

Special Meeting
February 26, 2024

Meeting called to order by Acting Mayor Cindy Stelten at 5:35pm

Councilmembers present: Cindy Stelten, Jody Orbeck and Steven Dahlager; Karla Davis and Kyle Christensen

Motion made by Jody Orbeck and seconded by Steven Dahlager to approve the claims; motion carried
Mayor Karla Davis and Councilmember Kyle Christensen absent

Motion made by Cindy Stelten and seconded by Steven Dahlager to adopt Resolution No. 02212024A
Resolution Providing Authorization to Write-Off Utility Accounts Created in Error; motion carried
Those voting in favor: Jody Orbeck, Cindy Stelten and Steven Dahlager
Those voting against: none
Those absent: Karla Davis and Kyle Christensen

Those present discussed how benefits are provided to City employees and the requirements to qualify for those benefits; most specifically health insurance benefits were discussed. Those present also discussed comp time and whether the City's employee handbook should be revised and updated to allow for it.

Motion made by Cindy Stelten and seconded by Jody Orbeck to hire Mitchell Fischer as a full-time permanent Public Works Assistant; motion carried
Mayor Karla Davis and Councilmember Kyle Christensen absent

Motion made by Cindy Stelten and seconded by Steven Dahlager to make the following change to the benefits provided to City employees: continue to currently provide coverage to employees that work 40hrs./week with the following - 100% for the employee + spouse & 75% coverage for dependents at the 0-20 age rate dollar amount, 100% employee dental coverage and \$225/month contribution into an employee's HSA account; add coverage for employees that work 30hrs./week with the following - 75% for the employee + spouse & 50% coverage for dependents at the 0-20 age rate dollar amount, NO dental coverage and \$112.50/month contribution into an employee's HSA account; and employees that work 25hrs./week with the following - 50% for the employee only – NO spouse, dependent, dental or HSA contribution; motion carried
Mayor Karla Davis and Councilmember Kyle Christensen absent

Motion made by Jody Orbeck and seconded by Cindy Stelten to update the employee handbook to include comp time with the following conditions: no more than 100 hours can be accumulated and/or carried over and it must be used in conjunction with an equal number of hours worked (minimum of 1 to 1 ratio); motion carried
Mayor Karla Davis and Councilmember Kyle Christensen absent

Motion made by Cindy Stelten and seconded by Jody Orbeck to adjourn at 6:47pm; motion carried
Mayor Karla Davis and Councilmember Kyle Christensen absent

Respectfully submitted by Nicole Pilarski

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Payments

Current Period: February 2024

Payments Batch 02262024		Claims	\$30,463.62
Refer	4297	U.S. BANK	-
Cash Payment	E 200-42200-210	Operating Supplies (GE	Fire Dept Supplies
Invoice	112-7310361-048	1/17/2024	\$85.28
Cash Payment	E 200-42200-223	Building Repair Supplies	Fire Dept Supplies
Invoice		2/5/2024	\$11.25
Cash Payment	E 200-42200-210	Operating Supplies (GE	Fire Dept Supplies
Invoice		2/9/2024	\$52.92
Cash Payment	E 200-42200-210	Operating Supplies (GE	Fire Dept Supplies
Invoice		2/9/2024	\$116.78
Cash Payment	E 601-49400-322	Postage	Stamped Envelopes
Invoice		1/10/2024	\$395.35
Cash Payment	E 602-49450-322	Postage	Stamped Envelopes
Invoice		1/10/2024	\$395.35
Cash Payment	E 603-49500-322	Postage	Stamped Envelopes
Invoice		1/10/2024	\$395.35
Cash Payment	E 101-41400-322	Postage	Stamped Envelopes
Invoice		1/10/2024	\$21.80
Cash Payment	E 101-41000-220	Repair/Maint Supply (G	City Hall Supplies
Invoice	112-0171799-006	1/17/2024	\$30.48
Cash Payment	E 603-49500-430	Miscellaneous (GENER	Compost Site Security
Invoice		2/4/2024	\$19.00
Cash Payment	E 601-49400-200	Office Supplies (GENER	iPad Case/Keyboard
Invoice	112-6478934-465	2/1/2024	\$139.61
Cash Payment	E 601-49400-200	Office Supplies (GENER	iPad Charging Cable & Block
Invoice	74491748	2/2/2024	\$45.77
Cash Payment	E 601-49400-570	Office Equip and Furnis	Deputy Clerk Computer
Invoice	2009614907565	2/6/2024	\$302.13
Cash Payment	E 602-49450-570	Office Equip and Furnis	Deputy Clerk Computer
Invoice	2009614907565	2/6/2024	\$302.13
Cash Payment	E 603-49500-570	Office Equip and Furnis	Deputy Clerk Computer
Invoice	2009614907565	2/6/2024	\$302.14
Cash Payment	E 601-49400-208	Training and Instruction	Travis MRWA Conference
Invoice	83224829	1/18/2024	\$275.00
Cash Payment	E 601-49400-201	Clothing Allowances	PPE
Invoice	12129127	1/24/2024	\$117.00
Cash Payment	E 602-49450-201	Clothing Allowances	PPE
Invoice	12129127	1/24/2024	\$117.00
Cash Payment	E 101-45500-220	Repair/Maint Supply (G	Library Rugs
Invoice	077431	1/25/2024	\$102.59
Cash Payment	E 601-49400-322	Postage	Water Postage
Invoice		1/29/2024	\$30.95
Cash Payment	E 603-49500-430	Miscellaneous (GENER	Compost Site Supplies
Invoice	113-9661923-094	1/30/2024	\$17.98
Cash Payment	E 602-49450-208	Training and Instruction	Travis WW Application Fee
Invoice	86989	1/30/2024	\$56.18
Transaction Date	2/21/2024	Checking	10100
			Total
			\$3,332.04

