

**AGENDA**  
**CITY OF BEAVER BAY COUNCIL MEETING May 9, 2017**

**Call to Order**

**Approval, changes, additions, deletions to agenda**

**Approval of Minutes: April 4, 2017 and April 24<sup>th</sup>, 2017  
City Clerk, Council and Committee Reports.**

**Old Business:**

1. Christine Circle right-of-way resolution and agreements update. Bidding approval.
2. Compliance officer status.
3. City Wide Celebration Aug 4-6, 2017
4. Green Door Expansion

**New Business:**

1. North Shore Management Board Plan Update Approval  
<http://www.northshoremanagementboard.org/>
2. Water Tank inspection.
3. Policy reviews Complaint, Conflict of Interest and security cameras.
4. Part time seasonal maintenance worker
5. Adoption of Comprehensive plan.
6. Approval to list Part-Time Bar Tender Job

**Public Comment:**

<b>Claims List:</b> Claims # 7442 through # 7443	In the Amount of: \$ 602.90
Claims # 7444 through # 7476	In the Amount of: \$ 22616.86
Claims # 7477 through # 7501	In the Amount of: \$ 25416.99
Claims # 7502 through # 7406	In the Amount of: \$ 1830.84

<b>Payrolls Ending: 04/14/2017 for</b>	<b>\$6125.46</b>
<b>Payrolls Ending: 04/28/2017 for</b>	<b>\$6486.93</b>

**Adjourn:**

**Meeting Minutes**  
**CITY OF BEAVER BAY COUNCIL MEETING May 9, 2017**

**Call to Order; Mayor Malzac 7:00 pm**

**Attending:** Mayor Linda Malzac, Council Persons: Jenni Viken, Barb Sterett, Jim Korpi, and City Administrator/Clerk/Treasurer Tim Anderson. **Absent:** Ruth Maki **Public Present:** Tom Harris, Todd Krynski, Carol Krynski, Michael Littler, Gigi Littler and Rod Raymond.

**Approval, changes, additions, deletions to agenda:** Mayor Malzac added # 5. Race update in old business and under new business # 7 Approval of CUP # 2017-03. After additions were made a motion to accept the amended agenda was made by Council Person Viken seconded by Council Person Korpi. Vote: Aye 4, Nay 0.

*Motion passed*

**Approval of Minutes: April 4, 2017 and April 24<sup>th</sup>, 2017** A discussion was raised about the minutes from the last meeting that the walk in cooler was stated to have been included in the bid but the minutes reflect that it was separate. It was decided to do further research on the status of the walk in cooler in the expansion project and clarify construction details. A motion was then made to accept the minutes from April 4, 2017 and April 24, 2017 as written by Council Person Sterett and seconded by Council Person Viken. Vote: Aye 4, Nay 0.

*Motion passed*

**City Clerk, Council and Committee Reports.**

**Clerks Report:** see attached.

**Liquor Commission:** Council Person Sterett reported that the POS system is installed, they are getting a new scanner as the one that came with it is not functioning well. She reported we are looking to hire a new part-time bartender as one has resigned. Mike reports he believes we had more inventories this year than last. Plans are going ahead with a City Wide festival August 4-5-6<sup>th</sup> 2017 with the Green Door having entertainment Friday and Saturday nights.

**Old Business:**

5. **Christine Circle right-of-way resolution and agreements update.** Bidding approval. The right of way issue has been resolved for the project and we are now ready for bidding. A motion was made to have SEH prepare and let the bids by Council Person Sterett and seconded by Council Person Korpi. Vote: Aye 4, Nay 0.

*Motion Passed*

6. **Compliance officer status.** The council was updated on status and the process. The ad has been placed and we have had 2 inquiries. A motion was made to have an employment interview panel which will consist of 2 council persons, the City Administrator and the supervisor of the position by Council Person Sterett and seconded by Viken. Vote Aye 4, Nay 0.

*Motion Passed*

7. **City Wide Celebration Aug 4-6, 2017.** An update on events was given including: Beaver River Motorcycle Run, bake sale, fish cake contest, car show, kids carnival, historical tours and entertainment at the Green Door Friday and Saturday nights. Other people are planning other events and we would like everyone to come and share at the next community festival meeting May 23 at 3:00 pm.

8. **Green Door Expansion.** Due to confusion by staff on the project more information will be gathered and then make a decision on proceeding. The plans are at the zoning officer's office for review now to determine if any changes need to be made.
9. **Race Updated:** Rod Raymond the race Director updated information on the race. It will be held October 7<sup>th</sup>, 2017 and will start and end at the Green Door. It is designed to be more of a fun race rather than competitive. Rod will keep us updated as planning progresses. Mr. Raymond also presented to the council information and recommendations about the Dark Sky project. Council Person Viken volunteered to look into Dark Sky designation and report back.

