

REGULAR COUNCIL MEETING  
 OF THE CITY OF CLARA CITY  
 TUESDAY, JANUARY 9, 2007  
 6:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, January 9, 2007 at 6:30 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia  
 Dwight Mulder Shirley Klaassen  
 Missy Bodin

Also present: Sara Folsted Ann Jaenisch Roger Knapper  
 John White Judy Gosseling Steve Olander  
 Rev. Don Plantinga Sister Carole Freking Harold Swanson  
 Roger Feldman Ralph Bradley LeAnn Knapper

City Administrator Sara Folsted administered the Oath of Office to council members Dwight Mulder and Shirley Klaassen and to Mayor Kurt Koenen.

On a motion by Missy Bodin and seconded by Les Feia to approve the agenda.  
 Motion carried.

On a motion by Les Feia and seconded by Missy Bodin the minutes of the December 12, 2006, meeting were approved.  
 Motion carried.

Todd Henker spoke on behalf of the Ministerial Association. In 2007, Halloween falls on a Wednesday which is typically religious education night. It is also the Wednesday that the churches collect for their Thanksgiving basket project. The Ministerial Association would like to request that the Clara City Council keep Wednesday nights as Religious Education night, by promoting the suggestion that Clara City's "trick or treating" would be held on either Tuesday the 30<sup>th</sup> or October or on the 1<sup>st</sup> of November. Historically when Halloween fell on a Wednesday there has been a lull in attendance for religious classes and there is a concern for kid's safety when they are out going door to door and the churches are driving trying to collect for the Thanksgiving baskets. Mayor Kurt Koenen suggested finding out what our neighboring cities are doing and Missy Bodin also suggested that perhaps we move trick or treating up to earlier in the evening. City Administrator Sara Folsted will contact other cities and this will be addressed again at the next meeting.

Harold Swanson addressed the council on the storm sewer near his residence. He presented the council with a copy of the letter sent to him by City Administrator Sara Folsted stating he did not like the wording of the letter to state relocation rather what he is looking for is an extension of the storm sewer. He showed to the council a series of photographs from past years showing the amount of snow that collects near that location. He feels that a curb intake on the west side of the curb extending to the existing storm sewer would prevent water from melting snow from running down the hill into the field. Missy Bodin inquired as to how long he has lived in the area and why this has become a concern now. Harold Swanson stated that he now has the time to check into it. He would like the council to reconsider and to have a curb intake made and extend it to the existing storm sewer. Roger Knapper presented to the council a sketched map showing the grade points behind Harold Swanson's residence showing gradient points that demonstrate an increase in elevation leading from the bottom of the hill up to Swanson's back yard. After

additional discussion, Mayor Kurt Koenen thanked Harold Swanson for coming and talking with the council and said it was time to move on to other agenda items.

Roger Knapper, Director of Public Works, gave to the Council his monthly report.

1. Knapper reported that the phosphorous level needs to be decreased.
2. Missy bodin thanked Roger and the Public Works Department for maintaining the rinks. There are 32 kids taking Saturday figure staking lessons.

Ann Jaenisch, Director of Prairie Park Place, gave to the Council her monthly report.

1. Jaenisch gave a friendly reminder to the council that Prairie Park Place follows HIPPA regulations and things such as who is on the waiting list etc. are considered protected information.

Ralph Bradley, Police Chief, gave to the Council his monthly report.

1. Bradley presented the council with his monthly and annual activity report for 2006.

At 7:35 the meeting was closed to discuss pending litigation. Sara Folsted City Administrator explained that Ryan Zipf, our attorney with the League of Minnesota Cities Insurance Trust, who is representing us in the case of Cronen v. Clara City, has requested that the Council enter into a closed session to discuss litigation strategy and a proposed settlement of the case. Mr. Zipf requests that the meeting be closed to protect attorney-client privilege in this pending litigation that is scheduled for trial in March of 2007. The parties conducted a mediation on January 2, 2007, and have reached a proposed settlement in the case. Closing the meeting is necessary to have a candid and open discussion regarding matters that could affect litigation, including defense strategy and the proposed settlement in this case. Conducting these discussion in open session would adversely impair the City's position in the litigation because it would reveal the City's defense strategy if this case were to go to trial. No other City business or legal matters will be discussed at this session.

At 7:40, Mayor Kurt Koenen reopened the meeting.

On a motion by Missy Bodin and seconded by Les Feia to authorize Ryan Zipf and the League of Minnesota Cities Insurance Trust to settle the case.

Motion Carried

Judy Gosseling, Senior Accounting Clerk, gave to the Council her monthly report.

1. Gosseling presented to the Council preliminary numbers for December. Not all bills were in due to the early date of the Council meeting.
2. Auditors will be at the City the first week in February.
3. Gosseling updated the council on park donations. She said we will be able to get our second match and that we can only apply for reimbursement from the DNR grant three times and we will be doing so again after the remaining portions are completed.

Sara Folsted, City Administrator reported on the following:

1. Annual Appointments need to be completed.

On a Motion by Shirley Klaassen and seconded by Les Feia to approve the following:

Official Depository	Citizens State Bank
Official Paper	Clara City Herald
City Engineer	Rodeberg & Berryman
City Auditor	Conway, Deuth & Schmiesing
City Attorney (city)	Prindle-Maland, Sellner, Stennes, Knutsen & Stermer Cht'd
City Attorney (PD)	Dwayne Knutson

Motion Carried

On a motion by Les Feia and seconded by Dwight Mulder to approve the following Council Committee Appointments:

Kurt Koenen

EDA  
City Office  
Wind Energy  
Planning Commission  
Care Center  
Safety Committee

Les Feia

Public Works  
Acting-Mayor  
Police Dept.  
Safety Committee

Missy Bodin

EDA  
Fire Department  
Pool  
Community Education

Dwight Mulder

Park  
Prairie Park Place  
Ambulance  
Wind Energy

Shirley Klaassen

Library  
Refuge, dump & recycle

Motion Carried

2. Recommended the appointment of Steve Olander to the Care Center Advisory Board for a term of 4 years.

On a motion by Missy Bodin and seconded by Dwight Mulder to appoint Steve Olander to the Care Center Advisory Board.

Motion Carried

3. Informed the council of upcoming regional meetings that cover Emergency Management topics. The council will also need to complete some NIMS training. City Administrator Folsted will be in contact with Marve Garbe from Chippewa County to set some dates. Portions of the training may be completed online at your own pace.
4. Discussed changing Judy Gosseling's job title from Senior Accounting Clerk to Deputy Clerk and presented an updated job description. Senior Accounting Clerk does not adequately reflect the range of duties performed by the position and based on other cities descriptions and titles the job description for the Deputy Clerk was the best match.

On a motion by Les Feia and Seconded by Shirley Klaassen to change Judy Gosselings job title from Senior Accounting Clerk to Deputy Clerk and approve the job description.

Motion Carried.

5. Confirmed with the council who will be attending the upcoming leadership conference and passed out lists of others who will be in attendance.

Mayor council Reports

1. Mayor Kurt Koenen reported that the next meeting of the EDA will be held on the 4<sup>th</sup> Monday of the month at 3:30. He also stated that he attended the tax equalization meeting in Montevideo as did Les Feia and Shirley Klaassen. It was the second time in attendance for Koenen and Feia and Klaassen's first time. Koenen and Klaassen also attended the presentation in Montevideo regarding competing with super centers.
2. Judy Gosseling informed the council that the next BTAH will be held on Wednesday and the featured business is Main Street Fitness. Greg Schmidt will also be present to discuss the possible closing of the Junior High and Jeff Lopez will talk about Prairie Fest and the need for someone to take over the planning.
3. Missy Bodin urged people to attend the upcoming public hearing about the possible closure of the Junior High. Bodin also informed the council of upcoming community education events. Community Education will be partnering with the city to host a Family Skate and Broomball Tournament in February. Community Ed will also be working with the City and the Police Department to give a MySpace presentation to parents at the high school.
4. Shirley Klaassen stated that she liked the open dialogue that occurred this evening.
5. Mayor Kurt Koenen formally thanked Steve Olander for his service.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Shirley Klaassen and seconded by Les Feia at 8:25 p.m.  
Motion carried.

Kurt Koenen  
Kurt Koenen, Mayor

Sara Folsted  
Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
MONDAY, FEBRUARY 12, 2007  
5:30 P.M. CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Monday, February 12, 2007 at 5:30 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia  
Dwight Mulder Shirley Klaassen  
Missy Bodin (out at 6:40)

Also present: Sara Folsted Ann Jaenisch Roger Knapper  
John White Judy Gosseling Harold Swanson  
Ralph Bradley

On a motion by Les Feia and seconded by Dwight Mulder to approve the agenda.  
Motion carried.

On a motion by Les Feia and seconded by Shirley Klaassen the minutes of the January 9, 2007, meeting were approved.  
Motion carried.

Harold Swanson addressed the council on the storm sewer near his residence. He wanted to know where the issue stood since the last meeting and if the offer from a previous council to be able to tile his back yard was effective still today. After much discussion, Harold Swanson was informed by City Administrator Sara Folsted that the City has been in contact with the City Engineer's and that she would work with Harold Swanson through the process of petitioning for the improvements ahead of any potentially scheduled reconstruct of the street. It was also the consensus of the council that Harold Swanson could still tile his back yard.

Roger Knapper, Director of Public Works

1. Knapper reported that he will be working on a schedule for tower maintenance.

Ralph Bradley, Police Chief

1. Bradley presented the council with his monthly activity report for January, 2007.

Judy Gosseling, Senior Accounting Clerk, gave to the Council her monthly report.

1. Gosseling presented to the Council the 2006 Financial Statement for the Clara City Ambulance Service.

On a motion by Les Feia and seconded by Dwight Mulder to approve the Clara City Ambulance Service financial statement for the year ended December 31, 2006.

Motion Carried.

2. Gosseling reported that the ambulance service did not have a net loss this year and suggested that the city transfer the \$10,000.00 that was set aside to cover any losses be transferred to the ambulance reserve.

On a motion by Shirley Klaassen and seconded by Les Feia to transfer \$10,000 from the ambulance fund to the ambulance reserve.

Motion Carried

Sara Folsted, City Administrator reported on the following:

1. Presented a contract proposal from Prairie Five Rides to provide service in town two days per month. After discussion it was the consensus of the council to get some additional information from Prairie Five and to look at other options before approving a contract
2. Updated the council on the abstracts for Hawk Creek Acres. It is the recommendation to order all of them at once at a discounted price. It was the consensus of the council to order the abstracts for the Hawk Creek Acres lots.
3. Followed up on Halloween trick-or-treating. Folsted called to other cities and the issue had not been brought up yet. She spoke with Todd Henker earlier and told him that trick-or-treating at city facilities occurred earlier in the evening and that if parents let their children trick-or-treat later than that it was a choice that they would make.
4. Gave to the council an update on NIMMS training. Marve Garbe will be setting up some dates for training in March, City Administrator Folsted will pass that information along to the appropriate parties as it comes in.
5. The date has been set for Clara Cities Board of Appeals and Equilization for April 10, 2007, from 6:30 to 7:00 p.m.

