



COUNCIL MEETING MINUTES

Madison Lake City Council

Tuesday February 19th at 6:00PM

525 Main Street

Madison Lake, MN

1) Committee of the Whole -

- a) Review and discuss Mayor's 2019/2020 Committee Appointments
 - i) Council met as a Committee of the Whole to discuss committee assignments for the first 45 minutes.

2) Call Regular Meeting to Order & Pledge of Allegiance - 6:00 p.m.

Mayor Pro Tem Carolyn Hiniker called the meeting to order at 6:15 with the Pledge of Allegiance

3) Roll Call - Council Members Present: Laurinda Sohre, Pat Burt, Carolyn Hiniker, Ryan Sanders Mayor Kent Hoehn was excused.

Staff Present: City Clerk Liz Wille, City Administrator Curt Kephart

4) Consent Agenda

- a) Approval of agenda for this meeting
- b) Approval of Council Meeting minutes from the 02.04.19 Council Meeting

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.

Motion by Sohre, seconded by **Burt** to approve the consent agenda with items 8b and 10a struck.

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

Nays: None

Motion carried

5) Vendor Claims -

- a) Bills in the amount of \$54,617.51
 - i) Council had questions regarding payment accounts, Cornerstone vs Franklin.
 - ii) Council requested information regarding uniforms. What constitutes a uniform and how often certain articles can be purchased. Council also inquired as to how this is tracked.
 - iii) City Administrator Kephart advised Council that the rug contract with Cintas will be cancelled and new rugs will be ordered.

Motion By: Burt, seconded by **Sohre** to approve Vendor Claims in the amount of \$54,617.51

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

Nays: None

Motion carried

6) Open Public Comments - No one had comments

7) Appearances & Presentations

8) Ordinances and Resolutions –

- a) Transfer Liquor License – The Landing

Motion by Sanders, Burt

- ~~b) Update MOU with City of Mankato Sanitary Sewer Agreement~~

Motion By: Sanders, seconded by **Burt** to approve the transfer of the Liquor License from the Landing on Madison to Shelly Sabatka effective on the date of closing and having met all conditions required of the state.

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

9) Old Business

- a) Approval of Proposed Auto Pay Vendor List

Motion By: Sohre, seconded by **Sanders** to approve AT&T, Benco Electric, Cintas, CTS, Jaguar, LJP, McGowan, Metro Sales, Verizon Wireless, and Xcel Energy.

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

10) New Business

- ~~a) Confirm Committee Assignments for 2019/2020~~
- b) State required Sexual Assault Report Policy – Public Safety Policy Manual

Motion By: Burt, seconded by Sanders to adopt the state required Sexual Assault report policy and hand have it placed in the Public Safety Policy Manual

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

11) Administration Report

- a) City Administrator Kephart asked Council to propose dates for the first and second workshops. Council decided March 12th, March 19th and March 26th at 5:30 p.m.
- b) We are in the process of getting the kitchen update quotes from three local construction companies.
- c) Ricoh copier has been installed for a few days now, so far so good.
- d) Administrator Kephart discussed our current payroll system and possible need for Third Party Administration or new software.
- e) Public Works has been working long hours, and Adam worked alone last week as Paul was out of state. We need to formulate a plan to help relieve some of the weight on the Public

Works department by enlisting the help of a third party or Fire Department to help dig out fire hydrants and plow as needed.

- f) The Planning Commission is still working on updating the Zoning Ordinance. There are still plenty of reviews needed before the Council will be asked to review the changes.
- g) City Clerk Wille will be out of the office for one week in March and we will have bases covered. This was a pre-agreed absence.
- h) Phase 1 of City Hall painting update is almost complete. Door frames were painted, and oak doors were touched up. Outside doors will wait for warmer weather.

12) Council Report -

- a) Council Member Sohre asked if staff had received a response to Council's question about the vehicle sitting outside of the Public Works building. Council was advised that this is a Fire department training vehicle.

13) Adjournment

Motion by: Sanders, seconded by **Burt** to adjourn the council meeting at 7:21 p.m.

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

 Nays: None

 Motion carried

Mayor Pro Tem Carolyn Hiniker

Attest:

City Administrator Curt Kephart