



City Council Minutes

Madison Lake City Council

Monday, November 2, 2015

1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 7:01 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 Bruderie, City Engineer Chris Larson, Interim Public Works Supervisor Adam Fennell, Police Chief Dan Bunde, Fire Chief Kevin Kennedy, Planning Commission Chair Mike Klassen, and City Attorney Jason Moran.

3) Approval of Agenda

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

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

Nays: None

Motion carried.

4) Approval of Vendor Claims

A motion by Hoehn, seconded by **Burt**, to approve vendor claims in the amount of \$21,953.52.

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

Nays: None

Motion carried.

5) Consent Agenda

a) Approval of minutes from regular meeting of October 19, 2015

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

7) Appearances & Presentations

a) Department Updates

- Interim Public Works Supervisor
 - Interim Public Works Supervisor Fennell stated that they have been working on winterizing.
 - The shrubs on Main Street have been trimmed and staff will be putting up Christmas lights next week.
 - Council discussed the compost site.
- Fire Chief
 - Fire Chief Kennedy stated that EAM was here to complete truck maintenance and pump testing.
 - Fire Chief Kennedy and Assistant Chief Klassen will provide Council with a list of necessary upkeep.
 - Air pack maintenance was also completed on Friday.

- Fire Chief Kennedy stated that they applied for a grant for a washing machine for turn out gear.
- The FEMA grant comes out this month and the department will be asking for turn out gear.
- Fire Chief Kennedy stated that he met with Eric Weller at South Central College to plan a disaster planning drill in March.
- Fire Chief Kennedy stated that the air packs were new in 2006 and 2007.
- The air packs are good for fifteen years but in 2016 the manufacturer is going to stop making parts.
- Fire Chief Kennedy stated that he spoke with Mayor Reichel and Council Member Hoehn and has ordered four of the main component boards and four of the small boards for approximately \$5,000.00 to store in the safe at City Hall in the event that they need to be replaced after they are no longer available.
- Council discussed the budgeted reserve funds.
- City Administrator Klugman stated that staff and Council need to get up to date on their FEMA training (NIMS) as it can impact the ability to get reimbursed in the event of a FEMA disaster.
- Fire Chief Kennedy stated that after the first of the year the fire department will be holding a training in Cleveland for NIMS testing.
- Testing needs to be completed on the fire trucks annually.
- Council discussed the carbon monoxide issue when running the fire trucks in the building.
- Fire Chief Kennedy stated that we should start looking at properly ventilating the fire hall.
- Police Chief
 - Police Chief Bunde stated that they are still working on the background check for the other part-time police officer.
 - The Minnesota POST board completed an audit of our records and are requiring the police department to adopt new updated policies.
 - Police Chief Bunde stated that the police department was awarded a \$5,000.00 grant for their work with the Towards Zero Deaths campaign.

8) Ordinances & Resolutions

- a) Resolution #2015-42 Approving Preliminary Plat Madison Crest
- City Administrator Klugman stated that the Planning Commission recommended approval with a contingency that the property is owned by the applicant prior to the approval of the final plat.
 - Council discussed the recommendations of the DNR.

A motion by Hiniker, seconded by **Hoehn**, to approve Resolution #2015-42 Approving Preliminary Plat Madison Crest with the contingency that the property is owned by the applicant prior to the approval of the final plat.

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

- b) Resolution #2015-43 Approving Interim Use Permit (200 Main Street)

A motion by Hoehn, seconded by **Hiniker**, to approve Resolution #2015-43 Approving Interim Use Permit (200 Main Street).

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

- c) Resolution #2015-44 Accepting Bid and Awarding Public Works and Police Facility Project
- City Administrator Klugman stated that APX has changed their electrician to Bernie Ploog.
 - City Administrator Klugman stated that a representative from APX Construction is here today.

- Mitch Rohlfing from APX Construction stated he has contacted Craig Groebner about the concrete work but has not heard back from him yet. APX Construction has no issue using Mr. Groebner for the concrete work as long as his bid comes in close to the number they currently have.
 - City Administrator Klugman stated that Shannon Sweeney is here tonight as well.
 - Council reviewed what is included in each alternate.
 - City Engineer Larson stated that water is included and stubs for sewer service.
 - Council discussed a ventilation system that may be required by the State of Minnesota.
 - Council discussed the necessary easement for the sanitary sewer lines.
 - Council discussed the financing options for the facility.
 - Mitch Rohlfing from APX Construction stated that they are willing to hold their bid until the next Council meeting.
 - Shannon Sweeney stated that delaying a project one year does not accomplish a whole lot financially as it will probably only get you inflation on the project cost.
 - Mr. Sweeney stated that we would not make a payment on the facility for the 4th and 5th Street project until 2017.
 - Council discussed the debt service that falls off in 2015, 2016, 2017 and 2018.
 - Council discussed the growth of the City paying for the debt service.
- d) Resolution #2015-45 Adopting and Updating State Mandated Police Policies
- The police department recently had an audit and was told that we need to update our mandated policies.
 - City Administrator Klugman stated that this is a resolution to adopt the eleven policies that are mandated by the State.
 - Police Chief Bunde stated that these policies have minor language changes to the policies we already have in place.
 - City Attorney Jason Moran recommends that the policy approved.

