



# City of Clarkfield

## MINUTES

7:00 PM Regular Council Meeting

Tuesday, July 16, 2019

City Hall Meeting Room

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

A regular meeting of the City of Clarkfield was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, July 16, 2019, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, Councilmember Hedman, Councilmember Kaupang, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator, Justin Boldt – Care Center Executive 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, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
  - a. **Remove Discussion Item 8B.** This item will be re-scheduled for Tuesday, August 20, 2019.
  - b. **Addition to Action Item 9B – Consideration to Approve Continued Services with IEA & Approve Contract.**
4. **APPROVAL OF MINUTES:** Motion to approve the minutes by Councilmember Hedman, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.
  - a. **Consideration to Approve Minutes from Regular Meeting conducted on 7.2.2019**
5. **INVOICES PAYABLE:** Motion to approve the invoices payable by Councilmember Stringer Jr, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
  - a. **Payment Batch 7.09.2019 ACH**
  - b. **Payment Batch 7.09.2019 Fire Department**
  - c. **Payment Batch 7.09.2019 General Fund**
  - d. **Payment Batch 7.09.2019 Library**
  - e. **Payment Batch 7.12.2019 ACH**
  - f. **Payment Batch 7.12.2019 Fire Department**
  - g. **Payment Batch 7.12.2019 General Fund**
  - h. **Payment Batch 7.12.2019 Library**
6. **PUBLIC COMMENTS:**
  - a. **Naomi Peterson** addressed the council regarding the appreciation of continuing to say the pledge of allegiance. Peterson also stated she is in favor of having a soft serve ice cream machine at the café.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
  - a. **Mayor's Report:** Mayor Hendrickson reported that he would not be in attendance for the council meeting on Tuesday, August 20, 2019.
  - b. **Councilmember's Report:** Councilmember Stringer Jr reported that the ordinance committee is scheduled for Thursday, July 18, 2019.
  - c. **Care Center Report – Justin Boldt, Clarkfield Care Center Executive Director:** Boldt approached the council regarding the Care Center activities. It was reported that a new Home Care Director was hired, and the Care Center was approved for the On-Track training program. The council was also notified that the 855A was accepted. The dining room at the Care Center received a facelift with new drywall and paint. It was reported that current consensus is 30 residents at the nursing home, 44 enrolled in the home health care program, and 9 residents at Valhalla. Pool staff was addressed as well. There is currently one RN on days and one RN on overnights plus two CAN's. There was a concern brought up

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with receiving financials two months behind the month being presented. The financials were presented to the council.

- d. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council with two formal complaints received by the office. The properties located at 905 6<sup>th</sup> Street and 911 9<sup>th</sup> Street received complaints filed against them regarding a public nuisance affecting peace and safety. Both properties received letters. Luepke gave an update regarding the audit. The auditors are scheduled to attend the first meeting in August. Luepke updated the council regarding the athletic field located in Clarkfield that is owned by the Yellow Medicine East school district. The district is looking to sell the property and did not receive any bids. The district is also looking into whether the property reverts back to the Hagg family. Luepke gave an overall of the Safe Routes to School program that was completed in 2015. The council is interested in implementing a taskforce in which Mayor Hendrickson and Councilmember Kaupang were assigned. Motion by Councilmember Kaupang to allow Luepke to research with our engineers the potential cost of implementing safe routes to school, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor. Luepke reported that the budget committee will begin to meet after the department head proposed 2020 budgets are received. Luepke predicts meeting will start mid-August.

#### 8. DISCUSSION ITEMS

- a. **MN Dot HWY 67 Project Update – Aaron Vacek, SRF Consulting & Lowell Flaten, MN Dot:** Vacek and Flaten approached the council regarding the Highway 67 Improvement Project scheduled for 2023. The project would cover six blocks from the railroad tracks to 6<sup>th</sup> Street which will include roadwork, sidewalks, and storm sewer. MN Dot presented the public engagement plan and would host open houses this coming Fall on the project for public input. In 2021, the draft cooperative agreement would be presented, and the final agreement approved in 2022. The project should be wrapped in in the Fall of 2023 or Spring of 2024. The City should start considering lighting, banners, and wayfinding aspects on downtown as this type of project comes around once every 50 years. It was also stated the City could potentially plan to spend \$8,000 per block as their cost participation of the project.

~~b. **Community Solar Garden – Adam Reinhart, Novel Energy Solutions**~~

#### 9. ACTIONS ITEMS

- a. **Consideration to Approve Variance Request located at 1105 13<sup>th</sup> Street:** Motion to approve by Councilmember Stringer Jr, 2<sup>nd</sup> by Councilmember Hedman. Motion carried with all in favor.
- b. **Consideration to Approve Continued Services with IEA & Approve Contract:** Motion to approve by Councilmember Hedman, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn at 7:37 PM by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer Jr.

Respectively Submitted by: Amanda Luepke, City Administrator