

# City of Clarkfield

## Agenda

7:00 PM Regular Council Meeting

Tuesday, February 6<sup>th</sup>, 2024

City Hall Meeting Room

904 10<sup>th</sup> Avenue – Clarkfield, MN 56223

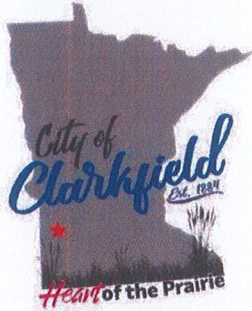
**Face masks are recommended.** Access via Zoom: <https://us02web.zoom.us/j/81699260346>

1. CALL THE REGULAR COUNCIL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - A. 1/23/2024
5. INVOICES PAYABLE
6. REPORTS OF COMMITTEES AND CITY STAFF
  - A. Mayor's Report
  - B. Councilmembers' Reports
  - C. Clarkfield Care Center Report – Ashley Nicholson
  - D. City Administrator's Report – Jonathan Pierce
7. PUBLIC COMMENTS
8. DISCUSSION ITEMS
9. ACTION ITEMS
10. ADJOURN

**The public is strongly encouraged to submit WRITTEN testimony/comments to [info@clarkfield.org](mailto: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

## Agenda

7:00 PM Regular Council Meeting

Tuesday, January 23<sup>rd</sup>, 2024

City Hall Meeting Room

904 10<sup>th</sup> Avenue – Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order at 7 PM.

Council in attendance: Darrin Johnson, Paul Anspach, Craig Giles, Kevin Kaatz.

Absent: Josh Hanson

Citizens present: Sue Fritz, Jennifer Hurst, Hazel Hanson, Dale Stringer Jr.

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**

a. 12/19/2023

b. 01/09/2024

Motion to approve the minutes Kaatz, Giles

YES- Anspach, Giles, Kaatz, Johnson

NO –

Motion Passes

5. **INVOICES PAYABLE**

Anspach asked about invoices for Public Works under the General Fund. Johnson let him know that Public Works is under the general fund.

Anspach asked about a hospital bill for Public Works asked if that was supposed to be under Work Comp. Johnson answered that workman's comp has been filed but we haven't been reimbursed.

Anspach asked about the invoice for lumber for the Ice Rink shouldn't that be under Parks & Rec not Public Works? Johnson that is correct. I'll go through these with Tammy.

Giles asked about a life insurance invoice for \$2 Johnson didn't know.

Anspach the clothing allowance for Public Works should list who used it not just the account number.

Motion to approve the Invoice Payable Giles, Kaatz

YES- Anspach, Giles, Kaatz, Johnson

NO –

Motion Passes

6. **REPORTS OF COMMITTEES AND CITY STAFF**

a. Mayor's Report

b. Councilmembers' Reports

c. Clarkfield Care Center Report – Ashley Nicholson

Census – 20

December 4 admissions 6 discharges

January 7 admissions 5 discharges

The Care Center has 1 agency nurse we are always on the lookout for more nurses.

Roof Project was stalled due to cold weather should resume soon.

Giles – asked about the financial reports. Ashley I didn't know I need the financial reports.

Johnson normally they include a financial report.

Johnson - Anspach and Giles are on the Care Center Committee they come to the QAPI meetings.

d. City Administrator's Report – Jonathan Pierce

Johnson – gave an update on Jonathan's Paternity leave and then went over his Admin Report.

- Complaints:

No complaints received

- Office Closed:

The office will also be closed on February 1<sup>st</sup> and 2<sup>nd</sup> due to Tammy taking vacation and I will presumably be absent for paternity leave.

- Board of Appeals Training for Council Members

I spoke with Brian Rosenau about this training he said that the Council wouldn't be able to participate in this year's board of appeals. But he encouraged all of you to get the training so it can be done by us in 2025.

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

- Had the Preliminary meeting with Dave Eurlle for the 2023 Audit on Friday the 19<sup>th</sup>.

- SAFES: The City Summary Budget Data Financial Reporting is due by January 31, 2024. Essentially this is submitting our 2024 budget to the State Auditor online.

- The Outstanding Indebtedness Report is due to the county auditor by February 1<sup>st</sup>.

