



City of Clarkfield

Minutes

7:00 PM Regular Council Meeting

Tuesday, September 4, 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 4, 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, and Dave Smith – Fire Chief. Also, in attendance were Kyle Klausung, Marica Flattum, Jana Suckow, and Hazel Hanson.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA: Motion by Councilmember Bruflat 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 August 21, 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 Fritz. Motion carried with all in favor

- a. **Payment Batch 8.20.2018 ACH**
- b. **Payment Batch 8.23.2018 ACH**
- c. **Payment Batch 8.27.2018 ACH**
- d. **Payment Batch 8.20.2018 Fire Department**
- e. **Payment Batch 8.20.2018 General Fund**
- f. **Payment Batch 8.23.2018 General Fund**

6. PUBLIC COMMENTS

7. REPORTS OF COMMITTEES AND CITY STAFF

- a. **Fire Department Report – Dave Smith, Fire Chief:** Fire Chief Smith approached the council regarding the activities in the fire department. It was reported that the monthly trainings have continued and National Night Out was a success. They went through 340 pork chops and 100 hot dogs. The department received notice from the State for training dollars and they received \$5,000. The department also received the 50/50 matching grant from the DNR and they will be upgrading lighting in the DNR vehicle. They currently have 22 members with Evan Wintz resigning. The department likes to be at 26 members. The department is looking to get rid of the old rescue truck and it was directed to do some research whether we should sell it or look for another city that can use it. The Walter's house to schedule to be torn out this Fall, which the county is taking care of.
- b. **City Administrator Report – Amanda Luepke, City Administrator:** Administrator Luepke addressed the council regarding city activities. It was reported that there is a property owner questioning the building inspector's valuation of a proposed project. All valuations are based on a state average cost of construction per square foot to build. It has been communicated that if the property owner would like to appeal the valuation, that process with the State of Minnesota. There was some confusion with the Prairie Grain TIF bond in previous years. In 2015, the city refunded PGP \$108,840.07 against their wishes. These were monies paid to the City by PGP for future bond payments. The City still does have

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\$42,167.10 in excess funds for the TIF Bond paid by PGP. There was documentation provided to the council that outlined the activity for the TIF bond since the funds were refunded to PGP. The amount owed to the City is \$60,223.89 for the bond payments from 2015, 2016, and 2017. An invoice has been sent to PGP. It was reported that Valhalla Park playground installation day was September 8, 2018 and councilmembers were encouraged to attend. Information was given on the upcoming League of MN Cities regional meeting and regarding the on-site visit from Banyon Data Systems. The RFP for Professional Consultant was due Friday, August 24th. The City office received two RFP's for consultants. The taskforce opened the RFP's on Monday, August 27th to review the proposals. Another meeting was set for Thursday, September 6th to hold further discussion. After a decision is made, the taskforce will be making a recommendation to the city council and county commissioners. Information was received regarding right of way documents for the city. Luepke will be working with the city engineer and the city attorney in order to complete the necessary information.

8. DISCUSSION ITEMS

- a. **Preliminary Budget for 2019:** There was discussion regarding the budget listening session. The preliminary levy is proposed at \$417,338 for 2019 which is 7.81% over last year. The city cannot increase the preliminary levy but can decrease the levy. The budget committee will be working hard to decrease the preliminary levy proposal.

9. ACTIONS ITEMS

- a. **Consideration to Approve Appointment to HRA:** Motion to approve Bill Weinhold to the HRA Board by Councilmember Fritz, 2nd by Councilmember Kaupang. Motion carried with all in favor.
- b. **Closed Meeting – Performance Review – Minnesota Statue 13D.03:** Motion to close the regular meeting by Councilmember Bruflat, 2nd by Councilmember Stringer Jr. Motion carried with all in favor. Motion to open to close meeting by Councilmember Stringer Jr, 2nd by Mayor Stringer III. Motion carried with all in favor. Discussion took place on performance evaluation. Motion to close the close meeting by Mayor Stringer III, 2nd by Councilmember Stringer Jr. Motion carried with all in favor. Motion to open the regular meeting by Mayor Stringer III, 2nd by Councilmember Stringer Jr. Motion carried with all in favor. Motion for Mariah Skjefte to receive an increase from Grade 3 Step 2 to Grade 3 Step 4 by Mayor Stringer III, 2nd by Councilmember Kaupang. Motion carried with all in favor.

10. **ADJOURNMENT:** Motion to adjourn the regular meeting at 7:43 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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