#### Mayor council Reports

1. Mayor Kurt Koenen reported that the EDA is working with Swift Manufacturing to acquire some land for expansion. The Care Center will be getting some new computers and related equipment. Presented 2 land use permit applications from the planning commission for approval (see February planning commission minutes for list).

On a motion by Missy Bodin and seconded by Dwight Mulder to approve both land use permits.  
Motion carried.

Reported on the Wind Energy meeting in Olivia that he and City Administrator Folsted Attended. John White also gave his thoughts on the Friday portion of the meeting.

2. Missy Bodin presented suggestions from some citizens who witnessed a medical emergency in town. They suggested that emergency kits and information be placed in local establishments with signage as to where they could be found. Bodin will present the idea at a future BTAH meeting. Bodin also passed out copies of the MACCRAY Community Ed survey and brochure so that council members have an opportunity to provide feedback for the final copies.

At 6:30 Chad Forkrud spoke to the council on behalf of the fire relief association. They are looking for council approval to rent a storage unit at the new storage facility. They would move one of the fire trucks to that building as well as some additional equipment to make room for the new OSHA approved equipment. The lease would be \$350.00 per month which would be cost shared between the city and townships. The fire department would also receive an annual donation from the owner of the building for a portion of that monthly fee. It is estimated that the net cost to the city for renting the space would be about \$100.00 per month.

On a motion by Missy Bodin and seconded by Les Feia to approve the lease.  
Motion carried.

#### Council Reports Continued

3. Les Feia reported that the January BTAH business was Main Street Fitness and Greg Schmidt spoke regarding the possible closure of the Junior High building. February's business will be Swift Manufacturing and Susan Brickweg from the EAN will be presenting also. Feia also spoke about the Experienced Officials conference that he attended along with others from the council.
4. Shirley Klaassen stated that she felt the Newly Elected Officials conference had good information.
5. Les Feia inquired about any news on the closure of the Junior High. Bodin responded that the descion is expected to be made at the March School Board meeting.

6. Dwight Mulder followed up on the possibility of a drop box for water bills. City staff have been looking into it to find the best location for the box.

On a motion by Les Feia and seconded by Dwight Mulder the following checks were approved for payment:

January City:

Computer	8720 – 8738, 8741-8802	\$ 351,618.63
Manual	11785	\$ 22.00

January Care Center:

Computer	34975 – 35065	\$ 489,612.44
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February City:

Computer	8739-8740, 8803 – 8878	\$ 217,587.99
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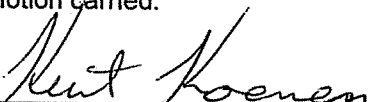
February Care Center:

Computer	35066 – 35151	\$313,436.02
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Motion Carried

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder and seconded by Shirley Klaassen at 7:55 p.m.

Motion carried.

  
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 Kurt Koenen, Mayor

  
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 Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, MARCH 13, 2007  
6:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, March 13, 2007 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Kurt Koenen Les Feia Shirley Klaassen	Missy Bodin Dwight Mulder
Also Present:	Ann Jaenisch Judy Gosseling Steve Olander Tim Sabe Nissa Friese John White	Ralph Bradley Roger Knapper LeeAnn Knapper Jolinda Niemeyer Ron Thomton Roger Feldman

On a motion by Missy Bodin and seconded by Shirley Klaassen the agenda was approved.  
Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder the minutes of the February 2007 meeting were approved.  
Motion carried.

Park Committee: Tim Sabe and Jolinda Niemeyer presented an update on the park project.

1. New shelter – Soffit, fascia, and concrete work will be done by the Clara City Jaycees. Roger Knapper to contact Freetly Electric for quote on electricity as this was not included in original plans or grant.
2. Skate Park and Handicap Parking Lot:  
Quotes presented as follows:
  - A. Concrete - 150 yds 4,000 psi:
    - a) Duininck Concrete - \$86.45/cy - \$12,967.50
    - b) Granite Falls Redi-Mix - \$88.40/cy - \$13,260.00

On a motion by Dwight Mulder and seconded by Shirley Klaassen quote awarded to Duininck Concrete.  
Motion carried.

- B. Contract Labor for Concrete:
  - a) Mid-Central Concrete, Inc. - \$ 4,900.00 Labor
  - b) Heiling Construction - \$15,000.00 Labor \$ 1,500.00 Equipment use.

Due to the large difference in labor on the quotes, Ryan Niemeyer did contact contractors to make sure each were quoting the same thing.

On a motion by Les Feia and seconded by Missy Bodin quote awarded to Mid-Central Concrete, Inc.  
Motion carried.

- C. Rebar for concrete:
  - a) West Central Steel, Inc. - \$ 2,879.95
  - b) Heiling Construction - \$ 3,640.00

Consensus of council was to purchase from West Central Steel, Inc.. No motion needed as under \$10,000 and part of original grant.

- D. Fencing:
  - a) Century Fence Company - \$ 5,283.00
  - b) McBroom Construction Co. Inc. - \$ 6,782.00
  - c) Larson Fence Co. - \$ 6,285.00 (original quote for grant - new quote not received)

Specifications for one of the fence gates was changed from original to 12' wide double swing gate to allow for emergency vehicles if needed.

On a motion by Dwight Mulder and seconded by Shirley Klaassen quote awarded to Century Fence Company. Motion done due to change from original grant.  
Motion carried.

Clara City City Council Meeting of March 13, 2007 continued:

- E. Skate Equipment – Due to price increases, True Ride final price quote is \$4,259.05 higher than in the original grant. Was anticipated that there may be an increase due to time from grant application to when equipment would be installed.
- 3. Sidewalks and Park Signs – working on. No additional information at this time.
- 4. Brick Sales and fundraisers – Brick sales will end Sunday, April 29<sup>th</sup>. Omelet Feed fundraiser is scheduled for Sunday, April 29<sup>th</sup>. Asked for volunteer help from the Council and Community.

Ron Thomson, president of the Clara City Ambulance Service, presented a wage increase proposal effective April 1, 2007 for the Ambulance Service as follows:

- 1. Run Time - from \$11.00/run hour to \$13.00/run hour.
- 2. Weekend call time - from \$42.00/day (\$1.75/hr) to \$54.00/day (\$2.25/hr). Weekend call is 7am to 7am (24-hour shift) Saturdays and Sundays.
- 3. Holiday call time - from \$48.00/day (\$2.00/hr) to \$60.00/day (\$2.50/hr). Holiday call is 7am to 7am (24-hour shift) six (6) holidays per year.
- 4. Weekday call time - from \$7.20/day (.60/hr) to \$12.00/day (\$1.00/hr). Weekday call time is 7pm to 7am (12-hour shift) Monday through Friday.

On a motion by Les Feia and seconded by Dwight Mulder the wage increases for the Clara City Ambulance Service were approve. Call for vote: Yeas - three (3) Feia, Mulder, Klaassen. Nays - none. Abstain – Bodin, Koenen.

Motion carried.

Nissa Friese, Cross Country Trailblazers Snowmobile Club, requested approval of the following:

- 1. Street Dance to be held on Saturday, July 7, 2007 from 9:00 p.m. to 1:00 a.m. on NW 1<sup>st</sup> Avenue from Main Street to 1<sup>st</sup> Street NW.
- 2. 3.2 Beer and Wine Cooler Liquor License for Street Dance on July 7<sup>th</sup>, 2007.
- 3. Gambling Permit for Raffle on July 7, 2007 waiving the thirty (30) day waiting period.

All of the above would be in conjunction with Clara City Prairie Fest Days.

On a motion by Les Feia and seconded by Dwight Mulder the three (3) requests were approved.

Knights of Columbus are requesting a Gambling Permit for Bingo at St. Clara's Catholic Church on April 1 and November 18, 2007. On a motion by Missy Bodin and seconded by Shirley Klaassen, the permit was approved.

Motion carried.

Harold Swanson was on the agenda for 7:00 p.m. for the storm sewer issue again. Harold and Les Feia had talked about this since the last meeting. Les was going to report on the issue and Harold was not going to attend the meeting tonight. Les presented the idea of a very basic funnel or channel to drain water from the curb to the storm sewer. Low to ground, either concrete or tar, not interfering with snowplowing. Roger Knapper to contact Paul Heiling and look at this after dryer conditions exist.

Roger Knapper, Public Work Director, gave his monthly report.

Before Roger gave his report, the Mayor commended and thanked the City Crew for the good job at snow movement and removal during the latest storms.

- 1. Waste Water Plant - will be receiving an award for the operation of plant again this year.
- 2. Waste Water Plant permit is up for renewal. Paperwork has been sent in.
- 3. MESER would review Waste Water Permit and any updates needed for \$.75 per hookup. More information needed.

Ann Jaenisch, Prairie Park Place Housing Manager, presented her monthly report. She attended a MHHA meeting today. As of January 1, 2007, MDH has made it mandatory for facilities to indicate whether Assisted or Independent Living. Prairie Park Place is Independent Living. Registration Fees have increased from \$35.00 to \$155.00 per year beginning July 1, 2007. MDH making changes to housing and more paperwork is going to be required in the future.

Ralph Bradley, Police Chief, gave his monthly report.

Clara City City Council Meeting of March 13, 2007 continued:

Judy Gosseling, Deputy Clerk, presented the Medicare billable rates for the Clara City Ambulance Service that became effective on January 1, 2007:

1. Miles one (1) through seventeen (17) increased to \$9.38.
2. Miles eighteen (18) though fifty (50) are billed at \$8.00. Medicare reimburses at \$6.25.
3. Miles fifty-one (51) and over increased to \$7.81.

These are automatic increases.

Judy does not suggest an increase in the base rates or miles eighteen (18) though fifty (50) for 2007.

Mayor/Council Reports:

1. Les Feia reported that he and Sara Folsted attended the State Of Minnesota Avian and Pandemic Influenza Regional Business Symposium. Plans as a community need to be put in place as an "if this would happen" situation.

February's BTAH meeting featured Susan Brickweg from EAN. Next meeting will be March 21 with Missy Bodin giving an update on MACCRAY Community Ed and there will be a presentation on Relay for Life.

2. Missy Bodin talked about MACCRAY Community Ed. The three (3) communities are willing to work together and yet keep some classes/events separate relative to each community.

Clara City Fire Department/Township Fire Board Meeting was held and the Township Fire Budget was approved.

3. Kurt Koenen presented one Zoning Permit for the Clara City Herald for reroofing back of building.

On a motion by Missy Bodin and seconded by Dwight Mulder the permit was approved.

Motion carried.

EDA and Planning Commission are working on codes and covenants for Hawk Creek Acres. Swift Mfg is still looking at purchasing property in town for expansion.

