



COUNCIL MEETING MINUTES

Madison Lake City Council

Monday March 4th, at 6:00PM

525 Main Street

Madison Lake, MN

1) Call Meeting to Order

Mayor Hoehn called the meeting to order at 6:02 p.m. with the Pledge of Allegiance

Establish Quorum - Roll Call – Council Members Present: Mayor Kent Hoehn, Carolyn Hiniker, Laurinda Sohre, Kent Hoehn, Pat Burt, and Ryan Sanders

Staff Present: City Administrator Curt Kephart

Others Present: Al and Nicole Dorn

2) Consent Agenda –

a) Approval of agenda for this meeting

b) Approval of minutes from council meeting on February 19th, 2019

Motion by Burt, seconded by **Sanders** to approve the consent agenda as presented.

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

Nays: None

Motion carried

3) Vendor Claims & Payments

a) Bills were reviewed and discussed vendor claims in the amount of \$23,237.10. The Administrator requested that an invoice to Hildi in the amount of \$1,000 be held for further review. A question was asked regarding a David Drown invoice for 2017 and the Administrator would research that further.

Motion by Burt, seconded by **Sohre** to approve vendor claims in the amount of \$22,237.10.

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

Nays: None

4) Open Public Comments

a) **Al Dorn, Madison Lake Chamber of Commerce**

i) Mr. Dorn expressed concern that the Chamber requested Council agendas and full Council Packets as they are getting agendas. They desire more time to review Council items in detail and have the background information to support Council actions. The Administrator shared his concern that the Council have the first opportunity to read the packet material before citizens questions came before they are prepared to provide answers. Council members expressed concern that members should not be offering opinions on Council matters before they are discussed at Council and citizens should be advised to come to the meeting to hear the full discussion but should be getting packet material (unless it is related to closed session items). Timing of the distribution of material was discussed and the Administrator shared that it is the office goal to have the packet distributed to Council by Thursday before the meeting if possible.

ii) Mr. Dorn also expressed concern about the budget preparation process and lack of advance information before public hearings on proposed budgets. Council members advised Mr. Dorn that there is a difference between working documents and the

preliminary proposed budget, and it was agreed that a preliminary proposed budget should be available at least a week before the public hearing on the proposed budget.
Motion carried

5) Appearances and Presentations – None

6) Ordinances and Resolutions – None

7) Old Business

- i) Recommendation of the Planning and Zoning Commission to Approve Variance Request # 2019 – 1 Racecraft setback variance as follows:

Variance Permit Request for property described as:

MADISON LAKE TOWNSITE LOT 1 EX E17' FORCO RD & LOTS 2 & 3 & E30.64' 004 001 00 (200 Spruce Avenue) AKA RaceCraft

Motion by Sohre, seconded by **Sanders** to accept the Planning and Zoning Commission recommendation to authorize Variance Permit # 2019 -1 with the following conditions and findings of fact as presented by the Planning Commission:

FINDINGS of Fact:

1. The permit is approved for form and does indeed require a variance to be approved.
2. The setback requested is reasonable given the adjacent properties proximity to the trail
3. The setback will continue to allow sufficient space between the proposed new construction and the adjacent property owners to allow egress and access.
4. The request is reasonable and meets zoning restrictions in all other regards except for setback.
5. Only one written comment was submitted for this hearing and it was a positive DNR note.
6. Staff have no objections to the approval of a variance if conditions are established to maintain space for egress and access in a safe, orderly, and well-maintained manner.
7. All construction materials must remain on the RaceCraft property during construction.

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

Nays: None

Motion carried

- a) 2019/2020 Committee appointments – Members discussed the Mayor’s nominations and shared why they believed some members might be better on various committees. It was the consensus of the Council to remove the Madison Lake Foundation from the list of assigned boards/committees. **Motion by Sohre** seconded by **Hiniker** to create and approve the revised committee assignments for 2019/2020 and appoint members to the respective Standing Committees as found at the end of these minutes.

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

Nays: None

Motion carried

- a. Temporary on-call office support for the week that the Deputy Clerk is on vacation – The Administrator recommended appointing Carole Kroc as a temporary on call staff support person at Grade 7 – Step 2 \$12.00 per hour to fill in for the week that the Deputy Clerk/Assistant Administrator is out not to exceed 20 hours.

Motion by Sohre seconded by **Sanders** to appoint Carole Kroc as a temporary on call staff support person at Grade 7 – Step 2 \$12.00 per hour to fill in for the week that the Deputy Clerk/Assistant Administrator is out not to exceed 20 hours and pursuant to a background check.

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

Nays: None

Motion carried

b) New Business

- a. January Bank Reconciliation Report – The Administrator updated the Council that the accountant is providing bank reconciliation reports in a very quick turnaround. Council expressed gratitude to Joan Bushlack for her diligent work.
 - b. Charitable gambling proceeds Action Item – The Administrator outlined information supplied by the State of Minnesota Gaming Board on the way gambling proceeds needed to be processed by the City. Member Hiniker presented information regarding how the prior Foundation Board managed the 10% fund and set aside for local donations. Further research needs to occur on this topic before an action may be taken.
 - c. Acknowledging Memorandum of Understanding with the City of Mankato Wastewater Treatment Agreement Approved at the 08-06-18 Council meeting.
- c) **Motion by Sohre** seconded by **Sanders** to authorize signatures to the acknowledgement letter from the City of Mankato on Wastewater Treatment.

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

Nays: None, Motion carried

d) Administration Report

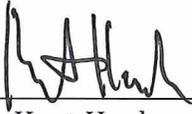
- a. City Administrator Kephart updated the Council on several pending projects and handed out a printed report. He shared that staff are growing frustrated with the Municipal Software package and the lack of reliability of the application.
- e) **Council Member Reports** – Reminder about the Council Workshop at South Central Services Cooperative 2075 Lookout Dr, North Mankato, MN 56003

Motion by Hiniker, Seconded by Sohre to adjourn the council meeting at 8:12 p.m.

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

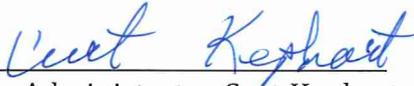
Nays: None

Motion carried



Mayor Kent Hoehn

Attest:



City Administrator Curt Kephart