

# City of Clarkfield

## Agenda

7:00 PM Regular Council Meeting  
Tuesday, April 7, 2020  
City Hall Meeting Room  
904 10<sup>th</sup> Avenue – Clarkfield, MN 56223

Pursuant to Acting Mayor Fritz's Declaration issued March 30, 2020, the April 7, 2020 meeting of the City Council will be held using remote participation. The Public may access the meeting via one of the following;

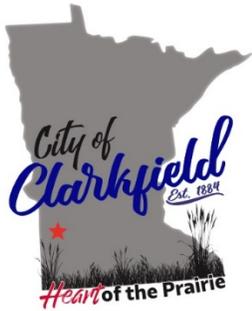
- Zoom Video Conferencing - <https://us04web.zoom.us/j/922677047> (Meeting ID - 922 677 047)  
(A short "how to" document will be forthcoming on the city website.)
- Teleconference - 1-646-558-8656. (Long distance charges may apply.)

1. CALL THE REGULAR COUNCIL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
  - a. Consideration to Approve Minutes from Regular Meeting conducted on 2.18.2020
5. INVOICES PAYABLE
6. PUBLIC COMMENTS
7. REPORTS OF COMMITTEES AND CITY STAFF
  - a. Mayor's Report
  - b. Councilmember's Report
  - c. Public Works Report – Troy Bruflat, Public Works Foreman & Director
  - d. Interim City Administrator Report – Clarissa Hadler
8. NEW BUSINESS
  - a. Mayor Appointment / Council Member Applications / Appointments
  - b. Garbage Contract / Next Steps
  - c. Agenda Request – Dustin Kramer
  - d. Agenda Request – Request by Clarkfield Outdoors (Greg Guttormsson) to Defer City Business Loan Payments and Interest
  - e. Agenda Request – Care Center Licensing
9. ADJOURNMENT

**The public is strongly encouraged to submit WRITTEN testimony/comments to [info@clarkfield.org](mailto:info@clarkfield.org). Written testimony/comments may be submitted until 5 p.m. on Tuesday, April 7, 2020 to be included as part of the public record for that meeting. Public comment will also be available via Zoom teleconferencing for the city council meeting.**

Reminder – Addressing the Council: Those wishing to speak should wait to be acknowledged by the Mayor & comments should be on the topic being discussed. Public Comment time frame is limited to 3 minutes per individual. Data Privacy Rules and Open Meeting Laws can be violated by discussion of employee performance at a public meeting and finally, personal attacks of anybody will not be tolerated.

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# City of Clarkfield

## Minutes

7:00 PM Regular Council Meeting

Tuesday, February 18, 2020

City Hall Meeting Room

904 10<sup>th</sup> Avenue – Clarkfield, MN 56223

A regular meeting of the City of Clarkfield was called to order by Mayor Hendrickson at 7:00 PM, Tuesday, February 18, 2020, in the City Hall Meeting Room. Councilmembers present: Mayor Hendrickson, Councilmember Fritz, Councilmember Hedman, Councilmember Kaupang, and Councilmember Stringer Jr. Staff/Boards present: Amanda Luepke – City Administrator, Justin Boldt – Care Center Executive Director. Also, in attendance: various residents.

**1. CALL THE REGULAR COUNCIL MEETING TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF AGENDA:** Motion to approve the agenda by Councilmember Hedman, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.

a. **Addition to Action Item 9E – Consideration to Approve Memo – Interim City Administrator**

**4. APPROVAL OF MINUTES:** Motion to approve the minutes by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

a. **Consideration to Approve Minutes from Regular Meeting conducted on 2.4.2020**

**5. INVOICES PAYABLE:** Motion to approve invoices payable by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.

a. Fund 100 General Fund	\$13,960.44
b. Fund 200 Fire Department	\$1,756.19
c. Fund 250 Pool	\$34.54
d. Fund 270 Old School	\$315,685.33
e. Fund 400 Infrastructure	\$63,839.00
f. Fund 601 Water	\$1,966.75
g. Fund 602 Sewer	\$2,070.45

**6. PUBLIC COMMENTS**

a. **Naomi Peterson** approached the city council to compliment the city crew on the plowing efforts and also to request live streaming the city council meetings.

**7. REPORTS OF COMMITTEES AND CITY STAFF**

a. **Mayor's Report:** Mayor Hendrickson reported that he attended the care center committee meeting where it was discussed to obtain a comprehensive home care license. Hendrickson also attended the fire relief meeting where financials were discussed.

b. **Councilmember's Report:** Councilmember Kaupang did not have anything to report. Councilmember Stringer Jr thanked the group of individuals for their work towards saving the old gym. Councilmember Fritz did not have anything to report. Councilmember Hedman did not have anything to report.

c. **Ambulance Report – Jeannette Duis & Melinda Hedman, Co-Captains:** Melinda Hedman gave the council the 2019 update for the ambulance. There were 122 ambulance runs. The department had two first responders complete EMT class, along with having all the EMT's get re-licensed. The ambulance received a donation of two tough books for online inputting of information which online reporting is now mandatory. The ambulance is leaving the rates the same for 2020.

d. **Care Center Report & Audit Presentation – Justin Boldt, Executive Director & Chris Knoll, MCHS CEO:** Justin Boldt and Chris Knoll approached the council to discuss the recent audit results. Paul Gustafson from Clifton Larson Allen was via phone to present the audit results. The findings note stated that with

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the current management company there was reliance with CLA to help prepare the audit. Gustafson reviewed Care Center's financial statements, state regulatory documents, and internal reporting. There was comparisons and contrasts presented between Clarkfield's performance to state-wide averages. There is an unrecorded OPEB Liability estimated at \$16,768 for the health benefit of retirees. The \$26,314 investment was unrecorded as of September 30, 2018 and it now recorded in the 2019 audit. It was discussed that there is a new payment models for skilled nursing effective October 1, 2019 and home health effective January 1, 2020. Both transition reimbursement determination from therapy driven to patient characteristics. Boldt reported that there was nine federal deficiencies and the Care Center is submitting a plan of action to the state. Boldt reported that the care center saw a profit of \$21,355.61 while home care lost \$28,348.42 in December 2019. The average resident count for December was 29 residents and the case mix score was reported at .89.

