

## LAKEFIELD CITY COUNCIL MINUTES

December 2, 2019

ADOPTED

**Truth in Taxation Hearing – hearing opened at 7:00 p.m.** – levy increase of 2% (\$12,758) with the budget expected to use \$16,835 from reserves if needed. No public present with questions. This is no change from the preliminary levy set in September.

Motion to close the hearing at 7:05 p.m. made by **Bakalyar/Pavelko**, all yes, motion carried.

**CALL THE COUNCIL MEETING TO ORDER at 7:05 p.m.**

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

**Council Absent:**

**Others Present:** Kelly Rasche-Clerk, Richard Doescher, Lance Frerichs-Street Foreman, Justin Lessman-Media, Cheryl Ulferts-Finance, Andrew Konechne – PD Chief, Ambulance Personnel: Jeremy Fricke, Chelsey Fricke, Ben Clark, Jan Hawkinson, Tracey Steffen, Donna Thaemlitz

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

**Minutes Approval** – Motion to approve the minutes, of November 18, 2019, meeting made by **Monson/Hall**, all yes, motion carried.

**Accounts Payable** – Motion to approve the payments and the investment and transfer activity as presented, in the amount of **\$163,065.76** made by **Bakalyar/Hall**, all yes, motion carried.

### DEPARTMENT REPORTS

1. **Street** – New plow truck is in service. Works well, good having two trucks with wings, saves time with less trips over the street. Wednesday snowfall was heavy and difficult to move. The staff worked 15.5 hours to plow and get the piles removed.

### SCHEDULED/UNSCHEDULED GUESTS

#### *Scheduled*

1. *Ambulance Service Representatives – Jeremy stated the water lines have been installed for the washer and dryer installation. Next step is the dryer venting. Run report software update for the state goes live January 1<sup>st</sup>. Expecting a smooth transition, learning curve on location of “buttons”. Chelsey Fricke addressed the council on a proposed rural health care assessment. The members requested a wage increase for 2020. The service members feel the assessment is unnecessary and a waste of time for the staff and community. They are aware of the challenges the service faces. They are aware they need more members. The wage increase was a plan to help with member recruitment. They feel the assessment would be detrimental to the service. The concern of “free” for the assessment may not stay free as there is a \$5,000 fee if the financials are reviewed. The assessment is a review of the service by a state entity and the ideas could be mandated to the service. Chelsey’s presentation stressed working together. Recruitment is a constant challenge. For the assessment members have a concern of including past members and the community, past members have left for many reasons and questions to the community may cause concerns in the community that are unfounded. The members asked the council to reconsider participation in the assessment.*
  - a. *Monson: Where is the department in follow-up of the previous assessment? Jeremy Fricke: currently the service is in 100% compliance with the state standards. Some of the roles of members has changed to spread duties among the members.*
  - b. *Pavelko: Was the previous assessment valuable? Jeremy: Members know the challenges, but how do we get there? The educational entities did not offer a class for recruits because the region did not have interest.*

