



MINUTES

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

Mayor: Jeff Lobdell

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

Staff Present: Dustin Kramer – Public Works Director, Amanda Luepke – Administrator, Teather Bliss – Deputy City Clerk, Alex Sina – Advocate Tribune

Citizens Present – Gary Fritz, Hazel Hanson, Naomi Peterson, Marcia Flattum, Paul Anspach

1.0 Roll Call

2.0 Pledge of Allegiance

3.0 Citizen Comments

Naomi Peterson – Newsletter looks very nice and gave an update on Jeff Bailey

4.0 Council Liaison Updates

EDA – Sue Fritz and Emily Bruflat gave an update on the café restoration and timeline

Care Center – Jerry Kaupang and Dale Stringer Jr. gave an update on the Care Center and fundraiser for Jeff Bailey

Library – Sue Fritz notified that the library will be closed the 17th through the 21st for new carpet

Fire Department – Jerry Kaupang will be contacting Xcel Energy to find out when the Williamson property will be getting a street light hooked back up

H.A. H.A.A.G Taskforce – Dale Stringer Jr. filled the council in that there will be a task force meeting on the 21st and then a community meeting on the 27th at 7:00PM, the City Administrator also informed the council that Dale Stringer Jr. and Adam Isaacs met with the paper for an article covering the school and the community meeting.

Public Works – Jeff Lobdell spent the 6th of February with the Public Works Department going through the areas of the public works as well as working with Dustin on the Water and Sewer portion of the department

Administration – Emily Bruflat and Jeff Lobdell had nothing to report. The City Administrator informed the council that Jerrod Lobdell will have his six-month review coming up soon

5.0 Consent Agenda

Sue Fritz motioned the approval of the consent agenda with Dale Stringer Jr. seconding the motion and all council in favor

5.1 Consideration of Additions to the Agenda

5.2 Consideration to Approve City Council Minutes from January 17, 2017

5.3 Consideration to Approve the Payment of Bills

\$1,222.25 ACH Payments

\$185.17 Library Payments

\$18,210.34 General Fund Payments

\$18,134.15 Fire Department Payments

\$8,122.99 Payroll Taxes

\$13,715.50 Bi-Weekly Payroll

\$59,590.40 Total Payments

5.4 Consideration to Approve Resolution 2017_0207A – Fire Department Donation

5.5 Consideration to Approve Resolution 2017_0207B – City of Clarkfield Donation

6.0 Consideration of items removed from the Consent Agenda for Discuss

7.0 Reports

7.1 Public Works Report

- Dustin introduced himself to the public.*
- Dustin addressed a quote that he found on the City Hall Doors and ADA openers from French Glass. On the quote it is wrote that the exterior doors were ordered, with further checking it was found out that the doors were never ordered which were budgeted for the 2016 year. There is also a budget for the interior City Hall doors that were not ordered as of 2017. Because of the tight budget and other areas of budget overage that is expected, the staff would like to wait until 2018 for the door project. The council agrees that we will just wait for the doors until 2018.*

