

City of Clarkfield

Agenda

7:00 PM Regular Council Meeting

Tuesday, March 19, 2024

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

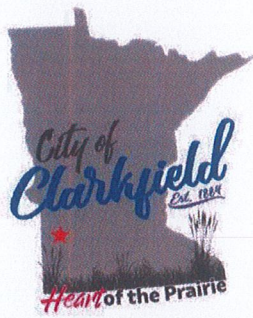
Access via Zoom: <https://us02web.zoom.us/j/81699260346>

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
 - a. 2/20/2024
5. **INVOICES PAYABLE**
6. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. Mayor's Report
 - b. Councilmembers' Reports
 - c. Care Center Administrator's Report – Ashley Nicholson
 - d. Public Works Director's Report – Troy Bruflat
 - e. City Administrator's Report – Jonathan Pierce
7. **PUBLIC COMMENTS**
8. **DISCUSSION ITEMS**
 - a. Ferguson Waterworks Utility Reader – Karen Olson
 - b. Bollig WTP Update – Scott Kuhlman
 - c. HWY 67 Project Update
9. **ACTION ITEMS**
 - a. Dollar General Sub-division
10. **ADJOURN**

The public is strongly encouraged to submit WRITTEN testimony/comments to info@clarkfield.org. Written comments may be submitted up until 4 p.m. the day of the meeting to be included as part of the public record for that meeting.

Reminder – Addressing the Council: Those wishing to speak should wait to be acknowledged by the Mayor & comments should be on the topic being discussed. Public Comment time frame is limited to 3 minutes per individual. Data Privacy Rules and Open Meeting Laws are in effect and personal attacks will not be allowed.

The City of Clarkfield is an equal opportunity employer and provider.



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, February 20th, 2024

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order at 7:00 PM by Acting Mayor Kevin Kaatz.

Council in Attendance: Kevin Kaatz, Craig Giles, Josh Hanson, Paul Anspach.

City Staff: Jonathan Pierce, Dave Smith.

Citizens: Sue Fritz, Hazel Hanson, Ashley Nicholson, ...

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

A. Add Fire Department Report as item 6E.

B. Add 4-H Youth Development summer program as item 9A.

Motion to approve agenda Anspach, Hanson

Yes – Hanson, Anspach, Kaatz, Giles

No-

Motion passes

4. APPROVAL OF MINUTES

A. 1/23/2024

Motion to approve minutes Anspach, Giles

Yes- Anspach, Hanson, Giles, Kaatz

No-

Motion passes

5. INVOICES PAYABLE

Anspach asked about Schmidt roofing bill. Jon explained about the roof rakes put on after the fact.

Anspach asked about all of the oil filters that PW bought. Jon explained that PW was doing preventative maintenance while there wasn't any snow to plow.

Anspach asked about the bill for Uplift. Jon explained that this was for our email licensing for the city website.

Anspach asked about the DEF tank bill Jon wasn't sure. Dave Smith explained that it was for a Fire Truck.

Motion to approve payables Giles, Hanson

Yes- Anspach, Hanson, Giles, Kaatz

No-

Motion passes

6. REPORTS OF COMMITTEES AND CITY STAFF

A. Mayor's Report

B. Councilmembers' Reports

C. Clarkfield Care Center Report – Ashley Nicholson

Monthly Operations Summary

Facility: Clarkfield Care Center

Business Line: SNF

City Council Meeting Date: 2/20/24

Census: 19

January Admits: 9

February Admits: 1

January Discharges: 8

February Discharges: 1

Home Care has 14 clients & apartments are full.

CCC Agency Staff: None currently.

Recruitment Ongoing

No pending OHFC investigations.

Workforce Issues: Continue to have multiple positions open at the Care Center in multiple departments, continuing recruitment efforts.

Critical Issues: Roof project continues.

Financial Issues: Admissions continue to decrease & continue to contact sites for potential admissions: including AGF & CCM Health, AIDA, Ensocare & EPIC. Have also offered Respite Care to CentraCare Hospice & Avera Hospice.

Paul asked about the Director of Nurse resigning. She is resigning. I have 3 interviews this week. Hopefully have the position filled soon.

D. City Administrator's Report – Jonathan Pierce

- Complaints:

No complaints received

- The Local Board of Appeal and Equalization meeting this year will be held before the Council meeting on April 16th from 6-6:30 PM.

- Preparing for the primary election coming on March 5th

Training for election judges is on the 27th at 5PM, and the Public Accuracy testing for our voting equipment is at 3:30 PM on the 29th.

- Scott Kuhlman let me know that they should be receiving the signed contract documents from KHC Construction.

- I was able to transfer our 2024 Budget into the Fund Accounting software. I am still tinkering with the system to get good quarterly budget reports to work.

- Karen Olson from Ferguson Waterworks stopped by last week to see how things were going with the water system I let her know about some of the issues we've been having, and she agreed to come address the Council at the March 19th meeting to talk to us about the new water meter reader.

Anspach asked about the sale of the bank building and the industrial park. Shouldn't they be coming to the Council with these sales? Jon I will look into that.

Anspach asked about the rental ordinance enforcement. Jon explained that its kinda on the back burner because it will take time to figure out everyone in town that owns a rental home.

E. Fire Department Report – Dave Smith

Fire Department Report: January 1, 2023 - December 26, 2023

Roster

Firemen as of: January 1, 2023	19
Firemen enlisted:	0
Firemen retired:	0
Firemen as of: December 26, 2023	19

Activities

Activity Type	Count	Avg. Attn.	Avg Hrs	Total Hrs
Fire	14	9.6	2.0	337.6
Fire/10-22	1	5.0	0.2	1.2
Meeting	16	3.3	1.9	73.8
Meeting - Regular	12	12.8	2.0	295.5
Mutual Aid Req	2	3.5	8.2	53.9
Other	2	4.0	1.8	15.0
Rescue	4	8.5	1.0	33.0
Service Call	1	4.0	2.5	10.0
Training	12	13.8	2.1	352.3
Training - Monthly	10	10.9	2.5	277.9
Total Fire Department Activities	74	7.5	2.4	1,450.20

Fire/Rescue Calls

Town/Township	Fire	Rescue	Total
Clarkfield - City	2	0	2
Friendship	6	1	7
Hazel Run	1	0	1
Hazel Run 33	0	1	1
Lisbon	2	0	2
No Twp	1	0	1
Normania	1	1	2
Stony Run	0	1	1
Swede Prairie	1	0	1
Totals	14	4	18

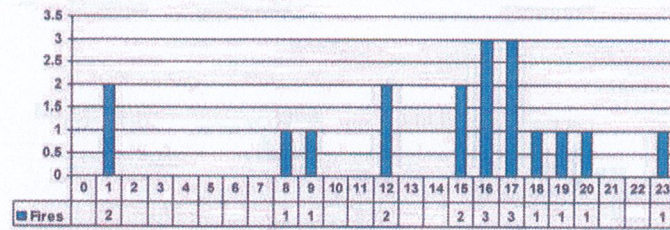
Average time of fire calls:	2:24 PM
Average time 10-8 to 10-7 (in hours):	2.31

Fire Department Report: January 1, 2023 - December 26, 2023

Average Response time (in minutes): 4.67

(Time Paged to 10-8)

Fire/Rescue by Time of Day:



Fire/Rescue by Month:

Dave asked about looking into a new tanker truck. Kaatz - How big of a tanker? Dave - 2500+ gallons.

Motion to okay looking for a new fire truck Anspach, Giles

Yes- Anspach, Hanson, Giles, Kaatz

No-

Motion passes

Motion to okay new Fire Fighter Hanson, Anspach

Yes- Anspach, Hanson, Giles, Kaatz

No-

Motion passes

Paul asked about how much were charging this year. Dave explained how that fire contracts work.

