



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, May 21, 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, May 21, 2019, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, ~~Councilmember Hedman~~, Councilmember Kaupang, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator, Justin Boldt – Clarkfield 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 with the addition by Councilmember Kaupang, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

a. **Addition to Agenda:** Luepke requested that Consideration to Approve Ben Hedtke to the Clarkfield Fire Department

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

a. **Consideration to Approve Minutes from Regular Meeting conducted on 5.7.2019**

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

a. **Payment Batch 5.9.2019 ACH**

b. **Payment Batch 5.9.2019 Fire Department**

c. **Payment Batch 5.9.2019 General Fund**

6. PUBLIC COMMENTS

a. **Naomi Peterson** addressed the council regarding the recycling in Clarkfield. Peterson is concerned regarding the recycling program being a taken away due to the disrespect for the rules of the program. Commissioner Johnson responded that Clarkfield follows the program rules and is not a concern for the county.

7. REPORTS OF COMMITTEES AND CITY STAFF

a. **Care Center/Home Health Report – Justin Boldt, Executive Director:** Boldt reported that census is at 27 residents. Boldt presented the numbers regarding the cost to re-structuring holiday pay. The recommendation from Chris Knoll, CEO of Minnewaska stated to re-visit holiday pay after the state budget is set as the Value Based Reimbursement funding is being discussed. The Council had discussion regarding holiday pay and the best way to move forward. Boldt received his Nursing Administrator's license on May 14, 2019 and the state investigated a complaint on May 16, 2019. Boldt discussed that Minnewaska Health Service is placing a request for proposal for the Balaton Assisted Living facility where Boldt's time could be split. Boldt gave the council a reminder regarding the upcoming fundraiser on June 19, 2019.

b. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke reported that the city office is still working on completing the audit. Luepke reported that the Complete Count Committee training on June 14, 2019 is encouraged but not mandatory, so Luepke is planning on attending and reporting back to the committee. The council approved \$2,230.00 to be spent on repainting the city hall meeting room. The funds for the project will use \$1,500 from the 2019 budget and \$730 from the city hall reserved funds. Luepke presented the fund balances that could be used towards the purchase of a portable radar

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speed sign. Luepke reported on the recent USDA Reconnect program training regarding the federal funding program for broadband. The training had a lot of great information about the program and how to apply. Luepke reported that she felt the training would have been better if it was earlier in the year since the program has a lot of requirements and the grant-portion of the program has a deadline of May 31, 2019. Luepke let the council know that the resident school district is seeking to advertise for bids for the athletic field. The council requested this item as a discussion item at the next council meeting.

8. DISCUSSION ITEMS

- a. **Agenda Request – Cardinal Days:** Troy Bruflat and Katie Kaatz approached the council regarding the agenda request about Cardinal Days. The request includes asking the city to pay for portable sinks and bathrooms, the noise ordinance to be extended until 12:30 AM, allowing alcohol on public property, allowing bring your own beverage on Friday, July 19, 2019 on public property, asking the city to supply extra garbage cans, allowing free swim and if the maintenance crew would be available to help. The council discussed the items and would rather give a \$1,000 donation to the Cardinals for event rather than sponsoring the restrooms. The request will be on the next agenda as an action item.
- b. **Old School Demolition:** Luepke updated the council regarding the old school project and presented the bid costs from the bid opening from May 9, 2019. The two lowest bids came in at \$499,100 for Frattalone to keep the west gym portion and \$474,860 from Landwehr Construction if the entire building came down. The city-portion calculates to \$249,550 to keep the west gym and \$237,430 to take down the entire building. The additional expenses could range from \$102,500 to \$202,500 on top of the demolition bids. Additional cities could range near \$65,000 to get the west gym operational. Luepke also presented bond schedules ranging from \$31,000 to \$52,000 per year. The council requested a work session to discuss in depth for Thursday, May 30, 2019 at 6:00 PM in the city hall meeting room.

9. ACTIONS ITEMS

- a. **Consideration to Implement a Complete Count Committee:** Motion to approve the committee by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - b. **Consideration to Approve Interest on Deferred Assessment Recommendation:** Motion to approve the recommendation by Councilmember Kaupang, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - c. **Consideration to Approve Damage on 11th Avenue Recommendation:** Motion to approve recommendation by Councilmember Stringer Jr, 2nd by Councilmember Fritz. Motion carried with Councilmember Kaupang opposing.
 - d. **Consideration to Approve Care Center Personnel Policies:** Motion to approve personnel policies without eliminating the holiday pay policy by Councilmember Stringer Jr, 2nd by Councilmember Fritz. Motion carried with Mayor Hendrickson opposing.
 - e. **Consideration to Approve Community Foundation Funding Request:** Motion to approve request by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - f. **Consideration to Approve Utility Bill Request Located at 806 14th Street:** Motion failed due to lack of a motion.
 - g. **Consideration to Approve Ben Hedtke to the Clarkfield Fire Department:** Motion to approve Ben Hedtke to the fire department by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.
10. **ADJOURNMENT:** Motion to adjourn at 8:22 PM by Councilmember Stringer Jr, 2nd by Councilmember Kaupang. Motion carried with all in favor.

Respectfully Submitted: Amanda Luepke, City Administrator

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