- e. **City Administrator Report – Amanda Luepke, City Administrator:** Luepke reported that the city was awarded the Alternative Landscape Equipment grant in the amount of \$588.00. The award is for replacement of our 2-cycle gasoline-powered equipment with electric-powered equipment. Luepke reminded the council that the Presidential Nomination Primary Election will be held on Tuesday, March 3, 2020. Luepke reported she was attending the upcoming Legislative Conference on March 18-19, 2020 in order to speak with our legislatures about our city's concerns and issues. The office will be closed those days as other office staff will be attending the MCFOA conference from March 16-19, 2020. Luepke reminded the council that the office will also be closed on February 17, 2020 for President's Day. Luepke discussed the memo regarding the transition of city administrator. Luepke explained that appointing an interim to the role would help with a seamless transition. Luepke discussed Mayor Hendrickson in the interim role as he is very knowledgeable on the city projects. There was discussion regarding the pay of the interim role. It was reported that the city could advertise for the city administrator position or just appoint Hendrickson if it was a good fit for the city.

#### 8. DISCUSSION ITEMS

- a. **Agenda Request – Daryle Toft:** Toft approached the council to thank them for putting the city in debt \$500,000. He asked each council member and the city administrator if they knew of city funds being used to fund the daycare center. Councilmember Kaupang stated that there were some funds used at the end of 2017, but the funds were paid back by the daycare board. Luepke reported that the city received some grants as a fiscal sponsor as well.

#### 9. ACTIONS ITEMS

- a. **Consideration to Extend Garbage Exemptions – 2020:** Motion to approve by Councilmember Hedman, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
- b. **Consideration to Award Water Tower Rehabilitation Contract – Osseo Construction Company, LLC:** Motion to approve by Councilmember Hedman, 2<sup>nd</sup> by Councilmember Kaupang. Motion carried with all in favor.
- c. **Consideration to Allow City Administrator to Execute Paperwork for Infrastructure Financing:** Motion to approve by Councilmember Fritz, 2<sup>nd</sup> by Councilmember Hendrickson. Motion carried with all in favor.
- d. **Consideration to Accept Letter of Resignation – Amanda Luepke:** Motion to accept by Mayor Hendrickson, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.
- e. **Consideration to Approve Memo – Interim City Administrator:** Motion to approve by Councilmember Hedman, 2<sup>nd</sup> by Councilmember Fritz. Motion carried with all in favor.

- 10. **ADJOURNMENT:** Motion to adjourn at 7:48 PM by Councilmember Kaupang, 2<sup>nd</sup> by Councilmember Stringer Jr. Motion carried with all in favor.

Respectively Submitted By: Amanda Luepke, City Administrator

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Payments

Current Period: April 2020

Payment Batch 04072020 FD \$7,355.65

Refer	0 <u>Fastenal Company</u>	Ck# 005644 4/7/2020		
Cash Payment	E 200-00000-42000 Supplies			\$3,300.00
	Invoice 182835			
Transaction Date	4/7/2020	Due 0	Fire Dept Checking 10170	<b>Total</b> \$3,300.00
Refer	0 <u>BERKLEY RISK ADMINISTRATORS</u>	Ck# 005643 4/7/2020		
Cash Payment	E 200-00000-41500 Worker's Compensatio	Fire WC		\$3,906.51
	Invoice			
Transaction Date	4/7/2020	Due 0	Fire Dept Checking 10170	<b>Total</b> \$3,906.51
Refer	0 <u>HEIMAN FIRE EQUIPMENT</u>	Ck# 005646 4/7/2020		
Cash Payment	E 200-00000-43700 Uniform Allowance			\$55.95
	Invoice 0886437			
Transaction Date	4/7/2020	Due 0	Fire Dept Checking 10170	<b>Total</b> \$55.95
Refer	0 <u>Frontier Communications</u>	Ck# 005645 4/7/2020		
Cash Payment	E 200-00000-43200 Communications	EMS		\$93.19
	Invoice			
Transaction Date	4/7/2020	Due 0	Fire Dept Checking 10170	<b>Total</b> \$93.19

Fund Summary

	10170 Fire Dept Checking	
200 Fire Department		\$7,355.65
		<u>\$7,355.65</u>

Pre-Written Checks	\$7,355.65
Checks to be Generated by the Computer	\$0.00
Total	<u>\$7,355.65</u>