Care Center – four (4) empty beds. Computers are on order. Did not get the bus that they were bidding on, but know of another one that may be for sale later this year.

Citizens Petitions, Requests, and Concerns:

Steve Olander reported on the annual Clara City Community Haus annual meeting and said the Community Haus is doing well.

John White also went on record thanking the City Crew for the snow removal efforts. Roger Knapper stated the majority of the snow removal is done by Jeff DeGrote and Gerald Asche and that he would pass the thanks along to them.


On a motion by Dwight Mulder and seconded by Les Feia the following checks were approved for payment:


City			
	Computer	8879 – 8944	\$138,582.78
	Manual	None	
Care Center			
	Computer	35152 – 35244	\$304,736.88

On a motion by Dwight Mulder and seconded by Les Feia the checks were approved.

Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Missy Bodin and seconded by Shirley Klaassen at 8:15 p.m..

  
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 Kurt Koenen, Mayor

  
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 Judy Gosseling, Deputy Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, APRIL 10, 2007  
6:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, April 10, 2007 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Kurt Koenen Missy Bodin	Les Feia Shirley Klaassen	Dwight Mulder
Also present:	Sara Folsted John White Ann Ruiter Marcia Schwitters	Ann Jaenisch Harold Swanson Jeannie Mae Wubben Harlan Ruiter	Judy Gosseling Randy Klinghagen Sylvia Klinghagen

On a motion by Les Feia and seconded by Shirley Klaassen to approve the agenda.  
Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder the minutes of the March 13, 2007, meeting were approved with the addition requested by Shirley Klaassen to include reference of her question regarding the sale of the squad car on e-bay.  
Motion carried.

At 6:35 p.m. Mayor Kurt Koenen opened the 2007 Clara City Board of Appeal and Equalization. Harold Swanson was present to thank County Assessor Carol Shutze for an article that appeared in the Montevideo newspaper. Shutze went on to explain what type of tax information is available and where to find it. After a brief non property specific question and answer discussion regarding taxes, the Board of Appeal and Equalization was left open and the Council continued with its agenda.

Sara Folsted, City Administrator, presented information for Roger Knapper, Director of Public Works.

1. Presented a petition from Dwight and Jan Mulder for the removal of the sidewalk at their residence on 311 1<sup>st</sup> St. SW.  
On a motion by Missy Bodin and seconded by Les Feia to approve the petition for the removal of the sidewalk at 311 1<sup>st</sup> ST. SW.  
Ayes: Feia, Bodin and Klaassen, Abstain: Mulder  
Motion Carried.
2. Presented two proposals for tower cleaning from Liquid Engineering. The first proposal included assessment and on-sight reporting for \$2,250.00. The seconded included sediment removal, assessment and on-sight reporting for \$3,235.00. After discussion, On a motion by Dwight Mulder and seconded by Less Feia to accept the second proposal which includes sediment removal.  
Motion carried.
3. The City of Clara City is included as a facility in the Minnesota River Basin and as a result in changes to our permit for phosphorus limits beginning in 2008 we are in need of adding additional chemicals to reduce the amount of phosphorus in our wastewater. To accommodate this, an additional building will need to be added to house the chemicals and equipment. Bolton & Menk, Inc. submitted an estimate of \$15,000 for preparing design report, plans, specs, construction engineering services and the bidding process for the construction of the new building.

On a motion by Les Feia and seconded by Dwight Mulder to accept the estimate by Bolton & Menk, Inc. for the above listed services.  
Motion Carried.

4. Presented a bid from Freetly Electric for the addition of electrical wiring for the new shelter for the amount of \$4,616.00. Electric for the shelter was not included in the original grant application so this would be an additional cost. After discussion, it was the consensus of the council to ask the park committee to seek out additional bids and other options that could lower the cost.

Ann Jaenisch, Prairie Park Place

1. Jaenisch reported that April has been a busy month for moving. There are a few new residents and one apartment change.
2. Funds were budgeted in 2007 for two new stoves and one of those will need to be purchased within the next couple of weeks.
3. Jaenisch has also been reviewing with tenants during Severe Weather Awareness week the procedure to use if severe weather should occur.

Ralph Bradley, Chief of Police

1. Chief Bradley presented to the council the department's monthly activity report for March 2007. The month was very busy with only one investigation remaining open. All other investigations resulted in either an arrest or a criminal complaint being filed.

Judy Gosseling, Senior Accounting Clerk

1. We are looking into increasing the water rate as the last increase was in 2004. More information and market research will be coming. Sara Folsted stated that we will be working with David Drone and associates to determine what the increase should be.

At 7:08 Mayor Kurt Koenen asked if there was any additional public comment regarding the Board of Appeal and Equalization. No additional public comment was offered.

On a motion by Dwight Mulder and seconded by Missy Bodin to close the board of appeals and equalization at 7:08 p.m.  
Motion carried.

A group from the community was present to discuss adding mailboxes to an existing cluster box on North Division Street. They wanted to know why they weren't able to have a mailbox added. After discussion on the origin of the ordinance regarding mailboxes, it was decided to have Sara Folsted look into the possibility of repealing the ordinance to allow residents along existing postal routes to have mailboxes. Action will take place at the next regular City Council meeting.

Harold Swanson was then given the floor. He inquired about the possibility of having a crosswalk outside the post office to the dirt lot across the road. The lot is private property and due to other concerns a crosswalk at that location may not be feasible.

Sara Folsted, City Administrator reported on the following:

1. RESOLUTION NO. 07-02 – RESOLUTION DECLARING MAY 13<sup>TH</sup> THROUGH 19<sup>TH</sup>, 2007, "HOMES FOR THE AGING WEEK".

On a motion by Les Feia and seconded by Missy boding to approve resolution 07-02 declaring May 13<sup>th</sup> 0 19<sup>th</sup> "Homes for the Aging Week."

Motion Carried

2. Proposed changing the wind energy committee to renewable energy as there are many sources of energy that we should be looking into in this region in addition to wind energy. On a motion by Missy Bodin and seconded by Shirley Klaassen to change the wind energy committee appointments to renewable energy.  
Motion carried
3. Gave to the council a legislative update. Letters of support have been sent by Folsted on behalf of the city supporting Community Development Block Grant funding as well as a bill that would allow the city to submit a claim to recoup some of the reasonable costs of operating the city impound lot.
4. An intent to apply was submitted to Blue Cross Blue Shield for funding to run a course to teach fall prevention to older adults and to volunteer trainers who could replicate the program.
5. Presented a lawful gambling application for Hawk Creek Ducks Unlimited to conduct a raffle.  
On a motion by Les Feia and seconded by Dwight Mulder to approve the permit without a waiting period.  
Motion carried.
6. Presented two recommendations from the planning commission for approval.  
  
After discussion, on a motion by Les Feia and seconded by Dwight Mulder upon the recommendation of the Clara City Planning Commission to approve the declaration of covenants, conditions, and restrictions of Hawk Creek Acres to the City of Clara City.  
Motion carried.  
  
After discussion, on a motion by Dwight Mulder and seconded by Les Feia to approve ORDINANCE NO. 313, Second Series - AN ORDINANCE AMMENDING THE ZONING ORDINANCE OF THE CITY OF CLARA CITY, by adding daycare businesses as a permitted use in R1, R2, R3, and B1 zoned areas.  
Motion carried.  
Ordinance will go into effect once it is published.
7. Distributed information regarding an upcoming audio conference presented in conjunction with the National League of Cities, "Supporting School Readiness: A Critical Economic Investment for Cities," sponsored by NLC's Institute for Youth, Education, and Families. The city is registered for the audio conference and council members are invited to attend.
8. Asked for input regarding a long and short range goal setting session. Steve Jones, City Manager of Montevideo, volunteered his assistance in a goal setting session. It was the consensus of the council to schedule a date for goal setting.

#### Mayor and Council Reports

1. Kurt Koenen presented two zoning permit applications for approval, see April planning commission minutes for lists.  
On a motion by Les Feia and seconded by Shirley Klaassen to approve the land use permits.  
Motion carried
2. Kurt Koenen asked the council to approve Jeff Davids and Heather Coleman as new Ambulance members.  
On a motion by Les Feia and seconded by Shirley Klaassen to approve Jeff Davids and Heather Coleman as new Ambulance members.  
Motion carried.

3. Kurt Koenen reported on the Joint County, City, School boards legislative conference in March. He and Sara Folsted attended on behalf of the City and met with our local representatives to discuss legislation affecting our area.
4. Shirley Klaassen inquired about the pool stairs as well as progress on the drop box. Pool stairs are being looked into, we have all ready met with representative from LMCIT as to what the requirements would be and that we have been pricing different drop boxes for night and weekend utility payment deposits.
5. Les Feia reported that a survey was being conducted asking those on the Business Talk After Hours mailing list to find out how people felt about it.
6. Missy Bodin thanked Sara Folsted for her work on the joint community education and city activities that have been taking place.

On a motion by Les Feia and seconded by Missy Bodin the following checks were approved for payment:

City

Computer	8945 – 9031	\$ 125,127.64
Manual		

Care Center

Computer	35245 – 35332	\$ 309,225.56
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As there was no further business to come before this meeting, the meeting was adjourned on a motion by Les Feia and seconded by Missy Bodin at 8:40 p.m.

Motion/carried.

  
 \_\_\_\_\_  
 Kurt Koenen, Mayor

  
 \_\_\_\_\_  
 Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, MAY 8, 2007  
6:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, May 8, 2007 at 6:40 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia Dwight Mulder  
Missy Bodin Shirley Klaassen

Also present: Sara Folsted Ann Jaenisch Judy Gosseling  
John White Owen Gustafson Randy Klinghagen  
Sherry Ristau Marie Jansen Ron Noyes

On a motion by Missy Bodin and seconded by Shirley Klaassen to approve the agenda.  
Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder to approve the minutes of April 10, 2007, meeting.  
Motion carried.

Sherry Ristau from Southwest Initiative Foundation (SWIF) along with Ron Noyes from Impact Innovations presented a check for \$1,000 to the park fundraiser. The check consisted of \$500 from SWIF from the 20<sup>th</sup> Anniversary Award that was awarded to Impact Innovations along with a \$500 match from Impact Innovations.

Roger Knapper, Director of Public Works.

1. Presented bids for electric in the park shelter: Freetly \$4,668, Lloyds \$3,763, Potter was not interested in submitting a bid.

On A motion by Les Feia and seconded by Shirley Klaassen to approve the bid from Lloyds Electric at \$3,763.

Motion carried

Ann Jaenisch, Prairie Park Place

1. Jaenisch reported that May is Older American's Month and Prairie Park Place will be celebrating "Homes for the Aging Week" with its Annual Friendship Tea on Friday, May 18<sup>th</sup>. Everyone is invited to attend.
2. The flooring in two of the apartments needs to be replaced. She had Fragodt's come to get a price for laminate only.

