



City Council Minutes
Madison Lake City Council
Monday, October 3, 2016

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1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 6:49 pm.

2) Roll Call

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

Members Absent: Kent Hoehn

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

3) Approval of Agenda

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

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

4) Personnel

a) Closed Meeting Under Minnesota Statute 13D.05, subd. 3(a)

A motion by Hiniker, seconded by **Sohre**, to close the regular meeting and open the closed meeting under Minnesota Statute 13D.05, subd. 3(a).

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

A motion by Hiniker, seconded by **Sohre**, to close the closed meeting and open the regular meeting.

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

A motion by Burt, seconded by **Sohre**, to remove John Howard from the Madison Lake Fire Department roster.

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

5) Approval of Vendor Claims

A motion by Burt, seconded by **Hiniker**, to approve vendor claims in the amount of \$259,126.81.

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

6) Consent Agenda

- a) Approval of minutes from regular meeting of September 12, 2016.

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

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

7) Open Public Comments

- a) Jim Sheppard of 400 Sheppard Circle
- Mr. Sheppard is requesting an adjustment to the sewer portion of his water bill due to a water main break that occurred on his property.
 - Deputy Clerk Brudellie explained that all of Point Pleasant Resort is serviced by one meter that comes in and Mr. Sheppard owns all of the underground infrastructure after that point.
 - Deputy Clerk Brudellie stated that the City policy is to adjust the sewer portion of the bill to 110% of the normal usage as the water did not go through the sanitary system.

A motion by Sohre, seconded by **Burt**, to adjust the sewer portion of Jim Sheppard's bill to 110% of his normal usage per our policy.

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

8) Appearances & Presentations

- a) Department Updates
- Police Chief
(1) Police Chief Bunde stated that everything is going well.
 - Fire Chief
(1) Fire Chief Kennedy stated that everything is good.
 - City Attorney
(1) City Attorney Moran stated that his topic will be covered in the closed session.
 - Public Works Supervisor
(1) Public Works Supervisor Fennell stated that they are working on closing stuff up for the fall.
(2) Sarah Circle has been milled and the first lift installed.
(3) Sarah Circle will be finished when the contractor comes back to finish Spruce Avenue.

9) Ordinances & Resolutions

- a) Resolution #2016-48 Receiving Feasibility Report and Calling for Public Hearing
- Deputy Clerk Brudellie stated that this is a requirement in order to assess the three properties on North Duck for the water and sewer installation.

A motion by Hiniker, seconded by **Sohre**, to approve Resolution #2016-48 Receiving Feasibility Report and Calling for Public Hearing.

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

10) Unfinished Business

a) 4th and 5th Street Project Update

- Project Designer Hermer stated that there is not much of an update.
- We are waiting on the paving crew that was planning to be here the end of this week but there is the potential for rain.
- Crews are working on turf establishment and sod is going in.
- Survey crews are scheduled to mark where property pins that were removed need to be installed.
- Until the grass is in, the orange bags in the storm sewers must remain.
- Project Designer Hermer reviewed the pay application.
- Council discussed the work schedule for the project and staff will review if weekends are an allowed working day.

A motion by Hiniker, seconded by **Sohre**, to approve Contractor's Request for Payment No. 6 for \$101,143.46 contingent on receipt of required payroll documents.

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

11) New Business

a) Variance for 805 Main Street (The Landing)

- Council discussed the addition being proposed at The Landing.
- Planning Commission Chair Klassen provided a summary of the discussion held at during the public hearing.
- The Planning Commission recommends approval of a zero to two-foot side yard variance.

A motion by Hiniker, seconded by **Sohre**, to grant a variance allowing a zero to two-foot side yard setback variance.

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

b) Siren Purchase

- Council discussed the siren coverage area.
- Sirens coverage is a courtesy to cover our residents and the City is not required to provide sirens.
- Council discussed the liability of providing siren coverage.

A motion by Sohre, seconded by **Burt**, to purchase and install a siren as quoted by Federal Signal Corporation and West Shore Services for \$16,504.

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

- c) Flagpole Option to Replace Broken Flagpole from Post Office
- Mayor Reichel stated that the City ordered a flag pole as part of the awning removal agreement.
 - The flagpole that we purchased came down and Kent Hoehn wants the flag pole replaced.
 - City Administrator Hanson reviewed the different flag pole options he found.
 - Council discussed what they were willing to spend.

A motion by Sohre, seconded by **Hiniker**, to purchase a flag pole for \$691.00 plus shipping or if the Post Office wants something different we would put \$691.00 toward the purchase of a different pole. The City is no longer responsible for the repair should something happen to the flag pole

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

Nays: None

Motion carried.

12) Staff Reports

- a) City Administrator – ICMA Conference
- City Administrator Hanson stated that he attended a lot of sessions at ICMA and tried to cater them towards small communities.
 - City Administrator Hanson stated that he networked with other some community administrator and stated that they key note speakers were engaging.
 - Council discussed the value of the conference.

13) Mayor & Council Reports

- a) Council Member Sohre
- Council Member Sohre stated that she received a complaint about the office not being open in the morning.
 - Deputy Clerk Brudelie stated that someone is here every morning at 8:00 am but they could be at the Post Office or Ms. Lerud may be in her office and not mine if I am not here.
- b) Council Member Burt
- Council Member Burt thanked the Mayor and the City for the work on the culverts as it helped strengthen the sewer system and prevented homes and yards in Sarah Circle from flooding.
 - Council asked staff to send a thank you note to Holtmeier Construction for their assistance during the storm and for the pump they provided.

14) Closed Meeting Under Minnesota Statute 13D.05, subd. 3(b)

- a) The Council closed the meeting to discuss pending litigation.

A motion by Hiniker, seconded by **Sohre**, to closed the regular meeting under Minnesota Statute 13D.05, subd. 3(b).

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

Nays: None

Motion carried.

A motion by Hiniker, seconded by **Burt**, to close the closed meeting and open the regular meeting.

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

Nays: None

Motion carried.

A motion by Hiniker, seconded by **Burt**, to resolve the litigation with Kevin and Lori Johnson.

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

Nays: None

Motion carried.

15)Adjournment

A motion by Hiniker, seconded by **Sohre**, to adjourn the meeting at 8:02 pm.

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

Nays: None

Motion carried.

Kenneth Reichel, Mayor

Attest:

AmberRose Brudelic, Deputy City Clerk