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## Payments

Current Period: April 2020

**Payment Batch 04072020 GF    \$97,672.29**

Refer	0 <u>DAWSON CO-OP CREDIT UNION</u>	Ck# 049439 4/7/2020	
Cash Payment	E 100-41410-43340 Meals & Lodging	Meals for Election Judges	\$91.76
Invoice			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$91.76
Refer	0 <u>NAOMI JIMENEZ</u>	Ck# 049448 4/7/2020	
Cash Payment	R 100-00000-34101 City Hall Rent	Return \$50 Deposit	\$50.00
Invoice			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$50.00
Refer	0 <u>ENOLA ROLLA</u>	Ck# 049440 4/7/2020	
Cash Payment	E 100-41500-43200 Communications	2020 Q1 Phone Reimbursement	\$135.00
Invoice			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$135.00
Refer	0 <u>Collision Pro &amp; Glass Inc.</u>	Ck# 049437 4/7/2020	
Cash Payment	E 100-43100-43370 Maintenance & Repair	Tailgate Hinge	\$71.04
Invoice			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$71.04
Refer	0 <u>MVTL</u>	Ck# 049447 4/7/2020	
Cash Payment	E 602-00000-43330 Testing	Discharge Sample	\$77.50
Invoice 1023354			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$77.50
Refer	0 <u>PAR PIPING &amp; FABRICATION, LLC</u>	Ck# 049450 4/7/2020	
Cash Payment	E 601-00000-43370 Maintenance & Repair	SS Replacement Covers	\$741.42
Invoice 10304			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$741.42
Refer	0 <u>CORE &amp; MAIN</u>	Ck# 049438 4/7/2020	
Cash Payment	E 601-00000-42000 Supplies	Curb Stop Plugs	\$51.73
Invoice 070756			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$51.73
Refer	0 <u>MENARDS-MARSHALL</u>	Ck# 049445 4/7/2020	
Cash Payment	E 100-45100-43360 Maintenance & Repair	NorthPark Countertops	\$63.98
Invoice			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$63.98
Refer	0 <u>MVTL</u>	Ck# 049447 4/7/2020	
Cash Payment	E 602-00000-43330 Testing	Sample	\$77.50
Invoice 1021164			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$77.50
Refer	0 <u>FERGUSON WATERWORKS2516</u>	Ck# 049441 4/7/2020	
Cash Payment	E 601-00000-43370 Maintenance & Repair	Mud Plugs	\$40.39
Invoice 0353875			
Transaction Date	4/7/2020	Due 0    Checking    10151	<b>Total</b> \$40.39
Refer	0 <u>USPS</u>	Ck# 049454 4/7/2020	
Cash Payment	E 100-41500-43200 Communications	Bulk Mailing Permit #3	\$240.00
Invoice			

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Payments

Current Period: April 2020

Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$240.00
Refer	0 YMC PROPERTY & PUBLIC SERVI			Ck# 049455	4/7/2020	
Cash Payment	E 270-00000-43000 Professional Services			City's Half		\$73,247.06
	Invoice 3085					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$73,247.06
Refer	0 SCS PLUMBING & HEATING			Ck# 049451	4/7/2020	
Cash Payment	E 100-41700-43360 Maintenace & Repair o			City Hall		\$808.43
	Invoice 207					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$808.43
Refer	0 BERKLEY RISK ADMINISTRATORS			Ck# 049433	4/7/2020	
Cash Payment	E 100-43100-41500 Worker's Compensatio			Street WC		\$4,428.42
	Invoice					
Cash Payment	E 601-00000-41500 Worker's Compensatio			Water WC		\$2,009.67
	Invoice					
Cash Payment	E 100-48000-41500 Worker's Compensatio			Council WC		\$89.89
	Invoice					
Cash Payment	E 100-41500-41500 Worker's Compensatio			Admin WC		\$1,640.02
	Invoice					
Cash Payment	E 100-45100-41500 Worker's Compensatio			Parks WC		\$565.02
	Invoice					
Cash Payment	E 250-00000-41500 Worker's Compensatio			Pool WC		\$1,457.49
	Invoice					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$10,190.51
Refer	0 Bill's Electric			Ck# 049434	4/7/2020	
Cash Payment	E 100-43100-43380 Maintenance & Repair			Street Light Repair		\$458.08
	Invoice					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$458.08
Refer	0 CHAD FISCHER			Ck# 049435	4/7/2020	
Cash Payment	E 602-00000-43310 Mileage			Mileage		\$61.53
	Invoice					
Cash Payment	E 601-00000-43310 Mileage			Mileage		\$61.53
	Invoice					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$123.06
Refer	0 Shred-N-Go, Inc.			Ck# 049452	4/7/2020	
Cash Payment	E 100-41500-43900 Contracted Services			Shredding		\$60.73
	Invoice 102730					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$60.73
Refer	0 CLARKFIELD FAMILY FOODS			Ck# 049436	4/7/2020	
Cash Payment	E 601-00000-42000 Supplies			Misc Supplies		\$29.88
	Invoice					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$29.88
Refer	0 J & S One Stop			Ck# 049444	4/7/2020	
Cash Payment	E 100-43100-42120 Fuel & Lubricants			Fuel		\$275.70
	Invoice 1028					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$275.70
Refer	0 Thein Well Company			Ck# 049453	4/7/2020	