- c. *Monson: How many are needed for the class to be held? Jeremy: 8 is the general number. The commitment of members is tremendous, and people are busy.*
- d. *Clark: The service was at a crossroads with the previous assessment. The service is not at that point currently.*
- e. *Pavelko: Recruitment and retainage is a concern. Spreading of the hours to others. Concern of the loss of one or two of the members causes a large hole in the hours of coverage. Jeremy shared information on the few members that cover most of the hours, we need more money to entice more members to the service. The current pay to ambulance members is in line to area services.*
- f. *Rossow: The assessment is a benefit to rural services. The information could share information to the entire state and lead to benefit of many services.*
- g. *Chelsey Fricke: Recruitment can be addressed without the assessment.*
- h. *Monson: The assessment should stay positive.*
- i. *Pavelko: Outsiders looking in can make the service even better.*
- j. *Rossow: There has been reach out to obtain information about rural health care. This is why the conversation was held with Holly at EMSRB and the assessment opportunity was provided.*
- k. *Jeremy Fricke: Reaches out to other services for tricks and tips on how to make the service better. The support of the council is important.*
- l. *Clark: The money asking for is minimal in the amount saved over time. Cannot separate pay and recruitment.*
- m. *Pavelko: Will the pay raises help recruitment?*
- n. *Chelsey: The assessment will cause concern unnecessarily.*
- o. *Clark: Concerned about the recommendations of the assessment.*
- p. *Bakalyar: Concerned the wages are higher than area services.*
- q. *Hall: Not a part of the first assessment. An assessment are suggestions for the council to consider making the service even better than ever.*
- r. *Jeremy Fricke: The relationship between the council and the service is strained.*
- s. *Chelsey Fricke: It (assessment) is an intense process.*
- t. *Pavelko: What are the recruitment ideas.*
- u. *Jeremy Fricke: Talk with South Central EMS Corp for guidance for the service*
- v. *Pavelko: Pay increases requests, the council reviews the financials and when asking questions, are accused of not supporting the membership.*
- w. *Clark: I take hours by choice. I supplement my income with service to the Lakefield Ambulance.*
- x. *Rossow: Concern about the few members taking many of the hours*
- y. *Pavelko: Reserves are not a part of the discussion. Money should not be pulled from the reserves to meet budget.*
- z. *Chelsey Fricke: Please don't do the assessment. Let the members work on the concerns. Work together to address the concerns. Why jump to the assessment?*
- aa. *Monson: If no assessment, what are your thoughts to move forward?*
- bb. *Chelsea: Suggests quarterly meeting with her, as ambulance president and the council ambulance committee. The representative from South Central EMS Corp can talk with the group and talk about solutions.*
- cc. *Rossow and Pavelko: Quarterly meeting very favorable.*
- dd. *Monson: What is the timeline for a meeting with South Central EMS Corp?*
- ee. *Jeremy Fricke: Can a regional ambulance director meeting be held to address, as a group, the recruitment concern in SW MN.*
- ff. *Chelsey Fricke: Give the service a year to enlarge the membership.*
- gg. *Monson: What can be done with someone that is interested, but no class offered at this time?*
- hh. *Jeremy Fricke: Possibly drive and do CPR. Can be a budget issue, but still require an EMT and EMR on the call. Asked the council to postpone adoption of the 2020 budget.*

*Unscheduled*

**AGENDA ITEMS:**

**1. 2020 Budget Items**

- a. Set Fire Department pay rates** – Motion to approve the 2020 pay rates for the Lakefield Fire Department in the amounts of (see below) made by **Bakalyar/Hall**, all yes, motion carried. These amounts are reflected in the fire department 2020 budget.

<u>Annual</u>	
Chief	\$1,600
Assistant Chief	\$ 800
2 <sup>nd</sup> Assistant Chief	\$ 800
Secretary/Treasurer	\$1,750
Safety Officer	\$ 265
Special Equipment	\$ 525
<u>Hourly</u>	
Training/Meetings	\$10.50
On Duty	\$13.75

- b. Set Ambulance Service pay rates** -- Motion to approve the 2020 pay rates for the Lakefield Ambulance Service in the amounts of (see below) made by **Pavelko/Hall**, all yes, motion carried. These amounts are reflected in the ambulance service 2020 budget.

<u>Monthly</u>	
President	\$10
Inventory Specialist	\$20
Scheduling	\$50
Director	\$180
<u>Hourly</u>	
On Call	
Weekday	\$1.75
Weeknight	\$2.00
Weekends	\$3.50
Holidays	\$4.00
On Duty EMT	\$23.00
On Duty EMR	\$18.50
Meeting	\$10.50
Training	\$10.50

Ambulance Holiday Definition: New Year’s Eve, New Year’s Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day are the requested holidays for holiday pay for the ambulance crew. The holiday pay will begin at Midnight and end at 11:59 pm for a 24-hour period.