7. PUBLIC COMMENTS

Hazel commended Dave and the Fire Department for the 4:30 response time.

8. DISCUSSION ITEMS

9. ACTION ITEMS

A. 4-H Youth Development summer program.

Motion to approve the 4H summer program Giles, Hanson

Yes- Anspach, Hanson, Giles, Kaatz

No-

Motion passes

10. ADJOURN

Motion to adjourn the meeting Anspach, Hanson

Yes- Anspach, Hanson, Giles, Kaatz

No-

Motion passes

Meeting adjourned at 7:28

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Payments

Current Period: March 2024

Payments Batch 031524 AP FD			\$10,714.11		
Refer	0 Frontier Communications				
Cash Payment Invoice	E 100-41500-43200	Communications	FD (x1674)		\$129.71
Transaction Date	3/15/2024	Checking	10151	Total	\$129.71
Refer	0 Great Plains Natural Gas				
Cash Payment Invoice	E 200-42250-43800	Utility Services	FD		\$203.46
Transaction Date	3/15/2024	Checking	10151	Total	\$203.46
Refer	0 HEIMAN FIRE EQUIPMENT				
Cash Payment Invoice 47962-IN	E 200-00000-43900	Contracted Services	Annual Fire Extingisher Inspections		\$214.00
Cash Payment Invoice 929327-IN	E 200-00000-43700	Uniform Allowance	ID TAGS HELMENT		\$378.00
Cash Payment Invoice 929176-IN	E 200-00000-43700	Uniform Allowance	COATS, PANTS, CLOTHING TAGS		\$9,045.00
Transaction Date	3/15/2024	Checking	10151	Total	\$9,637.00
Refer	0 MN FIRE SERVICE CERT. BOARD				
Cash Payment Invoice 12211	E 200-00000-42070	Training	FIREFIGHTER EXAM		\$252.00
Transaction Date	3/15/2024	Checking	10151	Total	\$252.00
Refer	0 MN STATE FIRE DEPT ASSOCIATI				
Cash Payment Invoice	E 200-00000-42080	Subscriptions & Mem			\$175.00
Transaction Date	3/15/2024	Checking	10151	Total	\$175.00
Refer	0 MOBILE HEALTH SERVICES LLC				
Cash Payment Invoice 45023	E 200-00000-43900	Contracted Services	SCBU USER EXAM		\$255.00
Transaction Date	3/15/2024	Checking	10151	Total	\$255.00
Refer	0 NAUTILUS OWNER 2021, LLC				
Cash Payment Invoice	E 200-42250-43800	Utility Services	FD		\$61.94
Transaction Date	3/15/2024	Checking	10151	Total	\$61.94

Fund Summary

	10151	Checking
100 General Fund		\$129.71
200 Fire Department		\$10,584.40
		\$10,714.11

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$10,714.11
Total	\$10,714.11

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Payments

Current Period: March 2024

Payments Batch 031424 AP C CARD \$1,327.75

Refer 0 DAWSON CO-OP CREDIT UNION

Cash Payment E 100-41700-43200 Communications HOT SPOT \$55.84

Invoice

Cash Payment E 260-00000-44401 Memorials DVD'S \$129.99

Invoice

Cash Payment E 260-00000-43271 Programs & Activities BATTERIES \$19.01

Invoice

Cash Payment E 100-41500-43900 Contracted Services UB MAILING \$518.02

Invoice

Cash Payment E 100-41500-42000 Supplies 2 ROLLS POSTAGE STAMPS \$136.00

Invoice

Cash Payment E 601-00000-43330 Testing POSTAGE FOR TESTING \$5.80

Invoice

Cash Payment E 100-43100-43370 Maintenance & Repai PART FOR TRUCK \$18.24

Invoice

Cash Payment E 100-41700-43200 Communications ZOOM \$59.84

Invoice

Cash Payment E 260-00000-43272 DVDs BOOKS \$14.99

Invoice

Cash Payment E 260-00000-43272 DVDs DVD'S \$135.93

Invoice

Cash Payment E 260-00000-43272 DVDs DVD'S \$18.94

Invoice

Cash Payment E 100-41500-42000 Supplies ETHERNET CABLE FOR CAMERAS \$108.94

Invoice

Cash Payment E 100-41500-42000 Supplies PASS TROUGH CONNECTORS PK OF 100
FOR CAMERAS \$58.53

Invoice

Cash Payment E 100-41500-42000 Supplies CRIP TOOL FOR CAMERAS \$37.97

Invoice

Cash Payment E 100-41500-42000 Supplies STICKY NOTES \$9.71

Invoice

Transaction Date 3/14/2024 Checking 10151 Total \$1,327.75

Fund Summary

	10151 Checking	
100 General Fund		\$1,003.09
260 Library		\$318.86
601 Water		\$5.80
		<hr/>
		\$1,327.75

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$1,327.75
Total	<hr/>
	\$1,327.75

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Payments

Current Period: March 2024

Payments Batch 031524 AP GF			\$515,211.02		
Refer	0 A&B BUSINESS SOLUTIONS				
Cash Payment	E 100-41500-43900	Contracted Services	CONTRACT		\$45.18
Invoice IN1138023					
Transaction Date	3/15/2024	Checking	10151	Total	\$45.18
Refer	0 AMAZON				
Cash Payment	E 260-00000-42000	Supplies	SUPPLIES		\$47.54
Invoice 7620250					
Cash Payment	E 260-00000-43270	Library Books	BOOKS		\$9.99
Invoice 7620250					
Transaction Date	3/15/2024	Checking	10151	Total	\$57.53
Refer	0 COMPUTERS & BEYOND				
Cash Payment	E 260-00000-43200	Communications	MARCH PHONE 2024 - LIBRARY		\$16.07
Invoice 23133					
Cash Payment	E 100-41500-43200	Communications	MARCH PHONE 2024 - OFFICE		\$77.94
Invoice E0920181-0009					
Transaction Date	3/15/2024	Checking	10151	Total	\$94.01
Refer	0 Consumers Cooperative Oil Co.				
Cash Payment	E 100-43100-42120	Fuel & Lubricants	FUEL		\$197.38
Invoice 938218 -3.15.24					
Transaction Date	3/15/2024	Checking	10151	Total	\$197.38
Refer	0 CONWAY, DEUTH, & SCHMIESING				
Cash Payment	E 100-41500-43900	Contracted Services	NOV TO JAN RECONCILIATION		\$3,892.50
Invoice 330560					
Transaction Date	3/15/2024	Checking	10151	Total	\$3,892.50
Refer	0 CROW RIVER CONSTRUCTION				
Cash Payment	E 100-43100-43900	Contracted Services	CRUSHED CONCRETE		\$11,407.00
Invoice CL CROW					
Transaction Date	3/15/2024	Checking	10151	Total	\$11,407.00
Refer	0 DAVE MENK				
Cash Payment	E 100-43100-42000	Supplies	VALVE ANGEL (DAVE PAID)		\$21.36
Invoice 3.11.24					
Transaction Date	3/15/2024	Checking	10151	Total	\$21.36
Refer	0 FERGUSON WATERWORKS2516				
Cash Payment	E 601-00000-42000	Supplies	METER SEAL		\$3.60
Invoice 0484044					
Transaction Date	3/15/2024	Checking	10151	Total	\$3.60
Refer	0 Frontier Communications				
Cash Payment	E 100-41700-43200	Communications	City Hall (x4796/4815) (9022)		\$128.21
Invoice					
Cash Payment	E 602-00000-43200	Communications	WWTP (x4917)		\$94.56
Invoice					
Cash Payment	E 601-00000-43200	Communications	WPT (x7268)		\$94.56
Invoice					
Cash Payment	E 100-41500-43200	Communications	Office Internet x(9022)		\$84.99
Invoice					
Cash Payment	E 100-43100-43200	Communications	Shop Internet (x 9021)		\$59.99
Invoice					

