

City of Clarkfield

Agenda

7:00 PM Regular Council Meeting

Tuesday, May 19, 2020

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

Pursuant to Mayor Fritz's Declaration issued March 30, 2020, the May 19, 2020 meeting of the City Council will be held using remote participation. The Public may access the meeting via one of the following;

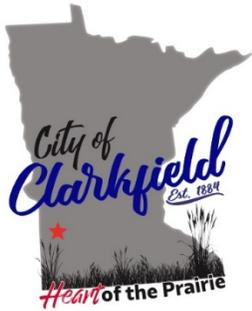
- Zoom Video Conferencing - <https://us02web.zoom.us/j/85705007311> (Meeting ID – 857-0500-7311)
- Teleconference - 1-646-558-8656 (Long distance charges may apply)

1. CALL THE REGULAR COUNCIL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. April 7, 2020
 - B. May 5, 2020
5. INVOICES PAYABLE
6. PUBLIC COMMENTS
7. REPORTS OF COMMITTEES AND CITY STAFF
 - A. Mayor's Report
 - B. Councilmembers' Reports
 - C. Care Center Report – Justin Boldt
 - D. Interim City Administrator Report – Clarissa Hadler
8. NEW BUSINESS
 - A. COVID-19 No Shut-off Policy – Rentals
 - B. Accounts Payable Process – Council checkpoint
 - C. Campground Prices
9. ADJOURN

The public is strongly encouraged to submit WRITTEN testimony/comments to info@clarkfield.org. Written testimony/comments may be submitted until 4 p.m. on Tuesday, May 19, 2020 to be included as part of the public record for that meeting. Public comment will also be available via Zoom teleconferencing for the city council 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 can be violated by discussion of employee performance at a public meeting and finally, personal attacks of anybody will not be tolerated.

The City of Clarkfield is an equal opportunity employer and provider.



City of Clarkfield

MINUTES

7:00 PM Regular Council Meeting

Tuesday, April 7, 2020

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order by Acting Mayor Fritz at 7:00 PM, Tuesday, April 7, 2020, in the City Hall Meeting Room. Councilmembers present: Acting Mayor Fritz, Councilmember Kaupang (via Phone), Councilmember Hedman, and Councilmember Stringer Jr. Staff present: Clarissa Hadler – Interim City Administrator, Troy Bruflat – Public Works Foreman/Director (via Zoom), Mariah Skjefte – Administrative Assistant.

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA: Motion by Hedman, Second by Stringer. All in Favor, motion carries.

4. APPROVAL OF MINUTES

a. **Consideration to Approve Minutes from Regular Meeting conducted on 2.18.2020 -**

Motion by Stringer, Second by Hedman to approve minutes. All in Favor, motion carries.

5. INVOICES PAYABLE - Motion by Stringer, Second by Hedman to approve invoices payable. All in Favor, motion carries.

6. PUBLIC COMMENTS

7. REPORTS OF COMMITTEES AND CITY STAFF

a. **Mayor's Report** – Acting Mayor Fritz discussed COVID planning and other meetings she has attended.

b. **Councilmember's Report**

c. **Public Works Report – Troy Bruflat, Public Works Foreman & Director** – Bruflat reviewed his written report to Council, including information about pool repairs that need to be done, the payloader trade-in, storm drain repair, and banners for main street.

d. **Interim City Administrator Report – Clarissa Hadler** – Hadler reviewed some portions of her written administrative report, including COVID-19 planning, EDA meeting, Ordinance meeting, Infrastructure project updates, the annual audit, and posting the City Administrator position.

8. NEW BUSINESS

a. **Mayor Appointment / Council Member Applications / Appointments** – Discussion was held regarding the appointment to the open Council seats. Motion by Kaupang, Second by Hedman to appoint Sue Fritz to Mayor for the remainder of the term. Kaupang – Aye, Hedman – Aye, Stringer – Nay, Fritz – Abstain. Motion Carries. Council member seat will be discussed at the next meeting.

b. **Garbage Contract / Next Steps** – Hadler explained this discussion was not necessary as the correct contract had been located and goes through 2021. No action.

c. **Agenda Request – Dustin Kramer** – Discussion was held regarding Mr. Kramer's request for his vacation to be paid out. Mr. Kramer gave a verbal statement in addition to his written request stating he was entitled to the money. Hadler explained that the policy and case law is clear that he is not entitled to the money. Motion by Hedman, Second by Kaupang, to reject Kramer's request for vacation to be paid out. Kaupang – Aye, Hedman – Aye, Stringer – Aye, Fritz – Aye. All in Favor, motion carries.

