



City of Clarkfield

MINUTES

4:30 PM Special Council Meeting

Wednesday, March 18, 2020

City Hall Meeting Room

904 10th Avenue – Clarkfield, MN 56223

A special meeting of the City of Clarkfield was called to order by Acting Mayor Fritz at 4:30 PM, Wednesday, March 18, 2020, in the City Hall Meeting Room. Councilmembers present: Councilmember Fritz, Councilmember Stringer, Councilmember Hedman, Councilmember Kaupang. Staff/Boards present: Mariah Skjefte, Administrative Assistant.

1. CALL THE REGULAR COUNCIL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA - Motion by Hedman, Second by Stringer to approve the agenda. All in favor, motion passes.

4. APPROVAL OF MINUTES

5. INVOICES PAYABLE

6. PUBLIC COMMENTS

7. REPORTS OF COMMITTEES AND CITY STAFF

8. DISCUSSION ITEMS

- a. **Interim City Administrator Position** – Acting Mayor Fritz explained she and staff spoke with the only available Interim Administrator and provided the resume of the applicant. She explained the cost of interims as generally \$75, but the applicant is willing to negotiate and interested in being on-site 3 days per week. Members discussed the candidate and need for the interim position.
- b. **Coronavirus Discussion** – Acting Mayor Fritz presented information she had received from the City Attorney, a sample policy from Roseville, that is information on how to address coronavirus. Council members are available on Monday at 4:30 for a special meeting to discuss COVID-19. Some of the issues that need to be discussed are how the personnel policies might change and how to address city meetings.

9. ACTIONS ITEMS

- a. **Consideration to Appoint Interim City Administrator** – Members discussed process for hiring the interim administrator. The Personnel Committee would negotiate the final wages and terms. Motion by Kaupang, second by Stringer to appoint Clarissa Hadler as Interim City Administrator pending salary negotiations. All in favor, motion passes.
- b. **Consideration to Post City Administrator Position** – Motion by Stringer, second by Kaupang, to post the City Administrator position. All in favor, motion passes.
- c. **Consideration to Approve Resolution 2020_0318 – Signature Power** – Fritz explained the resolution is in order for Mariah to sign checks as we don't currently have an administrator. Motion by Hedman, second by Kaupang, to have Mariah sign checks. All in favor, motion passes.
- d. **Consideration to Resignation of Mayor – Zach Hendrickson** – Motion by Stringer, second by Kaupang to consider the resignation of Mayor Hendrickson. In favor; Fritz, Kaupang, Stringer. Opposed; Hedman. Motion passes.

10. ADJOURNMENT – Motion to adjourn by Hedman, second by Stringer. The meeting adjourned at approximately 4:55 pm.

Respectfully Submitted,
Clarissa Hadler