



1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 7:06 pm.

2) Roll Call

Council Members Present: Mayor Ken Reichel, Carolyn Hiniker, Laurinda Sohre, Pat Burt, and Kent Hoehn

Members Absent: None

Staff Present: City Administrator Michael Hanson, Deputy City Clerk AmberRose Brudelic, Police Chief Dan Bunde, Fire Chief Kevin Kennedy, Public Works Supervisor Adam Fennell, Project Designer Nate Hermer, Interim City Administrator Wendell Sande, and Planning Commission Chair Mike Klassen.

3) Approval of Agenda

A motion by Hoehn, seconded by **Sohre**, to approve the agenda.

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

Nays: None

Motion carried.

4) Approval of Vendor Claims

A motion by Sohre, seconded by **Burt**, to approve vendor claims in the amount of \$309,562.63.

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

Nays: None

Motion carried.

5) Consent Agenda

a) Approval of minutes from regular meeting of August 15, 2016.

b) Approval of minutes from special meeting of August 31, 2016.

A motion by Hoehn, 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

- No one from the public wished to speak.

7) Appearances & Presentations

a) Tonya Morsching for CornerStone State Bank (Halloween Party)

- Tonya Morsching requested a donation of \$400.00 from the City for the Halloween Party.
- Deputy Clerk Brudelic stated that the gambling account has \$1,457.53.

- Police Chief Bunde will donate \$250.00 from the forfeiture fund.

A motion by Sohre, seconded by **Hoehn**, to donate \$600.00 to CornerStone State Bank for the Halloween Party.

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

b) Department Updates

- Public Works Supervisor
 - (1) Public Works Supervisor Fennell thanked the Council for approving the purchase of the new truck and stated things are going well.
 - (2) Public Works Supervisor Fennell stated that there have been a few issues with the City Hall parking lot and that Nielsen's will be coming back this spring to fix the bad spots, mill around everything, and put a new top layer on.
 - (3) Construction at Sarah Circle was discussed and staff stated that notice would be provided to residents in the area before constructions starts.
- Fire Chief
 - (1) Fire Chief Kennedy stated that year to date the department has responded to fifty-six calls for service.
 - (2) The Minnesota Board of Fire Training and Education gave the City an additional \$1,080 in grants and starting in July we will have \$5,200.00 for training grants.
 - (3) The department received a fifty percent matching grant of \$1,500.00 for wildland gear.
 - (4) A rejection letter from FEMA was received for turnout gear the fire department is planning to resubmit the request in 2017 but if the grant is not received the City will need to purchase turnout gear.
 - (5) The dry hydrants were discussed.
 - (6) The bullet proof vests are in and on the truck, the department has drafted a simple policy for their use at this time.
 - (7) Fire Chief Kennedy stated that they have found the air bags they would like to purchase to replace the outdated ones.
 - (8) The cost is \$11,480.00 which will come out of the equipment reserves.

A motion by Hoehn, seconded by **Sohre**, to purchase air bags for \$11,480.00.

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

- (9) OSHA has stated that the department is not allowed to do hose testing.
- (10) A company will be coming in to do all of the hose and ladder testing for \$1,800.00 and we will provide staff to move the trucks that day.

- Police Chief
 - (1) Police Chief Bunde stated that everything is going well.
 - (2) The in car camera has had some issues but we think they have been resolved.
 - (3) The police department received a \$2,000.00 Walmart grant last month that the department plans to use for two new shot guns for the squad cars.

- Planning Commission Chair
 - (1) Planning Commission Chair Klassen stated that they left the public hearing open for the Domas property as they had some questions and Mr. Domas was not able to be here for the hearing.
 - (2) The Planning Commission continues to work on the zoning ordinance with Rick Almich and the Comprehensive Plan with Alex Jermeland.
- Interim City Administrator
 - (1) Interim City Administrator Sande stated that if there is money left over from the contingency on the project that the City should consider paving the parking lot at North Shore Park.
 - (2) Interim City Administrator Sande stated that City Engineer Larson is concerned that we are approaching the five percent contingency on the project.
 - (3) Project Designer Hermer stated that we are still waiting on all of the change orders to come in but we are right on track for quantities.
 - (4) The project is on budget right now but we are waiting for change orders.
 - (5) Any lot pins that were removed will be replaced.

8) Ordinances & Resolutions

- a) Resolution #2016-41 Authorizing Consent Assessment with Anthony Schmitz

A motion by Hoehn, seconded by **Burt**, to approve Resolution #2016-41 Authorizing Consent Assessment with Anthony Schmitz.

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

- b) Resolution #2016-42 Authorizing Consent Assessment with Paul Dirks and Michelle Beck

A motion by Burt, seconded by **Hoehn**, to approve Resolution #2016-42 Authorizing Consent Assessment with Paul Dirks and Michelle Beck.

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

- c) Resolution #2016-43 Authorizing Consent Assessment with Paul Zimmer

A motion by Hoehn, seconded by **Hiniker**, to approve Resolution #2016-43 Authorizing Consent Assessment with Paul Zimmer.

