



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, September 18, 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, September 18, 2018, in the City Hall Meeting Room. Councilmember present: Mayor Stringer III, Councilmember Fritz, Councilmember Kaupang, Councilmember Brufflat, and Councilmember Stringer Jr. Staff present: Amanda Luepke – City Administrator and Dustin Kramer – Public Works Director. Also, in attendance were Kyle Klausing, Gary Johnson, Janel Timm, Troy Bruflat, Chad Fischer, Dave Smith, Darin Brock, Steve Lynner, and Hazel Hanson.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA:** Motion by Councilmember Kaupang to approve the agenda; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. Luepke requested to remove 7A from the agenda.
4. **APPROVAL OF MINUTES:** Motion by Councilmember Fritz to approve the minutes from the September 4, 2018 meeting; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
5. **INVOICES PAYABLE:** Motion by Mayor Stringer III to approve the invoices payable; 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - a. **Payment Batch 9.6.2018 Fire Department**
 - b. **Payment Batch 9.6.2018 General Fund**
6. **PUBLIC COMMENTS:**
 - a. **Hazel Hanson** addressed the council regarding the mosquito control at Valhalla Park.
 - b. **Troy Bruflat** addressed the council regarding an upcoming fall fundraiser event that the Prairie Cardinals would like to host. They are planning to host a burger feed tailgating event on October 21, 2018 and is requesting a permit to have attendees bring their own beverage. Motion by Councilmember Fritz to approve a BYOB permit for the Prairie Cardinal fundraiser, 2nd by Councilmember Kaupang. Motion carried with all in favor.
7. **REPORTS OF COMMITTEES AND CITY STAFF**
 - a. ~~Infrastructure Funding Update – David Drown, Drown & Associates – Removed from agenda~~
 - b. **Old School Taskforce Update:** Luepke updated the council on the old school taskforce activities and recommendation. The taskforce issued a request for proposal for professional consultant services regarding the demolition of the school structure. The taskforce opened two proposals that were received on July 27, 2018. The two proposals received were from Contegrity Group for \$39,900 and Widseth Smith Nolting & Associates for \$79,840. The taskforce recommendation included moving forward with Contegrity Group not only due to the cost savings but the local work that has been done with the County. Contegrity Group was able to assist the County with a low-cost demolition of the courthouse. Gary Johnson, County Commissioner also added that the County Commissioners approved the recommendation at their last meeting with the City splitting the cost per the MOU that was signed.
 - c. **Fire Relief Association Update – Steve Lynner, Fire Relief Association:** Steve Lynner addressed the council regarding the retirement benefit for the fire department. The current fire department retirement benefit is set at \$800/year of service and the proposal would increase that amount to

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\$1,200. The last increase was in June of 2001. The proposed amount would take effect January 1, 2019. The initial amount invested was \$79,393.34 into the State of Minnesota Bond of Investments and currently sits at \$298,819.48. If the request is approved, the city attorney would need to change the by-laws which would be sent to the State of Minnesota.

- d. **Public Works Report – Dustin Kramer, Public Works Director:** Kramer addressed the council regarding activities of the public works department. The department finished up the EDA apartment maintenance requests. The mowing has slowed down, and they are looking to shut down the pool after some repairs are made. Pot holes have been started but there not completed. Kramer reported that hydrants will be repaired around town. Kramer has collected quotes for a new truck, along with working with Prairie Grain Partners on a dust plan. The department is proposing having a fall branch and leaf pick up day. It was reported that Arvig is wrapped up. Kramer recapped some recent meetings with the public works and park and rec committee. Items to be worked on by the department are discharge of ponds, tree and golf tee removal from North Park, flushing, street sweeper and snow plow preparation, street light repairs, and looking to upgrade city street lights to LED lights. Councilmember Fritz asked about the pot hole repair as she noticed some were fixed and others were not. Kramer stated some holes have been fixed by seal coating over seal coating numerous times which now the holes are deep and need more attention. Mayor Stringer III announced that the Personnel Committee meet and recommends conducting a performance evaluation on the public works director on Friday, September 21, 2018 at 5:00 PM. Motion by Councilmember Fritz, 2nd by Councilmember Stringer Jr to conduct a performance evaluation. Motion carried with all in favor.
- e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke addressed the council regarding activities of the city office. Luepke reported that there was two hours public works committee meeting on September 5, 2018 to discuss an action plan to address different facets of the public works department. Luepke let the council know that Valhalla park is completed, and installation went well. Luepke also reported that the park and rec committee held a meeting to discuss ideas for 2019 and wrapping up 2018. Luepke made the council aware that Troy Bruflat will be making a sign for Valhalla Park. Luepke meet with Bollig Inc and the city attorney regarding the timeline in order to notify property owners for potential easement requests. The personnel committee plans to review the personnel policies for staff in the coming months. The budget timeline was presented to council. The council will have a work session in November to review and discuss the budget proposal before the final levy is set.

8. DISCUSSION ITEMS

- a. **Public Works Department Request:** The public works request was presented to council which included purchase of a new truck and \$400 clothing allowance for a member of the public works department. Kramer handed out new truck quotes to the council for review. Discussion occurred regarding the personnel policy relating the uniform allowance.
- b. **ECPN Application:** Luepke presented the ECPN (Equitable Cost-Sharing for Publicly-Owned Nursing Facilities) Application for the Care Center. The Care Center is requesting the application to be submitted at \$17.92 per day. The PILOT program will need some attention before 2019 and Luepke anticipates an increase of 3% to the Care Center.
- c. **Boyd Contract:** Luepke presented the contract with Boyd for the use of wastewater treatment facilities. The contract is to be reviewed annually and the current contract is dated 2013. Luepke also presented Boyd's usage rates for 2017 and 2018 for review. The council would like to set up a meeting with Boyd in the future to discuss contract details.

9. ACTIONS ITEMS

- a. **Consideration to Approve Resolution 20180918 – Preliminary Levy:** Motion to approve Resolution 20180918 by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- b. **Consideration to Approve Resolution 20180918A – Awarding G.O. Temporary Bond:** Motion to approve Resolution 20180918A by Councilmember Kaupang, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.

- c. **Consideration to Approve Old School Taskforce Recommendation:** Motion to approve the old school taskforce recommendation by Councilmember Fritz, 2nd by Councilmember Stringer Jr. Motion carried with all in favor.
 - d. **Consideration to Approve Fire Relief Request:** Motion to approve Fire Relief request by Councilmember Kaupang, 2nd by Mayor Stringer III. Motion carried with all in favor.
 - e. **Consideration to Approve Public Works Department Request:** Motion to approve \$400 uniform allowance for a part time employee by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor. Motion to approve purchase of a new truck by Councilmember Kaupang, 2nd by Councilmember Fritz. Motion failed with Mayor Stringer III and Councilmember Stringer Jr voting against.
 - f. **Consideration to Approve ECPN Application for 2019:** Motion to approve ECPN Application by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- 10. ADJOURNMENT:** Motion to adjourn at 8:04 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.