



## AGENDA

Madison Lake City Council

Monday, November 20, 2017 at 7:00 PM

Madison Lake Community Room

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### 1) Call Meeting to Order & Pledge of Allegiance

### 2) Roll Call

**Council Members Present:** Carolyn Hiniker, Laurinda Sohre, Pat Burt

**Council Members Absent:** Mayor Ken Reichel, Kent Hoehn were excused.

**Staff Present:** Interim City Administrator Curt Kephart, Deputy City Clerk Allie Polsfuss, City Attorney Jason Moran, City Engineer Chris Larson, Zoning Chair Mike Klassen, Police officer Jeff Marx, Fire Chief Kevin Kennedy, Public Works Supervisor Adam Fenell.

### 3) Approval of Agenda with the removal of 10b. This item will be discussed at the budget meeting on 11.30.2017.

**Motion by Sohre**, seconded by **Burt**, to approve the agenda which changes made.

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

### 4) Approval of Vendor Claims

a) Vendor Claims for 11.20.17 in the amount of \$ 56,666.11

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

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

b) EFT payments for October

### 5) 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 minutes from the regular meeting of October 16, 2017.

**Motion by Sohre**, seconded by **Burt**, to approve the minutes from the regular meeting of October 16, 2017.

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

b) Approval of Tobacco License for

i) Casey's General Store

ii) The Market of Madison

**Motion by Sohre**, seconded by **Burt**, to approve 2018 Tobacco License for Casey's General Store and The Market of Madison.

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

## 6) Open Public Comments

### a) **Linda Madigan of 504 Chestnut Ave**

- i) The Madigan's have been having issues with Amazon packages being dropped off at the post offices with the Amazon drivers tearing up their yard as a result of backing up due to restrictions in the alley behind the post office.
- ii) Madigan has called the police chief as the drivers have hit their mail box twice and have damaged their yard repeatedly.
- iii) Some possible remedies discussed were: close the alley to truck drivers, discuss other options with the post office, have the police department get insurance from drivers, or put stakes or rocks in the yard to prevent the trucks from running onto their yard.
- iv) The recommendation was made that the City Attorney write a letter to the post office explaining that they need to find a solution for this problem within three weeks.

## 7) Appearances & Presentations

### a) **Tom & Dawn Herz of 100 Chestnut: City's broken pipe in the boulevard.**

- i) Tom and Dawn Herz moved into 100 Chestnut in July 2017. They noticed a sink hole in their front yard.
- ii) When the pipe was dug up, connection from the house sump drain to the storm sewer line appears hooked up incorrectly.
- iii) When cleaning the main storm sewer pipe, they ran into a clog of dirt which must have come from the incorrect hookup of the sump drain.
- iv) This work has cost them \$700.00 so far and they are looking for answers from the city on whose responsibility it is to repair this pipe.
- v) Because it is the responsibility of the home owner to connect to the sump drain pipe, the liability does not fall on the city. The city will go in and see if the pipe is collapsed and we will know more after that.
- vi) As it appears that there was no permit issued for the connection, it is not the city's responsibility. In the meantime, the city authorizes the Herz's to temporarily run a pipe across their lawn until the repair is completed.
- vii) The City Attorney suggested that the Herz's check with the previous listing real estate agent to see if there was a failure to disclose this information, but it is not the city's responsibility.

### b) **Departmental Updates**

#### i) **Planning and Zoning: Mike Klassen**

- (1) The planning and zoning commission is looking to redoing the zoning ordinances. It was originally expected to be done when the comprehensive plan was completed, but that is not completed yet. The Planning commission is looking to complete it in 2018.