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Payments

Current Period: March 2024

Cash Payment	E 100-41500-43200	Communications	Internet IP (x9023		\$59.99
Invoice					
Transaction Date	3/15/2024	Checking	10151	Total	\$522.30
Refer	0 Gopher State One Call				
Cash Payment	E 601-00000-43900	Contracted Services	TICKETS		\$2.70
Invoice	4020295				
Transaction Date	3/15/2024	Checking	10151	Total	\$2.70
Refer	0 Great Plains Natural Gas				
Cash Payment	E 100-41700-43800	Utility Services	City Hall		\$266.05
Invoice					
Cash Payment	E 100-41800-43800	Utility Services	Med. Facilities Bldg		\$199.41
Invoice					
Cash Payment	E 100-43100-43800	Utility Services	Shop		\$244.11
Invoice					
Cash Payment	E 250-00000-43800	Utility Services	Pool		\$0.00
Invoice					
Cash Payment	E 601-00000-43800	Utility Services	Well		\$48.18
Invoice					
Cash Payment	E 602-00000-43800	Utility Services	WWTP		\$244.11
Invoice					
Transaction Date	3/15/2024	Checking	10151	Total	\$1,001.86
Refer	0 Hawkins, Inc				
Cash Payment	E 601-00000-44150	Water Treatment	WATER TREATMENT		\$2,101.86
Invoice	6679330				
Cash Payment	E 601-00000-44150	Water Treatment	WATER TREATMENT		\$1,294.53
Invoice	6679330				
Transaction Date	3/15/2024	Checking	10151	Total	\$3,396.39
Refer	0 HEIMAN FIRE EQUIPMENT				
Cash Payment	E 100-43100-43900	Contracted Services	Fire Equipment Inspection		\$360.00
Invoice	47961-IN				
Transaction Date	3/15/2024	Checking	10151	Total	\$360.00
Refer	0 Ingram Library Services				
Cash Payment	E 260-00000-43270	Library Books	BOOKS		\$344.06
Invoice	80760025				
Cash Payment	E 260-00000-43270	Library Books	BOOKS		\$105.69
Invoice	80867831				
Transaction Date	3/15/2024	Checking	10151	Total	\$449.75
Refer	0 KARLA FISCHER				
Cash Payment	E 100-41500-43900	Contracted Services	Cleaning		\$400.00
Invoice					
Transaction Date	3/15/2024	Checking	10151	Total	\$400.00
Refer	0 MN DEPT OF HEALTH				
Cash Payment	E 100-41500-44312	ECPN contribution	WATER CONNECTION FEE		\$1,010.00
Invoice	1870002 JAN-MA				
Transaction Date	3/15/2024	Checking	10151	Total	\$1,010.00
Refer	0 MN DEPT OF TRANSPORTATION				
Cash Payment	E 100-00000-39998	Transfer to Other Fun	HWY 67 PROJECT		\$477,266.57
Invoice	784922				

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Payments

Current Period: March 2024

Transaction Date	3/15/2024	Checking	10151	Total	\$477,266.57
Refer	0 NAUTILUS OWNER 2021, LLC				
Cash Payment	E 100-43100-43800	Utility Services	STREET LIGHTS 1		\$78.32
Invoice					
Transaction Date	3/15/2024	Checking	10151	Total	\$78.32
Refer	0 PRAIRIE GRAIN PARTNERS				
Cash Payment	E 100-43100-43370	Maintenance & Repai	FITTING, HOSE		\$58.49
Invoice	122245				
Transaction Date	3/15/2024	Checking	10151	Total	\$58.49
Refer	0 RUNNINGS SUPPLY				
Cash Payment	E 100-43100-43700	Uniform Allowance	BOOTS (TROY)		\$114.99
Invoice	5739218				
Cash Payment	E 100-43100-43700	Uniform Allowance	2-HOODIES (CHAD)		\$109.98
Invoice	4552207				
Cash Payment					
Invoice					
Transaction Date	3/15/2024	Checking	10151	Total	\$224.97
Refer	0 SB ASSESSING LLC				
Cash Payment	E 100-41500-43000	Professional Services	526 PARCEL ASSESSMENTS		\$3,550.50
Invoice	203				
Transaction Date	3/15/2024	Checking	10151	Total	\$3,550.50
Refer	0 SHARE CORPORATION				
Cash Payment	E 100-43100-43380	Maintenance & Repai	CRAK FILLER & WEED KILLER		\$954.73
Invoice	259561				
Transaction Date	3/15/2024	Checking	10151	Total	\$954.73
Refer	0 Shred-N-Go, Inc.				
Cash Payment	E 100-45100-43900	Contracted Services	SHREDDING		\$96.89
Invoice	163357				
Transaction Date	3/15/2024	Checking	10151	Total	\$96.89
Refer	0 Taft Stettinius & Hollister				
Cash Payment	E 355-00000-46200	Fiscal Agent Fees	REVENUE 2023B		\$7,500.00
Invoice	M22138				
Transaction Date	3/15/2024	Checking	10151	Total	\$7,500.00
Refer	0 Titan Machinery				
Cash Payment	E 100-43100-43370	Maintenance & Repai	HEADLAMP(PART # 51682606)		\$872.05
Invoice	PS0241232-1				
Cash Payment	E 100-43100-43370	Maintenance & Repai	HEADLAMP(PART # 51682602)		\$872.05
Invoice	PS0241209-1				
Cash Payment	E 100-43100-43370	Maintenance & Repai	HEADLAMP(PART # 51682602)		-\$872.05
Invoice	SR0014691-1				
Transaction Date	3/15/2024	Checking	10151	Total	\$872.05
Refer	0 UPS				
Cash Payment	E 602-00000-43330	Testing	TESTING SHIPPING		\$146.69
Invoice	137084				
Transaction Date	3/15/2024	Checking	10151	Total	\$146.69
Refer	0 USPS				
Cash Payment	E 100-41500-40000	Fees	PERMIT FEE		\$320.00
Invoice	3				

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Payments

Current Period: March 2024

Transaction Date	3/15/2024	Checking	10151	Total	\$320.00
Refer	0 Xcel Energy				
Cash Payment	E 100-43100-43800 Utility Services	-	WTP, WaterTower, Wells 5&6, WATER TREATMENT PLANT		\$1,280.25
Invoice					
Transaction Date	3/15/2024	Checking	10151	Total	\$1,280.25

Fund Summary

10151 Checking

100 General Fund	\$503,156.88
250 Swimming Pool Fund	\$0.00
260 Library	\$523.35
355 Fiscal Agent Fees.	\$7,500.00
601 Water	\$3,545.43
602 Sewer	\$485.36
	<u>\$515,211.02</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$515,211.02
Total	<u>\$515,211.02</u>

Monthly Operations Summary

Facility: Clarkfield Care Center Business Line: SNF

City Council Meeting Date: 3/19/24

Census: 21	
February Admits: 4	March Admits: 1
February Discharges: 1	March Discharges: 2
Home Care has 13 clients & apartments are full.	
CCC Agency Staff: None currently. Recruitment Ongoing	
No pending OHFC investigations.	

Workforce Issues: Continue to have multiple positions open at the Care Center in multiple departments, continuing recruitment efforts.

Critical Issues: Roof project continues.

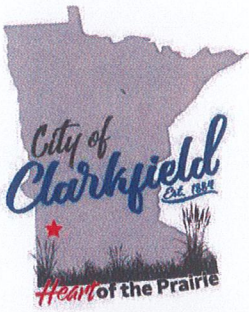
Financial Issues: Admissions continue to decrease & continue to contact sites for potential admissions.

