

City of Madison Lake
City Council Minutes
Tuesday, September 4, 2012

Call to Order

Mayor Reichel called the regular Council meeting to order at 7:02 pm.

Roll Call

Members Present: Mayor Ken Reichel, Steve Bjerke, Chuck Ries, John Howard and Kent Hoehn

Members Absent: None

Staff Present: City Administrator Kelly Steele, Deputy Clerk AmberRose Brudellie, Police Chief Dan Bunde, Fire Chief Kevin Kennedy and Planning Commission Chair Mike Klassen.

Others Present: Carolyn Hiniker of 74 Evergreen Court, Madison Lake and Mark Hayes and Sara Werner of 312 Krason Drive, Madison Lake.

Pledge of Allegiance

Consent Agenda

1A) Approval of Agenda

A motion by Ries, seconded by Howard, to approve the agenda with the additions of 6E) Resolution #2012-552 Approving Submittal of a BWSR Clean Water Fund Grant Application and 7A) Closed Meeting MN Statute §13D.05, Subd. 1(d), 3 (a).

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn
Nays: None
Motion carried.

1B) Accepting of Minutes from Regular Meeting of August 20, 2012

A motion by Ries, seconded by Hoehn, to accept the minutes from the August 20, 2012 regular meeting.

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn
Nays: None
Motion carried.

1C) Approval of Vendor Claims Totaling \$41,101.07.

A motion by Hoehn, seconded by Bjerke, to approve vendor claims in the amount of \$41,101.07.

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn
Nays: None
Motion carried.

Department Report

2B) City Administrator

- Randy Knauss is going to be opening a business across the street from KR Automotive and may be interested in serving on the EDA. Ms. Steele is meeting with him on Friday.

2E) Fire Chief

- Chief Kennedy stated that we have received a \$1,200.00 DNR matching grant to upgrade our floating pump.
- The 800 MHZ radios have been installed.
- We have received \$4,800.00 from MBFT for training reimbursement.
- Alliance Energy will be here tomorrow to present a check to the fire department for \$5,000.00.

- Council discussed the fire department reserve funds.
- Chief Kennedy will provide Council with an inventory listing.

2G) Planning Commission Chair

- Mr. Klassen stated that the Planning Commission is continuing to work on zoning ordinance revisions.
- The Main Street Business ordinance was discussed.
- The Planning Commission is looking at an ordinance restricting the density of rental units in a given area.

2H) Police Chief

- The new truck should be here next week.
- The Police Department has been busy. There were 115 contacts in August, of which 75 were traffic stops.
- There are major speed issues coming through town and the City may want to consider purchasing a flashing speed sign in the future.
- There is a trailer in Pleasant Hill Manor that may require a building permit as it appears they have removed the back wall. Ms. Steele will have Ron Voth look into it.

Public Open Forum

3A) Mark Hayes of 312 Krason Drive

- Mr. Hayes addressed the Council regarding annexation of his property at 312 Krason Drive.
- Mr. Hayes is interested in building an assisted living facility on his property.
- Council has been supportive of this kind of facility in town in the past.
- Council is unable to make any guarantees at this time.

