

**REGULAR MEETING MINUTES**  
**MOOSE LAKE CITY COUNCIL**  
**Wednesday, February 13, 2019, 4:00 pm; City Hall**

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

OTHERS PRESENT: City Administrator Tim Peterson, Public Works Superintendent Phil Entner, Police Chief Bryce Bogenholm, Chamber President Tia Grutkoski, Steve Olson, Dan Reed, Matt Bolf, Lois Johnson, Tyler Yngsdal, Natalie Frohip

**1. CALL TO ORDER**

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

**2. CONSENT AGENDA**

**A. Minutes**

- 1. January 9, 2019 City Council Organizational Meeting Minutes
- 2. January 9, 2018 City Council Regular Meeting Minutes
  - Motion to approve the minutes as written by Councilor Sarvela, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

**B. Financial Reports**

- 1. City Accounts Payable – **December 2018 and February 2019**
- 2. City Financial Statements – **January 2019**
- 3. Liquor Store - Profit & Loss Statement – **January 2019**
  - Motion to accept the financial reports by Councilor Huso, 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 January 8, 2019 – February 9, 2019
- ✓ Chief Bogenholm informed the council of an incident at MSOP where himself and Jamie Jungers spent many hours investigating. and
- ✓ An additional incident occurred at the Days Inn with an unwelcome guest.
- ✓ Chief Bogenholm reported many accidents with the recent weather and tall snow banks.

**B. Public Works Superintendent Report**

- ✓ Superintendent Entner explained the water department pumped 3.6 million gallons of drinking water. The water department also had the heater at the well house fail twice. Superintendent Entner requested funds to replace the heater. The cost is \$742 plus \$1,000.00 of labor to install the unit.
  - Motion to approve the purchase of a new heater and labor at the well house by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

- ✓ Superintendent Entner reported the sewer department collected 10.5 million gallons of waste water. The flow meter calibrations were put on hold due to the amount of snow received.
- ✓ Superintendent Entner stated the street department has been doing snow removal. The banks will be pushed back when things slow down. The back of the shop is complete.

C. Technology / Library Report

No new updates

D. City Engineer

No meeting this month due to elections.

E. Chamber of Commerce Updates.

- ✓ Tia Grutkoski explained the Chamber changed the by-laws. The Chamber created terms for their board members.
- ✓ Ice Bochee was a big success and has the potential to evolve into something bigger.
- ✓ The Area Leaders Meeting will be held on March 11, 2019 at 6:00 at the Sturgeon Lake City Hall.
- ✓ The Annual Business Expo will be held on May 18, 2019 at Riverside Arena

**5. PREVIOUSLY DISCUSSED BUSINESS**

A. 2018 Flood

No updates.

B. Publishing City Annual Budget

- ✓ Administrator Peterson explained that he included in the packet a summary of the 2019 budget.
  - Motion to publish the Summary Budget by Lower seconded by Huso. Vote: Yes – Sarvela, Juntunen. Huso, Lower. No – 0.

C. Safe Routes to School Application

- ✓ Results will be in by the end of February and an update will be given at the March City Council meeting.

D. Primary and Special Elections

- ✓ Administrator Peterson explained that we did not budget for this Special Election, so we will be keeping staffing to a minimum.

**6. NEW BUSINESS**

A. Knollwood Feasibility Report

- ✓ City Engineer Matt Bolf presented the Knollwood Feasibility Report based on a full reconstruct of the street, sewer main and addition of a water main. Mr. Bolf asked for some direction from the Council on how they would like to see him proceed.
  - Consensus to table and reach out to the residents and give them the information included in the feasibility study.

B. Historical Society Building Expansion

- ✓ Dan Reed requested that the City be the fiscal agent in order for them to apply for a grant through the State of Minnesota. This grant would be for a classroom and work center.
- ✓ Administrator Peterson explained that because the Moose Lake Area Historical Society is not a political subdivision, they cannot request State grants. In order for this to happen, the City of Moose Lake would be the one that would need to request the money.
- ✓ Administrator Peterson explained that a conversation with Carlton County may be worth having in order to request that they take over ownership of the building, therefore allowing Carlton County to be the fiscal agent.

C. Historical Society Gambling Permit

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

D. Moose Lake Brewery Off Premise Sales Permit – Ice Bocce

- Motion to approve permits for Off Premise Sales for Ice Bocce and the Fishing Contest by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

E. Moose Lake Brewery Off Premises Sales Permit – Fishing Contest

F. Public Works Sander and Plow Quote – State Bid

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

G. Public Works Excavator Rental Quotes

- ✓ Administrator Peterson explained that the public works department is interested in creating a gated area for outside storage. In order to do that, they public works department would need to clear trees.
  - Motion to approve Titan Rental’s quote for an excavator rental by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

H. Council Direct Deposit

- ✓ Administrator Peterson asked the council if they are interested in direct deposit. Paperwork will be mailed out.

I. Local Board of Appeals and Equalization – April 4, 2019

- ✓ Administrator Peterson reminded the Council of the Local Board of Appeals and Equalization being held on April 4, 2019.

J. Computer Replacement Quote

- Motion to approve the Computer Replacement quote from CW by Councilor Huso, seconded by Councilor Juntunen. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

K. Cable Coordinator Position

- Motion to hire Rory Butkiewicz as the cable coordinator by Councilor Sarvela, seconded by Councilor Lower. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

L. Library Director Position

- Motion to approve the hiring of Shelby Lonne-Rogentine for the Library Director position by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso, Lower. No – 0.

M. Liquor Store Manager Position

- Motion to approve the hiring of Kevin Coil for the Liquor Store Manager position by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Sarvela, Juntunen, Huso. No – Lower.

**7. REPORTS AND CORRESPONDENCE**

**8. COMMITTEE AND BOARD MEETING MINUTES**

- A. Moose Lake Power Regular Meeting Minutes – December 18, 2018
- B. Moose Lake Park Board Meeting Minutes – January 14, 2019
- C. Moose Lake Park Board Meeting Minutes – February 4, 2019

**9. ANNOUNCEMENTS**

Regular Moose Lake City Council Meeting, Wednesday, March 13, 2019 - 4:00 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Economic Development Authority, Wednesday, March 13, 2019 – 12:00 p.m. City Conference Room

Moose Lake Water and Light Commission, Regular Meeting– Tuesday, February 19, 2019 – 3:00 P.M. Water and Light Office.

Moose Lake Housing and Redevelopment Authority Board – March 11, 2019, – 11:00 A.M. Hillside Manor Office.

Moose Lake Area Fire District – Tuesday, March 12, 2019 - 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board Meeting – Monday, March 4, 2019 - 6:30 p.m. City Council/Town Board Chamber

Library Board Meeting – March 11, 2019 – 1:00 pm. City Conference Room.

10. **ADJOURNMENT**

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