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| A close up of a sign  Description generated with very high confidence | City of Clarkfield  **Agenda**  **7:00 PM Regular Council Meeting**  **Tuesday, January 23rd, 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 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**
   1. 12/19/2023
   2. 01/09/2024

Motion to approve the minutes Kaatz, Giles

YES- Anspach, Giles, Kaatz, Johnson

NO –

Motion Passes

1. **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

1. **REPORTS OF COMMITTEES AND CITY STAFF**
   1. Mayor’s Report
   2. Councilmembers’ Reports
   3. 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. Ashely 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.

* 1. 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 1st and 2nd 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 16th from 6-6:30 PM.

* Had the Preliminary meeting with Dave Eurle for the 2023 Audit on Friday the 19th.
* 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 1st.
* 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 2nd & Feb 16th)

* 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.

1. **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.

1. **DISCUSSION ITEMS**
   1. 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.

* 1. 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.

1. **ACTION ITEMS**
   1. 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.

* 1. 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

1. **ADJOURN**

Motion to adjourn the meeting Kaatz, Anspach

YES- Anspach, Giles, Kaatz, Johnson

NO –

Motion Passes

Meeting adjourned at 7:42 PM

Minutes approved on 02/20/2024.