



City Council Minutes
Madison Lake City Council
Monday, June 1, 2015

1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 7:03 pm.

2) Roll Call

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

Members Absent: None

Staff Present: City Administrator Ariel Klugman, Deputy City Clerk AmberRose Brudelic, Public Works Supervisor Chris Roemhildt, Police Chief Dan Bunde, Building Inspector Ron Voth, and City Engineer Chris Larson

3) Approval of Agenda

A motion by Hiniker, seconded by **Hoehn**, to approve the agenda with the addition of 10b) Flowers and 9a) i) (2) Katie Roberts Letter.

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

4) Approval of Vendor Claims

- a) Council discussed the purchase price of the new police car, Chief Bunde noted the price shown does not include installing equipment.
- b) Council discussed the street sweeping by Loken's.
- c) The repairs to fire truck 4701 were discussed.
- d) Council discussed the invoices from WW Blacktopping.
- e) The charges for MMCI and MCMA were discussed.
- f) The invoice from Safety and Security Consultants for the training burn was discussed.
- g) Council discussed the purchase of ear buds for the fire department.

A motion by Hoehn, seconded by **Burt**, to approve vendor claims in the amount of \$346,629.07.

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

5) Consent Agenda

- a) Approval of minutes from regular meeting of May 11, 2015.
- b) Approval of Temporary Liquor License for All Saints on June 28, 2015 (Parish Festival)
- c) Approval of Gambling License for All Saints on June 28, 2015 (Parish Festival)

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

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

6) Open Public Comments

- a) Clell Hemphill of 381 N Duck Lake Avenue
- Mr. Hemphill stated that the estimated cost for the Veterans Memorial was \$40,000 and the project is almost fully funded.
 - Mr. Hemphill is continuing to collect funds from the donation jars around town to cover an extra expenses that may come up.
 - The final payment for the brick and the block have been authorized for payment as well as the payment for the flag poles.
 - The center block weighs six tons and will hopefully be installed by July 4, 2015.
 - Bernie Ploog is donating his labor to install \$4,000 worth of lights.
 - Mr. Hemphill stated that there is approximately \$5,000 set aside for concrete work.
 - Mr. Hemphill stated that once the memorial is completed later this year the Legion will hand over the memorial to the City.
 - Council thanked Mr. Hemphill for his work on this project.

7) Appearances & Presentations

- a) 2014 Audit Presentation
- Kyle Meyers of Abdo Eick and Meyers presented the 2014 Audit to Council.
 - Mr. Meyers stated that the City has an unmodified or clean opinion which is the best opinion a City can receive.
 - Mr. Meyers reviewed the audit findings.
 - Council discussed training that Abdo, Eick and Meyers provides.
 - Mr. Meyers reviewed the net position of the City.
 - Mr. Meyers stated that of the total fund balance \$339,000 is designated for capital outlay.
 - Mr. Meyers reviewed the general fund operation, special revenue fund, debt service fund and the business funds with Council.
 - Mr. Meyers reviewed the peer group ratios with Council.
 - The future GASB standards that will apply to the City were discussed.

A motion by Sohre, seconded by **Hiniker**, to accept the 2014 Audit.

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

- b) Public Hearing on Ordinance #2015-06 Amending Chapter 31, section 25-31 of City Code and Chapter 23 Subd. 7 and Chapter 2 of Chapter 153 of the Zoning Code
- City Administrator Klugman stated that the Planning Commission has been working very hard.
 - There is a section in the City Code and the Zoning Code that both talk about the Planning Commission and there is some contradicting information in each section.
 - City Administrator Klugman reviewed the changes proposed by the Planning Commission.
 - Mayor Reichel opened the public hearing at 7:54 pm.
 - Mayor Reichel closed the public hearing at 7:54 pm.

A motion by Hiniker, seconded by **Burt**, to adopt Ordinance #2015-06 Amending Chapter 31, section 25-31 of the City Code and Chapter 23 Subd. 7 and Chapter 2 of Chapter 153 of the Zoning Code.

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

- c) Public Hearing on Ordinance #2015-07 Recodification of the Zoning Code

- City Administrator Klugman stated that the current code is confusing with chapters inside of chapters and stated that there is no room for growth in the current code.
- The Planning Commission has classified the different sections of the zoning code.
- There is no changes to the content.
- The Planning Commission plans to implement the changes as they move through reviewing the Zoning Code.
- Mayor Reichel opened the public hearing at 7:57 pm.
- Mayor Reichel closed the public hearing at 7:57 pm.

A motion by Sohre, seconded by **Burt**, to adopt Ordinance #2015-07 Recodification of the Zoning Code.

