



City Council Minutes

Madison Lake City Council

Monday, March 7, 2016

1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 7:07pm.

2) Roll Call

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

Members Absent: None

Staff Present: City Administrator Ariel Lenz, Deputy City Clerk AmberRose Brudelie, Police Chief Dan Bunde, Fire Chief Kevin Kennedy, Public Works Supervisor Adam Fennell, City Attorney Jason Moran, and Planning Commission Chair Mike Klassen.

3) Approval of Agenda

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

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

Nays: None

Motion carried.

4) Approval of Vendor Claims

A motion by Sohre, seconded by **Burt**, to approve vendor claims in the amount of \$37,860.54.

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

Nays: None

Motion carried.

5) Consent Agenda

- a) Approval of minutes from regular meeting of February 16, 2016
- b) Approval of minutes from special meeting of February 25, 2016
- c) Approval of Temporary Liquor License for All Saints Church on April 15, 2016 (Wine & Beer Tasting)

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

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

Nays: None

Motion carried.

6) Open Public Comments

- a) Hammett Water Bill (Main Break)
 - City Administrator Lenz stated that Pleasant Hill Manor had a water main break in their park and are requesting a credit on their bill.
 - Deputy Clerk Brudelie stated that for water that does not go into the sewer system past practice has been to charge 110% of the average sanitary usage.

A motion by Hoehn, seconded by **Hiniker**, to charge 110% of the average sanitary usage on the Pleasant Hill Manor water bill.

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

7) Appearances & Presentations

a) Department Updates

- Police Department

- (1) Outstanding Agency Award – Radar Presentation

- (a) Scott McConkey of the Department of Public Safety present Police Chief Bunde with the Outstanding Agency Award.
 - (b) Mr. McConkey discussed traffic safety and stated that the Toward Zero Deaths or TZD campaign is about reducing the number of traffic fatalities.
 - (c) Police Chief Bunde and the Madison Lake Police Department are one of only two agencies in Minnesota that received this award.
 - (d) The police department received stalker radar, which is valued between \$3,000.00 and \$4,000.00 worth of equipment.

- (2) Car Seat Grant

- (a) Police Chief Bunde stated that Officer Marx applied for a grant for child safety seats and was awarded ten safety seats.
 - (b) There are some stipulations about how the seats can be distributed. They are to go to low income families in need.
 - (c) The car seat clinic will take place on June 4, 2016.

- (3) Tasers

- (a) Police Chief Bunde requested to purchase two Tasers for approximately \$2,700.00.
 - (b) Police Chief Bunde explained the difference between the Tasers.
 - (c) Currently the part-time officers share Tasers with the full-time officers.
 - (d) The money will come from the equipment or forfeiture fund.

A motion by Hoehn, seconded by **Burt**, to purchase the Tasers.

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

- Public Works

- (1) Public Works Supervisor Fennell stated that they repaired the benches at the basketball court in Lindbergh Park.

- Fire Department

- (1) Fire Chief Kennedy stated that they will be purchasing a new drop tank as the old one has holes for approximately \$1,000.00.
 - (2) State Fire School took place this past weekend.
 - (3) Fire Chief Kennedy stated that they have to pull their air bags out of service as they are only good for ten years.
 - (4) The air bags will need to be replaced for approximately \$10,000.00 to \$15,000.00.
 - (5) Some individuals who had a fire in Eagle Lake are throwing a benefit for all the fire departments that assisted with the fire on Saturday. The money will be split between all the departments.

- (6) City Administrator Lenz stated that they held the annual fire meeting for the townships and it went well. We are still waiting to receive signed contracts.
- (7) Council discussed the NIMS training. City Administrator Lenz will email Council the links.
- (8) Fire Chief Kennedy and Police Chief Bunde will be attending a death investigation class.

- b) Public Hearing Ordinance #2016-02 Increasing Fees and Charges for Garbage Service
 - Mayor Reichel opened the public hearing at 7:40 pm.
 - No one from the public was present to speak.
 - Mayor Reichel closed the public hearing at 7:41 pm.
- c) Public Hearing Ordinance #2016-03 Seasonal Resident Garbage Service Disposal Exception
 - Mayor Reichel opened the public hearing at 7:41 pm.
 - No one from the public was present to speak.
 - Mayor Reichel closed the public hearing at 7:42 pm.

8) Ordinances & Resolutions

- a) Ordinance #2016-02 Increasing Fees and Charges for Garbage Service
 - City Administrator Lenz stated the proposed increase to fees and charges is due to an increase in processing fees.

A motion by Hoehn, seconded by **Sohre**, to approve Ordinance #2016-02 Increasing Fees and Charges for Garbage Service.

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

- b) Ordinance #2016-03 Seasonal Resident Garbage Service Disposal Exception
 - City Administrator Lenz stated the ordinance gives the ability for Property Owners to apply for Seasonal Resident Status.

A motion by Hoehn, seconded by **Burt**, to approve Ordinance #2016-03 Seasonal Resident Garbage Service Disposal Exception

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

- c) Resolution #2016-11 To contract with Council Member Kent Hoehn.
 - The Fire Department would like to have Council Member Hoehn do some small engine repair on the fire trucks, Council will need to pass another Resolution after the amount is determined to approve the payment.

A motion by Hiniker, seconded by **Sohre**, to approve Resolution #2016-11 To contract with Council Member Kent Hoehn.

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

d) Resolution #2016-12 Establishing Annual Appointments.

- City Administrator Lenz stated that Helen Peterson has applied to be on the Planning Commission and with her appointment we will have a full Planning Commission.
- City Administrator Lenz stated that we are still trying to recruit one more member for the EDA.

