



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, May 7, 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 7, 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, Troy Bruflat – Public Works Foreman/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 Fritz, 2nd by Councilmember Hedman. Motion carried with all in favor.
 - a. **Addition to Agenda:** Luepke requested that Consideration to Approve Purchase of flooring at the Care Center up to \$7,500 to added to 9B.
4. **APPROVAL OF MINUTES:** Motion to approve the minutes from the Regular Meeting by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Regular Meeting conducted on 4.16.2019**
5. **INVOICES PAYABLE:** Motion to approve invoices payable by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Payment Batch 4.18.2019 ACH**
 - b. **Payment Batch 4.18.2019 Fire Department**
 - c. **Payment Batch 4.18.2019 General Fund**
 - d. **Payment Batch 4.18.2019 Library**
 - e. **Payment Batch 4.24.2019 ACH**
 - f. **Payment Batch 4.24.2019 General Fund**
 - g. **Payment Batch 5.2.2019 General Fund**
 - h. **Payment Batch 5.2.2019 Library**
6. **PUBLIC COMMENTS:**
 - a. **Grant Velde** approached the council to introduce himself as the new General Manager at the Clarkfield Consumer's Coop.
 - b. **Naomi Peterson** addressed the council to state that the flags look nice.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Main Street Basics Workshop – Mayor Hendrickson:** It was reported that himself and City Administrator Amanda Luepke attended the Main Street Basics Workshop in Willmar, MN. The workshop discussed downtown revitalization programming, the support system provided, funding opportunities. The workshop had great discussion on community collaboration efforts.
 - b. **Ordinance Committee Meeting – Councilmember Fritz & Councilmember Stringer Jr:** It was reported that the ordinance committee is looking at what to do with junk vehicles and that the city office sent out violation notices to properties that have four or more vehicles parked at one residential property. It was reported that there are 120 vehicles in town that do not have current tabs.
 - c. **Park & Rec Committee Meeting – Councilmember Kaupang & Councilmember Hedman:** It was reported that the committee discussed adding camping sites to North Park, summer rec programming, updates needed to the ball field, and possible changes to the snow hill.

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- d. **Personnel Committee Meeting – Mayor Hendrickson & Councilmember Fritz:** It was reported that the personnel committee in reviewing the City of Clarkfield’s employee handbook as it was last updated in 2009. Once the committee has reviewed the policies, the committee will hold a work session with the full council for discussion.
- e. **Care Center Committee Meeting – Councilmember Fritz & Councilmember Stringer Jr:** It was reported that the committee has been working on the Care Center’s Employee Handbook, policies, and programs. The committee received a presentation on how to get pooled staff out of the Care Center.
- f. **Public Works Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the council regarding the public works department activities. The department spent time sweeping the streets and started cleaning up some of the sidewalks on city owned properties. They have scraped the walls in the pool house for new paint. The concrete around the pool is in need of repair. The Clarkfield Lions donated some money and new tables, chairs and umbrellas for the pool. The department repaired a water line leak near the athletic field. They have also started mowing the parks and got the bathrooms operational. The department is looking into repairing the tile line at north park. Bruflat presented the cost breakdown of the \$2,230 to repaint the city hall meeting room building and replace the lights. The council requested a breakdown of where the funds are coming from. Luepke will include that at the next council meeting. Motion to approve \$2,230 for paint and lighting by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor. Bruflat also presented information on the city obtaining a radar speed sign. This purchase is not included in the budget. The council requested that the budget and reserves are looked at for recommendation and bought back to a future council meeting. Bruflat also presented quotes for some road repairs that are not included in the infrastructure project. There is no road construction occurring in 2019. This topic will be re-visited at a later council meeting.
- g. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council on activities regarding the administration of the city. The auditors were on-site the week of April 29, 2019. Luepke presented information regarding implementation of Complete Count Committee for the upcoming Census. The council would like information on the upcoming committee training and whether it is mandatory to be on the committee. Luepke was directed to look into the answer and have the implementation on the next agenda. Luepke reported that Bruflat and herself attended a conference call with MNDot regarding the HWY 67 project. The minutes of the meeting were included in the agenda packet. Bruflat and herself, along with Councilmember Stringer Jr attended a meeting the MNDot regarding the intersection at HWY 67 & 59. The intersection did not meet accident or traffic counts to implement a solution with rumble strips or a flashing warning or stop sign. MNDot is proposing adding a reflective stop sign to draw attention to the stop sign. Luepke reported on the Main Street Basics Workshop and provided information to the council. Luepke reported at the ordinance committee continued discussion regarding the abundant vehicles on residential lots and how to handle junk vehicles. The city office sent violation letters to five properties where there were four or more vehicles parked at the residency. Luepke reported that the personnel committee continued discussion on the personnel policies for city employees. The park committee discussed the summer recreation program, beautification of parks, north park camping opportunities and repairs needed to the ball field. Luepke reported that she met with the new superintendent, Rich Schneider, to discuss various properties owned by the school district in Clarkfield. The school district found that parcel # 32-004-3040 was not transferred over in the donation request so that is being done now. There was also discussion regarding the athletic field as the school district is looking to sell the property. The care center committee met with the ambulance to discuss the budget breakout for the financials. There was discussion on the care center employee handbook recommendation and a presentation was given on how to get pooled staff out of the care center.

