

MAPLE LAKE CITY COUNCIL
May 17, 2016 Minutes

CALL TO ORDER

The Maple Lake City Council was called to order at 7:04 p.m. by Mayor Kissock.

ROLL CALL

Council Members Present: Deb Geyen, Bart Lauer, Lynn Kissock, and John Northenscold

Absent: None

Others Present: City Attorney Rhonda Pagel, City Engineer Phil Gravel, Economic Developer Jo Foust, Public Works Director Jerry Sawatzke, and City Clerk/Treasurer Lee Ann Yager

OPEN FORUM

No one was present.

APPROVE AGENDA

A motion was m/s/p, Lauer/Jude, to approve with change in order moving Pace Industries following the Gear-Head Get Together request.

CONSENT AGENDA

- Approval of April 19, 2016 Minutes and Board of Equalization Minutes
- Approval May 17, 2017 General and Liquor Disbursement Lists, April Check Register, Financials, Liquor Store Financials
- Approval of \$1,000 payment to Hildi, Inc. to be split equally between the City and Fire Relief Assoc. for the actuarial valuation of the Fire Relief Assoc. under GASB 67 & 69
- Increase City Hall Petty Cash from \$200 to \$300
- Approval of Road Closure of Birch Avenue from Division Street to 1st Avenue E for the Movie on Birch on May 21, 2016 and August 19, 2016
- Approval of Step Increase for Angela Berthiaume Retroactive to April 1, 2016
- Approve the following Hangar Sales:
 - Elaine Morrow to Tim & Carla Bond, Unit F-1-C
 - John Ackerman to Heath Sneller, Unit F-4
- Accept The Following Donations:
 - Maple Lake Lions for the Maple Lake Ambassadors - \$600
 - Maple Lake Lions for Brewfest - \$500
- Planning & Zoning Report
- Approval Of Economic Developer Report
- Approval Of Engineer Report

A motion was m/s/p, Lauer/Northenscold, to approve the Consent Agenda. All present voted in favor.

SHERIFF'S REPORT

Deputy Warren reported that there were 75 calls for service; mostly traffic violations with speeding on Division Street. A letter has been written for a nuisance violation for junk in the yard at 233 Birch Ave S.

LIQUOR STORE REPORT

Angie Berthiaume was unable to attend the meeting.

BUSINESS SPOTLIGHT - M&M Bus Service, M&M Express Car Care, and M&M Express Sales & Service

Scott and Sam Millner were present to give a presentation about the 3 facets of their business. M&M Bus started operations in Annandale in 1973 and expanded to serve Maple Lake in 2000. They added M&M Express Car Care, a lube and car care service center, and M&M Express Sales & Service, a small engine sales and service center with 3 locations in Maple Lake, Buffalo, and Big Lake.

GENERAL BUSINESS

Jesse & Heidi Frost and Todd & Allison Tutz Easement Concerns

Jesse & Heidi Frost of 135 County Road 8 S and Todd & Allison Tutz of 133 County Road 8 S were present addressing their concern over the easement that gives access to the property at 4998 Co. Rd. 8 NW. A survey of the easement was completed by Bankwest and they had concerns as to why the maintenance department and city attorney were present. The easement is located on the Frost's property but crosses the Tutz's driveway. The Tutz's have personal concerns with the traffic going across their driveway. Pagel stated that there were concerns regarding the contractor that Bankwest had hired accessing the property. Fire Chief Todd Borell had contacted Bankwest's attorney John Peterson with concerns on this easement access being barricaded off in the event of a fire. Peterson recommended Bankwest do a survey to mark the easement and was to notify Pagel when it occurred. Pagel hadn't heard from him but was driving by and saw it was taking place so she stopped to introduce herself. The contractor had spoken to Sawatzke and wanted access through the sewer plant road and was told that only the council could authorize that. The contractor was not present at the meeting and the City has not heard from him since.

Tutz is requesting that the city allow the contractor to access the property through the sewer plant road. The sewer plant road is not a public dedicated road and would have to cut across the sewer plant property. It appears that the contractor has been cutting through the city property. Peterson has inquired about an easement from the city but no formal request has been made.

Tutz stated that there is an easement access from Highway 55 and that is where the property should be accessed. Pagel stated there is an unimproved easement but there is a significant amount of property to cross. Pagel recommended that the City wait for the Bank to make a formal request for an easement. The Council also directed Pagel to contact Peterson and indicate that a formal request would need to be made if the Bank wanted to use the City property in the meantime.

Gear-Head Get Together Update and Requests for use of Irish Stadium Parking Lot, Street Closures, Stunt Performance, and Insurance

Scott Chantland updated the Council on the events for the Gear-Head Get Together. He is requesting that 3rd Street from Birch Ave to Oak Ave be closed and that they will have volunteers and signage for pedestrian crossing. They have worked with the Lakers for the Swap Meet to be held at Irish Stadium. The Trials Riders will be performing on the street. The license agreement between the City and the Chamber provides that the City must specifically approve any stunt performance and requires the performer to have insurance.

