



# MINUTES

**REGULAR MEETING – CLARKFIELD CITY COUNCIL**  
**Tuesday, April 18, 2017 – 7:00 PM**  
**City Hall Meeting Room**

**Mayor: Jeff Lobdell**

**Council Members: Emily Bruflat, Jerry Kaupang, Dale Stringer Jr., Sue Fritz**

**Others Present: Amanda Luepke - City Administration; Dustin Kramer - Public Works Director; Dave Smith, Fire Chief; Sara Smith, Kathy Koetter; Kevin Beyer - Farmer's Mutual Telephone Co.; Paul Jurek – Bollig Inc.; Scott Kuhlman – Bollig Inc; Hazel Hanson**

**1.0 Call to Order**

**2.0 Pledge of Allegiance**

**3.0 Roll Call**

**Citizen Comments**  
*Comments received from citizens may be placed on a future meeting agenda for consideration.*

Kathy Koetter and Sara Smith addressed the Council on behalf the Charter School regarding Day Care possibilities and the lack of day care in Clarkfield. Koetter spoke about the school applying and has been approved for the family license for inside the school building for the summer months. (June-August). The day care for the summer will be up to 14 kids. Koetter and Smith addressed the Council to discuss what to do after the summer months. The hope is that by September to have a building secure within Clarkfield for the summer kids to go in the Fall when the school year begins. The need for child care in Clarkfield is very high. Smith brought up the location where the CCMH Clinic is currently located, which is a city-owned building, and maybe moving the CCMH Clinic to the Care Center. The spot where the clinic currently is located is a level building, which is huge for a day care. It also has a large grassy area and great parking for families. The location is on the highway and the day care would be able to have accessibility to the library daily. The location is also close to the garage where young families equipment is housed and could be used. Some other locations discussed was the old school building along with the property north of the old school building. Koetter stated that this is county issue, not just a Clarkfield issue. The school is looking to hire a new teacher and a concern before relocating is the day care situation in our community. This is a community problem and needs to be solved by the community. Mayor Lobdell stated that Administrator Luepke has been proactive in trying to move your concern, as it is our concern as well. Mayor Lobdell, along with the Council directed Administrator Luepke to contact CCMH and start having conversations about the future. The property north of the old school building could be a great option, though it does need some work. Mayor Lobdell, along with the Council directed Administrator Luepke to contact Yellow Medicine East school district and start having conversations. The Charter School is asking for City help to secure a building. The Charter school would like to see community meetings held in regards to day care concerns and opportunities in Clarkfield. The Charter School nor the City can own or operate the day care.

Jenni Schuler addressed the Council in regards to J & S One Stop sewer lines. J & S moved forward and had the property surveyed to know where all the sewer lines are at. The property owner to the north and J & S will have a legal agreement for the easement as the sewer line will need to run through the neighbor's property. The map shows where the sewer line will run from his property to J & S. They have estimates from Bruflat to do all the plumbing work in the basement of the store. K & K Tiling will do all the digging and excavation. They would lay the new sewer line. Schuler wanted to address the Council being the turnover in Council and staff that everyone is still on the same page with what was previously discussed last year. The previous Council agreed to pay for the repair of the curb, gutter, and street associated with the project. Mayor Lobdell indicated that only a section of curb would need to be removed for this project, with an addition of 5 or 6 feet into the street. The tap on the connection is most likely clay tile pipe so it would require a small hammer drill bit and a saddle on top the connection. There should not be a lot of cost involve with the project from the City's perspective on the street side. Motion made by Councilmember Stringer, Jr. to cover the cost of the surface restoration and the connection/saddle; 2<sup>nd</sup> by Councilmember Kaupang. Motion carried.