Refer 4298 MPCA

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Payments

Current Period: February 2024

Cash Payment	E 602-49450-433	Dues and Subscriptions	WWTP Annual Fee						\$1,450.00
Invoice	10000178417			2/14/2024					
Transaction Date	2/21/2024	Checking	10100	Total					\$1,450.00
Refer	4299	<i>Tri-County News</i>	-						
Cash Payment	E 101-41410-352	General Notices and Pu	PAT Notice						\$30.23
Invoice	24002303			2/15/2024					
Transaction Date	2/21/2024	Checking	10100	Total					\$30.23
Refer	4300	<i>BECK, MARK</i>	-						
Cash Payment	E 200-42200-221	Equipment Parts	Reimburse Fire Dept Supplies for Truck Pump Repair						\$27.23
Invoice				2/20/2024					
Transaction Date	2/21/2024	Checking	10100	Total					\$27.23
Refer	4301	<i>MINNESOTA LIFE INSURANCE CO</i>	-						
Cash Payment	E 101-43100-134	Employer Paid Life	Public Works Life Insurance						\$1.22
Invoice	40450029			2/21/2024					
Cash Payment	E 601-49400-134	Employer Paid Life	Water Life Insurance						\$1.08
Invoice	40450029			2/21/2024					
Cash Payment	E 602-49450-134	Employer Paid Life	Sewer Life Insurance						\$0.92
Invoice	40450029			2/21/2024					
Cash Payment	E 101-41400-134	Employer Paid Life	Clerk Life Insurance						\$1.65
Invoice	40450029			2/21/2024					
Cash Payment	E 200-42200-134	Employer Paid Life	Fire Life Insurance						\$0.15
Invoice	40450029			2/21/2024					
Cash Payment	E 101-45200-134	Employer Paid Life	Parks Life Insurance						\$0.38
Invoice	40450029			2/21/2024					
Cash Payment	E 101-41910-134	Employer Paid Life	Zoning Life Insurance						\$0.60
Invoice	40450029			2/21/2024					
Transaction Date	2/21/2024	Checking	10100	Total					\$6.00
Refer	4302	<i>Kamstrup Water Metering LLC</i>	-						
Cash Payment	E 601-49400-207	Computer/Printer/Copier	Water Meter Program - Annual Service						\$1,223.64
Invoice	CD99006471			11/22/2023					
Transaction Date	2/21/2024	Checking	10100	Total					\$1,223.64
Refer	4303	<i>CENTERPOINT ENERGY</i>	-						
Cash Payment	E 101-41000-383	Gas Utilities	City Hall Gas Service						\$456.85
Invoice				1/30/2024					
Cash Payment	E 601-49400-383	Gas Utilities	Water Plant Gas Service						\$281.54
Invoice				1/30/2024					
Cash Payment	E 101-43100-383	Gas Utilities	Public Works Gas Service						\$126.96
Invoice				1/30/2024					
Cash Payment	E 200-42200-383	Gas Utilities	Fire Hall Gas Service						\$431.79
Invoice				1/30/2024					
Transaction Date	2/21/2024	Checking	10100	Total					\$1,297.14
Refer	4304	<i>US BANK VOYAGER FLEET SYS</i>	<i>Ck# 002772E 2/12/2024</i>						
Cash Payment	E 601-49400-212	Motor Fuels	Water Fuel						\$65.58
Invoice				1/8/2024					
Cash Payment	E 101-43100-212	Motor Fuels	Public Works Fuel						\$69.20
Invoice				1/8/2024					