A motion was m/s/p, Kissock/Lauer, to approve the use of the Irish Stadium Parking lot, road closure request as shown on the map submitted, and the Trials Riding performance for the Gear-Head Get Together subject to the performer providing a certificate of insurance to be approved by the City Attorney. All present voted in favor.

Approval of TIF Application, Call for Business Subsidy Hearing for the Request of Pace Industries, LLC

The City reviewed the application of Pace Industries located at 310 Congress Street W requesting financial assistance of \$151,000 through tax increment financing for their proposed 60,000 square foot

addition to their current facility. The Assessor's estimate is that the new facility will have a market value \$2.25 million. The TIF will be used for site improvements.

If the council is supportive of this, a public hearing has been called for May 24, 2016 to be continued to June 7, 2016 to establish TIF District 2.

Motion was m/s/p, Geyen/Lauer, to call for a Business Subsidy Hearing to be held on June 7, 2016, and authorize legal counsel to prepare a development agreement, and approve the TIF application with Pace Industries. All present voted in favor.

Call for Public Hearing to Adopt a Business Subsidy Policy to be held June 7, 2016

Jo Foust informed the Council of the need for a Business Subsidy Policy per State Statute. Before a local government can grant a subsidy of \$150,000 or more, it must hold a public hearing on the subsidy. This policy will be the guiding framework for the Council or EDA. Since this was a time sensitive issue it was done through the Council rather than the EDA.

A motion was m/s/p, Kissock/Jude, to call for a public hearing on June 7, 2016 at 7:00 pm to consider adopting a Business Subsidy Policy. All present voted in favor.

2015 Audit Presentation

Jon Archer of Schlenner Wenner & Co gave a presentation of the 2015 Audited Financial Statements. The Council reviewed a handout which detailed basic information contained in the audit as follows: Audit Results, Financial Highlights, and report to Members of Governance. Archer stated that the City's audit was performed in accordance with both generally accepted and government auditing standards, which require additional report of internal controls to monitor compliance with Minnesota Statutes, and the city has received an unmodified or clean opinion.

The general fund had higher expenses than budgeted due to the new equipment purchases for the maintenance department.

Archer reported that effective December 31, 2015, the City adopted the GASB 68 and 71 which takes a proration of the City's share of the PERA retirement plans' net pension asset/liability and records that on the City's books.

The Management Letter included current year comments stressing the importance of cross training, recommending a mandatory vacation policy, and a year-end liquor inventory count or cycle inventory count.

A motion was m/s/p, Kissock/Geyen, to approve the 2015 Audited Financial Statement and the Report to the Members of Governance for the fiscal year ended December 31, 2015 as presented. All present voted in favor.

2016 Street Improvement Project

Lauer recused himself from the Council.

Gravel stated that the Council received a letter in their packet outlining the timeframe of the project as follows: Bids will be received on June 16, results will be presented at the June 21 meeting, at that time the Council can choose to call for a public hearing for the assessment hearing to be held on July 19 for Option 3 of the project. The project would begin in August and completed in the spring. A decision on the Assessment Policy will need to be done at the June 21 meeting.

Approve the Plans & Specifications and Authorize Advertisement for Bids

A motion was m/s/p, Kissock/Jude, to approve the Plans & Specifications and Authorized Advertisement for bids for the 2016 Street Improvement Project. All present voted in favor except Lauer who abstained.

Resolution Ordering Improvement for the 2016 Street Improvement Project

A motion was m/s/p, Kissock/Geyen, to adopt Resolution R2016-21 ordering the improvement for the 2016 street improvement project. All present voted in favor except Lauer who abstained.

Consider City Policy on Corner Lots

Phil Gravel reviewed his memo on corner lot assessments. Our current policy is set up for older-type streets which were more uniform in size and shape. There are more cul-de-sacs and irregular shaped lots. Gravel's recommendation was to adjust the policy for corner lots to be assessed on 1 side defined by the address. Staff was directed to review the Assessment Policy addressing corner lots.

Resolution Declaring the Gear-Head Get Together on August 20, 2016 to be a City Festival

A motion was m/s/p, Kissock/Northenscald, to adopt Resolution R2016-22 declaring the Gear-Head Get Together as a City Festival.

Resolution Adopting the Wright County All-Hazard Mitigation Plan

Yager stated that in order to maintain eligibility for certain federal disaster assistance and funding they must adopt a multi-hazard mitigation Plan (MHMP.) Wright County has a multi-jurisdictional plan that covers cities within the county. Members from these jurisdictions actively participated in the planning process to put this plan together.

A motion was m/s/p, Geyen/Lauer, to adopt Resolution R2016-23, adopting the Wright County All-Hazard Mitigation Plan.

