



MINUTES

REGULAR MEETING – CLARKFIELD CITY COUNCIL
Tuesday, April 4, 2017 – 6:30 PM
City Hall Meeting Room

Mayor: Jeff Lobdell

Council Members: Emily Bruflat, Jerry Kaupang (acting mayor), Dale Stringer Jr., Sue Fritz

Other Present: Alex Sina (newspaper); Hazel Hanson, Naomi Peterson, Scott Hammerschmidt, Connie Erickson, Robert Schlenner, Marica Flattem, Jane Qualey, Jana Suckow, Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director

1.0	Board of Equalization and Appeals <i>The meeting was call to order at 6:30 PM. There was one citizen attend to Board of Equalization and Appeals. Connie Erickson, County Assessor explained the purpose of the meeting – if a citizen has a concern with their 2017 market value and classification of their property. This is the first step of the appeal process. Glenn Jorgensen approached the board concerning the value of his 2 properties. The letter will be sent to Glenn from the County and no action was needed.</i>
1.0a	Call to Order <i>The meeting was call to order at 7:06 PM.</i>
2.0	Pledge of Allegiance
3.0	Roll Call
4.0	Citizen Comments <i>Comments received from citizens may be placed on a future meeting agenda for consideration. Naomi Peterson: She complimented the gentlemen of the Council for not wearing hats to the meeting. She was also wondering what was going on with the community sign. Amanda Luepke responded that when the update of windows took place for the new water software, the sign software was not compatible with Windows 10. We have called into the company and waiting for IT to help set things up correctly. She also was wondering why the office was closed earlier today. Amanda Luepke responded that the City had a staff get to together.</i>
5.0	Council Liaison Updates <i>Care Center (Jerry Kaupang/Dale Stringer, Jr) – The Committee met with the Care Center Administrator and the Board Chair to understand the role of the board and operations of the Care Center. Fire Department (Jerry Kaupang/Jeff Lobdell) – No update Library (Sue Fritz) – Board meetings are every other month, but the board is discussing a seed exchange program and will update later with more information. EDA (Sue Fritz/Emily Bruflat) – The Charter School came to the EDA to discuss the school looking to operate a daycare and they are looking for community options, the EDA discussed financials and the café, along with the Alfac benefit. The Waffle Feed went well and raised over \$1,700. There is one vacant apartment. HA HAAG Taskforce (Sue Fritz/Dale Stringer, Jr) – The majority wants to the west gym and the taskforce is moving forward with bids. The taskforce is still looking for ideas. The next public meeting is set for April 17th at 7:00 PM. Administration (Emily Bruflat/Jeff Lobdell) – No update Public Works (Jerry Kaupang/Jeff Lobdell) – No update</i>
6.0	Consent Agenda <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>
6.1	Consideration of Additions to the Agenda <i>No additions to the agenda.</i>
6.2	Consideration to Approve the Payment of Bills <i>2 bills were not approved as further discussion by the Council. These bills were moved from the bills and moved to 7.0 in the agenda for discussion.</i>
6.3	Consideration to Approve City Council Minutes from March 21, 2017 <i>Motion to approve consent agenda by Sue Fritz, 2nd by Dale Stringer, Jr. Motion Carried.</i>

