



## AGENDA

**Madison Lake City Council**

Tuesday January 2, 2018 at 6:00pm

Madison Lake Community Room

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

### 2) Roll Call

### 3) Approval of Agenda

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

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

Nays: None

Motion carried.

### 4) Approval of Vendor Claims

**Motion by Sohre**, seconded by Burt, to approve the vendor claims in the amount of \$40,598.47, tabling the payment to Brunton until next meeting.

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

Nays: None

Motion carried.

a) Review Banyon Timecard Entry Software Invoice – Paid per Council Action

### 5) 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 minutes from regular meeting of December 18, 2017

**Motion by Sohre**, seconded by Hoehn, to approve the minutes from regular meeting on December 18, 2017..

Roll Call: Ayes: Reichel, Hiniker, Sohre, Burt, 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.*

### 7) Appearances & Presentations

a) Jaguar Communications Presentation on Voice/Data Proposal

**Motion made by Sohre**, seconded by **Hoehn** to approve Jaguar Communication services contingent on the successful negotiatan and approval of the Jaguar Communication franchise agreement.

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

Nays: None

Motion carried.

**b) Departmental Updates**

**i) Public Works Superviosor Adam Fennell:**

(1) Finally getting equipment moved into the new building.

(2) An airline system is needed for the building. They are bringing old compressor but need some airlines ran into the building.

(a) 3 Quotes:

(i) Jim & Dudes- \$8,150

(ii) Kopp Plumbing- \$7,240

(iii) A&M Plumbing: \$7,250

**Motion by Hoehn**, seconded by **Burt**, to approve hiring Kopp Plumbing to run an airline system into the Public Works building.

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

Nays: None

Motion carried.

(3) The public works building also needs outlets.

(a) Bernie Ploog came out to quote the price of the outlets. We were under the impression these needed outlets were included in the bid from Brunton.

(b) The City council is authorizing Adam to go and get 3 quotes for this work.

(4) Public works department is asking for authorization to purchase a hoist for the public works building .

**Motion by Sohre**, seconded by **Hiniker**, to authorize Adam to purchase a hoist for the public works building in the amount of \$3,845.

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

Nays: None

Motion carried.

**ii) Fire Chief Kevin Kennedy:**

(1) There are new guys in fire school: Ian Rude & Chris Korteum.

(2) Everything else is going well.

(3) Sent out RFPs for turnout gear in September.

(a) As of tonight, they selected Jefferson Fire for the gear boots and gloves will be split between MES and Heiman.

**Motion by Hoehn**, seconded by **Sohre**, to authorize the purchase of turn out gear from Jefferson Fire and the purchase of boots and gloves split between MES and Heiman.

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

Nays: None

Motion carried.

iii) **City Attorney Jason Moran:**

(a) Attended a court hearing with KJ Walk.

(b) Getting a decision in 30-90 days.

(c) Has proposed new ordinances for Planning Commission which will be discussed at the next Planning Commission meeting.

## 8) Ordinances and Resolutions

a) **Ordinance #2018-01 Public Hearing:** Approving Charges and Fees for Fiscal Year 2018

i) Public Hearing opened at 7:15pm

ii) Public Hearing Closed at 7:16pm.

**Motion by Sohre**, seconded by **Hoehn**, to Ordinance 2018-01 Approving Charges and Fees for Fiscal Year 2018.

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

Nays: None

Motion carried.

b) Resolution 2018-01: Official Designations

**Motion by Sohre**, seconded by **Hiniker**, to approve Resolution 2018-01 Official Designation.

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

Nays: None

Motion carried.

c) Resolution 2018-02: Official Council Appointments

**Motion by Burt**, seconded by **Hoehn**, to Resolution 2018-02 Official Council Appointments.

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

Nays: None

Motion carried.

## 9) Unfinished Business

a) Appoint Temporary Administrative Assistant to fill vacancy

**Motion by Sohre**, seconded by **Hoehn**, to approving appointment of Joan Bushlack for the temporary Administrative Assistant at a pay range of \$11.87-\$14.15 per hour.

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

Nays: None

Motion carried.

- b) Chamber of Commerce Discussion
  - i) The City council will make a gift to the Chamber of Commerce .

**Motion by Hoehn, seconded by Sohre to approve** a Charitable contribution to the chamber of commerce in the amount of \$5,000, this amount will be deducted from the annual general fund contribution to the EDA.

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

Nays: None

Motion carried.

## 10) New Business

- a) Update on City Hall hours.
  - i) Due to the Deputy Clerk and Interim Administrators schedule, City Hall will be open:  
Monday open 8:00-5:30, Tuesday-Thursday 8:00-4:30, Friday 8:00-2:00
- b) Interim City Administrator Agreement Extension

**Motion made by Burt, seconded by Sohre** to authorize month to month extension of Interim City administrator.

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

Nays: None

Motion carried.

- c) David Drown Associates Engagement Letter

**Motion made by Burt, seconded by Hoehn** to accept David Drown engagement letter

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

Nays: None

Motion carried.

- d) MSRB brochure
- e) Authorization to appoint Administrative Hearing Officer to fill vacancy
  - i) Police Cheif Dan Bunde came and asked for authority to appoint hearing when admin ticket.

**Motion made by Burt, seconded by Hoehn** to authorize City Administrator to fill Administrative Hearing Officer vacancy

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

Nays: None

Motion carried.

## 11) Administration Update

- a) Asking for authorization to pay invoices in between now and February 5<sup>th</sup>, 2018 that will accrue late fees.

**Motion made by Sohre**, seconded by **Hoehn** to authorize staff to make payments that will accrue late fee.

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

Nays: None

Motion carried.

## 12) Mayor & Council Reports

## 13) Adjournment

**Motion made by Hoehn**, seconded by **Burt** to adjourn the meeting at 7:56PM.

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

Nays: None

Motion carried.



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Kenneth Reichel, Mayor



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Curt Kephart, Interim City Administrator