**5.0 Council Liaison Updates**

	<p><i>Care Center (Councilmember Stringer, Jr &amp; Councilmember Kaupang)</i> – Administrator Luepke stated that there is a Care Center board meeting on Friday, April 21, 2017 that Councilmember Stringer, Jr and herself are planning to attend. Councilmember Kaupang is unable to attend.</p> <p><i>Fire Department (Councilmember Kaupang &amp; Mayor Lobdell)</i> – No update.</p> <p><i>Library (Councilmember Fritz)</i> – The Library has been decorated for Spring. There is a meeting in May between the Library Board and Council to appraise the Council on how the Library operates and interacts with the City.</p> <p><i>EDA (Councilmember Fritz &amp; Councilmember Bruflat)</i> – No Update</p> <p><i>HA HAGG Taskforce (Councilmember Stringer, Jr. &amp; Councilmember Fritz)</i> – Public Meeting for the taskforce was held on Monday, April 17, 2017 where 13 citizens attended. The taskforce reported on what ideas have been presented and that the taskforce requested business plan. One business plan was returned and reviewed. The general consensus for the public is to try and save the west gym, wrestling room and preschool room for the purpose of possibly a community center and daycare space. They are looking for ideas for future use of the green space. They are looking for grants and estimates for development. The timeline is June to have the taskforce business completed.</p> <p><i>Administration (Mayor Lobdell &amp; Councilmember Bruflat)</i> – Administrator Luepke is conducting interviews for the financial assistant. The Council agrees that Administrator Luepke can hire the position.</p> <p><i>Public Works (Councilmember Kaupang &amp; Mayor Lobdell)</i> – No update.</p>
6.0	<p><b>Consent Agenda</b>  <i>The following items are considered non-controversial by staff and are recommended to be read and passed in one motion. Any council person, staff, citizen, or meeting attendee can request one or more items be to pulled from the Consent Agenda can the item will be pulled and addressed immediately after the passage of the Consent Agenda; otherwise, the following items will be passed in one motion:</i></p>
6.1	<p><b>Consideration of Additions to the Agenda</b>  There are no additions to the agenda, but please remove 9.1 J &amp; S Sewer Lines</p>
6.2	<p><b>Consideration to Approve the Payment of Bills</b>  Councilmember Fritz and Councilmember Bruflat looked through the bills.</p> <p>ACH - \$114.52 (4.5.2017)  ACH - \$365.67 (4.14.2017)  Fire - \$1,624.11 (4.5.2017)  Fire - \$644.43 (4.14.2017)  GF - \$54,864.37 (4.5.2017)  GF - \$32,232.71 (4.14.2017)  Tax - \$3,834.14 (4.14.2017)</p>
6.3	<p><b>Consideration to Approve City Council Minutes from April 4, 2017</b>  Mayor Lobdell had a question regarding the Solar discussion. Administrator Luepke has a meeting with the City Attorney, Janice Nelson, on Thursday, April 20, 2017 regarding the contract. The Council approve depending on the decision from the attorney to move forward with the subscription with providing solar to Excel and saving money on electricity with the City owned buildings. Administrator Luepke stated that there is not a solar garden coming to Clarkfield at this time.</p>
6.4	<p><b>Consideration to Approve Resolution No. 2017_0418 Donations</b>  Donations received from Mark Thovson in the amount of \$140.00 (\$70.00 for the fire department and \$70 to Summer Recreation).</p> <p>Motion made by Mayor Lobdell to approve the consent agenda. 2<sup>nd</sup> by Councilmember Bruflat. Motion carried.</p>
7.0	<p><b>Consideration of items removed from the Consent Agenda for Discuss</b></p>
8.0	<p><b>Reports</b></p>
8.1	<p><b>Farmer's Mutual Telephone Co. – Kevin Beyer</b>  Kevin Beyer, General Manager for Farmer's Mutual Telephone Co, out of Bellingham, MN addressed the Council regarding broadband opportunities for Clarkfield. If the current provider in the City would get priority for the project and the grant application would be scored much lower. Farmer's Mutual have spoken to the counties on interested and they reaching back out now. The way the process works is that Farmer's Mutual would apply for the state grant and will fund up to half of the project and the other half would be a loan. The City would take out an abatement bond to loan to Farmer's Mutual in which they would make the bond payments. An abatement bond is where the City would set aside taxable parcels to get the value of the bond needed. We would not tax those parcels unless the bond payments are not paid. The project will cost \$5.5 million, in which</p>

