



City Council Minutes

Madison Lake City Council

May 7, 2018 at 6:00PM in Madison Lake Community Center

1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 6:02 pm.

2) Roll Call

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

Members Absent: None

Staff Present: Deputy Clerk Allison Polsfuss, Interim City Administrator Curt Kephart, City Engineer Chris Larson, City Attorney Jason Moran

3) 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 the Agenda
- b) Approval of minutes from regular meeting of April 2nd 2, 2018
- c) Approval of Vendor Claims in the amount of \$42,959.65

Motion by Burt, seconded by **Hoehn**, to approve the consent agenda with stated revisions to the agenda.

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

Nays: None

Motion carried.

4) Open Public Comments

a) Ben Devens

- A) There is language in the 400 Main Street agreement that need to be clarified.
- B) These changes were discussed between Mr. Devens and City Attorney Moran and will be finalized in the next couple days.

5) Appearances & Presentations

a) Michael Wheaton-Partial Assessment Payoff

- A) Mr. Wheaton began paying assessments on his parcels in 2015.
- B) In early 2017, the previous city administrator and Blue Earth County calculated a new amortization schedule for parcels within his tract that wanted to pay off their full assessment. Between Mr. Wheaton, Blue Earth County, and the previous city administrator, an agreement was made to allow Mr. Wheaton to pay partial assessments on parcels in his tract to the city.
- C) It is time consuming and difficult to track and certify payments every time a parcel wishes to pay off a portion.

D) The city council thought it best that this is researched and discussed further to see if we can accommodate Mr. Wheaton and similar tract holders and investigate what the cost to the city would be to recertify partial payments.

b) **Bid Recommendation NE Duck Annexation**

- A) City Engineer Chris Larson informed the council that there were 4 bids received for NE Duck Lake Annexation
- B) The estimated cost of the work was \$19,350, and the low bid was from Selly Excavating for \$18,493.
- C) Assessment hearing will be scheduled for June 4, 2018.

6) Ordinances and Resolutions

a) **Resolution 2018-07** Closing of Alley

- A) Public Works will create signs for "Local Residents Only" in the alley alongside Madigan's property.

Motion by Hiniker, seconded by **Hoehn**, to approve Resolution 2018-07 Restriction of Alley from street to street to local traffic only.

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

Nays: None

Motion carried.

b) **Resolution 2018-08** Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessments.

Motion by Hiniker, seconded by **Hoehn**, to approve Resolution 2018-08 Declaring Cost to be Assessed and Ordering Preparation of Proposed Assessment NE Duck Lake

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

Nays: None

Motion carried.

c) **Resolution 2018-09** Hearing on Proposed Assessment NE Duck Lake Annexation

Motion by Hoehn, seconded by **Burt**, to approve Resolution 2018-09 Hearing on Proposal Assessment.

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

Nays: None

Motion carried.

d) **Resolution 2018-10** Receiving bid will be tabled until the next meeting.

7) Unfinished Business

a) **306 Krason Drive** Variance Request

- A) Charles Jones request to place a gazebo closer to the principal structure than ordinance allows with the recommendation of the Planning and Zoning Commission to approve.

Motion by Sohre, seconded by **Hoehn**, to the variance request for 306 Krason Drive to grant a variance to place a structure up to five feet of the principal structure in the rear yard.

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

Nays: None

Motion carried.

b) Well No. 4 Change Order

a) City Engineer Larson presented recommendations for changes for the Well No. 4 project.

(a) A double cased well eliminates need for a test hole and will mitigate concerns.

(b) Double cased well would approximately double the life of the well.

(c) A 12-inch casing with an 8-inch liner will result in a reduction of contract price by \$980.

(d) An 18-inch casing with a 12-inch liner would result in a contract increase of approximately \$31,000.

(e) City Engineer Larson recommends the 12x8 double-cased well.

Motion by Hoehn, seconded by **Sohre**, to approve change order no.1 electing option (a) above which results in a reduction in contract price of \$980.

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

Nays: None

Motion carried.

c) Tomahawk Ridge Playground Equipment

A) Pat Jolitz has inquired about the installation of the purchased playground equipment for the Tomahawk development.

B) City Attorney Moran will consult the developer's agreement and if the language states that the city must install the equipment, the city will work out a plan to get the equipment installed.

c) Compost site hours

A) Compost site proposed hours are 4-6 on Wednesdays and 9-11 Sunday mornings.

B) Ask Ken Haefner to stay until 7 on Wednesdays or find an alternative.

C) Deputy City Clerk will investigate how much an annual leaf pick up could cost the city.

d) Point Wild Development Agreement

A) City Attorney got an estimate of \$305,000 to complete public improvements.

B) He is working with Matt Oswald to execute this plan.

C) The city would like to see Mr. Banes obtain a building permit, but as of now, Mr. Oswald needs to complete the developer's agreement and no building permit can be issued.

8) New Business

a) Request for Council Action- Purchase of Replacement mower.

A) Public Works Supervisor is seeking approval to replace a 10-year-old mower.

B) It was discussed that a budgeted item may not require additional approval.

Motion by Sohre, seconded by **Hoehn**, to approve purchasing the budgeted replacement mower

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

- b) ROW permit Request Jaguar Communication was approved
- c) Appoint City Administrator-Move to closed session

9) Update from Interim City Administrator

- a) The city is investigating several properties that appear to be in violation of city code and any issues will be remedied.

10) Motion made by Hoehn, seconded by Burt to enter into Closed Session at 7:07 p.m. pursuant to 13D.05 Subd. 3. (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. The purpose of this closed session is to evaluate performance of the Interim Administrator and take next steps to hire a regular Administrator.

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

11) Motion made Sohre seconded by Hoehn to open Closed Session.

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

12) Motion made by Burt, seconded by Sohre, to offer Interim City Administrator Curt Kephart, a lateral move to regular City Administrator position per the terms of the personnel committee offer: 80% time position (32 hours per week), no compensatory time accrued, vacation and sick time benefits accrued on 80% of a full work week, flex account based on 80%, and \$60 monthly phone reimbursement

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

Mayor Reichel left the meeting at 7:42 p.m. due to a prior commitment.

13) Motion made by Sohre, seconded by Hiniker to enter into Closed Session pursuant to 13D.05 Subd. 3 (c) A public body may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the government entity;
- (2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Discussion of acquisition of property for expanded Fire Hall space.

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

Nays: None

Motion carried.

14) Motion by Hoehn seconded by Sohre to open Closed Session at 8:20 p.m.

15) No action taken on closed session discussion except to continue research and report back at next Council meeting.

16) Adjournment

Motion by Hoehn, seconded by Burt, to adjourn the meeting at 8:25pm.

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

Nays: None

Motion adopted, and meeting adjourned at 8:25 p.m.



Mayor, Kenneth Reichel

Attest:



City Administrator Curt Kephart

