



## City Council Minutes

Madison Lake City Council

March 12, 2018 at 6:00PM in Madison Lake Community Center

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### 1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 6:05 pm.

### 2) Roll Call

**Council Members Present:** Mayor Ken Reichel, Carolyn Hiniker, Laurinda Sohre, Pat Burt, and Kent Hoehn (at 6:20)

**Members Absent:** None

**Staff Present:** Deputy Clerk Allison Polsfuss, Police Chief Dan Bunde, Public Works Supervisor Adam Fennell, Interim City Administrator Curt Kephart

### 3) Approval of Agenda with addition of Department Updates (7b).

**Motion by Hiniker**, seconded by **Burt**, to approve the agenda with revisions stated.

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

Nays: None

Motion carried.

### 4) Approval of Vendor Claims

**Motion by Sohre**, seconded by **Burt**, to approve vendor claims in the amount of \$10,476.81 with addition of payment for Curt Kephart for \$2,940 for a total of \$13,416.81.

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

Nays: None

Motion carried.

### 5) Consent Agenda

a) Approval of minutes as presented from the regular meeting of February 20, 2018, with corrections stated.

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

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

Nays: None

Motion carried.

### 6) Open Public Comments- None at this time

### 7) Appearances & Presentations

a) MN Valley Council of Governments-Project Completion & Membership presentation.

b) **Departmental Updates:**

**A) Police Chief Dan Bunde**

- a) Everything is going great with the department.
- b) Chief Bunde slipped on the ice and hurt his arm, but not out of commission.
- c) Chief Bunde also got into another high chase pursuit earlier this evening. There were no injuries and no damage to the car.

**B) Public Works Supervisor Adam Fennell**

- a) Everything is going well.

**C) Deputy Clerk Allie Polsfuss**

- a) Administrative assistant Joan has been helping the administrative department in organization, receipt entry, updated budgets, vendor claims, and will be helping Allie with the upcoming audit.

**8) Ordinances and Resolutions**

- a) Resolution #2018-03 Ordering Improvement

**Motion by Sohre**, seconded by **Hoehn**, to approve Resolution #2018-03 Ordering Improvement.

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

Nays: None

Motion carried.

- b) Resolution #2018-04 - Approving Plan Specs, and Ordering Advertisement for Bids.

**Motion by Hoehn**, seconded by **Burt**, to approve Resolution #2018-04- Approving Plan Specs, and Ordering Advertisement for Bids.

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

Nays: None

Motion carried.

- c) Resolution #2018-05 Receiving Facility Plan and Feasibility Study

**Motion by Sohre**, seconded by **Burt**, to approve Resolution #2018-05 Receiving Facility Plan and Feasibility Study

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

Nays: None

Motion carried.

**9) Unfinished Business**

**A) 400 Main Street Property Sale**

- a) Ben Devens brought a purchase proposal for a painting company at 400 Main Street to the city council.

- b) Devens appeared before the Planning Commission and EDA, who both recommended moving forward with the proposal.
- c) The final plans have to get approved through the building inspector before construction begins.
- d) The contract states that something needs to be built on the site within the first year, if not, Devens will pay the BEC assessed value of \$21,200.
- e) When Devens first made the offer, he didn't realize there were assessments against the property and is requesting information about those assessments and will then discuss with the council who incurs the cost of those assessments.
- f) Another concern of Devens is the 10-year ownership requirement. He is asking that this language is revised.
- g) Moving forward- City Attorney Jason Moran will draft new language for the 10-year plan, and Curt Kephart will look up information on the assessments at 400 Main street.

**B) Shredding Donation**

**Motion by Sohre**, seconded by **Burt**, to approve donation to Cornerstone State Bank for the shredding event.

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

**10) New Business**

**a) Sale of Outlot on Fifth Street**

- 1) A request was made by a resident that the city declare an outlot as a surplus and offer it for sale.
- 2) The Planning and Zoning and EDA discussed and decided they don't want an orphan lot left.
- 3) There are also assessments on both sides of this property.
- 4) Possible option is to vacate the property and sell for the amount of the assessments owed.
- 5) City Attorney Jason Moran wanted to advise that when this decision is made, that it is done via Resolution.

**b) Revolving Loan Program Update to Loan Rules**

- 1) Updated language of "up to \$10,000."
- 2) The council wants to take another look at the rules and see if the amount can be opened up at all.

**Motion by Sohre**, seconded by **Hoehn**, to approve the changed language, and direct the administrator to research and redo language based off federal and state requirements.

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

**c) Trailblazer-Transfer of Liquor License**

**Motion by Hoehn**, seconded by **Burt**, to approve the transfer of liquor license for the Trailblazer.

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

Nays: None

Motion carried.

d) Seasonal Property Application at 381 N Duck Lake Ave

**Motion by Hoehn**, seconded by **Burt**, to approve seasonal property application for 381 N Duck Lake avenue after the current balance is paid in full.

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

Nays: None

Motion carried.

e) 2018 Spring/Summer newsletter discussion

A) Deputy Clerk is aiming to get the newsletter out before the end of March.

f) Possible Dates for spring clean up

A) Will be scheduled the week after the city wide garage sale

g) Building permit software for 2018

**Motion by Hoehn**, seconded by **Burt**, to approve the building permit software for 2018 for \$100 per month.

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

Nays: None

Motion carried.

## 11) Administration Report

a) Update from the Interim Administrator Newsletter

b) The city is getting strict on scuff laws and people who are not complying to the city code. We will be pursuing those owners who are violating city laws.

c) Working on getting new computers

d) Looking at moving the equipment into an equipment rack above the fire department.

e) Also looking to change the lock on the utility cabinet in the community room.

f) Kephart has been working on a comprehensive solution to the technological issues in the city.

g) The staff will be having a meeting Tuesday morning after the council meetings for a debrief.

## 12) Adjournment

**Motion by Hoehn**, seconded by **Burt**, to adjourn the meeting at 7:55pm.

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

Nays: None

Motion carried.

  
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Mayor, Kenneth Reichel

Attest:

  
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Interim City Administrator Curt Kephart

