



**City Council Minutes**  
**Madison Lake City Council**  
Monday, February 2, 2015

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**1) Call Meeting to Order**

Mayor Reichel called the regular meeting to order at 7:01 pm.

**2) Roll Call**

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

**Members Absent:** Pat Burt

**Staff Present:** City Administrator Ariel Klugman, Deputy City Clerk AmberRose Brudellie, Public Works Supervisor Chris Roemhildt, Planning Commission Chair Mike Klassen, and City Engineer Chris Larson

**3) Approval of Agenda**

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

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

**4) Approval of Vendor Claims**

**A motion by Hoehn**, seconded by **Hiniker**, to approve vendor claims in the amount of \$75,800.88.

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

**5) Consent Agenda**

- a) Approval of minutes from the work session of January 20, 2015
- b) Approval of minutes from regular meeting of January 20, 2015
- c) Receive Copy of Residential District Revisions for Review

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

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

**6) Open Public Comments**

**7) Appearances & Presentations**

**8) Ordinances & Resolutions**

- a) Resolution #2015-09 Conditional Use Permit 2015-01
  - City Administrator Klugman stated that Chad's Storage has applied for a Conditional Use Permit to build a fourth building.
  - The Planning Commission held a public hearing and recommended approval with three conditions: drainage is planned and built to drain into the storm system north of the property, lighting is directed at the ground and pointed away as much as possible from the neighbors and

hard surfacing is required within three years. By September 30, 2018 or from the time the building is completed.

- Council discussed the blacktopping requirement.
- Chad Kraus stated that they are happy with the three year time span to install the blacktop but they would prefer to not blacktop at all because it is a significant cost.
- Planning Commission Chair stated that there is a storm water plan for up there but because the fourth building has not been completed that plan has not been used yet.

**A motion by Hiniker**, seconded by **Sohre**, to approve Resolution #2015-09 Conditional Use Permit 2015-01 with the conditions recommended by the Planning Commission.

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

## 9) Unfinished Business

### a) Project Updates

- Annexation Update

#### (1) Payments

- (a) City Engineer Larson provided Council with Holtmeier Construction's fifth application for payment for the work to move the lift station.
- (b) City Engineer Larson has reviewed the application and recommends approval.
- (c) The City will need to invoice to the Doran's for their portion of moving the lift station.

**A motion by Sohre**, seconded by **Hiniker**, to approve Holtmeier Application for Payment #5.

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

#### (2) Change Order

- (a) City Engineer Larson reviewed the requested changes to the completion dates.

**A motion by Hoehn**, seconded by **Hiniker**, to approve Change Order #3.

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

- Work Plan and TOWS Update

(1) City Administrator Klugman provided Council with their updated work plan and TOWS.

(2) City Administrator Klugman stated that the work plan gives us a way of tracking where we are at with some of the major projects we are trying to work on.

- 4<sup>th</sup> & 5<sup>th</sup>

(1) City Administrator Klugman stated that she has had discussions with several council members and that by completing Fourth and Fifth Street this year feels we may be taking on too much with other projects that still need to be completed.

(2) Council discussed continuing the process so that we may be able to go out for bids in the fall.

(3) City Administrator Klugman will schedule a time for Shannon Sweeney to meeting with Council to go over the projects and financing.

(4) Council discussed timelines for projects.

(5) The community survey showed that we have poor roads according to our citizens.

(6) Council is not putting off the project but instead is changing the timeline.

(7) Council discussed the letters that are sent to residents regarding the projects.

b) Facility

- City Administrator Klugman stated that she would like to continue moving forward with the facility.
- City Administrator Klugman provided Council with two different cost estimates that both include the expense of connecting to sanitary sewer.
- Option B is a cost of \$787,000 including contingency, utility work, concrete, etc.
- Under Option B, public works staff would be responsible for putting up walls and installing fixtures.
- Option A is a cost of \$875,000.
- If Council moves forward with option a, we could be out the finishing as an alternate to be able to calculate the costs of having staff complete the finish work.
- Council discussed the bidding process.
- Council discussed the financing for the project.

**10) New Business**

**11) Staff Reports**

a) City Administrator

- City Administrator Klugman has started to put together a CIP for the next five years, but still needs to sit down with Police Chief Bunde and Fire Chief Kennedy.
- City Administrator Klugman is working on a job description for a part-time seasonal employee for the Council to review at their next meeting.
- Council discussed the responsibilities of the part time seasonal employee

b) Public Works Supervisor

- Public Works Supervisor Roemhildt stated that in 2013 the City pumped 30.8 million gallons and sold 24.2 million gallons for a loss of 6.6 million gallons.
- In 2014, the City pumped 43.1 million gallons and sold 39.8 million gallons for a loss of 4.9 million gallons.
- Council discussed where the water loss occurs.
- Public Works Supervisor Roemhildt is looking into the cost of switching out the bigger meters in town and will provide Council with the cost in the future.
- Public Works Supervisor Roemhildt met with City Administrator Klugman to discuss future construction and needs.

c) Planning Commission Chair

- Planning Commission Chair Klassen stated that they have been reviewing the general business district and residential districts and are ready for public hearings.
- The Planning Commission is working on updating our Comprehensive Growth Plan with the help of Minnesota Valley Council of Governments.

**12) Mayor & Council Reports**

**13) Adjournment**

**A motion by Hiniker**, seconded by **Hoehn**, to adjourn the meeting at 8:08 pm.

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

Nays: None

Motion carried.



Kenneth Reichel, Mayor

Attest:



AmberRose Brudellie, Deputy City Clerk