

# LAKEFIELD CITY COUNCIL MINUTES

September 9, 2019

ADOPTED

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

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

**Council Absent:**

**Others Present:** Andrew Konechne-Police, Kelly Rasche-Clerk, Cheryl Ulferts-Finance Manager, Laura DeKok-Media, Chad Janssen

**Agenda Approval** – Motion to approve the presented agenda made by **Pavelko/Monson**, all yes, motion carried.

**Minutes Approval** – Motion to approve the minutes of August 19, 2019, meetings made by **Bakalyar/Hall**, all yes, motion carried.

**Accounts Payable** – Motion to approve the payments and the investment and transfer activity as presented, in the amount of **\$213,626.24** made by **Hall/Pavelko**, all yes, motion carried.

## DEPARTMENT REPORT

1. **Police** – New computers are installed and operational
2. **Finance** – None
3. **Clerk** – Rasche has been asked to serve on the Coalition of Greater MN Cities board.

## SCHEDULED/UNSCHEDULED GUESTS

*Scheduled*

*Unscheduled*

## AGENDA ITEMS:

1. **19-19 Resolution -- 2020 Preliminary Levy Consideration** – Motion to set the 2020 Preliminary Levy at \$650,600 (2% increase over 2019) made by **Bakalyar/Pavelko**, voice vote, all yes, motion carried.
2. **Consider Request for Proposals for auditing services** – Finance Manager Ulferts discussed the option of collecting RFPs for auditing services. It has been six years since auditing services were last priced. Not unhappy with the current auditor, there are several auditing choices. Mayor: Are there concerns with changing auditors with the Rural Development Funding package that will be coming. Staff will check on the questions the council has: 1. Do we have to accept the lowest proposal, if the council wanted to stay with current auditor 2. An auditor change implications for the Rural Development funding must be researched. The council discussed “Is it the right time to change auditors with the personnel changes that have currently occurred?”. Motion for staff to get the answers to the above questions and request proposals, if no concerns with the Rural Development Loan agreement made by **Bakalyar/Monson**, all yes, motion carried.
3. **BDPI Grant Document Approvals** – An application from funds from the State of MN Business Development Infrastructure Grand Program for assistance to relocate electrical lines, to allow Hussong Manufacturing to expand their manufacturing site. This expansion will add taxable value to the property and provide Hussong space to add employees. This commits up to \$249,000 for matching funds for the project. These funds will come from electrical reserves.
  - a. **19-18 Resolution** – Motion to approve Resolution 19-18 and direct Mayor Rossow and Administrative Clerk Rasche to authorize necessary documents made by **Pavelko/Hall**, all yes, voice vote, motion carried.
4. **19-20 Resolution Clean Water Partnership Loan Application** – This resolution will be submitted with the loan application to obtain funds for use of removal of softeners from private property. These funds will be disbursed to the residents in a no/low interest loan program, allowing them to remove softeners

immediately, but pay the costs over time. The city is the facilitator of these funds, if awarded. Motion to approve Resolution 19-20 made by **Monson/Hall**, voice vote, all yes, motion carried.

5. **Customer Service Personnel Wage Increase** – The customer service person has taken on additional responsibilities. The request is to move the person in that position from \$16.31 per hour to \$17.39 (step 7 on pay chart). Motion to move person to step 7 of the scale made by **Bakalyar/Pavelko**, all yes, motion carried. This will be presented to the utility board at their next meeting as her wages are allocation 50% to utility responsibility.
6. **Minnesota Municipal Utilities Association Safety Management Program Consideration** – Motion to approve the 2019/2020 MMUA safety management program at a cost of \$273.75 per month (\$3,285.00 annual) made by **Monson/Pavelko**, all yes, motion carried.
7. **Resolution 19-21 -- Fee Schedule Amendment to Resolution 19-06** – Motion to approve the fee amendment to set the deposit requirement for excavation and bore work in city rights of way made by **Bakalyar/Pavelko**, all yes, motion carried.

#### **OLD BUSINESS**

#### **OTHER BUSINESS**

#### **INFORMATIONAL ITEMS**

1. **Other Board and Committee Reports**
2. **School Information as available**
3. **Senator Weber Recognition from League of MN Cities**

#### **ANNOUNCEMENTS**

1. **Next council meeting Monday, September 23, 2019, at 7:00 p.m. in City Hall.**

Motion to adjourn at 7:45 p.m. made by **Bakalyar/Pavelko**, all yes, motion carried.

**Attest:**

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**Kelly R. Rasche, Clerk**

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**Brian Rossow, Mayor**