

# City of Clarkfield

## Agenda

7:00 PM Regular Council Meeting

Tuesday, April 2<sup>nd</sup>, 2024

City Hall Meeting Room

904 10<sup>th</sup> Avenue – Clarkfield, MN 56223

Access via Zoom: <https://us02web.zoom.us/j/81699260346>

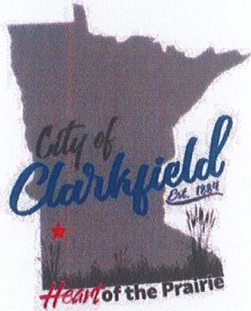
1. CALL THE REGULAR COUNCIL MEETING TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES
  - A. 3-19-2024
4. INVOICES PAYABLE
5. REPORTS OF COMMITTEES AND CITY STAFF
  - A. Mayor's Report
  - B. Councilmembers' Reports
  - C. Public Works Director's Report - Troy Bruflat
  - D. City Administrator's Report – Jonathan Pierce
6. PUBLIC COMMENTS
7. DISCUSSION ITEMS
  - A. Water Treatment Plant / Lead Service Lines – Scott Kuhlman
  - B. Utility Reader Replacement Discussion
8. ACTION ITEMS
9. ADJOURN

***The public is strongly encouraged to submit WRITTEN testimony/comments to [info@clarkfield.org](mailto:info@clarkfield.org).*** Written comments may be submitted up until 4 p.m. the day of the meeting to be included as part of the public record for that meeting.

***Reminder – Addressing the Council:*** Those wishing to speak should wait to be acknowledged by the Mayor & comments should be on the topic being discussed. Public Comment time frame is limited to 3 minutes per individual. Data Privacy Rules and Open Meeting Laws are in effect and personal attacks will not be allowed.

**The City of Clarkfield is an equal opportunity employer and provider.**





# City of Clarkfield

## Minutes

7:00 PM Regular Council Meeting

Tuesday, March 19, 2024

City Hall Meeting Room

904 10<sup>th</sup> Avenue – Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order at 7:00 PM.

Council in attendance: Darrin Johnson, Kevin Kaatz, Josh Hanson, Craig Giles.

City Staff: Jonathan Pierce, Troy Bruflat.

Citizens: Scott Kuhlman, Ashley Nicholson, Karen Olson, Jennifer Hurst, Sue Fritz, Chris Knoll, Naomi Peterson.

**1. CALL THE REGULAR COUNCIL MEETING TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA**

Motion to approve the agenda. Anspach, Kaatz

Yes- Hanson, Anspach, Giles, Kaatz, Johnson

No-

Motion Passes

**4. APPROVAL OF MINUTES**

a. 2/20/2024

Motion to approve the 2/20/24 minutes. Anspach, kaatz

Yes- Hanson, Anspach, Giles, Kaatz, Johnson

No-

Motion Passes

**5. INVOICES PAYABLE**

Jon pointed out an error that will be corrected on the invoices.

Paul- asked about invoice from SB Assessing

Darrin - that's the county assessor.

Paul - asked about the invoice from Taft Law.

Jon - that was the bank that did the 2023B Bond last year.

Paul asked about the Invoice from Titan Machinery.

Troy those were head lights for the skid steer.

Motion to approve invoices payable Hanson, Giles

Yes- Hanson, Anspach, Giles, Kaatz, Johnson

No-

Motion Passes

**6. REPORTS OF COMMITTEES AND CITY STAFF**

a. Mayor's Report

none

b. Councilmembers' Reports

none

c. Care Center Administrator's Report – Ashley Nicholson

Monthly Operations Summary

Census: 21

February Admits: 4

March Admits: 1

February Discharges: 1

March Discharges: 2

Home Care has 13 clients & apartments are full.

**CCC Agency Staff:** None currently.

Recruitment Ongoing

No pending OHFC investigations.

**Workforce Issues:** Continue to have multiple positions open at the Care Center in multiple departments, continuing recruitment efforts.

**Critical Issues:** Roof project continues.

**Financial Issues:** Admissions continue to decrease & continue to contact sites for potential admissions.

**Chris Knoll** – Ashley is acting as head of nursing. Looking into headhunter agency to replace director of nursing.

Big Stone Therapy is done as of March 31<sup>st</sup> as of Apr 1<sup>st</sup> interim therapy services from Johnson Memorial in Dawson until June 1<sup>st</sup> then Blue Stone Therapy after that.

