



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, October 15, 2019

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the City of Clarkfield was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, October 15, 2019, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, Councilmember Hedman, Councilmember Kaupang, and Councilmember Stringer Jr. Staff/Boards present: Amanda Luepke – City Administrator, Troy Bruflat – Public Works Foreman/Director, Justin Boldt – Clarkfield Care Center Executive Director. Also, in attendance: Chris Knoll – Minnewaska Health Service CEO, Gary Johnson – YMC Commissioner, and city residents.

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA:** Motion to approve the agenda by Councilmember Fritz, 2nd by Councilmember Hedman. Motion carried with all in favor.
4. **APPROVAL OF MINUTES:** Motion to approve the minutes by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Regular Meeting conducted on 10.1.2019**
5. **INVOICES PAYABLE:** Motion to approve the invoices payable by Councilmember Kaupang, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. Fund 100 General Fund - \$52,538.28
 - b. Fund 200 Fire Department - \$246.86
 - c. Fund 250 Pool - \$367.21
 - d. Fund 260 Library - \$235.08
 - e. Fund 270 Old School - \$3,792.40
 - f. Fund 601 Water - \$987.64
 - g. Fund 602 Sewer - \$1,871.71
 - h. Fund 605 Garbage - \$19,647.75
6. **PUBLIC COMMENTS:**
 - a. **Naomi Peterson** approached the council with concern regarding the café operation and the State Auditor's office. Peterson also was concerned about hearing the Care Center lost money and hopes that is being address. Peterson asked the council why there was a State of MN vehicle parked in front of the city office. Peterson commented on the old school and the demolition is sad for the community.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Mayor's Report:** Mayor Hendrickson reported attendance to the Lincoln Pipestone Rural Development State Bonding Committee tour on October 8, 2019 with Luepke and Councilmember Hedman. Hendrickson handed out the bonding tour information that was received. One copy was available for each council person. Hendrickson also gave an update on the Complete Count Committee and informed the council that the committee would be eligible for grants to promote the census.
 - b. **Councilmember's Report:** Councilmember Kaupang reported attendance to the budget committee with Councilmember Hedman, Fire Chief Smith and Luepke to review the fire budget for 2020. Councilmember Stringer Jr reported on the old school committee meeting on October 15, 2019. The asbestos abatement should be wrapped up by the end of October with demolition starting on November 4, 2019. Councilmember Fritz reported attending the roundtable discussion with Senator Tina Smith in Granite Falls, MN on October 9, 2019. It was a 45-minute discussion on how our area is under served

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with liable internet capabilities. Councilmember Hedman reported on the EDA meeting that was held on October 8, 2019. There was discussion regarding the café operations and the café is going well. Hedman also attended the budget committee and the Lincoln Pipestone Rural Water State Bonding Tour. Hedman also reported that she will be attending the League of MN Cities Mental Health Workshop in Windom, MN from November 1 to November 2, 2019.

- c. **Public Works Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the city council in regarding the public works department. Bruflat informed the council that he passed his wastewater certification test. Kibble Equipment delivered the skid loader. The department had an in-house safety lesson and each employee of the public department had the opportunity to spend time learning the new piece of equipment. Bruflat gave an update regarding the payloader. Typically, the city has traded in the payloader every two years, which has saved the city \$60K. Bruflat is recommending not trading the payloader in this year to stay within the 2019 budget. The department has been street sweeping, prepping the snow plows, and winterizing the swimming pool. The public works committee met to regarding some projects. The department will be painting curbs in the Spring. There was also discussion regarding rural water option and the cost of a RO system.
- d. **Care Center Report – Justin Boldt, Clarkfield Care Center Executive Director:** Boldt and Knoll approached the city council regarding the Care Center. The financials were presented, and that census is currently at 31 residents which is an increase. The case mix score increased to .94. The goal is to be closer to 1.0 as the money received per resident decreases the lower the score is. Boldt reported that the escrow account is \$81,947.77 and presented a memo to the council regarding drawing \$66,947.77 from the escrow account to cover operational expenses as it relates to the pooled nursing expense. There was discussion that the funds need to be replenished starting the end of the Care Center's Quarter One. This is an action item. There was a profit in the amount of \$42,811.71 for the month of August for the Care Center and Home Health Care lost \$14,734.99. Boldt stated that pool staff should be out of the building by the end of October and the On-Track students have passed their tests. Boldt and Knoll discussed the market study presented to the city council along with the 2019-2020 Care Center/Home Health Care Budgets. The minutes from the Care Center Committee meeting was also presented and there was discussion regarding the ambulance on-call schedule. The city council agreed this is not something the council needs to review that this time.
- e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the city council to report on activities of the city. Luepke presented information regarding an additional quote in the amount of \$12,650.00 for asbestos findings that were not in the original quote. The city's cost share of this is \$6,325.00. Commissioner Johnson was also present to answer any questions. There was discussion surrounding having a meeting with IEA Inc to understand the additional findings of asbestos. This is an action item. Luepke reported that the office has not received any formal complaints, along with reminding the council that the deadline to pay the assessments in full is October 31, 2019. Luepke presented information regarding an upcoming training on Wednesday, October 23, 2019 regarding the presidential primary election. David Maeda is the Director of Elections for the MN Secretary of State Office and conducting the training. The ordinance committee meeting met on Thursday, October 10, 2019 to review the rental process status. The city office is also going to send letters regarding vehicles that do not have current registration. Luepke reported the timeline for the budget. Luepke let the city council know that the rates for health insurance increased \$31.80 per month per employee for 2020. Luepke gave an update regarding the personnel policies being updated.

8. DISCUSSION ITEMS

9. ACTIONS ITEMS

- a. **Consideration to Approve City of Boyd Contract and Renewal Rate:** Motion to approve by Councilmember Kaupang, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- b. **Consideration to Approve ECPN Application Renewal Rate:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- c. **Consideration to Approve 2019-2020 Care Center/Home Health Care Budget:** Motion to approve by Councilmember Kaupang, 2nd by Councilmember Hedman. Motion carried with all in favor.

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- d. **Consideration to Approve Escrow Withdraw Request:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Fritz. Opposed by Councilmember Stringer Jr. Motion carried.
 - e. **Consideration to Approve Resolution 2019_1015 – Donation to Library:** Motion to approve by Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - f. **Consideration to Approve Additional Asbestos Quote – Old School Building:** Motion to approve with the contingences set forth by the County by Councilmember Stringer Jr, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- 10. ADJOURNMENT:** Motion to adjourn at 8:09 PM by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.

Respectively Submitted By: Amanda Luepke, City Administrator