



# City of Clarkfield

## Agenda

7:00 PM Regular Council Meeting

Tuesday, March 19, 2019

City Hall Meeting Room

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

A regular meeting of the City of Clarkfield was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, March 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, Dave Smith – Fire Chief, Justin Boldt – Care Center Administrator. Also, in attendance: Brian Bollig – Bollig Inc, Scott Kuhlman – Bollig Inc, Chris Knoll – CEO Minnewaska Health Services and 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 Stringer Jr; 2<sup>nd</sup> by Councilmember Hedman. Motion carried with all in favor.
4. **APPROVAL OF MINUTES:** Motion to approve minutes from the Regular meeting and the Special Meeting by Councilmember Hedman; 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
  - a. **Consideration to Approve Minutes from Regular Meeting conducted on 3.5.2019**
  - b. **Consideration to Approve Minutes from Special Meeting conducted on 3.12.2019**
5. **INVOICES PAYABLE:** Motion to approve invoices payable by Councilmember Stringer Jr, 2<sup>nd</sup> by Councilmember Hedman. Motion carried with all in favor.
  - a. **Payment Batch 3.6.2019 General Fund**
  - b. **Payment Batch 3.6.2019 Fire Department**
  - c. **Payment Batch 3.6.2019 Library**
  - d. **Payment Batch 3.6.2019 ACH**
  - e. **Payment Batch 3.14.2019 General Fund**
  - f. **Payment Batch 3.14.2019 Fire Department**
  - g. **Payment Batch 3.14.2019 Library**
6. **PUBLIC COMMENTS:**
  - a. **Naomi Peterson** approached the council regarding thoughts on the assessment process, city council meeting policy and the utility bill located at 713 11<sup>th</sup> Ave. Luepke will place the utility on the next agenda for discussion.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
  - a. **Ordinance Committee Update – Dale Stringer Jr & Sue Fritz:** Councilmember Stringer Jr gave a report regarding the ordinance committee meeting held on March 7, 2019. The committee discussed how to deal with abandoned vehicles, blight, and hazardous housing within the city-limits.
  - b. **Personnel Committee Update – Zach Hendrickson & Sue Fritz:** Mayor Hendrickson gave a report regarding the personnel committee meeting held March 11, 2019. The committee reviewed the current employee policies and the policies recommended by the League of MN Cities. The committee went through the first forth of the policies and will continue to meet. The council in full will review the recommended the policies for discussion at a council work session.
  - c. **City Engineer Report – Brian Bollig, Bollig Inc:** Brian Bollig and Scott Kuhlman approached the council in search of support for Lincoln-Pipestone to pursue State bonding dollars as they desire to build a new lime softening water treatment plant. Bollig reported that LPRW (Lincoln Pipestone Rural Water) is currently looking for new water supply between Boyd and Dawson. It could be possible with the new lime softening water treatment plant that Clarkfield could supply water as well. There is opportunity for

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Clarkfield. Clarkfield could share our DNR water appropriation and existing wells through lease; possibility for the new lime softening water treatment plant to be built in Clarkfield buying selling land; build a new larger tower in Clarkfield; secure bonding dollars for the difference in project costs. Bollig asked the council with they would pledge support to LPRW. This support does not commit the city to anything. Motion by Councilmember Stringer Jr to pledge support; 2<sup>nd</sup> by Councilmember Hedman. Motion carried with all in favor.

- d. **Care Center Audit Report – Justin Boldt, Care Center Administrator & Chris Knoll, CEO Minnewaska Health Services.** Justin Boldt and Chris Knoll approached the council to discuss the recent audit results. Paul Gustafson from Clifton Larson Allen was via phone to present the audit results. The findings note stated that with the new management company there was reliance with CLA to help prepare the audit. Gustafson reviewed Care Center’s financial statements, state regulatory documents, and internal reporting. There was comparisons and contrasts presented between Clarkfield’s performance to state-wide averages. There was a decrease in Medicare patients. The Care Center saw a \$50,000 loss in 2018 compared to the \$73,000 loss in 2017. Knoll stated that the leadership will use the audit information to continue the transition and make long-term decisions. Boldt reported that occupancy has remained steady at budget. It was also reported that the On-Track program is being implemented to give the Care Center the ability to train nursing staff. The Care Center is partnering with Luther Haven and the Granite Falls and Canby colleges. The Care Center also responded to the Clarkfield Housing Redevelopment Authority’s Request for Proposal regarding management services at Valhalla. There is also a fundraiser scheduled for May 5, 2019 with proceeds going to labor for flooring improvements in the dining room.
- e. **Ambulance Report – Melinda Hedman, Co-Captain:** Co-Captain Hedman addressed the council to give an update to the ambulance service. The ambulance currently has 25 members and completed 23 runs so far. They hosted the annual township supper which was a success and the townships are supportive. Hedman reported that the calendar fundraiser raised \$10,000. The co-captains and the care center committee have been meeting to determine worker’s compensations and how to move forward with payroll activities for the ambulance crew.
- f. **Fire Department Report – Dave Smith, Fire Chief:** Chief Smith approached the council to discussion fire department activities. Smith reported that the department responded to one mutual-aid call and they have continued their on-going training. There will be training throughout April and May at MN West. There was a training regarding the pipeline which members of the department attended as the natural gas pipeline runs through Clarkfield. Smith gave an update to the FEMA grant stating the grant is about two months behind due to the government shutdown. Smith reported that the gear washer has been installed and the township supper went well.
- g. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council on various items regarding city operations. Luepke reported that the audit is set for the week of April 29, 2019. There is a pre-audit meeting on March 18 as the city office is going to take the lead with audit activities. Luepke reminded the council about the upcoming League of MN Cities Safety & Loss Control Workshop in Redwood Falls. Luepke gave an overview of meetings attended and reminded the council about the Board of Appeal Equalization hearing that is set for April 2, 2019 at 6:30 PM.

## 8. DISCUSSION ITEMS

### 9. ACTIONS ITEMS

- a. **Consideration to Approve Agenda Request – Paul Anspach:** Request failed due to lack of a motion.
- b. **Consideration to Approve City Council Meeting Policy:** Motion to approve the revised meeting policy by Councilmember Stringer Jr; 2<sup>nd</sup> by Councilmember Hedman. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn at 8:09 PM by Councilmember Hedman; 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

Respectfully Submitted By: Amanda Luepke, City Administrator

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