

MINUTES
ORGANIZATIONAL MEETING
MOOSE LAKE CITY COUNCIL
Wed, January 11, 2017, 6:00 pm; City Hall

PRESENT: Mayor; Ted Shaw, City Council Members; Kris Huso, Mike Peterson, Doug Juntunen, Greg Sarvela.
OTHERS PRESENT: City Administrator; Tim Peterson, Chief of Police; Bryce Bogenholm, Steven Devine-Jelinski, Lois Johnson.

1. **CALL TO ORDER**

Mayor Shaw called the meeting to order at 6:00 p.m.

A. Pledge of Allegiance

B. Approval of Agenda

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

OATH OF OFFICE – CITY COUNCILORS AND MAYOR

☞ Greg Sarvela and Kris Huso were sworn in as City Council members at this time.

☞ Mayor Ted Shaw was sworn in as the Moose Lake City Mayor at this time.

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 – see enclosed packet.

MOTIONS:

- Motion made to approve the 2017 Appointments for City Attorney City Engineer, City Financial Advisor, Bond Counsel, City Auditor and City Fund(s) Depository by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to nominate Councilor Juntunen to Planning Commission by Councilor Sarvela, seconded by Councilor Huso. Vote: Yes – Huso, Peterson, Sarvela. No – Juntunen. Motion carried.
NOTE: Greg Sarvela stepped down from the Planning Commission Committee and this open position will be advertised.
- Motion made to appoint Sharon Hoppe to Housing & Redevelopment Authority by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to appoint Todd Kneeland, Mark 'Barney' Hollis, Lowell Urban and Veronica Youngberg to Parks & Recreation Board by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.

- Motion made to nominate Councilor Sarvela for Parks & Recreation Board by Councilor Juntunen, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to accept the interest in, and appointment of, Sharyn Sarvela to the Library Board by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen. No – 0. Councilor Sarvela abstained from voting. Motion carried.
NOTE: Maryls Schmidt and Michelle Berglund have stepped down from the Library Board. One open position will be advertised.
- Motion made to reappoint Lou Hall to the Cemetery Board by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to appoint Councilor Peterson the Library and Cemetery Boards by Counselor Huso, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to appoint Councilor Peterson to the Public Utilities Commission by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Juntunen, Huso, Peterson. No – Sarvela. Motion carried.
- Motion was then made to appoint Councilor Peterson to the Public Utilities Commission to be revisited next year by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Sarvela, Huso. Councilor Peterson did not vote. Motion carried.
NOTE: Three people expressed interest in the open position: Councilor Peterson, Councilor Sarvela and Frank Skalko.
- Motion made to accept Bob Hoppe to the Fire District Board by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to appoint Councilor Huso as Mayor 'Pro Tem' by Councilor Juntunen, seconded by Councilor Peterson. Vote: Yes – Peterson, Juntunen, Sarvela. No – Huso. Motion carried.
- Motion made to appoint Phil Entner as Safety Officer and Waste Management Director by Councilor Peterson, seconded by Councilor Sarvela. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to leave the Building Official (inspector) as stated by Councilor Sarvela, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Sarvela. No – Juntunen. Motion carried.
- Motion made to accept the Animal Control Officer by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to accept Gateway Clinic Physicians as Board of Health by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to accept Steven Devine-Jelinski as Cable Television Public Access Coordinator by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to appoint Councilor Sarvela to Municipal Liquor Store by Councilor Peterson, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to reappoint Councilor Peterson and Councilor Juntunen to Public Works Committee by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.

- Motion made to reappoint Councilor Huso to Police Protection Committee by Councilor Peterson, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to appoint Mayor Shaw and Councilor Huso to Administrative Committee by Councilor Peterson, seconded by Councilor Sarvela. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to reappoint Mayor Shaw to Cable Television Commission & Communications/Tech Committee by Councilor Juntunen, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to reappoint Mayor Shaw to Chamber of Commerce Committee by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to remove the Community Education & Recreation Committee and make these duties part of the Park Board Committee responsibilities by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to appoint Mayor Shaw and Councilor Huso to MN Department of Corrections Advisory Committee by Councilor Peterson, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to reappoint Mayor Shaw and Councilor Juntunen to the Active Living Coalition by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- Motion made to appoint Tim Peterson as City Administrator/City Clerk – Treasurer and Jean Hedin as Assistant City Administrator/Deputy Clerk – Treasurer by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.

7. **REPORTS AND CORRESPONDENCE**

8. **COMMITTEE AND BOARD MEETING MINUTES**

9. **ANNOUNCEMENTS**

10. **ADJOURNMENT**

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

Recorded by: Paula Arnold

**MINUTES
REGULAR MEETING
MOOSE LAKE CITY COUNCIL
Wed, January 11, 2017, 6:30 pm; City Hall**

PRESENT: Mayor; Ted Shaw, City Council Members: Kris Huso, Mike Peterson, Doug Juntunen, Greg Sarvela.
OTHERS PRESENT: City Administrator; Tim Peterson, Chief of Police; Bryce Bogenholm, Lois Johnson.

1. CALL TO ORDER

Mayor Shaw called the meeting to order at 6:45 p.m.