Clarkfield Care Center Board Report
As of January 31, 2024

Description	Current Actual	Current Budget	Variance	YTD Actual	YTD Budget	YTD Variance
Resident Revenue						
Nursing Revenue	\$ 243,825.87	\$ 273,573.00	\$ (29,747.13)	\$ 998,822.71	\$ 1,094,292.00	\$ (95,469.29)
Room & Board Contractual Adjustments	\$ (61,404.60)	\$ (73,186.00)	\$ 11,781.40	\$ (186,859.57)	\$ (282,744.00)	\$ 105,884.43
Total Resident Revenue	\$ 182,421.27	\$ 200,387.00	\$ (17,965.73)	\$ 811,963.14	\$ 801,548.00	\$ 10,415.14
Ancillary Revenue						
Ancillary Revenues	\$ 88,144.26	\$ 98,782.00	\$ (10,637.74)	\$ 295,751.09	\$ 395,128.00	\$ (99,376.91)
Other Operating Revenue						
Other Revenue	\$ (482.13)	\$ 4,153.00	\$ (4,635.13)	\$ 9,999.35	\$ 16,612.00	\$ (6,612.65)
Contract Meals	\$ 35.99	\$ 278.00	\$ (242.01)	\$ 1,079.59	\$ 1,112.00	\$ (32.41)
Total Other Operating Revenue	\$ (446.14)	\$ 4,431.00	\$ (4,877.14)	\$ 11,078.94	\$ 17,724.00	\$ (6,645.06)
Non-Operating Revenue						
Non-Operating Income	\$ 286.87	\$ 572.00	\$ (285.13)	\$ 5,226.46	\$ 2,288.00	\$ 2,938.46
Total revenue	\$ 270,406.26	\$ 304,172.00	\$ (33,765.74)	\$ 1,124,019.63	\$ 1,216,688.00	\$ (92,668.37)
Expenses						
Nursing Expenses	\$ 102,669.34	\$ 92,754.00	\$ 9,915.34	\$ 392,583.43	\$ 371,016.00	\$ 21,567.43
Ancillary Expenses	\$ 32,969.02	\$ 32,856.00	\$ 113.02	\$ 128,583.45	\$ 131,424.00	\$ (2,840.55)
Activity Expenses	\$ 6,788.92	\$ 6,443.00	\$ 345.92	\$ 33,381.02	\$ 25,772.00	\$ 7,609.02
Social Service Expenses	\$ 6,515.64	\$ 6,251.00	\$ 264.64	\$ 26,984.88	\$ 25,004.00	\$ 1,980.88
Dietary Expenses	\$ 37,585.92	\$ 33,537.00	\$ 4,048.92	\$ 139,577.89	\$ 134,148.00	\$ 5,429.89
Laundry Expenses	\$ 2,950.56	\$ 3,373.00	\$ (422.44)	\$ 15,756.16	\$ 13,492.00	\$ 2,264.16
Housekeeping Expenses	\$ 5,687.61	\$ 4,825.00	\$ 862.61	\$ 18,009.73	\$ 19,300.00	\$ (1,290.27)
Plant Expenses	\$ 21,429.03	\$ 19,252.00	\$ 2,177.03	\$ 74,441.84	\$ 77,008.00	\$ (2,566.16)
Property Expenses	\$ 14,218.06	\$ 16,863.00	\$ (2,644.94)	\$ 57,690.79	\$ 67,452.00	\$ (9,761.21)
General & Administrative Expenses	\$ 83,892.76	\$ 68,676.00	\$ 15,216.76	\$ 254,468.47	\$ 274,704.00	\$ (20,235.53)
Benefits	\$ 11,826.30	\$ 13,819.00	\$ (1,992.70)	\$ 55,464.54	\$ 55,276.00	\$ 188.54
Total Operating Expense	\$ 326,533.16	\$ 298,649.00	\$ 27,884.16	\$ 1,196,942.20	\$ 1,194,596.00	\$ 2,346.20
Net Income (Loss)	\$ (56,126.90)	\$ 6,523.00	\$ (61,649.90)	\$ (72,922.57)	\$ 22,092.00	\$ (95,014.57)
Occupancy	Actual	Budgeted				
January	60.20%	80.00%				
Year to Date	65.70%	80.00%				
February	65.30%	80.00%				
Case Mix Score						
unable to calculate right now						
Cash Balance						
Jan-24	\$ 560,154.41	includes \$318,277 in restricted funds from DHS				
Jan-23	\$ 79,027.87					
Accounts Receivable	Amount	Days				
1/31/2024	\$ 661,477.76	72	Days in AR is calculated by dividing the AR Outstanding Balance			
Benchmark Amount		30	by the daily revenue amount.			

	Current Actual	Current Budget	Variance	YTD Actual	YTD Budget	YTD Variance
Net Income (Loss)	\$ 12,242.12	\$ 1,776.00	\$ 10,466.12	\$ 18,523.31	\$ 7,104.00	\$ 11,419.31

	Current Actual	Current Budget	Variance	YTD Actual	YTD Budget	YTD Variance
Net Income (Loss)	\$ (3,119.60)	\$ 24.00	\$ (3,143.60)	\$ (11,880.47)	\$ 72.00	\$ (11,952.47)



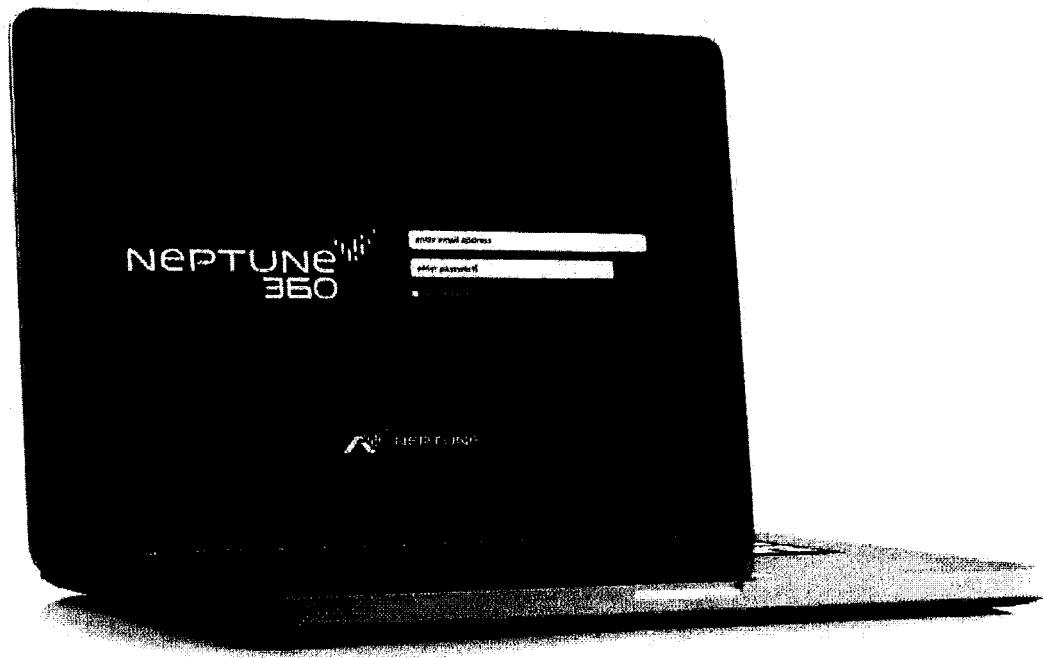
812 10th Avenue, Suite 1
PO Box 278
Clarkfield, Minnesota 56223
info@clarkfield.org
Phone: 320.669.4435

To: *Clarkfield City Council*
From: *City Administrator- Jonathan Pierce*
Subject: *City Administration Report*
Date: *March 19th, 2024*

- Complaints:
No complaints received
- The Local Board of Appeal and Equalization meeting this year will be held before the Council meeting on April 16th from 6-6:30 PM.
- I attended the water treatment plant preconstruction meeting on March 4th. KHC started working last week. Bollig is assisting me with the billing process.
- Tammy and I worked as election judges for the Presidential Nominating Primary on March 5th. Clarkfield had about 10% voter participation this year which was down from 17% in 2020.
- It has been fairly busy in the office for the last week or so. I sent shut off notices out on Monday and have been dealing with everyone coming in to pay or make a payment plan. Pretty good turn around of the 39 letters sent out only 5 were actually shut off.

