

AGENDA
REGULAR MEETING
MOOSE LAKE CITY COUNCIL
Wednesday, March 14, 2018, 4:00 pm; City Hall

PRESENT: Mayor, Ted Shaw, City Council Members; Greg Sarvela, Kris Huso, Doug Juntunen, Mike Peterson
OTHERS PRESENT: City Administrator Tim Peterson, Chief of Police, Bryce Bogenholm, Public Works Superintendent Phil Entner, Liquor Store Manager Mark Skelton, Lois Johnson, Gary Harley

1. CALL TO ORDER

A. Pledge of Allegiance

B. Approval of Agenda

- Motion to approve the agenda with additions of Old School and Liquor Committee Update by Councilor Peterson, seconded by Councilor Juntunen. Vote: Yes-Juntunen, Sarvela, Huso, Peterson. No-0. Motion carried.

2. CONSENT AGENDA

A. Minutes

1. February 15, 2018 City Council Regular Meeting Minutes

- Motion to approve the February 15, 2018 City Council Regular Meeting Minutes by Councilor Huso, seconded by Councilor Peterson. Vote: Yes-Juntunen, Sarvela, Huso, Peterson. No-0. Motion carried.

B. Financial Reports

1. City Accounts Payable – March 2018

2. City Financial Statements – February 2018

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

- Motion to approve the financial statements by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes-Juntunen, Huso, Sarvela, Peterson. 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.

- ✓ Gary Harley was wondering if he could get a "No Jake Brake Sign" on 73. At one time there was one and it got knocked down.

4. DEPARTMENTAL REPORTS

A. Police Chief

a. Department Report February 12 – March 10, 2018

- ✓ Chief Bogenholm stated that the ice fishing contest went great. The police department received no calls related to the event.
- ✓ Chief Bogenholm mentioned Mugs and Hugs will be in June and the Moose Run will be in May.
- ✓ Chief Bogenholm informed the Council of mandatory training happening in April. This training is mandated by the POST Board.
- ✓ Chief Bogenholm also informed the Council that the Zuercher software will be installed in and April and with that comes with training of the officers.

B. Public Works Superintendent Report

- ✓ Superintendent Entner stated that the trailer and plasma cutters were ordered that were previously approved. He also mentioned both the campground lift station pump and Knollwood lift station pump have been ordered and he is hoping to have them installed before the campground opens.

- ✓ Superintendent Entner mentioned that the water department pumped 4.3 million gallons of drinking water. Entner mentioned that number is so high because of a couple breaks that will be fixed as soon as the frost lets up.
 - ✓ Superintendent Entner stated the sewer department collected 10 million gallons of wastewater, which is high as well.
 - ✓ Superintendent Entner informed the Council that well #1 isn't pumping as much water as it is supposed to. Entner said that he has found documents dated back a few years stating that action should be taken on both of the wells.
- ✓
- C. Technology / Library Report
- ✓ Administrator Peterson stated that the new firewall is scheduled for March 19. We received new work stations are ordered and installed. The new IP addresses are all changed over. The VOIP phones are installed at the Liquor Store.
- D. City Engineer
- ✓ Nothing
- E. Chamber of Commerce Updates
- ✓ Lois Johnson said the Easter Egg Hunt is scheduled for Saturday March 31 at 10:00 a.m. at Moose Lake Community School. The Business Expo is scheduled for April 21. It will run from 9:00 am until 1:00 p.m. The Meeting of Community Leaders is rescheduled to Monday, April 9 at 6:00 p.m.
- F. Liquor Committee Update
- ✓ Councilor Juntunen mentioned a Liquor Committee Meeting was held on March 1.
 - ✓ Councilor Juntunen discussed in the future we want to track transfers differently in order to get a more accurate reading on the profit margin of the on-sale side of the liquor store and making sure that we have the correct people doing inventory on a consistent basis. Additional items that were discussed were the new cameras being installed in the liquor store and the location of them, more signage needed for advertising off-sale on Sunday's, and the off-site events during 2017.
 - ✓ Councilor Peterson inquired whether the new cameras being installed will be available for the police department to view. Administrator Peterson stated that they will be on our server, but they can be in a different location so that the police department does not have access to them.

5. PREVIOUSLY DISCUSSED BUSINESS

- A. Sales Tax Update
- ✓ Administrator Peterson explained that the City of Moose Lake has nearly paid off the start up costs associated with the sales tax. We are currently receiving the down payment each month, but not the clean up payment.
- B. Selection of City Engineer
- ✓ Administrator Peterson mentioned that the interview committee met with the six engineering firms that submitted applications and is recommending SEH for engineering services for the City of Moose Lake. All projects currently started with Bolton and Menk will be finished with Bolton and Menk.
 - Motion to accept SEH by Councilor Huso, seconded by Councilor Peterson. Vote: Yes-Sarvela, Huso, Juntunen, Peterson. No-0. Motion carried.
- C. Contract for Building Inspector
- ✓ Administrator Peterson presented a contract with Township and Range LLC.
 - Motion to accept Township and Range LLC by Councilor Huso, seconded by Councilor Peterson. Vote: Yes-Sarvela, Juntunen, Huso, Peterson. No-0. Motion carried.
- D. Minnesota Municipal Clerks and Finance Officer Annual Conference
- ✓ Administrator Peterson reminded the Council that he will be attending from March 20-23.