- Upcoming LMC Training:

2024 Elected Leaders Institute – Foundational & Advanced Programs

Advanced Program: is for elected officials with 2 or more years of experience.

Feb 9-10 or Feb 23-24 (registration closes Feb 2<sup>nd</sup> & Feb 16<sup>th</sup>)

- I am still working on getting the 2024 budget loaded onto Banyon.

Anspach wondering where Jon is at with finding the building inspector contract.

Johnson and I spoke about this and went over the fee schedule that Darrin Haslip uses.

Anspach asked about the rental ordinance and the newsletter. Johnson didn't know we would have to ask Jon.

## 7. PUBLIC COMMENTS

**Anspach** – asked some questions about the EDA votes for President and Vice President of the EDA the night before. Stated that he believed that the bylaws set a 6 year term and the President has been on since 2016. **Johnson** – said no the 6 year term is for the EDA membership the EDA votes on its president and VP every year. **Giles** - I think I have heard they can only be on for a year. **Johnson** – do you have the bylaws here in front of you? If not we can look into it but we're not going to talk about it any further.

**Anspach** asked about where we are with the Solar Farm and where are you at with the Metal Arts guy? EDA minutes haven't been posted since August of 2023. EDA minutes haven't been posted since August of 2023. **Johnson** – I can ask Jonathan about that; the minutes aren't required to be posted online they are available in the city office. Anspach – I don't know about that.

Anspach – asked about the bank building sale from the EDA.

Sue – Paul I would be happy to answer any EDA questions you have after the meeting.

## 8. DISCUSSION ITEMS

a. Board of Appeals Training for Council Members

By law, at least one voting member of every Board of Appeal and Equalization must have taken the training within four years. I encourage all board members to take this training. Voting members must take the training individually to receive certification.

Training must be completed by February 1 of the year when the board members will hear appeals.

I have already sent all of you a link to the training website.

b. City Fee Schedule

Asked Jonathan about the city fee schedule. This schedule hasn't been updated in a while. We should talk about updating this. The reason this came up was there a stray dog over at J&S One

Stop that we had nowhere to put because of a misunderstanding with the Kennel. But in those situations we need to be charging some sort of fee in order to recoup our costs for boarding a stray. Anspach asked about Franciska Phillipe taking stray dogs. Johnson – I think she just deals with cats. Dale Stringer – I think there is a \$75 fee for a dog at large. Johnson – briefly went over the fee schedule that was included in the packet. Council openly discussed the fee schedule.

## **9. ACTION ITEMS**

### **a. Dog Kennel Contract**

There was an issue with receiving the invoices from the dog kennel. Instead of \$100 per month we should do one payment of \$1200 so there wont be any issues this year.

Motion to approve the dog kennel contract Anspach, Kaatz

YES- Anspach, Giles, Kaatz, Johnson

NO –

Motion Passes

Anspach asked about the location of the kennel. Giles asked about the veterinary fees including euthanasia.

### **b. Approve Library Board Appointments**

Johnson went over the Library Board appointments

Motion to approve library board appointments Giles, Kaatz

YES- Anspach, Giles, Kaatz, Johnson

NO –

Motion Passes

## **10. ADJOURN**

Motion to adjourn the meeting Kaatz, Anspach

YES- Anspach, Giles, Kaatz, Johnson

NO –

Motion Passes

Meeting adjourned at 7:42 PM

Payments

Current Period: February 2024

**Payments Batch 021524 AP FD** **\$1,017.16**

Refer 0 Consumers Cooperative Oil Co.  
 Cash Payment E 200-00000-42120 Fuel & Lubricants Fuel \$15.00  
 Invoice 938315 2.15.24  
 Transaction Date 2/15/2024 Fire Dept Checking 10170 **Total** \$15.00

Refer 0 HEIMAN FIRE EQUIPMENT  
 Cash Payment E 200-00000-43700 Uniform Allowance Letter Panel \$153.60  
 Invoice 0928427-IN  
 Cash Payment E 200-00000-43700 Uniform Allowance HELMENT TAG \$170.29  
 Invoice 0928761-IN  
 Transaction Date 2/15/2024 Fire Dept Checking 10170 **Total** \$323.89

