



## MINUTES

REGULAR MEETING – CLARKFIELD CITY COUNCIL  
Tuesday, January 17, 2017 – 7:00 PM  
City Hall Meeting Room

**Mayor: Jeff Lobdell**

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

**Employees Present: Amanda Luepke – City Administrator, Teather Bliss – Deputy City Clerk, David Smith – Fire Chief**

**Others Present: Alex Sina – Advocate Tribune, Naomi Peterson, Dale Stringer III, Hazel Hanson, Jana Suckow, Marcia Flattum, Paul Anspach, David Sandt**

### 1.0 Pledge of Allegiance

#### 2.0 Citizen Comments

1. Paul Anspach – Purchased Pole Building from DNR that was located south of Clarkfield. The pole building will be broken down and reconstructed with company out of Albert Lea. He has submitted his building permit to the Building Official and is awaiting a response. Paul would like to have an answer on whether he can continue the construction and why there is the need for a plan review by the end of January. Paul stated that he has repeatedly called the Building Official and has received one response from the Building Official stating that Paul would need an engineer to draw up the plan for the building. The building would be for use to store machinery and to cut wood for personal use. Questions for the Building Official –
  - Setbacks from the alley and roadway?
  - The need for a plan review and engineer?
  - How does the building fit within the zoning ordinance?
2. Naomi Peterson – plowing over by the Cans 4 Kids. (Reminding the guys to push the snow back a little further). Can the citizen comments be moved to the last of the agenda? (Mayor Lobdell stated that it is following guideline as is). City website looks very nice and is much more user friendly.
3. Dale Stringer III – Street lights out by the Care Center and 6<sup>th</sup> Street/8<sup>th</sup> Avenue, how do those get taken care of?

#### 3.0 2017 Special Assessment for Delinquent Bills

David Sandt – He was given no prior notice that there would be mowing done on his property before the mowing took place. Motion by Jerry Kaupang that the interest be removed and bill still be due, seconded by Dale Stringer Jr. with all in favor

#### 3.1 Council Liaison Updates

Dale Stringer Jr. and Sue Fritz gave an update on the tour of H.A. Haag School  
Jeff Lobdell updated that he and Emily Bruflat are on the administrative committee and that he and Jerry Kaupang are on the public works committee.  
Sue Fritz updated that she has been appointed as the liaison to the Clarkfield Public Library  
Jerry Kaupang shared that he and Dale Stringer Jr. attended the Clarkfield Care Center Christmas party, there was an anonymous donor that provided the funds so that all the individuals could partake in the meal. The Christmas party was a good time and those that attended had a good time.

#### 4.0 Consent Agenda

Jeff Lobdell made a motion to accept the consent agenda with a second by Emily Bruflat with all in favor

#### 4.1 Consideration of Additions to the Agenda

Change 3.0 Council Liaison Updates to 3.1  
Add 4.7 Public Works Director

#### 4.2 Consideration to Approve City Council Minutes from January 3, 2017

#### 4.3 Consideration to Approve the Payment of Bills

\*look into the pump from Pollardwater  
General Fund - \$15,153.42  
Fire Department - \$6,063.65  
ACH Payments - \$1,451.40  