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Current Period: February 2024

Cash Payment	E 602-49450-212	Motor Fuels	Sewer Fuel	\$65.55
Invoice		1/18/2024		
Cash Payment	E 101-43100-212	Motor Fuels	Public Works Fuel	\$63.68
Invoice		1/8/2024		
Cash Payment	E 602-49450-212	Motor Fuels	Sewer Fuel	\$123.57
Invoice		1/8/2024		
Cash Payment	E 601-49400-212	Motor Fuels	Water Fuel	\$74.92
Invoice		1/8/2024		
Cash Payment	E 101-43100-212	Motor Fuels	Public Works Fuel	\$52.32
Invoice		12/28/2023		
Cash Payment	E 200-42200-212	Motor Fuels	Fire Fuel	\$27.18
Invoice		1/4/2024		
Cash Payment	E 200-42200-212	Motor Fuels	Fire Fuel	\$59.17
Invoice		1/1/2024		
Cash Payment	E 101-41000-437	Other Miscellaneous	Vendor Discount	-\$1.54
Invoice		1/23/2024		
Transaction Date	2/21/2024	Checking	10100	Total \$599.63
Refer	4305	PSN	Ck# 002773E	2/2/2024
Cash Payment	E 603-49500-430	Miscellaneous (GENER	Monthly Fee	\$89.95
Invoice	289694	2/2/2024		
Transaction Date	2/21/2024	Checking	10100	Total \$89.95
Refer	4306	WEST CENTRAL SANITATION	-	
Cash Payment	E 603-49500-384	Refuse/Garbage Dispos	Jan Service	\$6,890.22
Invoice	13021008	1/31/2024		
Transaction Date	2/21/2024	Checking	10100	Total \$6,890.22
Refer	4307	CENTRACARE HEALTH	-	
Cash Payment	E 200-42200-208	Training and Instruction	Fire Dept - EMR Initial Knox & Jarl	\$1,100.00
Invoice	CCHFIN5448	1/1/2024		
Transaction Date	2/21/2024	Checking	10100	Total \$1,100.00
Refer	4308	MARCO TECHNOLOGIES LLC	Ck# 002774E	2/21/2024
Cash Payment	E 101-41000-414	Data Processing Equip	Copier Lease	\$342.63
Invoice	521340042	1/30/2024		
Transaction Date	2/21/2024	Checking	10100	Total \$342.63
Refer	4309	MEEKER COOPERATIVE	Ck# 002775E	2/26/2024
Cash Payment	E 602-49450-381	Electric Utilities	WWTP Electricity	\$342.00
Invoice		2/9/2024		
Cash Payment	E 602-49450-381	Electric Utilities	Heritage Park Lift Station	\$160.90
Invoice		2/9/2024		
Cash Payment	E 602-49450-381	Electric Utilities	Scheeler Lift Station	\$160.90
Invoice		2/9/2024		
Cash Payment	E 101-43100-381	Electric Utilities	Street Light	\$14.75
Invoice		2/9/2024		
Cash Payment	E 101-43100-381	Electric Utilities	Street Light	\$14.75
Invoice		2/9/2024		
Cash Payment	E 101-43100-381	Electric Utilities	Street Light	\$14.75
Invoice		2/9/2024		
Cash Payment	E 101-43100-381	Electric Utilities	Street Light	\$14.75
Invoice		2/9/2024		

