



CITY OF CLARKFIELD MINUTES
7:00 PM Special Meeting
Monday, February 12, 2018
City Hall Meeting Room
906 10th Ave
Clarkfield, MN 56223

Mayor Stringer III, Councilmember Fritz, Councilmember Bruflat, Councilmember Stringer Jr, Councilmember Kaupang, Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director, Laura Ostlie – UMRDC, Stan Kaatz, Karen Kaatz, Karl Kaatz, Luke Berg, Zach Fischer, Brandon Mensick, Todd Tennis

1) Pledge of Allegiance

2) Approval of Agenda: Motion to approve the agenda by Mayor Stringer III, 2nd by Councilmember Fritz. Motion carried with all in favor.

3) Approval of Minutes: Motion to approve the minutes with changing the time of hearing to 6:45 PM in Section 6A by Mayor Stringer III, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

4) Invoices Payable: Motion to approve all payables including the unapproved bill before council to True Value by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.

a) Unapproved Bill – True Value bill in the amount of **\$2,007** was brought before council as it was not approved during the weekly approval process.

5) Public Comments

a) Stan Kaatz addressed the Council regarding the recent decision mandating garbage on the city's monthly utility bill. It was stated that there are some residents not needing weekly garbage service and those residents should not have the service added to the monthly city utility bill. Kaatz indicated the city council has the authority to waive the service fee from the bill according to MN State Statute 115A.941. Mayor Stringer III stated the city needs to enforce the service to everyone realizing it is not fair. Councilmember Fritz stated the city should look at what other cities do for an exception process. There should be a form for residents to fill out and the residents would need to prove they currently have service through other means. The council directed Administrator Luepke to do some research on an exemption process.

6) Committee/Staff Reports

a) Upper Minnesota Valley Regional Development Commission Application Update: Laura Ostlie, staff person for the UMRDC, addressed the council regarding the application for the Small Cities Development Program. The final application is due to the State by February 22, 2018. The City of Clarkfield completed the pre-application and was deemed competitive. This grant is for housing and commercial rehabilitation.

b) Economic Development Authority Update: Councilmember Fritz provided an update to the council on the Economic Development Authority meeting. The EDA elected officers – Jamie Olerud was elected Chair and Zach Hendrickson was elected Vice Chair. The budget committee updated the EDA adjustments to the EDA budget. The interested party in the restaurant is working on a business plan and financing. The EDA apartments are 100% occupied.

c) Care Center Committee Update: Councilmember Fritz and Mayor Stringer III updated the council on the last committee meeting. The Care Center were at 32 residents and are working on moving Home Health Care office up to the Care Center. The Care Center requested approval of an addendum for group purchasing in the Care Center/City contract – more information is needed and the full council would need to approve the addendum. The committee also discussed a line of credit for the Care Center which would also need full council approval. The Care Center is working to put money away but could need an additional line of credit for emergencies.

d) Public Works Committee Update: Administrator Luepke updated the council regarding the recent committee meeting which discussed a powerline going to the old lift station owned by MN Valley Coop that the City pays for annually for backup. The committee recommends discontinuing services with MN Valley Coop. Motion to

discontinue service by Mayor Stringer III, 2nd by Councilmember Stringer Jr. Motion carried with all in favor. The committee also discussed the seal quote received for the old city plow truck. The committee did not have a recommendation for the council. Luepke recommended placing this quote on the next agenda.

e) **City Administrator Report:** Luepke addressed the council regarding activities with the city. Luepke provided an update on complaints. The camper has been removed from the property at 821 7th Street. The complaint against property located at 1109 14th Street has not been resolved. Luepke researched the new city ordinances we it states the city can declare a public nuisance when all wires and limbs of trees which are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles. The tree limbs hanging over private property would be considered a civic matter and the property owner needs to address the issue with the neighbor. The Care Center Advisory Board and City Council meeting will happen this Spring. The city office is working to complete the garbage service fees on the city utility bills. Luepke completed the Board of Appeal and Equalization training, along with completing the Annual Report of Outstanding Indebtness and SAFES. The Minnesota Clerks and Finance Officers Annual Conference is March 20 through March 23, 2018. Luepke requested that the new hire attend with her and have permission to close the city office. Motion to close the city office and ability to bring the new hire by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor. Luepke reported that the City of Clarkfield received \$10,000 in grant monies from the Laura Jane Musser Fund. There was a reminder to the council that the city office will be closed on Monday, February 19, 2018 for President's Day, along with reminding the council on the weekly bill approvers.

7) Discussion Items

a) **CORE program event:** Mayor Stringer III wanted to make the council aware of an upcoming training regarding gas pipeline emergencies.

8) Action Items

a) **Consideration to Adopt Resolution 20180212 – Local Government:** Motion to approve by Councilmember Fritz, 2nd by Mayor Stringer III. Motion carried with all in favor.

b) **Consideration to Adopt Resolution 20180212A – Identifying Slum and Blighting Conditions:** Motion to approve by Mayor Stringer III, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

c) **Consideration to Approve Old School Project -** The old school project was approved at a previous council meeting to save the west gym. The council at that time did not assign monies for the project. The County contributed \$12,000 to turn the electricity on in the west gym. The Mayor is requesting at least \$3,000 for electricity and gas for 2018 for the project. Luepke stated that the project needs a budget even though there have been regular updates to the council. Councilmember Kaupang expressed concern with the overall project cost. There was also concern on the liability and insurance for the building when the city does not own the property. There was discussion and it was noted there was a taskforce meeting upcoming up where the concerns would be brought up. Motion to commit \$5,000 to the old school project for 2018 by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion carried with all in favor.

d) **Consideration to Approve Recommendation to Hire Administrative Assistant:** Motion to approve Mariah Skjefte at Grade 3, Step 2 with a 6-month probationary period by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion carried with all in favor.

e) **Consideration to Waive Insurance Premium:** There was not motion to waive the insurance premium for a former employee after the findings of the investigation were presented to the council.

9) **Adjourn:** Motion to adjourn at 8:37 PM by Councilmember Kaupang, 2nd Councilmember Stringer Jr. Motion carried with all in favor.

Reminder – Addressing the Council: Those wishing to speak should wait to be acknowledged by the Mayor & comments should be on the topic being discussed. Data Privacy Rules and Open Meeting Laws can be violated by discussion of employee performance at a public meeting and finally, personal attacks of anybody will not be tolerated.
