



City Council Minutes

Madison Lake City Council

Monday, March 3, 2014

1) Call Meeting to Order & Pledge of Allegiance

Mayor Reichel called the regular meeting to order at 7:01 pm.

2) Roll Call

Members Present: Mayor Ken Reichel, Carolyn Hiniker, John Howard, and Kent Hoehn.

Members Absent: Steve Bjerke (arrived 7:07 pm)

Staff Present: City Administrator Ari Klugman, Assistant City Administrator Wendell Sande, Deputy Clerk AmberRose Brudelic, Police Chief Dan Bunde, City Engineer Chris Larson, Building Inspector Ron Voth, and Planning Commission Chair Mike Klassen.

Others Present: Matt Oswald of 3002 Mustang Drive, Madison Lake and Warren Smith of Survey Services

3) Approval of Agenda

A motion by Hoehn, seconded by **Howard**, to approve the agenda.

Roll Call: Ayes: Reichel, Howard, Hiniker, and Hoehn

Nays: None

Motion carried.

4) Approval of Vendor Claims

A motion by Howard, seconded by **Hiniker**, to approve vendor claims.

Roll Call: Ayes: Reichel, Howard, Hiniker, and Hoehn

Nays: None

Motion carried.

5) Consent Agenda

a) Approval of minutes from regular meeting of February 18, 2014

b) Approval of minutes from special meeting of February 24, 2014

A motion by Hiniker, seconded by **Reichel**, to remove Item A from the consent agenda.

Roll Call: Ayes: Reichel, Hiniker, Howard, and Hoehn

Nays: None

Motion carried.

A motion by Howard, seconded by **Reichel**, to approve the consent agenda.

Roll Call: Ayes: Reichel, Bjerke, and Howard

Nays: None

Abstained: Hiniker and Hoehn

Motion carried.

A motion by Hoehn, seconded by **Bjerke**, to approve the minutes of the February 18, 2014 minutes changing the roll call to read "Members Absent: John Howard".

Roll Call: Ayes: Reichel, Bjerke, Howard, Hoehn, and Hiniker
Nays: None
Motion carried.

6) Open Public Comments

7) Appearances & Presentations

8) Ordinances & Resolutions

a) Resolution #2014-016 Annual Appointments

- Ms. Klugman reviewed the proposed appointments with Council.
- Future changes to the City Code regarding the Planning Commission and EDA were discussed.
- The Council corrected an error, Annette McBeth's term on the Planning Commission will end in 2015.
- The length and staggering of terms for the Planning Commission and EDA were discussed.
- Council discussed the composition of the personnel committee. Based on the recommendation of the Recruiter used during the City Administrator search they would like to remove Sandy Anderson from the Personnel Committee.
- Ms. Klugman will speak to Sandy Anderson about serving as the Administrative Hearing Representative.
- Ms. Klugman also suggested adding a procedure for staff concerns that may involve her position.
- If a staff person asks for a personnel committee meeting regarding the administrator, the administrator shall not serve on the Personnel Committee for that issue. If the two personnel representatives cannot come to a decision, the full Council will become the committee.

A motion by Howard, seconded by **Bjerke**, to approve Resolution #2014-016 with the term correction on the Planning Commission as discussed, removing Sandy Anderson from the Personnel Committee and appointing Sandy Anderson as the second Administrative Hearing Representative upon her acceptance.

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.

b) Resolution #2014-017 Accepting and Declaring Adequacy of Petition for Annexation (Point Wild)

- Ms. Klugman stated that Matt Oswald and Warren Smith are here to discuss petitioning for annexation as Blue Earth County denied Mr. Oswald's application for subdividing his property.
- Warren Smith asked the Council to consider annexing the southern portion of Point Wild and providing water service to the properties with the Lake Washington Sanitary District providing sewer service.
- Matt Oswald would be responsible for the costs to install the water main to City standards, large enough to serve all the residents of the area.
- Mr. Oswald would also be responsible to pay for a portion of the main from the water tower to Nutmeg Road.
- Ms. Klugman stated that this would give the City increased property value and at the same time will allow for annexation of the entire area in the future.
- Mr. Smith stated that they are planning an eight inch water main with hydrants spaced every 250 feet.
- There will be a developer's agreement between the City and Matt Oswald.
- Council discussed a few of the potential terms of the Developers Agreement.

- Mr. Oswald will be paying any I & S fees associated with the project.
- The Planning Commission will need to review the plats and public hearings would be required.
- Council reviewed the preliminary plat that Mr. Oswald and Mr. Smith provided.
- Ms. Klugman's recommendation is to start the process and have the preliminary plat reviewed at the next Planning Commission meeting.
- A draft of a developer's agreement will be provided at a future meeting.

A motion by Howard, seconded by **Hoehn**, based on Ms. Klugman's and Mr. Sande's input that we approve Resolution #2014-017 Accepting and Declaring Adequacy of Petition for Annexation (Point Wild).

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.

- c) Ordinance #2014-003 Zoning District Application Newly Annexed Area
- Ms. Klugman stated that approval of this ordinance was recommended by the Planning Commission.
 - Council discussed the zoning of Mark Hayes' property.
 - Ms. Klugman's recommendation is to leave the property as R1 since that is what future plans for the area called for.