7.0	<p>Consideration of items removed from the Consent Agenda for Discuss <i>The bills removed were from the library. There was confusion with the library projects from 2016 that did not get accomplished and were just finished in 2017, but the money was not moved from 2016 to 2017. Motion to approve bills for payment by Emily Brufflat, 2nd by Jerry Kaupang. Motion Carried.</i></p>
8.0	<p>Reports</p>
8.1	<p>Community Solar Update Presentation <i>Jane Qualey from MN Community Solar presented a plan that estimated a savings for the City totally \$203,000 over 25 years. The City will be allotted 313 kilowatts. MN Community Solar will handle the maintenance and snow removal of the garden along with other costs associated with up keep. If for any reason the solar panel wasn't regenerating solar, then the City would not receive solar bill credits on the City bill and the subscription fee would not be charged. The solar garden in Hector was a planned 2016 garden and follows the plan proposal for the City. Any new garden planned in 2017, will have a different plan proposal for savings. The subscription with MN Community Solar increases at a rate of 2% each year, with Excel rate increase being variable. Motion by Jerry Kaupang to move forward with the contract with MN Community Solar with the City Attorney approval, 2nd by Dale Stringer, Jr. Motion Carried.</i></p>
8.2	<p>Care Center Report <i>Bob Schneller and Shari McNamara addressed the Council regarding the ECPN program. The program has been formally approved. This program is only available to public owned nursing facilities. The net amount of proceeds to the City Care Center will be a little over \$34,000.00. The monthly payment to the Department of Human Services has to be paid by the owner of the facility, which is the City of Clarkfield. There can be reimbursement back to the City from the Care Center. The Care Center asked for consideration for the monthly contribution of \$1,892.78 to not be paid back. The cash flow for the Care Center has been tough recently and the non-repayment would help the cash flow for the Care Center. They don't have a set amount that they would like to be forgiven. Conversation is tabled until next Council meeting, April 18, 2017 to decide on monthly contribution.</i></p> <p><i>Cash flow is tight. The Care Center requested \$100,000 transfer of funds for operating. Motion by Sue Fritz to transfer \$100,000, 2nd by Jerry Kaupang. Motion Carried.</i></p> <p><i>Bed Layaway – 42 to 36 bed facility. It has been approved, but they are waiting to hear back from the State. It should take effect the end of May. The budget is based on 32-beds.</i></p> <p><i>Home Care is growing and is looking for additional help. The Home Care program is part of the Care Center. The Home Care has they own operating budget.</i></p> <p><i>Big Stone Therapy is providing service through the Care Center and they are requesting a sign. The Care Center would like to attach a banner sign to the blue state sign that is on the highway. The Council addressed concerns with attaching to a state sign. The Council advised the Care Center to have Big Stone research their options for signs in Clarkfield.</i></p> <p><i>The Director of Nursing, Jennifer Barkley, has stepped down and the new interim director has started and the advertising for the position has begun.</i></p> <p><i>Shari met with Granite Falls Health looking for solutions with clinic needs for the Care Center. They want the clinic on the west side of the building. The Care Center is concerned that we will be stepping on toes if we move forward with Granite Falls. CCMH confirmed that they are not able to supply staff to the Care Center at this time so they are looking for solutions.</i></p> <p><i>Memorial Money becoming mature of \$15,000.00 and the Care Center is looking at ways to spend the money in the future.</i></p>
8.3	<p>Public Works Department <i>Conversations with Great Plains have continued and they are still interested in renting the garage space. Dustin spoke with the Hector pool about when they re-lined their pool. It was about 10 years ago but collected the contact information. We are getting ready for spring – got the plows off the trucks. We have started cleaning up at the roundhouse and are still working on the street sweeper.</i></p> <p><i>The County is assessing a ditch project of new line up to the edge of Clarkfield. Clarkfield is not have storm sewer drainage in the east side of town. It is suggested to get on the petition to get the new line up to the east side. Bolling Inc is looking at an elevation map to see if this cost effective or</i></p>

	<i>look for other options. This is preliminary, but wanted to bring it to the Council's attention.</i>
8.4	<p>Administrator's Report</p> <p><i>Kevin Beyer from Farmer's Mutual would like to address the Council on grant opportunities for Clarkfield to install broadband/fiber. The Council agreed that the better internet options would be a benefit for the community. The Council questioned a past company wanting to install broadband and wondered what happened. Amanda was directed to look into past meetings and figure out what happened.</i></p>
9.0	Old Business
9.1	<p>Ordinance Project Update</p> <p><i>The MN Basic Code was provided to the Council to how to adopt the MBC. It was discussed the different steps to adopt the ordinances. Step one is to decide how much to adopt. It is recommended to adopt the entire and complete MBC. Step two is to figure out what to do with the old city ordinances. The adoption of the MBC will automatically repeal the old ordinances. Step three is to follow the model to adopt the ordinances and hold public hearings. Step four is the publication requirements after adopting the MBC. Step five is the adoption of the MBC fee schedule. Amanda Luepke expressed some hesitation as herself named the lead through this process as she is not an expert in ordinance writing. She expressed interested in looking for a 3rd party to help with writing the ordinances, adopting, and codification process.</i></p>
9.2	<p>Budget</p> <p><i>Budget is through the end of February. Amanda Luepke discussed the amendment to the budget in financial administration expenses. The budget reflects a \$1,000.00 decreased in the maintenance of the building line item and increased the supplies line item by \$1,000.00. The amendment is requesting to purchase \$1,000 of HR materials. Motion to approve the budget amendment by Sue Fritz, 2nd by Emily Bruflat. Motion Carried.</i></p>
10.0	New Business
10.1	<p>Building Inspection Permit Process</p> <p><i>The current permit process with the city confusing and not consistent. Information was received from the building inspector, Darin Haslip, on the process he uses with other cities. The city administration office review his process and our current process to build a process that will work for Clarkfield. Motion to approve the permit process by sue Fritz, 2nd by Dale Stringer, Jr. Motion Carried.</i></p>
10.2	<p>Council Liaison Compensation Structure</p> <p><i>Currently the ordinance states that the compensation for meetings is a per meeting and not salary based. We are not able to update the ordinance until election year. We can compensation outside of the ordinance for liaison positions. The process proposed is that the council members would be paid half of the meeting pay to attend liaison committee meeting with a verbal update to the Council. A reimbursement form will need to be filled out to be compensated. Also the council members will be provided with a quarterly log where they can fill in meetings attended. Motion to adopt the liaison compensation structure by Dale Stringer, Jr., 2nd by Emily Bruflat. Motion Carried.</i></p>
11.0	<p>Adjourn Meeting</p> <p><i>Motion to the adjourn the meeting by Dale Stringer, Jr at 9:30 PM, 2nd by Jerry Kaupang. Motion Carried.</i></p>