



## AGENDA

### Madison Lake City Council – Joint Meeting with Planning Commission

Monday June 18, 2018 at 6:00 PM

Madison Lake Community Room

525 Main Street, Madison Lake, MN 56063

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#### 1) Call Meeting to Order & Pledge of Allegiance

Mayor Reichel called the joint meeting meeting to order at 6:06 pm.

#### 2) Roll Call-Establish Quorum of City Council <and> Planning Commission

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

**Council Members Absent:** None

Planning Commission Vice Chair Rick Anderson called the Planning Commission to order at 6:06 p.m.

**Planning Commission Members Present:** Mark Hayes, Annette McBeth, Ryan Sanders, Helen Peterson, Greg Rosenow, Lisa Jaspersen, Rick Anderson

**Planning Commission Members Excused:** Mike Klassen

**Public Present:** Ken Haefner, Barb Dillion, Al Doran, Ed Werner, Carol Kroc, Jerry Groebner, Daniel Sprague, Mark Bisch, Ben Devens

**Staff Present:** Deputy Clerk Allison Polsfuss, City Administrator Curt Kephart

#### 3) Approval of Agenda-City Council

**Motion by Sohre**, seconded by **Hiniker**, to approve the agenda.

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

Nays: None

Motion carried.

#### 4) Convene Public Hearing on 400 Main Street Proposed Building and Design Plan Review

- a) Vice Chair Anderson opened the public Convene Public Hearing on 400 Main Street Proposed Building and Design Plan Review
- b) Planning Commission called the Public Hearing to Order at 6:07 pm.
- c) Testimony was taken, and Mr. Devens fielded several questions from Commissioners and Council Members
- d) Motion made by Anderson, seconded by Sanders to close public hearing at 6:32 pm.
- e) Motion made by Sanders, seconded by McBeth to recommend to the City Council approval of the proposed building and design plan for 400 Main Street with the following conditions:
- f) The facade must include, an awning over the entrance, shutters by windows, a lower section as shown shall be a different color than the main wall and that lower section color must coordinate with the color of the gable as indicated in the provided drawing, and if a paint booth is to be included in the structure or added at later a building permit is required for that purpose.

- g) Setbacks and footprint of the facility is acceptable as presented and approved for zoning.
- h) A building permit must insure that the facility conforms to State and local codes.
- i) Mr. Devens may apply for the building permit as soon as his plans are ready.
- j) Roll Call: Ayes: Hayes, McBeth, Sanders, Peterson, Rosenow, Jasperson, Anderson  
Nays: None Motion carried.

**Motion made by Rosenow**, seconded by **Peterson** adjourn the Planning Commission meeting at 6:35pm.

Roll Call: Ayes: Hayes, McBeth, Sanders, Peterson, Rosenow, Jasperson, Anderson  
Nays: None  
Motion carried.

Mayor Reichel called the regular council meeting to order at 6:50PM

### Roll Call

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

**Staff Present:** City Attorney Jason Moran, Deputy City Clerk Allie Polsfuss, City Administrator Curt Kephart.

**Public Present:** Annette McBeth, Rick Anderson, Greg Rosenow, Mark Bisch, Jerry Groebner, Ben Devens.

### 5) Consent agenda

- a) Approval of Minutes of June 4<sup>th</sup>, 2018 Meeting -
- b) Approval of Vendor Claims
  - Well #4 Pay App 1
- c) Authorize Road Closing on Main Street for PaddlefishDays

**Motion made by Sohre**, seconded by **Hoehn** to approve the consent agenda.

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

### 6) Open Public Comments

*NOTE: Those wishing to speak must state their name and address for the record. Please limit comments to five minutes for person. Please fill out and turn in the yellow card to the Mayor before the meeting.*

No public comments.

### 7) Ordinances and Resolutions

- a) **Approval of proposed building and design plans at 400 Main Street.**

**Motion made by Hoehn**, seconded by **Sohre** to approve the recommendation of the Planning Commission and authorize Deven's Painting proposed building and design plans.

