



CITY OF CLARKFIELD MINUTES
7:00 PM Regular Meeting
Tuesday, March 6, 2018
City Hall Meeting Room
904 10th Ave
Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order by Mayor Stringer III at 7:00 PM, Tuesday March 6, 2018, in the City Hall Meeting Room. Councilmember present: Mayor Stringer III, Councilmember Fritz, Councilmember Kaupang, Councilmember Bruflat, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director. Also in attendance were Paul Anspach and Donald Loose.

1) Pledge of Allegiance

2) Approval of Agenda: Motion to approve the agenda by Councilmember Bruflat, 2nd by Councilmember Kaupang. Motion carried with all in favor.

3) Approval of Minutes: Motion to approve the minutes by Councilmember Bruflat, 2nd by Councilmember Fritz. Motion carried with all in favor.

4) Invoices Payable: Motion by Mayor Stringer III to approved bills, including reimbursement to the fire department, 2nd by Councilmember Fritz. Motion carried with all in favor.

a) Unapproved Bill – Reimbursement forms were not approved during the approval process. Reimbursement forms for fire department training and travel were brought before council and discussed.

5) Public Comments:

a) Donald Loose addressed the council regarding the garbage exemption form he submitted explaining his thoughts behind the exemption.

6) Committee/Staff Reports

~~**a) Care Center Administrator Report:**~~ Report was not given due to the weather conditions.

b) City Administrator Report: Luepke addressed the council to give her Administrator's Report. There were no complaints received by the city office. The office staff is continuing to prepare for the transition of garbage billing to the city utility bill. There was a reminder given that garbage pickup date will not change and the garbage fee will appear on April's city utility bill for March garbage services. Luepke reminded the council about upcoming staff trainings and leadership training that the council can attend as well. A reminder was given about the upcoming Board of Appeal and Equalization on April 3, 2018 at 6:30 PM, along with the city office being closed from March 20, 2018 through March 23, 2018. Luepke also brought to the council's attention that the worker's compensation insurance MOD changed from 1.0 to 1.65 and increased by \$9,201.00 due to recent claims and settlements. This increase is not included in the 2018 budget.

7) Discussion Items

a) City Council Pay Structure: Luepke referred to Council Pay Memo for clarification of councilmember compensation explaining in 2017 the council approved compensation for councilmembers serving on council-appointed committees at one-half the council pay.

8) Action Items

a) Consideration to Update Request for Proposal: Motion to approve updated Request for Proposal regarding the management service for the Clarkfield Care Center by Councilmember Fritz, 2nd by Councilmember Bruflat. Motion carried with all in favor.

b) Consideration to Approve Submitted Garbage Exemption Forms

- i) **Garbage Exemption for Donald Loose:** Motion to approve exemption with the condition that he will purchase bags and show proof of purchase by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - ii) **Garbage Exemption for Jean Lynner:** City Council tabled exemption wanting more information.
 - iii) **Garbage Exemption for Luke Berg:** Motion to approve exemption by Councilmember Bruflat, 2nd by Councilmember Fritz. Motion carried with Councilmember Bruflat, Councilmember Fritz, and Councilmember Kaupang voting in favor. Mayor Stringer III and Councilmember Stringer Jr opposed the motion.
 - iv) **Garbage Exemption for Marcus Schwartz:** Motion to approve exemption by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion to carried with all in favor.
 - v) **Garbage Exemption for Roberta Field:** The exemption form was not signed and considered an incomplete application.
 - vi) **Garbage Exemption for Kari Melbostad:** Motion to deny exemption but communicate the bag service option by Councilmember Fritz, 2nd by Mayor Stringer III. Motion carried with all in favor.
 - vii) **Garbage Exemption for Cory Field:** Motion to approve exemption by Councilmember Bruflat, 2nd by Councilmember Kaupang. Motion to carried with all in favor.
 - viii) **Garbage Exemption for Tasha Martin:** Motion to approve exemption by Councilmember Fritz, 2nd by Mayor Stringer III. Motion carried with all in favor.
 - ix) **Garbage Exemption for Todd Tennis:** Motion to approve exemption by Councilmember Bruflat, 2nd by Councilmember Fritz. Motion carried with all in favor.
- 9) **Adjourn:** Motion to adjourn at 7:42 PM by Mayor Stringer III, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

Reminder – Addressing the Council: Those wishing to speak should wait to be acknowledged by the Mayor & comments should be on the topic being discussed. Data Privacy Rules and Open Meeting Laws can be violated by discussion of employee performance at a public meeting and finally, personal attacks of anybody will not be tolerated.
