



# City of Clarkfield

## Agenda

7:00 PM Regular Council Meeting

Tuesday, May 19, 2020

City Hall Meeting Room

904 10<sup>th</sup> Avenue – Clarkfield, MN 56223

A regular meeting of the City of Clarkfield was called to order by Mayor Fritz at 7:00 PM, Tuesday, May 5, 2020, in the City Hall Meeting Room. Councilmembers present: Mayor Fritz, Councilmember Stringer, Councilmember Giles, Councilmember Kaupang. Present via Zoom: Councilmember Hedman. Staff/Boards present: Clarissa Hadler – Interim City Administrator, Admin. Assistant Mariah Skjefte, Care Center Director Justin Boldt.

1. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA** - Hadler requested the addition of the item MnDOT Agreement. Mayor Fritz added that item as 8.A., renumbering those after it. Hedman requested the addition of Softball Tournament Request. Motion by Hedman, Second by Kaupang to approve the agenda. Hedman – Yes, Kaupang – Yes, Giles – Yes, Stringer – Yes, Fritz – Yes. Motion passes.
4. **APPROVAL OF MINUTES** – Hadler mentioned she will make a few corrections per Mayor Fritz’s email comments including; role call votes, date in Admin report. Motion by Stringer, Second by Kaupang to approve the minutes. Hedman – Yes, Kaupang – Yes, Giles – Yes, Stringer – Yes, Fritz – Yes. Motion passes.
  - A. **April 7, 2020**
  - B. **May 5, 2020**
5. **INVOICES PAYABLE** – Council member Stringer inquired about a \$50 finance charge from Cenex. Hadler stated that it must be a typo and that would be changed. Motion by Hedman, Second by Stringer to approve the Invoices Payable. Hedman – Yes, Kaupang – Yes, Giles – Yes, Stringer – Yes, Fritz – Yes. Motion passes.
6. **PUBLIC COMMENTS - None**
7. **REPORTS OF COMMITTEES AND CITY STAFF**
  - A. **Mayor’s Report** – Mayor Fritz gave a report of Personnel Committee and City Administrator search progress. Preliminary interviews will take place next week.
  - B. **Councilmembers’ Reports** - Councilmember Hedman provide information on the Parks & Recreation Committee meeting she attended. Councilmember Stringer mentioned the School Board had discussed the pool at their last meeting.
  - C. **Care Center Report – Justin Boldt** – Mr. Boldt provided an update on activities and finances at the Clarkfield Care Center.
  - D. **Interim City Administrator Report – Clarissa Hadler** – Hadler gave a brief overview of her Administrative report, including progress on the audit, Administrator search, and code enforcement.
8. **NEW BUSINESS**
  - A. **MnDOT Agreement** – Scott Kuhlman, of Bollig Engineering, explained the need for the MnDOT Agreement as part of the Infrastructure Project. He stated he will be requesting additional funds from MnDOT for engineering costs incurred to do efforts to meet their standards. Motion by Stringer, Second by Kaupang to approve Resolution 2020-0519 Approving MnDot Agreement No. 1036523. Hedman – Yes, Kaupang – Yes, Giles – Yes, Stringer – Yes, Fritz – Yes. Motion passes.
  - B. **COVID-19 No Shut-off Policy – Rentals** – Hadler explained that she heard from City Attorney Janice Nelson prior to the Council meeting and Nelson stated the Council should not grant requests for water shut-offs on rentals due to non-payment. Council did not discuss.

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- C. **Accounts Payable Process – Council checkpoint** – Hadler explained the work done to make the Accounts Payable process more efficient and requested feedback from Council regarding the current process of individual Council approvals. Council members expressed general support for the changes.
  - D. **Campground Prices & COVID Procedures** – Council members discussed the new campground prices proposed by the Parks & Recreation Committee. Motion by Kaupang, Second by Stringer to amend the fee schedule, raising campground prices to \$25 for camping lot, \$10 for Primitive Camping Lot, and \$100 for weekly camping lot. Hedman – Yes, Kaupang – Yes, Giles – Yes, Stringer – Yes, Fritz – Yes. Motion passes.
  - E. **Softball Tournament Request** – Councilmembers discussed how softball tournaments fit in to the Governor’s emergency orders and whether the City should allow them. Mayor Fritz provided the language of the current order regarding athletics. Council members generally agreed that the current language does not allow them, and delegated to Mayor Fritz to interpret and decide on how upcoming orders may impact these activities.
9. **ADJOURN** - Motion by Hedman, Second by Giles to adjourn. Hedman – Yes, Kaupang – Yes, Giles – Yes, Stringer – Yes, Fritz – Yes. Motion passes. Meeting adjourned.