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## Payments

Current Period: April 2020

<b>Cash Payment</b>	E 601-00000-43900 Contracted Services	Inspection & Pump Replacement		<b>\$6,262.25</b>
Invoice 6899				
Transaction Date	4/7/2020	Due 0	Checking 10151	<b>Total \$6,262.25</b>
Refer	0 <u>ONE OFFICE SOLUTION</u>		<u>Ck# 049449 4/7/2020</u>	
<b>Cash Payment</b>	E 100-43100-42000 Supplies	Toner		<b>\$85.98</b>
Invoice 1990528-0				
Transaction Date	4/7/2020	Due 0	Checking 10151	<b>Total \$85.98</b>
Refer	0 <u>Frontier Communications</u>		<u>Ck# 049442 4/7/2020</u>	
<b>Cash Payment</b>	E 100-41500-43200 Communications	Office		<b>\$193.08</b>
Invoice				
<b>Cash Payment</b>	E 100-41700-43200 Communications	City Hall		<b>\$162.76</b>
Invoice				
<b>Cash Payment</b>	E 602-00000-43200 Communications	WWTP		<b>\$67.18</b>
Invoice				
<b>Cash Payment</b>	E 601-00000-43200 Communications	WTP		<b>\$60.21</b>
Invoice				
<b>Cash Payment</b>	E 100-43100-43200 Communications	Shop		<b>\$251.15</b>
Invoice				
Transaction Date	4/7/2020	Due 0	Checking 10151	<b>Total \$734.38</b>
Refer	0 <u>Frontier Communications</u>		<u>Ck# 049442 4/7/2020</u>	
<b>Cash Payment</b>	E 100-41500-43200 Communications	Office		<b>\$94.26</b>
Invoice				
Transaction Date	4/7/2020	Due 0	Checking 10151	<b>Total \$94.26</b>
Refer	0 <u>MN DEPT OF HUMAN SERVICES</u>		<u>Ck# 049446 4/7/2020</u>	
<b>Cash Payment</b>	E 100-41500-44312 ECPN contribution	March ECPN		<b>\$3,661.65</b>
Invoice 592873				
Transaction Date	4/7/2020	Due 0	Checking 10151	<b>Total \$3,661.65</b>

### Fund Summary

	10151 Checking
602 Sewer	\$283.71
601 Water	\$9,257.08
270 Community Center Checking	\$73,247.06
250 Swimming Pool Fund	\$1,457.49
100 General Fund	\$13,426.95
	\$97,672.29

Pre-Written Checks	\$97,672.29
Checks to be Generated by the Computer	\$0.00
Total	\$97,672.29

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Payments

Current Period: April 2020

Payment Batch 04072020 LIB \$854.01

Refer	0	<u>BERKLEY RISK ADMINISTRATORS</u>	Ck# 049433	4/7/2020		
Cash Payment	E	260-00000-41500 Worker's Compensatio	Lib WC			\$254.99
Invoice						
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$254.99
Refer	0	<u>Ingram Library Services</u>	Ck# 049443	4/7/2020		
Cash Payment	E	260-00000-43270 Library Books	March Books/CDs			\$290.85
Invoice						
Cash Payment	R	260-00000-36232 Memorials	Memorial			\$10.20
Invoice						
Cash Payment	E	260-00000-43270 Library Books	March Books			\$15.81
Invoice						
Cash Payment	E	260-00000-43270 Library Books	March Books			\$61.71
Invoice						
Cash Payment	E	260-00000-43270 Library Books	March CD			\$21.99
Invoice						
Cash Payment	E	260-00000-43270 Library Books	March Book			\$7.62
Invoice						
Cash Payment	R	260-00000-36232 Memorials	Memorials			\$19.60
Invoice						
Cash Payment	E	260-00000-43270 Library Books	March Book			\$3.59
Invoice						
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$431.37
Refer	0	<u>AMAZON</u>	Ck# 049432	4/7/2020		
Cash Payment	E	260-00000-43272 DVDs	DVDs			\$109.70
Invoice						
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$109.70
Refer	0	<u>Ingram Library Services</u>	Ck# 049443	4/7/2020		
Cash Payment	E	260-00000-44401 Memorials	Memorial CD			\$19.24
Invoice 4399504						
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$19.24
Refer	0	<u>Frontier Communications</u>	Ck# 049442	4/7/2020		
Cash Payment	E	260-00000-43200 Communications	Library			\$38.71
Invoice						
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	\$38.71

Fund Summary

	10151	Checking	
260 Library		\$854.01	
		<u>\$854.01</u>	

Pre-Written Checks	\$854.01
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$854.01</b>