The City of Clarkfield is an equal opportunity employer and provider.

- d. **Agenda Request – Request by Clarkfield Outdoors (Greg Guttormsson) to Defer City Business Loan Payments and Interest** – Motion by Stringer, Second by Kaupang to defer loan payments through June. All in Favor, motion carries.
 - e. **Agenda Request – Care Center Licensing** - Mayor Fritz explained the care center request permission to obtain additional licensing. Motion by Kaupang, Second by Hedman. All in Favor, motion carries.
9. **ADJOURNMENT** - Motion by Hedman, Second by Fritz. All in Favor, Motion by Hedman, Second by Stringer. All in Favor, motion carries.



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, May 5, 2020

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the City of Clarkfield was called to order by Mayor Fritz at 7:00 PM, Tuesday, May 5, 2020, in the City Hall Meeting Room. Councilmembers present: Mayor Fritz, Councilmember Stringer, Councilmember Giles. Present via Zoom: Councilmember Hedman, Councilmember Kaupang. Staff/Boards present: Clarissa Hadler – Interim City Administrator, Mariah Skjefte

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **OATH OF OFFICE – GILES AND FRITZ** – oaths were read aloud by Giles and Fritz.
4. **APPROVAL OF AGENDA:** Hadler requested the removal of item 10.E. regarding the Care Center and add a new 10.E. County Update on Old School. Motion to approve the agenda by Councilmember Hedman, 2nd by Councilmember Stringer. Motion carried with all in favor.
5. **APPROVAL OF MINUTES (none)**
6. **INVOICES PAYABLE** – Councilmember Stringer requested clarification on 2 invoices, Hadler stated they were for the old school project. Motion by Stringer, Second by Kaupang to approve invoices payable. All in Favor, motion carries.
7. **PUBLIC COMMENTS** – Hadler read a statement submitted by Naomi Peterson regarding posting of the council and EDA agendas.
8. **REPORTS OF COMMITTEES AND CITY STAFF**
 - A. **Mayor's Report**
 - i. **Committee Appointments** – Mayor Fritz reviewed the committee changes she has made, placing Craig Giles on the Ordinance and Public Works Committees.
 - B. **Councilmembers' Reports** - none
 - C. **Deputy Report – Mike Jenson** – Deputy Jenson reviewed the crime data he has submitted to Council.
 - D. **Public Works Director Report** – Troy Bruflat – Bruflat reviewed his written report to Council, including repairs, boulevard trees, and upcoming work.
 - E. **Interim City Administrator Report – Clarissa Hadler** - Hadler reviewed her written report to Council, including the audit, city administrator search, newsletter content, and PERA legislation affecting the care center.
9. **PUBLIC HEARING**
 - A. **Community Facilities Loan – Scott Kuhlman of Bollig Engineering gave a detailed presentation about the Infrastructure project, a portion of which will be funded by a USDA Community Facilities Loan. Mayor Fritz opened the public hearing. No one submitted comments or spoke during the hearing.** Motion by Stringer, Second by Hedman to close the public hearing. All in Favor, motion carries.
10. **NEW BUSINESS**
 - A. **Authorization to Bid Infrastructure Improvements Contract** - Motion by Stringer, Second by Hedman to authorize Bollig to bid the Infrastructure Improvements Contract, upon concurrence from USDA Rural Development. All in Favor, motion carries.

The City of Clarkfield is an equal opportunity employer and provider.

