

MINUTES
ORGANIZATIONAL MEETING
MOOSE LAKE CITY COUNCIL
Wed, January 9, 2018, 6:30 pm; City Hall

PRESENT: Mayor; Ted Shaw, City Council Members; Greg Sarvela, Kris Huso, Mike Peterson, Doug Juntunen. **OTHERS PRESENT:** City Administrator; Tim Peterson, Chief of Police; Bryce Bogenholm, Public Works Superintendent; Phil Entner, Deputy Clerk; Katie Bloom, Tia Grutkoski, Steve Olson, Lois Johnson, Shawn Wigg

OATH OF OFFICE – CITY COUNCILORS AND MAYOR

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Approval of Agenda

2. CONSENT AGENDA

3. PUBLIC COMMENT

*This time is reserved comments from the public on matters not listed on the agenda.
Please keep comments to 3 minutes.*

4. DEPARTMENTAL REPORTS

5. PREVIOUSLY DISCUSSED BUSINESS

6. NEW BUSINESS

A. Committee and Board Appointments

- Motion to accept Flaherty and Hood as City Attorney, Bolton and Menk as City Engineer, Northland Securities as City Financial Advisor, Kennedy & Graven as Bond Counsel, Clifton Larson Allen as City Auditor, First National Bank of Moose Lake as City Fund Depository, and Star-Gazette as Official City Newspaper by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
- ✓ Administrator Peterson discussed that the Planning Commission consists of the City Council position, the open position has been a Water and Light Commissioner in the past, and Joanne Unzen, who is still interested in being on the Planning Commission.
- ✓ Mayor Shaw asked Councilor Juntunen if he was still interested in being on the Planning Commission.
 - Motion to appoint councilor Juntunen and Joan Unzen to planning commission by Peterson, seconded by Huso. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
- ✓ Mayor Shaw recommended waiting to appoint the Water and Light commissioner opening on the Planning Commission until someone is appointed to the open spot.
- ✓ Administrator Peterson discussed asking the members of the Economic Development Authority to stagger the terms so they don't all come open during the same year.
 - Motion to reappoint Councilor Juntunen, Councilor Sarvela, Yvonne Skelton, Tia Grutkoski, and Steve Olson to the Economic Development Authority by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
 - Motion to reappoint Administrator Peterson as the Zoning Administrator by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

- ✓ Administrator Peterson discussed that Cathryn Wekseth and Joanne Morrissey would both like to continue serving on the Housing and Redevelopment Authority.
 - Motion to reappoint Cathryn Wekseth and Joanne Morrissey to the Housing and Redevelopment Authority by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
 - Motion to appoint Councilor Sarvela and Mayor Shaw to the Parks and Recreation Board by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
 - Motion to reappoint Gayle Lundgren and Eleanor Eskuri to the Library Board by Councilor Peterson, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
 - Motion to appoint June Mackey to the cemetery board by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
- ✓ Mayor Shaw stated there was one letter of interest by Keith Carlson for the Public Utilities Commission.
 - Motion to appoint Keith Carlson to Public Utilities by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
 - Motion to reappoint Mayor Shaw to the Fire District Board by Councilor Peterson, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
 - Motion to reappoint Councilor Huso as Mayor 'Pro Tem' by Councilor Peterson, seconded by Councilor Juntunen. Vote – Yes: Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
- ✓ Councilor Huso asked whether or not we have received additional interest for a new building official. Administrator Peterson stated that we would like to finish up the engineering proposals before starting seeking a new building official.
 - Motion to approve Mayor Shaw as Weed & Tree Inspector, Phil Entner as Safety Officer and Waste Management Director, Friends of Animals as Animal Control Officer, Gateway Clinic Physicians as Board of Health, Mayor Shaw as Emergency Preparedness, Steve Devine-Jelinski as Cable Television Public Access Coordinator, and Duane Grace/Bruce Lourey as building official on a month to month basis by Councilor Juntunen, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
- ✓ Councilor Juntunen stated that he would like to take Councilor Huso's position on the Municipal Liquor Store Committee.
 - Motion to accept Councilor Juntunen and Councilor Sarvela on the Municipal Liquor Store Committee, Councilor Peterson and Councilor Juntunen on the Public Works Committee, Councilor Huso on the Police Protection Committee, Councilor Huso and Mayor Shaw on the Administrative Committee, Mayor Shaw on the Cable Television Commission and Communications/Tech Committee, Mayor Shaw and Councilor Huso on the MN Department of Corrections Advisory Committee, and Mayor Shaw and Councilor Juntunen on the Active Living Coalition by Councilor Juntunen, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
 - Motion to accept Tim Peterson as the City Administrator/City Clerk-Treasurer, Katie Bloom as Deputy Clerk/Finance Director, Phil Entner as Public Works Superintendent, Bryce Bogenholm as Chief of Police, Mark Skelton as Municipal Liquor Store Manager, Steve Devine-Jelinski as Library Director, and Karen Dahlen as Motore Vehicle Deputy Registrar by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