Refer 0 SCHMIDT ROOFING  
 Cash Payment E 200-42250-43360 Maintenace & Repair SNOW GUARDS \$481.00  
 Invoice SR-2023-23455  
 Transaction Date 2/16/2024 Fire Dept Checking 10170 **Total** \$481.00

Refer 0 Xcel Energy  
 Cash Payment E 200-42250-43800 Utility Services WTP, WaterTower, Wells 5&6 \$197.27  
 Invoice  
 Transaction Date 2/15/2024 Fire Dept Checking 10170 **Total** \$197.27

Fund Summary

	10170 Fire Dept Checking
200 Fire Department	\$1,017.16
	\$1,017.16

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$1,017.16
Total	\$1,017.16

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Payments

Current Period: February 2024

<b>Payments Batch 021524 AP GF</b>				<b>\$28,794.88</b>
Refer	<u>0 Auto Value</u>			
Cash Payment	E 100-43100-43370	Maintenance & Repai	Truck & Skidloader Filters	\$10.66
Invoice	8140413			
Cash Payment	E 100-43100-43370	Maintenance & Repai	Truck & Skidloader Filters	\$67.81
Invoice	8140420			
Cash Payment	E 100-43100-43370	Maintenance & Repai	Truck & Skidloader Filters	\$75.25
Invoice	8140430			
Cash Payment	E 100-43100-43370	Maintenance & Repai	Truck & Skidloader Filters	\$18.35
Invoice	8140438			
Cash Payment	E 100-43100-43370	Maintenance & Repai	Truck & Skidloader Filters	\$76.68
Invoice	8140596			
Cash Payment	E 100-43100-43370	Maintenance & Repai	Truck & Skidloader Maintenance	\$33.97
Invoice				
Transaction Date	2/15/2024	Checking	10151	<b>Total</b> \$282.72
Refer	<u>0 BOLLIG INC</u>			
Cash Payment	E 602-00000-43900	Contracted Services	Ongoing Funding Coordination	\$512.50
Invoice	7496			
Transaction Date	2/15/2024	Checking	10151	<b>Total</b> \$512.50
Refer	<u>0 CLARKFIELD ACE HOME AND HAR</u>			
Cash Payment	E 100-43100-42000	Supplies	Paint roller	\$8.58
Invoice	2595			
Cash Payment	E 100-43100-42000	Supplies	Outlets, Outdoor extension cord	\$18.58
Invoice	2598			
Cash Payment	E 100-43100-42000	Supplies	Garbage bags	\$9.59
Invoice	2505			
Cash Payment	E 100-43100-42000	Supplies	Hair pin, clips	\$4.09
Invoice	2630			
Cash Payment	E 100-43100-42000	Supplies	Duct tape	\$2.99
Invoice	2650			
Cash Payment	E 100-43100-42000	Supplies	Metal cut off, Disposable Gloves, Assorbent, Shop towels,	\$89.93
Invoice	2666			
Cash Payment	E 100-43100-42000	Supplies	Torch	\$22.99
Invoice	2690			
Cash Payment	E 100-43100-42000	Supplies	Ball Pein Hammer	\$27.99
Invoice	2721			
Cash Payment	E 100-41500-42000	Supplies	Power Strip Surge Protector	\$44.99
Invoice	2425			
Cash Payment	E 100-43100-42000	Supplies	Liquid Detergent	\$8.99
Invoice	2734			
Cash Payment	E 100-43100-42000	Supplies	Spring Snap, Socket	\$8.58
Invoice	2743			
Cash Payment	E 100-43100-42000	Supplies	Drain Auger	\$44.99
Invoice	2750			
Cash Payment	E 100-43100-42000	Supplies	Winter Gloves	\$37.98
Invoice	2804			
Cash Payment	E 100-43100-42000	Supplies	3 Toilet Cleaners, Tall Kitchen bags	\$33.96
Invoice	2765			
Cash Payment	E 100-43100-42000	Supplies	Grade 5 Bolts	\$5.39
Invoice	2769			