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## Payments

Current Period: April 2020

**Payment Batch 472020 GF      \$33,968.87**

Refer	0	<u>A&amp;B BUSINESS SOLUTIONS</u>		<u>Ck# 049456 4/7/2020</u>		
Cash Payment	E	100-41500-43900 Contracted Services		copies		\$30.86
Invoice 709470						
Transaction Date		4/7/2020	Due 0	Checking	10151	<b>Total</b> \$30.86
Refer	0	<u>KARLA FISCHER</u>		<u>Ck# 049460 4/7/2020</u>		
Cash Payment	E	100-41500-43900 Contracted Services		March Cleaning		\$400.00
Invoice						
Transaction Date		4/7/2020	Due 0	Checking	10151	<b>Total</b> \$400.00
Refer	0	<u>John Deere Financial</u>		<u>Ck# 049459 4/7/2020</u>		
Cash Payment	E	100-43100-43370 Maintenance & Repair		Filters		\$219.95
Invoice 2208014						
Transaction Date		4/7/2020	Due 0	Checking	10151	<b>Total</b> \$219.95
Refer	0	<u>RUNNINGS SUPPLY</u>		<u>Ck# 049462 4/7/2020</u>		
Cash Payment	E	100-43100-43700 Uniform Allowance		Troy Clothing		\$224.94
Invoice						
Cash Payment	E	100-43100-43700 Uniform Allowance		Chad Clothing		\$104.98
Invoice						
Transaction Date		4/7/2020	Due 0	Checking	10151	<b>Total</b> \$329.92
Refer	0	<u>DAWSON CO-OP CREDIT UNION</u>		<u>Ck# 049458 4/7/2020</u>		
Cash Payment	E	601-00000-43340 Meals & Lodging		Meals		\$27.07
Invoice						
Cash Payment	E	601-00000-43340 Meals & Lodging		Meals		\$39.02
Invoice						
Cash Payment	E	100-43100-43370 Maintenance & Repair		Dust Caps		\$21.35
Invoice						
Cash Payment	E	100-45100-43360 Maintenance & Repair		LED Lights		\$189.99
Invoice						
Cash Payment	E	601-00000-43370 Maintenance & Repair		Shelf		\$35.32
Invoice						
Cash Payment	E	601-00000-44170 Equipment Replaceme		Eye Wash/Shower		\$459.00
Invoice						
Cash Payment	E	100-43100-42000 Supplies		Calendar		\$59.99
Invoice						
Cash Payment	E	601-00000-43340 Meals & Lodging		MRWA Conference Hotel		\$432.16
Invoice						
Cash Payment	E	100-43100-43340 Meals & Lodging		Streets Class Hotel		\$121.19
Invoice						
Cash Payment	E	601-00000-43340 Meals & Lodging		Parking		\$3.60
Invoice						
Cash Payment	E	601-00000-43340 Meals & Lodging		Parking		\$6.40
Invoice						
Transaction Date		4/7/2020	Due 0	Checking	10151	<b>Total</b> \$1,395.09
Refer	0	<u>Olson Sanitation LLC</u>		<u>Ck# 049461 4/7/2020</u>		
Cash Payment	E	605-00000-43150 Sanitation & Recycling		Sept 2019		\$4,597.19
Invoice						

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## Payments

Current Period: April 2020

Cash Payment	E 605-00000-43150 Sanitation & Recycling	Oct 2019				\$4,524.74
	Invoice					
Cash Payment	E 605-00000-43150 Sanitation & Recycling	Nov 2019				\$4,517.65
	Invoice					
Cash Payment	E 605-00000-43150 Sanitation & Recycling	Dec 2019				\$4,557.13
	Invoice					
Cash Payment	E 605-00000-43150 Sanitation & Recycling	Jan 2020				\$4,517.43
	Invoice					
Cash Payment	E 605-00000-43150 Sanitation & Recycling	Feb 2020				\$4,466.88
	Invoice					
Cash Payment	E 605-00000-43150 Sanitation & Recycling	Mar 2020				\$4,412.03
	Invoice					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	<b>\$31,593.05</b>

### Fund Summary

	10151 Checking
605 Garbage	\$31,593.05
601 Water	\$1,002.57
100 General Fund	\$1,373.25
	\$33,968.87

Pre-Written Checks		\$33,968.87
Checks to be Generated by the Computer		\$0.00
Total		\$33,968.87

CITY OF CLARKFIELD

04/07/20 4:29 PM

Page 1

Payments

Current Period: April 2020

Payment Batch 472020 LIB \$372.70

Refer	0 <u>The Library Store</u>			<u>Ck# 049463 4/7/2020</u>		
Cash Payment	E 260-00000-42000 Supplies			Supplies		\$159.61
	Invoice 444131					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	<b>\$159.61</b>
Refer	0 <u>AMAZON</u>			<u>Ck# 049457 4/7/2020</u>		
Cash Payment	E 260-00000-42000 Supplies			Supplies (Ink Color)		\$59.49
	Invoice					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	<b>\$59.49</b>
Refer	0 <u>DAWSON CO-OP CREDIT UNION</u>			<u>Ck# 049458 4/7/2020</u>		
Cash Payment	E 260-00000-43272 DVDs			DVD's April		\$153.60
	Invoice					
Transaction Date	4/7/2020	Due 0	Checking	10151	<b>Total</b>	<b>\$153.60</b>

Fund Summary

		10151 Checking
260 Library		\$372.70
		<u>\$372.70</u>

Pre-Written Checks	\$372.70
Checks to be Generated by the Computer	\$0.00
Total	<u>\$372.70</u>



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To: *Clarkfield City Council*  
From: *Public Works- Troy Bruflat*  
Subject: *Public Works Report*  
Date: *March 7, 2020*

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### Pool

The Deflection on the south side (deep end) of the pool is worse than last year. The cracks in the deck have heaved up past where they were last year. The Health inspector that inspects the pool before it opens stated last year that she would have us replace the deck around the pool before we open this year. I got an estimate as to a cost to replace the deck of approximately \$10,000. My concern with doing this is that it will not repair the issue of the bowed in wall. I haven't yet found a good resource on how to repair this issue. Since the pool has it own budget and reserve how much should we invest in this repair. Do we consider when should we replacing the pool or do we replace it at all.

### 2020 Payloader trade

Generally, we have traded our payloader every 2-3 years this is our 3<sup>rd</sup> year with this John Deere 544k. The 2020 544L government pricing is \$160,387.00 our 2018 544K is valued at \$136,000 in trade. Trade balance is \$24,387.00. The value of our trade reduced about \$2,000 since we discussed it 6 months ago. Do we want to consider trading the payloader for a 2020 model?

### Storm Drain on 14<sup>th</sup> st

We added a storm drain on the south end of 14<sup>th</sup> street. We should consider some repair on that road as it is not part of the current infrastructure project, does not drain correctly and has significant damage.

