



minutes

REGULAR MEETING – CLARKFIELD CITY COUNCIL  
Tuesday, November 21, 2017  
City Hall Meeting Room

Mayor: Dale Stringer III

Council Members: Jerry Kaupang, Emily Bruflat, Susan Fritz, Dale Stringer, Jr.

Staff Present: Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director, Mike Jensen – Deputy Sheriff

Others Present: Naomi Peterson, Gary Johnson, Hazel Hanson, Jana Suckow, Maria Flattum, Bill Weinhold, Tasha Martin

1.0 Call to Order

2.0 Pledge of Allegiance

3.0 Call Roll

4.0 Citizen Comments

*Comments received from citizens may be placed on a future meeting agenda for consideration. Comments shall be limited to 5 minutes per person.*

- *Naomi Peterson addressed the council to ask about the Walter's property and when it would be demolition. Mayor Stringer updated Peterson stating it would be used as a fire department burn training.*

5.0 Council Liaison Update

5.1 **H.A. H.A.G.G School Taskforce Update: Councilmember Fritz & Councilmember Stringer Jr.**

*On Tuesday, November 14, 2017 there was another public meeting on the old school building to update the community on the council's decision to save the west gym and to gage community interest in saving more. There was a request to send out a survey.*

6.0 Consent Agenda

*The following items are considered non-controversial by staff and are recommended to be read and passed in one motion. Any Councilmember, staff, citizen, or meeting attendee can request one or more items be to be pulled from the Consent Agenda and the item will be pulled and addressed immediately after the passage of the Consent Agenda; otherwise, the following items will be passed in one motion:*

*Motion to approve the consent agenda by Councilmember Bruflat, 2<sup>nd</sup> by Kaupang. Motion carried with all in favor.*

6.1 Consideration of Additions to the Agenda

6.2 Consideration to Approve the Payment of Bills

*Councilmember Fritz approved on 11-2-2017:*

*General Fund - \$2,557.85*

*ACH's - \$20,205.54*

*Fire Department - \$161.16*

***Total: \$22,924.55***

*Councilmember Kaupang approved on 11-15-2017:*

*Fire Department - \$86.24*

*General Fund - \$144,659.75*

*Library - \$1,241.50*

*ACHs - \$4,261.88*

***Total: \$150,249.37***

6.3 Consideration to Approve City Council Minutes from November 7, 2017

6.4 Consideration to Adopt Resolution No. 20171121 – Polling Place

6.5 Consideration to Adopt Resolution No. 20171121A – Library Donations

7.0 Consideration of items removed from the Consent Agenda for Discuss

8.0 Reports

8.1 Deputy Sheriff Report

*Deputy Sheriff Jensen approached the Council with the activity within City.*

8.2 Public Works Director Report

*Kramer approached the Council to give the report for the public works department. The department has not bought a plow truck yet. The pond fence project is completed. The department installed new water meters. Great Plains has wrapped up for the year and will return in the Spring. The street sweeping is complete. The department is cleaning up the tree site and moving the street swept piles. The force main project will be completed in the Spring. The sidewalk was removed by the EDA phase 1 apartment. The department is working on pond discards, along the dealing with EDA move in/out and painting.*

### **8.3 City Administrator's Report**

*Luepke addressed the Council on the City report. Luepke reminded the Council that the Truth in Taxation hearing is set for Tuesday, December 5, 2017 at 7:00 PM. Notices went out from the County on the preliminary taxes for 2018. Bollig, Kramer and myself met with Mayor Stringer to get him up to speed and recap the last infrastructure council work session. The state is currently reviewing our proposal and will be returned to Bollig by Thanksgiving. There will be a work session on Wednesday, December 6, 2017 at 3:00 PM. There will be a public hearing on December 19<sup>th</sup> for the zoning ordinances at 6:00 PM. Luepke will be conducting employee reviews. Luepke provided an update on the Care Center and provided information to the Council that \$100,000 was drawn out of the escrow account in January 2017 without Council approval by a Care Center employee. This action raised some concerns and Luepke has been studying the financial situation. The escrow account was put in place for bond security. Luepke updated the council that there is enough money currently to pay off the bonds. The interest accruing on the bond is more substantial than the interest gaining on the CDs. There should be an internal policy to protect the city and care center's assets. By paying off the debt, the care center would save \$268,000 in interest payments. Since 2014, the General Fund has given the Care Center \$267,000 of tax payers revenue to operate. There was an entity interested in purchasing after the City sent request for proposals for a new management company. Luepke is unsure of the interest level, after touring the facility.*

### **9.0 Old Business**

### **10.0 New Business**

#### **10.1 Appointment of Additional Term to Library Board – Pam Smith**

*Motion to approve Pam Smith to the Library Board by Councilmember Fritz, 2<sup>nd</sup> by Kaupang. Motion carried with all in favor.*

#### **10.2 Closed Meeting - Minnesota Statute 13D.05 – determine asking price for real property located at 805 5<sup>th</sup> Street, Clarkfield, MN 56223**

**In Attendance: Mayor Stringer III, Councilmember Fritz, Councilmember Kaupang, Councilmember Stringer Jr, Councilmember Bruflat, City Administrator Luepke**

*Mayor Stringer stated the close meeting is to determine asking price for real property located at 805 5<sup>th</sup> Street, Clarkfield, MN 56223.*

*Motion to open the close meeting by Councilmember Bruflat, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all the favor.*

*Motion to close the close meeting by Councilmember Stringer Jr, 2<sup>nd</sup> Kaupang. Motion carried with all in favor.*

*Motion to open the regular meeting by Councilmember fritz, 2<sup>nd</sup> by Councilmember Bruflat.*

### **11.0 Adjourn Meeting**

*Motion to adjourn by Councilmember Bruflat, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.*