



City of Clarkfield

MINUTES

7:00 PM Regular Council Meeting

Tuesday, January 15, 2019

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, January 15, 2018, in the City Hall Meeting Room. Councilmember present: Mayor Hendrickson, Councilmember Fritz, Councilmember Kaupang, Councilmember Hedman, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator, Troy Bruflat– Public Works Foreman/Director, Chris Knoll – Interim Care Center Administrator. Also, in attendance were Kyle Klausing, Jana Suckow, Craig Giles, Valerie Giles, Leo Kuehl, Glenn Jorgenson, Sara Guza, Brian Guza, and Hazel Hanson.

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA:** Motion by Councilmember Fritz to approve the agenda; 2nd by Councilmember Hedman. Motion carried with all in favor.
4. **APPROVAL OF MINUTES:** Motion by Councilmember Stringer Jr to approve the minutes presented to the City Council; 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Special Meeting conducted 12.28.2018**
 - b. **Consideration to Approve Minutes from Regular Meeting conducted on 1.8.2019**
5. **INVOICES PAYABLE:** There were no invoices payable presented.
6. **PUBLIC COMMENTS:**
 - a. **Leo Kuehl** addressed the council regarding the proposed assessments. Kuehl stated he thought it was a bad idea to assess special assessments and asked the council to consider general property taxes.
 - b. **Hazel Hanson** addressed the council with appreciation that the American Flag was moved and is easier to find for the Pledge of Allegiance.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Care Center Report – Chris Knoll, Interim Care Center Executive Director:** Knoll approached the council to discuss various Care Center matters. The census at the skilled nursing facility has been averaging at 30. There was discussion regarding the increase in VA referrals. Knoll presented the financials and pointed out that there is a loss of \$24,500 YTD, which the amount the Care Center has spent on pooled nursing staff. It was reported that Home Health Care saw a profit of \$6,000. The daily increase of \$33/day took effect January 1, 2019. Knoll also reported that the new Care Center Administrator will be starting March 1, 2019 and planning a meet and greet with the council. The new administrator will be a Care Center employee which is structured differently than the past. Tracy Strand took over as Director of Nursing as of December 21, 2018. It was reported to be a positive transition and she will be attending some upcoming leadership training. The Care Center Committee meeting is scheduled for Tuesday, January 29, 2019. Knoll let the council know that he has transition from Minnewaska Care Center Administrator to the CEO and will continue to provide his license to the Clarkfield Care Center.
 - b. **Public Works Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the council regarding the public works department. Bruflat reported that the rental pumps at Miller Lift are still in operation; as installation did not go according to plan. All the residents affected have been notified. The installation will finish next week. Xcel Energy needs to finish converting the pole to three-phase. Bruflat presented three quotes to the council regarding the purchase of snow pusher. Motion by Councilmember Hedman to refer the decision to the Public Works committee to spend up to \$8,300.00; 2nd by Councilmember Kaupang. Motion carried with all in favor. Bruflat discussed with council the

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option of hiring another full time public works technician. Motion by Councilmember Fritz to post for the full-time position; 2nd by Councilmember Kaupang. Motion carried with all in favor. Bruflat reported that the Christmas decorations have been taken down and the department has worked on recovering the bows for next season. It was reported that Bruflat met with John Blomme with MN Dept of Health and the duo took several samples. His findings indicated that the chlorine levels were a little high, so adjustments were made to lower. Bruflat stated that the department took measurements of the City Hall Meeting Room and received a quote for paint in the amount of \$1,013.69 to paint the exterior of the building.

- c. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke presented a memo regarding activities within the city office. Luepke is coordinating a joint work session between the Boyd and Clarkfield city councils to review the standing contract regarding the force main. Luepke reported to the council a meeting that took place between the city attorney, city engineer and herself regarding the easement process. Luepke provided information from the city auditor regarding an actuarial study for the fire department. It is recommended to qualify an opinion for the audit rather than conducting an actuarial study. The city auditor is also recommending the city staff obtain credit cards rather than using a debit card. Luepke has looked into this and with F & M Bank not offering a credit card option, it is in the action items to open a membership account with Dawson Coop Credit Union to obtain credit cards capabilities. The credit union offers a low fix rate of 6.90%, no annual fee and a 25-grace period where if you pay the entire balance in full, no interest accrues. Luepke also presented the updated credit card policy omitting verbiage pertaining to debit cards. It was reported that the SAFES and Annual Report of Outstanding Indebtness is currently being worked on. Luepke also reminded the council that the office will be closed to observe Martin Luther King Day on January 21, 2019. The list of bill approvers was also presented.

8. DISCUSSION ITEMS

- a. **Garage Exemptions Renewal:** Luepke presented the garbage exemption process memo to the council. The memo outlines the action council took regarding the process of approving garbage service on the city's utility bill. During this process, the council approved an exemption process that a citizen could follow in order to be exempt from the garbage service. A list of citizens exempted from the garbage service was given to council. Luepke reported since implementing the garbage service on the city utility bill, the city office has not received any complaints regarding garbage piling or stacking. Motion by Councilmember Fritz to extend the exemptions through 2019; 2nd by Councilmember Kaupang. Motion carried with all in favor.

9. ACTION ITEMS

- a. **Consideration to Approve Resolution 2019_0115 – Signature Powers:** Motion to approve by Councilmember Hedman; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- b. **Consideration to Approve Membership with Dawson Coop Credit Union for Credit Card capabilities:** Motion to approve by Councilmember Kaupang; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- c. **Consideration to Approve Updated Credit Card Policy:** Motion to approve by Councilmember Stringer Jr; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- d. **Consideration to Authorize the City's Auditor Qualified Opinion regarding the Fire Relief Association:** Motion to approve by Councilmember Hedman; 2nd by Councilmember Fritz. Motion carried with all in favor.
- e. **Consideration to Approve Infrastructure Assessment Structure:** Motion to not take action by Councilmember Fritz; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- f. **Consideration to Approve Resolution 2019_0115A – Transfer of Funds:** Motion to approve by Kaupang; 2nd by Councilmember Hedman. Motion carried with no in favor.
- g. **Consideration to Approve SCDP Contract with the Upper Minnesota Valley RDC:** Motion to approve by Fritz; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- h. **Consideration to Approve Anti-Displacement & Relocation Plan Resolution:** Motion to approve by Fritz; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- i. **Consideration to Approve Commercial Rehabilitation Procedural Guidelines:** Motion to approve by Councilmember Stringer Jr; 2nd by Councilmember Fritz. Motion carried with all in favor.

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- j. Consideration to Approve Drug Free Workplace Policy:** Motion to approve by Councilmember Hedman; 2nd by Councilmember Fritz. Motion carried with all in favor.
 - k. Consideration to Approve Excessive Force Policy:** Motion to approve by Councilmember Hedman; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - l. Consideration to Approve Income Reuse Plan:** Motion to approve by Councilmember Fritz; 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - m. Consideration to Approve Owner-Occupied Rehabilitation Procedures:** Motion to approve by Councilmember Kaupang; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - n. Consideration to Approve Section 3 Plan:** Motion to approve by Hedman; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- 10. ADJOURNMENT:** Motion to adjourn at 8:36 PM by Councilmember Stringer Jr; 2nd by Councilmember Kaupang. Motion carried with all in favor.

Respectfully Submitted By: Amanda Luepke