Ralph Bradley, Chief of Police

1. Chief Bradley presented to the council the department's monthly activity report for April 2007.
2. Training was done at the school for the McGruff safe house program.
3. Discussion was held on the new circle sentencing program that is starting in Chippewa County.

Judy Gosseling, Senior Accounting Clerk

1. Due to the council meeting date falling early in the month, not all bills are in to do A/P.
2. Judy gave an update on the park project. Concrete was poured for the new skate park and a partial payment was made to True Ride for the equipment.
3. Gave to the council an update on Prairie Fest. There will be no Johnny Holmes concert this year but they are working on booking for next year.

Sara Folsted, City Administrator reported on the following:

1. 2007 Pool fees will be as follows: 10 Punch Passes \$30 for adults, \$25 for students, Summer Passes \$60 for individuals, \$105 for a family of 2 or 3, \$115 for a family of 4, and \$125 for a family of 5. Daily rates are \$4 for adults, \$3 for students, and \$2 for children under the age of 5.
2. The 2007 pool wages were presented, wage scale to remain the same as last year for life guards starting at \$6.25 and increasing 20 cents for each year of service. Life guards with WSI receive an additional 25 cents per hour. Swimming pool manager salary set at \$5628.

On a motion by Les Feia and Seconded by Shirley Klaassen to approve the 2007 swimming pool wage scale and managers salary.  
Motion Carried.

3. Discussion was held on pool hours and policies for closing the pool during posted hours. It was the consensus of the council to keep the pool open during posted hours despite the number of swimmers unless there is a weather related reason to close.

4. Presented ORDINANCE NO. 314 SECOND SERIES, AN ORDINANCE REPEALING SECTION 7.13 OF THE ZONING ORDINANCE OF THE CITY OF CLARA CITY, MINNESOTA REGARDING THE REGULATION OF MAILBOXES.

After discussion, on a motion by Missy Bodin and seconded by Shirley Klaassen to pass Ordinance No. 314.

Motion carried.

5. Presented a lawful gambling permit for the Church of St. Clara.

On a motion by Les Feia and seconded by Dwight Mulder to approve the lawful gambling permit waiving the 30 day waiting period.

Motion carried.

6. Discussion was held on refunding residents who plant boulevard trees.

After discussion, on a motion by Les Feia and Seconded by Shirley Klaassen to refund residents up to \$30 per tree planted in the boulevard.

Motion carried.

7. Agreement for Assessment Services - agreement with Chippewa County to provide assessment services for two years.

On a motion by Missy Bodin and seconded by Les Feia to approve the contract with Chippewa County to provide assessment services to Clara City.

Motion carried

8. Reported that the Clara City Clean up day will be June 9, 2007, from 8:00 a.m. to 11:00 a.m.

#### Mayor and Council Reports

1. Mayor Kurt Koenen attended the circle sentencing meeting. He reported the Care Center is doing well. There is a vacancy on the Care Center Board after the resignation of Jayne Jarrett. It was his recommendation to appoint Jane Reed to fill the vacancy on the Care Center Board.

On a Motion by Missy Bodin and seconded by Dwight Mulder to appoint Jane Reed to the Care Center Advisory Board.

Motion Carried

2. Mayor Kurt Koenen presented 5 land use permits for approval (see Planning Commission minutes for list).

On a motion by Missy Bodin and seconded by Shirley Klaassen to approve the land use permits.

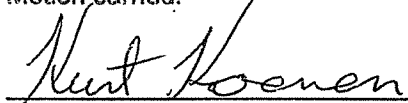
Motion carried.

3. Les Feia reported that BTAH has a new Chair, Sue Jenson. This month's tour is the Clara City Water Plant.
  
4. Missy Bodin reported that the pool fundraiser would be on June 3<sup>rd</sup> and any help would be appreciated.

The next meeting of the Clara City City Council will be held on Tuesday, June 12, 2007, at 6:30 p.m.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Missy Bodin and seconded by Shirley Klaassen at 8:20 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

  
\_\_\_\_\_  
Sara Folsted, Administrator/Clerk

SPECIAL MEETING  
OF THE CITY OF CLARA CITY CITY COUNCIL  
TUESDAY, JUNE 5, 2007  
6:30 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, June 5, 2007 at 6:35 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia  
Dwight Mulder Shirley Klaassen  
Missy Bodin

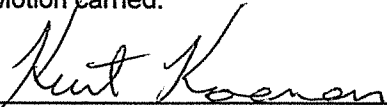
Also present: Sara Folsted Ann Jaenisch Roger Knapper  
Judy Gosseling Arlene Stager Lowell Knapper

On a motion by Les Feia and seconded by Shirley Klaassen to approve the agenda.  
Motion carried.

City Administrator Sara Folsted led a discussion on the upcoming multi-county functional pandemic exercise on June 7, 2007. Informational material was handed out specific to this drill as well as excerpts from the City's emergency management operations plan. Discussion was held as to what would occur at Thursday's drill as well as what would happen if this were a real event. Clara City is a staging site for triage and transportation for the city as well as six townships.

At 7:15 p.m. Mayor Kurt Koenen closed the meeting under Minnesota Statute 13D.05, subd. 3 (c) 3, meetings having data classified as not public.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Shirley Klaassen and seconded by Les Feia at 7:45 p.m.  
Motion carried.

  
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Kurt Koenen, Mayor

  
\_\_\_\_\_  
Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, JUNE 12, 2007  
6:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, June 12, 2007 at 6:32 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia Dwight Mulder  
Missy Bodin (7:50) Shirley Klaassen

Also present: Sara Folsted Ann Jaenisch Judy Gosseling  
John White Ralph Bradley Roger Knapper

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the agenda moving the G.O. Bond Refunding to the first item under City Administrator Sara Folsted.  
Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder to approve the minutes of May 8, 2007, meeting.  
Motion carried.

Mayor Koenen called on Larry Wepplo and Darrin Ogdahl, City Auditors representing Conway, Deuth & Schmiesing, to present the 2006 City Audit Report and Memorandum to Mayor and City Council. They reported that the City is financially sound. On a motion by Les Feia and seconded by Shirley Klaassen to accept the 2006 Audit Report and Memorandum to Mayor and City Council.  
Motion carried.

Roger Knapper, Director of Public Works.

1. Presented a petition for the removal of the sidewalk in front of the following residences:  
411 NE 1<sup>st</sup> ST.  
415 NE 1<sup>st</sup> ST.  
423 NE 1<sup>st</sup> ST.  
431 NE 1<sup>st</sup> ST.

All residents have signed the petition and Roger Knapper will mark any water shut-off valves in the area.

On a motion by Dwight Mulder and seconded by Les Feia to approve the petition for the removal of the sidewalk.

Motion carried

2. The wastewater plant aeration basins have grit in them. In the middle of the month one of the basins will be cleaned. Depending on the conditions of the others he will try to stagger their cleaning if possible.
3. Reported that we will be getting some estimates on a few street repair projects that need to be done. Explained that we have a new process we will be starting for prioritizing and funding street repair projects. City Administrator Sara Folsted explained that the city is still working with Shannon Sweeny of David Drown and associates to develop a capital improvement plan which will develop a system for prioritizing projects and how those projects will be funded.

Ann Jaenisch, Prairie Park Place

1. Jaenisch reported that Grinnell Fire Inspection performed the annual inspection and three leaks were found in the system. The leaks were clamped off and will be repaired at a later date.

2. An air conditioner had to be replaced and a few others had been repaired.

Judy Gosseling, Senior Accounting Clerk

1. Cross Country Trail Blazers are asking for an extension of the 3.2 Beer and Wine Cooler Liquor License for the Street Dance on July 7<sup>th</sup> to be able to serve until 1:00 a.m. on Sunday. This is allowed under current ordinance. They would have to show proof of insurance for two days and pay for a two day license instead of a one day.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the two day license to go until 1:00 a.m. on Sunday, July 8<sup>th</sup>, 2007.

Motion carried.

Ralph Bradley, Chief of Police

1. Chief Bradley presented to the council the department's monthly activity report for May 2007.
2. Chief Bradley along with County Sheriff Stacy Tufto and Judy Gosseling put on bicycle safety classes to fourth graders at both MACCRAY Elementary schools.

Sara Folsted, City Administrator reported on the following:

1. Presented Resolution 07-03 RESOLUTION PROVIDING FOR THE SALE OF \$935,000 GENERAL OBLIGATION HOUSING REVENUE REFUNDING BONDS, SERIES 2007.

After discussion on a motion by Les Feia and seconded by Dwight Mulder to adopt resolution 07-03.

Motion Carried.

2. Reported on the planning process and the upcoming Design Team application. Asked each of the council members to seek letters of support for the application and bring them to the next council meeting to be included with the Design Team application.
3. Presented a funding request from the Southwest Minnesota Arts & Humanities Council for \$50.00 to help promote arts activities in the eighteen counties of southwestern Minnesota.

On a motion by Les Feia and seconded by Dwight Mulder to approve the \$50.00 contribution to the Southwest Minnesota Arts & Humanities Council.

Motion carried.

Mayor and Council Reports

1. Mayor Kurt Koenen presented 11 land use permits for approval (see Planning Commission minutes for list).

On a motion by Dwight Mulder and seconded by Les Feia to approve the land use permits.

Motion carried.

2. Les Feia reported that next months BTAH will be at Kay's Naturals and that Gene Wenstrom will be speaking.

3. Missy Bodin reported that the pool fundraiser had a good turnout.

On a Motion by Les Feia and Seconded by Dwight Mulder the following checks were approved:

City

Computer:	May:	9032 – 9114	\$124,465.44
	June:	9115 – 9199	\$166,981.79

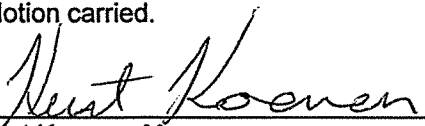
Care Center

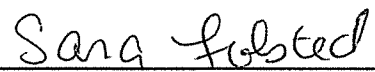
Computer:	35333 – 35444	\$312495.59
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The next meeting of the Clara City City Council will be held on Tuesday, July 10, 2007, at 6:30 p.m.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder and seconded by Les Feia at 8:00 p.m.

Motion carried.

  
\_\_\_\_\_  
Kurt Koenen, Mayor

  
\_\_\_\_\_  
Sara Folsted, Administrator

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, JULY 10, 2007  
6:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, July 10, 2007 at 6:30 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia Dwight Mulder  
Missy Bodin Shirley Klaassen

Also present: Sara Folsted Ann Jaenisch Judy Gosseling  
Ralph Bradley Harold Swanson Roger Feldman  
Dan Cronen Carrie Cronen Ronald Rand  
Tom Pieper

On a motion by Dwight Mulder and seconded by Missy Bodin to approve the agenda with the addition of discussion on the Vreeman Construction bill under the Public Works department.  
Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder to approve the minutes of June, 2007, meeting removing the duplicated police department report.  
Motion carried.

