

REGULAR MEETING MINUTES
MOOSE LAKE CITY COUNCIL
Wednesday, January 13, 2021, 4:00 pm; City Hall

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

OTHERS PRESENT: City Administrator Katie Bloom, Finance Director Ellissa Owens, Chief of Police Darren Juntunen, Public Works Superintendent Phil Entner, Star Gazette Editor Aleana White

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Approval of Agenda
 - Motion to approve the agenda by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

2. CONSENT AGENDA

A. Minutes

- 1. Regular City Council Meeting – December 9, 2020
 - Motion to approve the minutes as submitted by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

B. Financial Reports

- 1. City Accounts Payable – **December 2020**
- 2. City Financial Statements – **December 2020**
- 3. Liquor Store - Profit & Loss Statement – **December 2020**
 - Motion to approve the financial reports as submitted by Councilor Juntunen, seconded by Councilor Sarvela. 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

- a. Department Report December 2020
 - ✓ Chief Juntunen reported the calls for service during December 2020.
 - ✓ Chief Juntunen reported that a couple rifles were aging and replaced.
 - ✓ Chief Juntunen explained that we are now tracking where our equipment is and when an officer leaves, we can then get those uniforms returned.

B. Public Works Superintendent Report

- ✓ Superintendent Entner reported the water department distributed 3.7 million gallons of drinking water during the month of December. The wellhouse project is on schedule. Entner also discussed the frozen water and sewer policy.
- ✓ Superintendent Entner reported the sewer department collected 10.5 million gallons of wastewater and completed a December discharge.
- ✓ Superintendent Entner explained the street department completed snow and ice removal.

C. Technology / Library Report

- ✓ Administrator Bloom presented December meeting minutes from the Library Board meeting.

D. City Engineer

- ✓ Administrator Bloom presented the January meeting minutes and explained that the TH73 Phase I portion of the trail is in the works and will be presented at an upcoming meeting for approval to advertise for bid. Additionally, a TH73 Phase 2 grant was submitted. If approved, the grant funds will be available in 2025.

E. Chamber of Commerce Updates.

- ✓ No updates.

5. **PREVIOUSLY DISCUSSED BUSINESS**

A. Arena Lease Agreement – ISD No. 97

- Motion to approve the Lease Agreement with ISD No. 97 by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

B. Campground Software

- ✓ Administrator Bloom presented two campground reservation softwares. Upon completing demonstrations with both companies, Campspot was more user friendly and would better serve our customers.

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

6. **NEW BUSINESS**

A. Lakehead Constructors – Pay Application #2

- Motion to approve Pay Application #2 by Councilor Sarvela, seconded by Councilor Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

B. Cemetery Fee Schedule

- ✓ Administrator Bloom informed the Council that Mark Faber and George Holt are no longer performing digging services for the city cemeteries. Bloom requested permission to allow the Public Works Department to perform this service. Consensus given.

- Motion to approve the presented fee schedule changes for the cemeteries by Councilor Lower, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

C. Skilled Laborer I – Job Description

- Motion to approve the revised Skilled Laborer I and advertise by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

D. Dump Truck Plow Quotes

- Motion to approve the purchase of a dump truck plow from Towmaster for \$10,355.00 by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

E. 18 Foot Utility Trailer Quotes

- Motion to approve the Hinckley Trailer & Culvert Sales quote of \$3,495.00 by Councilor Sarvela, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

F. Resolution 21-01-01 TH 73 Maintenance Agreement – Phase 2

- Motion to approve Resolution 21-01-01 by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

G. Resolution 21-01-02 TH 73 Maintenance Agreement – Phase 1

- Motion to approve Resolution 21-01-02 by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

H. Teamsters Local 320 Union Agreement January 1, 2021 – December 31, 2023

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

I. Shelby Lonne-Rogentine Resignation

- Motion to approve Shelby Lonne-Rogentine's resignation by Councilor Lower, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- J. Library Director Job Posting
 - ✓ Administrator Bloom proposed hiring for a Part-Time Library Director with the understanding of reviewing that after library traffic increases. Consensus given to advertise for a part-time library director.
- K. Convention Center Relief Grant
 - ✓ Administrator Bloom presented a grant application for the arena. The hope of this grant is to cover some lost revenue the arena experienced in 2020.
- L. Point of Sale Ordinance Discussion
 - ✓ Administrator Bloom requested permission to explore a point of sale ordinance. Bloom explained that this ordinance would require that homeowners replace their water and sewer service lines before they sell, should the water and sewer service lines fail to meet minimum standards, among other things. Consensus given.
- M. Arrowhead Transit Contract
 - Motion to approve the Arrowhead Transit Contract by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.
- N. Administrator Katie Bloom Contract Discussion
 - Motion to close the meeting at 5:30 p.m. by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.
 - Motion to open the meeting at 5:50 p.m. by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No -0.
 - Motion to approve City Administrator Bloom’s contract effective December 17, 2020 through June 17, 2021 by Councilor Sarvela, seconded by Councilor Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

The City Council of the City of Moose Lake will meet in closed session pursuant to MN Statutes section 13D.05 subd. 2(a) to have a personnel discussion. The meeting will take place in the Council Chambers of the Community Center at 313 Elm Ave.

Following the closed session, the council will re-convene in open session pursuant to the posted agenda for that date and time and during such open session summarize its conclusion and make any motions.

7. REPORTS AND CORRESPONDENCE

8. COMMITTEE AND BOARD MEETING MINUTES

- A. Moose Lake Parks & Recreation – December 7, 2020
- B. Moose Lake Planning Commission – December 10, 2020
- C. Moose Lake Economic Development Authority – December 16, 2020
- D. Moose Lake Area Fire Protection District Minutes – January 4, 2021

9. ANNOUNCEMENTS

Regular Moose Lake City Council Meeting, Wednesday, February 10, 2021 - 4:00 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Economic Development Authority, Wednesday, January 20, 2021 – 12:00 p.m. City Conference Room

Moose Lake Water and Light Commission, Regular Meeting– Tuesday, January 19, 2021 – 3:00 P.M. Water and Light Office.

Moose Lake Housing and Redevelopment Authority Board – Monday, February 8, 2021 – 11:00 A.M. Hillside Manor Office.

Moose Lake Area Fire District – Tuesday, February 9, 2021 - 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board Meeting – Monday, February 1, 2021 - 6:30 p.m. City Council/Town Board Chamber.

10. ADJOURNMENT

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