



MINUTES

REGULAR MEETING – CLARKFIELD CITY COUNCIL
Tuesday, March 7, 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, Teather Bliss, Dustin Kramer, Shari McNamara, Alex Sina

Others Present: George Rysdahl, Jane Qualey – Community Solar, Hazel Hanson, Jana Flattum, Darin Haslip – Building Inspector, Jared Anspach

1.0 Call to Order

2.0 Pledge of Allegiance

3.0 Roll Call

4.0 Citizen Comments

No Comments

Council Liaison Updates

Administration (Jeff Lobdell and Emily Bruflat) – Staying in contact with the City Office

Public Works (Jeff Lobdell and Jerry Kaupang) – Everything going well

Care Center (Jerry Kaupang and Dale Stringer Jr.) – No update

5.0 Fire Department (Jerry Kaupang) – Fire Dance March 18th and Update on Township Meeting

Library (Sue Fritz) – Amanda Luepke updated that the library will be closed on the 8th and 9th

EDA (Sue Fritz and Emily Bruflat) – Emily updated that there is an interest in the Café

HA HAAG Taskforce (Sue Fritz and Dale Stringer, Jr.) – The public meeting went well and had a good turnout.

Consent Agenda

6.0 *Motion by Dale Stringer Jr. to accept the consent agenda with a second by Jerry Kaupang. All council in favor*

Consideration of Additions to the Agenda

6.1 *Addition of 6.5 Consideration to Amend Fee Schedule, 8.1 Care Center Report, 10.3 Seal Coating Chips, 10.4 Lincoln Pipestone Rural Water*

6.2 **Consideration to Approve City Council Minutes from February 27, 2017**

Consideration to Approve the Payment of Bills

6.3 *Jeff Lobdell had a question on the USPS ACH and Chainsaw purchase from True Value*

\$658.46 Library

\$31,384.20 General Fund

\$562.95 Fire Department

\$794.60 ACH

\$33,400.21 Total Bills

Consideration to Amend City Attorney in Annual Designation Resolution

6.4 *Rather than stating that Dave Gilbertson is the City Attorney, the City of Clarkfield will designate the entire law office of Nelson Oyen Torvik*

Consideration to Amend Fee Schedule

6.5 *On Sale Wine License and On Sale 3.2 Malt Liquor License each for \$10.00*

7.0 Consideration of items removed from the Consent Agenda for Discuss

8.0 Reports

Care Center Report

- 8.1**
- *ECPN application submitted, response should be heard back from the state by Mid-March*
 - *Application has been submitted for the lay away of beds*
 - *A meeting with Tom Kooiman from the Granite Falls Health Clinic will be schedule to discuss the future of a clinic at the Care Center, March 17th at 1000am will be the meeting so that the Care Center liaisons are more than welcome to attend*
 - *Admits and referrals are beginning to come through*
 - *Presented the financial updates for the Care Center and Home Care Services*
 - o *Home Care Services rates will be increasing*
 - *Jeff Bailey's maintenance position has been posted for an interim position, Bill Weinhold has been filling and helping with the vacancy*

	<ul style="list-style-type: none"> - Pat is involved with her rounds of Chemo, still waiting to hear how the results will turn out <ul style="list-style-type: none"> o Her position will not be filled until more information is known
8.2	<p>Presentation from Community Solar</p> <p>Jane Qualey wanted to update the council on the project that is being offered to the area; community solar garden allows businesses, towns, counties, schools, etc. to get a panel in the garden that will be in Hector, Minnesota which will help offset the cost of the electricity bills within the city. The solar garden panel would be purchased by Xcel and in turn a credit is added to the Xcel monthly bill which zeros out the monthly bill and in turn the City pays a subscription to Community Solar.</p> <p>The city office will move forward with providing Jane with 2 years of billing and receiving the contract that will be sent to the city attorney for review.</p>
8.3	<p>Building Inspector Report</p> <ul style="list-style-type: none"> - Darin Haslip had a question about the Walter's property that is still erect. He was informed that the house will go into tax forfeiture August 31st so it will be taken care of then - The reason for the visit is the building that Paul Anspach applied for a building permit to erect. The state sets regulations for valuations on building sizes, because of the size of the building and the low evaluation from the permit there is a question from the building inspector on the validity of the evaluation. Darin informed the council that there was a request for a Minnesota state engineer to review the building to make sure that it is up to regulations. Darin also informed the council that there are specific regulations for fire, snow, and support on buildings that is required by the state of Minnesota for safety. There is also questions on the fact that the building is preexisting and would be reconstructed from used materials, because of this is the building up to current standards and fit for the area that it is being placed in. Darin Haslip expresses that he is very uncomfortable with used material, the dropping of property values, and the condition of the size of the building at low evaluation. <ul style="list-style-type: none"> o The council is expressing their concern with not only reconstructing a building in a residential neighborhood but also the issue that it is going to raise within the neighborhood and the fairness of the building being placed in the area. What is needed at time from the council is what exactly does Darin need from Paul to continue with the permit process. <ul style="list-style-type: none"> ▪ Darin wants a state engineer to review the structure, an appraiser to look over all the materials, and information from an architect for mix used materials. - Darin Haslip also informed the council that there is an issue in the city with an individual living in a garage. The Order to Vacate was posted on the door informing the individual that without a primary heat source and potable water. The next step will be to call the land owner to let them know that there is liability with the individual living in the garage and if need be then removal should take place with the Sheriff Department. - Jeff Lobdell would like to know what the process is that takes place when a building permit is issued and what type of steps need to be taken so that the city can assure that the permits are being properly issued. Darin added that there is a flow chart that he has that follows step by step what the process will be on the city end and then on the building official end.
8.4	<p>Newly Elected Officials Training Report</p> <p>Emily Bruflat provided an update on the newly elected official training that she went where she sat with city's the size of Clarkfield. One suggestion was to implement all council members being involved in the bill approval process. Other cities our size don't bring the bills to council meetings as council members rotate each week looking and approving the bills each week. The council members update the entire council at council meetings on large and/or unusual transactions. Also, she learned that other cities have one council meeting a month that is one hour with a work session instead of a second council meeting.</p> <ul style="list-style-type: none"> - The council discussed the possibility of no longer bringing bills to the council meeting and rather have a scheduled time when council members reviewed bills in the office and report to the council at meetings of large transactions. Emily Bruflat motioned that the city office will pay bills on a weekly basis with a rotating schedule of review by council members, there was a second by Jeff Lobdell with all council in favor.

8.5	<p>Administrator's Report</p> <ul style="list-style-type: none"> - The City Administrator recommended to the council that Friday's hours should change to 8:30 am to 12:30 pm to allow for closed door time to be able to work uninterrupted especially with the projects that are coming up in the community. The City Administrator brought forth question(s) that council member(s) had regarding the overtime of staff. The Council felt there was no discussion needed. Jeff Lobdell motioned to change the hours on Fridays with a second by Emily. All council in favor. - There will be a time set up for the league ambassador as well as another representative from the league to come out to do a work session with the council and staff on roles, responsibilities, and conduct. - Several trainings will be coming up in the coming months that staff will be attending.
9.0	<p>Old Business</p>
9.1	<p>Ordinance Project Update There is no update on the ordinance project</p>
10.0	<p>New Business</p>
10.1	<p>Consideration to Adopt Professional Contact Policy Motion by Jerry Kaupang to adopt the professional contact policy with a second by Dale Stringer Jr. all council in favor</p>
10.2	<p>Review of Budget City Administrator will provide a working budget on a monthly basis for the council to stay up to date</p>
10.3	<p>Seal Coat Chips George Rysdahl would like to use the coat chips on the church side of the cemetery and at the playground equipment at the old school. All council agreed to allow George to use the chips and thanked him for his service.</p>
10.4	<p>Lincoln Pipestone Rural Water Rural Water was decided to be put back on the PER with Bollig. Rod Bruflat, Todd Risa, Dave Smith, and Steve Lindholm raised concerns on leaky pipes with rural water. Other cities can be contacted to see if there are issues with the leaky pipes and what their experience has been.</p>
10.4	<p>Closed Meeting – Performance Review - Minnesota Statute 13D.03 Jeff Lobdell motioned to close the meeting for MN Statute 13D.03 with a second by Dale Stringer Jr. All in favor. Synopsis of closed Meeting – The council discussed the performance review of Jerrod Lobdell and the progress he is making in his position with no wage increase given at this time.</p>
11.0	<p>Adjourn Meeting Motion to adjourn made by Jeff Lobdell with a second by Emily Bruflat. All council in favor.</p>