



City of Clarkfield

Agenda

7:00 PM Regular Council Meeting

Tuesday, October 16, 2018

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order by Mayor Stringer III at 7:00 PM, Tuesday, October 16, 2018, in the City Hall Meeting Room. Councilmember present: Mayor Stringer III, Councilmember Fritz, Councilmember Kaupang, Councilmember Bruflat, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator. Also, in attendance were Kyle Klausing, Hazel Hanson, Craig Giles, Brian Bollig, Scott Kuhleman, Jana Suckow

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA:** Motion by Councilmember Bruflat to approve the agenda; 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Luepke requested addition to Action Item 9E – Consideration to Approve Contract for Professional Services with the Upper Minnesota Valley Regional Development Commission.**
 - b. **Luepke requested addition to Action Item 9F – Consideration to Approve MOU – City of Canby**
4. **APPROVAL OF MINUTES:** Motion by Councilmember Bruflat to approve the minutes from the September 21, 2018 and the October 2, 2018 meeting; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. **Consideration to approve minutes from Special Meeting conducted on 9.21.2018**
 - b. **Consideration to approve minutes from Regular Meeting conducted on 10.2.2018**
5. **INVOICES PAYABLE:** Motion by Councilmember Stringer Jr to approve the invoices payable; 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Payment Batch 10.03.2018 Fire Department**
 - b. **Payment Batch 10.03.2018 General Fund**
 - c. **Payment Batch 10.10.2018 ACH**
 - d. **Payment Batch 10.10.2018 Fire Department**
 - e. **Payment Batch 10.10.2018 General Fund**
6. **PUBLIC COMMENTS:**
 - a. **Hazel Hanson** addressed the council the disrepair of streets and the number of pot holes. It was stated that 15th Avenue is becoming very dangerous. Luepke provided an update to pot holes.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Infrastructure Report – Brian Bollig, Bollig Inc Owner:** Brian Bollig and Scott Kuhleman approached the council regarding the infrastructure project. The preliminary plan will be submitted to Rural Development, which is 260 pages. Bollig presented Task Order No. 5, which is listed as an action item, regarding funding coordination. It was stated that the task order is within the \$500,000 budgeted under the Administration/Legal/Finance line item. The water plant with Lincoln Pipestone will be a separate project. Bollig presented the proposal from KLM Inspection, which is also under action items. KLM Inspection will be hired to assist with writing specs for the water tower, participate in part of the construction, and coating the tower with premier material that will last 20 years. Bollig also presented the Viet Quote for diving services in the wastewater ponds for inspection. There is sludge built up in three ponds. It was reported that there are abandoned pipes floating in the ponds. Motion by

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Councilmember Fritz to approve the Veit quote, 2nd by Councilmember Kaupang. Motion carried with all in favor.

- b. City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council regarding the Assistance Fire Department Grant. There were two items added under action items which pertain to the grant. The MOU between the cities involved in the grant and the City of Canby, who is the host, which outlines requirements of the grant. It was stated that the grant is for turnout gear and the cost to the city would be about \$100,000 which could be taken from the fire department equipment replacement fund. The contract with the Upper Minnesota Valley Regional Development Commission is to write and submit the grant for the partnered cities. The cost will be around \$1,500. Luepke reported that there have not been any complaints filed and that the November 6, 2018 is moved to November 13, 2018 due to the elections. Clarkfield was approved to roll the \$178,000 Temporary Bond of 2015 into the infrastructure financing. There was discussion on the milling pile located on City of Clarkfield's property. Motion by Councilmember Bruflat to charge Mark Sand and Gravel \$2,000 for the first six months of 2019 and the pile must be removed from the city's property by June 30, 2019; 2nd by Councilmember Kaupang. Motion carried with all in favor. Luepke presented information regarding the assessment for 2018. The budget committee meeting date was set for Tuesday, October 30, 2018. Luepke reported that Boyd City Council is requesting to have a work session regarding the contract in February of 2019. Luepke provided an update regarding the public works department and the café.

8. DISCUSSION ITEMS

9. ACTIONS ITEMS

- a. Consideration to Approve Resolution 2018_1016 – Adopting Unpaid Charges for City Services:** Motion to approve Resolution 2018_1016 by Councilmember Fritz; 2nd by Councilmember Bruflat. Motion carried with all in favor.
- b. Consideration to Approve Resolution 2018_1016A – Donations:** Motion to approve Resolution 2018_1016A by Councilmember Bruflat; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- c. Consideration to Approve Proposal for Reconditioning Services – KLM Engineering:** Motion to approve the proposal from KLM Engineering by Mayor Stringer III; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- d. Consideration to Approve Task Order No. 5 – Bollig Inc:** Motion to approve Task Order No. 5 by Councilmember Stringer Jr; 2nd by Councilmember Bruflat. Motion carried with all in favor.
- e. Consideration to Approve Contract for Professional Services with the Upper Minnesota Valley Regional Development Commission:** Motion to approve Contract with UMRVDC by Councilmember Bruflat; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- f. Consideration to Approve MOU – City of Canby:** Motion to approve MOU by Councilmember Fritz; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- 10. ADJOURNMENT:** Motion to adjourn at 7:50 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. Public Comment time frame is limited to 3 minutes per individual. 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.

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