**c. Other Budgets**

- i. Ambulance** – Motion to approve the 2020 Ambulance Service budget made by **Monson/Pavelko**, all yes, motion carried.
- ii. Liquor Store** – Motion to approve the 2020 Liquor Store budget made by **Monson/Hall**, all yes, motion carried.
- iii. Sewer Department** – Motion to approve the 2020 Sewer Department budget made by **Hall/Pavelko**, all yes, motion carried.
- d. Resolution 19- 26 2020 Final Levy** – Motion to approve the 2020 Final Levy in the amount of \$650,600 made by **Bakalyar/Monson**, all yes, voice vote, motion carried.
- 2. Resolution 19- 27 --Accept donation for North Park equipment and improvements** – Motion to accept the donation of \$43,000 for park improvements made by **Hall/Monson**, all yes, voice vote, motion carried. The council thanks the Frank J. Zaher Charitable Trust for the generous donation. The funds will be used to install additional toddler swings and safety surfaces at the North City Park. The council is very appreciative of the generous donation.
- 3. Resolution 19-28 -- 2020 License Approval Considerations** – Motion to approve the presented resolution for 2020 licenses made by **Pavelko/Hall**, all yes, voice vote, motion carried.
- 4. Dog Park Solar Light** – Motion to approve the purchase of the light and order two additional lights for the new brush and concrete area made by **Pavelko/Monson**, all yes, motion carried.

**OLD BUSINESS**

1. **Fire Tanker Truck Sale** – A sealed bid of \$4,585 was received from Tim Baumann. The bid was accepted for the tanker. The tanker has been transferred to his ownership. The bidder in the amount of \$4,500 was contacted about the bidding results.

#### OTHER BUSINESS

1. **2020 Fee Schedule Review** – The fee schedule will be presented in January 2020 for final approval. Staff recommends consideration of an increase to dump truck rental with the purchase of 2 new trucks and salt/sand of properties as the cost of sand and salt have increased. No action taken.
2. **Public Facilities Authority Point Source Implementation Grant Letter** – Informational for the council. A fee of \$9,526.09 must be submitted with the grant application. Motion to approve payment of this fee to the PFA made by **Monson/Hall**, all yes, motion carried.
3. **Concrete vs. Asphalt on Broadway from Hwy 86 to Main St and Main St to Bush St** – No action taken. Additional questions of the council 1. Life expectance concrete vs asphalt 2. Rural Development participation
4. **Snowblower:** the blower has blown its clutch (again). It has 10 hours on the blower since the last clutch replacement. The blower will be sent in ASAP for repairs. Council wishes staff to price a new blower.
5. **Ambulance Assessment** – With the input of the ambulance membership concerns of the assessment, the council discussed the assessment. Monson wanted the membership to work on the issues at the service before completing the assessment. Bakalyar asked staff to research other community's recruitment plans. Pavelko will support the decision of the council. Hall doesn't understand the concerns of the assessment being negative. Pavelko would use the assessment to make decisions. Rossow would like to understand more about the assessment. A conference call with EMSRB rep to answer the questions raised tonight could be arranged. Monson wants to let the membership board take the leadership on the issues. Motion to table the Rural Health Care assessment made by **Bakalyar/Pavelko**, all yes, motion carried. Staff will do additional research on details of the assessment.

#### INFORMATIONAL ITEMS

1. **Other Board and Committee Reports**
  - a. **EDA Housing Meeting Information** – The EDA met with several area contractors and others in the house building field. The discussion concerned ways to get housing built in Lakefield. The Hussong MFG expansion is driving this discussion. Stan Sievert Agency reports a very limited number of homes are on the market for sale. Items of discussion included the cost to build a home vs the resale opportunity for a smaller, entry level home; is the market better suited to build home(s) that appeal to those wishing to downsize, allowing the larger home to be on the market; creating a house plan and trying to pre-sell. More discussions will be held on the issue.
  - b. **Southwest Broadband** – Issue of closing meetings addressed at the past meeting. The meetings will not be closed at this time. The issue will be addressed again at a future meeting. What best protects Lakefield? The SMBS board is divided on the issue.
2. **School Information** – The council has heard some feedback from the community. The first step would be to meet with the school board and find out their thoughts. The council will continue with this issue, with expected contact with JCC Schools after the new year.
3. **MPCA Compliance Evaluation Inspections Comment Letter** – S.E.H. is working to create the response letter to the concerns listed. The concerns must be noted, but the MPCA realizes we are working to resolve the issues and meet the end compliance date in 2026.

#### ANNOUNCEMENTS

1. **Next council meeting Monday, December 16, 2019, at 7:00 p.m. in City Hall.**

Motion to adjourn at 9:20 p.m. made by **Pavelko/Hall**, all yes, motion carried.

**Attest:**

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**Kelly R. Rasche, Clerk**

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**Brian Rossow, Mayor**