



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, December 3, 2019

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, December 3, 2019, 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, Troy Bruflat – Public Works Foreman/Director. Also, in attendance: city residents.

1. CALL THE TRUTH IN TAXATION HEARING TO ORDER

- a. Luepke provided an overview of the proposed property tax levy. There was a document provided to the public outlining levy history, history of LGA payment, tax base information, and the 2020 General Fund revenues and expenditures. Luepke reported that the 2020 General Fund budget balances and the proposed tax levy of \$431,146.00 will decrease to \$423,366.00 (+9.59% from 2019). Luepke reported that there will be an increase of 1.75% regard the LGA payment. Luepke reported that the city council will oversee \$867,881.00 budget in 2020.

2. CLOSE THE TRUTH IN TAXATION HEARING

- a. Truth in Taxation Hearing closed at 7:13 PM.

3. CALL THE REGULAR COUNCIL MEETING TO ORDER

4. PLEDGE OF ALLEGIANCE

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

- a. **Addition to Agenda – Action Item 11H – Consideration to Approve Temporary Consumption & Display Liquor License – Clarkfield Area Community Foundation**

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

- a. **Consideration to Approve Minutes from Regular Meeting conducted on 11.19.2019**

7. **INVOICES PAYABLE:** Motion to approve the invoices payable by Councilmember Stringer Jr, 2nd by Councilmember Fritz. Motion carried with all in favor.

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| a. Fund 100 General Fund | \$8,514.17 |
| b. Fund 200 Fire | \$469.61 |
| c. Fund 260 Library | \$40.60 |
| d. Fund 270 Old School | \$245.64 |
| e. Fund 400 Infrastructure | \$181,204.00 |
| f. Fund 601 Water | \$27,406.90 |
| g. Fund 602 Sewer | \$25,904.67 |

8. PUBLIC COMMENTS

- a. **George Rysdahl:** Rysdahl addressed the city council regarding the recent news of Tiny Sprouts on the Prairie closing. Luepke addressed the concern and explained there was a staffing issue with a shortage of lead teachers and ensured the audience the daycare board worked with the State of MN in order to remain open as long as the business did. The daycare board has been searching for lead teachers since June 2019. The State of MN allowed the center to operate on a variance to have one lead teacher in the facility rather than the two or three needed by state statute.

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- b. **Paul Anspach:** Anspach addressed the city council regarding his building permit. He reminded the council about the December 18, 2018 council meeting with the building inspector and himself. Anspach brought up concerns regarding the process, permit, and inspector. He notified the city council that he is waiting to move a phone line which is projected to take place in the Fall 2020. Anspach invited and encouraged each council member to meet him in his shop to discuss the permit and plans.
- c. **Daryle Toft:** Toft addressed the city council regarding the demolition of the old school. He asked if there was a feasible study completed, along with wanting to the cost difference with coming the west gym. Luepke explained that the county is leading the project and the taskforce did their due diligence in deciding how to proceed with the old school project. The amount was \$13,000 more in the project cost to keep the west gym.
- d. **Naomi Peterson:** Peterson addressed the city council to thank Bruflat for all the work putting up the Christmas lights and decorations around town.
- e. **Hazel Hanson:** Hanson addressed the city council to thank Bruflat for the help removing tree stumps in Crist Park. The teamwork is appreciated.

9. REPORTS OF COMMITTEES AND CITY STAFF

- a. **Mayor's Report:** Mayor Hendrickson did not have anything to report.
- b. **Councilmember's Report:** Councilmember Stringer Jr reported on the old school project. The demolition is under way again with a one-week during the Thanksgiving holiday. The contractors are into the library and have started hauling debris away. Councilmember Fritz reported on the care center committee which took place on November 26, 2019 where the committee was provided a report on the 2020 rate increases for residents. Councilmember Hedman reported on the EDA meeting which was held on November 25, 2019. The EDA discussed the café and apartments.
- c. **Public Works Report – Troy Bruflat, Public Works Foreman/Director:** Bruflat approached the city council regarding the public works department. The fluoride level was below the recommended level by .2PPM. The fluoride was adjusted and retest and resulted in 1.6PPM which is above the recommended level by .1, but all other tests have complied. The differences are minor and most likely due to differences in temperature, air bubbles, or use of different equipment. Our recommended fluoride level is between .5PPM and 1.5PPM. There was work done on the ditch located on 14th Street that is in poor condition due to a low spot. Bruflat included information regarding CDL exemptions for cities that will we need to follow until all employees have a CDL license. The CDL licenses are in the process of being obtained.
- d. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council regarding two new things not in the submitted report. First, there was a concern for speeding on a residential road near Valhalla Park on 10th Street and 13th Avenue. The citizen is looking for caution signs. The council directed Bruflat start pricing signs out to see if this purchase would fit into the budget. The second item was a complaint was received on November 19, 2019 regarding a sump pump running into the street. The office sent a letter to the property owner. Luepke reported that the League of MN Cities conducted their annual loss and control visit. This visit was regarding building safety. The care center committee meeting was on November 26, 2019 in which discussion was regarding the daily rate increases which are set by the government. Luepke provided the planner update from the Upper MN Valley Regional Development Commission board meeting that was attended. Luepke notified the council that Rich Schneider, Superintendent for Yellow Medicine East will be attending the next council meeting. Also reported was that the employee reviews will be in a closed session at the next council meeting. Luepke reminded the council of upcoming work sessions and when the office would be closed.

10. DISCUSSION ITEMS

- a. **Review of 2020 Proposed Water and Sewer Rates:** Luepke presented a memo regarding water and sewer proposed increases for 2020. These rate increases are necessary for the upcoming infrastructure project. Luepke was directed to send the city council the spreadsheet with the projected water and sewer for all years through 2023. Luepke was directed to place this as an action item for the next council meeting.

11. ACTIONS ITEMS

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- a. **Consideration to Approve Ordinance Committee Recommendation:** Motion to approve by Councilmember Stringer Jr, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - b. **Consideration to Approve Option Agreement – Old School:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Hedman. Motion carried with all in favor.
 - c. **Consideration to Approve Proposed 2020 Budget:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - d. **Consideration to Approve Resolution 2019_1203 – Adopting 2020 Levy:** Motion to approve by Councilmember Stringer Jr, 2nd by Councilmember Hedman. Motion carried with all in favor.
 - e. **Consideration to Approve Filling Station Liquor License Renewal:** Motion to approve by Councilmember Stringer Jr, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - f. **Consideration to Approve Clarkfield Café Set-Up License:** Motion to approve by Councilmember Hedman, 2nd by Councilmember Fritz. Motion carried with all in favor.
 - g. **Consideration to Appoint City Facilities Committee:** Motion to approve by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - h. **Consideration to Approve Temporary Consumption & Display Liquor License – Clarkfield Area Community Foundation:** Motion to approve by Councilmember Stringer Jr, 2nd by Councilmember Hedman. Motion carried with all in favor.
- 12. ADJOURNMENT:** Motion to adjourn at 8:02 PM by Councilmember Hedman, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

Respectively Submitted: Amanda Luepke, City Administrator