



City of Clarkfield

Agenda

7:00 PM Regular Council Meeting

Tuesday, September 17, 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, September 17, 2019, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, Councilmember Hedman, Councilmember Kaupang, and Councilmember Stringer Jr. Staff/Boards present: Amanda Luepke – City Administrator, and Hazel Hanson – Library Board President. 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.
4. **APPROVAL OF MINUTES:** Motion to approve the minutes by Councilmember Stringer Jr, 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Regular Meeting conducted on 9.3.2019**
5. **INVOICES PAYABLE:** Motion to approve the invoices payable by Councilmember Kaupang, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - a. **Check Detail Register_8.29.2019**
 - b. **Check Detail Register_9.4.2019**
6. **PUBLIC COMMENTS:**
 - a. **Naomi Peterson** addressed the city council regarding the daycare center. She stated there was confusion regarding who owns the building and business, along with letting city council know the center has received violations which she felt the council should know about. She also let the city council know that there is a rumor about the care center being for sale.
 - b. **Craig Giles** approached the city council regarding concerns pertaining to the daycare center.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Mayor's Report:** Mayor Hendrickson did not have any new to update for the council but reminded the council that he will be attending the League of MN Cities mental health conference in November.
 - b. **Councilmember's Report:** There were no new updates for the city council.
 - c. **Library Report – Hazel Hanson, Library Board President:** Hanson approached the council to report on the Clarkfield Community Library. The library board met several times since the last report to council. They held a special meeting to review the budget. The budget was submitted to the city office and the city updates the salary information within the budget. The board planned storytime dates for the fall. Hanson gave an update regarding the card catalog. Dave Rupp designed an electronic system to automate checking out books. He has volunteered over 89 hours in 2019 and the library board members have volunteered over 75 hours this year.
 - d. **Care Center Report – Justin Boldt, Care Center Executive Director:** The care center's report was submitted to the council electronically as Boldt was unable to attend the meeting.
 - e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council. The joint council meeting with Boyd is set for Wednesday, September 25, 2019 at 3:00 PM in the City Hall Meeting Room. MN Dot hosted the open house at the Clarkfield Café on September 17, 2019 to discuss the Highway 67 project with residents and business owners. The park and recreation committee met on September 7, 2019 and discussed trimming lower part of the trees at Valhalla Park, along with updating the bathrooms. The ball field received new bases and scoreboard. The committee is writing a grant for

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fencing for in front of the dug outs. The committee recommends keeping the bathrooms open October at the campground and not shutting off the electricity this year. The next committee meeting is set for November 4, 2019 to discuss a snow hill and ice skating. The ordinance committee met on September 11, 2019 and discussed the structure located at 412 10th Ave that could be deemed hazardous. The building permit for the property located at 505 12th Avenue was also discussed. The committee recommends communicating the new valuation of the project to the property owner in order to get the property cleaned up. Luepke emailed the property owner. The other item discussed was the rental licensing timeline. Luepke presented where licenses were at in the process and letters have been sent accordingly. The personnel committee continues to work on the personnel policies. Luepke is in the final stages of updates. Luepke presented the budget timeline to the council and gave a reminder about the League of MN Cities regional meetings.

8. DISCUSSION ITEMS

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 2019_0917 – Preliminary Levy:** Motion to approve by Councilmember Kaupang, 2nd by Councilmember Hedman. Opposed by Councilmember Stringer Jr. Motion carried.

- 10. ADJOURNMENT:** Motion to adjourn at 7:36 PM by Councilmember Hedman, 2nd by Councilmember Kaupang. Motion carried with all in favor.

Respectively Submitted By: Amanda Luepke, City Administrator