Public Works Department, Vreeman Construction Bill

1. Sara Folsted presented a bill on behalf of the public works department from Vreeman Construction. The bill was for hauling granite fines on two sections of gravel roads that are in the city limits. The work was ordered by Stoneham Township and this was the first time the city has received a bill for such work. Discussion occurred on whether or not to pay the bill for work that was not ordered by the city and what would be done in the future. The public works department has the ability to haul gravel on their own so it was decided that in the future, the City would take care of hauling gravel to be distributed on those sections of roads.

On a motion by Shirley Klaassen and seconded by Les Feia to pay the Vreeman Construction bill for hauling the granite fines as well as the bill that is yet to come in for the granite fines.

Motion carried.

Ann Jaenisch, Prairie Park Place

1. Jaenisch reported that all apartments are occupied and that there are currently 28 names on the waiting list.
2. Presented a proposal from Simplex Grinnell for flushing the sprinkler mains as sediment was found during the last repairs. It is possible that after the mains are flushed more leaks will be discovered, however with the sediment remaining in the pipes the condition will only worsen.

On a motion by Les Feia and seconded by Shirley Klaassen to accept the proposal from Simplex Grinnell for \$1,890 for flushing and \$760 for new gaskets.

Motion carried.

Ralph Bradley, Chief of Police

1. Chief Bradley presented to the council the department's monthly activity report for June 2007.

2. Sara Folsted presented the results of the sealed bids for vehicles in the impound lot. The high bid for the 1995 Chevy Corsica went to Brad Munsterman for \$200 and the high bid for the 1989 Chevy extended cab went to Bob Mast for \$425.
- On a Motion by Les Feia and Seconded by Missy Bodin to award the sale to the high bidders.  
Motion carried.

**Judy Gosseling, Senior Accounting Clerk**

1. Judy Gosseling along with Sara Folsted presented recommendations from Shannon Sweeney from David Drown Associates regarding a water rate increase. Two alternatives were presented the first was to implement a 4% annual increase to the user charge and the second would be to do a 50 cent increase this year and then re-evaluate the rates in a few years. After discussion,

On a motion by Les Feia and seconded by Missy Bodin to have a public hearing on Tuesday, August 14, 2007, regarding alternative number two, increasing the water rates by 50 cents effective September 21, 2007.

Motion carried.

**Sara Folsted, City Administrator reported on the following:**

1. Dan and Carrie Cronen were present and Sara Folsted spoke on behalf of Robbie Dirksen regarding the possibility of purchasing land in front of their houses. It was the consensus of the council to pursue this in a positive manor. Sara Folsted will follow up with Cronen's and Dirksen.
2. Presented a contract for professional services from the Upper Minnesota Valley Regional Development Commission to assist in the submission of a Small Cities Development Program Grant.

On A Motion by Shirley Klaassen and seconded by Les Feia to approve the contract.

Motion Carried

3. Presented information to the council regarding data classification.
4. Presented Resolution 07-04 RESOLUTION APPROVING THE ISSUANCE BY CLARA CITY ECONOMIC DEVELOPMENT AUTHORITY OF ITS HOUSING REVENUE REFUNDING BONDS, SERIES 2007A (CITY OF CLARA CITY, MINNESOTA GENERAL OBLIGATION), IN AN AGGREGATE PRINCIPAL AMOUNT OF \$935,000 BACKED BY THE FULL FAITH AND CREDIT OF THE CITY OF CLARA CITY. After discussion on a motion by Dwight Mulder and seconded by Missy Bodin to adopt resolution 07-04.

Motion Carried.

5. Presented Resolution 07-05 RESOLUTION ACCEPTING LIONS CLUB DONATION. After discussion on a motion by Missy Bodin and seconded by Shirley Klaassen to adopt resolution 07-05.

Motion Carried.

Donation to be used as follows: \$1,000 electric in new park shelter, \$1,000 swimming pool, \$1,000 ambulance fundraiser, \$500 library.

**Mayor and Council Reports**

1. Les Feia reported that next BTAH meeting is on the 18<sup>th</sup> of July and is going well.
2. Missy Bodin reported that Bethany Bible school was making a donation to the pool to be used for the purchase of a basketball hoop. We have been researching steps and they should be in next year, there has been a problem with finding steps that are compatible with our pool.
3. Kurt Koenen reported that things are going well at the care center, there was one empty bed and average case mixes are increasing. The EDA is in the process of developing a Community Foundation that would be run by a community group. Presented six zoning applications for approval (see planning commission minutes for list). After discussion,

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve the zoning permits.

Motion carried.

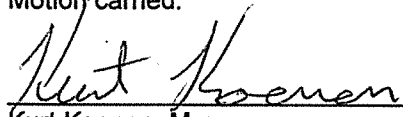
Citizens Petitions, Requests and Concerns

1. Harold Swanson was present and spoke regarding the thistles on the BNSF railroad property. He would like to see those eliminated. Also wanted to know where the clay came from and where it was going that is currently piled near the city dump.

The next meeting of the Clara City City Council will be held on Tuesday, August 14, 2007, at 6:30 p.m.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Missy Bodin and seconded by Les Feia at 7:50 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

  
\_\_\_\_\_  
Sara Folsted, Administrator

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, AUGUST 14, 2007  
6:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, August 14, 2007 at 6:30 p.m. in the Council Chambers of City Hall.

Present:	Kurt Koenen	Les Feia	Dwight Mulder
	Missy Bodin	Shirley Klaassen	
Also present:	Sara Folsted	Ann Jaenisch	Judy Gosseling
	Ralph Bradley	Harold & June Swanson	Stanley Sell

On a motion by Dwight Mulder and seconded by Les Feia to approve the agenda.  
Motion carried.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the July 10, 2007 minutes.  
Motion carried.

At 6:30 p.m. Mayor Kurt Koenen opened the public hearing regarding a \$0.50 increase in the water rate to \$4.00 per thousand gallons. Mayor Koenen asked for public comment, as none was offered the public hearing was left open and the City Council continued with its agenda.

June and Harold Swanson were present to discuss miscellaneous tax payer concerns. Among those were concerns with BNSF Railroad property and trains, the MACCRAY Junior High School building and pedestrian crossings at the post office.

**Public Works Department**

1. Presented a proposal for concrete work from Heiling Construction Inc. for \$4,995,  
On a motion by Les Feia and seconded by Shirley Klaassen to approve the proposal.  
Motion carried.

**Ann Jaenisch, Prairie Park Place**

1. Jaenisch reported that all apartments are occupied and that there are currently 24 names on the waiting list.
2. Grinnell flushed the pipes at Prairie Park Place. Jaenisch brought in a baggie with a sample of what came from the pipes.

**Ralph Bradley, Chief of Police**

1. Chief Bradley presented to the council the department's monthly activity report for July 2007.
2. Chief Bradley reported on a 40 hour crisis intervention class he attended that fulfilled his required POST board continuing education credits. The cost of the class was covered by Chippewa County Family Services.

Mayor Kurt Koenen again asked for public comment regarding a water rate increase of \$0.50 resulting in a rate of \$4.00 per thousand gallons of water. As no public comment was offered on a Motion by Les Feia and seconded by Dwight Mulder to approve RESOLUTION NO. 07-06 A RESOLUTION APPROVING A WATER RATE INCREASE PER THOUSAND GALLONS, FOR THE CITY OF CLARA CITY, MN.

Motion Carried

On a Motion by Les Feia and seconded by Dwight Mulder to close the public hearing.  
Motion carried.

Judy Gosseling, Senior Accounting Clerk

1. Judy Gosseling presented to the council her monthly report. Accounts receivables appear to be high however there were ambulance bills sent out the end of June that we received payment for and part of our LGA payment also came in.

Sara Folsted, City Administrator reported on the following:

1. LP bids were opened from Dooley's Petroleum and Farmers Coop Oil. Both bids were for \$1.49 per gallon.

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the purchase of 20,000 gallons of LP from Dooley's Petroleum and 20,000 gallons of LP from Farmers Coop Oil Company for \$1.49 for September 1, 2007 to August 31, 2008.

Motion carried

2. Presented to the council a contract with Maxfield Research Inc. to complete a Preliminary Demand Estimate and Full Market Feasibility Study to examine and make recommendations for the market for affordable and market-rate congregate, assisted living, memory care senior housing and skilled nursing care in Clara City. The cost of this would be \$11,000 to be split between the City and the Clara City Care Center.

On a Motion by Les Feia and seconded by Dwight Mulder to approve the Maxfield contract.  
Motion carried.

Mayor and Council Reports

1. Dwight Mulder expressed concern over the Classic Cruisers sign that is placed near Highway 23 during the show as it reduces visibility near the highway. In the future if the sign placement causes reduced visibility at the highway intersection, John Donner will be called and asked to move the sign.
2. Les Feia reported on BTAH.
3. Missy Bodin reported that the pool will be closing August 25<sup>th</sup> and that the season has gone well. Bodin also asked about the progress on the land Dan and Carrie Cronen are interested in purchasing from the city. After the trail meeting the City will have a better idea of what land is available in that area.
4. Kurt Koenen reported that there was no EDA meeting and that the Care Center was doing well.
5. Kurt Koenen Presented two zoning applications for approval (see planning commission minutes for list). After discussion,

On a motion by Les Feia and seconded by Shirley Klaassen to approve the zoning permits.  
Motion carried.

Citizens Petitions, Requests and Concerns

1. June Swanson asked questions regarding city fleet replacement.
2. John White asked how Hawk Creek Acres was coming along. City Administrator Folsted reported that there has been some strong interest in a few of the lots but no purchase agreements as of yet.

On a motion by Missy Bodin and seconded by Les Feia the following checks were approved for payment:

City

Computer:	July: 9200 – 9278	\$175,452.74
	August: 9279 – 9366	\$453,933.48


Care Center

Computer:	35445 – 35533	\$315316.46
	35534 – 35622	\$298816.53

The next meeting of the Clara City City Council will be held on Tuesday, September 11, 2007, at 6:30 p.m.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Missy Bodin and seconded by Les Feia at 7:50 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

  
\_\_\_\_\_  
Sara Folsted, Administrator

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, SEPTEMBER 11, 2007  
6:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, September 11, 2007 at 6:32 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia  
Shirley Klaassen Dwight Mulder

Absent: Missy Bodin

Also present: Sara Folsted Ann Jaenisch Judy Gosseing  
Ralph Bradley Harold Swanson Roger Knapper  
Nancy Feia Harold Postma Roger Feldman  
Dan and Carrie Cronen Jack Sparks  
Vick Sparks

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the agenda with the Addition of Harold Swanson after Dan and Carrie Cronen  
Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder to approve the August 14, 2007 minutes.  
Motion carried.

Joe Thissen was not present to discuss the sidewalk in front of St. Clara Catholic Church. Administrator Folsted summarized his concerns and stated her position that the sidewalk removed in front of the Church would be their responsibility to replace as it was not requested by the City and was taken out as part of a larger project that the Church is completing. No action was taken at this time as there was not a representative from the Church available to discuss the concern.