Johnson – asked for further details on financial issues.

Chris – Chris spoke about the payment system lag. In theory 20 – 22 should turn a profit.

But it fluctuates a lot and not every resident has the same revenue. People aren't staying as long so we have a lot of turn over.

Avera networks keep their own admissions so it difficult to get admissions when Avera recommends staying in their care centers instead of sending them to our Care Center.

Need to hang on until 2025 due to the demographics of the baby boomers we should start to see increasing admissions.

We expense manage as best as we can, but it does come down to a lack of revenue. We need heads in beds.

Darrin asked about census issues with the budgets or if it's a revenue source issue

Chris explained that it is an issue with revenue sources

Darrin brought up using other available spaces at the care center to make more money instead of hoping for 2025.

Chris - brought up assisted living apartments that could be used it for.

Darrin asked about the accounts payables and the cash balance looks healthy

Chris - a lot of that is earmarked for projects like the roof. And funds for retention bonuses.

Darrin - asked about the emergency loan from the government.

Applications should be going out before the end of the month very quick turnaround.

Chris explained the loan details.

Darrin - how is the loan going to be used?

Chris - Accounts Payable and Capital Improvements (roof and maybe boiler) Maybe renovations.

Naomi Peterson expressed concerns about Care Center policies and census numbers.

d. **Public Works Director's Report – Troy Bruflat**

Spring Prep

We did some crack filling, flushed some hydrants, and started street sweeping

**MRWA**

I attended the MN rural water conference to get continuing education credits and check out some new and developing things in the industry. I did have a conversation with a company that has a GIS system that would be very helpful with mapping and maintenance scheduling and tracking. It is a business named Silversmith Data. I would like to continue a conversation with them and Bollig about looking into pricing and setup.

**Water Treatment Plant**

The construction at the water plant has begun. They have started bypassing the water plant so the water in circulation will not be treated for iron and manganese. Chlorine and fluoride is still being added and we plan to sample more often.

**Stumps**

I talked to Larry Schuler about grinding the stumps. He said he can do it but will do it on his schedule. So, we can wait till it works for him, we plan to do all the cleanup and fill the holes with black dirt.

#### Mowers

Per the depreciation schedule for equipment, we are looking at replacing the mowers. Kesteloot quoted us to replace the mowers with grasshoppers with a trade difference of \$18,600. John Deere quoted us with a trade difference of \$17,000.

#### Streets

I have sent off the size of the roads that I would like to have rebuilt to the estimator at R and G for them to include in the street work this summer. (2 blocks of 10th st and 1 block of 12th st)

#### Crow River payment

##### Payments to Crow River

1 – 385 tons - \$2,117.50

2- 2074 tons - \$11,407.00

Total profit to the city has been \$19,939.00.

Scott – higher iron may need to increase the recharging of the water softener to help with the increased iron and manganese 20% increase to start with

Paul - Badboy mowers is what MV tree service uses

Kevin – Ferris out of Canby.

Josh asked about switching to gasoline, Troy yes were switching to gas so its easier to work on.

Team lab bacteria in the ponds so you don't have to dredge after so many years it comes to \$5550 for the treatment.

Paul – asked about the ballpark lights being on at night. I thought there was a sensor that turns them on and off based on motion.

Troy Valhalla is on a timer; north park is on a switch the bathrooms are always on.

Paul – asked about the crack filling, not that I'm picking on you. I asked awhile back if you had about arborator classes . Paul asked about the plan for Emerald Ash Bore.

Paul asked about the light in front of the funeral home. Midco cut a line maybe we should push to get that fixed.

#### e. City Administrator's Report – Jonathan Pierce

##### • Complaints:

No complaints received

• The Local Board of Appeal and Equalization meeting this year will be held before the Council meeting on April 16th from 6-6:30 PM.

• I attended the water treatment plant preconstruction meeting on March 4th . KHC started working last week. Bollig is assisting me with the billing process.

• Tammy and I worked as election judges for the Presidential Nominating Primary on March 5th. Clarkfield had about 10% voter participation this year which was down from 17% in 2020.

• It has been fairly busy in the office for the last week or so. I sent shut off notices out on Monday and have been dealing with everyone coming in to pay or make a payment plan. Pretty good turnaround of the 39 letters sent out only 5 were actually shut off.