- B. **SCDP Conflict of Interest** – Hadler explained the request from Laura Ostlie, UMRDC. Motion by Stringer, second by Kaupang to approve allowing the Handeland Chiropractic SCDP project to move forward despite the disclosed conflict of interest. All in favor, motion carries.
 - C. **COVID-19 “Touch Point”** – Council discussed a couple of the pending issues around the COVID-19, including parks, pool and campground. Staff will arrange a Parks & Rec Committee meeting to discuss further.
 - D. **Hadler Hours – Audit Week** – Hadler explained the week wasn’t as busy as she thought it might be, so we can just play it by ear.
 - E. **County Update regarding Old School Property** – Janel Timm, Yellow Medicine County, provided update on the work to be completed on the old school property prior to the auction.
- 11. ADJOURNMENT:** Motion to adjourn at 9:25 PM by Councilmember Stringer, 2nd by Councilmember Kaupang. Motion carried with all in favor.

Respectively Submitted By: Clarissa Hadler, Interim City Administrator

DRAFT

CITY OF CLARKFIELD

05/15/20 1:27 PM

Page 1

Payments

Current Period: May 2020

Payment Batch 05132020_GF \$13,063.90

| | | | | | |
|---------------------|---|-------|--------------------------|-------|-------------------------|
| Refer | 0 <i>Advocate Tribune</i> | - | | | |
| Cash Payment | E 100-41500-43400 Advertising | | Legals & City Admin Ads | | \$86.90 |
| | Invoice 1007670503 | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total \$86.90 |
| Refer | 0 <i>Shred-N-Go, Inc.</i> | - | | | |
| Cash Payment | E 100-41500-43900 Contracted Services | | Services through 4/30/20 | | \$60.73 |
| | Invoice 104748 | | | | |
| | 4/30/2020 | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total \$60.73 |
| Refer | 0 <i>MN DEPT OF HUMAN SERVICES</i> | - | | | |
| Cash Payment | E 100-41500-44312 ECPN contribution | | ECPN Payment June 2020 | | \$2,269.54 |
| | Invoice 603421 | | | | |
| | 5/1/2020 | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total \$2,269.54 |
| Refer | 0 <i>Frontier Communications</i> | - | | | |
| Cash Payment | E 100-41500-43200 Communications | | City Office (x4435) | | \$192.60 |
| | Invoice | | | | |
| Cash Payment | E 100-41700-43200 Communications | | City Hall (x4796) | | \$162.10 |
| | Invoice | | | | |
| Cash Payment | E 602-00000-43200 Communications | | WWTP (x4917) | | \$66.89 |
| | Invoice | | | | |
| Cash Payment | E 100-43100-43200 Communications | | Shop (Broadband) (x6081) | | \$121.98 |
| | Invoice | | | | |
| Cash Payment | E 601-00000-43200 Communications | | WTP (x7268) | | \$60.04 |
| | Invoice | | | | |
| Cash Payment | E 100-43100-43200 Communications | | Shop (x7576/7316) | | \$128.69 |
| | Invoice | | | | |
| Cash Payment | E 260-00000-43200 Communications | | Library (x7651) | | \$38.41 |
| | Invoice | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total \$770.71 |
| Refer | 0 <i>BOLLIG INC</i> | - | | | |
| Cash Payment | E 400-00000-43000 Professional Services | | Funding Coordination | | \$3,134.75 |
| | Invoice 5098 | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total \$3,134.75 |
| Refer | 0 <i>BOLLIG INC</i> | - | | | |
| Cash Payment | E 400-00000-43000 Professional Services | | Engineering - Bidding | | \$4,032.00 |
| | Invoice 5099 | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total \$4,032.00 |
| Refer | 0 <i>Great Plains Natural Gas</i> | - | | | |
| Cash Payment | E 100-41700-43800 Utility Services | | City Hall | | \$139.76 |
| | Invoice | | | | |
| Cash Payment | E 100-41800-43800 Utility Services | | Med. Facilities Bldg | | \$130.97 |
| | Invoice | | | | |
| Cash Payment | E 100-43100-43800 Utility Services | | Shop | | \$101.57 |
| | Invoice | | | | |
| Cash Payment | E 250-00000-43800 Utility Services | | Pool | | \$38.27 |
| | Invoice | | | | |

