|  |  |  |
| --- | --- | --- |
| A close up of a sign  Description generated with very high confidence | City of Clarkfield  **Agenda**  **7:00 PM Regular Council Meeting**  **Tuesday, January 9th, 2024**  **City Hall Meeting Room**  **904 10th 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, Craig Giles, Paul Anspach, Josh Hanson

City Staff: Jonathan Pierce, Troy Bruflat

Public: Hazel Hanson, Sue Fritz, Jennifer Hurst,

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
2. **APPROVAL OF AGENDA**

Add temporary liquor license as Action Item D

Add library liaison schedule as Discussion Item B

Motion to accept agenda with the additions Anspach, Hanson

Yes – Anspach, Hanson, Giles, Kaatz, Johnson

No –

Motion Passes

1. **APPROVAL OF MINUTES**

none

1. **INVOICES PAYABLE**

Anspach – when is the building inspectors contract up? Johnson – it automatically rolls over every year unless we change it. Anspach – I don’t think that true Pierce – I can look in to it.

Anspach – The citizens need to start educating themselves on what the building codes are.

Johnson – Do you have any questions about the invoices payable?

Anspach – Nope that’s it.

Johnson – I will ask about the building inspectors fees. Why are we paying Q4 of 22’ and Q 1-3 of 23’ only just now instead of back then?

Pierce – I am not sure maybe he wasn’t done with Q4 of 22 when he billed us last. I think he might bill yearly but I will look into it.

Anspach – Olson Sanitation why are we waiting 6 months to pay Olsons?

Johnson – is that Olsons not billing us or is it us sitting on the bill.

Pierce – It looks like she pays quarterly but breaks it up by months.

Johnson – if that is how it’s supposed to be that fine but if this is a mismanagement then it could be affecting this year’s budget.

Johnson asked about giving Tammy the approved accounting codes for 2024. Pierce - I am working on a cheat sheet for her to use.

Motion to approve Anspach, 2nd by Kaatz

Yes – Anspach, Hanson, Giles, Kaatz, Johnson

No –

Motion Passes

1. **REPORTS OF COMMITTEES AND CITY STAFF**
   1. **Mayor’s Report**

Johnson -I would like to move next week’s meetings to the 23rd.

* 1. **Councilmembers’ Reports**
  2. **Public Works Director’s Report - Troy Bruflat**

Plows are ready

We have been doing some maintenance and updates to the plow – painting frame rails, replacing rusted parts, etc.

Skating Rink

Due to unusually warm weather, we have not been able to get the rink to freeze

Picnic tables

We repaired and painted 8 of the tables.

Signage

Replaced 4 stop signs and pulled out some signs that were no longer pertinent. (signs from around the old school that were labeling cross walks)

Bank Building

Dug up curb stop and repaired the connection to the main to get water to the old bank building. We will repair the sidewalk and roadway this spring.

Johnson **-** Asked about Ferguson and the water meters.

Anspach: crosswalks that looks like 3d optical illusion that makes people slow down.

Johnson: asked about posting the Ice Rink is open.

Johnson: spoke about snowbird tickets enforcement.

* 1. **City Administrator’s Report – Jonathan Pierce**

-**Complaints**:

No complaints received

-**SAFES**: The City Summary Budget Data Financial Reporting is due by January 31, 2024. Essentially this is submitting our 2024 budget to the State Auditor online.

-**The Outstanding Indebtedness Report** is due to the county auditor by February 1st.

-**Upcoming LMC Training**:

There are some upcoming training opportunities for elected leaders put on by the League of MN Cities.

2024 Elected Leaders Institute – Foundational & Advanced Programs

Foundational Program: online courses start on Jan. 22nd and the in person course is Feb 9-10 in Plymouth, MN. (registration ends on Jan 18th)

Advanced Program: is for elected officials with 2 or more years of experience.

Feb 9-10 or Feb 23-24 (registration closes Feb 2nd & Feb 16th)

https://www.lmc.org/learning-events/events/league-events/2024-elected-leaders-institute/

-**Office Closed**:

The office will be closed on January 15th for Martin Luther King Day

The office will also be closed on February 1st and 2nd due to Tammy taking vacation and I will presumably be absent for paternity leave.

-**Paternity Leave**:

My wife is due on January 22nd. For paternity leave I will be taking two weeks off and then a couple more weeks of hybrid work. Where I will come in for a couple hours in the mornings and then take my work home with me. The hybrid work will be as needed depending on how much help my wife needs.

-**BANYON** I am still working on getting the 2024 budget loaded onto Banyon.

-**Building Inspector**: Spoke with the building inspector about his process for checking building permits. He informed me of his process and sent me a spreadsheet of all the building permits in town, which ones are completed, and which ones are still pending. He is now giving me status updates as inspections are completed.

Johnson – this is a new process for the building inspector to help alleviate some of the complaints and issues people are having. Explained some of the issues where the building inspector cannot get to the permits.

Johnson – asked about the Paternity leave if Jonathan was going to use FMLA. Pierce – I have two weeks of sick leave banked up that I want to use up first.

Anspach – asked about the rental ordinance people are supposed to be paying for rental permits.

Pierce – I have put out in the newsletters that people have to apply for rental permits. I have made a few phone calls to a known landlord I am still working on it. I have had a couple people come in and apply but there are a bunch of people renting houses and I don’t know who they are. I will probably have to go through the Utility billing to figure out who is renting and who isn’t. It will be kind of a process.

I will have to reread through the ordinance because I am not sure what my enforcement mechanism is. Johnson – we should all probably reread it.

1. **PUBLIC COMMENTS**

Naomi – hard to hear Jonathan, asked about building permits asked why it was so expensive to get a building permit. Asked why she should have to pay for permits if the landlords aren’t doing anything.

Johnson –

Naomi asked why she needed 2 permits when it was one project.

1. **Discussion Items**
   1. Annual Designations Discussion

Johnson: we should maintain continuity and keep the committees as they are.

Anspach asked about care center meetings. New administrator will have to check in with them about their schedule.

* 1. Library liaison

Shiela has been named the liaison for the library.

1. **ACTION ITEMS** 
   1. Resolution 2024-1: Annual Designations & Appointments

Darrin read resolution 2024-1

Motion to approve 2024-1 Giles, Hanson

Yes – Anspach, Hanson, Giles, Kaatz, Johnson

No –

Motion Passes

* 1. Resolution 2024-2 :2023 End of Fiscal Year Designations

Darrin read resolution 2024-2

Motion to approve 2024-2 Anspach, Hanson

Yes – Anspach, Hanson, Giles, Kaatz, Johnson

No –

Motion Passes

* 1. Resolution 2024-3: Budgeted Transfers of Funds

Darrin read 2024-3

Motion to approve 2024-3 Kaatz, Giles

Yes – Anspach, Hanson, Giles, Kaatz, Johnson

No –

Motion Passes

* 1. Temporary Liquor License

Motion to approve Hanson, Kaatz

Yes – Anspach, Hanson, Giles, Kaatz, Johnson

No –

Motion Passes

1. **ADJOURN**

Motion to adjourn Anspach, Kaatz

Yes – Anspach, Hanson, Giles, Kaatz, Johnson

No –

Meeting adjourned at 7:55 PM