



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, February 18, 2020

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A regular meeting of the City of Clarkfield was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, February 18, 2020, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, Councilmember Hedman, Councilmember Kaupang, and Councilmember Stringer Jr. Staff/Boards present: Amanda Luepke – City Administrator, Justin Boldt – Care Center Executive Director. Also, in attendance: various residents.

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA: Motion to approve the agenda by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.

a. **Addition to Action Item 9E – Consideration to Approve Memo – Interim City Administrator**

4. APPROVAL OF MINUTES: Motion to approve the minutes by Councilmember Kaupang, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

a. **Consideration to Approve Minutes from Regular Meeting conducted on 2.4.2020**

5. 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	\$13,960.44
b. Fund 200 Fire Department	\$1,756.19
c. Fund 250 Pool	\$34.54
d. Fund 270 Old School	\$315,685.33
e. Fund 400 Infrastructure	\$63,839.00
f. Fund 601 Water	\$1,966.75
g. Fund 602 Sewer	\$2,070.45

6. PUBLIC COMMENTS

a. **Naomi Peterson** approached the city council to compliment the city crew on the plowing efforts and also to request live streaming the city council meetings.

7. REPORTS OF COMMITTEES AND CITY STAFF

a. **Mayor's Report:** Mayor Hendrickson reported that he attended the care center committee meeting where it was discussed to obtain a comprehensive home care license. Hendrickson also attended the fire relief meeting where financials were discussed.

b. **Councilmember's Report:** Councilmember Kaupang did not have anything to report. Councilmember Stringer Jr thanked the group of individuals for their work towards saving the old gym. Councilmember Fritz did not have anything to report. Councilmember Hedman did not have anything to report.

c. **Ambulance Report – Jeannette Duis & Melinda Hedman, Co-Captains:** Melinda Hedman gave the council the 2019 update for the ambulance. There were 122 ambulance runs. The department had two first responders complete EMT class, along with having all the EMT's get re-licensed. The ambulance received a donation of two tough books for online inputting of information which online reporting is now mandatory. The ambulance is leaving the rates the same for 2020.

d. **Care Center Report & Audit Presentation – Justin Boldt, Executive Director & Chris Knoll, MCHS CEO:** Justin Boldt and Chris Knoll approached the council to discuss the recent audit results. Paul Gustafson from Clifton Larson Allen was via phone to present the audit results. The findings note stated that with

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the current management company there was reliance with CLA to help prepare the audit. Gustafson reviewed Care Center's financial statements, state regulatory documents, and internal reporting. There was comparisons and contrasts presented between Clarkfield's performance to state-wide averages. There is an unrecorded OPEB Liability estimated at \$16,768 for the health benefit of retirees. The \$26,314 investment was unrecorded as of September 30, 2018 and it now recorded in the 2019 audit. It was discussed that there is a new payment models for skilled nursing effective October 1, 2019 and home health effective January 1, 2020. Both transition reimbursement determination from therapy driven to patient characteristics. Boldt reported that there was nine federal deficiencies and the Care Center is submitting a plan of action to the state. Boldt reported that the care center saw a profit of \$21,355.61 while home care lost \$28,348.42 in December 2019. The average resident count for December was 29 residents and the case mix score was reported at .89.

- e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke reported that the city was awarded the Alternative Landscape Equipment grant in the amount of \$588.00. The award is for replacement of our 2-cycle gasoline-powered equipment with electric-powered equipment. Luepke reminded the council that the Presidential Nomination Primary Election will be held on Tuesday, March 3, 2020. Luepke reported she was attending the upcoming Legislative Conference on March 18-19, 2020 in order to speak with our legislatures about our city's concerns and issues. The office will be closed those days as other office staff will be attending the MCFOA conference from March 16-19, 2020. Luepke reminded the council that the office will also be closed on February 17, 2020 for President's Day. Luepke discussed the memo regarding the transition of city administrator. Luepke explained that appointing an interim to the role would help with a seamless transition. Luepke discussed Mayor Hendrickson in the interim role as he is very knowledgeable on the city projects. There was discussion regarding the pay of the interim role. It was reported that the city could advertise for the city administrator position or just appoint Hendrickson if it was a good fit for the city.

8. DISCUSSION ITEMS

- a. **Agenda Request – Daryle Toft:** Toft approached the council to thank them for putting the city in debt \$500,000. He asked each council member and the city administrator if they knew of city funds being used to fund the daycare center. Councilmember Kaupang stated that there were some funds used at the end of 2017, but the funds were paid back by the daycare board. Luepke reported that the city received some grants as a fiscal sponsor as well.

9. ACTIONS ITEMS

- a. **Consideration to Extend Garbage Exemptions – 2020:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- b. **Consideration to Award Water Tower Rehabilitation Contract – Osseo Construction Company, LLC:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- c. **Consideration to Allow City Administrator to Execute Paperwork for Infrastructure Financing:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Hendrickson. Motion carried with all in favor.
- d. **Consideration to Accept Letter of Resignation – Amanda Luepke:** Motion to accept by Mayor Hendrickson, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
- e. **Consideration to Approve Memo – Interim City Administrator:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.

- 10. **ADJOURNMENT:** Motion to adjourn at 7:48 PM by Councilmember Kaupang, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

Respectively Submitted By: Amanda Luepke, City Administrator

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