7. REPORTS AND CORRESPONDENCE

8. COMMITTEE AND BOARD MEETING MINUTES

9. ANNOUNCEMENTS

10. ADJOURNMENT

- Motion to adjourn organizational meeting by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

**MINUTES
REGULAR MEETING
MOOSE LAKE CITY COUNCIL
Wed, January 9, 2018, 6:30 pm; City Hall**

PRESENT: Mayor; Ted Shaw, City Council Members; Greg Sarvela, Kris Huso, Mike Peterson, Doug Juntunen. **OTHERS PRESENT:** City Administrator; Tim Peterson, Chief of Police; Bryce Bogenholm, Public Works Superintendent; Phil Entner, Deputy Clerk; Katie Bloom, Tia Grutkoski, Steve Olson, Lois Johnson, Shawn Wigg

1. CALL TO ORDER

Mayor Shaw called the meeting to order at 6:49 p.m.

A. Pledge of Allegiance

B. Approval of Agenda

- Motion to accept agenda by Councilor Juntunen, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

2. CONSENT AGENDA

A. Minutes

1. December 13, 2017 City Council Meeting Minutes

- Motion to approve minutes by Councilor Juntunen, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

B. Financial Reports

1. City Accounts Payable –December 2017 and January 2018

2. City Financial Statements – December 2017

3. Liquor Store - Profit & Loss Statement – December 2017

- ✓ Councilor Huso asked about the Soukkala Construction check. Administrator Peterson said that this check is part of the small cities grant. The City gets reimbursed for those checks.

- Motion to accept financial reports by Councilor Huso, seconded by Councilor Sarvala. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

3. PUBLIC COMMENT

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4. DEPARTMENTAL REPORTS

A. Police Chief

a. Department Report December 7 – January 7, 2018

- ✓ Chief Bogenholm stated it was a busy Holiday Season with less calls during the cold snap.
- ✓ Chief Bogenholm and the Personnel Committee interviewed 7 candidates and started the process with background investigation.
- ✓ Chief Bogenholm discussed the year-end report, stating they responded to 2,000 calls with 43 felony cases.
- ✓ Councilor Juntunen asked when we will be budgeting for a new squad car as our vehicles are getting up in miles. Chief Bogenholm stated the Police Department tries budgeting every three years for a new squad car.

b. Full Time Police Officer - Pending Approval

- Motion to give conditional approval to Travis Magdzas pending psychological evaluation and background investigation by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

B. Public Works Superintendent Report

- ✓ Superintendent Entner stated he had a productive month in the shop. The MPCA Sewer application has been submitted.
- ✓ Superintendent Entner warned residents that with the colder temperatures and lack of snow coverage, there is risk of frozen water mains. He stated that the frozen water and sewer line policy is on the City's website. He also stated that if anyone has questions to call the Public Works department.
- ✓ Administrator Peterson recognized that Superintendent Entner saved the City \$5,200.00 by preparing the sewer application himself.

C. Technology / Library Report

- ✓ Administrator Peterson mentioned that he would like to include a Technology report each month so the Council knows what progress is being made.
- ✓ Councilor Juntinen asked if the Police Department can see all of the cameras that are working. Chief Bogenholm stated that they cannot. Administrator Peterson said that he will look into it

D. City Engineer

- ✓ Administrator Peterson stated Steve Heth retired.

