

# LAKEFIELD CITY COUNCIL MINUTES

December 16, 2019

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, Lance Frerichs-Street Foreman, Justin Lessman-Media, Andrew Konechne – PD Chief, Chad Janssen, Chelsey Fricke-Ambulance President, Ben Clerk-EMT

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

**Minutes Approval** – Motion to approve the minutes of December 2, 2019, meeting made by **Hall/Pavelko**, all yes, motion carried.

**Accounts Payable** – Motion to approve the payments and the investment and transfer activity as presented, in the amount of **\$63,045.82** made by **Bakalyar/Hall**, all yes, motion carried.

## DEPARTMENT REPORTS

### SCHEDULED/UNSCHEDULED GUESTS

*Scheduled*

*Unscheduled*

### AGENDA ITEMS:

1. **Resolution 19-29 – Addn'l Liquor License Approval** – Motion to approve Resolution 19-29 made by **Hall/Monson**, voice vote, all yes, motion carried. Mayor Rossow noted the liquor license issued for the golf course is issued to Silverback's NOT Krafka golf.
2. **Fire Dept 2020 Officers Recommendation** – Motion to approve the Fire Dept officers for 2020 made by **Bakalyar/Monson**, all yes, motion carried.
  - a. Safety Officer– Eric Kruger
  - b. SCBA / Equipment Officer– Derek Anderson
  - c. Secretary– Kyle Reasoner
  - d. Second Assistant Chief / Training Officer– Josh Andrews
  - e. Assistant Chief -- Wes Liepold
  - f. Chief--Tim Baumann
3. **North Park Equipment Purchase approval consideration** – Motion to approve the purchase of the swing set equipment for the North Park in the amount of \$6,169.92 made by **Rossow/Hall**, all yes, motion carried. Funds from the donation received from Frank Zaher Charitable Trust will be use for the purchase. The equipment frame will be blue in color.
4. **2020 Employee Benefits approval consideration** – Updates were made to the employee benefits program. Changes include the elimination of the \$110 per month for Flex dollars for employees hired before 1-1-00, as no employees meet the criteria and change to the deduction amount for the health insurance plan. Also, elimination of the fitness benefit as this was a matching benefit to those that had health insurance. The health plan no longer provides this benefit. Motion to approve the updated employee benefits program made by **Monson/Hall**, all yes, motion carried.
5. **Active Aging exercise class at Multi-Purpose bldg.** – The Active Aging Program would like to use the Multi-Purpose building for the Stay Active for Life (SAIL) exercise program at no charge. This program is for seniors. Motion to approve the use of the Multi-Purpose Center, at no charge, for the SAIL program

made by **Bakalyar/Monson**, all yes, motion carried. This is a renewal of the program that was held last year.

6. **PeopleService Wastewater COLA agreement** – Motion to approve the 2020 cost for PeopleService contract in the amount of \$12,269 per month made by **Pavelko/Bakalyar**, all yes, motion carried.
7. **2019 Write Offs Consideration** – Motion to approve write off of utility billings in the presented amount of \$3,889.19 made by **Bakalyar/Monson**, all yes, motion carried.
8. **City Facebook Page** – The EDA asked the council to consider a City authorized Facebook page. The EDA would like to see things like lots for sale, posting snow emergency, a clearing house for all community events. The city website is more of a governmental information site. The Facebook page could be a better resource to promote Lakefield as a whole. Councilor Monson inquired about who would be in control of the page to insure it is kept current. Different Admins can be added to the page. The Mayor page has not seen negativity, which was a concern in the past. Motion to approve the establishment of a City Facebook page made by **Pavelko/Hall**, all yes, motion carried. Mayor Rossow will take the lead on this, at this time.
9. **Water Plant Operator Position** – Mitchell Macek was interviewed by the personnel committee of the LPU Board Chair Nissen and Mayor Rossow. The recommendation is to offer Mr. Macek a position of water operator at Step 3 of the Street Maintenance pay scale. He currently has no licensure for the water but graduated from Iowa Lakes with a water quality degree. He is able to work under Rustin Kaderabek's licensure as he progresses towards his licensure. Motion to approve the hire of Mitchell Macek to the Street Department, as a water operator in training, in the amount of \$19.68 per hour made by **Monson/Pavelko**, all yes, motion carried.