### Roads Class

I attended a roads preventative maintenance class in the cities. I thought this would be good knowledge for after the infrastructure project. The best results they have found for longevity is to chip seal roads 1-2 years after they have been put down and fog sealing after that. My suggestion (since Clarkfield has a lot of wide roads) would be to at minimum chip seal the driving lanes of the roads and fog seal after that. I will try to get an estimate on pricing for that.

### MRWA conference

Chad and I attended the MRWA conference Chad needed contact hours in wastewater. I took and passed my Class D water license.

### North Park Repairs

Last year we received a grant from the Clarkfield Community Foundation for \$1,000 to upgrade the bathrooms at North Park. We plan on replacing the sinks, adding counterspace, replacing a urinal, repairing the doors and painting. We also received a grant to add fence in front of the dugouts I hope to have those up before summer rec should the weather cooperate.

### Thein Well Inspection and Pump Replaced

Thein Well pulled Well 6 and inspected it. They replaced a check valve and the pump on the well. We had been having issues with that well not pumping consistently causing overfeeding of sodium permanganate which caused some people to have pink water a couple times. That issue has been resolved.

### Dakota Pump Inspections

Dakota Pump and Control did their annual inspections of the lift stations. Miller lift station had one pump was partially plugged and the main lift station had one pump that was partially plugged. We noticed this early and were able to get them cleaned out before it became a major issue.

### Banners

It was discussed to replace or get new banners for the street lights. I got pricing from Clarkfield Outdoors of \$2,476.50 for 25 new banners. I also got pricing from Northern Lights Display and their quote depended on the number of colors in the design.

1 color - \$1,225.00

2 colors - \$1,625.00

3 colors - \$2,025.00

4 colors - \$2,425.00

### 2 apartments

We cleaned and did repairs to 2 apartments (Clarissa is staying in one and there is one available)

### Glass in office installed

The temporary Plexiglass window was installed for Mariah in the office. The ADA compliance must be done before the end of the infrastructure project. We are still working on the design and cost of the permanent window.

### Street sweeping and sidewalks

Spent a few days sweeping streets and using the broom on some of the sidewalks. We filled a lot of potholes but some of the roads have gotten so bad that it would cost hundreds of dollars in cold patch to temporary fix them. We will however try to get the worst of them.

### Hydrant Flushing

Soon we will be flushing hydrants, I estimate it will take about a week to do. During this time some people can find a brown tint to their water. It is still perfectly safe to drink but all you can do is let your water run till it runs clear.



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To: *Clarkfield City Council*  
From: *Interim City Administrator- Clarissa Hadler*  
Subject: *City Administration Report*  
Date: *April 7, 2020*

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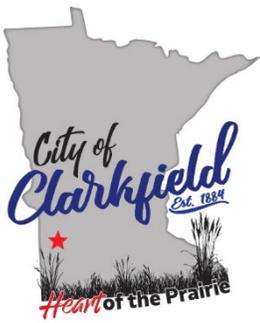
**Greetings!** This is my first update to Council since I started Tuesday, March 23, and let me just say “Wow!”. You folks have a lot going on for a small town! Below are snippets of some of the things I’ve been working on the past couple weeks. There is a lot to do in a short amount of time, so you’ll need to bear with me as I dive into everything. Please don’t ever hesitate to reach with questions regarding any issue.

- Per the Council Discussion 3/22, I reviewed the Olson garbage contract and our payment processes. While staff was correct in waiting for an invoice, which would be the normal best practice, there is language in the contract that would allow for direct payment without one. We will revise our process to make payment without an invoice. (Note: many processes, especially anything financial, are reviewed each year by the auditor, so if we do anything outside of what would be a “best practice”, we might get dinged on the audit. Hence the caution about paying without an invoice.)
- COVID-19: I almost miss seeing political commercials instead of COVID-related advertising.... almost. The League is hosting webinars each week to touch on some of the issues around COVID. These are available on their website if anyone would like to view them. A few subnotes on COVID-19 –
  - The Governor’s Stay at Home Order began March 27. Governments are considered essential services, so our employees are exempt from that. The plan for now is to have Mariah and I both in the office. However, should we feel the need to quarantine, both of us have the ability to work remotely.
  - We’ve posted notice at the playgrounds that they are Closed (per Governor’s order).
  - I’ve reviewed some of the information and guidance coming out on some of the relief and federal aid and how it might affect our staff should they need to quarantine at home or become ill. I’m also reviewing the City’s current leave policies, staff available leave, etc. to see if changes need to be made.
  - The Acting Mayor had called a Special Meeting at 4:30 on Monday, March 30 to discuss some of these issues.
    - Council approved a resolution to extend the declared health emergency.
    - The Acting Mayor approved moving all public meetings to electronic. We will be implementing Zoom webinars. Information for accessing Zoom will be available on the agendas.
    - Council approved loaning \$50,000 to the Care Center fund from the General Fund to cover preparations for COVID-19, with money to be repaid to the General Fund within 2 years.
      - I touched base with the County Emergency Management Director with a few questions and to introduce myself. He is hosting weekly video conferences with entities in YMC on Fridays, so I will be “attending” those from home as I am able.
- I spoke briefly with County Commissioner Gary Johnson, as he was kind enough to call and introduce himself.
- EDA Meeting – the EDA is following the Café sales and determining if operations should change at all given the COVID situation.