Dan and Carrie Cronen were present to discuss the possibility of purchasing land from the city near their home. They presented a sketch of where they would like to purchase and said they would be willing to sign any easement or agreement necessary in the event that the Clara City Trail is funded. Administrator Folsted expressed her concerns that selling the land would restrict the cities ability to use the land as recreational when the trail is constructed. It is currently where the trail and a 25 car handicap accessible parking lot would be located. After discussion, the council decided to table the discussion until the council was able to view the site.

Harold Swanson asked to be moved to further down in the agenda under Citizen Petitions, Requests and Concerns.

Public Works Department

1. Presented three petitions for the removal of sidewalks.
  1. Curtis Hirman, 331 1<sup>st</sup> St. SE
  2. Jeffrey Asche, 323 1<sup>st</sup> St. SE
  3. Ardis Ostendorf, 327 1<sup>st</sup> St. SW

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the sidewalk removal petitions.  
Motion carried.

2. Roger Knapper met with a representative from U.S. Aquatics to discuss an assessment for the pool. He is currently working in Dawson and the expense of the assessment would be between \$2,000 and \$3,000 if the assessment was done while he was working in the area and would be between \$4,000 and \$5,000 if they made a separate trip. Judy looked at the funds available in the swimming pool budget and there is money available this year.

On a motion by Les Feia and seconded by Dwight Mulder to contact U.S. Aquatics for a pool assessment while they are working in the area.

Motion carried.

Ralph Bradley, Chief of Police

1. Chief Bradley presented to the council the department's monthly activity report for August 2007. He reported that calls were down but traffic stops increased. He is also seeing a decrease in meth related incidents and an increase in cocaine.

Sara Folsted, City Administrator reported on the following:

1. Presented RESOLUTION 07-07 REQUEST FOR SPONSORSHIP. Resolution requests that the county act as the legal sponsor for the Clara City Trail grant application.

On a motion by Les Feia and seconded by Dwight Mulder to approve RESOLUTION 07-07 REQUEST FOR SPONSORSHIP.

Motion carried.

2. Presented to the council a cooperative agreement between Clara City and Maynard for the small cities development program project. The agreement identifies Clara City as the lead city. A public hearing will be held on October 1, 2007 at City Hall regarding the application process and a representative from the UMRDC will be at this month's BTAH meeting and the October City Council meeting to discuss the grant program further.

On a Motion by Les Feia and seconded by Shirley Klaassen to approve the cooperative agreement between the Clara City and Maynard.

Motion carried.

3. Discussed with the council the Ordinances regarding boulevards. There seems to have been some confusion as to who is responsible for the maintenance of boulevards. Current City Ordinances state that the property owner is responsible for the maintenance of boulevards. Any concerns regarding Ordinances need to be directed to City Hall.

4. Presented to the Council 2008 Insurance Rates for the City of Clara City and the Clara City Care Center. We will receive the lowest increase possible under the group which is 4.5%. Also asked the council for approval to offer Dental and Eye coverage as payroll deductions to employees.

On a motion by Dwight Mulder and seconded by Les Feia to approve Dental and Eye coverage as payroll deductions for employees.

Motion carried.

5. Discussion was held on the 2008 Preliminary Budget.

On a motion by Dwight Mulder and seconded by Les Feia to approve the 2008 preliminary budget.

Motion carried.

6. Presented Resolution 07-08 RESOLUTION PROPOSING 2007 TAX LEVY COLLECTIBLE IN 2008. The proposed tax levy of \$538,933 represents approximately a 4% increase and is below the TNT maximum allowable levy for payable 2008 to qualify for TNT public hearing requirement of \$539,742.

On a motion by Shirley Klaassen and seconded by Les Feia to approve RESOLUTION 07-08 RESOLUTION PROPOSING 2007 TAX LEVY COLLECTIBLE IN 2008.

Motion carried.

7. Presented an access agreement with the MPCA to complete soil borings for vapor intrusion assessments, soil and water samples on city property.

On a motion by Dwight Mulder and seconded by Les Feia to approve the access agreement.  
Motion carried.

#### Mayor and Council Reports

1. Kurt Koenen Presented nine zoning applications for approval (see planning commission minutes for list). After discussion,

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the zoning permits.

Motion carried.

#### Citizens Petitions, Requests and Concerns

1. Harold Swanson asked questions regarding what EIT stood for and about the possibility of publishing the ordinance regarding maintenance of boulevards. EIT is extended illness time and is a benefit at the Clara City Care Center. City Administrator Folsted said it was publish an ordinance reminder which is done from time to time to remind people about various city ordinances. He then asked what the status is of the Jr. High School Building. City Administrator Folsted answered that at this time there is no proposal and it is her understanding that the school will hold a public meeting regarding the building. Swanson's next question was regarding publishing minutes in the paper and why it isn't being done. Folsted explained that the City is meeting its requirements and this discussion has been held at previous meetings and the consensus of the council was to not publish the minutes in the paper. Minutes are available on the internet and free of charge to anyone who wishes to have a copy.

On a motion by Les Feia and seconded by Dwight Mulder the following checks were approved for payment:

#### City

Computer:	9367 – 9434	\$250,803.33
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#### Care Center

Computer:	35623 – 35712	\$397,905.97
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The next meeting of the Clara City City Council will be held on Tuesday, October 9, 2007, at 6:30 p.m.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder and seconded by Shirley Klaassen at 8:01 p.m.

Motion carried.



Kurt Koenen, Mayor



Sara Folsted, Administrator

SPECIAL MEETING  
OF THE CITY OF CLARA CITY CITY COUNCIL  
MONDAY, OCTOBER 1, 2007  
7:30 P.M. CITY HALL

The special meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Monday, October 1, 2007 at 7:37 p.m. in the Council Chambers of City Hall.

Present:	Kurt Koenen Dwight Mulder Missy Bodin	Les Feia Shirley Klaassen
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Also present:	Sara Folsted	Jacki Anderson	Roger Knapper
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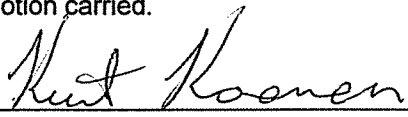
On a motion by Les Feia and seconded by Dwight Mulder to approve the agenda.  
Motion carried.

Mayor Kurt Koenen called the public hearing of the Clara City Council to order to discuss the Small Cities Development Program Grant application that will be submitted to the Department of Employment and Economic Development jointly with the City of Maynard. If awarded, the grant will provide funding for rehabilitation of low to moderate income single family homes, rental housing and commercial building rehabilitation in Clara City.

City Administrator Sara Folsted introduced Jackie Anderson from the UMVRDC to the Council. Anderson discussed with the council grant information and responded to questions from the Council. As no public comment was offered, Anderson and the Council continued discussion. The City Council supported the application and hoped to continue to seek funding in the future.

As there was no further discussion or questions, On a motion by Dwight Mulder and seconded by Shirley Klaassen to close the public hearing.  
Motion carried.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Shirley Klaassen and seconded by Les Feia at 8:02 p.m.  
Motion carried.

  
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Kurt Koenen, Mayor

  
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Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, OCTOBER 09, 2007  
6:00 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, October 09, 2007 at 6:00 p.m. in the Council Chambers of City Hall.

Present:	Kurt Koenen Shirley Klaassen	Les Feia Dwight Mulder	Missy Bodin
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Also present:	Sara Folsted Ralph Bradley Roger Feldman	Ann Jaenisch Harold Swanson Dan and Carrie Cronen	Judy Gosseling Roger Knapper Vick Sparks
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On a motion by Missy Bodin and seconded by Shirley Klaassen to approve the agenda with the Addition of Dan and Carrie Cronen at 6:15.  
Motion carried.

On a motion by Les Feia and seconded by Dwight Mulder to approve the October 1, 2007, special meeting minutes.  
Motion carried.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the September 11, 2007, meeting minutes.  
Motion carried.

Dave Lieser and Chad Forkrud were present representing the Clara City Fire Department. Lieser asked for council approval for two new fireman, Jay Donner and Butch Hasbrook. The two would begin training on November 14, 2007.

On a motion by Missy Bodin and seconded by Dwight Mulder to approve the addition of Jay Donner and Butch Hasbrook to the Clara City Fire Department.  
Motion carried.

Chad Forkrud asked for council approval for the Fire Relief Association to increase its contribution to the retirement benefit for Fire Department members to the pre – 9/11 amount of \$1,000 per year. Forkrud stated that after discussion with the auditors, the performance of Fire Relieve Association funds would support this action. After discussion,

On a motion by Les Feia and seconded by Missy Bodin to give approval to the Fire Relief Association to increase its retirement benefit to &1,000 per year.  
Motion Carried.

Sue Jenson, representing Prairie Fest Fundraiser Committee, addressed the Council on the following for Prairie Fest:

1. Approval for Fundraiser Street Dance to be held in Lions Park on Friday, June 6<sup>th</sup> 2008. Streets to be closed for the dance are Division Street from 2<sup>nd</sup> Avenue NW to 3<sup>rd</sup> Avenue NW. The Committee will set-up in the park on Thursday, June 5<sup>th</sup> 2008.
2. Approval of 3.2 Beer and Wine Cooler Liquor License for Friday, June 6 2008, with serving until 1:00 a.m. June 7, 2008, according to City Ordinance.
3. Fundraiser Street Dance to be covered by the City's general liability insurance, liquor liability until 1:00 a.m. June 7, 2008 provided by Committee.

After discussion, on a motion by Les Feia and seconded by Shirley Klaassen to approve the use of Lions Park and the closure of Division Street from 2<sup>nd</sup> Avenue NW to 3<sup>rd</sup> Avenue NW from June 5 – 6 2008.

Motion carried.

On a Motion by Dwight Mulder and seconded by Missy Bodin to approve a 3.2 Beer and Wine Cooler Liquor License for Friday, June 6<sup>th</sup> 2008, with serving until 1:00 a.m. June 7, 2008, according to City Ordinance and approve the Fundraiser Street Dance to be covered by the City's general liability insurance, liquor liability until 1:00 a.m. June 7, 2008 provided by Committee.  
Motion Carried

Dan and Carrie Cronen were present to discuss the possibility of purchasing land from the city near their home. They presented a revised sketch of where they would like to purchase as well as a valuation estimate of the property from Jim Trulock, Realtor with Citizens Real Estate. The valuation came in between \$2,500 and \$3,500. Les Feia expressed some concerns over the sale of land. Some questions he posed were; will there be enough room for future needs of the public works department if the land abutting their facility is sold, when resurfacing of highway seven occurs where will MnDot be able to pile the material, the snowmobile club had previously expressed interest in building on that site which would double as additional public works space and would like to know if they were still interested in pursuing that, and is concerned about the implications of selling land that is tied to the trail grant. The council asked for additional time to consider and look into these concerns before making a decision on the sale.