CITY OF CLARKFIELD

Payments

Current Period: May 2020

| | | | | | | | |
|----------------------|-------------------|------------------------|------------------------------|-------|--------------|--|----------|
| Cash Payment | E 601-00000-43800 | Utility Services | Well | | | | \$48.44 |
| Invoice | | | | | | | |
| Cash Payment | E 602-00000-43800 | Utility Services | WWTP | | | | \$148.52 |
| Invoice | | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$607.53 |
| Refer | 0 | PRAIRIE GRAIN PARTNERS | - | | | | |
| Cash Payment | E 100-45100-42000 | Supplies | Pramitol | | | | \$54.50 |
| Invoice | | | | | | | |
| Cash Payment | E 100-43100-43370 | Maintenance & Repair | Hose | | | | \$18.60 |
| Invoice | | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$73.10 |
| Refer | 0 | MVTL | - | | | | |
| Cash Payment | E 602-00000-43330 | Testing | Discharge Testing | | | | \$77.50 |
| Invoice 1029640 | 4/30/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$77.50 |
| Refer | 0 | ONE OFFICE SOLUTION | - | | | | |
| Cash Payment | E 100-41500-42000 | Supplies | tissue and towels | | | | \$66.69 |
| Invoice 352011-00 | 5/11/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$66.69 |
| Refer | 0 | GRANITE HARDWARE | - | | | | |
| Cash Payment | E 100-43100-42000 | Supplies | Stihl String, builders, nuts | | | | \$31.55 |
| Invoice 422922 | 5/13/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$31.55 |
| Refer | 0 | Tjosvold Equipment | - | | | | |
| Cash Payment | E 100-43100-43370 | Maintenance & Repair | Fluid - A-15 | | | | \$46.10 |
| Invoice 143925 | 5/13/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$46.10 |
| Refer | 0 | USPS | - | | | | |
| Cash Payment | E 602-00000-43330 | Testing | Shipping Samples | | | | \$0.00 |
| Invoice 2YW137190 | 5/9/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$0.00 |
| Refer | 0 | MARC | - | | | | |
| Cash Payment | E 100-43100-43380 | Maintenance & Repair | Marking Paint | | | | \$535.00 |
| Invoice 0696323-IN | 5/1/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$535.00 |
| Refer | 0 | RUNNINGS SUPPLY | - | | | | |
| Cash Payment | E 100-43100-42000 | Supplies | Knives | | | | \$10.99 |
| Invoice 0010-3899178 | 4/18/2020 | | | | | | |
| Cash Payment | E 100-43100-43700 | Uniform Allowance | Dave Menk | | | | \$224.96 |
| Invoice 0010-3899178 | 4/18/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$235.95 |
| Refer | 0 | RUNNINGS SUPPLY | - | | | | |
| Cash Payment | E 100-43100-43700 | Uniform Allowance | Dave Menk | | | | \$129.98 |
| Invoice 4852544 | 5/1/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | | \$129.98 |

CITY OF CLARKFIELD

05/15/20 1:27 PM

Page 3

Payments

Current Period: May 2020

| | | | | | | |
|------------------|-------------------|---------------------------|--|-------|--------------|----------|
| Refer | 0 | KIBBLE EQUIPMENT-MARSHALL | - | | | |
| Cash Payment | E 100-43100-43370 | Maintenance & Repair | Oil and Filters | | | \$157.03 |
| Invoice | 2330607 | 4/28/2020 | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | \$157.03 |
| Refer | 0 | MENARDS-MARSHALL | - | | | |
| Cash Payment | E 100-43100-43360 | Maintenace & Repair o | Wall mount hose reel | | | \$69.99 |
| Invoice | 57946 | 5/5/2020 | | | | |
| Cash Payment | E 100-45100-43360 | Maintenace & Repair o | Campground shower house repairs / painting | | | \$450.33 |
| Invoice | 57946 | 5/5/2020 | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Checking | 10151 | Total | \$520.32 |
| Refer | 0 | Ingram Library Services | - | | | |
| Cash Payment | E 260-00000-43270 | Library Books | Library Materials | | | \$206.53 |
| Invoice | 45458720 | 5/4/2020 | | | | |
| Cash Payment | E 260-00000-43270 | Library Books | Library Materials | | | \$21.99 |
| Invoice | 45531607 | 5/6/2020 | | | | |
| Transaction Date | 5/14/2020 | Due 0 | Checking | 10151 | Total | \$228.52 |

