

MINUTES
REGULAR MEETING
MOOSE LAKE CITY COUNCIL
Wednesday, March 9, 2022, 4:00 pm; City Hall

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

OTHERS PRESENT: City Administrator Ellissa Owens, Chief of Police Darren Juntunen, Public Works Superintendent Phil Entner, Deputy Clerk Ryan McKeon, City Municipal Manager Elaine Hennager, DOC Warden Brian Collins, Rob Bender

1. CALL TO ORDER

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

2. CONSENT AGENDA

A. Minutes

- 1. Regular City Council Meeting – February 9, 2022
 - Motion made to approve the Minutes by Councilor Lower, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.

B. Financial Reports

- 1. City Accounts Payable – **February 2022**
- 2. City Financial Statements – **February 2022**
- 3. Liquor Store - Profit & Loss Statement – **February 2022**
 - Motion made to approve the Financial Reports by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Juntunen, Lower, Sarvela. 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.*

- Rob Bender – speed limit by school. He spoke with BillieJo Steen who talked to the County. There needs to be a speed study done which BillieJo will submit the request, and was told it is a 3-5 year process to make a determination.

4. DEPARTMENTAL REPORTS

A. Police Chief

- a. Department Report February 2022
 - 154 Calls for Service
 - Lots of mental health calls

B. Public Works Superintendent

- a. Department Report February 2022
 - Water Department distributed 4.9 million gallons of drinking water in February.
 - Sewer Department collected 8.3 million gallons of waste water in February.
 - Street Department snow and ice removal continues.
 - Frost still trying to come out, please do not shut off your water as the temp gets warmer.
 - Storm water Catch basins and pipes are being steamed open.

- C. Technology/Library Report
 - Met with Rory and in the process of gathering some quotes and asking questions to determine what is needed to be functional and providing broadcast for these meetings, etc., for the City.
 - Library working on scheduling summer programming.
- D. Municipal Liquor Store Report
 - a. Back Bar Cooler Quotes
 - Quotes received for the coolers. Elaine suggests going with AireServe. Next week is a Liquor Committee meeting and the quotes will be gone over at that meeting.
 - Motion made to approve the AireServe quote contingent on the Liquor Committee Meeting next week by Councilor Sarvela, seconded by Councilor Juntunen. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- E. City Engineer
 - a. Monthly Update- Meeting Minutes
 - Topics will be discussed as the meeting progresses.
- F. Chamber of Commerce Updates
 - a. Monthly Update
 - Meeting held today. The Chamber rescheduled their annual dinner for May 14, 2022 from 5-8 p.m. Looking to bring in a speaker.
 - Working on organizational processes, polices and documents.
 - Welcoming ideas for 4th of July themes.
 - Starting a new program in lieu of the Business Expo to provide more value to their members. More information to come.

5. PREVIOUSLY DISCUSSED BUSINESS

- A. City of Moose Lake Ordinance No. 166 Certificate of Inflow & Infiltration (I&I) Compliance
 - Third reading of this Ordinance. There has been no public comment per Administrator Owens. Councilor Juntunen expects some negative feedback from those that this will impact the most.
 - An extra step will be taken to broadcast this Ordinance one more time at the next month's City Council meeting as well as putting the Ordinance on the City's website, Facebook page and possibly adding an insert in the next water bills.
- B. City of Moose Lake Ordinance No. 167 Tobacco Ordinance
 - Third reading of this Ordinance.
 - Motion made to pass Ordinance No. 167 by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- C. Safety Committee Update
 - Administrator Owens and Superintendent Phil Enter will be meeting with League of MN Cities. Another update will be presented in April.

6. NEW BUSINESS

- A. 4th Street Reconstruct Project – 90% Design Update
 - a. Cost Estimate
 - b. Tree Selection
 - c. Lighting
 - Monthly Engineer meeting was held. 1.1 million is current total cost estimate. Things are going well and on track. The 10% contingency would account for increased cost of inflation, supplies, etc., but are building it in just in case.
 - Tree selection options provided. Line item accounts for 15 trees at \$500. City Gardeners recommendation was to stagger the Autumn Blaze Maple or Fall Fiesta Maple with Greenspire Linden or Hackberry as a staggered approach. Consensus given on these 4 trees.

