



## City Council Minutes

Madison Lake City Council

Monday, June 2, 2014

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### 1) Call Meeting to Order

Mayor Pro-Tem Bjerke called the regular meeting to order at 7:00 pm.

### 2) Roll Call

**Members Present:** Mayor Pro-Tem Steve Bjerke, John Howard, Carolyn Hiniker, and Kent Hoehn.

**Members Absent:** Mayor Ken Reichel (arrived at 7:03 pm and departed at 8:27 pm)

**Staff Present:** City Administrator Ariel Klugman, Deputy City Clerk AmberRose Brudellie, Fire Chief Kevin Kennedy, City Engineer Chris Larson, Building Inspector Ron Voth, and Planning Commission Chair Mike Klassen.

### 3) Approval of Agenda

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

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

### 4) Approval of Vendor Claims

**A motion by Howard**, seconded by **Hiniker**, to approve vendor claims in the amount of \$24,573.13.

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

### 5) Consent Agenda

a) Approval of minutes from regular meeting of May 19, 2014.

**A motion by Howard**, seconded by **Hiniker**, to approve the minutes from regular meeting of May 19, 2014.

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

b) Approval of minutes from special meeting of May 27, 2014.

**A motion by Hoehn**, seconded by **Hiniker**, to approve the minutes from regular meeting of May 27, 2014.

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

c) Resolution #2014-49 Accept Donation from American Legion for Paddlefish Days

**A motion by Howard**, seconded by **Hoehn**, to Accept Donation from American Legion for Paddlefish Days.

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

Motion carried.

d) Donation to Paddlefish Days from American Legion

**A motion by Hoehn**, seconded by **Bjerke**, to donate \$1,500.00 to the Paddlefish Days.

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

Nays: None

Motion carried.

## 6) Open Public Comments

a) Scott Borgmeier

- Scott Borgmeier requested a letter of approval to the County from the Council for his re-plot.
- City Administrator Klugman explained that the Mr. Borgmeier is decreasing the number of cabins on his property from eight to two.
- City Administrator Klugman recommended moving the request to the County with the City in support of the project.

**A motion by Bjerke**, seconded by **Howard**, to have City Administrator Klugman write a letter, signed by the Mayor, to the County addressing the issue of the City of Madison Lake having no problem with the reduction in density for this project.

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

Nays: None

Motion carried.

b) Andy Frederick

- Andy Frederick requested that the proposed lift station be moved away from his property.
- City Engineer Larson reviewed the history of the proposed location for the lift station.
- City Engineer Larson will look at the cost of moving the lift station.
- Parking along the road was discussed.
- Drainage along the road was discussed.
- Underground electrical service was discussed and Council is not interested cost sharing.

c) Barb Dillon

- Barb Dillon asked Council what needs to be done to repair the sidewalks on the south side of Memory Manor as they are buckled all the way down to the alley.
- The assessment policy was discussed and typically sidewalks are 100% assessed.
- City Engineer Larson will contact Barb Dillon to discuss getting the sidewalk repaired.

## 7) Appearances & Presentations

## 8) Ordinances & Resolutions

a) Resolution #2014-40 Advertising Policy

- The proposed Advertising Policy was discussed.
- Council would like to allow community announcements, non-profits, or public notices on the back of the water bills.
- Tabled.

b) Ordinance #2014-06 Amending Charges and Fees for Remainder of Fiscal Year 2014.

- Tabled.

c) Resolution #2014-46 Sign Retroreflectivity Policy

- City Administrator Klugman stated that this policy is a State requirement and reviewed what the City is required to do.

**A motion by Hoehn**, seconded by **Hiniker**, to approve Resolution #2014-46 Sign Retroreflectivity Policy.

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

d) Ordinance #2014-07 Creation of Transitional District (T).

- City Administrator Klugman explained the concept of the transitional district.

**A motion by Bjerke**, seconded by **Howard**, to approve Ordinance #2014-07 Creation of Transitional District (T).

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

e) Ordinance #2014-08 Rezoning of Wheaton Property to Transitional District

- City Administrator Klugman explained the Wheaton Property will be TR-1, the R-1 being its future use within the Transitional district.

**A motion by Bjerke**, seconded by **Howard**, to approve Ordinance #2014-08 Rezoning of Wheaton Property to Transitional District.

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

f) Ordinance #2014-09 Creation of Downtown Overlay District.

- City Administrator Klugman reviewed the Downtown Overlay District.
- Council discussed the area covered by this ordinance.
- City Administrator Klugman reviewed the administration of the ordinance.

**A motion by Bjerke**, seconded by **Howard**, to approve Ordinance #2014-09 Creation of Downtown Overlay District.

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

g) Resolution #2014-47 Authorizing Sale of Bonds.

- Shannon Sweeney of David Drown Associates reviewed the sale of the bond for the annexation project and recommend that it be split into two issues.
- There is debt service guarantee from the State of Minnesota for water and sewer projects that will allow our bond to be credit enhanced by the State for a fee of \$500.00.
- Mr. Sweeney reviewed the funding of the bond payments and stated that the principal payments are being phased in over three years.
- The call date on both issues will be February 1, 2019. This is the date that we can first prepay the bonds. The first payment will be due in August 2015.
- The City will have to go through the credit rating process for a cost of \$7,500.00 to \$8,000.00.
- The City will have a high debt per capita once this project is complete which can easily be explained by the number of seasonal properties.

