

**MINUTES
REGULAR MEETING
MOOSE LAKE CITY COUNCIL
Wednesday, January 12, 2022, 4:00 pm; City Hall**

PRESENT: Mayor Ted Shaw, Councilor Walter Lower, Councilor Doug Juntunen, Councilor Greg Sarvela, Councilor Kris Huso

OTHERS PRESENT: City Administrator Ellissa Owens, Chief of Police Darren Juntunen, Public Works Superintendent Phil Entner, Tyler Yngsdal w/SEH, Deputy Clerk Ryan McKeon, Theresa Lekander.

1. **CALL TO ORDER** – Mayor Shaw called the meeting to order at 4:14 p.m.

A. Pledge of Allegiance – was conducted at Organizational meeting prior.

B. Approval of Agenda

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

2. **CONSENT AGENDA**

A. Minutes

1. Regular City Council Meeting – December 08, 2021

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

B. Financial Reports

1. City Accounts Payable – **December 2021**

2. City Financial Statements – **December 2021**

3. Liquor Store - Profit & Loss Statement – **December 2021**

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

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 – Darren Juntunen

a. Department Report December 2021

- 191 total calls for service for December 2021
- Seeing a lot of vehicles that are not being moved for snow removal even with notices being placed on windshields. Administrator Owens stated the City is working on an Ordinance.
- Toy Drive was a huge success.
- New squad is being built.
- Theft happening around town – be mindful not to leave car unlocked.
- Donation from Dead on Arms – less lethal pepper ball gun.

B. Public Works Superintendent – Phil Entner

a. Department Report December 2021

- 4.7 million gallons of drinking water distributed in the month of December.
- Frozen water and sewer line policy – can be found on website.
- Sewer, 10.0 million gallons of waste water collected in month of December.

- Equipment repair – Phil labeled all equipment and how many hours each piece of equipment currently has to be prepared for servicing costs.

C. Technology / Moose Lake Public Library – Administrator Owens

a. Department Report December 2021

- Library Board met planning for a lot of programming; opportunities for the coming summer. Looking to partner with other area libraries for events.
- Make and Takes currently in process – will be posted on Facebook page.

D. City Engineer

a. Monthly Update Meeting Minutes – Administrator Owens

- See attached.
- Trunk Hwy 73 Phase II initiated planning process looking into additional funding sources.
- 30% design meeting for 4th Street reconstruct project. 60% meeting projected out to be held sometime later this month.
- Meeting with DOC scheduled on January 18 – working on the agenda at this time.

E. Chamber of Commerce Updates – Administrator Owens

- Board meeting held today, January 12, announced they are postponing annual Chamber dinner due to COVID.
- Starting planning process for events in 2022 calendar year.
- Reorganizational meeting will also be happening in the near future.

5. **PREVIOUSLY DISCUSSED BUSINESS**

6. **NEW BUSINESS**

A. Conditional Use Permit – 4420 Kenwood Ave

- Request from Theresa Lekander who is present at the meeting. Operating a salon out of her home. Presented to Planning Commission who recommended we grant the Conditional Use Permit.
 - Motion made to grant Conditional Use Permit by Councilor Lower, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

B. 2021 Sanitary Sewer Lining Project Pay Application #4, Insituform Technologies USA, LLC

- Motion to approve Pay Application #4 for the amount of \$5741.60 by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

C. 2021 Sanitary Sewer Lining Project Acceptance

- Motion made to approve 2021 Sanitary Sewer Lining Project by Councilor Sarvela, seconded by Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

D. City of Moose Lake Standard Driveway Detail

Public Works Superintendent Phil Entner recommends the three (3) driveway details presented be approved. Tyler Yngsdal w/SEH did elaborate on the three driveways that need to be repaired.

