

December 6, 2018

The regular meeting of the Cuyuna City Council was held at 7:00 pm in City Hall. Present were Mayor Brix and council members Z. Brix, Eisen, Stockard, and Zontelli. Mayor Brix led the pledge of allegiance.

**Motion by Z. Brix to approve the minutes of the November 1 and 13, 2018 regular council meetings. Second by Zontelli. Motion carried unanimously.**

**Motion by Zontelli to approve payment of the invoices and the forthcoming regular monthly invoices. Second by Eisen. Motion carried unanimously.**

**Fire Chief Report:**

- Captain Adam McDonough provided the departmental monthly report. There were no fire call outs for the month. There were 9 First Responder calls for the month; 2 in Cuyuna, 4 in Rabbit Lake Township, and 3 in Wolford Township.
- The department will hold a mandatory Hazmat training session in December.
- The Fire Department will hold an Open House Saturday December 15<sup>th</sup> from 12-4 pm. Santa and Mrs. Claus will be there for the fun afternoon event.
- Reported the following election results for the 2019 department officers:
  - Chief Karl Hasskamp
  - Assistant Chief Zach Brix
  - Captains Adam McDonough, Derek Frost, John Harms, and Jason Wynn
  - Secretary John Harms
  - Safety and Training Officer Jeramie Carlson
- The Cuyuna Firemen's Relief Association donated \$47,719 dollars to the city:
  - \$10,000 for the city park
  - \$2,719 for a solar LED radar sign
  - \$35,000 for the fire department equipment fund
- Council expressed their appreciation for the generous donations to improve city recreation opportunities and safety.

**Water and Sewer Report:**

- No issues were reported with the city sewer and water system.
- The Serpent Lake Sanitary Sewer District is soliciting bids to refurbish the Crosby lift station and also replace a new control panel in Cuyuna.
- Three water/sewer accounts are delinquent.

**Building Construction Activities:**

- No activity for the month.

**Police Chief Report:**

- Police Chief Jesse Smith shared the monthly report with the council. Several citations for speed, driving after revocation of license, a gross misdemeanor for DWI, and acting on a dog bite were among the monthly activities. There were 28 warnings for excessive speed, 10 for no proof of insurance, and 7 for head lights out amongst other warnings given drivers. The department also investigated reports of gun shots by the city park, vehicles in non-conformance to city ordinances, and a garbage complaint.

- The department has access to on line police training from the Sourcewell website to meet much of its mandated POST training. Firearms and defensive tactic training still need to be conducted live in person.
- The department participated in delivering a Thanksgiving dinner donated by the Saratoma Club for a family.
- The department received an AED from the Fraternal order of Police at no cost to the city.
- The department is learning to use the FBI's national crime reporting system, NIBRS. The department must be joined to this system by 2021, but hopes to complete in 2019. The city of Brainerd obtained a grant to help local enforcement agencies make the transition.

#### **Engineer Report:**

- Discussion in Unfinished Business section of agenda.

#### **Attorney Report:**

- Attorney Bender did not have new activity to share with the council. His proposal for services in 2019 would be the same as in 2018.

#### **Campground Report:**

- The campground is closed and winterized for the season. The county will be placing the address sign for the campground.
- Clerk shared the summary information for the 2018 campgrounds. There were 320 reservation nights in 2018. Two thirds of the reservations were for the RV sites. 80% of the total reservations were made for the months of June-August. 13% in September, 6% in May, and 1% in October.
- Council will review a maintenance check list prior to opening in 2019 and review reservation fees for 2019.
- Council member Zontelli reported the campground survey by WSN is in process.

#### **Website Report:**

- Webmaster added the 2015-2018 minutes to the website in October.

#### **Cuyuna Lakes Chamber:**

- Chamber will be offering Blinky Pins again for the holiday season as well as organizing the 10<sup>th</sup> annual Soup Walk, and the "Not Just Christmas Boutique" event.

#### **Unfinished Business:**

- Council discussed upgrading the chemical feed pumps at the pumphouse. Replacement would cost about \$4,000. Parts are still commercially available for the existing pumps, so no action was taken.
- The recently completed cured in-line replacement sanitary line to correct a deficiency has a one-year warranty to October 2019.
- Tim Houle informed the council Rural Development reviewed the contract and approved some adjustments for the completed sanitary sewer project. The substantial completion date was changed to October 31, 2017 and the final completion date will be February 7, 2019. Project was anticipated to be completed in 12 weeks but took 26 weeks. The final paperwork would be presented to the council at the February 7, 2019 meeting.
- **Motion by Z Brix to approve the Certificate of Substantial Completion with an October 31, 2017 date and February 7, 2019 as the final completion date for the sanitary sewer project and approve the change order #3 for \$24,328.70. Second by Eisen. Motion carried unanimously.**

- Tim Houle also shared there would be a change order #4 forthcoming to address compensating final contract quantities.
- Streets signs arrived at the County for the city.

#### **New Business:**

- Council received the application for the Wood Tick Inn liquor license. **Motion by Eisen to approve the liquor license for 2019. Fees to be \$100 off sale, \$1,300 on sale, \$100 Sunday. Second by Zontelli. Motion carried unanimously.**
- Council reviewed a request by the Sno-Serpents Snowmobile Club to allow an easement to run a snowmobile trail across city property in the same location as in 2018. The City attorney reviewed and approved. **Motion by Z. Brix to approve the easement agreement. Second by Eisen. Motion carried unanimously.**
- Council reviewed the year end expenses and revenues in setting the 2019 budget and levies.
- **Motion by Zontelli to approve the 2019 budget at \$313,000; the same amount as approved at the preliminary budget and levy meeting in September. Second by Z. Brix. Motion carried unanimously.**
- **Motion by Z. Brix to approve the 2019 levies as follows:**
  - **General \$171,000**
  - **Cuyuna Fire Department Equipment Fund \$5,000**
  - **Cuyuna Police Department Equipment Funds \$10,000**
- **Second by Eisen. Motion carried unanimously. Levies are the same amounts as approved at the preliminary budget and levy meeting in September. Motion carried unanimously.**
- Mayor Brix stated the part time water operator has requested a raise which would be the first in 5 years. Mayor Brix will meet with the water operator to discuss and report back to the council.
- **Motion by Zontelli to approve the elected officers for 2019 for the fire department. Second by Eisen. Motion carried unanimously.**
  - Chief Karl Hasskamp
  - Assistant Chief Zach Brix
  - Captains Adam McDonough, Derek Frost, John Harms, and Jason Wynn
  - Secretary John Harms
  - Safety and Training Officer Jeramie Carlson
- Mayor reported Eric Heglund, owner of the Newshopper, requested to be designated as a city newspaper for notices and requested permission to attend meetings. Council noted the meetings are open to the public so no permission is needed to attend. The city currently places notifications in the Crosby Ironton Courier and the Brainerd Dispatch. Council will address the request at its January meeting for its annual reorganization.
- 2018 elected officials are Zach Brix and Michael Workman for council and Lloyd Brix for mayor.

William F Bedard  
Clerk

Lloyd Brix  
Mayor