

MINUTES
REGULAR MEETING
MOOSE LAKE CITY COUNCIL
Wednesday, February 8, 2023, 4:00 pm; City Hall

PRESENT: Mayor Ted Shaw, Council Members; Kris Huso, Walt Lower II, Doug Juntunen, Greg Sarvela, City Administrator Ellissa Owens, City Superintendent Phil Entner, Chief of Police Darren Juntunen, Deputy Clerk Ryan McKeon, Administrative Assistant Taylor Hansberry, Liquor Store Manager Elaine Hennager, Osten Berg, John Peura

1. CALL TO ORDER

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

2. CONSENT AGENDA

A. Minutes

- 1. Regular City Council Meeting – January 11, 2023
- 2. Organizational City Council Meeting – January 11, 2023
 - Motion made to approve the Agenda by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.

B. Financial Reports

- 1. City Accounts Payable – **January 2023**
- 2. City Financial Statements – **January 2023**
- 3. Liquor Store - Profit & Loss Statement – **January 2023**
 - Motion made to approve the Agenda by Councilor Lower, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Huso, 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.*

- Osten presented on the KnoxBox Program. Fire Department District Board voted in favor of continuing with this program. The only departments who would have keys would be the Fire Department and the Police Department. This program is completely optional for each merchant/organization.
- Consensus given by Council in support of this program and move forward.

4. DEPARTMENTAL REPORTS

A. Police Chief

- a. Department Report January 2023
 - 337 Total calls for service.
 - Hero Night – Partnership with McDonalds. Date to be determined.

B. City Superintendent

- a. Department Report January 2023
 - Water Department:**
 - 1. The water department distributed 5.8 MG month of January.
 - 2. MDH source water protection grant

- a. Phil's plan is to reapply for the exact same grant on March 1, 2023 and if successful, he will put together a lining project for the 7th street lift station. Currently #4 on our well head protection plan hazards.
- b. Preliminary numbers for costs of the lining are coming back very close to within budget.
 - i. + or - 1% = on a \$20,000.00 project total.

Sewer Department:

1. Collection system
 - a. 9.5 MG collected in the month of January.
2. Currently random wastewater sampling and testing is happening.
 - a. About four different areas of town.
 - b. This is preliminary work for our Phosphorus Management plan and our Mercury Management plan.
 - c. Future discussions will have to happen if results are found to be of stronger concentration than household strength.
3. MRWA, in partnership with the USDA and the University of MN, is offering a Pond Optimization program that Phil had mentioned in the past. Moose Lake is involved in this.
 - a. With our participation in this we are eligible for grant opportunities for valve and structure replacement at the Wastewater Treatment Facility. No details yet as far as monies and timing, but Phil will share that information when he hears more.
 - b. They are currently doing surveys of selected facilities in the state of MN.

Street Department

1. Snow and Ice removal continues.
2. Reminder of MN State Statute 160.27, Sub division 5.
 - a. It is illegal to place or plow snow into or across a public right-of-way. This means the push piles where your driveway meets the road.
3. Crews are working on opening up catch basins and storm sewers.
 - a. If you see a catch basin that is not open, feel free to report it to Phil or the Public Works Department.
4. Storm cleanup is going to start here soon as we transition into spring.

Cemeteries / Campground/ Park

1. Park
 - a. The punch list for maintenance items; waiting for spring.
2. The Cemeteries
 - a. Columbarium is here and is going to be placed sometime before April.
3. Campground
 - a. Campground is empty and closed down for the year.
 - b. Everything is winterized.
 - c. Some of the renovation work in the old bath house is going to start as soon as March.
4. Arena
 - a. Mike and his staff continue to cover the needs of the arena. Approximately a month or a little more left of hockey season.

Safety

1. The AWAIR Program
 - a. First step of our safety program.
 - b. Second step will be establishing a safety committee
 - c. Third step will be finding the necessary trainings per department needs
 - i. All trainings will be online if possible
 1. Consisting of mainly safety videos on line if possible.

- d. Phil will put together lists of mandatory safety trainings needed per department for all City employees after we have our Loss Control Meeting with the League of MN cities.
- 2. Phil applied for a Safety grant through the MN Department of Labor and Industry which is a 50 /50 matching grant. Phil applied for \$5,800.00 which is half of the cost for the trench box we budgeted for in 2023.
 - a. We will hear back from DLI by the end of March if we have been awarded the grant.

