



CITY OF CLARKFIELD MINUTES
7:00 PM Regular Meeting
Tuesday, January 2, 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, Jana Suckow, Kayla Wasmund, Jessica Anderson, Shari McNamara – Care Center Administrator

- 1) **Pledge of Allegiance**
- 2) **Approval of Agenda:** Motion to Approve the Agenda by Councilmember Bruflat, 2nd by Mayor Stringer III. Motion carried with all in favor.
 - a) **Addition to the Agenda: Action Item 8F – Consideration to approve hiring part-time public works technician**
- 3) **Approval of Minutes:** Motion to Approve the Minutes by Councilmember Bruflat, 2nd by Councilmember Kaupang. Motion carried all in favor.
- 4) **Invoices Payable:** Motion to Approve the Invoice Payable by Councilmember Kaupang, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- 5) **Public Comments**
- 6) **Committee/Staff Reports**
 - a) **Care Center Report** – McNamara approached the Council regarding the Care Center. McNamara stated the Care Center owes the Escrow account about \$43,000 for the bond payoff. McNamara suggested the Care Center set up an automatic payment to the Escrow account over the next six months to pay back the monies. Motion by Councilmember Kaupang, 2nd by Councilmember Bruflat. Motion carried. Mayor Stringer III and Councilmember Stringer Jr opposed. McNamara also requested a \$100,000 line of credit from the bank to help cash flow during emergencies. Motion by Councilmember Kaupang. There was no second and the motion failed. The Council reviewed November 2017 financials.
 - b) **City Administrator Report** – Luepke presented that the City of Clarkfield was notified preliminary that we were awarded \$20,000 through our joint application with SWIF for the MN DEED child care grant. Luepke reviewed the timeline for the MN Basic Code adoption. The MN Basic Code will be updated in 2018, so we are waiting for those updates before they are codified. Luepke stated that the office is ready to roll out the rental ordinance information.
- 7) **Discussion Items**
 - a) **Meeting with the Care Center Advisory Board** – The Care Center Advisory Board is seeking a meeting with the full City Council regarding their role and purpose. The City Council agreed the meeting was needed and directed Luepke to work with the Chair on selecting a date and post according to open meeting law.
- 8) **Action Items**
 - a) **Consideration to approve bee hives located at 505 11th Ave:** Motion by
 - b) **Consideration to approve conditional use permit at 505 11th Ave:** Motion by
 - c) **Consideration to approve Resolution 2018_0102 – Annual Designations:** Motion by Councilmember Fritz, 2nd by Mayor Stringer III. Motion carried with all in favor.

- d) **Consideration to approve Resolution 2018_0102A – Fee Schedule:** Motion by Mayor Stringer III, 2nd by Councilmember Bruflat. Motion carried with all in favor.
- e) **Consideration to adopt Title XVII:** Motion by Councilmember Bruflat, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- f) **Consideration to approve hiring part-time public works technician:** Motion by Councilmember Fritz, 2nd by Councilmember Bruflat. Motion carried. Mayor Stringer III opposed.
- g) **Close Meeting – Annual Performance Reviews – Minnesota Statute 13D.03:** Motion by Mayor Stringer III to closed the regular meeting, 2nd by Councilmember Bruflat. Motion carried with all in favor. Annually performance reviews were presented to the City Council on the full-time city employees. COLA was given at 1% along with performance increases. Motion to close the close meeting by Mayor Stringer III, 2nd by Councilmember Bruflat. Motion carried with all in favor. Motion to open the regular meeting by Councilmember Bruflat, 2nd by Councilmember Fritz. Motion carried with all in favor. Motion to approve 1% COLA by Councilmember Kaupang, 2nd by Councilmember Fritz. Motion carried. Councilmember Stringer Jr opposed. Chad Fischer received an increase from Grade 3 Step 7 to Grade 3 Step 9. Motion to approve by Councilmember Stringer Jr, 2nd by Mayor Stringer III. Motion carried with all in favor. Dustin Kramer received an increase from Grade 7 Step 3 to Grade 7 Step 5. Motion to approve by Councilmember Bruflat, 2nd by Councilmember Kaupang. Motion carried with all in favor. Amanda Luepke received an increase from FSLA Step 3 to FSLA Step 5. Motion by Councilmember Bruflat, 2nd by Councilmember Fritz. Motion carried with all in favor. The Library Board approved Enola Rolla an increased from Grade 4 Step 3 to Grade 4 Step 5 and Nancy Painter received an increase from PT Step 4 to PT Step 5.
- 9) **Adjourn** – Motion to adjourn at 9:59 PM by Mayor Stringer III, 2nd by Councilmember Fritz. 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.
