



Council Meeting Minutes

Madison Lake City Council

Monday August 5th 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) Roll Call

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

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 this agenda
- b) Approval of the minutes of the July 22nd meeting
- c) Nationwide Renewal Election Option – Move to 8C
- d) 2018 Continuing Disclosure Consent
- e) Xcel Row Permit Request

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

Roll Call: Ayes: Burt, Hiniker, Hoehn, Sanders, 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) Gary Schmidt, Joe Sturm, John Sabatka, Carol Schneider, Jack Zimmerman, and Carole Kroc presented public comments to the council relating to the issue of parking along Lakeshore Drive.

5) Appearances & Presentations

- a) Bolton & Menk presentation – Jason Femrite
Femrite thanked the Council for choosing Bolton and Menk as the new City Engineering firm and provided a contract for City Attorney Moran, which he reviewed and found it to contain all the required information. The Council and Femrite decided they would like to schedule a work session with the council, public, works, and Femrite present. The meeting is scheduled for Tuesday, August 13th at 5:30 at the public works building. An agenda will be created after discussing with Adam Fennel.
Femrite requested all information available on maintenance done for future planning and creation of the new GIS system.

6) Ordinances and Resolutions

a) **Public Hearing – Zoning Ordinance – Brad Potter**

The Zoning Ordinance requires more tweaking and the agenda item has been moved for the meeting on September 3rd at 6:00 p.m.

- i) Public Hearing – Proposed Amendments to the Madison Lake Zoning Ordinance
- ii) Call the Hearing to Order
- iii) Take Testimony
- iv) Recess/Close the Public Hearing
- v) Evaluate next steps and possible solutions

Motion by Sohre, seconded by **Burt** to table this agenda item and to re-publish it for the meeting on September 3rd at 6:00p.m.

Roll Call: Ayes: Burt, Hiniker, Hoehn, Sanders, Sohre
 Nays: None
 Motion Carried

7) Old Business

a) Parking on Lakeshore Drive

Mayor Hoehn recommended making Lakeshore Dr “No Parking” except for a small portion from the current “No Parking” sign plus an additional 35 feet to be made “Public Parking.” Sohre agreed that with the parking available plus the additional 35 feet it would allow substantial parking without hindering the business if the street was “No Parking.” Burt put safety as a priority and that if “No Parking” on a street could prevent injury it would be worth it. Sanders and Hiniker had restraints on making an entire city street no parking.

Motion by Sohre, seconded by **Burt** to make Lakeshore Drive a “No Parking” Street up to the end of the 500 block, except for 35 feet from the North corner going Northeast from the property of parcel ID 452.018. “No Parking” will be enforced after the proper documents are signed and the signage is put up.

Roll Call: Ayes: Burt, Hoehn, Sohre
 Nays: Hiniker, Sanders
 Motion Carried

b) Utility billing code amendment & procedure

Interim City Administrator Madigan updated the Council on the status of collecting past due bills, refunding credit balances, and recommended changing the ordinance on utility billing to send disconnect notices after 60 days late instead of 90 days late to avoid residences from acquiring too much debt.

The Council requests that if a payment plan is created, the late fees will be turned off for the next four months if they maintain the payment plan of paying current bill plus 25 percent of the past due bill. Any payment plans that do not follow this will have to be brought to the council.

Madigan mentioned assessing any bills not paid to the property tax which would be turned over to the county.

Motion by Sanders, seconded by **Sohre** to endorse the procedures of waiving late fees and changing the past due disconnects to be sent after 60 days instead of 90 days.

Roll Call: Ayes: Burt, Hiniker, Hoehn, Sanders, Sohre
Nays: None
Motion Carried

c) City Hall Staffing & Coverage

Madigan discussed the leave requests be on a first come first serve basis and will be given if coverage is available due to the small staff. Madigan suggested changing the hours of operation to better suit the staff size to 7:30 a.m. to 4:00 p.m. It was suggested to review these hours in January of 2020. An option of obtaining an intern or temporary worker to cover days off and the time when the permanent staff will be receiving training on the new Civic system. The council recommended looking at local colleges to find an intern. Sohre would like the city to limit the amount of comp time given as it costs the city substantially. If a temporary worker is not found, the city would close for these hours of training.

Deputy Clerk Wille mentioned the benefits of opening at 7:00 a.m. and taking an hour-long lunch to keep the office open longer for the residents. Hiniker noted that the handbook states that the employees are supposed to be taking a half hour lunch plus two 15-minute breaks for an eight-hour workday and allowing an hour-long lunch would require an alteration to the handbook.

