



### 1) Call Meeting to Order

Mayor Reichel called the regular meeting to order at 7:05 pm.

### 2) Roll Call

**Council Members Present:** Mayor Ken Reichel, Carolyn Hiniker, Laurinda Sohre, Pat Burt, and Kent Hoehn

**Members Absent:** None

**Staff Present:** City Administrator Michael Hanson, Administrative Assistant Allie Polsfuss, Police Chief Dan Bunde, Fire Chief Kevin Kennedy, Public Works Supervisor Adam Fennell, Police Jeff Marx, and Interim City Administrator Wendell Sande

### 3) Approval of Agenda

**A motion by Sohre** seconded by **Hoehn**, to approve the agenda.

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

Nays: None

Motion carried.

### 4) Approval of Vendor Claims

a) Questions from Sohre about Police Department purchase for shot guns

- Police Chief Bunde clarifying that it was necessary to purchase new ones.
- It is to be determined what they will do with the old guns whether that be sell, keep, etc.
- Will need to eventually purchase a mount for new gun.

b) New layout for Vendor Claims exported from Banyon Data Systems.

- Will provide greater audit trail
- Keep better track of where money is going

c) Did all employees get compensated for their comp time?

- Hanson clarified that all employees did in fact get paid what they were owed.
- There needs to be a sign off on future comp times.
- Get copy of all passwords, account numbers, user names to file in the safe for future.

**A motion by Hoehn**, seconded by **Sohre**, to approve vendor claims in the amount of \$17,522.07.

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

Nays: None

Motion carried.

### 5) Oath of Office

a) Carolyn Hiniker

b) Laurinda Sohre

## 6) Consent Agenda

a) No Approval of minutes from regular meeting of December 19, 2016.

**A motion by Hiniker**, seconded by **Sohre** to not approve the minutes from regular meeting December 19, 2016 until next scheduled council meeting.

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

Nays: None

Motion carried.

## 7) Open Public Comments

a) **Brian Beckel of 500 Chestnut Avenue**

- o Brian Beckel had issue with his water bill and spoke before the Council. The Council calculated that the bill with the assistance of City Staff, the resulting bill should be in an amount of \$243.42.

**A Motion by Sohre seconded by Hoehn to approve** the new balance of \$243.42 for his property at 500 Chestnut Ave.

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

Nays: None

Motion carried.

## 8) Appearances & Presentations

### Department updates

a) Police Department

- Chief Bunde mentioned it's one of the busiest times with calls

b) Public works

- Public works supervisor Adam Fennell Discuss dealing with icy roads.
- A truck is down and they are determining the problems with the truck and will get it fixed as soon as possible.
- Getting out to sand again tomorrow due to the icy roads.
- The new siren came in last week, but they may have to wait until spring to get it up

c) Fire department

- Chief Kennedy stated that year to date is 87 calls. Chief Kennedy will put together a final report.
- Down 30 some calls from last year.
- Asked for a grant for new gear, if turned down will have to purchase.
- New fire fighters done with medical and half way done with training.
- Christmas party is January 14 , 2017 at 7:00, and Chief Kennedy will need a head count as soon as possible.

## 9) Ordinances & Resolutions

### a) Resolution #2017-01-2017 Official Designations

- First of each year pass official designations.
- Jerry Grobener will be shutting down The Lake Region Times, prompting us to recommend the Mankato Free Press for official newspaper.

**A motion by Burt**, seconded by **Hiniker** to approve Resolution #2017-01 Official Designations

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

Nays: None

Motion carried.

### b) Resolution #2017-02: Official council appointments.

- Appointments to various positions at the first meeting of the year.
- Keep positions standing with the addition of ISD77 Community Education Advisory Council. Can open the position to planning commission or residents from city if needed. Will fill that position at later date.

**A motion by Sohre**, seconded by **Hoehn**, to approve Resolution #2017-02 Official Council Appointments

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

Nays: None

Motion carried.

## 10) Unfinished Business

### a) 4<sup>th</sup> and 5<sup>th</sup> Street Project Update

- No update

## 11) New Business

### a) Memorandum of understanding with Johnathon Lundholm of 412 Chestnut Ave.

- Previous tenants racked up \$4,202.12 bill over past months. He wants to set up a payment plan with the city in an arrangement of \$1,000.00 as down payment and \$400.00 every month thereafter. If he fails to abide by this contract, penalties will be taken.
- Contract written up and will be sent to be signed.
- No late fees will be applied to his account in the meantime.

**A Motion by Sohre, seconded by Burt** to approve agreement with Johnathon Lundholm's delinquent utility billing account for \$1,000.00 down with \$400.00 a month thereafter without late fees.

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

Nays: None

Motion carried

**12) Staff Reports**

**City administrator**

Caught up in PERA and Nationwide.

Money was in Baynon and was getting deducted from payroll.

There will be delinquent charges for the submittals and total amount will be given at later date. Most expensive delinquent contribution report was from May which was \$94 and the minimum was \$10. PERA is working on calculating. Loss of income to PERA and Nationwide, but not to the employee.

Looking at 14 pay periods that weren't submitted. When previous city administrator was no longer there, deputy clerk failed to do this correctly.

IRS- called and discussed form 941 reporting.

MN Revenue- working on getting the total amount this coming week.

By next council meeting, figure out what fees we are getting charged.

Resolution passed last meeting, city administrator paid out Holtmeier Construction, and other outstanding invoices. Including Holtmeier \$163,000.00 all said and done. Check on 4M fund to be sure the balance doesn't bounce. Check to see if we have sufficient funds. May have to take money back into general fund.

\$731,417 in PFA Water Revenue draw received

FLEX- house resolution 34 passed

Called and discussed to renew, but they said no.

Tried to renew to 2017 and it let the city through. Set up on renewal to open enrollment so people can change things if needed.

Allocating money differently.

FSA has limits about what we can put into accounts. Employee gets same benefit but they are distributing it differently depending on their needs.

Hiniker wants to make sure payments are justified.

Bunde is concerned about impact on taxpayer.

Sande suggested we will be incurring some penalties that are not budgeted for, and could possibly amend the budget to fit needs of the city.

How do we know what is correct with TASC? We should be sure we are in compliance.

Between now and next council meeting, verify the status and explanation. Set up so employees can be enrolled.

Will be receiving bids on public works building.

**13) Mayor & Council Reports**

**Council Member Sohre** would like to thank all employees for their teamwork and patience during this time of transition, as it is a difficult and stressful time for the city employees.

**14) Adjournment**

**A motion by Hoehn**, seconded by **Hiniker**, to adjourn the meeting at 8:32 pm.

Roll Call: Ayes: Reichel, Sohre, Burt,

Nays: None

Motion carried.



Kenneth Reichel, Mayor

Attest: 

Michael Hanson, City Administrator