" Myride lawn mower for \$11,409.76 from M&M Express.

e. A motion was m/s/p, Gyen/ Logas Resolution 2021-35 Approving 2022 On Sale Liquor licenses (Maple Lake Bowl has been added)

Motion to approve or deny Resolution 2021-35 of the 2022 On Sale Liquor licenses

f. A motion was m/s/p, Gyen/ Logas Resolution 2021-37 Approving MOA between State of MN and Local Governments and Authorize Participation in National Opioid Settlements.

Motion to approve or deny Resolution 2021-37 a Memorandum of Agreement between the State of MN and Local Governments and Authorize Participation in the National Opioid Settlements.

g. A motion was m/s/p, Haack/ Gyen q. Authorize Acting Mayor to sign the Subdivision Settlement Participation Form and the Settlement Participation Form

Motion to approve or deny authorizing the Acting Mayor to sign the Subdivision Settlement Participation Form and the Settlement Participation Form.

i. A motion was m/s/p, Gyen/ Logas Authorization to transfer \$5,000 from Ambulance Operating Transfers 606-42270-720 to Fire Transfer from Other Fund 605-39203 for annual rent.
Motion to approve or deny the transfer \$5,000 from Ambulance Operating Transfers 606-42270-720 to Fire Transfer from Other Fund 605-39203 for annual rent.

n. Schlenner Wenner & Company 2020 Audit Presentation

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

o. City Assessor

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.

p. MNSPECT

i. Building Code Readoption – Ordinance 2021-3

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

q. Bryn Lambert Dunk Tank Liability Insurance

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

b. A motion was m/s/p, Logas/Gyen Improvement Projects for Maple Lake Airport
The Airport Commission passed motions on December 1, 2021 recommending to the City Council the estimate of removing the electrical poles and the estimate for crack filling.

d. A motion was m/s/p, Gyen/Logas Motion to Approve increase in cost for Certificate of Survey of 118 1st Street E from \$1,600 to \$5,600.00

Motion to approve or deny the increase in cost for the Certificate of Survey of 118 1st Street E from \$1,600 to \$5,600.

e. A motion was m/s/p, Gyen/Logas Resolution 2021-32 Accepting Donation from Maple Lake Lions in November 2021.

Motion to approve or deny Resolution 2021-37 Accepting Donation from Maple Lake Lions in November 2021

f. A motion was m/s/p, Haack/Logas Proposed revised Job Descriptions for Office Assistant & Deputy Clerk/Zoning Administrator.

Renee Eckerly, City Administrator will give verbal report. Eckerly is recommending making the Admin Assistant/ Zoning Admin a full time position effective January 1, 2022 at a grade 7/Step 7 \$24.11 with benefits. Deputy Clerk would be full time position at a grade 8/step 2 or 3 \$22.09 or \$22.69 with benefits. I received 15 applications for candidate for the Deputy Clerk position.

h. A motion was m/s/p, Gyen/Haack Resolution 2021-36 Adopting Final 2022 Tax Levy and Budget
Motion to approve or deny Resolution 2021-36 Adopting Final 2022 Tax Levy and Budget.

i. A motion was m/s/p, Gyen/Haack Approval of Ordinance 2021-05 Adopting 2022 Fee Schedule -Change 3% increase water/sewer

Motion to approve or deny Ordinance 2021-05 Adopting 2022 Fee Schedule -Change 3% increase water/sewer

l. A motion was m/s/p, Logas/Haack Discuss paying Cable Commission to have Workshop and Council meetings recorded each month at \$75.00 per meeting. (New item)

A motion was m/s/p, Borell/Logas 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

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

A motion was m/s/p, Logas/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).

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, Haack/Logas to adjourn at 9:23 p.m. All present voted in favor.

Attest,

Renee Eckerly
City Administrator