Unfinished Business

4A) Draft 2013 Financial Budget Review

- Ms. Steele informed council that the preliminary levy must be set tonight and currently the levy is at ten percent.
- Council discussed ways to reduce the levy including transferring \$2,800.00 annually from the Water Tower Reserve Fund to reduce the general fund transfer and transferring \$17,209.00 annually from the Payment to Mankato Reserve Fund which would lower the levy by approximately four percent.
- The street reserve funds were discussed as well as financing options for future projects.
- The Civil Defense Capital Outlay fund was decreased to \$9,000.00.
- Council discussed our Greater Mankato Growth membership and directed Ms. Steele to have Jonathan Zierdt attend a future council meeting.
- Council discussed squad car replacement and directed Chief Bunde to put costs and a schedule into writing.
- Council discussed fire truck replacement and directed Chief Kennedy to determine what payments would be on an equipment certificate and to provide replacement dates for each of the trucks.
- Council directed Ms. Steele to determine how much cash the fire department has.
- Council discussed the fire department reserve funds and directed Chief Kennedy to give an estimate of what is needed and how expensive it will be to replace.
- Council discussed the \$11,000.00 budget for wage and benefits increases and decided to give a 1.4% cost of living increase across the board and allow the personnel committee to determine the merit and benefit increases.
- Council discussed a wage increase for the fire department and the retirement benefits for the fire department.
- Council directed the personnel committee to review the fire chief's wages.
- Council directed Ms. Steele to complete employee reviews.

a) Resolution #2012-551 Adopting and Certifying Preliminary 2013 Budget and Tax Levy to the Blue Earth County Auditor

A motion by Bjerke, seconded by Howard, to set the preliminary levy at three percent.

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn
 Nays: None
 Motion carried.

4B) Annexation

- Council discussed the properties on Duck Lake that are interested in annexing into the City.
- Council discussed the SAC and WAC fees and curb and gutter requirements.
- Council discussed park requirements for developments.
- Council directed Ms. Steele, Mr. Bjerke, and Mr. Ries to make a recommendation to the Council regarding the SAC/WAC fees and when to spend the money on engineering.

4C) Sheppard Agreement

- Mr. Ries modified the agreement that was prepared by Jim Brandt.
- Jim Sheppard has not seen this agreement yet.

A motion by Ries, seconded by Howard, to adopt that language as spelled out in the agreement.

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn

Nays: None

Motion carried.

General Business

5A) Verizon CUP Application

- The Planning Commission will hold a hearing at the end of September and the Council will hear the request the beginning of October. This application is for a temporary tower behind Stouffer's Auto.
- Council discussed where the permanent tower will be located.
- Ms. Steele stated that the permanent tower will not meet the required setbacks at this time.
- AT & T and Verizon Wireless are willing to pay to keep the old tower up temporarily.

New Business

6A) Phoenix Request for Payment #8

- This is for the work completed by Phoenix and an AT & T change order.

A motion by Bjerke, seconded by Howard, approve Phoenix Request for Payment #8.

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn

Nays: None

Motion carried.

6B) Assessment Policy

- Ms. Steele stated that our assessment policy needed to be revised before the hearing on September 17, 2012.
- Chris Larson and Brad Potter have reviewed the policy and recommend it be approved.

A motion by Ries, seconded by Bjerke, to approve the assessment policy.

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn

Nays: None

Motion carried.

6C) Oak Ave Survey

- Council discussed the survey of the current road versus the legal road.
- A building at 809 Park Road encroaches the legal road.
- This property recently sold at auction.
- Council directed Ms. Steele to mail a letter to the new owner of the property as well as the banks involved.

6D) Economic Development Association Agreement

- Council tabled this item until Jonathan Zierdt is able to attend a meeting.

6E) Resolution #2012-552 Approving Submittal of a BWSR Clean Water Fund Grant Application

A motion by Bjerke, seconded by Hoehn, to approve Resolution #2012-552 Approving Submittal of a BWSR Clean Water Fund Grant Application.

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn
Nays: None
Motion carried.

Personnel

7A) Personnel Closed Session

- Mayor Reichel closed the regular meeting at 10:04 pm to discuss the employee call out procedure.
- Mayor Reichel opened the regular meeting at 10:30 pm.
- Council directed Ms. Steele to review calls outs and the background for them and report at the next meeting.

Adjournment

A motion by Bjerke, seconded by Ries, to adjourn the meeting at 10:31 pm.

Roll Call: Ayes: Reichel, Bjerke, Ries, Howard and Hoehn
Nays: None
Motion carried.



Kenneth Reichel, Mayor

Attest:



Kelly Steele, City Administrator-Clerk