Motion by Burt, seconded by **Sohre** to accept the procedural guidelines as defined by Interim City Administrator Tim Madigan and to alter the hours of operation to 7:30 a.m. to 4:00 p.m. Monday through Thursday and 7:30 a.m. to 2:00 p.m. with employees taking a half-hour lunch and two 15-minute breaks which is in accordance with the handbook. The new hours will be implemented on August 12th.

Roll Call: Ayes: Burt, Hiniker, Hoehn, Sanders, Sohre
Nays: None
Motion Carried

8) New Business

a) 2020 Census Participation

Deputy Clerk Wille asked the Council if they would like the city to participate.

Motion by Sanders, seconded by **Sohre** to participate in the 2020 census.

Roll Call: Ayes: Burt, Hiniker, Hoehn, Sanders, Sohre
Nays: None
Motion Carried

b) Preliminary 2020 Budgets

Interim City Administrator Madigan presented the available preliminary 2020 budget to the council. Hoehn recommended waiting to go over the budget until the next meeting, so the council has adequate time to review the material. Accountant Bushlack asked the Council if they would like to change percentages of allocated wages to better reflect the work done for each department. The auditors recommended the allocations be condensed

to better represent work done and to minimize the amount of money being moved from different departments. The new computer system may change how these wages are allocated; the budget will be altered accordingly when the new Civic system has been downloaded. Sohre questioned the large cost of refuse to Madison Lake citizens compared to other cities' costs and where this money is moved. Hoehn and Hiniker said that the money is supposed to go to the sewer and water funds. The infrastructure fee was questioned, and Hoehn clarified that it is supposed to be stored in a reserve account for any maintenance that needs to be done to fix lift stations, pipes, etc. These questions were asked to make the utility billing more transparent.

The council recommended reviewing the budget once the changes to the percent allocations have been made, the budget is more complete and filled in, and requested different scenarios to be provided so they can decide on the best option.

The council requests to have a meeting on Tuesday August 27th at 5:30 in City Hall to review the budget and the 2020 preliminary budget review will be moved to the City Council Meeting on September 3rd at 6:00 p.m.

No motion was made.

c) **Nationwide Renewal Election Option**

Deputy Clerk Wile requested that the topic be tabled until a Nationwide representative can be contacted for review of the document received.

Motion by Burt, seconded by **Sanders** to table the Nationwide Renewal Election option until the representative can be contacted.

Roll Call: Ayes: Burt, Hiniker, Hoehn, Sanders, Sohre
 Nays: None
 Motion Carried

9) Vendor Claims – approve bills in the amount of \$173,012.08

a) Deputy Clerk Wille reviewed questions asked by the Council and provided answers regarding the bills. The Council requested to hold off on paying the bill to ISG for \$920 until all information has been received from them.

Motion by Sohre, seconded by **Burt** to approve vendor claims in the amount of \$172,092.08.

Roll Call: Ayes: Burt, Hiniker, Hoehn, Sanders, Sohre
 Nays: None
 Motion Carried

10) Administration Report

a) **MNDOT Letters on Hwy 60**

Interim City Administrator Madigan presented letters to the Council informing them of the possibility of certain properties being taken by eminent domain due to the redoing of Highway 60.

11) Council Report

Burt mentioned to the council that SEH contacted her wondering why they were not chosen as the engineering firm. One of the main reasons cited was a questionable bill sent

to the city when they were previously thinking about finding a new engineering firm which brought in a sense of mistrust from the council.

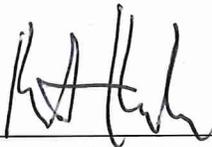
Mayor Hoehn updated the council that there have been three applications received for the City Administrator position.

City Attorney Moran clarified that the "No Parking" along Lakeshore Dr is effective immediately but will not be enforced until the signage has been put up.

12) Adjournment

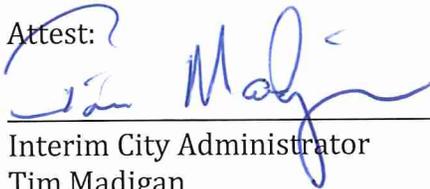
Motion by Burt, seconded by **Sanders** to adjourn the meeting at 8:40 p.m.

Roll Call: Ayes: Burt, Hiniker, Hoehn, Sanders, Sohre
 Nays: None
 Motion Carried



Mayor Kent Hoehn

Attest:



Interim City Administrator
Tim Madigan

