



City of Clarkfield

MINUTES

7:00 PM Regular Council Meeting

Tuesday, August 7, 2018

City Hall Meeting Room

904 10th 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 7, 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, David Drown, Brian Bollig, 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; 2nd by Councilmember Kaupang. Motion carried with all in favor.

4. APPROVAL OF MINUTES: Motion by Councilmember Bruflat to approve the minutes from the July 17, 2018 meeting; 2nd by Councilmember Stringer, Jr. Motion carried with all in favor.

5. INVOICES PAYABLE: Motion by Councilmember Bruflat to approve the invoices payable; 2nd by Councilmember Stringer, Jr. Motion carried with all in favor.

a. **Payment Batch 7.18.2018 General Fund**

b. **Payment Batch 7.25.2018 ACH**

c. **Payment Batch 7.25.2018 General Fund**

d. **Payment Batch 7.26.2018 General Fund**

6. PUBLIC COMMENTS

a. **Hazel Hanson** addressed the council to let them know that she is grateful that the mosquitos are under control and thanks the public works department for taking the time out of their evening to spray.

7. REPORTS OF COMMITTEES AND CITY STAFF

a. **Infrastructure Engineering Report – Brian Bollig, Bollig Inc Principal Engineer:** David Drown with David Drown Associates and Brian Bollig with Bollig Inc approached the council regarding action items on the agenda. Drown handed out a report to the council outlining the funds needed to fund the infrastructure project. He reported that the project is about \$14M of which \$6M is grant funding and \$8M will be loans with low interest. The City has some debt coming to an end which will free up funds for the project. The City will need to address how to collect the gap amount needed for the water and sewer fund which is about \$50K per year. The city has not collected for storm sewer in the past before 2018, and it should be looked at moving forward. The City has flexible to customize special assessments and property tax levy options to property size. Drown also stated that the City will need to obtain temporary financing through a construction bond. The resolution authorizes the temporary financing, along with allowing the City to place an application for the utility bond guarantee program. Bollig reported to the council additional action items for the council. The inspection on the water tower needs to be updated which is the resolution authorizing KLM to perform the tank inspection. Bollig discussed the contract with the City that matches the letter of conditions that was signed. The approval of the contract will authorize Bollig to begin preliminary design work for the project.

b. **Care Center Report – Shari McNamara, Care Center Executive Director:** McNamara approached the council regarding the monthly care center report. McNamara stated that Ecumen was honored to serve the Clarkfield Care Center and community. It was reported that the Care Center hired the Enrichment

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Lead and 2 RN positions, along with a part time LPN. The Case Mix Score has steadily increased over the months and the Care Center is at .91 currently. June's Occupancy is at 76.57% over the budgeted amount of 69.5%. It was reported that the escrow account paid back the City's general fund \$42,647.95 for the bond payoff. The account currently has \$8,649.94. McNamara reported that June Net Income is \$2,441.39. The budgeted amount reflects \$1,891.00.

- c. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council with the administration report. Luepke stated the office did not receive any complaints and reminded the public about filing for office. The council approved Deb Bruflat to plant in front of the city office as long as she maintains what is planted. Luepke reported to the council that the claim filed against the city by Geske was dismissed, but the city needs to keep the property owner to the timeline that was provided. The EDA found someone to manage the café and the projected timeline to open is September 4, 2018. Luepke reported that the Upper Minnesota Valley Regional Development Commission hosted their annual meeting and toured Clarkfield. Clarkfield was able to showcase Clarkfield Outdoors and Tiny Sprouts on the Prairie daycare center. The annual disclosure of tax increment districts has been completed and posted per MN State Statutes. Chris Knoll with Minnewaska Health Services worked with the Care Center to narrow down the number of work stations, docks, and support based on needed. The amount decreased to \$19,077.88 from \$41,268.00. The Care Center committee met with the city attorney on July 26, 2018 to review the management contract. There was a meeting held by the MN Department of Transportation regarding the upcoming Highway 67 project in Clarkfield that is slated for 2023.

8. DISCUSSION ITEMS

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 20180807 – Issuance of Temporary Utility Revenue Bond:** Motion to approve Resolution 20180807 by Councilmember Fritz; 2nd by Councilmember Bruflat. Motion carried with all in favor.
 - b. **Consideration to Approval Proposal for Dry Tank Cleanout Inspection by KLM Engineering, Inc.:** Motion to approve proposal for dry tank cleanout inspection by Councilmember Bruflat; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - c. **Consideration to Approve Engineering Agreement – Bollig, Inc.:** Motion to approve engineering agreement by Councilmember Bruflat; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - d. **Consideration to Approve Memorandum of Understanding – YMC and City of Clarkfield:** Motion to approve memorandum of understanding by Councilmember Fritz; 2nd by Mayor Stringer III. Motion carried with all in favor.
 - e. **Consideration to Approve Public Works Committee Recommendation – Unmetered Water:** Motion to approve public works committee recommendation by Mayor Stringer III; 2nd by Councilmember Kaupang. Motion carried with all in favor.
10. **ADJOURNMENT:** Motion to adjourn at 8:25 PM by Mayor Stringer III; 2nd 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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