



Council Meeting Minutes

Madison Lake City Council

Monday July 22nd at 6:00PM

525 Main Street

Madison Lake, Minnesota

1) Call Meeting to Order & Pledge of Allegiance

- a) Mayor Hoehn called meeting to order at 6:01 p.m.

2) Establish Quorum- Roll Call

- a) **Council Members:** Mayor Kent Hoehn, Carolyn Hiniker, Pat Burt, and Laurinda Sohre
- b) **Council Members Excused:** Ryan Sanders
- c) **Staff Present:** Deputy Clerk Liz Wille, Interim City Administrator Tim Madigan, Intern Morgan Muldoon
- d) **Others Present:** City Attorney Jason Moran, Zoning Administrator Brad Potter

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 agenda for this meeting
- b) Approval of the minutes of the July 8th Meeting

Motion by Burt, seconded by **Sohre** to approve the consent agenda as presented.

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

Nays: None

Motion carried

4) 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.

- a) None

5) Appearances & Presentations -

- a) None

6) Ordinances and Resolutions -

- a) None

7) Old Business -

- a) Handgun Contracts
 - i) City Attorney Jason Moran advised Council that he had reviewed them and found them to be acceptable.
 - ii) Deputy Clerk Wille indicated that signed contracts have been scanned in and copies have been placed in each officer's file.
- b) Utility Billing Delinquency Reports
 - i) Council had questions for staff regarding the reports presented. Staff addressed the questions and provided answers.
 - ii) Council member Burt had reservations regarding the integrity of the data.

- iii) Council determined that notice should be sent to accounts with final bills from 2018 and 2019 to see if we can collect payment from those residents.
- iv) Council decided that accounts in a final bill status that have a credit balance should receive a refund check.
- v) Council discussed the delinquent accounts and asked about the current ordinance and any procedures in place.
- vi) Council would like to amend the ordinance and implement a new 60 day past due shut off policy.
- vii) Council discussed making payment arrangements standardized. Residents requesting arrangements should be required to pay their current balance + 25% of their past due to bring their account current within 4 months.

8) New Business

- a) Engineering Services Agreement Discussion
Motion by Sohre, seconded by **Hiniker** to appoint Bolton & Menk as the Engineering Firm for the City of Madison Lake
Roll Call: Ayes: Hoehn, Hiniker, Sohre
Nays: Burt
Motion Carried

- b) Approval of Registered Land Survey-
Motion by Sohre, seconded by **Burt** to approve Resolution 2019-07 Establishing authorization to convey surplus property as listed in registered land Survey 173
Roll Call: Ayes: Burt, Hiniker, Hoehn, Sohre
Nays: None
Motion carried

- c) Paddlefish Days Road Closure Request
Motion by Sohre, seconded by **Burt** to approve the Paddlefish Days road closure request.
Roll Call: Ayes: Burt, Hiniker, Hoehn, Sohre
Nays: None
Motion carried

- d) Paddlefish Days Donation – American Legion
Motion by Sohre, seconded by **Burt** to pass the Paddlefish Days Donation from the Sons of the American Legion to the Paddlefish Days Committee upon the receipt of said donation.
Roll Call: Ayes: Burt, Hiniker, Hoehn, Sohre
Nays: None
Motion carried

- e) Bond Investment Activity

- i) Deputy Clerk Wille advised that this update was provided by City Accountant Joan Bushlack. No action necessary.
- f) Bank Signatories
 - i) This item has been tabled until a full time Administrator has been appointed. At that time, required signatories on CD's will be 2 Council Members and the Administrator.
- g) City Administrator Update/Coverage – Discussion and Timeline
 - i) City Attorney Moran advised that the position had not yet been posted.
 - ii) Mayor Hoehn indicated that he would touch base with Wendell Sande to see where he is at with the posting process.
- h) MRCI Contract
 - Motion by Burt**, seconded by **Sohre** to approve the contract with MRCI for cleaning services.
 - Roll Call: Ayes: Burt, Hiniker, Hoehn, Sohre
 - Nays: None
 - Motion carried

9) Vendor Claims

- a) Deputy Clerk Wille reviewed questions asked by Council and provided answers regarding the bills.
 - Motion by Burt**, seconded by **Sohre** to approve vendor claims in the amount of \$75,416.66.
 - Roll Call: Ayes: Burt, Hiniker, Hoehn, Sohre
 - Nays: None
 - Motion carried

10) Administration Report

- a) Interim City Administrator Tim Madigan gave Council an update on the status of the transition to Civic Systems. Tim also advised that 2020 Budget prep has begun. Preliminary discussion and review at the August 5, 2019 meeting.
- b) City Hall Staffing was discussed. Mayor Hoehn asked if there were any upcoming time off requests, to which Deputy Clerk Wille replied that she had two days planned. Council member Burt asked about Wendell Sande finding another intern. Mayor Hoehn stated he would call Wendell to get an update on the search.
- c) Council member Burt asked about whether or not another public hearing would be needed for the concerns regarding parking on Lakeshore Drive. Mayor Hoehn stated that the hearing was still open, and that parking would be on the August 5th agenda.
- d) Mark Bisch at 412 Lakeshore Dr needs water to his shop so that it can be pressure washed. It was decided that Adam can turn on the water for that use, and then disconnect it again. There will be a \$37 reconnect fee, and a \$37 disconnect fee applied in addition to the bill for the bulk water charge. Deputy Clerk Wille will adjust the \$16.80 sewer charge from the

last 3 bills and will remove the base sewer fee moving forward until the shop is hooked up to the sewer.

11) Council Report

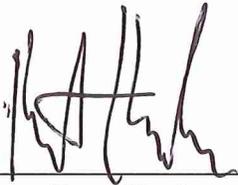
12) Adjournment

Motion by Sohre, seconded by **Burt** to adjourn the meeting at 7:46 p.m.

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

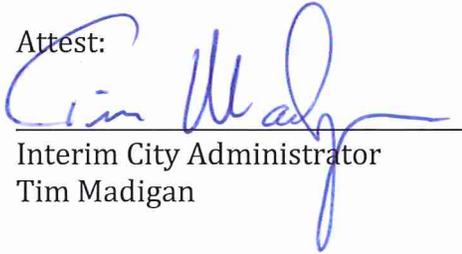
Nays: None

Motion Carried



Mayor Kent Hoehn

Attest:



Interim City Administrator
Tim Madigan