A motion by Burt, seconded by **Hiniker**, to approve Resolution #2015-45 Adopting and Updating State Mandated Police Policies on the advice of our legal counsel and Police Chief.

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

Nays: None

Motion carried.

9) Unfinished Business

- a) Project Updates
- 4th and 5th Update
 - (1) Curb Discussion
 - City Engineer Larson stated that at the last meeting provided Council with a map of the proposed curb.
 - City Engineer Larson reviewed the curb options.
 - Dale Lee of 420 Spruce Avenue is concerned with the barrier curb choice for portion of Spruce Avenue and his ability to mow and the farm equipment that uses Spruce Avenue.
 - Council discussed the proposed curbs on the 4th and 5th Street project.
 - Mr. Lee stated that Spruce Avenue is not going to make it another year.
 - Fire Chief Kennedy stated that he wants curb in front of his house to keep people from parking in his yard.
 - Annexation Update
 - (1) City Engineer Larson stated that the contractor's punch list is basically completed.

10) New Business

- a) Lake Washington Sanitary District Invoice
- City Administrator Klugman stated that we are not obligated to pay any portion of this bill, however, during the settlement conversations we agreed to look at their legal services bill as the cost of the detachment was much higher than anticipated.
 - Council discussed the taxes that residents in the annexation area paid to the Lake Washington Sanitary District for two years.
 - City Attorney Moran stated that he would not negotiate with Lake Washington Sanitary District recommends sending a letter saying that our obligation is done as of November.

A motion by Hoehn, seconded by **Sohre**, to Lake Washington Sanitary District stating that we are not interested in contributing to their legal fees.

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

- b) Fire Department Actuarial Report GASB 67/68
- City Administrator Klugman stated that GASB 67/68 requires that an actuarial report be completed on the fire department budget.

A motion by Hiniker, seconded by **Burt**, to grant City Administrator Klugman permission to hire an actuarial for the fire department for \$2,200.00.

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

- c) Tomahawk Park Proposal
- City Administrator Klugman stated that a grant was received from Game Time Playground Company for \$5,599.01.
 - The money for the park is in the budget.
 - The ADA compliant ramp was discussed.
 - Council discussed where the equipment will be stored over winter.

A motion by Sohre, seconded by **Hoehn**, to approve the purchase of playground equipment for Tomahawk Park.

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

11) Staff Reports

- a) City Administrator
- City Administrator Klugman stated that the survey results are in and will be e-mailed to Council in the Friday report.
 - City Administrator Klugman gave a brief overview of the survey results.
 - City Administrator Klugman stated that one application was received for the public works supervisor position that closed on Friday.
 - City Administrator Klugman recommends hiring Adam Fennell as the Public Works Supervisor at step one of pay grade twenty-four.

A motion by Hoehn, seconded by **Hiniker**, to hire Adam Fennell as the Public Works Supervisor at step one of pay grade twenty-four.

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

- City Administrator Klugman requested permission to begin the process of posting the Maintenance Worker 1 position.

A motion by Hoehn, seconded by **Hiniker**, to grant City Administrator Klugman permission to post the Maintenance Worker 1 position.

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

- Council discussed the Maintenance Worker 1 position requirements and where the position will be posted.
- City Administrator Klugman recommends paying Jim Kimble \$13.92 an hour as out of class pay which is grade 13, step 1 of Mr. Fennell former pay grade.

A motion by Burt, seconded by **Hoehn**, to adjust Jim Kimble's wages to be pay grade 13, step 1 while he is working out of class.

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

- Council Member Hiniker stated that Jason Hiniker is willing to help with plowing if needed.

12) Mayor & Council Reports

- a) Council Member Burt
 - Council discussed the work Jaguar Communication and Consolidated Communication are doing in town.
 - Council discussed requiring right of way permits.
- b) Council Member Hoehn
 - Council Member Hoehn asked City Administrator Klugman to follow up on whether Washington Township plans to pay their overdue bill.

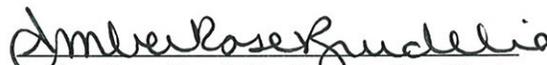
13) Adjournment

A motion by Sohre, seconded by **Hiniker**, to adjourn the meeting at 8:46 pm.

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


Kenneth Reichel, Mayor

Attest:


Amber Rose Brudellie, Deputy City Clerk