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Transaction Date	2/22/2024	Checking	10100	Total	\$722.80
Refer	4310 AT&T				
Cash Payment	E 101-43100-321 Telephone				\$49.78
Invoice	02032024 1/25/2024				
Cash Payment	E 601-49400-321 Telephone				\$24.89
Invoice	02032024 1/25/2024				
Cash Payment	E 602-49450-321 Telephone				\$24.89
Invoice	02032024 1/25/2024				
Cash Payment	E 601-49400-321 Telephone				\$38.23
Invoice	02032024 1/25/2024				
Cash Payment	E 602-49450-321 Telephone				\$38.23
Invoice	02032024 1/25/2024				
Cash Payment	E 101-41000-321 Telephone				\$38.23
Invoice	02032024 1/25/2024				
Cash Payment	E 101-41400-321 Telephone				\$49.78
Invoice	02032024 1/25/2024				
Transaction Date	2/22/2024	Checking	10100	Total	\$264.03
Refer	4311 MACQUEEN EMERGENCY				
Cash Payment	E 200-42200-417 Uniforms				\$330.72
Invoice	P24883 1/25/2024				
Transaction Date	2/22/2024	Checking	10100	Total	\$330.72
Refer	4312 STANGER, KATHLEEN				
Cash Payment	E 200-42200-300 Professional Svcs (GEN				\$200.00
Invoice	460 2/5/2024				
Cash Payment	E 101-41000-300 Professional Svcs (GEN				\$495.00
Invoice	461 2/6/2024				
Cash Payment	E 101-45500-300 Professional Svcs (GEN				\$460.00
Invoice	461 2/6/2024				
Cash Payment	E 101-45600-300 Professional Svcs (GEN				\$230.00
Invoice	461 2/6/2024				
Transaction Date	2/22/2024	Checking	10100	Total	\$1,385.00
Refer	4313 KIMBALL PARTS CITY				
Cash Payment	E 200-42200-223 Building Repair Supplies				\$8.99
Invoice	129-478952 1/19/2024				
Cash Payment	E 200-42200-223 Building Repair Supplies				\$79.37
Invoice	129-478718 1/16/2024				
Cash Payment	E 101-43100-240 Small Tools and Minor E				\$209.99
Invoice	129-478272 1/10/2024				
Cash Payment	E 101-43100-210 Operating Supplies (GE				\$29.99
Invoice	129-478320 1/11/2024				
Cash Payment	E 101-43100-222 Vehicle Maintenance				\$21.98
Invoice	129-478331 1/11/2024				
Cash Payment	E 101-43100-240 Small Tools and Minor E				\$12.99
Invoice	129-478455 1/12/2024				
Cash Payment	E 601-49400-210 Operating Supplies (GE				\$47.98
Invoice	129-479169 1/23/2024				
Transaction Date	2/22/2024	Checking	10100	Total	\$411.29
Refer	4314 ARAMARK				

