

# 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. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
4. INVOICES PAYABLE
5. REPORTS OF COMMITTEES AND CITY STAFF
  - A. Mayor's Report
  - B. Councilmembers' Reports
  - C. Public Works Director's Report - Troy Bruflat
  - D. City Administrator's Report – Jonathan Pierce
6. PUBLIC COMMENTS
7. DISCUSSION ITEMS
  - A. MNDOT HWY67 update
8. ACTION ITEMS
9. 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

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## Payments

Current Period: January 2024

Payments Batch 013124 AP FD \$2,079.84

Refer	0 Great Plains Natural Gas	-		
Cash Payment	E 200-00000-43800 Utility Services	FD		\$427.18
Invoice				
Transaction Date	1/31/2024	Fire Dept Checking	10170	<b>Total</b> \$427.18
Refer	0 HEIMAN FIRE EQUIPMENT	-		
Cash Payment	E 200-00000-43370 Maintenance & Repai	PTO SWITCH		\$102.66
Invoice	0927988-IN			
Transaction Date	1/31/2024	Fire Dept Checking	10170	<b>Total</b> \$102.66
Refer	0 NORTH STAR TRAINING & CONSU	-		
Cash Payment	E 200-00000-42070 Training	HazMat Operator course		\$1,550.00
Invoice	30			
Transaction Date	1/31/2024	Fire Dept Checking	10170	<b>Total</b> \$1,550.00

## Fund Summary

	10170 Fire Dept Checking	
200 Fire Department		\$2,079.84
		<b>\$2,079.84</b>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$2,079.84
<b>Total</b>	<b>\$2,079.84</b>

## CITY OF CLARKFIELD

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## Payments

Current Period: January 2024

Payments Batch 013124 AP GF

\$16,530.35

Refer 0 Advocate Tribune

Cash Payment E 100-41500-42080 Subscriptions &amp; Mem YEARLY SUBSCRIPTION 2024 \$69.00

Invoice #35

Transaction Date 1/31/2024 Checking 10151 Total \$69.00

Refer 0 CLARKFIELD ACE HOME AND HAR

Cash Payment E 100-43100-42000 Supplies Male Thread 15/16 in.-27M Chrome Faucet Aerator \$4.59

Invoice 2823

Cash Payment E 100-43100-42000 Supplies Armor All Concentrated Car Wash \$6.99

Invoice 2833

Cash Payment E 100-43100-42000 Supplies Extreme Temperature Windshield De-Icer \$5.99

Invoice 2834

Cash Payment E 100-43100-42000 Supplies 20 in. W X 25 in. H X 1 in. D Synthetic 8 MERV Pleated Air Filter \$19.77

Invoice 2849

Cash Payment E 100-43100-42000 Supplies Plated Narrow Hinge &amp; Steel Barrel \$7.58

Invoice 2859

Cash Payment E 100-43100-42000 Supplies Ace Rust Stop Gloss Safety Yellow Protective Enamel Spray Paint (3) \$20.97

Invoice 2863

Cash Payment E 100-43100-42000 Supplies Ultra Cover Gloss Sun Yellow Paint+Primer Spray Paint (2) \$13.00

Invoice 2864

Cash Payment E 100-43100-42000 Supplies Ice melt 7 bags \$109.13

Invoice 2893

Cash Payment E 100-43100-42000 Supplies Metal Cut-Off Wheel \$11.94

Invoice 2921

Cash Payment E 100-43100-42000 Supplies Glass cleaner \$5.59

Invoice 2924

Cash Payment E 100-43100-42000 Supplies 16 in Pleated Air Filter \$27.98

Invoice 2958

Cash Payment E 100-43100-42000 Supplies AAA Alkaline Batteries \$19.35

Invoice 2972

Cash Payment E 100-43100-42000 Supplies Rotary fan Control \$14.99

Invoice 2982

Cash Payment E 100-43100-42000 Supplies Cleaning supplies, vinegar, soaps \$19.57

