



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, December 17, 2019

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

1. **CALL IN THE INFRASTRUCTURE PUBLIC HEARING TO ORDER:** George Eilertson approached the council regarding the financing regarding the demolition of the school building and to pay costs associated with the issuance of bonds. The amount of bonds is \$503,000. The term and structure of the bonds is not to exceed \$45,000 with a 15-year term. The call date is February 1, 2027. The bonds were purchased by F & M Bank.
Public Input: Leo Kuhl questioned the 30 parcels listed in the notice. Eilertson responded that the parcels listed in the noticed add up to the debt service payment for the city-portion of taxes. These parcels are not getting a tax break or benefit. Melinda Hedman asked if the City could pay back the bonds early. The earliest the city could pay off the bond would be February 1, 2027 which is the call date.
 - a. **Consideration to Approve Resolution 20191217B – Approving Property Tax Abatements:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Hedman. Motion carried with all in favor.
 - b. **Consideration to Approve Resolution 20191217C – Sale of General Obligation Tax Abatement Bond:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - c. **Consideration to Approve Contracts:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
2. **CLOSE THE INFRASTRUCTURE PUBLIC HEARING:** Public Hearing closed at 7:20 PM.
3. **CALL THE REGULAR COUNCIL MEETING TO ORDER**
4. **PLEDGE OF ALLEGIANCE**
5. **APPROVAL OF AGENDA:** Motion to approve the agenda by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
6. **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 12.3.2019**
7. **INVOICES PAYABLE:** Motion to approve invoices payable by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.

a. Fund 100 General Fund	\$53,829.84
b. Fund 250 Pool	\$50.73
c. Fund 260 Library	\$830.92
d. Fund 400 Infrastructure	\$12,673.50
e. Fund 601 Water	\$834.54
f. Fund 602 Sewer	\$1,094.88
8. **PUBLIC COMMENTS:**
 - a. **Naomi Peterson** approached council regarding the daycare center and the old school building now that the buyer of the facility is in a serious situation.
 - b. **Nicole Kraugh** asked the council regarding the grants received by the daycare center.
 - c. **Daryle Toft** approached the council with written questions and requested a written response by January 7, 2020.
 - d. **Tasha Lynne** addressed the citizens letting everyone know that she was on the daycare board and the board did everything in their power to keep the center open.

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9. REPORTS OF COMMITTEES AND CITY STAFF

- a. **Mayor's Report:** Mayor Hendrickson reported that he attended a personnel committee meeting to compile the findings from the councilmember's individual performance evaluations, the self-evaluation and the leadership surveys submitted on the City Administrator.
- b. **Councilmember's Report:** Councilmember Kaupang did not have anything to report. Councilmember Stringer Jr reported on the old school project. The demolition is near closing and the west gym is secure. Councilmember Stringer Jr expressed his personal opinion of wanting to keep the west gym. Councilmember Fritz reported that she attended the care center committee which took place on December 17, 2019. Boldt is in attendance and will give a report to the council. Councilmember Hedman did not have anything to report.
- c. **Fire Department Report – Dave Smith, Fire Chief:** Smith approached the council regarding the fire department activities. Smith reported that there was no change in leadership. There has been training set up with MN West. Typically, the department receives \$5,000 per year for training, but the state funding was cut to \$2,100 for 2020. Clarkfield is ranked 48 out of 50 in funding for fire departments. It was reported that the FEMA grant did not go through and the air packs will be expired in 2020. The department is looking at joint powers agreement from the metro area. There is no cost and the department would need to join through resolution. It was also reported that there was one house fire call in town and the township meeting is in February.
- d. **Care Center Report – Justin Boldt, Care Center Executive Director:** Boldt approached the city council regarding the Care Center. The financials were presented. The case mix score is at .90. The goal is to be closer to 1.0 as the money received per resident decreases the lower the score is. Boldt reported that the escrow account is \$15,000.00 after the withdraw in the amount of \$66,947.77 to cover operational expenses as it relates to the pooled nursing expense. There was a profit in the amount of \$35,841.90 for the month of October for the Care Center and Home Health Care lost \$17,852.12. It was reported that another On-Track training session will be starting. It was also reported that the Care Center is in the survey window and the audit is being conducted. Boldt will be taking over the home health director position to restructure the home care department. The focus will be on inefficiencies and the budget.
- e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke provided an update to the council regarding the old school west gym. The individual interested in purchasing the facility, Kendra Lindblad, has faced some serious charges. The charges are class 3 felonies. There may need discussion and/or action at the first meeting in January. The council has the option to rescind the option agreement with Lindblad. The office received a complaint against property 502 11th Ave regarding a shed and the size of the shed. The ordinance committee is looking into the concern. The Fire Relief Trustees met on Tuesday, December 10, 2019 regarding the annual update of the fire pension. The ordinance committee met on December 12, 2019 regarding the status of the rental ordinance compliance among property owners with rentals. There was also discussion on property located at 505 11th Avenue and 502 11th Avenue. Luepke gave an update regarding the PGP TIF bond. With the recent expansion of PGP, their taxes went up significantly. There is a deficient between the tax revenue collected and the TIF bond payment the city makes. With the increase in tax value, the increased amount will cover the deficiency. The TIF bond will be complete in 2022. Luepke gave reminders regarding upcoming work sessions and dates the city office will be closed.

10. DISCUSSION ITEMS

- a. **Yellow Medicine East Athletic Field - Rich Schneider Superintendent, Yellow Medicine East:** Schneider approached the council regarding the athletic field. There was conversation about the athletic field and if the city would be interested in taking the property over or knowing of ideas of what the property could be used for. It was suggested that having a work session between the council, school board members and community members would be very helpful for future planning of the property. There was concern voice of the athletic field being the same type of situation as the old school building.

11. ACTIONS ITEMS

- a. **Consideration to Approve Authorization to Bid Water Tower Project:** Motion to approve by Councilmember Kaupang, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

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- b. **Consideration to Approve Resolution 20191217 – Transfer of Funds:** Motion to approve by Stringer Jr, 2nd by Councilmember Hedman. Motion carried with all in favor.
 - c. **Consideration to Approve Resolution 20191217A – 2020 Proposed Water and Sewer Rates:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Hedman. Motion approve with all in favor.
 - d. **Consideration to Approve Home Care Health Rate Increases:** Motion to approve by Hedman, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - e. **Consideration to Approve PILOT Program – Clarkfield Care Center:** Motion to approve by Councilmember Stringer Jr, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - f. **Consideration to Approve 2020 Economic Development Authority Budget:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - g. **Consideration to Approve Required License Fulfillment Wage Increase:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - h. **Closed Meeting – Performance Review – Minnesota Statue 13D.03:** Motion to close the regular council meeting by Councilmember Hedman, 2nd by Councilmember Kaupang. Motion carried with all in favor. Motion to open the close meeting by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor. Report on employee performance evaluations presented to council. Council performed Administrator Luepke’s performance evaluation. Motion to close the close meeting by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor. Motion to open to regular council meeting by Councilmember Stringer Jr, 2nd by Councilmember Fritz. Motion carried with all in favor. Motion to approve 1.7% COLA increase, along with longevity increases by Councilmember Hedman, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- 12. ADJOURNMENT:** Motion to adjourn at 9:17 PM by Councilmember Stringer Jr, 2nd by Councilmember Kaupang. 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. Public Comment time frame is limited to 3 minutes per individual. 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.