Fund Summary

| | | | |
|--------------------------------|-------|----------|--------------------|
| | 10151 | Checking | |
| 602 Sewer | | | \$292.91 |
| 601 Water | | | \$108.48 |
| 400 2020 Infastructure Project | | | \$7,166.75 |
| 260 Library | | | \$266.93 |
| 250 Swimming Pool Fund | | | \$38.27 |
| 100 General Fund | | | \$5,190.56 |
| | | | <u>\$13,063.90</u> |

| | |
|--|--------------------|
| Pre-Written Checks | \$0.00 |
| Checks to be Generated by the Computer | \$13,063.90 |
| Total | <u>\$13,063.90</u> |

CITY OF CLARKFIELD

05/15/20 1:28 PM

Page 1

Payments

Current Period: May 2020

Payment Batch FD 01062020 \$95,827.90

| | | | | | | |
|--|--|-------|-------------------------------|-------|--------------|-------------|
| Refer | 0 <u>Fire Truck Rplacement Fund</u> | | Ck# 000116E 5/11/2020 | | | |
| Cash Payment | E 200-00000-39998 Transfer to Other Fund Transfer TO Fire Truck Replacement Fund | | | | | \$93,200.00 |
| Invoice | | | | | | |
| Transaction Date | 5/11/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$93,200.00 |
| <hr style="border: 1px solid black;"/> | | | | | | |
| Refer | 0 <u>Frontier Communications</u> | | | | | |
| Cash Payment | E 200-00000-43200 Communications | | | | | \$93.02 |
| Invoice | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$93.02 |
| <hr style="border: 1px solid black;"/> | | | | | | |
| Refer | 0 <u>Great Plains Natural Gas</u> | | | | | |
| Cash Payment | E 200-42250-43800 Utility Services | | 1250 15th Ave. - EMS Building | | | \$130.48 |
| Invoice | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$130.48 |
| <hr style="border: 1px solid black;"/> | | | | | | |
| Refer | 0 <u>HEIMAN FIRE EQUIPMENT</u> | | | | | |
| Cash Payment | E 200-00000-42000 Supplies | | Cleaning Supplies | | | \$49.48 |
| Invoice 0887072-IN 3/16/2020 | | | | | | |
| Cash Payment | E 200-00000-44170 Equipment Replaceme | | Boots / Helmet | | | \$309.55 |
| Invoice 0885931-IN 1/30/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$359.03 |
| <hr style="border: 1px solid black;"/> | | | | | | |
| Refer | 0 <u>JAKES ELECTRIC</u> | | | | | |
| Cash Payment | E 200-42250-43360 Maintenace & Repair o | | replace light fixture | | | \$526.00 |
| Invoice 15718 4/23/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$526.00 |
| <hr style="border: 1px solid black;"/> | | | | | | |
| Refer | 0 <u>Fastenal Company</u> | | | | | |
| Cash Payment | E 200-00000-42000 Supplies | | Batteries | | | \$12.48 |
| Invoice MNMO183327 4/2/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$12.48 |
| <hr style="border: 1px solid black;"/> | | | | | | |
| Refer | 0 <u>Consumers Cooperative Oil Co.</u> | | | | | |
| Cash Payment | E 200-00000-42120 Fuel & Lubricants | | Diesel | | | \$44.44 |
| Invoice 492752 4/28/2020 | | | | | | |
| Cash Payment | E 200-00000-42120 Fuel & Lubricants | | Diesel | | | \$23.87 |
| Invoice 492754 4/28/2020 | | | | | | |
| Cash Payment | E 200-00000-44300 Misc. Service Charges | | Finance Charge | | | \$50.00 |
| Invoice 990430 4/30/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$118.31 |
| <hr style="border: 1px solid black;"/> | | | | | | |
| Refer | 0 <u>Consumers Cooperative Oil Co.</u> | | | | | |
| Cash Payment | E 200-00000-42120 Fuel & Lubricants | | Diesel | | | \$28.26 |
| Invoice 488643 3/24/2020 | | | | | | |
| Cash Payment | E 200-00000-43340 Meals & Lodging | | Ice | | | \$25.16 |
| Invoice 487555 3/13/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$53.42 |
| <hr style="border: 1px solid black;"/> | | | | | | |
| Refer | 0 <u>Fastenal Company</u> | | | | | |
| Cash Payment | E 200-00000-45900 Capital Outlay | | MDS Mobile Read | | | \$1,309.00 |
| Invoice MNMO183176 3/25/2020 | | | | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total | \$1,309.00 |

