



## MINUTES

### REGULAR MEETING – CLARKFIELD CITY COUNCIL Tuesday, July 18, 2017 – 7:00 PM City Hall Meeting Room

<b>Mayor: Jeff Lobdell</b>	
<b>Council Members: Emily Bruflat, Jerry Kaupang, Dale Stringer Jr., Sue Fritz</b>	
<b>Staff Present: Amanda Luepke – City Administrator, Dustin Kramer – Public Works Director, Dave Smith – Fire Chief, Shari McNamara – Care Center Executive Director</b>	
<b>Others Present: Dwayne Skinner, Hazel Hansen, Ray Martin, Dale Stringer III, Jana Suckow, Alex Sina, Marcia Flattum</b>	
<b>1.0</b>	<b>Call to Order (7:00 PM)</b>
<b>2.0</b>	<b>Pledge of Allegiance</b>
<b>3.0</b>	<b>Roll Call</b>
<b>4.0</b>	<b>Citizen Comments (7:05 PM)</b> <i>Comments received from citizens may be placed on a future meeting agenda for consideration. Comments shall be limited to 5 minutes per person.</i> <ul style="list-style-type: none"> <li>- Hazel Hansen: Hansen asked the council what their feedback was on Cardinal Days. Mayor Lobdell spoke on the turnout being great and there was no negative reports. Hansen thanked the City for their involvement.</li> <li>- Ray Martin: Martin addressed the Council on behalf of Paul Anspach to plead his case for the building his is requesting for his property using used lumber. The building inspector requested an engineer to sign off on the building, which Martin agreed with though they building looks ok to him. Martin spoke with the building inspector and learned the inspector will not approve it. Martin addressed the Council regarding the Neighbor United Resource Center Food Shelf. Martin is requesting consideration during our budgeting process.</li> </ul>
<b>5.0</b>	<b>Council Liaison Updates (7:15 PM)</b> <i>Care Center Liaisons (Councilmember Kaupang &amp; Councilmember Stringer, Jr.) –</i> Stringer Jr. updated the council on the meeting between Ecumen, Shari McNamara, Bob Schneller. Ecumen addressed what their roles and responsibilities were in regards to the Care Center. There was also discussion on some money issues and some trouble there are having and wanting to find solutions. We also want to broaden communications between the Care Center and the City Council.
<b>6.0</b>	<b>Consent Agenda (7:25 PM)</b> <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> Motion to approve consent agenda by Councilmember Stringer, Jr, 2 <sup>nd</sup> by Councilmember Fritz. Motion passed.
<b>6.1</b>	<b>Consideration of Additions to the Agenda</b>
<b>6.2</b>	<b>Consideration to Approve the Payment of Bills</b> Councilmember Stringer Jr. approved bills and again questioned the County bill. Administrator Luepke stated that the bill with County was waived and no longer requires payment. Fire Department - \$79.10 Library - \$757.49 General Fund - \$14,869.26
<b>6.3</b>	<b>Consideration to Approve City Council Minutes from July 11, 2017</b>
<b>7.0</b>	<b>Consideration of items removed from the Consent Agenda for Discuss</b>
<b>8.0</b>	<b>Reports (7:25 PM)</b>