Neptune® 360™ Data Management Platform

A Product of Neptune Technology Group



Neptune® 360™ Benefits

- Neptune-managed system with no installation required
- Cloud-based solution in a world-class data center with the highest level of security and disaster recovery/redundancy
- 24/7 software system monitoring
- Retain data ownership in a system designed exclusively for water utilities
- Integrate and access Data Analytics across departments — helping your utility achieve goals and objectives
- Identify potential leaks, excessive consumption, and reverse flow to proactively resolve issues faster
- Migrate easily from mobile to fixed network
- Aid Non-Revenue Water reduction, conservation, and rate planning
- A single platform across devices that can be accessed anywhere at any time

Specifications

Neptune 360

- Google Chrome and Microsoft Edge web browsers supported
- When using touch screen monitors, Neptune recommends Microsoft Edge web browser for optimal viewing and performance

Neptune 360 Mobile

- Neptune 360 Mobile supports Android, iPhone, and iPad devices running the following operating systems:
 - Android: 5.1.X Lollipop, 6.0.X Marshmallow, 7.0.X Nougat, 7.1.X Nougat, 8.1.X Oreo
 - iOS: 10.3.1 and higher, 11

Bring Your Own Device to Field Operations

Save money and time with Neptune 360 Mobile — use your utility's existing Android or iOS cell phones or tablet devices to perform meter reading. Pair with an R900® Belt Clip Transceiver or MRX920™ Mobile Data Collector and expand your field device options when performing re-reads, reading monthly routes or even responding to high water bill complaints.



96

days of hourly
historical
consumption



Neptune 360 Mobile provides direct communication via wireless from the field without the need to bring your mobile device back into the office, yielding data on demand for more efficient customer service. Other application capabilities include RF Test, Off-Cycle Read, and Data Log to capture 96 days of hourly historical consumption — addressing customer issues faster.



neptunetg.com
#winyourday

Neptune Technology Group
1600 Alabama Highway 229
Tallahassee, AL 36078
800-633-8754 f 334-283-7293

Streamline Meter Reading

Neptune R900® System: Mobile Data Collector



The Neptune® mobile data collector provides fast, accurate automatic water meter reading to preserve resources, create operational efficiencies, and enhance safety. Critical data is transformed into actionable information to help identify causes of loss. Access to consumption data and alerts of leaks and backflow conditions aid in proactively addressing high bill complaints, reducing delinquent payments, and eliminating write-offs.

The R900® System is designed to easily support past generations of meters, encoder registers, and data collectors – preserving your asset investments and offering the flexibility to incorporate future innovations as needed.

- Reliable, accurate, and field-proven
- Seamless compatibility with all generations of R900® endpoints
- Automatic, rugged, portable, and easy-to-use
- Improves accuracy, increases reader safety, and reduces reading time
- Common core code base for faster availability of new features and functionalities
- Save money with flexible hardware connection options via Bluetooth or USB
- Makes Automatic Meter Reading (AMR) safer and simpler
- Small enough to fit in any vehicle

Specifications

Physical Specifications

- Dimensions:
8" (width) x 3.15" (height) x 11"
(length excluding connections
and handle)

- Weight: ~5 lbs

Electrical Specifications

- Power consumption: < 1A
- Power supply: 12V DC via vehicle
power source adapter

Environmental Conditions

- Operating temperature:
-4°F to +122°F (-20°C to +50°C)
- Storage temperature:
-40°F to +185°F (-40°C to +85°C)
- Operating humidity: 5 to 95% non-
condensing relative humidity

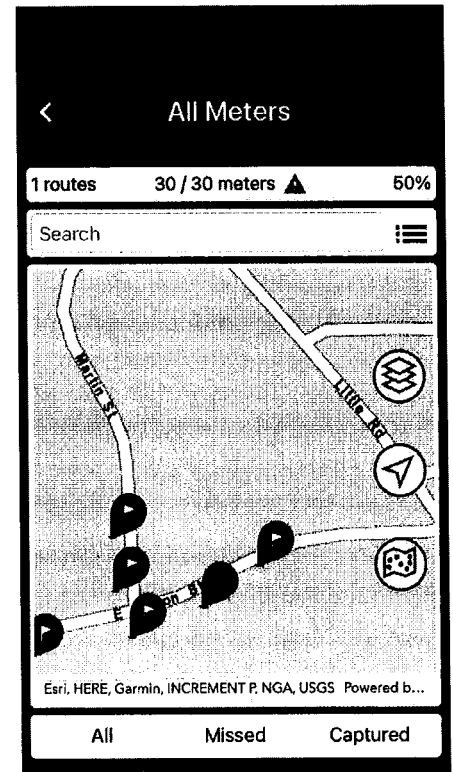
Mobile Computing Hardware Specifications

Neptune recommends the following
for optimal performance:

- Android operating system versions
11 – 13 with recommended
Samsung, Google, and Motorola
device manufacturers
- Apple iOS versions 13 – 16 for
iPhones and iPads

Neptune 360 (Head End System):

- Google Chrome and Microsoft
Edge web browsers
- Microsoft Edge web browser for
optimal viewing and performance
when using touch screen monitors



Neptune Technology Group
1600 Alabama Highway 229
Tallahassee, AL 36078
800-633-8754 f 334-283-7293



FERGUSON WATERWORKS-2810
46997 SUNSET BLVD
O/S CITY LIMITS
SIOUX FALLS, SD 57106-8059
Phone: 605-777-6020

Deliver To:
From: Karen Olson
Comments:

16:39:37 SEP 26 2023

Page 1 of 1

FERGUSON WATERWORKS #2516
Price Quotation
Phone: 605-777-6020

Bid No: B184432
Bid Date: 09/26/23
Quoted By: KRO

Cust Phone: 320-669-4435
Terms: NET 10TH PROX

Customer: CITY OF CLARKFIELD WATER DE
METER ACCOUNT
PO BOX 278
CLARKFIELD, MN 56223

Ship To: CITY OF CLARKFIELD WATER DE
METER ACCOUNT
PO BOX 278
CLARKFIELD, MN 56223

Cust PO#: NEPTUNE 360

Job Name: METER SOFTWARE

Item	Description	Quantity	Net Price	UM	Total
N13980101	NEPTUNE 360 AMR 1-500 ** ANNUAL FEE for data hosting, security, backup, upgrades and unlimited technical support ** ----	405	4.350	EA	1761.75
N13980001	NEPTUNE 360 AMR SETUP FEE ** ONE TIME data set up fee ** ----	1	1800.000	EA	1800.00
N13980003	NEPTUNE 360 REM TRN 4HRS ** ONE TIME training fee ** ----	1	600.000	EA	600.00
SP-N13655300	MRX920 V4E	1	9800.000	EA	9800.00
Net Total:					\$13961.75
Tax:					\$0.00
Freight:					\$0.00
Total:					\$13961.75

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=2810&on=21541>

Meeting Agenda

Meeting Date: March 19, 2024

Meeting Subject: Clarkfield City Council Meeting

I. Water Treatment Plant (WTP) Rehabilitation

- A. Project has started! Preconstruction meeting and Notice To Proceed were 3/4/2024
- B. Impacts of filter shutdown for rehabilitation work
- C. Pay Application #1 - \$106,837.00
 - 1. **Motion to approve Contractor's Pay Application #1**
 - 2. Work is now 5% complete (based on contract \$ earned)
- D. Schedule / Contract Dates
 - 1. There is a plan for upcoming Change Order #1 to adjust these contract dates, to account for the substantial delay in being able to award the contract. We want to get some timelines from suppliers before drafting this Change Order.
 - 2. Substantial Completion – September 30, 2024
 - 3. Ready for Final Payment – December 2, 2024