- Motion made to accept the Moose Lake City Standard Driveway Detail by Councilor Huso, seconded by Councilor Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

E. American Rescue Plan Act Fund Allocation – Administrator Owens

- The City will receive \$300,000 as part of this American Rescue Plan Act Fund Allocation. A few eligible uses are defined and pretty strict. Eligible use includes Broadband improvements and Water and Sewer infrastructure improvements. Two scenarios were presented by Administrator Owens.
- Tyler Yngsdal w/SEH presented info on setting up a GIS system which is used to house infrastructure data, record keeping, parcel and zoning information, hand written notes can be attached to this system,

etc., whatever the City decides to put into this system. It is also a good staff resource. Complete web-based. Tyler recommends budgeting \$50,000 for this project.

- Consensus given by Council to continue looking into the GIS system.
 - Motion made to allocate the \$300,000 for the Sewer Lining Project for 2022 by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- F. Moose Lake Brewing Company Temporary Off Sale Liquor License
 - Motion made to approve the Moose Lake Brewing Company Temporary Off Sale Liquor License by Councilor Lower, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- G. 2022 Tobacco License: Edwards Oil Inc
 - Motion made to approve Edwards Oil Inc 2022 Tobacco License by Councilor Juntunen, seconded by Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- H. 2022 City of Moose Lake Fee Schedule
 - Motion made to approve the 2022 City of Moose Lake Fee Schedule by Councilor Sarvela, seconded by Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- I. Bridge Grinder Quotes
Public Works Superintendent Phil Entner presented the two quotes.
 - Motion made to accept the quote from Minnesota Pump Works for the amount of \$40,797.50 by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- J. Mower Quotes
Public Works Superintendent Phil Entner presented the three estimates.
 - Motion made to accept the bid from The Moose Lake Implement for the amount of \$14,450 by Councilor Lower, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- K. Moose Lake Police Department: Police Investigator Position
Chief of Police Darren Juntunen reviewed this position with the Council which would be an additional \$1.50/hour for an existing officer.
 - Motion made to approve the new Police Investigator Position by Councilor Sarvela, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- L. City Superintendent Position
 - Mayor Shaw would like to do a desktop study. A lot of duties have fallen upon the Public Works Superintendent. Mayor Shaw would like to have this person be the point of contact with Water and Light Commission. When this study is complete it will be presented to the Personnel Committee before the City Council. Administrator Owens is also in favor of looking into this position.
 - Majority consensus given by Council to continue to pursue this position; Yes – Juntunen, Huso, Lower. No – Sarvela.

- M. Safety Committee
 - Administrator Owens stated we were advised to establish this committee by League of MN Cities. Public Works Superintendent Phil Entner will be heading this committee; Chief of Police Darren Juntunen, Mayor Shaw and Administrator Owens would also be on this committee.
 - Motion made to approve the development of a Safety Committee by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- N. City of Moose Lake Ordinance No. 166 Certificate of Inflow & Infiltration (I&I) Compliance
First reading, informational only.

- O. City of Moose Lake Ordinance No. 167 Tobacco Ordinance

First reading, informational only.

7. **REPORTS AND CORRESPONDENCE**

A. No new reports and correspondence

8. **COMMITTEE AND BOARD MEETING MINUTES**

A. Park Board Regular Meeting Minutes – January 10, 2022

B. Moose Lake Area Fire Protection District – November 8, 2021

9. **ANNOUNCEMENTS**

Regular Moose Lake City Council Meeting, Wednesday, February 9, 2022 - 4:00 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Economic Development Authority, Wednesday, January 19, 2022 – 12:00 p.m. City Conference Room

Moose Lake Water and Light Commission, Regular Meeting– Tuesday, January 18, 2022 – 1:00 P.M. Water and Light Office.

Moose Lake Housing and Redevelopment Authority Board – Monday, February 14, 2022 – 11:00 A.M. Hillside Manor Office.

Moose Lake Area Fire District – Tuesday, February 8, 2022 - 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board Meeting – Monday, February 7, 2022 - 6:30 p.m. City Council/Town Board Chamber.

10. **ADJOURNMENT**

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

Recorded by: Paula Arnold