

**AGENDA
REGULAR MEETING
MOOSE LAKE CITY COUNCIL**

Thursday, February 15, 2018, 4:00 pm; City Hall

PRESENT: Mayor; Ted Shaw, City Council Members; Greg Sarvela, Kris Huso, Doug Juntunen. **OTHERS PRESENT:** City Administrator; Tim Peterson, Chief of Police; Bryce Bogenholm, Public Works Superintendent; Phil Entner, Deputy Clerk; Katie Bloom; Police Officers; Jamie Jungers, Travis Magdzas **ABSENT:** City Council Member; Mike Peterson

1. CALL TO ORDER

A. Pledge of Allegiance

B. Approval of Agenda

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

2. CONSENT AGENDA

A. Minutes

1. January 9, 2018 City Council Organizational Meeting Minutes

2. January 9, 2018 City Council Regular Meeting Minutes

- Motion made to approve January meeting minutes by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes-Sarvela, Juntunen, Huso. No-0. Motion carried.

B. Financial Reports

1. City Accounts Payable – December 2017 and February 2018

2. City Financial Statements – January 2018

3. Liquor Store - Profit & Loss Statement – January 2018

- ✓ Councilor Huso asked why a check written to Duane Grace was so large. Administrator Peterson answered that it was largely because of Northwoods Credit Union and Thrifty White currently being built.
- Motion to approve the financial reports by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes-Sarvela, Juntunen, Huso. 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 January 8 – February 11, 2018

- ✓ Administrator Peterson explained the PD is doing a lot of investigations with drugs, and arrested the individual who broke into the Laundromat in Moose Lake.
- ✓ Chief also explained that they are involved in a lot of drug and burglary investigations.
- ✓ Chief Bogenholm introduced Travis Magdzas as the new Police Officer
- ✓ Chief explained the new Zuercher system will be installed in the next month and all officers and staff will get proper training.
- b. Full Time Police Officer – Hiring Ceremony
- ✓ Chief Bogenholm introduced Travis Magdzas as the new Police Officer
- ✓ Officer Magdzas introduced himself and expressed excitement on starting his new position with the City of Moose Lake.
- ✓ Chief Bogenholm swore in Officer Magdzas.

B. Public Works Superintendent Report

- ✓ Superintendent Entner discussed the month of February has been very busy with frozen water and sewer services.
- ✓ Superintendent Entner said the water department pumped 2.1 million gallons of drinking water, while the sewer department collected 11 million gallons of waste water.
- ✓ Superintendent Entner mention he was able to finish the MPRS permit for the Minnesota Department of Natural Resources that explains how many water connections the City of Moose Lake has.
- ✓ Superintendent Entner mentioned that the City has had a frozen service line each day during the month of February.

C. Technology / Library Report

- ✓ Administrator Peterson mentioned that the City has a new firewall recently installed as well as new VOIP phones, a few new work stations have been ordered, the fiber is now run to the liquor store, and all security cameras are working except for one that continues to get knocked out of focus at the arena.
- ✓ Huso asked if the kids at the arena are purposefully knocking the cameras with their hockey sticks and causing damage to the camera.
- ✓ Administrator Peterson said the only damage so far is that it knocks the camera out of focus and there is no way of knowing whether the cameras are purposefully being hit.

D. City Engineer

- ✓ Administrator Peterson stated there was nothing new to add at this time.

E. Chamber of Commerce Updates.

- ✓ Lois Johnson discussed two events coming up; the fishing contest being held on February 17 and the business expo on April 21. She stated there are still spots available if any businesses were interested. Lois also mentioned ice bochee was successful and they are hopeful it will be more successful in years to come.

5. PREVIOUSLY DISCUSSED BUSINESS

A. Arena Project Updates

- ✓ Administrator Peterson said all projects are done and paid for.

B. Sales Tax Update

- ✓ Administrator Peterson discussed the start up costs with the Minnesota Department of Revenue.

6. NEW BUSINESS

A. RFP Engineering Services

- ✓ Administrator Peterson will be looking at to set up interviews with each of the 6 firms in the coming weeks with himself, Superintendent Entner, Councilor Peterson, and Councilor Sarvela.

B. LBAE – April 5, 2018 at 11:00 am

- ✓ Administrator Peterson stated he will be submitting notices to the newspaper. He also mentioned that Councilor Peterson completed the training and would like one additional person to complete the training.

C. Lawful Gambling - Knights of Columbus

- Motion to approve lawful gambling request by Councilor Huso, seconded by Councilor Juntunen.
Vote: Yes-Sarvela, Huso, Juntunen. No-0. Motion carried.