Paul asked about how the payment plans work. Jon explained that generally wants a large chunk up front and then going forward the current bill plus \$100 dollars. Also, the payment plans are a one-time thing. If you set up a payment plan and don't follow through you won't get another payment plan.

Kevin asked about how many people are still turned off of the 5 Jon – 3 or 4 I think.

Naomi asked about what happens to people whose water was shut off. Jon explained that eventually they would be in violation.

Naomi asked about the eyesore west of town. Jon – The county attorney is the one pursuing charges not the city.

## **7. PUBLIC COMMENTS**

Jennifer Hurst asked about Jacob doing Hunter safety classes in the City meeting room.

Darrin should be fine.

Jennifer asked about the fee. Jon \$50 for this room \$100 for the garage.

Jennifer is able to get a reduced fee. Jon is he making money from it? Jennifer no.

Jon - I think we could wave the fee for a nonprofit.

Darrin agreed.

## **8. DISCUSSION ITEMS**

### **a. Ferguson Waterworks Utility Reader – Karen Olson**

Explained the Neptune meter readers.

Explained that the annual fee covers storage and security and IT support.

Data backup in multiple locations around the country.

Explained that the new readers are an app on a phone or tablet instead of a big blocky receiver.

Have access to hourly water use.

Jon – it works well with Banyon?

Karen, yes but you will have to call Banyon and get it switched around and there will be a fee from them as well.

The Current reader is obsolete and no longer supported. Can't get parts for it anymore.

Works with the current meters in the homes.

Darrin a lot of the incorrect billing issues are due to the current reading method. Troy there are 4 or 5 houses that almost never read correctly

The quote for the new system was \$13,961.75

Karen even if you told me tomorrow you would probably not see a bill until September – October.

### **b. Bollig WTP Update – Scott Kuhlman**

Project is underway, impacts of filter shutdown reiterate that the water is still being treated just the iron filter is down.

First pay application \$106,837.00

Expect another one first meeting of April.

Motion to approve first pay application for \$106, 837 Kaatz, Giles

Yes- Hanson, Anspach, Giles, Kaatz, Johnson

No-

Motion Passes

Motion to approve task order #2 for \$45,000.00 Kaatz, Giles

Yes- Hanson, Anspach, Giles, Kaatz, Johnson

No-

Motion Passes

### **c. HWY 67 Project Update**

Jon read the email he received from MnDOT.

Transmitted herewith for the City's use and retention, is a fully executed copy of the subject Agreement

between the City and this department.

The State has recomputed the City's cost share for this contract using the low bid unit prices of R and G

Construction Co., to whom this construction contract has been awarded.

The City's cost share as recomputed, decreased from the preliminary estimate of \$591,420.86 to the revised

estimate of \$477,266.57.

An invoice in the amount of \$477,266.57 will be forwarded to the City in a few days, and it is requested that

payment be made accordingly.

Jon – We have received that invoice. Project should start shortly.

## **9. ACTION ITEMS**

### **a. Dollar General Sub-division**

Darrin read Resolution 2024-4.

Motion to approve sub-division. Anspach, Hanson

Yes- Hanson, Anspach, Giles, Kaatz, Johnson

No-

Motion Passes

b. Bank Signatures Care Center

This is a memo to allow Ashley Nicolson to be on the Care Centers bank accounts.

Motion to update bank signatures for Care Center Anspach, Kaatz

Yes- Hanson, Anspach, Giles, Kaatz, Johnson

No-

Motion Passes

**ADJOURN**

Motion to adjourn Anspach, Hanson.

Yes- Hanson, Anspach, Giles, Kaatz, Johnson

No-

Motion Passes

Meeting adjourned at 8:49 PM

## CITY OF CLARKFIELD

03/28/24 4:32 PM

Page 1

## Payments

Current Period: March 2024

Payments Batch 032824 AP FD				\$1,321.66	
Refer	0 Consumers Cooperative Oil Co.			-	
Cash Payment	E 200-00000-42120	Fuel & Lubricants	FUEL		\$0.00
Invoice 938315-MAR 202					
Transaction Date	3/28/2024	Fire Dept Checking	10170	Total	\$0.00
Refer	0 Great Plains Natural Gas			-	
Cash Payment	E 200-42250-43800	Utility Services	FD		\$156.79
Invoice					
Transaction Date	3/28/2024	Fire Dept Checking	10170	Total	\$156.79
Refer	0 NAUTILUS OWNER 2021, LLC			-	
Cash Payment	E 200-00000-43800	Utility Services	Ballfield		\$156.79
Invoice					
Transaction Date	3/28/2024	Fire Dept Checking	10170	Total	\$156.79
Refer	0 WEST CENTRAL COMMUNICATIO			-	
Cash Payment	E 200-00000-43200	Communications	PROGRAMMING		\$1,008.08
Invoice 097980S					
Transaction Date	3/28/2024	Fire Dept Checking	10170	Total	\$1,008.08

