

| MINUTES | |
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| Clarkfield City Council | |
| Regular Council Meeting | |
| December 20, 2016 | |
| 7:00 P.M. | |
| Council Members Present: Jeff Lobdell, Scott Vold, Paul Anspach, Emily Bruflat, Sue Fritz | |
| Others Present: Amanda Luepke – City Administrator, Keith Binsfeld – Public Works Foreman, Dave Smith – Fire Chief, Dick Atkins, Mike Jensen – YMC Sheriff’s Office; Dale Stringer Jr., Jerry Kaupang, Naomi Peterson, Jana Suckow, Alex Sina | |
| 1.0 | Call Meeting to Order |
| 2.0 | Pledge of Allegiance |
| 3.0 | Summary of Closed Meeting – Minnesota Statue 13D.03 |
| 4.0 | Public Comments 1. <i>Paul Anspach spoke during public comments thanking those that voted for him and he is proud to be the only Spanish American to serve on Council.</i> |
| 5.0 | Consent Agenda <i>Scott Vold motion to approve consent agenda. Second by Emily Bruflat. Motion carried unanimously.</i> |
| 5.1 | Approve Additions to the Agenda: <i>3.0 Can be removed from Agenda as this was completed at the closed meeting on 12.19.2016 6.5 Move Administrator Report to the end of Reports 7.3 Can also be removed as it is discussed in the Administrator’s report</i> |
| 5.2 | Financial Transactions: Approve Bills (sign bill printout sheet) <i>EFT’s = \$3,416.15 Fire Department = \$2,824.11 General Fund = \$31,741.34</i> |
| 5.3 | Approve Minutes from the December 6, 2016 Meeting |
| 6.0 | Reports |
| 6.2 | Fire Department <i>Dave Smith, Clarkfield’s Fire Chief, presented the Fire Department report.</i> 1. <i>Trainings through Minnesota West are in full gear. The trainings are paid through state funding.</i> 2. <i>The burn conducted on the Williamson house went very well. Montevideo and Boyd fire department were present and 5 evolutions of training were performed. The property has been returned to Williamson.</i> 3. <i>There is 1 firefighter going through training in Montevideo and 2 new firefighters doing online trainings.</i> 4. <i>Dick Atkins presented the bid book to the Council for the new Rosenbauer fire truck in the amount of \$403,487.00. There will be 2 payments made on the fire truck. One payment of \$195,859.00 to be paid in full for the Chassis. If the Chassis is NOT paid for upon arrival at the plant in Lyons, SD, an additional charge of \$7,814.00 will be added. The final payment in the amount of \$207,628.00 needs to be paid at the time of delivery or pick up. Sue Fritz motioned to purchase the fire truck. Second by Scott Vold. Motion carried unanimously. Mayor Lobdell signed bid book. Documentation will be sent to the City office.</i> |
| 6.3 | Sheriff’s Department Report <i>Deputy Mike Jenson brought in his calls for service sheet.</i> |
| 6.4 | Public Works Department <i>Keith Binsfeld, Public Works Foreman, presented the Public Works Department report.</i> 1. <i>Water Update – Main service break at the care center. Hired Jezeretz to dig, K&K was not available. All was repaired in 24 hours. This incident sparked some meter issues. They still have an old style meter. It is recommended to order and install new meter in order to prevent plugging. The new meters would be a single flow. This update would also install eliminate the need for staff to manually read the meter on the north side of the Care Center every month.</i> 2. <i>Wastewater Update – The fall discharge was completed with EPA Standards. No other issues of concern</i> 3. <i>Other – Keith officially submitted his resignation to the City Council with his last day being on January 3, 2017.</i> |
| 6.5 | Administrator Report |

| | <p><i>Amanda Luepke, City Administrator, presented the Administrator Report.</i></p> <ol style="list-style-type: none"> 1. <i>There were 3 complaints made to the City Office. Complaints were regarding who shovels the sidewalks in front of residences and businesses, snow remaining on curbs, and dogs running at large.</i> 2. <i>The City office is in need of new office phones and the staff is currently looking at options and gathering quotes.</i> 3. <i>The City has extended a contract to Karla Fischer for cleaning services in the amount of \$400/month.</i> 4. <i>The City is looking for a new auditing firm as our current auditor is going to serve as a financial advisor for 2017. We are continuing our search and collecting proposals for the new year.</i> 5. <i>The City office is also is continuing to research our options for a building inspector. The City office had a meeting with our current auditor Dana F. Cole on December 15, 2016 to discuss the number of bank accounts the City has and to discuss where the City can improve.</i> <ol style="list-style-type: none"> a. <i>The City office will begin to work on consolidating bank accounts. The goal is to have separate EDA accounts from the General Fund. We will research grant agreements to ensure monies are appropriately separated. The Library and Fire Department at this point will continue to have separate accounts.</i> b. <i>Jeff Lobdell motioned to move the 1998 Improvement Bond Fund into the General Fund as reserved funds for the Fire Truck. Second by Sue Fritz. Motion carried unanimously.