



# City of Clarkfield

## Minutes

7:00 PM Regular Council Meeting

Tuesday, June 4, 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, June 4, 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 Brufat, Public Works Foreman/Director, Justin Boldt – Clarkfield Care Center Executive Director, Chris Knoll – Minnewaska Health Services CEO. 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 changes and additions by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
  - a. **Removal of Discussion Item B – Old School Demolition**
  - b. **Removal of Action Item A – Consideration to Approve Old School Demolition**
  - c. **Addition of Action Item C - Consideration to Approve EDA Board Members – Kelly Johnson & Melinda Hedman**
4. **APPROVAL OF MINUTES:** Motion to approve the minutes from the Regular Meeting by Councilmember Stringer Jr, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
  - a. **Consideration to Approve Minutes from Regular Meeting conducted on 5.21.2019**
5. **INVOICES PAYABLE:** Motion to approve the invoices payable by Councilmember Stringer Jr, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.
  - a. **Payment Batch 5.17.2019 Fire Department**
  - b. **Payment Batch 5.17.2019 General Fund**
  - c. **Payment Batch 5.17.2019 Library**
  - d. **Payment Batch 5.22.2019 Fire Department**
  - e. **Payment Batch 5.22.2019 General Fund**
6. **PUBLIC COMMENTS**
7. **REPORTS OF COMMITTEES AND CITY STAFF**
  - a. **Care Center Committee Report – Councilmember Fritz and Councilmember Stringer Jr:** The committee reported to the council that at the committee meeting discussion was held regarding the Care Center Employee Handbook and holiday pay. The committee’s recommendation is to re-instate the original holiday pay policy.
  - b. **Economic Development Authority Report – Councilmember Fritz and Councilmember Hedman:** The EDA currently has a full board with the action item on the agenda approving the appointment of Kelly Johnson and Melinda Hedman to the board. The EDA apartments are full, and all tenants have signed the new lease. It was also reported that all the loans are being paid on.
  - c. **Woodstock Communications Visit – Mayor Hendrickson:** Mayor Hendrickson visited Ruthton, MN to discuss broadband opportunities with Woodstock Communications. The project should be around \$1.4M to complete and there would be a 40/60 split. Woodstock Communications has applied for four grant applications and have been awarded three grants. Mayor Hendrickson also reported on the town hall meeting that was attended on June 4, 2019 where State Senator Gary Dahms and State Representative Chris Swedzinski spoke on the last budget session, gas tax concern, grants for child care, and the local government aid increases.

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- d. **Public Works Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the council to report that the pool has been painted and the inspection is set for the 6<sup>th</sup> of June. A quote from Bertram Asphalt was presented to the council regarding repairing streets in town using granite-chip mixture that are not being corrected through the infrastructure process. The recommendation is to accept the quote for \$11,400. The budget allows for \$6,500 and the recommendation and request is to use \$4,900 from reserves to cover the costs for the repairs. Motion by Councilmember Fritz to repair streets, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor. The city hall meeting room painting project will be completed by June 25, 2019 for the 100<sup>th</sup> anniversary of F & M Bank. The park and recreation committee meet and discussed camping. The department will be installing new spots for primitive camping with the hopes to budget electricity and water in 2020. Bruflat made the recommendation to purchase a speed sign in the amount of \$3,188.00 to help reduce speeding throughout town. Motion to approve purchase by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor. On May 28, 2019 the city had an inspection with the MPCA to correct some issues we were having with some of the reporting. The corrections have been made. We also had the drinking water sample with MN Department of Health which had no bacteria detected.
- e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke reported that there were no formal complaints filed and the office is still working with the auditors on the audit. The Consumer Confidence Report is available on the city’s website for review. The direct URL was printed on the water bills and the city newsletter. The Block Party is Tuesday, June 11, 2019 and everyone is encouraged to attend. Luepke met with the employees at the Care Center regarding the holiday pay policy. Luepke reported the census with the Care Center employees is to leave the holiday policy as is and not increase the holidays or those who would benefit. The care center committee is also visiting Wabasso’s Assisted Living facility on Tuesday, June 18, 2019. Luepke reminded the council that the LMC Annual Conference is coming up on June 26-June 28 in Duluth, MN. Those attending will be leaving on Tuesday, June 25, 2019. Luepke also let the council know that the discussion item pertaining to the athletic field will be on the next council agenda.

## 8. DISCUSSION ITEMS

- a. **Clarkfield Care Center Holiday Pay:** Chris Knoll, MHS CEO and Justin Boldt, CCC Executive Director approached the council regarding the recent decision to remove the holiday pay policy from the Care Center’s handbook. After discussion occurred between the council and care center leadership, the leadership will be working on budgeting for staff increases for 10-1-2019 and the main focus of getting pooled staff out of the expenses. Discussion occurred regarding keeping the holiday policy alone and re-instating the original policy back to the employee handbook. The original policy states the employees get seven paid holidays for those employees considered full time. Full time is considered working 80+ hours with various schedules. Those employees working on the holiday will continue to be compensated at time and a half. Luepke was directed to place this as an action item on the next council agenda.

## 9. ACTIONS ITEMS

- a. **Consideration to Approve Cardinal Days Request:** Motion to approve request by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
- b. **Consideration to Approve EDA Board Members – Kelly Johnson & Melinda Hedman:** Motion to appoint individuals to the EDA by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
- c. **Consideration to Close Meeting – Performance Evaluation – Minnesota Statue 13D.03:**
  - i. Motion to close the regular meeting by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
  - ii. Motion to open the close meeting by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor. Discussion took place regarding Troy Bruflat six-month evaluation.
  - iii. Motion to close the close meeting by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

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iv. Motion to open the regular meeting by Councilmember Stringer Jr, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor. Motion to approve Luepke's recommendation of Bruflat receiving a two-step raise by Councilmember Stringer Jr, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

**10. ADJOURNMENT:** Motion to adjourn at 8:11 PM by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

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