## Fund Summary

	10170 Fire Dept Checking
200 Fire Department	\$1,321.66
	\$1,321.66

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$1,321.66
Total	\$1,321.66



## CITY OF CLARKFIELD

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## Payments

Current Period: March 2024

Payments Batch 032824 AP GF			\$6,004.64		
Refer	0 CASSIE SCHREIER				
Cash Payment	E 260-00000-49100	Library Reserves	LIBRARY DÉCOR		\$2.69
Invoice	T-5098				
Cash Payment	E 260-00000-49100	Library Reserves	LIBRARY DÉCOR		\$10.94
Invoice	T-8367				
Transaction Date	3/28/2024	Checking	10151	Total	\$13.63
Refer	0 COMPUTERS & BEYOND				
Cash Payment	E 100-41500-43200	Communications	MARCH PHONE 2024		\$77.94
Invoice	E02920181				
Cash Payment	E 100-41500-43000	Professional Services	MARCH PHONE 2024		\$95.55
Invoice	E02920181				
Transaction Date	3/28/2024	Checking	10151	Total	\$173.49
Refer	0 COUNTRYSIDE PUBLIC HEALTH				
Cash Payment	E 250-00000-42085	Licensing & Certificati	POOL LICENSE		\$695.00
Invoice	5001				
Transaction Date	3/28/2024	Checking	10151	Total	\$695.00
Refer	0 Ingram Library Services				
Cash Payment	E 260-00000-43270	Library Books	BOOKS		\$17.95
Invoice	81020301				
Cash Payment	E 260-00000-43270	Library Books	BOOKS		\$12.59
Invoice	81020301				
Transaction Date	3/28/2024	Checking	10151	Total	\$30.54
Refer	0 Miller Equipment, Inc.				
Cash Payment	E 100-43100-43370	Maintenance & Repai	MAN BASKET & SNOW PLOW BRACKETS		\$365.05
Invoice	4676				
Transaction Date	3/28/2024	Checking	10151	Total	\$365.05
Refer	0 NAUTILUS OWNER 2021, LLC				
Cash Payment	E 100-45100-43800	Utility Services	City Offices / Library		\$116.89
Invoice					
Cash Payment	E 602-00000-43800	Utility Services	SEWAGE PUMP		\$1,704.02
Invoice					
Cash Payment	E 602-00000-43800	Utility Services	MILLER LIFT STATION		\$5.15
Invoice					
Cash Payment	E 601-00000-43800	Utility Services	WATER TOWER		\$70.30
Invoice					
Cash Payment	E 601-00000-43800	Utility Services	WELL # 5		\$114.79
Invoice					
Cash Payment	E 601-00000-43800	Utility Services	WTP		\$272.14
Invoice					
Cash Payment	E 601-00000-43800	Utility Services	WELL # 6		\$45.61
Invoice					
Cash Payment	E 100-43100-43800	Utility Services	STREET LIGHTS 2		\$132.36
Invoice					
Cash Payment	E 100-43100-43800	Utility Services	STREET LIGHTS 1		\$77.79
Invoice					
Cash Payment	E 100-45100-43800	Utility Services	TENNIS COURT		\$12.22
Invoice					



## CITY OF CLARKFIELD

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Page 2

## Payments

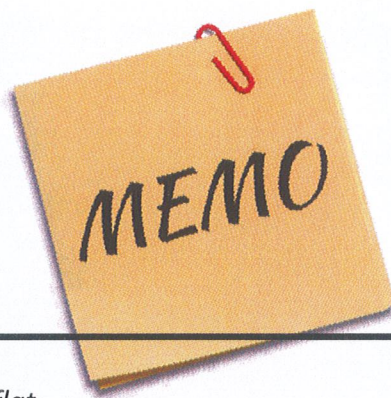
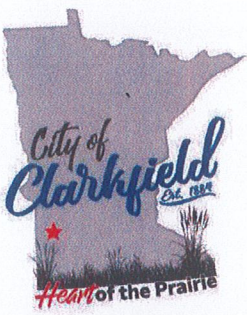
Current Period: March 2024