- (2) Brad Radichel seems to be in compliance and has gotten his zoning permit approved. Klassen would still like to verify if the lot line was changed.
- (3) Planning and Zoning will meet on Monday November 27.
- ii) **Fire Department: Chief Kevin Kennedy**
  - (1) Year to date the fire department has 83 calls
  - (2) Pump testing is completed, and one hose is out of service.
  - (3) Kennedy is working to get payroll completed for the fire department and will work with Administration to ensure everyone is paid the correct amount.
  - (4) The department is looking to purchase turnout gear in 2018, as they weren't accepted for the FEMA grant.
  - (5) There was a stock donation, which was cashed at just over \$19,000 which will be used to cover the boat purchase in February. The remaining balance for accessories will be purchased by the Relief Association. The goal is to get everything for less than \$25,000.
  - (6) The retirement dinner is scheduled for December 13<sup>th</sup> and the Fire Department Party is scheduled for January 26<sup>th</sup>.
- iii) **City Attorney Jason Moran**
  - (1) The public works building is proceeding as planned.
  - (2) Three Lakes Development is pressing litigation to get a permit.
  - (3) Moran and Keport have been working on renegotiating Jaguar Communications franchise agreement.
- iv) **Public Works Supervisor Adam Fennell**
  - (1) Congratulations to Andrew Hartmas for passing his waste water certification test
  - (2) Christmas lights are going up this week. The Christmas star is up and lit on the water tower.
  - (3) The gas line for the public works building gets put in next Tuesday.
  - (4) **The backup generator was hooked up to the new PW building.**
- v) **Police Department: Jeff Marx**
  - (1) Just a reminder for people to be safe when out and about this holiday weekend. There will be more enforcement to ensure safety.

## 8) Ordinances and Resolutions

- a) **Resolution #2017-27:** Designating Polling Place

**Motion by Burt**, seconded by **Sohre**, to approve Resolution #2017-27: Designating the official City of Madison Lake Polling Place as the Municipal Building (City Hall).

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

## 9) Unfinished Business

- a) Authorization to proceed with repair and televising.

- i) Jaguar Communications will reimburse for the repairs made to damaged the line they hit.

**Motion by Sohre**, seconded by **Burt**, to authorize the utility damage payment of \$3,782.50 which will presumably be reimbursed by Jaguar Communications.

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

- ii) There is heavy cleaning and televising done to the initial area (see attached map) which is estimated at \$6,000.

**Motion by Sohre**, seconded by **Burt**, to authorize the heavy cleaning and televising of the initial area in the amount of \$6,000 which will be paid through the sewer reserve account.

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

- iii) It is estimated that televising the remainder of the reasibility study area will be approximately \$3,800.

**Motion by Sohre**, seconded by **Burt**, to authorize the work and payment for the remainder of the feasibility study in the estimated amount of \$3,800.

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

- iv) Heavy cleaning of the remainder of the feasibility study area may be required, but the extent is unknown. Depending what is needed, the costs range from \$225/hr to \$475/hr.

**Motion by Sohre**, seconded by **Burt**, to approve Adam Fennell to authorize this work up to \$2,500 without further council approval. If the work exceeds this amount, it needs to be brought back to the council.

Roll Call: Ayes: Sohre, Burt, Hiniker

Nays: None

Motion carried.

**b) Point Wild Development Discussion**

- i) The Point Wild Development agreement needs to be followed up on to insure it is abided by.
- ii) The council wants to make sure that this development does not remain incomplete.

iii) City Attorney suggests that we sent a notice to Matt Oswald regarding the Point Wild development agreement.

**10) New Business**

- a) Mandatory Survey Zoning Ordinance Amendment
  - i) This proposed language of the ordinance will be referred to the planning and zoning commission for review.
  - ii) The council suggests that the planning and zoning commission come back with thoughts and suggestions.
- b) Employer paid flex policy
  - i) This item will be discussed at the budget meeting on 11.30.2017
- c) Part time Admin Assistant
  - i) It has been observed that there is a large amount of time for data entry for all departments at the end of the year, and it appears necessary to temporarily fill Allies former position as administrative staff.
  - ii) Interim Administrator Kephart is proposing hiring a part time and temporary Administrative Assistant position for 90 days with 8-10 hours per week.

**Motion by Burt**, seconded by **Sohre**, to approve hiring a temporary part time Administrative Assitant for 90 days at 8-10 hours per week.

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

- d) Suplus Furniture Sale
  - i) The old office furniture from the city administrator's office and the police department will be sold to the highest bidder online.

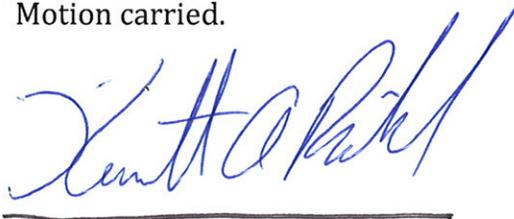
**11) Staff Reports**

- a) Update from the Interim Administrator
  - i) See newsletter

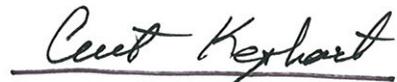
**12) Adjournment**

Motion made by **Burt**, seconded by **Sohre** to adjourn the meeting at 9:14pm.

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



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