



City of Clarkfield

Agenda

7:00 PM Regular Council Meeting

Tuesday, December 18, 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, December 18, 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 Director/Foreman. Also, in attendance were Noah Lusti, Mike Jenson, Bill Flaten, Scott Kuhlman, David Drown, Darin Haslip, Hazel Hanson, Leo Kuehl, Zach Hendrickson, Melinda Hedman, Craig Giles, Paul Anspach, Cameron Fuller, and Jana Suckow.

1. **CALL THE REGULAR COUNCIL MEETING 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.
4. **APPROVAL OF MINUTES:** Motion by Councilmember Fritz to approve the minutes presented to the City Council; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Regular Meeting conducted on 12.4.2018**
5. **INVOICES PAYABLE:** Motion by Councilmember Bruflat to approve the invoices payable; 2nd by Councilmember Fritz. Motion carried with all in favor.
 - a. **Payment Batch 12.5.2018 ACH**
 - b. **Payment Batch 12.5.2018 Fire Department**
 - c. **Payment Batch 12.5.2018 General Fund**
 - d. **Payment Batch 12.14.2018 ACH**
 - e. **Payment Batch 12.14.2018 Fire Department**
 - f. **Payment Batch 12.14.2018 General Fund**
6. **PUBLIC COMMENTS:**
 - a. **Leo Kuehl** addressed the city council wondering why the public comments were at the beginning of the council meeting and not at the end. Kuehl also questioned why the city has a building inspector.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Infrastructure Update – David Drown - Drown & Associates, Brian Bollig - Bollig, Inc.:** David Drown approached the city council to discuss infrastructure assessments. Drown stated that the council will have resolutions to approve at the January 8, 2019 council meeting. Drown reported Clarkfield has relatively high property taxes and wants to keep the expense of the project off the general levy and utility bills. It is important to implement a system that is fair and treats everyone the same. He is proposing assessments that include \$4,000 per parcel benefitting from the reconstruction of a new street and \$2,000 per parcel city-wide assessment for utility treatment. There was discussion on corner lots and how those parcels would be assessed. The council determined that these parcels not would be assessed twice. The assessment can be paid in full to the city office or assessed to the parcel over 20 years. The city council will need to create a policy regarding a deferment plan for financial hardships, active military, elderly, and disabled. The public hearing regarding assessment was set for the first council meeting in February. Scott Kuhlman approached the council to report that KLM Engineering completed the water tower inspection and Veit completed the wastewater pond inspection. Kuhlman

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handed out the project schedule and informed the council that Bollig, Inc is requesting authorization to proceed with final design.

