



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, August 20, 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, August 20, 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, and Justin Boldt – Care Center Administrator. 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 by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. **Deletion to Report of Committees and City Staff – Library Report, Hazel Hanson**
 - b. **Addition to Discussion Item 8A – Solar Presentation, Novel Energy Solutions**
4. **APPROVAL OF MINUTES:** Motion to approve the minutes by Councilmember Hedman, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Regular Meeting conducted on 8.6.2019**
5. **INVOICES PAYABLE:** Motion to approve the invoices payable by Councilmember Stringer Jr, 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Payment Batch 8.7.2019 ACH**
 - b. **Payment Batch 8.7.2019 Fire Department**
 - c. **Payment Batch 8.7.2019 General Fund**
 - d. **Payment Batch 8.7.2019 Library**
 - e. **Payment Batch 8.15.2019 ACH**
 - f. **Payment Batch 8.15.2019 Fire Department**
 - g. **Payment Batch 8.15.2019 General Fund**
 - h. **Payment Batch 8.15.2019 Library**
6. **PUBLIC COMMENTS:**
 - a. **Naomi Peterson** approached the city council regarding police coverage versus the cost the city pays. Peterson also was seeking an asbestos update regarding the old school, along making sure the state auditor is okay with the plan that is set for the café.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Mayor's Report:** Mayor Hendrickson reported that the CodeRed materials were included in the agenda packet for review. Hendrickson also reported that the Senator Smith's visit was cancelled and should be rescheduled. Hendrickson stated he is planning on attending the mental illness training in November.
 - b. **Councilmember's Report:** Councilmember Kaupang had no report, along with Councilmember Fritz. Councilmember Stringer Jr gave an update regarding the old school. There is a pre-bid conference located at the old school on August 22 for those interested in bidding on the removal of asbestos. Councilmember Hedman reported on the recent budget committee meeting that was attended.
 - c. **Fire Department Report – Dave Smith, Fire Chief:** Chief Smith approached the council regarding the fire department activities since the last council meeting attended. Smith reported that the department has been quiet since March. The department finished training and has used the allotted training dollars. The DNR grant was received in 2019 but will not be received for 2020. Smith also gave an update on the

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FEMA grant which has not been announced yet. The computer system is being updated and they have until September 30, 2019 to announce receipts of the grant. Smith reported that the state training dollars decreased for 2020.

~~d. **Library Report – Hazel Hanson, Library Board President**~~

e. **Care Center Report – Justin Boldt, Care Center Executive Director:** Boldt approached the council regarding the care center. Boldt presented the financials and reported that census for June was 25 residents which increased to 29 in July. The case mix score is staying steady at .88. The goal is to be closer to 1.0 as the money received per resident decreases the lower the score is. Boldt reported that the escrow account is \$81,893.59 as there was not a contribution for July or August with the cash flow being tight. There was a loss in the amount of \$24,736.37 for the month of June. Boldt stated that pool staff is back in the building due to a low retention rate for new hires. It was reported that the RN staff is remaining stable. Boldt gave an update regarding the On-Track training program with 11 candidates that applied. The care center transformed a resident room into a training room as those of participate in the program need 75 hours of training. Boldt mention to the city council that there may need to be some trainings for the council needed for the upcoming survey. The care center is moving forward with the market study for assisted living needs in the area. Boldt updated the council regarding the dining room project which is now completed. Boldt also mentioned that the home care rates are low compared to surrounding communities.

f. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke presented the memo included the council agenda packets which included an update with the café, ordinance committee meeting, budget committee meeting, the millings pile, regional meeting hosted by the League of MN Cities, and increase in Local Government Aid. The EDA held a public meeting regarding the café on August 5, 2019 to get ideas and discuss the café operations with the community. The community would like the café to remain open. There is a citizen who would be interested in managing the café but under the current structure. There could be some possible interest in forming a cooperative to own and operate the café. The café committee recommends keeping the café open under the same structure until December. The EDA board will be taking action at the next EDA meeting. The ordinance committee met on August 7, 2019 to discuss ordinances and enforcement. The committee is working on following up with abandon vehicles within city-limits, along with addressing the property located at 505 11th Avenue. The committee will be reviewing the snow removal policy. The committee will publish notice in the newsletter serving as a reminder to residents to limit vehicles to four per property, vehicles in need to be parked on gravel or cement, and vehicles need to have current registration. The budget committee met on August 15, 2019 t review the General Fund, Water and Sewer budgets. Luepke gave an update on the millings pile and the pile should be removed by the middle of September. Luepke notified the council of the upcoming regional meeting hosted by the League of MN Cities on October 9, 2019 in Benson, MN. Luepke reported that the Local Government Aid increased by \$6,439 for 2020.

8. DISCUSSION ITEMS

a. **Solar Garden Presentation – Novel Energy Solutions:** Adam Reinhardt approached the council to present options for solar gardens. Novel Energy is a MN-owned company providing customers community solar subscriptions, on-site solar construction, solar project financing and energy conservation. There is a program through Xcel Energy for Community Solar Gardens (CSGs) that allows subscribers to receive solar bill credits directly to their Xcel bill. Clarkfield would be able to save roughly \$3,700 per year, but there is a waiting list for the next garden to be available. There is also another option called Power Purchase Agreement where you are purchasing clean electricity from the solar array at a cheaper rate than currently paying the utility company. There is no capital outlay required, no production, insurance or warranty risk. You would break-even at year one with saving roughly \$2,600 the first year. The city could see up to \$30,000 in savings at year 10 and \$70,000 at year 20. This will be a discussion item at the next council meeting.

b. **Audit Report Posting Request:** Luepke presented the memo that was included in the council packets regarding a citizen request to post the entire audit online. The Mayor posed this as a question on the League of MN Cities forum and it seems like bigger cities post their audit and the smaller cities typically

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do not. There is no law requiring cities under 1,000 in population to post the audit in the newspaper or online. The audit is a public document and available for review and inspection in the city office.

- c. **Council/City Staff Safety:** The council discussed the safety of council, city staff, and residents at city council meetings. It is important to be aware of risk. It was discussed to report unwelcomed behavior or suspicious activity to the sheriff's office.
- d. **Review of Quotes – Skid Loader:** Bruflat presented six quotes to purchase a skid loader. Quote #1 was \$11,685.00 for 2019 John Deere 320G including trade in of 2017 John Deere lawn mower. Quote #2 was \$11,735 for 2019 John Deere 318G including trade in of 2017 John Deere lawn mower. Quote #3 was \$3,763 for 2019 John Deere 318G Base including trade in of 2017 John Deere lawn mower. Quote #4 was \$18,890 for 2019 Case SV280 including trade in of 2017 John Deere lawn mower. Quote #5 was \$17,052 for 2019 Case SV185 including trade in of 2017 John Deere lawn mower. Quote #6 was \$39,205 for 2019 Kubota SSV65HRC including trade in of 2017 John Deere lawn mower. The council reviewed quotes and directed Bruflat to test drive the John Deere and possibly a Case machine to compared. This will be an action item at the next council meeting.

9. ACTIONS ITEMS

- a. **Consideration to Approve Care Center Audit Report Addendum:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
- b. **Consideration to Approve Care Center Wage Increases:** Motion to approve by Councilmember Stringer Jr, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- c. **Consideration to Approve Audit Report Posting Request:** Motion to approve not posting the audit online and providing a copy for review in the city office during office hours by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

- 10. **ADJOURNMENT:** Motion to adjourn at 8:34 PM by Councilmember Hedman, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

Respectively Submitted By: Amanda Luepke, City Administrator