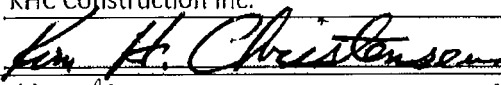
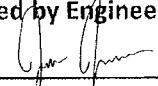
II. MnDOT TH 67 Project

- A. Proposed Task Order for construction observation and administration for city utilities portion of the MnDOT project - \$45,000 see task order for fee structure
 - 1. **Motion to approve Task Order #2**
- B. See attached for what we have received for Contractor's proposed schedule, FYI

III. MDH Lead Service Line Inventory Technical Assistance Grant Program

- A. MDH Work Order for Bollig to begin work assisting with preparing the LSL inventory is expected soon. (Contracts are in place for smaller systems, so Clarkfield-sized systems should be next.)
- B. Once we are authorized to begin, initial steps will be:
 - 1. Collect and scan in plans/documents/records; review for city-owned portion of service line material classification
 - 2. Prepare mailer for residents with two options for classifying the privately-owned portion of the service line – either fill out a short questionnaire and take a picture, or schedule a time for a Bollig person to come and look at it
 - 3. We will compile the information and submit to MDH by the July 15 deadline

Contractor's Application for Payment

Owner: <u>City of Clarkfield</u> Engineer: <u>Bollig Inc</u> Contractor: <u>KHC Construction, Inc.</u> Project: <u>Water Treatment Plant Rehabilitation</u> Contract: <u>Water Treatment Plant Rehabilitation</u>	Owner's Project No.: _____ Engineer's Project No.: <u>184005</u> Contractor's Project No.: _____																								
Application No.: <u>1</u> Application Date: <u>03/13/2024</u>																									
Application Period: From <u>03/04/2024</u> to <u>03/13/2024</u>																									
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 70%;">1. Original Contract Price</td><td style="width: 30%; text-align: right;">\$ 2,076,500.00</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$ -</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$ 2,076,500.00</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td><td style="text-align: right;">\$ 112,460.00</td></tr><tr><td>5. Retainage</td><td></td></tr><tr><td> a. <u>5%</u> X \$ <u>112,460.00</u> Work Completed =</td><td style="text-align: right;">\$ 5,623.00</td></tr><tr><td> b. <u>5%</u> X _____ Stored Materials =</td><td></td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$ 5,623.00</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$ 106,837.00</td></tr><tr><td>7. Less previous payments (Line 6 from prior application)</td><td></td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$ 106,837.00</td></tr><tr><td>9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)</td><td style="text-align: right;">\$ 1,969,663.00</td></tr></table>		1. Original Contract Price	\$ 2,076,500.00	2. Net change by Change Orders	\$ -	3. Current Contract Price (Line 1 + Line 2)	\$ 2,076,500.00	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 112,460.00	5. Retainage		a. <u>5%</u> X \$ <u>112,460.00</u> Work Completed =	\$ 5,623.00	b. <u>5%</u> X _____ Stored Materials =		c. Total Retainage (Line 5.a + Line 5.b)	\$ 5,623.00	6. Amount eligible to date (Line 4 - Line 5.c)	\$ 106,837.00	7. Less previous payments (Line 6 from prior application)		8. Amount due this application	\$ 106,837.00	9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$ 1,969,663.00
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																									
Contractor: <u>KHC Construction Inc.</u>																									
Signature: <u></u>	Date: <u>03/13/2024</u>																								
Recommended by Engineer	Approved by Owner																								
By: <u></u>	By: _____																								
Title: <u>Project Engineer</u>	Title: _____																								
Date: <u>3/14/2024</u>	Date: _____																								
Approved by Funding Agency																									
By: _____	By: _____																								
Title: _____	Title: _____																								
Date: _____	Date: _____																								

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Clarkfield, MN	Owner's Project No.:	
Engineer:	Bollig, Inc.	Engineer's Project No.:	184005
Contractor:	KHC Construction, Inc.	Contractor's Project No.:	
Project:	Clarkfield, MN Water Treatment Plant Rehabilitation		
Contract:			

Application No.:	1	Application Period:	From	01/22/24	to	02/14/24	Application Date:	02/14/24
DIVISION 1: General Requirements								
Funds Control Services (NACS)			\$15,574.00			15,574.00		
SBA Contractor's Fee			\$12,459.00			12,459.00		
Insurance - Builders Risk			\$25,000.00			25,000.00		
Insurance - Crum & Forster			\$6,459.00			6,459.00		
Bonds			\$28,568.00			28,568.00		
Equipment Rental			\$12,000.00			1,000.00		
Profit			\$108,000.00			9,000.00		
Overhead			\$108,000.00			9,000.00		
NO SECTION - OLD WTP DEMO & EXISTING FIL								
Labor			\$18,000.00			2,700.00		
Demo Equipment			\$18,000.00			2,700.00		
Subcontractor - Haul Away			\$17,400.00					
DIVISION 4: Masonry								
04 20 00 Unit Masonry								
Materials			\$500.00					
Labor			\$1,500.00					
DIVISION 7: Thermal & Moisture Control								
07 92 00 - Joint Sealants								
Materials			\$1,000.00					
Labor			\$5,000.00					
DIVISION 8: Openings								
08 11 13 - Hollow Metal Doors & Frames								
Materials			\$18,000.00					
Labor			\$3,000.00					
08 71 00 - Hardware								
Materials			\$3,000.00					
Labor			\$2,000.00					
08 80 00 - Glazing								
Subcontractor			\$300.00					

Progress Estimate - Lump Sum Work

Owner:
City of Clarkfield, MN

Engineer:
Bollig, Inc.

Contractor:
KHC Construction, Inc.

Project:
Clarkfield, MN Water Treatment Plant Rehabilitation

Contract:

Owner's Project No.:
184005

Engineer's Project No.:

Contractor's Project No.:

Application No.: 1

Application Period: From: 01/22/24 to 02/14/24

Application Date: 02/14/24

DIVISION 9: Finishes									
09 90 00 Finishing									
Materials						\$13,000.00			
Labor						\$20,000.00			
Subcontracting						\$15,000.00			
DIVISION 10: Specialties									
10 44 00 Fire Protection Specialties									
Materials						\$400.00			
Labor						\$200.00			
DIVISION 22: Plumbing									
22 05 18 Escutcheons for Plumbing Piping						\$600.00			
Materials						\$600.00			
Labor									
22 07 19 Plumbing Piping Insulation									
Materials						\$1,000.00			
Labor						\$1,000.00			
22 11 16 Domestic Water Piping									
Materials						\$1,000.00			
Labor						\$2,000.00			
22 33 00 Electric, Domestic Water Heaters									
Materials						\$3,000.00			
Labor						\$1,000.00			
22 45 00 - Emergency Plumbing Fixtures									
Materials						\$2,000.00			
Labor						\$1,000.00			
Subcontracting									
NO SECTION - EQUIPMENT PUMPS									
Materials						\$32,157.00			
Labor						\$3,300.00			

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Clarkfield, MN	Owner's Project No.:	
Engineer:	Bollig, Inc.	Engineer's Project No.:	184005
Contractor:	KHC Construction, Inc.	Contractor's Project No.:	
Project:	Clarkfield, MN Water Treatment Plant Rehabilitation		
Contract:			

