



COUNCIL MEETING MINUTES

Madison Lake City Council

Monday December 3, at 6:00PM

525 Main Street

Madison Lake, MN

1) Call Meeting to Order

Mayor Reichel called the meeting to order at 6:03 p.m.

2) Roll Call

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

Staff Present: City Clerk Allie Polsfuss, City Administrator Curt Kephart, City Attorney Jason Moran, City Engineer Nate Hermer, Fire Chief Kevin Kennedy.

3) Approval of Agenda

Motion by Burt, seconded by Hoehn to approve the agenda as presented.

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

Nays: None

Motion carried

4) Public Hearing- Proposed 2019 Budget and Tax Levy

a) Proposed 2019 Budget and Tax Levy Presentation by City Administrator Kephart.

Motion by Sohre, seconded by **Burt** to open the public hearing at 6:12 p.m.

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

Nays: None

Motion carried

- b) Steve Schoeb of 616 Main Street questioned the \$80 water deposit charge on his utility bill. City Clerk Allie Polsfuss informed him that the \$80 deposit is due at time of utility set up for new residents and is eligible for reimbursement after 12 months of on time payments. Mr. Schoeb plans to contact City Clerk Polsfuss to clarify any questions he has on utility bills.
- c) Mary Ihrke questioned the percentage increase of the levy for 2019. City Administrator Kephart stated the council is currently at an 8% increase. City Council is not able to raise the proposed levy.
- d) The Hwy 60 project has been moved to 2021, but the City must budget for this project. MNDOT is responsible most of the expenses (90%) the City is responsible for a large portion of the cost related to City infrastructure.
- e) There was a question of the seal coating on Lakeshore Drive. The City Council stated that this will need patching before summer.
- f) There was a concern about the North Shore Park project, as the access is not good. The City Council stated that one of their goals is to reestablish the parks committee and have this be their number one priority.

Mayor Ken Reichel called three times for any more comments.

Motion by Sohre, seconded by **Burt** to close the public hearing at 6:28 p.m.

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

Nays: None

Motion carried

5) Consent Agenda

- a) Approval of minutes from council meeting on November 19, 2018
- b) Approval of 2019 Business License Renewals for:
 - i) The Lucky Lure
 - ii) Trailblazer Bar and Grill
 - iii) The Landing
 - iv) The Market on Madison
 - v) Caseys General Store
 - vi) American Legion Post #269
 - vii) Finish Line Liquors

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

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

6) Vendor Claims

- a) **Approval of Vendor Claims in the amount of \$20,935.06**

Motion by Burt, seconded by **Hoehn** to approve vendor claims in the amount of \$20,935.06.

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

- b) **Approval of online credit card payments in the amount of \$3,086.41.**

Motion by Sohre, seconded by **Hoehn** to approve credit card payments in the amount of \$3,086.41.

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

- c) **Approval of pay app #5 for Well No. 4.**

- i) City Engineer Nate Hermer informed the council that ISG is waiting for final paperwork. There is still some grading to touch up. We are withholding \$5,000 until the final paperwork is submitted.

Motion by Hoehn, seconded by **Burt** to approve Pay App #5 and withhold \$5,000 until the final paper work is submitted.

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

7) Open Public Comments

- a) Al Dorn- Chamber of Commerce
 - i) The Chamber of Commerce wishes to have one of their representatives at every council meeting. Mr. Dorn is requesting the Chamber get sent out the council packet and agenda before every meeting. Deputy City Clerk Polsfuss will include them in the email list.

8) Appearances & Presentations

a) **Fire Department Conference Report**

- i) Kevin Kennedy is present to report on the Fire Chiefs conference that he and 3 others attended, as the council requested that after these trainings he provide a report to the council explaining what is learned, and how this benefits the City and Fire Department.
- ii) At this conference, Chief Kevin sat down with fire marshals to discuss changes in fire laws. These changes won't greatly impact Madison Lake.
- iii) Chief Kennedy informed the council that the radios that were purchased 5 years ago need to be replaced as they are outdated. Mankato Fire is implementing 5-10 new radios a month, and Kennedy stated it may be beneficial for Madison Lake to implement just a few radios at a time as well. The total cost for these radios will be around \$100,000.
- iv) There was a question about charging more for fire calls to recoup some of the cost for the radios. We are currently charging \$750 for car accidents.
- v) Mike Klassen and Nate Blanscko attended leadership classes, Roger Sward took public education classes as well as leadership glasses.
- vi) Next year this conference will be in Duluth and it is all reimbursed through the state.
- vii) Statistics to date:
 - (1) 109 Fire calls, 32 of them were fire, 67 were medical, 4 mutual aid, and 6 miscellaneous.
 - (2) 68 calls have been in the City, 41 have been in townships.
 - (3) The Fire Department received \$5,125 in grant dollars for training.
 - (4) The roster is full, and there are 3 reserves signed up.
- viii) New turn out gear is in service.
- ix) The Fire Dept lost 5 hoses this year due to wear and tear.
- x) Chief Kennedy has been working with Attorney Moran on legal matters.

9) Ordinances and Resolutions

a) **Resolution #2018-28** Authorizing Revision of Animal Ordinance

Motion by Sohre, seconded by **Hoehn** to approve Resolution #2018-28 Authorizing Revision of Animal Ordinance.

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

Nays: None

Motion carried

b) **Resolution #2018-29** Authorizing Revision of Renal Ordinance

- i) Questions and concerns came up about the February renewal dates. The City will coordinate with Building Official Murphy to clarify the next renewal/expiration date.

Motion made by Burt, seconded by **Hoehn** to approve Resolution #2018-29 Authorizing Revision of the Rental Ordinance.

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

c) **Resolution # 2018- 30** Adopting 2019 Meeting Calendar

Motion made by Burt, seconded by **Hoehn** to approve Resolution #2018-30 Adopting 2019 Meeting calendar.

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

10) Old Business

a) **Alley Concerns at the post office**

- i) Jill Rollenhagen & Jon Craig, manager of operations and plant operations, are present at the meeting to take notes to then provide the concerns of the City to the district level.
- ii) This problem has still not been remedied. Amazon drivers continue to drive through and damage the Madigan's property behind the post office, even though there was signage installed.
- iii) Attorney Moran expressed frustration and does not know how to get the post office's attention. The alley was not made to accommodate this sort of traffic. We must get in contact with the third-party drivers and craft a solution.
 - (1) A remedy proposed was for Amazon drivers to do their business at the front of the post office. They are not to be in the alley.
 - (2) Another option would be to park on Chestnut Avenue and wheel deliveries to the post office (this is what other deliverers do.)
 - (3) USPS must put on their manifest that pick up and drop off is in front of the post office or from Chestnut.
- iv) Ms. Rollenhagen & Mr. Craig will bring these concerns to their superiors in an effort to get this issue solved.

11) New Business

a) **County/City Road Maintenance Agreement Renewal**

- i) The Council expressed some concerns in the language of the agreement and Administrator Kephart is to communicate with County Engineer Thilges.

Motion by Sohre, seconded by **Hiniker** to table this item until the language is clarified.

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

b) **Accept Resignation (regretfully) of Deputy Clerk/ Assistant City Administrator Allie Polsfuss**

Motion by Burt, seconded by **Hoehn** to accept Allie Polsfuss's resignation from the City of Madison Lake and express the gratitude of the City for her assistance in transition.

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

Nays: None

Motion carried

i) **Approve Recruitment Plan for Deputy Clerk/Assistant City Administrator.**

Motion by Burt, seconded by **Hoehn** to approve recruitment plan as outlined by the Administrator for Deputy Clerk/ Assistant City Administrator.

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

Nays: None

Motion carried

12) Administration Report

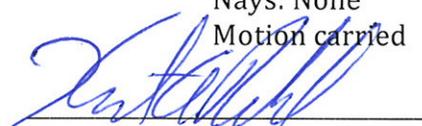
- a) City Administrator Kephart has begun the process of recruitment.
 - i) There is an emphasis on the financial portion of this position.
 - ii) First review of applications will be December 12th.
- b) The City has received several calls about snow plowing.
- c) The staff discussed coordinating a farewell to the Mayor/ Happy Holidays event. The City Council said this event should start at 7:00PM. Invites will be sent out later in the week.
- d) There is a meeting with ISG Tuesday the 4th to discussed Hammett's property issues.
- e) City Administrator Kephart has several meetings last week.
 - i) Mankato School District long range planning committee meeting.
 - ii) County Board meeting for All Saints Academy grant which was approved.

13) Motion by Burt, seconded by Hoehn to adjourn the meeting at 7:42 p.m.

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

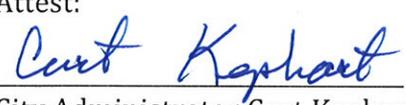
Nays: None

Motion carried



Mayor Ken Reichel

Attest:



City Administrator Curt Kephart