



COUNCIL MEETING MINUTES

Madison Lake City Council

Monday January 7, at 6:00PM

525 Main Street

Madison Lake, MN

1) Call Meeting to Order

Mayor Reichel called the meeting to order at 6:02 p.m.

2) Roll Call – Council Members Present: Mayor Kenny Reichel, Carolyn Hiniker, Laurinda Sohre, Kent Hoehn, Pat Burt, and Council Member Elect Ryan Sanders

Staff Present: City Clerk Allie Polsfuss, City Administrator Curt Kephart, City Attorney Jason Moran

3) Consent Agenda

a) Approval of minutes from council meeting on December 17, 2018.

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

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

Nays: None

Motion carried

4) Administration of Oath of Office

- a) Administer Oath of Office and Presentation of election certificates – City Clerk
- i) Mayor Elect – Kent Hoehn
 - ii) Council Member – Pat Burt
 - iii) Council Member Elect – Ryan Sanders
 - iv) Mayor Reichel passes the chair and gavel to Mayor Hoehn
 - v) Member Sanders is seated

City Administrator Kephart presented the Oath of Office to Mayor Elect, Council Member, and Council Member Elect.

5) Organizational Business

- a) Appoint Mayor Pro-Tem
- i) Mayor Hoehn would like to appoint Council Member Carolyn Hiniker as Mayor Pro-Tem

Motion made by Sohre, seconded by **Burt** to appoint Carolyn Hiniker as Mayor Pro-Tem.

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

Nays: None

Motion carried

- b) Assign new signatory at Bank and for Legal Documents

Motion by Sanders, seconded by **Sohre** to approve Pat Burt as the new signatory at the bank and for Legal Documents, and removing Kenny Reichel. Mayor Hoehn, Administrator, and Council Member Hiniker are also signatories.

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

Nays: None

Motion carried

- c) Appointment of Assistant City Administrator/Deputy Clerk
 - i) The hiring committee came to a consensus and recommend Elizabeth Wille as the Assistant City Administrator/Deputy Clerk.

Motion by Burt, seconded by **Hiniker** to appoint Elizabeth Wille as the Assistant City Administrator/Deputy Clerk.

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

- d) Resolution # 2019-01 Official Designations

Motion by Sohre, seconded by **Burt** to approve Resolution #2019-01 Official Designations.

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

6) Open Public Comments

- a) **Barb Dillon Chamber of Commerce**
 - i) The Chamber of Commerce is committed to coming to City Council Meetings as often as they can to keep informed of city business.
 - ii) After looking over the council packet, the Chamber had concerns about the land give away in 2 different sections in town.
 - iii) Mayor Kent Hoehn discussed how the City has been maintaining these properties for years.
 - iv) It was the consensus of the council and attorney that the resolutions for these parcels will be tabled until a future meeting so the language in the resolution can be revised.

7) Vendor Claims & Payments

- a) Approve vendor claims in the amount of \$39,345.29

Motion by Burt, seconded by **Sohre** to approve vendor claims in the amount of \$39,345.29.

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

- b) Approve credit card payments in the amount of \$949.89

Motion by Burt, seconded by **Hiniker** to approve credit card payments in the amount of \$949.89.

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

Nays: None

Motion carried

- c) Approve final pay app for the Public Works Building in the amount of \$3,000
 - i) The city council would like to hold off on this payment until the final check list is 100% completed.

- d) Approve wire transfers for debt service payments in the amount of \$474,525.01
 - i) \$25,187.50 for GO Utility Revenue Note 2017A (PW Building)
 - ii) \$245,415.63 for GO Water and Sewer Revenue Bond 2014A
 - iii) \$100,771.88 for GO Improvement Bond 2014B
 - iv) \$103,150 GO Debt service payment

Motion by Burt, seconded by **Sohre** to approve wire transfers for debt service payment in the amount of \$474,525.01.

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

Nays: None

Motion carried

8) Appearances and Presentations

- a) Bill Ward- Renewable Energy
 - i) Mr. Ward works for School Sisters of Notre Dame. They have built a community solar garden and have been working on introducing solar energy. Mr. Ward is present to see if the city council has ever been approached about introducing solar energy.
- b) Mr. Ward explained that the city, for no cost, could reduce our Xcel energy bill by subscribing a percentage of the energy used through Xcel, and receiving credits on the Xcel energy bills. This would be a 25-year commitment administered through Xcel.
- c) Currently, Blue Earth County subscribes 40% of their energy and they have been receiving credits higher than what their Xcel bill is, therefore, saving money.
- d) Mr. Ward can assist in projecting the savings over the 25-year commitment. The council directed Administration work with Bill Ward to project cost savings over the next 25 years if the City entered into an agreement with Xcel Energy. If these cost savings appear reasonable, the council, requests Mr. Ward to present at their next meeting.

9) Old Business

- a) Conveyance of Lift Station Parcel Swap property with Hammett
- b) Resolution #2018-02 authorizing and conferring a conveyance of real property
 - i) It was the consensus of the council to table both these items until the next meeting pending the survey.
- c) Update and Replace IRS 125 Cafeteria Benefit Master Plan and Document.
 - i) City Administrator Kephart has been working with a benefits attorney for the last few months creating this IRS 125 Document to include the taxable cash health stipend that will be available for all employees.

Motion by Sohre, seconded by **Burt** to Update and Replace the IRS 125 Cafeteria Benefit Master Plan and Document drafted by benefits attorney Darcy effective for the 2019 tax year.

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

Nays: None

Motion carried

10) New Business

- a) Schedule City Council Organization Workshop
 - i) These workshops will be held at South Central Services Co-op with Wendell Sande.
- b) Discuss Topics for Workshop
 - i) The council scheduled the first workshop for January 29th at 6:00PM. The main goals of this meeting will be to discuss committees and assignments, open meeting laws, and the update on zoning ordinance.
- c) Distribute Proposed Council Committees and Subcommittees
 - i) The council was given a list of vacant seats on various committees. City Administrator Kephart and Mayor Hoehn ask that the council members rank their desired committees from 1 to 3.

11) Administration Report

- a) City Administrator Kephart introduced Liz Wille, new deputy city clerk, to the City Council and Staff.

12) Council Member Report

- a) Scott Hammett spoke with Mayor Hoehn and voiced his concern about the cost of the rental licenses. Mayor Hoehn would like to propose a payment plan for his rental licenses.
- b) Deputy City Clerk Polsfuss stated that Mr. Hammett could call and set up his inspection appointments and the council can discuss how they will process Mr. Hammett's payment plan moving forward.
- c) Carol Schneider from the Chamber of Commerce would like the city to advertise the 2019 membership sign up on the City Website.

Motion by Burt, Seconded by Sanders to adjourn the council meeting at 7:15P.M.

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

Nays: None

Motion carried



Mayor Kent Hoehn

Attest:



City Administrator Curt Kephart