



City of Clarkfield

MINUTES

7:00 PM Regular Council Meeting

Tuesday, January 8, 2019

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, January 8, 2018, in the City Hall Meeting Room. Councilmember present: Mayor Hendrickson, Councilmember Fritz, Councilmember Kaupang, Councilmember Hedman, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator, Dave Smith – Fire Chief. Also, in attendance were Noah Lusti, Jana Suckow, and Hazel Hanson.

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **OATH OF OFFICE:**
 - a. Zachery Hendrickson took the oath of office as Mayor term ending 2020
 - b. Melinda Hedman took the oath of office as City Councilmember term ending 2022
4. **APPROVAL OF AGENDA:** Motion by Councilmember Fritz to approve the agenda; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. Luepke requested removal of 10.F Action Item – Consideration to Approve Care Center Administrator Job Description
5. **APPROVAL OF MINUTES:** Motion by Councilmember Stringer Jr to approve the minutes presented to the City Council; 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - a. **Consideration to Approve Minutes from Regular Meeting conducted on 12.18.2018**
6. **INVOICES PAYABLE:** Motion by Councilmember Stringer Jr to approve the invoices payable; 2nd by Councilmember Hedman. Motion carried with all in favor.
 - a. **Payment Batch 12.20.2018 General Fund**
 - b. **Payment Batch 12.20.2018 Fire Department**
 - c. **Payment Batch 12.26.2018 General Fund**
7. **PUBLIC COMMENTS**
8. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. **Fire Department Report – Dave Smith, Fire Chief:** Chief Smith approached the council to give the Fire Department report. The Fire Department will have five trainings with MN West this year, which uses state grant money to fund. The department will be looking for four additional firemen with accepting a recent resignation. The Fire Relief Association will be donating some money for equipment to better prepare the firemen for accident relating incidents. The gear washer will be installed within the month and the department is looking to replace boots.
 - b. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke reported her administration report. Direct deposit authorization forms were handed out for councilmembers to take part in direct deposit for paychecks. Luepke updated the council regarding the Care Center report and it will be given at the January 15, 2019 city council meeting. Luepke reported that Troy Brufat and herself were attending a workshop hosted by the Upper Valley Minnesota Regional Development Commission regarding substandard buildings in your community on Friday, January 11, 2019. The workshop will also cover housing rehabilitation, dealing with tax forfeiture, rental ordinance implementation, city-led initiatives to encourage property clean-up, and housing studies with next steps. A reminder was given regarding the pre-audit meeting that is scheduled on Tuesday, January 15, 2019 and that the office will be closed until 12:00 PM. Luepke updated the council regarding the potential conflict of interest on

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council in regard to the ambulance. Luepke spoke with both the city attorney and the League of Minnesota Cities about how to handle a vote on ambulance items as three councilmembers have a potential conflict of interest. Luepke updated the council on a recent listening session with MNDot on the intersection of highway 67 and 59 and presented a letter of request for approval. There was discussion on the concerns and potential solutions. The council did not have any changes to the letter. Luepke also provided an update on the County-led Broadband Taskforce. Luepke provided information regarding the new USDA Reconnect Program. There will be a provider's panel at the next taskforce meeting. The Office of Broadband under MN Deed just launched a speed check website that records speed and data. Luepke was directed to put this information in the newsletter. Luepke recommended having another councilmember go through the Board of Equalization and Appeals online training to have a second voting member on the board. Councilmember Hedman volunteered to take the online training. Luepke reported that she is working on submitting the city summary data financial budget to the state auditor, along with the annual report of outstanding indebtedness.

9. DISCUSSION ITEMS

- a. **Infrastructure Assessments:** Luepke presented to the Council the Infrastructure Assessment Memo along with the Assessment spreadsheet breakdown from David Drown included in the agenda packet. The spreadsheet outlined those parcels proposed to get the city-wide assessment only, parcels proposed to get the city-wide and street reconstruction assessment, parcels included within the Diamond Mall and parcels that are deemed non-buildable lots. The council needs to determine how to handle assessing the Diamond Mall. The council will also need to determine the minimum buildable lot width and square footage, farm property policy, and assessments to Prairie Grain Partners. There was discussion regarding the structure of the assessments and should consider changing the assessment structure to footage rather than per parcel. Luepke was directed to have David Drown bring comparable projects to the council and have Drown look at other options.

10. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 2019_0108 – Establishing the 2019 Annual Designations:** Motion to approve by Councilmember Hedman; 2nd by Councilmember Fritz. Motion carried with all in favor.
- b. **Consideration to Approve Resolution 2019_0108A – Establishing the 2019 Fees and Rates Schedule:** Motion to approve by Councilmember Fritz; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- c. **Consideration to Approve Resolution 2019_0108B – Calling Hearing on Assessments:** Motion to approve by Councilmember Fritz; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- d. **Consideration to Approve Resolution 2019_0108C – Receiving Preliminary Engineering Report:** Motion to approve by Councilmember Hedman; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- e. **Consideration to Approve Letter of Request to MNDot regarding Intersection 67 & 59:** Motion to approve by Councilmember Fritz; 2nd by Councilmember Kaupang. Motion carried with all in favor.
- ~~f. **Consideration to Approve Care Center Administrator Job Description**~~

11. **ADJOURNMENT:** Motion to adjourn at 8:03 PM by Councilmember Stringer Jr; 2nd by Councilmember Kaupang. Motion carried with all in favor.

Respectfully Submitted By: Amanda Luepke