Application No.:	1	Application Period:	From	to	01/22/24	02/14/24	Application Date:	02/14/24
DIVISION 26: Electrical								
26 00 00 - Electrical General Conditions								
Subcontracting			\$70,000.00					
26 05 05 - Demo								
Subcontracting			\$8,000.00					
26 05 08 - Electrical Service								
Subcontracting			\$20,000.00					
26 05 19 - Power & Instrumentation Cable								
Subcontracting			\$63,000.00					
26 05 26 - Grounding & Bonding								
Subcontracting			\$1,500.00					
26 05 29 - Hangers & Supports								
Subcontracting			\$2,500.00					
26 05 34 - Conduit								
Subcontracting			\$6,500.00					
26 05 37 - Boxes								
Subcontracting			\$1,500.00					
26 05 53 - Identification for Electrical Services								
Subcontracting			\$750.00					
26 24 16 - Panelboards								
Subcontracting			\$20,000.00					
26 28 13 - Fuses								
Subcontracting			\$9,000.00					
26 28 18 - Enclosed Switches								
Subcontracting			\$5,000.00					
26 29 23 - Variable Frequency Motor Controllers								
Subcontracting			\$94,000.00					
26 26 43 00 - SPD								
Subcontracting			\$5,000.00					

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Clarkfield, MN	Owner's Project No.:	184005
Engineer:	Bollig, Inc.	Engineer's Project No.:	
Contractor:	KHC Construction, Inc.	Contractor's Project No.:	
Project:	Clarkfield, MN Water Treatment Plant Rehabilitation		
Contract:			

Application No.:	1	Application Period:	From	to	Application Date:
			01/22/24	02/14/24	02/14/24
DIVISION 40: Process Interconnections					
40 05 23 Process Valves & Fittings					
Materials			\$10,000.00		
Labor			\$5,000.00		
40 23 00 Process Piping & Fittings					
Materials			\$34,000.00		
Labor			\$10,000.00		
40 63 13 Process Control Panels & Hardware					
Subcontracting			\$165,000.00		
40 63 43 - Programmable Logic Controllers					
Subcontracting			\$83,500.00		
40 66 53 - Radio & Telemetry Equipment					
Subcontracting			\$28,000.00		
40 70 01 Instrumentation General Requirements					
Subcontracting			\$107,150.00		
40 71 00 Flow Measurement					
Subcontracting			\$12,000.00		
40 71 01 Fire Hydrant Meter					
Materials			\$5,000.00		
Labor			\$500.00		
40 72 00 Level Measurement					
Subcontracting			\$15,000.00		
DIVISION 44: Pollution & Waste Control Equipment					
44 44 13 Chemical Feed Equipment					
Materials - Chem Feed			\$53,913.00		
Materials - Piping			\$5,000.00		
Labor			\$15,000.00		

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

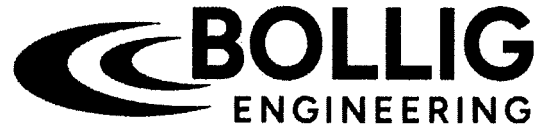
Owner:	City of Clarkfield, MN	Owner's Project No.:	
Engineer:	Bollig, Inc.	Engineer's Project No.:	184005
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Project:	Clarkfield, MN Water Treatment Plant Rehabilitation		
Contract:			

[illegible]

Contractor's Application for Payment

Owner:	City of Clarkfield, MN	Owner's Project No.:	
Engineer:	Bollig, Inc.	Engineer's Project No.:	184005
Contractor:	KHC Construction, Inc.	Contractor's Project No.:	
Project:	Clarkfield, MN Water Treatment Plant Rehabilitation		
Contract:			

[illegible]



Task Order No. 2

In accordance with Agreement Between Owner and Engineer for Professional Services via Task Order dated October 4, 2022 ("Agreement"), Owner and Engineer agree as follows:

1. **Project Description**

A. Title: Construction Engineering Services for City Utilities on MnDOT TH 67 Project

B. Description: Provide Construction Administration and Resident Project Representative (RPR) services for the City-owned underground utility portion of the MnDOT TH 67 Project.

2. **Services of Engineer**

Basic Engineering Services: Construction Administration and Resident Project Representative (construction observation) Services.

3. **Deliverables:** 11"x17" As-Built PDF of the plan sheets described in Task Order 1

4. **Project Timing:** Summer 2024

5. **Payments to Engineer:**

Construction Administrative Services	\$7,000 (Lump Sum)
Resident Project Representative (RPR) Services	\$38,000 (Hourly)

Terms and Conditions: Engineer is authorized to begin performance upon receipt of a copy of this Task Order signed by Owner. Fee shall be fixed and will not be exceeded without additional authorization.

The Effective Date of this Task Order is March 19, 2024.

OWNER: City of Clarkfield

ENGINEER: Bollig Inc

By: _____

By: _____

Name: Darrin Johnson

Name: Scott Kuhlman

Title: Mayor

Title: Vice President of Technical Operations

Date: February 28, 2024

Jonathan Pierce
City Administrator
812 10th Avenue, Suite No. 1
PO Box 278
Clarkfield, MN 53223

RE: Coop. Const. Agree. No. 1053123
City of Clarkfield
SP 8706-89 (TH 67=088)
FP STBG 8724 (020)
City cost for water main, sanitary sewer, parking lane, and lighting construction by the State on TH 67.

Dear Jonathan Pierce:

Transmitted herewith for the City's use and retention, is a fully executed copy of the subject Agreement between the City and this department.

The State has recomputed the City's cost share for this contract using the low bid unit prices of R and G Construction Co., to whom this construction contract has been awarded.

The City's cost share as recomputed, decreased from the preliminary estimate of \$591,420.86 to the revised estimate of \$477,266.57.

An invoice in the amount of **\$477,266.57** will be forwarded to the City in a few days, and it is requested that payment be made accordingly.

Sincerely,

**Malaki
Ruranika**

Digitally signed by
Malaki Ruranika
Date: 2024.02.28
16:08:09 -06'00'

Malaki Ruranika
Cooperative Agreements Engineer

cc: Jon Huseby*
Paul Rasmussen*
Tony Pfau*
Lowell Flaten*
Phillip DeSchepper*
Project Engineer*
Kara Taylor*
*ARAgreements.DOT@state.mn.us**
Brad Cornelius*
Sue Zarling*
File

MMR:(DRM)

*Electronic Copy

T7904 001
DEPARTMENT OF TRANSPORTATION
FEIN #: 41-6007162
FINANCIAL OPERATIONS MS 215
395 JOHN IRELAND BLVD
ST PAUL MN 55155-1800



Customer No: 0000177647
Payment Terms: Due in 30
Due Date: April 7, 2024
Invoice: 00000784922
Invoice Date: March 8, 2024
From Date: To Date:
Purchase Order:
Page: 1 of 2

Bill To:

CITY OF CLARKFIELD
ATTN: CITY ADMINISTRATOR
812 - 10th AVENUE
SUITE NO. 1
CLARKFIELD MN 53223

AMOUNT DUE: 477,266.57

For billing questions, please call 651-366-3170

Original

Line	Identifier	Description	Qty	UOM	Unit Amt	Net Amount
1		Agr 1053123 Const T8D090	1.00	JA	340,442.00	340,442.00
2		Agr 1053123 Eng T8D090	0.04	JA	340,442.00	13,617.68
3		Agr 1053123 Const T8D090	1.00	JA	134,862.38	134,862.38
4		Agr 1053123 Eng T8D090	0.08	JA	134,862.38	10,788.99
5		Aesthetic Credit T8D090	1.00	JA	-22,444.48	-22,444.48
		Coop. Constr. Agree. 1053123 - City of Clarkfield S.P. 8706-89 (T.H. 67=088) Fed. Proj. STBG 8724 (020) City cost for water main, sanitary sewer, parking lane, and lighting construction by the State on T.H. 67 Contract 230105				