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

b) **Public Hearing Small Cell Ordinance**

- Open public hearing on proposed Small Cell Ordinance at 7:00 pm.
- Call three times for Testimony

**Motion made by Hoehn**, seconded by **Sohre** to close the public hearing at 7:05 pm.

**Motion made by Sohre, seconded by Burt** to approve the proposed Small Cell Ordinance.

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

**8) Appearances & Presentations**

- a) Insurance Update and presentation – Jerry Groebner
- b) **Mr. Groebner advised the Council that he recommended several changes to worker comp classifications that resulted in a net reduction of worker comp premium. He added the new public works building and updated the equipment roster resulting in a net increase for the annual premium of only \$800 more which includes the new Public Works Building. He also recommended passing a motion on the monetary limits of liability coverage.**

**Motion made by Sohre, seconded by Hoehn** to approve not waiving the monetary limits of liability coverage.

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

**9) Unfinished Business**

- a) Review of partial payment of assessment policy
- Staff recommends the council not approve a change in policy.
  - The council took no action on the policy draft but determined that instances where a number of parcels are listed in one assessment, the owner of record could apply for a one-time payoff of 100% of the assessment on a specific PIN. This will be dealt with on a case by case basis, and not made policy.
  - The previous policy of not accepting partial assessment payments at the city still stands.
- b) **Update on Theo Roemer-Administrative Citation**
- Unlicensed vehicles have been removed from Mr. Roemer's Property
  - The brush will be removed.

**Motion made by Hoehn, seconded by Burt** to stay Mr. Roemer's citation and readdress the situation in 30 days if it becomes an issue again.

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

**10) New Business**

- a) Requested donation to Cornerstone State Bank for Halloween party

**Motion made by Sohre, seconded by Hoehn** to approve a donation to Cornerstone State Bank for the annual Halloween Party in the amount of \$500.

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

Nays: None  
Motion carried.

- b) Noise Ordinance discussion
- The council discussed allowing business to have outdoor music later than the ordinance allows on certain dates.
  - Because this won't be a regular occurrence, The Landing on Madison will be authorized to request a Temporary Business Noise Permit application and return it to City Hall for approval.
- c) Requested donation of \$250 to Southern Minnesota Initiative Foundation

**Motion made by Burt, seconded by Hoehn** to approve a donation to Southern Minnesota Initiative Foundation in the amount of \$250.

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

Nays: None  
Motion carried.

- d) Paddlefish Days donation request –  
Motion made by Sohre, seconded by Hoehn to approve a donation to Paddlefish Days Association in the amount of \$1,000  
Roll Call: Ayes: Reichel, Hiniker, Burt, Sohre and Hoehn  
Nays: None  
Motion carried.

## 11) Staff Reports- City Administrator

- a) Brad Radichel has obtained and paid for a zoning permit. He is also agreed to merge his properties.
- b) The garage behind City Hall on 5<sup>th</sup> Street is being moved to a foundation.
- c) There have been an increased number of rusty water calls due to the water town being shut down for maintenance because of a broken line, which raised pressure on the lines.
- d) Administration has added text alerts to notify residents of important dates and information.
- e) No applications have been received as of this date for the vacancy in the public works department.
- f) Since January 1<sup>st</sup>, 2018, we have had 9 zoning permits, and 20 building permits issued (building permits include zoning approval.)
- g) Community room access has been moved to the rear hallway sending traffic around the meeting room.

## 12) Mayor & Council Reports

- a) Council Member Sohre complimented the City Maintenance crew for a rapid response to a tree blocking a city street, and brought fourth concerns of the city removing the remains of the tree from a resident's yard that had fallen during the storm rather than leaving the remainder up to the property owner. She would prefer the City notify the property owner before taking action other than to open the public right of way.
  - In the future, this should be the property owner's responsibility, and if it is not taken care of, the city will invoice the property owner.
- b) There have been some concerns about compost site changing hours and it not being posted correctly.
  - Administration will verify that new hours are on all platforms, so residents are notified of the correct new hours of the compost site.
- c) Council Member Hoehn expressed concerns of semi speed on highway 60.

**13) Adjournment**

**Motion made by Sohre, seconded by Hoehn** to adjourn the council meeting at 8:25 pm.

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

Nays: None

Motion carried.



Mayor, Kenneth Reichel

Attest:



City Administrator Curt Kephart