CITY OF CLARKFIELD

05/15/20 1:28 PM

Page 2

Payments

Current Period: May 2020

| | | | | | |
|------------------|-------------------|-------------------------|--------------------|-------|----------------------|
| Refer | 0 | <i>Fastenal Company</i> | - | | |
| Cash Payment | E 200-00000-42000 | Supplies | N95 | | \$26.16 |
| Invoice | MNMO183172 | 3/25/2020 | | | |
| Transaction Date | 5/13/2020 | Due 0 | Fire Dept Checking | 10170 | Total \$26.16 |

Fund Summary

| | | | |
|---------------------|-------|--------------------|--------------------|
| | 10170 | Fire Dept Checking | |
| 200 Fire Department | | | \$95,827.90 |
| | | | <u>\$95,827.90</u> |

| | |
|--|--------------------|
| Pre-Written Checks | \$93,200.00 |
| Checks to be Generated by the Computer | \$2,627.90 |
| Total | <u>\$95,827.90</u> |



812 10th Avenue, Suite 1
PO Box 278
Clarkfield, Minnesota 56223
info@clarkfield.org
Phone: 320.669.4435
Fax: 320.669.4815

CITY COUNCIL AGENDA ITEM

| | |
|---------------------|--|
| Section/Item | Reports of Committees and City Staff Item 7.D. |
| Subject | City Administrator Report |
| From | Interim City Administrator- Clarissa Hadler |
| Meeting Date | May 19, 2020 |

- AUDIT – The audit has been MUCH more in full swing since the last Council meeting. This has been the majority of our workload for the past week. Mariah and I have spent quite a few hours on the phone with auditor staff answering questions. Kudos to Kari and her team at CDS, as they are extremely thorough.
- We have received a more applications for the Administrator position trickle in, up to 12. The Personnel Committee will likely be scheduling preliminary interviews soon. Applicant data does not become public until brought to the whole Council as “finalists”.
- We are taking reservation for Heavy Haulers during the May 23 cleanup.
- Park & Rec committee met to discuss the pool, campground, and banners. More info and quotes will be gathered by the end of the month. The city can start taking applications for lifeguards, but there it is still uncertain if we will be able to open this summer. The committee recommends following the governor’s guidelines on the campground. Public Works can do extra sanitizing if anyone is camping there. Committee also recommends raising the fees to \$25 and \$10. The committee recommends purchase of a basic design on the banner to keep costs low.
- Almost 30 Code Enforcement letters went out on May 14, giving 2 weeks for corrections / removal, mostly abandoned vehicles.
- My petition worked 😊 and I was able to enjoy the Grilled Turkey Bacon Avocado sandwich this week!!
- I did end up working an extra day on Thursday, March 14, due to the workload and urgency of issues.





812 10th Avenue, Suite 1
PO Box 278
Clarkfield, Minnesota 56223
info@clarkfield.org
Phone: 320.669.4435
Fax: 320.669.4815

| CITY COUNCIL AGENDA ITEM | |
|--------------------------|---|
| Section/Item | New Business Item 10.A. |
| Subject | COVID-19 No Shut-off Policy |
| From | Interim City Administrator- Clarissa Hadler |
| Meeting Date | May 19, 2020 |

We had two calls from landlords this week regarding their renters not paying their water bills, concerned they will get stuck with the bill. Both were requesting we shut off the property's water to force payment of the bills.

We would notify the tenants, as well as ask the landlords to contact them, before turning off the water.

Request:

Discussion and, if Council chooses, motion to allow Property Owners to exempt their property from the COVID-19 No Shut-off Policy by written request to the City.

