



MINUTES

REGULAR MEETING – CLARKFIELD CITY COUNCIL Tuesday, March 21, 2017 – 7:00 PM City Hall Meeting Room

Mayor: Jeff Lobdell

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

Staff Members: Amanda Luepke – City Administrator, Teather Bliss – Deputy City Clerk, Dave Smith – Fire Chief, Dustin Kramer – Public Works Director, Alex Sina – Advocate Tribune

Others Present: Sarah Smith, Naomi Peterson, Hazel Hanson, Marcia Flattum, Leo Khuel, Jana Suckow, Tricia Jensen

1.0 Call to Order

2.0 Pledge of Allegiance

3.0 Roll Call

4.0 Citizen Comments

Naomi Peterson – Water bill information, change in office hours

Sarah Smith – Charter School representation, invitation to council members and citizens to attend the monthly board meetings on the 3rd Monday at 630pm

5.0 Council Liaison Updates

Care Center – Jerry Kaupang visited with Shari today on the progress of maintenance, employees, and the clinic information. Discussion took place on the Care Center Board and it's structure.

Fire Department – No update

Library – Expansion child area for the library that is very nice. The windows are in and look good.

The yearly report for the library was submitted, a few of the results were as follows: 602 residents used the library, 202 Reciprocal borrowers, and 8226 visitors to the library in 2016.

EDA – The waffle feed will be the 25th and free will donations are accepted, also the restaurant has been fully carpeted with most of the big projects completed.

HA HAAG Taskforce – No update

Administration – No update

Public Works – Jerry Kaupang has been in touch with the Public Works Department, there has been several good comments on how well the snow has been plowed by the care center.

6.0 Consent Agenda

Sue Fritz motioned to approve the agenda with a second by Jerry Kaupang. All were in favor.

6.1 Consideration of Additions to the Agenda

10.1 Amendment to the 2017 budget

6.2 Consideration to Approve City Council Minutes from March 7, 2017

7.0 Consideration of items removed from the Consent Agenda for Discuss

8.0 Reports

8.1 Aflac Presentation

8.2 Fire Department Report

- *School buses were acquired for regular and special training*
- *The townships are happy with their contract rates and the city purchase of the fire truck*
- *The Fire Chief presented the quotes on the gear washer and dryer for purchase, Sue Fritz motioned for the purchase of the washer and dryer without further direction from the council with a second from Jeff Lobdell. All were in favor.*

8.3 Public Works Department

- *Dustin Kramer and Chad Fischer attended water training*
- *Equipment Maintenance is taking place on street sweeper and plow trucks, there is trouble with finding parts on the plow trucks*
- *Banners and flowers are being looked at for pricings to get ready for the beautification of the main street*
- *Quotes to be obtained on the liner for the swimming pool, it is continuously losing water.*
- *Reviewing needed supplies and equipment*
- *New LED lighting installed in shop and shop office, as well as three emergency exit lights. The rebate process will continue now with the representative visiting the sites.*
- *LPRW Representative contacted Public Works Director, Dustin Kramer, to discuss the*

	<p>concerns that may be within the City of Clarkfield on Rural Water. The representative was unaware of the piping issues and that the representative would address the issue. There is a study that was done within Brookings that the representative will be getting to Dustin. The Prairie Grain concern was also addressed, LPRW clarified that it would be in the contract on what the peak supply would be therefore it should not be an issue.</p>
8.4	<p>Administrator's Report</p> <ul style="list-style-type: none"> - 2 citizen complaints, nails found in tires that are believed to be coming from the asphalts that were laid in the alleyways. The citizen was directed to attend a council meeting - Update on the Neptune Software - The Ordinances were placed on the website - Update on the new bill approval and payment process
9.0	Old Business
9.1	<p>Ordinance Project Update</p> <p>City Administrator, Amanda Luepke, has not received any ordinances but will wait for the ordinances. Discussion took place over the MN Basic Code and that the best route would be to adopt the MN Basic Code and move forward with the Title 17.</p>
10.0	New Business
10.1	<p>2017 Budget Amendment</p> <p>City Hall Fund \$7500.00 allocation to Capital Outlay amendment:</p> <ul style="list-style-type: none"> - \$3700 placed in Streets Fund Capital Outlay - \$1800 placed in Election Fund Supplies - \$2000 placed in Financial Administration Fund Wages & Salaries <p>Mayor & Council Fund allocation from Training, Mileage, and Lodging amendment:</p> <ul style="list-style-type: none"> - Funds placed in Mayor & Council Supplies <p>Jeff Lobdell motioned to amend the budget as reflected with a second motion by Emily Bruflat. All in favor.</p>
10.2	<p>Closed Meeting - Minnesota Statute 13D.05</p> <p>Jerry Kaupang motioned to close the open portion of the meeting with a second by Jeff Lobdell. All in favor</p> <p>Jeff Lobdell motioned to close the closed portion of the meeting with a second by Dale Stringer Jr. All in favor.</p> <p>Synopsis of meeting: Update on ongoing litigation with a worker compensation case.</p>
11.0	<p>Adjourn Meeting</p> <p>Dale Stringer motioned to close the meeting with a second by Emily Bruflat. All in favor</p>