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

Nays: None

Motion carried

d) Department Updates

- Public Works Supervisor
 - (1) Public Works Supervisor Roemhildt stated that WW Blacktopping has been in town working on our road projects.
 - (2) The Public Works Department is hoping to patch pot holes when the rain lets up.
 - (3) Public Works Supervisor Roemhildt stated that Mr. Kimble has been working out great but is a little overwhelmed by the amount of grass we have to mow.
 - (4) The compost site has not been open as much as we would like due to the rain.
 - (5) Public Works Supervisor Roemhildt will be spraying the weeds in the park when the rain stops.
 - (6) The kerf cutter for valve boxes was discussed.
 - (7) A port-a-potty will be delivered to the t-ball field tomorrow for \$90.00 a month.
 - (8) Public Works Supervisor Roemhildt stated that he will be out of the office from June 21, 2015 through June 28, 2015.
 - (9) Council discussed the purchase of a hydrant buddy and directed City Administrator Klugman to place it on the next agenda.
- Police Chief
 - (1) Chief Bunde stated that the new squad car is here and being assembled.
 - (2) The police department will be completing fire arms qualifications next month.
 - (3) The child safety seat clinic was discussed.
 - (4) Chief Bunde stated that the graphics on the explorer will be updated to match the new charger.
- Building Inspector
 - (1) Building Inspector Voth stated that the City has issued the same amount of permits to date that were issued two years ago total.
 - (2) Most permits are for maintenance and smaller projects
 - (3) Council discussed the back flow preventers in Tomahawk Court.
 - (4) Corey Block is going to meet with Ron Voth and members of the Tomahawk Homeowners Association to discuss them.

8) Ordinances & Resolutions

- a) Ordinance #2015-05 Establishing Designated Predatory Offender Residency Restrictions
- City Administrator Klugman provided Council with an updated copy of the ordinance.
 - Council reviewed the changes that were made to the ordinance.
 - City Administrator Klugman reviewed the areas that predatory offenders would be permitted to live.

A motion by Hiniker, seconded by **Sohre**, to adopt Ordinance #2015-05 Establishing Designated Predatory Offender Residency Restrictions.

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

- b) Ordinance #2015-06 Amending Chapter 31, section 25-31 of the City Code and Chapter 23 Subd. 7 and Chapter 2 of Chapter 153 of the Zoning Code
 - Council passed this ordinance after the public hearing.
- c) Ordinance #2015-07 Recodification of the Zoning Code
 - Council passed this ordinance after the public hearing.
- d) Resolution #2015-20 Adopting Planning Commission Bylaws
 - City Administrator Klugman stated the Planning Commission has worked hard on these bylaws.
 - The Planning Commission restricted their authority a little by requiring that any bylaw changes be approved by the Council.

A motion by Burt, seconded by **Hoehn**, to approve Resolution #2015-20 Adopting Planning Commission Bylaws.

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

- e) Resolution #2015-21 Revisions to the Personnel Policy due to state statute changes.
 - City Administrator Klugman stated that two statute changes took place in 2014 and we need to update our personnel policy to match them.
 - City Administrator Klugman stated that the Minnesota Statute changed to match Family Medical Leave Act (FMLA) allowing for up to twelve weeks of unpaid leave. The City does not qualify for FMLA but does have to meet the requirements of the state statute.
 - The other changes involves who you can use sick leave for and adds the ability to use sick leave for safety leave.

A motion by Hiniker, seconded by **Sohre**, to approve Resolution #2015-21 Revisions to the Personnel Policy due to state statute changes.

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

9) Unfinished Business

- a) Project Updates
 - Annexation Update
 - (1) Pay Apps & Change Orders
 - (a) City Engineer Larson stated that the weather has not been favorable but the project is progressing.
 - (b) The contractors are working on lawn restoration in the CIC area and the road is up to base.
 - (c) The rock base should be back in this week on Krason Drive.
 - (d) City Engineer Larson stated that the culverts are in and they are working on restoration in the Wheaton cabin area.
 - (e) City Engineer Larson reviewed what was included in the Kunkel Electric Application for Payment #8 and recommends approval.

- (f) The SCADA system will still need to be installed and then five of the City's lift stations will be on the SCADA system.

A motion by Sohre, seconded by **Hiniker**, to approve Kunkel Electric Contractor's Application for Payment #8 in the amount of \$19,589.96.

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

- (g) City Engineer Larson reviewed Change Order No. 4 and recommends approval.

A motion by Hiniker, seconded by **Burt**, to approve RL Larson Excavating Change Order No. 4.

