

## **CITY OF ISLE COUNCIL MEETING**

Regular Meeting Minutes – January 8<sup>th</sup>, 2019

At 6:30 pm the regular meeting was called to order with the Pledge of Allegiance.

**Current Council members present:** Donald Dahlen, Robert Koelfgen.

**Mayor Elect;** Rodney Schultz and **Councilmembers Elect;** Ginger Houle and Monica Keding present and recited their oath to their positions.

Other staff present were: Jason Minenko, Shannon Brown, Mark Reichel, Jamie Hubbell, Damien Toven (Attorney) and Tim Ramerth (Engineer).

**Motion** to approve the amended agenda by Houle and seconded by Koelfgen. All in favor, none opposed. Motion carried. **Motion** to approve the December Regular meeting minutes by Dahlen and seconded by Houle. All in favor, none opposed. Motion carried. Houle made the **motion** to approve the December final claims totaling \$306,777.47 with Dahlen seconded. All in favor, none opposed. Motion carried. **Motion** by Dahlen to approve the January month to date claims totaling \$97,225.03, Houle seconded. All in favor. None opposed. Motion carried.

### **Open Forum:**

- a. Charles Haggberg of the Isle Lions requested the report that the Lions pull tab contributions to the Muni Fund for 2018 totaled \$10,663.35 in revenue.

### **Public Hearings, Requests and/or Complaints:**

- a. **Resolution 2019-01A** Mayoral Declarations and Appointments for 2019. **Motion** by Dahlen; seconded by Koelfgen. All in favor, none opposed; motion carried.
- b. Steven Lewis 1070 W. Isle St. requested permission from the Council to post “Private Drive” signs on the Utility Easement access on his property to eliminate through traffic. Council agreed that it is his property and he can post it, but he cannot obstruct city access to the utilities.

### **Department Reports:**

**Public Works** – Supervisor Jason Minenko presented the department report for council’s review. Usual monthly duties were completed. Minenko reported that many maintenance projects were completed throughout the month; vehicle repairs, hydrant repairs, Muni cleaning and Police department projects.

**Police Department-** Chief Reichel was present to review his report for the month to council. Reichel reported on 192 incident calls for the month of December. Reichel reported that his on-call officer Al Tutland has decided to retire as of the end of the month. Council granted Reichel authority to hire another on call officer in his place. The Chief spoke briefly about the emergency supplies and food boxes that the Isle Food Shelf provides for the Police Department to distribution. Dahlen asked Chief Reichel what the department’s status was on obtaining Narcan for each vehicle and the required training to do so. Reichel stated that he is ready to look into training from the health system for his officers and will look into getting some supplies. Reichel requested the council allow each full time officer twelve (12) hours per paid holiday except holidays that occur on Mondays. All Monday holidays to be paid at eight (8) hours. Increasing the department’s holiday pay wages by 96 hours for 2019. Motion by Dahlen with second by Houle to approve all non-Monday holidays at twelve hours each.

**Liquor Store Operations-** Manager Brown was present to review muni sales reports for December. All sales were down by \$21500.81 from 2017 to 2018. Expenses were also down \$33,430.25 from 2017 to 2018. The Muni showed a \$16,408 profit for the year before year end; with a \$6000 profit increase from 2017. Schultz agreed to lower tobacco buys for December and January to see how sales increase. New Year's eve profits were up \$3185.13 from 12/31/17. Brown has a revised menu coming out that will include burgers and Heggies Pizzas. **Resolution 2019-01B** approving the hiring of Tina Belden for part time clerk/bartender. **Motion** by Dahlen; second by Houle. All in favor, none opposed. Motion carried. Council verbally agreed that a transfer to General Fund for \$1000.00 was budgeted and will occur each month. No motion, no vote.

**Fire Department-** Chiefs not present. Mayer, Porter & Nelson Auditors firm report for the 2017 Relief Audit was provided and reviewed by council.

**Planning Commission** – New commissioners were appointed and took their oaths. Progress on the comprehensive plan continues. No new business to review.

**Airport Committee** – No report, committee on winter break.

**City Engineer** –Tim Ramerth was present and requested approval of WSN invoices for the Malone Island Bridge totaling \$10,176.93. **Motion** by Dahlen, seconded by Houle. All in favor, none opposed. Motion carried. Ramerth stated that there are some spring items to take care of on the bridge and approaches. The PER updates are completed and submitted to USDA for final review and approval for funding. The council will set the date for the public hearing to discuss the Scope of the Project with the taxpayers.

#### **Unfinished Business:**

- a. A final draft of the Council Computer and Tablet Use Policy was reviewed and approved by **Motion** by Houle and seconded by Koelfgen. All in favor, none opposed. Motion carried.

#### **New Business:**

- a. **RESOLUTION 2019-01C** accepting a \$500.00 donation from McQuoids Inn for the Police Department, approved by Motion by Houle; seconded by Dahlen; all in favor, none opposed. Motion carried.
- b. **RESOLUTION 2019-01D** Authorizing the new councilmembers signing authority for all of the First National Bank city accounts. Approved by **Motion** by Houle and seconded by Koelfgen. All in favor, none opposed. Motion carried.
- c. **RESOLUTION 2019-01E** Approving a Public Hearing for the Annexation of Parcel #08-012-1000 in Isle Harbor on March 12<sup>th</sup>, 2019 at 6:30PM. **Motion** by Dahlen, seconded by Houle. All in favor, none opposed. Motion carried.

#### **Clerk's Report:**

- a. Water and Sewer Scope of Project Public Hearing will be scheduled for next month if all paperwork is approved and filed with USDA Rural Development.
- b. 2019 Final Budget Summary will be published by 1/31/2019 and posted on the city website. Detailed report available at City Hall upon request.

#### **Financials:**

- a. General Fund balance: \$1,270,725.71 Liquor Fund balance: \$63,538.12
- b. 4<sup>th</sup> Quarter final budget report emailed to each councilmember and original presented for viewing at meeting.

**Closed meeting** to discuss employee performance review – Shannon Brown  
Closed meeting by **Motion** by Dahlen, seconded by Koelfgen. All in favor none opposed.  
Motion carried. Brown requested meeting to remain closed.  
Opened meeting by **Motion** by Dahlen; seconded by Koelfgen. All in favor, none opposed.  
Motion carried.

**Motion** by Houle to increase bar pricing by \$0.25 across the full bar selections and to include a new \$1.00 off happy hour discount from 4-6PM Sunday thru Friday. Dahlen made the second, all in favor; none opposed. Motion carried.

Council reviewed the services and issues provided by DeAnna Nelson; Nelson's Sewer Services and determined a maximum approval amount of \$2500.00 to the Manager and Liaison's to approve after all invoices are submitted and repairs/damages confirmed. **Motion** by Dahlen, seconded by Houle. All in favor, none opposed. Motion carried.

**Adjourn:**

**Motion** to adjourn at 8:40pm. by Dahlen, second by Keding. All in favor, none opposed. Motion carried.

Dated on this 8<sup>th</sup> day of January, 2019  
APPROVED on this 12<sup>th</sup> day of February, 2019

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Rodney Schultz - Mayor

ATTEST:

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Jamie Hubbell, Clerk-Treasurer

CERTIFIED BY VOTE: