



## MINUTES

REGULAR MEETING – CLARKFIELD CITY COUNCIL  
Tuesday, February 21, 2017 – 7:00 PM  
City Hall Meeting Room

**Mayor: Jeff Lobdell**

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

**Staff & Presenters: Amanda Luepke – Administrator, Teather Bliss – Deputy Clerk, Dustin Kramer – Public Works Director, Krystal Koepp – Pool Director, Dave Smith – Fire Chief, Shari McNamara – Care Center Director, Alex Sina – Advocate Tribune, Brian Bollig – Bollig Engineering, Scott Kaumann – Bollig Engineering**

**Public Present: Paul Anspach, Hazel Hanson, Jana Flattum, Marcia Flattum, Bob Schlenner, Troy Bruflat**

**1.0 Call to Order**

**2.0 Pledge of Allegiance**

**3.0 Roll Call**

**4.0 Citizen Comments**

- Troy Bruflat – On behalf of the Clarkfield Prairie Cardinals, he is requesting a donation for Cardinal Days. In the past it has been \$1,000.00 that was used for set up, entertainment, and other expenses for the town celebration. Jeff Lobdell motioned to donate \$1,000.00 to the Clarkfield Prairie Cardinals with a second by Emily Bruflat. All council members were in favor.

**5.0 Council Liaison Updates**

- Library Board, Sue Fritz. Krista Isaacs resigned from the library board, Krystal Swartz is interested in filling the vacancy of Isaacs. Jeff Lobdell motioned to accept Krystal Swartz as the new library board member with Jerry Kaupang seconding the acceptance. All council members were in favor.

**6.0 Consent Agenda**

- Sue Fritz motioned to approve the consent agenda with Jeff Lobdell seconding the acceptance. All council members were in favor.

**6.1 Consideration of Additions to the Agenda**

**6.2 Consideration to Approve City Council Minutes from February 7, 2017**

**6.3 Consideration to Approve the Payment of Bills**

- \$5,791.72 ACH
- \$35,600.17 General Fund
- \$1,393.58 Fire Department
- \$42,785.47 Total

**7.0 Consideration of items removed from the Consent Agenda for Discuss**

**8.0 Reports**

**8.1 ~~\_\_\_\_\_~~ Bollig Inc Report**

**8.2 Care Center Report**

- Bob Schlenner has introduced that the State of Minnesota ECPN Program has started back up once again. The Care Center is requesting to start back up with the program with the payments coming from the owner of the Care Center, which would be the City of Clarkfield. The program is on a much smaller scale that it has been in the past, it is not certain that the program is starting but the application is due February 28<sup>th</sup>. Jeff Lobdell motioned that the Care Center file the application for the ECPN Program with Emily Bruflat seconding the motion. All council members in favor.
- Shari McNamara shared with the council that the Care Center will be laying away 6 of their 42 beds. It will save \$17,000 on surcharges and licensing fees. They will be exploring options that may take the beds out of commission but for now it will be a lay away until other options arise that can benefit the Care Center. Jeff Lobdell has motioned to approve the lay away of 6 beds with a second by Sue Fritz. All council members in favor.

**8.3 Newly Elected Officials Training Report**

Sue Fritz gave an update on the training that she attended in Mankato in January.

