



## MINUTES

**REGULAR MEETING – CLARKFIELD CITY COUNCIL**  
**Tuesday, July 11, 2017 – 7:00 PM**  
**City Hall Meeting Room**

**Mayor: Jeff Lobdell**

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

**Staff Present: Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director**

**Others Present: Jana Suckow, Hazel Hansen**

**1.0 Call to Order (7:00 PM)**

**2.0 Pledge of Allegiance**

**3.0 Roll Call**

**4.0 Citizen Comments (7:05 PM)**

*Comments received from citizens may be placed on a future meeting agenda for consideration. Comments shall be limited to 5 minutes per person.*

- *Hazel Hansen:* Hansen asked the city council what the procedure is to report a street light that has burnt out. Mayor Lobdell responded that Xcel Energy has an online report form that citizens can report outages or can report it to the city staff. The preferred method by the council is that citizens directly report to Xcel Energy using the reporting tool online as it is so simple.

**5.0 Council Liaison Updates (7:15 PM)**

*No Updates*

**6.0 Consent Agenda (7:15 PM)**

*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 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:*

Motion to approve the consent agenda by Councilmember Bruflat, 2<sup>nd</sup> by Councilmember Stringer, Jr. Motion passed.

**Consideration of Additions to the Agenda**

**6.1** City Administrator Luepke reported that Care Center Administrator McNamara contacted the city office Monday, July 10 after the agenda was published to inform us of her absence this evening. There was no reason given for the absence. City Administrator Luepke requested that Public Works Director Kramer to give his report on agenda line item 8.1.

**Consideration to Approve the Payment of Bills**

**6.2** Councilmember Kaupang and Councilmember Fritz were the approvers. Councilmember Kaupang brought the Yellow Medicine County letter delivery bill to the council which was not approved for discussion. Administrator Luepke has not received information on the bill and will bring forward information at the next council meeting.

Councilmember Kaupang approved:

General Fund - \$5,571.50

Fire Department - \$259.80

Library - \$55.18

ACH - \$300.13

Councilmember Fritz approved:

General Fund - \$10,739.25

Fire Department - \$165.85

Library - \$4.77

**6.3 Consideration to Approve City Council Minutes from June 20, 2017**

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

**8.0 Reports (7:25 PM)**

8.1	<p align="center"><b>Care Center Report (Public Works Director Report) – 15 minutes</b></p> <p>Public Works Director Kramer addressed the council letting them know that the street sweeper is put together and working. First round of sweeping is done and waiting for rain to do another round. There was a water link that has been fixed. The public works department is getting ready for Clarkfield Cardinals Days. Jordan Hubbard was hired for seasonal work with the department. Starting to corner pull post out at the ponds to replace for fences. Mayor Lobdell questioned if that is part of the infrastructure project. Kramer was not sure but knows that posts, wire and clips were bought last year to replace. Kramer brought up the asphalt pile. The deal was verbal with Keith Binsfeld and Mark Sand &amp; Gravel could store the asphalt and the city could use what they needed. The concern is now the hazardous side of it as it has been sitting there for 2 years. Kramer was directed to contact Mark Sand &amp; Gravel to see if they will remove the asphalt by September 1, 2017.</p>
8.2	<p align="center"><b>City Administrator Report – 15 minutes</b></p> <p>Administrator Luepke addressed the council to update on projects the administration is working on. The daycare project has been opened up to sealed bids. The project has gotten bigger than expected. Initially the project consisted of an addition on the parochial building, being that is a floating slab foundation, the project will now be new construction. The taskforce has met with the Bush Foundation on grant funds, meet with area businesses for donations, and will be attending the Clarkfield Community Foundation. The taskforce is also working on a temporary daycare solution to start this fall. Ecumen has requested a meeting with the City Council liaisons which is set for Friday, July 14. Administrator Luepke updated the council on a conference call with MacDonald &amp; Mack Architects on the old school building. CTS Group out of Marshall is meeting to look at the old school building as well. The Small Cities Development Program application is due early November 2017 and final application due February 2018. The infrastructure project should be funded fiscal year 2018.</p>
9.0	<p><b>Old Business (7:55 PM)</b></p>
9.1	<p align="center"><b>Budget</b></p> <p>Administrator Luepke did not have updates on the budget.</p>
9.2	<p align="center"><b>Great Plains</b></p> <p>Administrator Luepke asked the council to revisit the request from Great Plains in regards to renting the city hall community center space for the upcoming project. Great Plains is looking at renting the space until the completion date of the project. Administrator Luepke communicated that the space doesn't bring in a lot of revenue and this could be some unbudgeted revenues. Mayor Lobdell stated that this is community gathering place and should not be rented for 18 months. Mayor Lobdell recommended the cold storage space at the fire hall. Kramer responded that the space is gravel, doesn't have access to a restroom, and there could be a concrete project this fall. Councilmember Fritz stated that realizing it is a public space but there is not a lot of demand from the public to use the space currently. Jim Peterson's space was also discussed by the council as a solution for Great Plains. Councilmember Bruflat stated that the space should be open to the public during the winter months, but could be rented to Great Plains during the active project months. Councilmember Fritz stated that she would hate for the city to lose out on money for the city and would like to show cooperation with our utility companies. Councilmember Fritz motioned to let Great Plains rent the space from August 1, 2017 until the first frost, then the space would be open to the public through the winter and Great Plains would be able again to use the space in the spring until the project completed. The motion failed as there was not a second. The Council requested that Great Plains attend the next meeting. Great Plains is also requesting use of the lot along the railroad tracks to store pipes. The Council stated that the EDA owns that property.</p>
10.0	<p><b>New Business (8:10 PM)</b></p>
11.0	<p align="center"><b>Adjourn Meeting</b></p> <p>Motion to adjourn at 8:03 pm by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer, Jr. Motion passed.</p>