



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, February 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, February 19, 2019, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, Councilmember Hedman, Councilmember Kaupang, and Councilmember Dale Stringer Jr. Staff present: Amanda Luepke – City Administrator, Chris Knoll – Interim Care Center Administrator, Justin Boldt – Incoming 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 Stringer Jr. Motion carried with all in favor.
4. **APPROVAL OF MINUTES:** Motion to approve the minutes by Councilmember Hedman; 2nd by Councilmember Fritz. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Public Hearing/Regular Meeting conducted on 2.5.2019**
5. **INVOICES PAYABLE:** Motion to approve invoice payable by Councilmember Fritz; 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Payment Batch 2.6.2019 ACH**
 - b. **Payment Batch 2.6.2019 General Fund**
 - c. **Payment Batch 2.6.2019 Fire Department**
 - d. **Payment Batch 2.6.2019 Library**
 - e. **Payment Batch 2.13.2019 General Fund**
 - f. **Payment Batch 2.13.2019 Library**
6. **PUBLIC COMMENTS:**
 - a. **Glenn Jorgenson** addressed the council with a letter and list of names of residents opposing the special assessments as the funding option for the street improvements.
 - b. **Karen Donner** addressed the council regarding the terrible condition of 7th street. It was stated that the residents have already paid for the street and should not have to paid for it a second time.
 - c. **Dale Stringer III** addressed the council asking if the residents know if the special assessments are not applied to vacant lots or those approved for the hardship, the residents will see an increase somewhere else.
 - d. **Naomi Peterson** addressed the council as she could not find minutes regarding discussion on the special assessments. It was also stated that a survey should have been sent city-wide before this decision was made.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Care Center Report – Justin Boldt, Incoming Care Center Administrator; Chris Knoll, Interim Care Center Administrator:** Chris Knoll and Justin Boldt approached the council regarding the activities at the Care Center. Knoll presented November 2018 financials to the council. It was explained that financials have been delayed with the transition of management companies and software systems. November reflected a loss of \$9,500 overall. Pool nursing continues to be an area of concern. Occupancy is staying strong to budget at 69.28%. The escrow account was reported to have \$37,918.78 as of 11-28-2018.

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

- b. City Administrator Report – Amanda Luepke, City Administrator:** Luepke presented to the council the memo regarding the administrator’s report. Luepke notified the council that there were no formal complaints received but the city office did send two letters to business owners for not removing snow from the public sidewalk. It was reported that the Mayor and City Administrator will be attending the Legislative Conference hosted by the League of MN Cities in St. Paul on Wednesday, March 20 and Thursday, March 21. Luepke reported that the office is working with the building inspector to ensure all landlords have completed the rental application and inspection requirements. The information regarding rentals will be presented to council in March. Luepke reminded the council that the EMS supper was rescheduled to Thursday, March 21 and the appropriate posting constituting a quorum has been completed. The fire contracts have been updated and mailed out to the townships for a March 1, 2019 effective date. The city’s contribution is \$46,541.00. The city attorney sent out letters regarding the utility project easements that are needed to property owners. A copy of the letter was provided for review. Luepke reported that the city office staff will be attending the Minnesota Clerks and Finance Officers Association Annual Conference from March 20 through March 22 and the city office will be closed. Luepke notified the council that the Board of Appeal and Equalization will meet on April 2, 2019 from 6:30 PM to 7:00 PM.

8. DISCUSSION ITEMS

9. ACTIONS ITEMS

- a. Consideration to Approve Care Center Administrator Job Description:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- b. Consideration to Approve Resolution 2019_0219 – Authorizing Signatures:** Motion to approve by Councilmember Hedman; 2nd by Councilmember Fritz. Motion carried with all in favor.

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

Respectfully Submitted By: Amanda Luepke, City Administrator