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Cash Payment	E 200-42200-300	Professional Svcs (GEN	Fire Hall Rugs		\$60.17
Invoice	2530224155		1/1/2024		
Cash Payment	E 101-41000-300	Professional Svcs (GEN	City Hall Rugs		\$35.39
Invoice	2530224155		1/1/2024		
Cash Payment	E 101-45500-300	Professional Svcs (GEN	Library Rugs		\$35.39
Invoice	2530224155		1/1/2024		
Cash Payment	E 200-42200-300	Professional Svcs (GEN	Fire Hall Rugs		\$60.17
Invoice	2530234364		1/29/2024		
Cash Payment	E 101-41000-300	Professional Svcs (GEN	City Hall Rugs		\$35.39
Invoice	2530234364		1/29/2024		
Cash Payment	E 101-45500-300	Professional Svcs (GEN	Library Rugs		\$35.39
Invoice	2530234364		1/29/2024		
Transaction Date	2/22/2024	Checking	10100	Total	\$261.90
Refer	4315	CENTRAL MCGOWAN	-		
Cash Payment	E 200-42200-210	Operating Supplies (GE	Fire Dept Cyl Lease & Safety Compliance		\$21.25
Invoice	0000283272		1/31/2024		
Transaction Date	2/22/2024	Checking	10100	Total	\$21.25
Refer	4316	KRAMER ELECTRIC OF WATKINS	-		
Cash Payment	E 101-41000-401	Repairs/Maint Buildings	City Hall Siren - Disconnect Wiring		\$83.75
Invoice	21426		2/1/2024		
Transaction Date	2/22/2024	Checking	10100	Total	\$83.75
Refer	4317	ST CLOUD STATE UNIVERSITY	-		
Cash Payment	E 101-41000-208	Training and Instruction	Allison MCFOA Conference		\$500.00
Invoice			2/22/2024		
Transaction Date	2/22/2024	Checking	10100	Total	\$500.00
Refer	4318	JOVANOVICH DEGE & ATHMANN P	-		
Cash Payment	E 101-42110-304	Legal Fees	Police Legal		\$742.50
Invoice	27863		1/31/2024		
Cash Payment	E 101-41910-304	Legal Fees	Zoning Legal		\$135.00
Invoice	27867		1/31/2024		
Cash Payment	E 101-41000-304	Legal Fees	EE Handbook Legal		\$202.50
Invoice	27867		1/31/2024		
Transaction Date	2/22/2024	Checking	10100	Total	\$1,080.00
Refer	4319	CENTERPOINT ENERGY	-		
Cash Payment	E 101-45500-383	Gas Utilities	Library Gas Service		\$181.58
Invoice			2/9/2024		
Cash Payment	E 101-45200-383	Gas Utilities	Shelter Gas Service		\$336.23
Invoice			2/9/2024		
Cash Payment	E 101-42110-383	Gas Utilities	Police Gas Service		\$213.66
Invoice			2/9/2024		
Transaction Date	2/22/2024	Checking	10100	Total	\$731.47
Refer	4320	Nelson Sanitation & Rental, Inc.	-		
Cash Payment	E 101-45200-300	Professional Svcs (GEN	Park Unit Rental & Winter Fee 1/11-2/7		\$153.00
Invoice	INV/2024/1214		2/8/2024		
Transaction Date	2/22/2024	Checking	10100	Total	\$153.00
Refer	4321	ARNOLDS OF KIMBALL	-		

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Payments

Current Period: February 2024

Cash Payment	E 101-43100-221	Equipment Parts	Plow Truck Parts		\$65.85
Invoice	P73696	1/11/2024			
Cash Payment	E 101-45200-500	Capital Outlay (GENER	Brush for Kubota/hockey rink		\$1,500.00
Invoice	E02025	1/17/2024			
Cash Payment	E 101-43100-221	Equipment Parts	Plow Truck Parts		\$40.28
Invoice	P74321	1/29/2024			
Transaction Date	2/22/2024	Checking	10100	Total	\$1,606.13
Refer	4322	ERTL HARDWARE HANK	-		
Cash Payment	E 101-43100-437	Other Miscellaneous	Concrete - Mailbox Repairs		\$26.97
Invoice	69827	1/19/2024			
Transaction Date	2/22/2024	Checking	10100	Total	\$26.97
Refer	4323	HYDRO ENGINEERING	-		
Cash Payment	E 602-49450-404	Repairs/Maint Machiner	Irrigator Parts		\$566.51
Invoice	101211	2/7/2024			
Transaction Date	2/22/2024	Checking	10100	Total	\$566.51
Refer	4324	MENARDS	-		
Cash Payment	E 602-49450-220	Repair/Maint Supply (G	Sewer Supplies		\$254.68
Invoice	26870	1/30/2024			
Cash Payment	E 101-41000-223	Building Repair Supplies	City Hall Supplies		\$61.10
Invoice	27743	2/14/2024			
Cash Payment	E 101-45500-220	Repair/Maint Supply (G	Library Supplies		\$47.74
Invoice	27743	2/14/2024			
Cash Payment	E 602-49450-220	Repair/Maint Supply (G	Sewer Supplies		\$123.12
Invoice	27743	2/14/2024			
Cash Payment	E 101-43100-220	Repair/Maint Supply (G	Shop Supplies		\$56.85
Invoice	27743	2/14/2024			
Transaction Date	2/22/2024	Checking	10100	Total	\$543.49
Refer	4325	Crysteel Truck Equipment	-		
Cash Payment	E 101-43100-221	Equipment Parts	Plow Part		\$180.00
Invoice	FP194812	2/2/2024			
Transaction Date	2/22/2024	Checking	10100	Total	\$180.00
Refer	4326	Flow Right LLC	-		
Cash Payment	E 101-45500-500	Capital Outlay (GENER	Library Gutters		\$3,840.00
Invoice		2/20/2024			
Transaction Date	2/22/2024	Checking	10100	Total	\$3,840.00
Refer	4327	MADISON NATIONAL LIFE	-		
Cash Payment	E 101-45200-134	Employer Paid Life	Parks STD & LTD		\$4.82
Invoice	1609897	2/20/2024			
Cash Payment	E 101-43100-134	Employer Paid Life	Public Works STD & LTD		\$15.62
Invoice	1609897	2/20/2024			
Cash Payment	E 601-49400-134	Employer Paid Life	Water STD & LTD		\$17.10
Invoice	1609897	2/20/2024			
Cash Payment	E 602-49450-134	Employer Paid Life	Sewer STD & LTD		\$15.19
Invoice	1609897	2/20/2024			
Cash Payment	E 200-42200-134	Employer Paid Life	Fire STD & LTD		\$3.54
Invoice	1609897	2/20/2024			

