



City Council Minutes

Madison Lake City Council

Monday, April 4, 2016

1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 7:04 pm.

2) Roll Call

Council Members Present: Mayor Kenneth Reichel, Carolyn Hiniker, Laurinda Sohre, Pat Burt, and Kent Hoehn

Members Absent: None

Staff Present: City Administrator Ariel Lenz, Deputy Clerk AmberRose Brudelie, Interim City Administrator Wendell Sande, City Attorney Jason Moran, City Engineer Chris Larson, Police Chief Dan Bunde, Fire Chief Kevin Kennedy, Public Works Supervisor Adam Fennell, and Planning Commission Chair Mike Klassen.

3) Approval of Agenda

A motion by Hiniker, seconded by Sohre, to approve the agenda moving 5b) Resolution #2016-19 To Contract with Council Member Kent Hoehn to 8d).

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

4) Approval of Vendor Claims

A motion by Sohre, seconded by Burt, to approve vendor claims in the amount of \$506,516.08.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

5) Consent Agenda

- a) Approval of minutes from regular meeting of March 21, 2016
- b) Resolution #2016-20 Appointing Wendell Sande as Interim City Administrator
- c) Resolution #2016-21 Approving Fire Contract with Lime Township
- d) Resolution #2016-22 Approving Fire Contract with Washington Township
- e) Resolution #2016-23 Approving Fire Contract with Jamestown Township

A motion by Hoehn, seconded by Burt, to approve the consent agenda.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

6) Open Public Comments

- a) None

7) Appearances & Presentations

- a) Department Updates
 - Fire Department
 - (1) Appointing Sean Dulohery and Roger Sward to Madison Lake Fire Reserve

- (a) Chief Kennedy stated that Sean Dulohery and Roger Sward have passed their background checks and are ready to be put on the reserve list which will bring us to twenty-six members.
- (b) Chief Kennedy stated that Mr. Dulohery and Mr. Sward both own homes in the Pines and have the potential to be long term fire fighters.
- (c) Mr. Dulohery and Mr. Sward will start medical training in April once approved.
- (d) The fire department is working with three other potential members for the reserves, which would give us a full roster of twenty-five members and five reservists.
- (e) Chief Kennedy stated that we received a donation of \$1,333.00 from the fundraiser Dave and Janet Andrigh held after their fire.
- (f) The fire department has responded to eleven calls year to date.
- (g) Chief Kennedy stated that all of the small engine maintenance is complete.
- (h) The window on the side door to the fire hall was broken out, Chief Kennedy will work with Public Works Supervisor Fennell to get it repaired.
- (i) The fire department will be burning a cabin on April 15, 2016 at Idlewood Point.

A motion by Sohre, seconded by Burt, to appoint Sean Dulohery and Roger Sward to the Madison Lake Fire Reserve.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn

Nays: None

Motion carried.

(2) Public Works

- (a) Public Works Supervisor Fennell stated that the docks and pier for north shore will go in soon.
- (b) The banners will be changed and the flags installed on Main Street soon.
- (c) We have received three applications for the part-time position.
- (d) Public Works Supervisor Fennell stated that street sweeping will occur in May.
- (e) Council discussed painting the cross walks and curbs at the same time as street sweeping.

(3) Police Department

- (a) Chief Bunde stated that everything is going well and that we are a few calls behind last year at this time.
- (b) Council Member Hiniker thanked Chief Bunde for directing traffic for Easter church.

(4) City Attorney

- (a) City Attorney Moran stated that we have received two appeals for the 4th and 5th Street project that we will deal with in court.
- (b) Dale and Julie Lee signed the deferred assessment agreement today.
- (c) Council will need to approve the agreement at the next meeting.
- (d) City Attorney Moran stated that KJ Walk has signed the easement and developer's agreement and we should be receiving it in the next week.

(5) City Administrator

- (a) City Administrator Lenz reminded Council of the work session on April 5, 2016 and April 12, 2016 regarding the sanitary sewer agreement.
- (b) City Administrator Lenz stated that she has contacted the owners of the three properties on Duck Lake that Council annexed in September of 2014 (Haefner, Mettler, and Dahl).
- (c) The Dahl's need to connect to the City's water and sanitary service due to a building permit and it does not make sense to not include the other properties in the project.

- (d) City Administrator Lenz proposal is for a deferred assessment with no interest for the three years remaining before the Mettler and Haefner properties are required to connect.

8) Ordinances & Resolutions

- a) Resolution #2016-24 Awarding 4th & 5th Street Project Bid
- Council discussed the sidewalks.
 - City Attorney Moran does not recommend that staff clean the sidewalks.
 - City Engineer Larson explained the three alternates.
 - Council discussed the alternates.