## OLD BUSINESS

1. **Rural Ambulance Assessment Discussion** – Rasche shared information on the questions the council had from the past meeting. Holly Jacobs of EMSRB recommended conducting just the pre-assessment survey, which is confidential. The crew would have one week to respond, the EMSRB group would tabulate the scores and report to both the ambulance and council the sustainability of the service based on this information. This is nationwide tested model. Holly will be scheduling her inspection of the service in the next month or so, she will obtain information during that inspection and based on that outcome, may be able to make additional recommendations. Later determine if a full assessment is needed. Rasche talked with directors of services that have been through the assessment process those that participated in the process reported it was one of the best things for the service. The Fricke's attended the Mt. Lake Ambulance Service open house to gain ideas on recruitment. A meeting on Jan. 2<sup>nd</sup> is scheduled with South Central EMS Corp. to discuss recruitment for the service. Jeremy has received an application from a person for an addition to the crew. An area directors meeting is in the works. The crew is taking the concerns very seriously and working on the recruitment issue. Mayor Rossow thought the compromise of the confidential survey would address the concerns of the assessment for the service members. He feels the assessment would contribute to the state as a whole on Rural EMS. Clark and Fricke are concerned they need to attend council meetings to "defend" the service from the need for an assessment. The communication lines that have opened are good. Hall stated the assessment is not a punishment, Fricke chooses to disagree. Konechne, as a department head supports a third-party review of a department. Fricke and Clark asked for six months to address the council concerns. The council didn't want to set a timeframe for the crew to complete recruitment actions. No action was taken at this time.
2. **Snowblower Status** – The council discussed the options of repairing the blower or purchasing a new blower. The salesman reported he has "found" a blower on a lot in Maine and could have it shipped to Minnesota in the next weeks. Assumption is this would get a blower to Lakefield faster than the repairs will take. The council feels, this is the direction to go, as when a blower is needed it is NEEDED. The faster one gets to Lakefield the better. Citizen Janssen reported Hitch Doc of Jackson manufactures snowblowers. Council directed staff to investigate the option of purchasing a blower from Hitch Doc, a local option. Motion to purchase a new unit in the amount of \$131,087, if a local unit is unavailable, made by **Bakalyar/Monson**, all yes, motion carried.

## OTHER BUSINESS

1. **Community Improvement Committee** – Mayor Rossow shared this thought with the council. He would like a committee that can investigate a specific issue to be discussed and solutions to be investigated. This committee would research problems/issues. Examples of the questions that could be posed to the

committee is the school building after the new middle school is constructed, snow emergency parking. The Mayor sees a council member and 4 other community members appointed. Members would be appointed to 3-year terms with a limit of 3 terms. (see attachment for additional parameters of the committee) Motion to create the committee as a temporary committee, at this time, made by **Bakalyar/Pavelko**, all yes, motion carried. Mayor Rossow will present committee members with the annual committee appointment list in January.

2. **Beautification Committee Status** – The committee takes care of plants and beauty of the parks and other public areas of the community. Mayor Rossow would like to council to consider hiring an entity to take care of the Lakefield signs at the city entrances and the parks. He wants the current committee to know the work they have done in the past is appreciated.
3. **Tobacco Sales at Liquor Store** – Liquor Manager Frerichs would like to discontinue the sale of tobacco at the liquor store. The sales are limited, product is carried as a convenience for customers. The current supplier is requiring a \$500 order minimum which is difficult for the store to make. Motion to eliminate tobacco sales at the municipal liquor store made by **Hall/Monson**, all yes, motion carried.

#### **INFORMATIONAL ITEMS**

1. **Other Board and Committee Reports**
2. **School Information as available**
3. **2020 Proposed Meeting Schedule** – Attached is the 2020 meeting schedule calendar. The calendar proposes 2 changes for the year, the time of the first January meeting (Jan. 6<sup>th</sup>) and the dates of the November meetings. The January change is for the annual oyster stew at the fire hall, the November change addresses the need of the council to canvass the ballots for the general election. Motion to hold the January 6, 2020, meeting at 5:00 p.m. made by **Bakalyar/Pavelko**, all yes, motion carried.

#### **ANNOUNCEMENTS**

1. **Next council meeting January 6, 2020, at 5:00 p.m. in City Hall**

Motion to adjourn at 8:37 p.m. made by **Hall/Pavelko**, all yes, motion carried.

**Attest:**

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**Kelly R. Rasche, Clerk**

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**Brian Rossow, Mayor**