D. Lawful Gambling – Hope Lutheran Church

- Motion to approve lawful gambling request by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes-Sarvela, Huso, Juntunen. No-0. Motion carried.

E. Planning Commission Appointment – Keith Carlson (PUC appointment)

- Motion to accept Keith Carlson by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes-Juntunen, Huso, Sarvela. No-0. Motion carried.

F. Skid Steer Trailer – State Bid (Capital Budget)

- Motion to accept the state bid for a skid steer trailer by Councilor Sarvela, seconded by Councilor Juntunen. Vote: Yes-Juntunen, Sarvela, Huso. No-0. Motion carried.

G. Campground Lift Station Pump Replacement Estimate

- ✓ Administrator Peterson stated that Bolten and Menk had provided a list of capital improvement projects and suggests this be completed this year to stay on schedule with upgrades.
 - Motion to accept the estimate for the campground lift station replacement by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes-Sarvela, Juntunen, Huso. No-0. Motion carried.
- H. Knollwood Lift Station Pump Replacement Estimate
 - ✓ Administrator Peterson discussed the need for this and recommends replacing this as we currently have funds available.
 - Motion to accept the estimate for replacement of the Knollwood lift station by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes-Sarvela, Huso, Juntunen. No-0. Motion carried.
- I. Plasma Cutter Quotes
 - ✓ Administrator Peterson discussed the plasma cutters were budgeted for. Administrator Peterson recommended the quote from Air Gas.
 - Motion to accept the quote for plasma cutters by Air Gas by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes-Sarvela, Huso, Juntunen. No-0. Motion carried.
- J. Holiday Decoration Replacement Estimate
 - ✓ Administrator Peterson discussed the estimate for holiday decorations did not include shipping.
 - Motion to accept the estimate for holiday decorations plus shipping costs by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes-Sarvela, Huso, Juntunen. No-0. Motion carried.
- K. Service Contract for Main Lift Station Generator
 - ✓ Administrator Peterson discussed the importance of doing continued maintenance on the generator as it is a very expensive piece of equipment.
 - Motion to accept the five year service agreement on the main lift station generator by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes-Sarvela, Huso, Juntunen. No-0. Motion carried.
- L. Minnesota Municipal Clerks Institute - Year 1
 - ✓ Administrator Peterson explained this is a training that Deputy Clerk Katie Bloom is hoping to attend.
 - Motion to approve Katie Bloom attending the Minnesota Municipal Clerks Insitute by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes-Sarvela, Juntunen, Huso. No-0. Motion carried.
- M. Minnesota Municipal Clerks and Finance Officer Annual Conference
 - ✓ Administrator Peterson explained that he is hoping to attend this annual conference to accept his Minnesota Municipal Clerks Certificate.
 - Motion to approve Administrator Peterson attending the Minnesota Municipal Clerks and Finance Officer Annual Conference by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes-Sarvela, Juntunen, Huso. No-0. Motion carried.
- N. City / Township Consolidation Tax Study
 - ✓ Administrator Peterson explained that the study is complete. Administrator Peterson would like to set a date for a Public Hearing to present this data to both the City and Township.
- O. Tax Study Public Hearing – April 11, 2018 at 6:00
 - ✓ Administrator Peterson suggested that he would like to have Northland come and present the information to the City and Township.
 - Motion to set a public hearing for April 11, 2018 at either 4:00 pm or 6:00 pm by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes-Sarvela, Juntunen, Huso. No-0. Motion carried.
- P. City Building Inspector
 - ✓ Administrator Peterson explained he received a complaint about our current building inspector. Tim requested the authority to interview candidates for a new inspector
 - Motion to interview building inspector candidates by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes-Sarvela, Juntunen, Huso. No-0. Motion carried.
- Q. City Council Meeting Start Time
 - ✓ The council discussed possible new start times.
 - Motion to change monthly Council Meeting times to 4:00 pm by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes-Sarvela, Juntunen, Huso. No-0. Motion carried.

7. **REPORTS AND CORRESPONDENCE**

8. **COMMITTEE AND BOARD MEETING MINUTES**

- A. Parks and Recreation Meeting Minutes – January 8, 2018
- B. Parks and Recreation Meeting Minutes – February 5, 2018
- C. Moose Lake Area Fire District Meeting Minutes – January 9, 2018

9. ANNOUNCEMENTS

Regular Moose Lake City Council Meeting, Wednesday, March 14, 2018 -- 4:00 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Water and Light Commission, Regular Meeting-- Wednesday, February 28, 2018 – 4:00 P.M. Moose Lake Conference Room.

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

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

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

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

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

10. ADJOURNMENT

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

Recorded By: Katie Bloom