



City of Clarkfield

Agenda

7:00 PM Regular Council Meeting

Tuesday, March 5, 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, March 5, 2019, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, Councilmember Hedman, Councilmember Kaupang, and Councilmember Dale Stringer Jr. Staff present: Amanda Luepke – City Administrator, Troy Bruflat – Public Works Foreman/Director, Also, in attendance: 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 Kaupang. Motion carried with all in favor.
4. **APPROVAL OF MINUTES:** Motion to approve the minutes by Councilmember Stringer Jr; 2nd by Councilmember Fritz. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Regular Meeting conducted on 2.19.2019**
5. **INVOICES PAYABLE:** Motion to approve invoices payable by Councilmember Stringer Jr; 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Payment Batch 2.21.2019 General Fund**
 - b. **Payment Batch 2.21.2019 Fire Department**
 - c. **Payment Batch 2.27.2019 Library**
 - d. **Payment Batch 2.27.2019 General Fund**
6. **PUBLIC COMMENTS:**
 - a. **Leo Kuehl** addressed the council regarding the assessments. Kuehl questioned the assessment decision, along with the utility assessment. Kuehl also stated that the city should just repair the pot holes and seal coat the road rather than the reconstruction.
 - b. **Naomi Peterson** addressed the council regarding the interest rate on the assessments. Peterson stated that she feels that the petition has not been given enough attention. Peterson thanked the council and EDA for the café and suggested more advertising. Peterson brought up the rental inspection process stating she hopes it improves.
 - c. **Hazel Hanson** addressed the council regarding the café. Hanson stated that the café is an asset to the community and hoping it is being supported. Hanson also stated the café just started providing catering options.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Legislative Conference Update – Zach Hendrickson:** Mayor Hendrickson gave an update regarding the recent Legislative Conference he and Luepke attended. We attended the affordable housing seminar. All cities are dealing with the same issues regarding housing, but each community needs to handle the issues differently. At the legislative session, we learned about how the priorities of the League and heard from the League staff. We spoke with the senator and state representative regarding street funding, broadband, local government aid, senior care and child care.
 - b. **Old School Taskforce Update – Dale Stringer Jr:** Councilmember Stringer Jr gave an update regarding the recent old school taskforce meeting. The taskforce discussed the bonding bill, asbestos and the option of permit by rule. There was also discussion regarding putting together a list of items to save.
 - c. **Public Works Department Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the council to give the public works report. Bruflat reported that full time staff will be attending the MN

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Rural Water Conference on Wednesday, March 6, 2019. The department is starting to take steps to open the pool. Bruflat reported that the Clarkfield Lions Club donated \$1,000 towards tables and chairs for the pool. Bruflat stated that snow removal has been taking up the majority of the department's time. It was reported that the payloader was serviced. Bruflat reported that the garage door at the city shop was damaged and the claim is running through insurance. There were budget concerns brought up, as the city shop maintenance budget is set at \$750.00. Discussion occurred and Bruflat and Luepke will work to increase the budget for future years to maintain the buildings appropriately. Bruflat reported that he has implemented a job hazard analysis book and the city is required by OSHA to store chemical in a containment system.

- d. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council to give the administrative report. Luepke notified the council about the upcoming LMC Safety & Loss Control Workshops on April 3, 2019 in Redwood Falls. This event is all day. Luepke reported that the council needs to set a deadline date for residents to combine parcels for the purpose of the assessments. The recommendation from Luepke is to set the date for Friday, September 20, 2019. Motion to approve the recommendation by Councilmember Fritz; 2nd by Councilmember Kaupang. Motion carried with all in favor. Luepke reported that Woodstock Communications will be attending a meeting in April to speak with the council about broadband options. Luepke updated the council regarding her attendance at the Legislative Conference on Wednesday, February 20th and Thursday, February 21st. During the housing seminars concerns were addressed such as the prevailing wage affecting small rural communities, home stability, increased housing construction. Incomes have increase at a rate of 3% while rent rates have increased to over 40%. Luepke provided a handout regarding the LMC legislative priorities; along with City Issues fact sheets. Luepke provided an update on the interviews for the public works technician position. The interview committee will be interviewing three finalists for the position. Luepke reported that her and Bruflat attended the Infrastructure Improvements Design Coordination Utility Meeting hosted by Bollig. The meeting held discussion regarding priority needs and proposed improvements, proposed project limits and scope, utility relocation or adjustments, replacement of power poles, cables, and wires, along with railroad/utility concerns. Luepke reported that the old school taskforce met to discuss the state bonding bill and other items related to demolition. Luepke stated that her and Bruflat attending the kick-off meeting with MNDot for the Highway 67 project. The project timeline was provided to the council. The final design should be completed by 2022 and the cost participation agreements will be discussed and finalized in 2021. Luepke reminded the council that her and the office staff will be gone for training from Wednesday, March 20th through Friday, March 22nd. Luepke reported that she has reserved four hotel rooms for the upcoming LMC Annual Conference in Duluth. Luepke reminded the council about the hearing set for April 2, 2019 at 6:30 PM for the Board of Equalization and Appeals.

