

**MINUTES**  
**REGULAR MEETING**  
**MOOSE LAKE CITY COUNCIL**  
**Wednesday, March 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, MLPD Officers Chad Walsh and Chad Pattison, Deputy Clerk Ryan McKeon, Administrative Assistant Taylor Hansberry, Multiple community members; Lucretia Jeffers, Steve Anderson, John Peura, Grant Mjelde, Rob Bender, Jan Zwickey, Michelle Line, Ted Eastman, Jamie Lund, Tracy Buday, Darwin Chester, Jill Juntunen, Salvador Trifillelourg, John Lund, Delores Wold

**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 – Huso, Juntunen, Sarvela, Lower. No – 0.

**2. CONSENT AGENDA**

- A. Minutes**
  - 1. Regular City Council Meeting – February 8, 2023
    - Motion made to approve the Minutes by Councilor Juntunen, seconded by Councilor Sarvela. Vote: Yes – Huso, Juntunen, Sarvela, Lower. No – 0.
- B. Financial Reports**
  - 1. City Accounts Payable – **February 2023**
  - 2. City Financial Statements – **February 2023**
  - 3. Liquor Store - Profit & Loss Statement – **February 2023**
    - Motion made to approve the Financial Reports by Councilor Huso, seconded by Councilor Lower. Vote: Yes – Huso, Juntunen, Sarvela, 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.*

- Rob Bender voiced his concern regarding the letting go of Elaine Hennager and wanted to know the reasons why. Administrator Ellissa Owens stated due to the Minnesota Data Privacy Act she cannot discuss those reasons.
- Darwin Chester also voiced his concern and the fact he is very upset that Elaine Hennager was let go. Darwin also asked what the firing policy was for the City and whether the City Attorney was involved. Administrator Owens stated she can assure everyone that the City conducts itself with State Law and Policy and City Attorneys are involved in the decision making. Mayor Shaw stated this employee chose to resign which means the reasons are kept confidential. Administrator Owens stated all resignations are done according to policy and State law and City Attorneys are involved in all of them.
- Lucretia Jeffers also addressed the Council stating she wrote a private email stating this is very disrupted and disturbing to the community. She stated this action makes it uncomfortable in the community for the way she feels Elaine Hennager was treated.
- Ted Eastman also addressed the Council stated he has so much respect for Elaine and to see her let go, he is concerned that the City is not concerned enough about management and experience. He stated Elaine had been a wonderful manager.

- Delores Wold addressed the Council stated she did not know Elaine that well but she got her daughter a job there. Delores stated Elaine does a lot for the community.

#### 4. DEPARTMENTAL REPORTS

##### A. Police Chief

- a. Department Report February 2023
  - 337 calls for service
  - Large number of dog complaints.
  - Another ATV meeting has been held. Darren will be preparing the bridge quote and securing funds.

##### B. City Superintendent

- a. Department Report February 2023

##### **Water Department:**

1. The water department 5.9 MG distributed for month of February.
2. MDH source water protection grant
  - a. Phil applied for the grant on March 1, 2023 and if successful, he will put together a lining project for the 7<sup>th</sup> 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. 9.8 MG wastewater collected in the month of February.
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. Storm cleanup is underway.
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. 2023-2024 winter road salt requirement: Phil submitted this on Monday; 100 tons of untreated salt.
5. Pothole filling is also underway.

##### **Cemeteries / Campground/ Park**

1. Park
  - a. The punch list for maintenance items will begin in the spring.

2. The Cemeteries
  - a. Columbarium has been set.
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. Doug has taken over and it has been a seamless transition. Last event on the ice is 3/12/2023. Ice is scheduled to be removed 3/16/2023.

### **Safety**

1. The AWAIR Program
    - a. Phil has selected the 2023 safety training videos and is waiting to receive these. They will be sent out later this month and staff will be asked to view them.
- C. Municipal Liquor Store
- a. Department Report February 2023
    - Ryan thanked Mari Voss for stepping in and helping out at this time of transition.
- D. Technology/Library Department
- a. Security Camera Update
    - Ryan is exploring the possibility of joining MN Cyber Task Force; he could be alerted of breaches throughout the State of MN.
    - On March 20 work stations will be replaced at the Police Department and DMV; normal replacement.
    - Camera update – list and status of cameras were given to the Council.
- E. City Engineer
- a. Monthly Update- March 1, 2023 Meeting Minutes – please see attached.
- F. Chamber of Commerce Updates
- a. Monthly Update
    - In the process of planning the events for the upcoming summer; Agate Days, Art in the Park, July 4<sup>th</sup>.
    - They are also looking to update their Strategic Plan.
    - Membership drive is underway.

## **5. PREVIOUSLY DISCUSSED BUSINESS**

- A. Ordinance 169 – An Ordinance Licensing and Regulating the Keeping of Cats and Dogs
- Final Reading
  - Motion made to approve Ordinance 169 by Councilor Juntunen, seconded by Councilor Huso. Vote: Yes – Huso, Juntunen, Sarvela, Lower. No – 0.
- B. TH 73 Phase 2 Trail Project – Update
- DNR grant is currently being applied for – working with City Engineers and partnering with the Chamber. Letters of support are coming in.
- C. DOC/MSOP 15” Clay Sanitary Sewer Project Update
- A joint project has been established; total cost of the project is \$601,000. Senator Rarick has reached out and Administrator Owens may be able to head to the Capital and secure funding for this project from the State.

## **6. NEW BUSINESS**

A. Jetting & Televising Sanitary Quotes

- Phil presented the process. Phil Recommends going with Nelson Sanitation's quote.
- Motion made to accept the quote for Jetting and Televising from Nelson Sanitation & Rental for the amount of \$4074.00 by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Huso, Juntunen, Sarvela, Lower. No – 0.

B. Hydrant Buddy Quotes

- Phil presented the quotes.
- Motion made to accept the quote for the Hydrant Buddy from Ferguson Waterworks for the amount of \$4775.00 by Councilor Huso, seconded by Councilor Sarvela. Vote: Yes – Huso, Juntunen, Sarvela, Lower. No – 0.

C. 409 4<sup>th</sup> Street – Rezone Request

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

D. Resolution 23.03.01

- Motion made to approve Resolution 23.03.01 by Councilor Juntunen, seconded by Councilor Lower. Vote: Yes – Huso, Juntunen, Sarvela, Lower. No – 0.

**7. REPORTS AND CORRESPONDENCE**

- A. Minnesota Pollution Control Agency Letter – Lee Field
- B. Kettle River/Upper St. Croix – One Watershed One Plan Meeting Data
- C. Letter - Lucretia Jeffers

**8. COMMITTEE AND BOARD MEETING MINUTES**

- A. Park Board Regular Meeting Minutes – March 6, 2023

**9. ANNOUNCEMENTS**

Regular Moose Lake City Council Meeting, Wednesday, April 12, 2023 - 4:00 p.m. Moose Lake City Council/Town Board Chambers.

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

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

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

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

Moose Lake Park Board Meeting – Monday, April 3, 2023 – 5:00 p.m. City Council/Town Board Chamber.

**10. ADJOURNMENT**

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

Recorded by: Paula Arnold