E. Chamber of Commerce Updates.

- ✓ Chair Grutkoski reminded of the annual meeting Saturday, January 13, 2018 at the Soo Line Event Center.
- ✓ Chair Grutkoski mentioned the Area Community Leaders meeting March 5. The time and place is to be determined.
- ✓ Chair Grutkoski also mentioned the Business Expo is scheduled Saturday, April 21, 2018 from 9-1 at the Riverside Arena
- ✓ Chair Grutkoski reminded the public of the ice bochee event coming up February 10, 2017 at 10:00 a.m.

5. PREVIOUSLY DISCUSSED BUSINESS

A. Arena Project Updates

- ✓ Olympia Ice Resurfacers arrived this week. Will be submitting for reimbursement.

B. School Property - Small Area Planning Meeting 1/24/2018 at 6:00 p.m.

- ✓ Mayor Shaw informed the Council that the meeting will be at 6:00 p.m. in the Council Chambers on January 24, 2018.

C. Sales Tax Update

- ✓ Administrator Peterson gave an update on the Sales Tax the City has received for the months of November and December.

6. NEW BUSINESS

A. Moose Lake Post Prom Donation Request

- Motion made to donate \$300.00 from the Contribution Fund to post prom by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

B. RFP Engineering Services

- ✓ Administrator Peterson informed the council he will provide a list at the next council meeting of all applicants. He would also like to have the Public Works Superintendent, the City Administrator, a member of the Street Committee, and a City Councilor interview the qualified candidates.

C. LBAE Training

- ✓ Administrator Peterson asked the Council to participate in the LBAE Training

D. Lawful Gambling - Knights of Columbus January 21, 2018

- Motion to approve the bingo application by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

E. Firewall Purchase

- Motion to purchase new firewall at \$3,632.00 by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
- F. Internet Service Provider
 - ✓ Administrator Peterson explained 3 different quotes for internet service providers.
 - ✓ Tabled
- G. Moose Lake Brewing – Temporary Off-Sale Request February 17th
 - ✓ Shawn Wigg discussed details of the events he is requesting Temporary Off-Sale permits for. He is requesting Temporary Off-Sale permits on February 17, 2018 for a fishing tournament, March 17, 2018 for a St. Patrick's Day Event with the Fire Department, and February 10, 2018 for the ice bochee event with the Chamber.
 - ✓ Councilor Huso asked if they have talked to their insurance agency regarding the proper liability insurance.
 - Motion to approve Temporary Off-Sale to Moose Lake Brewing for events held on February 10, 2018, February 17, 2018, and March 17, 2018 so long as they provide liability insurance for the public locations by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
 - Motion to approve a gambling permit for the Sturgeon Lake Lions Club on February 17, 2018 by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
- H. Moose Lake Brewing – Temporary Off-Sale Request St. Patrick's Day
- I. 2018 F-350 Purchase (state bid)
 - ✓ Administrator Peterson presented the state bid quote for a new truck for the public works department.
 - Motion to accept state bid from Midway Ford for the truck by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.
- J. Plow Purchase (two quotes)
 - Motion to accept the low bid from Northwoods Hydraulic by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Sarvala, Juntunen, Huso, Peterson. No – 0. Motion carried.
- K. 2017 Audit Engagement Letter
 - Motion to approve the engagement letter by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.

7. REPORTS AND CORRESPONDENCE

8. COMMITTEE AND BOARD MEETING MINUTES

- A. Fire Protection District Meeting Minutes – November 14, 2017
- B. Fire Protection District Meeting Minutes – December 12, 2017

9. ANNOUNCEMENTS

Regular Moose Lake City Council Meeting, Wednesday, February 15, 2018 - 4 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Water and Light Commission, Regular Meeting– Wednesday, January 17, 2018 – 4:00 P.M. Moose Lake Conference Room.

Moose Lake Housing and Redevelopment Authority Board – February 12, 2018, – 11:00 A.M. Hillside Manor Office.

Moose Lake Area Fire District – Tuesday, February 13, 2018 - 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board Meeting – Monday, February 5, 2018 - 6:30 p.m. City Council/Town Board Chamber

Library Board Meeting – February 12, 2018 – 1:45 pm. City Conference Room.

Moose Lake Technology Committee- Thursday, February 1, 2018- 9:00 AM; City Conference room.

10. ADJOURNMENT

- Motion to adjourn made by Councilor Sarvela, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Peterson. No – 0. Motion carried.