



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

Mayor Reichel called the regular meeting to order at 7:04 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 Attorney Jason Moran, Administrative Assistant Allison Polsfuss, Police Chief Dan Bunde, Public Works Supervisor Adam Fennell, City Administrator Michael Hanson, Fire Chief Kevin Kennedy, Wendell Sande

**3) Approval of Agenda**

**A motion by Burt**, seconded by **Hiniker**, to approve the agenda.

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

Nays: None

Motion carried.

**4) Approval of Vendor Claims**

**A motion by Sohre**, seconded by Hiniker to approve vendor claims in the amount of \$171,078.03.

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

Nays: None

Motion carried.

**5) Consent Agenda**

- a) Approval of minutes from regular meeting of March 20, 2017.

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

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

Nays: None

Motion carried.

**6) Open Public Comments**

- (1) No one from the public wished to speak.

**7) Appearances & Presentations**

- a) **Abdo, Eick & Meyers** (Kyle Meyers,) and AEM Financial Solutions (Jean McGann)
  - (1) The annual audit for the City has not yet begun, waiting for January- March 2017 to get reconciled & City staff will take care of this.
  - (2) AEM Financial Solutions was contracted to perform bank reconciliations for 2016, which were reconciled through December 31, 2016 by AEM. The contract was extended in length resulting in a total of 90 hours. Examples of discrepancies such as incomplete journal entries, incomplete bank reconciliations and state/federal compliance reporting that was not timely filed. After completing the incomplete work, AEM was able to reconcile the 2016 year. Information was summarized in a memo provided in a previous meeting.
  - (3) Remaining 2016 Audit prep work before commencement of annual audit:
    - a) Schedule training for staff using Banyon Data Systems.
    - b) Reconcile January-March of 2017 bank statements.
    - c) Coordinate with Abdo, Eick & Meyers to commence full annual audit.

## 8) Department Updates

### a) Adam Fennell

- (1) Public Works Building Update
  - a) New building staked out this weekend.
- (2) New siren should be getting installed Monday or Tuesday next week.

### b) Kevin Kennedy

- (1) Everything is going well
  - a) There is a new standard on washing turnout gear so we're looking at bids for washers and dryers for the gear.
  - b) The plan is to have a few extra sets of turn out gear for back up, and be strategic about when we're washing the turnout gear
- (2) Excited about new building

### c) Dan Bunde

- (1) Stated that he has filed a claim to the LMCIT in regards to errors and omissions coverage.
- (2) Everything else is running well
  - a) Looking at replacing Police Ford Explorer, and starting to look at what's out there for possible replacement, the idea is to trade out with decent mileage to get more back to offset the cost of a new vehicle.

### d) Jason Moran

- (1) Sunday liquor starts July 2, 2017, provided the establishment wants to stay open on Sunday, after review of the existing City Code, nothing must be done on the City's end as the code references State Statute.

## 9) Ordinances & Resolutions

- a) **Resolution #2017-12-** Alternating Patronage Procedure for City Vehicle Maintenance

**A motion by Sohre**, seconded by **Hoehn**, to approve Resolution #2017-12-Alternating Patronage Procedure for City Vehicle Maintenance with changes in language noted.

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

Nays: None

Motion carried

**10) Unfinished Business**

**a) 4<sup>th</sup> & 5<sup>th</sup> Street Project**

**(1) Pay App #8**

**a)** Covering sanitary lining and the change orders that have been discussed with Holtmeier. ISG will be contacting Holtmeier to remaining work on 4<sup>th</sup> & 5<sup>th</sup> Street project.

**(2)** Duck Lake CIC project Pay App #12, is a final payment and all work has been completed on the punch list for the project.

**(3) Public works building**

**a)** The City met with Salonek Concrete & Construction along with several subcontractors, and the architect last week. Work will begin.

**b)** The State has approved the plumbing plan.

**c)** Upcoming construction meetings to be determined

**11) Staff Reports**

**a) City Administrator**

**(1)** Planning Commission drafted rental regulations ordinance aimed at housing all rental regulations under one section, and at this point would like to get Council participation and schedule an open house meeting with landlords and tenants to get buy in.

**b) Fire department & City Hall LED light fixtures as energy savings.**

**(1)** Spec out fixtures of our lights, what light output would be, and will make it would for what their findings are.

**(2)** Want bids from all electricians and then go from there.

**c) Touch up paint on the outside of the building.**

**12) Mayor & Council Reports**

**a) Mayor- 9pm Siren when the new one comes in- will be up next week.**

**A motion by Hoehn**, seconded by **Sohre** to bring back the 9:00 siren once installed.

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

Nays: None

Motion carried

**13) A motion by Hoehn**, seconded by **Hiniker**, to go into closed session under state statute 130.05 subdiv. 3A, to review City Administrator performance at 8:40 pm.

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

Nays: None

Motion carried



**City Council Minutes**  
**Madison Lake City Council**  
Monday April, 3 2017

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**A motion Made by Hiniker**, seconded by **Hoehn** to open the closed session at 8:52 pm.

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

Nays: None

Motion carried

**A motion made by Hoehn**, seconded by **Burt** to close closed session at 9:40pm.

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

Nays: None

Motion carried

**A motion made by Sohre**, seconded by **Burt** to open regular meeting at 9:40 pm.

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

Nays: None

Motion carried

17) **A motion made by Hoehn**, seconded by **Burt** to adjourn meeting at 9:40 pm.

Kenneth Reichel, Mayor

Attest:

Michael Hanson, City Administrator