Invoice 3001

Cash Payment E 100-43100-42000 Supplies AAA Alkaline Batteries \$5.99

Invoice 3027

Cash Payment E 100-43100-42000 Supplies AAA Alkaline Batteries \$3.59

Invoice 3028

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## Payments

Current Period: January 2024

Cash Payment	E 100-43100-42000	Supplies	Metric 6 Point Deep Deep Impact Socket 12 pc	\$89.98
Invoice	3038			
Transaction Date	1/31/2024	Checking	10151	Total \$387.00
Refer	0 CLEAN SITE			
Cash Payment	E 100-45100-43900	Contracted Services	RENTAL PORTABLE RESTROOM	\$203.50
Invoice	6121			
Transaction Date	1/31/2024	Checking	10151	Total \$203.50
Refer	0 COMPUTERS & BEYOND			
Cash Payment	E 100-41500-43200	Communications	JAN PHONE 2024	\$77.90
Invoice	E0920181-0008			
Transaction Date	1/31/2024	Checking	10151	Total \$77.90
Refer	0 Great Plains Natural Gas			
Cash Payment	E 100-41700-43800	Utility Services	City Hall	\$664.18
Invoice				
Cash Payment	E 100-41800-43800	Utility Services	Med. Facilities Bldg	\$431.32
Invoice				
Cash Payment	E 100-43100-43800	Utility Services	Shop	\$684.03
Invoice				
Cash Payment	E 601-00000-43800	Utility Services	Well	\$119.29
Invoice				
Cash Payment	E 602-00000-43800	Utility Services	WWTP	\$603.93
Invoice				
Transaction Date	1/31/2024	Checking	10151	Total \$2,502.75
Refer	0 Hawkins, Inc			
Cash Payment	E 601-00000-44150	Water Treatment	WATER TREATMENT CHEMICAL	\$1,031.50
Invoice	6660655			
Transaction Date	1/31/2024	Checking	10151	Total \$1,031.50
Refer	0 Ingram Library Services			
Cash Payment	E 260-00000-43270	Library Books	BOOKS	\$243.44
Invoice	79700913			
Cash Payment	E 260-00000-43270	Library Books	BOOKS	\$113.81
Invoice	79782213			
Cash Payment	E 260-00000-43270	Library Books	BOOKS	\$243.44
Invoice	79000913			
Cash Payment	E 260-00000-43270	Library Books	BOOKS	\$113.81
Invoice				
Transaction Date	1/31/2024	Checking	10151	Total \$714.50
Refer	0 KIBBLE EQUIPMENT-MARSHALL			
Cash Payment	E 100-43100-43370	Maintenance & Repai	FILTER FOR SKIDLOADER	\$21.60
Invoice	4123078			
Transaction Date	1/31/2024	Checking	10151	Total \$21.60
Refer	0 MVTL			
Cash Payment	E 602-00000-43330	Testing	NITROGEN FOR WASTEWATER TESTING	\$185.00
Invoice	1235505			
Cash Payment	E 602-00000-43330	Testing	MERCURY SAMPLE	\$540.00
Invoice	1235505			
Transaction Date	1/31/2024	Checking	10151	Total \$725.00
Refer	0 NAUTILUS OWNER 2021, LLC			

