



## MINUTES

### REGULAR MEETING – CLARKFIELD CITY COUNCIL Tuesday, November 7, 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, Shari McNamara – Care Center Executive Director,  
Dustin Kramer – Public Works Director**

**Other Present – Paul Anspach, Hazel Hansen, Marica Flattum, Roxy Stringer**

**1.0 Call to Order (7:00 PM)**

**2.0 Oath of Office**

*Mayor Dale Stringer III conducted his oath of office.*

**3.0 Pledge of Allegiance**

**4.0 Call Roll**

**5.0 Citizen Comments (7:05 PM)**

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

- *Paul Anspach addressed the new mayor to congratulate him on the appointment of mayor and if he needs help or has questions, he can always ask him.*

**6.0 Council Liaison Update (7:15 PM)**

**6.1 Library Board Update: Councilmember Fritz** – *Fritz updated the council letting them know that the library board met to finalize their 2018 budget. Fritz also announced that the meeting was her last meeting on the library board, as she has served nine years. Currently, Fritz is the library board president. Library participated in the United Way Jumpstart Read for the Record program and was entered into a drawing for a pack of books. Clarkfield's Library was drawn for the prize. The library was awarded \$500 from the Clarkfield Area Community Foundation.*

**7.0 Consent Agenda (7:20 PM)**

*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 Mayor Stringer III, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.*

**7.1 Consideration of Additions to the Agenda**

- *There are not items to be added to the agenda but the Council needs to discuss bills that were not approved in 8.0.*

**7.2 Consideration to Approve the Payment of Bills**

*Councilmember Stringer Jr approved on 10-18-2017:*

*General Fund - \$59,053.02*

*ACH's - \$4,253.32*

*Library - \$736.52*

**Total: \$64,042.86**

*Councilmember Stringer Jr approved on 10-18-2017:*

*Fire Department - \$416.40*

*General Fund - \$35,334.84*

*Library - \$436.90*

**Total: \$36,188.14**

*Councilmember Stringer Jr approved on 10-26-2017:*

*Fire Department - \$762.32*

*General Fund - \$2,002.36*

*Library - \$195.67*

*ACH's - \$241.80*

**Total: \$3,202.15**

**7.3 Consideration to Approve City Council Minutes from October 17, 2017**

**7.4 Consideration to Adopt Resolution No. 20171107 – Accept Donations**

**7.5 Consideration to Adopt Resolution No. 20171107A – Signors for CDs**

**8.0 Consideration of items removed from the Consent Agenda for Discuss**

- *Daycare bill was presented to the council. No motion needed, the non-profit board will handle these bills.*
- *Bills from Melchert, Hubert, and Sjodin law office for legal issues regarding the former Mayor. The bills totaled \$1,414.00 – Motion to approve by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Bruflat. Motion carried with all in favor.*
- *Bill from Nelson Oyen Tovik regarding a councilmember contacting the city attorney three times. There was not a report given to the council or the administrator and the approver wanted to make the council aware of the additional charges in the amount of \$100. Motion to approve by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Bruflat. Motion carried with all in favor.*

**8.1 Reports (7:30 PM)**

**8.2 County Attorney Presentation – 15 minutes**

- *Keith Helgeson, County Attorney, approached the Council to discuss the rate increase for prosecution services. The County serves two cities for prosecution services – The City of Echo and City of Clarkfield. The rate increase is due to the court appointed attorneys rate has increased to \$100, which is proposed for 2018. There is still a savings for services as the City does not have to pay travel time nor time waiting if court runs behind. The City is responsible to prosecute misdemeanor and some gross misdemeanor offenses and the County per statute prosecute all felonies within the county. Motion to approve the county prosecution contract increasing the rate to \$100 by Councilmember Stringer, Jr., 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.*

**8.3 Care Center Report – 15 minutes**

- *Shari McNamara, Care Center Executive Director approached the Council regarding activities at the Care Center. McNamara reported that Sue Jans resigned from the Care Center Board of Advisors. Emergencies Operations Plan run through is set for Monday, November 13, 2017. The Care Center is cash flowing at this point. Occupancy for September is 83.98% at 30.23 residents and Year to Date is 68.14%. The Case Mix Score is over 1 at 1.02.*

**8.4 City Administrator's Report – 15 minutes**

- *Amanda Luepke, City Administrator addressed the council with the city report. The Small Cities Development program application deadline has past and the office 44 residential applications back and 14 commercial applications. If the project is funded, we would be able to rehab 14 residential and 4 commercial locations. The Regional Development commission office is submitting our preliminary proposal. As we look at finalizing the 2018 budget, we are looking at ways to save. One department that can see a savings is the Public Works Department and staff size. After researching 17 other communities in comparable size to Clarkfield, it was determined that a population of 800 should have 2.75 employees. Luepke's recommendation is not to rehire the full-time position within the Public Works Department, but offer a part-time year-round position along with hiring seasonal support during the summer months. This recommendation falls in line with other communities our size, along with helping re-allocate funds to replace equipment. Motion to open a part-time position up in the Public Works department starting the first of the year by Councilmember Bruflat, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor. Mark Sand and Gravel is requesting an additional three more years for storage of the asphalt milling pile. The original agreement was that the milling pile could stay and the City could use what they need. The City Council voted for the asphalt milling pile removed by the end of the 2017 construction season. It is requested that the staff negotiate with Mark Sand and Gravel something that will work for both parties. The Council agreed to allow staff to resolve the situation with a limit to one year additional. Cardinal Kids approached the Yellow Medicine County commissions for a \$25,000 grant towards the Clarkfield Child Care Initiative project that was approved. The City has partnered through SWIF to apply for the newly released Child Care grant through DEED. The County is seeking a formal motion for the city to commit*

*to take on the west gym, along with the monthly payment for the utilities as they have committed \$12,000 towards getting electricity turned on in the space. Motion of commitment of the west gym by Councilmember Stringer, Jr., 2<sup>nd</sup> by Councilmember Fritz. Motion carried with Councilmember Kaupang opposing.*

**9.0 Old Business (8:15 PM)**

**9.1 Budget Overview**

- *The year to date budget versus actual was submitted to the council. There was no discussion.*

**10.0 New Business (8:30 PM)**

**11.0 Adjourn Meeting**

*Motion to adjourn at 8:11 PM by Councilmember Brufat, 2<sup>nd</sup> by Council Kaupang. Motion carried with all in favor.*