Chris Rosen, representing West Central Sanitation, asked the council to approve the 11 delinquent accounts to be certified to the household's property taxes. Property owners were notified of their delinquent accounts and that they could appear tonight to contest the bills, none were present.

On a motion by Dwight Mulder and seconded by Shirley Klaassen to certify the delinquent West Central Sanitation accounts to the property owners property taxes.  
Motion Carried.

#### Public Works Department

1. Presented two petitions for the removal of sidewalks.
  1. Justin Kortgard. 522 1<sup>st</sup> St. NE
  2. Donald and Paulette Kortgard, 526 1<sup>st</sup> St. NE

On a motion by Missy Bodin and seconded by Les Feia to approve the sidewalk removal petitions with Justin Kortgard's pending the completion of a previous curb project.  
Motion carried.

2. Roger Knapper met with a representative from U.S. Aquatics to perform an assessment for the pool. The assessment with repair estimates should be completed within the next two weeks.

#### Ralph Bradley, Chief of Police

1. Chief Bradley presented to the council the department's monthly activity report for September 2007.
2. Presented a citizen request for special handicap parking designation in front of her home. After discussion the council asked Bradley to offer alternatives to the individual for cautioning people from parking in front of the handicap curb cut in her sidewalk before having the curb painted blue and handicap parking sign erected.

Sara Folsted, City Administrator reported on the following:

1. Presented to the council a printout of City website statistics. Through the statistics function under website maintenance, the city can find out how many page views each section of our website has as well as how many different computers are accessing that information and at what time of day users are looking at information. Folsted pointed out in particular the page views of the City event calendar which lists all city meetings and the local government page where council minutes are able to be viewed. There are a high number of individuals accessing this information which is positive.

2. Folsted gave an update to the council regarding two recent grant applications. The Small Cities Development Program Grant application was submitted last week and we will know by mid-November if we are invited to complete a full application. The Clara City Walking Path and Bike Trail application for Federal Transportation Enhancement Funding was also submitted last week. Folsted met in person with Dawn Hegland from the RDC, Dave Rodeberg and Steve Kubista, while Kurt Koenen and Jeff Lopez met with Tom Behm from ATP, and Gene Wenstrom met with Anita Bair from the RDC in Slayton. We have two upcoming presentations on October 26, 2007. From 8:00 – 8:30, the House Capital Investment Funding Committee will be here for a trail presentation to support a bonding bill and at 10:30 we will be in Granite giving a presentation to the ATP ranking committee. Judy Gosseing also updated the council regarding our existing two grants for the park and the fire department. Both grants are coming to an end, the turnout gear for the fire department has been ordered and the park renovations are nearly completed. We will receive the remaining \$5,000 reimbursement from the DNR after inspection which will be completed prior to December 31<sup>st</sup> of this year.
3. Asked for the council to approve an EDA loan for up to \$30,000 to the new owner of the Green Meadow Inn for rehab. The loan terms are for 10 years at 7% fixed interest with a balloon at year 5, payments and interest are deferred until June 1, 2008 at which time all improvements need to be completed.

On a motion by Shirley Klaassen and seconded by Les Feia to approve the loan.  
Motion carried.

#### Mayor and Council Reports

1. Kurt Koenen Presented one zoning applications for approval:  
Harold Aalfs, 722 North Division Street, shingle garage.

On a motion by Missy Bodin and seconded by Les Feia to approve the zoning permit.  
Motion carried.

2. Les Feia reported that he attended the League of Minnesota Cities regional meeting in Spicer along with Kurt Koenen, Sara Folsted, and Shirley Klaassen. A lot of valuable information was given. He also asked what occurred at the school meeting last Thursday since he was unable to attend. No new ideas were brought to the table at that meeting. Feia reported that the next BTAH will be held on October 17, 2007 at 6:00 p.m. at the Community Center and Montevideo Clinic will be the presenters. Feia also asked if the City had reached a decision regarding a previous discussion on Halloween. It had been decided not to change the date of Halloween as all city sponsored activities are completed prior to Wednesday night church activities.
3. Shirley Klaassen asked that information on the burning of leaves be placed on the public access channel as she is receiving questions about whether or not burning is permitted.

#### Citizens Petitions, Requests and Concerns

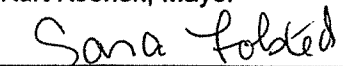
1. Harold Swanson was present to thank the Council and Roger Knapper for completing the cement work that will channel water on the road to the drain that is at the intersection near his residence.

The next meeting of the Clara City City Council will be held on Tuesday, November 13, 2007, at 6:30 p.m.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Missy Bodin and seconded by Shirley Klaassen at 7:16 p.m.

Motion carried.

  
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Kurt Koenen, Mayor

  
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Sara Folsted, Administrator

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, NOVEMBER 13, 2007  
5:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, November 13, 2007 at 5:30 p.m. in the Council Chambers of City Hall.

Present:	Kurt Koenen Shirley Klaassen	Les Feia Dwight Mulder	Missy Bodin
Also present:	Sara Folsted Harold Swanson John White Jackie Ast	Judy Gosseling Roger Knapper Steve Olander Roger Feldman	Ralph Bradley Marge Swenson Jane Wrede

On a motion by Missy Bodin and seconded by Shirley Klaassen to approve the agenda.  
Motion carried.

On a motion by Dwight Mulder and seconded by Shirley Klaassen to close the meeting for employee reviews motion carried.

On a motion by Dwight Mulder and seconded by Missy Bodin at 6:43 p.m. to reopen the council meeting.  
Motion Carried.

The meeting of the Clara City City Council met in closed session from 5:30 to 6:43 to discuss employee reviews with the following employees: Sara Folsted, Roger Knapper, Ralph Bradley, Judy Gosseling, Arlene Stager and Ann Jaenisch.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve the October 9, 2007 meeting minutes.  
Motion carried.

City Administrator Sara Folsted spoke on behalf of Dwight Munneke who was absent from the meeting after the passing of his father. He had wanted to ask the council if they would consider a memorial honoring his father and the work he has done in Clara City. Folsted will continue to be in contact with Munneke to discuss possibilities.

Clara City Care Center Administrator Marge Swenson presented the Care Center's FY08 Operating Budget. The budget is based on the same occupancy levels as last year.

On a motion by Les Feia and seconded by Dwight Mulder to approve the Clara City Care Center FY08 Operating Budget.  
Motion Carried.

Discussion was held regarding the Clara City Care Center Advisory Board. Les Feia suggested that Marge Swenson be present at future council meetings to give a department report similar to other staff and to be available for questions. Discussion was held on the role of the Advisory Board and whether or not it is serving its intended function. The process of handling employee complaints was also explained. Further discussion regarding the Advisory Board was tabled until a future meeting.

Jon Folkedahl of Folkedahl Consulting Inc. gave to the council a wind energy presentation. He is currently working with Willmar on a municipal wind project and has been in discussion with Maynard. A project for Clara City has the possibility for revenues of \$25,000+ per year. A multi

jurisdictional wind project was not suggested however, a joint agreement for servicing would result in a savings. The first step to a wind project would be a data analysis and feasibility study which would cost approximately \$7,500 each. Clara City, Maynard and Sacred Heart have previously had data collected for a possible wind project and depending on the amount of data that was collected that could reduce the cost of the analysis and feasibility study. Folkedahl mentioned some funding sources that are available to help fund municipal wind projects and new legislation that makes it beneficial for a city to consider a municipal wind project.

The Clara City Care Center annual audit report will be held on Dec. 11<sup>th</sup> at 5:30. This will be a joint meeting of the Clara City City Council and the Clara City Care Center Advisory Board. A debriefing of the BNSF Railway train derailment will be held on November 29, 2007 at 6:00 p.m. at City Hall.

Roger Knapper, Director of Public Works

1. Presented a report from USAquatics regarding recommendations and associated costs for pool repairs and improvements.
2. Shirley Klaassen asked roger if the holiday train decoration will be going up. Due to a business relocation the city is unable to use that location for the train and there is not another location with appropriate electric for the train.

City Administrator Sara Folsted distributed the monthly activity report for the Clara City Police Department.

Judy Gosseling, Deputy Clerk

1. Three establishments are in need of liquor license renewals for 2008.

On a motion by Les Feia and seconded by Missy Bodin to approve the liquor license renewal for Full Throttle Bar and Grill and Kegger's Bar and Grill pending proof of insurance.

Motion Carried.

On a motion by Missy Bodin and seconded by Les Feia to approve the 3.2 malt beverage license for Kwik-N-Ezy pending proof of insurance.

Motion Carried

Sara Folsted, City Administrator reported on the following:

1. Presented to the council RESOLUTION NO. 07-09 USE OF CONSENT AGENDAS AT REGULAR COUNCIL MEETINGS.

On a motion by Les Feia and seconded by Missy Bodin to approve RESOLUTION NO. 07-09 USE OF CONSENT AGENDAS AT REGULAR COUNCIL MEETINGS.

Motion carried.

2. Presented RESOLUTION NO. 07-10 A RESOLUTION APPROVING LAWFUL GAMBLING PERMIT APPLICATION FOR THE AMERICAN LEGION POST #485.

On a motion by Les Feia and seconded by Dwight Mulder to approve RESOLUTION NO. 07-10 A RESOLUTION APPROVING LAWFUL GAMBLING PERMIT APPLICATION FOR THE AMERICAN LEGION POST #485.

Motion carried.

3. Presented RESOLUTION 07-11 A RESOLUTION ACCEPTING DONATION FROM BNSF FOUNDATION. Folsted emphasized that the donation was to be used for a community project, not regular expenditures or debt retirement. Current projects were discussed with BNSF representatives and they wrote the check to the Clara City Walking Path and Bike Trail fund. After discussion,

On a motion by Dwight Mulder and seconded by Missy Bodin to approve RESOLUTION 07-11 A RESOLUTION ACCEPTING DONATION FROM BNSF FOUNDATION.

Motion carried.

4. Presented a service agreement from Prairie Five for 2008.

On a motion by Les Feia and seconded by Shirley Klaassen to approve the employee agreement with Prairie Five.

Motion carried.

On a Motion by Shirley Klaassen and seconded by Dwight Mulder to approve the facility contract for Prairie Five senior meals.

Motion carried.

5. Asked for council approval of a lawful gambling permit application for Cross Country Trailblazers waving the 30 day waiting period.

On a motion by Les Feia and seconded by Missy Bodin to approve the gambling permit application as presented waiving the 30 day waiting period.

Motion carried.

6. Discussion was held regarding the Clara City Christmas Kick-Off Celebration parade and the City Float. This year's theme will be emergency management. Two cars from the light up train will be on a trailer along with a sign thanking people for there work and cooperation that day. Emergency preparedness literature will be passed out to individuals at the parade. Council members and staff are asked to be at the float by 7:45 p.m. on November 23<sup>rd</sup> for parade lineup.

