



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, December 4, 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 4, 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, Chris Knoll – Interim Care Center Administrator. Also, in attendance were Noah Lusti, Hazel Hanson, Sheldon Olson, Marica Flattum, Jana Suckow and Paul Anspach.

1. CALL THE TRUTH IN TAXATION HEARING TO ORDER

- a. Luepke provided an overview of the proposed property tax levy. There was a document provided to the public outlining levy history, history of LGA payment, tax base information, and the 2019 General Fund revenues and expenditures. Luepke reported that the 2019 General Fund budget balances and the proposed tax levy of \$417,338.00 will decrease to \$382,766.00 (-.52% from 2018). Luepke reported that there will be an increase of .07% regard the LGA payment. Luepke reported that the city council will oversee \$825,632.00 budget in 2019. There were no questions regarding the tax levy or the budget presented.

2. CLOSE THE TRUTH IN TAXATION HEARING

- a. Truth in Taxation Hearing closed at 7:04 PM

3. CALL THE REGULAR COUNCIL MEETING TO ORDER

4. PLEDGE OF ALLEGIANCE

5. **APPROVAL OF AGENDA:** Motion by Councilmember Bruflat to approve the agenda; 2nd by Councilmember Kaupang. Motion carried with all in favor.

6. **APPROVAL OF MINUTES:** Motion by Councilmember Stringer Jr to approve the minutes presented to the City Council; 2nd by Councilmember Bruflat. Motion carried with all in favor.

- a. **Consideration to Approve Minutes from Special Meeting conducted on 10.18.2018**
- b. **Consideration to Approve Minutes from Special Meeting conducted on 11.5.2018**
- c. **Consideration to Approve Minutes from Regular Meeting conducted on 11.20.2018**

7. **INVOICES PAYABLE:** Motion by Councilmember Bruflat to approve the invoices payable; 2nd by Councilmember Fritz. Motion carried with all in favor.

- a. **Payment Batch 11.20.2018 Fire Department**
- b. **Payment Batch 11.20.2018 General Fund**
- c. **Payment Batch 11.20.2018 ACH**
- d. **Payment Batch 11.28.2018 Fire Department**
- e. **Payment Batch 11.28.2018 General Fund**

8. PUBLIC COMMENTS:

- a. **Paul Anspach** addressed the City Council and stated that he has lived in Clarkfield for 13 years with five City Administrators and turn over with council. He stated he is tired of the complaints against him and the City Council needs to put an end to it.
- b. **Hazel Hanson** approached the City Council regarding the water and sewer bill received through the mail. Councilmember Fritz addressed the concern.

9. REPORTS OF COMMITTEES AND CITY STAFF

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

- a. **Care Center Report – Chris Knoll, Interim Care Center Administrator:** Knoll approached the City Council regarding the Care Center operations. Knoll reviewed the Care Center financials. Knoll reported that Minnewaska was still working with Ecumen on the financials and audit for the fiscal year. Knoll reported that the Care Center committee will begin to review the personnel policies for the employees at the Care Center. These policies will need final approval from the City Council. It was reported that final interviews for the Care Center Administrator position will be on Tuesday, December 11, 2018. The Care Center committee will attend these interviews and be part of the recommendation. Final hire will go before the City Council for approval. Knoll notified the City Council that an internal hire will take over the Director of Nursing position in December. It was also reported that the roof top unit was installed, and census is at 26 residents.
- b. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the City Council. It was reported that the election recount was completed, and the count remains accurate. Luepke let the City Council know that David Drown, Brian Bollig, Darin Haslip, and Bill Flaten will be attending the next council meeting. The City of Boyd is planning on attending a work session in February to finalize the contract. Luepke and Bruflat meet with MNDot regarding bike paths on Monday, November 19, 2018. There will be some opportunity for the reconstruction of Hwy 67 to implement bike paths. Luepke reported that Bruflat and herself met with Bollig Inc regarding the infrastructure project on Monday, November 26, 2018. Luepke stated that YMC implemented a new taskforce to work on broadband concerns. Luepke requested a council member to participate in the taskforce as well. It was brought to the City Council's attention that the sledding hill is in disrepair and the staff is not recommending use for the winter season. The sledding hill has not been maintained and there is risk for safety. Luepke let the City Council know that the public works department is looking at back up options for snow plowing. Jeff Lobdell and Jared Bossuyt have shown interest in helping the city. Luepke provided information to the City Council regarding Prairie Waters Regional Marketing Membership. The City is currently members of this marketing campaign. The annual commitment is \$618, and this is an action item on the agenda.

10. DISCUSSION ITEMS

- a. **Review of 2019 Proposed Water and Sewer Rates:** The City Council reviewed the 2019 proposed water and sewer rates. Luepke stated that the proposal includes increases to water, sewer, and storm sewer. The base rate for water and sewer will increase \$.50 per fund and usage shall increase \$.25 per fund. Luepke stated that the storm sewer will increase to \$5.00.

11. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 2018_1204 – Adopting 2019 Levy:** Motion to approve by Councilmember Bruflat; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- b. **Consideration to Approve Resolution 2018_1204B – Resolution Re-establishing the Polling Place:** Motion to approve by Councilmember Bruflat; 2nd by Councilmember Fritz. Motion carried with all in favor.
- c. **Consideration to Approve Filling Station Liquor License Renewal:** Motion to approve by Councilmember Stringer Jr; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- d. **Consideration to Approve Contegrity Contract for the Old School Project:** Motion to approve by Mayor Stringer III; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- e. **Consideration to Approve the Prairie Waters Regional Marketing Membership:** Motion to approve by Councilmember Bruflat; 2nd by Councilmember Fritz. Motion carried with all in favor.

- 12. **ADJOURNMENT:** Motion to adjourn at 7:40 PM by Mayor Stringer III; 2nd by Councilmember Kaupang. Motion carried with all in favor.