



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, November 20, 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, November 20, 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, Troy Bruflat – Public Works Foreman/Director, and Dave Smith – Clarkfield Fire Chief. Also, in attendance were Kyle Klausing, Hazel Hanson, and Paul Anspach.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA:** Motion by Councilmember Bruflat to approve the agenda with the requested discussion item; 2nd by Councilmember Kaupang. Motion carried with all in favor
 - a. **Luepke requested to add a discussion item to 8C – Petition of Intersection 59 & 67**
4. **APPROVAL OF MINUTES:** Motion by Mayor Stringer III to approve the minutes from the November 13, 2018; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Regular Meeting conducted on 11.13.2018**
5. **INVOICES PAYABLE:** Motion by Councilmember Fritz to approve the invoices payable; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. **Payment Batch 11.13.2018 Fire Department**
 - b. **Payment Batch 11.13.2018 General Fund**
 - c. **Payment Batch 11.13.2018 ACH**
 - d. **Payment Batch 11.13.2018 Elections**
6. **PUBLIC COMMENTS:**
 - a. **Paul Anspach** addressed the council regarding the building inspector. Anspach is concerned about other projects in the city and the valuation of those compared to his proposed project. Anspach stated the building inspector is not doing his job and could cause issues for the City. Anspach recommended to the Council to review getting rid of the building inspector and the MN Basic Code.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Fire Department Report – Dave Smith, Fire Chief:** Chief Smith approached the Council. It was reported that it was a quiet fall for the department. The Fire Department will start conducting walk-throughs with community businesses. They were also apart of disaster preparedness planning with the Care Center. The department is also looking to set up training through MN West again in 2019. They received a 50/50 match grant through the DNR and started working on the DNR Tanker Truck. It was also reported that the Regional Grant was submitted, and we should hear back in the Spring.
 - b. **Public Works Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the Council to give his report. Bruflat reported that the water tower inspection was completed and let the Council know that the water tower was last recoated in 1987 with a spot repair and is showing signs of wear. Bruflat gave an update regarding Miller Lift. The pumps have been ordered from Dakota Pump and Control and should be delivered mid-December. It was reported that the plows have had maintenance, plows mounted, and are ready for plowing. There was a water main break by well # 5 that was repaired. There was some gravel hauled in to repair the road. The department was able to temporarily fill all the pot holes within the City. The City of Boyd has offered to purchase an old plow mounted

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sander that was taken out of service due to damage. Their offer is \$200. Motion by Councilmember Bruflat to accept the offer; 2nd by Councilmember Kaupang. Motion carried with all in favor. Bruflat reported that all the park and pool bathrooms have been winterized and cleaned.

- c. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the Council with her report. Mark Sand and Gravel notified the office that they will be sending the check for continued use of the property where the millings pile is located. It was reported that the County will be conducting a recount for the seat of city council between Jerry Kaupang and Craig Giles. Luepke notified the Council that she is working to get the building inspector on a future agenda. Luepke reminded the Council that the Truth in Taxation hearing will be held on December 4, 2018 at 7:00 PM. The Council determined the next work session will be held on December 4, 2018 at 5:30 PM to discuss council policies and procedures. Luepke reported that the first council meeting lands on January 1, 2019 which is New Year's Day. The Council determined the first meeting of the year will be held on January 8, 2019.

8. DISCUSSION ITEMS

- a. **Review New Council Orientation Presentation:** Luepke presented materials for the new council orientation. There was no discussion.
- b. **Review of Employee Wage Scale:** There was no discussion.
- c. **Petition of Intersection 59 & 67:** Luepke reported that there is a petition regarding the safety of the Intersection at Hwy 59 and 67 at the railroad. The Council determined that MNDot should come to a future meeting to discussion safety options.

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 2018_1120 – Setting Council Salaries:** Motion to approve by Councilmember Bruflat; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- b. **Consideration to Approve Resolution 2018_1120A – Setting Wage Scale for 2019:** Motion to approve by Councilmember Fritz; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn at 7:39 PM by Councilmember Kaupang; 2nd by Bruflat. Motion carried with all in favor.