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

- (h) City Engineer Larson reviewed what was included in the RL Larson Excavating Application for Payment #5 and recommends approval.

A motion by Hoehn, seconded by **Hiniker**, to approve RL Larson Excavating Contractor's Application for Payment #5 in the amount of \$254,983.80.

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

(2) Katie Roberts

- (a) Council discussed the letter received from Katie Roberts.
- (b) City Engineer Larson stated that there has been some trench settlement that needs to be fixed but she placed the sod on her own which may be contributing to the issue.
- (c) City Engineer Larson stated that the project is not yet complete and there will be numerous things that will need to be retouched up.
- (d) City Administrator Klugman stated that Ms. Roberts will not be ignored and that Council Member Hoehn has already been in contact with her.

- Facility Update

- (1) City Administrator Klugman stated that we are still in the thirty day period.
- (2) City Administrator Klugman stated that depending on the results the Council will be able to move forward with bidding the project.

- 4th & 5th Update

- (1) City Administrator Klugman has submitted paperwork to the State to be on the eligibility list for low interest loans from the Public Facilities Authority.

b) Tomahawk Park

- City Administrator Klugman stated that the Tomahawk Homeowners Association has asked the City Council to maintain ownership of the park that was accidentally dedicated to their association instead of the City.
- The park was originally dedicated to the City and was a requirement of the original plat.
- The City can force the issue and ask Mesenbrink to rededicate the park to the City.
- The City was maintaining the park but has since stopped.
- The City has funds they have been saving for a new park.

- The Homeowners Association has concerns about additional public use, they have had several break ins recently.
- Council discussed Tomahawk Park. They felt the park was dedicated to the public as a city requirement and should be maintained by the public. They also had concerns about the homeowners association selling the park in the future.

A motion by Hoehn, seconded by **Burt**, to take Tomahawk Park under City control.

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

c) Three Lakes Letter of Credit Reduction

- City Engineer Larson stated that the project looks pretty good and the same punch list has been sent to the Three Lakes developer since 2008.
- City Administrator Klugman stated that we did not reduce the letter of credit for any of the items that are uncompleted.
- We will continue holding 5% of the total project for two years from the final acceptance.
- City Administrator Klugman is recommending that we reduce the letter of credit by \$9,357.55.

A motion by Hoehn, seconded by **Burt**, to approve the Three Lakes letter of credit reduction in the amount of \$9,357.55.

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

10) New Business

a) Fire Department Sale of Excess Equipment

- Tabled until the next meeting.

b) Flowers

- Council Member Sohre stated she would like to do something to show appreciation to Mary Buschkowsky for all her work on the flower pots on Main Street.
- City Administrator Klugman stated that she wrote Vicky Schmidt and Mary Buschkowsky thank you letters for their help.
- Council discussed different options to show their appreciation and directed Mayor Reichel and City Administrator Klugman to make a recommendation to Council.

11) Staff Reports

a) City Administrator

- City Administrator Klugman stated that she forgot to include the public hearing for the property at 720 Park Road on the agenda. The Council will need to hold the public hearing at a future meeting. She apologized and asked Tim Fritz if he had anything to say.
- Tim Fritz of 800 Park Road
 - (1) Mr. Fritz would like to know what is going on with 720 Park Road.
 - (2) Mr. Fritz stated that the Council should clean the property up at the City's cost.
 - (3) Mr. Fritz stated that this has been going on for a long time.
 - (4) Mr. Fritz wants the garbage cleaned up.
- Mayor Reichel stated that the property owners are making progress.
- Council stated that if the property owners quit making progress the City will move forward with cleaning the property up.

- City Administrator Klugman apologized for not putting the public hearing on the agenda and will renote and put the hearing on the agenda next week.
- City Administrator Klugman asked Mr. Fritz to put together a list of what his expectations are for the property for her and the council to review.

12) Mayor & Council Reports

- a) Council Member Hiniker
- Council Member Hiniker just completed the Blue Earth County Citizens Academy and would recommend it to everyone.
 - Council discussed the Blue Earth County Citizens Academy and City Administrator Klugman stated that she would send the information out to Council next year when registration for it occurs.

13) Adjournment

A motion by Hoehn, seconded by **Burt**, to adjourn the meeting at 8:55 pm.

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

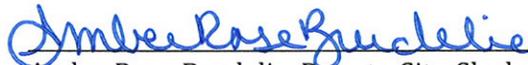
Nays: None

Motion carried.



Kenneth Reichel, Mayor

Attest:


AmberRose Brudelic, Deputy City Clerk