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

- d) Resolution #2016-44 Authorizing Consent Assessment with Delores Hoehn

A motion by Sohre, seconded by **Hiniker**, to approve Resolution #2016-44 Authorizing Consent Assessment with Delores Hoehn.

Roll Call: Ayes: Reichel, Hiniker, Sohre, and Burt
Nays: None
Abstained: Hoehn

Motion carried.

- e) Resolution #2016-45 Authorizing Consent Assessment with Kevin and Karen Kennedy.

A motion by Burt, seconded by **Sohre**, to approve Resolution #2016-45 Authorizing Consent Assessment with Kevin and Karen Kennedy.

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

Nays: None

Motion carried.

- f) Resolution #2016-46 Authorizing Consent Agreement Regarding Special Assessment with Jerome Groebner.

A motion by Hiniker, seconded by **Hoehn**, to approve Resolution #2016-46 Authorizing Consent Agreement Regarding Special Assessment with Jerome Groebner.

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

Nays: None

Motion carried.

- g) Resolution #2016-47 Setting Preliminary Levy for 2017 Budget.

- Council discussed the preliminary levy and stated that during their work session they agrees to a 4.5% increase in order to keep the tax rate level.

A motion by Hiniker, seconded by **Burt**, to approve Resolution #2016-47 Setting the Preliminary Levy for 2017 Budget at a 4.5% increase.

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

Nays: None

Motion carried.

9) Unfinished Business

- a) 4th and 5th Street Project Update

- Project Designer Hermer stated there has been lots of rain that is delaying the project.
- Curb and gutter is complete and they are working on driveway connections.
- The contractor plans to start paving at the end of the week and will be starting south of Highway 60 because the grade makes it more prone to erosion.
- Council discussed lining the sanitary lines on Lakeshore Drive and Lake Avenue.
- Project Designer Hermer will provide more information at the next meeting.
- Council discussed televising the lines by the ball park.

A motion by Hiniker, seconded by **Sohre**, to approve Contractor's Request for Payment No. 5 for \$235,194.87.

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

Nays: None

Motion carried.

- b) Feasibility Study – Three on Duck

- Project Designer Hermer reviewed the feasibility study for the Haefner, Mettler, and Dahl properties on Duck Lake.

- The project is \$7,635.00 for sanitary and \$4,795.00 for water which includes the water and sewer access charges.
- The project would be 100% assessed to the properties.

A motion by Hiniker, seconded by **Sohre**, to accept the feasibility study and directing ISG to create final plans.

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

c) Public Works New Truck – Snow Plow Harness

- Public Works Supervisor Fennell stated that he would like to purchase a snow plow harness for the new truck.
- The ranger will go to Stoufer's on October 1, 2016.
- Public Works Supervisor Fennell stated that we already have a strobe like, but we need to purchase decals.

A motion by Hiniker, seconded by **Burt**, to approve the purchase of a snow plow harness from Herman's Landscape Supplies for \$1,612.44.

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

10) New Business

a) Public Works Building

- Interim City Administrator Sande stated that staff and Mayor Reichel toured the City of Madelia's public works building.
- Council discussed the design of the building.
- Interim City Administrator Sande stated that in order to address the City's larger space needs, we need to do something for public works and asked the Council for permission to move forward with developing a prospective design.
- Council discussed sanitary service for the water tower site.
- Council discussed the potential price and the police department.

A motion by Hoehn, seconded by **Sohre**, to authorize staff to pursue developing a plan for a public works building at the water tower site.

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

b) Variance Recommendation for 1045 Sarah Circle

- City Administrator Hanson stated that the Planning Commission recommends approval of a variance for the side yard setback.
- The original request was for an impervious surface variance.
- Planning Commission Chair Klassen reviewed the proposal for 1045 Sarah Circle.
- The house will be moved forward eleven feet, reducing the amount of the impervious surface coverage.

A motion by Sohre, seconded by **Hoehn**, to grant the variance request for 1045 Sarah Circle to reduce the side yard setback from ten feet to nine feet.

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

Nays: None

Motion carried.

11) Staff Reports

12) Mayor & Council Reports

a) Mayor Reichel

- Mayor Reichel talked about a product by Bargaen for sealing new roads.
- Public Supervisor Fennell and Mayor Reichel went to a demonstration at Treasure Island a while back.
- It costs about the same and last five to seven years the same as traditional seal coating.
- Mayor Reichel reviewed the quote provided by Bargaen.
- Council would like to discuss this option at a future meeting.

b) Council Member Hiniker

- Council Member Hiniker stated that we need to schedule a budget meeting.
- Council decided on October 17, 2016 at 5:30 pm.

13) Adjournment

A motion by Hoehn, seconded by **Hiniker**, to adjourn the meeting at 8:14 pm.

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

Nays: None

Motion carried.

Kenneth Reichel, Mayor

Attest:

AmberRose Brudelic, Deputy City Clerk