



City of Clarkfield

MINUTES

7:00 PM Regular Council Meeting

Tuesday, April 7, 2020

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the Clarkfield City Council was called to order by Acting Mayor Fritz at 7:00 PM, Tuesday, April 7, 2020, in the City Hall Meeting Room. Councilmembers present: Acting Mayor Fritz, Councilmember Kaupang (via Phone), Councilmember Hedman, and Councilmember Stringer Jr. Staff present: Clarissa Hadler – Interim City Administrator, Troy Bruflat – Public Works Foreman/Director (via Zoom), Mariah Skjefte – Administrative Assistant.

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA: Motion by Hedman, Second by Stringer. All in Favor, motion carries.

4. APPROVAL OF MINUTES

a. **Consideration to Approve Minutes from Regular Meeting conducted on 2.18.2020 -**

Motion by Stringer, Second by Hedman to approve minutes. All in Favor, motion carries.

5. INVOICES PAYABLE - Motion by Stringer, Second by Hedman to approve invoices payable. All in Favor, motion carries.

6. PUBLIC COMMENTS

7. REPORTS OF COMMITTEES AND CITY STAFF

a. **Mayor's Report** – Acting Mayor Fritz discussed COVID planning and other meetings she has attended.

b. **Councilmember's Report**

c. **Public Works Report – Troy Bruflat, Public Works Foreman & Director** – Bruflat reviewed his written report to Council, including information about pool repairs that need to be done, the payloader trade-in, storm drain repair, and banners for main street.

d. **Interim City Administrator Report – Clarissa Hadler** – Hadler reviewed some portions of her written administrative report, including COVID-19 planning, EDA meeting, Ordinance meeting, Infrastructure project updates, the annual audit, and posting the City Administrator position.

8. NEW BUSINESS

a. **Mayor Appointment / Council Member Applications / Appointments** – Discussion was held regarding the appointment to the open Council seats. Motion by Kaupang, Second by Hedman to appoint Sue Fritz to Mayor for the remainder of the term. Kaupang – Aye, Hedman – Aye, Stringer – Nay, Fritz – Abstain. Motion Carries. Council member seat will be discussed at the next meeting.

b. **Garbage Contract / Next Steps** – Hadler explained this discussion was not necessary as the correct contract had been located and goes through 2021. No action.

c. **Agenda Request – Dustin Kramer** – Discussion was held regarding Mr. Kramer's request for his vacation to be paid out. Mr. Kramer gave a verbal statement in addition to his written request stating he was entitled to the money. Hadler explained that the policy and case law is clear that he is not entitled to the money. Motion by Hedman, Second by Kaupang, to reject Kramer's request for vacation to be paid out. Kaupang – Aye, Hedman – Aye, Stringer – Aye, Fritz – Aye. All in Favor, motion carries.

The City of Clarkfield is an equal opportunity employer and provider.

- d. **Agenda Request – Request by Clarkfield Outdoors (Greg Guttormsson) to Defer City Business Loan Payments and Interest** – Motion by Stringer, Second by Kaupang to defer loan payments through June. All in Favor, motion carries.
 - e. **Agenda Request – Care Center Licensing** - Mayor Fritz explained the care center request permission to obtain additional licensing. Motion by Kaupang, Second by Hedman. All in Favor, motion carries.
9. **ADJOURNMENT** - Motion by Hedman, Second by Fritz. All in Favor, Motion by Hedman, Second by Stringer. All in Favor, motion carries.