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Payments

Current Period: February 2024

Cash Payment	E 100-43100-42000	Supplies	Return Credit				- \$0.60
Invoice 2824							
Transaction Date	2/15/2024		Checking	10151	<b>Total</b>		\$369.02
Refer	0 COMPUTERS & BEYOND						
Cash Payment	E 260-00000-43200	Communications	Lib Phone				\$16.07
Invoice 22778							
Transaction Date	2/15/2024		Checking	10151	<b>Total</b>		\$16.07
Refer	0 Consumers Cooperative Oil Co.						
Cash Payment	E 100-43100-42120	Fuel & Lubricants	Fuel				\$708.99
Invoice 938218 2.15.24							
Transaction Date	2/15/2024		Checking	10151	<b>Total</b>		\$708.99
Refer	0 CONWAY, DEUTH, & SCHMIESING						
Cash Payment	E 100-41500-43900	Contracted Services	Accounting Performed				\$10,021.00
Invoice 328475							
Transaction Date	2/15/2024		Checking	10151	<b>Total</b>		\$10,021.00
Refer	0 Frontier Communications						
Cash Payment	E 100-41500-43200	Communications	City Office (x4435)				\$0.00
Invoice							
Cash Payment	E 100-41700-43200	Communications	City Hall (x4796/4815) (9022)				\$124.92
Invoice							
Cash Payment	E 602-00000-43200	Communications	WWTP (x4917)				\$92.62
Invoice							
Cash Payment	E 601-00000-43200	Communications	WPT (x7268)				\$92.62
Invoice							
Cash Payment	E 260-00000-43200	Communications	Library (x7651)				\$70.32
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							
Cash Payment	E 100-41500-43200	Communications	Internet IP (x9023)				\$59.99
Invoice							
Transaction Date	2/15/2024		Checking	10151	<b>Total</b>		\$585.45
Refer	0 Gopher State One Call						
Cash Payment	E 601-00000-43900	Contracted Services	Tickets				\$23.85
Invoice 3080295							
Transaction Date	2/15/2024		Checking	10151	<b>Total</b>		\$23.85
Refer	0 Ingram Library Services						
Cash Payment	E 260-00000-43270	Library Books	Books				\$166.41
Invoice 80272585							
Cash Payment	E 260-00000-43270	Library Books	Books				\$316.27
Invoice 80225966							
Transaction Date	2/15/2024		Checking	10151	<b>Total</b>		\$482.68
Refer	0 LIFTOFF						
Cash Payment	E 100-41500-42085	Licensing & Certificati	11 Licenses 12 months				\$3,036.00
Invoice 7576Renew24							
Transaction Date	2/15/2024		Checking	10151	<b>Total</b>		\$3,036.00
Refer	0 MENARDS-MARSHALL						

Payments

Current Period: February 2024

Cash Payment	E 260-00000-49100	Library Reserves	Shelfing & Toates		\$428.95
Invoice 19524					
Transaction Date	2/15/2024		Checking	10151	<b>Total</b> \$428.95
Refer	0 MN Dept of Labor & Industry				
Cash Payment	E 100-43100-43900	Contracted Services	Presure Vessel / Boiler		\$20.00
Invoice ABR0324034X					
Transaction Date	2/15/2024		Checking	10151	<b>Total</b> \$20.00
Refer	0 NORTH CENTRAL INTERNATIONAL				
Cash Payment	E 200-00000-43370	Maintenance & Repai	Def Tank-Coolant		\$1,908.59
Invoice 413395					
Cash Payment	E 200-00000-43370	Maintenance & Repai	Def Tank-Coolant Freight		\$46.87
Invoice 413498					
Transaction Date	2/15/2024		Checking	10151	<b>Total</b> \$1,955.46
Refer	0 PEIP				
Cash Payment	G 100-20216	Life Insurance Withheld	Public Works Life		\$1.80
Invoice					
Cash Payment	G 100-20215	Health Insurance Withheld	Public Works Health		\$960.62
Invoice					
Cash Payment	G 100-20221	Dental Withheld	Public Works Dental		\$42.60
Invoice					
Cash Payment	G 602-20216	Life Insurance Withheld	Public Works Life		\$1.80
Invoice					
Cash Payment	G 602-20215	Health Insurance Withheld	Public Works Health		\$960.62
Invoice					
Cash Payment	G 100-20221	Dental Withheld	Public Works Dental		\$42.60
Invoice					
Cash Payment	G 601-20216	Life Insurance Withheld	Public Works Life		\$1.80
Invoice					
Cash Payment	G 100-20221	Dental Withheld	Public Works Dental		\$42.60
Invoice					
Cash Payment	G 601-20215	Health Insurance Withheld	Public Works Health		\$960.62
Invoice					
Cash Payment	G 100-20215	Health Insurance Withheld	Admin Health		\$960.62
Invoice					
Cash Payment	G 100-20221	Dental Withheld	Admin Dental		\$101.51
Invoice					
Cash Payment	G 100-20216	Life Insurance Withheld	Admin Life		\$1.80
Invoice					
Cash Payment	G 100-20216	Life Insurance Withheld	Admin Life		\$1.80
Invoice					
Cash Payment	G 260-20216	Life Insurance Withheld	Lib Life		\$1.80
Invoice					
Cash Payment	G 100-20221	Dental Withheld	Dental Adi from 1/1/24-1/31/24		\$170.60
Invoice					
Transaction Date	2/15/2024		Checking	10151	<b>Total</b> \$4,253.19
Refer	0 SCHMIDT ROOFING				
Cash Payment	E 100-43100-43360	Maintenace & Repair	SNOW GUARDS		\$481.50
Invoice SR-2023-23455					
Transaction Date	2/16/2024		Checking	10151	<b>Total</b> \$481.50
Refer	0 Shred-N-Go, Inc.				