A. Pledge of Allegiance

B. Approval of Agenda

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

2. CONSENT AGENDA

A. **Minutes**

1. December 14, 2016 Regular City Council Minutes

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

B. **Financial Reports**

1. City Accounts Payable – **January 2016**

2. City Financial Statements – **December 2016**

3. Liquor Store - Profit & Loss Statement – **December 2016**

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

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

A. Police Chief

a. Department Report December 12, 2016 – January 5, 2017

- ✓ Officer Jungers has started the drug education classes at the school, 12 week program, with the 6th grade students.
- ✓ In December the department conducted the tobacco compliance checks on the businesses that sell tobacco in Moose Lake – all passed.

B. Public Works Superintendent Report

No new information.

C. City Engineer – Steve Heth is absent.

a. Repairs on existing Utilities within the State Hwy 73 Project

b. Update on WW Treatment Facility – new structure is completed, second phone line still needs to be connected for Public Works. Working on finishing up paying off all of the contractors for the work that has been completed.

c. Local Road Improvement Funding – surveys have been complete. Working on putting together plans and estimates.

- D. Chamber of Commerce Updates.
Lois Johnson stated the annual meeting/dinner was last Saturday night. Amy Perrine resigned from the Board. The Chamber elected new officers, only change was to add Tony Stewart as an officer/director on the board.

5. **PREVIOUSLY DISCUSSED BUSINESS**

- A. FEMA Flood Update
Meeting scheduled for next Wednesday, January 18, 2017 at 10:00 a.m. with current and former engineer to hopefully finish out the projects.
- B. M.L.W.S.S.D Contract Negotiations
No new information.
- C. Maintenance Agreement – Carlton County
Administrator Peterson recommends the City sign this agreement.
➤ Motion made to sign the Maintenance Agreement with Carlton County by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.

6. **NEW BUSINESS**

- A. 2017 Campground Prices
Mayor Shaw recommends this be brought back to the Park Board as there is some confusion in what the Park Board voted to bring to the City Council and what is presented to the City Council at this time.
➤ Motion made to accept the campground rate changes as stated for 2017 by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- B. Bus Service to Moose Lake
➤ Motion made to pay the bus service through April and then revisit this in May by Councilor Juntunen, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- C. V Plow Quotes
Administrator Peterson suggests accepting Northwoods Hydraulic and Equipment, Inc.
➤ Motion made to accept the quote from Northwoods Hydraulic and Equipment, Inc for the V plow by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- D. Moose Lake School Site Proposal
Administrator Peterson suggested developing a zoning plan for interested developers. He presented an existing zoning diagram and concept from Hermantown Marketplace Rezoning. Administrator Peterson has presented this to the School Board as well. Administrator Peterson suggests that the City pay for 50% of this project.
➤ Motion made to pay half of the \$15,000 City of Moose Lake-School Site Corridor-Small Area Plan Proposal, not to exceed \$8000, by Councilor Peterson, seconded by Councilor Huso. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.
- E. Riverside Arena Exterior
Proposal that the Hockey Association asked to be brought to the Council. It asks that the City remove the bottom portion of the entire arena and replace and then repaint the entire structure so it is all one color. The Hockey Association's contribution would be to cover all of what was stated, the City's contribution would be the cost of the landscaping, to keep people away from the building. Administrator Peterson recommends a committee be formed to look at the planning/expansion of the arena which consists of the Hockey Association, the School and the City Council. Mayor Shaw recommends a member of the Park Board as well. Counselor Huso thanks the Hockey Association for taking on this project and expressed interest in being on the committee that is formed.

- Motion made to approve working with the Hockey Association on their plans to improve the arena with paint and new siding by Councilor Huso, seconded by Councilor Peterson. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.

F MN DOT Easement Offers

- Motion made to approve the temporary MN DOT Easement Offers in the amount of \$16,700 by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.

G. Arena Dehumidification System Bids

- Motion made to accept the D&E Heating bid in the amount of \$90,722.90 by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.

H. Estimate for CAT 259 Skid-Steer

- Motion made to accept the Ziegler bid of \$56,646 by Councilor Peterson, seconded by Councilor Juntunen. Vote: Yes – Huso, Peterson, Juntunen, Sarvela. No – 0. Motion carried.

7. REPORTS AND CORRESPONDENCE

8. COMMITTEE AND BOARD MEETING MINUTES

December 21, 2016 – Water and Light Commission Minutes

January 9, 2017 - Park Board Minutes

Fire District Annual Report

9. ANNOUNCEMENTS

Regular Moose Lake City Council Meeting, Wednesday, February 8, 2017 - 6:30 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Water and Light Commission, Regular Meeting– Wednesday, January 18, 2017 – 4:00 P.M. Moose Lake Conference Room.

Moose Lake Housing and Redevelopment Authority Board – February 6, 2017, – 11:00 A.M. Hillside Manor Office.

Moose Lake Area Fire District – Tuesday, February 14, 2017 - 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board Meeting – Monday, February 6, 2017 - 6:30 p.m. City Council/Town Board Chamber

Moose Lake Technology Committee- Thursday, January 12, 2017- 10:00 AM; City Conference room.

Local Board of Appeals and Equalization Meeting – tentatively scheduled for Thursday, April 13, 2017 - 11:00 a.m.

10. ADJOURNMENT

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

Recorded by: Paula Arnold