8. DISCUSSION ITEMS

- a. **Interest on Deferred Assessment:** Luepke presented a memo to the council regarding the interest on deferred assessment. The individual being awarded a deferment assessment is not eligible to pay interest on the assessment not the property is eligible for the accrued interest charges on the principal balance. The assessment period is for twenty years and though the property may have a deferred

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assessment, once the property is transferred or sold, the property becomes eligible to the assessment. The new property owner has the ability to pay the assessment and accrued interest or finance the assessment and accrued for the remaining assessment period on the tax statement. Once the twenty-year assessment period has ended, the new property owner cannot finance the assessment through the tax bill. The assessment and accrued interest can be negotiated at closing between both parties. Luepke was directed to place this on the next agenda for action.

- b. **Damage on 11th Avenue:** Luepke presented a memo regarding the damage done to the 11th Avenue when an Aztech Ag truck drove on the road. The city received a quote in the amount of \$6,000 to repair the damage and the city public works department had \$1,530 in labor and materials to temporarily repair the damage. The Sherriff's office is requesting if the city wants to pressed charges against the owner of Aztech Ag. Discussion occurred regarding the condition of the road and lack of signage. The council recommended charging the owner \$2,000 for the city's time and labor into temporarily repairing the damage as the road will be fixed during the infrastructure project. The city needs to repair the road prior as no road construction will occur in 2019. Luepke was directed to place this on the next agenda for action.
- c. **Care Center Personnel Policies:** It was stated that the council hosted a work session prior to the council meeting to discuss the care center personnel policies in depth.
- d. **Community Foundation Funding Request:** Luepke presented a memo regarding the funding request by the Clarkfield Area Community Foundation of \$3,000. This amount was not budgeted for 2019. Luepke presented to the council how the city can fund the amount. The proposal shows using the "Police Capital Outlay" fund in the of \$2,034.24, which would leave \$965.76 left to cover. It also shows covering the rest by taking \$321.92 from the "Park, City Administration, and City Hall Improvement" funds to cover the donation. Luepke was directed to place this on the next agenda for action.
- e. **Utility Bill Request Located at 806 14th Street:** Luepke presented a memo regarding the utility bill request. The property was sold on a contract for deed and now is back to the original property owner. The property owner is request usage on the utility bill waived as they are not his charges. The property accrued the charges and can be assessed to the property if not paid. The amount owed is \$130.91. Luepke was directed to place this on the next agenda for action.
- f. **Utility Bill Request Located at 713 11th Avenue:** Luepke presented a memo regarding the utility bill request. The property experienced a leak for four months near the end of 2017. The city office has been working with the property on monthly payment to avoid shut off of services. The amount owed is \$310.53 and if the property owner continues with the arrangement in place, the bill will be caught up by June or July. The property owner would like to continue the payment plan and this discussion item will not be on the agenda as an action item.

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution - Supporting Comprehensive Transportation Funding:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion approved with all in favor.
- b. **Consideration to Approve Purchase of Flooring at the Care Center up to \$7,500:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Kaupang. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn at 8:35 PM by Councilmember Hedman, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

Respectfully Submitted: Amanda Luepke, City Administrator