



# City of Clarkfield

## Agenda

7:00 PM Regular Council Meeting

Tuesday, August 21, 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 Mayor Stringer III at 7:00 PM, Tuesday, August 21, 2018, in the City Hall Meeting Room. Councilmember present: Mayor Stringer III, Councilmember Fritz, Councilmember Kaupang, Councilmember Brufat, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director. Also, in attendance were Kyle Klausing, Chris Knoll, Craig Giles, Jana Suckow, and Hazel Hanson.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA:** Motion by Councilmember Fritz to approve the agenda; 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
  - a. **Discussion Item 8 (A): Clarkfield Care Center Interim Administrator Memorandum**
4. **APPROVAL OF MINUTES:** Motion by Councilmember Fritz to approve the minutes from the August 7, 2018 meeting; 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
5. **INVOICES PAYABLE:** Motion by Councilmember Stringer Jr to approve the invoices payable; 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
  - a. **Payment Batch 8.8.2018 ACH**
  - b. **Payment Batch 8.8.2018 Fire Department**
  - c. **Payment Batch 8.8.2018 General Fund**
6. **PUBLIC COMMENTS:** There were no public comments.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
  - a. **Public Works Report – Dustin Kramer, Public Works Director:** Kramer approached the council regarding the recent department activities. He reported that the mowing has continued, along with the EDA apartment maintenance as it relates to move-in and outs. Great Plains project should wrap up by the end of September. A relocation of the curb stop for Prairie Grain’s office expansion was completed, along with tree trimming. Valhalla park installation is slated for September 8, 2018 and the pool is slated to close Friday, August 24, 2018. The department is looking into reschedule hydrant repairs and pot holes. The council directed Kramer to make pot holes a high priority while looking at the street that will not be impacted by the street repair. The council wants to invest funds into repairing the streets and Kramer was directed to bring back cost estimates.
  - b. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke reported that included in the council packets is the timeline for the infrastructure project that was requested that the last council meeting. It was reported that election accuracy testing went well with the townships and that voter turnout for primary elections was 13.3%. Clarkfield will have seven individuals on the ballot for the general election on November 6, 2018: Mayor Seat – Zach Hendrickson, Dale Stringer III, and Jeremy Martin. The Council seats (2) – Paul Anspach, Craig Giles, Jerry Kaupang, and Melinda Hedman. Luepke reminded the council regarding the upcoming regional meetings hosted by the League of MN Cities. Luepke reported that the city will see an increase in local government aide. The projected amount the city will receive in 2019 is \$360,749. Luepke reported on the recent visit from the League of MN Cities Loss Control regarding ADA Compliancy. The City cannot have a designated storm shelter area unless it is ADA complaint. The City would need to install an elevator immediately to continue having

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this space a designated storm shelter. The recommendation is to remove the storm shelter sign. A city doesn't need to provide storm shelter. Motion by Councilmember Fritz to abandon the city's storm shelter, 2<sup>nd</sup> by Mayor Stringer III. Motion carried with all in favor. The City Hall needs minor adjustments to the restrooms, mainly with the sink area. Parking signs is another area of concern. The city needs to consider installing signs where there is handicap parking and follow the regulations. The public restroom at Valhalla Park is not ADA approved. The recommendation is to abandon the restroom. A city does not have to provide public restrooms in parks. There is no accessibility to the playground at North Park nor is there a way to enter to the playground due to the barrier around the play equipment. The recommendation is to provide a walkway and an accessible entrance to the play equipment. The library needs to remove book cases from the restroom entry way. The library restroom needs minor updates. The City Office entrance way needs to be addressed, along with the customer service counter and minor updates to the restroom. The City office and City Hall will be addressed during the infrastructure project. The other concerns will be brought to committee for review. Luepke also reported on the Fire Relief Association meeting and the possibility of the fire department raising the retirement benefit. Luepke requested the city office be close on Monday, August 27, 2018 from 8:30 AM to 12:30 PM as Banyon is coming on site to conduct utility billing training. The old school taskforce will meet on Monday, August 27, 2018 to review RFP's regarding a professional consultant to implement specs for the project. Luepke announced that the EDA had secured a manager for the café.

#### **8. DISCUSSION ITEMS**

- a. **Clarkfield Care Center Interim Administrator Memorandum:** Chris Knoll, Care Center Interim Administrator, represented a letter of understanding to the council regarding the interim role and how the time and pay would be divided between Clarkfield and Minnewaska. On Friday, August 31, 2018. Chris Knoll's Administrator license will be at the Clarkfield Care Center and he would assume responsibility.

#### **9. ACTIONS ITEMS**

- a. **Consideration to Approve Resolution 20180821 – Authorizing Signatures:** Motion to approve Resolution 20180821 Authorizing Signatures by Mayor Stringer III, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
- b. **Consideration to Approve Minnewaska Management Contract:** Motion to approve the Care Center Management Contract by Mayor Stringer III, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn at 7:40 PM by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer Jr. 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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