



COUNCIL MEETING MINUTES

Madison Lake City Council

Monday November 19th, at 6:00PM

525 Main Street

Madison Lake, MN

1) Call Meeting to Order

Pro Tem Mayor Hiniker called the meeting to order at 6:01 p.m.

2) Roll Call

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

Staff Present: City Clerk Allie Polsfuss, City Administrator Curt Kephart

Council Members Excused: Mayor Kenny Reichel

3) Approval of Agenda

Motion made by Sohre, seconded by **Burt** to approve the agenda with the addition of 9b-Nuthatch Road.

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

Nays: None

Motion carried

4) Consent Agenda

a) Approval of minutes from Council meeting on November 5, 2018

b) Approval of minutes from Council Budget Work Session November 13th, 2019

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

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

Nays: None

Motion carried

5) Vendor Claims

a) **Approval of Vendor Claims in the amount of \$36,312.54**

b) **Approval of Jamestown Township Tax Payments in the amount of \$27,787.19**

Motion made by Sohre, seconded by **Hoehn** to approve Vendor Claims in the amount of \$36,312.54.

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

Nays: None

Motion carried

Motion made by Sohre, seconded by **Burt** to approve Jamestown Township Tax Payments payments in the amount of \$27,787.19.

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

Nays: None

Motion carried

6) Open Public Comments

a) None at this time.

7) Appearances & Presentations

a) None at this time

8) Ordinances and Resolutions

a) **Resolution #2018-24** Certifying Assessment Roll for Past Due Utility Bills

Motion made by Burt, seconded by **Hoehn** to approve Resolution #2018-24 Certifying Assessment Roll for Past Due Utility Bills.

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

Nays: None

Motion carried

b) Approve Special Assessment Agreements for Barnes; Dahls; Hafeners

c) **Resolution #2018-25** Certifying Assessment to County for Matthew Barnes

d) **Resolution # 2018- 26** Certifying Assessment to County for Donald and Natalie Dahl

e) **Resolution # 2018- 27** Certifying Assessment to County for Haefner Family LLP

Motion made by Burt, seconded by **Hoehn** to approve the special assessment agreements for Matthew Barnes, Donald and Natalie Dahl, and Haefner Family LLP.

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

Nays: None

Motion carried

Motion made by Burt, seconded by **Hoehn** to approve the Resolution 2018-25 Certifying Assessment to County for Matthew Barnes, Resolution 2018-26 Certifying Assessment to County for Donald and Natalie Dahl, and Resolution 2018-27 Certifying Assessment to County for Haefner Family LLP.

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

Nays: None

Motion carried

9) Old Business

a) **2019 Preliminary Budget Continued Discussion**

i) The Truth in Taxation meeting is scheduled for December 3rd.

ii) The City Council Scheduled a Budget Work Session for Monday November 26th from 5-7.

b) **Nuthatch Road**

i) According to the annexation agreement, the City is now responsible for the maintenance of Nuthatch Road.

ii) Public Works Director Adam Fennell went out and applied a couple loads of gravel to level out some pot holes on Nuthatch Rd, and will be ordering more gravel before snow comes.

iii) The City Council is asking for a quote from Deegan Construction on the annual cost of maintaining the road so they can add this to the budget.

iv) This brought up discussion of illegal dumping of debris. City Administrator Kephart suggested a text alert to let residents know if they see any kind of illegal dumping to contact the police department.

10) New Business

a) **Application for Permit to Conduct Excluded Bingo- All Saints Church**

Motion made by Hoehn, seconded by **Sohre** to approve All Saints Church Application for Permit to Conduct Excluded Bingo

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

Nays: None

Motion carried

b) **Accept Resignation of Ryan Sanders from the Madison Lake Planning Commission**

Motion made by Burt, seconded by **Sohre** to accept Ryan Sanders resignation from the Madison Lake Planning Commission.

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

Nays: None

Motion carried

c) **Review Jeff Marx's Application for Madison Lake's Planning Commission**

i) The council discussed posting a notice of the position vacancy to the public so residents are made aware.

ii) There are also vacancies in the Park Board and Madison Lake Foundation.

iii) Administration staff will post the vacancies on the website, Facebook, and in the office.

Motion made by Hoehn, seconded by **Burt** to post the vacancies on the city's platforms.

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

Nays: None

Motion carried

11) Administration Report

a) **1130 Park Rd**

i) Property owner remedied the encroachment issues on both the North and South property line. There is still no Certificate of Occupancy on the property and there is suspension the property owner is living there without a COA. City staff will look at water usage and take action if needed.

b) **512 Main Street**

i) The owner of 512 Main Street is taking residence in the back of a building in the B1 district. If he wishes to continue to live there he must either go through the process and obtain a conditional use permit to live in the back of the building while having a business in the front. Another option would be to apply for rezoning, but the council and planning commission do not wish to set a precedence of spot zoning.

c) **412 Lakeshore Drive**

i) There is a property owner's commercial boat lift equipment on another property owner's residential property. If they wish to keep storing the equipment on a residential

property, they must go through the process of obtaining a conditional use permit. To do this, the City must notify neighbors within 350 feet of the public hearing, and there may be property owners protesting this CUP.

- ii) Another possible remedy would be to rezone the property.
 - iii) The property owner will be cited if they do not respond to City Administrator Kephart's letter.
 - iv) As the City is tightening up on ordinance violations, the more violation inquiries we receive. The City must prioritize these violations. To successfully resolve these violations, it is important for all officials to follow the chain of command and refer citizens to the City Administrator with their complaints.
- d) **2018 Holidays**
- i) Staff discovered that Friday November 23rd is not an official holiday. The City Council decided to close City Hall and staff can use their floating holiday or personal leave.
 - ii) New Year's Eve is on Monday December 31st and City Hall is closed Tuesday January 1st. The City Council stated they wanted staff to decide if they wanted to take personal leave. If all City staff decide to take personal leave, make sure it is posted that City Hall Offices are closed.

12) Motion made by Burt, seconded by Hoehn to adjourn the meeting at 7:15 p.m.

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

ProTem Mayor Carolyn Hiniker

Attest:



City Administrator Curt Kephart