	<p>the state gant would cover half of the cost. (\$2.25 million). Farmer’s Mutual would pay for the \$2.25 million but needs 20 years to pay back through the bond structure. The cost to the City at the end of the day is getting the bond done and the legal agreement for the loan. The City needs a cushion within our the current bonding agent in order to do this. Mayor Lobdell, along with the Council directed Administrator Luepke to check with our Financial Advisor on the affordability with the City.</p>
8.2	<p><b>Bollig, Inc. Report</b></p> <p>Bollig, Inc addressed the Council to discuss the potential County 9 Ditch Branch 20 Project, Prairie Grain Expansion, and the ongoing efforts. There is a project dealing with the ditch where land owners are petitioning for an improvement to the ditch. The landowners need to come up with a bond to get the project started with the County. There are ditch viewers that determine the benefits to the landowner and the assessment to the landowner are based on the ditch viewer’s interpretation of the benefit. Those landowners within the scope of the project will be assessed regardless if the City hooks up and brings the tile right to Clarkfield. The amount of the assessment to those landowners within the city limits is known at this time. The petition is not finalized but does have the support it needs to move forward. The City does have some storm water issues on the west side of the City that by bringing the pipe to the City could help those issues. This is an option – Bollig thinks there are some other options in which could also help solve those issues. It is nice to have a pipe where the water can flow into, but there are some costs. Bollig was unable to tell us what our benefits would be or what the cost to the City would be. Bollig did not provide a recommendation to the City but let us know that there are options during the infrastructure for these concerns. Bollig informed the Council that the project is most likely moving forward. The farmers pushing the petition, would like the City to bring the pipe to city limits. This project would not be able to be included in our RD funding for the infrastructure. The second item of business is the discussion of the utility relocation for the Prairie Grain expansion. The expansion will require the relocation of the sanitary sewer, gravity pipe, and force mane from Boyd. The sewer is there by easement and is needing to be moved. Boyd has not been contacted at this point. There is a task order that needs to be approve for Bollig to perform the surveying, engineering and construction observation. Bollig will bill the City and Prairie Grain will turn around and pay the City up to \$30,000. The City needs a contract with Prairie Grain outlining the agreement. Mayor Lobdell, along with the Council directed Administrator Luepke to work with the City Attorney to draw up a contract. Motion to approve work order #4 by Mayor Lobdell. 2<sup>nd</sup> by Councilmember Bruflat. Motion carried. The third order of business discussed was in regards to ongoing and upcoming efforts.</p>
8.3	<p><b>Public Works Department Report</b></p> <p>PW Director Kramer updated the Council letting them know that the storm water issue was fixed on Monday, April 17, 2017. Mowing for the City has already started. Kramer was looking for direction on the ditch project in regards to continuing to look into the opportunity and what the cost would be. The Council agrees that they drainage issues and thinks we should explore handling the concerns locally without getting involved in the ditch project. Mayor Lobdell, along with the Council directed Kramer to worked with Bollig on local solutions for the drainage concerns. Kramer stated that it is a timing issue and the opportunity was brought to his attention, in turn he wanted to make the Council aware of the opportunity. There will be a cost to the City that we are unable to bond through and we could address the concerns and appropriate actions to be taken through the ordinances to help the issues with drainage. The Council decided that we have too many irons in the fire at this time and directed Kramer to not move forward with the County ditch project. Kramer also questioned the Prairie Grain expansion project and that Mayor Lobdell, Administrator Luepke, and PW Director Kramer met with Scott Mauch at Prairie Grain and discussed that the City would cover some of the expense if needed to help the project along, which did not get brought to Council. The Council stated that if Prairie Grain needs something for the project, they need to address the Council.</p>
8.4	<p><b>Fire Department Report</b></p> <p>Chief Smith updated the Council on the live burn train at Minnesota West. The department received 3 rescue calls in the last month and no fire calls. The Relief Association agreed have the Heavy Haulers program to help with the City’s cleanup day. The Heavy Hauler program is donation based program. The yearly DNR grant is due in June – the grant is a 50/50 matching grant up to \$5,000. Great Plains touched based with Chief Smith on the upcoming project that will start in the fall. They are looking to do National Night out on Tuesday, August 1, 2017.</p>
8.5	<p><b>City Administrator’s Report</b></p> <p>Administrator Luepke updated the Council on the Audit. The office was closed Monday, April 17, 2017 as Dana F. Cole was on site helping the City prep for the audit. The City Clean Up Day is scheduled for Saturday, May 6, 2017. The City’s insurance with the League of MN Cities will be renewing in July. Administrator Luepke is looking for a motion not to waive the monetary limits of our liability. Motion made by Mayor Lobdell. 2<sup>nd</sup> by Councilmember Fritz. Motion carried.</p>

<b>9.0</b>	<b>Old Business</b>
<b>9.1</b>	<b>J &amp; S Sewer Lines</b>
<b>9.2</b>	<p><b>ECPN Program</b></p> <p>Administrator Luepke stated that the financials requested from the April 4, 2017 Council meeting have not received as of yet. No decision will be made on the amount the City will cover for the ECPN program until the financials are provided to the Council.</p>
<b>10.0</b>	<b>New Business</b>
<b>10.1</b>	<p><b>2006/2010 Bond Refunding Opportunity</b></p> <p>David Drown presented at the work session on Tuesday, April 11, 2017 refunding our current housing development bond and general obligation bond at a lower interest rate. Motion to approve the terms of housing development refunding revenue note, series 2017b, and authorizing a general authorizing a general obligation by Mayor Lobdell, 2<sup>nd</sup> by Councilmember Fritz. Motion carried. Motion to approve resolution authorizing the issuance, sale, and delivery of a \$288,000 general obligation refunding note, series 2017a by Mayor Lobdell, 2<sup>nd</sup> by Councilmember Bruflat. Motion carried.</p>
<b>11.0</b>	<p><b>Adjourn Meeting</b></p> <p>Motion to adjourn at 10:00 PM by Councilmember Stringer, Jr. 2<sup>nd</sup> by Councilmember Kaupang. Motion carried.</p>