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Payments

Current Period: February 2024

Cash Payment	E 101-41400-134	Employer Paid Life	Clerk STD & LTD		\$38.93
Invoice	1609897	2/20/2024			
Cash Payment	E 101-41910-134	Employer Paid Life	Zoning STD & LTD		\$14.16
Invoice	1609897	2/20/2024			
Transaction Date	2/23/2024	Checking	10100	Total	\$109.36
Refer	4328	Yarmon Ford, Inc.	-		
Cash Payment	E 101-42110-437	Other Miscellaneous	2016 Ford - Repairs Needed to Trade in		\$1,257.24
Invoice	59609	2/6/2024			
Transaction Date	2/23/2024	Checking	10100	Total	\$1,257.24

Fund Summary

	10100 Checking	
101 GENERAL FUND		\$12,795.13
200 FIRE/RESCUE FUND		\$2,675.96
601 WATER FUND		\$3,080.77
602 SEWER FUND		\$4,197.12
603 REFUSE (GARBAGE) FUND		\$7,714.64
		<u>\$30,463.62</u>

Pre-Written Checks	\$2,280.94
Checks to be Generated by the Computer	\$28,182.68
Total	\$30,463.62

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Payments

Current Period: February 2024

Payments Batch 02262024Claims2 \$1,910.03

Refer	4329	MIMBACH FLEET SUPPLY, INC.	-		
Cash Payment	E 101-43100-224	Street Maint Materials	Ice Melt		\$979.51
Invoice	202098	1/18/2024			
Transaction Date	2/26/2024	Checking	10100	Total	\$979.51
Refer	4330	ARVIG	-		
Cash Payment	E 602-49450-321	Telephone	Scheeler Lift Station Telephon		\$44.90
Invoice		2/22/2024			
Cash Payment	E 601-49400-321	Telephone	Water Plant Alarm		\$57.35
Invoice		2/22/2024			
Cash Payment	E 101-42110-321	Telephone	Police Computer Line		\$44.90
Invoice		2/22/2024			
Cash Payment	E 101-42110-321	Telephone	Police Telephone & Fax		\$91.30
Invoice		2/22/2024			
Cash Payment	E 200-42200-321	Telephone	Fire Dept Telephone		\$133.19
Invoice		2/22/2024			
Cash Payment	E 101-41000-321	Telephone	City Hall Telephone		\$383.73
Invoice		2/22/2024			
Cash Payment	E 601-49400-321	Telephone	Water Tower Alarm		\$46.90
Invoice		2/22/2024			
Cash Payment	E 101-41000-207	Computer/Printer/Copier	Office 365 Subscription		\$128.25
Invoice		2/22/2024			
Transaction Date	2/26/2024	Checking	10100	Total	\$930.52

Fund Summary

	10100	Checking	
101 GENERAL FUND		\$1,627.69	
200 FIRE/RESCUE FUND		\$133.19	
601 WATER FUND		\$104.25	
602 SEWER FUND		\$44.90	
		<u>\$1,910.03</u>	

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,910.03
Total	\$1,910.03