

LAKEFIELD CITY COUNCIL MINUTES

March 16, 2020

ADOPTED

CALL THE COUNCIL MEETING TO ORDER at 7:00 p.m.

Council Present: Brian Rossow, Nathan Hall, Bruce Bakalyar, Brent Pavelko, Andrea Monson

Council Absent:

Others Present: Kelly Rasche-Clerk, Richard Doescher, Andrew Konechne-Police, Lance Frerichs-Street Foreman, Cheryl Ulferts—Finance Manager, Kristie Frerichs-Liquor Manager

Agenda Approval – Motion to approve the agenda, with addition, made by **Monson/Hall**, all yes, motion carried.

Minutes Approval – Motion to approve the minutes of March 2, 2020, meeting made by **Bakalyar/Pavelko**, all yes, motion carried.

Accounts Payable – Motion to approve the payments and the investment and transfer activity, in the amount of **\$59,441.71** made by **Pavelko/Monson**, all yes, motion carried.

DEPARTMENT REPORTS

1. **Finance— 2019 4th Quarter Presentation** – No concerns on 2019’s financials. Auditor’s will be doing fieldwork in Lakefield next week.
2. **Street** – started sweeping streets, new sweeper works well. Swept sidewalks in business district before sweeping curb to curb.
3. **Police** – Nothing
4. **Clerk** – Nothing
5. **Liquor** -- Nothing

SCHEDULED/UNSCHEDULED GUESTS

Scheduled

Unscheduled

AGENDA ITEMS:

1. **Grein Addition Platting Cost Engineer’s Agreement** – Motion to approve the agreement with S.E.H. in the amount of \$8,900 for the platting of the Grein Addition made by **Bakalyar/Pavelko**, all yes, motion carried.
2. **Chlorine Feeders Heads and Equipment for Pool replacement** – The two feeder heads need to be replaced for chlorine at the pool. Cost to replace is \$1,450 each. Motion to approve the replacement of the heads in the amount of up to \$3,000 made by **Bakalyar/Pavelko**, all yes, motion carried.
3. **Rademacher attendance to MN Municipal Clerks Institute consideration** – This training is a three-week program over three years. Cost estimate is \$1,285 for the 2020 class. Motion to approve Rademacher’s attendance at the institute made by **Monson/Pavelko**, all yes, motion carried. Registration will be done with consideration of activities with the COVID-19 situation.
4. **Accept Resignation of Jen Hash from Ambulance Service** – Motion to accept the resignation of Jen Hash made by **Pavelko/Bakalyar**, all yes, motion carried.
5. **Street Foreman Attendance at TYMCO (street sweeper) Training Opportunity** – Motion to approve Frerichs attendance at the training made by **Pavelko/Monson**, all yes, motion carried. Registration will be done with consideration of activities with the COVID-19 situation.
6. **Personnel Considerations** – Lakefield has lost a lineman, who was also a water department person. Replacement of the lineman is Missouri River Energy issue; Lakefield needs to cover the operations of the water plant. Kaderabek will continue to carry the licensure for the plant but cannot be on call all the time. The plan is to put Macek and Wingert into the on-call rotation as soon as possible.

- a. **Water Department On-Call Pay** – Personnel Committee and utility commission recommends on-call pay of \$128 per week for person on call. Motion to approve the on call pay of \$128 per week plus wage for hours worked for the water plant on call made by **Monson/Hall**, all yes, motion carried. This pay will go into effect as soon as one of the street personnel needs to take a week of on call.
- b. **Street Foreman Wage Increase Consideration** -- Lance will be taking on additional responsibilities with the addition of the water plant duties to persons in his department. He will need to control overtime and staffing. He will need a general knowledge of the plant to make good decisions about staffing needs. He is also going to be responsible for more buildings and properties as the utility properties are still owned by Lakefield. Rusty will continue to be a key player in the operations of Lakefield, but he is not a Lakefield employee. Rasche asks the committee to consider a two pay step increase per hour for Lance from \$24.70 to \$25.43, effective with the March 30, 2020 payroll. The personnel committee recommends this increase. Motion to approve the increase made by **Bakalyar/Monson**, all yes, motion carried.

OLD BUSINESS

OTHER BUSINESS

1. **COVID-19 discussion – Things are changing by the day/by the hour.**
 - a. **Closing of city buildings** is not a direction the council wants to go at this time. All city operations will remain as normal. If the State mandates closure of city government, the council will consider it at that time.
 - b. **Essential Personnel Plan** – Police, Water, Electric (MRES), Wastewater (PeopleService)
 - i. Liquor Store non-essential closed
 - ii. Street Department as needed as weather dictates
 - iii. City Hall staff rotate one at a time, keeping door locked to the public
 - c. **State of Preparedness committee consideration** – Council discussed creating a committee of 2 members and Rasche to make decisions in case of emergency. This authority would be in place until April 6, 2020 (next council meeting). This would only be used if a special meeting is not feasible. The discussion revolved to having staff do additional research and council consider a meeting recess to Wednesday to discuss the information found.
 - d. **IF YOU ARE SICK DO NOT COME TO WORK!**
2. **Multi-Purpose push button handicapped door access** --The Multi-Purpose Center doesn't have a handicapped accessible door opener on the north side. There are 2 handicap parking stalls on that side of the building. Cost to install the push button is approximately \$2,500. Would the council like to have an opener installed? Council wishes to NOT do this project until after the road construction project is completed, expected in 2021. Street Foreman was directed to consider painting 2 spots in the parking lot on the West side of the building for handicapped parking near the door that does have the push button access.

INFORMATIONAL ITEMS

1. **Other Board and Committee Reports**
2. **School Information as available**
3. **Coalition of Greater MN Cities Legislative Day**
4. **PeopleService contract letter**

ANNOUNCEMENTS

1. **Next council meeting Monday, April 6, 2020, at 7:00 p.m. in City Hall.**
2. **Board of Appeals Hearing Monday, April 6, 2020, at 7:30 p.m. in City Hall**

CLOSED SESSION

The council will move to closed session to consider a lot purchase offers

CLOSED SESSION – The council will move to closed session to discuss two lot purchase offers made for corner lot located at corner of 6th Ave South and Belmont St. and Lot(s) 2&3; Block 1, Grein First Addition. Statute 13D. 05 subd. 3(c)

Motion to move to closed session at 8:31 p.m., made by **Bakalyar/Monson**, all yes, motion carried.

Motion to move to open session at 8:51 p.m., made by **Pavelko/Hall**, all yes, motion carried.

Motion to accept the offer of \$1,000 with an expectation of a house being built within the next 18 months for 325 Belmont Street, made by **Bakalyar/Monson**, all yes, motion carried. The vacant lot cannot be resold without council approval.

Motion to table Hummel's Lots 2 and 3; Block 1, offer because additional information is requested from the engineer's concerning the ability to provide sewer service to the lots made by **Pavelko/Monson**, all yes, motion carried. The engineers are expected to bring their information and recommendation to the April 6, 2020 meeting.

Motion to recess to 5:30 p.m. on Wednesday, March 18, 2020, at 8:55 p.m., made by **Hall/Pavelko**, all yes, motion carried.

Attest:

Kelly R. Rasche, Clerk

Brian Rossow, Mayor