A motion by Burt, seconded by **Hiniker**, to approve Resolution #2016-12 Establishing Annual Appointments.

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

e) Resolution #2016-13 Declaring the official intent of the City of Madison Lake to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

- City Administrator Lenz stated that this is for packaging the Main Street project with the 4th and 5th Street project bond.
- Council will approve the payment to Blue Earth County at the next meeting.
- Shannon Sweeney will be in attendance at the April 4, 2016 meeting to begin the bonding process.
- The City will receive the bond proceeds in mid-May.

A motion by Hiniker, seconded by **Sohre**, to approve Resolution #2016-13 Declaring the official intent of the City of Madison Lake to reimburse certain expenditures from the proceeds of bonds to be issued by the City.

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

9) Unfinished Business

a) Kevin Mehlhaff

- City Administrator Lenz stated that approximately once a month we have a resident in a similar situation to Mr. Mehlhaff.
- City Administrator Lenz stated that staff are recommending that Council makes no changes to the policy because of the precedent it would set.
- City Administrator Lenz reviewed potential options for a credit.
- Council discussed policy options and whether someone should be eligible if they are also receiving the sanitary credit.

A motion by Hoehn, seconded by **Sohre**, to approve option two, implementing a one-time ten percent leak credit, as a policy going forward stating that this is not applicable for accounts receiving a sanitary credit. Additional credits after the first would be at the Council's discretion.

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

A motion by Sohre, seconded by **Hoehn**, to approve a credit of \$25.48 for Kevin Mehlhaff and a payment plan for six months with no late fees.

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

10) New Business

- a) DNR Interest for Main Street Project
- City Administrator Lenz stated that the DNR did not pay their original assessment within thirty days and were charged interest.
 - The DNR did not pay the interest to Blue Earth County and do not want to pay any interest.
 - The DNR cited statutes in their letter to the City that Blue Earth County, City Administrator Lenz and City Attorney Moran do not think the statutes would hold up in court. However, it is a relatively low amount and probably not worth the legal bills to fight.
 - Council discussed waiving the approximately \$630.00 in interest.

A motion by Hiniker, seconded by **Sohre**, to waive the DNR's interest for the Main Street assessment.

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

Nays: None

Motion carried.

- b) Authorize posting of seasonal maintenance position (combine position with compost site position)
- City Administrator Lenz stated that she would like to combine the seasonal maintenance position with the compost site position for a better chance of having a reliable compost site employee.
 - This also allows for more money and flexibility with the part-time position.
 - Andrew Hartman has offered to help with the compost site if needed.
 - Staff plans for the compost site to be open on Sunday afternoon from 2:00 to 4:00 and on Wednesday evening from 4:30 to 6:00.

A motion by Hoehn, seconded by **Sohre**, to post the seasonal maintenance position.

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

Nays: None

Motion carried.

- c) Accepting the Resignation of City Administrator Klugman Lenz

A motion by Hiniker, seconded by **Sohre**, to accept the resignation of City Administrator Klugman Lenz.

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

Nays: None

Motion carried.

- d) City Administrator Search Process
- City Administrator Lenz stated that Council has two options for an interim capacity, Wendell Sande and Minnesota Valley Council of Governments.
 - Council has three options for assistance in the search process, Gary Weiers from David Drown Associates, Wendell Sande, and Minnesota Valley Council of Governments.
 - City Administrator Lenz stated that Minnesota Valley Council of Governments is currently assisting with our ordinance updates and the comprehensive plan.
 - Council discussed their options.
 - City Administrator Lenz will provide a resolution to appoint Mr. Sande as the Interim City Administrator before she leaves.

- City Administrator Lenz recommended that the Deputy Clerk be given interim out of class pay at the City Clerk position, grade eighteen, from April 4, 2016 until the first pay period when the new administrator starts.

A motion by Hoehn, seconded by **Hiniker**, to use Wendell Sande for the search process and to have the personnel committee get the position posted.

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

A motion by Hoehn, seconded by **Burt**, to approve out of class pay for the Deputy Clerk from April 4, 2016 until the first pay period when the new administrator starts.

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

11) Staff Reports

a) City Administrator Lenz

- City Administrator Lenz provided Council with a draft of the Spring 2016 newsletter and asked them to contact her if they have any comments.
- City Administrator Lenz asked Council to cancel the first meeting in May as Deputy Clerk Brudelic will be attending year three of the Minnesota Municipal Clerks Institute the first week of May.
- Council discussed potential intern opportunities.
- City Administrator Lenz reminded Council of the training opportunity on March 16, 2016. Dinner will be at 5:30 pm and the drill will take place from 6:30 to 8:30 pm. It is important for staff and Council to be in attendance.

A motion by Sohre, seconded by **Burt**, to cancel the May 2, 2016 Council meeting.

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

12) Mayor & Council Reports

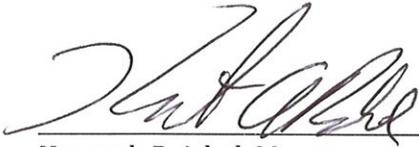
a) Mayor Reichel

- Mayor Reichel thanked Police Chief Bunde and the other officers for the job they do and their work on the grants.

13) Adjournment

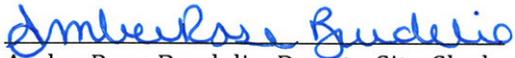
A motion by Burt, seconded by **Reichel**, to adjourn the meeting at 8:27 pm.

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



Kenneth Reichel, Mayor

Attest:



AmberRose Brudelic, Deputy City Clerk