Resolution Approving Temporary License for 2016 Brewfest

A motion was m/s/p, Kissock/Lauer, to adopt Resolution R2016-24 approving a 1-day liquor license for the Maple Lake Amateur Baseball/Softball Assoc. for the 2nd Annual Brewfest to be held at Irish Stadium, subject to all State requirements.

Resolution Amending Liquor License for Maple Lake Bowl

Amy Koch is looking to amend her liquor license to include an outside bar area in the horseshoe pit area.
A motion was m/s/p, Geyen/Kissock, to adopt Resolution R2016-25 amending the outdoor liquor consumption area for Maple Lake Bowl, subject to meeting all State requirements.

Request Wright County to Conduct a Speed Study on Division Street

Jude spoke with Bill Cordell from Wright County about doing a speed study on Division Street. He feels there is a need for the study and he would ultimately like to have 3 speed signs in the city.
A motion was m/s/p, Kissock/Jude, directing staff to request Wright County to do a speed study on County Roads 8 and 57 (Division Street E.) All present voted in favor.

PLANNING COMMISSION

Pace Industries Variance and Preliminary/Final Plat request

These items were tabled until a future meeting.

COUNCIL/STAFF REPORTS

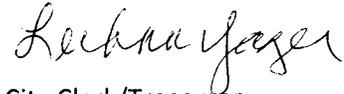
Maintenance Report – Jerry Sawatzke

Sawatzke stated that he spoke with representatives of Pace regarding sewer line televising and Pace having to pay for the line to be televised. The City's camera can televise straight ahead and Sawatzke felt that the City could do the televising of the line, but if they could see that there was a possible issue, Pace would be required to hire an outside contractor to televise at their expense. The Council gave direction for this to be included in the Development Agreement.

ADJOURNMENT

A motion was m/s/p, Geyen/Jude, to adjourn the meeting at 9:15 pm. All present voted in favor.

Attest,



City Clerk/Treasurer

Sawatzke obtained prices from Mid-Minnesota Hot Mix for the following sections of streets:

- Tearing up and replacing the bituminous on Maple Ave N from Division Street to Star Street at a cost of \$15,810.00.
- Edge, mill and patch Congress Street W in the area of the car wash at a cost of \$14,440.00 as an interim repair until Congress could be redone.

A price of \$16,425 was also obtained for resurfacing 7th Street, Robert and Maple Avenues. A discussion was held on if this should be a street project for the entire neighborhood in 2017.

A motion was m/s/p, Kissock/Lauer, to have Mid-Minnesota Hot Mix do interim repair patch work on Congress Street W at a cost of \$15,810.00 and the section on Maple Ave. N from Division Street to Star Street at a cost of \$15,810.00, and do minimal patching in the neighborhood of 7th Street, Robert and Maple Avenues. All present voted in favor.

Road Conditions

Gravel reviewed his memo of possible street improvements with the worst areas being Congress Street and parts of Maple Avenue which the estimated cost to repair is \$300,000 which could be done through Tax Increment Financing. He recommends that a more formal estimate and financing option be prepared before the preparation of plans and specs are ordered.

Library Report – Deb Geyen

Geyen gave a report of the Library Board meeting held on April 19, 2016. They are still working on implementing their strategic plan. Their fundraiser is October 1st. They are still open to a new location for more space; if a new building in town were to go up they would like to be a possible joint venture with it. They will be starting a monthly evening book club. They have partnered with St. Tim's where each grade came once per week.

Highway 55 Beautification Project – Lynn Kissock

Kissock thanked Sawatzke and the Maintenance Department for the prep-work that was done on the planting area. She also thanked Geyen, the Girl Scouts, Boy Scouts, and the Ambassadors for volunteering in the planting on the north side of Highway 55, east and west of County Road 8.

Wright County Area Transportation Update (WCAT)

Kissock stated that Maple Lake is part of the Joint Powers Agreement in WCAT. She stated that as part of the agreement, each community was to pay based on ridership. Our initial payment was \$1,000, and we will be charged an annual fee of \$150. Trailblazer is funded by MnDOT and revenues from the riders. At this time there will not be a charge to the communities. Kissock recommends budgeting \$5,000 for future fees that may apply.

ADMINISTRATIVE/ MISCELLANEOUS ISSUES

County Ordinances Public Hearings and the Sheriff's Report were included in the Council Packet.

DATES TO REMEMBER

- Appliance Recycling – Saturday, May 21, 2016, from 9:00 am To 1:00 pm
- Movie On Birch, Saturday, May 21, 2016, at Dusk, Featuring Big Hero 6
- City Council, Tuesday, May 24, 2016, at 7:00 pm for Public Hearing on proposed TIF District
- Maple Lake Chamber of Commerce, Wednesday, June 1, 2016 at Madigan's
- All City Garage Sale, Saturday June 4th
- City Council Meeting/Workshop, Tuesday, June 7, 2016, at 7:00 pm