- Ordinance Meeting - The ordinance committee met on Wednesday, March 25, 2020 to discuss the status of the rental licensing process and junk yards. Committee members will continue to follow up with property owners of junk yards. Rental Licensing will be revisited with PW Director Bruflat and the Building inspector to keep those issues moving.
- Acting Mayor Fritz, PW Director Bruflat and I attended a video meeting with the Infrastructure project team to get up to speed on that. We still need to come up with \$2 Million in temporary funding, so Shannon Sweeney (DDA) is pursuing options for that. Also, the City still needs to complete the Community Facilities Loan app, so we will be working on that, as well.
- I met with Troy to review the Public Works Dept. and where we might be vulnerable if (when) there is a local COVID outbreak, staff becomes ill, vendors/suppliers are ill/short staffed, etc. At the moment, we are comfortable that operations will be able to continue without interruption.
- There is a lot of work that needs to be done on the audit. This will be a top priority for us for the next few weeks. So far, the state has not changed any of our statutory deadlines in response to COVID.
- I have the City Administrator position posted on the website, linked on Facebook, and shared it with some city clerks I know. I sent it to the League job board, so that should post in a couple days. I have a list of other places to advertise that I'll get to ASAP, including the Granite and Marshall newspapers. I'm open to any other suggestions.
- We had someone inquire about using the campground. It is my understanding based on the Governor's Executive order 20-04 that the campground, especially with its shared restroom facilities, would be consider "public accommodations", and should therefore remain closed. Please let me know if you feel differently.

Reminders for Bill Approvers:

1 <sup>st</sup> Wednesday	Sue Fritz
2 <sup>nd</sup> Wednesday	Melinda Hedman
3 <sup>rd</sup> Wednesday	Jerry Kaupang
4 <sup>th</sup> Wednesday	Dale Stringer Jr
5 <sup>th</sup> Wednesday	Sue Fritz



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March 31, 2020

Thank you all for your patience and collaboration as we navigate the uncharted waters of the COVID-19 virus. **Our number one priority is to ensure the health and safety of our staff and our residents.**

We continue to follow directives from the federal government and the State of Minnesota, and we continue to follow guidelines from Centers for Disease Control (CDC), and the Minnesota Department of Health (MDH) as we discuss and determine how best to protect our staff, our families and our community while we continue to provide vital city services.

We have decided to take the next steps:

- **City Hall Meeting Room, the City Shop, and the City Office will be closed to the public until further action of the City Council, some very limited exceptions.**
- City Council meetings will be held via Zoom Online Conferencing. Meetings may also be attended via the telephone. More information will be provided on Council agendas. Those planning to attend via Zoom may wish to download the app on their computer or device and set it up prior to meeting days. There is no cost to viewers for attending a Zoom meeting.
- The Board of Appeals & Equalization Meeting on April 7, 2020 may be attended in person, or via the telephone. Property owners are encouraged to contact the County Assessor ahead of time if they would like to express concerns about their valuation.
- Late Fees and Water Shut-Offs will be suspended during the emergency declaration.

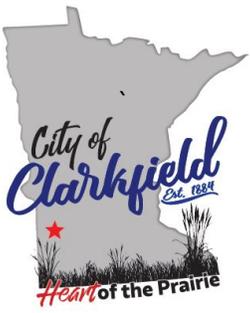
#### **What does this mean for city services and operations?**

- We will continue to provide essential city services—clean drinking water, flushing toilets, snow and ice removal.
- We will continue to provide services (e.g. credit card transactions, building permits, responding to questions) via phone or online.
- We will continue to perform essential water and sewer repairs.
- We will provide **very limited in-person services at city hall, city office, and the city shop.**

We encourage you to use Payment Service Network for utility payments by going to [www.clarkfield.org](http://www.clarkfield.org) and clicking the tab **Pay Your Bill Online** and it will direct you to their site. Other options are to mail your check to the office, or to utilize the drop box located outside the office door. Checks are accepted and cash if enclosed in an envelope with name and address written on envelope.

Please contact the office by phone (320)669-4435 or email [mpskjefte@clarkfield.org](mailto:mpskjefte@clarkfield.org) and the shop by phone (320)669-7576 or email [tdbrufat@clarkfield.org](mailto:tdbrufat@clarkfield.org) with any questions or concerns. We will continue to operate at normal business hours.

**The City of Clarkfield is an equal opportunity employer and provider.**



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To: *Clarkfield City Council*  
From: *Interim City Administrator- Clarissa Hadler*  
Subject: *Garbage Contract / Next Steps*  
Date: *April 7, 2020*

In reviewing the garbage contract with Olsen to address the payment issue, it appears that the contract is up in May of this year.

Staff requests direction regarding whether the City Council would like to do at this point; go out for bid, renew, revisit later, etc. There does not appear to be an auto-renew clause. Also, there may be statutory requirements regarding single-provider services that I have not had time to review just yet.



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To: *Clarkfield City Council*  
From: *Interim City Administrator- Clarissa Hadler*  
Subject: *Agenda Request – Dustin Kramer*  
Date: *April 7, 2020*

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Former PW Director Kramer has requested to appeal to the City Council regarding the payment of his unused sick and vacation time.

City Attorney Nelson has advised hearing his appeal but not paying the vacation time.

The City's Personnel Policies that Mr. Kramer was subject to when he was employed very clearly state that the only way an employee receives their unused vacation time is to leave in good standing / giving proper notice of two weeks. Mr. Kramer was fired and therefore did not leave in good standing.