</i> c. <i>Internal Control Items: The City office has set new procedures to ensure proper checks and balances. The Council minutes need to indicate the total dollar amount of cash disbursements and EFT's approved made. The City Administrator will review all time cards and signs off on printed personnel payroll reports. Administrative Assistant will continue to process payroll. The City Administrator will also sign and date to indicate review and approval of the quarterly billing of Utility Billing Report.</i> d. <i>The City office is not in compliance with MN State Statue in regards to endorsing all claims with "allowed" or "disallowed" in the sum of \$____. The City Administrator will review all claims and stamp individually the amount approved, date, and initial. The City office has ordered the appropriate approval stamps to start implementing the new procedure.</i> e. <i>Scott Vold motioned to write off \$7,500 in outstanding utility billing from 2012. Second by Jeff Lobdell. Motion carried unanimously.</i> 6. <i>Public Works Director Position: Keith Binsfeld gave his 2 week notice to end employment with the City of Clarkfield on December 20, 2016. His last day of employment is on Tuesday, January 3, 2017. The City will post the opportunity and hire a director. The position will remain open until the position is filled. We will begin reviewing resumes on January 3, 2017.</i> | | | | | | | | | | | | | | | | | | | | | |
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| 7.0 | Old Business | | | | | | | | | | | | | | | | | | | | | |
| 7.1 | <p>Fee Schedule and Rates</p> <p><i>The council questioned if the weekly rate was 5 or 7 days. It was decided since there are 7 days in a week the rate of weekly camping would encompass 7 days. The rate of water/sewer was also discussed. The council understands the rate needs to increase, confusion set in when public comments were made about the amount of increase legally allowed in one year. Discussion also took place on how many lots are included for the \$200.00 set. The City Office will work with Clarkfield Lutheran to confirm the amount of lots and rate. The Council agrees with proposed fee structure and a resolution will be presented at the next Council meeting.</i></p> | | | | | | | | | | | | | | | | | | | | | |
| 7.2 | <p>Finalize Budget and Resolution</p> <p><i>Jeff Lobdell motioned to accept the tax levy for 2017 in the amount of General Fund \$328,478.40 and Debt Service \$60,391.60 for total amount of \$388,870.00 and second by Scott Vold. Motion carried unanimously.</i></p> <p><i>Jeff Lobdell motioned to approve the 2017 budget.</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">Revenue</th> <th style="text-align: center;">Expense</th> </tr> </thead> <tbody> <tr> <td>General Fund:</td> <td style="text-align: right;">\$876,345.75</td> <td style="text-align: right;">\$1,061,083.75</td> </tr> <tr> <td>Library:</td> <td style="text-align: right;">\$4,800.00</td> <td style="text-align: right;">\$71,645.00</td> </tr> <tr> <td>Fire Department:</td> <td style="text-align: right;">\$76,636.75</td> <td style="text-align: right;">\$76,636.75</td> </tr> <tr> <td>EDA Admin/Loan:</td> <td style="text-align: right;">\$19,667.00</td> <td style="text-align: right;">\$10,795.00</td> </tr> <tr> <td>Pool:</td> <td style="text-align: right;">\$45,000.00</td> <td style="text-align: right;">\$55,855.00</td> </tr> <tr> <td>Water:</td> <td style="text-align: right;">\$128,000.00</td> <td style="text-align: right;">\$105,610.00</td> </tr> </tbody> </table> | | Revenue | Expense | General Fund: | \$876,345.75 | \$1,061,083.75 | Library: | \$4,800.00 | \$71,645.00 | Fire Department: | \$76,636.75 | \$76,636.75 | EDA Admin/Loan: | \$19,667.00 | \$10,795.00 | Pool: | \$45,000.00 | \$55,855.00 | Water: | \$128,000.00 | \$105,610.00 |
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| | <p>Sewer: \$140,000.00 \$89,753.50 EDA Housing: \$112,200.00 \$151,568.00 <i>Second by Scott Vold. Motion passed unanimously.</i></p> |
| 8.0 | New Business |
| 8.1 | <p>2017 Annual Designations Discussion <i>Amanda Luepke stated that this is on the agenda to get the Council members thinking about which committees they would like to participate on. The Mayor will appoint positions at the January 3, 2017 Council Meeting. Amanda also mentioned that the previous City Administrator wanted to RFP for new City Attorney. It is recommended to continue another year with the current attorney, Dave Gilbertson.</i></p> |
| 8.2 | <p>City Hall Rental Agreement <i>Amanda Luepke presented a rental agreement including rates of rental and clean up checklist for adoption by the City. Discussion took place regarding the City Hall building and changed the agreement to City Facilities Rent and Fee Schedule. Jeff Lobdell motioned to adopt the facilities rental agreement. Second by Sue Fritz. Motion passed unanimously.</i></p> |
| 9.0 | <p>Adjourn Meeting <i>Jeff Lobdell motion to adjourn. Second by Paul Anspach. Motion passed unanimously.</i></p> |