



## AGENDA

### Madison Lake City Council –

Monday August 6th, 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

- a) **Council Members Present:** Laurinda Sohre, Carolyn Hiniker, Pat Burt
- b) **Council Members Excused:** Kent Hoehn
- c) **Staff members Present:** City Administrator Curt Kephart, Deputy City Clerk Allie Polsfuss, City Attorney Jason Moran

#### 3) Approval of Agenda

**Motion by Sohre, seconded by Hiniker** to approve the agenda with the correction in item #8a from Mr. Hoehn to Mr. Haefner

Roll Call: Ayes: Hiniker, Burt, and Sohre

Nays: None

Motion carried.

#### 4) Consent agenda

- a) Council Meeting Minutes from July 16, 2018
- b) Vendor Claims in the amount of \$162,682.03

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

Roll Call: Ayes: Hiniker, Burt, and Sohre

Nays: None

Motion carried.

#### 5) 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) **Charles Jones 306 Krason Drive**

- Mr. Jones property was annexed into the city on May 14, 2013, and he is concerned with whose responsibility it is to maintain Nuthatch Rd, as it is in poor condition when it rains.
- It has been Jamestown Township's responsibility to maintain the Nuthatch road in the past, but administration will look at the development agreement and verify whose responsibility it is to maintain moving forward.

#### 6) Appearances and Presentations

##### a) **Scott Kelly Doran Triangle Annexation**

- Mr. Kelly was not in attendance to the meeting.
- City Attorney Jason Moran updated the city council on the Doran Triangle annexation. Incorrect legal descriptions were given to Scott Kelly by the surveyor. Based on the legal descriptions given to Mr. Kelly, he drafted incorrect descriptions in the deed.
- Proper legal descriptions are required before this process proceeds. The City will not be responsible for the cost to resurvey.

**7) Ordinances and Resolutions**

**a) Resolution #2016-16 Authorizing Adjusting Portion of Urban Fringe District**

- The City Council had a discussion on what the Urban Fringe District encompasses.
- Barb Reichel submitted a petition to take her entire parcel out of the Urban Fringe District.

**Motion by Burt, seconded by Sohre** to approve Resolution #2016-16 Authorizing Adjusting Portion of the Urban Fringe District removing the Reichel property in Jamestown township and adjusting by the section lines.

Roll Call: Ayes: Hiniker, Burt, and Sohre

Nays: None

Motion carried.

**b) Resolution #2018-17 Authorizing Vacation of Out lots**

- City Administrator Kephart will come back with response from proposals to property owners based on the council's recommendation on prorated rates for various lot sizes.
- No Action Taken

**c) Resolution #2018-18 Authorizing Adjusting a Portion of a Unified Tax Statement on Separate Parcels**

- City Administrator Kephart will draft a revised resolution with the exact amount and parcel identification number on any specific property.
- No Action Taken

**d) Open Public Hearing-Ordinance #2018-04 Set 2019 Salaries of Mayor and Members**

**Motion by Sohre, seconded by Burt** to open the public hearing at 7:09PM

- Take Testimony
  - a) Personnel committee compared salaries with other communities and are proposing ordinance #2018-04.
  - b) City Council clarified that the \$50 should be changed to \$60 per diem which will be paid quarterly rather than monthly.

**Motion made by Sohre, seconded by Burt** to close public hearing at 7:13PM

**Motion made by Burt, seconded by Sohre** to approve the Ordinance #2018-04 Set 2019 Salaries

Roll Call: Ayes: Hiniker, Burt, and Sohre

Nays: None

Motion carried.

**8) Old Business**

**a) Maintenance Worker Retro Pay Recommendation**

- Ken Haefner covered many duties outside of his job description after the previous Maintenance Worker left.
- Administration is proposing retro increased pay for the duties over and above his original job description from June-August 2, 2018.

**Motion made by Sohre, seconded by Burt** to approve the recommendation for Maintenance worker increased retro pay to be limited to those hours over and above his regular work week.

Roll Call: Ayes: Hiniker, Burt, and Sohre

Nays: None

Motion carried.

b) **Certify Employment of Maintenance Worker I- Paul McCarthy**

**Motion by Burt, seconded by Hiniker** to certify employment of Maintenance Worker I-Paul McCarthy to fill the present vacancy.

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

c) **Doran Drive Triangle**

- No discussion

d) **Reclassification of Accounting Clerk/Treasurer- Job Description**

**Motion by Sohre, seconded by Hiniker** to approve reclassifying Intern to Accounting Clerk/Treasurer effective August 13, 2018 at Grade 11, Step 8 \$15.68

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

e) **Reclassification of Deputy Clerk to Assistant City Administrator/City Clerk-Job Description**

**Motion by Burt, seconded by Sohre** to approve reclassifying the Deputy Clerk to Assistant City Administrator/City Clerk effective August 13, 2018 Grade 19, Step 2 \$18.57

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

f) **Reclassification of Seasonal Maintenance to Seasonal Maintenance Worker II**

- This position does not require licensing in Water systems or Wastewater treatment.
- This position is a grade 9 rather than Grade 3.

**Motion by Hiniker, seconded by Burt** to approve reclassifying Seasonal Maintenance to Seasonal Maintenance Worker II kept at maximum 20 hours per week and on call as needed.

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

9) **New Business**

a) **Approve City of Mankato Memorandum of Understanding Establishing Replacement and Debt Service Charges.**

**Motion by Sohre, seconded by Burt** to approve Memorandum of Understanding from City of Mankato.

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

b) **Public Works Department Street Maintenance Crack Filling Contract Motion by Burt seconded by Sohre to award the annual 2018 street maintenance and crack filling contract to Barga Incorporated of Mountain Lake, Minnesota in the amount of \$23,000 for crack repair and \$16,000 for gap repair utilizing Mastic Gap Repair.**

Roll Call: Ayes: Hiniker, Burt, and Sohre

Nays: None  
Motion carried.

c) **Budget 2019 Wages-Pay Study**

- This will be discussed at the Personnel meeting on Thursday August 9<sup>th</sup> and the budget meeting Thursday August 16<sup>th</sup>.

**10) Staff Reports- City Administrator**

- a) The City has approved 2 new home permits last week
- b) 18 Lake Ave has questions by the DNR about compliance with the regulations
- c) Nate Friedrichs has solved one side of his property line dispute, he is in the process of resolving the other side.
- d) City Administrator is working with departments on a Capital Improvement Plan and future bond options if necessary.

**11)Adjournment**

**Motion made by Hiniker, seconded by Burt** to adjourn the council meeting at 8:04pm.

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

Nays: None

Motion carried.

Mayor Ken Reichel



Attest:



City Administrator Curt Kephart