6. NEW BUSINESS

- A. **Mercy Hospital Annual Report**
 ✓ Administrator Peterson explained that John Lund requested that the Annual Report for Mercy Hospital be added to the council meeting and if anyone had additional questions, he would relay them.
- B. **LBAE – April 5, 2018 at 11:00 am**
 ✓ Administrator Peterson reminded the Council that the LBAE meeting will be April 5, 2018 at 11:00 am.
- C. **Ferric Chloride Acid Quote**
 ➤ Motion to approve Hawkins for ferric chloride acid at \$1.15/ gallon by Councilor Huso, seconded by Sarvela. Vote: Yes-Sarvela, Juntunen, Huso, Peterson. No-0. Motion carried.
- D. **Herbicide for Ponds Quote**
 ➤ Motion to approve Hawkins for herbicide at \$87.00/ gallon by Councilor Huso, seconded by Councilor Peterson. Vote: Yes-Sarvela, Juntunen, Huso, Peterson. No-0. Motion carried.
- E. **Motor Vehicle Legislative Update**
 ✓ Administrator Peterson mentioned that the MDRA is requesting reallocation of fees for Motor Vehicle offices.
- F. **Katie Bloom approval for DMV**
 ➤ Motion to give Katie Bloom approval for DMV services by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes-Sarvela, Juntunen, Huso, Peterson. No-0. Motion carried.
- G. **General Election Ballot Question – Sunday on Sale**
 ✓ Administrator Peterson explained we are not currently allowed to sell on sale. It would require a question on the General Election.
 ➤ Motion to put Sunday on Sale on General Election Ballot by Councilor Huso, seconded by Councilor Peterson. Vote: Yes-Sarvela, Juntunen, Huso, Peterson. No-Shaw. Motion carried.
- H. **General Election Ballot Question – Additional Intoxicating Liquor Licenses – On Sale Only**
 ✓ Administrator Peterson explained that the initial Intoxicating Liquor Licenses are set by ordinance and any changes are required to be put on a general election ballot. The City of Moose Lake only has one available license.
 ✓ Councilor Sarvela stated that if we had extra available licenses it would attract restaurants to come to the City.
 ✓ Administrator Peterson asked if the Council wants to have two questions on the next general election ballot in regard to liquor.
 ✓ Consensus to postpone a general election ballot question on additional intoxicating liquor licenses.
- I. **Fund 120 – City Redevelopment Fund**
 ✓ Administrator Peterson explained that the balance in Fund 120 is currently the collection of the revolving loan grant that was awarded. He is requesting oversight be given to the Economic Development Authority, with final decision of the funds still being the Moose Lake City Council.
 ➤ Motion to grant oversight of Fund 120 to the Economic Development Authority by Councilor Juntunen, seconded by Sarvela. Vote: Yes-Sarvela, Peterson, Juntunen, Huso. No-0. Motion carried.
- J. **PolyMet Mine Letter**
 ✓ Administrator Peterson explained that Sheila Coughlin requested a letter regarding the Polymet Mine be included in the Council packet.
- K. **Tax Study Public Hearing – April 11, 2018 at 6:00**
 ✓ Administrator Peterson reminded the Council of the Public Hearing scheduled for April 11, 2018 at 6:00 pm.
- L. **Old School**
 ✓ Councilor Peterson asked if we have property lines of the playground that the City had recently purchased from the old school.

- ✓ Councilor Peterson asked if the City had negotiated any additional parts of the old school including the baseball field and red pines.
- ✓ Administrator Peterson stated that the Little League Association asked if the City was interested in the upper baseball field and it would be extremely costly to convert the field to a Little League field.

7. REPORTS AND CORRESPONDENCE

8. COMMITTEE AND BOARD MEETING MINUTES

- A. Moose Lake Water and Light Organizational Meeting Minutes – January 17, 2018
- B. Moose Lake Water and Light Meeting Minutes – January 17, 2018
- C. Moose Lake Water and Light Special Meeting Minutes – January 26, 2018
- D. Moose Lake Park Board Meeting Minutes – February 5, 2018
- E. Moose Lake Economic Development Authority Meeting Minutes – February 14, 2018

9. ANNOUNCEMENTS

Regular Moose Lake City Council Meeting, Wednesday, April 11, 2018 - 4:00 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Water and Light Commission, Regular Meeting– Wednesday, March 20, 2018 – 3:00 P.M. Water and Light Office.

Moose Lake Housing and Redevelopment Authority Board – April 9, 2018, – 11:00 A.M. Hillside Manor Office.

Moose Lake Area Fire District – Tuesday, April 10, 2018 - 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board Meeting – Monday, April 2, 2018 - 6:30 p.m. City Council/Town Board Chamber

Library Board Meeting – April 9, 2018 – 1:45 pm. City Conference Room.

Moose Lake Technology Committee- Thursday, April 5, 2018- 9:00 AM; City Conference room.

10. ADJOURNMENT

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