A motion by Hoehn, seconded by **Howard**, to approve Ordinance #2014-003 Zoning District Application Newly Annexed Area.

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.

- d) Resolution #2014-018 Adopting the Minnesota General Records Retention Schedule for Cities
- Ms. Klugman stated that the City already has a version of this schedule adopted.
 - This resolution will allow the City Clerk to decide the best way to keep the City's records which will allow us to have our official copy of records as an electronic version.
 - Ms. Klugman requested permission from Council to close City Hall every Friday afternoon to allow staff time to get things filed and paperwork taken care of.
 - This will also allow staff a time that is not dedicated and could be used to keep comp time down.
 - Ms. Klugman also asked Council for permission to close City Hall the week in between December 25th and January 1st annually to allow staff time to complete year end procedures and allow for record retention items to be taken care of.
 - Council recommended closing City Hall for a day quarterly, for Friday afternoons, and for a portion of time between December 25th and January 2nd.

A motion by Howard, seconded by **Hiniker**, to approve Resolution #2014-018 Adopting the Minnesota General Records Retention Schedule for Cities with the changes Ms. Klugman outlined.

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.

9) Unfinished Business

- a) Approval of ROW Agreement with Lake Washington Sanitary District
- Ms. Klugman reviewed the changes to the agreement.
 - The Lake Washington Sanitary District has already approved this agreement and signed it.

- The permit fee for the Lake Washington Sanitary District will be \$13,000 in lieu of payment for the water meter.
- The regionalization fee was reduced by \$20,000 as payment for the deferred assessments for properties on Lakewood Drive.
- The Lake Washington Sanitary District is not paying for the deferred assessment for the Hoehn Farm property. The property will need to come into the City for subdivision and we will be able to collect the deferred assessment at that time.

A motion by Bjerke, seconded by **Howard**, to approve the Right of Way Agreement with Lake Washington Sanitary District.

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.

b) Approval of payment to Lake Washington Sanitary District in the amount of \$242,949.97.

A motion by Bjerke, seconded by **Howard**, to approve payment to Lake Washington Sanitary District in the amount of \$242,949.97.

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.

10) New Business

a) Annexation Project Timeline Update and April Meeting Schedule Change

- Due to the City's rejected bids, the timeline of the annexation project has changed.
- Ms. Klugman reviewed the changes to the project timeline.
- A special meeting will be held on March 31, 2014 in lieu of the April 7, 2014 meeting.
- The regular meeting schedule for April 21, 2014 will be moved to April 15, 2014 and will be held in the basement of All Saints Catholic Church.
- The tentative plan is to award bids on May 19, 2014.
- The bid award date will be determined by the number of appeals we receive.

A motion by Howard, seconded by **Hiniker**, to approve the revisions to the meeting schedule as discussed.

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.

b) Main Street Visioning Committee Proposal

- Ms. Klugman reviewed the quote from I & S Group for architectural services with Council.
- The Main Street Visioning Committee would like to have the architect create sketches of the vision for Main Street.
- The signage on Main Street was discussed as were code violations.
- The Council recommended approving Part I and Part II and the committee could come back for Part III.
- Council discussed where the funding for the architect would come from.
- Mr. Sande suggested allocating the funds from the Main Street project.
- Ms. Hiniker reviewed what the Main Street Committee has worked on up to this point.

A motion by Bjerke, seconded by **Howard**, to give the Main Street Visioning Committee \$3,500.00 to use for architectural services.

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.

c) Review Legal Service Proposals

- Ms. Klugman provided Council with the legal proposals she received.
- Ms. Klugman recommended that the Personnel Committee review the proposals and provide a recommendation to Council on who to interview.

A motion by Bjerke, seconded by **Hoehn**, to have the Personnel Committee review the Legal Service Proposals.

Roll Call: Ayes: Reichel, Hiniker, Howard, Bjerke, and Hoehn
Nays: None
Motion carried.

11) Staff Reports

a) Deputy City Clerk AmberRose Brudelic

- Ms. Brudelic stated in the first month we had 10% of our customers sign up for online bill payments and opt-out of paper bills.

12) Mayor & Council Reports

a) Council Member Carolyn Hiniker

- Ms. Hiniker stated that there will be two home alone safety classes offered at the Madison Lake Community Center in May.
- Mankato Area Community Education and Recreation will also be holding certified babysitter training at the Madison Lake Community Center.
- Chief Bunde is going to be helping with these classes.
- Ms. Hiniker stated that Prairie Fire Theater is coming to Madison Lake and will be held at All Saints. The children will all participate for a week and then a city wide performance will be held at the end of the week.
- The Summer Park Program is returning to Madison Lake and will run for nine weeks.

13) Adjournment

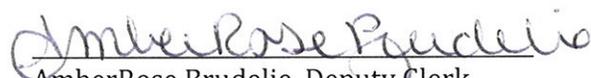
A motion by Hoehn, seconded by **Hiniker**, to adjourn the meeting at 8:58 pm.

Roll Call: Ayes: Reichel, Bjerke, Hiniker, Howard, and Hoehn
Nays: None
Motion carried.



Ken Reichel, Mayor

Attest:



AmberRose Brudelic, Deputy Clerk