## CITY OF CLARKFIELD

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## Payments

Current Period: January 2024

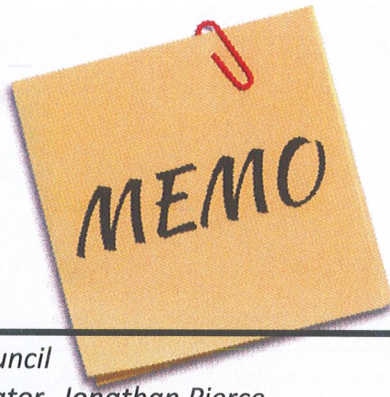
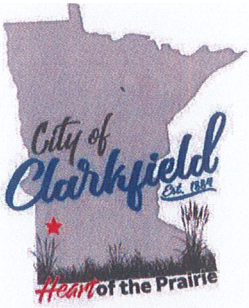
Cash Payment	E 250-00000-43800	Utility Services	POOL		\$25.14
Invoice					
Transaction Date	1/31/2024	Checking	10151	Total	\$25.14
Refer	0 Olson Sanitation LLC				
Cash Payment	E 605-00000-43150	Sanitation & Recyclin	4TH QTR 2023 OCT		\$2,768.49
Invoice 1 31 24					
Cash Payment	E 605-00000-43150	Sanitation & Recyclin	4TH QTR 2023 NOV		\$2,768.49
Invoice 1 31 24					
Cash Payment	E 605-00000-43150	Sanitation & Recyclin	4TH QTR 2023 DEC		\$2,768.49
Invoice 1 31 24					
Transaction Date	1/31/2024	Checking	10151	Total	\$8,305.47
Refer	0 ONE OFFICE SOLUTION				
Cash Payment	E 100-41500-42000	Supplies	3 BOXES OF WINDOW ENVELOPES (500 COUNT)		\$710.99
Invoice 544381-00					
Transaction Date	1/31/2024	Checking	10151	Total	\$710.99
Refer	0 PAR PIPING & FABRICATION, LLC				
Cash Payment	E 100-43100-43370	Maintenance & Repai	PLOW REPAIR PARTS		\$67.50
Invoice 11609					
Transaction Date	1/31/2024	Checking	10151	Total	\$67.50
Refer	0 TECH SALES CO				
Cash Payment	E 601-00000-43900	Contracted Services	FLOW STUDY		\$1,000.00
Invoice 327270					
Transaction Date	1/31/2024	Checking	10151	Total	\$1,000.00
Refer	0 UMVRDC				
Cash Payment	E 100-41500-42080	Subscriptions & Mem	PRAIRIE WATERS MEMBERSHIP		\$656.00
Invoice 15					
Transaction Date	1/31/2024	Checking	10151	Total	\$656.00
Refer	0 UPS				
Cash Payment	E 602-00000-43330	Testing	SHIPPING SAMPLES		\$32.50
Invoice 2YW137014					
Transaction Date	1/31/2024	Checking	10151	Total	\$32.50

## Fund Summary

	10151 Checking
100 General Fund	\$3,973.02
250 Swimming Pool Fund	\$25.14
260 Library	\$714.50
601 Water	\$2,150.79
602 Sewer	\$1,361.43
605 Garbage	\$8,305.47
	\$16,530.35

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$16,530.35
Total	\$16,530.35





812 10<sup>th</sup> Avenue, Suite 1  
PO Box 278  
Clarkfield, Minnesota 56223  
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Phone: 320.669.4435

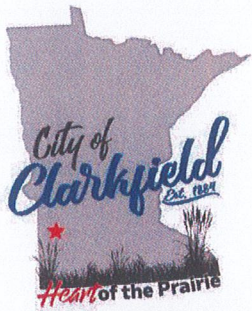
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To: *Clarkfield City Council*  
From: *City Administrator- Jonathan Pierce*  
Subject: *City Administration Report*  
Date: *February 6<sup>th</sup>, 2024*

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- Complaints:  
No complaints received
- Office Closed:
  - The office will also be closed on February 19<sup>th</sup> for President's Day.
- Board of Appeals Training for Council Members
- 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.
- I am still working on getting the 2024 budget loaded onto Banyon.
- Tammy and I are working with CDS to prepare for the 2023 audit.





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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**CITY COUNCIL AGENDA ITEM**

<b>Subject</b>	HWY 67 Project Update
<b>From</b>	City Administrator – Jonathan Pierce
<b>Meeting Date</b>	February 6, 2024

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Lowell Flatten from MnDOT let me know that the HWY 67 Reconstruction Project in Clarkfield was let on January 26<sup>th</sup>. The apparent low bidder is R&G Construction Co. out of Marshall their bid was \$4,757,355.28, which was under the estimate MnDOT gave us last year. This will reduce the city's portion of the costs by \$114,154.29.