#### **New Business:**

7. **North Shore Management Board Plan Update Approval:** After a discussion of the updated North Shore Management Boards 2016 plan <http://www.northshoremanagementboard.org/>, a motion was made by Council Person Viken and seconded by Council Person Korpi to adopt it by resolution RES 2017-02. Vote: Malzac Aye, Korpi Aye, Viken Aye and Sterett Aye. Council Person Maki was absent.  
*Resolution Passed*
8. **Water Tank inspection.** The water tank inspection was completed the week of May 1<sup>st</sup> and we will be getting a report and recommendations soon.
9. **Policy reviews Complaint, Conflict of Interest and security cameras.** Since copies of these procedures were not distributed this item will be tabled until the next regular council meeting,
10. **Part time seasonal maintenance worker.** We have received 1 application and interviews will proceed through the employee interview panel.
11. **Adoption of Comprehensive plan.** A copy of the plan had been distributed; a community meeting for public hearing had been conducted. A discussion was held about the plan being a guiding document that we can update and change to meet our needs. A review of the work-plan spread sheet indicated how it had already been used to track and give direction to long range goals. A motion to accept the plan by resolution was made by Council Person Korpi and seconded by council Person Sterett. Vote: Malzac Aye, Korpi Aye, Viken Aye, and Sterett Aye. Council Person Maki was absent.  
*Resolution Passed*
12. **Approval to list Part-Time Bar Tender Job:** A motion was made to advertise and interview for a part-time bartender by Council Person Sterret and seconded by Council Person Viken. Vote: Aye 4, Nay 0.
13. **Approval of conditional use permit 2017-03: After the Hearing on Conditional use permit, 2017-003** Conditional Use Permit for: 12-55-8, SW 1/4 of SW 1/4 Lots 8 & 9 of the Hansen Division. Jim and Ellie Korpi the owner of the property indicated as 308 Old Town Road Beaver Bay, MN have requested a conditional use permit to use an existing structure as vacation a rental. A motion to approve Conditional Use Permit 2017-03 was made by Council Person Viken and seconded by Council Person Sterett. Vote Aye 3, Nay 0. Council Person Korpi abstaining due to conflict of interest. Council Person Maki absent.  
*Motion Passed.*

**Public Comment:** Michael Littler addressed the council and requested clarification on sign regulation and commercial zoning regulation at 1402 Main St, as he is starting a small equipment rental business in addition to his current Brush-cutting and snow removal business. The City clerk will contact the zoning officer for clarification and get the information back to him. Tom Harris gave suggestions for the public works department to clean up plow divots before mowing season, raise manholes on Christine Circle before construction, repair infiltration of manhole on the upper level of Christine Circle before construction starts, to ditch the upper portion of Christine Circle and some spot repairs to the streets. He also requested to have a copy of the claims list in addition to the listing on the agenda.

<b>Claims List:</b> Claims # 7442 through # 7443	In the Amount of: \$ 602.90
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**A motion to approve the claims as listed was made by Council Person Viken and seconded by Council Person Sterett. Vote: Aye 4, Nay 0.**

*Motion Passed.*

**Adjourn:** A motion to adjourn was made by Council Person Sterett and seconded by Council Person Viken. Vote: Aye 4, Nay 0.

*Motion Passed.*

### **City of Beaver Bay Clerks Report May 9, 2017**

1. **Christine Circle:** Agenda Item.
2. **Public Works:** A. Basic work is completed and we are using the new intake. The old one was sealed with concrete. They will finish the landscaping and pod for the electrical when the weather is warmer and the frost is gone. Petro-Fund has received our request for reimbursement. Public works has made a list of spring projects. We have received a surplus generator and a trailer from DNR through the Silver Bay Fire Dept. to help with handling pumping in an emergency. (cost \$750.00)  
BJ Kohlstedt the disaster coordinator for Lake Co located them for us. Consumer confidence report is complete and available for viewing. I have been working with MPCA to clean up the reports from the last 3 years as our permit is up for renewal. I sent in what I hope to be the last amendments today.
3. **Park & Rec:** Beginning the process of replacing the park sign and back fill around playground.
4. **Comprehensive Plan Update** 6th meeting was held Thursday March 30, 2017 @ 6:00pm. the final plan is ready for the city council for a vote.
5. **Green Door.** Attorney r has drawn up a contract for Roger Peterson and is signed he can begin work as soon as Jim Rich our zoning officer reviews and approves the plans. . New POS is up and running in off sale, on-sale has started also. Representative will be here in the next couple of days for support.
6. **Annual Audit;** A council meeting was held 4/24/2017 @ 3pm to review with the Auditor Jennifer Smith. Linda Holden and I are working on cleaning up account numbers so we can have a clearer accounting of each fund.

7. **Submitted monthly reports;** MN Sales & Use Tax, MN State Withholding Tax, Federal Withholding Tax, and PERA reports. I submitted State quarterly withholding report.
8. **Fire Relief Association.** Auditor of the fire relief association has calculated the liability to the fund. We are paying out 2 persons that qualify and I am looking into an annuity for the last person then we can close out the fire relief association.
9. **Meetings attended;** Beaver Bay Bridge pre-construction meeting, Superior National Forest Scenic By-way committee.
10. Employee reviews were completed this month and are in their files.
11. **Apartments:** We are still waiting for a proposal from the last developer.
12. Had an inquiry to rent the center section.
13. Week of May 1 through May 5 I attended Clerks Institute which was highly beneficial.
14. I am working on motivating delinquent water/sewer accounts to become current.

## Liquor Commission

Attendees: Barb Sterett, Nancy Krull, Tim Anderson, Jim Korpi

- The Green Door has purchased its own tap line cleaning equipment and Mike is now cleaning the lines.
- We are all keeping our eyes open for a deal on bar tables and chairs for the lower area, possibly from another bar or restaurant going out of business.
- Mike and city guys Larry and Jim got some cooler shelves from the Amoco for free and installed them in the walk-in cooler, nice work!
- Still having growing pains with the new Point of Sale system. Tim will check with Mike to make sure the vendor is being responsive to his needs, and Nancy is going to talk to Mike to see if she can assist in any way.
- Tim and city guys Larry and Jim have hauled out all of the junk from the basement and Tim has set up a spot to store city records. Thanks for getting that done!
- Tim has the draft contract prepared for the off sale expansion and Jim will get it to Roger Peterson Contracting.
- Tim will talk to Mike about the need for an additional part time worker for the Green Door and will arrange a posting if needed.
- Barb provided an excellent list of possible ideas for a city celebration to help spur thinking for the April 18 public meeting, thanks much!

**Meetings 2<sup>nd</sup> Tuesday of the month 10:00 am. All citizens welcome to attend.**