8.1	<p align="center"><b>Fire Department Report – 10 minutes</b></p> <p>Chief Smith approached the Council to update on past activities. The fire department continued their monthly trainings. The department was called out for storm watch and the same night called out for a down power line in Hazel Run. There were 2 individuals that completed their fire fighter one trainings. In August the department will find out the state training dollars for next year and will find out on a DNR grant application. National Night Out will be August 1, 2017 from 5:30 to 7:00 pm. The Fire Relief Association has decided to donate another \$7,000 for the grass rid. Mayor Lobdell asked about construction that could be happening in cold storage of the city hall. The Public Works Director and Fire Chief have been discussing solutions for cold storage to make it usable space. They are not ready to move forward at this time to bring anything to Council.</p>
8.2	<p align="center"><b>Care Center Report – 10 minutes</b></p> <p>Executive Director McNamara addressed the Council to update on past activities. The financial monitoring showed the actual for May was \$10,000 and budgeted was \$8,000. Resident occupancy is down but the case mix down is good. Home Care actual year to date was -\$43,000 and budgeted was -\$58,000. The Care Center and Home Care together for May was positive \$16,000 and year to date is negative \$35,000. The rate increase on May 1<sup>st</sup> for ECPN was \$7.71 per day and June 1<sup>st</sup> for Bed Layaway was \$3.30 per day. The Care Center hired Jamie Preuss as the Activities Lead position starting full time in August. The Care Center budget will be presented in August.</p>
8.3	<p align="center"><b>City Administrator Report – 10 minutes</b></p> <p>Administrator Luepke addressed the Council on activities happening with administration. The letter and levy information was submitted to YME for the pool. The school taskforce liaisons and myself met with MacDonald &amp; Mack Architects on Wednesday, July 12 to walk through the old school building. The City received written documentation from Mark Sand &amp; Gravel in regards to the asphalt pile and they will have it removed by the end of the construction season. The RDC and Rural Development are recommending that the City move forward with the SCDP application. Motion to move forward with the application process by Councilmember Fritz, 2<sup>nd</sup> by Mayor Lobdell. Motion carried. Administrator Luepke provided an update on the daycare center initiative. Kathy Koetter, Charter School Director and Administrator Luepke meet with Prairie Grain Partners on July 14<sup>th</sup> about funding. The company stands behinds the project and committed donation dollars. The amount is to be determined. We are still working on temporary solutions. Mayor Lobdell stated that a citizen came to him about re-visiting the care center option for the daycare center. Administrator Luepke responded that the center needs to be within 1,500 feet from a park playground and/or needs play equipment totaling 50 square feet per child that is fenced in. The care center play equipment would not be fenced in or met the requirement for square footage needed. There are parking issues, the windows don't meet code, the heater registers get extremely hot which is concerning – the space would need new heating system. Also the walls in the Care Center are cement and would need to come down. Mayor Lobdell stated that it sounded like the research was done and he would be able to address the concern with the citizen. Mayor Lobdell asked on some old business items. Administrator Luepke will follow up with the correct individuals and report back. Councilmember Kaupang asked about mosquito spraying. Administrator Luepke responded that Dawson will rent their mosquito sprayer for a fee and our public works department would need to pick it up and return it, along with spraying. Administrator Luepke stated that a sprayer costs about \$4,000 and will be budgeted for in 2018.</p>
9.0	<p><b>Old Business (7:55 PM)</b></p>
9.1	<p align="center"><b>Great Plains</b></p> <p>Dwayne Skinner addressed the Council regards space for the upcoming Great Plains project. Administrator Luepke presented handouts of the revenues and expenses on the garage space and it was acknowledged that it does not make money. Skinner stated that they don't need a lot of space but something with size would be nice. In past projects, the amount paid for rent was \$200 per month. They are looking to rent something for 2 years being Clarkfield's project is 2 years. Mayor Lobdell stated there is concern for tying up the garage space for 18 months and taking away a public space from the public. It was brought up the Jim Peterson could have space, along with the Mall. The Council wants to work with Great Plains but can't just see giving up a public space. There was conversation on how the old school building could tie into this project with resizing the meter.</p>

<b>10.0</b>	<b>New Business (8:10 PM)</b>
<b>10.1</b>	<p data-bbox="391 170 927 205"><b>Building Inspector Contract – Darin Haslip</b></p> <p data-bbox="293 205 1482 449">Darin Haslip has not held a contract with the City and is requesting a contract to be signed to continue services. The contract has been reviewed by the City Attorney and revisions were discussed. The contract timeframe is one year, July 2017 to July 2018. Councilmember Fritz would like an escape clause in the contract and something to address accountability to the Council and citizens. Mayor Lobdell stated that there should be a report of status be submitted to the Council and would like to see a timeline of how the process progresses consistently. The Council requested that Darin Haslip attend the next council meeting to discuss the contract and expectations moving forward.</p>
<b>11.0</b>	<p data-bbox="293 449 509 485"><b>Adjourn Meeting</b></p> <p data-bbox="293 485 1482 512">Motion to adjourn 8:36 PM by Councilmember Kaupang, 2<sup>nd</sup> by Stringer, Jr. Motion Carried</p>