



# City of Clarkfield

## Minutes

7:00 PM Regular Council Meeting

Tuesday, October 2, 2018

City Hall Meeting Room

904 10<sup>th</sup> 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 2, 2018, in the City Hall Meeting Room. Councilmember present: Mayor Stringer III, Councilmember Fritz (7:15 PM), Councilmember Kaupang, Councilmember Bruflat (by video), and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator. Also, in attendance were Kyle Klausing, Marcia Flattum, Hazel Hansen, Jana Suckow, Craig Giles, and Chris Knoll.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA:** Motion Mayor Stringer III to approve the agenda; 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
4. **APPROVAL OF MINUTES:** Motion by Councilmember Stringer Jr to approve the minutes from the September 18, 2018 meeting; 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
5. **INVOICES PAYABLE:** Motion by Councilmember Kaupang to approve the invoices payable; 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
  - a. **Payment Batch 9.19.2018 ACH**
  - b. **Payment Batch 9.19.2018 Fire Department**
  - c. **Payment Batch 9.19.2018 General Fund**
  - d. **Payment Batch 9.25.2018 ACH**
  - e. **Payment Batch 9.25.2018 Fire Department**
  - f. **Payment Batch 9.25.2018 General Fund**
6. **PUBLIC COMMENTS:** No public comments.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
  - a. **Long Term Care Education Presentation – Chris Knoll, Interim Clarkfield Care Center Administrator:** Interim Care Center Administrator, Chris Knoll approached the council to present the state of long term services and supports. Knoll presented on the changing trends in the healthcare industry and outlined how technology and demographic shifts are impacting health markets.
  - b. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council regarding recent activities of the city. Luepke asked the council which streets should be considered for pot hole repair. The list of streets includes 15<sup>th</sup> Ave from the EMS Building to Clarkfield Lutheran, 13<sup>th</sup> Ave in front of old school, 10<sup>th</sup> Street by F & M Bank, 11<sup>th</sup> Street by Clarkfield Outdoors, and 6<sup>th</sup> Street by the Care Center. There was also concern for manholes. Luepke reported that the first council meeting of November is election day, so the meeting will need to be moved. Luepke stated that the council will receive a new councilmember orientation presentation to approve for the on-boarding council seats for 2019. The budget committee will meet in October following with a full council work session in November to finalize the 2019 budget. The elections are coming up and the city office staff is starting to prepare. The personnel committee will also meet in October to review job descriptions and personnel policies. The renewal rates for employee health insurance will increase by \$22.56 per month per employee. Luepke reported that more information will be available on the SRTS program soon. An update was given regarding the public works department. Luepke reported that the Boyd contract needs to be reviewed.

**The City of Clarkfield is an equal opportunity employer and provider.**

## 8. DISCUSSION ITEMS

- a. **Contract for Public Works Assistance:** Luepke presented a contract for public works assistance to the council. The contract is between the City of Clarkfield and Jeff Lobdell to aid with weekend rotation and technical assistance for up to ten hours per month. The contract amount is \$500 per month, along with \$30 per hour over the ten hours per month.
- b. **Employee Job Description for New Hire:** Luepke presented the current and past job description for the Public Works Foreman and Director positions. The council discussed changes to the job descriptions to better explain the expectations of the positions.

## 9. ACTIONS ITEMS

- a. **Consideration to Approve Reschedule November 6, 2018 Council Meeting:** Motion to move the November 6, 2018 council meeting to November 13, 2018 by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
- b. **Consideration to Approve Public Works Assistance Contract:** Motion to approve the public works assistance contract by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
- c. **Consideration to Approve Employee Job Description:** Motion to approve job descriptions for the Public Works Foreman and Director by Councilmember Bruflat, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
- d. **Consideration to Approve Care Center Proposal:** Motion to approve Chappell Central quote in the amount of \$12,713.00 contingent on obtaining a local quote by Mayor Stringer III, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
- e. **Consideration to Approve Resolution 20181002 – Library Donations:** Motion to approve Resolution 20181002 by Councilmember Bruflat, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn the regular council member at 8:31 PM by Mayor Stringer III, 2<sup>nd</sup> by Councilmember Stringer Jr. 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.**