Cash Payment	E 100-41700-43800	Utility Services	CITY HALL		\$148.52
Invoice					
Transaction Date	3/28/2024	Checking	10151	<b>Total</b>	\$2,699.79
<b>Refer</b> 0 SHARE CORPORATION					
Cash Payment	E 100-43100-43380	Maintenance & Repai	CURB PAINT		\$899.11
Invoice 260464					
Transaction Date	3/28/2024	Checking	10151	<b>Total</b>	\$899.11
<b>Refer</b> 0 TROYS ELECTRIC COMPANY					
Cash Payment	E 100-43100-43360	Maintenace & Repair	COLD STORAGE DOORS		\$1,128.03
Invoice 8344					
Transaction Date	3/28/2024	Checking	10151	<b>Total</b>	\$1,128.03

## Fund Summary

	10151 Checking
100 General Fund	\$3,053.46
250 Swimming Pool Fund	\$695.00
260 Library	\$44.17
601 Water	\$502.84
602 Sewer	\$1,709.17
	<u>\$6,004.64</u>

Pre-Written Check	\$0.00
Checks to be Generated by the Computer	\$6,004.64
<b>Total</b>	<u>\$6,004.64</u>



300 10<sup>th</sup> St  
PO Box 278  
Clarkfield, Minnesota 56223  
[info@clarkfield.org](mailto:info@clarkfield.org)  
Phone: 320.669.4435  
Fax: 320.669.4815

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To: Clarkfield City Council  
From: Public Works- Troy Bruflat  
Subject: Public Works Report  
Date: April 2024

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### SNOW!

#### Silversmith

Between \$1,234 - \$1,542 per year and then there is some extra cost for the setup and data collections. Bollig has offered to assist us in the collections incorporating it into future projects. There is a informational video in the link below.

<https://youtu.be/urOUJl--awk>

#### Water Treatment Plant

Construction continues, the timeline for completion has already been pushed back due to availability and the engineers from Tonka have not been able to get here due to the snow.

There was an emergency repair that needed to be done at well 5. We took this opportunity to make some repairs that are not included in the scope of the water treatment plant project but KHC was able to assist us.

MDH came and took some samples for coliform bacteria after there were some complaints on social media. The tests all came back negative.

#### Mowers

Per the depreciation schedule for equipment we are looking at replacing the mowers. Kesteloot quoted us to replace the mowers with grasshoppers with a trade difference of \$18,600. John Deere quoted us with a trade difference of \$17,000. I reached out to bad boy mowers from Granite falls and did not hear back. I also got a estimate from AgPlus in Canby that was a trade difference of \$8,015.63. This is for Ferris Mowers of equal size.

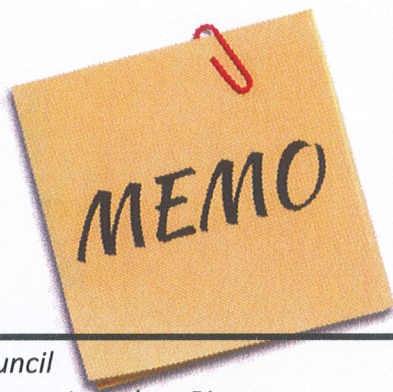
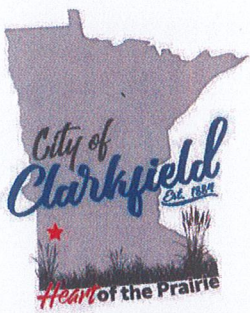
### Streets

Duininks is getting us a bid for the street work, they will break it down into 3 separate estimates for each block that needs repair.

### HWY 67 update

I attended the preconstruction meeting with MNDOT and R and G Construction. Construction is set to begin in May. The plan is to start with the work in highway 59 and the railroad tracks. When they complete that area, then move from west to the east down Highway 67. They will relocate the city utilities first and then proceed to the road work. There was also talk of leaving the sidewalks in as long as possible so there will be continued access to the business fronts.