- b. **YMC Sheriff Office – Sheriff Flaten, Deputy Jenson:** Sheriff Flaten and Deputy Jenson approached the city council to addressing questions that the council may have. The council received a call list from the Sheriff’s office. A question was raised regarding the deputy’s schedule. Sheriff Flaten responded that the Sheriff’s office will not disclose the schedule but did state that the deputy works on a rotating schedule and scheduled when calls are high. There was discussion regarding the search warrant call and concern was brought up regarding highway speed. Sheriff Flaten stated that the sheriff’s office needs to be made aware of concerns. The contract states that the deputy will attend city council meeting on a quarterly basis.
- c. **Care Center Committee Report – Mayor Stringer III, Councilmember Fritz:** The care center committee reported that the committee sat in on the Care Center Administrator interviews. The group as a whole was impressed by one individual.
- d. **Public Works Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the city council regarding activities within the public works department. It was reported that the meeting at Bollig, Inc was very informational. There were questions asked at the meeting regarding the VFD on well #6 and the Tonka water filter and we were advised to not to take steps forward until the decision about Rural Water is finalized. There was a miscommunication during the ordering process regarding the pumps for Miller Lift, which has pushed back the installation date. The remaining pump at Miller Lift failed again, so the department spent a day pumping down the pit. The diving crew with Veit was on-site for two days conducting their inspection. Bruflat stated that he took the CDL permit test. It was reported that the Christmas lights were put up, the department adjusted the times, so the lights should turn on earlier. The department built a rack for the lawnmower trailer to hold the backpack blower and the trimmers. Chad Fischer was not able to use a portion of his vacation due to conditions outside his control and is requesting to cash-out vacation. Motion by Councilmember Bruflat to rollover 120 hours and payout the remaining; 2nd by Councilmember Kaupang. Motion carried with Mayor Stringer III opposed. Bruflat reported the pool will need some repairs in the spring and the department ordered six trees for pick up in the spring as well. Valhalla sign has been completed.
- e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke address the council with her report. It was reported that the office is compiling the approved 2019 budget to the state auditor, along with working on renewing our work comp insurance. Luepke provided clarification regarding a non-vote. The city’s auditor will be on-site Tuesday, January 15, 2019 to conduct the pre-audit interviews. It is requested that a councilmember also be interviewed. Luepke suggested that someone from the budget committee be interviewed. Councilmember Fritz volunteered. The city staff have been busy with year-end activities and is projecting the general fund to have a positive \$12,000. Luepke provided the council an overview of projected 2018 expenses/revenues to the city’s net assets. Luepke gave an update on the EDA. It was reported that the apartment committee meet to discuss the maintenance job description as the EDA is looking to shift the \$600 payment from the City to Steve Hubbard. The Café Committee meet with café manager, Medea Noel regarding the café operations. The management contract was discussed briefly but there was no action taken. There was an update given regarding the TIF Bond with Prairie Grain Partners. Scott Mauch, George Eilertson and Amanda Luepke meet to discuss the \$108,840.07 that was refunded in 2015. Luepke provided a hand-out outlining the amount owed. Luepke recommended implementing a mailbox damage policy. Motion by Councilmember Fritz to approve the recommendation; 2nd by Councilmember Bruflat. Motion carried with all in favor. Luepke let the council know that she received communication from the Upper Valley Minnesota Regional Development Commission that they are still working through putting together all the required policies and procedures for the grant. Luepke reported that she will be taking Wednesday, December 26 through the 28th off.

8. DISCUSSION ITEMS

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- a. **Building Inspection Process – Darin Haslip - Clarkfield Building Inspector, Paul Anspach – Citizen:** Paul Anspach and Darin Haslip approached the council regarding the building permit submitted at the property located at 505 11th Ave. Haslip reported that the council adopted a new fee schedule in 2017 that uses the 2016 state valuation table. Anspach feels the valuation assign to the project is high and would like it decreased. The first permit submitted that was denied occurred before the implementation of the new rates, but the second permit submitted was after the new rate implementation. Haslip stated he has already reduced the valuation of the structure by 20% after learning it was only a shell. Anspach stated his valuation is \$89,900 for a 64X36 building while in 2016, a similar sized building was valued at \$12,500. The council agreed to meet in the middle of the valuation so that both parties are satisfied.

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 2018_1218 – 2019 Water and Sewer Rates:** Motion to approve by Councilmember Bruflat; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- b. **Consideration to Approve 2019 City of Clarkfield Budget:** Motion to approve by Councilmember Fritz; 2nd by Councilmember Bruflat. Motion carried with all in favor.
- c. **Consideration to Approve 2019 EDA Budget:** Motion to approve by Councilmember Bruflat; 2nd by Mayor Stringer III. Motion carried with all in favor.
- d. **Consideration to Authorize Final Design for Infrastructure:** Motion to approve by Councilmember Kaupang; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- e. **Consideration to Approve Agreement for Prosecution Services:** Motion to approve by Councilmember Bruflat; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- f. **Consideration to Approve City Council Handbook:** Motion to approve by Councilmember Fritz; Councilmember Bruflat. Motion carried with all in favor.

- 10. ADJOURNMENT:** Motion to adjourn at 8:55 PM by Mayor Stringer III; 2nd by Councilmember Bruflat.

Respectfully Submitted By: Amanda Luepke