A motion by Hiniker, seconded by **Reichel**, to approve Resolution #2016-24 Awarding 4th & 5th Street Project Bid including alternates one, two, and three.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

- b) Resolution #2016-25 Resolution providing for the Competitive Negotiated Sale of \$2,000,000 General Obligation Improvement & Utility Revenue Bonds Series 2016A
- Shannon Sweeney stated that this resolution starts the process to competitively sell bonds.
 - Mr. Sweeney will receive the bids for purchase on May 2, 2016.
 - Council will award the bid on May 16, 2016 with the closing occurring on June 1, 2016.
 - The bonds are funding the main street improvements, and reimbursing/funding the 2016 portions not being funded by PFA.
 - There is a similar timeline for the PFA financing for the water portion of the project.
 - Mr. Sweeney reviewed the proposed funding for the bonds.
 - Mr. Sweeney reminded Council that management of prepayments is important.
 - The bond is for a twenty-year term with a first call provision of February 1, 2023.

A motion by Sohre, seconded by **Hiniker**, to approve Resolution #2016-25 Resolution providing for the Competitive Negotiated Sale of \$2,000,000 General Obligation Improvement & Utility Revenue Bonds Series 2016A.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

- c) Resolution #2016-26 Approving revised assessment roll for the 4th & 5th Street project.
- City Administrator Lenz reviewed the errors in the assessment roll that need to be corrected.

A motion by Burt, seconded by **Hoehn**, to approve Resolution #2016-26 Approving revised assessment roll for the 4th & 5th Street project.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

- d) Resolution #2016-19 To Contract with Council Member Kent Hoehn

A motion by Hiniker, seconded by **Burt**, to approve Resolution #2016-19 To Contract with Council Member Kent Hoehn.

Roll Call: Ayes: Reichel, Hiniker, Sohre, and Burt
Nays: None
Abstained: Hoehn
Motion carried.

9) Unfinished Business

a) Tomahawk Park Trail

- City Administrator Lenz received three bids for the Tomahawk Park trail with Holtmeier being the low bid for the project.
- For ADA accessibility we are required to have a trail.
- City Administrator Lenz stated that ISG donated their engineering services for the grade work.
- Jim Voda with Holtmeier stated that they could help with the holes for the three trees to be installed.

A motion by Burt, seconded by **Hiniker**, to approve Holtmeier installing the Tomahawk Park trail in the amount of \$5,000.00.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

b) City Hall Parking Lot & Retaining Wall Improvement

- City Administrator Lenz stated that this project has been a long time coming.
- ~~There may be issues with the timing of the project that need to be worked out as some of the~~ property owners on Fifth Street are planning to park in the City Hall lot.
- A survey of the parking lot was completed.
- We currently are one foot, eight inches over the easement.
- City Administrator Lenz stated that we will be able to use the current easement, because we are gaining space on the other side of the parking lot.
- Council discussed which block to use for the retaining wall.
- The estimate is for \$31,000.00 which does not include taking down the police building.
- Council discussed relocating the power pole.

A motion by Sohre, seconded by **Burt**, to approve the city hall parking lot and retaining wall improvements.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

c) Mankato WWTP Update

- City Administrator Lenz stated the City has been billed \$6,864.00 for 2015.
- City Administrator Lenz contacted Pat Hentges and he is willing to accept our payment for 2015 with the understanding that we are still negotiating for 2016.
- City Administrator Lenz recommended giving staff the ability to make the decision to pay the 2015 bill after the meeting on April 12, 2016.

A motion by Burt, seconded by **Sohre**, to authorize Interim City Administrator Sande and City Attorney Moran to approve payment if they feel it is in the best interest of the City.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn
Nays: None
Motion carried.

10) New Business

a) CR44 Culvert Discussion

- Mayor Reichel reviewed the proposed project.
- Council discussed the necessary culvert repairs.
- The funds for this repair will come from the infrastructure fund.

- Council discussed the proposed street repairs for 2016.
- Staff is planning to do Sarah Circle and Rebecca Lane this year.

A motion by Reichel, seconded by **Burt**, to approved the proposed culvert repair and ditch work.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn

Nays: None

Motion carried.

11) Staff Reports

a) Deputy City Clerk

- Deputy Clerk Brudellie stated that Dani Thomas had a water leak at her property.
- Based upon the policy Council set at a previous meeting, Ms. Thomas is eligible for a credit adjustment of \$23.64.
- Ms. Thomas was unable to attend the meeting and requested that staff ask Council for the credit.

A motion by Hoehn, seconded by **Burt**, to approve a credit of \$23.64 for Ms. Thomas and a payment plan for six months with no late fees.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn

Nays: None

Motion carried.

b) City Administrator

- City Administrator Lenz stated that 512 Point Avenue must have the survey completed by April 18, 2016 as Council will need to make a decision that evening.

12) Mayor & Council Reports

13) Adjournment

A motion by Hoehn, seconded by **Sohre**, to adjourn the meeting at 8:19 pm.

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, and Hoehn

Nays: None

Motion carried.



Kenneth Reichel, Mayor

Attest:



AmberRose Brudellie, Deputy City Clerk