



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, November 19, 2019

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the City of Clarkfield was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, November 19, 2019, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, Councilmember Hedman, Councilmember Kaupang, and Councilmember Stringer Jr. Staff/Boards present: Amanda Luepke – City Administrator, Justin Boldt – Care Center Executive Director. Also, in attendance: city residents.

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA: Motion to approve the agenda by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.

4. APPROVAL OF MINUTES: Motion to approve the minutes by Councilmember Stringer Jr, 2nd by Councilmember Hedman. Motion carried with all in favor.

a. Consideration to Approve Minutes from Regular Meeting conducted on 10.15.2019

5. INVOICES PAYABLE: Motion to approve the invoices payable by Councilmember Kaupang, 2nd by Councilmember Hedman. Motion carried with all in favor.

a. Fund 100 General Fund	\$7,306.54
b. Fund 250 Pool	\$331.49
c. Fund 260 Library	\$759.00
d. Fund 270 Old School	\$337.03
e. Fund 400 Infrastructure	\$15,584.25
f. Fund 601 Water	\$7,801.02
g. Fund 602 Sewer	\$227.50

6. PUBLIC COMMENTS

7. REPORTS OF COMMITTEES AND CITY STAFF

a. Mayor's Report: Mayor Hendrickson reported that the League of MN Cities posted dates for training regarding elected officials.

b. Councilmember's Report: Councilmember Kaupang did not have anything to report. Councilmember Stringer Jr reported on the old school project. The demolition is under way. The East Gym is down and the two wings as well. The contractor is having a hard time taking down the chimney. Councilmember Fritz reported on the ordinance committee recommendation that is on the agenda for discussion. Councilmember Hedman did not have anything to report.

c. Care Center Report – Justin Boldt, Care Center Executive Director: Boldt approached the city council regarding the Care Center. The financials were presented. The case mix score is at .92. The goal is to be closer to 1.0 as the money received per resident decreases the lower the score is. Boldt reported that the escrow account is \$15,000.00 after the withdraw in the amount of \$66,947.77 to cover operational expenses as it relates to the pooled nursing expense. There was a profit in the amount of \$8,256.88 for the month of September for the Care Center and Home Health Care lost \$13,794.05. The five On-Track students have passed their tests. To date, the On-Track program has created seven CNA's. Luepke was directed to research with the City Auditor the option to starting a pool staff program in Clarkfield. Boldt reported that the auditor for the Care Center will be on site Monday, November 25, 2019. It was also reported that the health insurance expense increased 6%.

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

- d. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council regarding city activities. Luepke stated that the Truth and Taxation hearing is set for December 3, 2019 at 7:00 PM. Preliminary property tax notices will reflect an increase of 11.22%, the budget committee has worked to get that increase down to 9.59%. The increase is solely based on the old school project which increased the levy roughly \$45,000. Mayor Hendrickson and Luepke attended the Fire Relief Trustee meeting on November 12, 2019. There was discussion regarding the pension financials for the fire department at the meeting. The ordinance committee meeting met on November 14, 2019 to discuss two different properties in town that need further attention. There was also discussion on the rental ordinances and enforcement. Luepke reported that employee reviews will be conducted in December. Luepke reminded the council regarding upcoming work sessions and upcoming holidays that the office will be closed.

8. DISCUSSION ITEMS

- a. **Ordinance Committee Recommendation:** Luepke presented the memo regarding the recommendation from the ordinance committee regarding a structure and process for implementing and enforcing ordinance violations. Luepke was directed to place this as an action item on the next council meeting.
- b. **Option Agreement for Old Gym:** Luepke presented the option agreement drafted by the council attorney regarding Kendra Lindbald the first right to refuse purchasing the old gym that will remain after the demolition of the school. Luepke was directed to place this as an action item on the next council meeting.
- c. **Review of Proposed Personnel Policies:** Luepke presented the revised personnel policies document to the council after the work session. Councilmember Stringer Jr questioned the CDL policy with the document and the council had discussion on implementing a timeline for new hires to obtain their CDL as it is a requirement for public works employees. Luepke was directed to change the document to reflect new hires in the public works department a 6-month timeline. There was also discussion regarding the funeral leave policy. Luepke was directed to change the policy to reflect 5-days paid with a parent, spouse, or child passing and 3-days paid for all other immediate family.

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 2019_1119 – Calling for Public Hearing:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
- b. **Consideration to Appoint Library Board Member – Deb Bruflat:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- c. **Consideration to Approve Updated Personnel Polices:** Motion to approve with changes discussed by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn at 7:40 PM by Councilmember Stringer Jr, 2nd by Councilmember Hedman. Motion carried with all in favor.

Respectively Submitted By: Amanda Luepke, City Administrator