Accounts Payable Process

Overall Process -

- Receive Invoice
- Distribute to Dept. Head for coding and approval.
- Apply Code in RED pen directly to invoice. Sign. (For large code splits, use spreadsheet.)
- Verify no sales tax being charged, unless appropriate for that purchase.
- Dept. Head codes invoice and returns to Invoices folder – Deadline is Wedn. prior to Meeting.
- Mariah enters all invoices into Banyon.
- Councilmembers may review ANY invoices at City Hall by making an appointment with staff. (skip the individual member approval process? *See note below.)
- Councilmembers request clarification from Dept. Heads if needed.
- Complete Invoices Payable List is added to the Packet on the Thursday before the meeting.
- 1st / 3rd Tuesday - Council approves Invoices Payable. / Mariah cuts checks. / Mayor Signs checks.
- Wedn. AM - Mariah mails checks.
- Wedn. - Attach check stub to front of bill. (no need to stamp PAID/date/initial)
- Hold in Council A/P Review folder for one week. * See note below.
- Following week. - File in Vendor Files.

Notes –

- * I would recommend changing the Council review process to an after-the-fact review for the following reasons;
 - The “window” for bill payments is generally about 2-3 weeks (the time between Council meetings). Depending on when the bills are received by the City and when they are due, this isn’t a lot of time to complete an A/P process when bill payments need to get worked into the rest of the workload of a small staff. The current process assumes that bills will be submitted to City Hall a full 6 days prior to the Council meeting.
 - A City can’t *not* pay a bill, unless it is incorrect in some way. However, incorrect bills can be fixed after the fact as well with overpayments credited back to the City. Also, these events are likely rare. If Council members simply want to ask questions about a particular expenditure, they can do that at any time direct with Dept. Heads or at any Council meeting. In addition, invoices are generally public data and can be reviewed at any time by any Council member. If a Council member thinks that an expenditure violates policy or is a bad practice, that is likely a matter for a performance review.
 - That being said; an additional “set of eyes” to catch mistakes and the additional oversight of City staff is a benefit to the community. So an assigned post-meeting review of all invoices would great. I have adjusted the review schedule to provide for review after each meeting, rather than weekly.
- Preferably, each check would have one month of current charges (no past due payments).
 - The goal is to make reviewing a vendor file as easy as possible, so that when we’re reviewing the vendor files there is a Jan, Feb, Mar, etc., and a check attached to each that clearly reflects what was billed.
 - When entering a bill into Banyon, you are entering this month’s current charges (no past due amounts). If there are past due amounts, enter those separately according to that invoice and cut a separate check.
 - For non-monthly vendors, it’s fine to combine invoices from multiple months (though this might be an indicator of past due bills, which is not allowed.)
- Each bill should be paid by the due date or within 30 days of receipt. Absolutely no late payments.

- Note the difference between an Invoice (or Receipt) and a Statement. All purchases must have an Invoice/Receipt that details the products or services purchased by the city. Statements must **always** be supported by invoices/receipts.
- Use online account logins when possible to check current balances and keep things up to date.
- The separate Fire Dept. checking slows things down. I recommend combining with the General Checking.

Recurring Bills w/ Split Accounts/Depts. (Bollig, Frontier, GPNG, PEIP, Xcel ...)

- D:\Public\Administration\Accounts Payable\Recurring Bills.xlsx
- When bill arrives Office Staff;
 - enters amounts for each code into the spreadsheet
 - enters dates of service, billing, etc. if needed
 - hides all but current month
 - prints & attaches to invoice
 - City Admin signs
 - Xcel Notes –
 - Pay Pool separately, as it has a different Xcel Acct. #. This makes the paper trail easier to follow and ensures that payments are going into the correct Xcel account.
 - Pool & EDA don't need the spreadsheet printout. The invoice w/ dept. code is sufficient.
 - Don't forget to record Other Recurring Charges (summarized on first page, detail on last page), as well as Non-Recurring Charges/Credits.
 - Accounts should be current by the time the May 2020 statements are issued.
 - GPNG
 - Accounts should be current by the time the May 2020 statements are issued?
 - Frontier
 - Accounts are current as of May 5, 2020.

Bills that come as Statements with earlier receipts/invoices - (Hardware Hank, Dawson Co-op Credit Card, Menards, USPS ...)

- When purchases are made;
 - With RED pen, code invoice/receipt and initial
 - Deposit invoice/receipt into vendor file on credenza in front office.
- When statement arrives, City Admin;
 - Verify amounts.
 - Verify codes/initials.
 - Find missing invoices/receipts ASAP. Keep track of how often these are not handed in appropriately.
 - A/P Clerk - Pay entire current charges. No split payments.