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Total Payment - \$22,668.47

4.4	<b>Consideration to Approve Resolution No. 2017_0117A Appointment of Responsible Authority and Data Practices Compliance Officer</b>
4.5	<b>Consideration to Approve Resolution No. 2017_0117B Special Assessment</b>
4.6	<b>Consideration to Approve Resolution No. 2017_0117C Donation to Fire Department</b>
4.7	<b>Public Works Director</b> <i>Jeff Lobdell announced that the City Council has extended an offer to Dustin Kramer which in turn has accepted the position.</i> <i>Jeff Lobdell motioned that the City of Clarkfield hire Dustin Kramer as the new Public Works Director with a second by Dale Stringer Jr. and all in favor</i>
5.0	<b>Consideration of items removed from the Consent Agenda for Discuss</b>
6.0	<b>Reports</b>
6.1	<b>Fire Department's Report</b> <ul style="list-style-type: none"> <li>• One call to Valhalla, no damage just smoke off a stove</li> <li>• 1310 Pumper out of service for repair for pumper rebuild, it is now back in service and will run around \$12,000</li> <li>• Accident over Christmas with the 1320 tanker and a semi-truck from West Central</li> <li>• David will be asking for outdated turn out gear to be donated to the DNR <ul style="list-style-type: none"> <li>○ Motion made by Jeff Lobdell to donate the turn out gear with second made by Sue Fritz with all in favor</li> </ul> </li> <li>• Advertising for the rescuer that will be for sale once the Rosenbauer has arrived</li> <li>• Change to By-laws from within the fire district to extension it to those that work 40 hour weeks within the City of Clarkfield to be able to be on the fire department. This would allow some individuals to be on two fire departments and flexibility to fill a need in the fire department if one does arise.</li> <li>• Washer and Dryer specifically designed to handle the gear and contaminants that come from fires to extend the life of the new turn out gear</li> <li>• Grass Rig currently being worked on, a slip in unit was given to the department by the DNR at no cost. It is being painted and fitted for lights</li> <li>• Meeting at West Central that focused on Mutual Aid Agreement for situations that encompass natural disasters or FEMA responses. Mutual Aid Agreement will come before the council once it is received from West Central.</li> </ul>
6.2	<b>Administrator's Report</b> <ul style="list-style-type: none"> <li>• Request from YMC Soil and Water that as some government entities they are exempt from late fees for the records of the office. <ul style="list-style-type: none"> <li>○ Motion made by Jeff Lobdell to accept the late fee exemption with Emily Bruflat seconded. Sue Fritz and Dale Stringer Jr in favor, Jerry Kaupang a dissenting vote</li> </ul> </li> <li>• Individual asking for reimbursement of a bill because her tire was flattened by nails in the street. The council refused to pay the bill.</li> <li>• The City Public Works received compliments from the public on the way they take care of the snow removal</li> <li>• Request for the Deputy City Clerk to have access to the city banking, monthly bank statements, and safety deposit box. Sue Fritz motioned that the Deputy City Clerk have access to the F&amp;M Banking information with Jeff Lobdell seconding and all in favor</li> <li>• Financial Transactions brought to the City Council once a month. Request from the council to bring a list of regular monthly bills that will be paid outside of City Council meetings</li> <li>• Adoption for a Winter Weather Policy pertaining to the City offices. Questions were raised that if the policy should also encompass the City Council meetings and if the policy will be posted for the public to view. <ul style="list-style-type: none"> <li>○ Motion made by Sue Fritz to adopt the Winter Weather Policy with Jerry Kaupang seconding and all in favor</li> </ul> </li> <li>• Meeting with Sue Fritz and the City Administrator on the Annual Designations and the pay for committees. Check in to see if the pay is set correctly for the City Council.</li> </ul>
7.0	<b>Old Business</b>
8.0	<b>New Business</b>
8.1	<b>Consideration to Approve Transfer of Funds</b> <i>Closing the Seal Coating Savings Account and moving it to the General Fund on Reserve. The City Administrator was approved to make banking account decisions at a prior meeting.</i>
8.2	<b>Consideration to Appoint Proposed Library Board Member</b> <i>The Library Board has proposed that Deb Bruflat be appointed to the Library Board</i> <i>Jeff Lobdell made a motion to appoint Deb Bruflat to the Library Board with Sue Fritz</i>

	<i>seconding and all in favor.</i>
<b>9.0</b>	<b>Adjourn Meeting</b> <i>Jeff Lobdell motioned to adjourn the meeting with Emily Bruflat seconding and all in favor.</i> <i>Adjourned at 9:16PM</i>