	<ul style="list-style-type: none"> - Dustin also brought up the bids that were found for the shop lighting. The LED lighting is in the budget for \$7000.00 and one of the quotes does fall within the budget for the lighting. Jerry Kaupang is going to stop at the shop and take measurements for another quote. - Great Plains will be doing a three phase infrastructure project within Clarkfield over three years. There is expressed interest by Great Plains for a staging area within the city, a few years were the truck area by the tracks for larger equipment and the garage area at city hall for all other staging. The council would need to discuss a chance for revenue for the city at renting the garage to Great Plains but also taking the space away from the community. Jeff Lobdell asked what type of square footage Great Plains would need for the space? - Dustin also addressed that Great Plains would also be needing forks for the project, Dustin will be looking into the budget to see where forks would fit in and how much we could recoup from renting them out to Great Plains. - Training and organizing are continuing with the Public Works Department. Pool certifications are the next on the list for the Public Works Department.
7.2	<p>Administrator's Report</p> <ul style="list-style-type: none"> - Signature Authorization and Debit Card request for the Public Works Director, Dustin Kramer. A Use Policy is also included with the packets for approval. The Personnel Policy would also need to be adjusted to fit the needs of employees traveling for conferences or trainings. The card limits for both the Administrator and Public Works from \$500.00 to \$1,000.00 would need to be increased when needed to cover purchases such as travel expenses. Jeff Lobdell motioned to accept the Use Policy, allow Dustin Kramer to receive a debit card, gain signing authorization, and to set the limit at no higher than \$1,000.00 with Jerry Kaupang seconding the motion and the council all in favor. - Request for the purchase of \$300.00 tablets for each councilmember to also have their email set up on as well as Microsoft office so that all council members can have their packets available to them without printing numerous amounts of paper at each meeting. There is also a Technology Use Policy for the councilmembers and the city staff would set up the tablets for the council members Sue Fritz motioned to purchase the tablets for the council with seconding by Jerry Kaupang and all council in favor. - The Administration Office will begin advertising for lifeguards, there is a shortage of lifeguards coming out of last year so the sooner we can start the advertising process hopefully the more guards we can hire. Discussion opened up about the pay for lifeguards and reimbursements for classes. The council does agree the lifeguards are underpaid and other jobs are taking away return guards because of the higher pay elsewhere. Jeff Lobdell motioned that the city reimburses guards that work the entire summer for the full class rather than just half with Sue Fritz seconding and all council in favor. The council discussed raising the pay for first time guards to \$10.00-\$11.00, the City Administrator will check into pay scale options and bring them to the next council. Jeff Lobdell also brought up the need check into the City of Hector about a relining of the pool as it is losing close to 500 gallons per day. The City Administrator will be asking the Pool Director, Krystal Koepf, to attend the next meeting so that she can be a part of the discussion as her input is very important to the progress of the pool. - A proposal for the city staff to receive an Aflac plan so that the staff can retain Short Term Disability. Three staff members would need to retain a policy so that the city could participate in an Aflac Policy. Areas are covered such as eye care, long term disability, and dental care. The City Administrator would like the city to cover the cost of the Short Term Disability (STD) for all employees, then all other added policies would be covered by the employee. Discussion opened up about a potential dollar amount that would be set for each employee rather than set at just the STD for all employees. A meeting will be set up to have representatives from Aflac and another company so that rates can be compared and the council can ask questions. The city staff can go ahead and move forward with the plan as two employees already hold policies, which would come out of pocket of each employee, then plan on 2018 for costs on the city for coverage.
8.0	<p>Old Business</p>
8.1	<p>Consideration to Approve Ordinance Proposed Plan to Update</p> <p>An outline has been provided to the council as to what the city should be looking at to structure the new ordinances. The City Administrator is looking for volunteers to take on certain areas of the ordinances to research and work on. The task at hand would be to research the cities that are provided to see how it fits with Clarkfield, if it should be applied to Clarkfield, if it should be scratched, if the Basic Code applies better than another ordinance, etc. The LMC advised that because this project is being taken on without an agency or underwriter, it is advised that the city is to follow likened cities so that it complies with Clarkfield. It is also advised by LMC that you do the</p>

	<p><i>complete ordinances as one complete projects rather than doing it in amendments and holding public hearings.</i></p> <ul style="list-style-type: none"> - <i>Emily Bruflat: 110 General Provisions, 93 Animal Regulations, XI Business Regulations</i> - <i>Dale Stringer: 91 Health and Sanitation</i> - <i>Sue Fritz: 92 Abandoned & Unclaimed Property, XV Land Usage</i> - <i>Jerry Kaupang: 90 Streets and Sidewalks, XIII General Offenses</i> - <i>Jeff Lobdell: V Public Works</i> <p><i>City Administration will grab one of the sections that it has taken on and will bring back to the next council meeting to present an idea to the council on what the expectations are and a small training session on how to compile the research.</i></p>
9.0	New Business
9.1	<p>Consideration to Approve Write-Off of Sparkle Wash Loan</p> <p><i>\$5,000.00 loan that has accrued a little over \$1,000.00 in interest. Because the UCC has not been updated, the stakes that the bank has in current property of the owner, and costs of attorney fees all options had been exhausted in collection from the EDA. The recommendations from the city attorney and financial advisor is that the debt be wrote off and clean it off the accounting system. Sue Fritz motioned that the debt be wrote off with Emily Bruflat seconding and all in favor.</i></p>
9.2	<p>Court Road Ownership</p> <p><i>Research will be done by the Public Works Director and City Administrator so that information can be brought back. The council does not believe that there is action that does not need to be taken as it is property of the land owner but second checking will be done to verify that the information is accurate.</i></p>
10.0	<p>Adjourn Meeting</p> <p><i>Jeff Lobdell motioned to adjourn with Sue Fritz seconding and all in favor</i></p>