812 10<sup>th</sup> Avenue, Suite 1  
PO Box 278  
Clarkfield, Minnesota 56223  
[info@clarkfield.org](mailto:info@clarkfield.org)  
Phone: 320.669.4435

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To: *Clarkfield City Council*  
From: *City Administrator- Jonathan Pierce*  
Subject: *City Administration Report*  
Date: *April 2<sup>nd</sup>, 2024*

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- Complaints:  
No complaints received
- The Local Board of Appeal and Equalization meeting is in two weeks before the next meeting. I sent the public notice to the advocate tribune last week.
- I have approved pay increases for Dave Menk and Tammy Thostenson in accordance with the city's personnel policy. Dave Menk reached his fifth anniversary with the city on March 18th, while Tammy Thostenson's third anniversary was on March 29th. As per the policy, both employees are eligible for 1-step salary increases. This will take effect on the pay period starting on April 1st.
- I am looking into the Demo Loan & Redevelopment Grant available from MN Department of Employment & Economic Development. I would like to look into hiring a grant writer to help me apply for this grant.
- I will be putting out another notice in the newsletter regarding the rental ordinance as well as another round of direct letters. I also have Janice Nelson looking into how to enforce the ordinance if I don't get any responses again.
- Kudos to Troy & Public Works for their exceptional efforts last week.



		2023				Proposed 2024					
		Step/Grade	Wage	Hours	Salary	Step/Grade	Wage	Hours	Salary	Admin OT	
Admin	Jon	FLSA Step 1	\$ 57,102.45		\$ 56,826.59	FLSA Step 2	\$ 60,874.06		\$ 60,874.06		\$ 60,874.06
Admin Asst	Tammy	G4 Step 4	\$ 20.51	2,080	\$ 42,660.80	G4 Step 5	\$ 22.63	2,080	\$ 47,074.13	\$ 509.22	\$ 47,583.35
	<b>Total</b>				<b>\$ 99,487.39</b>				<b>\$ 107,948.19</b>	<b>\$ 509.22</b>	<b>\$ 108,457.41</b>
PW	Troy	G6 Step 10	\$ 27.52	2,080	\$ 57,241.60	G6 Step 10	\$ 29.48	2,080	\$ 61,316.89	PW OT	
PW	Chad	G3 Step 10	\$ 23.11	2,080	\$ 48,068.80	G3 Step 10	\$ 24.75	2,080	\$ 51,482.84	\$ 1,768.76	\$ 63,085.65
PW	Dave	G3 Step 3	\$ 18.79	2,080	\$ 39,083.20	G3 Step 4	\$ 20.73	2,080	\$ 43,116.07	\$ 1,485.08	\$ 52,967.93
PW - Seasonal									\$ -	\$ 1,243.73	\$ 44,359.80
	<b>Total</b>				<b>\$ 135,802.79</b>				\$ -	\$ -	\$ -
					<b>\$ 231,869.44</b>				<b>\$ 155,915.81</b>	<b>\$ 4,497.57</b>	<b>\$ 160,413.38</b>
Lib	Sheila	G4 Step 1	\$ 19.43	1664	\$ 32,998.67	G4 Step 2	\$ 20.71	1664	\$ 34,463.59	<b>\$ 5,006.79</b>	<b>\$ 268,870.78</b>
Admin Asst				624	\$ 7,783.78	PT Step 5	\$ 13.68	625	\$ 8,548.41	Lib OT	
PT Aide							\$ 13.68	250	\$ 3,419.36	\$ -	
									\$ -	\$ -	
					<b>\$ 41,487.93</b>				<b>\$ 46,431.37</b>	\$ -	
Steps											
Grades		1	2	3	4	5	6	7	8	9	10
1	\$ 35,116.86	\$ 36,170.38	\$ 37,255.48	\$ 38,373.15	\$ 39,524.34	\$ 40,710.07	\$ 41,931.38	\$ 43,189.32	\$ 44,485.00	\$ 45,819.55	Pool Manage
2	\$ 37,223.88	\$ 38,340.59	\$ 39,490.82	\$ 40,675.54	\$ 41,895.81	\$ 43,152.68	\$ 44,447.27	\$ 45,780.68	\$ 47,154.10	\$ 48,568.73	
3	\$ 39,457.31	\$ 40,641.03	\$ 41,860.26	\$ 43,116.07	\$ 44,409.55	\$ 45,741.84	\$ 47,114.10	\$ 48,527.52	\$ 49,983.34	\$ 51,482.84	Admin Assist
4	\$ 41,824.75	\$ 43,079.49	\$ 44,371.88	\$ 45,703.04	\$ 47,074.13	\$ 48,486.35	\$ 49,940.94	\$ 51,439.17	\$ 52,982.35	\$ 54,571.82	Library Direct
5	\$ 44,334.24	\$ 45,664.26	\$ 47,034.19	\$ 48,445.22	\$ 49,898.58	\$ 51,395.53	\$ 52,937.40	\$ 54,525.52	\$ 56,161.29	\$ 57,846.12	PW Foreman
6	\$ 46,994.29	\$ 48,404.11	\$ 49,856.24	\$ 51,351.93	\$ 52,892.49	\$ 54,479.26	\$ 56,113.64	\$ 57,797.05	\$ 59,530.96	\$ 61,316.89	
7	\$ 49,813.94	\$ 51,308.36	\$ 52,847.62	\$ 54,433.05	\$ 56,066.04	\$ 57,748.02	\$ 59,480.46	\$ 61,264.88	\$ 63,102.82	\$ 64,995.91	PW Director
8	\$ 52,802.78	\$ 54,386.87	\$ 56,018.47	\$ 57,699.02	\$ 59,429.99	\$ 61,212.89	\$ 63,049.28	\$ 64,940.76	\$ 66,888.98	\$ 68,895.65	
9	\$ 55,970.95	\$ 57,650.08	\$ 59,379.58	\$ 61,160.97	\$ 62,995.80	\$ 64,885.67	\$ 66,832.24	\$ 68,837.21	\$ 70,902.32	\$ 73,029.39	
10	\$ 59,329.21	\$ 61,109.08	\$ 62,942.36	\$ 64,830.63	\$ 66,775.55	\$ 68,778.82	\$ 70,842.18	\$ 72,967.45	\$ 75,156.47	\$ 77,411.17	
FLSA-Admin	\$ 59,101.03	\$ 60,874.06	\$ 62,700.28	\$ 64,581.29	\$ 66,518.73	\$ 68,514.29	\$ 70,569.72	\$ 72,686.81	\$ 74,867.42	\$ 77,113.44	City Admin