Payments

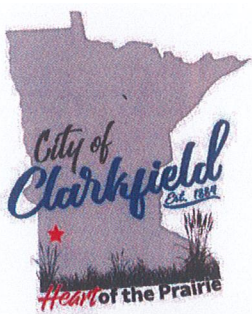
Current Period: February 2024

Cash Payment Invoice 162105	E 100-41500-43900	Contracted Services	Shreding		\$96.89
Transaction Date	2/15/2024		Checking	10151	<b>Total</b> \$96.89
Refer	0 Xcel Energy				
Cash Payment Invoice	E 601-00000-43800	Utility Services	WTP, WaterTower, Wells 5&6		\$1,139.83
Cash Payment Invoice	E 602-00000-43800	Utility Services	Miller Lift St, Sewage Pump		\$2,009.72
Cash Payment Invoice	E 100-41700-43800	Utility Services	City Hall		\$354.82
Cash Payment Invoice	E 100-41800-43800	Utility Services	Medical Building		\$121.45
Cash Payment Invoice	E 100-43100-43800	Utility Services	City Shop & Lights		\$1,820.55
Cash Payment Invoice	E 100-45100-43800	Utility Services	Valhalla,BallPark,Tennis Court		\$42.63
Cash Payment Invoice	E 250-00000-43800	Utility Services	City Pool		\$31.61
Transaction Date	2/15/2024		Checking	10151	<b>Total</b> \$5,520.61

Fund Summary

	10151 Checking
100 General Fund	\$20,012.01
200 Fire Department	\$1,955.46
250 Swimming Pool Fund	\$31.61
260 Library	\$999.82
601 Water	\$2,218.72
602 Sewer	\$3,577.26
	<b>\$28,794.88</b>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$28,794.88
<b>Total</b>	<b>\$28,794.88</b>



812 10<sup>th</sup> Avenue, Suite 1  
PO Box 278  
Clarkfield, Minnesota 56223  
[info@clarkfield.org](mailto:info@clarkfield.org)  
Phone: 320.669.4435

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To: *Clarkfield City Council*  
From: *City Administrator- Jonathan Pierce*  
Subject: *City Administration Report*  
Date: *February 20<sup>th</sup>, 2024*

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- Complaints:  
No complaints received
- The Local Board of Appeal and Equalization meeting this year will be held before the Council meeting on April 16<sup>th</sup> from 6-6:30 PM.
- Preparing for the primary election coming on March 5<sup>th</sup>  
Training for election judges is on the 27<sup>th</sup> at 5PM, and the Public Accuracy testing for our voting equipment is at 3:30 PM on the 29<sup>th</sup>.
- 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 19<sup>th</sup> meeting to talk to us about the new water meter reader.