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| A close up of a sign  Description generated with very high confidence | City of Clarkfield  **Minutes**  **7:00 PM Regular Council Meeting**  **Tuesday, November 28th, 2023**  **City Hall Meeting Room**  **904 10th Avenue – Clarkfield, MN 56223** |  |

A public hearing was called to order by Mayor Darrin Johnson at 7:00 PM.

Councilmembers present: Kevin Kaatz, Craig Giles. Absent: Anspach, Hanson.

City Staff: Jonathan Pierce

Public: Sue Fritz, Dale Stringer, Cherry Heisner, Jennifer Hurst , Hazel Hanson, Wendy Henning.

1. **CALL THE PUBLIC HEARING TO ORDER**
2. **APPROVAL OF AGENDA**

Motion to approve agenda Kaatz, 2nd by Giles

Yes – Giles, Kaatz, Johnson

No –

Motion Passes

1. **2024 PROPOSED UTILITY RATES** 
   1. City Staff Presentation

Jonathan read the 2024 proposal

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| **2023 Rates**  Water Base Rate: $14.00  Water Usage Rate: $9.00 | **Proposed 2024 Rates**  Water Base Rate: $15.00  Water Usage Rate: $9.50 |
| Sewer Base Rate: $18.00  Sewer Usage Rate: $7.75 | Sewer Base Rate: $19.00  Sewer Usage Rate: $8.25 |
| Storm Sewer Base Rate: $22.50 | Storm Sewer Base Rate: $22.50 |

Johnson – Before public comments I want to mention that the numbers we are proposing are in line with the numbers that were proposed back in 2022 so that each fund can support itself. All of the funds are projected to be solvent next year.

* 1. Public Comments

Jennifer Hurst - Asked about the notice for a public hearing.

Johnson – There is not a public hearing requirement for setting the utility rates this is a discretionary public hearing that we choose to do. We asked the Cities attorney and the League of MN city.

Pierce – The last public hearing we didn’t actually end we just extended it until now.

* 1. City Council Discussion

1. **ADJOURN**

Motion to adjourn Kaatz, 2nd by Giles

Yes – Giles, Kaatz, Johnson.

No-

Motion Passes

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**

Regular meeting called to order at 7:06 PM

1. **PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF AGENDA**

Motion to approve agenda Giles, 2nd by Kaatz

Yes – Giles, Kaatz, Johnson.

No-

Motion Passes

1. **APPROVAL OF MINUTES**
   1. 11/07/2023
   2. 03/01/2023

Motion to approve both sets of minutes Johnson, 2nd by Kaatz.

Yes – Giles, Kaatz, Johnson.

No-

Motion Passes

1. **INVOICES PAYABLE**

Johnson asked about the bill from Bollig Engineering

Johnson asked about the kennel bills.

Motion to approve the payables Kaatz,2nd by Giles

Yes – Giles, Kaatz, Johnson.

No-

Motion Passes

1. **REPORTS OF COMMITTEES AND CITY STAFF**
   1. Mayor’s Report

* Review Summary

Darrin went over what happened at the closed employee review for Jonathan.

Still waiting on a couple of reviews but overall, we are satisfied with his performance.

Also still working on budget stuff.

* 1. Councilmembers’ Reports

Giles - Budget meeting on 11/17.

* 1. Clarkfield Care Center Report – Wendy Henning
* Census: 21
* Admissions: 2
* Discharges: 2
* Respite Stays: 2
* Openings: Care Center Admin, Night Nurse, Day Nurse.
* Currently have a covid outbreak at the care center.
* End of year adjusting entries for accrued vacation, bad debt, and professional services.
* CANF grant application approved and is part of rates going forward.
* Water softener is installed.
* The roof project is starting soon. Supply chains in the construction industry has improved and finishing up some new construction before ours.

Jon asked about the Covid Outbreak.

Wendy - explained how t the testing works and how long the Care Center has to be not positive before they aren’t considered in an outbreak.

Darrin - asked about how many positives equal an outbreak? Wendy – 1 positive resident or 3 positive staff members.

Darrin asked about her replacement. Wendy didn’t know how Minnewaska was going to go about hiring someone else.

* 1. City Administrator’s Report – Jonathan Pierce

• Complaints: No official complaints.

• Working with the budget committee and department heads to set the 2024 budget.

• Catching up on archiving this years minutes. I am still missing a couple meetings from the beginning of the year.

• Working with the Care Center for ECPN and Pilot payments

• Preparing the final tax assessment list to send to Janell Timm.

• Also, I would like approval from the Council to use one of the spare rooms in the old clinic.

Motion to approve use of old clinic room as an employee gym Kaatz, 2nd by Giles.

Yes – Giles, Kaatz, Johnson.

No –

Motion Passes

Darrin reiterated that anyone who uses the gym has to sign the liability waver.

1. **PUBLIC COMMENTS**

Dale - asked about the trees marked on HWY 67. Jon – will ask Lowell Flatten from MnDOT tomorrow.

Darrin - we should look into that.

Hazel – Thanked Darrin for the additional information he gave on how the water sewer fund is doing with the inflation rate so high.

1. **DISCUSSION ITEMS**
   1. 2024 ECPN / Pilot Agreement

Darrin - Went over the meeting the budget committee had with Michelle from Minnewaska regarding the ECPN program that the city pays into in order for the Care Center to receive federal funding. In the past the dollar amount that we charged back to from the Care Center for payments in lieu of taxes seemed like an arbitrary number, so the city got most of its money back.

Last year the in the budget we had the Pilot payments set way too high which could have gotten the city into trouble if the Care Center had actually paid it. We will have to correct 2023 payments as well.

Darrin – we need to come up with a good metric to set the PILOT payment amounts for the city. Maybe a percentage of the tax base of the city.

Giles – Maybe we should set it at 50% of what our ECPN payments are.

Darrin – I think we could do that but we need to have a good metric to base it off of.

1. **ACTION ITEMS**
   1. Resolution 2023 - 18: 2024 Utility Rates

Darrin – read the resolution.

Craig – commented on the fund balances for water, sewer , storm sewer.

Motion to approve resolution Kaatz, 2nd by Giles

Yes – Giles, Kaatz, Johnson

No-

Motion Passes

* 1. 2024 Employee Wage Scale

Went over the proposed wage scale including some typos that will be corrected

Motion to approve wage scale with corrections Johnson,2nd by Kaatz.

Yes – Giles, Kaatz, Johnson.

No-

Motion passes

1. **ADJOURN**

Motion to adjourn the meeting Kaatz,2nd by Giles.

Yes – Giles, Kaatz, Johnson

No –

Motion Passes

Meeting ended at 7:41 PM.