#### **Section 3.14          Non-Exempt Employee**

Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

#### **Section 3.15          Part-Time Employee**

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position.

In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 32 or more hours per week or the equivalent of 128 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

#### **Section 3.16          Pay Period**

A fourteen (14) day period beginning at 12:01 a.m. (midnight) on Saturday through 11:59 p.m. on Friday, fourteen (14) days later.

#### **Section 3.17          PERA (Public Employees Retirement Association)**

Statewide pension program in which all city employees meeting program requirements must participate in accordance with Minnesota law. The city and the employee each contribute to the employee's retirement account.

#### **Section 3.18          Promotion**

Movement of an employee from one job class to another within the city, where the maximum salary for the new position is higher than that of the employee's former position.

#### **Section 3.19          Reclassify**

Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

#### **Section 3.20          Seasonal Employee**

Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

#### **Section 3.21          Service Credit**

Full time employees earn service credit. As of 2022 city council voted to include the City's Pool Manager to earn service credit as well.

Time worked for the city. An employee begins earning service credit on the first day worked for the city. Some forms of leave will create a break in service.

After 6,240 service credit hours (or 3 years of service) = one-step increase

After 10,400 service credit hours (or 5 years of service) = one-step increase

After 14,560 service credit hours (or 7 years of service) = one-step increase

After 20,800 service credit hours (or 10 years of service) = one-step increase

\*\*Pattern continues

### Section 3.22 Temporary Employee

Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

### Section 3.23 Training/Probationary Period

A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Training begins on your first day of employment with an orientation process in which you will learn about city policies and procedures, take a tour of the city, and meet co-workers. Then you will begin to learn your job by training with your supervisor or a co-worker. In the first few months, you will meet with your supervisor frequently to discuss your progress and at six months, you will have a formal review.

### Section 3.24 Transfer

Movement of an employee from one city position to another of equivalent pay.

### Section 3.25 Weapons

Weapons are defined to include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.



