

January 4, 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 Eisen and Zontelli. Council members Z. Brix and Stockard were absent. Mayor Brix led the Pledge of Allegiance.

**Motion by Zontelli to approve the minutes of the December 7, 2017 regular council meeting. Second by Eisen. Motion carried with Eisen, Zontelli and Mayor Brix approving.**

**Motion by Zontelli to approve payment of the invoices and the forthcoming regular monthly invoices. Second by Eisen. Motion carried with Eisen, Zontelli and Mayor Brix approving.**

**Fire Chief Report:**

- Fire Chief Karl Hasskamp presented the monthly report. 4 First Responder calls: 2 in Cuyuna and one each in Rabbit Lake and Welford Townships. Department will have required OSHA training during the month. Announced long time fire fighter Marvin “Butch” Holmvig has retired. Mayor noted the many years of dedicated volunteer service to our city.

**Water and Sewer Report:**

- Mayor reported one leaking lateral water line under a residential home which was determined to be the property owner’s responsibility. The line was not adequately heated above ground, resulting in the water meter freezing and cracking. Meter was replaced.
- No issues reported for the SLSSD sewer infrastructure.
- The mayor and council discussed sending a notice to the connected water users to run one faucet water stream about the size of a pencil given the recent cold weather, lack of snow cover, and resulting potential to drive the frost deeper. The city will bill the average of the October and November usage for each user.

**Motion by Zontelli to send a notice to the water users to run one faucet to prevent their line freezing. Second by Eisen. Motion carried with Eisen, Zontelli and Mayor Brix approving.**

**Building Construction Activities:**

- No activity

**Police Chief Report:**

- Chief Jesse Smith presented the monthly report to the Council. The department assisted the Crow Wing County Sheriff’s department on a medical call on Cottontail Drive. Completed the liquor license application review of the new owner for the Woodtick Inn. Acted on reports of excessive garbage in the yard of a resident and on unlicensed vehicles in another yard. The officers decked out the squad car as Rudolph the Red Nosed Reindeer for the holidays and passed out candy canes to the public.

**Engineer Report:**

- Tim Houle, WSN Engineering, was present to request reappointment as City Engineer. Also, he will meet with the water operator when he returns from vacation regarding quotes for repairs to the water well in the pumphouse.

**Attorney Report:**

- Attended the loan closing meeting with Rural Development, WSN Engineering, and the City clerk.

- Provided a draft amendment to the zoning ordinance allowing a garage to be built prior to the home for an approved permit application.
- **Motion by Eisen to hold a public hearing on the proposed amendment to the zoning ordinance to allow garages to be built prior to the home for an approved building permit. Public hearing to be held during the February 1, 2018 regular council meeting. Second by Zontelli. Motion carried with Eisen, Zontelli and Mayor Brix approving.** Attorney Bender will request the publication.
- Will attend the 2 day Annual Attorney Educational Conference and asked if the council would consider paying the conference fees as in the past.

**Motion by Zontelli to pay the fees for the city attorney to attend the conference. Second by Eisen. Motion carried with Eisen, Zontelli and Mayor Brix approving.**

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

- The annual Serpent Lake Ice Fishing contest is scheduled the first Saturday in February.
- Jessica Holmwig, Director for the Cuyuna Lakes Chamber, has inquired if the City would like to participate in their monthly meeting that is held the second Tuesday of each month. The city could appoint a representative who would attend and act as a liaison for the City. The person would not have a voting function at these meetings but could provide input. Council members will review and advise their interest.

#### **Unfinished Business:**

- Tim Houle again shared that he will work over the winter to complete the punch list of open items or issues for the recently completed sanitary sewer project. He also noted the city needs to address the non-compliant lateral sewer lines for residents which will need to be repaired or replaced per the requirement of the project funding entities. Council member Eisen, the city water operator, and a WSN representative will schedule a meeting to review the video tapes of the private lines and report back to the council. The council will then decide how to convey the information to the property owners and a time frame to bring their lines into compliance.
- Richard Harrison has not yet provided the required legal description for the road on his East Rabbit Lake development. Council member Zontelli shared he told Richard Harrison to provide the proper documents to the city attorney. City Engineer Tim Houle offered the services of their survey crew if needed.
- The city will solicit building permit/inspection, zoning review, and septic system review services for 2018.
- Council discussed the sewer and water infrastructure yearly expenses and revenue. The city has not increased the rates for sewer and water since 2009. The city has incurred significant expenses with the 90-year-old water system, will see an increase in sewer rates from the Sanitary Sewer District, must repay the \$289,000 loan for the new sewer lines at about \$1000/month, and consider building a reserve for future expenses such as the well pumphouse. The council will review further and send a notice out to the water and/or sewer users regarding an increase.
- Mayor had discussions with the water operator on charging a flat-water rate and allowing users to run more water. This might reduce the number of times the city would need to flush the hydrants every year.

## **New Business:**

- Council discussed reorganization for 2018. The city will solicit building permit/inspection, zoning review, and septic system review services for 2018.

### **Motion by Eisen to adopt the 2017 city organization for 2018. Second by Zontelli. Motion carried with Eisen, Zontelli and Mayor Brix approving.**

#### **2018 approved organizational information:**

Meeting Date	First Thursday of each month at 7pm
Acting Mayor	Dave Zontelli
Police Chief	Jesse Smith
Assistant Police Chief	Pat Pickar
Fire Chief	Karl Hasskamp
Asst. Fire Chief	Zach Brix
City Attorney	Michael Bender
City Engineer	WSN Engineering
City Building Inspector	-n/a
Health Officer	Dr. Maucieri
LMC Agent	Koop Insurance
Official Newspapers	Crosby-Ironton Courier, Brainerd Daily Dispatch
Official Depositories	Unity Bank of Crosby, Deerwood Bank, Mid-MN Federal Credit Union, Neighborhood National Bank
Cuyuna Econ. Develop. Authority	Full Council and Mayor
Joint Powers Econ. Develop. Authority	Full Council and Mayor
Serpent Lake Sanitary Sewer District	Lloyd Brix and Dave Zontelli

- Council member Zontelli shared from his RV trips he observed rules and regulations posted at park and campgrounds. He said the city does need to develop and post regulations for use of our park and campground at the site and on our website. Also, the city should have a sign with regulations to use the RV dump site.
- Council member Zontelli contacted a contractor to obtain estimated costs to expand the campground bathroom/shower building to include 2 showers and 2 bathrooms. If the city did expand it would need another building for storage. City could approach grant entities for possible funding. Estimated cost for the project would be \$20,000-\$30,000.
- Mayor Brix discussed pumptrack/park maintenance for the 2018 season. A punch list will be created for items that should be completed and a schedule of weekly maintenance for the track and park.
- Council reviewed the proposed mountain bike trail crossing dedicated right-of-way's within the City of Cuyuna and supported the planned trail alignments crossing these right-of-way's.
- Clerk reported the Cuyuna Lakes Mountain Bike Crew is hosting its annual meeting in January and invites the council and mayor to attend.

## **Adjournment:**

- **Motion by Eisen to adjourn. Second by Zontelli. Motion carried with Eisen, Zontelli and Mayor Brix approving.**

William F Bedard

Clerk

Lloyd Brix

Mayor.