8. DISCUSSION ITEMS

- a. **Prairie 5 Rides Update:** Luepke presented a memo to the council regarding the Prairie 5 Rides pilot program in Clarkfield. In 2017, Prairie 5 Rides approached the council regarding a funded pilot program offering city bus transportation. The pilot program has ended, and it was reported that the program served 143 rides and over 590 hours of service. The state considers three rides per hour the minimum standard, in which Clarkfield supported .25 rides per hour. There was discussion regarding continuing the service within the community at the city's cost. The cost to continue the service is \$30,000 per year for 100 days per year. The city is not able to support this service within Clarkfield at this time. Prairie 5 Rides will continue to provide service on a as-needed basis as previous established.
- b. **Agenda Request – Paul Anspach:** Anspach approached the council regarding his agenda request. Anspach presented an updated map outlining his proposal of hooking up his well on parcel # 32-004-4030 under the ROW to supply well water to his garden across the street on the same parcel. Luepke presented a memo to the council regarding the city engineer's and staff recommendations. Anspach's request has three separate parts that the council should consider. 1) Request of a private water line from the property located at 505 11th Ave in the ROW to supply water across the street. MN State Statute 2016B. 02 defines that public utilities produces or furnishes services to no less than twenty-five

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persons. A ROW is intended for public uses and public utilities. 2) Request of a private water line to the property located at 513 12th Ave if the City hooks up to Rural Water. The MN Basic Code 52.06 explains that a water connection to city system is required and except where municipal water is not available, it shall be unlawful to construct, reconstruct, or repair any private water system which is designed or intended to provide water for human consumption. 3) Request for curb and gutter on the south side of 11th Ave saving the city infrastructure project funds. There is no curb and gutter removal, or replacement planned for the location identified in the map, so there would be no project saving costs. Anspach if planning to pour new curb and gutter during construction will need careful and prompt timing on his part in order to avoid delaying the contractor. Anspach also would need to be registered as a facility operator on Gopher State One Call system for providing private utilities. Anspach would be responsible for locating his system upon request from the underground facility locating program. It is not recommended that the city take on that responsibility.

- c. **Public Comment Policy Updates:** Mayor Hendrickson presented the current City Council Meeting Policy with some additional verbiage added to the policy. The verbiage presented focuses on that public comments from the public is not a time to problem solve or react, but rather for hearing the citizen for informational purposes. The City Council will not enter into dialogue with citizens and questions from the Council will be for clarification only. The members of the public will also be asked to sign-up for comments and the Council will allow 15-minutes in total for the public forum. There was discussion regarding the policy and Luepke was directed to add the policy to action items on the next agenda.

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 2019_0305 – Accepting Donations:** Motion to approve with adding verbiage regarding donations to the Library by Councilmember Fritz; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- b. **Consideration to Approve Resolution 2019_0305A – Purple Heart Community:** Motion to approve by Councilmember Stringer Jr; 2nd by Councilmember Fritz. Motion carried with in all favor.

10. **ADJOURNMENT:** Motion to adjourn at 8:08 PM by Councilmember Stringer Jr; 2nd by Councilmember Kaupang. Motion carried with all in favor.

Respectfully Submitted By: Amanda Luepke, City Administrator