8.4	<p><b>Fire Department Report</b></p> <ul style="list-style-type: none"> <li>- Monthly training is being continued.</li> <li>- Three fire calls were responded to in the past month; a gas leak at the Care Center and two rescue calls.</li> <li>- The annual township meeting will be next week to go over last year's budget and the fire contracts. A few members of the fire department toured the facility that the new truck is being built.</li> <li>- One quote has been received for the new turn out gear washer and dryer, money from the Fireman's Relief Association has been donated to cover the cost of the equipment. There will be another quote obtained so that there are pricings to compare to.</li> <li>- DNR Grass Rig is still being outfitted, it will be in service for the spring season.</li> <li>- Williamson property has been cleaned up with the street light being back in service.</li> <li>- Pumper is back up in running.</li> <li>- Update on the Walter's property from the administration office. It was informed to the Chief that the forfeiture will take place August 31, 2017.</li> </ul>
8.5	<p><b>Administrator's Report</b></p> <ul style="list-style-type: none"> <li>- No complaints to report</li> <li>- A few of the tablets are in, they will be in full use for the next council meeting.</li> <li>- Update on the pool, that the pay will raise based on the wage study. There is also the consideration to pay the full amount of the certifications as an incentive to obtain lifeguards for the summer. Krystal has been the pool director for many years, she is also a certified lifeguard that has been getting \$660.00 per pay period without a raise working 40 hours a week. A request would be to switch her from a salaried position to \$13.56/hour that reflects the wage study. It has been verified that wages are reported to the YME levy for the pool to cover the loss for the year. Jeff Lobdell motioned to accept the changes to the pools wages and incentives with a second by Jerry Kaupang. All council members in favor.</li> <li>- An update on Aflac was given that the fire department and council members are able to get on the City of Clarkfield group so that Aflac can be obtained. A meeting will be set for the fire department, staff, and council members to hear the proposal from the Aflac representative.</li> <li>- Included with the packets is a travel policy for staff for amending the personnel policy</li> <li>- It was found that the building code can be unadopted but the code does still have to be followed as it is the law. We are currently looking for a new building inspector but there is nothing to report at this time.</li> <li>- Boards of Appeals and Equalization set for April 4 at 630PM</li> </ul>
8.6	<p><b>Bollig Inc Report</b></p> <ul style="list-style-type: none"> <li>- Explanation of Rural Development Affordability and how the USDA is going to look at the City asset, debt, and MHI to calculate the perfect funding package.</li> <li>- Brian Bollig explained to the council that MN PCA is starting to constrict on the regulations of salty water therefore down the road we could be looking at further restrictions by PCA, therefore the consideration for Rural Water through Lincoln Pipestone Rural Water should be thought about with the council as it should be an option that is revisited. Jeff Lobdell motioned that the City add Rural Water to the PER as our recommended option with a second by Jerry Kaupang. All council members in favor.</li> <li>- Prairie Grain Partners will be developing a grain and wheeled vehicle storage facility that will be the equivalent of 3 acres of land. The storage facility will be developed over a sanitary main and Boyd line, there will be a meeting taking place on February 22<sup>nd</sup> to discuss the forward moving with the construction of the facility and the utilities located underneath. Scott recommends that the sanitary sewer be relocated to run horizontal to the county road, which will be a lower cost than attempting to route around the facility. City of Boyd would have to be brought in to discuss their line and the easement but is suggested from Bollig to relocate the lines rather than attempting to protect them and that PGP cover the cost of the relocation of the lines.</li> <li>- There is a need to secure land for the water tower and storm water ponds, at some point there will be a need for a representative from Bollig and the Mayor to visit with land owners. A work session should be set up for the Public Works Committee, Bollig, and the Public Works Department to discuss the storm water plan and how to move forward.</li> </ul>
9.0	<p><b>Old Business</b></p>
9.1	<p><b>Consideration to Approve Financial Advisor Services</b></p> <ul style="list-style-type: none"> <li>- Accepting David Drown as the financial advisor for the Clarkfield Infrastructure project and other administrative services. Sue Fritz made a motion to accept David Drown as the financial advisor with a second by Jerry Kaupang. All council members in favor.</li> </ul>

9.2	<p><b>Ordinance Project Update</b></p> <ul style="list-style-type: none"> <li>- <i>The City Administrator provided an outline and example of the Title I General Provisions for the rewriting of the City Code</i></li> </ul>
9.3	<p><b>Court Road</b></p> <ul style="list-style-type: none"> <li>- <i>It has been reviewed by the Administration staff and Public Works Department that it is clearly shown that Court Road is not owned by the City of Clarkfield. It is recommended that the council motion to halt maintenance by the Public Works Department, continue easement maintenance, and to dissolve the markings of the drive as a road. Sue Fritz motioned to halt maintenance, maintain the easement, and dissolve the markings of the drive with a second by Jeff Lobdell. All council members in favor.</i></li> </ul>
<b>10.0 New Business</b>	
10.1	<p><b>Council Compensation when absent</b></p> <ul style="list-style-type: none"> <li>- <i>The verbiage that is stated in statute and in City Ordinance does not match each other, discussion does need to happen about how the ordinance is interpreted.</i></li> </ul>
11.0	<p><b>Adjourn Meeting</b></p> <ul style="list-style-type: none"> <li>- <i>Emily Bruflat motioned with a second by Jeff Lobdell. All council in favor.</i></li> </ul>