



CITY OF CLARKFIELD MINUTES
7:00 PM Regular Meeting
Tuesday, January 16, 2018
City Hall Meeting Room
906 10th Ave
Clarkfield, MN 56223

Present: Mayor Stringer III, Councilmember Bruflat, Councilmember Fritz, Councilmember Dale Stringer Jr, Councilmember Kaupang, Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director, Paul Anspach, Hazel Hanson, Jeff Olson, Jason Olson, Brandon Mensink, Jeff Mensink, Kyle Klausing

1) Pledge of Allegiance

2) Approval of Agenda: Motion to approve the agenda by Mayor Stringer III, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

a) Addition to the Agenda: Committee Report 6C – School Taskforce Update

b) Addition to the Agenda: Discussion Item 7A – Surplus City Property Process

c) Councilmember Kaupang ask about the discussion regarding the Care Center back up emergency fund that failed due to a second at the previous council meeting. Luepke addressed this concern stating the Care Center council committee will meet with the Care Center Executive Director to discuss a plan and recommendation for council.

3) Approval of Minutes: Motion to approve the minutes by Councilmember Fritz, 2nd by Mayor Stringer III. Motion carried with all in favor.

4) Invoices Payable: Motion to approve invoices payable by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion carried with all in favor.

5) Public Comments

a) Jeff Mensink addressed the council regarding the hardware store and whether the storefront will be locking its doors. Mensink attended the meeting as the council was concerned about the hardware store. Mensink stated that he and the public works director resolved the reason why certain items were not being bought from the hardware store.

6) Committee/Staff Reports

a) Public Works Director Report

Public Works Director Kramer addressed the council on the recent activities of the department. The Christmas decorations have been taken down. He reported that he has met with the public works committee with a couple issues and they are working through. They completed tree trimming by the Care Center. Kramer reported that the updated plow truck could arrive as earliest as next week. The EDA apartments had some turnover, so the department has completed updates and showings. Kramer reported that he did have contact regarding the milling pile. The agreement made, pending council approval, was that Mark Sand and Gravel would pay \$1,500 per year for occupying the space. They are requesting notification on June 1, 2018 whether the pile needs to be removed by the end of 2018. The council discussed notifying Mark Sand and Gravel they would like the pile removed by December 31, 2018. Motion by Councilmember Kaupang to have Mark Sand and Gravel remove the millings pile by December 31, 2018, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

b) City Administrator Report

Luepke addressed the council with general activities of the city and administration office. Luepke reported a complaint filed against the property at 821 7th Street. A letter was sent to the property owner and renter regarding a camper with individuals living in the camper without sewer, water, or electricality hookup. The full application for the Small Cities Development Program is due on February 22, 2018. There will be a public

hearing at 6:45 PM on February 6, 2018 regarding the application. The City and County had the opportunity to present the old school project and make our funding request to the MN State Bonding Committee on Monday, January 8, 2018. Our funding request was \$709,000. There is an action item on the agenda to implement garbage on the utility bill from the city starting March 2018. It was reported that garbage account user's rates will not change moving to the city bill. Luepke is looking to complete the Board of Appeal and Equalization training before February 1, 2018, along with reporting the report of outstanding indebtedness. The office is finishing up year end.

c) Old School Project Taskforce Update

Councilmember Stringer Jr reported on the old school project. The heat and electricity has been turned on. Everything turned on great and it is being kept at about 68 degrees. The floor in deflating. Bruflat Plumbing is looking at the two restrooms.

7) Discussion Items

a) Surplus City Property Process

Luepke stated there should be a process in place dealing with any excess city property that is no longer needed. Discussion took place that the excess property should be brought to the appropriate committee for an action plan on how to handle each situation.

8) Action Items

- a) Consideration to approve Olson Sanitation Contract:** Jeff and Jason Olson approached the Council regarding moving garbage to the city utility bill. Motion to approve by Mayor Stringer III, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- b) Consideration to adopt Resolution 2018_0116 – Signature Powers:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- c) Consideration to adopt Resolution 2018_0116A – Library Donations:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- d) Consideration to adopt Resolution 2018_0116B – Peddlers and Solicitors:** Motion to adopt by Councilmember Stringer Jr, 2nd by Councilmember Fritz. Motion carried with all in favor.
- e) Consideration to appoint Library Board Member:** Motion to appoint Hazel Hansen to the library board by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- f) Consideration to approve letter to rental property owners:** Motion to approve letter to property owners by Mayor Stringer III, 2nd by Councilmember Fritz. Motion carried with all in favor.
- g) Consideration to approve hiring process – Administrative Assistant:** Motion to approve hiring process for an administrative assistant by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion carried with all in favor.

- 9) Adjourn:** Motion to adjourn at 8:04 PM by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion carried with all in favor.

Reminder – Addressing the Council: Those wishing to speak should wait to be acknowledged by the Mayor & comments should be on the topic being discussed. Data Privacy Rules and Open Meeting Laws can be violated by discussion of employee performance at a public meeting and finally, personal attacks of anybody will not be tolerated.
