



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, July 3, 2018

City Hall Meeting Room

904 10th 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, Shari McNamara – Care Center Administrator. Also in attendance were Kyle Klausing, Daryle Toft, Paul Anspach.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. **APPROVAL OF AGENDA:** Motion by Councilmember Fritz to approve the agenda; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

4. **APPROVAL OF MINUTES:** Motion by Councilmember Stringer Jr to approve minutes of the June 19, 2018 Council meeting; 2nd Councilmember Kaupang. Motion carried with all in favor.

5. **INVOICES PAYABLE:** Motion to approve the invoice payables by Councilmember Fritz; 2nd Councilmember Stringer Jr. Motion carried with all in favor.

a. **Payment Batch 6.21.2018 ACH**

b. **Payment Batch 6.21.2018 Fire Department**

c. **Payment Batch 6.21.2018 General Fund**

d. **Payment Batch 6.28.2018 ACH**

e. **Payment Batch 6.28.2018 Fire Department**

f. **Payment Batch 6.28.2018 General Fund**

6. PUBLIC COMMENTS:

a. **Paul Anspach** addressed the council regarding placing a private line under the public road in order to hook up his well across the street to water his garden. He let the council know that the well is working and was pumped out a couple years ago. The proposal includes a two-inch plastic pipe within a four-inch pipe so that the two-inch pipe could be pulled out and replaced. There would also be the capability to shut off at the pump. Luepke was directed to research our ordinances regarding well in city limits. Anspach also reported that he was able to get some plastic piping for the dog park and discussed catching rain water on his property in a tank for a hand pump.

b. **Daryle Toft** addressed the council regarding the old school building, daycare project, and communication from the council. Mayor Stringer III responded that the city-county taskforce is working together on demolition of the old school. The taskforce is gathering bids in order to move forward. Luepke also commented that the Taskforce is presenting a MOU to both the city council and county commissioners with decision points for the project. Luepke commented that the city council approved \$25,000 to the child care project. The child care project also received \$25,000 for Yellow Medicine County as well. Councilmember Fritz also commented that for the old school project, there has been three public meetings regarding the project.

7. REPORTS OF COMMITTEES AND CITY STAFF

a. **Care Center Report:** McNamara approached the council regarding the activities at the Care Center. It was reported that the Care Center is still using pooled nursing which is affecting their budget and there

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could be some activity in the case mix score in the coming months with the transition of new staff in the MDS coordinator/nurse manager position. It was also reported that the transition with Minnewaska is slated for August 31, 2018 and is going smooth. The freezer went out over the weekend at the Care Center and they replace the switch as the seals were buckling. The Care Center also replaced a water heater. The case mix score has increased to .93 in May. The Year to Date actual is \$68,891.00 in the positive for the Care Center and Home Health Care, though for the month of May the Care Center and Home Health Care were negative -\$7,072.00.

- b. **City Administrator Report – Award Letter:** Luepke reported to the Council activities relating to administration. Luepke reported that there were no complaints submitted to the city office and reminded the council the dates for council filing. The dates for filing are July 31, 2018 to August 14, 2018. The quote for the sound system will be discussed at the next budget committee meeting. Luepke provided an update regarding the old school taskforce. The taskforce is working on a MOU to be presented to the city council and county commissioners for approval, along with finalizing a RFP for a professional to consult and oversee the competitive bidding process for demolition. Luepke also reported on the Care Center Committee meeting which had discussion about pooled nursing, combining the Nurse Manager and MDS Coordinator position, along with discussing the scholarship program and bond payoff pay back. Luepke reported on the park and rec committee as well. The committee was asked to start thinking about the 2019 budget and what is needed. The committee is looking at a solution for the golf course in town, tree planting, and the wood posts in North Park. The city was approved through the national office for our infrastructure project and Jeff VanBuren with Rural Development will be at the next council meeting. The city was also awarded \$1,107,430 for the Small Cities Development Program.

8. DISCUSSION ITEMS

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 20180703 – Transfer of Funds:** Motion to approve by Mayor Stringer III; 2nd by Councilmember Kaupang. Motion carried with all in favor.
 - b. **Consideration to Approve Resolution 20180703A – Appointment of Election Judges:** Motion to approve by Councilmember Kaupang; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - c. **Consideration to Approve Resolution 20180703B – Donations:** Motion to approve by Councilmember Fritz; 2nd by Councilmember Kaupang. Motion carried with all in favor.
10. **ADJOURNMENT:** Motion to adjourn at 7:31 PM by Mayor Stringer III; 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.

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