**A motion by Bjerke**, seconded by **Howard**, to approve Resolution #2014-47 Authorizing Sale of Bonds as amended.

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

h) Resolution #2014-48 Authorizing Sale of Bonds.

**A motion by Bjerke**, seconded by **Howard**, to approve Resolution #2014-48 Authorizing Sale of Bonds as amended.

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

i) Resolution #2014-50 Establishing Standard Performance Measure Program.

- City Administrator Klugman stated that the State is requiring us to implement standard performance measures into our budget book in order to not have a levy limit.
- Council reviewed the performance measures.

**A motion by Bjerke**, seconded by **Howard**, to approve Resolution #2014-50 Establishing Standard Performance Measure Program.

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

## 9) Unfinished Business

### 10) New Business

a) Conditional Use Permit (Daycare Center) Pitter Patters

- City Administrator Klugman stated that the Planning Commission recommends approval.

**A motion by Bjerke**, seconded by **Hiniker**, to approve a Conditional Use Permit for Pitter Patters.

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

b) Conditional Use Permit (Daycare Center) All Saints

- City Administrator Klugman stated that the Planning Commission recommends approval.

**A motion by Bjerke**, seconded by **Hoehn**, to approve a Conditional Use Permit for All Saints.

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

c) Interim Use Permit (Land Reclamation) Mark Hayes

- Council reviewed the Interim Use Permit application.
- Council wants to review a grading plan or drawing from Mark Hayes before approval.
- Tabled.

d) Insurance Update

- Jerry Groebner reviewed the City's insurance policy.
- Mr. Groebner informed Council of an accident insurance plan for City volunteers. Interest in

**A motion by Hoehn**, seconded by **Bjerke**, to deny the monetary limits.

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

- The insurance dividends the City receives annually were discussed.
- City Administrator Klugman will provide a summary of work comp claims.
- The new ISO rating will affect our premiums next year.

e) Janitorial and Election Judges

- City Administrator Klugman requested permission to post the janitorial position at \$10.00 an hour and the election judge positions.
- Council discussed hiring MRCI for our cleaning needs.

**A motion by Hoehn**, seconded by **Howard**, to approve posting the janitorial and election judge positions.

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

## 11) Staff Reports

a) Fire Chief Kevin Kennedy

- Fire Chief Kennedy stated that there have been forty-seven calls for service year-to-date.
- The Relief Association is planning to purchase an enclosed trailer for the 6x6.
- Council directed Fire Chief Kennedy and City Administrator Klugman to determine the best use for the current trailer.
- The rescue truck is in need of repairs that could cost \$7,000.00 as it is smoking.
- The DNR matching grant was submitted and we will know in thirty days if we will receive it.
- Fire Chief Kennedy stated that movie nights will be starting soon.
- On June 19, 2014 the area fire chiefs will be meeting here.

b) Building Inspector Ron Voth

- Building Inspector Voth stated that eleven permits were issued this month.
- The first permit for a major downtown renovation has been received for a pizza and ice cream parlor in the memory manor building.
- Council discussed the Three Lakes Subdivision and potential requests for building permits.

c) City Engineer Chris Larson

- A previous easement request in the Three Lakes Subdivision for the well project.
- City Engineer Larson stated that the pre-construction meetings are scheduled for Friday.
- The Main Street project is ahead of schedule. The contractor is starting on parts of Cherry Avenue while keeping the Trailblazer open to traffic.

d) Planning Commission Chair Mike Klassen

- The Point Wild preliminary plat will be on the next Council agenda for approval.

- Planning Commission Chair Klassen discussed the park in the subdivision and who should be responsible for the park maintenance and insurance.
- e) City Administrator Ari Klugman
  - The new District 77 Middle School will be located near the intersection of Highway 22 and Highway 83.
  - The paperwork for the sale of the hardware store has been completed and will be recorded at the County. The funds for the loan have been distributed.
  - City Administrator Klugman asked a Council member to attend the Mayor and Clerks Meeting on June 12, 2014 as Mayor Reichel will not be in town.
  - Council Member Hiniker will attend the meeting.

## 12) Mayor & Council Reports

- a) Mayor Pro-Tem Steve Bjerke
  - The July Council meeting was discussed. Council will only meet on July 14, 2014.
- b) Council Member John Howard
  - Council Member Howard requested updates on the cell tower, the cost of the water main break, and fencing around the water tower at a future meeting.
- c) Council Member Kent Hoehn
  - Council Member Hoehn stated that there is a house on Chestnut Avenue with a couch and loveseat on the curb that need to be removed.
  - Staff will send a letter to the homeowner.

## 13) Adjournment

**A motion by Hoehn**, seconded by **Howard**, to adjourn the meeting at 9:22 pm.

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

Nays: None

Motion carried.

Attest:



Steve Bjerke, Mayor Pro-Tem



AmberRose Brudelic, Deputy City Clerk