

LAKEFIELD CITY COUNCIL MINUTES

October 21, 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: Kelly Rasche-Clerk, Cheryl Ulferts-Finance, Justin Lessman-Media, Richard Doescher

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

Minutes Approval – Motion to approve the minutes of October 7, 2019, meetings made by **Monson/Pavelko** all yes, motion carried.

Accounts Payable – Motion to approve the payments and the investment and transfer activity as presented, in the amount of **\$346,789.34** made by **Hall/Pavelko**, all yes, motion carried.

DEPARTMENT REPORT

1. Finance

- a. **3rd Quarter Financial Review** – Some line items are over budget, but departments are at or under budget as a whole. No concerns for any departments.
- b. **Auditor Quotes review and consideration** – Three quotes were received. Kinner and Company, Ltd, Conway Deuth & Schmiesing, and Abdo Eick & Meyers. Ulferts contacted the auditing firms and some cities they currently work with. Ulferts feels any of the companies would be acceptable auditors. The council feels the difference in monies saved vs the time and resources that would be needed for changing audition firms, at this time is no beneficial to the city. The council feels the difference between the current auditing firm (Conway Deuth & Schmiesing) and the lowest quote received was not a savings vs the concern of changing auditors at this time. The difference was \$2,450. Motion to stay with current auditor, Conway Deuth & Schiesing made by **Pavelko/Bakalyar**, all yes, motion carried.

SCHEDULED/UNSCHEDULED GUESTS

Scheduled

Unscheduled

AGENDA ITEMS:

2. **Resolution 19-22 – Accept pool donation from Lakefield Kiwanis Club -- Letter from Club** – Motion to accept the donation and approve Resolution 19-22 made by **Bakalyar/Pavelko**, voice vote, all yes, motion carried. Mayor Rossow wants to share his appreciation for the Kiwanis Club and all of the things they have done for the community of Lakefield over many years of their service.
3. **Resolution 19-23 -- Accept fire dept. donation from Big Bend Wind Community Grant Program --** Motion to accept the donation and approve Resolution 19-23 made by **Hall/Pavelko**, all yes, voice vote, motion carried.
4. **Resolution 19-24 -- Point Source Implementation Grant Resolution** – This grant is for the installation of the R.O. System in the water treatment plant. The motion is required for the assurance of the needed matching funds from the City of Lakefield. Motion to approve Resolution 19-24 made by **Monson/Pavelko**, all yes, voice vote, motion carried.
5. **MKC, Inc quote consideration – Prevailing Wage Required Reporting for Waste Water/Water Project -** A requirement of the grants and loans the city is receiving for the various projects require prevailing wage documentations. This documentation process is quite time consuming. MKC, Inc is a professional service that does this required reporting. The quote received is \$65.00 per hour not to exceed \$37,500 for the entire project

scope. Motion to accept the quote of MKC, Inc. contingent on proof of appropriate insurance made by **Bakalyar/Monson**, all yes, motion carried.

6. **Computer Lodge Quote for Windows 10 conversion and 2 computer replacements** – Windows 10 will no longer be supported by Microsoft at the end of 2019. Computer Lodge is Lakefield’s IT professional. The quote received is a replacement of the two oldest computers (Finance and Clerk) and upgrades to the other three computers in City Hall. Cost quote is \$3385.83. Motion to approve up to \$3,385.83 for the purchase of a computer for the Clerk and Finance Manager and upgrade remaining computers to Windows 10 made by **Hall/Monson**, all yes, motion carried.
7. **Relocation of Brush and Concrete Sites --**
 - a. **Solar Lighting for new brush and concrete site** – Motion to approve the installation of a Sundail Energy solar street light at the dog park made by **Hall/Bakalyar**, all yes, motion carried. The light will be installed for a 30 trial, at which time the purchase can be made, if the light operates as expected/desired.

OLD BUSINESS

1. **Dog Waste Station Purchase consideration** – Motion spend up to \$300 to purchase a dog waste station and necessary signage made by **Hall/Monson**, all yes, motion carried.

OTHER BUSINESS

1. **Hiring Plan for water and street update** – Mayor Rossow shared information on the discussions had in the past weeks concerning the positions. The personnel committee would like to have two help wanted ads for one street department person and one water plant operator. Council approves placement of the ads. Rasche will get the ads placed.

INFORMATIONAL ITEMS

1. **Other Board and Committee Reports –**
 - i. **Southwest MN Broadband Services (SMBS) has done some research on the structure of the organization of SMBS. A question was “does SMBS need to operate in the same manner as municipals”** SMBS is looking into an expansion opportunity; those types of discussions are difficult with the “openness” of the municipal rules (public information). How to remain competitive in the broadband industry with all information in the public arena. SMBS was organized as a non-profit, meaning open meeting law doesn’t apply. SMBS board will be discussing the change of closing meetings and limiting access to records. SMBS board members were asked to share this information with councils to bring feedback to the SMBS board meeting. Pavelko feels taxpayers are the unofficial shareholders of the organization and closing all meetings closes the doors to the shareholders. There are pros/cons to being open or closed.
2. **School Information as available**
3. **League of MN Cities Annual Meeting Handouts**
4. **R.O. system information letter to property owners**

ANNOUNCEMENTS

1. **Next council meeting Monday, November 4, 2019, at 7:00 p.m. in City Hall.**

Motion to adjourn at 8:46 p.m. made by **Bakalyar/Hall**, all yes, motion carried.

Attest:

Kelly R. Rasche, Clerk

Brian Rossow, Mayor