



COUNCIL MEETING MINUTES

Madison Lake City Council

Monday, June 17th, 2019 @ 6:00 p.m.

Madison Lake Community Room

Madison Lake, MN

1) Call Meeting to Order & Pledge of Allegiance

Mayor Hoehn called the meeting to order at 6:01 p.m. with the Pledge of Allegiance

2) Roll Call – Establish Quorum

Council Members Present: Mayor Kent Hoehn, Pat Burt, Carolyn Hiniker, Ryan Sanders, Laurinda Sohre

Staff Present: City Administrator Curt Kephart, Liz Wille, Deputy Clerk/Administrator, City Attorney Jason Moran, Intern Morgan Muldoon

Others Present: Carole Kroc, Al & Nicole Dorn, Dan Bunde, Brad Potter, Charles Jones, Doug James

3) Consent Agenda

Note: All items listed under the Consent Agenda are considered routine or non-controversial and will be approved with one motion. If a Council Member wishes to discuss any of these items, they may ask that the item be removed from the Consent Agenda.

- a) Approval of This Agenda
- b) Approval of Minutes of May 28th special meeting
- c) Approval of Minutes of May 31st special meeting
- d) Approval of Minutes of June 3rd meeting
- e) Approval of Minutes of June 10th special meeting

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

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

Nays: None

Motion carried

4) Open Public Comments

NOTE: Those wishing to speak must state their name and address for the record. Please limit comments to three minutes for person. Please fill out and turn in the yellow card to the Mayor before the meeting.

Charles Jones, 306 Krason Dr, requested an update on Nuthatch Rd. Mayor Hoehn read a letter where it was stated that paving the road would be at the cost of the constituents. Mayor Hoehn committed to getting more gravel put down, and stated that paving the road would have to be budgeted and looked at while putting together the City's CIP.

5) Appearances & Presentations

- a) Allisa Oeltjenbruns of Southern Minnesota Initiative Foundation presented Council with a packet of information. She thanked City of Madison Lake for their contribution last year, and was excited to hear that the Madison Lake Area Community Foundation was back up and running.

6) Ordinances and Resolutions

a) **Public Hearing – Amending Zoning Ordinance**

- i) Public Hearing – Proposed Amendments to the Madison Lake Zoning Ordinance
- ii) Call the Hearing to Order – Motion by Burt, seconded by Sohre to open the public hearing at 6:38 p.m.
- iii) Take Testimony – called 3 times for testimony, no testimony given
- iv) Recess/Close the Public Hearing – Motion by Sanders, seconded by Burt to recess the public hearing at 6:39 p.m.
- v) Evaluate next steps and possible solutions

b) **Public Hearing – Moratorium VRBO**

- i) Proposed Moratorium on Vacation Rentals By Owner (BNB, ABNB)
- ii) Call the Hearing to Order - **Motion by Burt**, seconded by **Sohre** to open the public hearing at 6:39 p.m.
Roll Call: Ayes: Hoehn, Hiniker, Sohre, Burt, and Sanders
Nays: None
Motion carried
- iii) Take Testimony – called for testimony 3 times, no testimony given
- iv) Recess/Close the Public Hearing – **Motion by Sanders**, seconded by **Burt** to close the public hearing at 6:56 p.m.
Roll Call: Ayes: Hoehn, Hiniker, Sohre, Burt, and Sanders
Nays: None
Motion carried
- v) Evaluate next steps and possible solutions – **Motion by Burt**, seconded by **Sanders** to pass the ordinance ordering a moratorium surrounding VRBOs in the City of Madison Lake.
Roll Call: Ayes: Hoehn, Hiniker, Sohre, Burt, and Sanders
Nays: None
Motion carried

c) **State Performance Measurement Option**

- i) Determine how the City desires to continue this program
 - a) Council discussed the State Performance Measurement program and the previous survey that was done.
Motion by Burt, seconded by **Sohre** to approve Resolution 2019-06 Establishing Standard Performance Measure Program
Roll Call: Ayes: Hoehn, Hiniker, Sohre, Burt, and Sanders
Nays: None
Motion carried

7) **Old Business –**

- a) Final payment request on Well # 4
Motion by Sanders, seconded by **Hiniker** to table the Final Pay Request for Well # 4 until further discussion can be had with ISG.
Roll Call: Ayes: Hoehn, Hiniker, Sohre, Burt, and Sanders
Nays: None

Motion carried

- b) Utility billing – over due and final bill accounts with outstanding balances
 - i) City Administrator Kephart advised Council that several inactive accounts have outstanding balances. He asked Council for approval to seek a third party collection agency. City Attorney Moran discussed the possibility of assessing the balances to their property taxes.
- c) Appoint City Administrator and approve contract
 - i) City Administrator Kephart and City Attorney Moran advised that offers were made to two candidates, and both have declined.

8) New Business

- a) Approve Contract with Interim City Administrator – tabled until an Interim has accepted
- b) Small Business Development Center Request for Funding – these will now be forwarded to the appropriate committee
- c) Set Next Open Forum Date
 - i) The next Open Forum will be August 10, 2019 with Council Members Hiniker and Sanders.

9) Vendor Claims – approve bills in the amount of \$44,498.80

Motion by Burt, seconded by **Sohre** to withhold payment to Municipal Builders in the amount of \$7,178.49 and approve payment of vendor claims in the amount of \$37,320.41.

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

Nays: None

Motion carried

10) Motion to Enter in to Closed session pursuant to MS§13D.05

Meetings Having Data Classified as Not Public

Subd. 3. (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. Department Head annual reviews

Motion by Hiniker, seconded by **Sanders** to enter into closed session at 8:11 p.m.

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

Nays: None

Motion carried

Motion to return to open session.

Motion by Burt, seconded by **Sanders** to return to open session at 8:59 p.m.

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

Nays: None

Motion carried

Any actions required of the Council regarding the closed session discussion.

Motion by Hiniker, seconded by **Sohre** to accept the evaluations presented with an annual step increase in July and a cost of living increase in January each year.

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

Nays: None

Motion carried

Motion by Burt, seconded by **Sohre** to accept Police Chief Bunde's evaluation as scored by Administrator Kephart with the opportunity for performance coaching and another evaluation in December.

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

Nays: None

Motion carried

11) Administration Report

City Administrator Kephart thanked the Council and Staff for allowing him to serve the City of Madison Lake.

12) Council Report

- a) Mayor Hoehn would like parking along Lakeshore Drive to be added to the next agenda.
- b) Council Members discussed Department Heads coming to Council Meetings as well as the possibility of Team Builders.

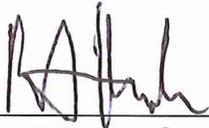
13) Adjournment

Motion by Sanders, seconded by **Sohre** to adjourn at 10:08 p.m.

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

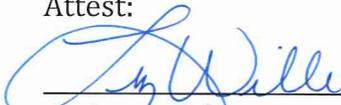
Nays: None

Motion carried



Mayor Kent Hoehn

Attest:



Assistant Administrator/
Deputy Clerk Liz Wille