- Lighting – the City will replace the existing light poles, corner of Cedar and Birch and Douglas stays as is as it is the end of the commercial district. Looking at replacing two light poles. Engineer’s current recommendation was presented.
 - Traffic Control map – options are being discussed as the intersection at Douglas and 4th to be reconstructed. More information to come.
- B. 4th Street Reconstruct Bid Advertisement
- Motion made to advertise for the 4th Street Reconstruction Bid by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- C. DOC/MSOP Sewer Project Partnership Update
- The City has met with DOC, minutes were included as to what has transpired thus far. The City Engineers helped to construct cost estimates for what it would cost to connect to that line and also what it would cost to line the segment of sewer that is relevant to their facility and output. These options have been presented to MSOP and DOC and additional meetings will be planned.
- D. Moose Lake Campground Expansion Update
- Recommendation was to come up with our ultimate goal for the City. A preliminary option of cost was presented. Grants will be applied for; grants would not be awarded until 2023 to be available in 2024. The plans could change depending on the grants.
- E. Supplemental Letter Agreement – Short Elliot Hendrickson Inc. GIS Project
- Motion made to accept the Supplemental Letter Agreement by Councilor Sarvela, seconded by Councilor Juntunen. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- F. TH 73 Trail Phase 1 – Pay Application 1, Carlton County
- Motion made to approve Pay Application 1 for \$209,585.13 by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- G. Riverside Arena Update
- Fee schedules and structures are being looked into. The past two years revenue and expenses were submitted for transparency to the Council. Looking to increase revenue. Not looking to refill the Arena Manager position at this time.
- H. Resolution 22-03-01 – Resolution Reestablishing Precincts and Polling Places
- Motion made to approve Resolution 22-03-01 by Councilor Lower, seconded by Councilor Juntunen. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- I. Local Board of Appeals and Equalization Meeting – April 14, 2022, 10:00 a.m.
Informational
- J. Moose Lake Farmers’ Market Association Request
- Motion made to charge the Farmer’s Market an annual fee of \$325 by Councilor Juntunen, seconded by councilor Sarvela. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- K. July 4, 2022 Fireworks
- Looking for ideas of where to shoot off the fireworks; a Chamber member gave the name of a private dock service who is interested in partnering with the City; a barge could facilitate our fireworks. Administrator Owens is reaching out to this private entity and more information to follow.
- L. Phil Entner – City Superintendent Contract
- Motion made to go into closed session by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Juntunen, Lower, Sarvela. 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.

- Motion made to open closed session by Councilor Lower, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- Motion made to close the closed session by Councilor Lower, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- Motion made to re-convene in open session by Councilor Lower, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.
- Motion made to approve the City Superintendent Contract by Councilor Sarvela, seconded by Councilor Lower. Vote: Yes – Juntunen, Lower, Sarvela. No – 0.

7. **REPORTS AND CORRESPONDENCE**

A. No new reports and correspondence

8. **COMMITTEE AND BOARD MEETING MINUTES**

A. Planning Commission Meeting Minutes – February 8, 2022

9. **ANNOUNCEMENTS**

Regular Moose Lake City Council Meeting, Wednesday, April 13, 2022 - 4:00 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Economic Development Authority, Wednesday, March 16, 2022 – 12:00 p.m. City Conference Room

Moose Lake Water and Light Commission, Regular Meeting– Tuesday, March 15, 2022 – 1:00 P.M. Water and Light Office.

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

Moose Lake Area Fire District – Tuesday, April 12, 2022 - 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board Meeting – Monday, April 4, 2022 - 6:30 p.m. City Council/Town Board Chamber.

10. **ADJOURNMENT**

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

Recorded by: Paula Arnold