7. Presented RESOLUTION NO. 07-12 A RESOLUTION APPROVING THE SALE BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CLARA CITY, MINNESOTA'S, \$945,000 GENERAL OBLIGATION HOUSING REVENUE REFUNDING BONDS, SERIES 2007A, ALLOCATING SMALL ISSUER REBATE EXCEPTION AUTHORITY AND AUTHORIZING A CONTINUING DISCLOSURE UNDERTAKING.

On a motion by Shirley Klaassen and seconded by Dwight Mulder to approve RESOLUTION NO. 07-12 A RESOLUTION APPROVING THE SALE BY THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CLARA CITY, MINNESOTA'S, \$945,000 GENERAL OBLIGATION HOUSING REVENUE REFUNDING BONDS, SERIES 2007A, ALLOCATING SMALL ISSUER REBATE EXCEPTION AUTHORITY AND AUTHORIZING A CONTINUING DISCLOSURE UNDERTAKING

Motion Carried

#### Mayor and Council Reports

1. Kurt Koenen Presented five zoning applications for approval (see November Planning Commission Minutes for list).

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the zoning permits.

Motion carried.

2. Missy Bodin spoke about Community Education updates and that they will be offering a movie for seniors out at Prairie Park Place and rides to band and choir concerts.

#### Citizens Petitions, Requests and Concerns

1. Harold Swanson was present to question the BNSF donation to the walking path however it was previously explained by Folsted during the meeting. Also at question was citizen involvement at the council meeting and when could citizens speak regarding agenda items. Mayor Koenen explained that this had been discussed before and that a spot for Citizen Petitions, Requests and Concerns had been added to the agenda. Also, if an issue is of particular concern one can call City Hall to be added to the agenda to discuss it. Folsted will look into best practices for citizen involvement.

On a motion by Dwight Mulder and seconded by Missy Bodin the following checks were approved for payment:

City	Computer:	October	9435 – 9514	\$152,432.10
		November	9515 – 9589	\$184,329.01
Care Center	Computer:	September	35713 – 35804	\$326,451.20
		October	35805 – 35887	\$316,308.05

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Les Feia and seconded by Missy Bodin at 9:20 p.m.  
Motion carried.

Kurt Koenen  
Kurt Koenen, Mayor

Sara Folsted  
Sara Folsted, Administrator

CITY OF CLARA CITY WORKING SESSION  
SPECIAL MEETING OF THE CLARA CITY CITY COUNCIL, STAFF MEMBERS AND  
EMERGENCY RESPONSE TEAMS  
THURSDAY NOVEMBER 29, 2007  
6:00 P.M. CITY HALL

The working session of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Thursday, November 29, 2007 at 6:05 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia  
Dwight Mulder Shirley Klaassen


Absent: Missy Bodin

Also present: Sara Folsted Roger Knapper Dave Lieser  
Chad Forkrud Marge Swenson Judy Gosseling  
Troy Sweep John Smullen Marv Garbe  
Dave Holdberg Mike Woolridge Gary Perowitz

On a motion by Les Feia and seconded by Dwight Mulder to approve the agenda.  
Motion carried.

The City Council of the City of Clara City met in a working session with representatives from Clara City Fire Department, Clara City Emergency Management, Chippewa County Emergency Management, USDOT, BNSF Railway and West Central Environmental Consultants for a debriefing regarding the BNSF railway train derailment that occurred in Clara City on Monday October 29, 2007.

After discussion, as there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder and seconded by Shirley Klaassen at 7:21 p.m.  
Motion carried.

  
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Kurt Koenen, Mayor

  
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Sara Folsted, Administrator/Clerk

REGULAR COUNCIL MEETING  
OF THE CITY OF CLARA CITY  
TUESDAY, DECEMBER 11, 2007  
5:30 P.M. CLARA CITY CITY HALL

The regular meeting of the Clara City City Council was held and convened according to law by Mayor Kurt Koenen on Tuesday, December 11, 2007 at 5:31 p.m. in the Council Chambers of City Hall.

Present: Kurt Koenen Les Feia (in 6:32) Missy Bodin (out 6:38)  
Shirley Klaassen Dwight Mulder

Absent: None

Also present: Sara Folsted Judy Gosseling John White Steve Olander  
Harold Swanson Marge Swenson Jim Thein Jane Wrede  
Tracy Thoma Jackie Ast

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the agenda.  
Motion carried.

On a motion by Missy Bodin and seconded by Dwight Mulder to approve the consent agenda consisting of the following items:

1. Approval of November 13, 2007 and November 29, 2007 City Council Minutes.
2. Approval of lawful gambling permit for St. Clara's Catholic Church to conduct a raffle for the Clara City Ambulance waiving the 30 day waiting period.
3. Approval of zoning permit applications as recommended by the Planning Commission.
4. Approval of 2008 League of Minnesota Cities Liability Coverage Waiver Form electing not to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
5. Approval of Prairie Park Place monthly report.
6. Approval of Police Department monthly report.

Motion carried.

#### Citizen Petitions, Requests and Concerns

1. Harold Swanson was present to read a statement he made at the September City Council meeting regarding the publishing of City minutes as well as an article from the Clara City Herald.

At 5:37 p.m. Mayor Kurt Koenen turned the meeting over to James Thein, Chairman of the Clara City Care Center Advisory Board. The Clara City Care Center Advisory Board consisted of the Clara City Care Center's annual audit report for the year ending September 30, 2007. Jim Gillman from Conway, Deuth & Schmeising presented.

On a motion by Jackie Ast and seconded by Steve Olander to accept the Audit report from Conway, Deuth & Schmeising for year ending September 30, 2007.

Motion carried.

At 6:20 p.m. the meeting was turned back over to Mayor Kurt Koenen.

Jackie Anderson, planner with UMRDC, presented to the council a power point presentation outlining the Small Cities Development Grant Program. Clara City and Maynard have been invited to submit a full comprehensive joint application for funding to DEED. A public hearing will need to be held in January prior to submitting the full application.

Judy Gosseling, Deputy Clerk

1. Gosseling recommended eight ambulance bills for write-off as uncollectible for 2007. Of these seven are filed with revenue recapture program for collection through tax refunds but should be written off as we do not know when they will be collected and one is uncollectible for other reasons. Accounts are as follows:

Revenue Recapture Program filed	\$6,234.91
Uncollectible	<u>\$ 492.91</u>
Total 2007 Write-Off	\$6,727.82

On a motion by Shirley Klaassen and seconded by Dwight Mulder to write-off \$6,727.82 for uncollectible ambulance bills.

Motion carried.

2. Reported on delinquent utility bills to be assessed to property taxes.

On a motion by Dwight Mulder and seconded by Les Feia to approve the assessment of delinquent utility bills to property taxes with an interest rate of 7%.

Motion carried.

3. Gosseling and Folsted asked for council approval to transfer up to \$17,000 from the street department and \$2,000 from the pool to the reserve fund for those departments. We will make a final recommendation after all December bills are received.

On a motion by Les Feia and seconded by Shirley Klaassen to transfer up to \$17,000 from the street department and \$2,000 from the pool to the respective reserve funds.

Motion carried.

4. On a motion by Les Feia and seconded by Dwight Mulder the following checks were approved for payment:

City	Computer:	9590 – 9661	\$1,071,391.05
Care Center	Computer:	35888 – 35969	\$ 326,261.66

At 7:05 the meeting was closed under Minnesota Statute 13D.05, subd. 3 (c) 3, Meetings having data classified as not public for discussion regarding the Jr. High School building.

At 7:55 the meeting was re-opened and again closed under Minnesota Statute 13D.05 subd. 3 (a) for continuation of employee evaluations.

At 10:10 the meeting was re-opened. During the closed meeting there was a continuation of discussion regarding employee evaluations for Sara Folsted, Ralph Bradley, Arlene Stager and Marge Swenson. During the meeting the council approved a 3% wage increase for Marge Swenson retroactive to her anniversary date.

Sara Folsted, City Administrator reported on the following:

1. Discussion was held regarding the 2008 Final Budget.

On a motion by Les Feia and seconded by Dwight Mulder to approve the 2008 final budget.

Motion carried.

2. Presented Resolution 07-13 RESOLUTION APPROVING 2007 TAX LEVY COLLECTIBLE IN 2008. The proposed tax levy of \$538,153 represents approximately a 4% increase.

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve RESOLUTION 07-13 RESOLUTION PROPOSING 2007 TAX LEVY COLLECTIBLE IN 2008.  
Motion carried.

3. Discussion was held regarding the 2008 Prairie Park Place Operating Budget.  
On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve the 2008 operating budget for Prairie Park Place.  
Motion carried.

4. Reviewed revisions made the employee handbook to allow the use of sick time in excess of 240 hours for the care of a sick spouse subject to the same rules as personal sick time as well as the addition of Columbus Day as an official City Holiday.  
On a motion by Les Feia and seconded by Shirley Klaassen to approve the revisions to the employee handbook to include the use of sick time in excess of 240 hours for the care of a sick spouse and Columbus Day as an official City Holiday.  
Motion carried.

5. Discussion was held on the following employee wages for 2008: Hourly employees: Roger Knapper \$21.35, Jeff DeGrote \$19.00, Gerald Asche \$16.55, Arlene Stager \$9.75 for senior meals and \$10.00 for custodial, Judy Gosseling \$17.75, Ann Jaenisch \$16.00, David Olson \$15.50 and Eric Diekmann \$14.25. Salaried: Sara Folsted \$44,515, Ralph Bradley \$48,880.

On a motion by Dwight Mulder and seconded by Shirley Klaassen to approve 2008 employee wages.  
Motion carried.

6. Discussed the possibility of one gas fill per month for both the Deputy Clerk and City Administrator as they use personal vehicles for city errands throughout the day. After discussion,

On a motion by Les Feia and seconded by Dwight Mulder to approve one gas fill per month up to 10 gallons for the Deputy Clerk and City Administrator.  
Motion carried.

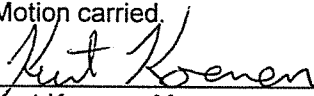
7. Proposed a contract with a Graduate Student Intern from St. Cloud State University to perform functions related to survey development, administration and recommendations for evaluating and improving employee morale at the Clara City Care Center. The city will reimburse the intern \$2,500 for services and the Care Center will reimburse for mileage and out of pocket expenses.

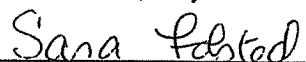
On a motion by Les Feia and seconded by Shirley Klaassen to approve a contract for the above described services and reimbursement of \$2,500.  
Motion carried.

The next meeting of the Clara City City Council will be held on Tuesday, January 8 2007, at 6:30 p.m.

As there was no further business to come before this meeting, the meeting was adjourned on a motion by Dwight Mulder and seconded by Shirley Klaassen at 10:35 p.m.

Motion carried.

  
\_\_\_\_\_  
Kurt Koenen, Mayor

  
\_\_\_\_\_  
Sara Folsted, Administrator