



# City of Clarkfield

## Minutes

**7:00 PM Regular Council Meeting**

**Tuesday, February 5, 2019**

**City Hall Meeting Room**

**904 10<sup>th</sup> Avenue – Clarkfield, MN 56223**

A public hearing of the City of Clarkfield was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, February 5, 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, Troy Bruflat – Public Works Foreman/Director. Also, in attendance: Brian Bollig – Bollig Inc, David Drown – Drown Associates (via phone) and city residents.

### **1. CALL THE PUBLIC HEARING TO ORDER**

- a. Brian Bollig gave a presentation regarding the approved infrastructure project in Clarkfield, MN. Clarkfield has cast iron pipes and 30% of valves do not work. Bollig explained that numerous homes in town need to be disconnected from the old water system and reconnected to the main watermain. There was discussion on the water tower and the 36" pipe going to the water tank is too large for our community and the pipe freezes. The project allows for the water tower to be re-coated and sandblasted. Clarkfield's water treatment plant also needs repairs and updating. The goal is to obtain softer water and there is discussion to connect to Lincoln Pipestone. The City will be doing some work on the storm sewer system as localized flooding is a concern. The streets in Clarkfield are in moderate to severe condition and need to be replaced.
- b. David Drown presented via telephone the assessment schedule in order to obtain the funding needed to repair the streets. The project involves street reconstruction associated with water, sewer, and storm sewer utility improvements. The City is proposing every buildable parcel of land be assessed in the amount of \$2,000. For parcels with a street identified to be reconstructed, the proposal is to assess an additional amount of \$4,000 per parcel. The estimated cost of improvements is \$14,079,000. The total amount proposed to be assessed is estimated at \$2,130,000 and is proposed to be payable in annual installments over 20 years at 4% interest. Property owners have the option to pay the assessment amount in full by November 1, 2019 to the Clarkfield City Office.
- c. The public hearing was opened to the public for comments.

### **2. CLOSE THE PUBLIC HEARING**

A regular meeting of the City of Clarkfield was called to order by Mayor Hendrickson at 9:20 PM, Tuesday, February 5, 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, Troy Bruflat – Public Works Foreman/Director. Also, in attendance: Brian Bollig – Bollig Inc, and city residents.

### **3. CALL THE REGULAR COUNCIL MEETING TO ORDER**

#### **4. PLEDGE OF ALLEGIANCE**

**5. APPROVAL OF AGENDA:** Motion to approve the agenda as stated by Councilmember Hedman; 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

**6. APPROVAL OF MINUTES:** Motion to approve the minutes by Councilmember Fritz; 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

- a. **Consideration to Approve Minutes from Regular Meeting conducted on 1.15.2019**

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7. **INVOICES PAYABLE:** Motion to approve invoice payable by Councilmember Hedman; 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.

- a. **Payment Batch 1.23.2019 ACH**
- b. **Payment Batch 1.23.2019 General Fund**
- c. **Payment Batch 1.31.2019 General Fund**

8. **PUBLIC COMMENTS**

- a. **Paul Anspach** addressed the council regarding donated materials to the City.
- b. **Naomi Peterson** addressed the council regarding the assessment hearing.
- c. **Francis Staab** addressed the council regarding the assessment hearing and his property.

9. **REPORTS OF COMMITTEES AND CITY STAFF**

- a. **Care Center Committee Report – Councilmember Fritz, Councilmember Stringer Jr:** An update was given to the council regarding the recent committee meeting. The committee discussed the incoming Care Center Administrator, the upcoming meet and greet at the Care Center, reviewed the proposed Care Center Handbook, financial information and visiting the facility in Wabasso, MN.
- b. **EDA Committee Report – Councilmember Fritz:** An update was given on the Economic Development Authority. It was reported that Zach Hendrickson resigned from the EDA board and the position needs to be filled with another council member. Jamie Olerud maintains the position of President and Emily Bruflat accepted the position of Vice President. It was reported that the EDA hired Steve Hubbard for the maintenance position for the EDA apartments and the EDA extended the café contract another six months.
- c. **Public Works Committee Report – Councilmember Kaupang, Councilmember Stringer Jr:** A report was given regarding the recent public works committee meeting. The committee discussed the purchase of a snow pusher with the recommendation included in the agenda packet. The committee discussed working with local business and churches to purchase signage to help direct traffic, along with reviewing the public works department wish list.
- d. **Public Works Foreman/Director Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the council with his report. Miller Lift was installed and operational without any issues. The public works committee met and reviewed quotes. The quotes have been submitted to the council in the recommendation memo included in the agenda packet. The committee recommends purchasing quote #6 for \$9,200 using a portion of the unused 2018 budget within street capital outlay fund. The fund would decrease to \$26,549.36. Bruflat gave an update regarding the application process for the public works technician position. Discussion took place regarding the interview process. Bruflat updated the council regarding the public works committee meeting. There is a list of items that need to be accomplished and future budget considerations. It was discovered that the inlets for the chorine and fluoride were not in the correct location. There has been two spool pieces ordered and installment will occur on a day that we can shut down the water plant.
- e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council to give her report. Luepke reported that Mayor Hendrickson and herself will be attending the 2019 Legislative Conference in St. Paul on February 20 and 21. Luepke reported that the City will be implementing FirstNet Safety Training. This training provides more than 45 online training courses covering a wide variety of safety topics that can provide basic and continued training for employees. Implementing safety training will reduce workers' compensation claims and help decrease on-site safety incidents. Luepke notified the council that the Care Center will be hosting a meet and greet for the new Care Center Administrator who is slated to start March 1, 2019. The meet and greet will be before the next council meeting on Tuesday, February 19 at 5:00 PM. Luepke presented the committee assignments to the council which includes the proposed for each committee and who is serving on the committee for 2019. Luepke reported that the SAFES budget was submitted to the state auditor.

10. **DISCUSSION ITEMS**

11. **ACTIONS ITEMS**

- a. **Consideration to Approve Resolution 2019\_0205 – Adopting Final Assessment:** Motion to table adopting the final assessments by Councilmember Stringer Jr; 2<sup>nd</sup> by Councilmember Kaupang. Motion

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failed with Mayor Hendrickson, Councilmember Fritz, and Councilmember Hedman opposing. Motion by Councilmember Fritz to adopt the final assessments; 2<sup>nd</sup> by Councilmember Hedman. Motion carried with Councilmember Kaupang and Councilmember Stringer Jr opposing.

**b. Consideration to Approve Resolution 2019\_0205A – Ordering Improvements and Authorize Bids:**

Motion to approve by Councilmember Fritz; 2<sup>nd</sup> by Councilmember Hedman. Motion carried with Councilmember Stringer Jr opposing.

**c. Consideration to Approve Resolution 2019\_0205B – Defer Payments of Special Assessments:** Motion by approve by Councilmember Hedman; 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.

**d. Consideration to Approve Public Works Committee Recommendation – Purchase of Snow Pusher:** Motion to approve purchase by Councilmember Kaupang; 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

**12. ADJOURNMENT:** Motion to adjourn at 9:56 PM by Councilmember Fritz; 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

**Respectfully Submitted By: Amanda Luepke, City Administrator**