



COUNCIL MEETING MINUTES

Madison Lake City Council

Tuesday January 22, at 6:00PM

525 Main Street

Madison Lake, MN

1) Call Meeting to Order & Pledge of Allegiance

Mayor Hoehn called the meeting to order at 6:01 p.m.

2) Roll Call - Council Members Present: Mayor Kent Hoehn, Laurinda Sohre, Pat Burt, Ryan Sanders

Staff Present: City Clerk Liz Wille, City Administrator Curt Kephart, City Attorney Jason Moran

3) Approval of Agenda

4) Consent Agenda

- a) Approval of Council Meeting minutes from January 7, 2019
- b) Jaguar Row Permit Request

Motion by Sohre, seconded by **Burt** to approve the consent agenda with the removal of item 7a.

Ayes: Hoehn, Sohre, Burt, and Sanders

Nays: None

Motion Carried

5) Vendor Claims -

- a) Bills in the amount of - \$23,895.04

- i) The Council had several questions regarding vendor claims that were addressed by Mayor Hoehn, City Administrator Kephart, and Deputy Clerk Wille.
- ii) Deputy Clerk Wille stated that she and Accountant Joan Bushlack would revise the vendor claims spreadsheet to include columns to note where each charge was coded and what the charge was for.
- iii) The Council discussed the possibility of having the Department Heads attend the first Council meeting of each month.

Motion by Burt, seconded by **Sanders** to approve Vendor Claims in the amount of \$23,895.04

Ayes: Sohre, Burt, and Sanders

Abstention: Hoehn

Nays: None

Motion Carried

- b) Credit Card Invoice in the amount of - \$2,488.74

- i) An employee inadvertently used the City charge card and immediately reported this personal transaction to the Deputy Clerk and wrote a personal check to the city to cover that transaction.
- ii) The Council was concerned about a personal charge on the city credit card. They asked that this be addressed and to ensure it not happen in the future.
- iii) The council had a question regarding an Amazon transaction on credit card statement which turned out to be uniforms for the Police Department.

Motion by Burt, seconded by **Sanders** to approve credit card payments in the amount of \$2,488.74

Ayes: Hoehn, Sohre, Burt, and Sanders

Nays: None

Motion Carried

6) Open Public Comments – No one had comments

7) Ordinances and Resolutions –

a) Resolution # 2019-02 Authorizing and confirming Conveyance of Real Estate – Fisel

i) City Administrator Kephart asked that this item be tabled as there are still questions regarding assessments and payment amounts. It was the consensus of the Council to table this item.

b) Resolution # 2019-03 Street Numbering – Park Road Hammett Mobile Home Park

i) It was the consensus of the Council to refer Resolution #2019-03 back to the Planning Commission as Council has concerns with the current lot numbering.

Motion by Burt, seconded by **Sohre** to refer Resolution #2019-03 Street Numbering – Park Road Hammett Mobile Home Park back to the Planning Commission

Ayes: Hoehn, Sohre, Burt, and Sanders

Nays: None

Motion Carried

c) Resolution # 2019-04 Conveyance of Lift Station Parcel Swap – Hammett

Motion by Sohre, seconded by **Burt** to approve Resolution #2019-04 Conveyance of Lift Station Parcel Swap between Hammett and the City

Ayes: Hoehn, Sohre, Burt, and Sanders

Nays: None

Motion Carried

8) Old Business

a) Update to the Communication Social Media Policy

i) The Council discussed proposed revisions to the Communication Social Media Policy and after deliberation came to the consensus to approve the revisions with the removal of a 3rd bullet which stated, “posting information, videos, or photos to any personal social media that identify you as an employee of the City which includes uniform, logo, or identifiable object that can be recognized as the City of Madison Lake.”

Motion by Sohre, seconded by **Burt** to approve updates to the Communication Social Media policy with the removal of the 3rd bullet in a latter section on personal social media.

Ayes: Hoehn, Sohre, Burt, and Sanders

Nays: None

Motion Carried

- b) Update to the Employee Handbook / Personnel Policy Procedure Manual (Discussion only)
 - i) Council reviewed proposed changes to the Employee Handbook / Personnel Policy Procedure Manual proposed by the Personnel Committee and Administrator Kephart.
 - ii) Council member Burt and City Attorney Moran asked for an editable copy of the Employee Handbook. They will also be editing to ensure the language is concise throughout and meets legal standards.

9) New Business

- a) Establish Petty Cash Drawer Ongoing Balance
 - i) City Administrator Kephart discussed the history of the Petty Cash Drawer reconciliation and requested a \$200 Petty Cash Drawer balance with an established policy of monthly audits. This recommendation was not based upon a specific event but rather adopting best practice.

Motion by Sohre, seconded by **Sanders** to approve setting \$200 as the ongoing Petty Cash Drawer balance, and provide for random audits by the Accountant to ensure the amount of cash and receipts continuously totals \$200.

Ayes: Hoehn, Sohre, Burt, and Sanders

Nays: None

Motion Carried

- b) Discussion of Office Hours – Daily and Seasonal
 - i) Deputy Clerk Wille proposed changing City Hall hours to 7:00 a.m. – 4:30 p.m. Monday through Thursday, and 7:00 a.m. – 2:00 p.m. Friday, which would give the public an opportunity to stop in on their way to work to conduct their city business.

Motion by Burt, seconded by **Sohre** to approve new City Hall hours of 7:00 a.m. – 4:30 p.m. Monday through Thursday, and 7:00 a.m. – 2:00 p.m. Friday.

Ayes: Hoehn, Sohre, Burt, and Sanders

Nays: None

Motion Carried

10) Administration Report

- i) City Administrator Kephart discussed a pre-trial hearing over a fence issue which the City is prosecuting and is now postponed until April. There is contention regarding city zoning ordinance. The defendant signed a permit stating what they were required to do, and they failed to do so. This is being prosecuted by the county as a criminal offense. Administrator Kephart stated that the City tried to settle several times without getting the court involved.
- ii) Administrator Kephart addressed status of the office and new Deputy Clerk Liz Wille getting acclimated. He commended her positive attitude and willingness to dig in.
- iii) The Council was reminded of the workshop on January 29th at 6:00 p.m. at SCSC.
- iv) The Council members were asked to submit their committee preference list to Mayor Hoehn.

- v) Council Member Sanders is attending League of MN cities training January 25th – January 27th
- vi) Public Notice – Our legal posting place is the front door of City Hall.

11) Council Member Reports

- i) Mayor Hoehn had a chat with Public Works Director Adam Fennell about the parking situation at Pioneer Plaza. 7th street as people are parking on both sides of the road and blocking access. Mayor Hoehn believes the best solution is that we should limit street parking on the west side and repost from Hwy 60 to the start of the ball park, so people only park on the East side of the street.
- ii) Council member Burt questioned the status of Madison Lake/North Shore Park and what is being done to advise people that the ice is not safe. The Administrator advised Council that the access points are posted, and people are still driving around barricades. The Lake itself is under the jurisdiction of Blue Earth County.
- iii) Al Dorn from the Madison Lake Area Chamber of Commerce stated that the DNR put 150 signs out on Madison Lake
- iv) City Attorney Jason Moran stated we need to make sure that all accesses remain posted.
- v) Mayor Hoehn stated that he is happy that the fishing tournament got moved.

Motion by Sanders, seconded by **Burt** to adjourn the City Council meeting at 7:47 p.m.

Ayes: Hoehn, Sohre, Burt, and Sanders

Nays:

Motion Carried



Mayor Kent Hoehn

Attest:



City Administrator Curt Kephart