Ironically, while I myself am not terribly familiar with this particular issue, I had an extremely similar issue at my last City. A former employee (who had been fired) sued the City for unpaid PTO. The employee lost both his District Court case and MN Appeals Court case. The appeal decision can be found at <https://law.justia.com/cases/minnesota/court-of-appeals/2019/a19-0606.html>.

### **Annual Roll Over of Accrued Vacation**

Beginning January 1, 2010, employees may roll their accrued vacation leave, up to a maximum of 40 hours over their annual vacation rate, into the next year. Vacation accrual in excess of this amount may not be rolled over into the next year. Vacation leave cannot be converted into cash payments except at termination.

Any employee leaving municipal service in good standing after at least six months of service and after giving proper notice of such termination of employment, shall be compensated for vacation leave accrued and unused to the date of termination.

Adopted by the City Council: 8-18-09



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To: *Clarkfield City Council*

From: *Interim City Administrator- Clarissa Hadler*

Subject: *Agenda Request – Clarkfield Outdoors Loan Deferment Request*

Date: *April 7, 2020*

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Greg Gottormmsom of Clarkfield Outdoors has requested deferment of their loan from the City and EDA. He provided the attached deferment letter from another bank.

Staff recommends deferring the portion of the loan that is from the City. We will take the request to the EDA, as well.

but not consumption of a controlled substance, the sale of a controlled substance on City premises, or conviction under a criminal drug statute for a violation occurring in the workplace, may by themselves, be grounds for discipline or dismissal. Any City employee may be subject to discipline up to and including termination for violation of this Policy or any rules adopted by the City with respect to the manufacture, use, sale, or transfer of drugs and alcohol.

### **Appeals Procedure**

Concerning disciplinary actions taken pursuant to this policy, the appeal procedures are as follows:

- a. Seasonal Employees shall have no right to appeal.
- b. Non-veterans during the six month probationary period: An employee who has not completed the probationary period and who is not a veteran has no right of appeal.
- c. Non-veterans after the six month probationary period: An employee who has completed the probationary period and who is not a veteran has a right to appeal to the City Council no later than fifteen (15) calendar days of the action, or the employee may utilize the grievance procedure in the applicable collective bargaining agreement.
- d. Veterans: An employee who is a veteran has a right to appeal to the City Council a permanent demotion, or dismissal, if the employee submits a notice of appeal within sixty (60) calendar days of the action, regardless of status with respect to the probationary period. An employee who is a veteran may have additional rights under the Veterans Preference Act, Minn. Stat. 197.46.

All notices of appeal must be submitted in writing to the City Administrator. The City Council shall hold a hearing, if necessary.

Adopted by the City Council: 8-18-09

----- Original Message -----

From: "greg guttormsson" <gguttorm@hotmail.com>

Sent: 3/31/2020 11:45:05 AM

To: "amluepke@clarkfield.org" <amluepke@clarkfield.org>, "Eric" <eric@clarkfieldoutdoors.com>

Subject: Clarkfield and EDA payment deferral request

P {margin-top:0;margin-bottom:0;}

Hi Clarissa,

Very nice to talk with you earlier today.

Attached please find the letter confirming that Clarkfield Outdoors has been offered and has accepted the deferral of principal and interest payments by UMRDC for the months of April, May and June.

We would like to request that the City of Clarkfield and the Clarkfield EDA also agree to defer principal and interest payments on their respective loans to Clarkfield Outdoors over the same time period as the UMRDC.

Please advise and feel free to contact me with any questions.

Greg Guttormsson  
Clarkfield Outdoors  
612-263-2151



March 24, 2020

Re: Optional 90-day loan payment deferment

To all of our loan clients:

The Upper Minnesota Valley Regional Development Commission is contacting you in response to the rapidly evolving situation with COVID-19. We acknowledge the urgency and that business disruption is occurring, and everyone will be affected by the pandemic either directly or indirectly. We also acknowledge that many of you may be in the process of needing to cease or dramatically change operations to be compliant with new mandates and restrictions.

We thank you all for your efforts to reduce the spread of COVID-19 while working very hard to keep your business open for your employees and our community. Considering the significant impacts our businesses are facing, the city is looking to proactively support you as our loan clients. We are grateful for the investments you are making into our communities and our families.

Effective immediately, we are offering all of our existing borrowers a 90-day deferment of UMVRDC RLF loan payments. This offer would begin with the regularly scheduled April, 2020 payment and continue for the payments scheduled in May, 2020 and June, 2020.

This will require some paperwork, but we do not want to hold up trying to provide this relief, so we can address the loan documentation over the upcoming days/weeks once we understand the response/demand for the deferments.

Loan interest would continue to accrue, but no principal or interest payments would be required in April, May, or June to try and assist with your imminent cashflow. There is no fee for the deferment.

**Please note that this is not automatically in place for a borrower, as we want to confirm which of our borrowers would like to activate the offer.** To activate this offer, simply reply via email to [laura@umvrdc.org](mailto:laura@umvrdc.org) or call 320-289-1981, ext 102 **by 10:00pm on March 30, 2020** with a confirmation of your desire to execute the deferment.



You may have seen these resources in other places, but below you will find additional resources available at this time:

- Minnesota DEED: <https://mn.gov/deed/newscenter/covid/employers/>
- SBA: <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>
- US Chamber of Commerce: <https://www.uschamber.com/coronavirus>
- Southwest Small Business Development Center: [www.sbdassistance.com](http://www.sbdassistance.com)

If you have any additional questions, please do not hesitate to contact Laura Ostlie, Community Development Planner at 320-289-1981, ext 102.