Subtotal: 477,266.57

Amount Due: 477,266.57

Attention: Jonathan Pierce, City Administrator

Bill To:
CITY OF CLARKFIELD
ATTN: CITY ADMINISTRATOR
812 - 10th AVENUE
SUITE NO. 1
CLARKFIELD MN 53223

Customer No: 0000177647
Payment Terms: Due in 30
Due Date: April 7, 2024

Address Change? If yes, Check box. ☐
Write correct address on back. →

Please Remit To:
DEPARTMENT OF TRANSPORTATION
FINANCIAL OPERATIONS MS 215
395 JOHN IRELAND BLVD
ST. PAUL MN 55155-1800

Amount Due: 477,266.57

Amount Remitted

T7904 0000177647ZZZZZ 0 00000784922ZZZZZZZZZZZZ 6 0047726657

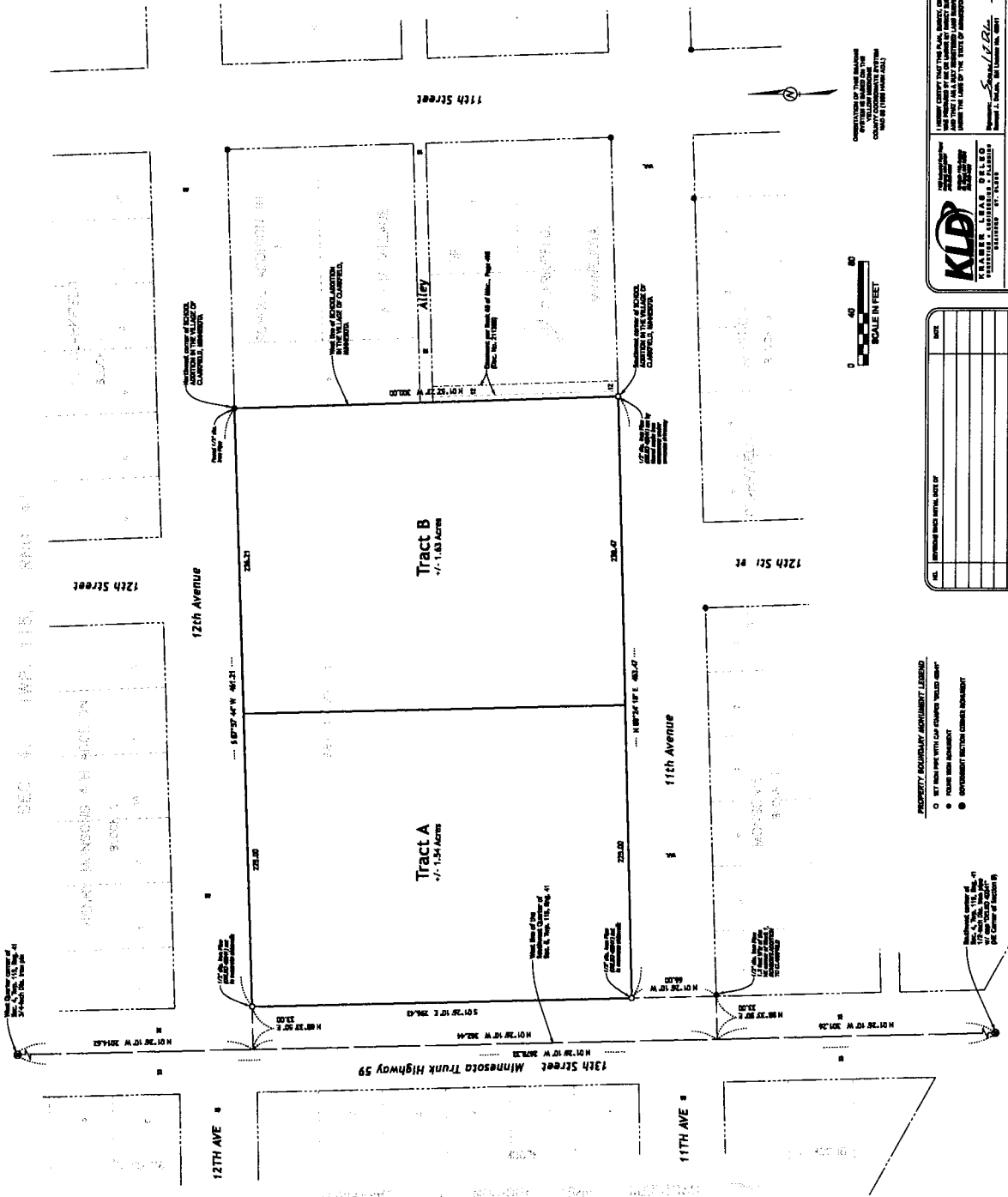


State of Minnesota Report Summary

Printed On: March 08, 2024

Number of Envelopes: 1

Process Instance: 45465842



Legal Descriptions

Tract A and Tract B: The part of the Southwest Quarter of the Southwest Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, described as follows:
Tract A: 1.54 Acres, bounded on the north by the southeast corner of the School Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, for 201.28 feet; on the east by the southeast corner of the School Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, for 201.28 feet; on the south by the southeast corner of the School Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, for 201.28 feet; on the west by the southeast corner of the School Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, for 201.28 feet.

Tract C: 1.63 Acres, bounded on the north by the southeast corner of the School Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, for 201.28 feet; on the east by the southeast corner of the School Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, for 201.28 feet; on the south by the southeast corner of the School Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, for 201.28 feet; on the west by the southeast corner of the School Quarter of Section 4, Township 11N, Range 4E, Major Township, Minnesota, for 201.28 feet.

PROPERTY BOUNDARY ADJUSTMENT LEGEND

- SET BACK WITH CAP STATION VALUE ADJUST
- FOUND BOUNDARY
- IMPROVED SECTION CORNER ADJUSTMENT

NO.	REMARKS	DATE

KLD
KRAMER LEAS BELLO
REGISTERED PROFESSIONAL LAND SURVEYORS
MINNESOTA

PROJECT NO. OVER23202

DATE: 2/19/2024

BY: S. LEBE

FOR: 11th North, Range 4E, Township 11N

CERTIFICATE OF SURVEY
Administrative Subdivision
Prepared for: Overland Properties, LLC
For property located in the
City of Clarkfield, Major Township, Minnesota
Located in Section 4, Township 11N, Range 4E, Township 11N

Suggested Legal Description for Dollar General Parcel (Tract A)
February 29, 2024

That part of the Southwest Quarter of the Southwest Quarter (SW1/4 SW1/4) of Section 4, Township 115, Range 41, Yellow Medicine County, Minnesota, described as follows:

Commencing at the southwest corner of said Section 4;

Thence North 01 degrees 26 degrees 10 minutes West, assumed bearing along the west line of the Southwest Quarter (SW1/4) of said Section 4, for 301.26 feet;

Thence North 88 degrees 33 degrees 50 minutes East 33.00 feet to the northwest corner of Block 1, MONSON'S ADDITION TO CLARKFIELD, according to the recorded plat thereof as is on file and of record in the office of the County Recorder in and for Yellow Medicine County, Minnesota;

Thence North 01 degrees 26 degrees 10 minutes West, parallel with said west line of the Southwest Quarter (SW1/4) of Section 4, for 66.00 feet to the point of beginning;

Thence North 88 degrees 24 degrees 18 minutes East 225.00 feet;

Thence North 01 degrees 26 degrees 18 minutes West 298.17 feet;

Thence South 87 degrees 57 degrees 44 minutes West 225.00 feet to a line distant 33.00 feet easterly of, as measured at a right angle to and parallel with said west line of the Southwest Quarter (SW1/4) of Section 4;

Thence South 01 degrees 26 degrees 10 minutes East, along the last described parallel line, 296.43 feet to the point of beginning.

Containing 1.54 acres, more or less.