



# City of Clarkfield

## Minutes

7:00 PM Regular Council Meeting

Tuesday, June 19, 2018

City Hall Meeting Room

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

A regular meeting of the Clarkfield City Council was called to order by Acting Mayor Bruflat at 7:00 PM, Tuesday, June 19, 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, Hazel Hanson, Jena Berget, Jessica Anderson, Jeanette Duis, Marcia Flattum.

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA:** Motion by Councilmember Fritz to approve the agenda with the addition; 2<sup>nd</sup> by Acting Mayor Bruflat. Motion carried with all in favor.

- a. Luepke requested an addition to the agenda: Action Item 3C – Consideration to Approve Ambulance Rate Increase

**4. APPROVAL OF MINUTES:** Motion by Acting Mayor Bruflat to approve the Minutes from Council Meeting 6.5.2018; 2<sup>nd</sup> Councilmember Stringer Jr. Motion carried with all in favor.

**5. INVOICES PAYABLE:** Motion to approve the invoice payables by Acting Mayor Bruflat; 2<sup>nd</sup> Councilmember Kaupang. Motion carried with all in favor.

**6. PUBLIC COMMENTS**

**7. REPORTS OF COMMITTEES AND CITY STAFF**

- a. **City Auditor Presentation:** Jena Berget with Conway, Deuth & Schmiesing approached the council to present the 2017 audit report. The city's net position decreased due to the café expenditures and purchase of the new fire truck. The cash and investment balances decreased in 2017 due to debt refunding cost and asset additions. The future debt service holds strong. There is a projected increased in 2018 due to the repayment of General Obligation Utility Revenue Bond 2015A and again in 2020 for the repayment by the EDA for the Essential Function Housing Development Revenue Bonds of 1999. The Governmental Fund Balances shows a deficit amount for unassigned monies due to the café expenditures. In the 2017 Governmental Revenues the two notable items are 1) revenue decreased in taxes and assessments due to decreased PILOT cost with the Care Center 2) decreased in donation revenue due to the daycare and playground projects. In the 2017 Governmental Expenditures capital outlay expenses increased due to the purchase of a plow truck, mower, café expenses, fire truck and playground equipment. The Water Fund lost \$31,792 in 2016 and \$62,818 in 2017. The sewer fund was in the black \$28,290 in 2016 and lost money for 2017 in the amount of \$95,336 due to the investment of \$107,000 to relocate the Boyd sewer line for business expansion. The Care Center continued to lose money in 2017 and the EDA apartments continued increased revenues. The auditors made recommendations regarding outstanding checks, purchasing, contracting and deficit cash and fund balances.

- b. **Public Works Director Report:** Dustin Kramer approached the council with the Public Works department report. The department swept streets and flushed hydrants. Kramer let the council know that the water may be brown for a couple days. The department is helping Great Plains with locates and

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reported that the pool passed inspections and is now open. They are cleaning up the tree site to make more room and completed vacuuming out manholes. Since the sidewalk reimbursement program was approved, the committee has approved one application. It was reported that the charter school lift pump went out and has been replaced. The public works committee recommends billing the property owners the price of the pump and request a meeting to discuss maintenance of the pump. Motion by Councilmember Fritz to approve the recommendation; 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor. The committee is also looking at the street lights owned by the city and considering switching them out to LED lights. The EDA apartments have some upcoming move in/out maintenance to be completed. The department is working on bleacher painting and playground installation. There was one application received for the part time public works seasonal worker. Luepke was given authority to hire and bring the recommendation to the council. The public works committee also made a recommendation for some capital outlay purchases. The department is looking at upgrading a mower and purchasing an additional mower. The recommendation is to spend \$23,000 including a trade-in. Motion to approve the recommendation by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

- c. **City Administrator Report:** Luepke addressed the council with the Administrator's report. The office received two complaints against properties owners having a camper/trailer parked on the property without sewer, water, or electricity. Both campers/trailers have individual residing in them. Letters have been sent to the property owners. There have also been complaints of dogs running at large and not being licensed. Letters have also been sent to the animal owners about the ordinance violations. The property located at 505 11<sup>th</sup> Ave has agreed to table the discussion regarding running a private well line under the public road until this Fall. Luepke reported that filings for the 2018 elections are from July 31<sup>st</sup> to August 14<sup>th</sup>. The 2017 Consumer Confidence Report has been completed and filed. The city office staff attended election clerk training in Granite Falls to learn about the new implemented electronic registration system. Luepke also reminded the council that she and Councilmember Fritz will be traveling to St. Cloud June 20-22 to attend the League of MN Cities Annual Conference.

## 8. DISCUSSION ITEMS

## 9. ACTIONS ITEMS

- a. **Consideration to Approve Hanging of Flowers Baskets:** Motion to approve spending up to \$300 hanging flowers basket by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.
- b. **Consideration to Approve Required License Fulfillment Wage Increase:** Motion to approve wage increase by Acting Mayor Bruflat, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
- c. **Consideration to Approve Ambulance Rate Increase:** Motion to increase the ambulance rate by 25% per loaded mile and \$100 per lift assist by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn at 8:01 PM by Acting Mayor Bruflat, 2<sup>nd</sup> by Councilmember Stringer Jr. 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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