Council A/P Review Schedule

Per past practice, councilmembers are requested to review individual invoices and bring any mistakes/issues to the attention of staff and/or the Mayor. Please note: Any councilmember may review any invoice at any time outside of this schedule. Council is encouraged to discuss or make inquiries regarding department budgets and expenditures directly with Department Heads at any time.

| Month | Meeting | Date | Councilmember |
|--------------|----------------|-------------|----------------------|
| May | 2 | 05/19/20 | Fritz |
| June | 1 | 06/02/20 | Hedman |
| June | 2 | 06/16/20 | Kaupang |
| July | 1 | 07/07/20 | Stringer |
| July | 2 | 07/21/20 | Giles |
| August | 1 | 08/04/20 | Fritz |
| August | 2 | 08/18/20 | Hedman |
| September | 1 | 09/01/20 | Kaupang |
| September | 2 | 09/15/20 | Stringer |
| October | 1 | 10/06/20 | Giles |
| October | 2 | 10/20/20 | Fritz |
| November | 1 | 11/03/20 | Hedman |
| November | 2 | 11/17/20 | Kaupang |
| December | 1 | 12/01/20 | Stringer |
| December | 2 | 12/15/20 | Giles |

Bills will generally be ready for the review the day before the meeting, though some may be added the day of. Invoices will be held in a folder for one week after the meeting for Council review prior to being filed in Vendor Files.



812 10th Avenue, Suite 1
PO Box 278
Clarkfield, Minnesota 56223
info@clarkfield.org
Phone: 320.669.4435
Fax: 320.669.4815

| CITY COUNCIL AGENDA ITEM | |
|--------------------------|---|
| Section/Item | New Business Item 10.B. |
| Subject | Accounts Payables Process |
| From | Interim City Administrator- Clarissa Hadler |
| Meeting Date | May 19, 2020 |

As discussed before, I've been working with staff to make sure our payables processes are as efficient as possible. To this end, I would suggest a change to the current practice of individual Council member approval of bills. Here is why;

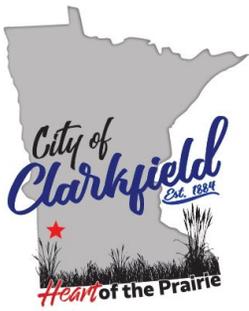
- It adds a bit of a delay to the process, as well as removes flexibility of when staff can enter the bills into Banyan. I would recommend we change from a weekly review to a Meeting Week review.
- The likelihood of not paying a bill is low.
- Bill corrections can generally take place after the fact.
- Department Heads should all be responsible for thorough review of their bills and corrections if needed.

Staff will enter all bills into Banyan and have the payables list ready for the packet the Friday before the meeting (though there may be a few last-minute additions at the meeting). Council members will alternate doing the thorough review of each bill, with this review taking place any time during the week of the meeting. Also, any Council member may review any bills (current or past) by making an appointment to come to City Hall to review those.

I've attached a potential Council review schedule and my draft of the A/P process. Any comments or concerns are welcome.

Request:

Discussion/Direction.



812 10th Avenue, Suite 1
PO Box 278
Clarkfield, Minnesota 56223
info@clarkfield.org
Phone: 320.669.4435
Fax: 320.669.4815

| CITY COUNCIL AGENDA ITEM | |
|--------------------------|--|
| Section/Item | New Business Item 10.C. |
| Subject | Campground Prices |
| From | C. Hadler for Parks & Recreation Committee |
| Meeting Date | May 19, 2020 |

The Parks & Recreation Committee is recommending that Council increase the charges for the campground to \$25 for regular site and \$10 for rustic site. They did not discuss weekly rate.

SECTION 9.1 CAMPING FEES

| | | |
|-------|-----------------------------|---------|
| 9.1.1 | CAMPING LOT | \$15.00 |
| 9.1.2 | PRIMITIVE CAMPING LOT | \$5.00 |
| 9.1.3 | WEEKLY CAMPING LOT (7 DAYS) | \$75.00 |

Request:

Motion to approve Resolution 2020 - 519 Amending Fee Schedule regarding camping fees.