C. Municipal Liquor Store

- a. Department Report January 2023
 - A new boiler and water heater were needed.
 - St. Patrick's Day party is planned.

D. Technology/Library Department

- a. Security Camera Update
 - Ryan has a quote from DSE Communications which was presented. One camera quoted at \$4800. Ryan stated we currently have six cameras that are not operable. Ryan stated we could be looking at needing two, possibly three.
 - Administrator Owens will have a diagram/map for the Council for the next meeting to see the areas and locations these cameras are currently located.

E. City Engineer

- a. Monthly Update- February 1, 2023 Meeting Minutes; please see the attached minutes for progress.

F. Chamber of Commerce Updates

- a. Monthly Update
 - Ice bocce was a success. Lots of positive feedback about the new location; that being out front of Moose Lake Brewery.

5. PREVIOUSLY DISCUSSED BUSINESS

A. Police District Discussion Update

- Administrator Owens stated a meeting is scheduled on February 15 with Township Board. Update will be provided as things continue to move forward.

B. Ordinance 169 – An Ordinance Licensing and Regulating the Keeping of Cats and Dogs

- Second reading.

6. NEW BUSINESS

A. 2022 City of Moose Lake Hail Damage Claim Discussion

- Phil stated there are 24 roofs that are total losses. Phil would recommend the City break these up into three projects; opening up for bids. Phil would not recommend this be completed as one project.
- Consensus given for Phil to move forward.

B. 2023 Sewer Lining Project Proposal

- Phil explained the direction/location where this would begin, which would be a bit flexible.
 - Motion made to approve the 2023 Sewer Lining Project Proposal by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.

C. Snow Blower State Bid Quotation

- Motion made to approve the use of \$11,752.00 credit with CAT to replace the snow blower by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.

D. Trench Box Quotation

- Motion made to approve the Trench Box quote for \$11,679.00 by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
- E. Municipal Liquor Store – Heating Summary
- Phil addressed the Council. More information will be presented when available.
- F. DOC/MSOP 15” Clay Sanitary Sewer Project
- Administrator Owens stated a unified/collaborate need has been established. The City is working with some of our local representatives to secure funding for this project.
- G. 4th Street Reconstruction Project – Veit & Company, Inc. Pay Application No. 6
- Motion made to approve Pay Application No. 6 by Councilor Huso, seconded by Councilor Lower. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
- H. 2023 Arrowhead Transit Service Agreement
- Motion made to approve the 2023 Arrowhead Transit Service Agreement by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
- I. League of Minnesota Cities Liability Coverage – Waiver Form
- Motion made to approve the League of MN Cities Liability Coverage – Waiver Form by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
- J. Resolution 23.02.01
- Motion made to approve Resolution 23.02.01 by Councilor Huso, seconded by Councilor Lower. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
- K. Moose Lake Brewing Company – Temporary On-Sale Liquor License
- Motion made to approve ML Brewing Company Temporary On-Sale Liquor License by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
- L. Performance Evaluation Discussion
- Motion made to approve recommendation by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
- M. 2023 Trailer Quote
- Motion made to approve the \$21,008.00 quote for trailer by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
 - Motion made to go into closed session by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.
 - Motion made to reopen the regular meeting by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Juntunen, Huso, 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. 3 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

- A. Benchmark Analytics – LMC Pilot Program Briefing

8. COMMITTEE AND BOARD MEETING MINUTES

A. None

9. ANNOUNCEMENTS

Regular Moose Lake City Council Meeting, Wednesday, March 8, 2023 - 4:00 p.m. Moose Lake City Council/Town Board Chambers.

Moose Lake Economic Development Authority, Wednesday, February 15, 2023 – 12:00 p.m. City Conference Room

Moose Lake Water and Light Commission, Regular Meeting– Tuesday, February 21, 2023 – 1:00 P.M. Water and Light Office.

Moose Lake Housing and Redevelopment Authority Board – Monday, February 13, 2023 – 11:00 A.M. Hillside Manor Office.

Moose Lake Area Fire District – February 14, 2023 - 6:30 p.m. – Emergency Response Center.

Moose Lake Park Board Meeting – Monday, March 6, 2023 – 5:00 p.m. City Council/Town Board Chamber.

10. ADJOURNMENT

- Motion made to adjourn at 6:30 p.m. by Councilor Sarvela, seconded by Councilor Juntunen.
Vote: Yes – Juntunen, Huso, Lower, Sarvela. No – 0.

Recorded by: Paula Arnold