# Meeting Agenda

**Meeting Date:** April 2, 2024

**Meeting Subject:** Clarkfield City Council Meeting

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## **I. Water Treatment Plant (WTP) Rehabilitation**

- A. Now that the Contractor is able to access the internal portion of the filter, we're able to get a better view of condition and construction of the filter – there may be some contract adjustments related to this, eventually (possibility of upcoming change order(s))
- B. Pay Application #2 - \$\_\_\_\_\_
- 1. **Motion to approve Contractor's Pay Application #2**
  - 2. Work is now \_\_\_\_% complete (based on contract \$ earned)
- C. Schedule / Contract Dates
  - 1. There is a plan for upcoming Change Order #1 to adjust these contract dates, to account for the substantial delay in being able to award the contract. We want to get some timelines from suppliers before drafting this Change Order.
  - 2. Substantial Completion – September 30, 2024
  - 3. Ready for Final Payment – December 2, 2024

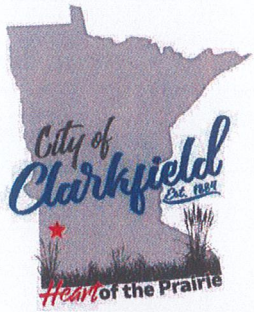
## **II. MnDOT TH 67 Project**

- A. We have been working on reviewing contractor's submittals

## **III. MDH Lead Service Line Inventory Technical Assistance Grant Program**

- A. MDH Work Order for Bollig to begin work assisting with preparing the LSL inventory was received last Thursday
- B. Now that we are authorized to begin, initial steps will be:
  - 1. Collect and scan in plans/documents/records; review for city-owned portion of service line material classification
  - 2. Prepare mailer for residents with two options for classifying the privately-owned portion of the service line – either fill out a short questionnaire and take a picture, or schedule a time for a Bollig person to come and look at it
  - 3. We will compile the information and submit to MDH by the July 15 deadline





812 10<sup>th</sup> Avenue, Suite 1  
PO Box 278  
Clarkfield, Minnesota 56223  
[info@clarkfield.org](mailto:info@clarkfield.org)  
Phone: 320.669.4435

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**CITY COUNCIL AGENDA ITEM**

<b>Subject</b>	Utility Reader Update
<b>From</b>	City Administrator – Jonathan Pierce
<b>Meeting Date</b>	April 2 <sup>nd</sup> , 2024

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I contacted Banyon Data Systems regarding the costs for switching to the new Neptune utility reader. They let me know that there would be a one time fee of **\$2,295.00** and the annual fee would go from the current **\$395.00** per year to **\$595.00** per year.

Given the quote from Ferguson for \$13,961.75 that brings our total cost to **\$16,256.75**.

The annual fee for Banyon would go up \$200 in January of 2025.

The \$1,761.75 annual fee from Ferguson is about the same as we are paying now anyways and would be charged annually on the date that our new service would go live.

We currently have **\$20,769.20** in Capital Outlay split between the Water, Sewer, and Storm Sewer funds that could be used to cover the expense of the new system.





FERGUSON WATERWORKS-2810  
46997 SUNSET BLVD  
\*O/S CITY LIMITS\*  
SIOUX FALLS, SD 57106-8059  
Phone: 605-777-6020

Deliver To:  
From: Karen Olson  
Comments:

16:39:37 SEP 26 2023

Page 1 of 1

FERGUSON WATERWORKS #2516

Price Quotation  
Phone: 605-777-6020

**Bid No:** B184432  
**Bid Date:** 09/26/23  
**Quoted By:** KRO

**Cust Phone:** 320-669-4435  
**Terms:** NET 10TH PROX

**Customer:** CITY OF CLARKFIELD WATER DE  
METER ACCOUNT  
PO BOX 278  
CLARKFIELD, MN 56223

**Ship To:** CITY OF CLARKFIELD WATER DE  
METER ACCOUNT  
PO BOX 278  
CLARKFIELD, MN 56223

**Cust PO#:** NEPTUNE 360

**Job Name:** METER SOFTWARE

Item	Description	Quantity	Net Price	UM	Total
N13980101	NEPTUNE 360 AMR 1-500 ** ANNUAL FEE for data hosting, security, backup, upgrades and unlimited technical support ** ----	405	4.350	EA	1761.75
N13980001	NEPTUNE 360 AMR SETUP FEE ** ONE TIME data set up fee ** ----	1	1800.000	EA	1800.00
N13980003	NEPTUNE 360 REM TRN 4HRS ** ONE TIME training fee ** ----	1	600.000	EA	600.00
SP-N13655300	MRX920 V4E ----	1	9800.000	EA	9800.00
<b>Net Total:</b>					\$13961.75
<b>Tax:</b>					\$0.00
<b>Freight:</b>					\$0.00
<b>Total:</b>					\$13961.75

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE/VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENTATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>  
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with \*NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.



**HOW ARE WE DOING? WE WANT YOUR FEEDBACK!**

Scan the QR code or use the link below to  
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=2810&on=21541>