



**CITY OF CLARKFIELD MINUTES**  
**7:00 PM Regular Meeting**  
**Tuesday, May 15, 2018**  
**City Hall Meeting Room**  
**904 10<sup>th</sup> Ave**  
**Clarkfield, MN 56223**

A regular meeting of the Clarkfield City Council was called to order by Mayor Stringer III at 7:00 PM, Tuesday, May 15, 2018, in the City Hall Meeting Room. Councilmember present: Mayor Stringer III, Councilmember Fritz, Councilmember Kaupang, Councilmember Bruflat, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director. Also in attendance were Kyle Klausung, Brain Bollig, Alisha Handeland, Jenni Schuler, John Peterson, Marcia Flattum, Myra Peterson, Paul Anspach, Dana Gohr, Nikole Gohr.

**1) Pledge of Allegiance**

**2) Approval of Agenda:** Luepke asked for the council to remove Councilmember Fritz report from the agenda. Motion to approve the agenda by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

**3) Approval of Minutes:** Motion to approve minutes from Regular Council meeting dated Tuesday, May 1, 2015 by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

**4) Invoices Payable:** Motion to approved invoices payables by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

**5) Public Comments:**

- a) Dana Gohr and Nikole Gohr addressed the council regarding a mobile food unit, which would be a new business to Clarkfield. They are working on location for the food truck and plans to be in Clarkfield at least once per week, along with travel to other communities. They are hoping to launch June 1, 2018 and have 18' X 8' trailer to serve out of.
- b) Naomi Peterson addressed the council regarding her garbage exemption form submission. The request was made for bag service. The council agreed that in order to be exempted, the receipt from purchasing bags needs to be shown to the city office. Motion to approve bag service and have the exemption from service by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
- c) Alisha Handeland asked the council about the upcoming infrastructure project. The council invited Brain Bollig from Bollig Inc, the City Engineer, to speak on the topic.
- d) Brian Bollig addressed the council and citizens on the upcoming infrastructure project. It was explained that the water and sewer fund has not been self-sustaining for the past three years so regardless of the project the utility bills are recommended to increase. The recommended increase regardless of the infrastructure project would be \$11/per connection. The project could increase the utility bills as much as \$36/per connection for the eligible costs for the project. Discussions are occurring with the costs associated with the ineligible cost for the project such as streets, curb and gutters. It was communicated that about 60% of Clarkfield would be getting streets replaced.

**6) Committee/Staff Reports**

**~~a) Councilmember Fritz Report~~**

**b) Public Works Director Report:** Kramer approached the council with the monthly report of the Public Works department. It was reported that mowing has started and street sweeping has been completed. The department has started prepping the pool for opening. Opening date should be the first part of June. There was a concern

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with the tile on the baseball field which has been issues. It was dug up and fixed. Kramer asked if the council would consider implementing a sidewalk program to help with the cost for citizens to improve and repair sidewalks. Kramer and Luepke were directed to get more information together to present to the council. Kramer meet with the Public Works committee about the purchases of a mosquito fogger/sprayer. The recommendation to the council was to purchase a mosquito sprayer in the amount of \$7,735.00. The department went to a mosquito conference last month to learn about how to effectively control mosquitos, and it was recommended to save cost of chemical not to advertise a certain day of the week for spraying. The department will spray when the environment allows for it. There will be notice given to the public prior. Motion by Councilmember Fritz to purchase the mosquito sprayer, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

- c) **City Administrator Report:** Luepke presented the Administrator's report to the council. Luepke reported that the office would be closed the morning of June 7 for the office staff to attend required election training. It was also report that Luepke attended a pre-trial conference on May 15, 2018. Due to the timing of the order, the judge postpone the trial date. The next hearing is scheduled on July 17, 2018. We received the summary judgement on May 11, 2018 and the issue at hand is whether the City is enforcing the nuisance ordinances. The judge is troubled by the zoning issues with the pictures submitted to the court with the amount of wood located on the property in metal crates. Complaints submitted including one against the city regarding the \$.75 storm sewer charge on the utility bill. No action was taken as storm sewer is part of the city's infrastructure. Another complaint regarding leaves blowing from a neighbor's yard. No action was taken as there is not an ordinance violation. Complaint regarding property owner not wanting anyone but the city trimming boulevard trees on their property. No letter sent as there is not an ordinance violation. Luepke has followed up with both parties on the expectation of boulevard trees. Complaint submitted regarding a neighbor's sump pump draining into the street. We are researching this ordinance to determine whether there is a violation or not. The office finished up journal entries and the auditors are on-site starting May 14, 2018. We are renewing our liability insurance and it is recommended not waiving the limits. The council agreed. The Prairie Cardinals are seeking a donation in the amount of \$1,000 for the upcoming festival or asking if the City would provide portable restrooms for the festival. Motion by Councilmember Fritz by provide portable restrooms for the festival not exceeding \$650.00, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor. The Care Center committee is meeting with the city attorney on May 17, 2018 to review the care center contract for management services with Minnewaska Health Services.

## 7) Discussion Items

## 8) Action Items

- a) **Consideration to Approve Resolution 20180517 – Donations:** Motion to approve Resolution 20180517 by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.
- 9) **Adjourn:** Motion to adjourn at 8:07 PM by Councilmember Stringer Jr, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

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**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.**

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